



UNIVERSITY HILLS AREA CIVIC ASSOCIATION

PROPERTY TAX ASSESSMENT APPEAL SUGGESTIONS

By now, you should have received your 2010 Real Property Notice of Assessment from the State of Maryland. In the event you decide to appeal your proposed assessment, the UHACA is offering what we believe to be helpful information should you decide to appeal.

BASIC INFORMATION

1. Look at your notice and you will see a final appeal date (highlighted in red about $\frac{3}{4}$ of the way down the page). If you decide to appeal, the first step is to reply to your Notice of Assessment by signing and returning the appeal so that your appeal is FILED OR POSTMARKED BY THAT PRINTED FINAL APPEAL DATE.
2. On the reverse side of your Assessment Notice you will see APPEAL PROCEDURE.
3. You have three options to appeal your assessment: (1) submit an appeal in writing, (2) Request a personal hearing with an assessor, or (3) opt for a telephone hearing.
4. Your appeal must be mailed to: Prince Georges County 14735 Main Street, Suite 354B Upper Marlboro, Maryland 20772.
5. Any questions you have should be telephoned/ emailed to Mr. Dan Puma, Assessment Manager for Prince Georges County, 301-952-2184/ DPuma@dat.state.md.us .
6. Irrespective of what option you select, the first level of the appeal process, known as the Supervisor level is informal. You will present your case to the assessor designated by the Supervisor of Assessments. Typically, hearings take approximately 15 minutes..
7. Whether you submit a written appeal, appear in person or communicate by telephone, you should have data on hand to support your appeal. One such piece of supporting data is your property work sheet. You must have this and you can obtain a copy of your property worksheet free of charge from Prince Georges County (above address/phone number). The information on the property worksheet will be reviewed at the time of your hearing to assure its accuracy.
8. Additional supporting data you might want to present in support of your appeal would be area sales analysis, a list of arms length sales from our subdivision and immediate surrounding market areas, current listings of similar style properties such as yours that are non distress, arms length sales focusing on the January 1, 2010 date. We are told that distressed sales and foreclosures are not considered appropriate data to use in support of your appeal.
9. If your property has problems, request a physical review. This way, the assessor will come to your property and you will not have to go to the county offices for a



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- hearing. Anything you wish to communicate to the assessor can be brought up at the property review.
10. If you are unable to attend a hearing due to physical or transportation difficulties, the assessor will make an appointment to meet you at your property.
 11. If you are having problems with your property and you have estimates of costs to repair damage to components the assessor considers, you should provide the estimate. Updating and deferred maintenance are not typically considered.
 12. Mr. Puma advises that the Notice of Assessment is more than just a valuation alert. It should be checked for the correct property address, mailing address, correct owner-occupancy classification, ownership etc.
 13. This year all property owners will be asked to return a portion of the Notice to verify residency. It asks for more detailed information, including your social security number. You should complete this information because if you do not file this paperwork, you will lose your Homestead Exemption classification by 2012.

To assist you in this process and your research about valuation of neighborhood and area properties, consider the following:

- for an official description of the appeal process, go to <http://www.state.md.us/sdatweb/appeal.html>.
- for valuations, you can use sites such as zillow.com to give you an idea of what area similar type properties such as yours are selling for.