

## Commercial Assessment Conference by “Power of Attorney”

Click on the Start button when you are ready to start your Conference.

Online Conference Home Check Conference Status Tutorial Form Help

# Jefferson PVA Online Conference

Start Your Online Conference by clicking on the blue button:

Start Online Conference »

Do you need help filing your Conference?  
Check out our screenshots to walk you through the Conference  
Learn more »

Help & FAQ  
Need Help Filing a Conference? Check our Help Section and Frequently Asked Questions to help you file your Conference appropriately  
Learn more »

- Disability Statement
- Privacy Policy
- Subscription Terms of Service
- Communication Policy

The deadline to complete a Conference is 5/20/2019 4:00 PM EDT.  
No Conference can be accepted after the deadline.  
You will receive your Conference Result by mail and email (if provided).  
For additional support, please call 502.574.6224

Enter your 12 digit Parcel ID number or Property Address.

Enter an Address or Parcel ID (No Dashes) Then Press **Verify**

(Use the dropdown to select either Address or Parcel ID entry)

Address ▾ Type Address Here  Verify

After entering your address or Parcel ID, choose your property by clicking once on the line below containing the correct address.

Address ▾ 815 W MARKET |

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

815 W MARKET ST Ste 1B

815 W MARKET ST Ste 1C

815 W MARKET ST Ste 2

815 W MARKET ST Ste 3

815 W MARKET ST Ste 4

815 W MARKET ST Ste 5

### Information Verification:

If the Ownership information, Property Address and Parcel ID described is the property you plan to submit an online Conference, click "Next".

If this is not your property, please re-enter correct property address and press "Verify".

## Is This The Property You Would Like To File?

\* If not, please re-enter correct property address and press **Verify** or press **Next** to continue...

Title	Descriptions
Parcel ID	[REDACTED]
Owner(as of January 1st)	[REDACTED]
PropertyAddress	[REDACTED]
PropertyType	450 Com Condo's
Neighborhood	11
District	102023
PVA Assessment	\$878,070

Next >

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

Before you continue, please read both the “Commercial Property Assessment” and the “Conference Process”:

From this screen you will be able to download and complete the PVA Property Comparison Worksheet and the income-expense form. Please save a copy of each form to your computer before you begin your Assessment Conference. During the Conference, you will be able to upload the worksheets. When ready, click the “I accept” button.

## Constitutional and Statutory Provisions

[The Kentucky Constitution, Amendments 169 through 182](#), establishes the Commonwealth's taxing and assessment powers. The Kentucky General Assembly in Kentucky Revised Statutes, sections [132](#), [133](#), and [134](#) established the rules and procedures governing property tax administration, including the appeal process.

## Commercial Property Assessment

The Property Valuation Administrator's Office (PVA) is responsible for assessing approximately 23,000 commercial properties annually at fair market value.

The assessment date for real property is January 1st. The PVA estimates the fair market value by using reliable valuation methods, guidelines and resources. Three methods are considered when assessing commercial property; the market (or sales) approach, the cost approach and/or the income approach. The best method is applied with the help of a computer assisted mass appraisal (CAMA) system. To support fair market values, various data sources are reviewed and current market data is captured by collecting and analyzing valid sales (fair arms-length transactions), rental rates, expense rates, capitalization rates and construction costs, etc. When the PVA accepts a transfer as a valid sale, the sale price represents the property assessment as of January 1 following the year of sale. Current property characteristics are verified through field inspections and other reliable sources. Annual reviews are conducted in accordance with Kentucky Department of Revenue guidelines. Many factors can influence a change in property assessment from the prior year such as a change in property characteristics, a change in property use, a recent sale, or current market conditions, etc.

## Conference Process

By law (KRS 133.120), property owners (or their authorized representatives) have the right to appeal their assessment each year during the annual open inspection period by beginning a Conference with PVA. A person representing a property owner before the PVA must present written authorization from the property owner which sets forth his or her professional capacity and must disclose to the PVA any personal or private interests he or she may have in the matter, including any contingency fee arrangements. Attorneys are not required to disclose the terms and conditions of any contingency fee arrangement. An authorized representative must be qualified as required by the Kentucky Department of Revenue and submit evidence of such qualification to the PVA Office at the time of the Online Conference. A list of qualifications approved by the department can be found [here](#).

After submitting a PVA Conference, any taxpayer who disagrees with the resulting PVA assessment may appeal that assessment to the Local Board of Assessment Appeals. The taxpayer shall appeal his or her assessment by filing in person or sending a letter or other written petition to the **COUNTY CLERK** stating the reasons for appeal, identifying the property for which the appeal is filed, and stating the taxpayer's opinion of the fair cash value of the property. The appeal shall be filed no later than one (1) workday following the conclusion of the inspection period provided for in KRS 133.045.

