



## BOARD OF ASSESSMENT APPEALS APPLICATION

Pursuant to Sec. 12-111 of the Connecticut General Statutes a written application to appeal an assessment must be filed

**on or before February 17, 2017**

Please complete all sections of the application with an asterisk

**Return application to address shown at the right**

**Applications may be sent to:**

Board of Assessment Appeals

C/O Assessor's Office

PO Box 519

108 Pennsylvania Ave

Niantic, CT 06357

<p style="text-align: center;"><b>* Property Owner</b></p> <p>Name _____</p> <p>Mailing Address _____</p> <p>City/State/Zip _____</p> <p>Phone # _____</p> <p><b>* Property owner will be represented by</b>    <input type="checkbox"/> self    <input type="checkbox"/> agent (If agent, owner must complete <u>authorization form</u> - see reverse side)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Grand List of 2016</td> <td>List # _____</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>*Property Description</b></td> </tr> <tr> <td colspan="2">Location _____</td> </tr> <tr> <td colspan="2">Map/Lot _____</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Property Type</b></td> </tr> <tr> <td><input type="checkbox"/> Residential</td> <td><input type="checkbox"/> Commercial</td> </tr> <tr> <td><input type="checkbox"/> Personal Property</td> <td><input type="checkbox"/> Motor Vehicle</td> </tr> </table>	Grand List of 2016	List # _____	<b>*Property Description</b>		Location _____		Map/Lot _____		<b>Property Type</b>		<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Personal Property	<input type="checkbox"/> Motor Vehicle
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<p style="text-align: center;"><b>* Appellant</b></p> <p>Name _____</p> <p>Address _____</p> <p>City/State/Zip _____</p> <p>Phone # _____</p>	<p style="text-align: center;"><b>* Reason for Appeal</b></p> <p>_____</p> <p>_____</p> <p>_____</p>														
<p style="text-align: center;"><b>* Correspondence &amp; Contact</b> (if different from Owner)</p> <p>Name _____</p> <p>Address _____</p> <p>City/State/Zip _____</p> <p>Phone # _____</p>	<p style="text-align: center;"><b>* Appellant's Estimate of Value</b> (real estate value is based on 10/1/16 Revaluation)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(attach documentation of value)</p>														
<p><b>* Signature of owner or duly authorized agent</b> (attach evidence of agent authorization)</p> <p>_____</p>		<p><b>Date</b></p> <p>_____</p>													

**PLEASE DO NOT WRITE BELOW THIS LINE**

Board of Assessment Appeals has scheduled an appointment as follows	Date	Time	Place
			East Lyme Town Hall 108 Pennsylvania Ave Niantic, CT 06357

**Appeal Summary** \_\_\_\_\_

Assessments	Grand List 2016	Board of Assessment Appeals
Land		
Building		
Total		
Motor Vehicle		
Personal Property		

**Board of Assessment Appeals: (signatures)**

<p>X _____</p> <p>X _____</p> <p>X _____</p>	<p>X _____</p> <p>X _____</p> <p>Date of Board Decision _____</p>
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**AUTHORIZATION FORM**

**To the Board of Assessment Appeals of the Town of East Lyme**

I, \_\_\_\_\_  
being the legal owner of \_\_\_\_\_  
hereby authorize \_\_\_\_\_  
to act as my agent in all matters before the East Lyme Board of Assessment Appeals.

Property Owners Signature: \_\_\_\_\_  
Date Signed: \_\_\_\_\_  
Property Owner's Address: \_\_\_\_\_  
\_\_\_\_\_

Board of Assessment Appeals  
Application Information

Please complete all sections. The entire application must be filed with the Assessor no later than  
**February 17, 2017.**

In order to assist you in your appearance before the BAA, you might consider bringing supporting information with you to your hearing. Examples are included in each section below.

- **Real Estate**

Assessments are based upon market values as of **October 1, 2016** (last date of town wide revaluation of real property)

In order for the BAA to make an informed decision of the property being appealed, applicants shall submit information necessary to substantiate an assessment adjustment. ie: including but not limited to an appraisal of the property, survey maps pertaining to acreage and topography, matrix, photos etc. Documentation submitted should reflect the assessment date of **October 1, 2016.**

- **Personal Property**

Assessments of all personal property accounts are as of **October 1, 2016**

To assist the BAA in making an informed decision regarding the personal property being appealed, applicants shall submit information necessary to substantiate an assessment adjustment. ie: including but not limited to itemized listing of all assets – noting original cost and date acquired; page 1 of recently filed Federal Tax return, Form 4562 (depreciation), Schedule L (balance sheet); General Ledger and location fixed asset records; detailed Depreciation and or Fixed Asset schedules showing original cost and acquisition year, including Section 179 property; detailing listing of fixed assets recorded as leasehold or building improvements; listing of all leased equipment (either contract or capital lease); schedule of Other Deductions.

- **Motor Vehicles**

Appeals may be made on the 2015 MV Supplemental accounts

To assist the BAA in making an informed decision for all vehicles, applicants shall submit information necessary to substantiate an assessment adjustment based on the condition, mileage or value of that vehicle as of 10/1/2015 for the 2015 MV Supplemental Grand List.

- **Important**

Please note if you, the owner of record will not be appearing in person before the Board, an **authorization letter is required.** The letter shall state that you (owner) hereby give your permission for person or persons to act on your behalf at the informal hearing. The letter shall also identify the individual(s) name representing you and the location or description of the property being appealed.