

2025 Valuation Notice Instructions

Review the instructions on the following pages which contain a description of each section and the requirements along with the date changes. It is important that counties/cities use this current version of the notice when the 2025 notices are printed. Be sure to forward this information to your vendors/printers so that they have the most up to date version that is prescribed by Revenue. You can find a sample of this notice on Revenue's [website](#).

Key Points

- The dates on the form have been updated to reflect the 2025 assessment year
- Valuation notices must be mailed at least 10 calendar days before the Local Board of Appeal and Equalization or “open book” meeting
- **Statute mandates that County Board of Appeal and Equalization meetings cannot convene on or before the second Friday in June.** For 2025, the County Board of Appeal and Equalization may convene on any day **after** Friday, June 13

Questions? Please email us at: proptax.questions@state.mn.us.

Section 1: Assessor and Taxpayer Addresses and Property Information Section

This section may contain pre-printed or computer-generated text. Counties do have some leeway as to what is listed in this section. However, it must contain the following:

- name of the county (or city if a city of the first class)
- address of the county office
- phone number of the county office
- the property’s Parcel ID number

This section may include the legal description of the property, its physical address, or both.

This section also includes the mailing address of the taxpayer. The exact location of the address section on the notice may be shifted so it appears through the window of an envelope or to better meet mailing requirements.



Spruce County
 Jane Stevens, Assessor
 345 12th Street East, Box 77
 Spruceville, MN 55555-5555
 (555) 345-6780
 www.co.spruce.mn.us

Property ID Number: 01.234.56.7890.R1

Property Description:
 Lot 5, Block 13 of the Spruceville Estates Addition to the City of Spruceville.

TAXPAYER(S):
 John and Mary Johnson
 123 Pine Road South
 Spruceville, MN 55555-5555

Section 2: Title Section

This information may contain pre-printed or computer-generated text, as you will have to enter the assessment year and the taxes payable year (2025 for manufactured homes assessed as personal property or 2026 for all real property). Other than the tax payable year and property-specific assessment information, **the wording must be the same as the department’s example**. This section is used as an educational tool to show taxpayers where they are in the property tax process and is part of an overall effort to make property tax notices more taxpayer-friendly and informative.

This section contains the property’s:

- classification
 - if split classified, list out primary classification first and any additional classifications to the extent possible
- estimated market value
- homestead exclusion amount
- taxable market value

VALUATION NOTICE	2026
2025 Values for Taxes Payable in	

Property tax notices are delivered on the following schedule:

Step	Valuation and Classification Notice	See Details Below.
1	Class: Residential Homestead Estimated Market Value: \$195,000 Homestead Exclusion: \$29,000 Taxable Market Value: \$166,000	

Step	Proposed Taxes Notice	
2	2026 Proposed Tax:	<i>Coming November 2025</i>

Step	Property Tax Statement	
3	1st Half Taxes: 2nd Half Taxes: Total Taxes Due in 2026:	<i>Coming March 2026</i>

The time to appeal or question your CLASSIFICATION or VALUATION is NOW!

It will be too late when proposed taxes are sent.

Section 3: Property Classification and Valuation Section

Property Classification:

This section must contain the property classification for assessment years 2024 and 2025. If the property is split-classified, list all classifications on the property here. Refrain from using abbreviations if the entire classification can be printed in the space provided; abbreviations may be difficult for property owners to understand. If there is not enough space, please use abbreviations in a way that makes them as clear and understandable as possible.

Your Property's Classification(s) and Values	
Taxes Payable in 2025 (2024 Assessment)	Taxes Payable in 2026 (2025 Assessment)
<i>The assessor has determined your property's classification(s) to be:</i>	
Residential Homestead 1a	Residential Homestead 1a
<input type="checkbox"/> If this box is checked, your classification has changed from last year's assessment.	

If the property's classification has changed between the 2024 and 2025 assessments, a notice must be "prominently listed" on the document. There is a bolded checkbox that **must be checked** if the property's classification has changed between the assessment years shown on the notice.

