

# JEFFERSON COUNTY TAX CLAIM & ASSESSMENT BUREAU

County Court House  
200 Main Street, Suite 106 B  
Brookville, PA 15825  
Phone: 814-849-1643



## APPLICATION FOR ASSESSMENT APPEAL

In compliance with the requirements of the Fourth to Eighth Class County Assessment Act of 1943 and its amendments. If you are aggrieved by your assessment and wish to appeal the assessment you may do so by completing the form at the bottom of this page and returning it to the Jefferson County Board of Assessment Appeals no later than September 1<sup>st</sup>. No appeal will be heard by the Board unless the foregoing is complied with or you receive official change of assessment notice authorizing a different deadline for appeal. Following receipt of your request for an appeal you will be notified of the date, time and place set for hearing, at which time you may appear in person or by your representative. (See attached sheets) The assessment represents 100% of the appraised 1972 adjusted to 1987 value of your property

### Assessment Information

Map/Parcel # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ TWP/Boro: \_\_\_\_\_

**(one parcel per appeal form)**

Property Owners: \_\_\_\_\_

Address of property being appealed:

\_\_\_\_\_  
\_\_\_\_\_

My reason for appeal is:

\_\_\_\_\_  
\_\_\_\_\_

Fair Market Value \$ \_\_\_\_\_ Current Total Assessed Value \$ \_\_\_\_\_

I, \_\_\_\_\_ hereby appeal the foregoing assessment and request to be heard regarding the matter. I certify that I have read and understand the attached rules and regulations.

**\*\*\*COMPLETE ONLY IF NAME AND ADDRESS DIFFERS FROM ABOVE\*\*\***

Aggrieved Parties Name: \_\_\_\_\_

Aggrieved Parties Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

All persons/firms considering submitting an appeal and have any questions are advised to contact the Chief Assessor prior to doing so.  
Chief Assessor, 200 Main St., Brookville PA 15825 Phone: 814.849.1502

**RESOLUTION OF BOARD OF ASSESSMENT APPEALS**

WHEREAS, The Board of Appeals has the power to establish the rules and regulations to be followed by aggrieved parties who wish to appeal the Fourth to Eighth Class County Assessment Laws; and  
 WHEREAS, The Board of Appeals see a need for rules and regulations in general, and in particular where a third party is filing on behalf of the aggrieved owner;


- A. All notices of appeal shall be executed by the owner or taxing district having an interest in the property in question aggrieved by any assessment. In cases in which a corporation shall be the aggrieved party, all notices of appeal shall be executed by an officer of said corporation, or by an authorized employee thereof if accompanied by notarized certification by such employee that he/she is authorized to so act on behalf of the corporation. In cases in which a partnership or sole proprietorship is the aggrieved party, a principal of such business organization shall execute the notice of appeal herein before set forth.
- B. In all cases either the aggrieved party or their legal counsel must attend any hearing of an appeal. No person other than the aggrieved party or their counsel may represent the aggrieved party at any tax appeal hearing.
- C. In all appeals involving residential, commercial or industrial property in which a question of valuation is an issue, the appellant shall produce four (4) copies of a duly signed written valuation or appraisal by the expert(s), ten (10) days before the date of the appeal hearing.
- D. In the event that any appeal shall involve commercial or industrial property, which is subject to lease or other agreement respecting ownership or use, appellant shall produce copies of the appeal, together with verification or affidavit by the aggrieved party or it's; his/her authorized employee or agent that the same constitute all agreements, in all of their terms, touching upon the ownership and/or use of the parcels in question. In the event that the appellant is a lessee, licenses or other parties not holding the title to property, whose standing arises from an agreement to pay real estate taxes under any such lease, license or other contract, said verification shall be accompanied by written authorization executed by the title holder and evidencing notice to the title holder of the taking of the appeal.

**APPEAL PROCEDURES OF VERIFICATION OF VALUES**

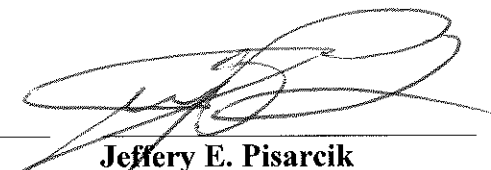
Now THEREFORE, in order to insure the proper competent and efficient administration of assessment appeals with Jefferson County;  
 BE IT RESOLVED, that effective January 10, 1994, the following rules and regulations shall govern the administration of hearing appeals pursuant to the Fourth and Eighth Class County Assessment Laws:

- o ALL PARTIES WILL BE REQUIRED TO EXERCISE PROPER AND APPROPRIATE DECORUM DURING THE HEARING.
- o THESE RULES AND REGULATIONS SHALL BE APPLICABLE TO APPEALS BY TAXING DISTRICTS.
- o ADOPTED, THE 26 DAY OF JANUARY 2016 BY THE JEFFERSON COUNTY BOARD OF ASSESSMENT APPEALS.

JEFFERSON COUNTY COMMISSIONERS

  
 Scott E. North

  
 Mark Humes

  
 Jeffery E. Pisarcik

**FOR ASSESSMENT OFFICE USE ONLY**

**Appeal Fee:**  \$25 Residential Asmnt  \$100 Commercial Asmnt  \$50 Exemption **Receipt/Reference #:** \_\_\_\_\_

Appeal Request Reviewed By: \_\_\_\_\_ Application Accepted for Appeal Hearing:  Yes  No

Reason for disapproval: \_\_\_\_\_

Date Appeal Heard: \_\_\_\_\_ Appeal decision:  Exemption Approved  Exemption Denied  Denied Failure to Appear

Withdrawn by Applicant

Revised From: Current Land Value: \_\_\_\_\_ To Adjusted Land Value: \_\_\_\_\_

Current Building Value: \_\_\_\_\_ To Adjusted Building Value: \_\_\_\_\_

Current Total Value: \_\_\_\_\_ To Adjusted Total Value: \_\_\_\_\_

Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Requires:  Exoneration  Refund