

**\*\*\*OFFICIAL USE ONLY\*\*\***  
APPROVED \_\_\_\_\_



**NON-REFUNDABLE FEE - \$250.00 PER PARCEL – RESCHEDULING FEE - \$25.00 PER PARCEL**

**NORTHAMPTON COUNTY COMMERCIAL ASSESSMENT APPEAL**

Under the provisions of law any person aggrieved by any assessment desiring to appeal shall file a statement, in writing, with the Board of Assessment Appeals **ON OR BEFORE AUGUST 1ST**. Such statement shall designate the assessment appealed from and the address to which the Board shall mail notice of when and where to appear for a hearing. **THE BOARD SHALL HEAR NO APPEAL UNLESS APPELLANT SHALL FIRST HAVE FILED THE APPEAL AND REQUIRED DOCUMENTS ON OR BEFORE AUGUST 1ST, SET FORTH BY LAW. Please return form to Northampton County Courthouse, Revenue Appeals Board, 669 Washington St, Easton PA 18042-7475**

RECORD OWNER(S) NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PROPERTY SUBJECT OF APPEAL: \_\_\_\_\_  
Number Street

TAX MAP IDENTIFICATION #: \_\_\_\_\_  
District Tax Map Block Lot

COUNTY'S APPRAISED VALUE: \_\_\_\_\_

COUNTY'S ASSESSED VALUE: \_\_\_\_\_

DATE PURCHASED: \_\_\_\_\_ PURCHASE PRICE: \_\_\_\_\_ AMOUNT OF FIRE INSURANCE: \_\_\_\_\_

OPINION OF VALUE OF THIS PROPERTY: \_\_\_\_\_

STATE REASONS FOR FILING THIS APPEAL: \_\_\_\_\_  
\_\_\_\_\_

PROPERTY TYPE: COMPLETE PROPER CLASSIFICATION:

COMMERCIAL: USE \_\_\_\_\_  
GROSS SQ FT. \_\_\_\_\_ SQ FT. RENTABLE AREA \_\_\_\_\_  
OWNER OCCUPIED \_\_\_\_\_ TENANT OCCUPIED \_\_\_\_\_  
IF LEASED: ANNUAL RENT \_\_\_\_\_ DATE CONSTRUCTED \_\_\_\_\_

OFFICE: GROSS SQ FT. \_\_\_\_\_ SQ FT. RENTABLE AREA \_\_\_\_\_  
OWNER OCCUPIED \_\_\_\_\_ TENANT OCCUPIED \_\_\_\_\_  
IF LEASED: ANNUAL RENT \_\_\_\_\_ DATE CONSTRUCTED \_\_\_\_\_

INDUSTRIAL: TOTAL SQ FT. \_\_\_\_\_ SQ FT. RENTABLE AREA \_\_\_\_\_  
SQ FT. PLANT AREA \_\_\_\_\_ OWNER OCCUPIED \_\_\_\_\_  
TENANT OCCUPIED \_\_\_\_\_ IF LEASED: ANNUAL RENT \_\_\_\_\_  
LEASE TYPE: NET \_\_\_\_\_ GROSS \_\_\_\_\_ COMBINATION \_\_\_\_\_  
DATE CONSTRUCTED \_\_\_\_\_

OTHER: USE \_\_\_\_\_  
GROSS SQ FT. \_\_\_\_\_ OWNER OCCUPIED \_\_\_\_\_  
TENANT OCCUPIED \_\_\_\_\_  
IF LEASED: ANNUAL RENT \_\_\_\_\_ DATE CONSTRUCTED \_\_\_\_\_

\*ATTACH LAST 3 YEARS INCOME & EXPENSE STATEMENTS OR COMPLETE THE ATTACHED INCOME AND EXPENSE FORM\*

CERTIFICATE OF APPEAL

I/We hereby declare my/our intention to appeal from the assessed valuation of the property described above and do hereby verify that the statement made in this appeal are true and correct. I understand that false statements herein are made subject to penalties of 18 Pa. CS Section 4904, relating to unsworn falsification to authorities.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

OWNER(S) OF RECORD

PHONE #: \_\_\_\_\_

ALL NOTICE OF PROCEEDINGS WILL BE MAILED TO THE OWNER(S) AND SUCH PERSON(S) IDENTIFIED BELOW:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**\*GROSS ANNUAL INCOME FOR PRIOR (3) YEARS**

	20__	20__	20__
PROJECTED INCOME @ 100%			
ACTUAL INCOME RECEIVED			
TOTAL OTHER INCOME RECEIVED			
GROSS INCOME RECEIVED			

**GROSS ANNUAL EXPENSES FOR PRIOR (3) YEARS**

**FIXED EXPENSES:**

REAL EST TAXES			
INSURANCE			
LAND RENT			
OTHER (EXPLAIN)			

OPERATIONAL EXPENSES:

ELECTRICITY			
GAS			
TELEPHONE			
WATER/SEWER			
TRASH REMOVAL			
HEATING			
MANAGER(S) SALARY			
FEES			
LEGAL/ACCOUNTING			
PAYROLL TAXES			
GROUP INSURANCE			
ADVERTISING			
SALARIES			
MAINTENANCE/REPAIRS (ANNUAL ONLY) *REPLACEMENT FOR RESERVES			
OTHER (EXPLAIN)			
TOTAL EXPENSES			

PLEASE USE ADDITIONAL PAGES FOR ANY OTHER REMARKS RELATIVE TO THE PROPERTY.  
 "EXPLAIN ANY ITEMS INCLUDED IN RENT".

## CHECKLIST

- 1. READ THE INSTRUCTIONS
- 2. ONE PARCEL PER APPLICATION
- 3. SIGN THE APPLICATION
- 4. ENCLOSE A CHECK FOR THE CORRECT AMOUNT -- \$250.00 PER  
PARCEL, NON-REFUNDABLE, RESCHEDULING FEE \$25.00 PER PARCEL
- 5. MAKE CHECK PAYABLE TO "COUNTY OF NORTHAMPTON"
- 6. LIST THE PARCEL ID & TELEPHONE NUMBER ON THE CHECK
- 7. IF A RETURN RECEIPT IS REQUESTED, PLEASE INCLUDE  
A SELF-ADDRESSED STAMPED ENVELOPE