



Dear Taxpayer:

IN ACCORDANCE WITH CHAPTER 59, SECTION 61A THE BOARD OF ASSESSORS REQUEST THAT YOU COMPLETE THE ENCLOSED PROPERTY VERIFICATION FORM SO THAT THE PROPERTY RECORD CARD MAY BE REVIEWED FOR ANY INACCURACIES THAT MAY AFFECT THE VALUE.

1. House Style \_\_\_\_\_ (cape, ranch, garrison, colonial, other)  
Number of Stories \_\_\_\_\_ Number of Apts. \_\_\_\_\_  
Exterior: Wood \_\_\_\_\_ Brick \_\_\_\_\_ Stone \_\_\_\_\_ Vinyl \_\_\_\_\_ Alum \_\_\_\_\_  
Age of House: \_\_\_\_\_
2. Has the property been remodeled in the last 10 years? \_\_\_\_\_ If yes, briefly explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Total number of rooms (exclusive of bathrooms & basement rooms) \_\_\_\_\_
4. Number of bathrooms # Full \_\_\_\_\_ # Half Baths \_\_\_\_\_ # Three Quarter \_\_\_\_\_
5. Number of bedrooms \_\_\_\_\_
6. Does the property have a full basement? \_\_\_\_\_ Yes \_\_\_\_\_ No
7. How much of the basement is finished? \_\_\_\_\_ % LVG Area \_\_\_\_\_ % REC Room \_\_\_\_\_ % Other \_\_\_\_\_ %
8. Is there a walk in attic? \_\_\_\_\_ If yes, is any of the attic finished living space? \_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_ % Finished
9. Number of Fireplaces \_\_\_\_\_
10. Heat: Type \_\_\_\_\_ Fuel \_\_\_\_\_ Central Air \_\_\_\_\_ Yes \_\_\_\_\_ No
11. Garage: Attached \_\_\_\_\_ Detached \_\_\_\_\_ Under \_\_\_\_\_ Size \_\_\_\_\_
12. Breezeway: \_\_\_\_\_ Size \_\_\_\_\_ Barn \_\_\_\_\_ Size \_\_\_\_\_ Carport \_\_\_\_\_ Size \_\_\_\_\_  
Shed: \_\_\_\_\_ Size \_\_\_\_\_  
Porch: Enclosed \_\_\_\_\_ Size \_\_\_\_\_ Screen \_\_\_\_\_ Size \_\_\_\_\_ Open \_\_\_\_\_ Size \_\_\_\_\_  
Deck: \_\_\_\_\_ Size \_\_\_\_\_
13. Pool: Above Ground \_\_\_\_\_ In Ground \_\_\_\_\_ Size \_\_\_\_\_
14. Does your lot have any factors which you feel affect its value? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. A. Date of Purchase \_\_\_\_\_ Sale Price \_\_\_\_\_ Yes No  
B. At the time of purchase did any of the following apply? (check one)
  1. Buying from a relative \_\_\_\_\_
  2. Buying a property which was on the market for more than 9 months \_\_\_\_\_
  3. Buying a property where the seller took back a mortgage \_\_\_\_\_
  4. Forclosure OR property bought at auction \_\_\_\_\_If yes to any of the above, please explain below.  
\_\_\_\_\_  
\_\_\_\_\_

16. Were there any other special circumstances which affected the price? \_\_\_\_\_ Yes \_\_\_\_\_ No

Overvaluation Claims are Based on 1 of 2 Reasons

- A. Overvaluation based on sales market activities.
- B. Overvaluation based on assessed values of similar properties.

Upon filing either (or both) claims 3 properties of comparison should be submitted.

- A. Sales market comparable properties.

|               | 1 <sup>st</sup> Sale | 2 <sup>nd</sup> Sale | 3 <sup>rd</sup> Sale |
|---------------|----------------------|----------------------|----------------------|
| Buyer         |                      |                      |                      |
| Seller        |                      |                      |                      |
| Location      |                      |                      |                      |
| Map(Plot)/Lot |                      |                      |                      |
| Sales Price   |                      |                      |                      |
| Sales Date    |                      |                      |                      |
| Book/Page     |                      |                      |                      |

- B. Similar properties compared by value

| Location/Address | Map(Plot)/Lot | Assessed Value | Owner |
|------------------|---------------|----------------|-------|
|                  |               |                |       |
|                  |               |                |       |
|                  |               |                |       |
|                  |               |                |       |

**D. SIGNATURES.**

|   |               |                             |
|---|---------------|-----------------------------|
| Subscribed this _____ day of _____, _____   |               | Under penalties of perjury. |
| Signature of applicant _____  |               |                             |
| If not an individual, signature of authorized officer _____                             |               | Title _____                 |
| (print or type) Name _____  | Address _____ | Telephone (____) _____      |
| If signed by agent, attach copy of written authorization to sign on behalf of taxpayer. |               |                             |

**TAXPAYER INFORMATION ABOUT ABATEMENT PROCEDURE**

**REASONS FOR AN ABATEMENT.** An abatement is a reduction in the tax assessed on your property for the fiscal year. To dispute your valuation or assessment or to correct any other billing problem or error that caused your tax bill to be higher than it should be, you must apply for an abatement.

