



# CITY OF PHILADELPHIA

## First Level Review Appointment of Authorized Representative

I hereby appoint the following individual or company as my authorized representative to act on my behalf as the following (Check all that apply):

To file a First Level Review regarding the property listed below.

To speak with and/or attend a First Level Review meeting with my Evaluator (if necessary).

Authorized Representative Name & Firm/Company: \_\_\_\_\_

Authorized Representative Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
(Phone) (Email)

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Tax Year

\_\_\_\_\_  
OPA Number

**For Notary Use ONLY**

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me a notary public, the undersigned officer, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public



# CITY OF PHILADELPHIA

If you think the new assessed value of your property is incorrect, you can request a first-level, informal review by the Office of Property Assessment (OPA). To start the first-level review process, you must complete and submit the First-Level Review Request form (form was included in the mailing with your Assessment Notice or is available at [www.phila.gov/opa](http://www.phila.gov/opa)) and include any additional information for the OPA to consider, such as photos or recent appraisals, **by October 7, 2024**.

## **Instructions for Completing the Representative Appointment Form**

If you wish to have a representative file the First Level Review Request form, as well as speak and/or meet with an OPA Evaluator (if necessary), on your behalf, you must complete the opposite side of this form and have it notarized. Include this Authorization when you submit your First Level Review form.

Step 1: a) If you are only authorizing a representative to file the First Level Review Request form, check the first box; b) If you are only authorizing a representative to discuss and/or attend a meeting regarding your property (*if necessary*), check the second box; c) If you are authorizing your representative to handle both tasks, check both boxes.

Step 2: Write the name and company of your authorized representative.

Step 3: Write the address, including city, state, zip code, phone number and email of your authorized representative, for correspondence purposes.

Step 4: As the property owner, write your name on the designated line.

Step 5: As the property owner, you have the option of signing on the designated line and writing the date prior to or at the time of notarization. However, the signature must clearly be an original one, stroked directly onto the paper with "wet" ink (ballpoint, rollerball, etc.).

Step 6: Write the address and account number of the property in question and indicate which tax year this request concerns.

**The bottom portion of the form must be completed by a Notary Public.**

Once completed, please send this form, along with the First Level Review Request, to:

Office of Property Assessment

PO Box 51498

Philadelphia, PA 19115