How to Research and Prepare a Gwinnett County Property Tax Appeal

1. Go to http://www.gwinnettassessor.manatron.com/

2. Click on "GIS Search".
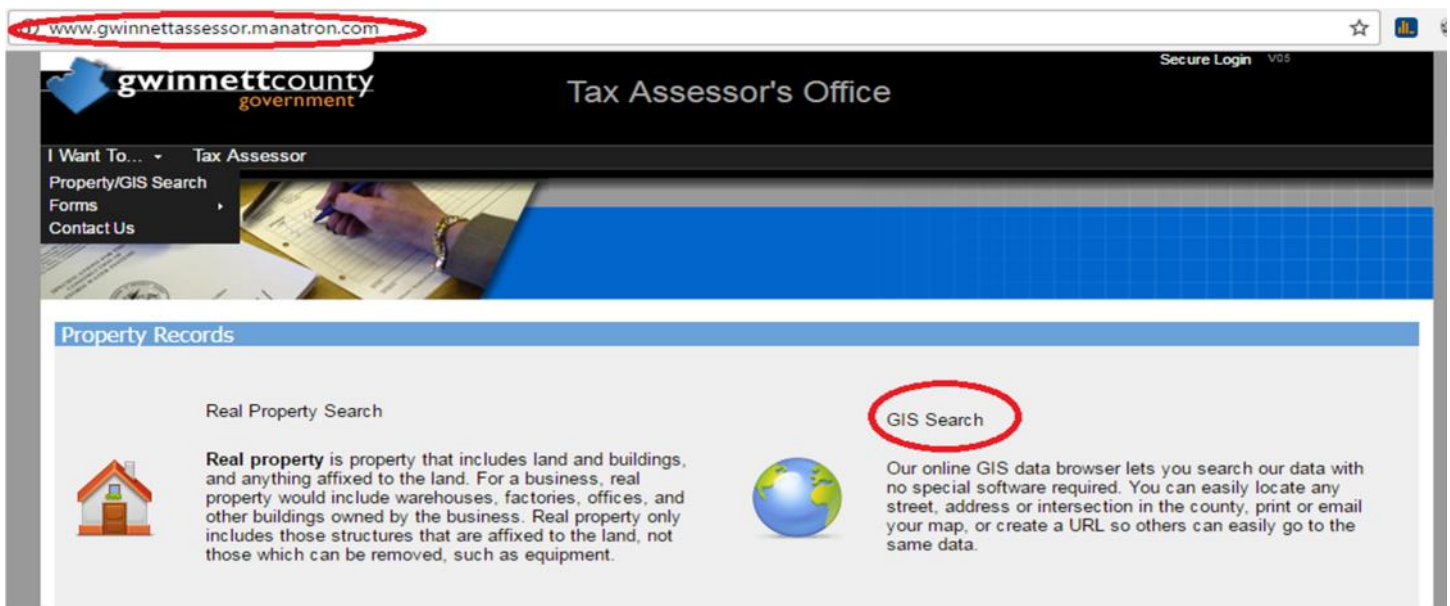
3. Insert your address or parcel number in the search field, top left of page, and click on "Search".
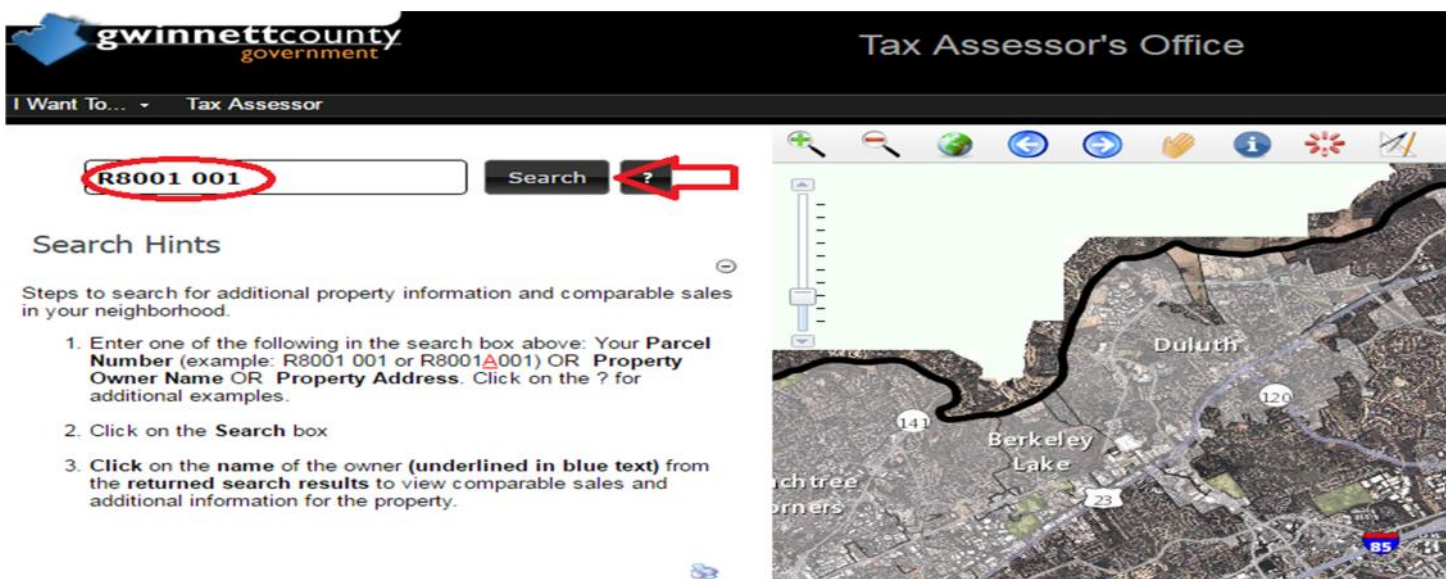
4. Click on the name to view your property's details.

