

# INSTRUCTIONS FOR COMPLETING THE PETITION FOR APPEAL OF THE DISPOSITION OF APPEAL FROM REAL ESTATE ASSESSMENT OF THE BOARD OF PROPERTY ASSESSMENT APPEALS AND REVIEW

PLEASE READ CAREFULLY

- **THE NON-REFUNDABLE FILING FEE IS \$135.25.**
- BUSINESS CHECK OR MONEY ORDER, PAYABLE TO: **ALLEGHENY COUNTY DEPARTMENT OF COURT RECORDS.**
- **Personal checks are NOT accepted.**

1. The attached forms must be completed with all information.

- A. One (1) cover sheet
- B. One (1) petition
- C. One (1) verification/certificate of service

2. A copy of Form 13-A (Disposition of Appeal from Real Estate Assessment), the paper you received from the Board of Property Assessment Appeals and Review must be attached to the above forms as part of your appeal. These four (4) papers comprise your appeal.

3. Sign the Original Petition and make one (1) photocopy of your Petition. Mail the above documents and your copy, along with your payment and a self-addressed stamped envelope to:

Department of Court Records, Civil/Family Division  
414 Grant Street  
City-County Building, 1<sup>st</sup> floor  
Pittsburgh, PA 15219

4. The Department of Court Records will return a receipt and your copy, with a "BV" docket number written on it. The Department of Court Records will keep the original.

**You are also required to make an additional four (4) copies of the appeal and serve a copy of the appeal upon each of the solicitors of the following interested parties:**

- A. Allegheny County
- B. Board of Property Assessment Appeals and Review
- C. Your Municipality
- D. Your School District

5. After you serve the solicitors (in person or by U.S. mail), you must file a Certificate of Service with the Department of Court Records. The Certificate of Service is the last page of the attached document. Attach a Civil cover sheet (listed under Forms on the Department of Court Records website at <https://dcr.alleghenycounty.us>) and the completed and signed Certificate of Service. Also, include a Certificate of Compliance, which can be found at <https://www.alleghencourts.us>.

6. You will be informed of your hearing date by the Board of Viewers, not the Department of Court Records.

**THIS INSTRUCTION SHEET IS NOT PART OF YOUR APPEAL. DO NOT PHOTOCOPY THIS PAGE.**

IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION

APPEAL OF:

Case Number: BV - -

\_\_\_\_\_  
Your Name, Petitioner

OF THE DISPOSITION OF APPEAL FROM REAL  
ESTATE ASSESSMENT MADE BY THE BOARD OF  
PROPERTY ASSESSMENT APPEALS AND REVIEW  
OF THE PROPERTY OWNED BY:

PETITION FOR APPEAL OF THE DISPOSITION OF  
APPEAL FROM REAL ESTATE ASSESSMENT OF  
THE BOARD OF PROPERTY ASSESSMENT  
APPEALS AND REVIEW

Tax Assessment Appeal  
(CHECK ONE)

\_\_\_\_\_  
Your Name

COMMERCIAL

Property Located In:

RESIDENTIAL

\_\_\_\_\_  
Municipality

Filed By:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
School District

\_\_\_\_\_  
Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Attorney's State ID if applicable: \_\_\_\_\_

Attorney's Firm ID if applicable: \_\_\_\_\_

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

**PETITION FOR APPEAL FROM DISPOSITION OF  
THE BOARD OF PROPERTY ASSESSMENT APPEALS AND REVIEW**

This Petition for Appeal from Disposition of the Board of Property Assessment Appeals and Review is filed pursuant to Local Rule 503(3) by \_\_\_\_\_.

1. The owner of this \_\_\_\_\_ commercial or \_\_\_\_\_ residential real estate and/or taxable property is \_\_\_\_\_, and the address of this real estate is \_\_\_\_\_

\_\_\_\_\_  
(the "Property"). The Property has been assigned parcel ID number \_\_\_\_\_.

2. The County of Allegheny, the municipality \_\_\_\_\_ and the school district \_\_\_\_\_ are the taxing bodies interested in the taxable status of the Property.

3. The Office of Property Assessments made an assessment of the Property. \_\_\_\_\_ appealed from this assessment to the Board of Property Assessment Appeals and Review (the "Board") asking that the assessment be reduced or raised. The Board is authorized pursuant to the Administrative Code of Allegheny County to hear all appeals from assessments made by the Office of Property Assessments.

4. Following a hearing, a Disposition of Appeal from Real Estate Assessment was mailed by the Board. The information contained in the Board's Disposition of Appeal from Real Estate Assessment shall be placed in the court records, both in paper and electronic form, by the Department of Court Records, Civil/Family Division.

5. Petitioner is filing this appeal to the Court of Common Pleas of Allegheny County.

WHEREFORE, Petitioner requests this Honorable Court to set the assessment to such amount as may be right and proper.

Date: \_\_\_\_\_  
\_\_\_\_\_  
(Signature)

## VERIFICATION

I verify that the statements made herein are true and correct to the best of my knowledge, information and belief, and are made subject to the penalties of 18 Pa. C.S.A. § 4904, relating to unsworn falsification to authorities.

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Signature

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Date

**CERTIFICATE OF SERVICE**

I certify that a true and correct copy of the foregoing PETITION FOR APPEAL OF THE DISPOSITION OF APPEAL FROM REAL ESTATE ASSESSMENT OF THE BOARD OF PROPERTY ASSESSMENT APPEALS AND REVIEW has been served by First Class mail, postage prepaid to the following:

1

BOARD OF PROPERTY ASSESSMENT,  
APPEALS AND REVIEW SOLICITOR  
345 COUNTY OFFICE BUILDING  
PITTSBURGH, PA 15219

3

MUNICIPALITY SOLICITOR AND ADDRESS  
\_\_\_\_\_



2

ALLEGHENY COUNTY SOLICITOR  
300 FORT PITT COMMONS BUILDING  
445 FORT PITT BOULEVARD  
PITTSBURGH, PA 15219

4

SCHOOL DISTRICT SOLICITOR AND ADDRESS  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date