

How to Appeal

- Appeal steps:**
1. Informal (Assessor's Staff) Hearings
 2. Board of Equalization
 3. State Tax Commission

1. **Informal hearings** are strongly encouraged if you feel your value is incorrect. Make an appointment online **before May 5th** by visiting our website:

www.claycountymo.gov/departments/assessor/real_estate

If you need assistance for making an appointment, please contact the Assessor's office by calling 816-407-3510. Hearings will be conducted **April 28th through May 21st, 2020**.

A change-of-value will be made only if the owner can demonstrate that the appraised value does not accurately reflect the property's true value in money as of January 01, 2019.

SUGGESTED FORMS OF SUPPORTING DOCUMENTATION

One of the following:

- Copy of recent sales contract (within the past year)
- Copy of recent appraisal from accredited firm (within the last three years)
- Copies of repair estimates with photos
- Income and expense information for commercial properties

2. **Board of Equalization** hearings begin in July for the taxpayer to further their appeal to the Board of Equalization. Forms are available through the County Clerk's Office, 1 Courthouse Square, Liberty, Missouri 64068, phone: (816) 407-3570. **Appeal Forms must be returned to the County Clerk's Office no later than June 15th, 2020.**
3. **Appeals to the State Tax Commission** must be filed by September 30th or within 30 days of the Board of Equalization's decision, whichever is later, and only following the BOE hearing. A professional appraisal is expected. Contact the STC at (573) 751-2414.

Please call us if you have any questions. The Assessor's staff looks forward to serving you in any way possible.