

Board of Supervisors

1. How do I find out who my County Supervisor is?

You can find out who your Supervisor is by calling the County's Public Information Office at (213) 974-1311 or via the Internet by logging onto <http://www.co.la.ca.us/incorp.htm> if you live in an incorporated area of Los Angeles County, or <http://www.co.la.ca.us/unincorp.htm> if you live in an unincorporated area of Los Angeles County.

[Listing of Incorporated Areas in Los Angeles County](#)

[Listing of Unincorporated Areas in Los Angeles County](#)

2. How long does each Board Member stay in Office?

The term of office for each member of the Board of Supervisors is 4 years. The Supervisors of the First and Third Supervisorial Districts are elected or reelected at each General Election at which the Governor is elected. The Supervisors of the Second, Fourth and Fifth Supervisorial Districts are elected or reelected at each General Election at which the President is elected.

3. Is there a central location where I can obtain general information about the County?

Yes. You can get general information regarding the County of Los Angeles by calling (213) 974-1311 or by accessing the County's website at <http://lacounty.info>

[Los Angeles County Home Website](#)

4. How do I get a copy of the Board of Supervisors' Records?

You can obtain copies of the Board Records from 1850 to the present by calling the Records Management Section at (213) 974-1424 and providing as much information as possible regarding the item you are interested in, i.e. Board Meeting Date, Item or Synopsis Number, Subject Matter. Documents from 1985 to present are available via the Internet by logging onto the Board's Statement of Proceedings/Board Meeting Results at <http://search.co.la.ca.us/bossop/>

[Statement of Proceedings/Board Meeting Results from 1985 to present](#)

5. Are County Ordinances available to the public?

Yes. Any member of the public interested in obtaining an ordinance adopted within the last 12 months or needing more information relating to ordinances may call (213) 974-1426. Ordinances more than one year can be obtained by calling the Executive Office Records Management Section at (213) 974-1440. Current County Ordinances are also available via the internet and can be accessed by logging onto <http://ordlink.com/codes/lacounty/index.htm>.

[Los Angeles, CA County Codes](#)

6. How can I get a form to file a claim for damages against the County?

You can obtain forms for filing claims for damages to person or property by calling (213) 974-1440 and requesting a form from the Executive Office of the Board or by way of the Internet by logging onto:
<http://bos.co.la.ca.us/PDFs/ClaimForDamages.pdf>

7. How long are the records of the Board of Supervisors' Meetings kept?

Indefinitely. The Executive Office of the Board has access to records dating from 1850 to present. The public can easily access Board's records from 1985 to present via the Internet by logging onto: <http://search.co.la.ca.us/bossop/>

For records prior to 1985, a request may be made by calling (213) 893-2529.

8. Statement of Proceedings/Board Meeting Results from 1985 to present can be access via this link: <http://search.co.la.ca.us/bossop/>

9. What is a County Ordinance?

County ordinances are the laws and regulations governing the unincorporated Los Angeles County areas. Ordinances relate to subject matters such as how many pets are allowed to be kept, various codes relating to the remodeling of homes, and the amount of fees for services provided by the County.

10. Is there a list kept of subjects discussed during a Board Meeting?

The Executive Office of the Board prepares a Statement of Proceedings, which indicates every action, including the vote that is taken by the Board during a Meeting. Log onto:

Statement of Proceedings/Board Meeting Results from 1985 to present:
<http://search.co.la.ca.us/bossop/>

11. How often is the Chair of the Board elected?

The Chair of the Board changes on even-numbered years at 12:00 noon the first Monday in December, and the Chair Pro Tem is elected the next day at the Tuesday Board Meeting. On odd numbered years, the Chair of the Board changes at 9:30 a.m. the first Tuesday after the first Monday in December, and the Chair Pro Tem is elected during this time.

12. Can I address the Board during a Board of Supervisors' Meeting?

Yes. Members of the Public may request to be heard on one Agenda item per meeting. Requests to be heard must be submitted to the Executive Officer-Clerk of the Board the day of the meeting.

13. When are the Board of Supervisors' Agendas available?

The Agendas are prepared by the Executive Office of the Board on Wednesday afternoons and are available for public review on Thursday mornings. Copies of the Agendas are available by calling (213) 974-1562. Agendas are also available via the Internet and can be accessed by logging onto <http://bos.co.la.ca.us/Categories/Agenda/AgendaHome.asp>

[Current Board Agendas](#)

14. What are the Minutes of the Board?

Minutes reflect the Boards' action taken on any item. The Minutes reflect the departments involved, any speakers, whether correspondence was submitted, who made the motion to approve/second the item, vote of the members, and back up material if any.

