In order to have your assessment reviewed by the Tax Assessor, please supply the following data concerning your property. Assessment reviews are only conducted from Oct 1st to Dec 15th, with any changes being made prior to the filing of the Tax Book by January 10th. You will be notified of the results by mail via the annual postcard (usually mailed end of Jan), or you can contact the office after Jan 10th for the status. If you are not satisfied with the outcome, you can pursue the appropriate venue for appeal by April 1st of the tax year in question (file with County Tax Board if assmt is under $1,000,000, or State Tax Court for anything else). No new information will be considered after Dec 1st.

A copy of your PROPERTY RECORD CARD can be obtained to assist in your review, just contact the office.

Subject Sale / Listing: Please attach Closing Statement / Contract or Listing Agreement

1. Deed (or List) Date:
2. Contract Date (if sold):
3. Last List Price:
4. Purchase Price:
5. Mortgage Amt:
6. Was this a Short Sale:
7. Length of time this property was listed on the open market (if known):
8. Any relationship between buyer & seller:
9. Any unusual “conditions of sale” (describe):

Nature of perceived assessment inequity > Based on errors on the PRC and local comparisons

10. Did you review your property record card
11. Are there known or suspected errors on Property Record Card:
    YES _____ NO _____
    PLEASE EXPLAIN:

Comparison of Assmt > out of line with similar properties in the area:

12. YES _____ NO _____
    PLEASE EXPLAIN:

Market Value out of line > Supplemental data suggests need for assmt change

13. Appraisal done for financing:
    YES _____ NO _____ Value: __________________ Date: __________________
    Appraisal for tax appeal:
    YES _____ NO _____ Value: __________________ Date: __________________
    Appraisal done by Realtor:
    YES _____ NO _____ Value: __________________ Date: __________________

14. Review conducted of recent sales transactions for similar property:
    YES _____ NO _____

Market Data: Please provide as much information as possible for the comparable sales you rely upon

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Provide any other information you deem relevant and want considered in the valuation of your property. Include copies of appraisals, property surveys (especially if they depict any easements), sales contracts, closing statements, home inspections reports, photos, etc. It is in your best interest to provide as much factual “Property Specific” information as possible.

Are you attaching any info:
    YES _____ NO _____
    Describe:

Signature of Applicant: _______________________________ Phone #: _______________________________