

## PERSONAL PROPERTY PROTEST PROCEDURES

### Furnishings, Machinery and Equipment

To assist you in the protest process, you may elect to complete and submit the enclosed Protest Form.

**BY MAIL:** If you wish to protest in writing, please include your estimate of property value and any additional documentation that you believe support a change in the valuation of your property. **To preserve your right to protest, your written protest must be postmarked or transmitted no later than June 30, 39-5-122(2), C.R.S.**

**-OR-**

**IN PERSON:** If you wish to protest in person, present to the Assessor's office your estimate of property value and a copy of any documentation that you believe support a change in the valuation of your property. **You must appear in the office of the County Assessor no later than June 30, 39-5-122(2), C.R.S.**

### **AFTER JUNE 30, YOUR RIGHT TO PROTEST IS LOST.**

**ASSESSOR'S DETERMINATION:** The Assessor must mail a Notice of Determination to you **on or before July 10.**

**APPEALING THE ASSESSOR'S DECISION:** If you disagree with the Assessor's determination, or if you do not receive a Notice of Determination you must file a written appeal with the County Board of Equalization **on or before July 20** if you wish to continue your appeal.

**TO PRESERVE YOUR APPEAL RIGHTS, YOU MAY BE REQUIRED TO PROVE THAT YOU HAVE FILED A TIMELY PROTEST. THEREFORE, WE RECOMMEND ALL CORRESPONDENCE BE MAILED WITH PROOF OF MAILING.**

FOR MORE INFORMATION, CONTACT THE ASSESSOR'S OFFICE AT THE TELEPHONE NUMBER LISTED ON THE NOTICE OF VALUATION.

*If the date for filing any report, schedule, claim, tax return, statement, remittance, or other Document falls upon a Saturday, Sunday, or legal holiday, it shall be deemed to have been timely filed if filed on the next business day. 39-1-120(3), C.R.S.*