

**COMPLAINT AGAINST THE VALUATION OF A  
MANUFACTURED OR MOBILE HOME  
TAXED LIKE REAL PROPERTY**  
ANSWER ALL QUESTIONS AND TYPE OR PRINT ALL INFORMATION  
READ INSTRUCTIONS ON BACK BEFORE COMPLETING FORM  
ATTACH ADDITIONAL PAGES IF NECESSARY

TAX YEAR \_\_\_\_\_  
COUNTY \_\_\_\_\_

ORIGINAL COMPLAINT  
 COUNTER-COMPLAINT

NOTICES WILL BE SENT ONLY TO THOSE NAMED BELOW

| Name   | Street Address, City, State, Zip Code |
|--|---------------------------------------|
| 1) Owner of home   |                                       |
| 2) Complainant if not owner                                    |                                       |
| 3) Complainant's agent   |                                       |
| 4) Telephone number of contact person ( )                      |                                       |
| 5) Complainants relationship to property if not owner          |                                       |
| If more than one home is included see "Multiple Homes" on back |                                       |
| 6) Registration number from tax bill                           | Address of property                   |
|  |                                       |
|  |                                       |

7) Principal use of property:

8) The increase or decrease in taxable value sought, Counter-complaints supporting auditor's value ma have zero in Column D.

| Registration Number | Complainant's opinion of Value                |  | Column C<br>Current Taxable Value<br>(From Tax Bill) | Column D<br>Change in Taxable Value (+ or -)<br>(Col. B minus Col. C) |
|---------------------|---|--|--|---|
|                     | Column A<br>True Value<br>(Fair Market Value) | Column B<br>Taxable Value<br>(35% of Column A) |  |   |
|                     |   |  |  |   |
|                     |   |  |  |   |
|                     |   |  |  |   |

9) The requested change in value is justified for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10) Was home sold within the last 3 years? Yes  No  Unknown . If yes, show date of sale \_\_\_\_\_ and sale price \$ \_\_\_\_\_; and attach information explained in "Instructions for Question 10" on back.

11) If home was not sold but was listed for sale in the last 3 years, attach a copy of listing agreement or other available evidence.

12) If any improvements were added in the last 3 years, show date \_\_\_\_\_ and total cost \$ \_\_\_\_\_.

13) Do you intend to present the testimony or report of a professional appraiser? Yes  No  Unknown .

14) If you have filed a prior complaint on this home since the last reappraisal or update of property values in the county, the reason for the Valuation change requested must be one of those below. Please check all that apply and explain on attached sheet. See RC. 5715.19(A)(2) for a complete explanation.

- The home was sold in an arm's length transaction;     The home lost value due to a casualty;
- A substantial improvement was added to the home.     Occupancy change of at least 15% had a substantial economic impact on the property.

I declare under penalties of perjury that this complaint (including any attachments) has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Date \_\_\_\_\_ Complainant or Agent \_\_\_\_\_ Title (If Agent) \_\_\_\_\_

Sworn to and signed in my presence, this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**FILING DEADLINE:** A COMPLAINT FOR THE CURRENT TAX YEAR MUST BE RECEIVED BY THE COUNTY AUDITOR ON OR BEFORE MARCH 31 OF THE CURRENT TAX YEAR A COUNTER-COMPLAINT MUST BE FILED WITHIN 30 DAYS AFTER RECEIPT OF NOTICE FROM THE AUDITOR THAT AN ORIGINAL COMPLAINT HAS BEEN FILED.

**WHO MAY FILE:** Any person owning a taxable manufactured or mobile home in the county, the board of county commissioners, the county prosecutor, the county treasurer, the board of township trustees of any township with territory in the county, the board of education of any school district with territory in the county, or the mayor or legislative authority of any municipal corporation with territory in the county may file a valuation complaint.

**TENDER PAY:** If the owner of a home files a complaint against the valuation of that home, then, while such complaint is pending, the owner is entitled to tender to the county treasurer an amount of taxes based on the valuation claimed for such home in the complaint.

**NOTE:** If the amount tendered is less than the amount finally determined, interest will be charged on the difference. In addition, if the amount finally determined equals or exceeds the amount originally billed, a penalty will be charged on the difference between the amount tendered and the final amount.

