

Frequently Asked Questions

What is the Assessor's Office required to do?

Pursuant to Colorado State General Property Tax Law, the Assessor's Office is required to appraise all real property and to determine prescribed uniformity in assessments.

The total valuation of all property, as determined by the County Assessor, is certified to the state and county and approved by the Colorado Division of Property Taxation. Valuation of the various school districts and of towns and incorporated districts are certified to their respective boards.

After the levies are certified to the Assessor, it is then his duty to extend the tax on all property assessed and direct the County Treasurer to collect them.

How does the Assessor establish value?

Assessment date is January 1 of each year for taxes payable the following year. For residential properties, the Assessor must determine actual market value. This is based on, style, size, amenities, location, etc., and is then compared to like properties that have sold during an eighteen month time span. Those sales nearest to the end of the eighteen month period would be the most representative. Keep in mind that residential properties can **only** be valued by the market approach 39-1-103(5)(a) C.R.S.. For most nonresidential property, the Assessor considers comparable sales information, as well as the cost, and income approaches to value.

How do I know the actual value the Assessor has on property I own?

In May, a Notice of Valuation is mailed to all property owners. **(THIS IS NOT A TAX BILL)** The purpose of the notice is to notify you of any change in your property valuation and advise you of your right to appeal the new value.

What if I disagree with the total actual value of the property?

You would fill out the real property appeal form on your Notice of Valuation or you may contact the Assessor's Office in writing. Keep in mind that residential properties can **only** be valued by the market approach. You should inform the Assessor what you believe the value of your property to be along with three comparables or like properties supporting that value.

Where do I find my comparables?

All sale of properties should be recorded with the Clerk & Recorder's Office. This information is then given to the Assessor's Office. This data is public information and your Assessor's Office will gladly show you how to obtain the required information. A Real Estate office is another good source for information on sold properties.

My Notice of Valuation is divided into land value and an improvement value, though I didn't make any improvements. Why is this?

Improvement is the terminology used by the Division of Property Taxation to identify everything added to or put on the land, such as buildings. If you have made no changes to an existing structure but you still have an increase, this would reflect the market showing an increase in value. Please remember, appeals are for the **total** actual value, rather than the individual value, of land or improvements.

I agree with the total actual value, but I'm afraid my taxes will go up accordingly. Should I appeal my value because I feel my taxes will increase?

NO! The assessment rate is set by the State Legislature. Mill levies are set each year by taxing authorities. The mill levy determines amounts of each tax bill that goes to schools, fire districts, water and sanitation districts, governmental agencies, and other special districts. Each tax district differs, the following example of computing taxes is based on a hypothetical assessment rate and mill levy.

Residential:	\$150,000 X .0796 = \$11,940 X .054454 = \$650.18
Nonresidential:	\$150,000 X .290 = \$43,500 X .054454 = \$2368.75

When should I appeal my total value?

Notices of Valuation are mailed May 1. Please read the notice carefully. There are specific dates for mailing your appeal or for hand delivery of your appeal. This will allow for any adjustments, if needed, that can be made before the tax bill is sent to you. Contact your County Assessor at this time. **Don't wait until you receive your tax bill the following January!**

What happens after I appeal?

The Assessor will review your appeal and respond to you in writing by the end of June with a Notice of Determination (NOD). If you are not satisfied with the Assessor's determination, you may make a written appeal on or before July 15 to the Cheyenne County Board of Equalization. They are located at:

**Clerk to the Board
Cheyenne County Board of Equalization
51 South 1st, PO Box 567
Cheyenne Wells, CO 80810**

Is the month of May the only time I can appeal a valuation?

Certainly not. The Assessor's Office is open Monday through Friday, 8:00 a.m. to 4:00 p.m. to answer your questions and to ensure that all valuations are fair. However, to preserve your legal right to appeal a decision of the Assessor's to the County Board of Equalization, you must first make a formal appeal, in person or in writing, to the Assessor in May. Remember, the Assessor wants the correct value for your property.

What's the Taxpayers responsibility?

If the Notice of Valuation reflects a value you disagree with or if you have questions about the valuation, contact your County Assessor. **Do not wait until you receive your tax bill the following January.**

If you are dissatisfied with the County Board of Equalizations Decision:

You may appeal to the Board of Assessment Appeals, to the County Commissioners for binding arbitration, or the District Court of the county in which the property is located. You must appeal **within 30 days** of the County Board of Equalization's decision.

If you are dissatisfied with the decision of the Board of Assessment Appeals or District Court:

You can appeal to the Court of Appeals **within 30 days** of the Board of Assessment Appeals decision or **45 days** of a District Court decision.