



**STANDARD FORM AGREEMENT  
TO FOREGO PTABOA HEARING OR TO STIPULATE TO ASSESSED VALUE BY WAY OF APPRAISAL**

State Form 55853 (R / 12-18)  
Prescribed by the Department of Local Government Finance

Indiana Code 6-1.1-15-2.5 allows a taxpayer and township or county official to enter into a written agreement in which both parties:

- (1) forego a Property Tax Assessment Board of Appeals ("PTABOA") hearing and directly appeal to the Indiana Board of Tax Review ("IBTR"); or
- (2) stipulate to the assessed value of the tangible property in dispute as determined by an independent appraisal under the terms and conditions in IC 6-1.1-15-2.5(e).

If the taxpayer and assessor choose to enter into such an agreement, the agreement must be entered into by both parties within 120 days after the taxpayer's notice of review was filed. This agreement will not prohibit a taxpayer and assessor from resolving issues regarding assessed value or deductions in an informal conference under IC 6-1.1-15-1.2. When the agreement is made, the assessor must immediately forward the agreement to the PTABOA. **This form must be notarized.**

**I. THIS SECTION MUST BE COMPLETED REGARDLESS OF WHETHER SECTION II OR SECTION III IS SELECTED.**

Street address of property under appeal (number and street, city, and ZIP code): \_\_\_\_\_

Parcel number of property under appeal: \_\_\_\_\_

Assessment date under appeal (month, day, year): \_\_\_\_\_

Is a tax representative acting on behalf of the taxpayer?  Yes  No If yes, attach Power of Attorney (unless representative is taxpayer's attorney).

If yes, state name of tax representative: \_\_\_\_\_

Mailing address of taxpayer or tax representative, if different from address above (number and street, city, state, and ZIP code):

\_\_\_\_\_

Telephone number of taxpayer or tax representative, as applicable: \_\_\_\_\_

E-mail address of taxpayer or tax representative, as applicable: \_\_\_\_\_

Mailing address of assessor (number and street, city, and ZIP code): \_\_\_\_\_

**II. THIS SECTION TO BE COMPLETED IF TAXPAYER AND ASSESSOR AGREE TO FOREGO PTABOA HEARING AND APPEAL DIRECTLY TO IBTR. THE TAXPAYER'S SIGNATURE MUST BE NOTARIZED. ASSESSOR AND TAXPAYER MUST EACH KEEP A COPY OF THIS FORM. ASSESSOR SHALL FORWARD A COPY TO THE PTABOA. TAXPAYER SHALL FORWARD A COPY TO THE IBTR. IF COMPLETING THIS SECTION, DO NOT COMPLETE SECTIONS III THROUGH V. PLEASE NOTE: A TAXPAYER WHO ELECTS TO APPEAL DIRECTLY TO THE IBTR MUST, WITHIN 45 DAYS OF FILING THIS STANDARD FORM AGREEMENT WITH THE IBTR, FILE A SEPARATE APPEAL PETITION, ON THE APPROPRIATE FORM, WITH THE IBTR PURSUANT TO IC 6-1.1-15-3. IBTR FORM INFORMATION IS AVAILABLE AT WWW.IN.GOV/IBTR OR BY CALLING 317-232-3786.**

I (taxpayer), \_\_\_\_\_,  
and I (assessor), \_\_\_\_\_, Assessor of \_\_\_\_\_ County, Indiana,  
agree to forego a hearing by the PTABOA of \_\_\_\_\_ County, Indiana, and appeal directly to the IBTR.  
Signature of taxpayer: \_\_\_\_\_ Date (month, day, year): \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_, Assessor of \_\_\_\_\_ County, Indiana,

agree to forego a hearing by the PTABOA of \_\_\_\_\_ County, Indiana, and appeal directly to the IBTR.

Signature of taxpayer: \_\_\_\_\_ Date (month, day, year): \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_, Notary Public  
(Printed Name of Notary Public)

\_\_\_\_\_ County, State of \_\_\_\_\_

My commission expires: \_\_\_\_\_, \_\_\_\_\_

Signature of assessor: \_\_\_\_\_ Date (month, day, year): \_\_\_\_\_

**III. THIS SECTION TO BE COMPLETED IF TAXPAYER AND ASSESSOR AGREE TO STIPULATE TO THE ASSESSED VALUE OF PROPERTY BY WAY OF AN INDEPENDENT APPRAISAL. THE TAXPAYER'S SIGNATURE MUST BE NOTARIZED. ASSESSOR AND TAXPAYER MUST EACH KEEP A COPY OF THIS FORM. ASSESSOR SHALL FORWARD A COPY TO THE PTABOA.**

