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Maricopa County

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This correspondence is to advise you of changes that may impact the 2013 appeal season.

For Real Property appeals:

- Our office will continue to reject missing or incomplete Agency Authorization Forms allowing for a 15 day resubmittal period
- We will verify Agent registration status only one time during the appeal cycle. The timing of the verification process will vary from year to year, but will coincide with the Notice of Value mailing date. All then currently-active agents will be entered into our system as verified and active. If our process reveals that an agent's registration is expired, we will send a courtesy letter of our findings. If our determination is incorrect and/or the agent has renewed their registration, our office will need to be notified. When appeals are received, they will only be accepted from verified active agents. All others will be rejected. If an agent transitions into an inactive status after our verification date, it will be up to the agent to re-activate their registration, transfer their appeals to a currently active agent or withdraw their appeals.
- We will no longer attempt to verify the legal status of anyone who signs as the "person who owns, controls or possesses" the property(ies) in question. We will check the form for completeness, but will not verify the status of the person signing. That is the responsibility of the agent.
- The **ONLY** Agency Authorization Form we will accept is the most current version available through the Arizona Department of Revenue. Please consult the Department's website.

For Personal Property and IPR appeals:

- All of the above guidelines will apply with the exception of the 15 day resubmittal period for missing or incomplete Agency Authorization forms. Because the appeal filing period is considerably shorter for these types of appeals, our office will email and/or call the agent asking that the missing or incomplete Agency Authorization be resubmitted. Note: if an Agency Authorization deficiency is discovered at or near the end of the 20 day filing period, the appeal may be rejected due to time constraints. At which time you may file rejected appeals to the State Board.

If you have any questions, please call Frankie Woodard @ 602-506-3080

Sincerely,
Joe Propati, Chief Appraiser