

**Berkeley County Assessor's Office
400 West Stephen Street, Suite 208
Martinsburg, WV 25401-3838
Telephone 304-264-1904 Fax 304-262-8484**

2012 ASSESSMENT INFORMATION AVAILABILITY

2012 Real Estate Appraisal/Assessment information will be available for informal public review beginning January 11, 2012. My office staff will be available for questions and any informal review a property owner may desire. Our address and telephone number appear above.

If the assessed value of any real estate parcel has increased ten percent (10%), or more, Notice of Increase of Assessment will be mailed during the week of January 9, 2012.

If, after the Assessor's review, a property owner disagrees or believes his value(s) are not correct, the following procedure is available:

In accordance with West Virginia Code § 11-3-24, the County Council shall convene for the purpose of reviewing and equalizing assessments made by the Assessor.

No questions of class changes or late filing of farms shall be addressed, only questions of assessed value will be reviewed.

The Berkeley County Council will convene as the Board of Review and Equalization in January 2012 and hold hearings in Suite 205, the County Council Chambers, 400 West Stephen Street, Martinsburg, West Virginia, as follows:

Monday	January 30, 2012	2:00 PM-4:00 PM
Thursday	February 02, 2012	2:00 PM-4:00 PM
Monday	February 06, 2012	2:00 PM-4:00 PM
Thursday	February 09, 2012	2:00 PM-4:00 PM
Monday	February 13, 2012	2:00 PM-4:00 PM
Thursday	February 16, 2012	2:00 PM-4:00 PM
* Wednesday	February 22, 2012	2:00 PM-4:00 PM*

February 16, 2012 is the LAST date to submit review applications and appeal hearings.

***February 22, 2012 is the final date for the Board of Review and Equalization to meet; this is NOT A HEARING DATE. On this date the Council will make its final determinations. ***

Appeal forms may be obtained at the addresses below or on-line at www.berkeleywv.org

Berkeley County Council	or	Berkeley County Assessor
400 West Stephen Street, Suite 201		400 West Stephen Street, Suite 208
Martinsburg, WV 25401		Martinsburg, WV 25401
Telephone 304-264-1923		Telephone 304-264-1904
Fax 304-267-5049		Fax 304-262-8484

If any person fails to apply for relief on the above scheduled days, he or she shall have waived their right to ask for correction in their assessment list for the current year and shall not, thereafter, be permitted to question the correctness of their list as finally fixed by the County Council, except on appeal to the circuit court.

APPLICATION FOR REVIEW OF PROPERTY ASSESSMENT

THIS COMPLAINT WILL NOT BE REVIEWED UNLESS FILLED OUT IN DETAIL.

Property assessed in the name of _____ in _____ County, West Virginia _____ 20 _____

To the Assessor of _____, _____ County Board of Review and Equalization:
 Your complaint represents that the following described real estate is valued and assessed out of proportion to its true and actual value on the assessed tax roll and requests a return of the assessed valuation before the next period of liability is effective.

Property assessed in the name of _____ in _____ District

Address of property _____
 LOT NO. _____ BLOCK NO. _____ ACRES _____

Assessed Value—Land \$ _____ Improvements \$ _____ Total \$ _____

CONSTRUCTION BY COMPLAINT	PURCHASE BY COMPLAINT
Cost of land	Total purchase price
Cost of construction or contract price	Date purchased
Date of Construction	Cost of added improvements
Cost of added improvements	Face amount of the business carried
Face amount of the business carried	Offered for sale for
Offered for sale for	Date of offer
Date of offer	Monthly rental received, if rented
Monthly rental received, if rented	Present value in your opinion
Present value in your opinion	

REASON AND BASIS FOR COMPLAINT

List the name and location of three properties comparable to yours. If more space is needed, use back.

1. _____

2. _____

3. _____

I do hereby certify that the above statements are true to the best of my knowledge and ability and that all questions on this petition pertaining to the property have been answered.

Signature of Complainant _____
 Address of Complainant _____

Assessor's Use-Only
 Map No. _____
 Parcel No. _____