

# REQUEST FOR TAX ASSESSMENT APPEAL NOTICE TO APPLICANTS

Property owners that are unsatisfied with the Assessor's appraisal of their property after completing the grievance process may appeal to the Board of Civil Authority for a tax assessment appeal hearing.

An appeal to the BCA begins with a written appeal from the taxpayer, filed with the clerk, listing the grounds for the appeal. 32 V.S.A. § 4404(a). This notice must be filed within 14 days of the date of mailing of the result of grievance notice.

## **2025 DEADLINE DATES**

**Assessor mailed notices July 01, 2025**

**Deadline for written appeal to Town Clerk's office July 15, 2025 by 4:30 pm**

After notice is given to the town clerk by the taxpayer, the clerk schedules a meeting of the BCA, giving each member written notice at least five days in advance of the meeting. 24 V.S.A.

The BCA must hold a hearing and conduct a site inspection of every parcel of property that is the subject of an appeal. 32 V.S.A. § 4404(c).

For details on your rights as a property owner see the A Handbook on Property Tax Assessment Appeals, published by the Vermont Secretary of State's Office.

## **IMPORTANT INFORMATION**

- This process is NOT to appeal your property taxes it is to appeal your property's assessed value. If you wish to apply for a reduction in your property taxes you must file a request for abatement form to the Board of Civil Authority based on 24 V.S.A. § 1535(a)
- The filing of this appeal does not prevent or defer the collection of your property tax. To avoid imposition of interest and penalties, the taxes should be paid when due.
- Following receipt of your request, the Board of Civil will notify you of the date, time, and place of your hearing. At the hearing, you will be responsible for supplying evidence to support your request. If you or your representative fail to appear at the hearing, the Board's decision will be based solely on the information provided by you in your letter and any accompanying documentation. The BCA may vote to sustain, increase, or decrease the value of the property set by the Assessor. You will be notified in writing of the Board's decision. If you are not satisfied with the decision of the Board of Civil Authority, you may appeal to the State Appraiser or to Superior Court.
- A copy of your property assessment card should be submitted with your letter or application to the Town Clerk. If you have supporting documents, we request that you submit them with this request if you wish the board members to have an opportunity to review them prior to the meeting.
- If Applicant is other than Listed Owner, please provide a copy of written authorization to sign on behalf of the Listed Owner.

**TOWN OF HARDWICK  
REQUEST FORM FOR TAX ASSESSMENT APPEAL**

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• **The filing of this application does not prevent or defer the collection of your property tax. To avoid imposition of interest and penalties, the taxes should be paid when due.**

• Following receipt of your request, the Board of Civil will notify you of the date, time, and place of your hearing. At the hearing, you will be responsible for supplying evidence to support your request. If you or your representative fail to appear at the hearing, the Board's decision will be based solely on the information provided by you in this form and any accompanying documentation. The BCA may vote to sustain, increase, or decrease the value of the property set by the Assessor. You will be notified in writing of the Board's decision. If you are not satisfied with the decision of the Board of Civil Authority, you may appeal to the State Appraiser or to Superior Court.

• A copy of your property tax bill and property assessment card should be submitted with this form to the Town Clerk. If you have supporting documents, we request that you submit them with this request if you wish the board members to have an opportunity to review them prior to the meeting.

• If Applicant is other than Listed Owner, please provide a copy of written authorization to sign on behalf of the Listed Owner.

Name of property owner listed on Grand List: \_\_\_\_\_

Name of Authorized Agent (if applicable): \_\_\_\_\_

Mailing address of Applicant: \_\_\_\_\_

\_\_\_\_\_

Telephone number of Applicant: \_\_\_\_\_

Email address of Applicant: \_\_\_\_\_

Parcel ID#: \_\_\_\_\_ Current Assessed Value: \$ \_\_\_\_\_

**Owner's Reasons for Appeal:**

Your Opinion of Fair Market Value: \$ \_\_\_\_\_

[illegible]

**Signature of Taxpayer/ Agent**

Date \_\_\_\_\_

**Signature of Town Clerk/Asst. Town Clerk**

**Date/Time Received**