**MULTIPLE HOMES:** Only homes that (1) are in the same taxing district and (2) have identical ownership may be included in one complaint. Otherwise, use separate complaints. The increase or decrease in valuation must be separately stated for each home. If more than three homes are included in one complaint, use additional sheets of paper.

**GENERAL INSTRUCTIONS:** The Board of Revision may increase or decrease the total value of any home included in a complaint. The Board will notify all parties not less than ten days prior to the hearing of the time and place the complaint will be heard. The complainant should submit any documents supporting the claimed valuation to the Board prior to the hearing. The Board may also require the complainant and/or owner to provide the Board additional information with the complaint and may request additional information at the hearing, including purchase and lease agreements, closing statements, appraisal reports and the cost of improvements added to the home (*e.g., skirting and awnings*) for the property.

Section 5715.19(G) provides that a complainant shall provide to the Board of Revision all information or evidence within his knowledge or possession that affects the property in question. Evidence or information that is not presented to the Board cannot later be presented on any appeal, unless good cause is shown for the failure to present such evidence or information to the Board.

**INSTRUCTIONS FOR QUESTION 10:** If home was sold in the last three years, attach the purchase agreement, escrow statement, closing statement, or other evidence if available. If the buyer and seller were or are related or had any common business interests, attach an explanation. If any other items of value were included with the sale of the home, attach a description of those items. Show the value of those items and explain how the values were determined.

**NOTICE:** R.C. 5715.19, as amended by H. B. 694, effective March 30, 1999, added some additional persons who may file a valuation complaint. Those additional persons are (1) the owner's spouse, (2) an appraiser who holds a designation from a professional assessment organization retained by the owner, (3) a licensed public accountant, a licensed general or residential real estate appraiser, or a licensed real estate broker retained by the owner, (4) an officer, salaried employee, partner, or a member of an owner, if the owner is a firm, company, association, partnership, limited liability company, or corporation, and (5) a trustee, if the owner is a trust.

Since that statute has been declared to be unconstitutional by an Ohio court of appeals, the Board of Tax Appeals and many county Boards of Revision have been dismissing complaints filed by those individuals, if they are not attorneys at law. Please be advised that if you choose a non-attorney to prepare and file your complaint, it will be subject to dismissal and may not be heard on its merits.

Revised January 14, 2019  
**Fairfield County Board of Revision**  
**Rules of Practice and Procedure**

**1. Rules**

The following rules are promulgated in accordance with Chapter 5715 and Section 323.66(B) (1) of the Ohio Revised Code.

**2. Organization**

- (A) The Board of Revision shall herein be referred to as the “Board”. The office of the Board shall be at 210 East Main Street Room 204, Lancaster, Ohio and shall be open every day from eight a.m. to four p.m., Saturday, Sundays and legal holidays excepted.
- (B) The Board shall consist of the Auditor, Treasurer, and a member of the Board of County Commissioners selected by the Board of County Commissioners or their statutorily appointed designee.
- (C) The Board shall be in continuous session and open for the transaction of business during the business hours herein provided. All sessions shall be open to the public and sessions of the Board shall stand and be adjourned without further notice thereof on its records.
- (D) All proceedings and documents concerning your hearing are public record and may be copied, electronically transferred or displayed on the Auditor’s website.
- (E) Each member’s vote shall be recorded on the record as cast.

**3. Service – School Board Attorneys**

This section pertains to school board attorneys when they file counter-complaints. If your school district attorneys do not file counter-complaints, you may disregard this rule.

- (A) All pleadings, briefs, papers and other documents filed by a complainant with the Board, subsequent to the filing of the complaint, shall be served upon all parties.
- (B) Said pleadings, briefs, papers and other documents shall contain a certificate of service indicating that the required service has been made, the manner in which service was made, and the names and addresses of the parties or attorneys upon whom service was made.
- (C) Service upon an attorney or party shall be made by delivering or mailing a copy to the attorney’s or the party’s last known address. Service by mail is complete upon mailing.

**4. Copies**

Any document that is filed with the Board shall be filed as one (1) copy on letter size (8½ “x 11”) paper in a manner which is not permanently bound (i.e. **NO staples or binders**). Materials should be paper-clipped, rubber banded or enveloped.

