



## How to Research and Prepare a DeKalb County Property Tax Appeal

1. Go to <http://taxcommissioner.dekalbcountyga.gov/PropertyAppraisal/realSearch.asp>

A screenshot of a web browser displaying the "Real Estate Data Search" page. The browser's address bar shows the URL "taxcommissioner.dekalbcountyga.gov/PropertyAppraisal/realSearch.asp". The page header includes the DeKalb County Georgia logo and the title "Real Estate Data Search". The search form contains several input fields: "Parcel ID" (with a red example "(12 123 12 123)"), "Partial Parcel ID" (with a red example "(12 123)"), "Address", "Partial Street Name", and "Owner Name". Below these fields is a section titled "Insert Either a:" followed by a list of search criteria: "Parcel ID, or Partial Parcel ID", "Address (eg. 123 main), or", "Partial Street Name (eg. main), or", and "Owner Name (eg. LastName, FirstName or Partial Owner Name)". At the bottom of the form are "Search" and "Reset" buttons.

2. Insert either a:

- \* Parcel ID or Partial Parcel ID
- \* Address (e.g. 123 main)
- \* Partial Street Name (e.g. Main), or
- \* Owner Name (e.g. Last Name, First name) or Partial Owner Name

3. Click on "Search"

A screenshot of the "Real Estate Data Search" page with the search form filled out. The "Parcel ID" field contains "12 123 12 123" (with a red example "(12 123 12 123)" below it). The "Partial Parcel ID" field contains "12 123" (with a red example "(12 123)" below it). The "Address" field contains "123 main". The "Partial Street Name" field contains "main". The "Owner Name" field contains "Last, First or Partial Owner Name". The "Insert Either a:" section is the same as in the previous screenshot. A red arrow points to the "Search" button at the bottom of the form.

4. Scroll down and click on "Sales Data Search"

Book/Page	Sale Date	Deed Type	Sale Condition	Sale Price
18680 - 00152	5/1/2006	WD - WARRANTY DEED	0 - VALID SALE FMV	\$147,000.00
13793 - 00033	9/12/2002	WD - WARRANTY DEED	0 - VALID SALE FMV	\$135,900.00
07504 - 00362	11/30/1992	WD - WARRANTY DEED	0 - VALID SALE FMV	\$74,500.00
06927 - 00661	4/4/1991	WD - WARRANTY DEED	1 - MULTIPLE PARCEL SALE	\$40,000.00
04599 - 00492	1/1/1982	WD - WARRANTY DEED	S - XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$0.00
00710 - 00113	11/10/1947	WD - WARRANTY DEED	S - XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$0.00

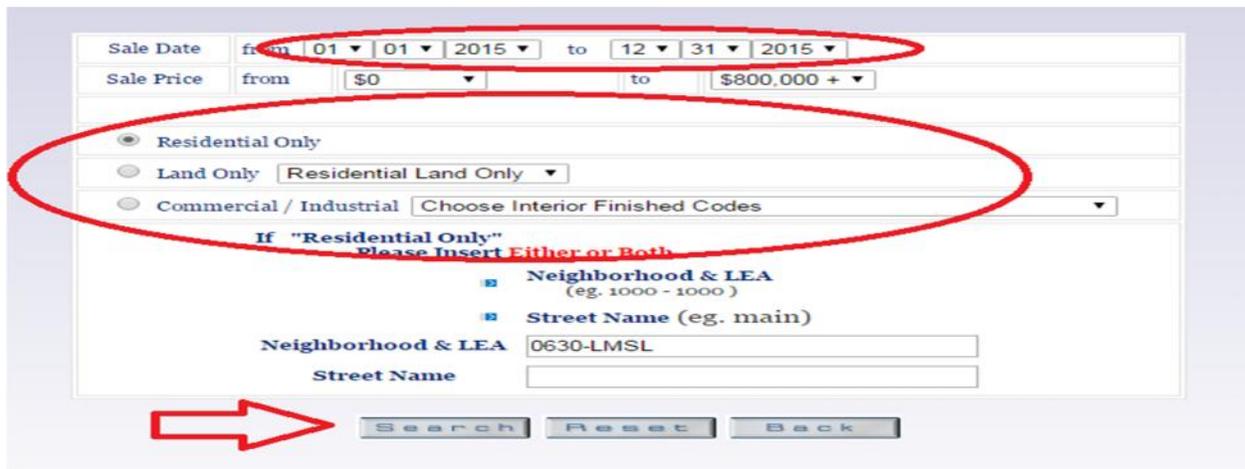
Sales which occurred prior to January 1 of this year were used to establish values for the current year. All sales which take place after January 1 will be considered for next year's valuations. These sales are provided for your convenience and may not have been verified or confirmed by our staff. We reserve the right to edit as needed.



