

BEFORE THE BOARD OF TAX APPEALS OF THE STATE OF KANSAS

DIVISION OF PROPERTY VALUATION APPEAL
(State Assessed Property)
(K.S.A. 74-2438)

APPLICANT:

Applicant Name (Owner of Record)

Applicant Address (Street or Box No.)

City State Zip

Applicant Phone #:(____)_____

Applicant E-mail: _____

ATTORNEY OR REPRESENTATIVE: (If applicable)*

Representative Name Title

Representative Address

City State Zip

Atty/Rep Phone #:(____)_____

Representative E-mail: _____

PVD ID #: _____

Year/Years at issue: _____

Tax/Value at issue: _____

Property at issue:
Description: _____

(For State of Kansas use only)

DOCKET NO. _____ -PV

Fee: _____ Amt Rec. _____

Rec. Date: _____ Ck # _____

No Fee: _____ Reason: _____

Please explain the basis of your appeal:

Signature of Applicant: _____

**PROPERTY VALUATION APPEAL
INSTRUCTIONS**

K.S.A. 74-2438. An appeal may be taken to the state board of tax appeals from any finding, ruling, order, decision, or other final action on any case of the director of taxation or director of property valuation by any person aggrieved thereby. Notice of such appeal shall be filed with the secretary of the board within thirty (30) days after such finding, ruling, order, decision, or other action on a case, and a copy served upon the director concerned. The board shall fix a time and a place for hearing said appeal, and shall notify the appellant or his attorney of record at least five (5) days prior to the date of said hearing.

1. If you wish to appeal, file this application within 30 days from the date of the notice of final action from the Director of the Division of Property Valuation.
2. Enclose any applicable filing fee(s) pursuant to K.A.R. 94-5-8. Checks or money orders should be made payable to the Board of Tax Appeals. For information regarding fees with the Board of Tax Appeals, visit www.kansas.gov/bota/ or contact the Board at (785) 296-2388. The County Appraiser's office also has fee schedules available.

This form along with a copy of the written finding, ruling or order of the Division of Property Valuation, a Declaration of Representative/Entry of Appearance form (if applicable) and applicable filing fee is to be filed with:

**Secretary of the Board
Kansas Board of Tax Appeals
700 SW Harrison, Ste 1022
Topeka, KS 66603**

And a copy of the appeal should be filed with:

**Director
Division of Property Valuation
Docking State Office Building, Ste 400
Topeka, Ks 66612-1588**