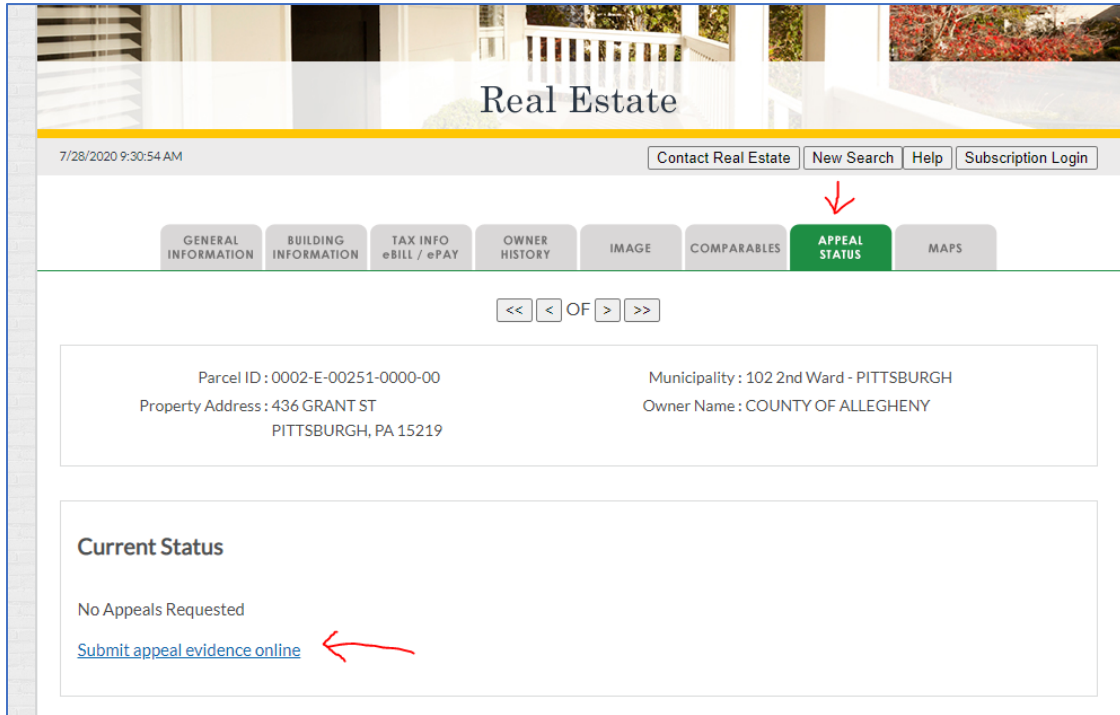


Submitting Materials for a BPAAR Assessment Appeal Hearing ONLINE

Begin by finding your parcel on the Real Estate Portal online.

<http://www2.alleghenycounty.us/RealEstate/Default.aspx>

Once you have found your parcel, go to the **Appeal Status Tab**.



The screenshot shows the Real Estate Portal website. The header includes the text "Real Estate" and a navigation bar with links for "Contact Real Estate", "New Search", "Help", and "Subscription Login". Below the header is a menu with tabs for "GENERAL INFORMATION", "BUILDING INFORMATION", "TAX INFO eBILL / ePAY", "OWNER HISTORY", "IMAGE", "COMPARABLES", "APPEAL STATUS", and "MAPS". The "APPEAL STATUS" tab is highlighted in green, with a red arrow pointing to it. Below the menu is a navigation bar with "<<", "<", "OF", ">", and ">>" buttons. The main content area displays property information: "Parcel ID : 0002-E-00251-0000-00", "Municipality : 102 2nd Ward - PITTSBURGH", "Property Address : 436 GRANT ST", "PITTSBURGH, PA 15219", and "Owner Name : COUNTY OF ALLEGHENY". Below this is a section titled "Current Status" with the text "No Appeals Requested" and a blue link "Submit appeal evidence online" with a red arrow pointing to it.

Click on '**Submit appeal evidence online**'

You will get a symbol before the form opens, like this:



The form has a lot of information for you, but very little typing. The whole input area looks like this at the beginning:

Submit Documents for your scheduled BPAAR Property Assessment Appeal
(Evidence, Authorized Rep Forms, Withdrawals or Postponements)

If you are trying to submit evidence for a hearing TODAY, you must contact the Board of Property Assessment Appeals and Review (BPAAR)

Date of Hearing* Hearing Time*

* Denotes a required field

Parcel Information

Parcel ID*

Property Owner Name

Property Address

Municipality

School District

Class [Change Parcel ID](#)

Submission Information


Submitting Party*

Submitting Party Phone*

Submitting Party Email*

Submission Type*

Additional Comments:
This field will NOT be included as evidence. All information to be used as evidence must be submitted as an attachment above.