Property Valuation:

This section can be entirely computer-generated. The only categories that **must** be listed are **those that contain values**. All deferred and excluded values are shown as **subtractions** from the EMV. The value of new improvements is at the bottom of this section as it is already included in the EMV.

The assessor has estimated your property's market value to be:

Estimated Market Value (EMV)	\$200,000	\$195,000
-------------------------------------	------------------	------------------

Several factors can reduce the amount that is subject to tax:

Green Acres Value Deferral

Rural Preserve Value Deferral

Open Space Deferral

Platted Vacant Land Deferral

Exclusion for Veterans With Disabilities

Mold Damage Exclusion

Homestead Market Value Exclusion	\$28,550	\$29,000
----------------------------------	----------	----------

Taxable Market Value (TMV)	\$171,450	\$166,000
-----------------------------------	------------------	------------------

The following values (if any) are reflected in your estimated and taxable market values:

New Improvement Value		\$0
-----------------------	--	-----

The classification(s) of your property affect the rate at which your value is taxed.

The following fields are shown in the example:

- **Estimated Market Value:** List the EMV for assessment years 2024 and 2025.
- **Green Acres Value Deferral:** List the value deferred under Green Acres for assessment years 2024 and 2025.
- **Rural Preserve Value Deferral:** List the value deferred under Rural Preserve for assessment years 2024 and 2025.
- **Open Space Deferral:** List the value deferred under Open Space for assessment years 2024 and 2025.
- **Platted Vacant Land Deferral:** List the value being deferred for assessment years 2024 and 2025.
- **Exclusion for Veterans with Disabilities:** List the amount of excluded market value for assessment years 2024 and 2025.
- **Homestead Market Value Exclusion:** The homestead market value exclusion must be shown for both the 2024 and 2025 assessment years.
- **Taxable Market Value:** The resulting value after all subtractions is shown on this line.

Underneath the list of fields is the New Improvement Value for improvements first included in the 2025 EMV. List the value of **any new improvements that were not assessed in previous years**. This includes any undervalued property that is now being valued for the 2025 assessment year. If no new improvements were included, a figure showing \$0 **may** be included so property owners know that no new improvements were assessed on their property.

Section 4: Boards of Appeal and Equalization/Open Book Meeting(s)

This section may be altered to identify which appeal option is available in each individual jurisdiction. It must specify the type of meeting (LBAE or Open Book in addition to the CBAE) and it must include the date, time, and location of the meeting or meetings. Additional information may be added about the jurisdiction’s appeal process or other clarifications.

The following meetings are available to discuss or appeal your value and classification:

Local Board of Appeal and Equalization/Open Book

10 a.m. April 18, 2025
Spruceville Town Hall 123
Main Street, Spruceville

County Board of Appeal and Equalization Meeting

5 p.m. June 16, 2025
Spruce County Courthouse
345 12th Street East, Spruceville

If the county assessor’s office prefers that property owners make an appointment to appeal, there are several considerations that must be made.

- Appointments are defined as “an arrangement at a reserved time and date for something to occur”.
- This authority exists to recognize the need for counties to run orderly, efficient meetings while also saving appellants time by eliminating the need to sit through a whole meeting.
 - This authority, however, is **not intended to restrict the ability or time that a taxpayer had to appeal their value or classification.**
- If a taxpayer has not made an appointment by the deadline, they **have not forfeited** the right for their appeal to be heard at some point during the board meeting. If appointments are **preferred** by the county, the notice **must** include that information.
- If the county chooses to include an appointment deadline, the county **must include an explanation** that the deadline is for the **appointment only** and include an explanation regarding their right to appeal even without an appointment.

Per statute, the County Board of Appeal and Equalization may meet on any meeting day in June **after** the second Friday in June. The board may meet for up to ten meeting days.

- For **2025**, the board may convene on any day **after Friday, June 13** (including Saturday, June 14 if the county recognizes Saturday as a business day; but not including Sunday, June 15 as Sunday is not a business day).
- Additionally, the board must also hold at least one meeting that does not recess or adjourn prior to 7:00 p.m.

