

PETITION TO THE TOWN OF ROXBURY BOARD OF ASSESSMENT  
APPEALS FOR REAL ESTATE AND PERSONAL PROPERTY ON THE 2013  
GRAND LIST AND MOTOR VEHICLES ON THE 2012 SUPPLEMENTAL LIST

**MUST BE RECEIVED BY FEBRUARY 20, 2014**

Please type or print legibly.  
A separate form must be used for each property being appealed.

\*Property owner's name \_\_\_\_\_

\*Appellant's name \_\_\_\_\_

\*Property description \_\_\_\_\_  
(for Real Estate: number and street. for Motor Vehicles: year, make, model and VIN number. for Personal Property: Equipment, tools, etc)

\*Type of property being appealed:  
Real Estate : residential\_\_\_ commercial\_\_\_ Motor Vehicle\_\_\_ Personal Property\_\_\_

\*Reason for appeal \_\_\_\_\_  
\_\_\_\_\_

\*Appellant's estimate of market value \_\_\_\_\_  
(attach documentation of value, if applicable)

\*Name, mailing address and telephone number of person to whom all correspondence should be sent:  
(list one address only)

\_\_\_\_\_  
(name) (mailing address)  
\_\_\_\_\_  
(telephone) (city, state, zip)

\* \_\_\_\_\_ \* \_\_\_\_\_  
Signature of property owner or duly authorized agent (if agent, complete Agent's Certification) Date

***\*MUST BE COMPLETED FOR APPEAL TO BE CONSIDERED***

***OWNER OR AGENT MUST APPEAR AT THE HEARING IN PERSON FOR APPEAL TO BE CONSIDERED***

***THIS FORM MUST BE RECEIVED IN THE ASSESSOR'S OFFICE NO LATER  
THAN 4:00 P.M. ON FEBRUARY 20, 2014***

Please Return To: **Board of Assessment Appeals**  
c/o Assessor's Office  
P.O. Box 203  
Roxbury, CT 06783

**AGENT'S CERTIFICATION**

Date:

To Whom It May Concern:

I, \_\_\_\_\_

being the legal owner of property located at:

\_\_\_\_\_

hereby authorize \_\_\_\_\_

to act as my agent in all matters before the Board of Assessment Appeals of the Town of  
Roxbury, State of Connecticut, for the assessment year commencing October 1, \_\_\_\_\_.

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

## **APPEALS PROCESS**

### **Real Estate, Personal Property and Supplemental Motor Vehicles**

A written appeal to the Board of Assessment Appeals must be received in the Assessor's office no later than the date and time specified on the form. The written appeal must include, but is not limited to, the following:

**Property owner's name**

**Name and position of the signer**

**Description of the subject property**

**Name and mailing address of the party to be sent all correspondence by the Board**

**Reason for the appeal**

**Appellant's estimate of value**

**Signature of property owner or duly authorized agent of the property owner**

**Date of signature**

A certified letter will be sent to the appellant with his or her assigned appointment date and time. If the owner cannot appear at the given time, an agent can appear on his or her behalf. An Agent's Certification must be submitted prior to or at the time of the hearing.

Each hearing is ten minutes long. Be prepared to present your appeal in this amount of time. A Decision of your hearing will not be made at this designated time.

The appellant claiming a grievance must provide information necessary to substantiate any adjustment the Board may make in accordance with the law (S12-114). The Board will listen to your specific concerns and comparisons. Remember you are appealing your value, not your taxes.

The Board must reveal, in writing, the final decision of the appeal. This notification will be mailed to the appellant. If you are not in agreement with the final decision of the Board, you have the right to an appeal with the Superior Court.