

TOWN OF BRATTLEBORO

Assessor's Office • 230 Main Street, Suite 109 • Brattleboro, VT 05301
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How do Grievances (property assessment appeals) work?

- **The first stage of property assessment appeals in Brattleboro takes the form of grievance hearings** held before the Board of Listers. The three members of the Board are elected officials. By state law grievances will be heard two weeks after the mailing of the annual notices of any value changes to the Grand List. These notices are usually sent out around the middle of May each year. The grievance hearings take place from the end of May into early June.
- **You may grieve in one of three ways;** in person, by representation (with the written permission of the owner), or by mail to the address above. Whether you have received a notice of a value change, or your property assessment has not been changed, you have the right to a grievance hearing.
- **In all cases, you or your representative must file a Request for Grievance form with our office.** You may obtain this form by visiting our office in person, or you may download the form from the town website www.Brattleboro.org. The form should be submitted before the grievance hearings begin. A mailed grievance application must be postmarked before the hearings begin as well.
- **Our office will contact you to set a date and time for your hearing** in the two week period before the grievance hearings commence. Hearings are scheduled in 15 minute intervals between 9:00 and 4:00 on weekdays; generally a Saturday morning schedule of appointments is made available as well. Be sure to include your contact information in your application.
- **When you submit your form to our office it will be important to include any supporting documentation.** This documentation could be a recent appraisal or other information about your property that you want to discuss at the hearing. The Board of Listers will consider any evidence you present at the hearing.
- **Prior to attending your hearing, it is recommended that you examine either the Property Record Card for your property which is on file in our office, or the Summary Record Card which is available online at the town website.** The Summary Record Card may be accessed on the town website by clicking on Departments, then Assessors-Listers, and then Web Assessor at the bottom of the grey box on the right side of the page. If you choose to visit our office, the staff will be glad to review your property card with you.
- *****NOTE:** Property assessments are not based solely on the properties' most recent sale. In other words, if you recently purchased your property for more or less than its assessed value that is NOT an automatic cause to adjust your assessment.
- **Notices of Grievance Results will be mailed two weeks after the hearings are closed.** Your notice will provide the assessment value which resulted from your grievance hearing, and will describe the process to follow should you not agree with the outcome of the hearing.
- **You may appeal the decision made by the Board of Listers.** These appeals are heard by the Board of Civil Authority, which is also composed of elected town officials. If you are not satisfied by the results of the town's appeal process, further appeals may be made before either the Vermont Superior Court or to the Director of Property Valuation and Review at the Vermont Department of Taxes. Each level of appeal must be completed before the next can be scheduled.

Please contact our office with any questions or concerns you may have.