



Settlement Conference

Following a Board of Equalization, Hearing Officer or Arbitrator Decision

By completing this form, I am stating that an appeal decision was made by the Board of Equalization, a Hearing Officer, or an Arbitrator. I understand a settlement conference is required before filing a petition for review to the Superior Court.

Parcel/Account #: (Real property parcels begin with R, personal property accounts begin with A, B, or M)

Owner's Name:

Property Physical Address:

Owner's Mailing Address:

Phone: Email Address

Are you the owner: Yes No If "no", include a Letter of Authorization

Petitioner Name:

Petitioner Mailing Address:

Phone:

Email Address:

Date appeal hearing occurred: (please provide a copy of the decision letter)

- The grounds for the appeal are (check): Value/Uniformity, Taxability, Denial of Homestead Exemption, Denial of Conservation Use

If you selected "Value/Uniformity" state your opinion of value: \$

The Board of Assessors has 45 days to notify you of a Settlement Conference, to attempt resolution of the matter before going to Superior Court. Notification of the conference will be mailed by USPS. You will have one opportunity to request a different date and time. The Settlement Conference must take place no later than 30 days from the date on the notification letter mailed to you by the Board of Assessors.

The Gwinnett County Board of Assessors' Office offers property owners and their representatives the opportunity to attend hearings remotely via WebEx video conference. If you would like to request an in-person hearing, please check the box below. Providing various options to conduct hearings ensures that all parties can attend and present evidence.

I am requesting an in-person Settlement Conference to be held at the Board of Assessors' Office located at 75 Langley Drive, 1st floor.

Filer's Name (print):

Filer's Name (sign):

For Assessor Use Only:
Status Update
7030__ Date__
7800__ Date__
Attachment Count__