

Village of Melrose

Notice of Intent to File Objection with Board of Review

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|--------------------------|-------------------|
| For Office Use Only: | |
| <input type="checkbox"/> | Written |
| <input type="checkbox"/> | Oral |
| Date Received: | _____ Time: _____ |
| Received By: | _____ |

I, _____, (insert name) as the property owner or as agent for _____, (insert property owner's name or strike) with an address of _____, hereby give notice of intent to file an objection on the assessment for the following property: _____ (insert address of subject property) with the parcel or tax identification number L- _____ for the _____ (insert year) Assessment Year.

THIS NOTICE OF INTENT IS BEING FILED: (please mark one)

- at least 48 hours before the Board's first scheduled meeting
- during the first two hours of the Board's first scheduled meeting (complete Section A)
- up to the end of the fifth day of session or up to the end of the final day of the session if the session is less than five days (complete Section B)

IMPORTANT NOTE: FILING OF THIS FORM DOES NOT RELIEVE THE OBJECTOR OF THE REQUIREMENT OF TIMELY FILING OF A FULLY COMPLETED WRITTEN OBJECTION ON THE PROPER FORM WITH THE CLERK OF THE BOARD OF REVIEW.

Date: _____ Signature: _____

Section A: The Board of Review may grant a waiver of the 48-hour notice of an intent to file a written or oral objection if a property owner who does not meet the notice requirement appears before the Board during the first two hours of the meeting, shows good cause for failure to meet the 48 hour notice requirement and files a written objection. My good cause is as follows:

Section B: The Board of Review may waive all notice requirements and hear the objection even if a property owner fails to provide written or oral notice of an intent to object 48 hours before the first scheduled meeting, and fails to request a waiver of the notice requirement during the first two hours of the meeting, if the property owner appears before the Board at any time up to the end of the fifth day of the session or up to the end of the final day of the session if the session is less than five days, and files a written objection and provides evidence of extraordinary circumstances. Proof of my extraordinary circumstances is as follows:

A WRITTEN OBJECTION ON THE PROPER FORM MUST BE PROPERLY FILED WITH THE CLERK OF THE BOARD OF REVIEW