**Local Board of Appeal and Equalization Certification Form for 2025**

The Local Board of Appeal and Equalization (LBAE) **must complete and sign** this form for each meeting of the local board. Since all local boards are required to comply with the training and quorum requirements, **this form must be completed even if no appeals are heard.** At the end of each LBAE meeting, the county assessor or authorized city assessor takes possession of the completed form.

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| **Section 1** – Complete the following information at the beginning of the meeting. |
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| County name      | Jurisdiction name (indicate city or town)      |
| Meeting (circle one): convened or reconvened | Date      | Time      | [ ] a.m.[ ] p.m. |
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| **Township/City Board Members** |
| * List **all voting members** of the LBAE and check “Present” or “Absent” for **each one** to indicate which members were in attendance.
* For each **voting member** **present**, check "Yes" or "No" indicating if the member has completed the training required under Minnesota Statutes, Section 274.014 within the last four years. **All voting members present at the meeting must sign this form.** By signing this form, you certify that you attended the LBAE meeting.
* You are also certifying that no board member participated in actions concerning the valuation or classification of a property owned by the board member, the board member’s spouse, parent, stepparent, child, stepchild, grandparent, grandchild, brother, sister, uncle aunt, nephew, or niece of a board member, or any property in which the board member has a financial interest (the relationships may be by blood or marriage).
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| **Print names of all *voting* members** | **Title** | **Attendance** | **Training certified** | **Signature** (for those in attendance only) |
|       |       | [ ] Present [ ] Absent | [ ] Yes [ ] No | **X**  |
|       |       | [ ] Present [ ] Absent | [ ] Yes [ ] No | **X**  |
|       |       | [ ] Present [ ] Absent | [ ] Yes [ ] No | **X**  |
|       |       | [ ] Present [ ] Absent | [ ] Yes [ ] No | **X** |
|       |       | [ ] Present [ ] Absent | [ ] Yes [ ] No | **X** |
|       |       | [ ] Present [ ] Absent | [ ] Yes [ ] No | **X** |
|  |       | [ ] Present [ ] Absent | [ ] Yes [ ] No | **X** |
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| **Assessment Personnel** |
| Must be completed by the county assessor (or an assistant delegated by the county assessor) or authorized city assessor present at the meeting. |
| **Local assessor information** |  | **County assessor (or delegate) / authorized city assessor information** |
| Does this jurisdiction have a local assessor? [ ] Yes [ ] NoIf yes, was the local assessor present? [ ] Yes [ ] No |  | Name      | Title       | License no.      |
| Local assessor name      | License no.       |  | **County assessor (or delegate) / authorized city assessor certification**By signing below, I certify I was present at the meeting and (please check one):[ ]  A quorum was present and a training certified member was present; or[ ]  I took over the meeting and changed it to an open book format because: [ ]  A quorum was not present, and/or [ ]  A trained member was not present.  |
| **Other assessment personnel present** Please list additional names on back of this form. |  |  |
| Name      | Title      |  | *County assessor (or delegate) / authorized city assessor signature***x** |
| Name      | Title      |  |  |
|  |  |  | *Board member acknowledges loss of LBAE for this and following assessment year (due to reason checked above).***x**  |
| Name      | Title      |  |  |
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| **Section 2** – Complete the following information at the end of the meeting. |
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| Meeting (circle one): recessed or adjourned | Time      | [ ] a.m.[ ] p.m. |
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| **Scheduling for Reconvene Meeting (if needed)**The LBAE **must resolve all issues before the meeting is adjourned.** If issues are unresolved, the board should recess until the next meeting. The LBAE must complete and sign a LBAE Certification Form for each reconvene meeting. The date and time for the reconvene meeting must be determined before the initial meeting is recessed. **Once the LBAE has adjourned it cannot reconvene.** |
| Date for reconvene meeting      | Time      | [ ] a.m.[ ] p.m. |
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