



**MATANUSKA-SUSITNA BOROUGH  
LATE-FILE APPEAL REQUEST FORM AND PROCEDURE  
(REQUEST TO FILE A LATE REAL PROPERTY ASSESSMENT APPEAL)**

**How do I request to appeal my assessed value to the Board of Equalization after the appeal deadline has passed?** A property owner who seeks to appeal the assessor's valuation, after the 30-day filing period has closed, shall file a letter with the assessor stating the reasons why the property owner was unable to comply with the 30-day appeal period. The deadline to submit a late-file request is no later than 30 days after the close of the appeal period of the current assessment year. (MSB 3.15.200(H)) The form on the next page may be submitted as the letter of request.

Because late-file requests necessitate an already-shortened timeline, we ask that you submit your request as soon as possible.

**How does the board determine whether to approve or deny a late-file request?**

The board or a panel thereof shall consider each letter and shall only consider reasons the appellant was unable to comply with the 30-day appeal period. It shall not consider evidence regarding property valuation. The determination shall be based on the letter and supporting documents. The board or a panel thereof shall interpret the term "unable to comply" as meaning that a property owner must demonstrate compelling reasons or circumstances which would prevent a person under reasonable circumstances from filing an appeal in a timely manner during the thirty-day appeal period. (MSB 3.15.200(H)).

Verbal testimony regarding late-file requests is not typically heard by the Board. However, if you wish, you may attend the meeting in which your request will be considered.

**When will the Board of Equalization consider my request?**

Late-file request forms and letters will be presented to the Board during the organizational meeting on Tuesday, April 1, 2025 at 2:00 pm at the MSB Dorothy Swanda Building, 350 E. Dahlia Ave., in Palmer, Alaska. We are unable to predict the exact time when late-filed requests will be considered by the Board. Requests not presented at the organizational meeting will be presented as soon as possible, with three days' advance notice provided to the appellant.

**What happens once the board makes a decision about my request?**

You will be notified in writing if your request was approved or denied. If the late-file request is granted, you will have 10 calendar days from the date of written notification by the assessor to file an appeal (MSB 3.15.200(H)). You would then be notified of the hearing date for your appeal.

If you wish, you may submit the appeal form along with your late-file request. This will help to expedite your appeal in the event that your late-file request is approved. However, the Board will only review the appeal form if your request to file late is approved.

**DATES TO KEEP IN MIND:**

January 29, 2025.....Property assessment notices mailed  
February 28, 2025.....Deadline for formal appeals  
April 1, 2025.....Late-file requests to be considered by BOE  
March 31, 2025 .....FINAL deadline for late-file requests



MATANUSKA-SUSITNA BOROUGH  
350 E. Dahlia Avenue • Palmer, AK 99645  
Ph. (907) 861-8640 • Fax (907) 861-8693

**REQUEST TO FILE LATE REAL PROPERTY ASSESSMENT APPEAL**

Submit this request by March 31, 2025 for consideration by the Board.

Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/ST/Zip \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

In the absence of adequate contact information, any notifications related to this request will be directed to the mailing address on the account number referenced in this request.

**Please review the information provided on the opposite side of this form.**

Submit documentation that validates your reasons for missing the regular appeal period. This late-file request should NOT include information regarding property valuation. MSB Code does not allow the board to consider evidence regarding property valuation at this time.

**I was unable to appeal within the 30 day appeal period because:**

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You may attach any additional documentation supporting your reason for missing the appeal deadline.

Signature: \_\_\_\_\_

Mail or return to: Matanuska-Susitna Borough, Board of Equalization Clerk,  
Assessment Division, 350 E. Dahlia Ave., Palmer, AK 99645

**Questions?**

Please call the Board of Equalization Clerk at (907) 861-8640

**MARCH 31, 2025 IS THE FINAL DEADLINE TO SUBMIT A LATE-FILE REQUEST.**