

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 \$135.25.**
- 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
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. Sign your petition. Make a copy for your own records. Mail the above documents and your copy, along with your payment and a self-addressed stamped envelope to:

Department of Court Records, Civil/Family Division
414 Grant Street
City-County Building, 1st floor
Pittsburgh, PA 15219
4. The Department of Court Records will return a receipt and your copy, with a “BV” docket number written on it. The Department of Court Records will keep the original.
5. You must make four (4) photocopies of the copy of your petition that you received back in the mail.
6. **You must serve the copies upon the solicitors of the following:**
 - A. Allegheny County
 - B. Board of Property Assessment Appeals and Review
 - C. Your Municipality
 - D. Your School District
7. After you serve the solicitors (in person or by U.S. mail), you must file a Certificate of Service with the Department of Court Records. The Certificate of Service is the last page of the attached document. Attach a cover page (the page you received in the mail with the “BV” number written on it) and the completed and signed Certificate of Service. Mail it to the address above. If you want a copy for your records, include an extra copy along with a self-addressed stamped envelope.

8. You will be informed of your hearing date by the Board of Viewers, not the Department of Court Records.

THIS INSTRUCTION SHEET IS NOT PART OF YOUR APPEAL.

**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 from 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 or raised. The Board is authorized pursuant to the Administrative Code of Allegheny County to hear all appeals from assessments made by the Office of Property Assessments.

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 by First Class mail, postage prepaid to the following:

1

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

3

MUNICIPALITY SOLICITOR AND ADDRESS



2

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

4

SCHOOL DISTRICT SOLICITOR AND ADDRESS

Signature

Date