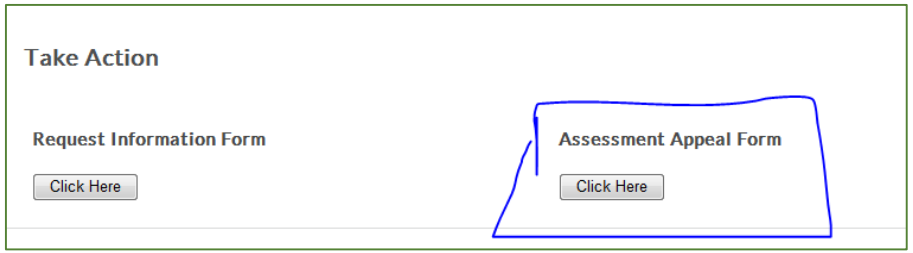
How to file an appeal ONLINE:

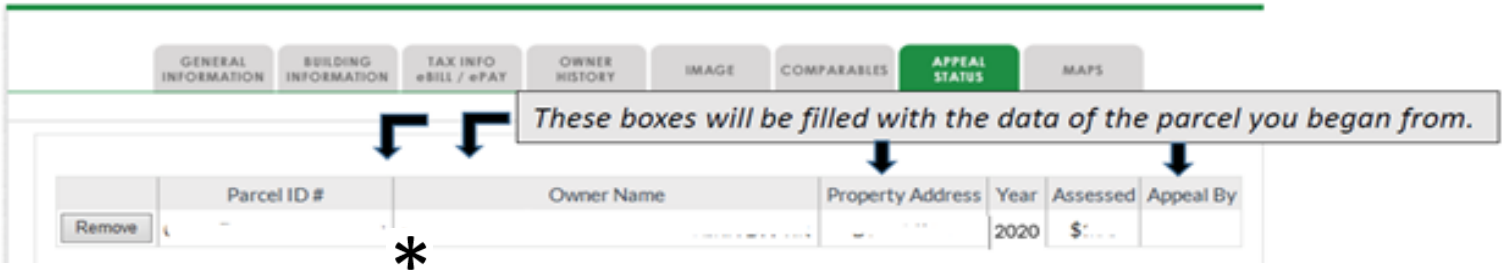
Go to the Real Estate Website and locate the parcel you want to file for.
http://www2.alleghenycounty.us/RealEstate/Default.aspx

Go to the Appeal Status Tab

Go to the section of the screen for 'Take Action' and click on the button for Assessment Appeal Form:



You will get the following informational page. It will show current information for the parcel that was searched.



- Your search has resulted in 1 parcel(s) shown in the table above.
- You may add or remove parcels from the table with the buttons 'Remove' and 'Appeal Additional Parcel(s).

- You may proceed to submit an annual assessment appeal in two ways from this point:
  Click '**2020 fillable PDF**' – This allows you to fill out the printable form for later submission either by email or mail.
  OR
  Click '**ONLINE assessment appeal form**' – This allows you to fill out the form online and submit it immediately , generating an emailed receipt and PDF form(s) for each parcel shown above.

2020 fillable PDF | Appeal Additional Parcel(s) | ONLINE assessment appeal form

NOTE: Multiple Appeals in one ONLINE batch are only permitted when the filing party (appellant) is the same for the entire batch, whether it is Owner, School District, or Municipality. Appellant information is typed once, and carried over to each PDF the system creates. If you are representing multiple clients, then you need to file separately for each client.

NOTE: Filing appeals for multiple parcels together via the ONLINE method is NOT recommended if you have property description errors to report, or need notifications sent to more than one address for the batch.

Please use the fillable PDF option instead. You may then address each parcel individually and attach all the PDFs to the same email for submission, or mail the paper forms together in one envelope.

NOTE: The maximum number of parcels that may be appealed in one ONLINE batch is 25.

You may submit additional batches, or choose to submit by paper or email if you wish to submit more than 25 at one time.

Carefully review your list!
Options from this point?
You May:

- **Add** more parcels to list
- **Remove** parcels from list
- Open the fillable PDF form
  or
- File the ONLINE form

*Don't forget to check the count if you are submitting a batch.

If ONLINE Assessment Appeal Form is chosen, the following screen pops up:

REAL ESTATE

2020 Assessment Appeal Form

- You must have a valid email address to use the ONLINE submission option.
- You will need to allow pop-ups in your browser if you want the PDF form delivered to your screen before you get the emailed copy.
- Taxing jurisdictions must serve property owner(s) with a copy of their appeal.
- Appellants MUST provide valid and current contact information for use by the Office of Property Assessments for notification purposes.
- Evidence may NOT be attached to the online appeal form. Bring all applicable evidence to your appeal hearing.

Filing Deadline: March 31, 2020 *(Electronic submission time stamped before midnight on March 31st, 2020 required)*

Scroll Down - The information that follows must be filled out.
Parcel information like owner and address may NOT be changed.

