

Late Filing Instructions

These instructions relate to the use of one of five possible forms pertaining to late filing. Each form pertains to specific reasons why you are filing late.

If you are submitting this form as a part of your eAppeals Late Filing Requirement, follow these instructions.

1. Open and download the form
2. Complete the form
3. Save the form on your computer
4. Upload the saved form on Step 9: Additional Information, Late Filing Requirement section; documentation/evidence to support this request may be uploaded at Step 7 as additional information
5. To upload your saved form, click the Upload Form button

If you are submitting this form as a part of your paper appeal, follow these instructions.

1. Download and open the form
2. Print the form
3. Complete the form if not completed before printing
4. Submit the form with the appropriate appeal petition form and supporting documentation/evidence

EVIDENCE/DOCUMENTATION REQUIREMENT

Documentation and evidence that supports the reason is necessary and must be submitted with the form. Approval of the specific requests to be heard by the Board is based solely on your submission of the form and supporting documentation and evidence.

Examples;

Assessor Unaware requests state that you believe the assessor is unaware of facts about your property that, if known at the time of assessment, would have resulted in a lower valuation. If you do not make those facts known with your submission now it is unlikely that your request will be approved.

Waiver of Filing Deadline requests may be granted for “Good Cause” as long as there is proof/support of, or for, that reason for filing after the deadline.

