

## STEP-BY-STEP INSTRUCTIONS

# Submitting Your Property Tax Appeal

---

## WAKE COUNTY, NORTH CAROLINA

---

### SUBMITTING YOUR APPEAL

1. Complete and sign the Formal Appeal Request Letter which ValueAppeal has created for you
2. Attach the Comparables Sales Evidence to the Formal Appeal Request Letter
3. Mail the Formal Appeal Request Letter and Comparable Sales Evidence to the address on the Appeal Request Letter no later than April 1st

### **DON'T MISS YOUR FILING DEADLINE!**

Petitions must be received by the county on or before April 1, 2010

Note: The assessor may send you a list of the comps they will use to support their original higher assessment. It is likely your case is stronger than theirs and we provide a tool to help you prove it. Please follow the instructions below:

### IF YOU RECEIVE A LIST OF COMPS FROM THE ASSESSOR

1. Log in to your My Account page at [www.ValueAppeal.com](http://www.ValueAppeal.com)
2. Click on the Comparative Analysis button next to your address
3. Enter your address or parcel ID for each of the comps the assessor has provided to support their original assessment.
4. Our Comparative Analysis Tool will analyze the assessor's comps and point out the reasons why the assessor's comps are not as good as ours.
5. Bring the Comparative Analysis results to your appeal hearing to support your case.
6. (Optional) Email or Fax a copy of the County Comps to us so that we can help analyze if necessary

**Formal Appeal Request Letter**

Wake County Revenue Department  
Attention: Real Estate Appeal  
PO Box 2331  
Raleigh NC 27602

To Whom It May Concern:

I would like to request a formal BOE review of the following residential property:

Property/Parcel ID: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

This property is currently assessed at \_\_\_\_\_

The research I have conducted, which is attached to this letter, suggests that the assessment value is too high.

I propose the assessment be lowered to \_\_\_\_\_

If the Wake County Assessor disagrees with my requested lower assessment value, and has comparable sales to support a higher value, I would like to be provided with the addresses of those comparable sales in writing prior to the hearing with the Board of Equalization.

Sincerely,

\_\_\_\_\_

Owner/Taxpayer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Home phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Attachment: Comparable Properties Evidence

# Property Assessment Appeal Evidence

## Property Profile

Property Address (Subject)  
**100 Sample Street, 91111**

Parcel #:  
**00000000**

Beds:  
**n/a**

Baths:  
**1.5**

Living Space:  
**1,509 square feet**

\$/sqft:  
**(\$273/sqft.)**

Lot Size:  
**6098 square feet**

Type:  
**Residential**

Year Built:  
**1934**

Stories:  
**1.0**

Waterfront:  
**n/a**

View:  
**n/a**

Zoning:  
**R-10**

## Report Summary

The subject property has been overassessed for property tax purposes. Please accept this evidence supporting a lower assessment for the property. Each argument has merit in its own right and should be considered separately. This evidence is not an appraisal and it is not an opinion of market value. The comparable sales were selected by the homeowner appellant.

### Comparable Sales **\$312,463**

The subject property is eligible for a reduced assessment based on the sales of comparable homes nearby. The comparable properties selected are similar in size and features to the subject property.

### Unequal Assessment **\$312,004**

The subject property is eligible for a reduced assessment based on the assessments of similar homes nearby. The comparable properties selected are similar in size and features of the subject property and they are located nearby. However, each of these homes is assessed for less than the subject property. Therefore, the subject property is unfairly assessed relative to similar homes.

### Other Information

The subject property is eligible for a reduced assessment based on the unique conditions outlined in the pages to follow.

|                | Wake County      | Proposed Assessment |
|----------------|------------------|---------------------|
| Total for 2009 | <b>\$412,413</b> | <b>\$312,463</b>    |

