

## OKLAHOMA COUNTY BOARD OF EQUALIZATION

### **PREPARING FOR HEARING BEFORE THE BOARD OF EQUALIZATION**

Evidence that may be helpful in the appeal process is listed below:

1. Current photographs of the property under appeal and/or the surrounding area.
2. A recent real estate appraisal.
3. Real estate purchase contract, settlement statement, or closing statement if the property was purchased recently.
4. Comparable values or sales in the area. You can contact a realtor for recent sales. You may also contact the Assessor for a list of the comparables used in assessing your property. You can also visit the Assessor's Web Site for all sales in the area. [www.oklahomacounty.org](http://www.oklahomacounty.org)
5. Brokers market analysis.
6. Realtor letter of market analysis.
7. If rental property is under appeal, a lease agreement, income statement and IRS income tax depreciation schedule.
8. **If you would like to visit the Assessor's website for property assessments in your neighborhood you can go to [www.oklahomacounty.org](http://www.oklahomacounty.org) then click on property assessments, accept the agreement than just enter a name or address of property.**
9. NOTE: If you have someone serve as your personal representative, you will need to file a letter of authorization with the Board of Equalization prior to your hearing. Forms are available upon request.
10. NOTE: If you are representing a taxpayer and/or have filed an appeal on behalf of a taxpayer, you will need to file a letter of authorization with the Board of Equalization prior to your hearing. Forms are available upon request.

PLEASE REFERENCE THE PARCEL ID NUMBER FOR EACH PROPERTY BEING APPEALED ON ALL CORRESPONDENCE.

If you need information or assistance in completing your appeal form, please call 713-6228.

Please be advised that all meetings for the Board of Equalization will begin at 10:00 a.m. THIS IS NOT AN INDIVIDUAL APPOINTMENT TIME FOR YOU. You will be asked to present your evidence in the order your name appears on the posted agenda.