

LACKAWANNA COUNTY BOARD OF ASSESSMENT APPEAL FORM  
LACKAWANNA COUNTY GOVERNMENT CENTER  
123 WYOMING AVENUE 2<sup>ND</sup> FL SUITE 254, SCRANTON PA 18503  
WWW.LACKAWANNACOUNTY.ORG

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**COMMERCIAL-INDUSTRIAL**  
**APPEAL FROM THE CERTIFIED ASSESSMENT FOR THE TAX YEAR 2023**

Owner(s) Name \_\_\_\_\_  
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) \_\_\_\_\_  
Name of Attorney (**Only if representing you**) \_\_\_\_\_ Phone# \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

Your property appeal will be posted publicly on the Lackawanna County Assessment Website and the results determined by the Board of Appeals will then be posted as public information.

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: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_  
OWNERS OF RECORD Email \_\_\_\_\_

You may lose your right to appeal for the year if you do not appear at the scheduled Hearing Date given you. It is acknowledged by the appellant and/or their representative, that in appealing this assessment for the property to which this appeal is being held, that the land and improvement values that are currently in effect, can be increased, stayed at the same level or reduced by the actions of this board of appeals.

FORMS MUST BE RETURNED BY AUGUST 1, 2022

**YOU MUST SUBMIT YOUR \$125(PER PARCEL) PROCESSING FEE WITH FORM**  
**YOU MUST SUBMIT AN UP TO DATE PHOTO OF YOUR BUILDINGS WITH THIS FORM**

**ANY PROPERTY WITH AN ASSESSED VALUE OVER 40,000 MUST HAVE A STATE CERTIFIED**  
**GENERAL APPRAISAL FILED WITH THE BOARD TWO WEEKS PRIOR TO THE HEARING**  
**DATE – NO EXCEPTIONS**

## **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!**

**TO PREPARE FOR YOUR APPEAL YOU WILL NEED TO PRODUCE PHOTOS AND ASSESSED VALUES FOR THREE COMPARABLE PROPERTIES THAT HAVE SOLD IN THE LAST YEAR. COMPARABLE PROPERTIES SHOULD BE OF SIMILAR DESIGN, USE, QUALITY AND/ OR CONDITION/**