5. If you are appealing for the year 2016, the sale date should be the previous year, which is 2015.

6. Choose either Residential Only, Land Only or Commercial/Industrial, depending on the type of your property.

7. Click on "Search".



Sale Date from 01 01 2015 to 12 31 2015

Sale Price from \$0 to \$800,000 +

Residential Only

Land Only Residential Land Only

Commercial / Industrial Choose Interior Finished Codes

If "Residential Only" Please Insert Either or Both

Neighborhood & LEA (eg. 1000 - 1000)

Street Name (eg. main)

Neighborhood & LEA 0630-LMSL

Street Name



8. Highlight and copy the results.

9. Open a new Microsoft Office Excel file and paste the results. Label this worksheet "Sales".

10. While the data is still highlighted, remove the formatting on the cells by clicking on "Cell Styles", then "Normal" (Under Good, Bad and Neutral).

11. Highlight the first row, right click with your mouse and select "insert".

12. Label the first row with the following:

Parcel Number, Location Address, Sale Date, Sale Price, Sq. Ft., SP/SF, Land Value, BR, BA, Unfin. BSMT, Fin. BSMT, Stories, Year Built, Sale Type, Land Use, Condition Code, Quality Code and NBHD

13. Arrange the data according to their corresponding column headers.

14. Delete the original column headers.

15. Click on F2 and type " $=d2/e2$ " and press enter (Make sure that there are no spaces before and after the values in columns D and E). This will compute the sales price per foot of the property.

16. Click the bottom right corner of cell F2 when a "+" appears drag down to the last data in that column. This will calculate all the SP/SF.

17. Fill out columns G through K and O through R (Land Value, BR, BA, Unfin. BSMT, Fin. BSMT, Land Use, Condition Code, Quality Grade and NBHD). You can get all the details from the <http://taxcommissioner.dekalbcountyga.gov/PropertyAppraisal/realSearch.asp>. Simply copy the property's parcel number and follow steps 2 and 3.

18. In an empty cell at the bottom of column F, calculate the Median of all the SP/SF by following these steps: Type " $=median($ ", click on the data in cell F2 and drag down until the last data, type  $)$ " and then press enter. Label this as MEDIAN.

19. In a cell below the result of the median, calculate the Average by following these steps: Type " $=average($ ", click on the data in cell F2 and drag down until the last data, type  $)$ " and then press enter. Label this as AVERAGE.

20. Insert a new worksheet and label it as "Equity".

21. Label the first row with the following: Parcel ID, Property Address, Assessed Price, Sq.Ft, AP/SF, Land Value, BR, BA, Unfin. BSMT, Fin. BSMT, Stories, Year Built, Land Use, Condition Code, Quality Grade, NBHD

22. On the second row, fill out the cells with your property's details. You can get all the details from the <http://taxcommissioner.dekalbcountyga.gov/PropertyAppraisal/realSearch.asp> website. You will be using current year tax assessment values, and previous year sale prices. So if you are appealing a 2016 value you use 2015 sales and 2016 assessments.

23. Calculate your property's AP/SF by typing this formula in cell E2: " $=c2/d2$ " and press enter.

24. Click the bottom right corner of cell E2 when a "+" appears and drag down through a few cells in that column.

25. Go back to your property record at <http://taxcommissioner.dekalbcountyga.gov/PropertyAppraisal/realSearch.asp> website and click on your parcel number at the top of the page.
26. Click on a proximate property on the map and click on Total Value.
27. Copy the 2016 "Appraised Value" and paste in the Excel file's "Assessed" cell (cell C3).
28. Copy the property's "Square Footage" value and paste in the Excel file's "Sq. Ft." cell (cell D3).
29. The AP/SF value for that property should calculate automatically. The value should be lower than your property's AP/SF. If not, go back to map and click on other proximate properties until you find properties with lower values per foot.
30. If you find a property with lower AP/SF value, add all the other needed information for those properties.
31. Add as many properties with lower values as possible to the Excel file.
32. Sort the values on Column D (Sq. Ft.) from lowest to highest. You can do this by highlighting all the values (except for the headers). Click on "Data", then "Sort", then Sort by "Column D", and "OK".
33. Once you have added a good number of properties with lower values, calculate the median of the AP/SF by following these steps: In an empty cell at the bottom of column E, Type "=median(", click on the data in cell E3 and drag down to the last data, type ")" and then press enter. Your property's AP/SF should be excluded. Label this as MEDIAN.
34. In a cell below the result of the median, calculate the Average by following these steps: Type "=average(", click on the data in cell E3 and drag down to the last data, type ")" and then press enter. Your property's AP/SF should be excluded. Label this as AVERAGE.
35. Copy your property's values and paste two times below the MEDIAN and AVERAGE.
36. Do the same with the Sales worksheet and arrange according to the headers.
37. On the sales worksheet, replace the SP/SF with the Median. Compute for the new Price by multiplying the Sq. Ft. with the median. Then press enter and highlight with yellow.
38. If the total price is higher than your property's value, create a new worksheet and label as "Sales2". Check other properties until you find 2015 sales that are lower than your property's value and enter the details of the properties in the Sales2 worksheet. If there are enough sales in the results you originally copied there may be a few with lower values per foot that can be used in the Sales2 worksheet.

39. On the equity worksheet, replace the AP/SF with the median. Compute for the new Price by multiplying the Sq. Ft. with the median. Then press enter and highlight with yellow.

39. Don't forget to save the file from time to time!

If you found plenty of equity comparables that support a lower value per foot than what the tax assessor has used on your property, this is good information for a property tax appeal.