



BOARD OF EQUALIZATION TRAINING AGENDA

May 01, 2025 at 5:30 PM

Zoom Webinar

<https://juneau.zoom.us/j/99741860260> or 1-253-215-8782 Webinar ID: 997 4186 0260

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. AGENDA TOPICS

1. Office of the State Assessor BOE Training w/ State Assessor Dan Nelson
2. Presentation of CBJ Assessment Process - Assessor's Office Staff
3. CBJ Law Department BOE Training Material Overview - Nicole Lynch, CBJ Assistant Attorney
4. Election of BOE Chair/Vice Chair

E. NEXT HEARING DATE

Placeholder Hearings set for every Thursday May - July at 5:30pm via Zoom Webinar. Clerk staff will notify BOE members if no hearing is scheduled for that week.

F. ADJOURNMENT

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

Board of Equalization (BOE) Training Office of the State Assessor



Dan Nelson, State Assessor

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

City and Borough of Juneau
Board of Equalization

May 1, 2024

THE PROPERTY ASSESSMENT

Section D, Item 1.



Prepared by: Office of the State Assessor



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

POINTS OF DISCUSSION

Section D, Item 1.

1. Role of the State Assessor
2. Property Assessment and Taxation
3. New 2024 Legislation (SB 179)
4. Tips For Handling Complex Appeals
5. BOE “Do’s” and “Don’ts.”



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

ROLE OF THE STATE ASSESSOR

Section D, Item 1.

- Advise and assist municipalities on assessment issues
- Provide appraisal training for assessment personnel
- Respond to assessment questions
- Provide Board of Equalization (BOE) Training



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

ROLE OF THE STATE ASSESSOR CONT...

Section D, Item 1.

- Compile and develop the annual Full Value Determination (FVD) [AS 14.17.510 (a)]
- Compile and develop the annual publication of Alaska Taxable
- Monitor municipal assessment and taxation practices and procedures (AS 29.45.103 – Taxation Records and 29.45.105 Errors in Taxation Records)



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

ROLE OF THE STATE ASSESSOR CONT...

Section D, Item 1.

- Adopt assessment standards [AS 29.45.110 (e)]
- Develop the application for farm use/deferment [AS 29.45.060 (b)]
- Annually adjust the municipality's voter-authorized residential exemption by the annual average cost of living, using the United States Department of Labor Consumer Price Index for Urban Alaska [AS 29.45.050 (a)]
- Finally, there is a mandatory cap on taxation found in AS 29.45.090 that is administered by the State Assessor.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

PROPERTY ASSESSMENT PROCESS – AS 29.45.110 FULL AND TRUE VALUE

Section D, Item 1.

- a) The assessor shall assess property at its full and true value as of January 1 of the assessment year, except as provided in this section, AS 29.45.060, and 29.45.230. 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 prevailing general price levels. The assessor shall determine the full and true value as provided in standards adopted by the department under (e) of this section or another set of standards provided by ordinance.

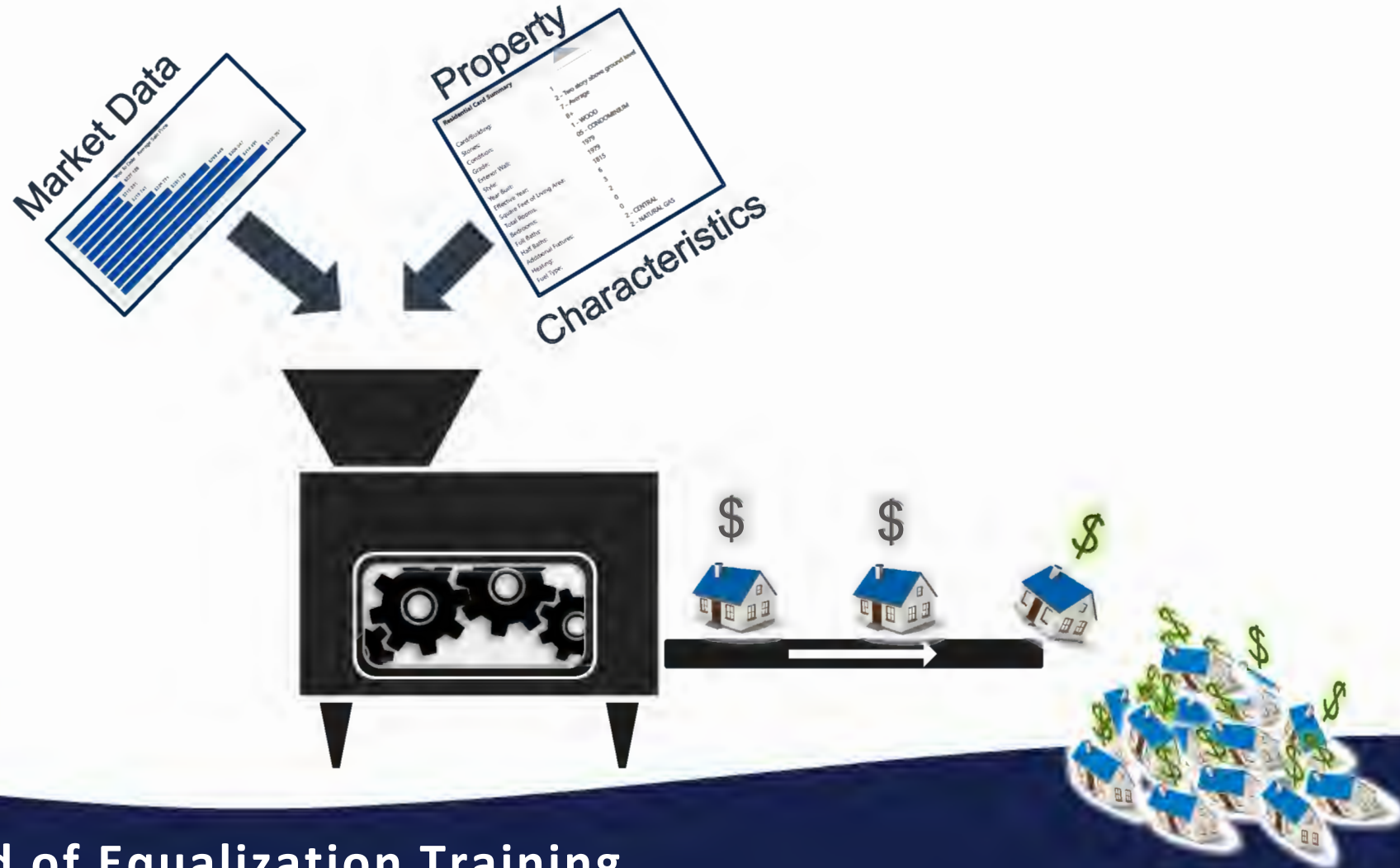


Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

HOW ARE VALUES DERIVED?

Section D, Item 1.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

MASS VS. FEE APPRAISAL

Section D, Item 1.

- Mass appraisal is a broad, systematic valuation of many properties at once, while a fee appraisal is the valuation of an individual property.
- Mass appraisers value large number of properties simultaneously using standardized methods (Statistical Analysis).
- Fee appraisers provide a detailed valuation for a single property.
- Mass and fee appraisers follow the same steps to value property and the same approaches to value cost, income, and sales comparison.
- The difference between a mass and fee appraisers is Purpose, Scope, and Methodology.




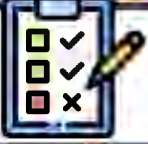





Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

Step/Task

Description

Section D, Item 1.

	1. Define the Problem	Understand the <u>property, property rights, etc. to be appraised.</u>
	2. Identify the Scope of Work	Determine what work is necessary to produce fair and equitable valuations.
	3. Preliminary survey & Planning	Preliminary analysis to determine necessary data and best approach to value.
	4. Data collection and analysis	Collect market trends, specific property data, and specific market data, such as sales and rent.
	5. Highest and Best Use	Understand the best use of the property conditional on legal constraints and physical and market forces.
	6. Application of the data and the approaches to value	Three approaches to value: <u>Cost, Income, and Sales Approach.</u>
	7. Correlation & reconciliation of values	Reconciliation of the three approaches to value and reporting final opinion of value.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

THE THREE APPROACHES TO VALUE

Section D, Item 1.

- **Cost Approach**
 - ✓ Based on the Principle of Substitution
- **Sales Comparison (Market) Approach**
 - ✓ Primarily based on Supply and Demand
- **Income Approach**
 - ✓ Primarily based on investor expectations



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

THE COST APPROACH

Section D, Item 1.

$$\begin{array}{ccccc} \$400,000 & & \$100,000 & & \$75,000 & & \\ \text{House Icon} & - & \text{House Icon} & + & \text{House on Land Icon} & = & \text{Indicated Value} \\ & & & & & & \$375,000 \end{array}$$

Replacement Cost New (RCN) Depreciation: Wear and Tear Add the Land Value*

***Note:** The land value is determined outside of the Cost Approach process and is typically derived using the Sales Comparison Approach.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

SALES COMPARISON (MARKET) APPROACH

Section D, Item 1.

“The process of deriving a value indication for the subject property by comparing similar properties that have recently sold with the property being appraised, identifying appropriate units of comparison, and making adjustments to the sale prices of the comparable properties based on relevant, market-derived elements of comparison.”

Source: The Appraisal of Real Estate, 14th edition



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

SALES COMPARISON (MARKET) APPROACH

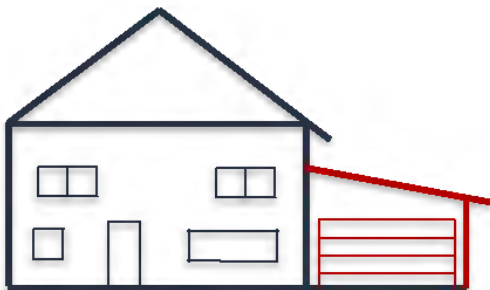
Subject
No Garage



Comparable #1
No Garage



Comparable #2
Garage



Comparable Sale	\$100,000	\$110,000
Adjustment	\$0	-\$15,000
Indicated Value	\$100,000	\$95,000



INCOME APPROACH

Section D, Item 1.

- In the income capitalization approach, an appraiser analyzes a property's capacity to generate future benefits and capitalizes the income into an indication of present value. The principle of anticipation is fundamental to the approach.

Source: The Appraisal of Real Estate, 14th edition

- Approach through which an appraiser (or investor) derives a value indication for income-producing property by converting anticipated benefits, i.e., cash flows and reversion, into property value.

Source: American Institute of Real Estate Appraisers.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

INCOME APPROACH

Section D, Item 1.



What is the value of the income stream (i.e. anticipated benefits) today?