# Comparable Sales (1 - 5 of 14)

| ANALYSIS                | Subject                            | Comp 1                     | Comp 2                     | Comp 3                     | Comp 4                     | Comp 5                     |
|-------------------------|------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Address                 | <b>100 Sample Street<br/>91111</b> | 100 Sample Street<br>91111 | 100 Sample Street<br>91111 | 100 Sample Street<br>91111 | 100 Sample Street<br>91111 | 100 Sample Street<br>91111 |
| ID                      | 00000000                           | 00000000                   | 00000000                   | 00000000                   | 00000000                   | 00000000                   |
| Assessment              | \$412,413                          |                            |                            |                            |                            |                            |
| Sale Price              |                                    | \$349,000                  | \$345,000                  | \$310,000                  | \$290,000                  | \$326,000                  |
| Distance                |                                    | 0.23 mi                    | 0.61 mi                    | 0.81 mi                    | 0.22 mi                    | 0.29 mi                    |
| Date of Sale            |                                    | 1/19/2007                  | 7/27/2007                  | 5/31/2007                  | 3/1/2007                   | 8/2/2007                   |
| Age of Sale             |                                    | 347 days                   | 158 days                   | 215 days                   | 306 days                   | 152 days                   |
| Bedrooms                | n/a                                | n/a                        | n/a                        | n/a                        | n/a                        | n/a                        |
| Bathrooms               | 1.5                                | 2                          | 1                          | 2.5                        | 1                          | 1                          |
| Living Space            | 1,509 sqft                         | 1,610 sqft                 | 1,454 sqft                 | 1,740 sqft                 | 1,224 sqft                 | 1,464 sqft                 |
| \$/sqft                 | \$273/sqft                         | \$217/sqft                 | \$237/sqft                 | \$178/sqft                 | \$237/sqft                 | \$223/sqft                 |
| Lot Size                | 6098 sqft                          | 9583 sqft                  | 6534 sqft                  | 7405 sqft                  | 12196 sqft                 | 10018 sqft                 |
| Stories                 | 1.0                                | 1.0                        | 1.0                        | 2.0                        | 1.0                        | 1.0                        |
| Built                   | 1934                               | 1948                       | 1930                       | 1998                       | 1955                       | 1934                       |
| Other Info              |                                    |                            |                            |                            |                            |                            |
| Acreage                 | 0.14                               | 0.22                       | 0.15                       | 0.17                       | 0.28                       | 0.23                       |
| Addition Year           | 0                                  | 2004                       | 0                          | 0                          | 1985                       | 0                          |
| AIR                     | A                                  | A                          | A                          | A                          | A                          | A                          |
| Basement Percent        | 70                                 | 0                          | 100                        | 0                          | 0                          | 0                          |
| BULTIN1                 | One Fireplace                      |                            | One Fireplace              | One Fireplace              | One Fireplace              | One Fireplace              |
| Condition               | 107                                | 109                        | 100                        | 98                         | 107                        | 103                        |
| Fireplace               | 1                                  | 0                          | 1                          | 1                          | 1                          | 1                          |
| Gas                     | 1                                  | 1                          | 1                          | 1                          | 1                          | 1                          |
| GRADE                   | B+05                               | B 00                       | A-05                       | B+10                       | B 00                       | B+10                       |
| Heat                    | 1                                  | 1                          | 1                          | 1                          | 1                          | 1                          |
| Multi-Story             | 0                                  | 0                          | 0                          | 1                          | 0                          | 0                          |
| Remodeled Year          | 0                                  | 0                          | 0                          | 0                          | 0                          | 0                          |
| Sewer                   | 1                                  | 1                          | 1                          | 1                          | 1                          | 1                          |
| Square Feet Living Area | 1509                               | 1610                       | 1454                       | 1740                       | 1224                       | 1464                       |
| Water                   | 1                                  | 1                          | 1                          | 1                          | 1                          | 1                          |
| Zoning                  | R-10                               | R-10                       | R-6                        | R-10                       | R-10                       | R-6                        |

