**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. | |
|  | | | | | | | | | | | | | | |
| **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). | | | | | | | | | | | | | | |
| **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** | | |
|  | | | | | | | | | | | | | | |
| **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 No If 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. |
|  | | |