

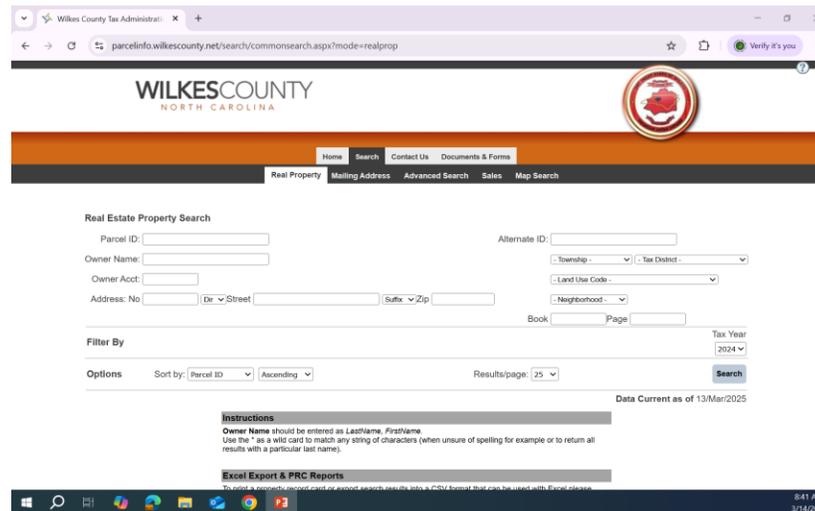
# Wilkes County 2025 Online Appeals Instructions

---

WILKES COUNTY TAX ADMINISTRATION

# Verifying Your Data

- First, we ask that you confirm that the physical data we have on your property is accurate.
- To view the County Tax Records for your parcel, go to the following link:  
<https://parcelinfo.wilkescounty.net/search/commonsearch.aspx?mode=realprop>
- Once you have accessed this page it will look like below:



The screenshot shows a web browser window displaying the Wilkes County Tax Administration website. The page title is "WILKES COUNTY NORTH CAROLINA". The navigation menu includes "Home", "Search", "Contact Us", and "Documents & Forms". Below the navigation, there are tabs for "Real Property", "Mailing Address", "Advanced Search", "Sales", and "Map Search". The main content area is titled "Real Estate Property Search" and contains several search criteria fields: "Parcel ID", "Alternate ID", "Owner Name", "Owner Acct.", "Address: No.", "Dr.", "Street", "Suite", "Zip", "Land Use Code", "Neighborhood", "Book", and "Page". There are also dropdown menus for "Township" and "Tax District". Below the search fields, there are "Filter By" and "Options" sections. The "Filter By" section includes a "Sort by" dropdown set to "Parcel ID" and an "Ascending" dropdown. The "Options" section includes a "Results/page" dropdown set to "25" and a "Search" button. The page also includes an "Excel Export & PRC Reports" link and a "Data Current as of 13/Mar/2025" timestamp. The browser's address bar shows the URL "parcelinfo.wilkescounty.net/search/commonsearch.aspx?mode=realprop".

# Verifying Your Data

Insert your search parameters here (Parcel ID is the most accurate method). You can find your Parcel ID in the Parcel Number box on your Notice. It can be found under your mailing address.

WILKES COUNTY  
NORTH CAROLINA

Home Search Contact Us Documents & Forms

Real Property Mailing Address Advanced Search Sales Map Search

**Real Estate Property Search**

Parcel ID:  Alternate ID:

Owner Name:  Township:  Tax District:

Owner Acct:  Land Use Code:

Address: No  Dir  Street  Suffix  Zip  Neighborhood:

Book  Page

Filter By Tax Year:

Options Sort by:   Results/page:

Data Current as of 13/Mar/2025

**Instructions**  
Owner Name should be entered as LastName, FirstName.  
Use the \* as a wild card to match any string of characters (when unsure of spelling for example or to return all results with a particular last name).

**Excel Export & PRC Reports**  
To print a property record card or export search results into a CSV format that can be used with Excel please follow these steps:  
- Perform a desired search.  
- Select the records to include in the report either one by one or by using the options in the Selection Manager.  
- Select the desired report option (e.g. CSV Export, PRC Residential) and hit GO  
- Click Open when prompted for an export. Property record cards will open as a PDF.

**Disclaimer**  
The Tax Assessor makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information is updated periodically and may or may not represent changes either in ownership or physical characteristics from the last certified tax roll. All other data is subject to change.

