

Memo

Date: January 13, 2020

To: All Assessors

From: Property Tax Division, Information and Education Section

RE: Local Boards of Appeal and Equalization – Published & Posted Notice

Minnesota Statute requires county assessors to notify city and town clerks of the day and times of Board of Appeal and Equalization meetings on or before February 15 (see section 274.01, subdivision 1). The meetings must be held between April 1 and May 31.

Additionally, the town or city clerk must publish and post the notice of the meeting at least ten days before the day of the meeting.

The department understands that “posting” typically occurs in the city or town hall, while “publishing” typically occurs in the local newspaper of the jurisdiction or county.

We recommend using the following text when posting and publishing your notices:

Important Information Regarding Property Assessments

This may affect your 2022 property taxes.

The Board of Appeal and Equalization for [CITY/TOWNSHIP NAME] will meet on [DATE], [TIME], at [LOCATION]. The purpose of this meeting is to determine whether property in the jurisdiction has been properly valued and classified by the assessor.

If you believe the value or classification of your property is incorrect, please contact your assessor’s office to discuss your concerns. If you disagree with the valuation or classification after discussing it with your assessor, you may appear before the local Board of Appeal and Equalization. The board will review your assessments and may make corrections as needed. Generally, you must appeal to the local board before appealing to the county board of appeal and equalization.