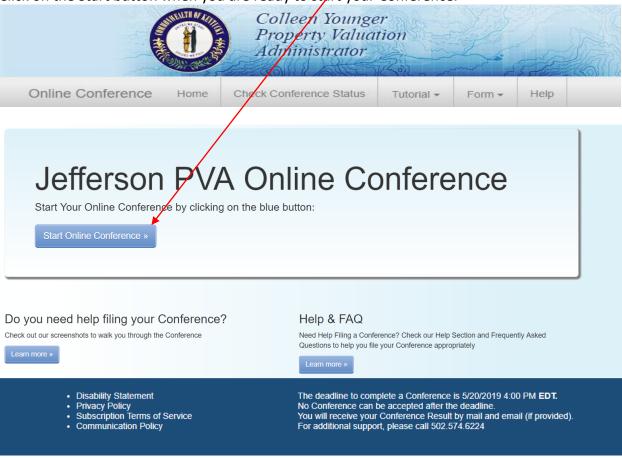
## Residential Assessment Conference by "Representative"

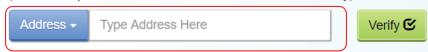
Click on the Start button when you are ready to start your Conference.



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)



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

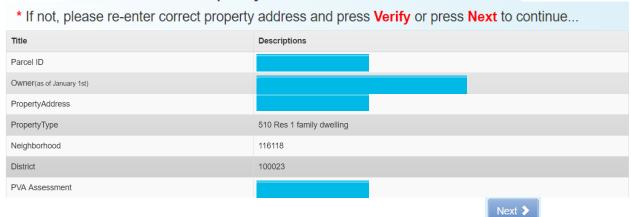


### <u>Information Verification:</u>

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?



<u>Before you continue, please read both</u> the "Residential Assessment" and the "Conference Process": From this screen you will be able to download and complete the PVA Property Comparison Worksheet. Please save a copy to your computer before you begin your Assessment Conference. During the Conference, you will be able to upload the worksheet. 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.

### Residential Assessment

The Jefferson County PVA estimates value for over 260,000 residential properties. To accomplish this task, automated valuation models are generated using a computer assisted mass appraisal (CAMA) system. The CAMA system uses the cost approach in conjunction with data from valid "arm's-length" transactions to study specific neighborhoods. The Residential Department is staffed with trained deputies who review more than 32,000 transfers of residential parcels each year. These transfers are examined and characteristics such as size, age and location are analyzed to estimate value. To ensure a fair and equitable assessment the CAMA system is monitored and undated with recent sale information.

#### 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 <u>must present written authorization</u> 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 <u>submit evidence of such qualification to the PVA Office at the time of the Online Conference</u>. 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 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.

If your Conference is based on condition or incorrect property characteristics, please provide photos or other documentation that supports correct characteristics or condition. If your Conference is based on recent comparable property sales, the Property Comparison Worksheet (<u>Download Sales Comparison Form</u>) is a useful tool when comparing similar properties. Common similar property characteristics to consider are:

- · Property Type
- Exterior Construction (brick, bedford stone, frame, vinyl)
- Year Buil
- · Living Space Total Square Footage
- Finished or Unfinished Basement
- Garage (1 car, 2 car, 2.5 car)
- Number of Full and/or Half Bathrooms
- Type of Heating or Cooling

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, durning our weekday office hours of 8:000 AM to 4:00 PM and at any branch of the Louisville Free Public Library. Go to: <a href="https://www.lfpl.org">https://www.lfpl.org</a> or call the Main Library ar 502-574-1611 for branch hours and locations.

Just before and during the 2019 Open Inspection Period (1/1/2019 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: <a href="http://jeffersonpva.ky.gov">http://jeffersonpva.ky.gov</a>. For our Sales Search Tutorial go to: <a href="mailto:Sales Search Tutorial">Sales Search Tutorial</a>. 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

Back To Search



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

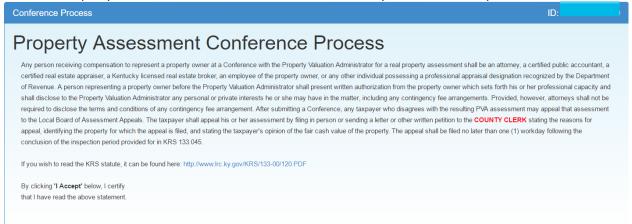
This is what the Residential Sales Comparison Worksheet looks like.

