

CONFIRMATION FORM FOR ASSESSMENT APPEALS HEARING DATE

Hearing Date:	Assessment Appeal Number:	Name of Applicant:
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IMPORTANT: You **MUST** fill out this form completely and return it (hand-delivered, postmarked, faxed, or emailed) by the date indicated on the enclosed Hearing Scheduling Letter. If you fail to do so, **YOU MUST ATTEND THE HEARING**, testify under oath, and show good cause for a postponement. If the Board or Hearing Officer finds no good cause to postpone, the appeal may be denied for non-confirmation. At the Board’s discretion, an exception may be granted to proceed with the hearing if there is no objection from the other party. If you do not attend, your appeal will be denied for non-appearance. **SUBMIT ONE CONFIRMATION FOR EACH SCHEDULED APPEAL; DO NOT INCLUDE MULTIPLE APPEAL NUMBERS ON ONE FORM. ALTERED FORMS OR FORMS CONTAINING MORE THAN ONE APPEAL NUMBER AND/OR HEARING DATE WILL NOT BE ACCEPTED.**

Check only one box below:

- PLEASE HAVE MY APPEAL DECIDED ON THIS HEARING DATE. I WILL BE PRESENT.** I plan to attend. I will bring 5 copies (3 for a hearing officer) of documentation (including pictures, if any).
- PLEASE HAVE MY APPEAL DECIDED ON THIS HEARING DATE. I WILL NOT BE PRESENT.** I do not plan to attend, and I want the appeal to be decided in my absence. I will give the Clerk 5 copies (3 for a Hearing Officer) of my documentation (including pictures, if any) at least 10 days before the hearing. I also understand that the decision of the Board or Hearing Officer is final.
- PLEASE POSTPONE THIS HEARING DATE AUTOMATICALLY.** This is my **first request** for an automatic postponement. I understand that I will not receive another automatic postponement and that I do not need to attend the hearing as scheduled. The Clerk will notify me of a new hearing date. I further understand that by signing below I waive my right to a hearing and final determination within two years after the filing date of my application(s). I agree to indefinitely extend the 2-year deadline for deciding my case(s) (Rev. & Tax. Code § 1604(c)). I understand that this contract will stay in effect until 120 calendar days after the Clerk confirms in writing that it received my written notice of termination and that the time this contract is in effect does not count toward the two-year period.
- PLEASE POSTPONE THIS HEARING DATE - SEE EXPLANATION ATTACHED/ON OTHER SIDE.** I understand that if I am present at the hearing as scheduled and the Board or Hearing Officer denies this request, my appeal may be decided and the property value(s) recommended by the Assessor may be approved. If I am absent, and the Board or Hearing Officer denies this request, my appeal will be denied for non-appearance. But if the Assessor agrees with this request before the hearing, I won’t need to attend and the Clerk will notify me of a new hearing date. I further understand that by signing below I waive my right to a hearing and final determination within two years after the filing date of my application(s). I agree to indefinitely extend the 2-year deadline for deciding my case(s) (Rev. & Tax. Code § 1604(c)). I understand that this contract will stay in effect until 120 calendar days after the Clerk confirms in writing that it received my written notice of termination and that the time this contract is in effect does not count toward the two-year period.
- I WITHDRAW AND TERMINATE MY APPEAL.** However, I understand that on rare occasions the Board or Hearing Officer decides not to accept a withdrawal. I also understand that if the Assessor has already mailed me a raise letter proposing to increase my assessment roll value(s) at the hearing, this hearing will proceed as now scheduled unless the Assessor agrees that I can withdraw.

I certify that I am the Applicant, or I am authorized to complete and sign this form for the Applicant.

Signature:		Date:	
Printed Name:		Title:	
Company Name:		Email address: Phone:	
Signer’s Status: <input type="checkbox"/> owner <input type="checkbox"/> agent <input type="checkbox"/> attorney <input type="checkbox"/> spouse <input type="checkbox"/> registered domestic partner <input type="checkbox"/> child <input type="checkbox"/> parent <input type="checkbox"/> person affected <input type="checkbox"/> CA attorney, state bar # _____ <input type="checkbox"/> corporation’s officer or designated employee			

FOR COUNTY USE ONLY

Assessment Appeals Board Chair Certification of acceptance of two year waiver:	Date:
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Received in COB on: _____	By: _____
Date	COB Staff Member

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GOOD REASON(S) FOR WHY I NEED A POSTPONEMENT (write below):