By accessing records on this website, I agree to these terms and conditions.

1:14 PM  
3/14/2025

Click the search button here to execute the search.

# Verifying Your Data

Here is where you will be able to confirm our data is accurate. If you notice any discrepancies, please identify those on your appeal.

The screenshot displays the Wilkes County Tax Administration website. The browser address bar shows the URL: `parcelinfo.wilkescounty.net/datalets/datalet.aspx?mode=profileall&slindex=0&icdx=1&LMparent=20`. The page header includes the Wilkes County North Carolina logo and navigation links: Home, Search, Contact Us, Documents & Forms, Real Property, Mailing Address, Advanced Search, Sales, and Map Search.

The main content area is divided into several sections:

- Summary:** A sidebar menu with options like Sales, Alternate ID, Land, Residential, Commercial, Outbuildings, Sketch, Values/Asmt, Value History, Photos, and Map.
- Parcel Information:**
  - Parcel:** WILKES HABITAT FOR HUMANITY, INC \$ 6000 ST
  - Parcel Details:** PartID / PIN: 2207538 / 3887-08-0030; Tax Year: 2024; Tax District: 22 - Wilsboro; Neighborhood: 202 - NBHD 202; Ctl NBHD: 4021; Ortho: 3887.00
  - Owner:** Account Number: 172832; Name: WILKES HABITAT FOR HUMANITY, INC; Name 2: ; Care Of: ; Mailing Address: 320 COTHURN ST, WILKESBORO NC 28697
  - Current Book/Page:** PLAT11996
- Description:**
  - NBHD Code / Name: 202 - NBHD 202
  - Class: EX - EXEMPT
  - Use Code: 900 - NEW HOME UNDER CONST
  - Appraisal Territory: 4
  - Zoning: R6
  - Living Units: 0
  - Topography: 1 - LEVEL
  - Location: ;
  - Parking: ;
  - Utilities: 7 - NONE
  - Restrictions: ;
  - Taxable Acres: .17
- Valuation:**
  - Appraised Land: 8,780
  - Appraised Building: 49,840
  - Appraised Total: 58,620
  - Deferred: 0
  - Exempt/Excluded: 68,800
  - Assessed Real: 0
  - Total Assessed: 0
- Legal:** Physical Address: S BROOK ST
- Tax District Setup:**
  - Tax Dist 1: C02 - 100% - Town of Wilsboro
  - Tax Dist 2: G01 - 100% - Wilkes County
  - Tax Dist 3: ;
- Recorded Transaction:**

UTC	Book	Page	Instrument	Sale Price	City Code
28-OCT-17	PLAT	11996	PLAT-PLAT	04	

The right sidebar contains utility links: 1 of 1, Return to Search Results, My Tax Year (2024), Actions (Printable Summary, Printable Version), and Reports (Gov Export, Sales CSV Export, Residential PRC, Commercial PRC).

The footer shows the URL `https://www.wilkescounty.net` and the system time `1:27 PM 3/14/2025`.

# Comparable Sales App

---

- If you have confirmed that all our data is accurate, but still disagree with the valuation of your property, we ask that next you use our Sales Comparison Tool:

<https://experience.arcgis.com/experience/bfcd3455a70d460ba9f88e13311d839e>

# Comparable Sales App

Here using your property information, you will key in a range of metrics that align with your property's data.



Tools History

Find Comparable Sales

Parcel ID or Address  
500 Courthouse

Search Distance  
1.5 US Survey Miles

Acreage (Minimum)  
Enter a value...

Acreage (Maximum)  
Enter a value...

Year Built (Minimum)  
Enter a value...

Year Built (Maximum)  
Enter a value...

Square Feet (Minimum)  
Enter a value...

Square Feet (Maximum)  
Enter a value...

Bathrooms (Minimum)  
Enter a value...

