

What to bring to the Assessment Appeals Board Hearing:

Please review the pamphlets and videos provided by the Alameda County Assessor Office prior to making a presentation to the Assessment Appeals Board. The online information is available at <http://www.acgov.org/clerk/assessment.htm>. **The online information including the “Assessment Appeals Board Instruction Booklet” provides valuable information regarding the presentation of your appeal and the information in the Booklet will help you to be prepared at the hearing of your Appeal.**

- If you need an interpreter, please notify the Clerk of the Board a minimum of 30 days before the scheduled Hearing. (An interpreter is provided by the County at no cost.)

Please make a strong effort to discuss any issues with the Assessor’s staff before the hearing.

If a hearing is scheduled **please bring six (6) copies** of all written submittals, which may include Photos, maps, and any other information to describe your property (keep the 6th copy for your records). Written information previously submitted to the Assessor’s Office in support of your appeal may not be provided to the Assessment Appeals Board. **You** must bring this information to the Assessment Appeals Board Meeting.

- Note! If your hearing is scheduled and you do not appear, your case will be **denied** for failure to appear!

The value of your property may be either raised or lowered, depending on the evidence presented at the Hearing. Among the facts and opinions, the Assessment Appeals Board may be interested in knowing:

- Your opinion of the value of your property – what you would accept for it if it were to sell
 - An Appraisal or a Brokers Price Opinion is encouraged when significant value differences are to be decided by the Appeals Board.
- The use of the property on the date of valuation.
- Potential uses considering business conditions and the surrounding area.
- Physical characteristics of the land and improvements
 - Please provide pictures if possible
- If you are relying on the comparative sales data to determine the fair market value of the property, a map showing the subject property and location of each comparative sale completed (each sale to have closed no later than 90 days after the valuation date)