Net Operating Income

Cap Rate

= Indicated Property Value



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

PROPERTY ASSESSMENT PROCESS

Section D, Item 1.

AS 29.45.160 Assessment Roll

AS 29.45.170 Assessment Notice

As 29.45.180 Corrections

AS 29.45.190 Appeal

AS 29.45.200 Board of Equalization

AS 29.45.210 Hearing



Assessment Notice:



Tax Bill:



Tax Due:



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

PROPERTY ASSESSMENT PROCESS – AS 29.45.160 ASSESSMENT ROLL

Section D, Item 1.

- a) The assessor shall prepare an annual assessment roll. The roll must contain
- 1) a description of all property subject to an ad valorem tax;
 - 2) the assessed value of all property subject to an ad valorem tax;
 - 3) the names and addresses of persons with property subject to an ad valorem tax.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

PROPERTY ASSESSMENT PROCESS – AS 29.45.170 ASSESSMENT NOTICE

Section D, Item 1.

- a) The assessor shall give each person named in the assessment roll a notice of assessment showing the assessed value of the person's property that is subject to an ad valorem tax. On each notice is printed a brief summary of the dates when taxes are payable, delinquent, and subject to penalty and interest, and the dates when the board of equalization will sit.
- b) Sufficient assessment notice is given if mailed by first class mail 30 days before the equalization hearings. If the address is not known to the assessor, the notice may be addressed to the person at the post office nearest the property. Notice is effective on the date of mailing.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

PROPERTY ASSESSMENT PROCESS – AS 29.45.180 CORRECTIONS

Section D, Item 1.

- a) A person receiving an assessment notice shall advise the assessor of errors or omissions in the assessment of the person's property. If requested by the person, the assessor or a person designated by the assessor shall meet with the person and answer reasonable questions relating to the methods used to assess the person's property. The meeting required under this subsection may be virtual or telephonic. The assessor may correct errors or omissions in the roll before the board of equalization hearing.
- b) If errors found in the preparation of the assessment roll are adjusted, the assessor shall mail a corrected notice allowing 30 days for appeal to the board of equalization.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

PROPERTY ASSESSMENT PROCESS – AS 29.45.190 APPEAL

Section D, Item 1.

- a) A person whose name appears on the assessment roll or the agent or assigns of that person may appeal to the board of equalization for relief from an alleged error in valuation not adjusted by the assessor to the taxpayer's satisfaction.
- b) The appellant shall, within 30 days after the date of mailing of notice of assessment, submit to the assessor a written appeal specifying grounds in the form that the board of equalization may require. Otherwise, the right of appeal ceases unless the board of equalization finds that the taxpayer was unable to comply.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

PROPERTY ASSESSMENT PROCESS – AS 29.45.190 APPEAL CONT...

Section D, Item 1.

- c) The assessor shall notify an appellant by mail of the time and place of hearing.
- d) The assessor shall prepare for use by the board of equalization a summary of assessment data relating to each assessment that is appealed.
- e) A city in a borough may appeal an assessment to the borough board of equalization in the same manner as a taxpayer. Within five days after receipt of the appeal, the assessor shall notify the person whose property assessment is being appealed by the city.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

PROPERTY ASSESSMENT PROCESS – AS 29.45.200 BOARD OF EQUALIZATION

Section D, Item 1.

- a) The governing body shall appoint one or more boards of equalization for the purpose of hearing an appeal from a determination of the assessor. An appointed board shall be composed of not less than three persons, who shall be members of the governing body, municipal residents, or a combination of members of the governing body and residents. The governing body shall by ordinance establish the qualifications for membership. The governing body may ordinance appoint itself to sit as a board of equalization.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

PROPERTY ASSESSMENT PROCESS – AS 29.45.200 BOARD OF EQUALIZATION CONT...

Section D, Item 1.

- b) The board of equalization is governed in its proceedings by rules adopted by ordinance that are consistent with general rules of administrative procedure. The board may alter an assessment of a lot only pursuant to an appeal filed as to the particular lot.
- c) Notwithstanding other provisions in this section, a determination of the assessor as to whether property is taxable under law may be appealed directly to the superior court.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

PROPERTY ASSESSMENT PROCESS – AS 29.45.210 HEARING

Section D, Item 1.

- a) If an appellant fails to appear, the board of equalization may proceed.
- b) **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. The board of equalization may not raise the assessment in the current year unless requested to do so by the appellant. If the appellant provides a long form fee appraisal to support the appellant's valuation and the board of equalization does not find in favor of the appellant, the board shall make specific findings on the record to support its decision.**



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

PROPERTY ASSESSMENT PROCESS – CBJ 15.05.190(c)(5) BOE HEARING OF APPEAL

Section D, Item 1.

(c) Conduct of hearings; decisions. Except as otherwise provided in this chapter, hearings shall be conducted by each panel of the board of equalization in accordance with the following rules:

(5) Burden of proof. 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. If the valuation is found to be too low, the The board may not raise the assessment in the current year unless requested to do so by the appellant.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

PROPERTY ASSESSMENT PROCESS – TAXATION

Section D, Item 1.

- 1) Development of the Municipal Budget
- 2) Determination of the Mill Rates

<https://www.commerce.alaska.gov/web/dcra/Home.aspx>

<https://akleg.gov/index.php>



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

2024 LEGISLATION

Section D, Item 1.

- SB179 - compilation of several bills that were proposed in 2024 session
 - Revises AS 29.10.200 - No sales or use tax
 - Revises AS 29.45.050 - Farm Exemption and AS 29.45.060 - Farm Use/Deferment
 - Revises AS 29.45.110 (a) - Department (State Assessor) shall adopt standards that are not inconsistent with IAAO standards
 - Revises AS 29.45.115 - Adds the employment requirement for assessors to have a Level 3 Certification through the Alaska Association of Assessing Officers (AAAO) or work under the supervision of an individual with a Level 3 Certification



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

2024 LEGISLATION CONT..

Section D, Item 1.

- Revises AS 29.45.180 (a) to require that if a property owner requests a meeting, the assessor or a person designated by the assessor must meet with the property owner to answer questions relating to the methods used to assess the person's property
- Revises AS 29.45.200 (a) - Appointment of BOE
- Revises AS 29.45.110 (a) - Department (State Assessor) shall adopt standards that are not inconsistent with IAAO standards
- Revises AS 29.45.210 (b) - Long Form Appraisal



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

TIPS FOR HANDLING COMPLEX CASES?

Section D, Item 1.

- Listen to the case presented.
- Ask questions on the record.
- Decide based on the evidence presented.
- Establish a record that supports the decision.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

EXCESSIVE, UNEQUAL, IMPROPER, & UNDERVALUED

Section D, Item 1.

Interpretation of meaning from the court decisions:

EXCESSIVE – To show that an assessment is excessive, an Appellant must show that the assessment is more than just overvalued. It must be shown that the assessment is grossly disproportionate when compared to other assessments (*or, it can be shown that there is an intentional or fraudulent purpose to place an excessive valuation on the property*).

UNEQUAL – To show that an assessment is unequal, the Appellant must show that there are other properties in the same class as the property being appealed and that there is no basis that would justify different valuations of the property.

IMPROPER – To show that an assessment is improper, it must be shown that the assessor used an improper method of valuation, which amounts to fraud or a clear adoption of a wrong principle of valuation.

UNDERVALUED – Rare, but yes it does happen from time to time.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

BAD REASONS FOR A REDUCTION

Section D, Item 1.

- Value is excessive, improper, and unequal without supporting evidence
 - Taxes are too high
 - Value increase was too high
 - No improvements were made to the property
 - My neighbor's house valued less
 - There are not enough services from Municipality for taxes paid
 - Didn't receive an assessment notice



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

LEGITIMATE REASONS FOR A REDUCTION

Section D, Item 1.

- The property was sold during the assessment year, but the Assessor did not consider the sale price.
- The assessment includes a factual error such as wrong square footage.
- The property was in exceptionally poor condition as of the assessment date, for example the roof was caved in.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

BOE “DO’S”

Section D, Item 1.

- DO show both the Appellant and the assessment staff the courtesy of your attention, and discuss weight given to issues.
- DO make your decisions based upon ONLY the facts presented at the hearing.
- DO make a record by basing the motion on the facts presented and discussing all salient facts.
- DO treat every case as though it will be appealed to the courts.
- DO remember that the Assessor’s staff are professional appraisers who have been to schools on appraisal standards and techniques.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

BOE “DON'TS”

Section D, Item 1.

- **DO NOT** offer a small deduction to “help out” the Appellant.
- **DO NOT** bring in your own data or comparables; you should consider only what is presented at the hearing.
- **DO NOT** attempt to re-appraise the property unless the burden of proof has been met by the Appellant. Then make the determination of value based upon the information provided at the hearing.



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

CONCLUSION

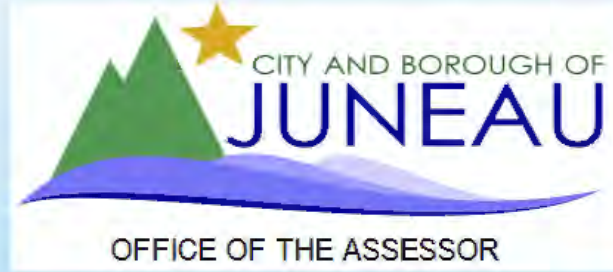
Section D, Item 1.

1. Role of the State Assessor
2. Property Assessment and Taxation
3. New 2024 Legislation (SB 179)
4. Tips For Handling Complex Appeals
5. BOE “Do’s” and “Don’ts.”



Board of Equalization Training

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT



2025 Assessment Overview

“The assessor shall assess property at its full and true value as of January 1 of the assessment year...”

Alaska State Statute 29.45.110



Full and True Value

“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 prevailing general price levels.”

Alaska State Statute 29.45.110

International Association of Assessing Officers (IAAO)

Referred to as “I – double A – O”

“IAAO is a nonprofit, educational, and research association. It is a professional membership organization of government assessment officials and others interested in the administration of the property tax.

IAAO was founded in 1934, and now has a membership of more than 8,000 members worldwide from governmental, business, and academic communities.”



Standards
Education
Certifications

Three Approaches to Value



1. Cost Approach

- $\text{Land Value} + \text{RCN} - \text{Depreciation} = \text{Value}$
- Replacement Cost New Less Depreciation (RCNLD)



2. Sales Comparison Approach

- Comparing sale prices of like-properties.
- Adjust for differences



3. Income Approach

- Income potential as an investment property

Market Adjusted Cost Approach

Section D, Item 2.

