

****INFORMATION SHEET**

Docket No:

> Please Note: The information on this form is CONFIDENTIAL. Please make a copy for your file and return the completed original directly to the Board of Property Tax Review.

Petitioner:

Respondent:

1. State whether you agreed, orally or in writing, to delay the decision of the assessor or local board of assessment review. Yes No

If yes, indicate the date of said agreements in the space below. Describe in detail the circumstances of said agreement. (Attach additional sheets if necessary.)

2. State the specific date on which taxes were due for the year in which the assessment is being appealed; the date said taxes were paid, and the amount of interest paid (if any).

Date paid _____ Tax year _____ Interest paid \$ _____

3. State whether all outstanding taxes have been paid to date. Yes No

4. State the commitment date for taxes in the year in which the assessment is being appealed. _____

5. For cases involving nonresidential properties, valued over \$1,000,000.00, the parties shall confer and indicate:

a) An estimate of time required for hearing, to the nearest 1/2 day _____

b) Probability of settlement: Very High Very Low None

c) Whether a court reporter is to be present at hearing. * Yes No

d) Number of persons, including witnesses, attending hearing: _____

Date

Name (please print)

Signature

* In accordance with Statute, it is the practice of the Board to record proceedings. If either party requires the presence of a court reporter, arrangements must be made and cost borne by the requesting party.
To accommodate adequate space requirements, the Board Secretary must be notified of any arrangement for the presence of a court reporter prior to the hearing.