15. What kind of records is kept for the Board of Supervisors' Meetings?

The Executive Office of the Board's Records Management Section keeps Minutes, Audio Tapes, Video Tapes and Transcripts of all Board Meetings.

16. Current [Board Agendas](#).

17. How often does the Board of Supervisors meet?

The Board of Supervisors holds weekly Board Meetings on Tuesdays beginning at 9:30 a.m., at 500 West Temple Street, Los Angeles, Room 381B. Board Meetings begin at 1:00 p.m. after a Monday Holiday.

18. How do I appeal an action of the Regional Planning Commission?

Appeals are filed with the Board of Supervisors within certain time frames depending on the type of case being appealed. Prior to filing an appeal, it is recommended that you call (213) 974-1426 for information relating to appeal forms, time requirements and fees. Appeal forms can be obtained from the Executive Office or via the Internet by logging onto <http://bos.co.la.ca.us/Categories/ResourceCenter.htm>

19. Can I submit a Claim Form for Damages to Persons or Property via fax?

No. Claim Forms have to be delivered in person or sent by regular mail to the Board of Supervisors Executive Office, 500 W. Temple Street, Room 383, Los Angeles, CA 90012. The original Claim Form must be filed in the Executive Office of the Board.

20. Is it necessary to have a Form for filing Claims for Damages to Persons or Property?

No. It is not necessary to use a Claim for Damages to Person or Property Form when filing a claim. A letter to the Executive Office of the Board is sufficient. It is important to note that your claim could be delayed or even denied for lack of information.

21. Can I address the Board on a subject matter not on the Board's Agenda?

Yes. Members of the Public may make one presentation in any three-month period, on a non-agenda item, but the presentation shall not exceed three minutes in length. Requests to be heard must be submitted to the Executive Officer-Clerk of the Board the day of the Meeting.

22. How long do the Board Meetings last?

There is not set time. A typical Board Meeting lasts approximately 4 hours.

23. How do I find out the status of my Claim for Damages to Persons or Property?

You may call (213) 974-1913 approximately 60 days after the filing of the claim to find out the status.

24. Are video tapes of the Board of Supervisors' Meetings available to the Public?

Yes. All Board Meetings are taped on standard VHS tapes and are available to the public at a cost of \$25.00 per tape. To obtain a copy you need to call the Records Management Section at (213) 974-1424 and provide the date of the meeting date you are requesting. It takes approximately 5 working days to obtain a copy of a video tape.

25. Is there a charge for obtaining copies of the Board of Supervisors' Records?

Yes. The Executive Office of the Board's Records Management Section charges a small copying fee.

26. How quickly can I get the results of a Board of Supervisors' Meeting?

You can get the results of the Board of Supervisors' Meetings right after it is adjourned in Spanish and English by calling (213) 974-7207.

27. How long will it take to get a copy of the Board Records?

It takes 1 to 5 business days for documents from 1985 to 1999. These documents are filed by Board Meeting Date.

It takes 2 to 4 weeks depending on the subject matter for documents from 1850 to 1984. These documents are filed using one of several indexing systems. A numeric numbering system and a numeric numbering system combined with a subject matter. In addition, these records are stored at an offsite storage facility.

28. When is the Board of Supervisors' Statement of Proceedings available?

The Statement of Proceedings is available Tuesday mornings, one week after the Board meeting. Copies of the Statements are available by calling (213) 974-1424. Statements are also available via the Internet and can be accessed by logging onto <http://search.co.la.ca.us/bossop/>

29. Are audio tapes of the Board of Supervisors' Meetings available to the Public?

Yes. All Board Meetings are recorded on standard cassette tapes and are available to the public for a small charge. To obtain a copy of an audio tape, you need to call the Records Management Section at (213) 974-1424 and provide the date of the Meeting you are requesting.

Commission

1. How can I become a member of a Commission?

You may contact your Supervisor and let him/her know of your interest in the committee. You may obtain the phone numbers from the L.A. County Homepage, www.lacounty.info.