**5. Appearance And Practice Before The Board**

- (A) According to the Ohio Revised Code (Section 5715.19), the following may file a complaint before the Board of Revision: Any person owning taxable real property in the county or in a taxing district with territory in the county; such a person's spouse; an individual who is retained by such a person and who holds a designation from a professional assessment organization, such as the institute for professionals in taxation, the national council of property taxation, or the international association of assessing officers; a public accountant who holds a permit under section [4701.10](#) of the Revised Code, a general or residential real estate appraiser licensed or certified under Chapter 4763. of the Revised Code, or a real estate broker licensed under Chapter 4735. of the Revised Code, who is retained by such a person; if the person is a firm, company, association, partnership, limited liability company, or corporation, an officer, a salaried employee, a partner, or a member of that person; if the person is a trust, a trustee of the trust; the board of county commissioners; the prosecuting attorney or treasurer of the county; the board of township trustees of any township with territory within the county; the board of education of any school district with any territory in the county; or the mayor or legislative authority of any municipal corporation with any territory in the county may file such a complaint regarding any such determination affecting any real property in the county, except that a person owning taxable real property in another county may file such a complaint only with regard to any such determination affecting real property in the county that is located in the same taxing district as that person's real property is located. The county auditor shall present to the county board of revision all complaints filed with the auditor. Questions about your specific situation must be directed to your attorney.
- (B) Persons authorized to practice law in jurisdictions other than Ohio may be permitted, upon presenting proper documentation to the Board, to practice before the Board in a specified proceeding.
- (C) Attorneys representing parties will not be permitted to testify or appear in any capacity other than as counsel.

**6. Complaints-Filings**

(A) The complaint shall be filed with the county auditor, once the tax duplicate has been filed with the County Treasurer (around January 1<sup>st</sup> of each year), and on or before the thirty-first day of March of the ensuing tax year or the date of closing of the collection for the first half of real property taxes for the current tax year, whichever is later. Complaints filed after the March 31 deadline will be dismissed by the Board. A United States postmark dated March 31<sup>st</sup> is proof of timely filing. The complaint (DTE Form 1) must be filled out in its entirety; failure to do so may result in a dismissal.

**TIMELY FILING/THE BURDEN OF PROOF IS ON THE COMPLAINANT.** Any complainant shall file with the complaint or at a time **not later than ten (10) working days before the date of scheduled hearings** the following information:

- (1) For complaints on Residential Property the following information should be submitted for review by the Board of Revision. This information may be useful to the Board in determining whether an adjustment to the property value is warranted.
    - a. Closing statements, purchase contract, and a copy of the conveyance statement, if applicable.
    - b. A recent Appraisal Report if such is intended to be offered as evidence. Please note that an Appraisal Report, if submitted, is subject to review by an appraiser from the Auditor's staff who will then advise the Board if he or she is in agreement with the Appraisal Report. The Board will then weigh all evidence and establish a value.
    - c. Certified estimates from a contractor for repairs cited on the complaint. Major structural issues may affect the value of the property while regular maintenance needs (new roof, new driveway) are typically factored into the existing current value based on the age/condition of the property.
    - d. Any other supporting documents.
  - (2) For complaints on Commercial/Industrial Property the following information should be submitted:
    - a. Closing statement, purchase contract and a copy of the conveyance statement, if applicable.
    - b. Lease agreements and/or rent rolls, if applicable.
    - c. Photographs, three preceding years of Income and Expense Statements or appropriate schedules of the complainant's Federal Income Tax Return.
    - d. Construction cost of a new building, if applicable (certified by the builder). These should include both hard and soft costs.
    - e. Appraisal report if such is intended to be offered as evidence.
    - f. Certified estimates from a contract or for repairs cited on the complaint.
    - g. Any other supporting documents.
  - (3) Only one complaint per parcel may be filed in one triennial period unless the complainant alleges that one of the exceptions on Line 15 of DTE Form 1 applies, or unless an exception outlined in R.C. 5715.19 applies. If the complaint is withdrawn prior to the commencement of the hearing, the property owner retains the right to file a subsequent property valuation complaint within the current triennial period.
  - (4) If the complainant bases his complaint on a Market Data Analysis, all comparable sales conveyance statements evidencing such sales should be presented in addition to any reports, documents, exhibits or other evidence of any kind intended to be produced at the hearing.
- (B) Failure to produce documentation in the manner required by Rule 6(A) may result in materials being held inadmissible by the Board.