I'm not a robot  [Privacy - Terms](#)

SUBMIT FORM

Upon submission, you will receive a confirmation message to the email provided above. If you do not receive an email within the hour, please check your junk mail folder as this will be sent from an automated inbox.

Disclaimer:
[The Board of Property Assessment Appeals and Review](#) (BPAAR) hears and decides all appeal hearings pursuant to the [Board's Rules](#) (authority under the [Allegheny County Home Rule Charter Article X Section 5](#)).

The Office of Property Assessments manages the administration of the hearings. The Appeals Division mails hearing notices, processes and schedules the hearings, and handles postponements and withdrawals.

By using this portal to submit evidence you attest that you have a vested interest in the assessed value of the property and are representing the Owner, School District or Municipality for this appeal hearing.

Information must be submitted at least 2 business days in advance of the hearing for it to be available to the hearing officer during your appeal.

The Office of Property Assessments is not accountable for late filed evidence or forms, nor technical outages.

Information admitted as evidence becomes available to all parties.

If information is submitted when there is no hearing scheduled, it will be discarded.

Additionally, telephone hearings shall be conducted pursuant to the Board's Telephone Hearing Instructions which may be found at the following page online:
<https://www.alleghenycounty.us/real-estate/assessment-appeals/index.aspx>

There are 3 main parts to the submission, and a DISCLAIMER at the bottom.

First, Fill in the Date and Time of the Scheduled Hearing:

If you are trying to submit evidence for a hearing TODAY, you must contact the Board of Property Assessment Appeals and Review (BPAAR)

Date of Hearing*

Hearing Time*

* Denotes a required field

Part 1 – The Parcel Information- the submitter only fills in the Parcel Number, the rest auto-fills and is NOT editable.

All sixteen (16) Parcel number digits are required, as shown on the Real Estate Portal. (You may copy/paste from the Real Estate Portal.)

Make sure it is showing the correct parcel information before you continue!

You can use the ‘Change Parcel ID button’ if the wrong parcel was typed in.

You may only submit information for ONE parcel at a time.

Information sent in for a parcel that does NOT have a BPAAR hearing currently scheduled will be discarded.

Parcel Information

Parcel ID*
0002-E-00251-0000-00

Property Owner Name
COUNTY OF ALLEGHENY

Property Address
436 GRANT ST PITTSBURGH PA 15219

Municipality
2ND WARD - PITTSBURGH

School District
PITTSBURGH

Class
G

Change Parcel ID

Part 2 - The Submitter's Information –This area includes some double entry checking for phone number and email address.

Submission Information

Submitting Party *

Submitting Party Phone *

Please verify your phone number again as this will be used by the Hearing Officer if contact is needed

Submitting Party Phone Verify *

The value must be an Alphanumeric value.
The value cannot be longer than 20 characters.
This field is required.
Value must match the mask (999)999-9999 .
Please re-enter your phone number to verify that it is correct

Submitting Party Email *

Please verify your email address again so that we can send a confirmation that your materials have been received.

Submitting Party Email Verify *

Submission Type *

When you pick the Submission Type, the boxes may update below.

Part 3 - Additional Comments and Attachments

Additional Comments

Provide some context in the comments box, if you wish. **Comments are NOT used as evidence. Do NOT include testimony as comments.**

Attachments

Attach the items you are submitting related to the BPAAR appeal hearing.

Please attach documents using the buttons below. The system will allow multiple uploads, but you will need to add one document per click of the attach button.

Attach Evidence <input type="button" value="Attach Evidence"/>	Attach Authorized Rep Form <input type="button" value="Attach Authorized Rep Form"/>
--	--

Attach items, ONE item per button click. They will be shown in the list on the screen as they are added, example shown below. You can attach photo files, PDFs, word documents, and other 'static' sources. Video files and links to storage sites or web pages are not valid as evidence. You can remove them if you made a mistake by clicking Remove next to the item.

Please attach documents using the buttons below. The system will allow multiple uploads, but you will need to add one document per click of the attach button.

