How to Submit an Appeals Application Online

(For Applicants)

1.) To file an online application, go to AAB online application portal at: https://lacaab.lacounty.gov/Home.aspx

2.) Located on the left navigation panel, click on “Applicant Login”. Select the appropriate property tax bill type.

3.) Click on “Continue”.  
   
   (Note: To login, you will need information from your property tax bill.)

4.) Enter the exact name as it appears on the tax bill.

5.) Enter the Assessor’s ID and PIN as shown on the tax bill.  
   (Note: Click on the image on the right to help you locate the Assessor’s ID and PIN on the tax bill.)

6.) Click on “Log In”.
7.) Click on “Submit an Application for Changed Assessment” link.

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8.) Enter the information on the required fields marked by an asterisk (*). If you click “No” to indicate that you are not being represented by a tax agent, attorney or relative, click on “Continue”.

Click on “No” if you are not being represented by a tax agent, attorney or relative.

Click on “Continue” to proceed to the next page.
9.) If you select “Yes” to indicate that you are being represented by a tax agent, attorney or relative, enter the contact information of the person authorized to represent on your behalf.

10.) Under “Authorization of Agent” click on “Select” to upload/attach your signed agent’s authorization form.

11.) Click on the “Same name provided under Agent or Attorney Section” to auto-populate the agent’s information.

12.) Click on “Continue” to proceed to the next page.
13.) Click on the drop down arrow to select the type of assessment being appealed.

![Drop down arrow for selecting type of assessment]

Click on the drop down arrow to select the type of assessment.

14.) Enter the Assessor’s Parcel Number, Sequence Number, and PIN as shown on the tax bill.

(Note: Click on the question mark if you need help locating the Sequence Number.)

<table>
<thead>
<tr>
<th>Assessor’s Parcel Number</th>
<th>1234</th>
<th>567</th>
<th>890</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence Number</td>
<td>MapBook</td>
<td>Page</td>
<td>Parcel</td>
</tr>
<tr>
<td>PIN: VCVLVIY</td>
<td>16000</td>
<td>?</td>
<td></td>
</tr>
</tbody>
</table>

Click on the question mark if you need help locating the Sequence Number on the tax bill.

15.) Click on “Fill Address” to auto-populate the property address recorded under the Assessor’s Parcel Number.

![Fill Address button]

Click on “Fill Address” to auto-populate the property address.

16.) Click on the drop down arrow to select the property type and click on the box to indicate if you are occupying the property as your primary place of residence.

17.) For supplemental assessment, roll change, escape and penalty assessment appeals, click on “Select” to upload and attach the copy of the tax bill. Enter the tax bill notice date and the roll year as indicated on the tax bill.

![Select button for tax bill]

Click on the drop down arrow to select the property type and check on the box to indicate if the property is your primary place of residence.

Click on “Select” to upload and attach the copy of the tax bill.

Enter the tax bill notice date and roll year as indicated on the tax bill.
18.) Enter your opinion of the property’s value(s).

<table>
<thead>
<tr>
<th></th>
<th>Value On Roll</th>
<th>Applicant’s Opinion Of Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>$220,000.00</td>
<td>$180,000</td>
</tr>
<tr>
<td>Improvements/Structures</td>
<td>$550,000.00</td>
<td>$320,000</td>
</tr>
<tr>
<td>Fixtures</td>
<td>$0.00</td>
<td>$0</td>
</tr>
<tr>
<td>Personal Property</td>
<td>$0.00</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
<td>$0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$770,000.00</td>
<td>$500,000</td>
</tr>
</tbody>
</table>

19.) Click to select the reason(s) for filing an appeal and click on “Continue”.

Click on “Continue” to proceed to the next page.
20.) Click to select if you are the property owner or family member or the agent/attorney authorized by the applicant to file for the application.

21.) Click on the acknowledgement box and enter the email address where the confirmation will be sent. You may click on the “Assessment Appeal Form (Draft)” to view the draft of your application. However, you **must** click on “Submit” to complete and submit your application.

22.) Click on “Submit” to submit your application.

23.) A confirmation page will display. You may print this page for your record or click on the “Assessment Appeal Application” to print the copy of the application.