

## DETERMINING FULL CASH VALUE OF REAL PROPERTY

Generally, there are three ways to determine the full market value of property. They are:

- 1) Comparable Sales/Market Analysis (used for most residential properties)-prior to the valuation date and/or not more than 90 days after the valuation date
- 2) Replacement Cost Approach
- 3) Income Approach (used for income producing/commercial properties)

## FORMAL EXCHANGE OF INFORMATION

For detailed information regarding exchange of information, see Section 1606 of the Revenue and Taxation Code.

## WITNESSES

If you submit as evidence of market value an appraisal, realtor's opinion, geographic study, engineering report, or any data prepared by someone other than yourself, the person preparing the material **MUST BE PRESENT AT THE HEARING** to be questioned by the Board and the Assessor. You may have a qualified appraiser or real estate agent who has knowledge of the value of your property testify for you as a witness.

## NOTICE OF DECISION

The Assessment Appeals Board may announce its decision to the Applicant and the Assessor at the conclusion of the hearing, or it may take the matter under submission. If the matter is taken under submission and/or Finding of Fact are requested, the Clerk shall notify the Applicant in writing of the

decision of the Assessment Appeals Board, by United States mail, addressed to the Applicant and/or their agent, at the address given on the application.

The decision of the Assessment Appeals Board on an application is final. The Assessment Appeals Board shall not reconsider or rehear an application.

## REQUEST FOR TRANSCRIPT OF PROCEEDINGS

The hearing before the Assessment Appeals Board will be tape recorded. For a fee, you may purchase a copy of the tape of your hearing.

As an alternative, you may hire, at your expense, a Court Reporter or transcriber, to transcribe, verbatim, your entire hearing.

## WITHDRAWAL OF APPLICATIONS

All requests for withdrawal of applications must be filed with the Clerk, in writing, prior to final action on said matter.



# How to Prepare for Your Assessment Appeal Hearing

## HEARING LOCATION:

Board of Supervisors Chambers

1050 Monterey Street, San Luis Obispo  
9:00 A.M.

## NOTICE OF HEARING

After the filing of an application and in consideration of other applications, the Clerk will set the matter for hearing and notify you in writing at least forty-five (45) days prior to your scheduled hearing. Further, you will be notified of the time and place for your hearing. It is currently taking from two to eight months to calendar a hearing.

You and/or your authorized agent must be present at the time of the scheduled hearing to guarantee representation. Failure to appear will be cause for dismissal of your appeal.

## CONTINUANCES OF HEARINGS

Should you find it necessary to request a postponement, once you have been notified of a hearing date, you may be granted one delay by the Clerk, provided you make your request in writing, no later than 21 days prior to your scheduled hearing date. Further requests for postponement must be in writing and approved by the Assessment Appeals Board.

The Clerk may grant a postponement to either party prior to the hearing date, provided the application has been on file less than 120 days from the expiration of the two year (2 year) time limitation as provided in Section 1604 of the Revenue and Taxation Code (2 years from the filing date).

## WRITTEN FINDINGS OF FACT

Written Findings of Fact consist of a factual summary of the reasons why the Assessment Appeals Board elected to decrease, increase or to not change your

## JULIE L. RODEWALD

County Clerk-Recorder and Ex-Officio Clerk  
of the Assessment Appeals Board

assessment. Written Findings of Fact are required only if you intend to appeal an adverse decision to the Superior Court. There is no need to request written Findings of Fact unless you intend to make such an appeal. There is a place on the application to request Findings of Fact for your hearing. A fee will be charged, per application for Findings by the Assessment Appeals Board (see Policies and Procedures for Operation and Conduct of Hearings Before the Assessment Appeals Board). Said fee must be paid by the conclusion of your hearing. If you request written Findings of Fact and pay for them prior to your hearing you may be required to pay an additional amount based on the type of Findings to be prepared. If you later change your mind and do not wish Findings, your fees will be returned to you when you waive Findings after the conclusion of the hearing and decision, but before Findings have been started.

## THE HEARING

If you seek a reduction in the full market value of your property, you must prove in your presentation before the Hearing Board that the property has been valued by the Assessor at a value that is more than the property is worth.

The Assessment Appeals Board is interested only in facts, so **IT IS IMPORTANT THAT YOU COME FULLY PREPARED** to present your case. You should bring to the hearing any records, receipts, appraisals (accompanied by the appraiser), and any other documents that will help establish the full market value of your property.

## PRESENTATION OF DOCUMENTS

## IF YOU INTEND TO PRESENT WRITTEN

4/2003

**INFORMATION FOR THE BOARD TO REVIEW, PLEASE PROVIDE A MINIMUM OF SIX (6) COPIES - THE ORIGINAL FOR THE CLERK AND FIVE ADDITIONAL COPIES.** Please read the following sections carefully.

## PERSONAL APPEARANCE BY APPLICANT

The Applicant (or any one of the owners of the property) and/or their authorized agent (if you have one) must appear at the hearing. However, a husband may appear for his wife or a wife for her husband, and sons or daughters for parents or vice versa. More distant relatives may not appear on your behalf unless authorized in writing. **FAILURE TO APPEAR WILL BE CAUSE FOR DISMISSAL.**

## APPEARANCE BY AGENT

The Applicant may appoint an agent to present his/her case for him/her. The Agent may represent the Applicant in their absence, at the hearing. The Agent must present written authorization to act on the owners behalf unless the agent is a licensed Attorney at Law.

## BURDEN OF PROOF

Where a single family/owner-occupied dwelling is involved the Assessor has the burden of proof and must present his/her evidence first. In most other cases, the law presumes that the Assessor has properly performed his/her duty and has assessed the property fairly and upon a legal basis. The effect of this presumption is to impose upon the Applicant the burden of proving that the property in question has not been correctly assessed. The law requires that the Applicant proceed to present independent evidence [receipts, appraisals

(accompanied by the appraiser), etc.] relevant to the full value of the property. The Assessor has the burden of establishing the basis for imposition of a penalty assessment and for demonstration that some taxable items have escaped assessment.