- Replacement Cost New Less Depreciation (RCNLD)
 - $\text{Land Value} + \text{RCN} - \text{Depreciation} = \text{Value}$
- Compare sales of like-properties in each neighborhood
 - Is the market increasing/decreasing since last year?
 - $\text{Assessed Value} / \text{Sales Price} = \text{Ratio study}$
- Apply neighborhood adjustment to all properties in neighborhood
 - Based on median ratio
 - Similar properties within same neighborhood are uniformly assessed

Property Appraisal Mandate

“If the assessor has a reasonable basis for the valuation method, we will approve that method so long as there was no fraud or clear adoption of a fundamentally wrong principle of valuation.”

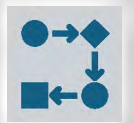
Alaska Supreme Court Fairbanks vs. Golden Heart Utilities (2000)

Developing the Assessed Value

Section D, Item 2.



Visit each property – 5 year cycle



CAMA – Sketch and Improvement specifics to develop the cost approach (RCNLD)

Uniformity – Make sure we are treating like-improvements the same

Accuracy



Review Sales - Qualification

Is the sale an “Arms-Length transaction” that can be utilized it in a ratio study?



Ratio study for like properties

Compare qualified sale prices vs. assessed value

Find median adjustment to reach market value

Property Classes



Residential

Single Family Residence (SFR)

SFR w/Apartment

Multi-Improvement Residences

Zero-Lot / Townhomes

Residential Condos

Plexes (2/3/4)

Manufactured Homes



Commercial

Retail

Office

Medical

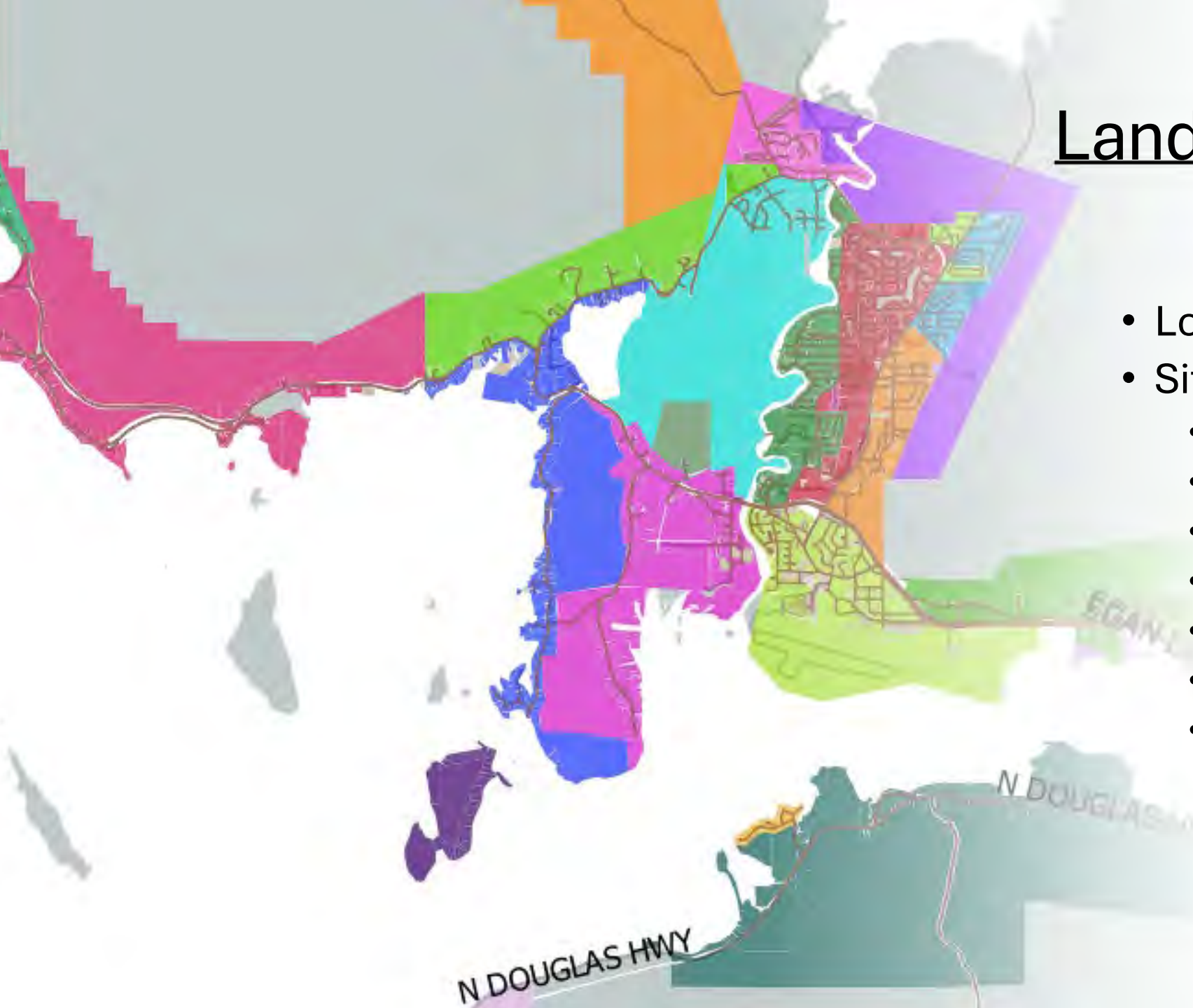
Hotel

Industrial

Multifamily

Land Characteristics

- Location, location, location
- Site Utility
 - Topography
 - Shape
 - View
 - Waterfront
 - Access
 - Wetlands
 - Flood Zones



Residential Property

Section D, Item 2.



Cost Report - Residential

10264	Record	Section D, Item 2.
Parcel Code Number	5B2401170200	Building Type
Owner Name		Quality
Parcel Address		Construction
Effective Year Built	2004	Total Livable
Year Built	1961	Style

Improvement	Description	Quantity	Unit Cost	Percent	+/-	Total
Base						
Exterior	Frame, Cement Fiber Siding		89.60	80%		
Exterior	Frame, Siding, Wood		22.20	20%		
Roof	Metal, Formed Seams		9.64	100%		
Heating	Forced Air Furnace		0.00	100%		
Adjusted Base Cost		1,631	121.44			198,069

Exterior Improvement(s)						
Other Garage	Attached Garage (SF)	338	36.25			12,253
Other Garage	Garage Finish, Attached (SF)	338	8.22			2,778
Porch	Wood Deck (SF)	144	24.90			3,586
Porch	Slab Porch (SF) with Roof	44	28.75			1,265
Total						19,881

Additional Feature(s)						
Feature	Fixture	8				14,400
Total						14,400

Sub Total						232,350
-----------	--	--	--	--	--	---------

Condition	Average					
Local Multiplier		1.22	[X]			283,467
Current Multiplier		1.14	[X]			323,152
Quality Adjustment			[X]			323,152
Neighborhood Multiplier				1.00	[X]	323,152
Depreciation - Physical			1.00	[X]		64,630
Depreciation - Functional					[+]	0
Depreciation - Economic					[+]	0
Percent Complete				100.00	[+]	258,522
Cost to Cure						
Neighborhood Adjustment				132	[X]	82,727

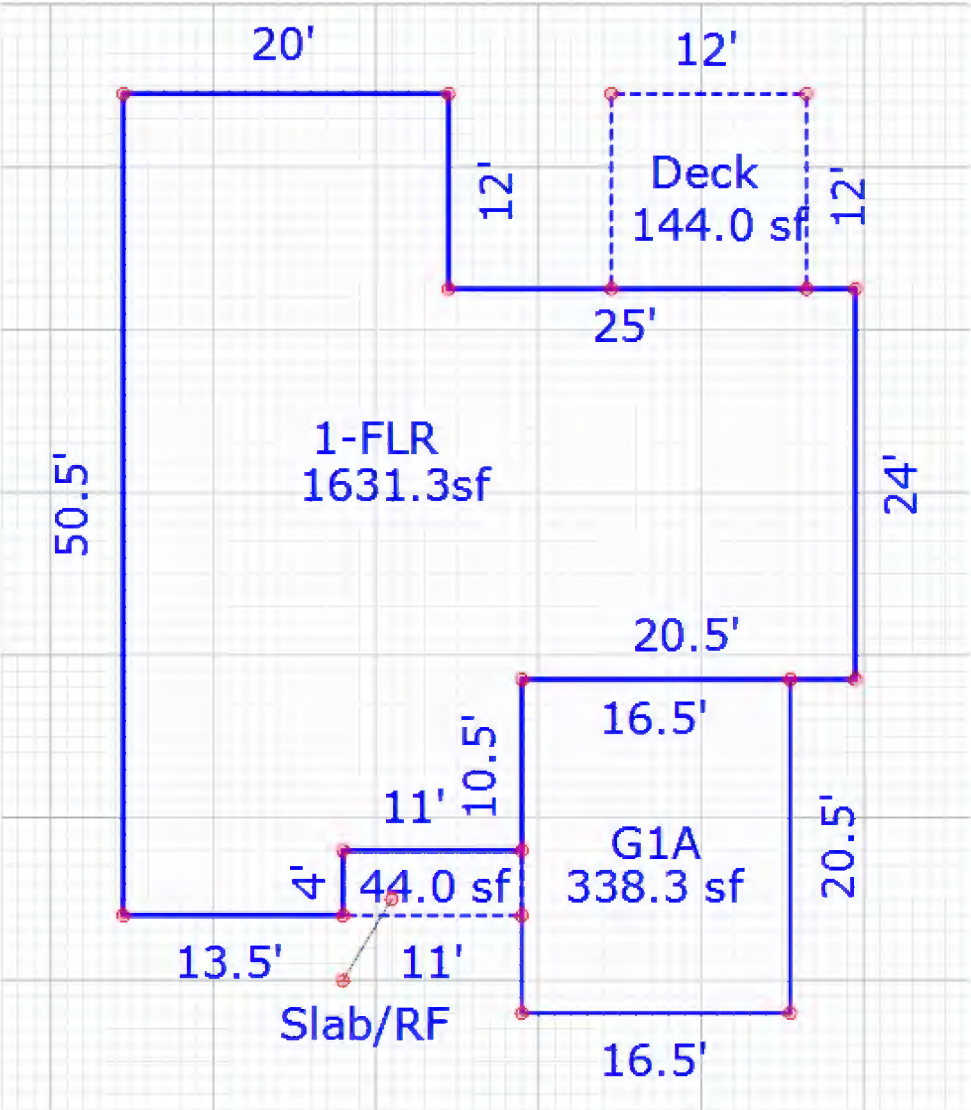
Replacement Cost less Depreciation						341,249
------------------------------------	--	--	--	--	--	---------

