

LYCOMING COUNTY ASSESSMENT APPEAL FORM

Under the provision of Commonwealth law (72 P.S. 4844.1), any person (to include taxing districts) aggrieved by any assessment and desiring to appeal, shall file a statement of intent, in writing, to the Board of Assessment Appeal. Such statement shall designate the assessment appealed and the address to which the Board shall mail notice of when and where to appeal for a hearing. The official appeal form must then be filed within 10 days of the written statement or the appeal will be assumed to be abandoned. NO APPEAL SHALL BE HEARD BY THE BOARD UNLESS THE PROPERTY OWNER SHALL FIRST HAVE FILED THE APPEAL AND REQUIRED DOCUMENTS IN THE APPROPRIATE TIME FRAME AND HAVE PAID THE FILING FEE, AS SET FORTH BY LAW.

OWNER(S) OF RECORD _____

MAILING ADDRESS _____

PARCEL NUMBER _____ TOWNSHIP/BOROUGH/CITY _____

PROPERTY ADDRESS _____

PROPERTY TYPE: RESIDENTIAL COMMERCIAL INDUSTRIAL AGRICULTURAL

TYPE OF APPEAL: FAIR MARKET VALUE CLEAN & GREEN VALUE OTHER _____
(explain)

OWNER'S OPINION OF VALUE _____ AMOUNT OF FIRE INSURANCE _____

CERTIFIED APPRAISER'S VALUE _____ DATE _____ APPRAISER _____

PURCHASE PRICE _____ DATE PURCHASED _____

TO YOUR KNOWLEDGE, HAVE THERE BEEN ANY IMPROVEMENTS MADE TO THE PROPERTY IN THE LAST 5 YEARS? _____ IF YES, TYPE AND ESTIMATED COST OF IMPROVEMENT _____

IF THERE IS A MOBILE HOME ON THE PROPERTY, PLEASE COMPLETE THE FOLLOWING INFORMATION:

YEAR _____ SIZE _____ MAKE _____ PURCHASE PRICE _____

RENTAL INFORMATION

IF THE PROPERTY IS RENTED/LEASED OR IS A COMMERCIAL OR INDUSTRIAL PROPERTY, YOU MAY BE REQUIRED TO FILE AN INCOME & EXPENSE FORM.

IF THE PROPERTY HAS LESS THAN 4 RENTABLE UNITS, LIST THEM BELOW.

	<u>UNIT #1</u>	<u>UNIT #2</u>	<u>UNIT #3</u>	<u>UNIT #4</u>
TYPE				
RENT/MONTH				

UTILITIES PAID BY (T)ENANT OR (L)ANDLORD ELECTRIC HEAT WATER SEWER

COMPARABLE SALES

THIS SECTION MUST BE COMPLETED OR THE BOARD OF ASSESSMENT MAY REJECT YOUR APPEAL. Please list only local comparable properties which have been sold recently. Comparisons to you neighbor's property, which have not recently changed ownership, will not be considered.

SELLER	PROPERTY LOCATION	SALES DATE	SALES PRICE

BASIS FOR APPEAL

STATE SPECIFIC REASONS AND THE BASIS FOR YOUR APPEAL. INCLUDE ALL FACTORS, SUCH AS PERK TESTS, INACCESSABILITY, STEEPNESS OF LAND, BAD OR NO WATER, SWAMP, NEIGHBORHOOD IN DECLINE, WHICH YOU BELIEVE WILL BE HELPFUL IN DETERMINING THE FAIR MARKET VALUE.

ALL NOTICES OF PROCEEDINGS WILL BE MAILED TO THE OWNER(S) OF RECORD AND SUCH OTHER AS IDENTIFIED BELOW:

NAME: _____

ADDRESS: _____

CERTIFICATE OF APPEAL

I/we hereby declare my/our intention to appeal the assessed valuation of the property described above and do hereby verify that the statements made in this appeal are true and correct. I/we understand that false statements herein made are subject to the penalties of 18 Pennsylvania C.S. Section 4904, relating to unsworn falsification to authorities.

SIGNED _____ DATE _____
_____ PHONE (HOME) _____
_____ PHONE (WORK) _____
OWNER(S) OF RECORD

FOR OFFICE USE ONLY	
DATE RECEIVED _____	TYPE OF APPEAL _____ (annual or change notice)
FEE PAID _____ CHECK # _____	EFFECTIVE YEAR _____

INSTRUCTIONS

1. There is a non-refundable filing fee for residential appeals of \$15 per parcel. The filing fee for commercial or industrial appeals is \$50 per parcel.
2. You must file a separate appeal form for each parcel being appealed.
3. Please read all instructions carefully. Your appeal may be rejected if the form is not completed correctly. The application fee will not be refunded.
4. The form must be completed in its entirety. Do not leave any blanks. If a question does not pertain to your appeal, please fill in "n/a".
5. Your appeal must be based on the current market value of the property. That is, what you could sell your property for on the open market. You cannot appeal because you feel that the taxes are too high on your property.
6. All appeals must be signed and dated. Please include a telephone number where you may be reached.
7. Please include any supporting documentation with your appeal such as an appraisal, income statement, or sales agreement.
8. Commercial and/or industrial appeals may be asked to supply an income and expense statement.
9. The deadline to file an appeal is September 1 of any given year. All appeals are effective for the following tax year.
10. If you have received a change of value notice, you must file your appeal within 40 days of the date of that notice.
11. You must submit all evidence at least 10 days prior to the hearing date. You may submit photographs of the inside as well as the outside of the property. You may also submit copies of perk tests or water tests. You will be required to supply at least 3 comparable sales
12. An assessment appeal does not halt the timely payment of real estate taxes as billed. An appeal does not excuse penalties after the discount and face periods have expired. The amount billed may be paid under protest by delivering a note of protest to the tax collector along with full payment of the tax bill. If the assessment is reduced on appeal, the difference will be refunded by the taxing bodies.

PLEASE RETAIN FOR YOUR RECORDS

DATE FILED _____

FEE PAID _____

RECEIVED BY _____