

## NOTICE OF VALUE PETITION PROCESS

### (District Assessments)

#### **A. LESSEE'S WRITTEN PETITION REQUESTING A REVIEW OF FULL CASH VALUE OR LEGAL CLASSIFICATION**

If Lessee desires to file a petition regarding the Full Cash Value or legal classification provided in the Notice of Value, Lessee may submit a written petition within sixty (60) days of the mailing of the Notice of Value to Lessee. Such petition shall be mailed or emailed to the District Representative identified in the Notice of Value at the address, or email, for the District Representative set forth in the Notice of Value.

Any petition challenging Full Cash Value or legal classification shall include the following:

1. Lessee's name and evidence of Lessee's interest in the property;
2. Property address and Novus Parcel ID provided on the Notice of Value;
3. Copy of the Notice of Value with respect to which Lessee is filing a petition;
4. Statement explaining Lessee's challenge to the Full Cash Value or legal classification;
5. A list of all documents to be included with the petition supporting Lessee's claims challenging the Full Cash Value or legal classification; and
6. Copies of all documents relied upon by Lessee in challenging the Full Cash Value or legal classification.

#### **B. MEETING WITH DISTRICT REPRESENTATIVE AND DISTRICT REPRESENTATIVE RULING**

Upon receipt of Lessee's written petition, the District Representative shall notify the Executive Director of the District (the "**Executive Director**") of the Lessee's petition. The Executive Director, a District Board Officer, or a designee thereof (the "**District Designee**"), shall schedule a meeting with Lessee within thirty (30) days of receipt of notice of such petition to hear Lessee's requests regarding the Full Cash Value or legal classification.

District Designee shall provide a written ruling regarding the Full Cash Value or legal classification and a basis for the ruling to the Lessee (the "**Review Ruling**") within thirty (30) business days of meeting with the Lessee. The Review Ruling shall be delivered by first class mail.

#### **C. PETITION OF DISTRICT REPRESENTATIVE RULING**

If Lessee disagrees with the Review Ruling, Lessee may petition the District Board, within thirty (30) days of the mailing of the Review Ruling to Lessee (the "**Petition to the Board**"). Lessee need not file a new petition but may re-submit the original petition.

#### **D. DISTRICT BOARD MEETING TO HEAR PETITIONS AND DISTRICT BOARD RULING**

The District Board will schedule a meeting annually to hear any Petitions to the Board, the time and place of which will be provided to each Lessee submitting a Petition to the Board. The District Board shall only consider information made available to the District Designee pursuant to the applicable original petitions.

The District Board shall provide a written ruling to each Lessee who timely filed a Petition to the Board regarding the Full Cash Value or legal classification (the "**District Board Ruling**") within thirty (30) business days of the annual meeting via first class mail. The District Board Ruling shall be final and there shall be no rights to petition for a further review of the Full Cash Value or legal classification related to the tax year for which the petition was filed.

The filing of a petition regarding Full Cash Value does not relieve Lessee of responsibility to pay all District Assessments when due.

The full cash value petition process provided herein is based on current law and may be subject to revision in the event of any changes to the applicable underlying law or regulations.

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