5/2/2023 Appeal. Exterior photos and 2019 Appraisal. Chng metal preformed -> formed, Chng EYB 2006 -- 2004, chng siding wood 100 --> wood 80 & cement fiber 20. Revalued -JC					
2023 Original Value:	Site: \$124,800	Improvements: \$345,200	Total:	\$470,000	
2023 Proposed Value:	Site: \$124,800	Improvements: \$339,100	Total:	\$463,900	
Appellant accepted via email					
2023 Original Value: Site: \$124,800 Improvements: \$345,200 Total: \$470,000					
2023 Proposed Value: Site: \$124,800 Improvements: \$339,100 Total: \$463,900					
Appellant accepted via email					

LOT 183					
02/22/13 F/I per area canvas, updated file, sketch, photo & cost data. dw					
canvass updated photo, sketch and revalued. removed OR.					
jack_albrecht - 4/15/2016 1:42:47 PM					
08/29/22 Canvas, photos 08/24/22. Chg EYB from 2009 to 2006, p/u shed, dl, SFH & slb w/rt. Chg wd siding to fiber. Revalued.					
Dora_Prince - 8/29/2022 2:33:04 PM					

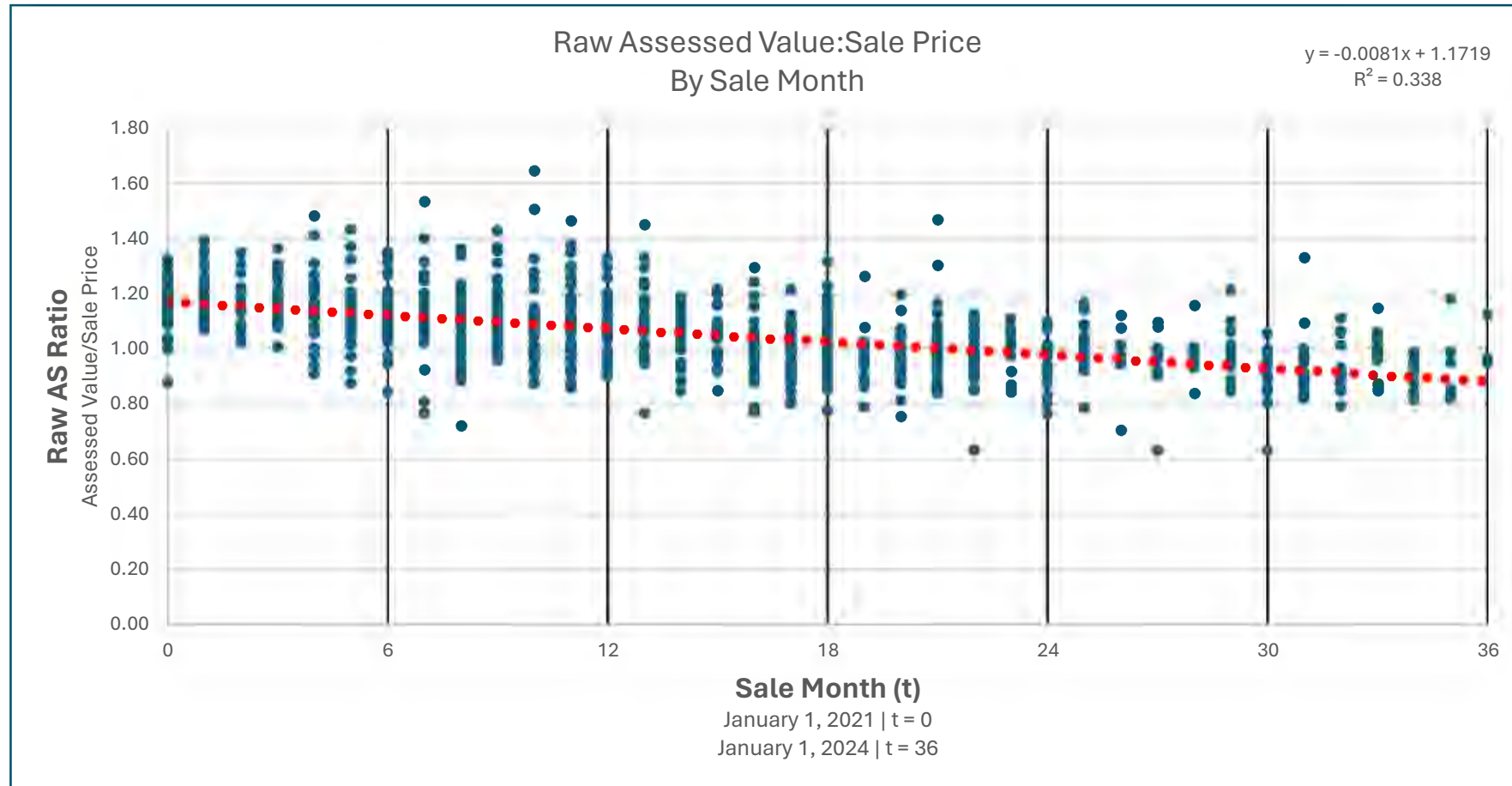
Miscellaneous Improvements					
Solid Fuel Heater				[+]	2,000
Storage Shed Under 200SF				[+]	1,000
Total Miscellaneous Improvements					3,000

Total Improvement Value	[Rounded]	8	48	\$344,200
-------------------------	-----------	---	----	-----------



A/S Ratio Study before Time Trend

- Assessed Value / Sale Price
- < 1.00 = assessment undervalued
- > 1.00 = assessed value overvalued



A/S Ratio Study after Time Trend

Section D, Item 2.

- The impact of time is removed from the sale
- Compare like-sales and find median A/S
- Adjust median A/S to target ratio (typically 1.00)
- Assessments will be above and below the median: Target is +/-5% of market



Neighborhood (Market) adjustment is applied to all Single Family Residences in the neighborhood.

Section D, Item 2.

Condition	Average			
Local Multiplier		1.22	[X]	283,467
Current Multiplier		1.14	[X]	323,152
Quality Adjustment			[X]	323,152
Neighborhood Multiplier		1.00	[X]	323,152
Depreciation - Physical	1.00 [X]	20.00	[-]	64,630
Depreciation - Functional			[-]	0
Depreciation - Economic			[-]	0
Percent Complete		100.00	[-]	258,522
Cost to Cure				
Neighborhood Adjustment		132	[X]	82,727
Replacement Cost less Depreciation				341,249

2025 Residential Assessments

Section D, Item 2.



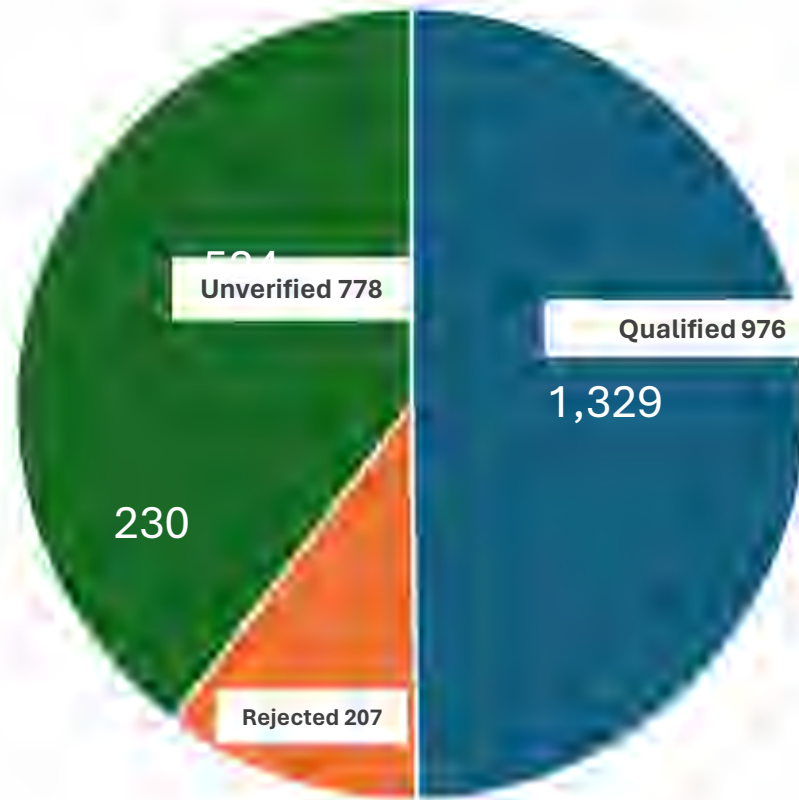
More of the same, just less of it.....

- Residential inventory is low, costs are high
- Cheap mortgage rates result in “The Golden Handcuffs”
- Sale prices have slightly increased in the last year
- Condos continue to appreciate – the new starter home.....

.....Except for the Flood

- Properties within the LID received a negative 20% adjustment
- We will continue to refine the adjustment as indicated by market sales.

