

**TOWN OF SUFFIELD
BOARD OF ASSESSMENT APPEALS**

INFORMATION SHEET-PLEASE READ CAREFULLY
(PLEASE RETAIN FOR FUTURE REFERENCE)

Enclosed is an appeal application to the Board of Assessment Appeals. Please complete **SECTION A** and return it no later than **August 24, 2009** as noted. The application must be in the Assessor's office on or before **August 24, 2009** **in order to receive an appointment at the Board of Assessment Appeals hearing on Thursday, September 10, 2009.** Applications for appointments will not be accepted after this date. You need to file **one** application for **each** motor vehicle account being appealed.

A **copy** of the application will be returned to you no later than September 3, 2009, indicating in **SECTION B** the time of your hearing. All hearings will be held in Town Hall between 7:00 p.m. and 9:00 p.m. **only** on Thursday, September 10, 2009.

Appointments will not be changed from those assigned by the Board. We will make every attempt to satisfy your time request. If you do not apply for an appointment, you will be heard on a "first come, first served" basis **after** those with appointments are heard.

Your appointment has been scheduled for 10 minutes. Our experience has shown however that most motor vehicle appeals can be completed in 5 minutes or less, after which time discussions tend to become repetitive. You may of course take the full time if needed. You or your agent must appear before the Board of Assessment Appeals for your appeal to be considered.

You may present documentation with the Board that shows that your vehicle is over-valued or is valued inequitably when compared to similar vehicles. You cannot base your appeal solely on the fact that you feel your taxes are too high, or that they may increase more than others. In addition, you **must** pay at least **75%** of taxes owed on properties assessed **less than 500k** and **90%** on properties assessed **more than 500k.** It is suggested that you bring the vehicle that is under appeal so that weather permitting it can be inspected by the Board at that time.

Please note that the Board will not deliberate your case at the time of your appeal, but will do so at a subsequent time.

The results of your hearing will be returned to you **after** the Board deliberates your appeal, indicating the results of their deliberations and their comments, if any.

Please contact this office at (860) 668-3866 if you have any questions.

TOWN OF SUFFIELD

PROPERTY ASSESSMENT **APPEAL APPLICATION** TO THE BOARD OF ASSESSMENT APPEALS

INSTRUCTIONS: Please complete **SECTION A** of this application in its entirety. Please type or print legibly. Complete **one** form for **each** property account being appealed. **NOTE: COMPLETED FORM MUST BE RETURNED NO LATER THAN August 24, 2009 4:30 P.M OR POSTMARKED NO LATER THAN August 24, 2009. If you do not apply for an appointment by this date, your appeal can be heard AT THE BOARD OF ASSESSMENT APPEALS HEARING TO BE HELD ONLY ON THURSDAY, SEPTEMBER 10, 2009 FROM 7:00 P.M. TO 9:00 P.M. ON A "FIRST COME, FIRST SERVED" BASIS AFTER THOSE WITH APPOINTMENTS HAVE BEEN HEARD.**

RETURN TO: BAA C/O ASSESSORS OFFICE, 83 MOUNTAIN ROAD, SUFFIELD, CT. 06078-2041

SECTION A APPEAL APPLICATION

Property Owner(s) _____

Name of Signer of Application _____

Position of the Signer: owner _____ agent _____ corp. officer (*identify*) _____.

Property owner will be represented by: self-agent.
(If by agent, owner must complete authorization form on reverse side Section E)

Name of Person and Address to which all notices and correspondence should be sent (list **one** address only):

_____	_____
Name	Phone

Street	

City, State, Zip Code	

Description of the property being appealed (year/make/marker # & tax bill# of motor vehicle)

For the Grand List of October 1, **2008**:

Reason for the Appeal:

Appellant's estimate of the value of the property being appealed: _____.

_____	_____
<i>Signature of Owner or Agent</i>	<i>Date Appeal Signed</i>
<i>(Agent, if authorization form completed on Back)</i>	