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 Workshee	et	
Property Type:	Residential			
located in the same area as	nce is based on comparable syour property and have cha Common characteristics to co	racteristics as similar to		
Garage or Not     Year Built     Number of Bathrooms     Central Heat     Central Air	sk Veneer, Frame) Area, Finished Walk-Out, Fir	nished or Unfinished Basement  and should be within the last		sment date **
	Your Property	Sale #1	Sale #2	Sale #3
Property Address				
Parcel ID				
Sale Price				
Sale Date				
Above Grade (Finished)				
Total Below Grade SF				
Below Grade (Finished) \$				
Garage / Carport				
Bathrooms				
Bedrooms (Above Grade				
Price per SF (Sale Price : Above Grade SF)				

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



When ready, click the "I accept" button.

Back |

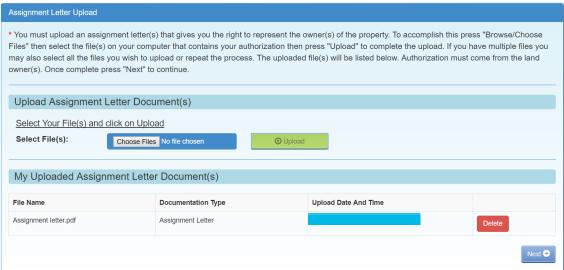
LAccept

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

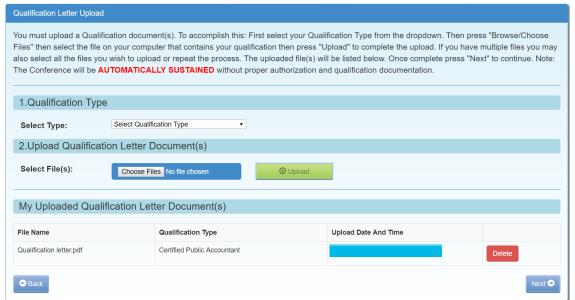
If you are the representing the Owner as Authorized Representative, click the Authorized Representative icon



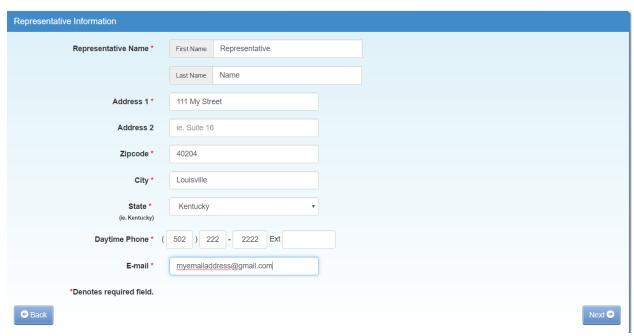
You must Upload your Representative document(s) that gives you the right to represent the owner(s) of the property. To accomplish this, press "Choose File" below to select the file on your computer that contains your Representative document – then press "Upload File" to complete the upload. If you have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



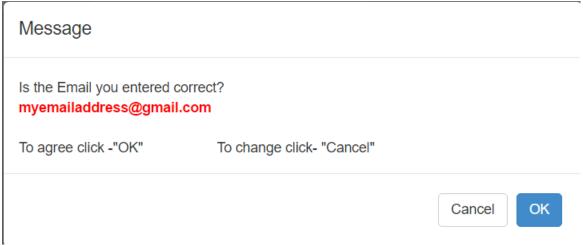
You must Upload a Qualification document(s). To accomplish this, first select your Qualification Type from the dropdown below. Then press "Choose File" to select the file on your computer that contains your qualification – then press "Upload File" to complete the upload. If you have multiple files, repeat the process. The uploaded file(s) will be listed below. Once complete, press "Next" to continue. Note: The conference will be **AUTOMATICALLY SUSTAINED** without proper authorization and qualification documentation.



The Authorized Representative will need to fill in all the required fields.