Residential Sales 2022-2024



Median Sale Price

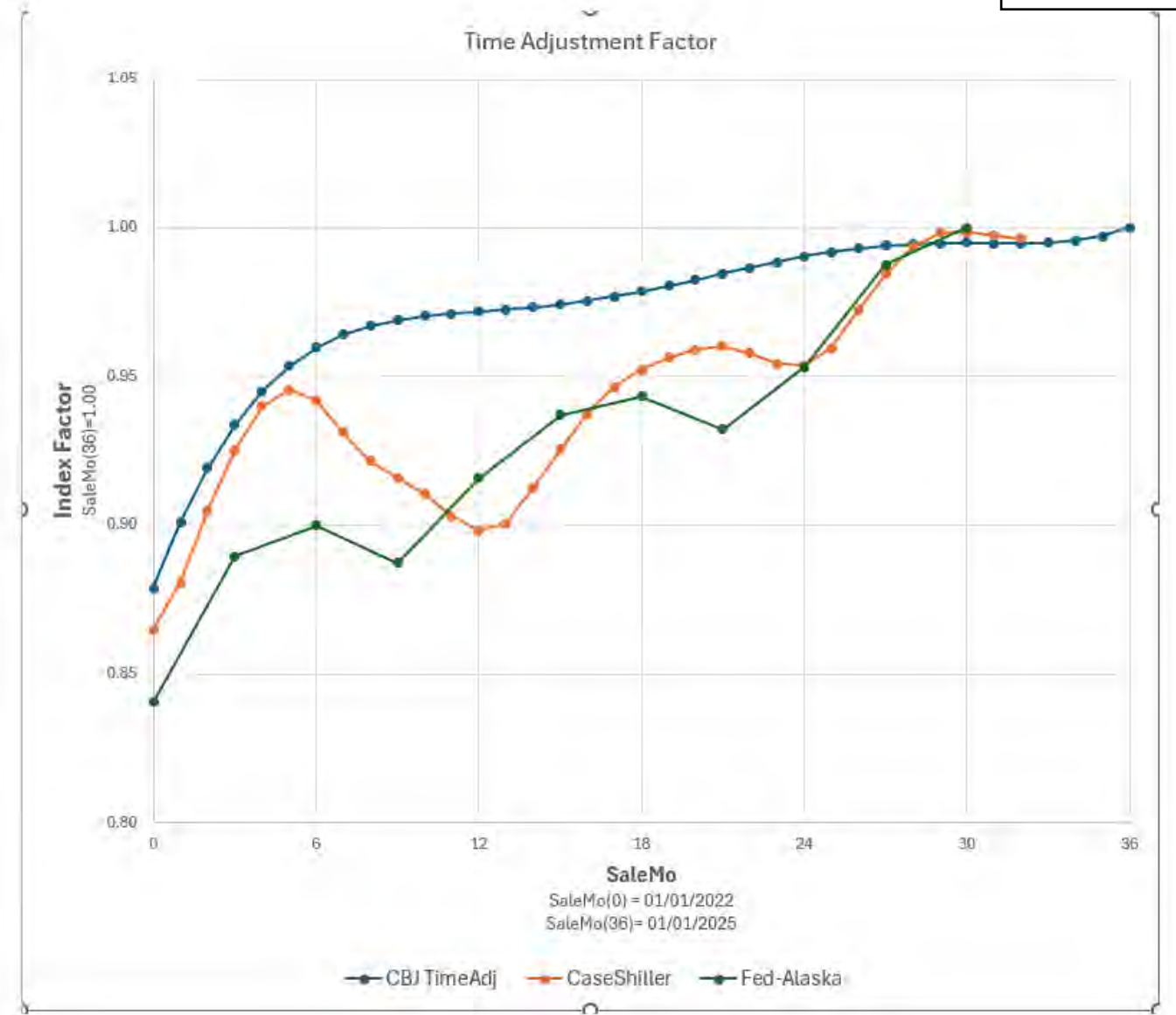
SalePrice(Median)	Sale Year		
Row Labels	2022	2023	2024
Single Family Residence	\$519,000	\$525,000	\$530,000
SFR w/ Apt	\$685,000	\$687,250	\$675,000
Mobile Home on Land	\$183,750	\$171,913	\$277,500
Mutliple Residential Imp	\$734,500	\$553,500	\$650,000
Duplex	\$547,500	\$597,500	\$606,000
Triplex	\$720,000		
Four-Plex	\$700,000		
Zero-Lot	\$375,000	\$438,000	\$394,950
Townhome	\$423,000	\$421,000	\$420,000
Cabin	\$65,000		\$110,000
Condo	\$280,000	\$335,000	\$275,000
Mobile Home in Park	\$55,400	\$78,000	\$52,500
Grand Total	\$424,500	\$435,000	\$430,000

Low Inventory

The golden handcuffs of cheap mortgage rates.....”If we sell where do we go?”

Count of SALE ID	Sale Year			
Row Labels	2022	2023	2024	Grand Total
Single Family Residence	248	159	191	598
SFR w/ Apt	33	30	27	90
Mobile Home on Land	7	8	7	22
Mutliple Residential Imp	9	9	6	24
Duplex	13	8	11	32
Triplex	1		1	2
Four-Plex	5	3	2	10
Zero-Lot	54	36	35	125
Townhome	18	13	16	47
Cabin	2	5	4	11
Condo	123	107	108	338
Mobile Home in Park	64	57	19	140
Vacant Land	36	35	37	108
Grand Total	613	470	464	1547

We are on
trend with the
Nation



Majority of sales
are at or below
Assessed Value



Sale Price = Assessed Value

Average Year Over Year Change

Row Labels	2024	2025	Avg %	Median %	#
Single Family Residence	\$502,400	\$495,000	-0.4%	0.0%	5026
SFR W/ Apartment	\$665,500	\$659,950	1.0%	0.0%	818
Duplex	\$557,500	\$548,100	1.9%	0.0%	311
Triplex	\$596,400	\$597,000	0.3%	0.0%	44
Fourplex	\$691,750	\$701,900	2.3%	1.4%	106
Multiple Residential Bldgs	\$742,900	\$746,700	4.4%	0.0%	235
Townhouse	\$403,150	\$405,350	0.3%	0.5%	192
Condominium	\$268,100	\$279,300	6.0%	4.2%	1341
Cabin	\$91,100	\$92,100	5.3%	0.0%	175
Mobile on Land	\$221,400	\$218,500	-0.1%	0.0%	219
Mobile in Park	\$49,400	\$49,800	0.5%	0.0%	950
Vacant Land	\$53,700	\$54,596	0.3%	0.0%	1878
Grand Total	\$424,100	\$419,200	1.0%	0.0%	11295

Neighborhood Change in Value

GeoGrp	2024	2025	Avg Chg	Median Chg	#
Auke Bay	\$664,000	\$675,300	2.5%	0.9%	344
Auke Mountain	\$562,600	\$564,000	3.5%	1.0%	171
Back Loop North	\$613,950	\$589,800	-2.9%	-4.0%	282
Back Loop South	\$527,350	\$511,900	-2.2%	-3.0%	242
Casey Shattuck	\$467,300	\$489,100	5.6%	4.3%	158
Central Valley	\$423,900	\$423,350	-0.5%	0.5%	1170
Condo	\$270,500	\$279,300	3.9%	3.8%	1389
Conservation	\$0	\$0	-1.3%	0.0%	19
Douglas	\$476,400	\$480,100	2.5%	0.0%	499
Glacier Spur	\$536,400	\$559,900	3.6%	4.4%	167
Highlands	\$528,500	\$512,700	-2.2%	-2.9%	317
Juneau Townsite	\$457,700	\$452,300	0.0%	-0.9%	363
Lemon Creek	\$407,300	\$402,250	-1.4%	-2.0%	458
Mendenhall Peninsula	\$563,300	\$563,400	3.6%	0.0%	163
Mobile Home in Park	\$48,000	\$48,100	0.1%	0.0%	1012
Montana Creek	\$0	\$0	0.0%	0.0%	7
North Douglas	\$542,150	\$536,350	-0.3%	-0.9%	476
North Douglas Bayview	\$706,600	\$728,200	3.3%	3.5%	61
North Douglas Bonnie Brae	\$396,100	\$410,700	1.9%	3.5%	131
Northeast Valley	\$425,800	\$425,400	3.0%	-0.5%	588
Out the Road	\$360,600	\$383,650	1.2%	0.0%	88
Park Place	\$406,500	\$408,700	0.6%	0.5%	61
Pederson Hill	\$516,300	\$536,300	5.1%	3.6%	44
Point Louisa	\$724,100	\$755,700	4.6%	3.8%	353
Remote	\$20,000	\$20,000	1.6%	0.0%	593
South Valley	\$474,500	\$469,400	-0.5%	-0.6%	361
Southeast Valley	\$488,000	\$483,100	-0.8%	-1.7%	345
Tee Harbor	\$565,200	\$574,000	2.0%	-0.4%	287
Thane	\$439,100	\$439,100	0.2%	0.0%	105
Twin Lakes	\$510,300	\$524,200	6.7%	5.5%	327
West Juneau	\$496,300	\$509,850	2.0%	2.6%	426
West Valley	\$493,400	\$442,300	-11.6%	-17.8%	617
Grand Total	\$422,700	\$418,200	0.7%	0.0%	11624

Condominiums

- Condominiums are valued by the sale comparison model
- Condominiums with no direct sales available are adjusted by a general market trend

2025 Commercial Assessments



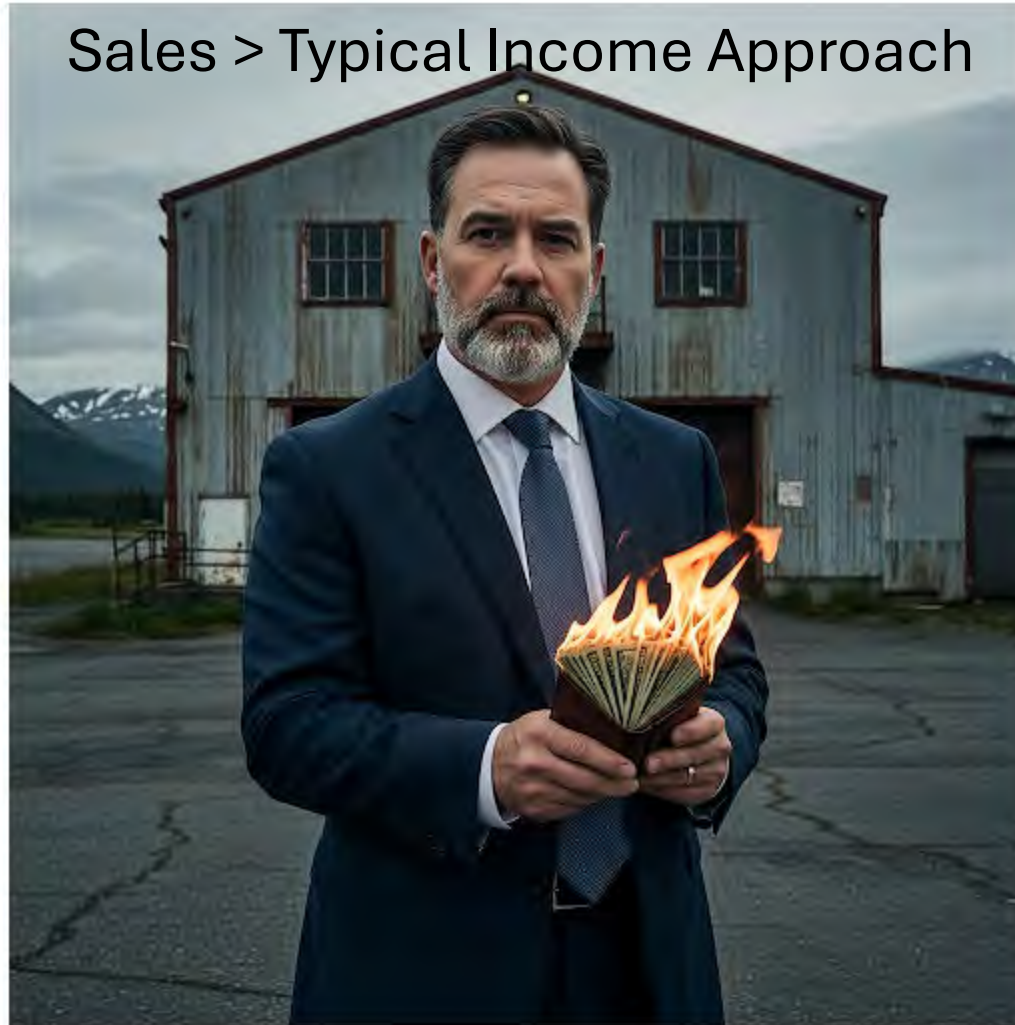
- No overall change for 2025
- Warehouse +18% average change
 - 2024 visited all warehouses, updated cost values, improved uniformity
 - 2025 Study: Compare qualified sales to cost values
 - Adjust to target of 95% of market value

Assessed Value / Time adjusted Sale Price	0.78
DesiredAS	0.95
FinalAS	0.95
Average Change 2025	18%
Median Change 2025	17%

Warehouse sales are on fire!!!

