UNDERSTANDING YOUR NOTICE OF PROPOSED VALUATION

In four easy steps

Step [1] Verify your account information
Start by making sure the property address, account number, and owner name(s) on your notice are correct.

Step [2] Note your new assessed value
Your notice will show the new market value of your property, as determined by the recent reassessment. This reflects the approximate amount your property would sell for today.

Step [3] Check if you have been approved for the Homestead Exemption
If it says “YES,” you qualified for the City’s Homestead Exemption program. If it says “NO,” you did not apply or were not approved for the Homestead Exemption program, or your application was not processed in time to be reflected on this notice. The program is for all homeowners, but if you already have an abatement or are enrolled in the Longtime Owner Occupants Program (LOOP), then you are ineligible to also receive the Homestead Exemption. If you think you may eligible, you should apply by September 13, 2019.

Step [4] Check the description of your property
This explains how your property is classified for assessment purposes.

Finally, remember that YOUR NOTICE IS NOT A BILL. Your 2020 taxes will be calculated based on the Real Estate Tax rate, which will be determined by the Mayor and City Council. For more information, please call 215-686-9200 or visit www.phila.gov/opa.
Dear Property Owner:

Enclosed is a Notice of Property Market Valuation for 2020. This information is being sent to you because there has been a change in either the Total Market Value of your property or in the components that make up the Total Market Value of your property. This is not a tax bill, but this is important information that may impact your tax bill.

The Total Market Value of your property includes the Improvement Market Value (for the actual building/structure that is on the land) and the Land Market Value (for the land itself). The land value is essentially an allocation of the portion of Total Market Value attributable to the land. The table on the enclosed Notice shows any changes that have been assessed for your property.

To determine assessed values of residential properties, OPA typically considers a number of factors, including:

- Size and age of the property
- A property’s location and condition
- Recent sales of similar properties in the area, taking into account differences between properties sold and the property being assessed

For commercial and large multi-family properties, value is determined by analyzing recent sales, costs of operation, income generated, or the cost of land and construction.

For the 2020 Tax Year, while OPA is implementing consultant-recommended process changes and a new CAMA system, OPA is using a Market Trending method in place of the typical method described above. Using the 2019 value, OPA will apply a trending factor based on recent sales that will keep the value in step with market trends. These factors coincide with 16 different location sectors, called Zones. The Zone for your property is indicated on the Notice for your reference, and a Zone map will be available on OPA's website.

If you think the new value is incorrect, you may request that OPA conduct a First Level Review (FLR) if you are able to prove at least one of three things:

- The characteristics of your property that affect its value are substantially incorrect.
- The valuation of your property is too high or too low.
- The valuation of your property is not uniform with other properties throughout the City.

Your ability to pay may not be used as a reason to request a FLR.
You may request a review of this valuation by completing the enclosed First Level Review form and returning to OPA by May 24, 2019.

There is also a formal appeal process conducted by the Board of Revision of Taxes. The deadline for filing a formal appeal with the Board of Revision of Taxes is October 7, 2019. Although it is not necessary, we encourage you to file the FLR request first to see if you are able to resolve your issue administratively before filing a formal appeal with the Board of Revision of Taxes.

Requesting a First Level Review does not preclude you from filing an appeal with the Board of Revision of Taxes. If you miss the deadline for submission of the FLR form, are unsatisfied with the outcome, or haven’t received a decision from the FLR prior to October 7, 2019, you still have the option of filing a formal appeal by the October 7, 2019 appeal deadline.

It is important to you and the City that your market value be accurate and fair. Please carefully review the information in this Notice and contact the OPA at 215–686–9200 or online at www.phila.gov/opa with any questions.

Sincerely,
The Office of Property Assessment