



Address 1110 Capitol Way South, Suite 307 (P.O. Box 40915) Olympia, WA 98504-0915  
 Telephone (360) 753-5446 | Toll-Free (844) 880-8794 | Fax (360) 586-9020  
 Email [bta@bta.wa.gov](mailto:bta@bta.wa.gov) | Website [bta.wa.gov](http://bta.wa.gov)

## Informal Property Tax Appeal

Under Chapter 456-10 WAC, I appeal the decision of the County Board of Equalization under Petition Number \_\_\_\_\_, assessment year \_\_\_\_\_ with taxes payable in \_\_\_\_\_ (the next year), for parcel number \_\_\_\_\_.  
 Property Address: \_\_\_\_\_

**For WSBTA Use  
Docket Number**

**\*\*\*You must attach a copy of the Board of Equalization order that is being appealed\*\*\***

### Type of Appeal

- |                                            |                                            |                                            |                                      |
|--------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Residential/Condo | <input type="checkbox"/> Mobile Home       | <input type="checkbox"/> Exemption         | <input type="checkbox"/> Reconvene   |
| <input type="checkbox"/> Commercial        | <input type="checkbox"/> Vacant Lot        | <input type="checkbox"/> Open Space        | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Apt/Condo Complex | <input type="checkbox"/> Personal Property | <input type="checkbox"/> Timber/Forestland |                                      |

### Value Set by the County Board

Land	\$ _____
Improvements/Buildings	\$ _____
Personal Property	\$ _____
<b>Total</b>	<b>\$ _____</b>

### Appellant's Estimate of Value

Land	\$ _____
Improvements/Buildings	\$ _____
Personal Property	\$ _____
<b>Total</b>	<b>\$ _____</b>

Reasons for Appeal (Please be specific. Use attachment if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Appellant Name</b>	Appellant/Representative Signature		
Appellant Mailing Address	City	State	Zip Code
Appellant Daytime or Message Telephone Number (      )	E-Mail (By providing an email, you agree to receive WSBTA materials and correspondence by email.)		

<b>Representative Name</b>	Firm or Company Name; Bar Number and State		
Representative Mailing Address	City	State	Zip Code
Representative Daytime or Message Telephone Number	Representative E-Mail (By providing an email, you agree to receive WSBTA correspondence by email.)		

### FOR ASSESSOR USE ONLY – If Assessor is Filing, Please Provide Name & Address of Taxpayer

Taxpayer Name	Telephone and/or Email if known		
Mailing Address – Street or Box Number	City	State	Zip Code



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## Informal Property Tax Appeal Instructions

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Use this form to appeal property valuations, county administered exemptions, open space and timber/forestland designations and taxes, and reconvene requests.

The appeal will be an **informal** appeal governed by the rules published in [WAC 456-10](#).

Send this completed form along with a **copy** of the County Board of Equalization order you are appealing to the WSBTA by one of the methods below. Do not send evidence at this time.

**U.S. Mail** P.O. Box 40915  
Olympia WA 98504-0915

**Delivery** 1110 Capitol Way South  
Suite 307  
Olympia WA 98504

**Fax** (360) 586-9020

**Email** [bta@bta.wa.gov](mailto:bta@bta.wa.gov)

Fax or E-mail transmittals must be received before 5 p.m. Electronic files received after that time are deemed received on the next business day. The time of receipt of an electronically filed document is the time shown by the WSBTA's fax or electronic mail system.

The WSBTA will send a copy of your appeal and the County Board of Equalization order to the opposing party.

### What's Next?

The WSBTA will mail or email you a letter acknowledging receipt of your appeal. The letter will include a **prehearing order** identifying the dates for submitting your evidence and briefing. Follow the terms of the prehearing order.

The letter will also include your docket number. You **must** reference your docket number in all future communication regarding your appeal.

**If you have provided an email address, you will receive all correspondence by email.**

Please ensure [bta@bta.wa.gov](mailto:bta@bta.wa.gov) is a permitted address in your spam filters.

### Public Disclosure Notice:

Under the provisions of RCW Chapter 42.17 and WAC Chapter 456-12, information and materials submitted to the WSBTA are considered public records and are available for public inspection and copying.

### Questions?

If you have questions concerning this form, or would like to request this form in an alternate format, contact WSBTA.

For more information, visit our web site at <http://bta.wa.gov>.