



TOWN OF HARTFORD

Assessor's Office

171 Bridge Street

White River Junction, VT 05001

Phone: (802) 295-3077 or email

Assistant Assessor at ctardie@hartford-vt.org

APPLICATION FOR GRIEVANCE

Please use one application for EACH property you are appealing. APPLICATION MUST BE RECEIVED PRIOR TO THE FIRST DAY OF GRIEVANCE HEARINGS

Name _____

Mailing Address _____

City/State/Zip _____

Phone [Daytime] _____

Email Address _____

Property Location _____

Map ID _____

Current Assessment \$ _____

Your Opinion of Fair Market Value \$ _____

Will you be requesting in interior inspection YES___ NO___

Would you like a meeting with the assessor YES___ NO___

To schedule a meeting with the assessor please visit

<https://outlook.office365.com/owa/calendar/TownofHartfordAssessment@hartford-vt.org/bookings/>

or call the assessor's office at (802) 295-3077.

****When preparing your information for presentation before the assessor please be aware of the items below****

i) Physical data: Incorrect description or measurement of your property.

Please verify all physical characteristics of your property

Property record cards are available online at <https://beacon.schneidercorp.com>

ii) Fair market value: According to state statute VSA 32 sec. 3481, (1), the listers/assessor are required to estimate fair market value of your property. Review arm's length sales of properties in your neighborhood, concentrating on those most similar to your property. It is customary to have at least three sales for comparison. It is the responsibility of the taxpayer to prove a different fair market value other than what is listed.

(OVER)

COMMERCIAL PROPERTY REQUESTS FOR DOCUMENTATION FOR GRIEVANCE HEARINGS

Commercial properties and residential properties are typically valued differently and an income approach to value is required to estimate fair market value. In addition to the typical grievance form we are requesting the following documentation.

- Current Rent Rolls

- Current Income and expense for the 2020 year

- 3 years of Income and Expense reports

- A copy of all the lease agreements

- If an appraisal is being used for support of appeal, please provide a full copy of the report

- If you have a set of construction plans or if the property has been measured professionally, we would like to review with the town records for accuracy.

- Identify if the owner occupies and or uses space on the property

- If there is CAM (Common Area Maintenance) fees paid by tenants a breakout of how these charges are applied and the amount each tenant pays

In addition to this documentation an inspection of the property is part of the process and we would like to schedule a time of inspection.