

From: [Lisa Schultz](#)
To: [Lisa Schultz](#)
Subject: **MS Office doc** LBAE request form and reminder for trained members
Date: Wednesday, December 17, 2025 9:23:25 AM
Attachments: [LBAE Date request form 2026.docx](#)

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Good morning:

Attached you will find the 2026 Local Board of Appeal and Equalization (LBAE) Meeting Date Request Form. Please indicate your first and second choices for the date of your board's opening meeting. Both selected dates must fall between April 20, 2026, and May 8, 2026. Any weeknight within that range is available.

To complete the form:

- **Fill out the necessary fields.**
- **Save the document using your city or town name as the file name.**
- **Reply to this email and attach your completed copy by January 23.**

Additionally, I'd like to remind you that Minnesota law requires at least one board member to have completed the Department of Revenue's LBAE training within the past four years. While only one trained member is required, the Department strongly encourages all board members to complete the training.

Please note: A board member must complete the training by February 1, 2026. If a board does not have a trained member by that date, it may lose its authority to hold appeal meetings, and its responsibilities may be transferred to a Special Board of Equalization for a minimum of two assessment years.

The training is available online through the Department of Revenue's website:

<https://www.revenue.state.mn.us/board-appeal-and-equalization-training>.

If you have any questions or need assistance, please feel free to reach out.

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