Run

ACCOUNT	ACRES	ACRETYPE	ATTIC	BASEMENT	BEDROOMTOT	BK	BOOK_PAGE	CDU	CITY
217299	6.80	826	NONE	75%	3	1386	1386/8	AV	LINVILLE
142428	6.24	426				1016	1016/0030		WELLINGTON
213341	10.11	437				1375	1375/78		RALEIGH
217397	3.11	414				1386	1386/248		GOLDSBORO

Total: 741 | Selection: 0

Parcel Sales - 2023-2025

County Line

County Line

2:01 PM  
3/14/2025

# Comparable Sales App

---

	<b>Acceptable</b>	<b>Preferred</b>
<b>Age</b>	+/- 20 years	+/- 10 years
<b>Size</b>	+/- 20%	+/- 10%
<b>Quality</b>	+/- One Step	Match
<b>CDU</b>	+/- One Step	Match
<b>Beds</b>	+/- 1	Match
<b>Baths</b>	+/- 1	Match
<b>Market</b>	Similar	The Same
<b>Acreage</b>	Double/Half*	+/- 25%
<b>City Distance</b>	3 miles**	1 mile
<b>Rural Distance</b>	10 miles**	3 miles

*\*Rural acres with residential improvements may exceed this.*

*\*\*Greater distances may be needed when there are insufficient comps within our standard range.*

On the left are our guidelines on establishing parameters for comparable sales. You may need to increase the search distance based upon the location of your property.

On the next slide we will use our example to setup ranges to search for comparable sales.

# Comparable Sales App

<u>Subject Information</u>	
<b>Parcel</b>	2207535
<b>Acreage</b>	0.17
<b>Year Built</b>	2018
<b>Square Feet</b>	1034
<b>Full Bathrooms</b>	3
<b>Half Bathrooms</b>	2
<b>Bedrooms</b>	0

<u>Comparable Ranges</u>	
<b>Parcel</b>	2207535
<b>Search Distance</b>	10 Miles
<b>Acreage Minimum</b>	0.1
<b>Acreage Maximum</b>	1
<b>Year Built Minimum</b>	1998
<b>Year Built Maximum</b>	2024
<b>Square Feet Minimum</b>	827
<b>Square Feet Maximum</b>	1240
<b>Full Bathrooms Minimum</b>	1
<b>Full Bathrooms Maximum</b>	3
<b>Half Bathrooms Minimum</b>	0
<b>Half Bathrooms Maximum</b>	1
<b>Bedrooms Minimum</b>	2
<b>Bedrooms Maximum</b>	4

# Comparable Sales App

The image shows two side-by-side screenshots of the 'Comparable Sales App' interface. Both screenshots have a 'Tools' tab selected and a 'History' tab visible. The left screenshot shows the search parameters for finding comparable sales:

- Parcel ID or Address: 2207535
- Search Distance: 10 US Survey Miles
- Acreage (Minimum): 0.1
- Acreage (Maximum): 1
- Year Built (Minimum): 1,998
- Year Built (Maximum): 2,024
- Square Feet (Minimum): 827
- Square Feet (Maximum): 1,240
- Bathrooms (Minimum): 1

The right screenshot shows the same search parameters, but with additional filters:

- Year Built (Maximum): 2,024
- Square Feet (Minimum): 827
- Square Feet (Maximum): 1,240
- Bathrooms (Minimum): 1
- Bathrooms (Maximum): 3
- Half-Baths (Minimum): 0
- Half-Baths (Maximum): 1
- Bedrooms (Minimum): 2
- Bedrooms (Maximum): 4

Both screenshots have a blue 'Run' button at the bottom.

In the Comparable Sales app, we will key in our search parameters to find comparable sales for our subject property. Once everything has been typed in, click Run at the bottom.

# Comparable Sales App

---

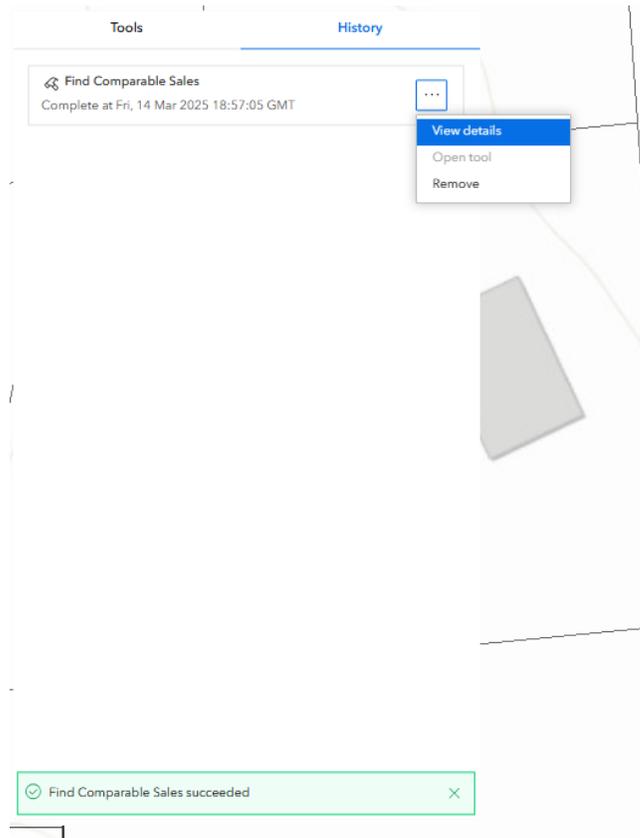


Once you've clicked Run, the window will change to the left-hand side as it runs the report.

