

Type of Appeal:

(Please Check)

(Please Check)

- Residential: (Subdivision _____) Annual
- Commercial/Industrial Interim
- Exemption

Lehigh County
Assessment Appeal Form

Instructions:

Print or type all information. All sections must be completed. You may include documentation, but do not attach to this appeal form. Sign and date the form and keep a copy for your records. A separate form must be submitted for each parcel appealed. Mail or deliver to: Lehigh County Assessment Office, Lehigh County Government Center, 17 S. 7th Street, Room 517, Allentown, PA 18101. **“ORIGINAL” Appeal(s) must be received on or before August 1st. Postmarks and faxed appeals will not be accepted as evidence of timely filing.**

I. Property Information

Dist ____ Ward: ____ PIN: _____ Parnum: _____

Address of Property: _____

Date Purchased: _____ Purchase Price: _____ Opinion of Value: _____

Are there any property description errors? ____ Yes ____ No

If yes, please explain: _____

State reasons for filing this appeal: _____

II. Owner/Appellant Information

Appeal filed on behalf of (check one):

____ Property Owner ____ School District ____ Municipality

Record Owner Name(s): _____

Appellant’s Mailing Address: _____

Phone Number (daytime): _____

Certificate of Appeal

I/we hereby declare my/our intention to appeal from the assessed valuation of the property described above and do hereby verify that the statements made in this appeal are true and correct. I/we understand that false statements herein are made subject to the penalties of 18 Pa. C. S. Section 4904, relating to unsworn falsification to authorities.

Signed: _____

Date: _____

Owner(s) of Record

All Notices concerning this appeal will be sent to Appellant's mailing address unless Appellant appoints an authorized representative to receive all notices on behalf of Appellant.

Name of Authorized Representative: _____

Mailing Address: _____

Phone Number (Daytime): _____

Signature of Authorized Representative: _____

If Appellant appoints an Authorized Representative, both Appellant and the Authorized Representative must sign this Appeal Form.

Pertinent Information
When Filing a Board of Assessment Appeal

If you file a timely appeal (on or before August 1st) with the Board of Assessment Appeals, the following material may be helpful for your hearing.

1) For all properties:

- a) Appraisals – appraisal reports completed by PA State Certified Appraisers or Broker-Appraisers within the last 12 months will be accepted. Commercial properties; 5 copies of the appraisal report and Residential properties; 1 copy of the appraisal 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.

3) Rules For Exemption Request:

- a) Proof of non-profit status granted by the Commonwealth of Pennsylvania (State Tax Exemption).
- b) Appropriate Internal Revenue Service ruling letter granting exempt status 501 (C) (3).
- c) A list of most recent Board of Directors.
- d) A copy of the deed.
- e) A brief verified statement as to the current or prospective use of the property.