

Dear Property Owner,

The following is a basic explanation of what you can expect during the protest process after you have filed the petition of protest by the mandatory deadline of May 1, 2013:

**On Site Inspection:** Your protest petition will be assigned to one of our staff appraisers for a complete on site review of the property. This review will include: taking photos, inspecting the exterior of your property, verifying and correcting all pertinent data, and measuring and sketching the exterior of all structures if necessary. In some cases an interior inspection may be necessary as well.

If your property is gated or you live in a gated community, please contact us to make an appointment to access the property, or call us to provide the gate access code.

After the field review has been completed the appraiser will either e-mail or mail you a letter informing you of any change to your valuation. If an adjustment has been made, and you are in agreement with the valuation, you may choose to withdraw the petition of protest by signing and returning a copy of the letter.

**Informal Conference:** If we have not adjusted your valuation or you remain in disagreement with our revised valuation, you may choose not to withdraw the protest and proceed with the protest process. If this is the case, the appraiser may set up an “informal conference” to meet with you in person. At this time the appraiser will inform you of any changes made to your property records and present you with information that supports our valuation. You may also bring any new documentation you have not already provided to our office in support of your value for the appraiser to consider. If you bring sales information of properties comparable to yours, please ensure that you are submitting sales that occurred during 2012.

**Formal Hearing:** If your protest is not resolved at the informal conference, then a formal hearing will be scheduled for you before the County Valuation Protest Board. You will be notified by certified mail of the date, time, and location of the hearing at least 15 days prior to the hearing. In addition, you will receive a 9 page “Information Pamphlet” that provides you with more information relating to the protest hearing process.

This pamphlet is currently available under the heading of “Protests” on our website at: [http://www.santafecountynm.gov/assessor/downloadable\\_forms](http://www.santafecountynm.gov/assessor/downloadable_forms) if you wish to read it at any time.

The County Valuation Protest Board consists of three members. Two members and two alternates are members of the county, and are appointed by the County Commission. The third member and an alternate are employees of the State Property Tax Division, and serve as the Chairperson of this board.

The protest board will hear testimony and accept documentation from both the Assessor's Office and you, the protestant. Please make sure to bring 5 copies of any documentation you will be submitting as evidence. If we have to make copies for you, we are required to charge 50 cents per page.

If you will be presenting any documentation to the protest board, please make sure to give a copy to the appraiser in charge of your case at least 30 days prior to the hearing.

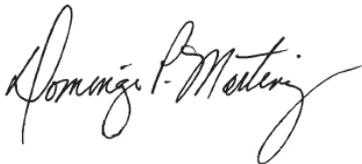
After the hearing the board will privately discuss and decide the case. The board will then mail a written decision and order to both parties within thirty days after the hearing. If the board rules in your favor, the Assessor's valuation will be adjusted accordingly.

If a protestant fails to appear at the hearing, the protest will be denied and the valuation will default to the assessor's value.

All protests are mandated to be resolved within 180 days of filing the protest with the assessor's office. This deadline may be extended by the New Mexico Property Tax Director if the assessor requires and requests more time to resolve protest.

I am hopeful that this brief explanation has helped you understand the process of protesting your property value. If you have any questions please call our office at 505-986-6300. Please provide our staff with your protest number as listed on your protest form and we will connect you to the appraiser responsible for your case.

Sincerely,

A handwritten signature in black ink, appearing to read "Domingo P. Martinez". The signature is fluid and cursive, with a large initial "D" and "M".

Domingo P. Martinez, Santa Fe County Assessor