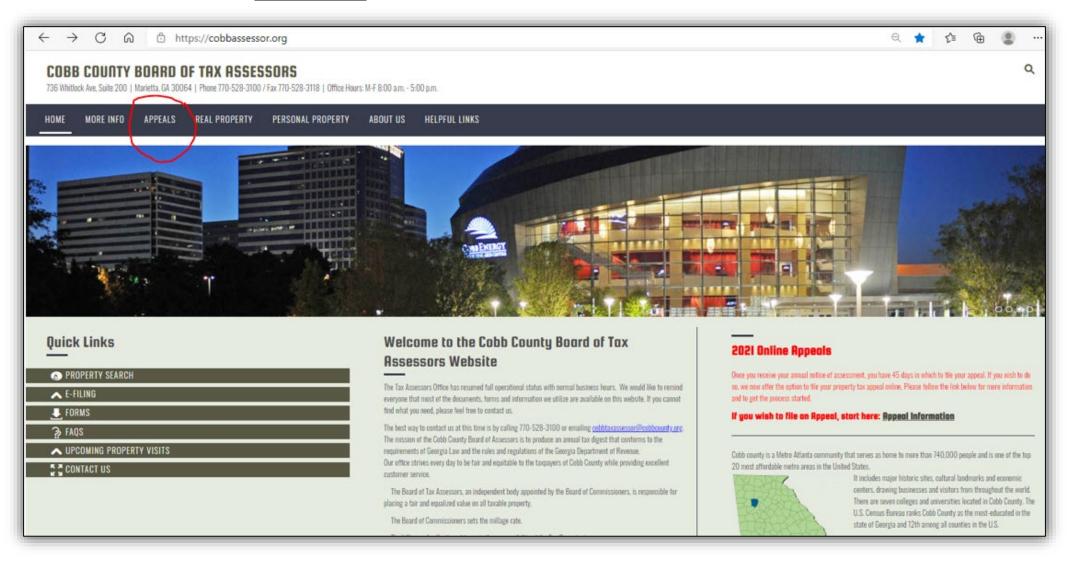
# Online Appeals

How to file an online appeal

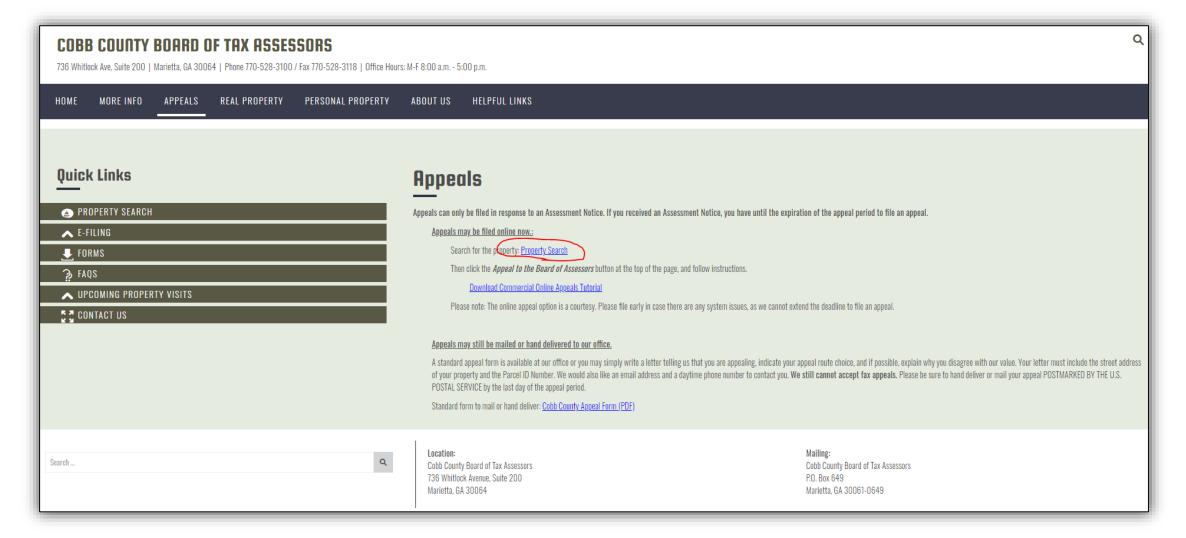
www.cobbassessor.org

To file an Appeal, navigate to www.cobbassessor.org

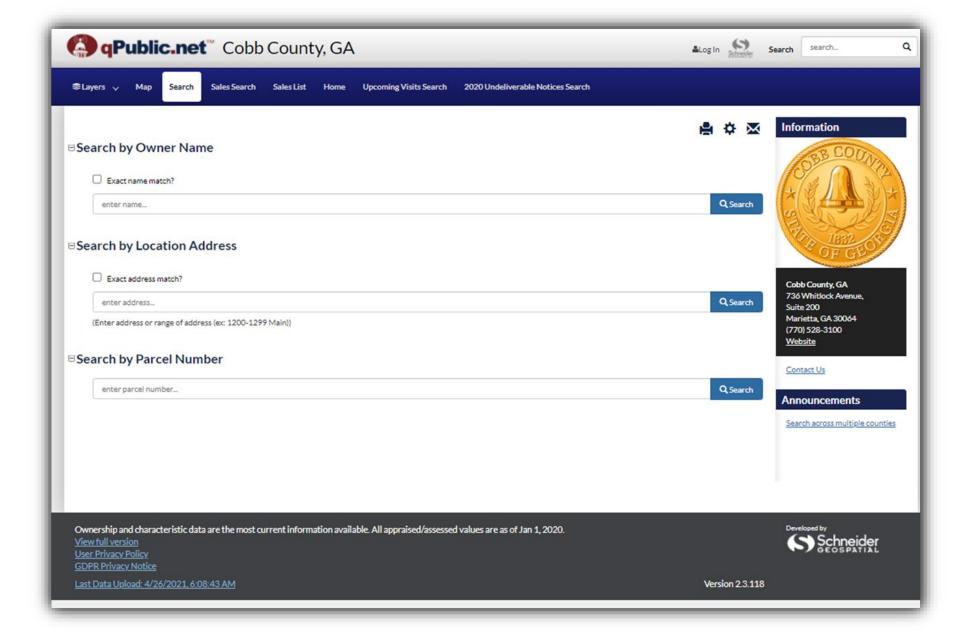
## Click on the word APPEALS



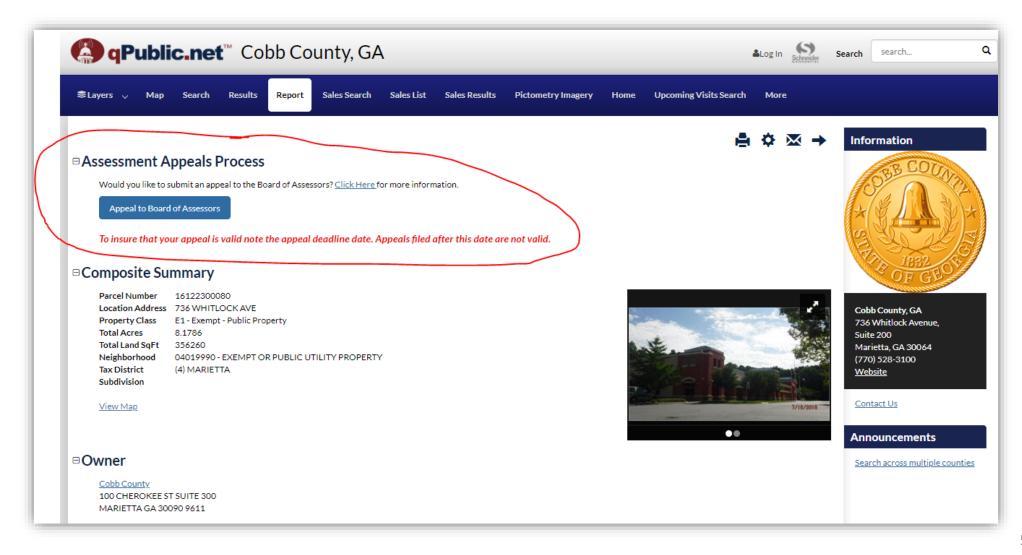
