

**INFORMAL ADJUSTMENT REQUEST
TAXABILITY APPEAL**

Assessor's Parcel Number (Account No.): _____

Legal Description: _____

Owner of Record: _____ Telephone # _____

Address: _____

City _____ State _____ Zip _____

KPB 5.12.040 (c) Informal Adjustment Meeting. The assessor shall provide, upon request, an informal adjustment meeting between the Assessor and the person receiving an assessment notice, for the purpose of resolving a valuation or tax exemption dispute. The meeting shall be requested within 30 days of the mailing of notice of assessment, and shall be held prior to board of equalization hearings.

KPB 5.12.045 Tax Exemption Appeal Procedure. All appeals, for relief from a determination by the borough assessor that the property is taxable under law, must be taken by an owner or agent or assign of the property owner, and must be taken directly to the superior court in the Kenai venue district, under the rules of appellate procedure governing appeals from administrative agency decisions.

USE THIS FORM TO REQUEST AN INFORMAL ADJUSTMENT MEETING WITH THE BOROUGH ASSESSOR. DO NOT USE THIS FORM TO APPEAL TO KENAI SUPERIOR COURT. AN APPEAL OR REQUEST FOR INFORMAL ADJUSTMENT MEETING MUST BE RECEIVED BY THE BOROUGH ASSESSOR WITHIN 30 DAYS OF THE MAILING OF THE NOTICE OF ASSESSMENT.

REQUEST FOR INFORMAL ADJUSTMENT MEETING (please fill in completely)

I, _____, request an informal adjustment meeting with the Borough Assessor to resolve my claim that the property described above is exempt from taxation.

My property is exempt from Borough taxes because: (please include applicable state or federal law or KPB Code)

PRINT NAME

SIGNATURE

DATE

Please return completed form and any additional documentation to:

Kenai Peninsula Borough
Assessing Department
144 N. Binkley
Soldotna AK 99669

(907) 262-4441 or 1-800-478-4441
Fax (907) 262-8633

ASSESSING USE ONLY

Informal adjustment meeting scheduled

Notice of date of meeting sent

By: Name, initials & date