



# Allen County Residential Rental Property Cheat Sheet

(updated 9/27/21)



## Important Contact Info:

Website: [www.allencountyassessor.org](http://www.allencountyassessor.org)

Office Name	Rm #	Contact Person	E-mail	Phone	Fax
County Assessor	415	Laura Boltz	<a href="mailto:laura.boltz@co.allen.in.us">laura.boltz@co.allen.in.us</a>	(260) 449-3115	(260) 449-3115
*Sales Disclosures, filing appeals, property information outside of Wayne twsp, & gen. info countywide					
Wayne Township	405	Tammy Smith	<a href="mailto:tammy.smith@co.allen.in.us">tammy.smith@co.allen.in.us</a>	(260) 449-4140	(260) 449-7717
*specific information and assessment activities regarding properties in Wayne Twsp					
Auditor	102		<a href="mailto:cauditor@allencounty.us">cauditor@allencounty.us</a>	(260) 449-7241	(260) 449-7679
*exemptions, tax sale information, change of address forms, etc.					
Treasurer	104		<a href="mailto:treasurer@co.allen.in.us">treasurer@co.allen.in.us</a>	(260) 449-7693	(260) 449-7893
*tax bills, billing questions, payment plans, etc.					

## Reassessment

**Cyclical Reassessment** – Reassessment of 25% of parcels in Allen County began in July of 2014 and took effect for the 2015 pay 2016 property tax bills. As part of the process, each parcel in the scheduled reassessment area will be physically inspected. Each residential property marked as an income property will need to file updated verification in order to maintain income status. Properties currently assessed as income properties will receive reminders in the mail.

## GRM Formula

From Sale Price:  $\text{Sale Price} / \text{Rent} = \text{Gross Rent multiplier}$

Ex.:  $\$100,000 / \$800 = 125$  (annual) or  $125 / 12 = 10.42$  (monthly)

Assessed Value:  $\text{Market Rent} * \text{multiplier} = \text{Assessed Value}$

Ex:  $\$800 * 125 = \$100,000$  (annual) or  $\$800 * 12 * 10.42 = \$100,000$  (mos)

For an easy GRM Calculator, please visit: [www.allencountyassessor.org](http://www.allencountyassessor.org)

## Important Dates

### January 1 – Rental Property Assessment Deadline

-Per IC 6-1.1-4-39 – If a taxpayer wishes to have the gross rent multiplier method applied, he/she must submit the necessary information before the January 1 assessment date of each year. During this period, residential income property owners can set up an appointment to provide income information and review assessed values and discuss various methods of filing necessary information. This will ensure the accuracy of the information, answer any questions, and help to provide correct assessments.

-All income information is requested by this date for properties not currently assessed with the income approach for the upcoming assessment year.

Example: 102 Broad St. filed income info Feb 28, 2021 for the assessment year of 2022 payable 2023.

-Properties purchased after January 1 of the current assessment year will not be priced with the income approach until the following assessment year.

Example: 102 Broad St. purchased March 30, 2021, would be priced with the income approach after information is filed for 2022 payable 2023.

**Appeal Deadline** – The deadline for filing an appeal depends on two issues: date of notification and when ownership takes place.

If a Form 11 (notification of assessment change) is mailed to the current owner - Appeals must be filed by June 15th. Form 11, or “Notice of Assessment Change” are mailed when there is an increase in assessed value.

If no Form 11 is issued, the deadline is forty-five days (45) from the date of the first tax bill. Please make sure that your mailing address is correct. “Change of Address” forms are available in the Allen County Auditor’s Office or on their website:

[www.allencounty.us/property-tax-division](http://www.allencounty.us/property-tax-division)

If a property sells to a new owner after a Form 11 has been issued for the former owner, the deadline will be forty-five days from the date of the first tax bill.



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## Important Website Tools:

Website: [www.allencountyassessor.org](http://www.allencountyassessor.org)

## Property Information Searches

### **PATI**

Public Access Tax Information

- View property record cards, tax amounts, Form 11 notices, deduction information, and more.

### **COMPS**

Comparable Online Multiple Property Search

- View comparable sales used to calculate assessed values
- "Advanced Sales Search" may be used to find sales outside of parameters used for ratio studies. This could be used to find sales "after foreclosure," "tax sale," "auctions," etc.
- Instructions are available online.

## Appeal Tracker

Appeals can be tracked on the website by entering one of the following:  
Name, Address, Parcel Number, or Appeal Number.

\*\*\*Tip - for searches by name or address, enter a partial. ex. 3024 Grandview can be entered as "3024 Grand"

## Rental Information

Online Questionnaire:

- This is the online version of the Rental Questionnaire. When completed and the "Submit" button is pushed, the questionnaire is automatically filed with our offices. To complete the verification process, a copy of the current lease or Schedule E will need to be filed as well. Any confidential information may be redacted.

2021 pay 2022 Rental Property Calculator

- This is an excel sheet which allows users to see the most current information available for rental properties by neighborhood. Any estimate of value calculated by a user is just an estimate for informational purposes. Rent ranges and GRM's as well as rental property counts are provided where available.

## Auditor's Tax Bill Calculator

This link takes users to the Auditor's office "Tax Bill Calculator." This is a handy excel sheet allowing a person to estimate what taxes on a property would be if the value were adjusted, homestead exemptions added or removed, etc.

<https://gateway.ifionline.org/CalculatorsDLGF/TaxCalculator.aspx> is another user-friendly calculator provided by the Indiana Department of Government Finance which is state-wide.