

TAX ASSESSMENT APPEALS

THESE FORMS ARE NOT REQUIRED BUT PREFERRED; THE CONTENTS IS REQUIRED:

1. PREPARE THE PETITION IN ACCORDANCE WITH THE GUIDANCE SET FORTH ON THE ATTACHED.
2. SERVE ALL TAXING AUTHORITIES THROUGH THEIR SOLLICITORS AS WELL AS THE SOLICITOR FOR THE BOARD OF ASSESSMENT APPEALS. SHERIFF SERVICE IS **NOT** REQUIRED.
3. THE FILING FEE IS **\$285.50** AND A SEPARATE PETITION MUST BE FILED FOR **EACH** ASSESSED PROPERTY.
4. You must attach a Delaware County Motion Cover Sheet

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

COVER SHEET - NOTICE OF FILING OF MOTION OR PETITION UNDER
LOCAL RULES OF CIVIL PROCEDURE

CASE CAPTION:

CIVIL CASE NO.

NATURE OF MATTER FILED: *(please check one)*

- | | | |
|--|---|--|
| <input type="checkbox"/> Petition Pursuant to Rule 206.1 | <input type="checkbox"/> Response to Petition | <input type="checkbox"/> Motion for Judgment on the Pleadings Pursuant to Rule 1034(a) |
| <input type="checkbox"/> Motion Pursuant to Rule 208.1 | <input type="checkbox"/> Response to Motion | <input type="checkbox"/> Summary Judgment Pursuant to Rule 1035.2 |
| <input type="checkbox"/> Family Law Petition/Motion Pursuant to Rule 206.8 | | |

FILING PARTY IS RESPONSIBLE FOR SERVICE OF THE RULE RETURNABLE DATE OR HEARING DATE UPON ALL PARTIES

A motion or petition was filed in the above captioned matter on the ____ day of _____, _____, which:

Requires you, Respondent, to file an Answer within twenty (20) days of the above date to this notice, or risk the entry of an Order in favor of the Petitioner. Answers must be filed and time stamped by the Office of Judicial Support by 4:30 PM on the following date _____, _____.

Requires all parties, to appear at a hearing/conference on the ____ day of _____, _____, at ____ in Courtroom ____, Delaware County Courthouse, Media, Pennsylvania. At this hearing/conference you must be prepared to present all testimony and/or argument, and must ensure that your witnesses will be present.

Was timely answered, thus requiring the scheduling of the following hearing in the above captioned matter on: _____, _____ at 10:00 AM in Courtroom _____.

At this hearing, all parties must be prepared to present all testimony and/or argument and **must ensure that their witnesses will be present.**

Qualifies as an Uncontested Motion or Petition, and as such requires neither an answer from the Respondent nor the scheduling of a hearing in this matter.

Has been assigned to Judge _____.

FOR OFFICE USE ONLY

Mailing date: _____

Processed by: _____

FIRM NAME
ATTORNEY NAME FOR PETITIONER
ADDRESS
PHONE #
FAX#
E-MAIL ADDRESS
ATTORNEY ID NUMBER

**IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA
CIVIL ACTION**

IN RE: APPEAL OF

CASE #

FROM THE DECISION OF THE TAX APPEAL
BOARD OF ASSESSMENT OF DELAWARE COUNTY, PA
RELATING TO THE PREMISES KNOWN AS:
(ADDRESS) _____

MUNICIPALITY _____
AND RELATING TO THE ASSESSMENT FOR
THE TAX YEAR EFFECTIVE JANUARY 1, _____
FOLIO # _____
PRIOR YEAR ASSESSMENT _____ YEAR _____

ORDER

AND NOW TO WIT THIS _____ DAY OF _____, 20____,

THE WITHIN TAX APPEAL IS PERMITTED IN ACCORDANCE WITH LOCAL RULE OF CIVIL
PROCEDURE 30.

J.

