

**RUTHERFORD COUNTY**  
**T E N N E S S E E**  
**PROPERTY**  
**ASSESSOR**

**Rob Mitchell**  
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Rutherford County Board of Equalization  
Murfreesboro, Tennessee 37130  
Session Begins Friday June 1, 2018

**Information for Commercial Real Property Appeal to the Rutherford County Board of Equalization**

Please contact the Property Assessor's Office to schedule an appointment with the County Board of Equalization. Appeals are scheduled individually per parcel. To assist in the resolution of your Appeal, the following information should be submitted to the County Board of Equalization via the Property Assessor's Office. All information should be submitted ten business days prior to your scheduled appeal hearing date.

1. Complete the Appellant Hearing Form that is attached.
2. Provide written authorization for any agent to act on taxpayer's behalf.
3. Provide evidence of any improvements or renovations within the previous four years to the original building including costs, dates of improvements were made.
4. Provide any and all independent property appraisals, comparable market sale data and/or valuations made on the subject property in the previous four years.
5. Provide a declarations page and proof of casualty insurance for the disputed property.
6. Provide all income and expense statements, audited and signed by Property Owner, Owner's CPA firm or Company accountant, for the previous three years.
7. Provide audited rent rolls verified by the owner's CPA and any rental surveys on market in question. Provide any executed leases in prior three years and copies of current leases.
8. Provide any current sale, lease or marketing information regarding the property in dispute.

I hereby acknowledge receipt of this request for information:

\_\_\_\_\_  
Signature of Property Owner or Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Map-Group-Parcel

\_\_\_\_\_  
Account #

**Rutherford County Commercial Appellant Hearing Form**

Tax Year 2018

Date: \_\_\_\_\_

Map \_\_\_\_\_ Group \_\_\_\_\_ Parcel \_\_\_\_\_

Account #: \_\_\_\_\_

Appellant Name: \_\_\_\_\_ Owner: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Phone Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (For Correction Only): \_\_\_\_\_  
\_\_\_\_\_

**County's Values:**

Land Value: \_\_\_\_\_

Owner's Opinion of Value: \_\_\_\_\_

Imp Value: \_\_\_\_\_

Sale Date: \_\_\_\_\_

Sale Price: \_\_\_\_\_

Total: \_\_\_\_\_

Was there a recent appraisal? YES \_\_\_\_\_ NO \_\_\_\_\_ Date & Amount: \_\_\_\_\_

Purpose of the Appraisal: \_\_\_\_\_

Amount of Fire Insurance: \_\_\_\_\_ Cost of Construction: \_\_\_\_\_ Date: \_\_\_\_\_

Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ATTACH ANY AND ALL APPLICABLE INFORMATION PERTAINING TO INCOME, EXPENSES, OR COMPARABLE SALES.**