

## INFORMAL MEETING PREPARATION

The informal meeting is typically held in the County Appraiser's Office, and will be scheduled to last approximately 20 minutes. You can designate someone to represent you, if you wish, by filing a Declaration of Representation form prior to the appeal meeting. Telephone hearings are also available.

### What should you bring to your appeal meeting?

Nothing is required since the burden of proof is on the appraiser's office. However, the key to any successful informal meeting is the presentation of well-organized documentation that supports your opinion of value and/or classification. Listed below are several examples of documentation that we have found to be most helpful in supporting valuation or classification appeals. The information can vary depending upon the property as we have it identified.

### Residential Meetings

1. Bring photos of your home, which should include one of the entire house as well as detailed photos of any damage to the structure or anything else that you think would affect the value. (There are no facilities for videos.)
2. Check to see if your home is valued similar to other houses in your neighborhood. More or less living area, basement finish, garage conversions, and room additions as well as sheds and detached garages can make a difference in value. If you need help in comparing values, visit the Appraiser's web-site at [www.bartoncounty.org](http://www.bartoncounty.org) and access the "Property Search" for property information within Barton County.
3. If you know of any similar homes in your neighborhood that have sold within the last 2-3 years, bring that information to the appeal meeting.
4. If you have a recent estimate for repairs of structural or other damage to your home bring copies of those estimates.
5. If you have had a recent fee appraisal on your home, or you have purchased it recently, bring a copy of the appraisal, sales contract, and/or closing statement.
6. If the property is newly built, information pertaining to the cost to construct the improvement(s), such as receipts and/or contracts.

### Agricultural Meetings

1. If the owner is not doing the farming, he/she should provide an affidavit from the farmer indicating the current agricultural use of the land, receipts from the sale of agricultural products from the land are also helpful. In addition, an aerial map outlining the area(s) of concern.
2. If the owner is farming the property, he/she should supply receipts indicating sales of current agricultural production and photos showing current agricultural production.
3. If the owner is concerned about outbuilding classification, building photos should be provided. There are no facilities for videos.
4. In order to substantiate adverse conditions such as flooding the property owner should provide adequate documentation to verify such conditions, and an aerial map outlining the area.

### Commercial/Industrial Meetings

1. The owner or agent should provide any current sales information on the subject property accompanied by a sales contract or closing statement.
2. The owner or agent should provide a detailed summarization of the last 3 years of actual income, expense, occupancy, lease agreement information as well as rent roll for the subject property.
3. Verified comparable sales should include a sales contract or closing statement, and if possible, a detailed summarization of income and expense for the last three years.

### Information and Assistance

If you need assistance in obtaining information for your meeting, you can contact our office by calling (620) 793-1821 or by visit our office on the 2<sup>nd</sup> floor of the Barton County Courthouse, 1400 Main, Rm 206 in Great Bend, KS. (For extraordinary requests, fees may apply.) Furthermore, taxpayers can access property information online for their own and surrounding properties by visiting the County's web-site at [www.bartoncounty.org](http://www.bartoncounty.org). Simply go to the Appraiser web-page and click on the "Parcel Search" tab, then click on the Quick Link named "Parcel Search / ORKA".