

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

NOTICE
SACRAMENTO COUNTY
APPLICATION FOR CHANGED ASSESSMENT

Regular Filing Periods:
July 2 through November 30 (Unsecured Roll Assessments)
July 2 through November 30 (Secured Roll Assessments)

(Please read completely *before* completing Application for Changed Assessment)

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) or assessment(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.

- Appeal Period (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** •

Back-up documentation, submitted in support of your opinion of value, *requires 1 copy*. Although additional information is not required, it may assist in the processing of your appeal and may result in concurrence by the Assessor and a reduction without a hearing. *You are encouraged to retain a copy of your application and any backup information for your records.*

DEADLINE TO APPEAL ASSESSMENTS ON THE ANNUAL UNSECURED ROLL:	<u>Postmark Accepted</u> <u>NOVEMBER 30</u>
DEADLINE TO APPEAL ASSESSMENTS ON THE ANNUAL SECURED ROLL:	<u>NOVEMBER 30</u>
FILING DEADLINE FOR SUPPLEMENTAL APPEALS:	<u>60 Days from Tax Bill Date</u>
FILING DEADLINE FOR ESCAPE APPEALS:	<u>60 Days from Tax Bill Date</u>
FILING DEADLINE FOR CALAMITY APPEALS:	<u>6 Months from Notice Date</u>

You may file in person, or mail your completed application to the following address:

County of Sacramento
Assessment Appeals Board
700 H Street, Suite 2450
Sacramento, CA 95814

If you need assistance in completing the form, please call (916) 874-8174.
You will be notified of receipt of your application by mail.