

## CHECKLIST BEFORE FILING APPEAL

- 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 THE ORIGINAL COMPLAINT FORM AND ONE (1) COPY OF THE COMPLAINT FORM?
- DID YOU SUBMIT ALL SUPPORTING EVIDENCE, INCLUDING PICTURES ETC AND ONE (1) COPY OF ALL SUPPORTING EVIDENCE, INCLUDING PICTURES ETC?
- IF YOU ATTACHED SUPPORTING EVIDENCE, DID YOU USE PAPER CLIPS OR BINDER CLIPS (NO STAPLES OR OTHER BINDING CAN BE USED)?
- 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 YOUR DECISION ON THE APPEAL FORM (ABOVE YOUR SIGNATURE)?
- DID YOU FILE THE COMPLAINT 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?