

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:

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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/](http://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  
915 SW Harrison Street  
Topeka, Ks 66612-1588**