CHECKLIST FOR VALIDITY OF APPLICATION FOR CHANGED ASSESSMENT

APPLICATION NUMBER: ____________

TIMELINESS OF APPLICATION

1. DATE APPLICATION FILED

______________ Date application postmarked. (By U.S. Postal Service, or a bona fide private courier service such as FedEx, DHL, or UPS. A private business postage meter is not a valid postmark.)

______________ No postmark on envelope received via mail. Indicate the date received.

______________ Date application received electronically, by fax, or hand delivery.

2. FILING DEADLINE DATES

☐ Regular Assessment - Between July 2 and September 15 [November 30]
☐ Supplemental Assessment - Within 60 days after the mailing date printed on the supplemental notice [supplemental tax bill], or the postmark date of the notice [tax bill], whichever is later.

Mailing date or postmark date of notice [tax bill] ______________ + 60 days = deadline date ______________

☐ Roll Change / Escape Assessment - Within 60 days after the mailing date printed on the assessment notice, or the postmark date of the notice, whichever is later.

Mailing date or postmark date of notice ______________ + 60 days = deadline date ______________

☐ Calamity Reassessment - Within 6 months after the mailing of the notice of proposed reassessment.

Mailing date of reassessment notice ______________ + 6 months = deadline date ______________

3. COMPARE DEADLINE DATE WITH DATE OF FILING

☐ Yes  ☐ No  Application timely filed.

COMPLETENESS OF APPLICATION

Section 1 - Applicant's name

☐ Applicant’s name and mailing address

Section 2, part 1 - Agent or attorney for applicant

☐ a. No agent or attorney used
☐ b. Name and mailing address of agent or attorney
☐ c. Separate agent’s authorization form attached
☐ d. California attorney (see certification section for CA State Bar No.)
Section 2, part 2 - Authorization of agent
☐ Not applicable
☐ Name of agent and/or agency
☐ Signature of Applicant (not the agent)
☐ Date the authorization is executed

Section 3 - Property identification information
☐ Sufficient description of property to identify it on the assessment roll.
   ☐ Real property parcel number or personal property account/tax bill number
   ☐ Property address or location

Section 4 - Value
☐ Figure entered in column A, Assessor’s Value.
☐ Figure entered in column B, Applicant’s Opinion of Value. Zero is not an acceptable value, except in a Calamity Reassessment application.

Section 6 - Facts
☐ One or more items must be checked. If filing an application with multiple facts or multiple issues of value, separate opinions of value for each property must be provided.
☐ If item H, Appeal After An Audit, is checked, a description of each property, the reason for the appeal, and the applicant’s opinion of value must be included in an attachment.

Certification
☐ Application signed and dated

VALIDITY OF APPLICATION
☐ Yes ☐ No Valid application.

Property Tax Rule 305, Validity of an Application, provides the authority for determining the validity of an application. The Application may be valid based on the foregoing minimum requirements; however, it is desirable that all information requested on the Application be provided. You may request additional information or clarification from the applicant or agent via telephone, e-mail, or mail service.