

GWINNETT COUNTY

Board of Assessors

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www.gwinnettcounty.com

COMMERCIAL PROPERTY TAX APPEAL MEETING 2011

March 25, 2011

Key Date for Commercial Properties

- May 9th - Appeal Deadline

Notices

- Notices were sent out – March 25th.
- If you want a copy you need to visit our website at <http://www.gwinnett-assessor.com>.
- Notices were mailed to the owner. Only one notice per parcel was issued.

Sale Price

- If it is not a bona-fide arm's length sale, appears to be dramatically out of market price or missing transferred prices on the PT61 or deed, we did not adjust our value.
- We will need closing documents attached to the appeal.
- The transfer price is online at our website.

Appeals

- Appeals need to be completed using our online appeal tools.
- The appeal eform will ask you to include your opinion of value.
- A letter of authorization is not required at the time of filing an appeal.
- Schedule a drop off appointment and bring 2 signed copies of the completed online eform (see attachment of workflow process for more details.) This is the preferred method to ensure ALL appeals are processed accurately and in a timely manner.
- Deliver documentation to our office as quickly and organized as possible.
 - Don't wait to hear from us; you can go ahead and send to us your documentation.
 - Be sure to reference the parcel number on all supporting documentation.
 - Once your appeal is filed in a timely manner (within 45 days from the Notice Date), we can begin discussing your appeal.
 - We will need 3 years of income data.
 - For undisclosed transfer prices, we will need closing documentation.

Board of Equalization

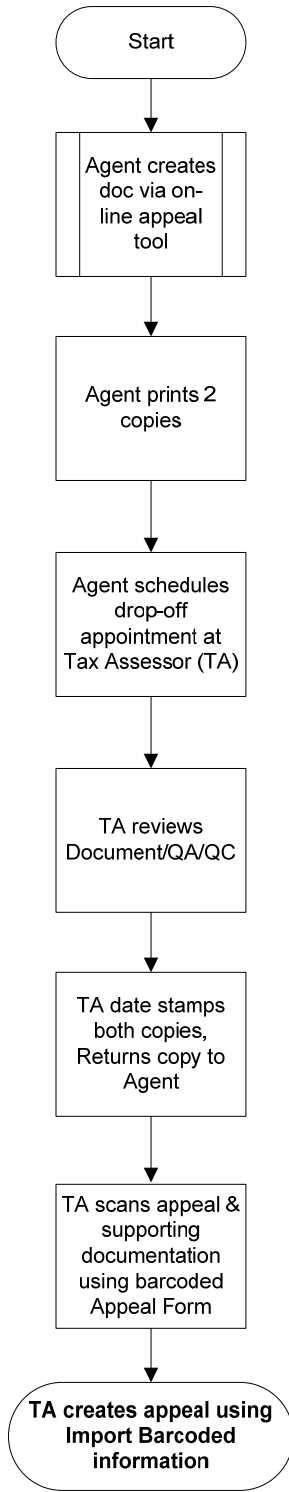
Be prepared for your BOE case.

- The Letter of Authorization will be handled by the BOE clerk of court, not the Tax Assessor's office.
- You are allowed to reschedule a meeting only ONCE – this must be done at least 48 hours prior to the original hearing date.
- Withdrawal – must be signed by the owner or authorized representative
- Communication regarding BOE hearing withdrawals, or rescheduling, should be directed to the BOE; all other correspondence should be sent to the Tax Assessor's office.
- **NEW LOCATION FOR HEARINGS AND CORRESPONDENCE – 2nd floor GJAC, Board of Equalization Hearing Rooms**

Recap

- Commercial Notices were mailed March 25th and deadline for appeal is May 9th.
- Take advantage of on-line services (ex. Address Corrections, Notices, Appeal PT311A forms) at <http://www.gwinnett-assessor.com>
- We will need each attendee's e-mail address
- For appeals, we need a signed copy of the online form
- Be prepared to discuss values with correct and current documentation
- Board of Equalization has moved and has a new website for forms at: <http://www.gwinnettcourts.com/#boardofequalization/>

Real Property Appeal Process



2011 Appeals Scheduled To

Board Of Equalization & Hearing Officer

Informational Guide

Board of Equalization
PO Box 880, Lawrenceville, GA 30046-0880

Phone (770) 822-7235

Fax (770) 822-7957

Email: boardofequalization@gwinnettcourt.com

Website: www.gwinnettcourts.com/boe

- **Letter of authorization**

LOA should be submitted with owner's signature to the Clerk of Court prior to the BOE or HO scheduled hearing date.

- **Request for a ONE TIME reschedule hearing**

Please provide date/time of availability for reschedule. If a date/time is not provided, the Clerk of Court will assign a reschedule date/time.

NOTE: All requests must be received no later than **48 hours** prior to the BOE/HO hearing date.

- **Withdrawals**

Withdrawals must be submitted with owner's or representative's signature to the Clerk of Court as soon as possible.

- **Owner and/or representative meets with TA appraiser**

If a meeting with the appraiser is needed, please contact the Tax Assessor's Office to schedule a meeting prior to the hearing date.

Please remember communication is very important between all representatives, TA appraisers and BOE/HO Clerk of Court. Let's keep up the good work.

Thank you.

Lily Perez and Jill Frailey
Board of Equalization, Clerk of Court
770-822-7235