



TOWN of MIDDLEFIELD
Board of Assessment Appeals
Instructions for Appeal
Grand List of October 1, 2021
& 2020 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 18th**, following the signing of the Grand List. The Grand List must be signed by January 31st. **IF YOUR BAA APPLICATION IS NOT RECEIVED BY 3:00 P.M., THE CLOSE OF BUSINESS, ON FRIDAY, FEBRUARY 18, 2022 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.

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
Fax: (860) 349-7115

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

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

Must be filed by 3:00 p.m. February 18, 2022.

(March 18th, if Grand List signing is extended one month)

By authority of Public Act 95-283, of the State of Connecticut.

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

<u>GRAND LIST OF OCTOBER 1, 2021</u>	
<u>& Supplemental Motor Vehicle Grand List of October 1, 2020</u>	
Property Owner's Name:	
Appellant's Name (if different from above):	
Property Location:	
(number and street)	
Property Type:	
(residential, commercial, industrial, personal property, motor vehicles)	
Reason for Appeal:	
Appellant's Estimate of Value:	
Your value estimate MUST be completed (attach appraisal or documentation of value, if applicable)	
Name, Mailing Address, and Phone Number of party to be sent correspondence:	
Signature of Property Owner, or Duly Authorized Agent: (attach evidence of authorization)	Date: _____
<i>ALL ITEMS IN THE ABOVE BOX MUST BE COMPLETED IN ORDER TO BE GIVEN A HEARING</i>	

THIS FORM MUST BE COMPLETED & RECEIVED BY 3:00 p.m. FEBRUARY 18, 2022

COMPLETED FORMS MUST BE RETURNED TO:

Board of Assessment Appeals, Town of Middlefield
393 Jackson Hill Rd., Middlefield, CT 06455

DO NOT WRITE BELOW THIS LINE - FOR BOARD USE ONLY

YOUR HEARING WILL BE HELD AT: MIDDLEFIELD TOWN HALL

Date & Time of YOUR 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, 2021 Grand List and the Supplemental Motor Vehicle Grand List of October 1, 2020.

(Signed) _____

(Print Full Name)

Agent's Mailing Address: _____

Agent's Phone #: _____ Cell #: _____