

LEWIS COUNTY BOARD OF EQUALIZATION QUICK CHECKLIST

REAL PROPERTY PETITION FORM

Information in boxes 1-5 must be provided to be considered a complete petition.

- #1. Account/Parcel Number (Mandatory)
- #2. Owner: (Mandatory)
- #3. Assessor's determination of true & fair value: (Mandatory)
(b) Your estimate of true & fair value: (Mandatory)
- #4. Specific reasons why you believe the assessor's value does not reflect the true and fair market value. (Mandatory)
- #5. Power of Attorney (Mandatory if applicable)
- The petition must be signed and dated (Mandatory)
- #6-#10 Self-explanatory boxes. (Additional information to support your estimate of value may be provided either with this petition or prior to twenty-one (21) business days before the hearing)
- #11. Check the following statement that applies: (Mandatory)
- ***Value change notice needs to be attached to the real property petition form (Mandatory)***

NEW ONLINE SUBMISSION FORM

- To submit your petition online:
https://lewiscounty.formstack.com/forms/board_of_equalization_form

IMPORTANT NOTES

- If you are appealing multiple parcels, you must submit separate petitions for each parcel.
- All evidence you intend to present must be received in our office at least twenty one (21) business days prior to the hearing.
- The petition must be filed or postmarked within 60 days of the date of mailing of the change of value or other determination notice.

HELPFUL INFORMATION

- Appealing Your Property Assessment to the County Board of Equalization-Washington State Department of Revenue

***This Board may not acknowledge receipt of Taxpayer Petitions. However, you will be notified when a petition is denied, untimely, or incomplete.

***The number of petitions filed will determine the number of months the Board will be in session to hold hearings on petitions. This can range anywhere from five to nine months or even longer.