**YOUR ONLINE CONFERENCE MUST INCLUDE DOCUMENTATION THAT SUPPORTS YOUR OPINION OF VALUE.**

### Examples of supporting documentation are:

- A full appraisal of your property.
- Interior/exterior photos of your property.
- Your homeowner's or commercial property owner's insurance policy.
- Your listing contract if your property is currently for sale.
- Estimates of repairs.
- Original construction costs or costs of additions or improvements to your property.
- Documentation of recent comparable sales (not assessments) that are similar to your property in size, condition, location and other characteristics (sales should be within the last 2 years of the current assessment date) [Download Sales Comparison Form](#).
- Documentation of land characteristics that support floodplain, environmental contamination, deed restrictions, easements, etc.
- Lease contracts for rental properties
- Income and expense statements for the last 3 complete calendar years. If your Conference is based on using income-expense information, the provided income-expense forms **MUST** be completed and uploaded for a valid Conference. [Click here](#) to download the **income-expense form**. A tutorial on how to complete the form can be found [here](#).

**SUPPORTING DOCUMENTATION SHOULD BE PREPARED PRIOR TO STARTING AND UPLOADED AT THE APPROPRIATE PAGE WHEN SUBMITTING YOUR CONFERENCE.** Document types which may be uploaded are PDF, image files (preferably JPG), Microsoft Word documents, and Microsoft Excel documents. You may choose to mail your supporting documentation to our office within one business day following submission of your Online Conference.

I have read and understand the information provided by the Jefferson County Property Valuation Administrator.

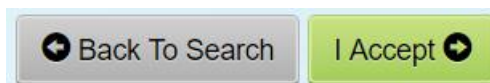
### How to find recent comparable property sales:

The PVA Neighborhood Sales Search Service is available on our website throughout the year in our Customer Service Center located downtown at 815 W. Market Street, Suite 400, during our weekday office hours of 8:00 AM to 4:00 PM and at any branch of the Louisville Free Public Library. Go to: <http://www.lfpl.org> or call the Main Library at 502-574-1611 for branch hours and locations.

Just before and during the 2019 Open Inspection Period ( 4/26/2019 12:00 PM EDT through 5/20/2019 4:00 PM EDT), our Sales Search Service is open to the public on our website at: <http://jeffersonpva.ky.gov>. For our Sales Search Tutorial go to: [Sales Search Tutorial](#). Documentation of recent comparable property sales may also be obtained from other sources such as local real estate agents, real estate appraisers, mortgage brokers and newspapers.

**When ready, click the “I accept” button.**

**When ready, click the “I accept” button**



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This is what the Commercial Sales Comparison Worksheet looks like.

Fill out the information below with three comparable sales, including property address, sale date and sale price.

Save the Sale Comparison Worksheet when finished. During the Conference, you will be able to upload the worksheet.

Sales Comparison Worksheet				
Property Type: <input type="text" value="Commercial"/>				
Use this form if the conference is based on comparable sales. Find sales of properties that are as similar to your property as possible. Common characteristics to consider are:				
<ul style="list-style-type: none"> <li>• Property Type or Use</li> <li>• Total Square Feet or Units</li> <li>• Year Built</li> <li>• Condition</li> <li>• Construction Quality</li> </ul>				
**Recent sales should be what is known in real estate as a "fair arm's length transaction." A valid "arm's length transaction" is a property sold at fair cash value between a willing seller and a willing buyer after being advertised on the open market. **				
	Your Property	Sale #1	Sale #2	Sale #3
Commercial Property Type				
Property Address				
Parcel ID				
Sale Price				
Sale Date				
Unit of Comparison (SF, Units, Rooms, etc)				
Sale Price ÷ Unit of Comparison				

Read the Property Assessment Conference Process. When ready, click the “I accept” button.

Conference Process

## Property Assessment Conference Process

Any person receiving compensation to represent a property owner at a Conference with the Property Valuation Administrator for a real property assessment shall be an attorney, a certified public accountant, a certified real estate appraiser, a Kentucky licensed real estate broker, an employee of the property owner, or any other individual possessing a professional appraisal designation recognized by the Department of Revenue. A person representing a property owner before the Property Valuation Administrator shall present written authorization from the property owner which sets forth his or her professional capacity and shall disclose to the Property Valuation Administrator any personal or private interests he or she may have in the matter, including any contingency fee arrangements. Provided, however, attorneys shall not be required to disclose the terms and conditions of any contingency fee arrangement. After submitting a Conference, any taxpayer who disagrees with the resulting PVA assessment may appeal that assessment to the Local Board of Assessment Appeals. The taxpayer shall appeal his or her assessment by filing in person or sending a letter or other written petition to the **COUNTY CLERK** stating the reasons for appeal, identifying the property for which the appeal is filed, and stating the taxpayer's opinion of the fair cash value of the property. The appeal shall be filed no later than one (1) workday following the conclusion of the inspection period provided for in KRS 133.045.