Section D, Item 2.

Sales > Typical Income Approach



Warehouse Sales

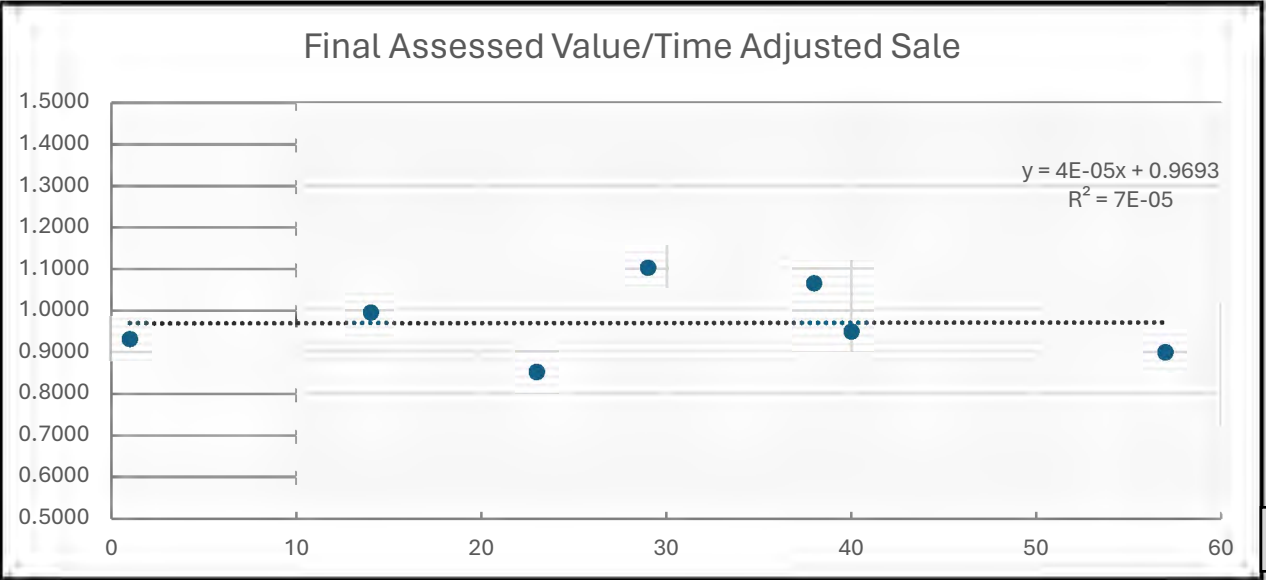
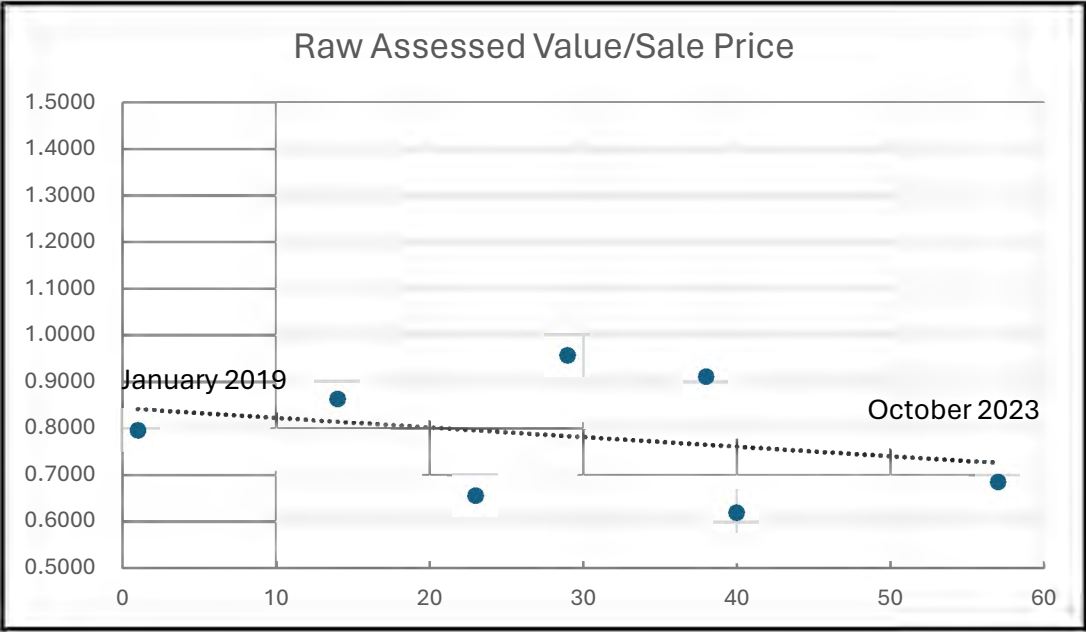
Section D, Item 2.

- Related parties \neq Arms-length transaction
- Multiparcel sales typically do not have specific sales prices assigned to each parcel
- Significant Changes after the sale

Included in Study							
Parcel ID	Address	Sales Price	SALE DATE	Initial A/S	TimeAdjusted A/S	Final A/S	Note
4B1701020020	10011 GLACIER	650,000	11/17/2020	0.83	0.65	0.85	Building value adjusted for condition at time of sale
4B1701080020	10012 CRAZY HORSE	800,000	2/13/2020	0.97	0.85	0.99	
5B1201020041	5433 SHAUNE	1,780,000	1/15/2019	0.91	0.78	0.93	
5B1201020140	5438 SHAUNE	675,000	2/11/2022	1.04	0.90	1.07	
5B1201020211	5338 SHAUNE	2,100,000	4/15/2022	0.91	0.61	0.95	
5B1501050040	8717 MALLARD	1,300,000	5/3/2021	1.07	0.95	1.10	
5B1601210010	2010 RADCLIFFE	1,700,000	9/25/2023	0.87	0.68	0.90	

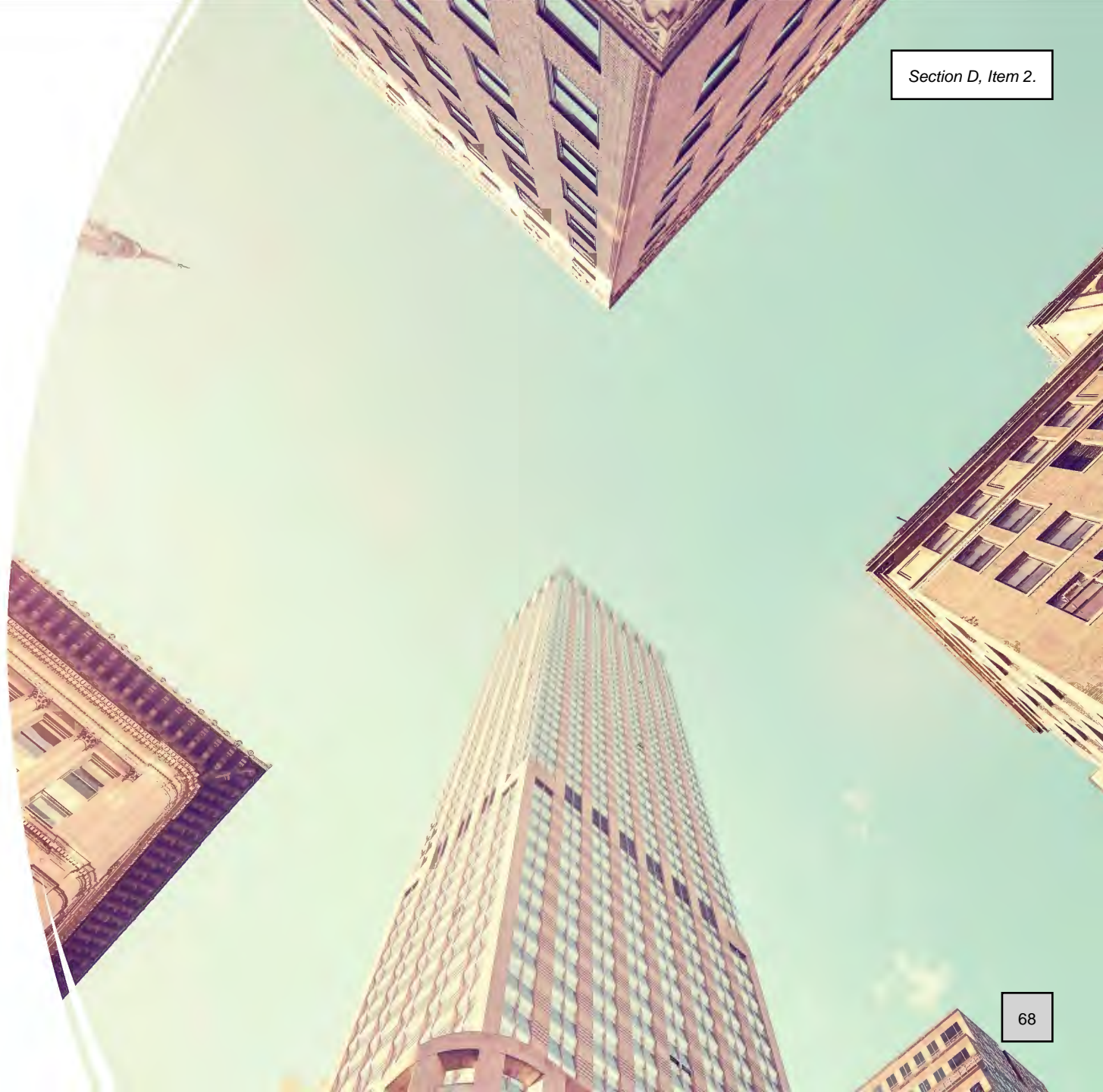
Removed from Study	
4B1701020010	Inheritance or Will
5B1201020100	Related Party
5B1201040052	Multiparcel, changes after sale
5B1201060171	Changes after sale
6D0701000020	Non market sale, building now damaged
7B0901040090	Outlier, changes after sale. Per conversation with owner, bought above market value due to strategic location.
5B1501040030	Extreme Outlier
5B1201300080	Multiparcel sale, outlier
2D040T320130	/ multiparcel sale

Warehouse Ratio Studies



2025 Office and Retail Buildings

- Attempting to move to the Income Approach
- Sentiment appeared high, participation very low for survey data.
- Very limited data
- Complex to value multiple uses per building and location factors



Appeal Time.....