FIRM NAME
ATTORNEY NAME FOR PETITIONER
ADDRESS
PHONE #
FAX#
E-MAIL ADDRESS
ATTORNEY ID NUMBER

**IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA
CIVIL ACTION**

IN RE: APPEAL OF

CASE #

FROM THE DECISION OF THE TAX APPEAL
BOARD OF ASSESSMENT OF DELAWARE COUNTY, PA
RELATING TO THE PREMISES KNOWN AS:
(ADDRESS) _____

MUNICIPALITY _____

AND RELATING TO THE ASSESSMENT FOR

THE TAX YEAR EFFECTIVE JANUARY 1, _____

FOLIO # _____

PRIOR YEAR ASSESSMENT _____ YEAR _____

PETITION FOR APPEAL FROM THE ASSESMENT OF THE BOARD OF ASSESSMENT APPEALS

AND NOW COMES YOUR PETITIONER _____ BY AND THROUGH THEIR
UNDERSIGNED COUNSEL _____, ESQUIRE AND RESPECTFULLY
REPRESENTS THE FOLLOWING:

1. THAT THE PETITIONERS OWN THE SUBJECT PREMISES.
2. THAT THE PROPERTY WAS ASSESSED FOR THE TAX YEAR _____ AT
\$_____.
3. THAT THE ASSESSMENT IS INCORRECT AND FAILS TO REFLECT THE ACTUAL VALUE
OF THE PROPERTY WHICH THE PETITONER ALLEGES IS \$_____.
4. THAT THE COMMON LEVEL RATIO FOR THE YEAR _____ IS _____% WHICH WHEN
APPLIED TO THE ACTUAL VALUE OF THE PROPERTY RESULTS IN AN ASSESSMENT OF
\$_____.

5. THAT UNLESS THE ASSESSMENT IS DECREASED THE TAXPAYER WILL BE DENIED THEIR RIGHTS UNDER THE PENNSYLVANIA CONSTITUTION AND THE REAL ESTATE ASSESSMENT LAW OF THE COMMONWEALTH OF PENNSYLVANIA.

WHEREFORE, PETITIONER PRAYS YOUR HONORABLE COURT TO ALLOW THIS APPEAL

AND FIX THE FAIR MARKET VALUE FOR THE SUBJECT AT \$ _____ AND THE ASSESSMENT FOR THE YEAR _____ AND BEYOND AT \$ _____ AT THE COMMON LEVEL RATIO OF _____%.

RESPECTFULLY SUBMITTED

DATE _____

BY _____

NAME of ATTORNEY FOR PETITIONER
OR PRO SE PETITIONER

FIRM NAME
ATTORNEY NAME FOR PETITIONER
ADDRESS
PHONE #
FAX#
E-MAIL ADDRESS
ATTORNEY ID NUMBER

**IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA
CIVIL ACTION**

IN RE: APPEAL OF CASE #

FROM THE DECISION OF THE TAX APPEAL
BOARD OF ASSESSMENT OF DELAWARE COUNTY, PA
RELATING TO THE PREMISES KNOWN AS:
(ADDRESS) _____

MUNICIPALITY _____
AND RELATING TO THE ASSESSMENT FOR
THE TAX YEAR EFFECTIVE JANUARY 1, _____
FOLIO # _____
PRIOR YEAR ASSESSMENT _____ YEAR _____

CERTIFICATE OF SERVICE

NOTE: YOU SHOULD SERVE THE SOLICITORS FOR THE BOARD OF ASSESSMENT, THE SCHOOL DISTRICT, THE MUNICIPALITY AND THE COUNTY AS SET FORTH BELOW:

1. SOLICITOR, DELAWARE COUNTY BOARD OF ASSESSMENT
201 W FRONT ST
MEDIA, PA 19063
2. COUNTY OF DELAWARE COUNTY
OFFICE OF THE SOLICITOR
201 W FRONT STREET
MEDIA, PA 19063
3. SCHOOL DISTRICT SOLICITOR
4. MUNICIPALTY SOLICITOR

DATE

ATTORNEY FOR PETITONER