

## **TAX ASSESSMENT APPEALS**

THESE FORMS ARE NOT REQUIRED BUT PREFERRED; **THE CONTENTS ARE REQUIRED.**

1. PREPARE THE PETITION IN ACCORDANCE WITH THE GUIDANCE SET FORTH ON THE ATTACHED.
2. FILE THE PETITION IN THE OFFICE OF JUDICIAL SUPPORT. YOU MUST ATTACH A DELAWARE COUNTY MOTION COVER SHEET TO YOUR PETITION.
3. THE FILING FEE IS **\$296.75** AND A SEPARATE PETITION MUST BE FILED FOR **EACH ASSESSED PROPERTY.**
4. SERVE COPIES OF THE FILED PETITION ON ALL TAXING AUTHORITIES THROUGH THEIR SOLICITORS AS WELL AS THE SOLICITOR FOR THE COUNTY BOARD OF ASSESSMENT APPEALS. **SERVICE BY THE SHERIFF IS NOT REQUIRED.**

IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA

COVER SHEET - NOTICE OF FILING OF MOTION OR PETITION UNDER  
LOCAL RULES OF CIVIL PROCEDURE

CASE CAPTION:

CIVIL CASE NO.

NATURE OF MATTER FILED: *(please check one)*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Petition Pursuant to Rule 206.1                   | <input type="checkbox"/> Response to Petition | <input type="checkbox"/> Motion for Judgment on the Pleadings Pursuant to Rule 1034(a) |
| <input type="checkbox"/> Motion Pursuant to Rule 208.1                     | <input type="checkbox"/> Response to Motion   | <input type="checkbox"/> Summary Judgment Pursuant to Rule 1035.2                      |
| <input type="checkbox"/> Family Law Petition/Motion Pursuant to Rule 206.8 |   |  |

**FILING PARTY IS RESPONSIBLE FOR SERVICE OF THE RULE RETURNABLE DATE OR HEARING DATE UPON ALL PARTIES**

A motion or petition was filed in the above captioned matter on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, which:

Requires you, Respondent, to file an Answer within twenty (20) days of the above date to this notice, or risk the entry of an Order in favor of the Petitioner. Answers must be filed and time stamped by the Office of Judicial Support by 4:30 PM on the following date \_\_\_\_\_, \_\_\_\_\_.

Requires all parties, to appear at a hearing/conference on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_ in Courtroom \_\_\_\_\_, Delaware County Courthouse, Media, Pennsylvania. At this hearing/conference you must be prepared to present all testimony and/or argument, and must ensure that your witnesses will be present.

Was timely answered, thus requiring the scheduling of the following hearing in the above captioned matter on: \_\_\_\_\_, \_\_\_\_\_ at 10:00 AM in Courtroom \_\_\_\_\_.

At this hearing, all parties must be prepared to present all testimony and/or argument and **must ensure that their witnesses will be present.**

Qualifies as an Uncontested Motion or Petition, and as such requires neither an answer from the Respondent nor the scheduling of a hearing in this matter.

Has been assigned to Judge \_\_\_\_\_.

**FOR OFFICE USE ONLY**

Mailing date: \_\_\_\_\_

Processed by: \_\_\_\_\_

FIRM NAME:  
ATTORNEY NAME FOR PETITIONER:  
ADDRESS:  
TELEPHONE:  
FAX:  
EMAIL:  
ATTORNEY ID:

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**IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA**  
**CIVIL ACTION**

IN RE: APPEAL OF \_\_\_\_\_ CASE NO. \_\_\_\_\_

FROM THE DECISION OF THE TAX APPEAL  
BOARD OF ASSESSMENT OF DELAWARE COUNTY, PA  
RELATING TO THE PREMISES KNOWN AS:  
(ADDRESS) \_\_\_\_\_

\_\_\_\_\_  
MUNICIPALITY \_\_\_\_\_  
AND RELATING TO THE ASSESSMENT FOR  
THE TAX YEAR EFFECTIVE JANUARY 1, \_\_\_\_\_  
FOLIO # \_\_\_\_\_

**ORDER**

AND NOW, TO WIT, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, THE  
WITHIN TAX APPEAL IS PERMITTED IN ACCORDANCE WITH LOCAL RULE OF  
CIVIL PROCEDURE 30.

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J.

