

## Holmes County Board of Revision

*Please read the instructions on the back of the complaint form in addition to the guidelines below.*

- Please review your property record card information and verify all the data.
- Failure to accurately and completely fill out the complaint form may result in dismissal of your complaint.
- The name on line 1 must be the owner of record as of the date of the filing.
- Be advised that the Board of Revision has jurisdiction to consider/adjust values for the CURRENT tax year only. No prior years will be considered.
- You **MUST** enter a value for your property on line 9. The property VALUE is the basis for your complaint, NOT TAXES.
- You **MUST** date and sign the complaint form and have your signature **NOTARIZED**.
- If the stated amount of increase/decrease is at least \$17,500 assessed value, a notice will be sent to the affected Board of Education. The Board of Education has thirty (30) days in which to file a counter-complaint.
- Prepare for your hearing now. We do not grant continuances because you are not ready.
- Failure to appear at the assigned date and time of your hearing will result in the complaint being dismissed.
- All complaints for tax year 2023 have to be filed in this office by 4:30PM on April 1, 2024 or postmarked April, 2024.
- Complaints can be filed in our office from January 1 to April 1, 2024. Complaints received with a postmark after April 1 and before January 1 will be dismissed.
- The Board of Revision is following the holding of the Board of Tax Appeals (BTA) in permitting only attorneys at law and owners of record of affected properties to file complaints for a reduction in value. If you have questions, you may wish to consult your legal advisor.