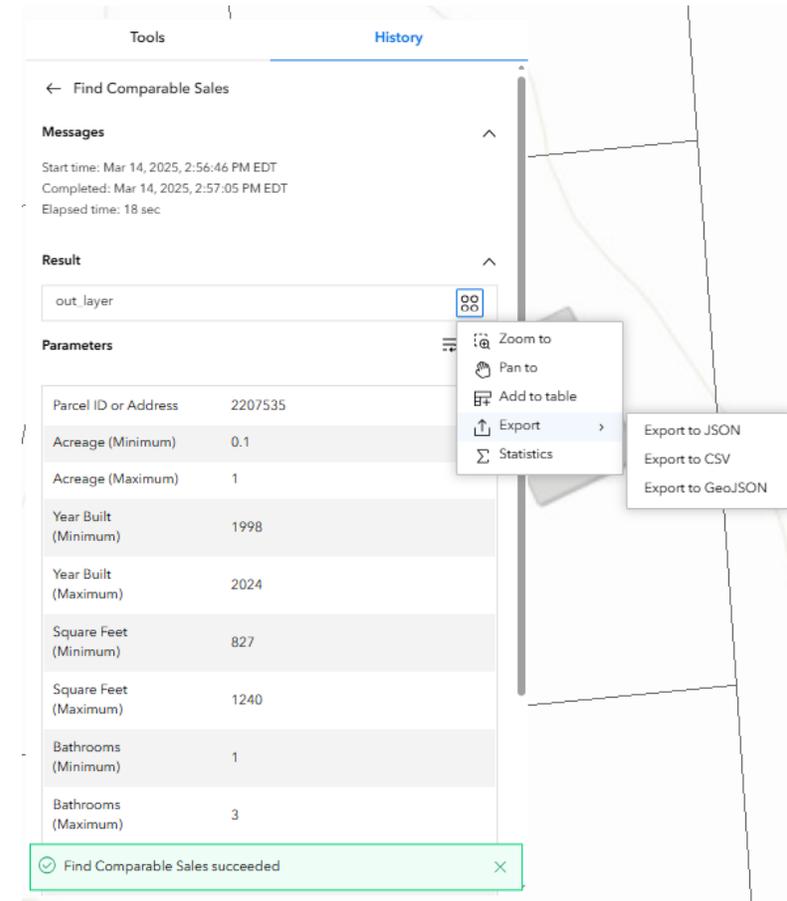
On the right-hand side is how it will look when the report is complete.



# Comparable Sales App



Click on the 3 dots on the right and then click view details. The window will then change to what you see on the right. If you click on the 4 circles to the right of out layer under the Result section, you will have a couple options to see your results. You can either 'add to table' at the bottom or 'export it as a CSV' and view it as a spreadsheet. We will go over the 'add to table' function in the next slides.



# Comparable Sales App

If you click add to table, you can view the results in the bottom box. Our search only yielded one result, so we will want to go back and add 5 miles to our search distance to pull in more results and rerun the report. We will do this until we have at least 3 results.

In this case we only hit 2 results, so I redid some of my parameters. I changed my acreage maximum to 1.5 and had a range of -500 for my Square Footage Minimum and +500 for my Square Footage Maximum. Doing this pulled back 5 results within a 35-mile radius.

The screenshot displays the 'Find Comparable Sales' tool interface. The search parameters are as follows:

Parameter	Value
Parcel ID or Address	2207535
Acreage (Minimum)	0.1
Acreage (Maximum)	1
Year Built (Minimum)	1998
Year Built (Maximum)	2024
Square Feet (Minimum)	827
Square Feet (Maximum)	1240
Bathrooms (Minimum)	1
Bathrooms (Maximum)	3

The results table below shows one entry:

OBJECTID	PARCEL_ID	OWNER1	MAILADD1	MAILADD2	CITY	STATE	ZIP	BK	PG
1	0302493	JOSEPH, JAMES & TRESA	180 CABIN COVE LANE		MORAVIAN FALLS	NC	28654	1371	188

The interface also shows a map of the parcel area, a 'Find Comparable Sales succeeded' notification, and a Windows taskbar at the bottom with the time 3:10 PM on 3/14/2025.

