

Notice: Available April 2 thru April 30<sup>th</sup>, the Sioux City Assessor has put into action an appeal program that is located on our Beacon website. Property owners will have to search for their property first before an appeal can be started (this is a pre-populated form & can be submitted online). The link to the search page is:

<https://beacon.schneidercorp.com/Application.aspx?AppID=10&PageType=Search>

## Instructions for filing your Petition

### FILING/DEADLINE REQUIREMENTS

Appeal dates are April 2 thru April 30<sup>th</sup>.

Your Petitions must be returned to us on or before April 30<sup>th</sup>. If mailing your petition in, it must be postmarked by April 30.

Return petitions to:

Sioux City Assessor

620 Douglas St, 5<sup>th</sup> Flr

Sioux City IA 51101

Office hours: 8:00 – 4:30

OR email your petition to [scbor@sioux-city.org](mailto:scbor@sioux-city.org) on or before April 30<sup>th</sup>.

**\*\*Please NOTICE: Correspondence regarding your appeal will be communicated by email when possible. Please make sure that [scbor@sioux-city.org](mailto:scbor@sioux-city.org) is added to your safe senders in your email application.**

### COMPLETING YOUR PETITION

Choose at least one of reasons 1 thru 5 (An explanation of the reason is located on back of the petition.)

If you want to request an oral hearing, please check yes at the bottom of the petition. If there is no check, there will be no oral hearing appointment scheduled. Board will still review petition.

We cannot reschedule appointments. If your appointment does not work for you, you may have an agent appear on your behalf.

**Mailing address, phone number, email address** is located at the bottom of the form. It is important that these be correct so that we can notify you of further notices from the board of review.

Petitions **must** be signed (electronic signature is accepted).

If you are appealing more than one property, please turn them in at the same time and we will do our best to schedule them together. This is not always possible due to different types of properties.

There are sales reports available for comparable properties. You may access the information on our website at [https://www.woodburycountyiowa.gov/assessor\\_city/comparable\\_sales/](https://www.woodburycountyiowa.gov/assessor_city/comparable_sales/)

If you are appealing a commercial or multifamily/rental property, an income and expense report and rent roll will be requested.