For more information about the appointment process, please send e-mail to CommitteeBook@bos.co.la.ca.us, or call (213) 974-1400.

2. What do you mean by "unincorporated area"?

There are 88 cities within Los Angeles County with distinct boundaries. Those areas that are not within a city's boundaries are referred to as "unincorporated" and the County is responsible for municipal services to those areas.

3. Who do I contact to apply for disability payments/insurance?

The Employment Development Department (EDD) of the State of California administers the State Disability program. The number of their Los Angeles office is 213-580-3001. A complete list of statewide telephone numbers for the EDD, which includes other Los Angeles County area offices, can be obtained via the internet at <http://www.edd.cahwnet.gov/direp/diloc.htm>

4. EDD Statewide Telephone Numbers – <http://www.edd.cahwnet.gov/direp/diloc.htm>

Lobbyist Information

1. My Company recently changed its name and/or address. Can this be corrected by phone or by memo?

No. An Amendment to Registration (FORM LOB 5) must be completed to reflect the new information accompanied by the required fees.

2. Can I retrieve any of the Lobbying Forms from the Internet?

Yes. If you have the software (Adobe Acrobat Reader), you will be able to retrieve the Forms, Rules and Ordinance.

3. My deadline date to file documents in your office is today, is a postmark acceptable?

Yes. It must be filed or postmarked on or before the due date by 5:00 p.m.

4. Can anyone review activities reported in Lobbyist Quarterly Reports filed by Lobbyist, Lobbying Firms and Lobbyist Employers?

Yes. The information can be reviewed on the Internet or in person at the Executive Office of the Board of Supervisors.

5. I forwarded Lobbyist Registration/Lobbyist Quarterly Reports and did not include the required fee, picture or attachment(s). Will my documents be processed?

No. Documents are considered incomplete until all required information and fees are received.

6. Can more than one person register as a Responsible Officer and can someone other than a Responsible Officer sign any of the documents to be filed?

No. Only one person can be registered as the Responsible Officer for your organization. If the Responsible Officer is no longer with the company or assigned to that designated position, then an Amendment to Registration (FORM LOB 5) must be completed and filed, naming the new Responsible Officer with the required filing fee.

7. If I don't register as a Lobbyist Firm, Lobbyist Employer or a Lobbyist or file a Lobbyist Quarterly Report as required, can I be penalized?

Yes. The ordinance contains monetary penalties of \$250 for late filing of Lobbyist Registration Forms and Lobbyist Quarterly Reports. Failure to file the required documents may result in a \$2,000 penalty if ordered by the Board of Supervisors.

8. Is a fee required for registering as a Lobbying Firm/Lobbyist Employer or In-house Lobbyist?

Yes. There is an initial registration fee of \$35 for each Lobbyist or Lobbyist Employer.

9. May I fax my Lobbyist Registration, Lobbyist Quarterly Report or Amendment(s) to Lobbyist Registration/Quarterly Reports?

No. All documents must be in hardcopy with original signature.

10. How do I go about terminating my Lobbying Firm/Lobbyist Employer registration?

When filing your last Lobbyist Employer Quarterly Report or Lobbying Firm Quarterly Report, check the "Termination" box located on the cover of your FORM LOB 7 or LOB 8.

11. I filed my Lobbyist Quarterly Report and realized I left out some information. Can I report it on the next quarterly filing?

No. You need to file an Amendment to Lobbying Quarterly Report (FORM Lob 10) and must be completed listing the information.

Property Tax Appeals

1. Do I have to pay my taxes?

Yes! If your taxes are not paid by the due date, you will be penalized and your taxes will become delinquent.

2. I inherited property from my parents. Why was it assessed?

If you inherit property from your parents, you have to fill out a Proposition 58 (Transfer of Property between Parents/Children) Form with the Assessor's Office. Otherwise, the Assessor's Office will reassess the property.

3. My neighbor filed a Decline in Value application and resolved it sooner without attending a hearing. Why?

Your neighbor most likely filed an application with the Assessor's Office. The Assessor's Office has a separate filing period which is January 1 - March 15. Based on the information provided on the application, the Assessor can administratively make any correction necessary.

4. I just purchased a piece of property. Why is the assessed value more than what I paid for?

The assessed value is based on what the Assessor's Office believes the open market value is--which is not always the same as the purchase price.

