

## Using the Clark County Real Property Valuation Appeal Portal

The purpose of the Client Portal is to allow taxpayers the option of starting their **Appeal/Petition for Real Property Valuation to the Board of Equalization** as a self-service online option. For questions about the appeal process, please email [BOE@clark.wa.gov](mailto:BOE@clark.wa.gov) or call 564-397-2337.

The online petition can be found at: <https://clark.wa.gov/internal-services/board-equalization>

### **What You Need to Get Started:**

- To prepare to complete the appeal form, please gather all necessary documentation. You will need your **required Notice of Value**. Other documentary evidence can include the Comparable Sales Worksheet, bids for home repairs and improvements, appraisals, and statements of income. The Comparable Sales Worksheet can be found on the Board of Equalization website's Documents page.
- If you are representing another taxpayer, you **must** provide a taxpayer-signed Agent Authorization or Power of Attorney.

### **Registering for your Account:**

- You will need to register to begin the petition. This will allow you the opportunity to log back in to view your active appeals. After registering, you will receive an email with valuable information about the process.

### **Filling out the form:**

- Please take your time and fill out the form thoroughly to ensure you have completed all required fields. Any box with an asterisk is a required field and is necessary for a valid petition. If you have any questions about what constitutes a complete petition or questions about the contents of the form, please email [boe@clark.wa.gov](mailto:boe@clark.wa.gov) or call 564-397-2337.
- The website will time out after 2 hours. If you think you are approaching 2 hours from starting the form, you can save it as a draft, which will let you exit and return to the form immediately.

### **Submitting the Form:**

- After completing the form, you will receive an email confirmation of your submission. If you do not receive an email, please request a copy be sent on the final "Thank you" screen or save and print a copy, then email [boe@clark.wa.gov](mailto:boe@clark.wa.gov).
- **A submitted petition does not guarantee an open Appeal with the Clark County Board of Equalization.** The office of the Board will review your petition for completeness and timeliness, and when it is determined your petition is complete, we will contact you with a Case Number and information about the next steps in the process.
- **This petition must be filed by July 1 of the current assessment year or 60 days after the date of mailing of the change of value notice.** All submissions must be completed and received by the system by midnight on the day of the deadline to be considered timely. Technical issues are **not** a valid reason for a request to extend the deadline.

**\*\* You must pay your taxes by the date they are due to avoid penalties and interest. After the BTA appeal period for the BOE decision has passed, changes to the assessment will be entered into the system by the Assessor's office and the Treasurer's office will notify you of adjustments made to your taxes. \*\***