

Mobile Home Value Appeal
COUNTY OF CHESTER, PA

Residential Mobile Home
Check # _____

Mobile home owners have the right to appeal their mobile home assessment to the Board of Assessment Appeals. Following the Board's decision, a hearing result notice will be mailed to the mobile home owner. Should the mobile home owner be dissatisfied with the results of the decision, the mobile home owner may appeal the decision to the Chester County Court of Common Pleas within 30 days of the hearing result notice date.

VALUE APPEALS MAY BE FILED MAY 1 THROUGH THE FIRST BUSINESS DAY IN AUGUST OF ANY YEAR.
EACH REQUEST FORM MUST INCLUDE A MOBILE HOME VALUE REPORT*.

***See back for additional information**

A mobile home value appeal will NOT be considered if the structure is on a permanent foundation or has permanent non-manufactured housing additions that increase the living area of the home.

The owner(s) of the mobile home must complete the following information:

Name of Owner(s): _____

Address of property being appealed: _____

Daytime telephone number (include area code): _____

Parcel Identification Number: _____

(Found on Tax Bill)

Year of Manufactured Home _____ Exterior Measurement: _____ X _____

Manufacturer: _____ Model _____ Color: _____

Condition of Manufactured Home: Good Average Fair Poor **Provide exterior photographs.**

Public Water: YES NO Public Sewer: YES NO

Name of Land Owner: _____

Comments: _____

Hearing Options (Check one only)

_____ Option 1: I/We hereby request to waive a formal hearing and agree to the Board of Assessment Appeals reviewing the information submitted on or with this form and rendering a decision.

_____ Option 2: I/We hereby desire a formal hearing and consent to have a scheduled date and time to appear in person before the Board of Assessment Appeals. Please note any dates between now & October 31 that you are not available to attend hearing. There is no guarantee your hearing can be rescheduled. Dates: _____

Hearings are held in Suite 395, Government Services Center, 601 Westtown Rd, West Chester, Pa

I/we hereby declare my/our intention to appeal from the assessed valuation of the property described above 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 19 Pa. C.S. Section 4909 relating to unsworn falsification to authorities

Signature of Owner(s): _____ Date: _____

_____ Date: _____

CHESTER COUNTY BOARD OF ASSESSMENT APPEALS RESIDENTIAL APPEAL PROCEDURE, RULES AND REGULATIONS

The following Procedure, Rules and Regulations shall apply to any and all annual appeals including but not limited to those concerning Fair Market Value, exemptions, and appeals before the Board of Assessment Appeals of Chester County.

1. Notices Of Appeal.

General – All notices of appeal shall be filed by an aggrieved party(ies). “Aggrieved Parties” shall be defined as the record owner of the property in question; any other party who is and/or may be responsible for the payment of real estate taxes on a particular property, may, with the permission of the Board, present an appeal before the Board. “Aggrieved Parties” shall also include any taxing district having an interest therein.

With the exception of a property owner of record, any party filing an appeal shall provide, with the Notice of Intention of Appeal, any and all documents under which said appellant claims to hold an interest in the property.

Any Violation of the above Rules may constitute grounds to deny hearing the appeal.

ANNUAL APPEAL/MOBILE HOME VALUE APPEAL REQUEST - An appeal of total assessment. All annual appeals/mobile home value appeal requests must be filed on or before the first business day in August of the given year. Any change in the assessment as a result of an annual appeal is effective for the following tax year and is not retroactive.

2. Scheduled Hearings (for Option 2 only).

Notices of the date and time of a mobile home value appeal will be sent to the party filing the Notice and to the record owner of the property. A third party notice will be sent only to the appellant’s legally-authorized representative. Taxpayers are advised that the appropriate municipality and school district are notified of the hearing.

3. Hearing Procedure: Document Production.

- (a) In any and all mobile home value appeals in which appellant intends to present evidence to the Board, such as documentation and/or written appraisal reports, appellant shall produce three (3) copies of each such document to be presented at the time of hearing. All mobile home value appeal requests must include a **Mobile Home Value Report**.
- (b) Based on the documentation provided by the property owner, the Board will determine a fair market value of the property. The Board will then by statute, apply the appropriate Common Level Ratio (CLR) to the market value to arrive at the new assessment.
- (c) Failure by a party to produce the required documents and/or failure of an appraiser to disclose information required to be disclosed may constitute grounds to deny hearing the appeal.

