

NOTICE OF APPEAL UNDER
CONSOLIDATED COUNTY ASSESSMENT LAW

To: Clearfield County Board of Assessment Appeals
230 East Market Street, Suite 117
Clearfield, PA 16830
814-765-2641 Ext. 5997

This Notice may be used to file an appeal to the Board of Assessment Appeals **within forty (40) days** of the date from notice of a new or revised assessment under Section 8844(D) of the Consolidated County Assessment Law or **on or before September 1** of any year for the next calendar year under Section 8844(c) of the Law.

(1) Appellant(s): _____

(2) Property Location (911 Address and City/Borough/Township): _____

(3) Owner(s) (If different than Appellant(s)): _____

(4) Tax Map Number: _____ Control Number: _____

(5) Address to Which Notice of the Time and Place for a Hearing of the Appeal Shall be Mailed: _____

(6) Opinion of Market Value of Property: _____

(7) Statement of Grounds for Appeal (if an appeal is based upon an appraisal, a copy of the Appraisers report should be delivered to the Board at least five (5) days prior to the hearing date): _____

(8) Please attach or include copies of any photographs or documentation supporting the appeal which Appellant(s) plan to present at hearing.

Appellant(s) Signature(s): _____ Date _____

_____ Date _____

Telephone Number(s): _____

E-Mail(s) (Optional): _____

APPEAL PROCEDURES, RULES and REGULATIONS

BOARD OF ASSESSMENT APPEALS OF CLEARFIELD COUNTY

A. GENERAL RULES

Rule

- 1) **TIME for FILING:** All annual appeals from the assessment of real estate must be properly filed with the Board of Assessment Appeals no later than 4:00 PM, prevailing time, **September 1st** of each year (Should this fall on a weekend/holiday, advance to the next business day.). Any appeal notice received after the filing date, whether or not the same was mailed prior thereto, will be rejected as untimely filed.

All assessment appeals filed from a new assessment or revisions of assessment during the course of any particular year must be received within forty (40) days of the date of the assessment notice. Change of Assessment notice appeals will be scheduled as needed.

- 2) **PLACE for FILING:** An appeal notice from the assessment of real estate shall be filed with the Assessment Office of Clearfield County, 230 E Market Street, Suite 117, Clearfield, Pennsylvania 16830. Appeals may be filed by mail subject to the limitations set forth in Rule 1. Appeals may also be filed in person at the Clearfield County Assessment Office, Monday thru Friday, between the hours of 8:30 AM and 4:00 PM. An Appeal is considered filed when received at the Clearfield County Assessment Office.

- 3) **FILING and SIGNING ASSESSMENT APPEALS:** Appeals must be filed using an approved appeal form available at the Assessment Office (Declaration of Intention to Appeal), which shall be executed by the owner(s) of the property, an authorized representative of the owner(s), or a lessee responsible for payment of real estate taxes ("Appellant"). Where the owner is a corporation, the assessment appeal shall be executed by an officer of said corporation stating the title of such officer, or by a duly authorized employee of the corporation, accompanied by verified certification that he or she is authorized to act on behalf of the corporation. Where a partnership is the owner, a partner shall execute the assessment appeal. Where a lessee is the appellant, lessee shall submit a copy of the lease(s) showing their status.

- 4) **AUTHORIZED REPRESENTATIVE:** Appearance At Hearing: The Appellant must appear at the appeal hearing before the Board. Where an authorized representative attends the hearing in lieu of the appellant, the representative shall produce a notarized Power of Attorney executed by the appellant, verifying the representative's authority to appear in order to avoid abandonment of the appeal. Such authorization shall be submitted to the Board before a hearing date will be scheduled. Failure to submit written authorization may result in rejection of the appeal filing.

Where the appellant is represented by legal counsel, or by some other authorized representative, the name, address, and telephone number of such counsel or representative shall be provided and, thereafter, all notices shall be sent to such counsel or representative or as directed on the appeal filing.

B. APPEAL HEARING

- 5) **NOTICE of HEARING:** Notice of the date and time of the hearing shall be deposited in the mail twenty (20) days prior to the scheduled day and time to appear. A third-party notice will be sent to said appellant's attorney of record or to an authorized representative only upon written instruction by the appellant. The notice shall be deemed received when mailed to the address(es) set forth in the appellant's appeal.
- 6) **POSTPONEMENT of HEARING:** All requests for a postponement of a hearing shall be in writing and shall be filed with the Board at least five (5) days prior to the date set for the hearing and shall set forth the grounds relied upon in support thereof.

