

## RECONVENE REQUEST FILING INSTRUCTIONS TO THE KING COUNTY BOARD OF APPEALS AND EQUALIZATION

### For eAppeals:

1. Open, download and complete the reconvene form
2. Save the form onto your computer
3. Upload the saved form in *Step 9: Additional Information, Late Filing Requirement*. To upload your saved form, click the *Upload Form* button
4. Evidence to support your request may also be uploaded to *Step 7: Supporting Documentation* as additional information

### For Paper Appeals:

1. Download and open the reconvene form
2. Print the form
3. Complete the form if not completed before printing
4. Submit the form with the appropriate appeal form and supporting documentation/evidence

### EVIDENCE/DOCUMENTATION REQUIREMENT

Evidence that supports the reason is necessary and must be submitted with the form. Approval of the specific requests to be heard by the Board is based solely on your submission of the form and supporting evidence.

#### *Examples*

Assessor Unaware requests state that you believe the assessor is unaware of facts about your property that, if known at the time of assessment, would have resulted in a lower valuation. If you do not make those facts known with your submission now, it is unlikely that your request will be approved.

Waiver of Filing Deadline requests may be granted for “Good Cause” as long as there is proof/support of, or for, the reason for filing after the deadline.

