



Gerri Draper-Cass County Clerk

Shelley Joslin-Deputy County Clerk

346 Main Street - Room 202 Plattsmouth, NE 68048-1957

Phone: (402) 296-9300 Fax: (402) 296-9332

Email: clerk@cassne.org

Office Hours: Mon-Fri 8am-12pm & 1pm – 5pm

AS STATED ON YOUR NOTICE OF VALUATION CHANGE THE 30-DAY PERIOD FOR FILING PROTESTS IS: JUNE 1 - 30, 2020

DUE TO THE COVID-19 PANDEMIC- PROTEST FORMS WILL BE ACCEPTED BY MAIL-IN ONLY; NO IN-PERSON HEARINGS WILL BE HELD; HEARINGS WILL BE HELD BY PHONE ONLY- THE PHONE NUMBER LISTED ON YOUR COMPLETED FORM 422 WILL BE USED FOR THE CALL. YOU WILL BE NOTIFIED OF THE DATE AND TIME OF YOUR PHONE HEARING BY MAIL – DUE TO TIME RESTRAINTS DATES AND TIMES SCHEDULED BY CASS COUNTY WILL NOT BE MODIFIED.

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

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

NOTE: LB 885 passed in 2018 and states the protest shall also indicate whether the person signing the protest is an owner of the property or a person authorized to protest on behalf of the owner. Owner and Authorized Person (if used) must complete the section below and return with completed Form 422.

PROTEST HEARINGS (BY PHONE ONLY) are scheduled for: **Monday July 6th, Tuesday July 7th & Wednesday July 8th**

MAIL PROTESTS TO THE: Cass County Clerk 346 Main Street, Plattsmouth, NE 68048 (Protests must be postmarked no later than midnight, June 30, 2020- protests received after the deadline will be denied)

IN ORDER TO FILE A PROTEST, all taxpayers must provide the information requested below; along with a Property Valuation Protest Form 422, which can be found online at www.cassne.org. For your convenience instructions for completing the form 422 are on the back of this letter.

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 25, 2020.

Gerri Draper
Cass County Clerk

IF YOU ARE AUTHORIZED TO FILE THE PROTEST FOR THE PROPERTY OWNER *both the property owner and authorized person (if used) must sign this form and attach with your Form 422 before filing with the County Clerk:*

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

Property Owner Signature: _____ Date: _____

Printed Name of owner: _____

Email: _____ Phone: _____

I authorize the following person to sign protest on behalf of the owner(s) _____
Printed Name of Authorized Person

Authorized Person Signature: _____ Date: _____

Email: _____ Phone: _____

INSTRUCTIONS FOR COMPLETING PROPERTY VALUATION PROTEST FORM 422

1. Fill in your name, complete mailing address and **phone number; this number will be used if requesting a phone hearing.** ALL CORRESPONDENCE WILL BE SENT TO YOU AT ADDRESS LISTED ON THE FORM 422.
2. NOTE: LB 885 passed in 2018 and states the protest shall also indicate whether the person signing the protest is an owner of the property or a person authorized to protest on behalf of the owner.

If the person signing the protest is a person authorized to protest on behalf of the owner, such person shall provide the authorization with the protest. ***If the person signing the protest is not an owner of the property or a person authorized to protest on behalf of the owner, the County Clerk shall mail a copy of the protest to the owner of the property at the address to which the property tax statements are mailed.***
3. 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)
4. List a daytime telephone number and email (if applicable) where you can be reached.
5. Copy the legal description and address of the property being protested. (Example: Lots 1, 2, 3; blk 7; Address 346 Main Street, Plattsmouth NE 68048). You will find this information on the "Valuation Notice" sent by the County Assessor or on your tax statement.
6. 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)
7. REQUESTED VALUATION: List in this section what you think your valuations should be (Example: Land \$8,000; Buildings \$15,000; Total \$23,000)
8. 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. We will only accept paper copies of attached documents *COPIES WILL NOT BE RETURNED TO PROTESTOR.

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, knows 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

PROTEST FORMS WILL BE ACCEPTED BY MAIL-IN ONLY- POSTMARKED NO LATER THAN MIDNIGHT June 30, 2020:

MAIL TO:

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