

# **APPEALING YOUR ASSESSMENT**

## **What You Need To Know**

1. File an application to appeal **on or before February 20, 2012**. Appeal forms are available at the Assessor's Office.
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.

Pursuant to C. G. § 12-111, property owners wishing to appeal their assessment before the Board of Assessment Appeals must submit a written application to the board **on or before February 20, 2012**. 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.

### **A WRITTEN APPLICATION TO APPEAL**

A written application to appeal an assessment is required. This application may be mailed, hand delivered to the Assessor's Office, or faxed with the original following by mail. Only those submitting an application will be given a hearing date. A separate application must be filed for each property.

#### **INFORMATION THAT MUST BE COMPLETED ON THE APPLICATION TO APPEAL**

**C.G. § 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

Name and address 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 a.m. to 4:30 p.m.