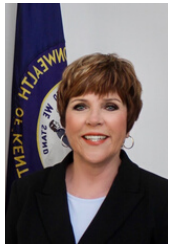




Colleen Younger  
Jefferson County  
Property Valuation Administrator



# You Have a Right to Appeal Your Assessment

## Tips

### Step 1:

Prepare your appeals package to support your opinion of the value of your home. Documentation is important.

You'll have the opportunity to upload your documentation during the on-line process or you can mail or hand-deliver your documentation to the Jefferson County PVA's office after completing the online process.

Helpful documentation includes:

**Photos, photos, photos!**

Take a wide-angle and close-up photograph of each condition-related issue in your home.

The goal is to show the whole room or facade where issues exist, then a close-up of the affected part of your home.

**Wide-Angle Examples:**



Shows whole room or exterior facade

**Close-Up Examples:**



Shows detail of damage or non-updated feature



(Continued on back)

# You Have a Right to Appeal Your Assessment

## Interior issues include, but are not limited to:

- Kitchens and/or bathrooms that are not updated
- An unfinished basement
- Plumbing issues
- Electrical issues
- Damage to ceilings and/or walls

## Exterior issues include, but are not limited to:

- Damage to soffits, or the underside of your home i.e. arches, balconies, eaves
- Foundation damage
- Roof and/or gutter damage
- Damaged windows
- Unusable or unsafe garages or driveways
- Vacant or distressed properties near your home

## Paperwork to Include:

Documents that indicate a different value of your home, if you have any. For example:

- A recent appraisal of your home
- Estimates for needed repairs and/or deferred maintenance

## Written Comments:

During the online process, you will be asked for comments supporting your opinion on the value of your house:

- Write an explanation of why the value of your home should be different than your assessment
- Include a description of each photo and as well as the paperwork you will submit as documentation and the reasons why they support a change in your assessed value

*Note: it's helpful to prepare your comments before starting the PVA's Online Conference. You can then cut/paste your comments during the online process, upload a file containing comments, mail or hand deliver to the PVA's office.*

## Step 2:

Log on to [www.jeffersonpva.ky.org](http://www.jeffersonpva.ky.org). Click on PVA ONLINE CONFERENCE & APPEALS

## Step 3:

Follow the instructions to complete the online process. If you did not upload your documentation – photos, paperwork and comments, you must either mail or hand deliver them within three business days to:

Jefferson County PVA  
815 West Market Street, Suite 400  
Louisville, KY 40202  
502-574-6380  
Office Hours: 8am-4pm Eastern

Questions about the Online Conference?  
Call us at 502-574-6224