

# APPLICATION TO SERVE ON THE BOARD OF PROPERTY ASSESSMENT APPEALS

## PART I: BACKGROUND INFORMATION AND DIRECTIONS ON HOW TO APPLY

### Application Deadline: (See page 4 for details)

The City of Philadelphia is accepting applications to serve on the Board of Property Assessment Appeals. If you wish to apply, please read this document carefully. You must complete and submit Part II to be considered.

If you need another copy of this application, you may go to [www.phila.gov](http://www.phila.gov) and click on a link to the Board of Property Assessment Appeals Application. You may also pick up additional copies at Philadelphia public libraries.

### Introduction:

In May 2010, voters in the City of Philadelphia approved a ballot measure that abolishes the Board of Revision of Taxes, the entity previously responsible for assessing the value of real property within the City and hearing taxpayer appeals of those assessments. Voters approved the creation of two independent agencies to assume the former duties of the Board of Revision of Taxes – the Office of Property Assessment and the Board of Property Assessment Appeals.

This application is for a position on the Board of Property Assessment Appeals (“the Board”). Beginning on October 1, 2010, the Board will hear all taxpayer appeals of property assessments made in the calendar year 2010 and for each year thereafter.

The Board is comprised of seven (7) members appointed by the Mayor with the advice and consent of City Council. The Mayor chooses his appointments from a list of twenty-one (21) nominees submitted to him by the Board of Property Assessment Appeals Nominating Panel (“the Nominating Panel”).

The Home Rule Charter provides the following requirements for the composition of the Board:

- All seven members **MUST BE** residents of the City of Philadelphia;
- Two members must be a real estate appraiser or real estate assessor certified by the Commonwealth of Pennsylvania, with at least ten years’ experience in that role;
- Two other members must have at least ten years’ experience as a practicing attorney with residential or commercial valuation expertise.

- Of the three remaining positions, at least one must be a homeowner and/or commercial property owner within the City.

Board members serve five (5) year, staggered terms and are compensated for their service.

The Philadelphia Home Rule Charter sets forth the duties and responsibilities of the Board of Property Assessment Appeals. These duties include:

- Holding hearings and making decisions regarding all appeals from property assessments made in calendar year 2010 and thereafter;
- Adopting regulations regarding the substance, process and timeframe for appeals of property assessments;
- Preparing a public report on the Board's activities; and
- Publishing all decisions from appeals on-line.

All persons seeking to be nominated for a position on the Board **MUST FILE** an application with the Nominating Panel. Board applicants will be contacted by a representative from the Nominating Panel with further information regarding the application and nomination process.

Thank you for your interest in serving the citizens of Philadelphia. To read the legislation creating the Board in its entirety, go to: <http://legislation.phila.gov/attachments/9797.pdf>

**Please see next page for instructions on how to apply.**

## **HOW TO APPLY TO SERVE ON THE BOARD OF PROPERTY ASSESSMENT APPEALS**

*Step 1. Complete Part II of this Application.*

- If you are holding a printed copy of this document, you may fill out the application by typing or printing legibly.
- If you are viewing this document on-line, you may print a copy and fill it out, or you may save a copy onto your computer and complete the application on your computer, using Microsoft Word or a compatible program.

*Step 2. Submit Part II to Lauren Vidas, Assistant to the Finance Director, c/o the Mayor's Office. You may do this in any of the following ways:*

- Deliver the application in person during regular business hours (weekdays from 9 am–5 pm). The application must be delivered to the following address no later than 5 pm on July 12, 2010:

City Hall Room 204  
Philadelphia, PA 19107

- Mail the application to the above address. The envelope must be postmarked no later than July 9, 2010. You are encouraged to use certified mail.
- Fax your completed application no later than 5 pm, July 12, 2010. The fax number is 215-686-2180. Include a cover sheet addressed to the attention of Lauren Vidas. The cover sheet should also include (1) your name; (2) the number of pages you are faxing, including the cover sheet; and (3) a telephone number where you can be reached.
- Submit your application as an e-mail attachment no later than 5 pm on July 12, 2010. The e-mail attachment must include a completed Part II and all material that must be attached to Part II, as listed below. Your e-mail should be sent to [appealsapplicant@phila.gov](mailto:appealsapplicant@phila.gov)

**The form that you must complete begins on the next page.**

# APPLICATION TO SERVE ON THE BOARD OF PROPERTY ASSESSMENT APPEALS

## PART II: FORM TO BE COMPLETED AND SUBMITTED BY APPLICANTS

Application Deadline: July 12, 2010 at 5 pm. See Part I above for detailed instructions about how and where to submit this application.

