



Elk County Assessment Office

P.O. Box 448 • Ridgway, PA 15853-0448 • Phone: (814) 776-5340 • Fax: (814) 776-5305

John M. Samick, Director

Thomas G. Wagner, Solicitor

Ronald T. Beigel, Chairperson
Daniel R. Freeburg, Commissioner
June H. Sorg, Commissioner

GENERAL RULES

1. Individual appeal forms must be filed for each property.
2. All recommended information requested by the Board of Appeals must be submitted to Assessment Office 15 days prior to appeal hearing.
3. No times or dates will be changed for hearing of appeals.
4. All fees are non-refundable
5. Failure to appear automatically dismisses appeal.
6. If multiple ownership, you must have all owners sign an authorization for you to represent them
7. Incomplete forms will be returned for required information
8. All appeal forms must be received by September 1 of current year, no exceptions.
9. Decisions of the Board of Assessment Appeals are for the following tax year.

REQUIRED INFORMATION

Recommended information governing appeals of Class A, F & G:

1. An appraisal from a licensed PA Real Estate Appraiser within the last 6 months for resale purposes.
2. Photos of property being appealed. Please include interior and exterior views.
3. If using comparable sales, please include photos of the building (s) being used along with owner name, address and map numbers of comparables.
4. Please call the assessment office to set up an appointment for an inspection of the property for verification of interior and exterior data. You may call between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday.

Recommended information governing appeals of Class B, C, D, & E

Same as A, F & G **plus** a copy of the income and expense statement for present & past 3 years.

Resolution changing amounts for Appeals

(Resolution number 2003-19 adopted 12/2/2003)

<u>Class</u>	<u>Price</u>
A	\$ 25.00 Residential single-family home/Vacant Lot/Camp/Sub Surface
B	\$ 50.00 Residential containing multiple apartments (two to six)
C	\$ 75.00 Apartment complex (two and above apartments and/or buildings)
D	\$100.00 Commercial/Utility/Public Service single building/store
E	\$150.00 Commercial complex, multiple stores and/or buildings
F	\$175.00 Light industrial single building
G	\$200.00 Heavy industrial multiple buildings

BOARD OF ASSESSMENT APPEALS FORM

Please complete and return along with the **Non-Refundable Fee (Payable to: County of Elk)** to:
ASSESSMENT OFFICE, PO BOX 448, 250 MAIN ST., RIDGWAY, PA 15853 before
SEPTEMBER 1, 2011 FOR TAX YEAR 2012.

DISTRICT: _____ **MAP: #** _____

OWNER: _____

ADDRESS OF PROPERTY BEING APPEALED: _____

NAME OF PERSON APPEALING: _____

MAILING ADDRESS IF DIFFERENT THAN PROPERTY ADDRESS:

ASSESSED VALUE:
LAND: _____ **BUILDING:** _____ **MINERALS:** _____ **TOTAL:** _____

CURRENT USE OF PROPERTY (This determines fee) A B C D E F G (circle one)

Date of purchase of property (Years) _____

Price paid for property \$ _____

What improvements have been made since you purchased the property? _____

What is your estimate of the current market value of the property? _____

CERTIFICATE OF APPEAL: I/we hereby declare my/our intention to appeal from the Assessment described in the foregoing, and I/we do hereby certify that the statement made by me/us in connection therewith are true and correct and that this appeal is made in good faith.

DATED: this _____ day of _____ 20 _____.

SIGNATURE _____ Phone # _____

DISPOSITION:

Received _____ Rejected _____

FINAL ASSESSMENT _____ DATE _____

BOARD OF ASSESSMENT AND REVISION OF TAXES: by _____

DATE GIVEN _____ DATE MAILED _____

DATE VIEWED BY ASSESSMENT OFFICE STAFF: _____

NOTICE

RE: UNAUTHORIZED PRACTICE OF LAW

BEFORE COUNTY BOARD OF ASSESSMENT APPEALS/REVISION

Unauthorized Practice of Law is a Criminal Offense punishable by fine and jail time. Only a lawyer licensed in Pennsylvania may represent a taxpayer before County Board(s) of Assessment Appeals/Revision or in the Common Pleas Courts. 42 Pa. C.S.A. § 2524. Westmoreland v. Rodgers 693 A.2d 996 (Pa. Cmwlth. 1997). Pennsylvania Bar Association Unauthorized Practice of Law Committee Formal Opinion 98-101.

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