

# ORANGE COUNTY VALUATION INPUT & REVIEW FORM

IF YOU HAVE QUESTIONS ABOUT THIS FORM SEE "INSTRUCTIONS FOR COMPLETING VALUATION FORM" AT THE END OF THIS FORM.  
**VALID THROUGH MARCH 31, 2016.**

**The effective date of the most recent revaluation is January 1, 2009.**

Based on the data submitted herein, I request to have the valuation of the following property reviewed:

## SECTION 1: Ownership

Owner's Name: \_\_\_\_\_ Parcel ID Number: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_

## SECTION 2

Do you have information about your property that the Tax Office may not have that would affect its value? For instance, is the parcel a non-perking or non-buildable lot? If yes, please explain below and attach proper documentation from the appropriate jurisdiction. In this case you do not need to complete the remainder of the form, simply attach documentation, sign below and return to the address at the bottom of this form.

\_\_\_\_\_  
\_\_\_\_\_

## SECTION 3: What is the nature of your input and/or review request?

\_\_\_\_\_  
\_\_\_\_\_

## SECTION 4: OPINION OF VALUE AS OF THE ASSESSMENT DATE (January 1, 2009)

The state law requires that we appraise property at its true market value. What do you feel this property was worth on the market on **January 1, 2009**? \$ \_\_\_\_\_ upon what do you base your opinion:

	Amount	Date
_____ Judgment Only	_____	_____
_____ Comparable Sale (see section 6)	_____	_____
_____ Asking Price	_____	_____
_____ Realtor: _____		
_____ How long on Market: _____		
_____ Offered Price	_____	_____
_____ Appraisal	_____	_____
_____ Appraiser's Name: _____		

**PLEASE ATTACH SUPPORTING DOCUMENTATION** (sales occurring prior to 01/01/2009)

**SECTION 5: Market & Cost Data** (if purchased within 12 months prior to January 1, 2009)

Date Acquired \_\_\_\_\_  
 Land Only \_\_\_\_\_ Land & Building \_\_\_\_\_ Size of Land \_\_\_\_\_  
 Sale Price \$ \_\_\_\_\_  
 Open Market Sale \_\_\_\_\_ Family Transfer \_\_\_\_\_ Other \_\_\_\_\_  
 Price Included Personal Property \_\_\_\_\_ Value of Personal Property \_\_\_\_\_  
 Financial Concessions \_\_\_\_\_

	<b>Description</b>	<b>Date Completed</b>	<b>Amount</b>
_____	Acquired Property As Is	_____	_____
_____	Demolition	_____	_____
_____	Erected New Building	_____	_____
_____	Addition	_____	_____
_____	Remodeled	_____	_____
_____	Other	_____	_____
	<b>Total Investment</b>		_____

**SECTION 6: Comparables** (List Buyer, Seller or Property Address for comparable properties)

<b>ADDRESS OR NAME</b>	<b>SALE DATE</b>	<b>PRICE</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Once you have completed both pages of this form, you have two options:**

**Option 1: Use This Form as Your Review**

If you would like this completed form to serve as your review, and you do not need an appointment with an appraiser please sign and mail the form along with any documentation to:

Orange County Revaluation Team  
 Valuation Input and Review  
 PO Box 8181  
 Hillsborough, NC 27278

**You will be contacted in writing regarding the results of the review.**

**Option2: Schedule Review With an Appraiser**

If you would like to schedule a time when you can come to Hillsborough to meet with an appraiser to further discuss this information, please call (919) 245-2100, option 2 to schedule an appointment. Please bring this completed form and any documentation to the scheduled appointment.

**You will be contacted in writing regarding the results of the review.**

## **Instructions for Completing Valuation Form**

**NOTICE: The effective date of the most recent revaluation is January 1, 2009. Information on sales occurring after that date will not be considered.**

**Section 1** – Please print your name, address, phone number and parcel identification number to assist the Assessor’s Office in identifying your property.

**Section 2** – This section should be completed only if you can provide proper documentation from the appropriate jurisdiction to verify that your property value should be reduced because it is either a non-buildable lot or a lot that will not pass a septic soil analysis test for a sewage disposal system.

**Section 3** – Explain the concerns you have about the value of your property. Indicate why you believe the valuation you received does not represent the true market value. The more information you can provide and the more thorough and specific the explanation, the better we will be able to determine if we can make an adjustment in the value.

**Section 4** – Indicate what you believe the true market value (the value the property would sell for on the open market) should be and what you base your opinion on. If you know of any comparable sales, or have a fee or bank appraisal, etc., please complete the blanks for the information requested and attach any appraisals. (Please include the full appraisal.)

**Section 5** - Complete this section if you acquired the property within the last six (6) to twelve (12) months. Indicate whether the sale was for vacant land or land and building, the sale amount, type of sale, and description of property, etc.

**Section 6** - Complete this section if you know of any properties comparable to your property that has recently sold.

- Please mail this completed form with all necessary documentation to the address at the bottom of the Valuation Input and Review Form.
- Or you may bring the completed form with documentation to our office on the second floor of the Gateway Center, 228 South Churton in Hillsborough. Please call ahead for an appointment if you would like to speak to an appraiser when you bring your form.
- If you have any questions or need assistance completing this form, call the Tax Administration Office at 245-2100, option 2.

***Please note that you will be notified in writing as to the results of your review regardless of the method of submitting your review (by mail or by appointment).***