**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:**