

Please complete and return this petition to Board of Equalization, County-Assessed Properties Division, Property Tax Valuation Studies, MIC:64, PO Box 942879, Sacramento, CA 94279-0064



**PETITION TO CONDUCT PROPERTY TAX VALUATION STUDY**

**1. PETITIONER INFORMATION**

NAME OF PETITIONING ORGANIZATION \_\_\_\_\_

MAILING ADDRESS (number and street) \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

CONTACT PERSON	TELEPHONE (     )	E-MAIL ADDRESS

2. STUDY TYPE BEING REQUESTED     INDUSTRY GROUP     ASSET SPECIFIC

**3. INDUSTRY REPRESENTATIVE (2 INDIVIDUALS REQUIRED PER STUDY)**

a. As the Petitioner, do you also wish to act as an industry representative?

YES    NO

b. Do you wish to nominate an industry representative?

YES    NO

If you wish to act as an industry representative or nominate someone, provide in Attachment A contact information and a detailed discussion of why you or your nominee are best qualified to represent the industry for this study. Provide a list of companies that agree to be represented by you and your nominee; include contact names, telephone numbers, e-mail addresses, and mailing addresses for all companies.

c. Do you wish Board staff to appoint an industry representative?

YES    NO

**4. IDENTIFY THE SCOPE OF THE STUDY**

**5. PROVIDE A LIST OF APPEALS, BY COUNTY, ON SCHEDULE A OF THIS PETITION.**

**6. ATTACHMENTS**

CHECKLIST OF REQUIRED ATTACHMENTS

ATTACHMENT A: CONTACT INFORMATION AND QUALIFICATIONS FOR REPRESENTATIVES.

ATTACHMENT B: A NARRATIVE DESCRIBING THE EVOLUTION OF THE SUBJECT PROPERTY.

ATTACHMENT C: A DISCUSSION OF OBSOLESCENCE ISSUES.

ATTACHMENT D: A DISCUSSION OF THE DATA YOU PLAN TO SUBMIT FOR THE STUDY, AND HOW THIS DATA WILL ALLOW BOARD STAFF TO DEVELOP VALUATION FACTORS. INCLUDE SOURCES (GENERAL DESCRIPTION, E.G., RESELLERS AND MANUFACTURERS) AND THE TYPE OF DATA THE SOURCES WILL PROVIDE.

SIGNATURE OF PETITIONER 	DATE SUBMITTED
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### SCHEDULE A: LIST OF APPEALS BY COUNTY

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PROPERTY OWNER'S NAME

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COUNTY WHERE APPEALED	LIEN DATE	APPEAL NUMBER
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ORIGINAL ASSESSED VALUE	REQUESTED VALUE ON APPEAL	BOARD-ADOPTED VALUE
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BRIEF DESCRIPTION OF ISSUES

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PROPERTY OWNER'S NAME

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COUNTY WHERE APPEALED	LIEN DATE	APPEAL NUMBER
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ORIGINAL ASSESSED VALUE	REQUESTED VALUE ON APPEAL	BOARD-ADOPTED VALUE
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BRIEF DESCRIPTION OF ISSUES

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ORIGINAL ASSESSED VALUE	REQUESTED VALUE ON APPEAL	BOARD-ADOPTED VALUE
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BRIEF DESCRIPTION OF ISSUES

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## INSTRUCTIONS FOR COMPLETING PETITION

Interested parties must demonstrate the need for Board staff to conduct a valuation study, as well as be persuasive regarding the likelihood of a successful outcome. The petitioning process is meant to be a period of discovery and should reveal the following:

- Need for the study.
- Likelihood of a successful outcome to the study.
- Subject property/equipment of the study.
- Information regarding past county assessment appeals, the historical evolution of the subject property/equipment, and any obsolescence issues.
- Industry members.
- Industry representative qualifications.