# Click on the link Property Search



## Search by Owner Name, Property Address or Parcel Number

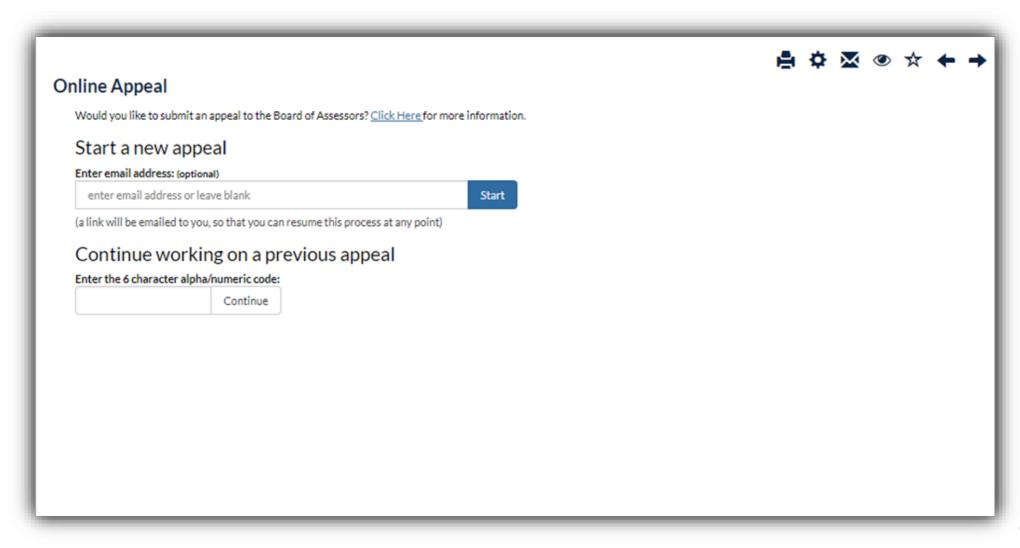


Look for the Assessment Appeals Process section. Click the blue button: <u>Appeal to Board of Assessors</u> The Online Appeal starts here.