Parcel ID (Lot/Block) Number:

*(**Note:** A separate form will automatically be created for each parcel that was listed in the table on the previous screen. Names, Addressess and Errors will be copied into each form created if there was more than one parcel shown.)*

This will be pre-filled in. It is not editable.

Complete Address of Property Being Appealed: This will be pre-filled in. It is not editable.

Appeal filed on behalf of *(check only one)*:

☐ Property Owner ☐ School District ☐ Municipality

You must pick one.

☐ **Check here if multiple appeals are being filed under this owner.**

☐ **Check here if there are any property description errors.**

Explain property description errors below.
Note: High Value is NOT a Description Error.
Examples: square footage is too high or acreage is wrong.

150 characters maximum.

Municipality:

This will be pre-filled in. It is not editable.

School District:

This will be pre-filled in. It is not editable.

Name of Property Owner(s):

This will be pre-filled in. It is not editable.

Mailing Address of Property Owner(s):

This will be pre-filled in. It is not editable.

All fields are required here:

☐ Check here to use the same address information as shown above.
The appellant is the property owner, and the address is correct.

Appellant - Party Filing Appeal

Your entry below will be carried onto each form created in this ONLINE batch, so the filing party (appellant) must be the same for each parcel in this batch.
Do NOT proceed if you require different appellant information for the parcels in the batch.
Addresses provided here will not change address information for the parcel(s) permanently – please use our change address process if a permanent change is required.

Name of Appellant:

Mail Notice Address:

City: **State:** **Zip:**

Phone:

Email: **Confirm Email:**

You can scroll past this section if you don’t want a Representative.

Authorized Representative

NOTE: Fill in this section if you wish to have someone represent you at your appeal hearing and/or receive the related notifications.

This information will be provided to the Office of Property Assessments for use in the appeal process. Both the Appellant and Authorized Representative will be notified about proceedings for the parcel(s).

Name of Authorized Representative:

Mail Notice Address:

City: State: Zip:

Phone:

Email: Confirm Email:

If you wish to appoint a representative, be sure to fill in ALL the fields in this section.

The last section contain requires verification, important notes, and the submit button.

Verification

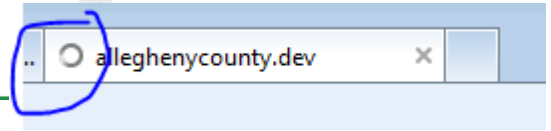
By submitting this form, I _____ verify that I am the property owner, authorized representative, or taxing body representative and I understand that false statements made herein are subject to the penalties of 18 Pa. C.S.A §4904 relating to unsworn falsification to authorities.

Date: This will be pre-filled in. It is not editable.

I agree to the these terms ☐

- When you click the 'Submit' button a PDF will be created and automatically sent to the Office of Property Assessments.
- If your browser permits 'pop-ups' you will also see the PDF on your screen – allow 15 seconds (Per Appeal).
- You will get a 'Thank You' screen and an email confirmation with the PDF attached too – one for each parcel that was in your table of parcels.
- If you do NOT receive an email confirmation within one business day, follow up with the Office of Property Assessments to confirm your submission.

Submit



It may take a few minutes to process the submission. A 'circle' in the tab at top indicates it is working.

When finished, it disappears off your screen and you get a new THANK YOU screen.

Example of Thank you Screen

REAL ESTATE

Thank You

Your online submission has been sent. Keep a copy of this screen as your proof of submission. You should receive an email response from 'OPASubmit@AlleghenyCounty.us'
You should receive an email response within 1 business day of your submission – that email is your receipt to prove timely filing.
If you do NOT receive an email response, please contact the Office of Property Assessments to confirm your submission.

Email AnnualAppeals@alleghenycounty.us
Phone 412-350-4636 (info)
In person Office of Property Assessments
Public Information Office
542 Forbes Ave, Rm 334
Pittsburgh PA 15219

Return to the Real Estate Site

You may get this screen <u>before</u> the email arrives in your inbox with the PDF copy of your submitted form(s), but you should get the email(s) in less than 10 minutes.

Check your 'junk' folder and follow up with OPA if you do not see the emails right away!

If you are still looking at the ‘furniture’ for several minutes, it didn’t work. Why NOT?! Read below for possibilities.

Scroll up/down and look for red error messages.
Examples:

: All Appellant - Party Filing Appeal fields in Address must be filled out

Please check who is filing

Please enter a valid Phone

You must enter an email address

Email Addresses do not match

You must verify before you submit

You must check that you agree

Some of the errors may still show after they are fixed. Others will disappear.

Everything could be correct and it could be rejected due to it already being submitted ONLINE.
In that case you may see an error similar to this:

2020 Assessment Appeal Form

Already scheduled for Property Owner

Contact OPA to review what has been filed.