Attach Evidence	Attach Authorized Rep Form
CA329PAALL_PI.PDF Remove CA328PAALL_PI.PDF Remove HT101PAALL.PDF Remove RecordingFeeIncreaseJune2020.PNG Remove DRE_FAQ.docx Remove REDataCD_fillable_edited2017.pdf Remove OPA Fact Sheet.pdf Remove Attach Evidence	Homestead_Current.pdf Remove RecordingFeeIncrease.pdf Remove Attach Authorized Rep Form

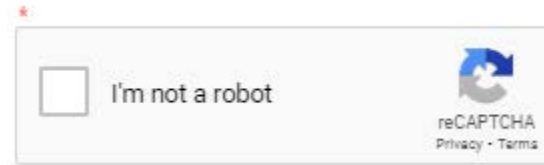
If the attachment you are trying to add is TOO big, you will get a red error like below.

You can try to attach a smaller item, or you can make another submission once the first is finished, with just the bigger item by itself, and it may work.

Attach Evidence
CA329PAALL_PI.PDF Remove CA328PAALL_PI.PDF Remove HT101PAALL.PDF Remove RecordingFeeIncreaseJune2020.PNG Remove DRE_FAQ.docx Remove Upload failed.
Attach Evidence

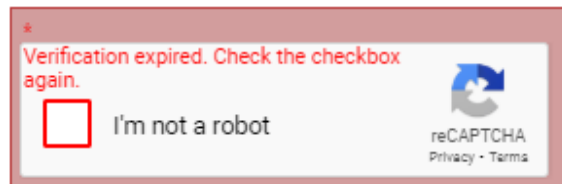
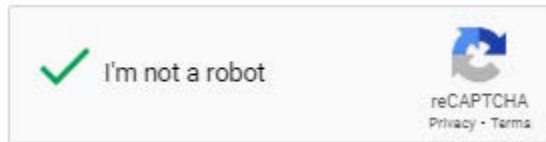
Before you can Submit the evidence there will be a **reCAPTCHA** for security purposes.

You may have used one before, like this:



Select the pictures that match the requirement shown at the top of the box, such as 'bridges' or 'fire hydrants'.

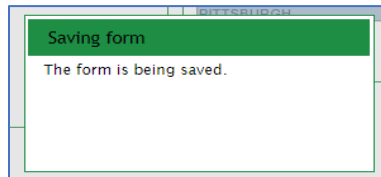
The screen will update once you have answered. The response may vary:



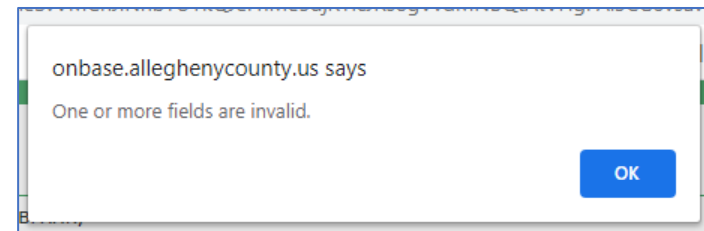
Click on **SUBMIT FORM** once you have attached all the evidence you wish to.

SUBMIT FORM

You will see this after you click submit.



If there is a problem on the page, you will see this:



Click OK and review the form. Problems will be indicated in red highlighted areas. Scroll back up and look for areas that are not green. There may be a phone number or email problem.

Once you resolve the problem you can Click Submit again.

You will see the saving message again and then the screen will clear.

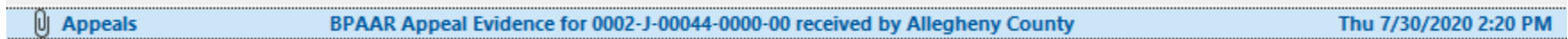
You MAY get a status message, or you may get a white screen and be taken back to the Real Estate Web. It varies based on your computer/browser.

CHECK YOUR EMAIL for a response from the system. You should have it in minutes, an hour at most.

If not, check your JUNK or SPAM folders.

You will get an email if the information was submitted successfully, from the APPEALS team. It is Automated.

The sender and subject will look like this:



The email contains a picture of your submission screen (in an attached .tif file) and some information you may find useful for the hearing, like below.

Thu 7/30/2020 2:20 PM

○ Appeals

BPAAR Appeal Evidence for 0002-J-00044-0000-00 received by Allegheny County

To 



Please do NOT reply to this e-mail as it is sent from an unmonitored account. Save this automated response as proof of timely submission.

Your submission of the online appeals form and attached documents has been received by the Office of Property Assessments for the following:

Parcel ID: 0002-J-00044-0000-00

Property Address: 542 4TH AVE PITTSBURGH PA 15219

Hearing Date/Time: 9/9/2020 - 8:40 AM

Submitting Party: School.1

Contact Information is in the email you receive, and it is also on the insert that was sent with your paper hearing notice.

Thank You.