Enter your email address.

Note: You will receive an email with a link and code. Save this email. You can click on the link and come back later to work on the appeal.



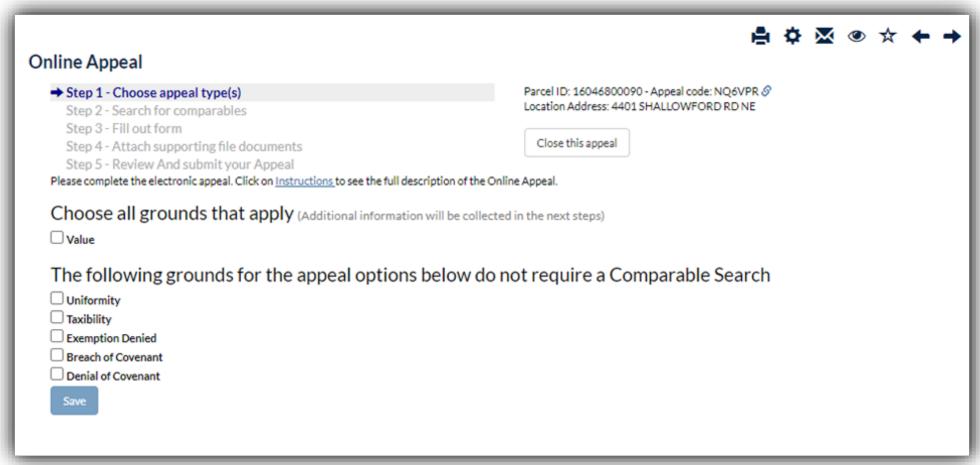
Start with Step 1. Choose the Grounds.