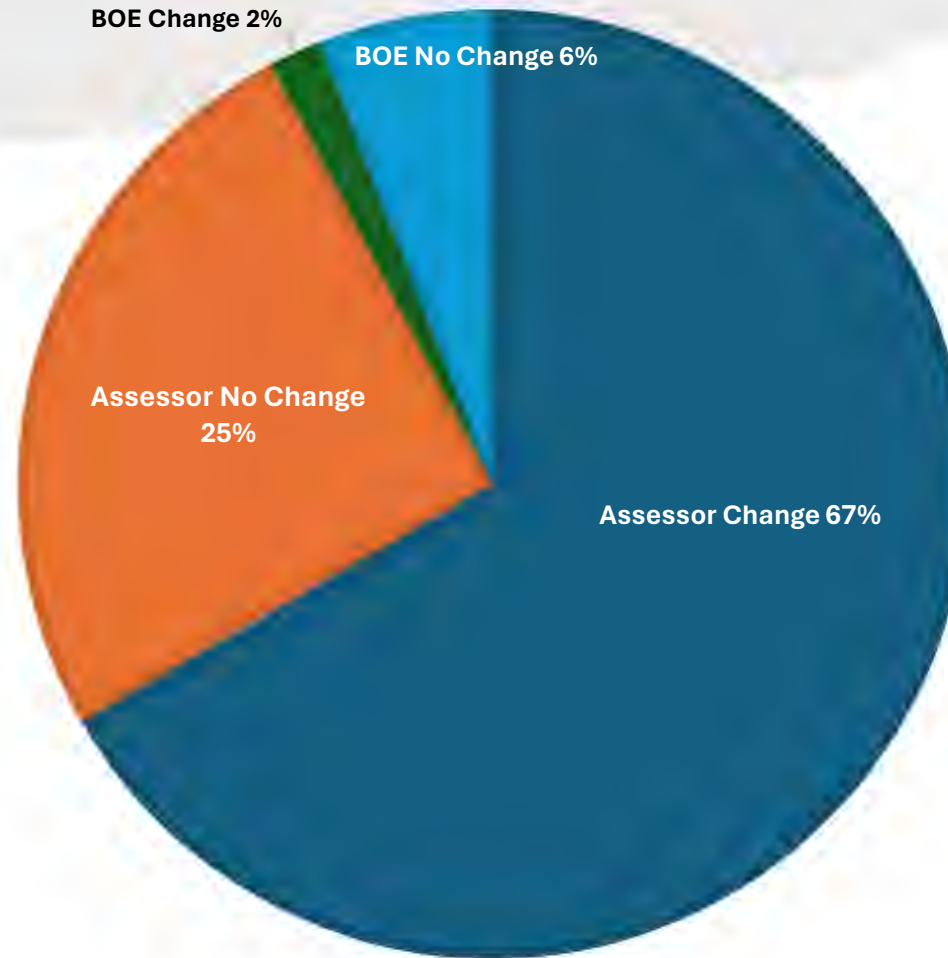


2024 Appeals

Section D, Item 2.

Petition For Reviews

- 158 appeals total
- 112 change to value
- 43 no change to value

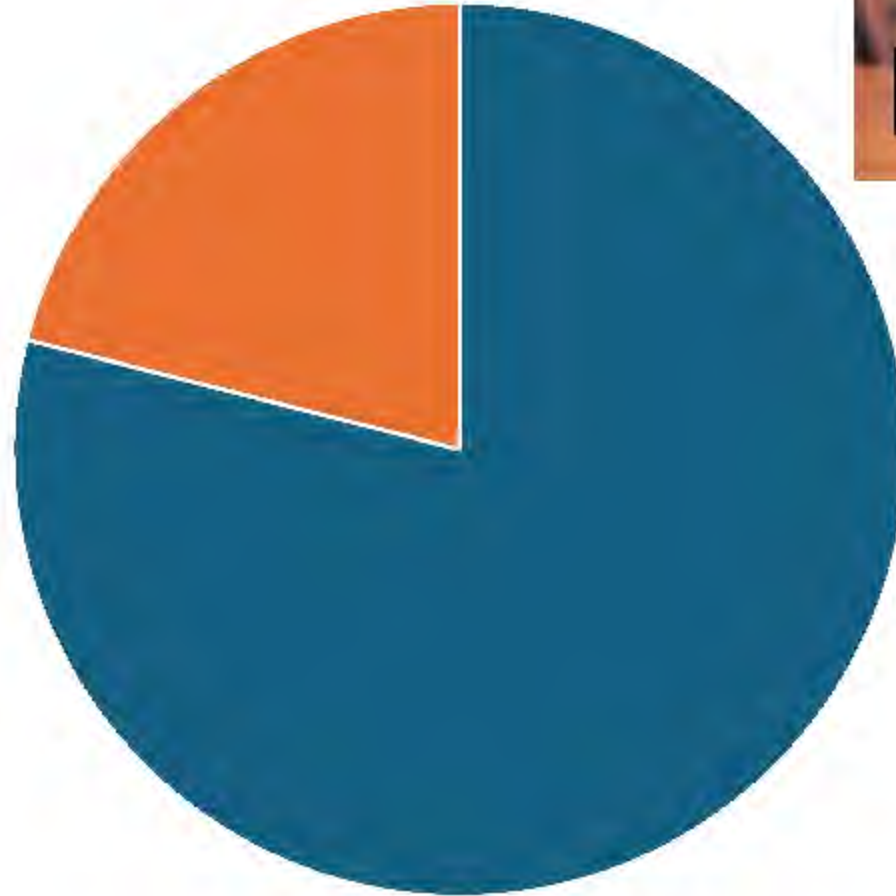


BOE's

- 8% of Appeals resulted in a BOE hearing
- 3 Appellant Estimate of Value Upheld by BOE
- 10 Assessor's Recommended Value Upheld by BOE

2025 Appeals

- 91 Appeals Total
- 62 Residential Appeals
- 29 Commercial Appeals



Appeals

Collect new information and review current information

- Uniformity – similar structures should be valued using the same measuring stick
 - Same approach to value
 - Same considerations (quality, condition, depreciation, features)

Educational process for the Assessor's Office and the Appellant

- Most taxpayers do not know the information we have and considerations we make until we walk through our process
- We collect and review property information and evidence
- Typically, we do not have pictures of the interior of buildings

Appeals

Helpful Evidence

- Appraisals
- Sale Prices
- Pictures
- Rents, Cap Rates, Profit and Loss (Commercial)
- Comparable Properties

Anecdotal evidence is not evidence that we can utilize

- “My neighbor told me that the housing market is plummeting”

Appeals

Burden of Proof rests with the Appellant

- We have spent the year collecting market data and analyzing sales. Unless we find an error or actual evidence is presented to us resulting in a needed change, we stick with our assessment

It is not a negotiation

It is the assembly's role to determine tax burden.

- If you give a “break” to one individual or a group of properties, it is inequitable for the rest of the community, the tax burden moves to others in the community

Fee Appraisals

- Appraisals are estimates of value
- All Shapes and Sizes – Why was the appraisal performed? What was considered?
- Time adjustments are needed to consider market trends as of January 1
- We do not match appraisal values
 - We review for accuracy of our model and adjust building and land elements
 - Typically, we are very close to the appraisal value with necessary adjustments



Thank you!

Board of Equalization Orientation

The BOE's Purpose:¹

The BOE determines whether an error in valuation occurred regarding annual CBJ property assessments. If the BOE determines there was an error, the BOE alters the property assessment to the correct value **or** remands the matter to the assessor for reconsideration.² The decision to remand is based on whether or not the BOE has sufficient evidence of value in the record or it is necessary for the assessor and appellant to gather more evidence.

Appeal Process:

(a) Assessment Notice

The assessor gives every person named in the assessment roll a notice of assessment containing their property's assessed value, the date payment is due, and date when the Board will meet.³ The notice is sufficiently given if it is mailed first class 30⁴ or more days prior to the BOE hearing, and the notice must be either addressed or delivered to the person's last known address.⁵

(b) The Assessor

The assessor determines properties' "full and true value" in money as of January 1 of the assessment year.⁶ Under state statute, "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 prevailing general

¹ This memo's purpose is to provide big picture guidance regarding the BOE process. Pursuant to Ordinance 2022-21, substantial changes were made to the BOE process in late 2022. BOE members should review CBJC 15.05.041—.210 online (or the ordinance itself) to see all changes made (particularly CBJC 15.05.190). As always, BOE members should defer to the guidance of their designated CBJ attorney advisor.

² AS 29.45.200(b); AS 29.45.210(b).

³ AS 29.45.170; CBJC 15.05.120(a).

⁴ CBJC 15.05.120(b). The date the notice is mailed or delivered is the date the notice is given (i.e. the "mailbox rule").

⁵ CBJC 15.05.120(b).

⁶ AS 29.45.110(a); CBJC 15.05.100; CBJC 15.05.020.

price levels.”⁷ The assessor has broad discretion to adopt assessment methods to set values for properties.⁸

(c) The Appellant

The appellant has 30 days to appeal their property assessment, which they must do by submitting a written notice of appeal to the assessor specifying the grounds for their appeal.⁹ If an appeal is filed late, the would-be appellant must show—to the BOE’s satisfaction—they were unable to comply with the 30-day period.¹⁰

(d) Prehearing Information Exchange Between the Assessor and the Appellant

Once the 30-day appeal period closes, the appellant has 15 days to send the assessor all documentary evidence and briefing in their possession that the appellant believes is relevant and wishes the Board to consider.¹¹ During this same 15-day window, the assessor must make available to the appellant all reasonably relevant assessor records requested by the appellant.¹² If the appellant and the assessor agree, the 15-day deadline to supplement the record may be waived up until 10 days prior to the BOE hearing.¹³ Supplementation after the 10-days-out point will require authorization from the BOE’s chair (the chair will determine whether CBJC 01.50.110(e) criteria is satisfied).¹⁴ If an appellant has refused or failed to provide the assessor or assessor’s agent full access to property or records, the appellant shall be precluded from offering evidence on the issue or issues affected by that access and those issues shall be decided in favor of the assessor.¹⁵ *A timeline for this process is provided below.*

⁷ AS 29.45.110(a).