# Comparable Sales App

Below is what the table will look like once you have enough results. The field boxed in orange is the Parcel IDs for each sale that fit within the parameters. You can use the county website to look up their Parcel IDs, view the property characteristics, and see how the sale compares to the value of your property.

OBJECTID	PARCEL_ID	OWNER1	MAILADD1	MAILADD2	CITY	STATE	ZIP	BK	PG
1	0200613	SCHAFFER, ANNA K. (TRUS...	620 N LAKESIDE DRIVE		LAKE WORTH	FL	33460	1378	409
2	1508688	GRIFFIN, PATRICIA A.	340 KITE ROAD		MILLERS CREEK	NC	28651	1377	275
3	0302493	JOSEPH, JAMES & TRESA	180 CABIN COVE LANE		MORAVIAN FALLS	NC	28654	1371	188
4	1903867	PHELTS, STELLA	1621 EAST MT PLEASANT...		PHILADELPHIA	PA	19150	1231	216
5	1301648	HAYES, JUSTIN D	3062 BETHEL ROAD		JONESVILLE	NC	28642	1376	7

Total: 5 | Selection: 0

# Appeals Application

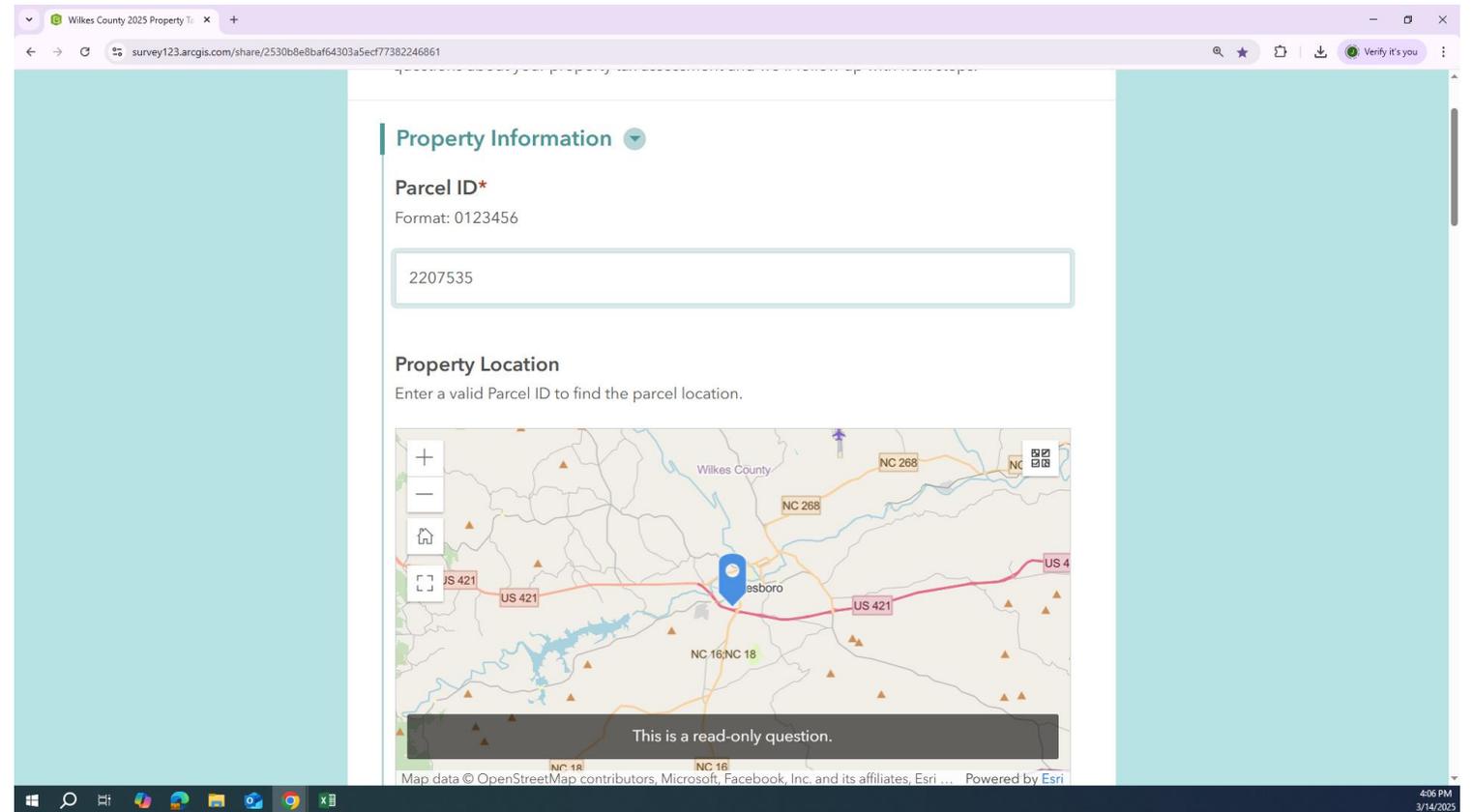
---

If your data is inaccurate or the comparable sales suggest that your value is not aligned with the market, it may be beneficial to file an appeal. To do so, use the following link:

<https://survey123.arcgis.com/share/2530b8e8baf64303a5ecf77382246861>

# Appeals Application

The first step will be to enter your Parcel ID. This will drop a pin on your property location on the map.



# Appeal Application

---

You will then select what best describes your property.

Wilkes County 2025 Property T... x +

