

# HOW TO APPEAL ELECTRONICALLY

If you wish to appeal your valuation and in order to maximize social distancing, one of the following appeal options may be more suitable. This will significantly reduce person-to-person contact and continue our desire to give you excellent customer service.

## **Online Option** – *Failure to follow the instructions could result in a non-submittal.*

1. Go to [gpublic.net/ga/hall](http://gpublic.net/ga/hall) – also see url in top right corner of assessment notice.
2. Search for your property using the Account Number or Property ID Number found on your assessment notice.
3. Once found on the map, select the Report link. The Report link is on the right dashboard in the upper right hand corner.
4. Once the parcel data is open select the “Appeal to Board of Assessors” link under “Assessment Appeals Process”. This is just above the Summary at the top of the page.
5. Enter your email address to start the process. A special secure code will be emailed to you so that if you want to resume the appeal later, you can pick up where you left off.
6. Follow the instructions, make your selections, fill out the form completely and then either submit or discontinue your appeal.
7. An email will be submitted to the Board of Tax Assessors office with a link to all of your appeal documents. Download and keep your copies for your records.

## **Email**

- Email to [assessor@hallcounty.org](mailto:assessor@hallcounty.org) using the PT-311A form located at [www.hallcounty.org/appealform](http://www.hallcounty.org/appealform).

***Sign and date your appeal. Also, include a daytime phone number and email address.***

Be sure to use the PT-311A form located at [www.hallcounty.org/appealform](http://www.hallcounty.org/appealform) when appealing via email. You are not required to use the appeal form if submitting via regular mail; however, it is required when appealing via email. The appeal form will be automatically generated when using the **Online Option**. If appealing via regular mail the appeal form is not required but is recommended.

When appealing, specify the reason for appeal. Reason(s) for appeal can only be one or more of the following: Value, Uniformity or Taxability, Denial of Exemption or Covenant. Additionally, be sure to include any helpful details about the property. Also, include your value assertion, which is what you think the property is worth. Current valuations are as of January 1 and based on prior calendar sales comparables, as required by law.

As always, we are available and happy to answer any questions you might have regarding your assessment. You can contact us at 770.531.6720 or [assessor@hallcounty.org](mailto:assessor@hallcounty.org).