⁸ CBJC 15.05.100. *Fairbanks Gold Mining, Inc. v. Fairbanks North Star Borough Assessor*, 488 P.3d 959, 967 (Alaska 2021) (“The assessor has broad discretion to decide how to complete this task. We will only upset the assessor’s choice of method in cases of ‘fraud or the clear adoption of a fundamentally wrong principle of valuation.’ Accordingly, we review the Board’s approval of the assessor’s valuation method under the deferential ‘reasonable basis standard.’”).

⁹ AS 29.45.190(b); CBJC 15.05.150(b); *see also* AS 29.45.180(a).

¹⁰ CBJC 15.05.150(c)(1).

¹¹ CBJC 15.05.190(a).

¹² CBJC 15.05.190(c)(8)(iii); *see also* AS 29.45.190(d).

¹³ CBJC 15.05.190(c)(8)(ii).

¹⁴ CBJC 15.05.190(c)(8)(ii).

¹⁵ CBJC 15.05.190(c)(8)(iv).

(e) Rules (Robert's, Evidence)

Robert's Rules of Order: Robert's Rules of Order (11th ed.) is the default set of conduct rules governing BOE hearings and meetings. However, Robert's Rules takes the backseat where CBJ Code, ordinances, and resolutions conflict.

Resolution 2976 (A Resolution Repealing and Reestablishing the Assembly Rules of Procedure): These rules of procedure replace Robert's Rules where the two sets are in conflict.

Rules of Evidence: The formal rules of evidence do not apply to hearings. Still, evidence must be relevant to the issues on appeal. Hearsay evidence may be considered as long as it is sufficiently trustworthy and it is more probative on the point for which it is offered than any other evidence the proponent can procure by reasonable efforts.

(f) Presentation

CBJC 15.05.190(c)(7) – (8) are the primary Code provisions on appeal presentations' lengths and content. Three notable Code changes are (1) clarification the BOE may provide parties additional time for good cause,¹⁶(2) limitations on evidence that may be considered at the hearing,¹⁷ and (3) clarification on confidentiality of commercial enterprises' income information.¹⁸

(g) Voting

Once a member makes a motion, and the presiding officer has restated the motion, the members should discuss the motion—this discussion should include statements regarding the evidence and arguments and whether these were or were not persuasive. The point here is to let the parties know (and create a record in case there is an appeal) the reasons for the BOE's decision.

The norm:

- Member makes the motion.
- Presiding officer restates the motion and asks the maker to speak to their motion.

¹⁶ CBJC 15.05.190(c)(7).

¹⁷ CBJC 15.05.190(c)(8)(ii) & (iv).

¹⁸ CBJC 15.05.190(c)(8)(v).

- The maker explains the reasons for their motion.
- The members discuss the arguments/evidence.
- Members then vote.

A change this year is a “deemed denied” default¹⁹ meaning that, unless there is a majority vote to grant, alter, or remand an assessment, the appeal is considered denied and the assessment stands. This means you do not have to vote to deny an appeal.

(h) Sample Motions:

“I move that the Board grant the appeal because the appellant has provided sufficient evidence of error showing the assessed valuation is”

“I move that the Board adjust the assessment to _____ as requested by the _____ because”

“I move that the Board remand the assessment to the assessor for further consideration because the appellant has proved there was error in valuation; however, the Board lacks sufficient evidence of valuation on the record.”

Deemed Denied

*For each of the scenarios above, if the vote fails, then the appeal is deemed denied and no further motions are necessary.

*If the case presentation concludes and no member wishes to make a motion, then the appeal is deemed denied and no further action is necessary.

(i) FAQs/Reminders:

Discretion: BOE members have reasonable discretion to decide which items of evidence and arguments they find persuasive. Likewise, they have the discretion to interpret Code; members may—and are likely to—have varying thresholds of what constitutes “excessive” or “unequal.”

¹⁹ CBJC 15.05.190(b)(2).

Ex Parte Communication: Generally, in the interests of fairness and credibility, BOE members should not discuss appeals with parties outside of appeal hearings. There are some minor exceptions, such as when the chair makes a ruling on supplemental evidence. For further guidance, BOE members should contact their CBJ attorney advisor.

Due Process: In essence, due process is the “opportunity to be heard and the right to adequately represent one’s interests[.]”²⁰ The reasonableness of the opportunity to be heard is based on the nature of the case.²¹ The BOE’s current process has undergone and overcome several recent challenges.²² A cornerstone of due process is fairness to the parties, so best practice is to afford each party equal opportunity (e.g., if one party receives extra time, the other should as well).²³

Absent Appellant: Due process requires a reasonable opportunity—it does not require the appellant take advantage of their reasonable opportunity. If the appellant chooses not to attend after they were properly notified of the hearing, the Board may proceed without them.²⁴

Making a Record: BOE members should articulate the reasons for their motions and votes in order to inform parties (and potentially the superior court) the bases for the BOE’s decision.

²⁰ *Fairbanks North Star Borough Assessor’s Office v. Golden Heart Utilities, Inc.*, 13 P.3d 263, 274 (Alaska 2000).

²¹ *Markham v. Kodiak Island Borough of Equalization*, 441 P.3d 943, 953 (Alaska 2019).

See Griswold v. Homer Bd. of Adjustment, 426 P.3d 1044, 1045 (Alaska 2018) (“[P]rocedural due process under the Alaska Constitution requires notice and opportunity for hearing appropriate to the nature of the case.” (alteration in original) (quoting *Price v. Eastham*, 75 P.3d 1051, 1056 (Alaska 2003))).

²² *See, e.g., James Sydney et al v. CBJ, Bd. of Equalization*, 1JU-21-00929 CI (Alaska Superior Court, Hon. Schally, Decision issued

²³ *See, e.g., CBJC 15.05.190(c)(7).*

²⁴ AS 29.45.210(a); CBJC 15.05.190(c)(4).

BOE Hearing Guideline

1. Presiding officer appointed by panel.
2. Call to order: “*I call the [May 1, 2023] meeting of the Board of Equalization to order.*”
3. Roll call: “*Will the clerk please do a roll call?*”
4. [If applicable] Presiding officer announces if there will be hearings regarding late-filed appeals and, if so, whether those will take place before or after the appeal hearings.
5. Presiding officer introduces the first appeal for hearing.
 - “*We are on the record with respect to ‘Petition for Review of Assessed Value’ in Appeal [2023-0523] filed by [Coin Shop] with respect to Parcel Id. No. [1CO....].*”
6. Presiding officer recites the hearing rules/procedures.
 - This should be done before each appeal hearing *unless* the appellant was in attendance for an earlier reading. The below statements are intended as guidance:
 - a. *The appellant has the burden of proving error in the assessment, which they can do by sufficiently showing—with factual evidence—the assessed value of their property was unequal, excessive, improper, or too low.*²⁵
 - b. *The formal rules of evidence do not apply to this hearing. However, the presiding officer may exclude evidence irrelevant to the issues on appeal.*
 - c. *The appellant and the assessor will each have 15 minutes total to make their arguments and present their evidence.*
 - d. *The appellant will present first, followed by the assessor.*
 - e. *The appellant may reserve up to 10 minutes of their time for rebuttal after the assessor’s presentation. The appellant’s rebuttal is limited to issues raised by the assessor during the assessor’s presentation.*
 - f. *After the parties’ presentations, Board members may ask the parties questions.*
 - g. *After Board members are done questioning the parties, the presiding officer will call for a motion from the Board members. Once a motion is made, the Board members will discuss the motion and then vote on the motion.*
 - h. *Does either party have questions?*
 - i. *Are the parties ready to proceed?*
7. The Board will hear appeals.
 - The presiding officer should recite hearing rules/procedures as necessary (i.e., if the appellant was not present for an earlier reading).
8. [If applicable] The Board will hear late-filed appeals.
9. After the hearing, the chair will call for discussion and motions. If no motion is made, the appeal is deemed denied. If a motion is made and fails, the appeal is deemed denied.
10. Adjourn.

²⁵ AS 29.45.210(b); CBJC 15.05.190(c)(5)

Quorum = three board members CBJC
15.05.190(a)

- May proceed even if the appellant is not present CBJC 15.05.190(c)(4)
- Appellant may have counsel CBJC 15.05.190(c)(3)
- Rules of evidence are relaxed, but irrelevant evidence may be excluded. See CBJC 15.05.190(c)(6) for examples of relevant evidence.
- Presentation = 15 minutes each, appellant goes first. CBJC 15.05.190(c)(7)
- Duty to exchange evidence and what happens if you don't CBJC 15.05.190(c)(8)(v)

VOTING

Voting = CBJC 15.05.190(b)

Affirmative vote of two members to (a) reverse and remand to the assessor for further consideration or (b) alter the assessment.

- Affirmative vote fails = appeal deemed denied.
- No motion to vote = appeal deemed denied.

Question = Is the assessment unequal, improper, or an under value? CBJC 15.09.190(c)(9)

Burden of Proof CBJC 15.90.190(c)(5)

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. If the valuation is found to be too low, the board may raise the assessment. The board should sustain the original assessed value if the relevant documentary evidence or briefing is not timely submitted to the assessor's office within 15 days from the close of the 30-day appeal period absent a good faith attempt at compliance.

Board of Equalization Quick Reference Guide

Familiarize yourself with
CBJ Code 15.05

BEFORE THE HEARING

- ✓ Full and true value Jan 1 CBJC 15.05.020
- ✓ Notice of Assessment CBJC 15.05.120
- ✓ Notice Published CBJC 15.05.120
- ✓ Within 30 days after the date of mailing, the taxpayer submits written appeal notice CBJC 15.05.150
- ✓ Late Filed Appeal – Panel of the BOE shall consider evidence from taxpayer = “unable to comply.” If granted, 30 days to file appeal. CBJC 15.05.150(c)
- ✓ Assessor sends notice to taxpayer of hearing of appeal. CBJC 15.05.180
- ✓ Appellant must submit all documentary evidence and briefing within 15 days following the close of the 30 day appeal period. *Wavier = 15.05.190(c)(8)(ii) CBJC 15.05.150(a)
- ✓ Assessor can correct assessment prior to hearing, as needed. CBJC 15.05.130
- ✓ Appeal can terminate if the assessor and appellant agree on value CBJC 15.05.190(c)(11)

Unable To Comply 15.05.150(c)(1)

A taxpayer must demonstrate compelling reasons or circumstances that would have prevented a reasonable person under the circumstances from filing an appeal. The term "unable to comply" does not include situations in which the taxpayer forgot about or overlooked the assessment notice, was out of town during the 30-day appeal period for filing an appeal, or similar situations. Rather, it covers situations that are beyond the control of the taxpayer and, as a practical matter, prevent the taxpayer from recognizing what is at stake and dealing with it. Such situations would include a physical or mental disability serious enough to prevent the taxpayer from dealing rationally with the taxpayer's financial affairs.