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Insert your Table of Contents here.

1) Introduction

Answer the following questions:

a) What is the dispute?

b) Is there background information, i.e., meetings, adjustments to the assessment, etc. that is necessary to understand the appeal?

c) Describe the proposed solution.

2) Issues and Analysis (5 page maximum per issue)

Each issue must have its own analysis. Provide more information to expand on the brief statement made in Section 5 of the Notice of Appeal form.

Issue No. 1:

Analysis:

Issue No. 2:

Analysis:

3) Request

Describe the proposed solution.

4) Appendices

Provide full copies of documents (policies, reports, photos, etc.) mentioned in your analysis.

Only include information that you mention in the analysis.

Highlight specific text that supports your analysis.

5) Case Law

Provide full copies of case law mentioned in your analysis.

Highlight specific text that supports your analysis.