

Sample Decision Letter – Real Property

Property Owner
Main St.
SLC, UT 84000

Property identification number

Appeal number

Hearing date

Dear Property Owner,

The _____ County Board of Equalization (Board) reviewed your appeal and has made a final determination of your property’s value as indicated below. Your _____ (year) tax notice will reflect any changes made by the Board. If you have already paid your _____ (year) taxes, any refund due to you will be issued by the county treasurer.

If you disagree with the Board’s decision, you may appeal to the Utah State Tax Commission. The appeal must be filed by (30 days from Board’s decision). Please contact the county auditor’s office at (telephone number) for forms and instructions.

Respectfully,
County Auditor

Record of Final Decision – Real Property	UCA §59-2-1001 Form PT-015 PT-015.ai Rev. 1/00
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	Pre-board Market	Equalized Market	Adjusted Value (if changed)
Real estate	\$	\$	\$
Improvements	\$	\$	\$
Personal property	\$	\$	\$
Total Value	\$	\$	\$

Explanation to support Board’s final decision

Board Authorized Signature or County Seal	
Signature X	Date