Click on the blue button: Save

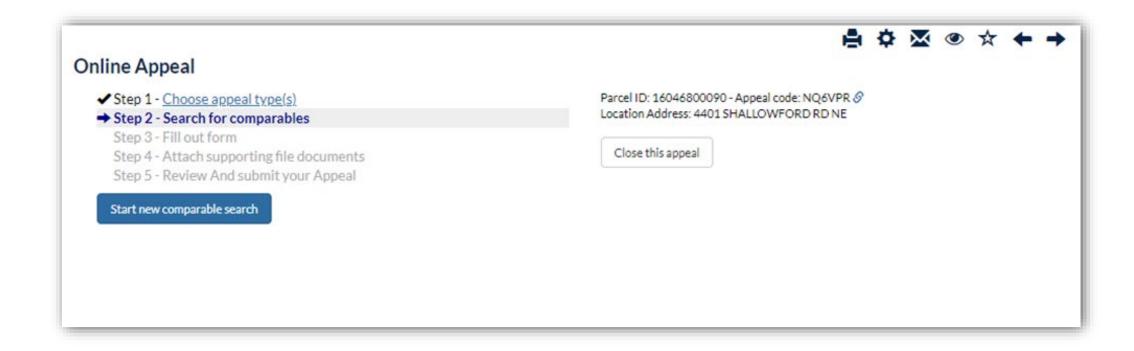
<u>Value</u>: Would the property sell for the appraised amount?

<u>Uniformity</u>: Is the appraisal uniform/equitable with other similar properties?

<u>Taxability</u>: Is the property taxable?



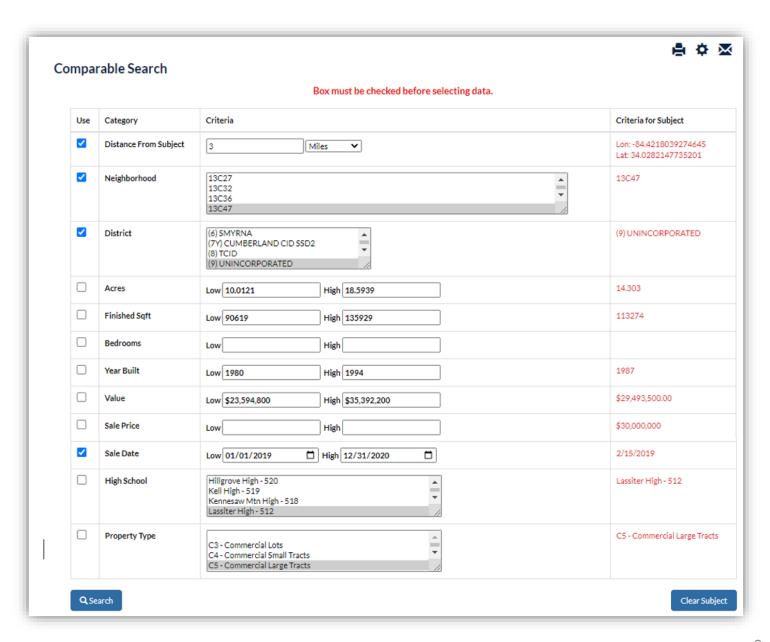
Step 2. Choose the Comparables. Click on the blue button: <u>Start new comparable search</u>



#### Comparable Search

Review the search criteria and then click search at the bottom of the page.

If no results, use the back button on your browser to return to the search. Then adjust the search criteria. Usually removing the district or neighborhood and increasing the Distance from Subject will open up the search for better results.



For example – Comparable Search returned the following

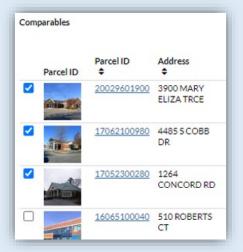
The subject parcel is at the top.

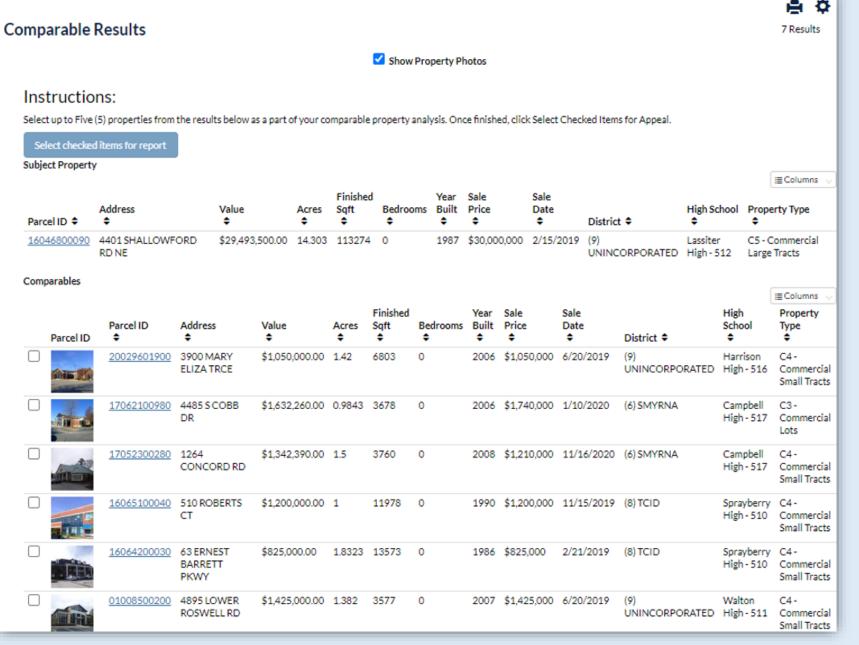
Review the search results.

