

2026 CBOE HEARING REQUEST

Residential and Personal Property

PLEASE RETURN THE NOTICE OF DETERMINATION (NOD), COMPLETED AND SIGNED PETITION TO THE COUNTY BOARD OF EQUALIZATION, AND THIS CBOE HEARING REQUEST. HEARINGS WILL BE HELD IN PERSON AT 200 W. OAK STREET, FORT COLLINS, CO or VIRTUALLY VIA ZOOM.

* Required Fields

* PROPERTY OWNER NAME: _____

* AGENT NAME (IF APPLICABLE): _____

(A letter from the property owner to designate an agent must be submitted with the HEARING REQUEST.)

* SCHEDULE / PARCEL NUMBER: _____

* PHONE NUMBER: _____ * EMAIL _____

* DATES / TIMES YOU (OR YOUR AGENT) ARE **UNAVAILABLE**: _____

* CIRCLE YOUR PREFERRED HEARING TYPE: **IN PERSON** **VIRTUAL**

Provide as much information as you can and **PLEASE WRITE LEGIBLY**.
Check here if you wish to opt out of email communication.

Call or email our office if you have not received confirmation about scheduling a hearing
Please check your spam folder for emails from Larimer County

SCHEDULING A HEARING

Scheduling hearings for real property is July 1 through July 15, 2026, and for personal property, July 1 through July 20, 2026. Hearings will be conducted virtually or in person July 13 through August 3, 2026, in accordance with C.R.S. 39-8-101.

If there is a preferred date and time, in-person or online scheduling is strongly recommended. Hearing requests submitted by mail will be assigned a hearing date and time. Scheduling can be completed:

- Online: larimer.gov/boe
- In-person at the Larimer County Recording Department (200 W Oak St, Fort Collins)
- By mail to: County Board of Equalization at P.O. Box 1280, Fort Collins, CO 80522

When scheduling by mail, a date and time will be assigned for you. We are not able to schedule hearings with requests made by phone or fax. Due to statutory deadlines, **hearings cannot be rescheduled**. If you fail to appear for any reason, the hearing will proceed, a decision will be made, and you will be notified of further appeal options.

DOCUMENTS TO BE SUBMITTED WHEN SCHEDULING A HEARING:

- All Notices of Determination (if the appeal includes multiple properties)
- Completed and signed Petitions to the County Board of Equalization
- For requests submitted by mail, a CBOE Hearing Request Form
- If applicable, a letter from the property owner to designate an agent
- Evidence to be presented in support of your position

Failure to include required forms will result in delays, affect your ability to schedule the preferred date and time, or result in the cancellation of the hearing request.

DEADLINES TO SUBMIT DOCUMENTS

Real Property (vacant/improved land, residential homes, and commercial buildings) must be postmarked by July 15, 2026. If delivered in person or scheduled electronically, scheduling must be completed by 5:00 p.m. on July 15, 2026.

Personal Property (furnishings, machinery, office equipment, etc.) if submitted by mail, must be postmarked by July 20, 2026. If delivered in person or scheduled electronically, scheduling must be completed by 5:00 p.m. on July 20, 2026.

HEARING NOTICES

Hearing notices will include the date, time, and location of your hearing and will be delivered by email or mail.

- If scheduled by mail - Notice will be emailed to the address provided on the Hearing Request and mailed to the address on the NOD. Please provide an alternative address if you do not want the notice mailed to the address on your NOD.
- If scheduled online - Notices will be electronically mailed using the originating email address.
- If scheduled in-person - Notice will be provided to you at the time of delivery of the documents to our office.

If you do not receive your hearing notice within **7 BUSINESS DAYS** from submission, please email us at cboeadmin@larimer.gov.

To ensure you are scheduled for a hearing for the date and time most convenient for you, please return your documents early. Hearings are scheduled on a first-come, first-served basis.

For more information, visit our website at larimer.gov/boe, call 970-498-7838, or email cboeadmin@larimer.gov.