# Comparable Sales Cont. (6 - 10 of 14)

| ANALYSIS                | Subject                            | Comp 6                     | Comp 7                     | Comp 8                     | Comp 9                     | Comp 10                    |
|-------------------------|------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Address                 | <b>100 Sample Street<br/>91111</b> | 100 Sample Street<br>91111 | 100 Sample Street<br>91111 | 100 Sample Street<br>91111 | 100 Sample Street<br>91111 | 100 Sample Street<br>91111 |
| ID                      | 00000000                           | 00000000                   | 00000000                   | 00000000                   | 00000000                   | 00000000                   |
| Assessment              | \$412,413                          |                            |                            |                            |                            |                            |
| Sale Price              |                                    | \$350,000                  | \$386,500                  | \$346,000                  | \$364,000                  | \$370,000                  |
| Distance                |                                    | 0.40 mi                    | 0.13 mi                    | 0.73 mi                    | 0.39 mi                    | 0.52 mi                    |
| Date of Sale            |                                    | 4/5/2007                   | 3/6/2007                   | 9/19/2007                  | 6/13/2007                  | 7/30/2007                  |
| Age of Sale             |                                    | 271 days                   | 301 days                   | 104 days                   | 202 days                   | 155 days                   |
| Bedrooms                | n/a                                | n/a                        | n/a                        | n/a                        | n/a                        | n/a                        |
| Bathrooms               | 1.5                                | 1                          | 2                          | 1.5                        | 2                          | 2                          |
| Living Space            | 1,509 sqft                         | 1,410 sqft                 | 1,804 sqft                 | 1,305 sqft                 | 1,455 sqft                 | 1,404 sqft                 |
| \$/sqft                 | \$273/sqft                         | \$248/sqft                 | \$214/sqft                 | \$265/sqft                 | \$250/sqft                 | \$264/sqft                 |
| Lot Size                | 6098 sqft                          | 5227 sqft                  | 10018 sqft                 | 7405 sqft                  | 6098 sqft                  | 5662 sqft                  |
| Stories                 | 1.0                                | 1.0                        | 1.0                        | 1.5                        | 1.0                        | 1.0                        |
| Built                   | 1934                               | 1935                       | 1932                       | 1942                       | 1924                       | 1924                       |
| Other Info              |                                    |                            |                            |                            |                            |                            |
| Acreage                 | 0.14                               | 0.12                       | 0.23                       | 0.17                       | 0.14                       | 0.13                       |
| Addition Year           | 0                                  | 0                          | 1991                       | 0                          | 0                          | 0                          |
| AIR                     | A                                  | A                          | A                          | A                          | A                          | A                          |
| Basement Percent        | 70                                 | 32                         | 11                         | 100                        | 20                         | 10                         |
| BULTIN1                 | One Fireplace                      | One Fireplace              | One Fireplace              | One Fireplace              | One Fireplace              | One Fireplace              |
| Condition               | 107                                | 114                        | 106                        | 104                        | 106                        | 96                         |
| Fireplace               | 1                                  | 1                          | 1                          | 1                          | 1                          | 1                          |
| Gas                     | 1                                  | 1                          | 1                          | 1                          | 1                          | 1                          |
| GRADE                   | B+05                               | A+10                       | B+10                       | B+10                       | A 00                       | A-10                       |
| Heat                    | 1                                  | 1                          | 1                          | 1                          | 1                          | 1                          |
| Multi-Story             | 0                                  | 0                          | 0                          | 1                          | 0                          | 0                          |
| Remodeled Year          | 0                                  | 0                          | 1989                       | 0                          | 0                          | 0                          |
| Sewer                   | 1                                  | 1                          | 1                          | 1                          | 1                          | 1                          |
| Square Feet Living Area | 1509                               | 1410                       | 1804                       | 1305                       | 1455                       | 1404                       |
| Water                   | 1                                  | 1                          | 1                          | 1                          | 1                          | 1                          |
| Zoning                  | R-10                               | R-6                        | R-10                       | SP R-6                     | R-6                        | R-6                        |