5. Can I call the Assessor to find out how they arrived at the assessed value of my property?

Yes. You may speak with an appraiser in the Assessor's Regional Office. The address and telephone number are on the back of your tax bill.

6. I owned property with my brother, who later changed it into my name alone. Is this a change of ownership?

Yes, but if you had a 50% interest in the property, it is considered to be only a 50% change in ownership. 50% will keep the old base year value and only the new transferred 50% portion will be reassessed.

7. When is the filing period?

For Regular Assessment (Annual Tax Bills) July 2 - September 15.

For Supplemental, Adjusted, Corrected or Escape Bills, it is 60 days from the mailing date on the bill.

8. I have just received a Supplemental tax bill (or Adjusted, Corrected or Escape tax bill) with which I disagree. Should I contact my local Assessor's Office and try to work out a solution?

You may want to contact your local Assessor's Office regarding the bill, but file an appeal with the Assessment Appeals Board to protect your rights.

9. Where do I get comparable sales?

You can go to your local Assessor's Office or to a Real Estate Broker.

10. My property is not worth the assessed value, how do I prove the value of my boat?

You can use one of the following two guides: (1) BUC Used Boat Price Guide which is a blue book for boats or (2) NADA, a marine appraisal guide. You can also take pictures of the boat to show the condition or damages, have an appraisal completed by a marine dealership or marine surveyor and/or find newspaper sales (preferably three) of boats similar to yours that confirm your boat's "Open Market Value."

11. My brother transferred property to my sister; later on my sister transferred it to me. Is this a change of ownership and am I able to qualify for Prop. 58?

It is considered a change of ownership and you are not eligible for Prop. 58.

12. Taxpayer just turned in an application- When would this be resolved?

The Assessment Appeals Board has two (2) years from the date of filing to hear your case. It will take approximately one (1) year for it to be resolved.

13. I have a problem with my tax bill, who do I call?

The Treasurer/Tax Collector's Office at (213) 974-2111.

14. If I buy a property in an auction, would its purchase price represent fair market value?

Most of the time, auction prices are not representative of market value. In many instances, it can be lower or higher than the actual fair market value. If you want to rely on the auction price, you should be able to submit comparable sales to support your case.

15. My appointment is scheduled for 10:00 a.m.; will I be heard at that time?

There are several cases scheduled for the same time. Each case is heard in the order it arrived. (First come, first heard basis.)

16. How about the REO sales?

As with auctions, they sometimes represent fair market value and sometimes they do not. You must gather other evidence to support your opinion of value.

17. How do I get an Assessment Appeals application?

You can request an application 24 hours a day by calling our automated phone system at (213) 974-1471.

18. I have questions regarding the assessment on my property. Who do I call?

The Assessor's Office at (213) 974-3211.

19. Where do I get comparable sales to present in my Assessment Appeals Hearing?

You can comparable sales by (1) going to Room 205 in the Hall of Administration, 500 West Temple Street in Los Angeles and looking up sales on the microfiche (open Monday-Friday); (2) going to your local Assessor's Office and looking up comparable sales on the microfiche (open Monday-Thursday); (3) purchasing the comparable sale information from a Real Estate Broker.

Your comparable sales need to be fair open market values (arms length transactions).

20. What is the 90-day rule regarding the comparable sales approach to determining value?

The comparable sales must not exceed 90 days after your valuation date. (See "How to Prepare for Your Assessment Appeal Hearing")

21. Do I have to hire an appraiser to support my case?

No. You can collect evidence of comparable sales yourself and use the worksheet provided.

22. I received an RFC (Return for Completion) letter and have not heard anything for a few months, what is the next step? How long should I wait?

When completed and received back in the Assessment Appeals Boards, the application is reviewed and scheduled. You will be notified by mail of your appointment.

23. How does one value vacant land?

Vacant land is valued by using comparable sales.

24. I just purchased a piece of property. How long will it be before I receive a Supplemental Tax Bill?

The Assessor's Office has up to four years to record the Change of Ownership and place a value on your property. However, they usually send out the Supplemental Tax Bill within about a year.

25. How does one value apartment buildings?

Apartment buildings are valued by using the income approach to value. You need to submit all the information you can gather regarding capitalization rate, gross income, expenses, number of units, year built, etc., and be able to tell where you got your information.

26. How do I reinstate my application?

In a letter addressed to the Assessment Appeals Boards. Include your application number, Assessor's ID No., and give a detailed description as to why you did not attend your hearing. Your request will be scheduled for a reinstatement hearing.

