

Potter County Board of Assessment Revision

1 North Main Street, Suite 111

Coudersport, Pa. 16915

Change of Assessment Appeal

All change of assessment appeals must be filed in the Potter County Tax Assessment Office by 4:30 PM EST on the day listed on your change of assessment notice. If that day should fall on a weekend or county acknowledged holiday, appeal forms will be accepted on the next business day. All appeal results will take effect for the current tax year; refunds and abatements will be granted as deemed necessary by the board. Postmarked dates will 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 _____