



Take note of the last day to appeal appearing on your tax assessment notice. Put this on your calendar.

Look for sales of comparable properties in your market area that sold before the effective date of appraisal for tax purposes (in GA this is January 1). Market data from after this date is not allowed. Find sales that support a lower value on your property.

Look at tax assessments of comparable properties in your market area. These should be current year assessments. Find comparable property assessments that support lower values on your property.

Once you are certain you have good evidence for a lower value you need to put it into some presentable form, like a spreadsheet, that you can provide to the tax assessors and/or the Board of Equalization, Hearing Officer, etc.

Check your tax assessor's website to determine if you can file your appeal online. If you choose to do this follow their instructions carefully. They should confirm receipt of your appeal but if you don't get any confirmation call them.

To file by mail or hand delivery you will want to use the Georgia Appeal of Assessment form PT-311-A. If filing by mail it is highly recommended that you send the property tax appeal by certified mail.

If you are hand delivering your appeal, take a copy of your completed appeal form with you so that the tax assessor's office can date stamp your copy.

You need to decide how much information to include with your appeal. You have to assert a value but it is not required that you provide supporting information. You may want to provide some but not all of the evidence you have gathered. Having new information for the second level of appeal may help.

Once your appeal is filed the tax assessors should send you confirmation regardless of how you filed the appeal.

Expect to get a temporary tax bill when your appeal is still unresolved and tax bills are issued. This temporary bill will be at the previous year value or 85% of the current year value until the appeal is resolved.

If the tax assessors decide to leave your value unchanged then your appeal will be sent to the second level of appeal such as the Board of Equalization.

If the tax assessors reduce your value they will send this information to you in a letter and you have 30 days to appeal their reduced value to the second level of appeal.

The final tax amount will be calculated post appeal and additional bills or refunds will be issued.