

ONLY COMPLETE THIS FORM IF YOU RECEIVED A CHANGE OF ASSESSMENT NOTICE FROM THE TAX REVENUE DEPARTMENT AND ARE WITHIN THE 40-DAY APPEAL WINDOW.

BOARD OF ASSESSMENT APPEALS  
WASHINGTON COUNTY, PENNSYLVANIA

CHANGE OF ASSESSMENT APPEAL FORM FOR TAX YEAR \_\_\_\_\_

TO: WASHINGTON COUNTY BOARD OF ASSESSMENT APPEALS  
95 WEST BEAU STREET, SUITE 525  
WASHINGTON, PA 15301

PHONE: 724-228-6850

APPELLANT NAME: \_\_\_\_\_

APPELLANT PHONE NUMBER: \_\_\_\_\_

PARCEL IDENTIFICATION NUMBER:

DATE ON CHANGE OF ASSESSMENT NOTICE:

SCHOOL DISTRICT: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

REASON FOR APPEAL: \_\_\_\_\_

APPELLANT'S OPINION OF MARKET VALUE: \$ \_\_\_\_\_

PROPERTY TYPE: COMMERCIAL OR RESIDENTIAL (CIRCLE ONE)

MAILING ADDRESS WHERE NOTICE OF HEARING AND DECISION IS TO BE MAILED:

CHECK NUMBER \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF APPELLANT)

\_\_\_\_\_  
(DATE)

**Please indicate any days/weeks that you may not be available for a scheduled hearing. Every attempt will be made to accommodate said dates. Every attempt will be made to accommodate said dates. Due to the limited time frame in which the Board has to consider appeals, a request for postponement may not be granted if the appellant DOES NOT INFORM the County of conflicting dates.**

In accordance with Rule #3 of the Board of Assessment Appeals Rules of Procedure, please remember to include a \$50 check, made payable to the Washington County Tax Revenue Department, **for each parcel appealed**. The deposit(s) is/are refundable upon attendance at the scheduled appeal hearing(s). To review the rules of procedure in their entirety, please visit the following link:

<https://www.washingtoncopa.gov/tax-revenue/assessment-downloadable-documents>