

Informal Review Guidelines for Petitioners

If you disagree with the assessment of your property, you may choose to have it reviewed by the City Assessor's office. Please review these guidelines when filing an informal appeal:

- The appeal process pertains to the property's assessed value, **not taxes**.
- **Please have your informal appeals filed as soon as possible starting on April 2nd. Per Iowa code 441.37 you must come to a written agreement with the Assessor's office by end of business day on April 25th.**
- Appeals are reviewed in the order they are received. **Waiting until April 25th to submit an informal appeal to our office does not guarantee there will be enough time for review and agreement by end of business day on April 25th.**
- If an agreement is not reached by end of business day on April 25th, the Petitioner will have the option to submit a formal appeal to the Mason City Board of Review. Formal appeals can be submitted to our office or postmarked no later than April 30th. (Iowa code 441.37)
- Protests are limited to the grounds specified in Chapter 441.37, Code of Iowa.
- The Assessor and her staff cannot assist the petitioner with filing out the petition form.
- Appeals should be against the current assessed value, not against the amount of change compared to the prior year assessment.
- Include evidence to support your proposed assessed value. If you have a recent appraisal, provide a copy. If using comparable properties as evidence, make sure they are of similar size, age, quality, condition, and location.
- For income producing properties, income & expense statements should be provided.