FIRM NAME:  
ATTORNEY NAME FOR PETITIONER:  
ADDRESS:  
TELEPHONE:  
FAX:  
EMAIL:  
ATTORNEY ID:

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**IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA**  
**CIVIL ACTION**

IN RE: APPEAL OF \_\_\_\_\_ CASE NO. \_\_\_\_\_

FROM THE DECISION OF THE TAX APPEAL  
BOARD OF ASSESSMENT OF DELAWARE COUNTY, PA  
RELATING TO THE PREMISES KNOWN AS:  
(ADDRESS) \_\_\_\_\_

\_\_\_\_\_ MUNICIPALITY \_\_\_\_\_  
AND RELATING TO THE ASSESSMENT FOR  
THE TAX YEAR EFFECTIVE JANUARY 1, \_\_\_\_\_  
FOLIO # \_\_\_\_\_

**PETITION FOR APPEAL FROM THE ASSESSMENT OF THE BOARD OF**  
**ASSESSMENT APPEALS**

AND NOW COMES YOUR PETITIONER \_\_\_\_\_, BY AND  
THROUGH THEIR UNDERSIGNED COUNSEL \_\_\_\_\_, ESQUIRE  
AND RESPECTFULLY REPRESENTS THE FOLLOWING:

1. THAT THE PETITIONER(S) OWN THE SUBJECT PREMISES.
2. THAT THE PROPERTY WAS ASSESSED FOR THE TAX YEAR \_\_\_\_\_ AT  
\$ \_\_\_\_\_.
3. THAT THE ASSESSMENT IS INCORRECT AND FAILS TO REFLECT THE  
ACTUAL VALUE OF THE PROPERTY WHICH THE PETITIONER ALLEGES IS  
\$ \_\_\_\_\_.

4. THAT THE COMMON LEVEL RATIO FOR THE YEAR \_\_\_\_\_ IS \_\_\_\_\_% WHICH WHEN APPLIED TO THE ACTUAL VALUE OF THE PROPERTY RESULTS IN AN ASSESSMENT OF \$ \_\_\_\_\_.
5. THAT UNLESS THE ASSESSMENT IS DECREASED, THE TAXPAYER WILL BE DENIED THEIR RIGHTS UNDER THE PENNSYLVANIA CONSTITUTION AND THE REAL ESTATE ASSESSMENT LAW OF THE COMMONWEALTH OF PENNSYLVANIA.

WHEREFORE, PETITIONER PRAYS THAT THIS HONORABLE COURT ALLOW THIS APPEAL AND FIX THE FAIR MARKET VALUE FOR THE SUBJECT AT \$ \_\_\_\_\_ AND THE ASSESSMENT FOR THE YEAR \_\_\_\_\_ AND BEYOND AT \$ \_\_\_\_\_ AT THE COMMON LEVEL RATIO OF \_\_\_\_\_ %.

RESPECTFULLY SUBMITTED,

DATE: \_\_\_\_\_

BY \_\_\_\_\_  
ATTORNEY FOR PETITIONER  
OR PRO SE PETITIONER

FIRM NAME:  
ATTORNEY NAME FOR PETITIONER:  
ADDRESS:  
TELEPHONE:  
FAX:  
EMAIL:  
ATTORNEY ID:

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**IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA**  
**CIVIL ACTION**

IN RE: APPEAL OF \_\_\_\_\_ CASE NO. \_\_\_\_\_

FROM THE DECISION OF THE TAX APPEAL  
BOARD OF ASSESSMENT OF DELAWARE COUNTY, PA  
RELATING TO THE PREMISES KNOWN AS:  
(ADDRESS) \_\_\_\_\_

\_\_\_\_\_ MUNICIPALITY \_\_\_\_\_  
AND RELATING TO THE ASSESSMENT FOR  
THE TAX YEAR EFFECTIVE JANUARY 1, \_\_\_\_\_  
FOLIO # \_\_\_\_\_

**CERTIFICATE OF SERVICE**

NOTE: **AFTER YOU HAVE FILED THIS APPEAL IN THE OFFICE OF JUDICIAL SUPPORT, YOU MUST SERVE THE SOLICITORS FOR THE BOARD OF ASSESSMENT, THE SCHOOL DISTRICT, THE MUNICIPALITY AND THE COUNTY AS SET FORTH BELOW:**

1. SOLICITOR, DELAWARE COUNTY BOARD OF ASSESSMENT  
201 WEST FRONT STREET  
MEDIA, PA 19063
  
2. COUNTY OF DELAWARE  
OFFICE OF THE SOLICITOR, 2<sup>ND</sup> FLOOR  
201 WEST FRONT STREET  
MEDIA, PA 19063
  
3. SCHOOL DISTRICT SOLICITOR
  
4. MUNICIPALITY SOLICITOR

DATE: \_\_\_\_\_

\_\_\_\_\_  
ATTORNEY FOR PETITIONER  
OR PRO SE PETITIONER