**7. Preliminary Motions**

- (A) Any preliminary motion made by a party shall be presented to the Board **at least ten working days before the scheduled hearing.**
- (B) The Board may refer motions to its statutory counsel (the Fairfield County Prosecutor) for his opinion on the merits.

**8. Hearings**

- (A) The Board's secretary will schedule each complaint for a hearing and written notice thereof shall be given to the parties or their representatives of the time and place of the hearing. In rare circumstances, for good cause shown, the Board may continue hearings at a party's request. Requests for continuances should be directed to the Board by calling **within seven calendar days of receipt of the notice of the scheduled hearing.**
- (B) Hearing notices that provide the date of the complaint hearing and final notices that provide Board of Revision decisions or other results shall be sent to the parties as permitted by law. The law permits, but does not in all instances require, that such notices may be sent by certified mail and the Board of Revision may in some instances utilize certified mail for

those purposes. It is the complainant's responsibility to pick up such certified mail when notified of such certified mail by the U.S. Postal Service. Complainants who do not pick up their certified mail risk dismissal of their cases for failure to appear, and/or the loss of appeal rights for failure to timely file an appeal of the Board of Revision's decision.

- (C) Complainants filing on their residential properties should plan on a hearing that lasts ten to twenty-five minutes.
- (D) Each commercial case will be scheduled for an amount of time in line with its relative complexity. This determination will be made based on material submitted to the Board in advance. PLEASE NOTE: Parties will benefit from providing information and proposed exhibits when filing their complaints or as soon thereafter as possible, so that an appropriate amount of time may be scheduled for their hearing.
- (E) The Board of Revision reserves the right to maintain control of the length of each hearing and to limit extraneous commentary. This helps to assure that complainants scheduled throughout the day are not kept waiting.
- (F) The Board of Revision reserves the right to maintain proper decorum in the hearing room.

**9. Order of Hearing**

- (A) The complainant shall present his evidence, which may include witnesses testifying on the complainant's behalf, first. Any counter-complainant shall proceed next. The Auditor's office will be represented by a qualified witness who shall testify last unless the choice is made by the Auditor not to present testimony.
- (B) The Board or its counsel may interrupt or examine the parties and their witnesses at any time.
- (C) Limited cross-examination will be permitted between parties at the Board's discretion. All questions and comments will be addressed to the Board's chairman.
- (D) If the Board concludes that the appraisal or other evidence submitted in support of the asserted value in the property valuation complaint is deficient, the Board may request the County Auditor to engage an independent appraiser to prepare a fee appraisal of the subject property as of the tax lien date. The fee appraisal shall be submitted as evidence to the Board. The independent appraiser shall be subject to examination by the Board and cross-examination by the property owner or the property owner's duly appointed representative.

**10. Evidence**

The Board need not consider any document or exhibit not specifically enumerated in these rules and which is offered for purposes of the hearing and has been prepared by a person not present at the hearing and capable of being cross-examined by the Board.

**11. Continuance In Progress By The Board**

The Board may continue a hearing in progress for the purpose of additional investigation of disputed matters or the purpose of taking matters under advisement for opinions from statutory counsel.

**12. Briefs**

- (A) At any time prior to the issuance of a final decision and order on a complaint, the Board may require briefs from the parties. Briefs shall be filed within the time limits set by the Board. If any party fails to submit a brief within the time limit, the Board may exclude the brief from its consideration.
- (B) One complete and accurately conformed copy of each brief shall be filed with the signed original.

**13. Voluntary Withdrawal**

The complainant may voluntarily withdraw a complaint by filing a written notice of withdrawal at any time before the commencement of the hearing. A voluntary withdrawal of an original complaint shall not affect the validity of a timely filed counter-complaint.

**14. Dismissal For Lack of Jurisdiction**

The Board may journalize an order dismissing a complaint if the complaint is found to be defective and the Board lacks jurisdiction to hear the complaint. .

**15. Decisions**

All decisions by the Board will be made on the record at a public hearing. Copies of said decisions will be mailed to all parties by certified mail.

**16. Documents**

Pursuant to Revised Code Section 5715.07, all documents that are accepted into the record at the Board of Revision shall be open to public inspection.

**17. Fees**

Anyone requesting a copy of any document of this Board shall be charged a reasonable fee therefor as set by the Board.