

Board of Assessment Appeals Application Information

Please complete all sections. The entire application must be filed with the Assessor no later than
February 20, 2018.

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.**

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, 2017**

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 2016 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 10/1/2016 for the 2016 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.



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 and received **on or before February 20, 2018**. 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;">* Property Owner</p> Name _____ Mailing Address _____ City/State/Zip _____ Phone # _____ | Grand List of 2017 | List # |
| <p>* Property owner will be represented by <input type="checkbox"/> self <input type="checkbox"/> agent (If agent, owner must complete authorization form - see reverse side)</p> | <p>*Property Description</p> Location _____ Map/Lot _____ | |
| <p style="text-align: center;">* Appellant</p> Name _____ Address _____ City/State/Zip _____ Phone # _____ | <p>* Reason for Appeal</p> _____ _____ _____ _____ | |
| <p style="text-align: center;">* Correspondence & Contact (if different from Owner)</p> Name _____ Address _____ City/State/Zip _____ Phone # _____ | <p>* Appellant's Estimate of Value (real estate value is based on 10/1/16 Revaluation)</p> _____ (attach documentation of value) | |
| <p>* Signature of owner or duly authorized agent (attach evidence of agent authorization)</p> _____ | | <p>Date</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 2017 | Board of Assessment Appeals |
|-------------------|-----------------|-----------------------------|
| Land | | |
| Building | | |
| Total | | |
| Motor Vehicle | | |
| Personal Property | | |

Board of Assessment Appeals: (signatures)

| | |
|---------------------------------------|--|
| X _____ X _____ X _____ | X _____ X _____ Date of Board Decision _____ |
|---------------------------------------|--|

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: _____
