

Information about the Board of Review Process and Appealing

The Board of Review consists of resident taxpayers of the City and are charged with the duty of reviewing your assessment on an independent basis through the appeals process.

You as the Petitioner carry the burden of proof, therefore, it is important you provide the Board with any documents or materials you feel support your contention of value and case. This is your opportunity to explain why you feel an adjustment should be made to your property.

The State Equalized Value represents approximately 50% of true cash value (market value). The sales comparison approach is typically the strongest argument in supporting your case. If this is your argument, it is recommended to provide sales data comparable to your property. To help assist you, the sales data reviewed during the assessment period is available via the City website:

www.cityofpsilanti.com

A Board of Review Petition will is required to be filled out and submitted with your appeal. You can obtain a petition ahead of time via the City website, state website or at the Assessor's Office. Please refer to the directions on your assessment notice. Please arrive early if you are obtaining the petition prior to your hearing to allow time to fill out the petition.

Each appointment runs approximately ten minutes. If you cannot attend in person you can submit your appeal in writing. Please see your assessment notice for the deadline to file a write-in appeal.

You will receive a decision in the mail after final adjournment of the Board of Review. If you are not satisfied with the Board's decision you can further your appeal to the Michigan Tax Tribunal. You **MUST** have filed an appeal with the local Board of Review **FIRST** in order to file with the Tribunal. To initiate an appeal please contact the Michigan Tax Tribunal at: www.michigan.gov/taxtrib Phone: 517-335-9760

The deadline to file a Residential Appeal with the Tax Tribunal is July 31, of the current year.

The deadline to file a Commercial or Industrial Appeal with the Tax Tribunal is May 31, of the current year.

For further assistance please contact the Assessor's Office 734-483-7117.