



INSTRUCTIONS AND FORM FOR FILING A PETITION TO TO THE BOARD OF ASSESSMENT APPEALS FAIRFIELD, CT

NOTE: ALL parts of your petition form MUST BE COMPLETED. Each property being appealed must have a SEPARATE application.

Instructions

1. Obtain a copy of your [Property Record Card](#).
2. Complete the Petition Form as follows:
 - i. Section A (PROPERTY INFORMATION) from information on the property record card. If a commercial property, list the property owner's name and title.
 - ii. Section B (CONTACT INFORMATION) with the mailing address, phone number and email address for any notifications related to this appeal. There may be last minute changes due to weather or other rescheduling needs so it's important to complete this information legibly and accurately. Please include a daytime phone number.
 - iii. Section C (BACKGROUND INFORMATION) to assist the Board with prior appeal history.
 - iv. Section D (STATEMENT OF VALUE) with your opinion of the Fair Market Value (Appraised Value) of the property. The Board will use this value when considering your request. Please also include the Town's 'Current Appraised Value' from the Property Card.
 - v. Section E (REASON FOR APPEAL) with a succinct reason for appealing. "High taxes" or "over assessed" are not acceptable reasons. You must be specific.
 - vi. Section F (SIGNATURE). Print the form, sign, and date. Only the property owner or the duly authorized agent can sign. If using an agent, an [affidavit](#) must be supplied.
3. Prepare any supporting documentation to support your appeal. Helpful hints can be found on the [Assessment Appeals](#) web page.
4. Make a copy of *all documents* to bring with you to your hearing. Documents you supply become public information and will not be returned.
5. Submit the original signed form, property record card, supporting documentation and affidavit if using a duly authorized agent, to the Assessor's Office. Per State Statute, the form and card **MUST BE COMPLETED AND PHYSICALLY IN THE ASSESSOR'S OFFICE BY FEBRUARY 19, 2021.** **POSTMARK DATES ARE NOT RELEVANT.**

NO FACSIMILES, PHOTOCOPIES OR E-MAILED COPIES WILL BE ACCEPTED.

Hand deliver or mail to: Board of Assessment Appeals
c/o Assessor's Office
611 Old Post Road
Fairfield, CT 06824

6. The Board will notify the contact provided on this form of the date, time, and place of the hearing by March 1st. Hearing schedules will also be posted on the Town website.

Information on the Appeals Process can be found on the Town's [Assessment Appeals](#) web page.



PETITION TO THE BOARD OF ASSESSMENT APPEALS
TOWN OF FAIRFIELD, CT

No.

GRAND LIST OF OCTOBER 1, 2020

To be granted a March 2021 hearing, this petition must be **completed, signed and received** by 4:30 pm, Friday, February 19, 2021.

A. PROPERTY INFORMATION

Property Type (circle): Residential Commercial Vacant Land Personal Property Motor Vehicle

Property Owner's Name: _____

Property Location: _____

Property Description: _____

B. CONTACT INFORMATION (to be used for ALL correspondence)

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

C. BACKGROUND (answer 'Yes' or 'No')

Did you meet or speak with the Assessor's Office to discuss your assessment? _____

Have you appealed this property previously? _____ Did you attend an informal hearing? _____

D. STATEMENT OF VALUE (use appraised/market value, not assessed value)

Appellant's Opinion of Fair MARKET Value: \$ _____ Town's Value: \$ _____

E. REASON FOR APPEAL

F. SIGNATURE

By signing this petition, you acknowledge that you or duly authorized agent understands the requirements and that the form is complete.

Signature of property owner or duly authorized agent

Date

You must supply a copy of your current assessment (property card, bill and/or assessment notice) and copies of any supporting documentation to justify your appeal. This information is public record and will become part of your appeal file maintained by the Assessor's Office. If supporting documentation is not provided, the petition may be denied. Completed petitions can be hand delivered to the Assessor's Office or mailed to:

Board of Assessment Appeals
Town of Fairfield
611 Old Post Road
Fairfield, CT 06824