

# BPAAR Telephone Hearing Tip Sheet and COVID-19 Regulation

**\*\* Please Read Carefully for Instructions and Deadlines. No Late Evidence Will Be Accepted. \*\***

## **ALL PARTIES OR THEIR AUTHORIZED REPRESENTATIVE (NEW FOR 2020):**

### **Before the hearing - Phone Contacts**

All 2020 hearings will take place telephonically. BPAAR shall call one representative per party. It is your responsibility to conference in additional participants. IF YOU WANT 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](mailto:AppealHelp@ALLEGHENYCOUNTY.US). This information should be received five (5) days prior to your hearing. Failure to provide a phone number may preclude your ability to participate.

### **Before the hearing - Evidence Submission - 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](mailto:APPEALS@AlleghenyCounty.us)  
One parcel per email. The subject line must begin with Parcel #-Date of Hearing-Time of hearing-Party
3. You may MAIL paper copies to:  
Office of Property Assessments  
542 Forbes Ave, Room 331  
Pittsburgh PA 15219

**TAXING BODIES:** Intent to participate in an Owner filed appeal requires an Entry of Appearance to be submitted.

No separate entry of appearance is required if your submitted evidence includes your contact information.

Owner evidence will be available via email by noon, on the day prior to the hearing.

Taxing body evidence must be served simultaneously, with proof of mailing, to the address of the property owner as provided to the County- the "OWNER MAILING ADDRESS". In lieu of service on the owner, Taxing bodies may exchange evidence directly with represented parties.

**OWNERS:** The taxing bodies must provide 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](mailto:AppealHelp@AlleghenyCounty.us) or call 412-350-4685 no later than 2 business days prior to your hearing. You must forward the taxing body evidence if you have designated an Authorized Representative.

## **ALL PARTIES - Day of the hearing:**

- A hearing officer will call you at the number listed on your appeal application or that you have provided.
- The Hearing may begin late but will not be heard before the scheduled time.
- 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.
- Without good cause, only the BPAAR Hearing Officer will be in the hearing room. Should there be cause for in person representatives, special arrangements must be made in advance to secure a larger hearing room. No same day accommodations 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 other regulations and procedures for BPAAR hearings remain in effect, including but not limited to, postponements, withdrawals, and conduct. See your Hearing Notice for details.

**If you have any additional questions and concerns:**

email to [AppealHelp@AlleghenyCounty.us](mailto:AppealHelp@AlleghenyCounty.us) or call **412-350-4636 (INFO)**