BPAAR Telephone Hearing Tip Sheet and COVID-19 Regulations

****All Parties, Please Read Carefully for Deadlines. No Late Evidence Will Be Accepted. ****

FOR THE PROPERTY OWNER(S) OR THEIR AUTHORIZED REPRESENTATIVE:

Before the hearing:

- All 2020 hearings will take place telephonically. The property owner OR the property owner's representative shall participate by telephone, if they wish to participate. **YOU MUST PROVIDE A TELEPHONE NUMBER THAT YOU CAN BE REACHED AT FOR YOUR HEARING.** YOU MAY CALL 412-350-4636 (INFO) TO PROVIDE YOUR NUMBER OR EMAIL APPEALHELP@ALLEGHENYCOUNTY.US . This information should be received five (5) days prior to your hearing.
- The taxing bodies must email or mail their evidence to property owners. If you have not received a copy of evidence or correspondence from the school district representative, you must notify the Office of Property Assessments via email at AppealHelp@AlleghenyCounty.us or call 412-350-4685 no later than 2 business days prior to your hearing.
- The taxing bodies will use the OWNER MAILING ADDRESS from the County Real Estate website to mail evidence.
- Normal postponement rules apply to telephone hearings as well and those can be found on your hearing notice.

Day of the hearing:

- A hearing officer will call you at the number listed on your appeal application or that you have provided.
- Please be available in a quiet space with good reception for your telephone hearing at the scheduled date/time.
- A hearing officer will make 2 attempts to contact you at the time of your hearing. If both are unsuccessful, your hearing will be considered withdrawn unless good cause is shown.
- If you are disconnected from the call during your hearing - hang up and wait for the hearing officer to call you back.

FOR THE SCHOOL AND/OR MUNICIPAL REPRESENTATIVES:

- Taxing body representatives will attend hearings, in person, at the County Office Building.
- Taxing body evidence must be served simultaneously, with proof of mailing, to the address of the property as provided to the County as the "OWNER MAILING ADDRESS".
- Owner evidence will be available to the taxing bodies via email by noon, on the day prior to the hearing.
- On the day of the hearing, both BPAAR hearing officers and any representative from the taxing bodies will be temperature screened prior to admission to the hearing room.
- Without good cause, only one representative will be permitted in each room. Should there be cause for multiple representatives, special arrangements must be made in advance to secure a larger hearing room. No same day accommodations for large contingents will be granted.
- Hand sanitizer and masks will be available in each hearing room.
- CDC recommended guidelines*, including mandatory face-coverings and social distancing*, will be followed.

ALL PARTIES: Submitting Evidence – Three (3) options – Choose One (1):

All evidence must be received at least five (5) business days prior to your scheduled hearing.
Evidence will not be returned but will remain part of the official hearing file. Keep a copy for yourself as well.
Examples of evidence formats are picture files, PDFs, word documents, and other static sources, NOT links or videos.

1. You may submit evidence ONLINE via the Real Estate Portal page for the parcel. See the Appeal Status tab.
   http://www2.alleghenycounty.us/RealEstate/Search.aspx
2. You may EMAIL evidence using attachments to APPEALS@AlleghenyCounty.us
   One parcel per email. The subject line must begin with Parcel #-Date of Hearing-Time of hearing
3. You may MAIL paper copies to: Office of Property Assessments
   Appeals Hearing Evidence
   542 Forbes Ave, Rm 331
   Pittsburgh PA 15219

If you have any additional questions and concerns:

email to AppealHelp@AlleghenyCounty.us or call 412-350-4636 (INFO)