

Please note: If you have questions about the information provided on your Annual Notice of Current Assessment, please see the frequently asked questions (FAQs) “Why did I receive an Annual Notice of Current Assessment?”

Instructions on Appealing your property value using eFile

Begin the appeal process by viewing the Neighborhood Transfer Prices provided for your neighborhood found on the www.gwinnett-assessor.com website. The maps and property transfer information are used to determine your assessment. Your neighborhood information may be retrieved by entering the neighborhood number found under the Account Number field on your Assessment Notice.

What do I do if believe the value of my property is too high?

To appeal, you must file a signed state-wide uniform appeal form within 45 days from the date of the Notice. This form may be mailed or hand-delivered to the Assessor’s Office. Filings via email or fax will not be accepted. We cannot accept filings by email or fax.

The Georgia state appeal form, (PT311A) is provided on our website.

Click on [PT311A](#) link or enter

(<http://www.gwinnettassessor.manatron.com/eFileSystem/AppealPT311.aspx>) into your browser.

Follow these quick & easy steps.

Select one of the following options:

- **Register** - suggested for filing multiples appeals - property owners who own multiple properties or tax agents with multiple properties. Registered is our preferred method to create your Appeal document due to the contact information provided will be used by our appraisal staff. To register an Account, select Register Today button & enter your information.

- **Unregistered** – Property owners may still file appeals without providing the contact information required in the Registration process.

Select [Click Here to Begin](#)

Enter the Parcel ID Number located on your 2012 Notice of Current Assessment.

Click on the property record.

After selecting your record, you will be prompted to complete the PT311A Appeal form.

- 1) Select Agent if you registered.
- 2) Please specify the grounds for an appeal (check all that apply). Most property owners select value & uniformity.
- 3) Determine the avenue you wish for your appeal. Board of Equalization (BOE) is most commonly selected and is free.

- 4) If you would like to provide an opinion of value for your land or improvements, please enter the amount in the field Appeal Value. The application will calculate the total. This information will be used during your appeal review.
- 5) Explain why you are filing an Appeal in 250 or less words. Supporting documents may be submitted with the appeal form, such as, the first page of your settlement statement if you purchased your property in 2011. We request that you use paperclips and not staples. This aids in faster processing & scanning of your appeal.
- 6) Enter your phone numbers. If you prefer our appraisal staff to follow-up via email, please include your email address.
- 7) Select [Your PT-311A is ready for downloading.](#)
- 8) Save, print & **mail or deliver** your Appeal to the Gwinnett County Board of Assessors, 75 Langley Drive, Lawrenceville, GA 30046. **Note:** we do not accept Appeal via email or fax.

Once you file the appeal, an appraiser will review the appeal and may make changes. If your value is changed, the Board of Assessors will notify you by U.S. Mail. If you are unsatisfied with the changes you will have 30 days from the date on the letter to respond. By responding that you do not accept the changes, your information will be forwarded to the Clerk of Courts to schedule you for a hearing. The Clerk of Courts will notify you by mail when you are scheduled. You will need to be present and prepared for the hearing.

If upon the initial review of your appeal, the appraiser does not make a change to your property valuation, your information will be automatically forwarded to the Clerk of Courts to schedule you for a hearing. The Clerk of Courts will notify you by mail when you are scheduled. You will need to be present and prepared for the hearing.

If you have any questions about your appraisal, please feel free to contact us at 770.822.7200 or assessor@gwinnettcountry.com.

Recommendation: Approximately 256,000 notices will be mailed between April 4 - 6, 2012. The Assessor's Office phones will be very busy during this time period, causing you extended hold times. We apologize for any inconvenience. Each taxpayer has 45 days from the date on the Annual Notice of Current Assessment to have their appeal delivered to our offices.

If you were unable to find answers to all of your questions using our website, you may choose to wait a few weeks before attempting to call to not experience the longer hold times.