

**July 2, 2013**  
*PRESS RELEASE*  
FOR IMMEDIATE DISTRIBUTION

CONTACT:  
Larry Lillard, Chief Appraiser  
(770) 467-4240

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**TAX ASSESSORS OFFICE  
IMPLEMENTS NEW PROCEDURE FOR  
FILING 2013 APPEALS**

Due to current staffing and budget conditions, the Spalding County Board of Tax Assessors will **ONLY** be accepting appeals for the 2013 digest by mail or by dropping off the appeal in our office at 119 E. Solomon Street, Room 101, Griffin, Georgia 30223 during the hours of 8:00 a.m. to 5:00 p.m., Monday thru Friday.

Our staff will be available during the above hours to receive and/or assist you in preparing the appeal form and providing information concerning the needed documents. You can also download and print the appeal form from the Georgia Department of Revenue website at [www.etax.dor.ga.gov](http://www.etax.dor.ga.gov).

Once your appeal is received, a member of our appraisal staff will contact you to confirm the information we have on your property record card, to obtain additional information about your property, and/or set an appointment time for either a field inspection or office interview.

We hope that the following will assist you in preparing your 2013 appeal form.

For additional information, please contact Chief Appraiser Larry Lillard at (770)467-4240.

(Instructions continued on next page)

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## **FILING YOUR 2013 APPEAL**

1. A completed appeal form must be filed for **EACH** property.
2. Print the owner's name and the property address.
3. You must give a daytime phone number and/or valid email for contact about your appeal.
4. Mark which property type you are appealing: Real – Personal – Motor Vehicle – Manufactured Home (**Be sure to have a copy of your title or certificate of origin**).
5. You must specify the grounds you are appealing:
  - A. Value
  - B. Uniformity
  - C. Taxability
  - D. Exemption denied
  - E. Breach or Denial of Covenant
6. You must select the second level of appeal, should the appraisal staff not be able to consider your value estimate. BOE, Arbitration, Hearing Officer or Superior Court.
7. Property Owner Comments: State why you are filing an appeal: My house has vinyl siding not brick – Basement is not finished – Square footage is incorrect, etc... Please remember statements such as “Value too High” – “Economy is bad”- “Can't sell my property for this amount” are opinions and cannot be considered grounds for filing an appeal.
8. Attach all documents, pictures, etc., for the appealed property to support your estimation of value as of Jan. 01, 2013. If income is to be considered, operating income statements, rental and expense statements for 5 years must be included.
9. Identify the property type: Residential – Commercial - Industrial – Agricultural.
10. You must sign the appeal. If you are acting on someone's behalf you **MUST** have a Letter of Authorization from that person before we can accept the appeal.
11. **REMEMBER YOU MUST DECLARE A VALUE FOR THE PROPERTY AS OF JANUARY 1, 2013.**

**IF YOUR APPEAL CAN NOT BE RESOLVED PRIOR TO THE MAILING OF THE TAX BILLS, YOU WILL BE BILLED AT 85% OF YOUR VALUE PER GA. CODE 48-5-311(iii) (I). AFTER THE APPEAL IS RESOLVED YOU WILL RECEIVE A SECOND BILL IF THE RESOLVED AMOUNT IS GREATER THAN 85% OF THE ORIGINAL VALUE OR A REFUND IF IT IS LESS. THIS BILL WILL INCLUDE INTEREST AND PENALTY IF APPLICABLE.**