Look over the information for your property. Does the tax assessor have everything correct? Click "Property Report" to download a pdf copy of your county property record.

Divide the tax assessor's value estimate for your property by the square feet of living area for your property. This is your value per foot that will be used for comparison purposes.

5. Click on "Neighborhood Sales" at the top left of the page.
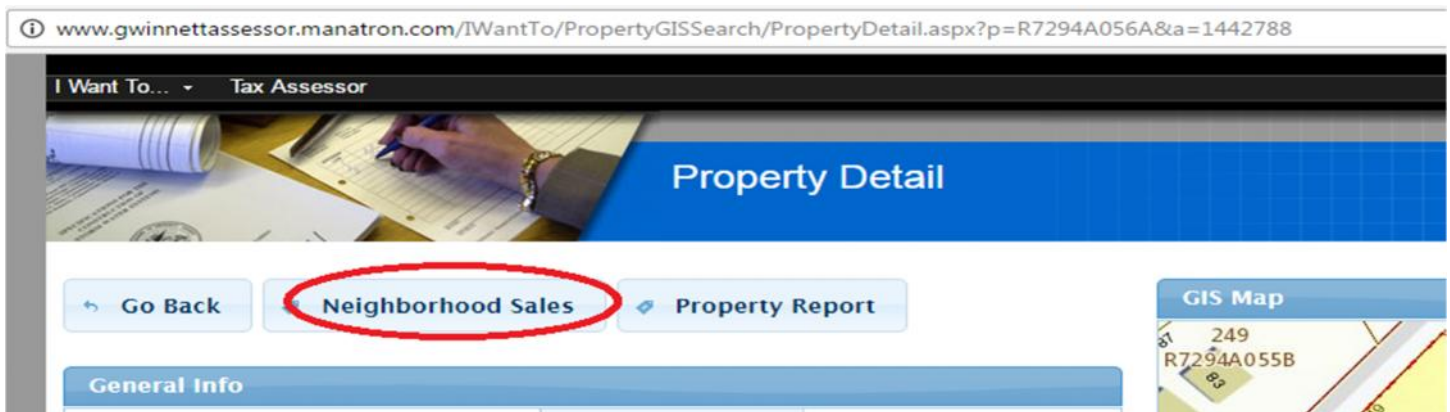
6. Scroll down to "Show Sale for" at the bottom left of the page, sale for the previous calendar year should be the default search. This is because the effective date of appraisal is January 1 and the assessors will not consider market data from after that date. If there aren't any sales in the previous calendar year, or just a few, then choose "All Sales for Parcel", change the "Year of Sale" to the prior calendar year (e.g. 2016 if filing a 2017 appeal) and click on "Go".