# Comparable Sales Cont. (11 - 14 of 14)

| ANALYSIS                | Subject                            | Comp 11                    | Comp 12                    | Comp 13                    | Comp 14                    |
|-------------------------|------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Address                 | <b>100 Sample Street<br/>91111</b> | 100 Sample Street<br>91111 | 100 Sample Street<br>91111 | 100 Sample Street<br>91111 | 100 Sample Street<br>91111 |
| ID                      | 00000000                           | 00000000                   | 00000000                   | 00000000                   | 00000000                   |
| Assessment              | <b>\$412,413</b>                   |                            |                            |                            |                            |
| Sale Price              |                                    | \$289,500                  | \$375,000                  | \$356,500                  | \$384,500                  |
| Distance                |                                    | 0.98 mi                    | 0.69 mi                    | 0.25 mi                    | 0.34 mi                    |
| Date of Sale            |                                    | 5/4/2007                   | 6/5/2007                   | 6/15/2007                  | 5/31/2007                  |
| Age of Sale             |                                    | 242 days                   | 210 days                   | 200 days                   | 215 days                   |
| Bedrooms                | n/a                                | n/a                        | n/a                        | n/a                        | n/a                        |
| Bathrooms               | 1.5                                | 2                          | 2                          | 2.5                        | 2.5                        |
| Living Space            | 1,509 sqft                         | 1,363 sqft                 | 1,784 sqft                 | 1,776 sqft                 | 1,581 sqft                 |
| \$/sqft                 | \$273/sqft                         | \$212/sqft                 | \$210/sqft                 | \$201/sqft                 | \$243/sqft                 |
| Lot Size                | 6098 sqft                          | 8712 sqft                  | 9147 sqft                  | 6534 sqft                  | 7405 sqft                  |
| Stories                 | 1.0                                | 1.0                        | 1.7                        | 1.5                        | 1.0                        |
| Built                   | 1934                               | 1952                       | 1950                       | 1988                       | 1957                       |
| <b>Other Info</b>       |                                    |                            |                            |                            |                            |
| Acreage                 | 0.14                               | 0.2                        | 0.21                       | 0.15                       | 0.17                       |
| Addition Year           | 0                                  | 2002                       | 0                          | 0                          | 0                          |
| AIR                     | A                                  | A                          | A                          | A                          | A                          |
| Basement Percent        | 70                                 | 0                          | 0                          | 0                          | 20                         |
| BUILTIN1                | One Fireplace                      |                            |                            | One Fireplace              | One Fireplace              |
| Condition               | 107                                | 115                        | 123                        | 83                         | 118                        |
| Fireplace               | 1                                  | 0                          | 0                          | 1                          | 1                          |
| Gas                     | 1                                  | 1                          | 1                          | 1                          | 1                          |
| GRADE                   | B+05                               | B 00                       | B+10                       | A-10                       | A-05                       |
| Heat                    | 1                                  | 1                          | 1                          | 1                          | 1                          |
| Multi-Story             | 0                                  | 0                          | 1                          | 1                          | 0                          |
| Remodeled Year          | 0                                  | 0                          | 2005                       | 0                          | 0                          |
| Sewer                   | 1                                  | 1                          | 1                          | 1                          | 1                          |
| Square Feet Living Area | 1509                               | 1363                       | 1784                       | 1776                       | 1581                       |
| Water                   | 1                                  | 1                          | 1                          | 1                          | 1                          |
| Zoning                  | R-10                               | SP R-6                     | R-10                       | R-10                       | R-6                        |

