

**DEPARTMENTAL USE**

Interim/Annual: \_\_\_\_\_

Eff. Date C/M: \_\_\_\_\_

Eff. Date SCH: \_\_\_\_\_

**APPEAL FORM**  
**BOARD OF ASSESSMENT APPEALS**  
**ADAMS COUNTY, PENNSYLVANIA**  
 REVISED 8/2/2018

**INSTRUCTIONS:**

Every question must be answered. If the question does not apply to your appeal, answer "N/A" (not applicable). Incomplete or illegible applications will be returned. A separate appeal form MUST be filed for EACH parcel involved in the appeal. Your appeal must be received by the Board of Assessment Appeals by **4:30 PM EST on AUGUST 1st**, or within forty (40) days from the mailing date of your Change of Assessment Notice. You must state on the appeal if your Fair Market Value opinion is a current or base year value. Any evidence provided by you should support the fair market value for the year you have stated. You shall forward any appraisals or other forms of evidence at least 10 days prior to your scheduled appeal hearing. After the board receives your appeal form, you will be notified of the date, time and place of your appeal hearing at least twenty (20) days in advance. NOTE: By appealing, you open your property to the revaluation process, in which your property's assessment may be lowered, raised or remain the same. RETURN to: Board of Assessment Appeals, c/o Adams County Tax Services, 117 Baltimore Street, Room 202, Gettysburg, PA 17325; Fax: (717) 337-5767; Email: taxoffice@adamscounty.us.

A complete list of appeal rules can be found at [www.adamscounty.us/Dept/TaxServices/Pages/default.aspx](http://www.adamscounty.us/Dept/TaxServices/Pages/default.aspx)

Parcel Identification: \_\_\_\_\_ Municipality: \_\_\_\_\_

Appealed Assessed Valuation: \_\_\_\_\_ Appealed Market Value: \_\_\_\_\_

Owner's(s') Name(s): \_\_\_\_\_

Owner's(s') Mailing Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Size of Lot: \_\_\_\_\_ Acres OR \_\_\_\_\_ Square Feet

Property Type: Check and Complete Proper Classification:

\_\_\_\_\_**Residential:** Year(s) Built \_\_\_\_\_ Total Rooms \_\_\_\_\_ Bedrooms \_\_\_\_\_ Baths \_\_\_\_\_ Fireplaces \_\_\_\_\_

Central Air \_\_\_\_\_ No. of Stories \_\_\_\_\_ Total Square Feet \_\_\_\_\_ Outbuildings/Other \_\_\_\_\_

\_\_\_\_\_**Vacant Land:** Well or Public Water \_\_\_\_\_ Septic/Sewer Type \_\_\_\_\_

\_\_\_\_\_**Commercial:** Use \_\_\_\_\_ Year(s) Built \_\_\_\_\_ Gross SqFt \_\_\_\_\_ Leased SqFt \_\_\_\_\_

Owner Occupied SqFt \_\_\_\_\_ Annual Gross Rent \_\_\_\_\_ Other Income/Expense Info. \_\_\_\_\_

**\*Attach Last Three (3) Years' Income & Expense Statements from Federal Income Tax Return**

\_\_\_\_\_**Apartments:** Year(s) Built \_\_\_\_\_ No. of Units \_\_\_\_\_ Rent/Unit \_\_\_\_\_ Avg Vacancy \_\_\_\_\_ Gross Rent \_\_\_\_\_

**\*Attach Last Three (3) Years' Income & Expense Statements from Federal Income Tax Return**

\_\_\_\_\_**Agricultural:** (10 or more acres) Are you appealing Fair Market Value? \_\_\_\_\_

Are you appealing Clean and Green Value? \_\_\_\_\_

Are you appealing Clean and Green Status? \_\_\_\_\_

Continued on Reverse Side

CURRENT year or BASE year appeal? \_\_\_\_\_ Owner's Opinion of Fair Market Value: \$ \_\_\_\_\_

Basis for Appeal (include all factors you believe will be helpful in determining the true Fair Market Value): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check and attach a copy of applicable property conditions:

\_\_\_\_ Deed Restrictions      \_\_\_\_ Easements      \_\_\_\_ Flood Plain      \_\_\_\_ Wetlands

\_\_\_\_ Right-of-Way      \_\_\_\_ Perc Approval/Denial      \_\_\_\_ Other (explain) \_\_\_\_\_

Please list any Demolitions, New Construction, Additions, Remodeling, Repairs, etc. since your purchase:

_____	Year _____	Cost \$ _____
_____	Year _____	Cost \$ _____
_____	Year _____	Cost \$ _____

List recently sold comparable sales in the area of your property:

<u>Seller:</u>	<u>Property Address:</u>	<u>Parcel ID:</u>	<u>Price:</u>	<u>Date:</u>
1.				
2.				
3.				

If you are going to be represented by legal counsel, please complete below:

Attorney & Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned represents **(please print; if this is a corporation, list name and title)**

\_\_\_\_\_

is the property owner, attorney for the property owner, corporate officer, or power of attorney of the above described property and affirms that all statements herein are true and correct to the best of his/her knowledge, information and belief.

Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_