



EXECUTIVE OFFICE



BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

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

NEW! Enable "Closed Caption" to Watch Video Tutorials (Language/Translation)

[Video](#)

NEW! Enable "Closed Caption" to Watch Video Tutorials (Language/Translation) - For Mobile Device

[Video](#)

Understanding the Assessment Appeals Process

[English](#) | [Spanish](#)

What is the Assessment Appeals Board?

QUICK LINKS

- [File Your Appeals Online](#)
- [Hearing Evidence Online Submission](#)
- [Case Status Search](#)
- [Withdrawal Request \(For Online Submission\)](#)
- [Postpone Hearing Request \(For Online Submission\)](#)
- [Waiver and Agreement Form \(For Online Submission\)](#)
- [Public Education Program](#)
- [Reference Guides/Forms/Video Library](#)
- [Assessment Appeals Hearing Officer Program](#)
- [Tax Agent Registration Program](#)
- [FAQ](#)
- [About Us](#)

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.

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

Date of Hearing *	07/04/2023
Name of Applicant *	Name of Agent/Agency
Application Number *	Assessor's I.D. *
Map Book - Page - Parcel or Bill Number	

You may also click on the calendar icon to select the scheduled hearing date.

Step 2: 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.*

Date of Hearing *	07/04/2023
Name of Applicant *	Name of Agent/Agency
Application Number *	Assessor's I.D. *
Map Book - Page - Parcel or Bill Number	



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

The undersigned requests a postponement of the above hearing for the following reason(s)

Scheduled medical procedure

3. Certifying the Withdrawal Request

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

Print Name

John Doe

Title

☒ Owner

☐ Agent

☐ Attorney

☐ Spouse

☐ Child

☐ Parent

☐ Person Affected

☐ Register Domestic Partner

Step 2: Enter your email address.

Email *

johndoe@test.com



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

Signature *

John Doe

Clear

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.



COUNTY OF LOS ANGELES
ASSESSMENT APPEALS BOARD
84 KENNETH HAHN HALL OF ADMINISTRATION / LOS ANGELES, CALIFORNIA 90012
PHONE (213) 974-1471 / FAX (213) 217-4979

REQUEST FOR POSTPONEMENT OF HEARING

A request for postponement of a hearing shall be in writing and served on the clerk and all parties to the proceeding at least 21 days before the hearing is scheduled to commence. A subsequent request or late initial request must contain facts demonstrating good cause for postponement.

Date of Hearing: 07/04/2023
Name of Applicant: John Doe
Name of Agent/Agency: ABC Agency
Application Number: 2022-123456
Assessor's I.D.: 0012-345-678
Map Book - Page - Parcel or Bill Number

The undersigned requests a postponement of the above hearing for the following reason(s):

Scheduled medical procedures

Signature: *John Doe* Signed at: 07/04/2023 10:00 AM

Print Name: John Doe


Title: (check one) ☒ Owner ☐ Agent
☐ Attorney ☐ Spouse
☐ Child ☐ Parent
☐ Person Affected ☐ Register Domestic Partner



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”.

Preview Acknowledgment *

☒ I have clicked the Review/Print PDF button and reviewed the final document. I certify that all the information and statements in the document are accurate and complete.

 Review/Print PDF

Submit

Step 4: The hearing postponement request has been submitted for processing.