

INSTRUCTIONS FOR COMPLETION OF D.T.E. FORM 1

The following instructions have been developed to assist you in completing the Complaint Against The Valuation of Real Property, or D.T.E. Form No. 1. Please try to fill out this form as completely as possible.

A complaint for 2008 tax year must physically be in the Auditor's office (**NOT POSTMARKED**) by the close of business, 5:00 p.m. March 31, 2009. In order to proceed on your complaint, the Auditor on, or prior to that date, must have received the complaint form.

The following numbers and instructions match up with the numbers printed on the complaint form and must be filled out in their entirety.

#1. List the owner of property as of the filing date

#2. If you are not the owner of the parcel of property as of the filing date, enter your name.

#3. This block is to be completed if you are represented by an attorney or agent. Please include the name, address, and telephone number of the attorney or agent.

#4. List the telephone number of the contact person

#5. If you are not the owner of this parcel of property, please disclose your relationship to the parcel.

#6. Only parcels that (1) are in the same taxing district and (2) have identical ownership may be included in one complaint. Otherwise, separate complaints must be used. However, for ease of administration, parcels that (1) are in the same taxing district, (2) have identical ownership, and (3) form a single economic unit should be included in one complaint. The increase or decrease in valuation may be separately stated for each parcel or listed as an aggregate sum for the economic unit. If more than three parcels are included in one complaint, use additional sheets of paper./ Enter the address or physical location of the property on which the complaint is being filed.

#7. Describe the primary or principal use of the parcel of property on which you are filing the complaint.

#8. Enter the parcel numbers(s) of each parcel of property on which you wish to file a complaint.

#8.A. Disclose your opinion of the fair market value of parcel. This is typically expressed as the price at which this parcel would probably sell if offered on the open market.

#8.B. Multiply the value you entered in #8.A. by 35% (this value is also known as the 35% assessed or taxable value) and enter here.

#8.C. Enter the current total taxable value taken directly from tax bill (this value is also known as the 35% assessed or taxable value). If you do not receive your tax bill, call the Auditor's office at (513) 887-3154 and request the assessed or taxable value of your parcel(s).

#8.D. Subtract the value shown in #8B from #8C. This is the increase or decrease in the total taxable value that you are seeking for each of the parcels on which a complaint is being filed.

#9. Disclose the reasons why you are filing complaint. Please attach additional sheets if necessary.

#10. Please answer the question. If the property on which you are filing has been sold within the last three years, please attach a copy of the purchase agreement, escrow statement or other evidence supporting sale price.

#11. Please answer the question. If the property on which you are filing has not been sold but was listed for sale within the last three years, please attach copy of listing agreement.

#12. Please answer the question.

#13. Please answer the question.

#14. Please be advised that the Ohio Revised Code prohibits appeals being filed unless one of the following is checked. Please check all that apply to your parcel and enclose an explanation.

Please date and sign this complaint form BEFORE A NOTARY PUBLIC. Mail completed form to Butler County Auditor's office, Board of Revision, 130 High Street, Hamilton, OH 45011