



WELCOME TO THE ON-LINE YOLO COUNTY ASSESSMENT APPEAL APPLICATION FORM

Go to www.yolocounty.org > Community > Assessment Appeals

Open the application by clicking on the link [Applications for Changed Assessment.](#)

1. First, get a **pin number**. Click on '[Click here to request Pin.](#)'
2. Enter your e-mail address, first name, middle initial, last name, street address, city, state, zip code and phone (ie. 530-666-1234) (alt. phone is optional) and click **Submit**.
3. You will receive a confirmation saying 'Email sent to your email. Please click on the link in the E-Mail to receive Pin via E-Mail.'
4. Click **Close**.
5. Open your email account where you will see an email from Appeals Board, subject line: Please verify E-mail ID. **Note:** If you do not see an email, try checking your junk email box.
6. Click on the Verify Email link. You will receive another note saying 'Successfully Verified E-mail. Pin Number sent to Email: your email address.'
7. X out of this page and it will take you back to the application page.
8. Return to your email account and open the page for your PIN Number. Copy and paste your PIN Number into the Pin Number box
9. **Assessment No.** – type in your Assessment Number, found on your property tax bill. Type in all 12 digits, no spaces or dashes
10. If you do not know your Assessment No., click on the 'Search for Asmt' link
 - a. Type in your street address (ie. 1234 Bay St) – please note: it may take a few tries to obtain the information, as it has to match your records exactly. Minimum 6 characters required. Samples: St instead of street; Ave instead of Avenue.
 - b. Alternate method to find your Assessment Number: Open another tab and go to www.yolocounty.org > Government > Assessor > 2012/13 Assessed Values Here > under Street Address type in just your street number, no street name. It'll bring a list of all the properties with that street number.
 - c. Click on the link for your property and the Assessment number will be at the top of the page
11. **Assessment Type:** Defaults to Regular Appeal. Applications are accepted only during the filing period of July 2nd through November 30th. Choose Supplemental, Roll Change/Escape if

Instructions continued on next page

you have received a notice. Appeal for these options must be filed within 60 days of the notice date. If you are outside the 60 days, the program will not allow you to file.

12. **Notice Date:** Only fill in if filing a Supplemental or Escape appeal ie. 07/12/12
13. **Verification Code:** Enter Code in box to right of verification code – NOT CASE SENSITIVE.
14. Click Log in
15. Possible error messages:
 - a. 'The code you entered did not match up with the image provided; please try again with this new image.' Retype or paste in your PIN again and enter the verification code
 - b. 'Invalid Asmt' may mean you filed before the values were loaded into the system or you were over the 60 days filing a supplemental or escape appeal
16. Once you are in the program, fill out the required boxes as directed.
17. Before submitting your appeal, you will be asked to provide a credit card number to pay the \$45 nonrefundable filing fee.
18. You may also print or save a copy for your records, which we strongly suggest you do.
19. Once the Clerk of the Board receives your application, you will receive a confirmation letter confirming the application was accepted.

Note: If you have any trouble using this link, please check in with the Assessment Appeals Clerk or call (530) 666-8195.