How to Submit an Appeals Application Online
(For Tax Agents/Attorneys)

1.) Go to AAB online application portal at: https://lacaab.lacounty.gov/Home.aspx

2.) Click on “Tax Agent Login”, located on the left navigation panel and enter your user name (your registered email address) and password. Click on “Log In”.

3.) Click on “Submit an Application for Changed Assessment” link.
4.) Enter the applicant’s information on the required fields marked by an asterisk (*).

5.) Click on “Continue”.

Click on “Continue” to proceed to the next page.
6.) Your contact information is displayed under “Contact Information—Agent, Attorney, or Relative of Applicant”.

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

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

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

11.) 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.)

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

13.) 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.

14.) 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.
15.) Enter your opinion of the property’s value(s).

<table>
<thead>
<tr>
<th>Property</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><strong>TOTAL</strong></td>
<td><strong>$770,000.00</strong></td>
<td><strong>$500,000</strong></td>
</tr>
</tbody>
</table>

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

Click on “Continue” to proceed to the next page.
17.) Click and select either “Agent” or “Attorney”.

18.) 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.

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

20.) 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.