

State of California  
BOARD OF EQUALIZATION  
PROPERTY TAX RULES

Chapter 1. State Board of Equalization — Property Tax  
Subchapter 3. Local Equalization  
Article 1. Hearing by County Board

**Rule 307. NOTICE OF HEARING.**

*Authority Cited:* Section 15606, Government Code.

*Reference:* Sections 50, 51, 1601, 1603, 1604, 1605, 1605.6, 1606, 1610.8, 1620, Revenue and Taxation Code.

**(a)** After the filing of an application for reduction of an assessment, the clerk shall set the matter for hearing and notify the applicant or the applicant's agent in writing by personal delivery or by depositing the notice in the United States mail directed to the address given in the application. If requested by the assessor or the applicant, the clerk of the board may electronically transmit the notice to the requesting party. The notice shall designate the time and place of the hearing. It shall also include a statement that the board is required to find the full value of the property from the evidence presented at the hearing and that the board can raise, under certain circumstances, as well as lower or confirm the assessment being appealed. The notice shall include a statement that an application for a reduction in the assessment of a portion of an improved real property (e.g., land only or improvements only) or a portion of installations which are partly real property and partly personal property (e.g., only the improvement portion or only the personal property portion of machinery and equipment) may result in a reappraisal of all property of the applicant at the site which may result in an increase in the unprotested assessment of the other portion or portions of the property, which increase will offset, in whole or in part, any reduction in the protested assessment.

**(b)** The notice shall be given no less than forty-five days prior to the hearing unless a shorter notice period has been stipulated to by the assessor and the applicant or the applicant's agent pursuant to section 1605.6 of the Revenue and Taxation Code.

**(c)** The clerk shall notify the assessor of the time and place of the hearing.

**(d)** When proposing to raise an assessment on its own motion without an application for reduction pending before it, the board shall give notice of the hearing in the manner provided herein below not less than 20 days prior to the hearing unless notice is waived by the assessee or the assessee's agent in writing in advance of the hearing or orally at the time of the hearing or a shorter notice period is stipulated to by the assessor and assessee or the assessee's agent. The notice shall be given to the assessee as shown on the latest assessment roll by depositing the notice in the United States mail directed to the assessee at the latest address of the assessee available to the assessor on file in the records in the assessor's office. It shall contain:

(1) A statement that a hearing will be held before the local board to determine whether or not the assessment shall be raised;

(2) The time and place of the hearing;

(3) The assessor's parcel number or numbers of the property as shown on the local roll;

(4) A statement that the board is required to find the full value of the property from the evidence presented at the hearing;

(5) The amount by which it is proposed to raise the assessment.

**RULE 307. (Continued)**

*History:* Adopted May 11, 1967, effective June 11, 1967.  
Amended October 4, 1967, effective October 5, 1967.  
Amended May 21, 1968, effective June 26, 1968.  
Amended November 20, 1968, effective November 22, 1968.  
Amended June 4, 1969, effective June 6, 1969.  
Amended May 6, 1970, effective June 6, 1970.  
Amended April 14, 1972, effective May 14, 1972.  
Amended March 1, 1984, effective June 8, 1984.  
Amended and effective December 13, 1995. Amended subdivision (b) to substitute "forty-five" days for "thirty days" in the first sentence to reflect the change in time for notice mandated by the 1993 addition of Section 1605.6 of the Rev. & Tax. Code.  
Amended and effective August 1, 1996.  
Amended October 6, 1999, effective April 22, 2000.