PROPERTY SELF-REVIEW GUIDE

BENTON COUNTY ASSESSOR • INFORMATION FOR PROPERTY OWNERS

Have questions about your assessed value?
You can review your property information and gather information about similar properties before deciding whether to contact our office.

STEP 1 | REVIEW YOUR PROPERTY

Start by checking the information the Assessor's Office has on file for your property. You can request a property record card from our office or look it up online:

Assessor's website	https://www.bentoncountyia.gov/assessor/
County Beacon site	beacon.schneidercorp.com/?site=BentonCountyIA

Ways to review your property's value

1. SALES COMPARISON

Review recent sales of properties similar to yours in your market area.

- Look for **4–6 comparable properties** that sold in the past 6–12 months.
- Compare similar characteristics, such as location, size, age, condition, and features.
- If needed, expand beyond your neighborhood or consider sales from the past 2 years.
- Realtor websites may show active listings; compare property details with the Assessor's records.

2. EQUITY COMPARISON

Compare the assessed values of similar properties in your neighborhood or local market area.

- Review your property and similar properties on the same street or nearby area.
- Similar properties may not have identical assessed values; look for a reasonable range.
- This comparison is subjective and depends on how similar the properties truly are.
- Use the Assessor and Beacon resources listed above.

3. MARKET ANALYSIS

Ask a local realtor to prepare a market analysis for your property. The realtor may compare your property with similar homes that have recently sold and properties currently listed for sale.

4. INDEPENDENT APPRAISAL

Consider hiring a qualified appraiser to appraise your property. If you already have an appraisal, check its date. An appraisal completed more than 2 years ago may no longer reflect current market conditions.

Helpful tip: Comparable properties are most useful when their characteristics and circumstances are similar to your property. Make sure you are comparing accurate property information.

CONTACT THE ASSESSOR'S OFFICE

STEP 2 | PRE-NOTICE REVIEW

You do not have to wait until assessment notices are mailed, the Informal Assessment Review period, or the Board of Review period to discuss your assessment. You may contact the Assessor's Office at any time to ask questions, report possible property data errors, request an assessment review, or ask for an inspection.

BEST TIME TO CONTACT US

October–February

This is generally the best time to request a review because appraisal staff are conducting field work.

What to expect from a pre-notice review

- **No fee:** The review process is free and informal.
- **A chance to re-review:** The Assessor's Office can review the property information and consider the concerns you raise.
- **Potentially avoid a formal appeal:** In many cases, an early review can resolve concerns before a formal assessment appeal is needed.

Why might an interior inspection be requested?

An interior walk-through may help appraisal staff:

- Correct errors in the property record.
- Determine the property's current condition and quality.
- Update records when staff have not been inside the property for a long time.
- Maintain accurate, up-to-date property information.

Please note: Property owners may refuse entry. However, without an interior inspection, it may be more difficult—or impossible—to verify the property's condition and maintain accurate records.

Why accurate property information matters

Under Iowa Code § 441.21, assessments generally need to reflect the current fair market value of the property. Reviewing property data and discussing concerns with the Assessor's Office can help ensure the records used in the assessment are as accurate as possible.

QUESTIONS? CONTACT THE BENTON COUNTY ASSESSOR'S OFFICE

Phone: (319) 472-5211 **Email:** bcassessor@bentoncountyia.gov

This guide is intended to help property owners understand options for reviewing property information and discussing assessment concerns. It does not replace official notices, deadlines, or appeal procedures.