

INSTRUCTIONS FOR COMPLETION OF DTE 1 FORM

Mark the box if this is an Original Complaint or a Counter Complaint

1. List the owner of the parcel of property as of the filing date.
2. If you are not the owner of the parcel as of the filing date, enter your name here.
3. This is to be completed if you are represented by an attorney or an agent. Please include the name, address, and telephone number.
4. List the telephone number and email address. If no email is available, you will not be able to E-file and all correspondence will come certified mail.
5. If you are not the owner of this parcel, disclose your relations to the parcel.
6. Only one parcel per form can be used when using E-File. If not using E-File, you can use up to 3 parcels in same taxing district and same ownership.
7. List principal use of property. Ex: Residential, Commercial, Agricultural or Industrial.
8. List your Parcel number(s). In column A this is your opinion of what you feel the value of your home is worth. In column B this is the full market value that the county has listed. Column C is the difference between Column A and Column B.
9. Reasons why you believe the requested change in valuation is justified. You may write see attached and have photos, quotes, appraisals etc.
10. If the property on which you are filing has been sold within the last three years, attach a copy of the purchase agreement, escrow statement, or other evidence supporting the sale price.
11. If the property on which you are filing has not been sold but was listed for sale within the last three years, please attach a copy of the listing agreement.
12. Answer question or place N/A.
13. If supplying an appraisal, please note, your appraiser will need to be present at your hearing.
14. Please note that if you have already filed an appeal within the last three years, you may not be eligible to file again, unless one of the four reasons apply.
15. Answer question.

Please sign and date this complaint form in front of a Notary.

Additional Information:

E-File site: gcreatestate.com

Email: appraisal@gcauditor.com

Mail: Geauga County Auditor's Office
Appraisal/Board of Revision
231 Main Street Suite 1A
Chardon, OH 44024

Walk in: Court House Annex
Gauga County Auditor
231 Main Street 1A
Chardon, OH 44024

Phone: 440-279-1619