

**Questions? Contact:**

Appeals: BOAappeals@montgomerycountypa.gov

Exemptions: BOAlegal@montgomerycountypa.gov

General: BOAhelp@montgomerycountypa.gov

Office phone: 610-278-3761

Montgomery County Board of Assessment Appeals Assessment Appeal Overview

Where and How to File Appeals

Appeals must be filed by mailing or hand-delivering a completed appeal form, three (3) copies of any supporting documentation, and a check for the applicable processing fee, to the **Montgomery County Board of Assessment Appeals**, at:

Mailing address:

Montgomery County Courthouse
P.O. Box 311
Norristown, PA 19404-0311

Office address (UPS/Fedex):

425 Swede Street; Swede and Airy Streets
One Montgomery Plaza, Suite 301
Norristown, PA 19401

Deadline

Appeals must be postmarked or delivered on or before the applicable filing deadline. Faxed or emailed appeals are not accepted.

August 1st

**Annual Appeal
Deadline**

Processing Fees

Each parcel appealed is subject to a processing fee, based on the general property use/type outlined below. The fee must be paid by check or money order payable to the **Montgomery County Treasurer**. Fees are non-refundable.

- Single-Family Residential (excluding apartments): \$50.00
- Residential (Multi-Family): \$100.00
- Commercial and Industrial: \$200.00
- Preferentially-Assessed Properties: \$50.00
- Exemptions: \$200.00
- Homestead/Farmstead Appeal: \$0
- Veteran Exemption Appeal: \$0

Hearings

After a complete appeal is received, it will be scheduled for a hearing. For efficiency reasons, appeals submitted early in the year may not receive a hearing date for several months. Dates when appellants (or representatives attending on their behalf) are unavailable to attend a hearing must be noted on the appeal form. Due to the large volume of appeals submitted around the August 1st deadline, and requirement that all are heard by October 31st, rescheduling requests will be reviewed on a case-by-case basis and granted only under extraordinary circumstances.

Supporting Documentation

Three (3) copies of any supporting documentation must be submitted with the appeal form. Parties may provide supplemental documentation. However, in order to allow time for processing and review, **additional documentation must be received at least ten (10) days prior to the scheduled hearing.**

Supporting materials may include appraisals, comparable sales, photographs, income statements, or other evidence supporting the appellant's opinion of value.

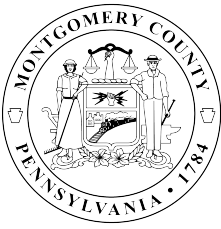
Signature Requirements

All appeal forms must contain the **original signature** of an owner (or authorized representative for business entities and taxing authorities) authorizing the appeal. Attorneys may use electronic/facsimile signatures.

Rules and Regulations

Anyone filing an appeal is recommended to familiarize themselves with the full rules and regulations, available on the Board of Assessment Appeals website under documents/forms:

www.montgomerycountypa.gov/BOA



Montgomery County, Pennsylvania
Board of Assessment Appeals
Assessment Appeal Form

PO Box 311
 Norristown, PA 19401-0311
 610-278-3761
 BOAappeals@montgomerycountypa.gov

Check if either scenario applies to this appeal: Appeal by Taxing Authority

Appeal of Assessment Notice (attach notice)
 Notice Date: _____

Property Owner Information

Owner Name(s): _____
 Owner Mailing Address: _____

Property Information

Property Location (Number & Street): _____ Parcel Number: _____
 Municipality: _____
 School District: _____
 Property Use (Residence, Apartment, Retail, Office, etc.): _____

Assessment Information Assessment Appealed: _____ Owner Opinion of Value (\$): _____

Reason for Appeal: _____

Is a prior year's assessment under appeal before the Court of Common Pleas? Yes No

If yes, Docket Number: _____

Hearing Scheduling

Dates NOT Available for Hearing: _____

Owner Contact Information

Phone (Primary): _____ Phone (Alternate): _____
 Email Address: _____

Attorney / Authorized Representative (if applicable)

Name: _____ Attorney ID: _____
 Title (if corporate representative): _____
 Address: _____
 Phone: _____ Email: _____

Appeal Authorization and Certification

I am an owner of the above-stated property (or permitted to authorize this appeal on behalf of a business entity or taxing authority). I authorize the filing of this appeal, and certify that all information provided is true and correct to the best of my knowledge, information, and belief, subject to 18 Pa.C.S.A. § 4904 (unsworn falsification to authorities).

Authorized Signature: _____ Date: _____
Original signature required

Print name and title (if applicable): _____

Attorney Entry of Appearance and Certification

Please enter my appearance for the appellant. I understand that the statements made in connection with this appeal are subject to the penalties of 18 Pa.C.S.A. § 4904.

Attorney Signature: _____ Date: _____