

Norwich Board of Listers
Post Office Box 376
Norwich, Vermont 05055-0376
www.norwich.vt.us
(802) 649-1419 x110 | Fax (802) 649-0123
listers@norwich.vt.us

2018 Grievance Process

The enclosed notice provides you with your 2018 property assessment. Please read this notice carefully to understand the process and schedule for filing your grievance should you choose to appeal your value. **This notice was issued on June 4, 2018. You have until 4:30 pm EDT on June 19, 2018 to file an appeal.**

You can review your property record and other property records by going to <http://norwichvt.patriotproperties.com> . Property records for all properties are online and available for review and/or printing. In addition, more detailed records are available in the Listers Office in Tracy Hall, or by emailed request to the Listers at the above address.

A grievance appeal should be primarily based on three factors. Your property's value cannot be lowered because you think your tax bill will be too high. The basis for a successful appeal is generally founded on one or more of the following:

Fair market value – this appeal is based on your opinion of fair market value. Generally you believe your property is worth more or less than the assessment. You should be prepared to provide valid examples of properties that have sold in the Norwich real estate market. A general argument that the market is poor is not valid.

Comparative assessments – this appeal is based on your opinion that your property is not assessed fairly in comparison to other similar properties. You should be prepared to provide specific evidence that similar properties are assessed at a higher or lower value than yours. It is important to provide data for properties that are similar in location, acreage and size.

Data errors – this appeal is based on an error in your property record. The number of baths, a finished basement that is minimally improved, and recent renovations are all examples of valid corrections. Please remember that some data corrections will not lead to a change in value.

The Listers have provided a basic form on the backside of this page for you to file with your appeal. Please be aware that you are not required to file this particular document, nor are you required to file any specific document. **The appeal process does, however, require you to provide written notice of your intent to appeal with the Norwich Listers on or before Tuesday, June 19, 2018 at 4:30 pm EDT. You may file in person, by mail, by fax or by email. Postmarks are not evidence of timely filing; in other words, mailed grievances must be received by the above deadline.**

The Listers will be at Tracy Hall on Tuesday June 19, 2018 to hear walk-in appeals from 8:30 am until 4:30 pm. If your appeal is not heard on that day, you will be contacted to schedule a hearing on June 21 or 2018, if you wish. Written appeals are also accepted.

Cheryl A. Lindberg (Chair), Dennis Kaufman & Kris Clement - The Norwich Board of Listers

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Town of Norwich - 2018 Grievance Request

Parcel ID _____

Property Owner _____

Property Address _____

Daytime Telephone # _____ Email _____

Appeal basis

Fair market value

Comparable Sale Property #1

Comparable Sale Property #2

Comparable Sale Property #3

Comparable Assessments

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Comparable Assessment Property #1

Comparable Assessment Property #2

Comparable Assessment Property #3

Data Errors

Please Describe -

General Comments

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Note - You can file as many comparables/sales or as few as you wish.

Signature _____ Date _____