



**OFFICE OF THE SANTA FE
COUNTY ASSESSOR**

240 GRANT AVE.
PO BOX 126
SANTA FE, NM 87504-0126
www.santafecountynm.gov/assessor

ISAIAH F. ROMERO
COUNTY ASSESSOR

IVAN BARRY
CHIEF DEPUTY ASSESSOR

May 1, 2025

Dear Property Owner,

The following is a basic explanation of what you can expect during the protest process after filing a petition of protest by the mandatory deadline of **June 2, 2025**:

On-Site Inspection

Your protest petition will be assigned to one of our staff appraisers for a complete on-site or desktop review of the property. This review may 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 also be required.

If your property is gated or located in a gated community, please contact us to schedule an appointment for access, or call us to provide the gate access code.

After the field review is complete, the appraiser will notify you by email or mail of any changes to your property valuation. If an adjustment has been made and you agree with the revised valuation, you may choose to withdraw your petition by signing and returning a copy of the letter.

Informal Conference

If your valuation has not been adjusted, or if you disagree with the revised valuation, you may choose to proceed with the protest process rather than withdraw your petition. In that case, the appraiser may schedule an informal conference to meet with you in person.

During the conference, the appraiser will explain any changes made to your property records and provide documentation supporting the valuation. You may also bring any new documentation not previously submitted to support your opinion of value. If you submit sales data for comparable properties, please ensure the sales occurred during **2024**.

Formal Hearing

If the protest is not resolved during the informal conference, a formal hearing will be scheduled before the **County Valuation Protest Board**. You will be notified of the hearing date, time, and location by certified mail at least **15 days in advance**.

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You will also receive an **Information Pamphlet** that outlines the protest hearing process. This pamphlet and other relevant materials are available under the "Protests" heading on our website:

<https://www.santafecountynm.gov/assessor/forms-documents/forms>

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

The Protest Board will hear testimony and accept documentation from both the **Assessor's Office** and you, the **protestant**. Please bring **five (5) copies** of any documentation you plan to submit as evidence. If we must make copies for you, a fee of **fifty (50) cents per page** will be charged.

If you intend to present documentation to the Protest Board, please provide a copy to the appraiser handling your case **at least thirty (30) days prior to the hearing**.

After the hearing, the board will privately deliberate and make a decision. A written **Decision and Order** will be mailed to both parties within **thirty (30) days** of the hearing. If the board rules in your favor, the **Assessor's valuation** will be adjusted accordingly.

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

All protests must be resolved within **180 days** of filing with the Assessor's Office. This deadline may be extended by the **New Mexico Property Tax Division Director** if the Assessor requests additional time.

I hope this brief explanation helps you better understand the process of protesting your property valuation. If you have any questions, please contact our office at **(505) 986-6300**. Be prepared to provide your **protest number** (as listed on your protest form), and we will connect you with the appraiser assigned to your case.

Sincerely,

Isaiah F. Romero
Santa Fe County Assessor

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