



# Assessor Review 2023 Reference Guide

## Appealing Online – Email Validation/Access Code

1. Click the link provided on the Office of the Assessor website to initiate the online appeal.

**2023 Assessor Review will open February 1, 2023**

To appear before the Board of Review, an appeal must be made during the February Assessors Review Period, February 1, 2023 thru February 22, 2023 by 4:30pm. Appeals will only be accepted during February 1, 2023 thru February 22, 2023 timeframe. Any appeal submitted before that date will not be accepted. **Additionally, the appeal must be for the 2023 year only.**

Property Owner/Authorized Agent may Appeal online at [detroitmi.gov/PropertyTaxAppeal](https://detroitmi.gov/PropertyTaxAppeal) (the link will be accessible on February 1, 2023), email at [AssessorReview@detroitmi.gov](mailto:AssessorReview@detroitmi.gov), in person at the Detroit Tax Service Center, Monday-Thursday 8am-4:30pm, 2 Woodward Avenue, Suite 130, or by letter to: Assessor Review, 2 Woodward Avenue, Suite 804, Detroit MI 48226. Any appeals submitted online or email must be received by 4:30pm on February 22, 2023. If the appeal is in writing, the envelope must be postmarked by February 22, 2023. A drop box is located outside the Woodward public entrance of the Coleman A. Young Municipal Center to submit your appeal. Faxed appeals will not be accepted.

2. The link will redirect you to a DocuSign landing page where you will enter your **Name** and **Email**. Click **BEGIN SIGNING**.

**Taxpayer/Submitter**

Your Name: \*

Your Email: \*

**BEGIN SIGNING**

3. For security purposes, it is required to validate your email address to access the online appeal. An access code has been sent to your email. Enter in the **access code** from the email and click **VALIDATE**. You will now be able to enter the online appeal.





Signing validation code: **53916bd4**

**RESUME SIGNING**

Copy and enter the validation code into the access page to continue signing.

**Please enter the access code to view the document**

 **Kimberly Ann Schilling**  
City of Detroit

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code  
 **VALIDATE** I NEVER RECEIVED AN ACCESS CODE

[Show Text](#)

**NOTE:** Should you need to finish this appeal later, this email validation allows you to do so by going back to the email and clicking on **RESUME SIGNING**.

## Appealing Online – Filling out the Appeal

1. **Check** the box to agree to the use of an electronic signature and then click **CONTINUE**.

2. All the fields with the **GRAY** outlines are optional to fill in. All the fields with the **RED** outline are required to fill in. Please try to provide as much information as possible in all the fields.

**NOTE:** Some of the fields are conditional. This means that if you make a certain choice, other fields may pop-up and be required to fill out. Above is an example of Residential Property Type. When you select **Residential**, additional required information will pop-up below that selection.

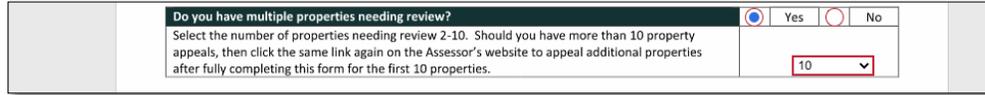
## Appealing Online – Adding Attachments

To add an attachment, click on the paperclip icon and you will be prompted to **UPLOAD A FILE** from your computer. Once the file/s have been uploaded, click **DONE**. You may add up to five (5) files per attachment field.

1. If you are applying on the behalf of someone, you must select **YES** and attach a *Letter of Authorization*. You can find the link to the Letter of Authorization Form [HERE](#) or on the Office of the Assessor [website](#).
2. If you are applying on the behalf of an organization, you must select **YES** and attach the *Article of Incorporation*.
3. Attaching *Supporting Documentation* is optional but recommended. Properties may be subjected to an exterior/interior inspection based on statement or evidence provided.

## Appealing Online – Multiple Property Appeals

Should you need to file an appeal for multiple properties, this form allows you to file **up to 10** appeals at once. Should you need to file more than 10 appeals, you can click the online appeal link again to fill out another form for up to another 10 properties. You can do this as many times as needed to appeal as many properties as needed.



Do you have multiple properties needing review?  Yes  No

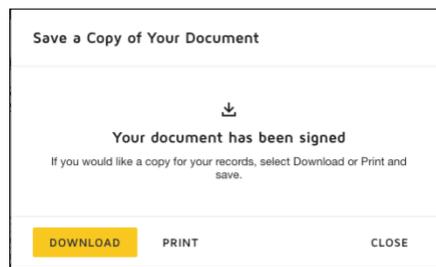
Select the number of properties needing review 2-10. Should you have more than 10 property appeals, then click the same link again on the Assessor's website to appeal additional properties after fully completing this form for the first 10 properties.

10

The subsequent appeal pages are identical to the first page. Please try to provide as much information as possible in all the fields.

## Appealing Online – Completion

1. Once you have completed and signed the appeal/s you will have an option to download or print to save a copy for your records.



Save a Copy of Your Document

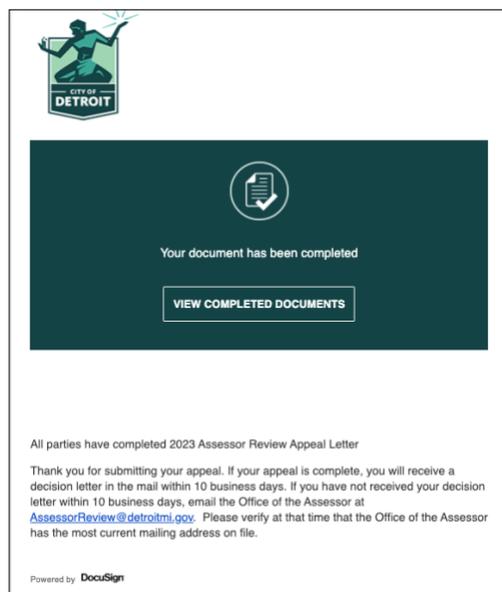
↓

Your document has been signed

If you would like a copy for your records, select Download or Print and save.

DOWNLOAD PRINT CLOSE

2. Additionally, you will receive a completion email letting you know your submission has been received. You can also access the documents from the link provided in the email.







Your document has been completed

[VIEW COMPLETED DOCUMENTS](#)

All parties have completed 2023 Assessor Review Appeal Letter

Thank you for submitting your appeal. If your appeal is complete, you will receive a decision letter in the mail within 10 business days. If you have not received your decision letter within 10 business days, email the Office of the Assessor at [AssessorReview@detroitmi.gov](mailto:AssessorReview@detroitmi.gov). Please verify at that time that the Office of the Assessor has the most current mailing address on file.

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