If you wish to read the KRS statute, it can be found here: <http://www.lrc.ky.gov/KRS/133-00/120.PDF>


By clicking 'I Accept' below, I certify that I have read the above statement.


**When ready, click the “I accept” button.**


**Who is the Conference being held with?**

If you are the representing the Owner as Authorized Power of Attorney, click the Authorized Power of Attorney icon.

Conference will be held with?

 Owner

 Authorized Representative

 Authorized Power Of Attorney

**Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.**

You must Upload your Power of Attorney document(s) that gives you the right to represent the owner(s) of the property. To accomplish this, press “Choose File” below to select the file on your computer that contains your Power of Attorney document – then press “Upload File” to complete the upload. If you have multiple files, repeat the process. The uploaded file(s) will be listed below. Once complete, press “Next” to continue.

**Power of Attorney Letter Upload**

You must Upload your Power of Attorney document(s) that gives you the right to represent the owner(s) of the property. To accomplish this press "Choose File" then select the file on your computer that contains your Power of Attorney document then press "Upload" to complete the upload. If you have multiple files repeat the process. The uploaded file(s) will be listed below. Once complete press "Next" to continue.

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**Upload Power of Attorney Document(s)**

Select Your File(s) and click on Upload

Select File:  No file chosen

---

**My Uploaded Power of Attorney Document(s)**

File Name	Documentation Type	Upload Date And Time	
Power of Attorney.pdf	Power of Attorney		<input type="button" value="Delete"/>

The Authorized Power of Attorney will need to fill in all the required fields.

Representative Information

**Representative Name \***

First Name Representative

Last Name Name

**Address 1 \*** 111 My Street

**Address 2** ie. Suite 16

**Zipcode \*** 40204

**City \*** Louisville

**State \*** Kentucky  
(ie. Kentucky)

**Daytime Phone \*** ( 502 ) 222 - 2222 Ext

**E-mail \*** myemailaddress@gmail.com

\*Denotes required field.

Back Next

This Message will pop up and ask "Is the Email you entered correct? If you agree, click "OK. To change – click "Cancel".

Message

Is the Email you entered correct?  
**myemailaddress@gmail.com**

To agree click -"OK"                      To change click- "Cancel"

Cancel OK

**Property Information:**

Please enter information to describe the type of business use for this property.

Business Use

Business Use

Note: If you have a large comment we suggest you use a word processor and upload its file on the Supporting Documents page.

Describe the Type of Business Use Here

← Back

Next →

**When finished – click the “Next” button.**



**Supporting Information:**

Enter your "Opinion of Value" for the property being Conferenced.

Write a statement explaining why you believe the assessment should be changed.

Supporting Information

Owner Opinion of Value

Assessment Value: \$ 564,900

\* Opinion of Value: \$ ie. 36,400

Supporting Comments

Please provide any characteristic differences or comments that support your opinion of the value of your property in the box below. Alternatively, you may upload a typed document of your comments during the next step of this process.

\* Denotes required field.

Back Next

**When done click the "Next" button.** A message box showing your opinion of value will appear. Click OK to accept – or cancel to make changes.

Message

Is the Opinion of Value you entered correct?

**\$850,000**

To agree click - **"OK"**      To change click - **"Cancel"**

Cancel OK

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

**Supporting Documents:**

Here you have the option to choose “Upload” and/or “Mail-In/Walk-In” documents supporting your assessment Conference. You must choose Yes or No on each item

Items to upload may be: Appraisal, Income, Sales, Pictures or Other (Listing Contract, Property Insurance Policy, and anything else that will support your opinion of value including the comparison worksheet).

