



Property Tax Petitions – 7 step guide

If you are planning to appeal your taxes through the court process, your petition must be filed on or before April 30th of the year that your tax becomes payable.

(For example, appeals for the 2024 assessment, taxes payable in 2025 must be filed in Minnesota Tax Court by April 30, 2025.)

Step 1: Obtain Minnesota Tax Court Form 7

MINNESOTA TAX COURT

Minnesota Judicial Center

25 Rev. Dr. Martin Luther King Jr. Blvd.

Saint Paul, MN 55155

(651) 539-3260

<http://mn.gov/tax-court/forms/forms/>

OR

CIVIL FILINGS DIVISION

Office of District Court

15 Kellogg Blvd W, Room 170

Saint Paul, MN 55102

(651) 266-8253

<http://mn.gov/tax-court/forms/forms/>

Step 2: Complete and copy – ALL PAGES SUBMITTED TO THE COURT MUST BE ON 8½ x 11 PAPER.

1. Complete form and make two (2) copies – one to submit and one for your records.
2. Make two (2) copies of your most current property tax statement – one to submit and one for your records.
<https://beacon.schneidercorp.com/application.aspx?app=RamseyCountyMN&PageType=Search>
3. Submit one copy as instructed below and retain one copy for your records.

Step 3: Submit documents to the Ramsey County Assessor's Office

DOCUMENTS CAN BE SUBMITTED VIA EMAIL, MAIL OR IN PERSON – ONCE SUBMITTED YOU WILL BE SENT AN
ACKNOWLEDGEMENT AND WAIVER OF SERVICE AS PROOF OF SERVICE AFFIDAVIT* VIA EMAIL

EMAIL INSTRUCTIONS:

Email to: Tax.Petitions@ramseycounty.us

In the subject line please put: the petitioner's name and the payable year

Attach one (1) copy of the Minnesota Tax Court Form 7 and one (1) copy of your property tax statement

MAIL INSTRUCTIONS:

Mail: one (1) copy of the Minnesota Tax Court Form 7 and

one (1) copy of your property tax statement

Mail to: Ramsey County Assessor's Office

Property Tax Petitions

PO Box 64097

St Paul MN 55164-0097

IN PERSON INSTRUCTIONS:

Bring one (1) copy of the Minnesota Tax Court Form 7 and one (1) copy of your property tax statement

Hours: Monday through Friday, 8:30 am to 4:30 pm

Address: 90 Plato Boulevard West

St Paul MN 55107

Step 4: Submit documents to Minnesota Tax Court and/or District Court Civil Division*

Once you receive the email with the Acknowledgement and Waiver of Service Affidavit from the Ramsey County Assessor's Office, you can proceed to this step

EFILE INSTRUCTIONS:

Go to: <https://mncourts.gov/efile> to learn more, register and efile

MAIL INSTRUCTIONS:

Mail: one (1) copy of the Minnesota Tax Court Form 7
one (1) copy of your property tax statement
one (1) copy of the Acknowledgement and Waiver

Mail to: Ramsey County District Court
15 Kellogg Boulevard West
Room 170
St Paul MN 55102

IN PERSON INSTRUCTIONS:

Bring: one (1) copy of the Minnesota Tax Court Form 7
one (1) copy of your property tax statement
one (1) copy of the Acknowledgement and Waiver

Hours: Monday through Friday, 8:30 am to 4:30 pm

Address: 15 Kellogg Boulevard West
Room 170
St Paul MN 55102

* Soon after your case is filed, the Tax Court will send you a scheduling order which includes required deadlines for exchange of Information, pre-trial filing and setting a trial date.

Step 5: Call from Appraiser

Within two (2) to three (3) months after submitting your paperwork to the District Court, an appraiser from the Ramsey County Assessor's Office will contact you. They will speak with you and set up a time to inspect the property and to determine the value.

FOR INCOME PRODUCING PROPERTY:

Per statute*, by August 1st you will need to provide the following paperwork for the property you are appealing to the Ramsey County Assessor's Office:

- Year-end financial statements for the appeal year assessment **and** the prior year assessment date
- Rent roll on or near appeal year assessment date
- Identification of **all** lease agreements
- Net rentable square footage of buildings
- Proposed budget for year after appeal year (income and expense)

By the deadline listed on your Scheduling Order, you must provide a copy of the appraisal of the property you intend to use

***Failure to comply with either of the above statutory requirements will cause your petition to be dismissed.**

<https://www.revisor.mn.gov/statutes/cite/278.05>

BY EMAIL:

Email to: Tax.Petitions@ramseycounty.us

Step 6: Settlement

If settlement and agreement on the value is reached between you and the Ramsey County Appraiser, you must email them back that you agree to the new value. Upon receipt of your agreement email, the Ramsey County Attorney's Office will send you a stipulation letter that must be signed and returned by you. No value adjustment is completed, or refund is issued, until the signed stipulation letter is processed through Minnesota Tax Court.

Step 7: No agreement

If no settlement is reached with the Ramsey County Appraiser, you may appear in court on your scheduled trial date and present your case. More information can be found on your scheduling order letter that will be sent to you by the Minnesota Tax Court.

IMPORTANT THINGS TO REMEMBER:

- A petition filing is only good for one (1) year
- Failure to pay the property tax in a timely manner will result in an automatic dismissal of your appeal
- Please review the instruction sheet from Minnesota Tax Court found at <https://mn.gov/tax-court/forms/forms/>
- Full petition process from start to finish can take up to or over a year

FOR MORE INFORMATION:

Ramsey County Assessor's Office:

Phone: 651-266-2131

Email: Tax.Petitions@ramseycounty.us

Website: <https://www.ramseycounty.us/residents/property-home/taxes-values/property-value-assessment/appealing-your-value>

Minnesota Tax Court:

Phone: 651-539-3260

Email: info@taxcourt.state.mn.us

Website: <https://mn.gov/tax-court/forms/forms/>