

No. 605-AR

CHELtenham SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION

**605-AR. TAX LEVY**

The Business Manager, in consultation with the District's Solicitor, shall be responsible for identifying the properties to potentially be the subject of a District-initiated tax assessment appeal and presenting such properties to the Board for consideration and approval.

The Business Manager is authorized to retain, consult with, or solicit review by a qualified appraisal or consulting firm in order to identify properties within the District that are under-assessed to the extent outlined in the guidelines below.

The District Solicitor, or, in the event of a conflict of interest on the part of the District Solicitor, the law firm assigned to pursue the subject District-initiated real estate tax assessment appeal, shall be responsible for filing the appeal by the applicable deadline. In no event, however, shall a District-initiated real estate tax assessment appeal be filed without the Board having been advised and provided an opportunity for input.

The Business Manager shall recommend properties for appeal where the potential increase in total tax revenue to the District for the year to be appealed exceeds \$10,000.

Legal Reference: 53 Pa. C.S.A. §8855