**NOTE: this is where you upload your Sales Comparison Worksheet and your Income-Expense Form.**

Supporting Document(s)

Please provide us with supporting documentation regarding your property (i.e. photos, insurance policies, appraisals) If you are using recent sales transactions to support your opinion, please download and complete this form: [Download Sales Comparison Worksheet](#)

To download a blank Income-Expense form click this link: [Download Incomes and Expense Worksheet](#)

★ Do you want to Mail-in / Walk-in Document(s)? Yes  No

★ Do you want to Upload Supporting Document(s)? Yes  No

[Back](#) [Next](#)

**If you have documentation that you have not or cannot upload, Click on Yes on Mail-In/Walk-In Documents.**

Supporting Document(s) ID: 158300580000

Please provide us with supporting documentation regarding your property (i.e. photos, insurance policies, appraisals) If you are using recent sales transactions to support your opinion, please download and complete this form: [Download Sales Comparison Worksheet](#)

★ Do you want to Mail-in / Walk-in Document(s)? Yes  No

**Important Notice for Mail-in / Walk-in**

To ensure that your documentation is considered with your Online PVA Conference, please mail or hand deliver them immediately upon filing your online conference.

**PVA POLICY REQUIRES ALL THOSE COMPLETING THE ONLINE CONFERENCE TO MAIL OR HAND DELIVER DOCUMENTATION TO THE PVA OFFICE WITHIN 24 HOURS OF COMPLETING THE ONLINE CONFERENCE. THE LEGAL DEADLINE FOR RECEIPT OF ALL DOCUMENTATION IS 5/20/2019 AT 4:00 PM EDT.**

Send All Document(s) to the Address Below:

Jefferson County PVA Office  
Attn: Conference Supporting Documentation  
Glassworks Building  
815 W Market Street, Suite 400  
Louisville KY, 40202-2654

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

★ Do you want to Upload Supporting Document(s)?

**INSTRUCTIONS**

1. Choose your Document Type from the drop down menu
2. Click on Choose File(s)- browse to your file(s) If multiple files are selected they should be the same document type.
3. Click on Upload

**Repeat these steps** until you have uploaded all files.

**Upload Document(s)**

1. Select Your Document Type:

Select a File Upload Type ▾

2. Select Your File(s) and click on Upload (If you select multiple files they should be the same document type.)

Select File(s):

Choose Files

No file chosen

Upload

**My Uploaded Supporting Document(s)**

File Name	Documentation Type	Upload Date And Time	
IMG_1079.JPG	Pictures		Delete

Back

Next

- 1 Choose your document Type from the drop down menu
- 2 Click on Choose File – browse to your file
- 3 Click on Upload File.

**Repeat these steps** until you have uploaded all files

Click Yes if you have additional documentation that you need to MAIL-IN / WALK-IN.

Mail-In/Walk-In Policy Guidelines:

- In order to **finalize** your Online Conference, please **immediately** mail or hand-deliver your supporting documentation to the PVA Office.
- **All supporting documentation mailed or hand-delivered must be received by the PVA office by the legal deadline of May 20, 2019 by the close of business at 4:00 PM EDT**

When Finished – click “Next”

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

If you have not chosen Yes or No on each of the options and **click Next** – you will see this screen.

**Supporting Document(s)**

Please provide us with supporting documentation regarding your property (i.e. photos, insurance policies, appraisals) If you are using recent sales transactions to support your opinion, please download and complete this form: [Download Sales Comparison Worksheet](#)

To download a blank Income-Expense form click this link: [Download Incomes and Expense Worksheet](#)

★ Do you want to Mail-in / Walk-in Document(s)?   **Required!**

★ Do you want to Upload Supporting Document(s)?   **Required!**

[Back](#) [Next](#)

**Click on the appropriate Yes/No and follow steps listed above.**

If you choose No on each – the following message will appear.

**Message**

**Are you sure you don't have any document(s) to Upload or Mail-in / Walk-in?**

**\* NOTE - Any documents that you uploaded in the "Supporting Document(s)" section will automatically be removed.**

To agree click - **"OK"**      To change click - **"Cancel"**

[Cancel](#) [OK](#)

Click OK or Cancel

## Conference Review:

You have the option to edit any portion of the Conference at this time. If the information is correct, type your name in the “**Signature**” area and click on “**Submit**”.

### Conference Review

#### Property Information

Owner (as of January 1st):		Class:	450
Property Address:		Neighborhood:	11
PVA Assessment:	\$878,070	District:	102023
Parcel ID:			

#### Representative Information

Representative Name	Mailing Address
Representative Name	111 My Street
	Louisville, KY 40204
Email	Phone
myemailaddress@gmail.com	(502) 222-2222

#### Power of Attorney Document

File Name	Documentation Type	Upload Date And Time
Power of Attorney.pdf	Power of Attorney	

#### Business Use

Business Use: Describe your business use here

#### Supporting Information

Owner's Opinion Value: \$1,200,000

Supporting Comments: Enter your supporting Comments here

#### Supporting Document(s)

★ You indicated in your Online Conference that you are planning to Mail-in / Walk-in documentations.

