DTE FORM 3
(Revised 10/13)
R.C. 5717.01

TRANSCRIPT ON APPEAL FROM COUNTY BOARD OF REVISION

BOR Case No._____

_____
Appellant, (Please Print)
v.
AUDITOR/FISCAL OFFICER AND THE BOARD OF REVISION

BTA Case No._____

Tax Year at Issue _____

Of_____ County, Ohio, and

Date BOR Decision Mailed_____

_____
Appellee(s) (All other parties to the appeal)

Date BOR Received
Notice of Appeal _____
☐ Never Received

Date BOR Notified All Other Parties of
Notice of Appeal filing _____

☐ A counter-complaint (copy attached) was filed by _____

Property Owner's Name _____

Property Owner's Address _____

	1st Parcel	2nd Parcel	3rd Parcel
Parcel (or registration) No.			
Parcel's Address – Street City, State & Zip			
Parcel's School District			
Auditor's/Fiscal Officer's Market Value			
BOR's Market Value			

Small Claims Eligible: Qualifies for partial tax exemption set forth in R.C. 319.302. **Yes** ☐ **No** ☐

I certify that the foregoing statements are true and that the attached transcript is a true and complete record of the proceedings before the board of revision pertaining to the decision appealed from and all evidence offered and considered by the board of revision.

_____ _____
(Signature) Date

Auditor/Fiscal Officer of _____ County

(BACK OF FORM MUST ALSO BE COMPLETED)

ATTACH ALL DOCUMENTS TO THIS FORM

Forward this form along with all documents and records pertaining to the complaint filed with the board of revision, (and each counter-complaint, if any,) including, but not limited to, the following:

EXHIBIT/ X	DESCRIPTION
A. ☐	**Complaint** filed, clearly showing the date it was filed with the BOR.
B. ☐	**Counter complaint**, if any, filed by appellee.
C. ☐	County's **Property Record Card**(s) for all property involved in the complaint.
D. ☐	BOR **Hearing Notice**.
E. ☐	BOR **Hearing Record**.
F. ☐	**Evidence Presented**, clearly labeled with source (owner, BOE, BOR)
G. ☐	BOR **Decision Letter**, with evidence of date of certified mailing to all parties, R.C.5715.20.
H. ☐	**Notice of Appeal** including evidence of date filed with the BOR.
I. ☐	**Appellee Notification** of NOA filing, including evidence of certified mailing.
J. ☐	All other documents constituting the record of the BOR relating to this complaint

Clearly label documents with exhibit letters and related descriptions shown above, organized alphabetically.
For electronic submissions, name pdf files as "ST" followed by the BTA case number (for example, ST 2013-5003).
If possible, bookmark each exhibit within the pdf file with its exhibit letter and description for easy access.

File this DTE form 3 with the BTA within 45 days of the filing of the Notice of Appeal.
Electronic file formats for exhibits-pdf; images-jpg; and audio recordings-wav, mp3 or other common audio file format.

Email to: **BTA.Docket@bta.ohio.gov**
Fax to: **(614) 485-1001**
Mail to: **Ohio Board of Tax Appeals**
30 East Broad, 24th FL
Columbus, OH 43215