

Tracking #

Case #

**MUNICIPALITY OF ANCHORAGE**  
**BUSINESS AND MOBILE HOME ASSESSMENT APPEAL FORM**

**Return to:** Property Appraisal Customer Service, 632 W. 6<sup>th</sup> Ave. Ste. 330, Anchorage

**Or Mail to:** Property Appraisal, P.O. Box 196650, Anchorage, AK 99519-6650

Phone: (907) 343-6770

This appeal must be returned or postmarked no later than the date indicated on the Notice of Assessed Value.  
Complete both sides of the form and attach the appropriate filing deposit. See instructions.

**1. I APPEAL THE VALUE FOR ACCOUNT NUMBER:**

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**FOR ASSESSMENT YEAR:**

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**2. PROPERTY OWNER:**

**3. LOCATION OF PROPERTY:**

**4. MAILING ADDRESS FOR ALL CORRESPONDENCE RELATING TO THIS APPEAL:**

Street Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone – Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Other: \_\_\_\_\_

**5. Why are you appealing your value? Check one and provide a detailed explanation below for your appeal to be valid.**

- ☐ My assessment value is excessive. (Overvalued)
- ☐ My property was valued improperly. (Incorrectly)
- ☐ My assessment has been undervalued.

**The following are not grounds for appeal:**

Your taxes are too high.  
Your value changed too much in one year.  
You can't afford the taxes.  
Your business is located in your home.  
You did not file a business property assessment return and your value is the result of an involuntary assessment.

**You must provide specific reasons supporting the item checked above:**


Additional Information Attached				Yes No
6.	Assessor's Value From Notice	Owner's Estimate of Value	Purchase Price of Property	Purchase Date

**CONTINUED ON BACK OF FORM**

**FOR OFFICE USE ONLY**

Board of Equalization Decision Date	Value	
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**THE FOLLOWING INFORMATION WILL HELP SUPPORT YOUR APPEAL**

7. **MOBILE HOMES:** Include information on the year, make, model, size and condition of the mobile home and any additions, carports or outbuildings included in the assessment. Include any other evidence that may help to support your estimate of value. Other evidence might include copies of invoices for recent repairs, contractor repair estimates, or a copy of a recent appraisal. You may also include information on recent sales of similar mobile homes (sales within the last 2 years).

Has the property been appraised within the last 2 years by other than the Municipal Assessor?  
☐ Yes   ☐ No

If Yes, Appraisal Date: \_\_\_\_\_ Appraised Value: \$ \_\_\_\_\_

8. **BUSINESS PROPERTY:** Include a detailed fixed asset listing for your business personal property. A detailed fixed asset listing should include the description, acquisition year and acquisition cost for each equipment item. Acquisition cost includes all costs (purchase, shipping, installation, etc.) incurred to bring the asset into use in your business. Include any other applicable information for specific assets (year, make, model, condition, etc.). You may include any other evidence that may help to support your estimate of value. Other evidence might include repair estimates or sales information for similar equipment.

9. **You may submit additional information to support your appeal of the assessed value.**  
*All evidence must be submitted within 45 days of the date the Assessment Notice was mailed unless the Assessor agrees to an extension.*

**Check the following statement that applies to your intentions:**

☐ I intend to submit additional evidence within the required time limit of 45 days from the date my Assessment Notice was mailed.

☐ My appeal is complete. I have provided all the evidence that I intend to submit, and request that my appeal be reviewed based on the evidence submitted.

10. **I hereby affirm that the foregoing information is true and correct, I understand that I bear the burden of proof and I must provide evidence supporting my appeal, and that I am the owner [or owner's authorized agent] of the property described above.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Owner Name