- 1) The PTABOA must select three Indiana registered appraisers as potential appraisers to conduct an independent appraisal.
- 2) No later than fifteen (15) days after the PTABOA chooses the potential appraisers, the taxpayer and the township or county official may each strike one (1) appraiser from the list of potential appraisers by providing written notice to the PTABOA of the name of the appraiser the party chooses to strike.
- 3) No later than sixty (60) days after the date of the agreement, an independent appraisal must be conducted. If both the taxpayer and assessor have chosen to strike an appraiser from the PTABOA's list of potential appraisers, the remaining appraiser shall perform the appraisal. If only one or neither of the parties has chosen to strike an appraiser from the list—that is, there are two (2) or three (3) appraisers who were not struck from the list—then the PTABOA will choose the appraiser who will perform the appraisal.
- 4) The appraisal must be: (i) performed in accordance with the usual and customary professional standard for an Indiana registered appraiser; (ii) notarized; and (iii) filed with the PTABOA no later than three (3) days after the appraisal is completed.
- 5) The taxpayer and the township or county official stipulate for purposes of review by the PTABOA that the correct assessed value of the tangible property in dispute is the appraised value as determined by the appraisal.
- 6) The taxpayer and the township or county official retain the right to initiate a proceeding for review the stipulated determination before the IBTR.

Signature of taxpayer: \_\_\_\_\_ Date (month, day, year): \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_, Notary Public  
(Printed Name of Notary Public)

\_\_\_\_\_ County, State of \_\_\_\_\_

My commission expires: \_\_\_\_\_, \_\_\_\_\_

Signature of assessor: \_\_\_\_\_ Date (month, day, year): \_\_\_\_\_

**IV. THIS SECTION TO BE COMPLETED BY PTABOA AFTER IT RECEIVES A COPY OF THIS FORM WITH SECTION III COMPLETED. ONCE THE PTABOA COMPLETES THIS SECTION, THIS FORM SHALL BE RETURNED TO THE ASSESSOR AND TAXPAYER.**

The PTABOA of \_\_\_\_\_ County, Indiana, selects the following three Indiana registered appraisers as potential appraisers to conduct an independent appraisal of the property under appeal:

\_\_\_\_\_  
The PTABOA understands that no later than sixty (60) days after the date of the agreement entered into by the taxpayer and assessor, an independent appraisal must be conducted. If both the taxpayer and assessor have chosen to strike an appraiser from the PTABOA's list of potential appraisers, the remaining appraiser shall perform the appraisal. If only one or neither of the parties has chosen to strike an appraiser from the list—that is, there are two (2) or three (3) appraisers who were not struck from the list—then the PTABOA will choose the appraiser who will perform the appraisal. The appraisal must be: performed in accordance with the usual and customary professional standard for an Indiana registered appraiser; notarized; and filed with the PTABOA no later than three (3) days after the appraisal is completed. When the PTABOA receives the completed appraisal pursuant to the agreement, it must enter a stipulated determination of assessed value 1) based on the agreement of the parties; and 2) equal to the appraised value of the property determined by the appraisal. If the PTABOA's determination is in the form of a stipulated determination, notice to the parties must be given no later than thirty (30) days after entry of the stipulated determination.

Signature of PTABOA member: \_\_\_\_\_ Date (month, day, year): \_\_\_\_\_

Signature of PTABOA member: \_\_\_\_\_ Date (month, day, year): \_\_\_\_\_

Signature of PTABOA member: \_\_\_\_\_ Date (month, day, year): \_\_\_\_\_

Signature of PTABOA member: \_\_\_\_\_ Date (month, day, year): \_\_\_\_\_

Signature of PTABOA member: \_\_\_\_\_ Date (month, day, year): \_\_\_\_\_

**V. THIS SECTION TO BE COMPLETED BY TAXPAYER AND ASSESSOR ONCE PTABOA HAS COMPLETED SECTION IV. ONCE TAXPAYER AND ASSESSOR HAVE COMPLETED THIS SECTION, ASSESSOR SHALL RETURN THIS FORM TO THE PTABOA. THIS SECTION MUST BE COMPLETED NO LATER THAN 15 DAYS AFTER THE PTABOA CHOOSES THE PROPOSED APPRAISERS.**

I (taxpayer), \_\_\_\_\_, strike \_\_\_\_\_ from the list of the PTABOA's proposed appraisers (if not striking a name, insert N/A).

Signature of taxpayer: \_\_\_\_\_ Date (month, day, year): \_\_\_\_\_

I (assessor), \_\_\_\_\_, Assessor of \_\_\_\_\_ County, Indiana, strike \_\_\_\_\_ from the list of the PTABOA's proposed appraisers (if not striking a name, insert N/A).

Signature of assessor: \_\_\_\_\_ Date (month, day, year): \_\_\_\_\_