

BEFORE THE _____ COUNTY BOARD OF PROPERTY TAX APPEALS

Defective Petition Notice—Late Filing Penalty

In the Matter of the Petition of _____)
) Petition No. _____
) _____
) Amended Filing Date _____

The board of property tax appeals hereby notifies you that your petition has been found to be defective. One or more of the following items is either missing, unreadable, incomplete, or incorrect:

- _____ 1. Name of petitioner (line 2).
- _____ 2. Name of person acting for business petitioner (line 9).
- _____ 3. Title of person acting for business petitioner (line 10).
- _____ 4. Name of representative (line 11).
- _____ 5. Relationship of representative to petitioner (line 18).
- _____ 6. Representative’s license or permit number (line 19, 20, 21, or 22).
- _____ 7. Address where hearing notice and order are to be mailed (lines 4–7 or lines 13–16).
- _____ 8. Assessor’s account number (line 24).
- _____ 9. Amount of penalty you are appealing (line 26).
- _____ 10. Line 27, or attach a separate written statement.
- _____ 11. Signature of petitioner or representative (line 28).
- _____ 12. Authorization to represent, power of attorney, or court appointment required.
- _____ 13. Authorization to represent needs correction.
- _____ 14. Proof that you either owned or held an interest (such as a lease) in the property that obligated you to pay the taxes imposed on the property on or before the filing deadline (line 1).
- _____ 15. _____.

A copy of your original petition is enclosed. You must correct and return this copy in order to have your appeal considered by the board of property tax appeals.

You have until _____ (the amended filing date) to file a corrected petition with the clerk of the board.

If you do not submit a corrected petition by the amended filing date, the board will dismiss your appeal. You will not be notified of the time of the hearing.

If you have questions, please call _____.

Dated this _____ day of _____, 20 _____.

Board of Property Tax Appeals Clerk