



COUNTY OF MENDOCINO

Assessment Appeals Board

DARCIE ANTLE
CHIEF EXECUTIVE OFFICER
CLERK OF THE BOARD

501 Low Gap Rd. Room 1010
Ukiah, CA 95482

Email: cobsupport@mendocinocounty.org
Website: www.mendocinocounty.org

Office: (707) 463-4441
Fax: (707) 463-5649

INFORMATION FOR AGENTS/APPLICANTS REGARDING REQUEST TO SET ASIDE DENIAL DUE TO LACK OF APPEARANCE

The applicant or his agent may file, on a form provided by the County of Mendocino, a written request for reconsideration of the denial of an application due to the lack of appearance by the applicant or his Agent, subject to the following:

1. The written request must be filed with the Clerk of the Board **no later than** thirty (30) days from the date of mailing of the Notification of Denial Due to Lack of Appearance.
2. The application for reconsideration must contain reasons constituting good cause for the failure To appear or to make a timely request for postponement.
3. The application for reconsideration must be signed by the applicant or his Agent with declaration under penalty of perjury that the statements contained therein are true.
4. A hearing will be scheduled at the next scheduled Board hearing to consider the applicant's request and to permit the applicant or his Agent to present oral testimony under oath substantiating applicant's claim of good cause for failure to appear or to make a timely request for postponement.
5. A favorable vote for reconsideration requires the affirmative vote of a majority of the Board members present. The Board's denial of reconsideration is final and will be scheduled for a subsequent meeting date.
6. An applicant who fails to request reconsideration within the period set, or whose request for reconsideration is denied, may file an appeal of the base year value during the next regular filing period in accordance with Revenue and Taxation Code Section 80, unless it has been more than four (4) years since the base year was set.
7. A copy of this procedure shall be mailed to an applicant whose protest has been denied for lack of appearance.



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REQUEST TO SET ASIDE DENIAL DUE TO LACK OF APPEARANCE

Applicants or agents may file a written request for reconsideration of the denial of an application due to the lack of appearance by the applicant or his Agent. The Request must be filed with the Clerk of the Board no later than 30 days from the date of mailing of the notification of denial Due to Lack of Appearance.

Submit this request in person or mail to:

MENDOCINO COUNTY EXECUTIVE OFFICE
501 Low Gap Road, Room 1010
Ukiah, CA 95482
Attn: Atlas Pearson, Senior Deputy Clerk of the Board

APPLICANT NAME: _____

APPLICANT MAILING ADDRESS: _____

AUTHORIZED AGENT: _____

AGENT MAILING ADDRESS: _____

PROPERTY LOCATION: _____

APN/ACCOUNT No: _____

UNSECURED TAX BILL No: _____

DATE OF HEARING: _____

REASON(S) FOR FAILURE TO APPEAR OR TO MAKE A TIMELY REQUEST FOR POSTPONEMENT:
(ATTACH SEPARATE SHEET IF NECESSARY)

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing information, including any accompanying statements or documents, is true and correct.

Dated: _____

APPLICANT'S SIGNATURE *(Original Required)*