



*Property Tax Assessment Board of Appeals  
Mike Castellon: Secretary*

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**Office of the St. Joseph County Assessor**

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International Association of Assessing Officials

Indiana County Assessors Association

Association of Indiana Counties

## **PLEASE READ IMPORTANT INFORMATION**

### **TAXPAYER'S SUGGESTED EVIDENCE FOR A HEARING FOR 2022/2023 APPEALS**

#### **RESIDENTIAL PROPERTY:**

Appraisal: Effective date for 2023/2024 appeal would be 1/1/2023

Market Analysis: Effective date is 1/1/2023

Pictures: Interior and Exterior of property under appeal

MLS listings on **SOLD** properties

Comparable sales for 1/1/2022 thru 12/31/2022

Settlement Statement

#### **RENTAL PROPERTIES:**

Leases for the year under appeal

Appraisal based on comparable rental properties

Schedule E from Federal Income 2020, 2021 and 2022

#### **COMMERCIAL/INDUSTRIAL: INCOME PRODUCING PROPERTIES:**

Capitalized Income and Expense Reports for 3 years

Leases

Comparable Sales

Certified AIA G702 & G703 Costs

Qualifying Loan Appraisal

#### **If the appeal is concerning an LLC, please provide:**

Certificate of Organization

Operating Agreement for its members

**Any property being represented other than by the owner please provide "Power of Attorney".  
Attorneys must provide a NOTICE OF APPEARANCE at the time of hearing.**