



**Notice of Appeal – Informal – Property Tax Exemption**

**Under Chapter 456-10 WAC, Informal Appeal, I appeal the attached determination of the Department of Revenue pursuant to RCW 84.36.850.**

- ▶ Property Address \_\_\_\_\_
- ▶ General Description of Property \_\_\_\_\_  
\_\_\_\_\_
- ▶ Is the Property Leased or Rented?  Yes  No (If Yes, Attach a Copy of the Lease/Rental Agreement)
- ▶ What Portion is Leased or Rented? \_\_\_\_\_
- ▶ Name and Address of Lessee/Renter \_\_\_\_\_  
\_\_\_\_\_
- ▶ If Real Property, Are Buildings Planned or Under Construction on This Site?  Yes  No
- ▶ If Yes, Proposed Completion Date \_\_\_\_\_ Purpose of New Construction \_\_\_\_\_

**Determination of Department of Revenue**

- Land  Exempt  Non-Exempt
- Buildings  Exempt  Non-Exempt
- Personal Property  Exempt  Non-Exempt

**Your Contention to Board of Appeals**

- Land  Exempt  Non-Exempt
- Buildings  Exempt  Non-Exempt
- Personal Property  Exempt  Non-Exempt

- ▶ Reasons for Appeal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

▶ <b>Appellant(s) Signature</b> (If not represented by Attorney or CPA)	Print Name		
Mailing Address - Street	City	State	Zip
Daytime or Message Telephone Number (      )	E-Mail Address		

▶ <b>Representative's Signature</b> (If any)	Print Name		
Bar Number or Certified Public Accountant License No.      ↻			
Mailing Address - Street	City	State	Zip
Daytime or Message Telephone Number (      )	E-Mail Address		

# Instructions

To appeal, please send **only the following two items below** to the Board of Tax Appeals within 30 days of the mailing of the final determination concerning the exemption. See RCW 84.08.130 or RCW 84.36.850, and RCW 1.12.070.

For additional information please see Chapter 456-10 WAC.

## ➔ Item 1.

This **Notice of Appeal**, including the **original signature** of the appellant or their authorized representative, if the representative is an Attorney or Certified Public Accountant licensed in the State of Washington.

## ➔ Item 2.

A **copy** of the final order of the *Department of Revenue* that you are appealing.

### Send to: Mailing Address:

Board of Tax Appeals  
P.O. Box 40915  
Olympia WA 98504-0915

**OR**

### Delivery Address:

910 - 5th Avenue S.E.  
Olympia WA 98501

Fax or E-mail transmittals are acceptable **only** if the original *Notice of Appeal* is postmarked or delivered to the Board on or before the date of transmission. See WAC 456-10-325.

The Board of Tax Appeals will send a copy of your *Notice of Appeal and final determination* to the opposing party.

## What's Next?

You will be mailed a letter acknowledging receipt of your appeal. This letter will also include your Docket Number. All future communication with the Board regarding your appeal must reference this Docket Number.

After receipt of your Docket Number you may provide any additional materials that support your case to both the Board of Tax Appeals and the opposing party.

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## Public Disclosure Notice:

Under the provisions of RCW Chapter 42.17 and WAC Chapter 456-12, information and materials submitted to the Board of Tax Appeals are considered public records and are available for public inspection and copying.

## Questions?

If you have questions concerning this form, or would like to request this form in an alternate format, contact the Board of Tax Appeals at 360-753-5446 (voice/TDD), [bta@bta.state.wa.us](mailto:bta@bta.state.wa.us) (e-mail), 360-586-9020 (fax), or write:

Board of Tax Appeals  
P.O. Box 40915  
Olympia, WA 98504-0915

For more information, visit the Board's web site at <http://bta.state.wa.us>.