



# TOWN of MIDDLEFIELD Board of Assessment Appeals Instructions for Appeal Grand List of October 1, 2024 & 2023 Motor Vehicle Supple List.

## **APPEALS MUST BE IN WRITING**

Connecticut General Statute, Section 12-111, allows an aggrieved property owner to appeal the actions of the Assessor to the Board of Assessment Appeals.

Such appeal **must be filed in writing**. The Law also requires certain information to be included in the appeal. **Full** completion of the information requested in the appeal form (printed on the reverse) is required for an appeal hearing to be given.

## **APPEAL DEADLINE**

Pursuant to Section 12-111, any appeal must be filed with the Board of Assessment Appeals **on or before February 20th**, following the signing of the Grand List. The Grand List must be signed by January 31<sup>st</sup>. **IF YOUR BAA APPLICATION IS NOT RECEIVED BY 4:00 P.M., THE CLOSE OF BUSINESS, ON THURSDAY, FEBRUARY 20, 2025 YOU WILL NOT BE GRANTED A HEARING.**

## **APPEARANCE AT APPEAL HEARINGS**

Upon receiving a proper and timely appeal, a hearing will be scheduled during the month of March (or April when an extension has been granted) for the property owner to state their case before the Board **in person**. (An agent may be designated to appear if the property owner is unable to appear) The Board is required to notify each aggrieved property owner of the date, time and place of the appeal hearing.

## **MOTOR VEHICLES ON THE 2024 GRAND LIST**

Starting with the October 1, 2024 Grand List, Motor Vehicle assessment appeals will be based on the MSRP (Manufacturer's Suggested Retail Price) of the vehicle. Please make sure you have your vehicle's MSRP information for your appeal.

## **PERSONAL PROPERTY**

The Board **shall not** adjust the Personal Property assessment **unless** books of account, papers, documents and any other records have been provided to substantiate such adjustment.  
**The penalty for failure to file must still be applied to such adjusted assessment.**

## **QUESTIONS?**

The Board of Assessment Appeals is an elected Board whose members do not work full-time for the Town. If you have any questions about your assessment, or about the appeal process, please contact the Middlefield Assessor at:

Telephone: (860) 349-7111  
Email: [pdeziel@middlefieldct.org](mailto:pdeziel@middlefieldct.org)

Middlefield Town Hall  
393 Jackson Hill Road,  
PO Box 179  
Middlefield, CT 06455

PETITION TO THE  
BOARD OF ASSESSMENT APPEALS  
TOWN OF MIDDLEFIELD, CONNECTICUT.

**Must be filed by 4:00 p.m. February 20, 2024.**  
(March 20th, if Grand List signing is extended one month)

Pursuant to C.G.S. §12-111

Please print or type the following information about each property to be appealed.

<b><u>GRAND LIST OF OCTOBER 1, 2024</u></b> <b><u>&amp; Supplemental Motor Vehicle Grand List of October 1, 2023</u></b>
Property Owner's Name: _____
Appellant's Name (if different from above): _____
Property Location / Name: _____ <small>(Real Estate street number &amp; street name or Personal Property owner's name or DBA)</small>
Property Type: _____ <small>(residential real estate, commercial real estate, industrial real estate, personal property or motor vehicles)</small>
Reason for Appeal: _____
Appellant's Estimate of Value: \$ _____
2024 Grand List Motor Vehicle: MSRP (Manufacturer's Suggested Retail Price \$ _____ <small>Your value estimate MUST be completed (attach appraisal or documentation of value, if applicable)</small>
Name, Mailing Address, and Phone Number of party to be sent correspondence:
Name: _____
Mailing Address: _____
Mailing City, State, Zip Code: _____
Phone Number: _____
<div style="display: flex; justify-content: space-between;"> <div>           _____            Signature of Property Owner, or Duly Authorized Agent:  <small>(attach evidence of authorization)</small> </div> <div>           Date: _____         </div> </div>
<b>ALL ITEMS IN THE ABOVE BOX MUST BE COMPLETED IN ORDER TO BE GIVEN A HEARING</b>

**THIS FORM MUST BE COMPLETED & RECEIVED IN THE  
ASSESSOR'S OFFICE BY 4:00 p.m. FEBRUARY 20, 2025**

**RETURN COMPLETED FORMS TO:**

Board of Assessment Appeals, Town of Middlefield  
PO Box 179, 393 Jackson Hill Rd  
Middlefield, CT 06455

Please note by CT statute the application **must be received by**, not postmarked by, **the due date**.

DO NOT WRITE BELOW THIS LINE - FOR BOARD USE ONLY

**HEARINGS WILL BE HELD AT THE: MIDDLEFIELD TOWN HALL**

Date & Time of Hearing: \_\_\_\_\_

## AGENT'S CERTIFICATION

DATE: \_\_\_\_\_

To Whom It May Concern: I, \_\_\_\_\_ being the legal  
(Print Full Name)

owner of property located at: \_\_\_\_\_  
(Print Street Number and Street Name)

hereby authorize \_\_\_\_\_  
(Print Full Name)

to act as my agent in all matters before the Board of Assessment Appeals of the Town of Middlefield for the October 1, 2024 Grand List and the Supplemental Motor Vehicle Grand List of October 1, 2023.

(Signed) \_\_\_\_\_

\_\_\_\_\_  
(Print Full Name)

Agent's Mailing Address: \_\_\_\_\_

Agent's Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_