

# TOWN OF CHAPLIN BOARD OF ASSESSMENT APPEALS

## INSTRUCTIONS FOR FILING REAL ESTATE, PERSONAL PROPERTY & MOTOR VEHICLE APPEALS

### **Real Estate & Personal Property**

Chaplin taxpayers may appeal their property assessment by completing the “Application to Appeal” form and filing the form in the Assessor’s office on or before **February 20<sup>th</sup>**. Section 12-111 of the Connecticut General Statutes states that **“The written appeal shall include, but is not limited to, the property owner’s name, name and position of the signer, description of the property which is the subject of the appeal, name and mailing address of the party to be sent all correspondence by the board of assessment appeals, reason for the appeal, appellant’s estimate of value, signature of property owner, or duly authorized agent of the property owner, and date of signature.”** The statutory requirement for a written appeal can also be satisfied by completing the grey section on the appeal form, which is available from the assessor’s office and from the Chaplin town website. The board shall notify each aggrieved taxpayer who filed **a written appeal in the proper form and in a timely manner** no later than March 1<sup>st</sup> of the date, time and place of the appeal hearing. Hearings will take place in March. Each appellant will have 10 to 15 minutes to present the appeal.

### **Appeal application:**

- Please fill out the grey portion of the form using a ball point pen.
- If the appellant is different from the property owner, please fill out his/her information. Also, the property owner must designate the name of the appellant acting on his/her behalf in writing and attach it to the application.
- Please provide the contact information if different from that of the property owner, including a telephone number where you can be reached.
- Please be sure to sign and date the form.

### **Motor Vehicles:**

Chaplin taxpayers may appeal their motor vehicle assessment in September. For those appealing their assessment, an open meeting is held during the month of September. No written appeal is required. Please contact the assessor for the date and time of the hearing. This information will also be published approximately one week prior to the meeting in the Willimantic Chronicle.

### **Contact information:**

Chandler Rose, Town Assessor: 860-455-0073, ext. 314

Town website: [www.chaplinct.org](http://www.chaplinct.org) (click on “Boards & Commissions”)