

BPAAR Telephone Hearing Tip Sheet for 2024

**** Please Read Carefully. Admission of Late Evidence is at the discretion of BPAAR. ****

BEFORE THE HEARING:

At least TEN (10) days before your hearing, you must submit your evidence to the County.

All evidence is to be received by the County at least TEN 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.

You may submit via:

1. The Real Estate Portal page for the parcel. See the Appeal Status tab.
<http://www2.alleghenycounty.us/RealEstate/Search.aspx>
2. Email with attachments to APPEALS@AlleghenyCounty.us One parcel per email. The subject line must begin with: Parcel #-Date of Hearing-Time of Hearing-Party
3. U.S. mail paper copies to: Office of Property Assessments; 542 Forbes Ave, Room 334; Pittsburgh PA 15219

No separate entry of appearance is required if your submitted evidence includes your contact information. 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" or to the taxing bodies. School District contact information may be found online: <https://www.alleghenycounty.us/BPAAR-Hearing-Preparation>.

At least FIVE (5) days before your hearing, you must provide your telephone contact.

2024 Hearings will be telephonic, so YOU MUST PROVIDE A TELEPHONE NUMBER TO PARTICIPATE. Provide one telephone contact per party via email to AppealHelp@AlleghenyCounty.US, or call 412-350-4636 (INFO).

It must be received five (5) days prior to your hearing.

Failure to provide a phone number in advance will not postpone proceedings.

Evidence submitted TEN days in advance will be available for viewing online by your hearing date, by using the full parcel number and case number from your scheduled hearing notice to look it up on the **Allegheny County Data Portal**. <http://documents.alleghenycounty.us/publicaccess/DatasourceTemplate.aspx>

DAY OF THE HEARING:

- The hearings are conducted by telephone.
- A hearing officer will call you at the number THAT YOU PROVIDED.
- Same day changes to hearing contact phone numbers or issues with evidence: Contact the Allegheny County Call Center at 412-350-4636. They open at 8:30 am and they will notify hearing support.
- The Hearing may begin late but will not be heard early (unless representatives agree to adjusted time).
- Please be available in a quiet space with good reception for your phone hearing at the scheduled date/time.
- A hearing officer will make 2 attempts to call the appellant within 15 minutes of one another. If both calls are unsuccessful, the hearing will be considered withdrawn unless good cause is shown.
- If you are disconnected from your phone hearing **the hearing officer will call you back**. If you do not receive a call back within 5 minutes, please contact the Board Administrator at 412-350-4603.

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.

Additional questions and concerns: email to AppealHelp@AlleghenyCounty.US or call 412-350-4636 (INFO)