

APPEALING YOUR ASSESSMENT

What You Need To Know

1. File the "Application to Board of Assessment Appeals" application to appeal **on or before February 20, 2014**. Appeal forms are available at the Assessor's Office and online at www.groton-ct.gov
2. Complete the appeal form in its entirety. An incomplete application may prevent you from receiving a hearing with the board.
3. Appear before the Board of Assessment Appeals at your designated time.
4. Complete a separate application for each appeal.

Pursuant to CGS §12-111, property owners wishing to appeal their assessment before the Board of Assessment Appeals must submit the written application to the board **on or before February 20, 2014**. **Postmarks are not considered as timely filings**. The board will determine the meeting dates for appeals and contact appellants to schedule hearing dates and times. The board will mail written notices to each appellant of their specific meeting place, date and time. The notice of hearing will be mailed no later than April 1, and at least seven calendar days prior the hearing date.

WRITTEN APPLICATION TO APPEAL

The written application "Application to Board of Assessment Appeals" is required to request an appeal. This application may be mailed, hand delivered to the Assessor's Office, or faxed (860-441-6678) with the original following by mail. Only those submitting an application will be given a hearing date.

INFORMATION THAT MUST BE COMPLETED ON THE APPLICATION TO APPEAL

CGS § 12-111 requires that the application must contain the following information and items:

- Property owner's name
- Name and position of the person signing the appeal application
- Property location and pin number (pin number is the unique ID number or the parcel ID number)
- Name, address and phone number of the person to whom correspondence is to be sent
- Reason for the appeal
- **Appellant's estimate of value**
- Signature of the property owner or that of his/her duly authorized agent (attach authorization)
- Date the appeal application is signed

Failure to complete the appeal application in its entirety may prevent an appeal with the board. Fill in each item when information is requested. If you have any questions about the form or require further information, please contact the Assessor's Office at (860) 441-6660. Office hours are Monday through Friday, 8:30 am to 4:30 pm. We are closed on Monday, February 17 for President's Day.