27. Do I have to pay my taxes before I know the results of the hearing?

We recommend you pay your taxes in order to avoid penalty and interest. If you get a reduction, you will get a refund for the difference, but if you do not pay your bills, you will get a corrected bill with penalty and interest.

28. I need assistance with my application, who can I speak to?

Instructions are on the reverse side of your application. For further questions, you can call an operator at (213) 974-1471.

29. If I cannot find comparable sales in my immediate area, how far away from my property can I go to find a usable comparable sale?

You may look for an area similar in terms of quality where the properties sell within the same range of prices. There is not limit how far, but the closer to your own area the better.

30. I have questions regarding the assessment on my property, whom do I call?

The Assessors Office (213) 974-3211.

31. What is a Prop 8 (Decline-in-Value) appeal?

It is an appeal filed by a taxpayer when a property suffers a "Decline in Value." This situation occurs when the total assessed value of property is greater than the current market value. (See "Assessment Appeals-An Overview")

32. What happens after the Assessment Appeals Hearing?

The Assessment Appeals Board forwards all hearing results to the Applicant/Agent and the Assessor's Office. The Assessor's Office corrects the Roll Value and the Auditor-Controller issues a refund check (if applicable).

33. What do I need to prepare for my hearing?

Our booklet, "How to Prepare for your Assessment Appeals Hearing" will answer all questions any taxpayer may have or you can attend one of our free seminars. (Current dates and locations will be mailed with your appointment card.)

34. Why does Prop. 8 apply to one year only?

Prop. 8 provides a temporary property value reduction when the property suffers a "Decline in Value." The Assessor must review the assessment each year to verify whether the conditions which resulted in a Decline in Value still exist.

35. If I file an appeal with the Assessment Appeals Board, do I need to have an agent represent me?

No. It is not necessary to have an agent represent you.

36. How long will it take to hear my Assessment Appeals case?

Each case varies based on the property type and value.

37. Can I submit my evidence by mail or do I have to be present at the hearing?

You have to be present, or you may authorize someone else to appear for you. Such authorization has to be done in writing.

38. Can my Assessment Appeals application be submitted via fax?

No. An original signature is needed.

39. When is the Assessment Appeals filing period?

The Assessment Appeals filing period for Regular Assessment (the Annual Tax Bill) is July 2 - September 1.

The filing period for Supplemental, Adjusted, Corrected or Escape Tax Bills is within 60 days of the "mailing date" that is on the tax bill.

40. Is there a charge for filing an appeal with the Assessment Appeals Board?

No. There is no charge.

41. I have a problem with my tax bill, who do I call?

Treasurer and Tax Collector (213) 974-2111.

42. Is the Assessor also bound by the 90-day rule?

Yes. There are no exceptions to the rule.

43. How will I be informed?

You will be notified by mail of your appointment. The appointment card will have the location, date and time of your hearing.

44. When will I receive a refund check?

If there are no delinquent taxes or penalty charges owed on your bill, you will be issued a check from the Auditor Controller approximately six (6) months after the hearing.

45. I received a call from the Assessor's Office with a recommendation. Do I have to appear at the Assessment Appeals Hearing?

Our booklet, "How to Prepare for Your Assessment Appeal Hearing" provides a detailed description of how to prepare for a hearing. In addition, we offer free seminars on how to prepare for a hearing. (Current dates and locations of the seminars will be mailed with your appointment card).

46. How do I prove the value of my boat? It is not worth the assessed value.

You can use one of the two guides; (1) BUC Used Boat Price Guide which is a blue book for boats or (2) NADA, a marine appraisal guide. You can also take pictures of the boat to show the condition or damages, have an appraisal completed by a marine dealership or marine surveyor and/or find newspaper sales (preferably three) of boats similar to yours that confirm your boat's "open market value."

47. I attended an Assessment Appeals Hearing with a Hearing Officer where I was given a recommendation of a lower value. I've since received another appointment card for a new hearing before the full Board. Do I have to attend?

Yes. The Hearing Officer's recommendation is reviewed by the full Board for approval. If there is a discrepancy, the Board may reject the recommendation and schedule your appeal for a new hearing.

48. Can the Assessment Appeals Board waive penalty charges I have received on my property?

No. The Assessment Appeals Board has no jurisdiction over penalties placed on your property. (Personal Property and Fixtures can be an exception).