survey123.arcgis.com/share/2530b9e8baf64303a5ecf77382246861

Verify it's you

**How would you best describe this property?\***  
Please select all that apply

- Single Family Residence (House, Condo, Townhome)
- Multi-Family (Apartment)
- Commercial or Industrial
- Agricultural
- Vacant Land
- Other

Reason for Filing Appeal ▾

4:07 PM  
3/14/2025

# Appeal Application

---

Here you will select the specific item you are appealing. If you choose "Other," a small box will appear for you to provide additional details.

You will also need to indicate the basis of your appeal.

The screenshot shows a web browser window with the following content:

- Browser tab: Wilkes County 2025 Property T...
- Address bar: survey123.arcgis.com/share/2530b0e8baf64303a5ect77382246861
- Survey title: Reason for Filing Appeal
- Section: What are you appealing?\*
- Options for "What are you appealing?":
  - Market Value
  - Present Use Value
  - Other
- Section: What is the appeal based on?\*
- Options for "What is the appeal based on?":
  - Comparable Sale / Appraisal
  - Square Footage or Property Data
  - Recent Construction / Purchase
  - Other

The Windows taskbar at the bottom shows the time as 4:09 PM on 3/14/2025.

# Appeal Application

---

Here you will fill in your opinion of value, select applicant type, and fill in the Applicant's name.

Wilkes County 2025 Property T...

