

**A \$30.00 NON-REFUNDABLE PROCESSING FEE MUST BE
PAID AT THE TIME OF FILING**

SACRAMENTO COUNTY ASSESSMENT APPEAL APPLICATION

Regular Filing Periods:

July 2 through November 30 (Unsecured Roll Assessments)

July 2 through November 30 (Secured Roll Assessments)

(Please read completely *before* completing Assessment Appeal Application)

Applications must be completed and returned to the Assessment Appeals Board Office before the applicable deadline. You are required to use a current State mandated form, **specific to Sacramento County**.

- Be sure to **complete all sections** of your form and **sign your application**.
- **Agent Authorizations must include the following information:**
 - The date the authorization statement is executed;
 - A statement to the effect that the agent is authorized to sign and file applications in the specific calendar year in which the application is filed;
 - The specific parcel(s) covered by the authorization, or a statement that the agent is authorized to represent the applicant on all parcels and assessments located in the specific county;
 - The name, address, and telephone number of the specific agent who is authorized to represent the applicant;
 - The applicant's signature and title;
 - A statement that the agent will provide the applicant with a copy of the application.

If a photocopy of the original authorization is attached to the application, the appeals board may require the agent to submit an original signed authorization. An agent must have authorization to file an application at the time the application is filed; retroactive authorizations are not permitted.

- Type of Appeal (Number 5 on the form.) Only **ONE** type of appeal per application will be accepted.

A COPY OF THE TAX BILL IS REQUIRED FOR THE FOLLOWING ASSESSMENTS:

- Supplemental Assessments
- Escape Assessments
- Calamity Assessments

You are encouraged to retain a copy of your application for your records.

DEADLINE TO APPEAL ASSESSMENTS ON THE ANNUAL UNSECURED ROLL:

DEADLINE TO APPEAL ASSESSMENTS ON THE ANNUAL SECURED ROLL:

FILING DEADLINE FOR SUPPLEMENTAL APPEALS:

FILING DEADLINE FOR ESCAPE APPEALS:

FILING DEADLINE FOR CALAMITY APPEALS:

Postmark Accepted

NOVEMBER 30

NOVEMBER 30

60 Days from Tax Bill Date

60 Days from Tax Bill Date

6 Months from Notice Date

You may file in person at the following addresses:

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| COUNTY OF SACRAMENTO* Assessment Appeals Board 700 H Street, Suite 2450 Sacramento, CA 95814 Monday-Friday 8:00 a.m. – 5:00 p.m. (916) 874-8174 | COUNTY SERVICE CENTER, SOUTH 8239 E. Stockton Blvd, Suite A Sacramento, CA 95828 Monday - Friday 9:00 a.m. - 4:00 p.m. (916) 874-6334 |
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* OFFICIAL MAILING ADDRESS FOR ALL ASSESSMENT APPEAL APPLICATIONS

If you need assistance in completing the form, please call (916) 874-8174.

You will be notified of receipt of your application by mail.