

## **CHECKLIST BEFORE FILING AN APPEAL WITH THE BOARD OF REVIEW**

- DID YOU COMPLETELY FILL OUT ALL APPLICABLE SECTIONS OF YOUR COMPLAINT FORM?
- DID YOU SIGN AND DATE YOUR COMPLAINT FORM?
- DID YOU INCLUDE ALL THE INFORMATION THAT YOU WANT THE BOARD TO CONSIDER?
- DID YOU SUBMIT ALL SUPPORTING EVIDENCE, INCLUDING PICTURES ETC.?
- REMEMBER TO ATTACH ALL SUPPORTING EVIDENCE WITH PAPER CLIPS OR BINDER CLIPS (NO STAPLES)?
- IF YOU WANT THE BOARD OF REVIEW TO DECIDE BASED ON THE EVIDENCE YOU SUBMITTED SO THAT YOU DON'T HAVE TO APPEAR FOR A HEARING BEFORE THE BOARD, DID YOU CIRCLE THE CORRECT DECISION ON THE APPEAL FORM (ABOVE YOUR SIGNATURE)?
- DID YOU FILE THE COMPLETED COMPLAINT FORM AND ALL OTHER EVIDENCE BY THE DEADLINE?
- IF YOUR PROPERTY IS IN CORPORATE OWNERSHIP (INCLUDING CLOSELY HELD LLCs), IS YOUR FILING HANDLED BY AN ATTORNEY?
- IF YOU ARE AN ATTORNEY FILING ON BEHALF OF AN OWNER OR TAXPAYER, DID YOU INCLUDE A LETTER OF AUTHORIZATION SIGNED BY THE PROPERTY OWNER OR TAXPAYER?