

**TRANSCRIPT ON APPEAL FROM COUNTY BOARD OF REVISION**

\_\_\_\_\_  
**Appellant**, (Please Print)  
 v.  
 AUDITOR/FISCAL OFFICER AND THE BOARD OF REVISION  
 Of \_\_\_\_\_ County, Ohio, and  
 \_\_\_\_\_  
**Appellee(s)** (All other parties to the appeal)

BOR Case No. \_\_\_\_\_  
 BTA Case No. \_\_\_\_\_  
 Tax Year at Issue \_\_\_\_\_  
 Date BOR Decision Mailed \_\_\_\_\_  
 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 \_\_\_\_\_

	1 <sup>st</sup> Parcel	2 <sup>nd</sup> Parcel	3 <sup>rd</sup> 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/ <input checked="" type="checkbox"/>	DESCRIPTION
A. <input type="checkbox"/>	<b>Complaint</b> filed, clearly showing the date it was filed with the BOR.
B. <input type="checkbox"/>	<b>Counter complaint</b> , if any, filed by appellee.
C. <input type="checkbox"/>	County's <b>Property Record Card(s)</b> for all property involved in the complaint.
D. <input type="checkbox"/>	<b>BOR Hearing Notice</b> .
E. <input type="checkbox"/>	<b>BOR Hearing Record</b> .
F. <input type="checkbox"/>	<b>Evidence Presented</b> , clearly labeled with source (owner, BOE, BOR)
G. <input type="checkbox"/>	<b>BOR Decision Letter</b> , with evidence of date of certified mailing to all parties, R.C.5715.20.
H. <input type="checkbox"/>	<b>Notice of Appeal</b> including evidence of date filed with the BOR.
I. <input type="checkbox"/>	<b>Appellee Notification</b> of NOA filing, including evidence of certified mailing.
J. <input type="checkbox"/>	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, 24<sup>th</sup> FL  
 Columbus, OH 43215