If the board does not offer a meeting until 7:00 p.m., the board must meet on a Saturday.

If appointments are requested for County Board of Appeal and Equalization meetings (CBAE), you must:

- make appointments available until at least 7:00 p.m. or on a Saturday
- make note of this to be compliant with the meeting time requirements of M.S. 274.14.

Message Area

Within section 4 there can be pre-printed or computer-generated text. You may include a special message to the taxpayer regarding the valuation notice or the assessment in this section.

Minnesota Statutes, section 273.121 requires that you note where the information on the property is

available, the times when the information may be viewed by the public, and the county's website address.

Definitions (Back of Form)

The definitions on the back of the form are the same as last year's notice.

General Information Regarding Instructions

The notices may be sent in one of the following ways:

- 8.5" x 11" or 8.5" x 14" letter, pressure-sealed and sent as a self-mailer
- 8.5" x 11" or 8.5" x 14" letter inserted into an envelope
- Electronically (via fax, email, etc. per taxpayer request) – it is our recommendation that you send them a PDF file version of their notice so that it may not be altered. The date that the notice is sent electronically shall be considered its "postmark" date, and the same deadlines apply.
- Font size on Notices of Valuation and Classification cannot be smaller than 10-point font.

Complying with these instructions will improve the likelihood that your form will meet requirements set forth by Minnesota Statutes and the Minnesota Department of Revenue. The notices **cannot** be changed from the one prescribed by the Department of Revenue, except for minor formatting allowances (i.e. county information).

As in prior years, the department will be monitoring all counties and cities of the first class to ensure compliance with all requirements.



Spruce County
Jane Stevens, Assessor
345 12th Street East, Box 77
Spruceville, MN 55555-5555
(555) 345-6780
www.co.spruce.mn.us

Property ID Number: 01.234.56.7890.R1

Section 1

Property Description:

Lot 5, Block 13 of the Spruceville Estates Addition to the City of Spruceville.

TAXPAYER(S):

John and Mary Johnson
123 Pine Road South
Spruceville, MN 55555-5555

VALUATION NOTICE

2026

2025 Values for Taxes Payable in

Property tax notices are delivered on the following schedule:

Step 1 Valuation and Classification Notice
Class: Residential Homestead See Details Below.
Estimated Market Value: \$195,000
Homestead Exclusion: \$29,000
Taxable Market Value: \$166,000

Step 2 Proposed Taxes Notice
2026 Proposed Tax: Coming November 2025

Step 3 Property Tax Statement **Section 2**
1st Half Taxes: Taxes: Coming March 2026
2nd Half Taxes:
Total Taxes Due in 2026:

The time to appeal or question your CLASSIFICATION or VALUATION is NOW!

It will be too late when proposed taxes are sent.

Your Property's Classification(s) and Values

Taxes Payable in 2025 (2024 Assessment)	Taxes Payable in 2026 (2025 Assessment)
--	--

The assessor has determined your property's classification(s) to be:
Residential Homestead 1a

Residential Homestead 1a

If this box is checked, your classification has changed from last year's assessment.

The assessor has estimated your property's market value to be:

Estimated Market Value (EMV)	\$200,000	\$195,000
------------------------------	-----------	-----------

Several factors can reduce the amount that is subject to tax:

Green Acres Value Deferral		
Rural Preserve Value Deferral		
Open Space Deferral		
Platted Vacant Land Deferral		
Exclusion for Veterans With Disabilities		
Mold Damage Exclusion		
Homestead Market Value Exclusion	\$28,550	\$29,000
Taxable Market Value (TMV)	\$171,450	\$166,000

Section 3

The following values (if any) are reflected in your estimated and taxable market values:

New Improvement Value		\$0
-----------------------	--	-----

The classification(s) of your property affect the rate at which your value is taxed.

How to Respond

If you believe your valuation and property class are correct, it is not necessary to contact your assessor or attend any listed meetings.