survey123.arcgis.com/share/2530b8e8baf64303a5ecf77382246861

**Owner's Opinion of Value\***  
Enter value in Dollars

110000

**Contact Information**

**Applicant Type\***

Applicant

Agent or Attorney

**Full Name\***  
Last, First, Middle Initial

Doe, John, S

**Mailing Address\***

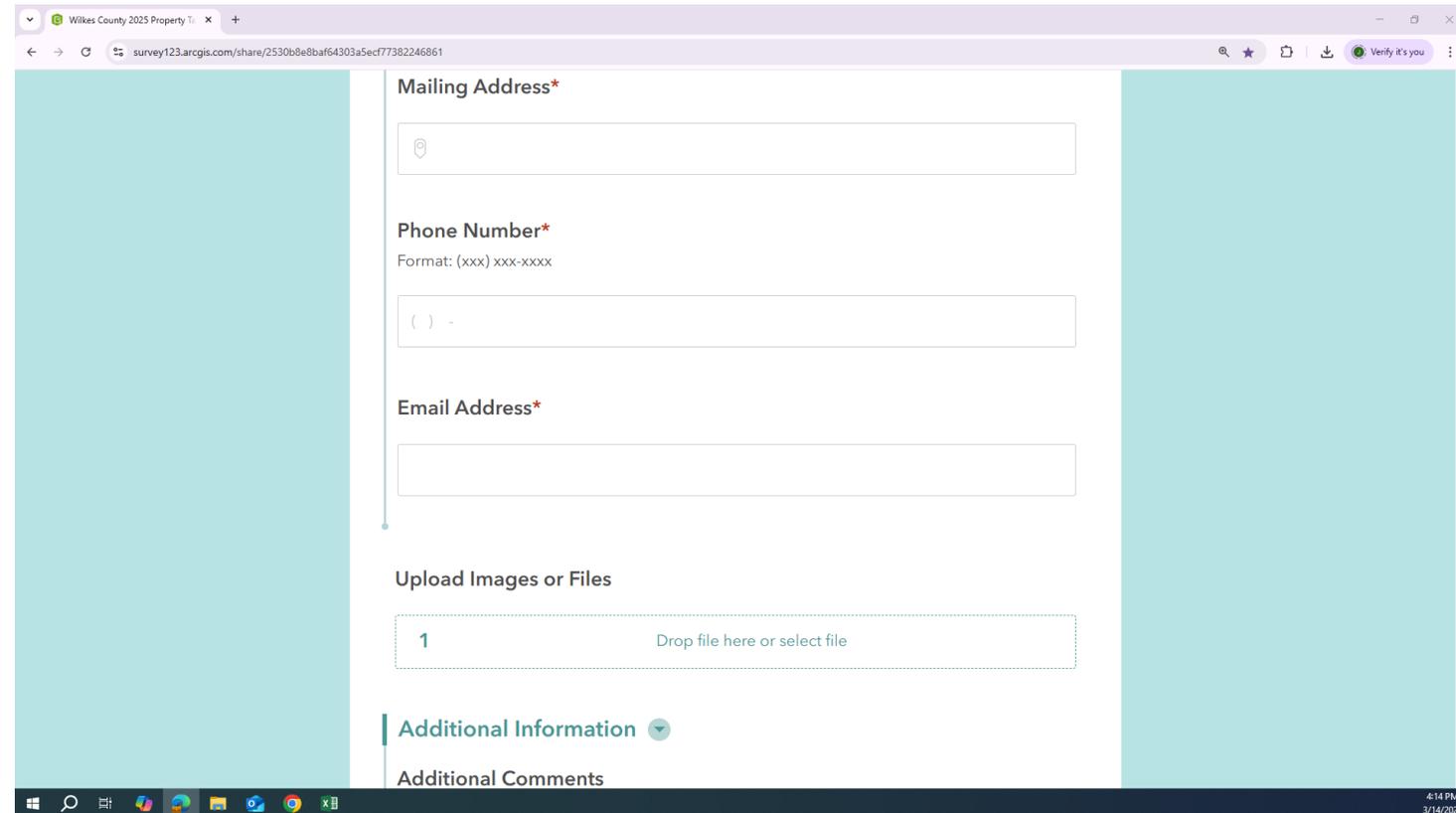
4:12 PM  
3/14/2025

# Appeal Application

---

Here you will key in your mailing address, email address, and attach any images or files that may assist your appeal.

We encourage you to provide any evidence that demonstrates inaccuracies in our data or an incorrect market value. If you have utilized the sales comparison tool, please feel free to attach the comparable properties you identified for your property.



The screenshot shows a web browser window with the URL [survey123.arcgis.com/share/2530b08e8baf64303a5ecf77382246861](https://survey123.arcgis.com/share/2530b08e8baf64303a5ecf77382246861). The form is titled "Appeal Application" and contains the following sections:

- Mailing Address\***: A text input field with a location pin icon on the left.
- Phone Number\***: A text input field with the format "(xxx) xxx-xxxx" and a small icon on the left.
- Email Address\***: A text input field.
- Upload Images or Files**: A section with a dashed border and the text "Drop file here or select file".
- Additional Information**: A section with a dropdown arrow.
- Additional Comments**: A section for providing further details.