**Important Notice for Mail-in / Walk-in**

To ensure that your documentation is considered with your Online PVA Conference, please mail or hand deliver them immediately upon filing your online conference.

**PVA POLICY REQUIRES ALL THOSE COMPLETING THE ONLINE CONFERENCE TO MAIL OR HAND DELIVER DOCUMENTATION TO THE PVA OFFICE WITHIN 24 HOURS OF COMPLETING THE ONLINE CONFERENCE. THE LEGAL DEADLINE FOR RECEIPT OF ALL DOCUMENTATION IS 5/20/2019 AT 4:00 PM EDT.**

Send All Document(s) to the Address Below:

Jefferson County PVA Office  
Attn: Conference Supporting Documentation  
Glassworks Building  
815 W Market Street, Suite 400  
Louisville KY, 40202-2654

#### My Uploaded Supporting Document(s)

File Name	Documentation Type	Upload Date And Time
K13S166final.pdf	Appraisal	4/16/19 11:23 AM

#### Signature

I, , declare that any information I have provided is true to the best of my knowledge. My electronic signature is considered legally binding.

Signature\*

**\*NOTE: You must receive a "Confirmation Page/Number" for the submit to be successful !!!**

Submit

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

Your Conference is now complete.

It is recommended you “print a copy” of your Conference.


The Confirmation Number will be needed to check the status of your Conference.

If you encounter any problems and require additional support, please call (502) 574-6224 during regular business hours.

PVA Conference Record Confirmation

**Confirmation**  
Your Conference has been submitted to the PVA.

To print a copy of your Conference for your records press the button below.

 [PRINT YOUR CONFERENCE](#)  
[CLICK HERE](#)

**Confirmation Number:** PVA [REDACTED]  
**Parcel ID:** [REDACTED]

For additional support, please call 502.574.6224  
**Send all documents to the Address Below:**

Jefferson County PVA Office  
Attn: Conference Supporting Documentation  
Glassworks Building 815 W. Market Street, Suite 400  
Louisville KY, 40202-2654

[Done](#)

Please keep a copy of the Commercial Conference form for your records.

After printing – please **click on Done.**

**Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.**

**Your Conference Record**



**Jefferson County PVA**  
**Property Valuation Administrator**  
**(502) 574-6224**

**Commercial Conference**

**Confirmation Number: PVA** [Redacted]

**Filed By POA** : Representative Name  
**Mailing Address** : 111 My Street  
 LOUISVILLE, KY 40204  
**Phone Number** : (502) 222-2222  
**Email** : myemailaddress@gmail.com

**Date & Time** [Redacted]  
**Parcel ID** [Redacted]  
**Property Address** [Redacted]  
**Property Type** : 450 Com Condo's

<b>Owner Opinion of value</b>	\$850,000
<b>PVA Assessment</b>	\$878,070

**Business Use:** Describe the Type of Business Use Here  
 [Redacted]

**Comment:**  
 Enter Information you would like to tell the PVA to support your Opinion of Value  
 [Redacted]

Power of Attorney Document	
File Name	Documents Type
Power of Attorney.pdf	Power of Attorney

**Document Uploaded: Yes**

List of uploaded supporting documents	
File Name	Documents Type
IMG_1079.JPG	Pictures

**Document Mail in: Yes**

Once your Conference is filed with the Jefferson County PVA's Office, you can Check the Status of your Conference. Click on Check Conference Status, and enter your PVA Confirmation Number. You can also access the Check Conference Status by visiting our website at <https://jeffersonpva.ky.gov/> -PVA Online Conference



Enter your confirmation number and click submit. It is not necessary to enter the letters PVA.

Check Conference Status

Confirmation ID\*  (Numeric only)

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.



## Possible Statuses

First phase of the Conference – Acceptance of the Conference.

Conference Status

Confirmation Number

PVA [Redacted]

Acceptance In Review Decision

On [Redacted] you filed an Online Conference for your property located at : Parcel ID: [Redacted]

[Redacted]

The Conference has been accepted and is Waiting to be Review.

Second phase of the Conference – being Reviewed

Conference Status

Confirmation Number

PVA [Redacted]

Acceptance In Review Decision

On [Redacted] you filed an Online Conference for your property located at : Parcel ID: [Redacted]

[Redacted]

Conference current status is **In Review Process**.

Third phase of the Conference – a decision has been made and an email (if provided) has been sent and a printed copy will be sent through the mail.

Conference Status

Confirmation Number

PVA [Redacted]

Acceptance In Review Decision

On [Redacted] you filed an Online Conference for your property located at : Parcel ID: [Redacted]

[Redacted]

Click on the button below to download your Conference Result:

Download Result

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.