



## **INSTRUCTIONS**

No later than three working days after the expiration of the inspection period the county clerk shall provide to the property valuation administrator a copy of each appeal petition and a summary of the appeals filed with the county board of assessment appeals.

The county clerk shall notify the Department of Revenue of all assessment appeals and of the dates and times of the hearings.

Columns (1), (2), (4) and (5) are self-explanatory. Under Column (3), indicate residential (R), farm (F), commercial (C) or unmined mineral (M). Under Column (6), list the taxpayer's opinion of the fair cash value of the property under appeal. Under Column (7), list the date and time of each hearing.