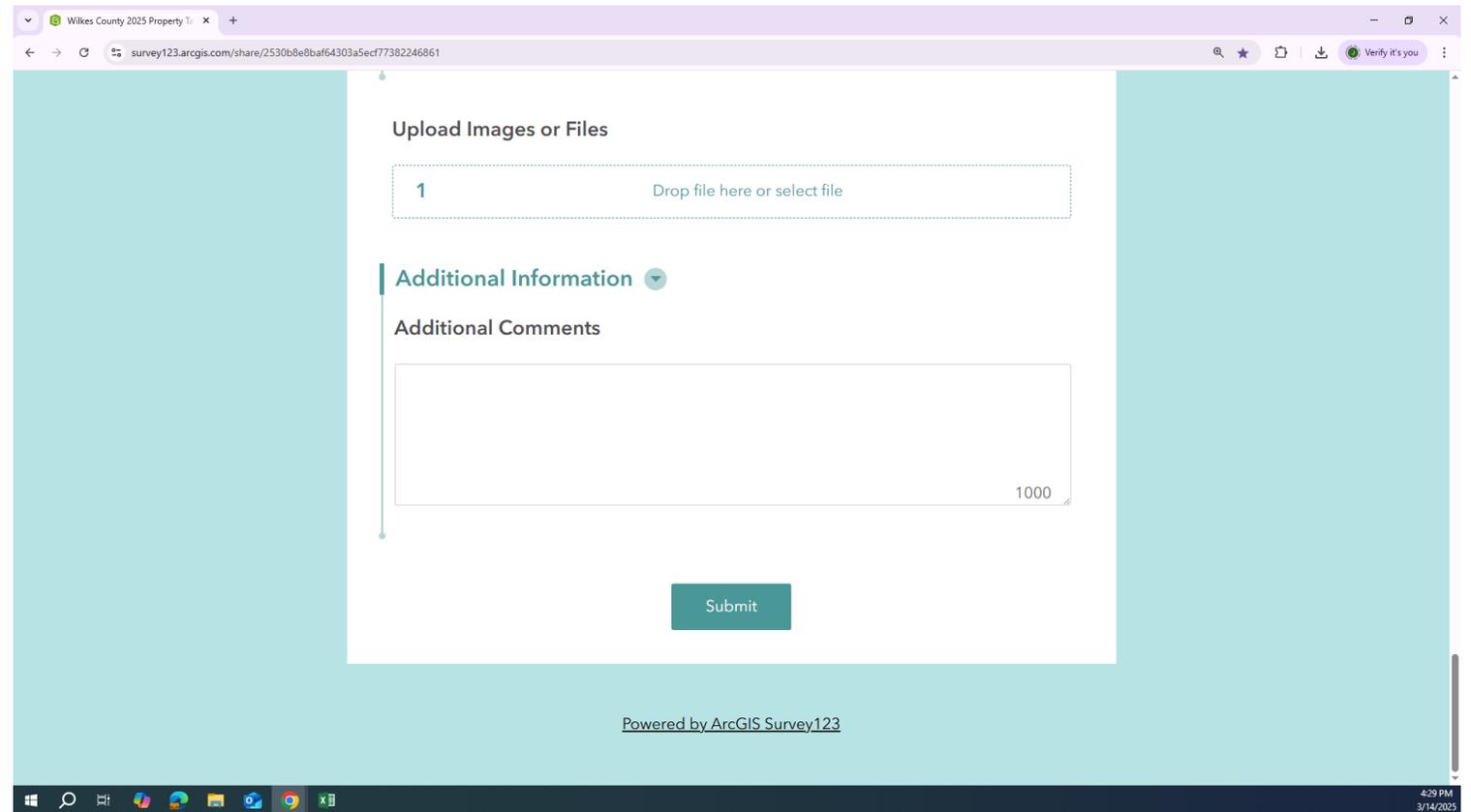
The browser's taskbar at the bottom shows the time as 4:14 PM on 3/14/2025.

# Appeal Application

---

Please use this section to provide any additional comments to support your appeal, then click "Submit" to send it to the Tax Office.

An appraiser will review your appeal and reach out to you if needed. You will receive a letter with their decision and further instructions once they have finished their review.



The screenshot shows a web browser window with the URL [survey123.arcgis.com/share/2530b8e8baf64303a5ecf77382246861](https://survey123.arcgis.com/share/2530b8e8baf64303a5ecf77382246861). The page title is "Wilkes County 2025 Property". The form contains the following elements:

- Upload Images or Files:** A section with a dashed border containing the number "1" and the text "Drop file here or select file".
- Additional Information:** A section with a dropdown arrow, containing a text area labeled "Additional Comments" with a character count of "1000".
- Submit:** A teal button labeled "Submit".
- Footer:** The text "Powered by ArcGIS Survey123" is located at the bottom of the form area.

The Windows taskbar at the bottom shows the time as 4:29 PM on 3/14/2025.

# Appeal Deadline

---

**All appeals must be submitted online or in writing before the adjournment of the Board of Equalization and Review.**

**The deadline is 5:00PM on May 2nd.**

# Contact Information

---

Wilkes County Offices  
110 North Street  
Wilkesboro, NC 28697  
Phone: 336-651-7301

<https://wilkescounty.net/226/Tax-Administration>