STATE OF CALIFORNIA

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Executive Director

May 10, 2002

No. 2002/034

TO COUNTY ASSESSORS AND INTERESTED PARTIES:

REVISION OF *ASSESSMENT APPEALS MANUAL*

The Board has initiated a project to revise the *Assessment Appeals Manual*. At the end of the process, it is anticipated the revised manual will be scheduled for consideration by the Board's Property Tax Committee at a meeting during 2003. In order to make this revision process comprehensive, we are seeking suggested revisions and comments from all interested parties.

It is anticipated that the first phase of the project will proceed as follows:

- Interested parties will have until August 2, 2002 to submit suggestions to staff for subject matter and revisions to the existing manual.
- Staff will review the suggestions received and prepare a draft of the revised manual.
- The draft of the revised manual will be made available to interested parties in October.

This letter and all future documents regarding this project will be posted to the Board's Web site (www.boe.ca.gov) and can be accessed by way of Property Taxes, Property Tax Committee Work Plans, Other Projects in Process 2002.

If you have any questions, comments, or suggestions regarding this project, please contact Ms. Sherrie Kinkle at (916) 322-2921, sherrie.kinkle@boe.ca.gov. The current manual is available on the Board's Web site or may be purchased by contacting the Policy, Planning, and Standards Division at (916) 445-4982.

Sincerely,

/s/ David J. Gau

David J. Gau
Deputy Director
Property Taxes Department

DJG:sk