



Commercial & Industrial Appeal FAQ

Q I disagree with my assessed value; how do I file an appeal?

A Fill out a [Form 130](#) and submit it to our office. [Click here](#) for more details.

Q What assessment year will my appeal affect?

A The deadline to file an appeal for a respective tax year is 45 days from the date on the Notice of Assessment (Form 11). In Allen County, all commercial and industrial parcels receive a Form 11. They are typically sent in June or July of each year. If an appeal is filed after the 45 day deadline, then the appeal would apply to the following assessment date.

Q Where can I view my Form 11?

A A copy of a Form 11 can be found using the Public Access Tax Information website, or PATI, found [here](#). After searching for the property, the Form 11 can be found along the images tab on the bottom left of the page.

Q What happens once I file my appeal?

A A preliminary hearing notice is mailed out to the owner and/or tax representative. The preliminary hearing is an informal meeting between members of the Commercial Team and the taxpayer in order to gather information about the property relevant to a possible adjustment to the assessed value. It is an opportunity for the taxpayer to explain why they feel the assessed value may be inaccurate.

If no one attends the preliminary hearing or no information is submitted, the appeal will typically be forwarded on to a formal hearing before the Property Tax Assessment Board of Appeals in order to achieve a timely settlement of the appeal.

Q What sort of information should I bring to the preliminary hearing?

A Suggestions include, but are not limited to: comparable sales information of properties that have sold, income statements, rent rolls, and USPAP compliant appraisals.