49. Can I amend my Application for Changed Assessment?

You cannot amend an application after 5:00 p.m. on the last day on which it may have been filed (September 15 for Regular Assessment bills and the 60th day for Supplemental and Adjusted/Corrected/Escape bills).

50. After I've had my Assessment Appeals Hearing, how long will it take to receive the refund check?

If there are no delinquent taxes or penalty charges owed on your bill, you will be issued a check from the Auditor-Controller approximately six (6) to eight (8) months after the hearing.

51. How can I change my appointment date? (Continuance)

In a letter addressed to the Assessment Appeals Boards. Include your application number, Assessor's ID No., and hearing date/location and give a detailed description as to why you are unable to attend.

Note: Per Rule 23 of the Assessment Appeals Boards - Rules, all continuances must be received 10 days prior to your scheduled hearing date.

52. The Assessors Office called me with a recommendation; do I have to appear at the hearing?

Yes! In order to accept the recommendation, you must attend. If you do not attend, you will be denied for non-appearance.

53. What happens after the hearing?

The Assessment Appeals Boards will forward the result of the hearing to the applicant and the Assessors Office. The Assessor will enter the correction in their database. The Auditor Controller will then issue a refund check (if applicable) based on the correction.

54. How long will it take to hear my case?

Each case varies based on the value and type of the property.

55. How long do I have to wait for a hearing?

Each case varies based on the value and type of the property.

56. If I file an Application for Changed Assessment with the Assessment Appeals Board, could the assessment be increased?

Yes. The Assessment Appeals Board can increase as well as decrease an assessment once you file an application.

57. I did not agree with the recommendation of the Hearing Officer, can I get a new hearing date?

Yes, you have fourteen days from the date of your Hearing Officer to file a letter requesting a full Board Hearing.

58. Is the Assessment Appeals Board part of the Assessor's Office?

No. The Assessor's Office places the value on all properties in Los Angeles County. If a taxpayer disagrees with the Assessor as to the property value, an appeal can be filed with the Assessment Appeals Board. If the appeal is filed timely, an Assessment Appeals hearing will be granted.

59. If I file for Decline in Value with the Assessor's Office or Assessment Appeals, how long will the "Decline" reflect on my property value?

The "Decline" is guaranteed for the year in which you filed only. Each year that you believe there is a Decline in Value, you must reapply.

60. How many days before the valuation date for comparable sales to be admissible?

There is not limit on the time before the valuation date. However, the closer to the valuation date it is, the better the comparable sale.

61. I missed my appointment; can I get a new date?

You first have to request to have your application reinstated.

62. I attended a hearing with a Hearing Officer where I was given a recommendation of a lower value, I have since received another appointment card a Hearing before the full Board, and do I have to attend?

Yes, the recommendation of the Hearing Officer is reviewed by the full Board for approval. If there is a discrepancy, the Board may reject the recommendation and schedule your appeal for a new hearing before the full Board.

63. I have just turned in an Application for Changed Assessment. When will it be resolved?

By State Law, the Assessment Appeals Board must provide a hearing date for you within two (2) years from the date you file an application. However, the turnaround time for receiving a hearing date is usually about one (1) year.

64. I missed my Assessment Appeals appointment. Can I get a new hearing date?

Prior to requesting a new hearing date, a request to have your application reinstated must be submitted in writing to the Assessment Appeals Board within 60 days of the "Final Action Date."

65. What is the procedure of the Assessment Appeals Hearing Officer in recommending a reduction in value?

Recommendations are made based on the evidence presented at the time of the hearing.

66. How far in advance will I be notified?

For your first scheduled appointment, the Assessment Appeals Boards will notify you forty-five (45) days prior to your hearing. If you request a new hearing date, the second notification will be ten (10) days prior the hearing.

67. I filed between July 2 and September 15 on a Decline in Value, which lien date do I use?

1996 and prior years March 1.

1997 and forward, January 1.

68. What is the procedure of the Hearing Officer in recommending a reduction in value?

The recommendation is made based on the evidence presented at the time of the hearing.

69. I need assistance completing my Application for Changed Assessment. How can I obtain help?

Instructions are on the reverse side of the application. If additional help is required, you may call the Assessment Appeals Board at (213) 974-1471 and speak with an operator.

