

City of Portage
Notice of Intent to File Objection with the Board of Review

I, _____ as the
property owner or agent for _____
(insert property owner's name or strike) with an address hereby give notice of intent to file an objection on the
assessment for the following property: _____
_____ (insert the address of subject property)
for the **2025 Assessment Year** in the City of Portage.

This Notice of Intent is being filed: (please mark one)

- ☐ at least 48 hours before the Board's first scheduled meeting
- ☐ less than 48 hours before the start of, but not later than the first two hours of, the Board's first
scheduled meeting (please complete Section A)
- ☐ after the first two hours of the Board's first scheduled session, but no later than the end of the fifth day
of the session or, if the session is less than five days, the end of the final day of the session (please
complete Section B)

**Filing of this form does not relieve the objector from the requirement of timely filing a fully
completed written objection on the proper form with the Clerk of the Board of Review.**

(Name) _____

(Date) _____

Received by: _____

Date: _____ Time: _____

Section A: The Board of Review shall grant a waiver of the 48-hour notice of an intent to file a written
objection if a property owner who does not meet the notice requirement appears before the Board during
the first two hours of the meeting, SHOWS GOOD CAUSE FOR FAILURE TO MEET THE 48-HOUR
NOTICE REQUIREMENT AND FILES A WRITTEN OBJECTION. My good cause is as follows:

Section B: The Board of Review may waive all notice requirements and hear the objection even if
the property owner fails to provide written or oral notice of an intent to object 48 hours before the first
scheduled meeting, and fails to request a waiver of the notice requirement during the first two hours of
the meeting, if the property owner appears before the Board at any time up to the end of the fifth day of
the session or up to the end of the final day of the session if the session is less than five days,
and FILES A WRITTEN OBJECTION AND PROVIDES EVIDENCE OF EXTRAORDINARY
CIRCUMSTANCES. Proof of my extraordinary circumstances is as follows:

**A WRITTEN OBJECTION ON THE PROPER FORM MUST BE PROPERLY FILED WITH THE
CLERK OF THE BOARD OF REVIEW.**