

**BEFORE THE \_\_\_\_\_ COUNTY BOARD OF PROPERTY TAX APPEALS**

**Defective Petition Notice—Real Property**

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. Real market value from tax statement or assessor’s records (lines 28–31).
- \_\_\_\_\_ 10. Real market value requested (lines 28–31).
- \_\_\_\_\_ 11. Specially assessed value from assessor’s records (line 32).
- \_\_\_\_\_ 12. Specially assessed value requested (line 32).
- \_\_\_\_\_ 13. Lines 34 or 35, or attach a separate written statement.
- \_\_\_\_\_ 14. Signature of petitioner or representative (line 36).
- \_\_\_\_\_ 15. Authorization to represent, power of attorney, or court appointment required.
- \_\_\_\_\_ 16. Authorization to represent needs correction.
- \_\_\_\_\_ 17. 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).
- \_\_\_\_\_ 18. \_\_\_\_\_ .

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