

CBOE HEARING REQUEST

PLEASE RETURN THE NOTICE OF DETERMINATION, COMPLETED AND SIGNED PETITION TO COUNTY BOARD OF EQUALIZATION, AND THIS CBOE HEARING REQUEST

Property Owner Name: _____

Agent Name: _____

Schedule/Parcel Number: _____

Daytime Phone Number: _____ Email: _____

Dates/Times you (or your agent) are **UNAVAILABLE**: _____

Please note that scheduling of hearings begins July 2 through July 16, 2018.

All hearings will be conducted July 16 through August 3, 2018, in accordance with C.R.S. 39-8-101.

If you wish to select your hearing date and time, you must appear in person with your Notice of Determination (NOD), completed and signed Petitions to County Board of Equalization, and the CBOE Hearing Request at the Larimer County Citizen Information Center (200 W Oak St, Fort Collins). If you send your request by USPS or by email, a date and time will be assigned to you. We are not able to schedule hearings by requests made by phone or fax. Due to statutory deadlines, **hearings cannot be rescheduled**. If you fail to appear for any reason, the hearing will proceed, a decision will be made, and you will be notified of further appeal options.

Documents to be submitted when scheduling a hearing:

- All Notice of Determinations (if the appeal includes multiple properties)
- Completed and signed Petitions to County Board of Equalization
- CBOE Hearing Request

Deadlines to submit documents:

Real Property (vacant/improved land, residential homes, and commercial buildings) **must be postmarked by the USPS, dated and time stamped using email, or delivered in person to our office by 5:00 p.m., on July 16, 2018.**

Personal Property (furnishings, machinery, office equipment, etc.) **must be postmarked by the USPS, dated and time stamped using email, or delivered in person to our office by 5:00 p.m. on July 20, 2018.**

Hearing Notices:

Hearing Notices will include the date, time, and location of your hearing and will be delivered according to the method you submitted the documents:

USPS – Notice will be mailed to the address on the NOD. Please provide an alternate address if you do not want the notice mailed to the address on your NOD.

Email – Notices will be electronically mailed using the originating email address.

In Person – Notice will be provided to you at the time of delivery of the documents to our office.

If you do not receive your hearing notice within one week from submission, please call [970-498-7838](tel:970-498-7838) or email us at cboeadmin@larimer.org.

To ensure you are scheduled for a hearing for the date and time most convenient for you, please return your documents early. Hearings are scheduled on a first-come, first-served basis.

For further information, please refer to the accompanying pamphlet, visit our website at <http://www.larimer.org/clerk/recording/boe>; call 970-498-7838; or email at cboeadmin@larimer.org.