To select a comparable – Click the check box to the left of each sale to select as a comparable parcel.

Select up to 5 parcels, then click the blue button at the top of the page:

Select checked items for report

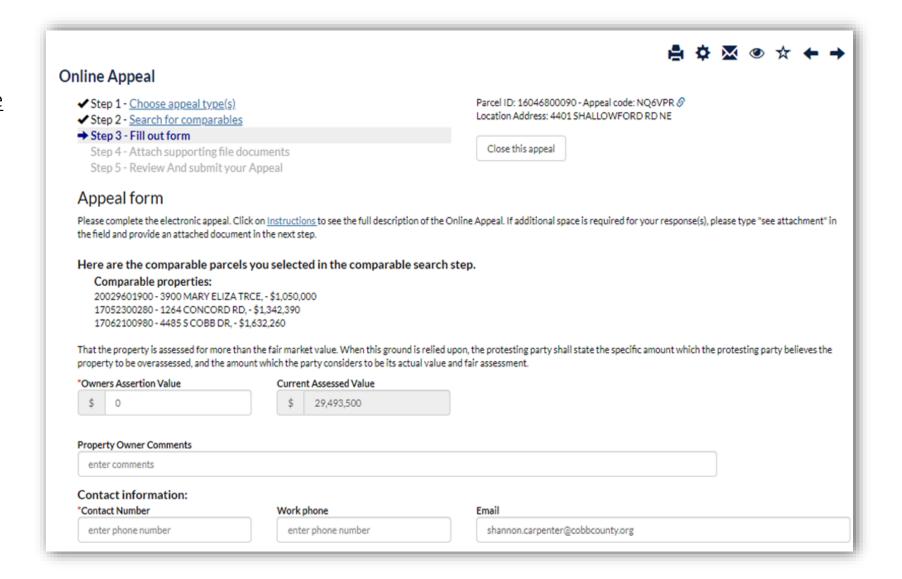




#### Step 3. Fill out form.

# Enter your information in the following fields concerning the property:

- Owners Assertion Value
- Property Owner Comments
- Contact Phone Numbers
- Fmail address

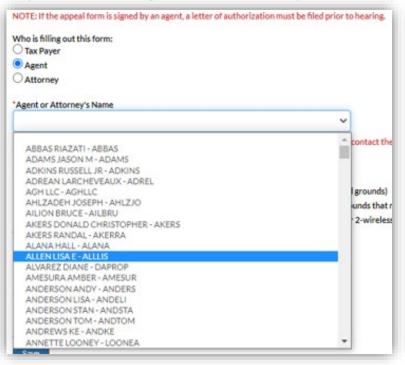


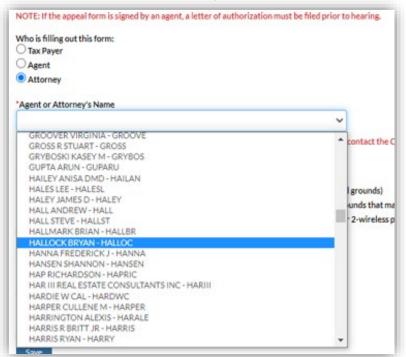
#### Step 3. Fill out Form – Who is filing out this form:

#### Taxpayer:



If you are an Agent or Attorney, choose your name from the drop-down menu.





#### Step 3. Fill out form –

Hearing Options: Choose which hearing Option you want.

