APPEAL TO THE CLAY COUNTY
REAL ESTATE, COMMERCIAL, AG
PERSONAL PROPERTY / BUSINESS

BOARD OF EQUALIZATION
BOARD MEMBERS
Larry Davis David Driskill Blake Scott
COUNTY CLERK'S OFFICE
MEGAN THOMPSON, County Clerk
Sandy Baldwin, Chief Deputy Clerk
Penny Banhart, Deputy Clerk

Clay County Courthouse
1 Courthouse Square, Liberty, Missouri 64068
Phone (816) 407-3570 Fax (816) 407-3581
Email: clerk@claycountymo.gov
Website: www.claycountymo.gov/clerk

Appeals to the **Board of Equalization (BOE) ARE DUE NO LATER THAN THE THIRD MONDAY IN JUNE** according to the Missouri State Statutes, Chapter 138.120.1. **Application should be submitted by fax, email, or post marked by 5:00PM Monday June 15th 2020.** All Appeals submitted to the Board of Equalization **must have owner's signature to be processed.**

The BOE will take one of the following actions on all appeals; the Market Value will be either INCREASED, LEFT THE SAME, OR DECREASED. The BOE **ONLY** reviews questions pertaining to the Fair Market Value of the property noted, not tax amounts. Actual taxes that are due are determined by tax levy rates established by the respective taxing authorities of the specific property location.

Step By Step Instructions by Appeal Form: Signatures are required for appeal to be considered by BOE.
Property Owner Section: Enter the all property Owner information of the property you are appealing.
Appealed Property Information: Check the correct classification for appeal. Parcel Id consists of a 14 digit number. The remaining information is the address and information regarding the property you are appealing.
Property Owner Signature: The Property owner signature is required, appeal is incomplete otherwise.
Agent Authorization Release: ***If Needed,*** Request the form from the County Clerk's Office. The Agent Authorization Release must be completed to have representation at any time in this process. Original Signature of Owner is required.*

In order to facilitate your appeal, please fill in complete information that is pertinent to your property.
The filing deadline for all Board of Equalizations is 5:00PM, 3rd Monday in June 2020

PROPERTY OWNER SECTION Date: _____

Name(s): _____ Tax Year: _____

Mailing Address: _____ Correct Address For Notifications

City: _____ State: _____ Zip: _____

Primary Phone: _____ Email: _____

APPEALED PROPERTY INFORMATION ☐ Appraisal Attached ☐ Agent Authorization Attached

☐ Residential Appeal ☐ Commercial Appeal ☐ Agricultural Appeal ☐ Business Personal Appeal ☐ Personal Property

Parcel ID #: _____

Property Address: _____ Correct Address For Notifications

City: _____ State: _____ Zip: _____

Appealed Property Description: _____

Year Property Acquired: _____ Purchase Price: $_____ What do you consider as fair market value of this property on 1/1/2020 $_____

Additional Documentation for Board Review Submitted ☐

Property Owner Signature: _____ Date: _____

You may represent yourself at these hearing or choose to have a representative or attorney to represent your case. If you choose other representation the required Agent Authorization is available upon request. It **MUST be completed with the **REQUIRED Original Owner Signature** or it will legally void agent representation. **The Agent Authorization Form CAN NOT** be faxed or emailed. **Original form must be received by the deadline.***