

Mark W. Smith, Chairman
John Sullivan, Vice Chairman
Doug McLinko, Commissioner



Gayle Kershner, Chief Clerk
Jonathan Foster, Solicitor

Bradford County Board of Assessment

Appeal Procedure

1. You must submit your intent to appeal, in writing, to the Assessment Office.
 - a) Interim – the written intent to appeal must be received in the Assessment office within 40 days after receiving an assessment change notice in the mail (*These instructions are on the back of the change notice*)
 - b) Open Appeal – the written intent to appeal must be submitted to the Assessment Office during the months of July or August and not later than 5PM on September 1st
2. You will then be notified in writing, the day and time to appear for the appeal; enclosed will be an appeal form to be completed, and submitted prior to the hearing.
3. Prior to the appeal a representative from the assessment office will contact the property owner to schedule a complete inspection of the property.
4. You may designate an authorized agent to represent you at the appeal; however, the agent must have a signed letter of empowerment from the property owner.
5. Failure to appear at the hearing results in a dismissal of the appeal.
6. If you choose to withdraw your appeal you must do so in writing.
7. The Board of Assessment hears all appeals. The Board is made up of the 3 Commissioners.
8. The Board hears the appeal; within 5 days of hearing the appeal they must make a decision on the value. The value can go up, down, or remain the same.
9. You will be notified by mail of the Boards decision and an explanation for the decision.
10. If you are not satisfied with the board's decision, you can file an appeal before the Court of Common Pleas; this is done in the Prothonontary's Office. It must be filed within 30 days of the Board of Assessments Appeals decision.