For more information about the BOE, Arbitration, Hearing Officer, and Superior Court click here: <a href="https://tsc-gis-wp1.schneidercorp.com/cobb-ga/wp-content/uploads/sites/32/2019/04/SummaryAppealProcess.pdf">https://tsc-gis-wp1.schneidercorp.com/cobb-ga/wp-content/uploads/sites/32/2019/04/SummaryAppealProcess.pdf</a>

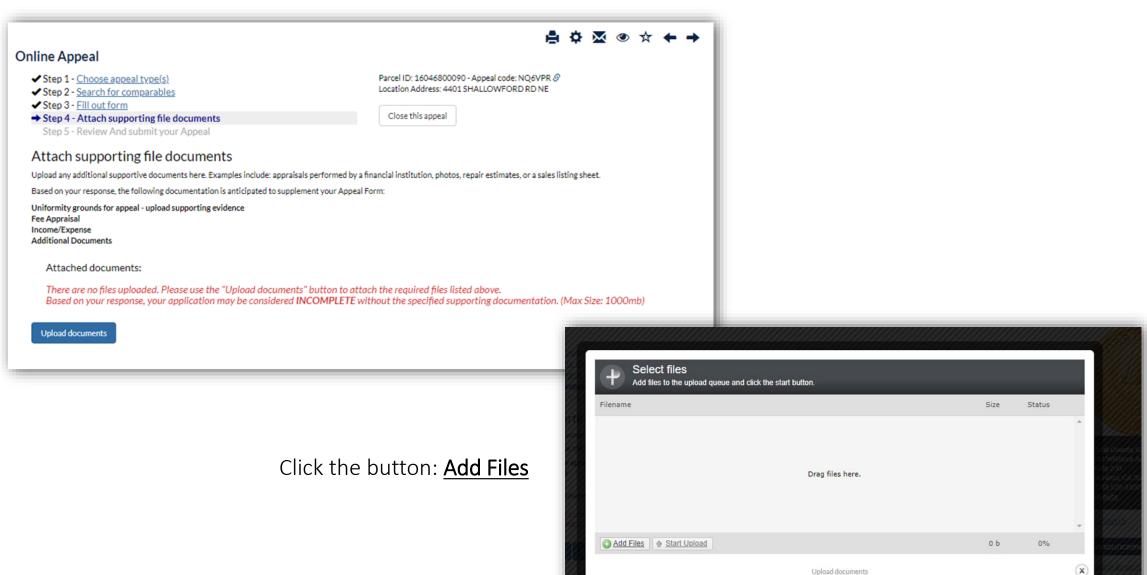
You must select only one of the following options:
BOE:appeal to the county board of equalization with appeal to the superior court (any/all grounds)
<ul> <li>ARBITRATION: to arbitration with an appeal to the superior court (valuation is only grounds that may be appealed to arbitration)</li> </ul>
O HEARING OFFICER: for 1-nonhomestead real property (and contiguous real property) or 2-wireless personal property account(s) with a FMV in excess of \$500,000, to a hearing officer
with appeal to superior court (value and uniformity only)
* SC: Directly to Superior Court (requires consent of BOA) (any/all grounds)
*Additional Cost/Fees May Apply

### Attachments:

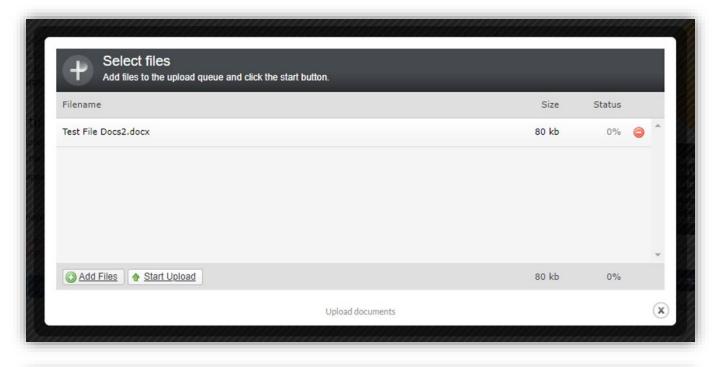
- Answer the following questions concerning the attachments you plan to attach to this appeal.
- Click on the blue button: <u>Save</u>

Attachments to be included on next Step:
Fee appraisal? Yes O No
Income/expense included? O Yes O No
Additional documents or supporting information?   Yes   No
Save

