

- 2) **Appeal Type Selection and Entry Forms** – This module will allow the user to choose one or more of the following grounds for appeal:
 - a) **Value**
 - i) This option will take the user through a comparable search workflow (defined in item three (3)).
 - b) **Uniformity**
 - i) This option will take the user through a comparable search workflow (defined in item three (3)).
 - c) **Taxability**
 - d) **Exemption Denied**
 - e) **Breach of Covenant**
 - f) **Denial of Covenant**
- 3) **Comparable Search** – After choosing the option from item 2a or 2b, above, the user will be taken to the Comparable Search form.
 - a) The Comparable Search form will display values from the selected property and auto-set comp search criteria.
 - b) The Comparable Search form will include the following search criteria:
 - i) Distance from Subject Property
 - ii) Neighborhood (default use criteria)
 - iii) Property Type
 - iv) Acres
 - v) Finished Sq. Ft.
 - vi) Year Built
 - vii) Value (default use criteria)
 - viii) Sale Price
 - ix) Sale Date (default use criteria)
- 4) **Comparable Results** – After the user clicks the Search button on the Comparable Search form, the user will see the Comparable Results list with the following features:
 - a) An instructions module to instruct the user that they may choose up to five (5) comparable properties to include on their appeal.
 - b) Checkboxes on the Comparable Results table to allow the user to select up to five (5) comparable properties. The table will restrict the user from selecting more than five (5) properties.
 - c) After the user has selected their comparable properties, they will click a button to "Select checked items for report".
- 5) **Appeal Form** – The Appeal form will ask the user to enter the following information. A list of the user's selected comparable properties will also be included on the Appeal form if the user selected properties in the Comparable Search step.
 - a) Owner's Assertion of Value (*required*)
 - b) Property Owner Comments
 - c) Contact Information
 - i) Contact Number (*required*)
 - ii) Work Phone
 - iii) Email Address
 - d) Agent Information (if an agent is submitting the appeal on an owner's behalf)
 - i) Agent's Name
 - ii) Agent's Address
 - iii) Agent's Phone Number
 - iv) Agent's Email
 - e) Select Appeal Option
 - i) BOE: appeal to the county Board of Equalization with appeal to the Superior Court (any/all grounds) – *Default selected option.*
 - ii) ARBITRATION: To arbitration with an appeal to the Superior Court (valuation is the only grounds that may be appealed to arbitration).