**Box 2:** There are generally two types of valuation studies for ad valorem personal property tax purposes. The process and the form for petitioning either type of study are the same.

1. **Industry Group:** These studies involve a group of assets that are deployed within a particular industry. Biopharmaceutical equipment and semiconductor manufacturing equipment are examples of industry group types.
2. **Asset Specific:** These studies have a very narrow scope and involve assets that are typically owned by a diverse set of property owners and can be found in many operational settings. Computers and copiers are examples of asset specific types.

**Box 3:** Should your petition be approved, Board staff will require that two persons serve as industry representatives for the study. The two industry representatives must come from different companies/organizations. These representatives should have the full support of companies within the industry and should:

- Have an appraisal background;
- Have a strong command of the appraisal issues involved in the scope of the study; and
- Independently be able to obtain market data and accounting records from various sources in a timely manner.

**Box 3a:** If as the petitioner you wish to serve as an industry representative for the study, check "yes" in Box 3a. Provide your contact information and qualifications in Attachment A (see below).

**Box 3b:** Whether you act as an industry representative or not, you may nominate one or two representatives for the study. Indicate "yes" in Box 3b if you are making a nomination. Provide the contact information for the nominee(s) and qualifications in Attachment A (see below).

**Box 3c:** If you prefer that Board staff appoint one or both industry representatives for the study, indicate "yes" in Box 3c.

**Box 4:** The scope should define the assets that will be analyzed during the study. The data needed for this study will reflect the defined assets and serve as the basis for computing the valuation factors. Upon review of the petition or at a time after commencement of a study, Board staff in conjunction with interested parties may find it necessary to modify the scope of the study.

**Box 5:** Provide county assessment appeals information by completing Schedule A. If an appeal was concluded by a stipulation agreement, include the stipulation number in the issues section. If an appeal was withdrawn and a settlement agreement was reached with the assessor, include that information in the issues section.

**Attachment A:** If you wish to act as industry representative or if you are nominating one or both industry representatives, provide contact information and a list of the qualifications of the recommended industry representative(s). This should be a detailed and convincing discussion that outlines education and industry experience. **For studies that involve industry group type studies**, Attachment A should include a list of companies that have agreed to be represented by you and/or your nominee(s). This list is important. The industry representatives should represent a good majority of the industry and not just a segment of companies within an industry. In reviewing your petition, Board staff will survey the industry. Your inability to demonstrate the support of a good majority of the industry will complicate your petition and may lead to a denial of your petition. Also companies that agree to be represented by you and/or your nominee(s) should understand that they will be required to provide accounting records and source documents. Failure of the companies within the industry to provide accounting records and source documents in a timely manner will result in a termination of the study.

**Attachment B:** Provide a historical narrative of the evolution of the property/equipment described in the scope of the study. This narrative should be a chronology of the development and technological evolution of the subject property/equipment as it pertains to valuation.

**Attachment C:** In detail, provide solid evidence of extraordinary obsolescence and how this has impacted the subject property/equipment valuation over a period of time. While observations are useful to this discussion, you should also provide measurable examples. For example, if you state that the subject property/equipment has experienced rapid technological advances and that conditions in manufacturing the subject property/equipment have improved significantly over time to the point that the price of a replacement is decreasing, provide a list of models, their replacements, and the historical discounted price new (street price) over a period of time. While you should provide a comprehensive list of this type of data if your petition is approved, providing a sample in Attachment C will strengthen your petition.

**Attachment D:** Provide a list of the type of data you plan to submit, and a list of sources for the data. You should provide a detailed discussion on how this data will allow Board staff to develop a valuation factor. If you are requesting that the Board staff conduct a living study, the companies you listed in Attachment A should be prepared to submit up to seven years of accounting records. For **asset specific type studies**, you will be required to determine the market share of the manufacturers of the property/equipment involved in your study. Include the source of market share information in Attachment D.

*See Property Tax Valuation Study Procedures for further information regarding property tax valuation studies.*