



STRATFORD BOARD OF ASSESSMENT APPEALS APPLICATIONS DIRECTIONS AND INFORMATION 2023 GRAND LIST

Anyone has the right to an appeal before the Board of Assessment Appeals.

In order to be heard by the BAA at its March meeting, you must file a written appeal with an [original signature](#), to the STRATFORD BOARD OF ASSESSMENT APPEALS. **Appeals must be received on or before February 20, 2024. This is a received by date not a postmark date.** Digital submissions (fax or email) are not accepted.

Please note applications that are incomplete or untimely will not be heard. If you are submitting an appraisal or other similar evidence, you must submit a copy along with your application. This information is public record and will become part of your appeal file maintained by the Assessor's Office. Once you have submitted the application to the BAA, you will be notified in writing where and when to appear for your hearing.

APPEALS PROCEDURE

- ✓ Appear at the time and place prescribed by the BAA
- ✓ You **MUST** complete a separate form for each property and each class of property you wish to appeal
- ✓ If you cannot or do not wish to appear, have your attorney or agent appear as your representative (**Written authorization required**)
- ✓ The BAA does not reschedule appointments.
- ✓ **FAILURE TO APPEAR WILL RESULT IN A DEFAULT – Dismissal of your appeal**
- ✓ You will be sworn under oath to be truthful in answering questions concerning your property
- ✓ You will have the opportunity to present evidence (appraisals, photographs, reports, etc.)
- ✓ **Remember** – It is your responsibility to prove your appeal
- ✓ An appraisal by a qualified appraiser is not required, but is recommended
- ✓ You must pay your taxes as they come due or interest and penalties will be applied
- ✓ Consult with the **Tax Collector** for payment instructions while your appeal is pending

Notice of the Board's decision will be mailed to the **property owner** unless otherwise requested in writing by appellant. In order to appeal the assessment of your business **personal property**, the Board of Assessment Appeals requires that you submit the following information with your application:

- Form 4562 and Schedule L from the most recent Federal Income Tax Return. General Ledger and location fixed asset records can be used for consolidated returns.
- The detailed depreciation schedule in support of the above, showing original cost and acquisition years. This may be obtained from the accountant who prepares your federal return and should be updated through October 1, 2023.
- A detailed listing of fixed assets recorded as Leasehold or Building Improvements along with supporting documentation for any items, which the Company claims to be included as realty.
- A listing of all leased equipment along with copies of the lease agreement

Failure to comply with this request may result in the denial of your petition for a reduction of your personal property assessment.

A written notice informing you of the date and time of your appointment will be mailed by March 1, 2024. Questions or comments may be directed to the Assessor's Office (203) 385-4025.

Please return **completed** application by 2/20/2024 to:

Stratford Board of Assessment Appeals
2725 Main Street
Stratford CT 06615



APPLICATION TO THE STRATFORD CT BOARD OF ASSESSMENT APPEALS 2023 Grand List

Pursuant to Section 12-111 C.G.S. as amended by Public Act 95-283, any person appealing the assessment of property must file an application with the Board of Assessment Appeals on or before 4:30 pm **February 20, 2024**. This is a received by date not a postmark date. Digital Submissions (email or fax) are not accepted. Failure to return the completed application **completed, signed and received** by the due date will result in the Board's dismissal of the appeal.

A separate application must be filed for each type of property and each piece of property you are appealing.

PROPERTY INFORMATION:

Property Type (circle): ●RESIDENTIAL ●COMMERCIAL ●VACANT LAND ●PERSONAL PROPERTY ●MOTOR VEHICLE

Property Owners Name: _____

Property Location: _____

Property Unique ID: _____

Property Description: _____

CONTACT INFORMATION: (to be used for ALL correspondence)

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

BACKGROUND INFORMATION: (answer 'Yes' or 'No')

Did you meet or speak with the Assessor's Office to discuss your assessment? _____

Have you appealed this property previously? _____

STATEMENT OF VALUE: (use appraised/market value, not assessed value)

REAL ESTATE MARKET VALUE ARE AS OF OCT 1, 2019

Appellant's Opinion of Fair **MARKET** Value: \$_____ Town's Value: \$_____

REASON FOR APPEAL:

SIGNATURE:

I, _____, signer of the foregoing application, swear that the information contained in this application for the revision of the assessment of the above-described property is true.

Applicant signature

Position of Signer

Date

Telephone #

(If agent, attach original Agency Agreement or Power of Attorney.)