70. My neighbor filed a Decline-in-Value application and resolved it sooner without attending a hearing. Why?

Your neighbor most likely filed an application with the Assessor's Office. The Assessor's Office has a separate filing period which is January 1 - March 15. Based on the information provided on the application, the Assessor can administratively make any correction necessary.

71. How will I be informed of my Assessment Appeals Hearing?

You will be notified by mail of your appointment. The appointment card will have the location, date and time of your hearing.

72. I am unable to attend the Assessment Appeals Hearing on the date scheduled. How can I change my hearing date (request a continuance)?

Write a letter to the Assessment Appeals Board and request a continuance. Include your Application number, Assessor's ID number, hearing date and location, and give a detailed description as to why you are unable to attend the hearing that was scheduled for you.

Note: Rule 23 of the Rules of the Assessment Appeals Board states that all continuances must be filed in writing at least 10 calendar days prior to the scheduled hearing.

73. I do not agree with the Hearing Officer's recommendation. Can I get a hearing date?

Yes. You have fourteen (14) calendar days from the date of your Hearing Officer hearing to file a letter requesting a full Board Hearing. Make sure to include your Hearing Date/Location, Application number and Assessor's I.D. number.

74. My Assessment Appeals hearing appointment is at 10:00 a.m. Will I be heard at that time?

Several cases are scheduled for the same time. After checking in with the clerk, you will be heard in the order that you arrived.

75. I received an RFC (Return for Completion) letter from the Assessment Appeals Board and have not heard anything for a few months. What is the next step?

Once the correction has been completed and received by Assessment Appeals, the application is reviewed and scheduled. You will be notified by mail of your appointment.

76. Do I have to attend the Assessment Appeals reinstatement hearing?

No. The full Board can make a decision based on your letter. However, it is recommended that you do attend to answer any questions the Board may have.

77. I filed a "Decline in Value" with the Assessment Appeals Board between July 2 and September 15. Which lien date do I use?

1996 and prior years: March 1.

1997 and forward: January 1.

78. Will I have to attend the reinstatement hearing?

No. The full Board can make a decision based on your letter; however, it is recommended that you attend to answer any questions the board may have.

79. How far in advance will I be notified of my Assessment Appeals Hearing?

For your first scheduled appointment, the Assessment Appeals Board will notify you forty-five (45) days prior to your hearing. If you request a new hearing date, the second notification will be ten (10) days prior to the hearing.

Statement of Economic Interest

1. What is a Statement of Economic Interest and why am I required to file one?

The Political Reform Act (Government Code Sections 81000-91015) requires most state and local government officials and employees to publicly disclose their personal assets and income. They must also disqualify themselves from participating in decisions, which may foresee ably affect their personal financial interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions. The FPPC's Internet web site is www.fppc.ca.gov or direct (916) 322-5660.

[The Fair Political Practices Commission](#)

2. Can anyone look at my Statement?

Yes. The Form 700 is a public document.

3. Who is my Filing Officer?

Your Agency, Board, or Commission can direct you to the Agency's Filing Officer.

4. [The Fair Political Practices Commission](#)

5. What type of Statement am I required to file?

There are three (3) types of Statements of Economic Interests required by law: (1) Assuming Office or Initial Statements, (2) Annual Statements, and (3) Leaving Office Statements:

Assuming Office Statement: If you are a newly-elected or appointed official, or if your position has recently been added to your agency's conflict of interest and disclosure code, check the "Assuming Office/Initial" box and enter the date you assumed office or the date your code was approved. Assuming office or Initial Statements are due 30 days after assuming office.

Leaving Office Statement: If you have left the position, check the "Leaving Office" box and enter the date you left office. Leaving Office Statements are due 30 days after leaving office.

Annual Statement: Check the "Annual" box and check the circle indication the period covered. Annual Statements are due April 1st of each calendar year.

6. Is there a penalty for late filing?

Yes. The fine is \$10 for each day up to \$100. There are no provisions for extensions of filing deadlines.

7. Is there a penalty for non-compliance of the Political Reform Act?

Yes. Non-Compliance to the provisions of the Political Reform Act can result in disciplinary action as well as additional fines of up to \$2,500.

8. Where do I file my Statement of Economic Interests Form 700?

Your Statement of Economic Interests (Form 700) is filed with the Filing Officer for your Agency, Board or Commission.