

Board of Assessment Appeals Information Letter

To the Taxpayer:

When appealing an assessment to the Board of Assessment Appeals (BAA), there is some information with which you should be aware.

The initial Connecticut Statute enabling the process is known as Connecticut General Statutes Section 12-111.

In exercising your right of appeal you must file timely and completely according to the statutes and law. **Do not leave any line blank or with a question mark.** If you fail to file in timely and complete manner in accordance with the statute (CGS12-111) you will not receive a hearing as the Board of Appeals will be deprived of jurisdiction to make a determination concerning value, status, or other issues of your concern.

You are urged to file the application in timely and complete manner. This application is provided for your convenience. Alternatively, you may file in your own format however; the appeal must be filed in writing and precisely according to Connecticut General Statute 12-111, particularly with regard to specific requirements of the law. Please attach copies of all documents upon which you wish to rely as support or documentation of your assertions and basis of your appeal. **Personal property appeals must also supply all financial information necessary to support the claim of adjustment or removal per State Law.**

The Board of Assessment Appeals is a separate and autonomous agency not connected to nor employed by the Assessor's Office. As a taxpayer, you should feel comfortable in asserting your right of appeal and value opinion, and in offering any applicable and appropriate information in support of your assertions.

The process is informal. You may hire a professional (attorney; appraiser; realtor; representative; etc.) to represent you if you wish; however, it is not a requirement. **You may also send someone on your behalf such as a relative, neighbor or friend. Just make sure all owners of the property fill out and sign the agency form that is included with the appeal form.**

Although informal, appeal to the Board of Assessment Appeal is generally considered important to your further rights of appeal. If dissatisfied with determination or decision of the Board of Assessment Appeals, you may appeal to the Superior Court within two months of the mailing of the notice of determination of action of the Board of Assessment Appeals. (CGS 12-117a).

If you have any questions, please contact the Board of Assessment Appeals in writing at 310 Norwich New London Tpke., Uncasville, CT 06382. The Assessor's Office is also available to answer basic questions at (860) 848-6774.

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**PETITION TO THE BOARD OF ASSESSMENT APPEALS
TOWN OF MONTVILLE, CONNECTICUT**

Must be filed by February 20, 2023 Note: Town Hall is closed MONDAY 02/20/2023.

By the authority of §12-111 and §12-117, of the State of Connecticut, please print or type the following information about **each** property appealed.

GRAND LIST OF OCTOBER 1, 2022

*PROPERTY OWNERS NAME(S): _____

*APPELLANT'S NAME: _____

*PROPERTY LOCATION: _____
(Number and Street)

*MAP/LOT ID#: _____

*UNIQUE ID OR ACCOUNT# _____

*PROPERTY TYPE: _____
(Residential, commercial, industrial, personal property, motor vehicles)

*REASON FOR APPEAL _____

*APPELLANT'S ESTIMATE OF ASSESSED (70%) VALUE: _____
(Attach documentation of value, if applicable)

*Name, address, and phone number of party to be sent correspondence:

*

Signature of all property owner(s) or duly authorized agent form (Fill out agent authorization form on back)

*DATE _____

***ALL SECTIONS MUST BE COMPLETED IN ORDER TO BE GIVEN A HEARING.
(CALL ASSESSORS OFFICE IF FUTHER INFORMATION IS REQUIRED)**

THIS FORM MUST BE FILED BY FEBRUARY 20, 2023 AND RETURNED TO:

Board of Assessment Appeals
c/o Assessor's Office
310 Norwich New London Tpke.
Uncasville, CT. 06382

If proof of receipt is desired please send by Certified Mail.

TOWN OF MONTVILLE
Board of Assessment Appeals
310 Norwich New London Tpke.
Uncasville, CT 06382

AGENT'S AUTHORIZATION

DATE: _____

To Whom It May Concern: I (we) _____

being the legal owner(s) of property:

located at _____

hereby authorize _____

to act as my/our agent in all matters before the Board of Assessment Appeals of the Town of Montville

for the assessment year commencing October 1, 2022.

(Signed) _____

(Signed) _____

(Signed) _____