



Formal Review Meeting Request Form

Property Tax Exemption

**An original request form with your wet signature must be submitted to our office.
We are unable to accept formal meeting requests by email or fax.**

FNSB Code 8.04.065 Formal Review Meeting

A. An owner or agent that has applied for an exemption authorized by this chapter may request a formal review meeting with the Assessor with the submission of their application, or if the application was denied, within 10 days of such denial.

B. The owner or agent may indicate on their application a request for a formal review meeting with the Assessor.

C. The Assessor will notify the owner or agent of the meeting date.

D. The meeting will be in person, via videoconference, or through another medium that can be recorded.

E. The owner or agent may supplement their application by providing the Assessor with any additional documents at least 10 days before the formal meeting. Documents provided after that date will only be accepted by the Assessor for good cause shown, as determined by the Assessor.

F. During the review meeting the Assessor will ask questions of the owner or agent, and the owner or agent may present relevant testimony from people familiar with the subject property. Formal rules of evidence shall not apply, and the Assessor will record the meeting.

G. Within 30 days after the meeting the Assessor shall issue their final decision, which may be appealed pursuant to Chapter 8.16 FNSBC.

Property for which the exemption is sought:

Parcel Account Number(s) (PAN): _____

Property Description(s): _____

Property Situs Address(s): _____

Owner of Record/Name of Applicant: _____

If property is in a Trust, please list the name of the Trust.

Email address: _____

Mailing Address:

Phone Number: _____ **Type of Exemption:** _____

Exemption Application attached? Yes No

Scheduling a meeting date: Every effort will be made to accommodate your schedule. Please list any date(s) in which you will be out of town or otherwise unable to attend:

Signature of Applicant (if property is in a Trust & you are the Trustee please sign as such)

Date

By signing this application, I am requesting a formal review meeting with the Assessor.