6. Click on "Download TXT" at the bottom right of the page.

4192 STURGEON CIR BUFORD 30518	Map	$146,000	5/19/2015	N4	1985	No	2128	0		2.0	0.2900	R01 – Primary Site
R7259 141 4233 STURGEON CIR BUFORD 30518	Map	$132,000	5/19/2015	N4	1986	No	2450	0		2.0	0.2100	R01 – Primary Site
R7259 130 4073 STURGEON CIR BUFORD 30518	Map	$40,000	7/30/2015	N2	1985	No	2400	0		2.0	0.1900	R01 – Primary Site
R7259 055 1784 STURGEON RD BUFORD 30518	Map	$122,000	9/15/2015	QY	1985	No	2400	0		2.0	0.1900	R01 – Primary Site

Total records:8

Download TXT

7. Choose "Save file" and click "OK".

8. Locate the file in your downloads folder and double click to open it in Excel or some other spreadsheet program.

9. Left click on column L to highlight the entire column. Right click then choose "Insert".

10. Label the column as "SP/SF" and type "=B2/K2" in cell L2 to calculate for the SP/SF.

11. Click the bottom right corner of cell L2 when a "+" appears and drag down to the last data in that column. This will calculate all the SP/SF.

12. In an empty cell at the bottom of column L, calculate the Median of all the SP/SF by following these steps: Type "=median(", click on the data in cell L2 and drag down until the last data, type ")" and then press enter. Label this as MEDIAN.

13. In a cell below the result of the median, calculate the Average by following these steps: Type "=average(", click on the data in cell L2 and drag down until the last data, type ")" and then press enter. Label this as AVERAGE.

Compare your property value per foot to the median and average sale price per foot for the comparable sales. Is your value per foot higher or lower? If it is higher then this is good information for a property tax appeal.

14. To search for equity comps, first add a new worksheet by clicking on the "insert worksheet+" icon located at the lower left of the Excel file or simply simultaneously press "Shift" and "F11".

15. On the new worksheet, label the first row with the following: Parcel ID, Location, Assessed Price, Fin Living Area, AS/SF, Yr Built, Base Area, BSMT, Story, Acreage, Land Value, BR, BA, and Grade.

16. On the second row, fill out the cells with your property's details. You can get all the details from the http://www.gwinnettassessor.manatron.com/ website or the Property Report if you downloaded it.

17. Calculate your property's AS/SF by typing this formula on cell e2 "=c2/d2" and press enter.

18. Click on the result (cell e2) and drag the cursor down. This should automatically compute for the next property's AS/SF.

19. Go back to your property record at http://www.gwinnettassessor.manatron.com/ website and click on the map on the right side of the page.

20. Click on a proximate property. Copy the current year "total appr" value and paste in the Excel file's "Assessed Price" cell.

21. Copy the property's "Fin Living Area" value and paste in the Excel file's "Fin Living Area" cell.

21. The AS/SF value for that property should calculate automatically. The value should be lower than your property's value. If not, go back to map and click on other proximate properties until you can find properties with lower values per foot.

22. Add all the other needed information for those properties such as the Parcel ID, Location, Yr Built, etc.

23. Add as many properties with lower values as possible to the Excel file.

24. Once you have added a good number of properties with lower values, calculate the median of all the AS/SF by following these steps: Type "=median(", click on the data in cell E2 and drag down to the last data, type ")" and then press enter. Label this as MEDIAN.

25. In a cell below the result of the median, calculate the Average by following these steps: Type "=average(", click on the data in cell E2 and drag down to the last data, type ")" and then press enter. Label this as AVERAGE.

If you found plenty of equity comparables that support a lower value per foot than what the tax assessor has used on your property, this is good information for a property tax appeal.