# Unequal Assessment

| EQUITY ANALYSIS                |                                 | Assessed         | Land /<br>Improvements | Distance    | Sqft              | Lot Sqft     | Beds       | Bath        | Cond.      | Grade    | Zoning      |
|--------------------------------|---------------------------------|------------------|------------------------|-------------|-------------------|--------------|------------|-------------|------------|----------|-------------|
| <b>S</b>                       | <b>100 Sample Street, 91111</b> | <b>\$412,413</b> | <b>\$220,500</b>       |             | <b>1,509</b>      | <b>6098</b>  | <b>n/a</b> | <b>1.5</b>  | <b>107</b> | <b>3</b> | <b>R-10</b> |
|                                | <b>Parcel #: 00000000</b>       |                  | <b>\$191,913</b>       |             | <b>\$273/sqft</b> |              |            |             |            |          |             |
|                                | View: n/a Waterfront: n/a       |                  |                        |             |                   |              |            |             |            |          |             |
| 1                              | 100 Sample Street, 91111        | \$319,413        | \$156,800              | 0.37        | 1,348             | 6098         | n/a        | 2           | 107        | 3        | R-10        |
|                                | Parcel #: 00000000              |                  | \$162,613              |             | \$237/sqft        |              |            |             |            |          |             |
|                                | View: n/a Waterfront: n/a       |                  |                        |             |                   |              |            |             |            |          |             |
| 2                              | 100 Sample Street, 91111        | \$340,491        | \$160,000              | 0.36        | 1,508             | 6534         | n/a        | 1.5         | 109        | 3        | R-10        |
|                                | Parcel #: 00000000              |                  | \$180,491              |             | \$226/sqft        |              |            |             |            |          |             |
|                                | View: n/a Waterfront: n/a       |                  |                        |             |                   |              |            |             |            |          |             |
| 3                              | 100 Sample Street, 91111        | \$324,000        | \$160,000              | 0.29        | 1,652             | 6534         | n/a        | 2.5         | 107        | 3        | R-10        |
|                                | Parcel #: 00000000              |                  | \$164,000              |             | \$196/sqft        |              |            |             |            |          |             |
|                                | View: n/a Waterfront: n/a       |                  |                        |             |                   |              |            |             |            |          |             |
| 4                              | 100 Sample Street, 91111        | \$343,338        | \$184,000              | 0.26        | 1,628             | 6534         | n/a        | 2           | 107        | 3        | R-10        |
|                                | Parcel #: 00000000              |                  | \$159,338              |             | \$211/sqft        |              |            |             |            |          |             |
|                                | View: n/a Waterfront: n/a       |                  |                        |             |                   |              |            |             |            |          |             |
| 5                              | 100 Sample Street, 91111        | \$333,752        | \$192,720              | 0.21        | 1,312             | 10018        | n/a        | 2           | 111        | 3        | R-10        |
|                                | Parcel #: 00000000              |                  | \$141,032              |             | \$254/sqft        |              |            |             |            |          |             |
|                                | View: n/a Waterfront: n/a       |                  |                        |             |                   |              |            |             |            |          |             |
| 6                              | 100 Sample Street, 91111        | \$276,379        | \$148,500              | 0.22        | 1,560             | 6534         | n/a        | 2.5         | 114        | 3        | R-10        |
|                                | Parcel #: 00000000              |                  | \$127,879              |             | \$177/sqft        |              |            |             |            |          |             |
|                                | View: n/a Waterfront: n/a       |                  |                        |             |                   |              |            |             |            |          |             |
| 7                              | 100 Sample Street, 91111        | \$318,039        | \$174,960              | 0.34        | 1,553             | 8276         | n/a        | 2           | 110        | 2        | R-10        |
|                                | Parcel #: 00000000              |                  | \$143,079              |             | \$205/sqft        |              |            |             |            |          |             |
|                                | View: n/a Waterfront: n/a       |                  |                        |             |                   |              |            |             |            |          |             |
| 8                              | 100 Sample Street, 91111        | \$304,298        | \$177,600              | 0.32        | 1,245             | 7405         | n/a        | 2           | 110        | 2        | R-10        |
|                                | Parcel #: 00000000              |                  | \$126,698              |             | \$244/sqft        |              |            |             |            |          |             |
|                                | View: n/a Waterfront: n/a       |                  |                        |             |                   |              |            |             |            |          |             |
| 9                              | 100 Sample Street, 91111        | \$267,402        | \$137,700              | 0.36        | 1,222             | 6969         | n/a        | 2           | 116        | 2        | R-10        |
|                                | Parcel #: 00000000              |                  | \$129,702              |             | \$219/sqft        |              |            |             |            |          |             |
|                                | View: n/a Waterfront: n/a       |                  |                        |             |                   |              |            |             |            |          |             |
| 10                             | 100 Sample Street, 91111        | \$292,926        | \$165,600              | 0.31        | 1,208             | 4791         | n/a        | 2           | 116        | 2        | R-10        |
|                                | Parcel #: 00000000              |                  | \$127,326              |             | \$242/sqft        |              |            |             |            |          |             |
|                                | View: n/a Waterfront: n/a       |                  |                        |             |                   |              |            |             |            |          |             |
| <b>Equity Analysis Summary</b> |                                 |                  |                        |             |                   |              |            |             |            |          |             |
|                                | <b>High</b>                     |                  | <b>\$343,338</b>       | <b>0.37</b> | <b>1652</b>       | <b>10018</b> | <b>0</b>   | <b>2.5</b>  |            |          |             |
|                                |                                 |                  |                        |             | <b>\$254/sqft</b> |              |            |             |            |          |             |
|                                | <b>Low</b>                      |                  | <b>\$267,402</b>       | <b>0.21</b> | <b>1208</b>       | <b>4791</b>  | <b>0</b>   | <b>1.5</b>  |            |          |             |
|                                |                                 |                  |                        |             | <b>\$177/sqft</b> |              |            |             |            |          |             |
|                                | <b>Average</b>                  |                  | <b>\$312,004</b>       | <b>0.3</b>  | <b>1424</b>       | <b>6969</b>  | <b>0</b>   | <b>2.05</b> |            |          |             |
|                                |                                 |                  |                        |             | <b>\$221/sqft</b> |              |            |             |            |          |             |

This is not an appraisal. This is not an opinion of market value. The comps chosen were selected by the appellant.

# Other Information

**Are there any significant structural issues with the home? Please explain.**

We just discovered a crack in our east foundation that a contractor has estimated will cost \$20,000 to repair.

**Are there any other external factors that would effect the value of your home?**

An apartment complex was recently constructed behind our home that has created a signifigant nuisance for our neighborhood.