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Agent's Name

**BUSINESS AND MOBILE HOME ASSESSMENT APPEAL FORM  
INSTRUCTIONS REGARDING THE APPEAL PROCESS**

**Alaska Law States:**

- A. The assessor shall assess property at its full and true value as of January 1 of the assessment year... The full and true value is the estimated price that the property would bring in an open market and under the then prevailing market conditions in a sale between a willing seller and a willing buyer both conversant with the property and with the prevailing general price levels. (AS 29.45.110) Testimony or evidence as to the value of the appealed property must relate to its value as of January 1 of the assessment year. **This means that your property should be assessed at 100% of market value, as of January 1st.**
- B. **Who may appeal:** A person whose name appears on the assessment roll or the agent of that person may appeal to the Board of Equalization (BOE) for relief from an alleged error in valuation. Appeals must be submitted within 30 days after the date of mailing of assessment notice. (AS 29.45.190)
- C. The appellant bears the burden of proof. The only grounds for adjustment of assessment are proof of unequal, excessive, improper, or under valuation based on facts that are stated in a valid written appeal or proven at the appeal hearing. If a valuation is found to be too low, the Board of Equalization may raise the assessment. (AS 29.45.210(b))
- D. If an appellant fails to appear, the Board of Equalization may proceed with the hearing in the absence of the appellant. (AS 29.45.210(a))
- E. An appellant or the assessor may appeal a determination by the Board to the Superior Court. Appeals to the Superior Court must be filed within 30 days following the Board's final decision. (AS 29.45.210(d); AMC 12.05.053(d))

**Instructions Regarding the Appeal Process**

**The first step:**

Contact the Property Appraisal Division to review your valuation any time you have questions regarding your property value. During the first 30 days after assessment notices are mailed we are able to review and adjust values. Property owners can often settle disagreements at this level without the need or expense of filing a formal appeal. If you have questions about your valuation notice it is best to contact us as soon as possible as we are typically very busy during the first few weeks after notices are mailed. You will find a contact phone number to call on the face of your assessment notice.

**Filing of Appeals:**

- 1. All appeals must be filed with the assessor, specifying the grounds for the appeal, within 30 days from the date the assessment notice was mailed.
- 2. Appeals must be complete and presented on the prescribed form.
- 3. The appropriate filing deposit must be received by the assessor at the time of filing.

<u>Assessed Value</u>	<u>Filing Deposit</u>
\$1 to \$99,999	\$30
\$100,000 to \$499,999	\$100
\$500,000 to \$1,999,999	\$200
\$2,000,000 +	\$1,000

- 4. If the appeal is resolved prior to BOE hearing, **OR** you have provided the data and access required by the assessor and you appear at the hearing, the deposit will be refunded.

## Burden of Proof / Production of Evidence

The appellant bears the burden of proof. The only grounds for adjustment of an assessment are proof of unequal, excessive, improper, or under valuation based on facts that are stated in a valid written appeal or proven at the appeal hearing. (Alaska Statute 29.45.210(b))

1. All evidence supporting the appeal must be provided to the assessor within 45 days of the date the assessment notice was mailed. The assessor may agree to an extension under certain conditions. **New or additional documentation may not be introduced at the hearing.**
2. Upon receipt of an appeal the assessor may require pertinent information and/or requisite inspections from the property owner providing the Burden of Proof in support of their appeal. If an appellant has refused or failed to provide the assessor full access to property or records, the appellant shall be precluded from offering evidence on the issues affected by that access and those issues shall be decided in favor of the assessor.
3. If requested data and/or inspection are not provided in a timely manner, the appeal shall be forwarded to the Board of Equalization with a recommendation to dismiss.
4. In the event the assessor revised the valuation on a property under appeal and issues a withdrawal form, the appellant shall have one week to sign and return the withdrawal at the revised value. If a response is not received in a timely manner the appeal will be forwarded to the Board of Equalization for hearing.
5. The Assessor shall provide the Board of Equalization and the appellant with an appeal packet including a copy of the appellants appeal and a summary of the assessors' position. **New or additional documentation may not be introduced at the hearing.** The property owner shall be notified of the location, date and time of the hearing approximately two weeks prior to the Board of Equalization hearing. You may also check the hearing schedule on the Web at:

[www.muni.org](http://www.muni.org)

## Payment of Taxes

Anchorage Municipal Code 12.15.060 requires payment of taxes on or before the due date shown on the tax bill. Taxes must be paid on the due date even though a Board of Equalization Appeal or Assessor's review is pending. **Failure to make timely payment will result in interest and 10% penalty on all delinquent balances.** When an Assessor's review or Board of Equalization Appeal is finalized, and if there is a decrease to the assessed value, a refund will be issued for the excess taxes paid plus interest.

Questions concerning requirements for the payment of taxes or minimum payments due must be directed to the Treasury Division Tax Section, (907) 343-6650, or addressed to:

Municipality of Anchorage  
Treasury Division  
P.O. Box 196650  
Anchorage, AK 99519-6650

## Additional Information

Questions concerning the appeal form or property value should be directed to the Assessor's Office (907) 343-6770. Additional information may be obtained at the Municipality of Anchorage web site ([www.muni.org](http://www.muni.org)), in Alaska Statutes Title 29 and Anchorage Municipal Code Title 12.