



# County of San Diego

**ANDREW POTTER, ccb**  
EXECUTIVE OFFICER/CLERK

CLERK OF THE BOARD OF SUPERVISORS  
PROPERTY TAX ASSESSMENT APPEALS SERVICES  
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**RYAN SHARP**  
ASSISTANT CLERK

**ANN MOORE**  
CHIEF DEPUTY CLERK

## REOPEN REQUEST

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

### AGENT/ATTORNEY INFORMATION (if applicable)

Agent/Attorney Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Appeal Application Information:

APPLICATION NUMBER(S)	ASSESSOR'S PARCEL NO. and/or TAX BILL NO.	FINAL HEARING DATE	FINAL ACTION

### Applicants Reason for Request to Reopen:

\*According to Property Tax Rule 326, the board shall not reconsider or rehear an application, or modify a decision unless the decision reflects a ministerial clerical error or the decision was entered as the result of the applicant's failure to appear for the hearing and the applicant furnishes evidence establishing to the satisfaction of the board, excusable good cause for the failure to appear.

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\_\_\_\_\_

**ATTENTION:** Please note you may be required to complete the "Agreement to Extend Time for Hearing" form. The Assessment Appeals Board may be unable to reopen and reset your case if the "Agreement to Extend Time for Hearing" form is not completed and submitted prior to your currently scheduled hearing date. The "Agreement to Extend Time for Hearing" form can be found on the Clerk of the Board website at [www.sandiegocob.com](http://www.sandiegocob.com).

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_