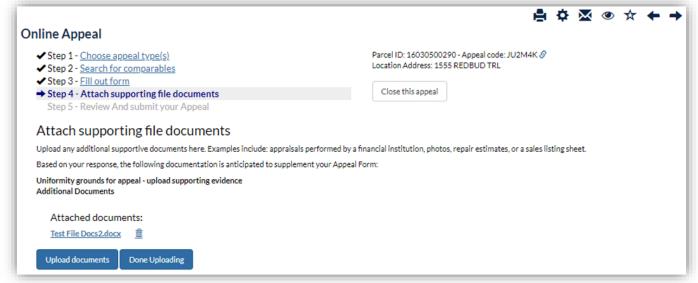
Step 4. Attach supporting file documents. Click on the blue button: <u>Upload documents</u>



Step 4.
After choosing the files, you want to upload – Click the button: <u>Start Upload</u>



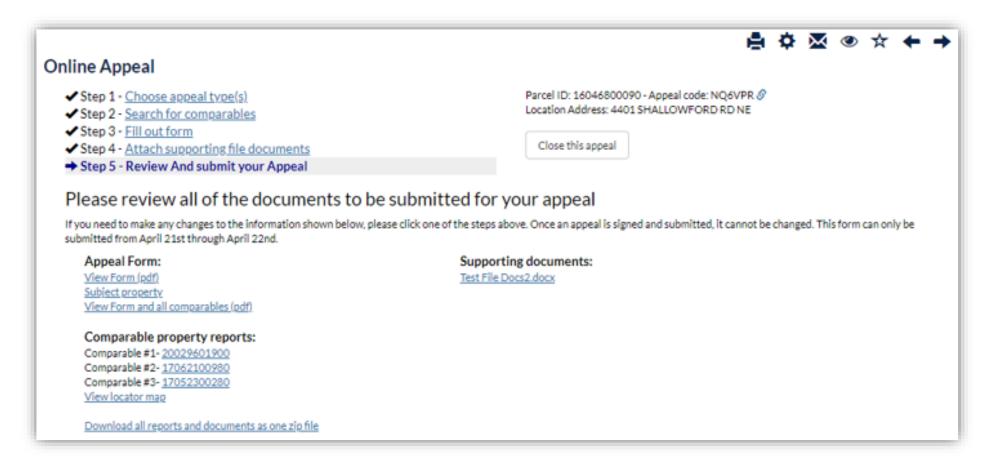
Step 4.
After uploading the files, click the button: **Done Uploading** 



#### Step 5. Review and submit your Appeal

#### Review the documents under the following sections that will be submitted for your appeal:

- Appeal form
- Supporting documents
- Comparable property reports



### Step 5. Review and submit your Appeal

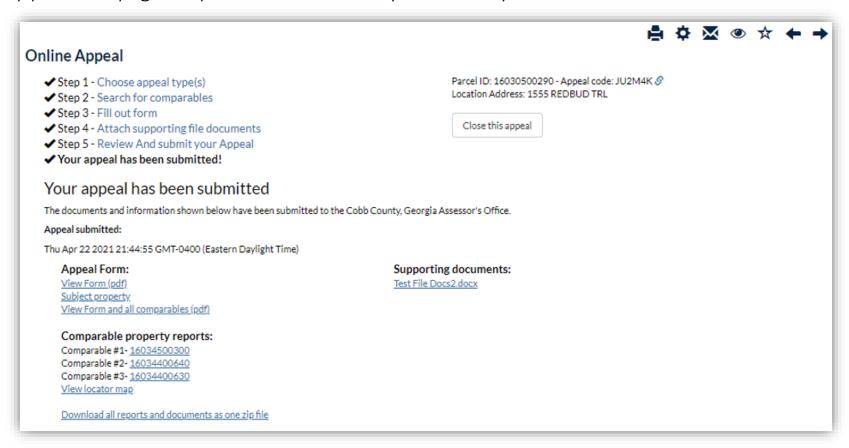
#### Sign and submit your appeal:

- Use your mouse to sign in the signature box.
- Click on the blue button: Approve and submit this appeal



Confirmation page – Your appeal has been submitted!

You may print this page for your records. You may click on any of the links to see the documentation that was submitted.



You will receive an email confirming that the Online appeal was submitted.

Save the email for any future reference.