

# PROPERTY TAX ASSESSMENT PROCESS

## 1 PROPERTY ASSESSMENT

- All real property subject to taxation is assessed according to its value on February 1 of each year. When the value of property changes there should be corresponding changes in the property's valuation for tax purposes.
- All valid exemptions and/or credits are applied to determine each taxpayer's tax burden. The assessor does not determine the property tax rate or the amount of tax levied.



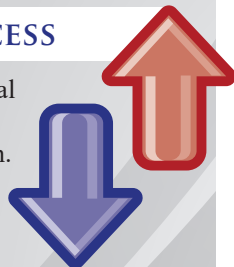
## 2 ASSESSMENT NOTICE REQUIREMENTS

- Written notice must be sent to a property owner in certain situations when the true and full value of a property has increased since the previous year's assessment at certain levels. Proper notice procedures can be found online at: [www.nd.gov/tax/localgovt/property/forms](http://www.nd.gov/tax/localgovt/property/forms)



## 3 ASSESSMENT APPEAL PROCESS

- A property owner may appeal the local assessor's valuation for the current year to the local board of equalization. Township boards and city boards meet within the first 15 days of April. The assessment may be reduced upon presentation of evidence to support the appeal.
- The property owner may continue the appeal to the county board of equalization, which meets during the first 10 days in June. The assessment may be reduced upon presentation of evidence to support the appeal.



## 4 STATE BOARD OF EQUALIZATION

- The final step is an appeal to the State Board of Equalization (SBOE). The SBOE meets the second Tuesday in August and may reduce an assessment only if the property owner has appealed to both the local and county boards. The decision of the SBOE is final.



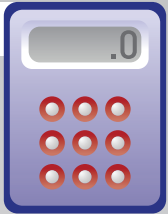
## 5 APPLICATIONS FOR ABATEMENT PROCESS

- A taxpayer may file an application for abatement of the current year's assessment after the SBOE finalizes valuations following the August meeting if he/she disagrees with the SBOE's final decision.
- The application must be filed by November 1 of the year following the year in which the tax becomes payable. Specific instructions and information can be found in the Taxpayer Bill of Rights documents online at: [www.nd.gov/tax/majorpublications](http://www.nd.gov/tax/majorpublications)



## 6 PROPERTY TAX RATES

- There are three variables involved in determining property taxes: the tax rate, taxable value and taxing entities. Property tax rates depend on home values, local economies, as well as budget demands. The tax rate or mills levied may vary year to year, but do not necessarily correlate with an increase or decrease in total tax due.



## 7 PUBLIC BUDGET HEARINGS

- By August 31, the owner of each taxable property with a total estimated tax of \$100 or more shall be provided written notice of the estimated tax and information regarding the required public budget hearings. The notice shall also include the value of the property available at the time of the notice, the preceding taxable year information, proposed taxes, and identification if an increase from the prior year tax is proposed. Citizens have opportunity to provide comments regarding the budgets and property tax levy at the hearings as noted on the statement.



## 8 PAYMENT AND DISTRIBUTION OF TAXES

- When mill rates are finalized, county/city officials send annual property tax statements. Statements must be postmarked by December 26. Payment is due on January 1 of the following year for which the taxes were levied. A discount of 5 percent is available if taxes are paid in full by February 15. When collection is complete, the dollars are distributed to several taxing entities or authorities including, local government, school districts, park boards and any other entity that is authorized to levy property taxes.

