



EXECUTIVE OFFICE



BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

SUBMITTING THE WITHDRAWAL REQUEST FORM ONLINE



EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS



1. Accessing the Online Withdrawal 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 "Withdrawal 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 "Withdrawal 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 Being Withdrawn

Step 1: Enter the applicant's name as indicated on the submitted appeal application.

ONLY APPLICANT OR ATTORNEY/AUTHORIZED AGENT MAY WITHDRAW AN APPEAL

Name of Applicant *	Application Number *
<input type="text" value="John Doe"/>	<input type="text"/>
Assessor's I.D. *	<input type="text"/>
Map Book - Page - Parcel or Bill Number	

Step 2: Enter the application number being withdrawn.

ONLY APPLICANT OR ATTORNEY/AUTHORIZED AGENT MAY WITHDRAW AN APPEAL

Name of Applicant *	Application Number *
<input type="text"/>	<input type="text" value="2022-123456"/>
Assessor's I.D. *	<input type="text"/>
Map Book - Page - Parcel or Bill Number	



Step 3: Enter the 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.*

ONLY APPLICANT OR ATTORNEY/AUTHORIZED AGENT MAY WITHDRAW AN APPEAL

Name of Applicant *

Application Number *

Assessor's I.D. *

1234-567-890

Map Book - Page - Parcel or Bill Number

Step 4: Select one of the following withdrawal options.

Please select whether you would like to withdraw ALL or PARTIAL parcels *

☐ I am withdrawing all parcels

☐ This is a partial withdrawal

Step 5: If withdrawing the entire application, select the "I am withdrawing all parcels" option.

Please select whether you would like to withdraw ALL or PARTIAL parcels *

☒ I am withdrawing all parcels

☐ This is a partial withdrawal



Step 6: However, if this is a partial withdrawal, click on the “This is a partial withdrawal” option, and then enter the parcel numbers on the description box.

NOTE: Please make sure to use same Assessor’s Identification Number format (####-###-###).

Please select whether you would like to withdraw ALL or PARTIAL parcels *

- ☐ I am withdrawing all parcels
- ☒ This is a partial withdrawal

If you have additional parcels you would like to withdraw, please list them here in the same format as above (####-###-###). Otherwise leave blank.

1234-567-890, 2345-678-901

Step 7: Click on the check box if the applicant is withdrawing the appeal because the issue has been resolved with the Assessor’s Office.

If you are withdrawing your appeal because it has been resolved with the Assessor's Office

☒ please check this box



Step 8: If there is another reason for withdrawing the application, enter a brief description on the space provided (OPTIONAL).

Please explain any other reason(s) for withdrawing (optional)

I cannot find comparable properties that would support a decline in value.

3. Certifying the Withdrawal Request

Step 1: To confirm and certify the request for withdrawal, enter the applicant's email address.

The undersigned is no longer interested in pursuing the appeal and hereby
WITHDRAWS all parcels/bills on the above application.

Email *

johndoe@test.com

Signature *

Sign Here 

Clear

Print Name *



Step 2: Using your mouse or a touch-screen monitor, sign the document on the space provided below.

The undersigned is no longer interested in pursuing the appeal and hereby
WITHDRAWS all parcels/bills on the above application.

Email *

Signature *



Clear

Print Name *

Step 3: Enter your full name as indicated on the application.

The undersigned is no longer interested in pursuing the appeal and hereby
WITHDRAWS all parcels/bills on the above application.

Email *

Signature *



Clear

Print Name *



Step 4: Click on the appropriate check box to indicate the requestor's title or role.

Title *	
<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Agent
<input type="checkbox"/> Attorney	<input type="checkbox"/> Spouse
<input type="checkbox"/> Child	<input type="checkbox"/> Parent
<input type="checkbox"/> Person Affected	<input type="checkbox"/> Registered Domestic Partner

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.

 Review/Print PDF	Submit
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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 / 800 W. TEMPLE ST., LOS ANGELES, CA 90012
PHONE: (213) 974-1471 / FAX: (213) 217-4879

WITHDRAWAL OF AN APPLICATION

ONLY APPLICANT OR ATTORNEY/AUTHORIZED AGENT MAY WITHDRAW AN APPEAL

Date: 07/03/2023

Name of Applicant: John Doe

Application Number: 2022-123456

Assessor's I.D.: 1234-567-890

Map Book - Page - Parcel or Bill Number

If you are withdrawing your appeal because it has been resolved with the Assessor's Office, please check this box: ☐

Please explain any other reason(s) for withdrawing (optional):

The undersigned is no longer interested in pursuing the appeal and hereby WITHDRAWS all parcels/bills on the above application.

Signature: *John Doe* Signed at: 07/03/2023 15:33:11

Print Name: John Doe


Title: ☒ Owner ☐ Agent ☐ Attorney ☐ Spouse ☐ Child ☐ Parent ☐ Person Affected
☐ Registered 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 withdrawal request has been submitted for processing.