

EXHIBIT LIST INSTRUCTIONS

Please list the exhibits you plan to present at your Property Assessment Appeal Board hearing. An exhibit may be a document, record, or other tangible object you use as evidence.

1. Fill in the docket number and hearing date blanks.
2. Fill in your name (or the name on the appeal) and circle appellant or appellee.
3. Label the documents with the correct number/letters
 - a. Appellants use consecutive numbers (1, 2, 3, 4, etc.)
 - b. Appellees use consecutive letters (A, B, C, D, etc.)
4. List the exhibits in order
5. Give a brief description of the exhibit. For example: Photo of front of house at 319 Elm Street; Property Record Card of 319 Elm Street; Letter from Realtor or Appraisal by Dee Walters.
6. Leave blank the objection and disposition boxes blank. These are for Appeal Board use only.

Please print additional sheets of the Exhibit List if necessary. Mail a copy of this list to the Secretary of the Appeal Board prior to your hearing and send copies to the opposing parties or their counsel if represented.