



Listers Office | PO Box 376 | Norwich, Vermont 05055-0376
802-649-1419 ext. 111 | listers@norwich.vt.us

2022 Grievance Process

The enclosed notice provides you with your 2022 property assessment. Please read this notice carefully to understand the process and schedule for filing your grievance should you choose to grieve your value. **You have until 4:30 pm EDT on Wednesday, June 22, 2022 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 and **must include** an exact Parcel ID #. Grievances will take place in person at Tracy Hall in the Multi-Purpose room. 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 or high 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 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 Wednesday, June 22, 2022 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 to Listers@norwich.vt.us**

The Listers will be available on Wednesday, June 22, 2022 to hear grievances from 9:00 a.m. until 5:00 p.m. Written grievances without your direct participation are also accepted.

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