

INSTRUCTIONS FOR ASSESSMENT REVIEW

1. Complete the attached page and return it to the Assessor. Please retain a copy for your records.
2. Reviews are typically researched and processed during the months of February to April annually. I will contact you during this time frame to conduct an inspection of the property, if needed or to discuss the reasons for review.
3. At the time your property is inspected, please provide any information you have regarding the sale of the subject property, a recent listing of the subject property, similar properties which have sold recently, and a copy of any recent appraisals of your property (if available). Also be sure to point out any structural or mechanical defects that you believe will adversely affect the market value of your property.
4. After the review procedure is complete, you will receive a notice of determination which will indicate our opinion of value, both before and after the review. The notice will include a phone number and instructions on how to further appeal the assessment if desired.
5. Please remember that only pertinent data relating to market value (items listed in #5) will be considered in the review process. "Taxes are too high", "Percentage of increase" are not relevant to the current market value of the property. If I may be of further assistance, please contact me at 800-959-6876, ext. 1.

Mark A. Link
Village Assessor
Tyler Technologies A&T Division

