

SUPPORTING DOCUMENTATION LIST

To meet the statutory BURDEN OF PROOF required as part of your Review Request submission, please provide any applicable/available items listed below. To be considered as part of your Review Request, documentation must be submitted along with your Review Request Form.* Information received after a Conference Record has been sent to the Property Owner can no longer be considered.

Examples of supporting documentation (not all-inclusive or mandatory):

- Comparable Real Estate Sales – Recent sales
 - preferably within 2 years and must be prior to 1/1/26
 - in close proximity to your home
 - similar characteristics as your home
 - same structure type (e.g., ranch, 1 ½ story, 2 story, bi-level)
 - size (similar square footage/living area)
 - age
 - Foreclosures or lender owned sales are generally not considered valid comparable sales.
- Photos of interior or exterior damages and/or necessary repairs.
- Written estimates for necessary repairs from a licensed contractor.
- For multi-family properties: number of units, number of bedrooms and baths per unit, and income and expenses for the property.
- For newly constructed homes or additions to existing homes: estimated cost of construction.
- For remodels: a list of the improvements and costs thereof.
- Appraisal - An appraisal done within the last 24 months by a licensed Appraiser.
- Authorization letter (LOA) (if you are not the owner, but are representing the current owner).
- Any additional documentation you feel would help support your opinion of the fair market value of your property.

Please make sure your ADDRESS or PIDN is included on all documents submitted.
Information cannot be returned; please retain a copy for your records.

BY LAW: THE TAXPAYER SHALL PROVIDE FACTUAL EVIDENCE TO SUPPORT HIS/HER APPEAL. IF THE TAXPAYER FAILS TO PROVIDE REASONABLE INFORMATION PERTAINING TO THE VALUE OF THE PROPERTY REQUESTED BY THE PVA, THE DEPARTMENT, OR ANY MEMBER OF THE BOARD, HIS/HER APPEAL SHALL BE DENIED.

OPEN INSPECTION FOR 2026: ENDS AT 4:15 P.M. ON MONDAY, MAY 18

APPEALS TO THE CLERK: BY 4:00 P.M. ON MAY 20

REVIEW REQUEST FORMS AND SUPPORTING DOCUMENTATION MUST BE RECEIVED BY THE PVA OFFICE NO LATER THAN 4:15 P.M. ON MAY 18

THE APPEAL PROCESS

BELOW IS A BRIEF SUMMARY OF THE PROCESS. FOR FULL DETAILS, PLEASE VISIT OUR WEBSITE.

By law, any property owner wishing to appeal to the Local Board must FIRST hold a Conference with the PVA Office.

GENERAL:

***A CONFERENCE IS AN INFORMAL PROCESS.**

***CONFERENCES MAY BE HELD VIA:**

- ONLINE
- IN-PERSON (BY APPOINTMENT)
- PHONE

***MUST BE HELD BY 4:15 P.M. ON MAY 18.**

***PROPERTY OWNER MUST PROVIDE SUPPORTING DOCUMENTATION (SEE REVERSE SIDE) TO SUPPORT HIS/HER OPINION OF VALUE.**

TO INITIATE THE CONFERENCE:

- SUBMIT A REVIEW REQUEST FORM AT WWW.KENTONPVA.ORG
- IN-PERSON (BY APPOINTMENT): CALL US TO SCHEDULE.
- PHONE: CALL OUR OFFICE AND SPEAK TO AN ASSESSOR.

Please call us with any questions or for assistance with the Appeal Process
we're here to help.

859-392-1750