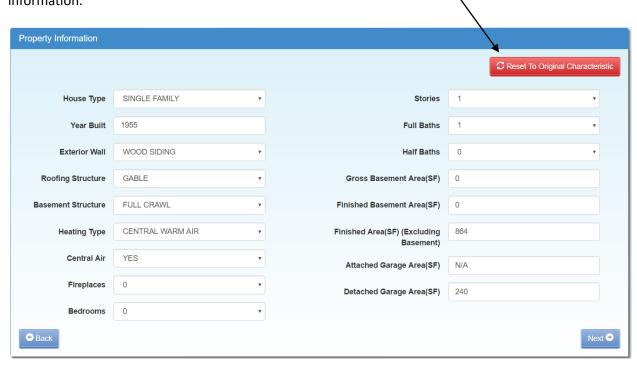
This Message will pop up and ask "Is the Email you entered correct? If you agree, click "OK. To change – click "Cancel".



#### **Property Information:**

Make changes to the Property Characteristics as needed. The PVA Office will review changes made to the property characteristics.

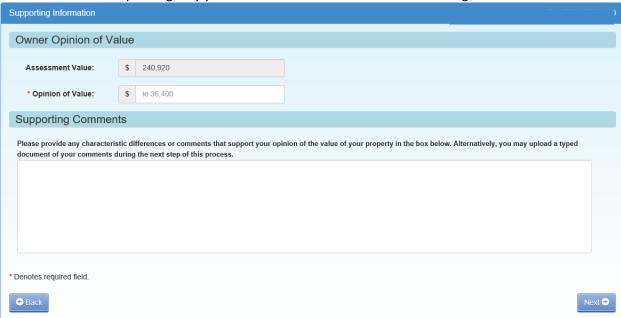
<u>When finished – click the "Next" button</u>. You have the opportunity to "reset all fields" to their original information.



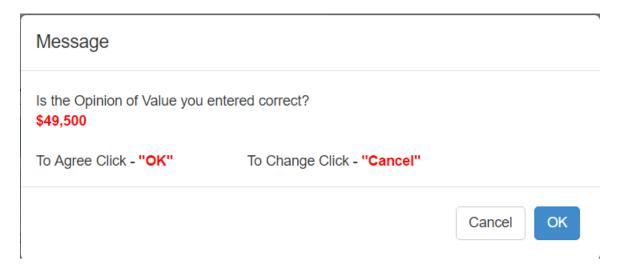
#### **Supporting Information:**

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

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



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

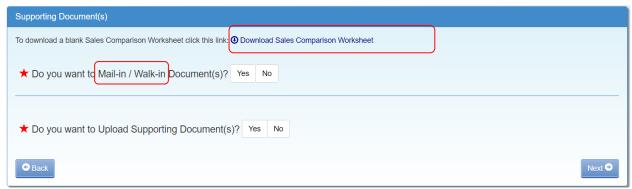


#### **Supporting Documents:**

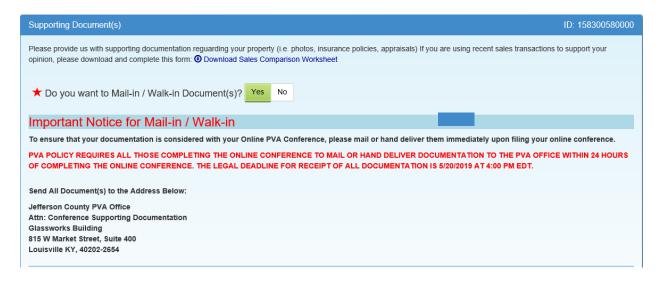
Here you have the option to choose "<u>Upload</u>" and/or "<u>Mail-In/Walk-In</u>" documents supporting your assessment Conference. You must choose Yes or No on each item

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.



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



★ Do you want to Up	load Supporting Document(s)? Yes	No	
	Type from the drop down menu browse to your file(s) If multiple files are selected u have uploaded all files.	i they should be the same document type.	
Upload Documen	t(s)		
Select Your Documents     Select a File Upload Type			
2. <u>Select Your File(s)</u> Select File(s):	and click on Upload (If you select r	multiple files they should be the same document type.  Outpload	)
My Uploaded Sup	porting Document(s)	<b>7</b>	
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!

