LESLIE K. DAVIS, ASSESSOR

# CALAVERAS COUNTY ASSESSOR'S OFFICE

## INSTRUCTIONS FOR COMPLETING A "PROPERTY REVIEW REQUEST"

**GENERAL:**
A property review may be requested at any time. Assessment review is a vital function of the Assessor's appraisal program. We are pleased to provide you with this service. Our desire is to have a property owner contact us and submit a Property Review Request prior to filing a formal appeal. Oftentimes a question on assessed value is simply resolved with a phone call.

California laws that govern value changes and the assessment appeal process are complex. Completing this form does not constitute the filing of a formal appeal and does not alter the appeal statute of limitations. Also, filing of this request does not alter any requirements to pay property taxes that are due. You are advised to pay all property taxes when due to avoid penalties.

**COMPLETING THE FORM:**
It is essential for the applicant to complete all sections of the request, including a daytime phone number, the "Applicant's Opinion of Value," and "Reason or Information that Supports the Applicant's Opinion of Value." Information to support the applicant's opinion of value, such as sales of similar properties or a construction contract, should be submitted with the request for review.

**TAXABLE VALUE:**
Article XIII-A of the California Constitution requires, for each lien date, that the taxable value of real property to be the lesser of market value or its base year value compounded annually by an inflation factor. For property tax purposes, the Assessor is required to assess real property at market value for changes in ownership and new construction.

The Assessor's Office staff is committed to adhering to the state law by placing fair market value on all real property.

**NOTICE OF SUPPLEMENTAL ASSESSMENT:**
A request for a reduction in value affecting a supplemental assessment should be requested as soon as possible. There is a 60-day statute of limitations from the date of mailing of the Notice of Supplemental Assessment for an applicant to file an appeal.

**BASE YEAR VALUE/DECLINE IN VALUE:**
A value change that results from a request for review filed after November 30 will affect the value for the next fiscal year. Applicants have from July 2 to November 30 to file an assessment appeal.

**CONSTRUCTION COST:**
Improvement cost is the total cost of development. This includes the costs for labor and materials, contractor's overhead and profit, architectural and engineering fees, building plans and permits, financing and insurance and developer's profit. The cost approach to value is, by law, to be considered in conjunction with other approaches to value. An owner's historical cost may or may not be equal to market value, which is the prescribed taxable value.

**CHANGE IN OWNERSHIP:**
Rule 2 of the Property Tax Rules establishes the presumption that the sale price is "fair market value." There are instances where the Assessor concludes the sale price does not meet the definition of market value. In such cases there must be a preponderance of evidence to rebut this presumption. The Assessor typically enrolls the sale price as the taxable value but there are times when there is sufficient data to enroll a value that is less than or greater than the sale price.

**CONTACT US:**
Hopefully, these instructions will assist you in completing the Property Review Request. Please call us at (209) 754-6356 if you have any questions about property taxation, appraisal methodology or the assessment appeal process.