

## Complaints Against the Value of Real Property-E file Portal

**Submission Dates: January 1 to March 31 each calendar year, by 11:59 PM.**

Follow the information below to E-File your DTE form at <https://www.grealestate.com>

1. First login using a valid email address. A link will be emailed to you.
2. Click the Create a new complaint.
3. Click Open a formal complaint, or if you are filing a counter complaint. A counter complaint is when there is already an original complaint filed.
4. Search by last name, address or parcel number of the property.
5. Verify the information after the property pulls the information.
6. Click the download button for the DTE form you are filing, if you do not already have your form filled out and notarized. The form is fillable, providing you are on a laptop or desktop computer. Read the **View Disclaimer**.
7. When completing your DTE 1, fill in all the blanks expect for the BOR no and date received. Please check if this is an original complaint or counter complaint.
8. Sections 1 through 5 is contact information that is required.
9. Section 6, list the parcel numbers you are filing on. If you are filing on multiple parcels, you will need one form per parcel if E-Filing. If not E-Filing you can list 3 parcels in the same taxing district if you are the owner. Section 7 list the principal use of the property.
10. Section 8 is your Opinion of the Market Value, **MUST** be entered as an exact number with **NO COMMAS** for the values. Exp: 300000 equates to 300,000. Count your zeros.
  - A. Column A is what you feel the value is worth.
  - B. Column B is what the County has your Market Value currently.
  - C. Column C is the difference in value between Column A and B.
11. Sections 10- 15 answer.
12. Print your form and have it notarized. Do not sign until you are with the notary.
13. Once notarized, you can upload your DTE and your evidence.
14. Verify contact information and add your phone number.
15. Verify your complaint. You cannot submit your complaint until you have marked the box for the electronic signature.
16. Submit your complaint.
17. Save complaint. Will receive a banner at bottom showing successful.
18. You will then receive an email that your complaint was created.
19. If an original complaint has been filed that has a difference over \$50,000, you will receive an email notification. You will then be able to file a counter complaint through the portal. School Notifications will be posted daily on the Auditor's website when over \$50,000. The pathway is: [auditor.geauga.oh.gov](http://auditor.geauga.oh.gov), Appraisal, School Notifications.

After you click Save My Complaint, you will receive a confirmation email with a copy of your complaint. Check your **email, junk or spam** for the confirmation. If you do not receive an email, that means the Board of Revision **did not** receive your complaint form. In this instance, a complaint has not been filed. You may try resubmitting again or contact the Board of Revision at 440-279-1601.