

RESIDENTIAL ASSESSMENT APPEAL FORM

OWNER (S) NAME _____

MAILING ADDRESS _____

PROPERTY ADDRESS _____

MUNICIPALITY _____ PARCEL NUMBER _____

PROPERTY TYPE:

Single Family _____ Duplex _____ Rent Income _____

Vacant land _____ Triplex _____

Date Acquired _____ Purchase Price _____

Reason for Appeal:

Comparable Sales of Property

(owners name) (property address) (sale price)

Check one:

_____ I request that the Board render a decision based on information submitted.

_____ I request a formal hearing on this matter.

PLEASE READ BEFORE SIGNING: Any person who knowingly submits information that is false, shall be subject to prosecution as a misdemeanor of the third degree and a fine of up to \$2,500.00.

I, certify that all of the above information is true and correct.

Property owner signature

Date

Print Name _____

MERCER COUNTY BOARD OF ASSESSMENT APPEALS

APPEAL PROCEDURES, RULES AND REGULATIONS

A. FILING OF APPEAL

1. **TIME FOR FILING:** All appeals for property assessed must be properly filed with the Mercer County Board of Assessment Appeals **not later than 4:30 p.m., prevailing time, September 1st**. Any appeal notice received after the filing date, whether or not the same was mailed prior thereto, will be rejected as untimely filed.
2. **PLACE FOR FILING:** An appeal notice for the property assessed shall be filed with the Assessment Office of Mercer County, 4 Courthouse, Mercer, PA 16137. Appeals may be filed by mail subject to the limitation set forth in Rule Number 1. Appeals may also be filed in person at the Mercer County Assessment Office, Monday through Friday, excluding holidays, between the hours of 8:30 a.m. and 4:30 p.m., prevailing time.
3. **AGGRIEVED PARTY:** An aggrieved party must execute all notices of property assessment appeals.
4. **NOTICE OF HEARING:** Notice of the date and time of an assessment appeal hearing will be sent to the owner(s) of record and a third party notice will be sent to the appellant's attorney of record or to an authorized representative only at the request of the appellant.

B. HEARING

1. **AUTHORIZED REPRESENTATIVE:** In cases in which an individual appellant cannot attend the appeal hearing, the individual's authorized representative shall produce written evidence of the representation and authorization, executed by the appellant, verifying the representative's authority to attend on behalf of the appellant.
2. **ATTORNEY:** Only Attorneys licensed to practice law in the Commonwealth of Pennsylvania will be permitted to represent clients before the Board.
3. **FAILURE TO APPEAR AT HEARING:** Failure of the appellant to appear at the hearing after due notice thereof shall be considered an abandonment of the appeal and grounds for dismissal.

FAILURE TO COMPLY WITH ANY OR ALL OF THESE RULES AND REGULATIONS WILL CONSTITUTE SUFFICIENT GROUNDS FOR THE DENIAL OF THE APPEAL.

Adopted this 26th day of February, 2004, by the Mercer County Board of Assessment Appeals.