

Filing An Assessment Complaint

SUGGESTIONS:

- You are NOT required to personally appear before the Board of Assessment Review (BAR) at the open hearing on Grievance Day (Tuesday May 21, 2024). Rest assured, the BAR reviews each and every grievance complaint submitted.
- Fill out the complaint form properly, including:
 - a) property tax map number
 - b) description of property and buildings
 - c) current assessment
 - d) requested new assessment
 - e) **MARKET VALUE** of property as of **JULY 1, 2023** valuation date
 - f) supporting documentation (recent appraisal, recent sales listing agreement, multiple listing ad, recent contract of sale, written explanation of your complaint in your own words, **PLENTRY OF PICTURES, ESPECIALLY OF YOUR PROPERTY AND HOME etc...**
NOTE: If you are ordering a professional appraisal at this time for this purpose only, tell your appraiser that the **appraisal "Valuation Date" is July 1, 2023.**
 - g) sign the complaint form
- Make a copy of your completed complaint form before you file the original with this department. For individual filers, our office will date stamp your copy at the time you file the original. This is your receipt.

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- **ONLY FOR THOSE WHO MAY WISH TO PERSONALLY APPEAR BEFORE THE BAR ON TUESDAY, MAY 21, 2024:**

Hold on to your original complaint form until that date -- Do not file it with this department prior to that date as it will be difficult to locate it.

Make SIX copies of your complaint and supporting documentation so that all Board members can review the material as you explain your case (only those appearing before the BAR).

The order of complaints before the BAR is on a first-come, first-served basis. This department will issue numbers beginning at 8:30 AM on Tuesday, May 21, 2024. Once you have a number, we will try to approximate the time that you should return to Town Hall. Don't Worry -- If you happen to miss your turn, we will fit you in as soon as possible. Anyone who wishes to personally address the BAR and has received a number by 7:30 PM on Tuesday, May 21, 2024, WILL BE GIVEN THE OPPORTUNITY TO BE HEARD.

- Decisions by the BAR are not rendered on Tuesday, May 21st. You will be notified at a later date of the BAR's decision.