



The Town of Windsor Locks

Board of Assessment Appeals Application

50 Church St, Windsor Locks, Connecticut 06096

Appealing Grand List -

Regular _____
(Year)

Supplemental _____
(Year)

Property Owner: _____ Property Location: _____ Mailing Address: _____ City, State, Zip: _____	Appellant (if other than owner): _____ Name of Owner's Agent: _____ Mailing Address: _____ City, State, Zip: _____
Phone Number: _____ Email: _____	

Appellant's Capacity- _____ Owner _____ Owner's Agent _____
(If agent, attach a copy of the Appellant/Agent Authorization or Power of Attorney. Original agency document must be submitted at hearing)

Print Applicant's name _____ Applicant Signature _____ Date _____
I, _____, being the legal owner of _____, hereby authorize _____ to act as my agent in all matters before Windsor Locks Board of Assessment Appeals. X _____ Date: _____

Fill out **ONLY** the section for the property type you wish to appeal. **One form required per appeal/property.**

MOTOR VEHICLE: Year: _____ Make/Model: _____ Plate #: _____ Mileage: _____

REAL ESTATE- _____
(Address and/or Assessor's Map/Block/Lot/Unit Number)

PERSONAL PROPERTY- DBA: _____ Location: _____

Appellant's estimate of the **MARKET VALUE** of the property? \$ _____

Reason for Appeal: Briefly state the basis of the appeal, please attach any supporting documents. Please note all assessments are based upon market value as of the last revaluation date. Any evidence should support the value as of that date. NOTE- The BAA has the right to increase or decrease a value based on its findings.

BAA USE ONLY

Town's Current Market Value: _____ Town's Current Assessed Value: _____
***New Assessed Value:** _____ (70% of market value)

I hereby solemnly swear that the testimony I am about to give is true and accurate to the best of my knowledge and belief.

Signature(s) of Owner(s) or Agent: _____
(Must be **signed** in presence of the Board) Print Name _____ Date _____

Motion: _____ _____ _____ _____ _____	Voting Record-		
	Members names	Vote	Initials
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Appeals to the Windsor Locks Board of Assessment Appeals

Appeals must be presented to the Board of Assessment Appeals (BAA) at one of its March (April if an extension is granted) or September meetings. The BAA meets in September each year to hear ONLY Motor Vehicle Appeals. All other matters must be taken up at meetings held during the month of March or in April when an extension to file the Grand List has been granted.

September Meetings: The BAA will advertise the date of its September meeting in a local newspaper and on the Town's web site. The September meeting is for Motor Vehicles only. Taxpayers should appear with their vehicle and/or any evidence or documentation to support their claim. Applications are recommended for scheduling in September but are not mandated.

March Meeting: According to Connecticut State Statute §12-111, for an appeal to be considered, and in order to be heard by the Board of Assessment Appeals, at its March meeting, you **MUST** file a written appeal no later than February 20th to the Assessor's Office. Unless the Assessor's office is on extension for the Grand List which pushes the appeals deadline back to March 20th and all meetings will be held in April. All applicants and owners (or appointed agent) will be notified of the date and time of the hearing. If you are submitting an appraisal or other similar evidence, you must submit a copy along with your application. Once you have made application to the BAA, you will be notified where and when to appear for your hearing.

APPEALS PROCEDURE

- You **MUST** complete a separate form for each property you wish to appeal
- Appear at the time and place prescribed by the BAA (Please be on time)
- If you cannot or do not wish to appear, have your attorney or agent appear as your representative (Written authorization is required)
- The BAA will not reschedule an appointment without good cause and only if another time is available
- **Note:** Unless you receive written confirmation of a rescheduled appointment, you or your agent must appear at the time and place first prescribed by the BAA
- **FAILURE TO APPEAR WILL RESULT IN A DENIAL – 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

For further information you may wish to review the Connecticut General Statutes, as amended, relative to appeal rights. Below is a list of some of those laws for your convenience. **Note:** We do not provide legal advice, however we want you to be well informed of your appeal rights. For a complete listing of applicable laws and competent, proper legal advice, we urge you to consult with an attorney.

Connecticut General Statutes

Section

12-110 Sessions of the board of assessment appeals

12-111 Appeals of the board of assessment appeals

12-112 Limit of time for appeals

12-113 when board of assessment appeals may reduce lists (as amended)

12-114 Board of assessment appeals to impose a penalty if reducing the assessment of a taxpayer who did not file a personal property declaration (as amended)

12-115 Board of assessment appeals may make supplemental additions to grand lists.

12-117a Appeals from boards of tax review or boards of assessment appeals

12-119 Remedy when property wrongfully assessed