

DEPARTMENTAL USE

Interim/Annual: _____

Eff. Date C/M: _____

Eff. Date SCH: _____

APPEAL FORM
BOARD OF ASSESSMENT APPEALS
ADAMS COUNTY, PENNSYLVANIA
 REVISED 9/3/2014

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 **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 to (717) 334-2091; or email to taxoffice@adamscounty.us.

A complete list of appeal rules can be found at 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: _____