

2024 CBOE HEARING REQUEST

Residential and Personal Property

PLEASE RETURN THE NOTICE OF DETERMINATION (NOD), COMPLETED AND SIGNED PETITION TO COUNTY BOARD OF EQUALIZATION, AND THIS CBOE HEARING REQUEST. HEARINGS WILL BE HELD IN PERSON AT 200 W. OAK STREET, FORT COLLINS, CO or VIRTUALLY VIA ZOOM.

PROPERTY OWNER NAME: _____

AGENT NAME (IF APPLICABLE): _____

(A letter from the property owner to designate an agent must be submitted with the HEARING REQUEST.)

SCHEDULE/PARCEL NUMBER: _____

PHONE NUMBER: _____ EMAIL: _____

***REQUIRED**

Please check SPAM for Emails from Larimer County

DATES/TIMES YOU (OR YOUR AGENT) ARE **UNAVAILABLE**: _____

CHOOSE YOUR HEARING TYPE: IN PERSON

VIRTUAL

If you do not choose a hearing type, you will automatically be assigned an IN-PERSON hearing. **(VIRTUAL REQUIRES PHONE AND EMAIL ADDRESS)**

Provide as much information as you can and **PLEASE WRITE LEGIBLY.**
Call or email our office if you have not received confirmation about scheduling a hearing.

SCHEDULING A HEARING

Scheduling of hearings begins July 1 through July 15, 2024, for Real Property and July 1 through July 22, 2024, for Personal Property. Hearings will be conducted virtually or in person July 15 through August 2, 2024, in accordance with C.R.S. 39-8-101.

- **If there is a preferred date and time, in person scheduling is strongly recommended** at the Larimer County Recording Department (200 W Oak St, Fort Collins.) Otherwise a date and time will be assigned for you.
- By mail to: County Board of Equalization at P.O. Box 1280, Fort Collins, CO 80522
- By email at: cboeadmin@larimer.org

When scheduling by mail or email, a date and time will be assigned for you. We are not able to schedule hearings with 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 (and, if applicable, a letter from property owner to designate an agent)
- Evidence to be presented in support of your position.

Failure to include required forms, will result in delays and/or cancellation of your hearing and affect ability to schedule preferred date/time.

DEADLINES TO SUBMIT DOCUMENTS

- Real Property (vacant/improved land, residential homes, and commercial buildings) by 5:00pm, July 15, 2024 (must be postmarked, dated and time stamped if by email on July 15, 2024.)
- Personal Property (furnishings, machinery, office equipment, etc.) must be postmarked, dated and time stamped if by email, or delivered in person to our office by 5:00 p.m. on July 22, 2024.

HEARING NOTICES

Hearing notices will include the date, time, and location of your hearing and will be delivered by mail and by email.

- **If scheduled by mail** - Notice will be mailed to the address on the NOD and to the email address provided on the Hearing Request. Please provide an alternative address if you do not want the notice mailed to the address on your NOD.
- **If scheduled by email** - Notices will be electronically mailed using the originating email address and to the email address provided on the Hearing Request, if one is provided.
- **If scheduled 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 **7 BUSINESS DAYS** from submission, please 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 more information visit our website at larimer.gov/BOE, call 970-498-7838, or email at cboeadmin@larimer.org.