

Crawford



County

BOARD

ERIC S. HENRY
SCOTT T. SCHELL
CHRISTOPHER R. SEELEY

BOARD OF ASSESSMENT REVISION

COURTHOUSE, MEADVILLE, PENNSYLVANIA
16335

Janet Courson, CPE
CHIEF ASSESSOR

Telephone:
(814) 333-7302

ASSESSMENT APPEAL PROCEDURES

1. **TIME FOR FILING:** If you are filing an appeal to this Board for a change in assessed value, you have forty (40) days from the date printed on your Notice of Change to do so. If you are filing an annual appeal of assessment value to this Board, **you must file your appeal on or before August 1st, with any change resulting from the appeal to be effective the following tax year.**

2. **PLACE FOR FILING:** Assessment appeals must be filed with the Crawford County Assessment Office, 903 Diamond Park, Courthouse, Meadville, PA 16335. Appeals may be filed in person, Monday through Friday, between the hours of 8:30 AM and 4:30 PM, or by mail to the above address. **Appeals submitted by mail that are not postmarked on or before the applicable deadline (see above) will be rejected as untimely filed.**

3. **PRE-HEARING PROCEDURE:**

(a) **WRITTEN TESTIMONY:** To give the Board's solicitor (and no other party) an opportunity to review written materials before the hearing, the Board requests that all written evidence, including but not limited to appraisals, income and expense statements, lists of comparable properties, leases, land surveys, and depletion statements be submitted with the appeal or no later than ten (10) days prior to the appeal hearing. Comparable properties shall be identified by their Crawford County parcel identification number, also known as the "map number".

(b) **SIGNING APPEAL FORM:** All assessment appeals must be signed by the appellant; in the case of a taxing district or a corporation, by an officer or duly authorized employee; in the case of a partnership, by one of the principals. If the appellant is an LLC, please provide a copy of the Certificate of Organization. If the appellant is a Corporation, please provide a copy of the Articles of Incorporation. Proof may be required at the discretion of the Board. ***The attached Verification of Procedures must be signed by the aggrieved party and returned with the Appeal Form.***

(c) **NOTICE OF HEARING:** Notice of date and time of the appeal hearing will be sent to the aggrieved party at least twenty (20) days prior to the date of the hearing. Third party notices will be sent to the appellant's attorney upon written request.

(d) **POSTPONEMENT OF HEARING:** Up to two (2) postponements of no more than thirty (30) days may be granted for just cause or by agreement. **Appellant, Attorney or Appraiser scheduling conflicts will NOT be considered grounds for just cause. (See Section 4 (b))** Postponements will be to a specific date and *time* and must be requested at least five (5) days prior to the appeal hearing.

(e) **FAILURE TO APPEAR:** Failure to appear at the hearing at the time scheduled, unless there is prior approval from the Board, shall be considered abandonment of the appeal.

4. **APPEAL HEARINGS:**

(a) **EVIDENCE:** The Board shall hear any evidence that it considers relevant. The burden is on the appellant to prove the current market value of the property. For all appeals, it is suggested that the appellant present at the hearing an appraisal of the property from a Pennsylvania Certified Real Estate Appraiser that complies in all material respects with the Uniform Standards of Professional Appraisal Practice (USPAP). If an appraisal is presented at the hearing, the appraiser must attend the hearing and personally present the report. ***(The Board would prefer that appraisals and all evidence be submitted in pdf form ten days in advance of the hearing to Deputy Chief Fitzsimmons at kfitzsimmons@co.crawford.pa.us)*** The credibility, relevancy and weight of all evidence is determined by the Board.

(b) **APPEARANCE AT HEARINGS:** The appellant shall appear at the hearing before the Board. If unable to appear, the appellant may substitute an individual to appear in their place, so long as the substitute has written authority from the appellant to do so. Only attorneys-at-law licensed to practice in the Commonwealth of Pennsylvania may represent appellants at the hearings before the Board. Attorneys and Appraisers should be aware that hearings before the Crawford County Board of Assessment Revision will be scheduled between the hours of 1:00 PM o'clock and 3:30 PM o'clock beginning in July and ending the last Thursday in October. ***Due to the statutory requirements to hear cases in that time period and the limited availability of the Board, it is recommended that you clear those Thursday afternoons and be prepared to present your evidence pursuant to our notice. Also, due to the aforementioned limitations, WE CANNOT RE-SCHEDULE YOUR HEARING DUE TO SCHEDULING CONFLICTS.***

(c) **PROCEDURE AT HEARING:** At all hearings, the Board will hear such evidence as may be produced by the appellant. The appellant shall state the basis of the appeal and present all relevant evidence bearing on the fair market value of the property in question. The Board may examine the appellant or witnesses appearing on the appellant's behalf and may require the appellant to furnish additional information to assist in determining the property's fair market value. At the conclusion of the hearing, and after such review and consideration as may be required, the Board will render its decision. The Board will have the right to continue the hearing from day to day, or to adjourn it to a later date, or to a different place by announcement thereof at the hearing or by other appropriate notice.

(d) All parties will be required to exercise proper and appropriate decorum during the hearing.

5. These rules shall apply to appeals by taxing districts.

**Authorized by the Board of Assessment Revision*

Verification of Procedures

I _____, hereby verify that I have read
(please print)

and will abide by the Crawford County Board of Assessment Revision Procedures as stated.

Property Owner and Agent (if applicable)

THIS PAGE MUST BE SIGNED AND RETURNED WITH COMPLETED APPLICATION OR YOUR APPEAL MAY NOT BE SCHEDULED.

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Under the provisions of the Assessment Law (Act 254 of 1943) any person aggrieved by any assessment may appeal the Board for relief. Any person desiring to make an appeal shall file with the Board a Statement of Intention to Appeal, setting forth (1) the assessment or assessments by which such person is aggrieved, and (2) the address to which notice of when and where to appear for hearing of the appeal shall be mailed. No person shall be permitted to appeal from any assessment in any year unless he has first filed the required statement of intention to appeal, nor shall any person be permitted to appeal as to any assessment not designated in such statement.

For the purpose of reviewing your appeal the Board requires certain information which you are required to furnish in the blank spaces provided below. Please fill out the form in full. Additionally, after finalizing said appeal and receiving a Hearing date, the taxpayer must notify the Assessment Office, in writing, two weeks prior to that date if they wish to cancel the Appeal. If the taxpayer decides not to proceed with the Appeal on the date of the Hearing or merely does not show up, the Assessment Office will pursue holding them responsible for any appraisal fees the office incurs.

STATEMENT OF INTENTION TO APPEAL

I/we hereby declare my/our intention to appeal from the assessed valuation of the described below and I/we do hereby certify that the following statements made by me/us in connection thereto are true and correct, and that this appeal is made in good faith.

Owner of property _____

Location of property _____

Township/Borough or City

Map Number and Acreage

Buildings and improvements on above parcel _____

Assessed valuation on above Land _____ Buildings _____ Total _____

Reason for Appealing _____

Construction cost or purchase price \$ _____ Year _____

Remodeling or improvement costs \$ _____ Year _____

If property were offered for sale, asking price would be \$ _____

Best offer that has been made for property \$ _____ Year _____

Date _____ Signed _____

Day time phone number _____

Address to which notice of hearing shall be mailed _____

The above appeal form must be signed by the property owner or written authorization of signing agent must be attached.