

**Pertinent Information**  
**When Filing a Board of Assessment Appeal**

If you file a timely appeal with the Board of Assessment Appeals, the following material may be helpful to bring to the hearing.

1) For all properties:

a) Appraisals – appraisal reports completed by PA State Certified Appraisers or Broker-Appraisers within the last 12 months from the mailing date on the “Final Notice of Property Assessment” will be accepted. Five (5) copies of the report should be submitted at least ten (10) days prior to the hearing date.

b) Recently Purchased Properties

- 1) Agreement of Sale
- 2) Settlement Sheet

2) For Rental Properties (Residential, Commercial, & Industrial):

a) Leases – bring copies (or a synopsis) of all leases in place for the property appealed.