

**Potter County Board of Assessment Revision**

**1 North Main Street, Suite 111**

**Coudersport, Pa. 16915**

**Annual Assessment Appeal**

All annual appeals must be filed in the Potter County Tax Assessment Office by September 1 of any year by 4:30 PM EST. If September 1 should fall on a weekend or county acknowledged holiday, appeals will be accepted on the next business day. All appeal results will take effect for the following tax year, no refunds will be granted on assessments prior to this appeal. Postmarked dates will be not be accepted as proof of filing for any reason. Independent appraisals, which are optional, must be submitted to the board at least ten (10) days before the hearing if you intend to enter one as evidence. All appeal hearings are considered prima facie valid in that the taxpayer carries the burden of proof to rebut the validity of the assessment.

Owner of Record \_\_\_\_\_

Mailing Address \_\_\_\_\_

Parcel Number \_\_\_\_\_ Township/Borough \_\_\_\_\_

Property Address \_\_\_\_\_

Appeal Type      Clean & Green \_\_\_\_\_      Market Value \_\_\_\_\_      Both \_\_\_\_\_

Owner's Opinion of Value \_\_\_\_\_      Amount of Fire Insurance \_\_\_\_\_

If there is a mobile home on the property, please complete the following information:

Year \_\_\_\_\_      Size \_\_\_\_\_      Make/Model \_\_\_\_\_      Purchase Price/Date \_\_\_\_\_

**Verification of Appeal**

The owner hereby verifies that the statements in this Change of Assessment Appeal form are true and correct. The owner understands that false statements herein made are subject to the penalties of 18 Pa.C.S.A. § 4904, relative to unsworn falsifications to authorities. The owner is also aware that this appeal may open the subject property to review for other unassessed improvements. In some cases, appeals may be handled informally with your acceptance. If an informal appeal decision cannot be reached by the board, then you will be required to attend a formal hearing before the board.

Owner Signature \_\_\_\_\_      Date \_\_\_\_\_

Print \_\_\_\_\_      Phone \_\_\_\_\_