



Gerri L. Draper
 CASS COUNTY CLERK
 346 Main Street – RM 202
 Plattsmouth, NE 68048-1964
 Phone: (402) 296-9300
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clerk@cassne.org

PLEASE NOTE:
THIS LETTER MUST BE
SIGNED AND RETURNED
WITH ALL PROTEST FORMS

June 1, 2015

As stated on your Notice of Valuation Change, the 30-day period for filing protest forms is June 1-30 2015
 Mailed protest forms must be postmarked no later than midnight, June 30, 2015
 Hand delivered forms must be received in the County Clerk’s office by 4:30pm June 30, 2015

*Prior to filing your protest we ask that you discuss the valuation with the Assessor’s Office. This could possibly eliminate the need for filing a protest or the need for you to be present at the protest hearing.

TAXPAYERS HAVE TWO OPTIONS (Note no action will be taken during protest hearings):

- 1) FILE A PROTEST FORM WITHOUT A PROTEST HEARING
- 2) FILE A PROTEST FORM AND APPEAR BEFORE THE CONTRACTED REFEREE DURING AN INFORMAL PROTEST HEARING

In order to file a protest, all taxpayers must complete a Property Valuation Protest Form 422, forms are available at the County Clerk’s Office or online at www.cassne.org under Departments go to the Clerks tab, scroll to the bottom of the page to Property Valuation Protest Information and select Form 422.

If you have questions regarding assessment values and/or its process, you should contact the Assessor’s Office (402) 296-9310.

If you have any questions on how to complete Form 422, you may contact the County Clerk’s Office.

The protest hearings are tentatively scheduled for:
 Wednesday - July 1st, Tuesday - July 7th, Wednesday July 8th and Thursday - July 9th

If you indicate a desire to appear before the contracted referee, you will be scheduled a hearing date and time. Due to time constraints, hearing dates and times **cannot** be changed.

All hearings will be held in Room 101 at the Cass County Courthouse 346 Main Street, Plattsmouth. The contracted referee will meet with taxpayers by appointment only. All appointments must be made with the Cass County Clerk. Each hearing will be limited to 5 minutes, if you protest the valuation of more than one parcel, your time may be extended to a maximum of 10 minutes.

Please note that your protest filings will be reviewed and acted upon whether you choose to be present for a hearing or not. After the Board of Equalization makes its final decision, a signed copy of the processed form will be mailed to you. The Board of Equalization will take action on or before July 23, 2015.

Gerri Draper
 Cass County Clerk

THIS SIGNED STATEMENT IS NEEDED WHETHER YOU DESIRE TO BE PRESENT FOR YOUR HEARING OR NOT

_____ I wish to make an appointment for an informal hearing _____ I do not need an appointment

Signature of person protesting _____

Printed Name of person protesting: _____ Date: _____

NOTE: OUR NEW OFFICE HOURS: MONDAY – FRIDAY 8am – 12pm & 1pm – 5pm CLOSED Daily 12pm – 1pm

NEW OFFICE HOURS:

MONDAY – FRIDAY

8am - 12pm & 1pm – 5pm

CLOSED DAILY 12pm – 1pm

Protest Forms due by 4:30pm

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INSTRUCTIONS

COMPLETING YOUR PROPERTY VALUATION PROTEST FORM 422

1. Fill in your name and complete mailing address. All correspondence will be sent to you at this address
2. Copy your property identification number from the valuation notice or get it from the County Assessor's Office. (Also known as parcel ID or Location ID)
3. List a daytime telephone number where you can be reached.
4. Copy the legal description of the property being protested. You will find this information on the "Valuation Notice" sent by the County Assessor or on your tax statement. Also, list the location address. (Example: Lots 1, 2, 3; blk 7; Address 346 Main Street, Plattsmouth NE 68048)
5. **PROTESTED VALUATION:** Copy in the current values from the notice you received from the County Assessor (Example: Land \$10,000; Buildings \$20,000, Total \$30,000)
6. **REQUESTED VALUATION:** List in this section what you think your valuations should be (Example: Land \$8,000; Buildings \$15,000; Total \$23,000)
7. You must list your reasons for protesting the valuation. "Too high" is not a valid reason, **STATE COMPARABLE SALE PRICES.** If the basis of your appeal is an appraisal, attach a copy of the appraisal. Appraisals should be no older than one year. If you purchased a house within the past year, bring proof of the purchase price.

Other sources with relevant information may include:

- Recent copy of sales contract (1 year or less)
 - Recent copy of an appraisal (1 year or less)
 - Name and address with verification of recent sales similar to your property (can obtain from Realtors, known as comparative sales data.)
 - Blueprint or outside measurements of your property
 - List of or receipts from construction costs.
 - If appraised value is not equal to similar properties, name and address of those properties
 - If commercial, any income, rental, lease, expense or sales information
8. Sign your protest
 9. Date your protest

Mail or deliver your Property Valuation Protest form to:

Cass County Clerk, 346 Main Street, Room 202, Plattsmouth, NE 68048

Office Hours: Monday – Friday 8am – 5pm - Closed daily from 12pm - 1pm

Mailed protest forms must be postmarked no later than midnight June 30, 2015

To deliver in person, you must arrive in the County Clerk's Office by 4:30pm, June 30, 2015