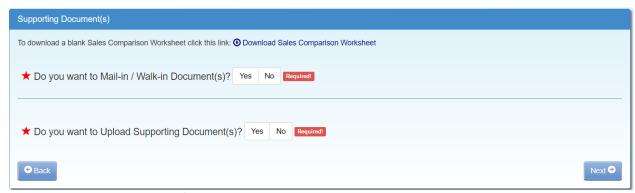
Repeat these steps until you have uploaded all files

### 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

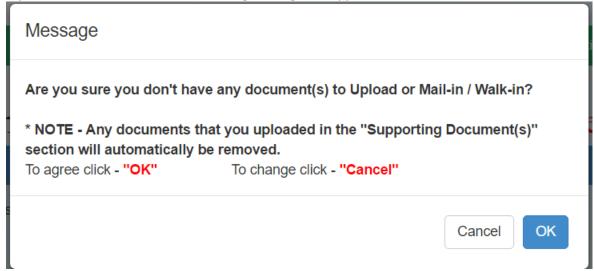
When Finished – click "Next"

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



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

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



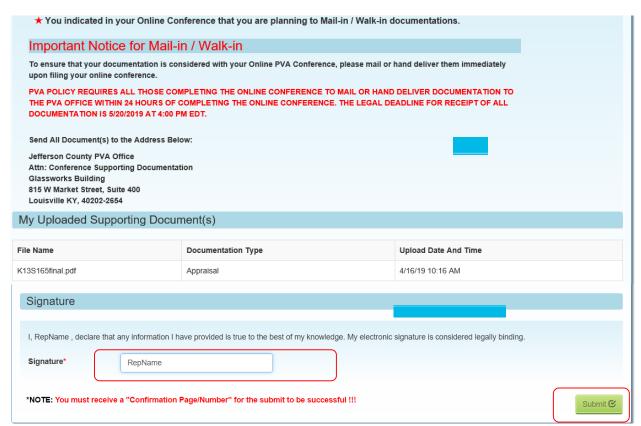
Click OK or Cancel

### 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".







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.



Please keep a copy of the Residential Conference form for your records. After printing – please **click on Done**.

### **Your Conference Record**



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

Residential Conference

#### Confirmation Number: PVA

Filed By POA

: Representative Name

Mailing Address

: 111 My Street LOUISVILLE, KY 40204 : (502) 222-2222

: myemailaddress@gmail.com

Owner Opinion of value	\$49,500
PVA Assessment	\$52,200

Date & Time
Parcel ID
Property Address
Property Type



: 510	Res	1	family	dwelling	

Characterstic	PVA Record	Submit Record	Change?
House Type	SINGLE	SINGLE	No
Year Built	1955	1955	No
Exterior Wall	WOOD	WOOD	No
Roofing Structure	GABLE	GABLE	No
Basement Structure	FULL CRAWL	FULL CRAWL	No
Heating Type	CENTRAL WARM AIR	CENTRAL WARM AIR	No
Central Air	YES	YES	No
Fireplaces	0	0	No
Bedrooms	0	0	No
Stories	1	1	No
Full Baths	1	1	No
Half Baths	0	0	No
Finished Area(SF) (Excluding basement)	864	864	No
Gross Basement Area(SF)	0	0	No
Finished Basement Area(SF)	0	0	No
Attached Garage Area(SF)	N/A	N/A	No
Detached Garage Area(SF)	240	240	No

Comment: Enter information you would like to tell the PVA to support your		
Opinion of Value		
Assignment Letter & Qual	ification Uploaded	
File Name	Documents Type	
Assignment letter.pdf	Assignment Letter	
Qualification letter.pdf	Qualification	
Document Uploaded: Ye	es	
List of uploaded supportin	g 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 <a href="https://jeffersonpva.ky.gov/">https://jeffersonpva.ky.gov/</a> -PVA Online Conference

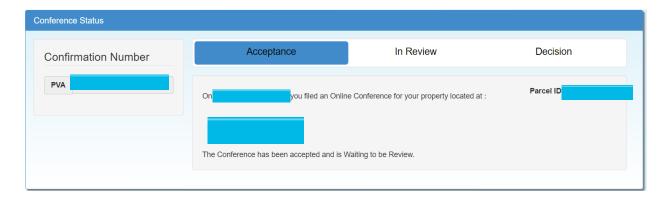


Enter your confirmation number and click submit. It is not necessary to enter the letters PVA.

Check Conference Status		
Confirmation ID*	PVA 258716451	(Numeric only)
	Q	
		Submit

#### **Possible Statuses**

First phase of the Conference – Acceptance of the Conference.



Second phase of the Conference – being Reviewed



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.

