



County of Santa Cruz

CLERK OF THE ASSESSMENT APPEALS BOARD

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073

(831) 454-2323 FAX: (831) 454-2327 TDD/TTY: call 711

Postponement Request Form

Applicant Information:

Applicant Name: _____ Contact Phone No: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Agent/Attorney Information:

Agent/Attorney Name: _____ Agency: _____

Contact Phone No: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Contact Phone No: _____

Appeal Application Information:

Application No:	Assessor's Parcel No. or Tax Bill No:	Scheduled Hearing Date:

Note: Pursuant to Rule 323, the applicant and assessor are both allowed one postponement, which **must be requested at least 21 days prior to the scheduled hearing date**. Subsequent postponements must be made in writing, show good cause and are subject to Board consideration and approval. For postponements requested within 120 days of the expiration of the two-year limitation period (established in section 1604), the postponement is contingent upon the applicant agreeing to signing a two-year waiver, therefore extending the two-year period indefinitely. The assessor is not entitled to a postponement as a matter of right if the request is made within 120 days of the expiration of the two-year period, but the board, in its discretion, may grant such a request. A stipulation by an applicant and the assessor shall be deemed to constitute good cause but shall result in extending and tolling indefinitely the two-year limitation period subject to termination of the agreement extending by 120 days written notice by the applicant. Any information exchange dates remain in effect based on the originally scheduled hearing date notwithstanding the hearing postponement, except as provided in SBE 305.1(d) of this subchapter.

I hereby request a postponement of my application(s) for reduction in assessment. I understand that my/my client's appeal will be re-scheduled at a later date and that we will be granted the customary 45-day notice for this new date.

Signed: _____
Applicant

Date: _____

Signed: _____
Authorized Agent

Date: _____