

FILING INSTRUCTIONS

A.) Read attached guidelines for detailed instructions.

B.) To prove value, you may:

- 1.) Submit an appraisal**
- 2.) Submit equitable comparable sales properties**
- 3.) Submit comparable sales properties**
- 4.) If new construction, submit proof of construction costs**
- 5.) If INCOME PROPERTY, submit Schedule E of Operating Expense Statement for the last three years.**

C.) Read & complete PTAX Appeal Form

D.) If you feel the property is over assessed in relation to other assessments of similar properties in your neighborhood, complete the Equity Comparable portion on page 2.

E.) If you feel your property is over assessed in relation to sales of similar properties in your neighborhood, complete the Sales Comparable portion on page 2.