



SUBMITTING THE HEARING POSTPONEMENT REQUEST FORM ONLINE



EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS





1. Accessing the Online Hearing Postponement Request Form

Step 1: Open an Internet browser and type in the website address for the Assessment Appeals Board website on the browser's URL field:

https://bos.lacounty.gov/services/assessment-appeals/

Step 2: Under the "Quick Links" section located on the right navigation panel, click on the "Postpone Hearing Request (For Online Submission)" link.

ABOUT

Under the authority of the Article 13 of the Constitution of the State of California, the Board of Supervisors established the Assessment Appeals Board to sit as the Board of Equalization of the Los Angeles County, Acting in a quasi-judicial capacity, the Assessment Appeals Board make fair and impartial decisions to settle the valuation disputes between the taxpayers and the Assessor's Office and to equalize the County's property tax roll.

On August 31, 2021, the Board of Supervisors approved an amendment to LA County Code Title 2 establishing a \$46 non-refundable filing fee for assessment appeal applications. Effective October 1, 2021, the fee must be paid when submitting an application. Please click here to read more.

If paying the fee would cause undue financial hardship, you may request a fee waiver. Waiver forms must be submitted online, in the mail, or in-person along with your application. Hardcopy versions are available here or from Room B4 at the Kenneth Hahn Hall of Administration.

Click on the following links to learn more about the Assessment Appeals Board:

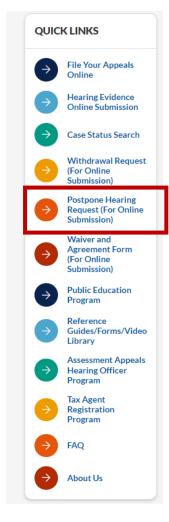
VIDEO LIBRARY

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Understanding the Assessment Appeals Process English | Spanish

What is the Assessment Appeals Board?



Click on the "Postpone **Hearing Request** (For Online Submission" link to access the online form.





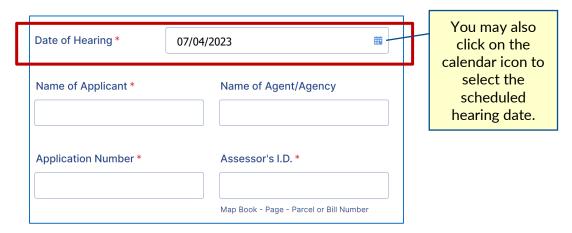
Step 3: You may also access the online form via the AAB Resource Center at:

https://bos.lacounty.gov/services/assessment-appeals/aab-resources/

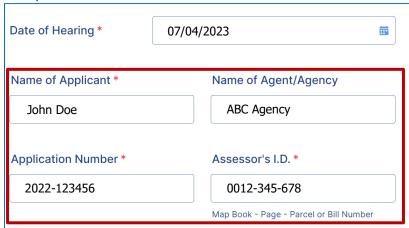
2. Enter the Application Information for Hearing Postponement

A request for postponement of a hearing shall be in writing and submitted at least 21 days before the hearing is scheduled to commence.

<u>Step 1:</u> Enter application's hearing date you are requesting for a hearing postponement.



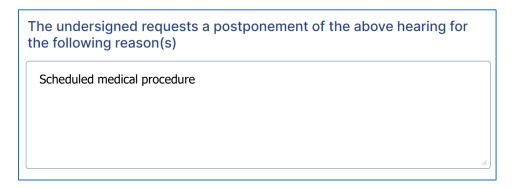
<u>Step 2:</u> Enter the application's information, including the applicant's name, name of authorized tax agent/agency on the application, application number, and Assessor's Identification Number (also shown on your property tax bill as "###-###" for secured property or 4###### for unsecured property). Note: Unsecured tax bill numbers must have "00" as a prefix to conform to the secured Assessor's I.D. format.







Step 3: Enter the reason(s) for the hearing postponement request.



3. Certifying the Withdrawal Request

<u>Step 1:</u> Enter your name and indicate your role/title as indicated on the application.



Step 2: Enter your email address.







Step 3: Using your mouse or a touch-screen monitor, sign the document on the space provided below.

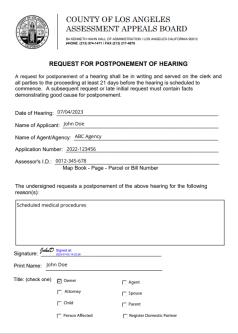


4. Submitting the Withdrawal Request Form Online

Step 1: Click on the "Review/Print PDF" button to review, save, or print the request form in pdf format.



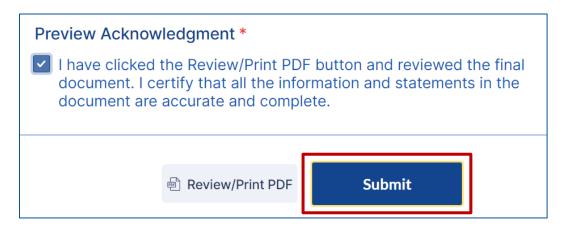
Step 2: The pdf form will now display for review, save, and print.







Step 3: Read the "Preview Acknowledgement" to certify that all information and statements on the document are accurate and complete, and then click on "Submit".



<u>Step 4</u>: The hearing postponement request has been submitted for processing.