



Listers Office | PO Box 376 | Norwich, Vermont 05055-0376
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2020 Grievance Process

The enclosed notice provides you with your 2020 property assessment. Please read this notice carefully to understand the process and schedule for filing your grievance should you choose to grieve your value. **This notice was issued on June 17, 2020. You have until 4:30 pm EDT on July 1, 2020 to file your grievance in writing.**

If you wish to grieve you **MUST** submit a grievance in writing by the date indicated in this notice. In order to allow the taxpayer to be heard, due to COVID-19 and recommendations based on public health, we will provide a Zoom meeting option whereby grievant can participate by phone or computer, if the grievant does not choose to appear in person. All documents related to your grievance must be submitted in advance of your appointment in order to be considered by the Listers in their deliberations. Sharing of documents will not be allowed at the grievance hearing.

You can review your property record and other property records by going to <http://norwichvt.patriotproperties.com>. Property records for all properties are available online for review and/or printing. A grievance 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 grievance is generally founded on one or more of the following:

Fair market value – this grievance is based on your opinion of fair market value -- you believe your property is worth more or less than the assessment. Please 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 grievance is based on your opinion that your property is not assessed fairly in comparison to other similar properties. Please 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 grievance 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 with this letter for you to file with your grievance. Please be aware that you are not required to file this particular document, nor are you required to file any specific document. **The grievance process does, however, require you to provide written notice of your intent to grieve with the Norwich Listers on or before July 1, 2020 at 4:30 pm EDT. Postmarks are not evidence of timely filing; in other words, mailed grievances must be RECEIVED by the Listers by the above deadline. You may file in person, by mail, or by email.**

The Listers will be available on Wednesday, July 1, 2020 and Thursday, July 2, 2020, to hear grievances from 9:00 am until 1:00 pm. Written grievances without your direct participation are also accepted.

The Norwich Board of Listers
Cheryl A. Lindberg, Chair
Pamela Smith

GRIEVANCE

NAME _____

PROPERTY ADDRESS _____

PARCEL ID _____

I _____ wish to grieve the 2020 assessment of my property, written above.

x _____, Date _____

Town of Norwich - 2020 Grievance Document

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

Comparable Assessment Property #1

Comparable Assessment Property #2

Comparable Assessment Property #3

Data Errors

Please Describe -

General Comments

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

Signature _____ Date _____