

**NOTICE  
Board of Review and  
Equalization**

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, January 28, 2016, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2016.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

Please be advised that questions of property tax class changes or late filing requesting of farm use valuation shall not be addressed.

The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2016 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times:

Tuesday	February 2, 2016	1:30 p.m.
Thursday	February 4, 2016	1:30 p.m.
Tuesday	February 9, 2016	1:30 p.m.
Thursday	February 11, 2016	1:30 p.m.
Tuesday	February 16, 2016	1:30 p.m.

Persons wishing to appear before the Commission should apply with the Assessor's office no later than Friday, February 12, 2016 in order to complete the proper forms and to schedule a hearing date prior to the planned final hearing date of Tuesday, February 16, 2016.

In the alternative, you may also request an appeal by filing a written protest with the Clerk of the County Commission no later than February 19, 2016, indicating you wish your protest to be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2016. If the Board of Review and Equalization has adjourned sine die before February 19, 2016, and a request to have your protest heard by the Board of Assessment Appeals is filed no later than February 19, 2016 with the Clerk of the County Commission, your appeal will be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2016.

Given under my hand this 7<sup>th</sup> day of January, 2016.

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**JENNIFER MAGHAN, COUNTY CLERK**