

# INSTRUCTIONS FOR COMPLETING THE PETITION FOR APPEAL OF THE DISPOSITION OF APPEAL FROM REAL ESTATE ASSESSMENT OF THE BOARD OF PROPERTY ASSESSMENT APPEALS AND REVIEW

PLEASE READ CAREFULLY

- **THE NON-REFUNDABLE FILING FEE IS \$130.50.**
  - CASH, BUSINESS CHECK OR MONEY ORDER, PAYABLE TO: **ALLEGHENY COUNTY DEPARTMENT OF COURT RECORDS.**
  - **Personal checks are NOT accepted.**
1. The attached forms must be completed with all information.
    - A. One (1) cover sheet
    - B. One (1) petition
    - C. One (1) verification/certificate of service
  2. A copy of Form 13-A (Disposition of Appeal from Real Estate Assessment), the paper you received from the Board of Property Assessment Appeals and Review must be attached to the above forms as part of your appeal. These four (4) papers comprise your appeal.
  3. You must make five (5) photocopies of each of the above sheets.  
**YOU SHOULD NOW HAVE ONE (1) COMPLETED ORIGINAL APPEAL, AND FIVE (5) FULL PHOTOCOPIES OF YOUR APPEAL. (Total of 6)**
  4. Take completed Appeal and the five photocopies to the Department of Court Records, Civil/Family Division (located in the City-County Bldg., 1st Floor) to be filed.
  5. The clerk will issue your Appeal Docket Number and keep the original appeal.
  6. **The five copies will be returned to you. You must serve the copies upon the following solicitors :**
    - A. Allegheny County
    - B. Board of Property Assessment Appeals and Review
    - C. Your Municipality
    - D. Your School District
    - E. The fifth copy is for your records

**THIS INSTRUCTION SHEET IS NOT PART OF YOUR APPEAL.  
DO NOT PHOTOCOPY THIS PAGE.**

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

APPEAL OF:

\_\_\_\_\_  
Your Name, Petitioner

OF THE DISPOSTION OF APPEAL FROM REAL  
ESTATE ASSESSMENT MADE BY THE BOARD  
OF PROPERTY ASSESSMENT APPEALS  
AND REVIEW OF THE PROPERTY  
OWNED BY:

\_\_\_\_\_  
Your name

Property Located In:

\_\_\_\_\_  
Municipality

\_\_\_\_\_  
School District

No:           BV -       -

PETITION FOR APPEAL OF THE DISPOSITION  
OF APPEAL FROM REAL ESTATE  
ASSESSMENT OF THE BOARD OF PROPERTY  
ASSESSMENT APPEALS AND REVIEW

Code: 120 Tax Assessment Appeal  
(CHECK ONE)

COMMERCIAL

RESIDENTIAL

Filed By:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone       -       -

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

**PETITION FOR APPEAL FROM DISPOSITION OF  
THE BOARD OF PROPERTY ASSESSMENT APPEALS AND REVIEW**

This Petition for Appeal of Disposition of the Board of Property Assessment Appeals and Review is filed pursuant to Local Rule 503(3) by \_\_\_\_\_.

1. The owner of this \_\_\_\_\_ commercial or \_\_\_\_\_ residential real estate and/or taxable property is \_\_\_\_\_, and the address of this real estate is \_\_\_\_\_

\_\_\_\_\_ (the "Property"). The Property has been assigned parcel ID number \_\_\_\_\_.

2. The County of Allegheny, the municipality \_\_\_\_\_ and the school district \_\_\_\_\_ are the taxing bodies interested in the taxable status of the Property.

3. The Office of Property Assessments made an assessment of the Property. \_\_\_\_\_ appealed from this assessment to the Board of Property Assessment Appeals and Review (the "Board") asking that the assessment be reduced.

4. Following a hearing, a Disposition of Appeal from Real Estate Assessment was mailed by the Board. The information contained in the Board's Disposition of Appeal from Real Estate Assessment shall be placed in the court records, both in paper and electronic form, by the Department of Court Records, Civil/Family Division.

5. Petitioner is filing this appeal to the Court of Common Pleas of Allegheny County.

WHEREFORE, Petitioner requests this Honorable Court to set the assessment to such amount as may be right and proper.

Date: \_\_\_\_\_ (Signature)

**VERIFICATION**

I verify that the statements made herein are true and correct to the best of my knowledge, information and belief, and are made subject to the penalties of 18 Pa. C.S.A. § 4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CERTIFICATE OF SERVICE**

I certify that a true and correct copy of the foregoing PETITION FOR APPEAL OF THE DISPOSITION OF APPEAL FROM REAL ESTATE ASSESSMENT OF THE BOARD OF PROPERTY ASSESSMENT APPEALS AND REVIEW has been served on the following by \_\_\_\_\_ :

1

3

BOARD OF PROPERTY ASSESSMENT,  
APPEALS AND REVIEW SOLICITOR  
345 COUNTY OFFICE BUILDING  
PITTSBURGH, PA 15219

MUNICIPALITY SOLICITOR AND ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



2

4

ALLEGHENY COUNTY SOLICITOR  
300 FORT PITT COMMONS BUILDING  
445 FORT PITT BOULEVARD  
PITTSBURGH, PA 15219

SCHOOL DISTRICT SOLICITOR AND ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date