

BPAAR Telephone Hearing Tip Sheet for 2023

**** Please Read Carefully for Instructions and Deadlines. No Late Evidence Will Be Accepted. ****

ALL PARTIES OR THEIR AUTHORIZED REPRESENTATIVE

Before the hearing - Phone Contacts- five (5) days prior to your hearing:

All 2023 hearings will take place by telephone. BPAAR shall call one representative per party. It is your responsibility to conference in additional participants. IF YOU WANT TO PARTICIPATE, **YOU MUST PROVIDE A TELEPHONE NUMBER THAT YOU CAN BE REACHED AT FOR YOUR HEARING.** You may email AppealHelp@alleghenycounty.us, or call 412-350-4636 (INFO) to provide your number. This information must be received five (5) days prior to your hearing. Failure to provide a phone number in advance will not postpone proceedings.

Before the hearing - Evidence Submission to the County – ten (10) days prior to your hearing:

There are three options below – Choose one:

All evidence must 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.

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

TAXING BODIES: Intent to participate in an Owner filed appeal requires an Entry of Appearance to be submitted.

No separate entry of appearance is required if your submitted evidence includes your contact information. Taxing body 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". In lieu of service on the owner, Taxing bodies may exchange evidence directly with represented parties.

OWNERS: You must provide your evidence to the taxing bodies, and they must provide their evidence to you.

School District contact information may be found online:

<https://www.alleghenycounty.us/real-estate/assessment-appeals/pre-hearing-preparation.aspx>

EVIDENCE VIEWING: Evidence submitted TEN days in advance will also 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).

ALL PARTIES - Day of the hearing:

- A hearing officer will call you at the number listed on your appeal application (if owner filed) or that you provided.
- Same day changes to hearing contact phone numbers or issues with evidence should be reported to the Board Administrator at 412-350-4603.
- 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 telephone hearing at the scheduled date/time.
- A hearing officer will make 2 attempts to contact you the appellant at the time of your hearing. If both are unsuccessful, your hearing will be considered withdrawn unless good cause is shown.
- If you are disconnected from the call during your 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.
- Without good cause, only the BPAAR Hearing Officer will be in the hearing room. If needed, special arrangements must be made in advance to secure a larger hearing room. No same day accommodations will be granted.

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)