Please note: Sections 1 below will be shared only with the Nominating Panel. All other Sections of your Application will become a public document that others will be able to review in the Chief of Staff's Office, City Hall Room 204.

*Please type or print legibly.*

### Section 1. Contact Information

Name

Home Address

City

State

PA

Zip

You must reside in Philadelphia.

E-mail

Telephone

*Your name:* \_\_\_\_\_

**Section 2. Questions for you to complete.** (If you need more space, you may attach additional pages.)

**A. Why do you want to serve on the Board of Property Assessment Appeals?**

**B. Please review the following requirements from the City Charter for serving on the Board of Property Assessment Appeals. How do you meet those qualifications?**

- *The Board of Appeals shall consist of seven members, all of whom shall be residents of the City.*
- *Two of the members shall have at least ten years' experience as, and currently be, a real estate appraiser or real estate assessor certified by the Commonwealth of Pennsylvania,*
- *Two of the other members shall have at least ten years' experience as a practicing attorney at law with residential or commercial valuation expertise.*
- *The remaining members shall have relevant qualifications, so long as at least one is a homeowner and/or commercial property owner within the City.*

*Your name:* \_\_\_\_\_

**C. Please state your view of the role and purpose of the Board of Property Assessment Appeals.**

**D. From your perspective, what are the strengths and weaknesses of the City of Philadelphia's property assessment and appeals system and what suggestions do you have for improvements?**

**E. What actions have you taken to ensure that an organization with which you are associated performs its duties with the highest ethical standards?**

*Your name:* \_\_\_\_\_

**Section 3. Biography/Resume.** Please attach to this application a resume and short biography. Include your name, **but do not include your personal contact information (street address, telephone number)**. On the resume, please provide the following information:

- Your employment history – employers, job titles and responsibilities, and dates of employment. If you have been self-employed, include that information.
- Your education or training – schools attended, degrees attained, and dates.
- Your community and professional organizations, affiliations, and activities.
- Optional: Any additional information that you consider relevant to this application.

**Section 4. Optional supporting materials.** You are invited to submit up to three letters of recommendation. Any letters of support that you provide will be made part of the official, public record.

**Section 5. Disclosure.** The following representatives have been appointed to serve on the Nominating Panel: *Scott Cooper*, Blank Rome; *Jack Malloy*, Welker Real Estate; *John McDaniel*, Housing Association of Delaware Valley; *David Perlman*, President, Building Industry Association of Philadelphia; *Michael Piper*, CPE, Acting Assistant Administrator, Board of Revision of Taxes; *Tim Roseboro*, Concordis Advisors; *Denise Smyler*, The Smyler Firm.

Please disclose any relationship that you or your company has had with the above individuals or entities within the last five (5) years. Please note that a prior relationship will not preclude you from consideration for a position on the Board of Appeals, but that failure to disclose such a relationship may.

**Section 6. Signature.** Please sign on the line immediately below. If you are submitting your application by e-mail directly from your computer, type your name instead.

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**Section 7. Date.** Indicate the date that you are submitting this application:

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If you are selected to serve on the Board of Property Assessment Appeals, you will be required to file the City's annual financial disclosure form. You will also be subject to ethics laws applicable to City boards and commissions (and to the jurisdiction of the Philadelphia Board of Ethics). Finally, all board members must be current with the municipal taxes and fees or in a payment plan with the Philadelphia Department of Revenue.

If you have questions about the application process, please contact  
Lauren Vidas, [lauren.vidas@phila.gov](mailto:lauren.vidas@phila.gov)

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**This is the last page of the application.**