You may apply for an abatement if your property is: 1) overvalued (assessed value is more than fair cash value on January 1 for any reason, including clerical and data processing errors or assessment of property that is non-existent or not taxable to you), 2) disproportionately assessed in comparison with other properties, 3) classified incorrectly as residential, open space, commercial or industrial real property, or 4) partially or fully exempt.

**WHO MAY FILE AN APPLICATION.** You may file an application if you are:

- the assessed or subsequent (acquiring title after January 1) owner of the property,
- the personal representative of the assessed owner's estate or personal representative or trustee under the assessed owner's will,
- a tenant paying rent who is obligated to pay more than one-half of the tax,
- a person owning or having an interest or possession of the property, or
- a mortgagee if the assessed owner has not applied.

In some cases, you must pay all or a portion of the tax before you can file.

**WHEN AND WHERE APPLICATION MUST BE FILED.** Your application must be filed with the assessors on or before the date the first installment payment of the actual tax bill mailed for the fiscal year is due, unless you are a mortgagee. If so, your application must be filed during the last 10 days of the abatement application period. Actual tax bills are those issued after the tax rate is set. Applications filed for omitted, revised or reassessed taxes must be filed within 3 months of the date the bill for those taxes was mailed. **THESE DEADLINES CANNOT BE EXTENDED OR WAIVED BY THE ASSESSORS FOR ANY REASON. IF YOUR APPLICATION IS NOT TIMELY FILED, YOU LOSE ALL RIGHTS TO AN ABATEMENT AND THE ASSESSORS CANNOT BY LAW GRANT YOU ONE. TO BE TIMELY FILED, YOUR APPLICATION MUST BE (1) RECEIVED BY THE ASSESSORS ON OR BEFORE THE FILING DEADLINE OR (2) MAILED BY UNITED STATES MAIL, FIRST CLASS POSTAGE PREPAID, TO THE PROPER ADDRESS OF THE ASSESSORS ON OR BEFORE THE FILING DEADLINE AS SHOWN BY A POSTMARK MADE BY THE UNITED STATES POSTAL SERVICE.**

**PAYMENT OF TAX.** Filing an application does not stay the collection of your taxes. In some cases, you must pay all preliminary and actual installments of the tax when due to appeal the assessors' disposition of your application. Failure to pay the tax assessed when due may also subject you to interest charges and collection action. To avoid any loss of rights or additional charges, you should pay the tax as assessed. If an abatement is granted and you have already paid the entire year's tax as abated, you will receive a refund of any overpayment.

**ASSESSORS DISPOSITION.** Upon applying for an abatement, you may be asked to provide the assessors with written information about the property and permit them to inspect it. Failure to provide the information or permit an inspection within 30 days of the request may result in the loss of your appeal rights.

The assessors have 3 months from the date your application is filed to act on it unless you agree in writing before that period expires to extend it for a specific time. If the assessors do not act on your application within the original or extended period, it is deemed denied. You will be notified in writing whether an abatement has been granted or denied.

**APPEAL.** You may appeal the disposition of your application to the Appellate Tax Board, or if applicable, the County Commissioners. The appeal must be filed within 3 months of the date the assessors acted on your application, or the date your application was deemed denied, whichever is applicable. The disposition notice will provide you with further information about the appeal procedure and deadline.

**DISPOSITION OF APPLICATION (ASSESSORS' USE ONLY)**

|                      |  |                           |       |
|----------------------|--|---------------------------|-------|
| Ch. 59, § 61A return | GRANTED <input type="checkbox"/>       | Assessed value            | _____ |
| Date sent _____      | DENIED <input type="checkbox"/>        | Abated value              | _____ |
| Date returned _____  | DEEMED DENIED <input type="checkbox"/> | Adjusted value            | _____ |
| On-site inspection   |  | Assessed tax              | _____ |
| Date _____           |  | Abated tax                | _____ |
| By _____             | Date voted/Deemed denied _____         | Adjusted tax              | _____ |
|                      | Certificate No. _____                  |                           |       |
|                      | Date Cert./Notice sent _____           | <b>Board of Assessors</b> |       |
| Data changed _____   | Appeal _____                           |                           | _____ |
|                      | Date filed _____                       |                           | _____ |
| Valuation _____      | Decision _____                         |                           | _____ |
|                      | Settlement _____                       | Date: _____               |       |