



## INSTRUCTIONS

Prepare this form in triplicate. Number the pages if there is more than one page of minutes.

Only appeals to the board are to be recorded in the minutes. Columns (1), (2), (4) and (5) are self-explanatory. Under Column (3), indicate residential (R), farm (F), commercial (C) or unmined mineral (M). Check (✓) Column (6) if the taxpayer did not appear at the hearing. Check (✓) Column (7) if the board makes no change from the property valuation administrator's original assessment on an appeal. **(Do not check column 7 if the taxpayer did not appear)**. Show increases by the board in Column (8). Show decreases by the board in Column (9). The county clerk and the chairman of the board must execute the Certification, Revenue Form 62A303-A, in triplicate. Attach a copy of the Certification to each set of the minutes.

The original copy of Minutes of the Board of Assessment Appeals and Certification properly executed by the clerk and the chairman with any letters of appeal attached are the official minutes and must be kept permanently by the county clerk. A copy of the minutes must be furnished to the property valuation administrator and the Department of Revenue within five days after the board adjourns.