

**LACKAWANNA COUNTY BOARD OF ASSESSMENT APPEAL FORM  
SCRANTON ELECTRIC BUILDING 6<sup>TH</sup> FLOOR  
507 LINDEN STREET SCRANTON PA 18503  
WWW.LACKAWANNACOUNTY.ORG**

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**COMMERCIAL-INDUSTRIAL  
APPEAL FROM THE CERTIFIED ASSESSMENT FOR THE TAX YEAR 2011**

Owner(s) Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Name of Attorney (If applicable) \_\_\_\_\_ Phone# \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Property Location \_\_\_\_\_ Municipality \_\_\_\_\_  
Pin Number or Map Number \_\_\_\_\_  
Date Purchased \_\_\_\_\_ Purchase Price \_\_\_\_\_  
Current Assessment: Land \_\_\_\_\_ Improvements \_\_\_\_\_ TOTAL \_\_\_\_\_  
Opinion of Fair Market Value of Property(**Required**) \_\_\_\_\_  
Reason for Filing the Appeal: \_\_\_\_\_

Property Type: Check and complete the proper classification  
\_\_\_\_ Commercial \_\_\_\_ Office \_\_\_\_ Industrial \_\_\_\_ Other

Use \_\_\_\_\_  
Gross Square Ft. \_\_\_\_\_ Square Ft. Rentable Area \_\_\_\_\_  
Owner Occupied \_\_\_\_\_ Tenant Occupied \_\_\_\_\_  
If Leased : Annual Rent \_\_\_\_\_ Date Constructed \_\_\_\_\_  
Total Square Ft. \_\_\_\_\_ Sq.Ft. Plant Area \_\_\_\_\_  
Lease Type: Net \_\_\_\_\_ Gross \_\_\_\_\_ Combination \_\_\_\_\_

I/We hereby declare my/our intention to appeal from the assessed valuation of the property described above and do hereby verify that the statements made in this appeal are true and correct. I understand that false statements herein are made subject to the penalties of 18 pa.C.S.4904, relating to unsworn falsification to authorities. APPELLANT ACKNOWLEDGES HAVING READ "RULES AND REGULATIONS OF THE BOARD" DATED JANUARY 3, 2002, AS AMENDED.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
OWNERS OF RECORD Phone: \_\_\_\_\_  
(Daytime) \_\_\_\_\_

You may lose your right to appeal for the year if you do not appear at the scheduled Hearing Date given you. The Board of Appeals may act to **Raise** or **Lower** Assessments based on the evidence presented before it.

**FORMS MUST BE RETURNED BY SEPTEMBER 1, 2010**

**YOU MUST SUBMIT YOUR APPEAL FEE WITH FORM  
YOU MUST SUBMIT AN UP TO DATE PHOTO OF YOUR BUILDINGS WITH THIS FORM**

**ANY ASSESSMENT OVER 75,000 MUST HAVE A STATE CERTIFIED GENERAL  
APPRAISAL FILED WITH THE BOARD TWO WEEKS PRIOR TO THE HEARING DATE –  
NO EXCEPTIONS**

**Appeal Hearings now on the 5<sup>th</sup> Floor/Scranton Electric Bldg.**

## **COMMERCIAL FEE NOTICE**

**If you wish to appeal this assessment, please return your assessment notice or appeal form for your property along with a check or money order for \$125.00 made payable to  
LACKAWANNA COUNTY TREASURER.**

**DO NOT SEND CASH!**