

# Inter-Office Memorandum



*From the Desk of*  
**Board of Assessment Appeals**  
**Montgomery County Courthouse**  
**P.O. Box 311**  
**Norristown PA 19404-0311**

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**Date:** April 22, 2009

**To:** Commercial Property Owners, Attorneys and Appraisers

cc: Taxing Districts

**Subject:** 2009 Commercial Assessment Appeal Procedures

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Our mission is to serve the taxpayers and taxing authorities of Montgomery County by efficiently valuing and assessing all real estate for county, municipal and school tax purposes. We strive to provide a full and fair opportunity for taxpayers and taxing authorities to examine and question their real estate assessments. In order to fulfill that mission, we need your help.

**Please submit any appraisals, income and expense statements, rent rolls (where applicable) and other supporting information at least ten (10) days prior to a scheduled hearing date.** We ask that you supply at least three (3) copies of any information submitted for the Board's consideration. If you supply information to us but do not do so in sufficient time for the information to be thoroughly reviewed prior to the scheduled hearing date, the hearing will proceed as scheduled. **Please be advised that the hearing may be continued to a second hearing date in order to provide the Board with a sufficient opportunity to question witnesses after the information submitted has been reviewed.**

Thank you in advance for your cooperation and assistance.