If you have concerns about the information on this notice, **please contact your assessor.** If your questions or concerns are not resolved, more formal appeal options are available.

Please read the back of this notice for important information about the formal appeal process.

The following meetings are available to discuss or appeal your value and classification:

Local Board of Appeal and Equalization/Open Book

County Board of Appeal and Equalization Meeting

10 a.m. April 18, 2025
Spruceville Town Hall 123
Main Street, Spruceville

**Section 4/
Message Area**

5 p.m. June 16, 2025
Spruce County Courthouse
345 12th Street East, Spruceville

Appealing the Value or Classification of Your Property

Informal Appeal Options - Contact Your Assessor

If you have questions or concerns, the assessor can help explain the details of your property's valuation and classification. Contact information for your assessor's office is on the other side of this notice.

Some jurisdictions choose to hold open book meetings to allow property owners to discuss their concerns with the assessor. If this is an option available to you, the meeting time(s) and location(s) will be indicated on the other side of this notice.

Formal Appeal Options

If your questions or concerns are not resolved after meeting with your assessor, you have two formal appeal options:

Option 1 - The Boards of Appeal and Equalization

You may appear before the Boards of Appeal and Equalization in person, through a letter, or through a representative authorized by you. The meeting times and locations are on the other side of this notice. **You must have presented your case to the Local Board of Appeal and Equalization BEFORE appealing to the County Board of Appeal and Equalization.**

Step 1- Local Board of Appeal and Equalization

If you believe your value or classification is incorrect, you may bring your case to the Local Board of Appeal and Equalization. Please contact your assessor's office for more information. If your city or township does not have a Local Board of Appeal and Equalization (as indicated on the other side of this notice) you may appeal directly to the County Board of Appeal and Equalization.

Step 2- County Board of Appeal and Equalization

If the Local Board of Appeal and Equalization did not resolve your concerns, you may bring your case to the County Board of Appeal and Equalization. Please contact the county assessor's office to get on the agenda or for more information.

Option 2 - Minnesota Tax Court

Depending on the type of appeal, you may take your case to either the Small Claims Division or the Regular Division of Tax Court. You have until April 30 (October 1 for manufactured homes assessed as personal property) of the year in which taxes are payable to file an appeal with the Small Claims Division or the Regular Division of Tax Court for your valuation and classification.

For more information, contact the Minnesota Tax Court:
Phone: 651-539-3260 or for MN Relay call 1-800-627-3529
On the web: www.mn.gov/tax-court

Definitions

Exclusion for Veterans With Disabilities - Veterans with qualifying disabilities may be eligible for a valuation exclusion on their homestead property.

Estimated Market Value - This value is what the assessor estimates what your property would likely sell for on the open market.

Green Acres - Applies to class 2a agricultural property that is facing increasing values due to pressures not related to the agricultural value of the land. This value is determined by looking at what comparable agricultural land is selling for in areas where there is no development pressure. The taxes on the higher value are deferred until the property is sold, transferred, withdrawn, or no longer qualifies for the program.

Homestead Market Value Exclusion - Applies to residential homesteads and to the house, garage, and one acre of land for agricultural homesteads. The exclusion is a maximum of \$38,000 at \$95,000 of market value, and then decreases by nine percent for value over \$95,000. The exclusion phases out for properties valued at \$517,200 or more.

New Improvements - This is the assessor's estimate of the value of new or previously unassessed improvements that have been made to your property within the past five years.

Plat Deferral - For land that has been recently platted (divided into individual lots) but not yet improved with a structure, the increased market value due to platting is phased in over time. If construction begins, or if the lot is sold before expiration of the phase-in period, the lot will be assessed at full market value in the next assessment.

Rural Preserve - Applies to class 2b rural vacant land that is part of a farm homestead or that had previously been enrolled in Green Acres, if it is contiguous to agricultural land enrolled in Green Acres. This value may not exceed the Green Acres value for tilled lands. The taxes on the higher value are deferred so long as the property qualifies.

Taxable Market Value - This is the value that your property taxes are actually based on, after all reductions.