You can complete and submit your Assessment Appeal Application Form online, which allows you to electronically sign and add PDF attachments, if any. The system will assist you in filling out your form accurately and completely. You will receive a confirmation page and appeal case number, and you can print your appeal application for your records.

A separate application must be completed and filed for one type of assessment for each parcel of real property and/or each assessment of personal (unsecured) property for the same tax year.

**Timeline**

**Start**

**Day of Filing**

- 1-3 months after appeal is filed
  - Edit letter is mailed by COB if appeal application is incomplete or incorrect

- Approximately 6-8 months after appeal application is filed and 45-60 days prior to the hearing date
  - Notice of Scheduled Hearing is mailed by COB

- 21 days prior to scheduled hearing date
  - Deadline to return Appeal Response Form to COB to either confirm appearance at hearing or request first-time hearing date postponement

**Day of Hearing**

- Within 2 weeks of hearing if decision was made
  - Decision letter is mailed to applicant

- Within 6 months of hearing, any applicable refund is issued by the Tax Collector if tax bill had been paid

**Possible Outcome**

- **No Change to assessed value**
  - No Refund or No additional tax bill

- **Decrease in assessed value**
  - Within 6 months of hearing, any applicable refund is issued by the Tax Collector if tax bill had been paid

- **Increase in assessed value**
  - Additional tax bill will be mailed by the Tax Collector

**Status/Action**

**Day of Filing**

- Day of Hearing
  - Location: 70 West Hedding Street, San Jose
    - Assessment Appeals Board I, II, III at 9 a.m.
      - Held in the Isaac Newton Senter Auditorium
    - Legal Hearing Officer at 9:30 a.m.
      - Held in Room 157, First Floor
    - Value Hearing Officer at 9 a.m.
      - Held in Room 157, First Floor

- Applicant brings any evidence or documents to present to the Board or Hearing Officer
  - Assessment Appeals Board I, II, III: 6 copies required
  - Legal Hearing Officer: 4 copies required
  - Value Hearing Officer: 4 copies required

- Jul 2–Sept 15 for Regular Assessment or within 60 days of Supplemental or Escape Assessment Notice
  - Appeal application filing considered timely by Clerk of the Board (COB)