

- iii) HEARING OFFICER: For 1-nonhomestead real property (and contiguous real property) or 2-wireless personal property account(s) with a FMV in excess of \$500,000, to a hearing officer with appeal to Superior Court (value and uniformity grounds only).
 - iv) SC: Directly to the Superior Court (requires consent of BOA) (any/all grounds).
 - 6) **File Attachment Option** – The workflow will include an option for the user to upload existing electronic files to support their appeal, such as owner's authorization of agent, a fee appraisal document, pictures, scanned or other file documents, and videos.
 - 7) **Appeal Application Form** - The Appeal Application Form will be generated as a PDF document with relevant information automatically inserted on the form. Specific auto-inserted items include the following:
 - a) Property Owner Name
 - b) Address
 - c) City, State, Zip
 - d) Phone Number(s)
 - e) Email Address
 - f) Property / Appeal Type
 - g) Property ID Number
 - h) Account Number
 - i) Property Description
 - j) Selected Grounds for Appeal
 - k) Selected Appeal Option
 - l) Owner's Value Assertion
 - m) Property Owner Comments
 - n) Property Class
 - o) Signature
 - p) Date
 - q) Agent's Info (if included)
 - r) Previous Year's Value
 - s) Current Year's Value
 - t) Include a signature block that allows the user to enter an on-screen signature.
 - u) If Comparable Properties were selected by the applicant:
 - i) Include parcel reports for the subject property and each comparable property – numbered (Comp #1, Comp #2, Comp #3...).
 - ii) Include a map of property locations – labeled Comp #1, Comp #2, Comp #3...
 - 8) **Submit the Appeal Petition** – After the user has reviewed and completed their Assessment Appeal, they will click a submit button to send the Assessment Appeal notification to CLIENT's designated representative via email. This page will also give the user the option to print and save their own copy of the Appeal and download attached documents. The ability to submit an appeal will be restricted to dates defined by CLIENT.

iii. **Assessment Layers Creation**

Assessment layers creation is the process of building up to six (6) pre-approved GIS data layers from CLIENT's real estate data or tax systems to CLIENT's qPublic.net and keep the attribute information up to date. The qPublic.net assessment layers creation process uses an automated routine that typically runs on a regular schedule kicked off by PROFESSIONAL's DataETL process. Common network administration activities, such as computer replacements, system upgrades, password resets, database year rollovers, and others, may affect the process, and this requires continual maintenance effort by PROFESSIONAL's support team. Additional charges may apply if backfill is not currently set up or is a new installation.

iv. **Comparable Search**

PROFESSIONAL will add the Comparable Search Add-On feature to CLIENT's qPublic.net website. This feature will include modules that allow users to search for comparable properties based on data from the CLIENT's existing real estate property and sales records.