**STATUS REPORT TO BOARD**

**Appeal Number (s):**

**1. Information Exchange:**

PVS of subject exchanged?

PVS of equity comparables exchanged?

If not, date to be completed:

Information requests as set out in Practice Directive No. 2:

Financial Statements produced?

Rent Roll produced?

Lease Summary produced?

If not, indicate the information outstanding and deadline for production:

**2. Issue Identification:**

**a) SIEAs:**

Appellant’s SIEA provided?

If not, date to be provided:

Assessor’s SIEA provided?

If not, date to be provided:

**b) If no SIEAs exchanged yet complete b) and c). If SIEAs have been exchanged go to item 3:**

Issue(s) is:­­ (provide details)

*(NOTE: Appellant shall not add new issues after this unless in response to Respondent’s issue(s) or with Board approval)*

**c) If no SIEAs exchanged yet, the following action items have occurred** **between parties:**

In-person meeting identifying the issues and reviewing evidence in support

Telephone and/or email exchange identifying the issues and reviewing evidence in support

Inspection completed or scheduled, if necessary

Settlement Offer(s) has been made

Appellant has proposed a recommendation to Respondent

Respondent has responded to Appellant’s proposed recommendation

**3. Proposed Next Steps in Appeal Management:**

Further Status Report to be provided by:

Parties to arrange meeting

Parties to exchange further information by:

Inspection to be arranged

**4. Board Action Required:**

AMC requested

Settlement Conference requested with proposed dates:

In-person Hearing requested with proposed dates:

Written Submission Hearing requested with proposed dates:

**Date:**

**Prepared by:**