

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

**RESIDENTIAL**  
**(UP TO 4 DWELLING UNITS)**  
**APPEAL FROM THE CERTIFIED ASSESSMENT FOR THE TAX YEAR 2023**

Record Owner (Name) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Property Location \_\_\_\_\_ Municipality \_\_\_\_\_

Pin Number or Map Number \_\_\_\_\_

Owner Occupied? \_\_\_\_\_ /Rental? \_\_\_\_\_

Number of units in building 1 - 2 - 3- 4 (Circle #)

Date Purchased \_\_\_\_\_ Purchase Price \_\_\_\_\_

Current Assessment: Land \_\_\_\_\_ Improvements \_\_\_\_\_ TOTAL \_\_\_\_\_

Name of Attorney (Only if representing you) \_\_\_\_\_

Mailing Address \_\_\_\_\_

All comparable sales should have A SALES DATE WITHIN ONE YEAR OF THE APPEAL, be of similar style and have living space within 500 sq ft of the subject being appealed and located in the same school district, municipality or development.

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

Was this Property ever appealed by the current owner? If yes what date \_\_\_\_\_

I/We hereby declare my/our intention to appeal from the assessed valuation of the property described 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. Cs4904, 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: \_\_\_\_\_

Email \_\_\_\_\_

Owners of Record

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.

- 1. FORMS MUST BE RETURNED BY AUGUST 1, 2022**
- 2. SUBMIT YOUR \$35 PROCESSING FEE (Per Parcel) WITH FORM**
- 3. SUBMIT AN UP TO DATE PHOTO OF YOUR BUILDINGS WITH FORM**
- 4. ALL APPEAL FORMS MUST CONTAIN AN ORIGINAL SIGNATURE BY THE PROPERTY OWNER OR ATTORNEY. FACSIMILES ARE NOT ACCEPTED.**
- 5. ANY PROPERTY WITH ASSESSED VALUE OVER 40,000 MUST HAVE A STATE CERTIFIED RESIDENTIAL APPRAISAL FILED WITH BOARD OF APPEALS. NO EXCEPTIONS**

## **RESIDENTIAL 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 \$35.00 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 WITHIN THE LAST YEAR. COMPARABLE PROPERTIES SHOULD BE OF SIMILAR STYLE, QUALITY AND OR CONDITION, LIVING SPACE WITHIN 500 SQUARE FEET, AND LOCATED IN THE SAME DEVELOPMENT, MUNICIPALITY OR SCHOOL DISTRICT.**

**IF SUBJECT PROPERTY IS ASSESSED FOR 40,000 OR MORE, A CERTIFIED STATE APPRAISAL MUST BE FILED TWO WEEKS BEFORE HEARING.**