4. Hearing.

- (a) It is required that the party filing the appeal attend the hearing. If property is owned by more than one party, it is only necessary for one party to appear. Legal counsel and/or a Pennsylvania Certified Appraiser or a Certified Appraiser holding a temporary practice certificate issued by the Commonwealth of Pennsylvania may accompany appellant.
- (b) It is to be noted that only those attorneys licensed to practice law in the Commonwealth of Pennsylvania shall be permitted to represent a client before the Board of Assessment Appeals. If property owner does not attend, an attorney must present letter of authorization.

5. No Guarantee of Postponements (please add dates NOT available in space provided on front of form)

All appeals shall be heard by the Board at the time and date scheduled. Failure to appear at the scheduled time and date shall constitute abandonment of the appeal and will result in dismissal of said appeal. The property owner shall provide information such as a recent appraisal, recent sales of similar properties, settlement sheet and/or other documentation supporting the current market value. The annual appeal filing deadline is the first business day in August.

The Chester County Board of Assessment Appeals.

IMPORTANT INFORMATION FOR PROPERTY OWNERS FILING A MOBILE HOME VALUE APPEAL

MOBILE HOME VALUE REQUEST APPEAL FORM

It is critical that you complete the form to the best of your ability. **If you select option 2 (formal hearing) as requested, please supply dates you are not available for a hearing. There is no guarantee that your hearing can be rescheduled.**

Please include photographs of the exterior of your mobile home with the appeal form.

MOBILE HOME VALUE REPORT

Property owner must submit **Mobile Home Value Report** with the **Mobile Home Value Appeal Form**. A value report may be obtained from one of several sources including; **NADA.com** and **MHVillage.com**.

PROCESSING FEE

The processing fee for each **Mobile Home Value Appeal** filed is \$25.00 and must be paid at the time of the filing. A check or money order is to be made payable to "**Chester County Treasurer**". This fee will not be refunded for failure to appear or withdrawal of the appeal. Mobile Home Value Appeal Form and processing fee must be received or post marked by the first business day in August at:

**Board of Assessment Appeals
313 W. Market St
Suite 4202
P.O. Box 2748
West Chester, PA 19380-0991**

APPEAL HEARING

If you chose **Option 2** (formal hearing) you will be advised in writing of the date and time of your hearing. Notices are mailed at least 20 days prior to the hearing date. Your appeal may be presented to a single Board member who will hear your appeal and subsequently the three member Board will confer and review the merits of the appeal and render a decision to you in writing.

Annual appeal value changes are not retroactive and impact tax bills prospectively (future bills).

Any questions concerning the form or appeal process can be directed to the Chester County Assessment Office at (610) 344-6105, M-F, 8:30-4:30pm.

COUNTY OF CHESTER BOARD OF ASSESSMENT APPEALS

313 W. MARKET STREET, SUITE 4202 , P.O. BOX 2748, WEST CHESTER, PA 19380-0991

610-344-6105
Fax 610-344-5902
www.chesco.org

JUDITH L. FISHER
TODD REED
PETER J. WRIGHT

JONATHAN B. SCHUCK, MBA CPE
Director of Assessment

RESIDENTIAL APPEAL HEARING OPTIONS (check one only)

_____ Option 1 I/We hereby request the Board of Assessment Appeals **review** the information submitted with the Residential Appeal form in lieu of a scheduled, in-person hearing. It is to be understood that the same consideration will be given to information submitted, regardless of my/our selected option. Refer to page 3 of the Residential Appeal form for specific information requirements – sales comparison information will **not** be considered under Option 1. Also, Option 1 may not be exercised for residential appeals filed by taxing authorities. The Board's determination will be communicated in writing to the mailing address of record.

_____ Option 2 I/We hereby request a scheduled, in-person hearing. The hearing date/time will be communicated in writing at least 20 days before the appeal hearing and the Board's determination will be communicated in writing to the mailing address of record.

WAIVER OF THREE-MEMBER APPEAL HEARING

As a result of the temporary absence of two of the three appointed Board of Assessment Appeals members who are empaneled to hear assessment appeals, or as a result of significant delays in scheduling assessment appeals due to the Coronavirus event, I hereby waive my/our right to a hearing before all three Board members. By signing this document, I agree to have my appeal heard by one Board member, who will review the appeal with the other two Board members in a subsequent work session.

_____ Opt-in

I/we retain all rights to appeal the Board's determination to the Chester County Court of Common Pleas.

Parcel Number(s) _____

Property Owner(s) _____

Signature(s) _____

Date _____

Contact #(s) _____