

FUNCTION OF THE BOARD OF REVIEW

The Board of Review consists of 3 citizens that live in the City. The Board of Review meets on several occasions throughout the year but its primary duty is to hear appeals regarding property values when the board meets in March.

Board of Review members are not employees of the City and do not have a vested interest in agreeing or disagreeing with the Assessor or the taxpayer. Their only job is to hear appeals as to the VALUE that has been determined by the Assessor. They have no authority to do anything else! They do not have any control of tax rates or tax amounts.

The Board of Review will hear appeals of property tax assessments on certain dates and times. This normally occurs in the month of March, and is available in the 'Board of Review Information' file.

Meetings are held in the City Hall Conference Room (basement level) located at 114 North Kidd Street, Ionia, Michigan.

Appointments are required for appeals and are limited to 5 minutes each.

Review the following for additional information about appealing your property tax assessment.

How to Appeal Your Property Tax Assessment

The property tax assessment appeal process is a mystery to many. If you follow these simple steps, it will eliminate some of the confusion in deciding whether or not to appeal and help you prepare valid information for a successful appeal.

1. Prior to making an appeal to the Board of Review, it is important to understand what the appeal process is and what it means to you. Your first step should be educating yourself by reading the Property Tax Assessment Appeal Process (PTAAP).
2. If you have decided to continue with your appeal after reviewing the information in Step 1, you will need to print this packet of information and complete the [petition](#) (*an online fillable form to fill out and print*) prior to meeting with the board. (Or, you can also print a copy of the petition form located on pages 2 and 3 at the end of this document.
3. Now that your petition has been completed, you need to schedule a time for your appeal. You can schedule your appeal by sending an email to Randy Jewell at rjewell@ci.ionia.mi.us or by calling 616-523-0146.
4. Prepare for your appeal. Appeals are limited to 5 minutes each so it is important to use your time talking about issues that the Board of Review can address. Refer to the information provided in Step 1 for tips on how best to prepare for your appearance before the Board of Review.