



CITY OF WEST HAVEN

Applications may be sent to:
W.H. Board of Assessment Appeals
c/o Assessor's Office
355 Main Street
West Haven, CT 06516

Board of Assessment Appeals Taxpayer Guidelines

ADVISORY:

These instructions are provided to assist applicants in submitting assessment appeals forms to the City of West Haven and the Board of Assessment Appeals. Nothing in these instructions shall be deemed to supersede the requirements of state or local law. Applicants should not rely on these instructions exclusively and are encouraged to familiarize themselves with the regulations regarding assessment appeals in the City of West Haven and the State of Connecticut. The City of West Haven shall not be at fault or liable for an applicant's reliance on these instructions if they are, in any way, inaccurate.

1. Instructions for filling out the "BOARD OF ASSESSMENT APPEAL APPLICATION":

- Applications for assessment appeals can be filed beginning February 3, 2020 up until 5:00PM on February 20, 2020.
- All property owners filing an assessment appeal should completely fill out sections 1, 2, 3, 4 of the "Board of Assessment Appeal Application." Property owners filing an assessment appeal regarding a motor vehicle should also fill out section 5 in addition to sections 1-4.

2. General Guidelines Regarding Assessment Appeals Hearings

- Once an assessment appeal form is received, the applicant will be assigned a hearing date and time by certified mail. That hearing date and time cannot be changed.
- At an assessment appeal hearing, the applicant will be sworn in by the hearing officer and will have the opportunity to present any information or evidence to support the appeal.
- While the hearing officer will make a recommendation and finding after the applicant has left the hearing, the final vote on a "change" or "no change" in an assessment will be taken by the full Board of Assessment Appeals.

3. Specific Guidelines Regarding Assessment Appeals Hearings for Real Property

If you are appealing an assessment of real property (your home, building, or a piece of land), you should bring the following (please bring copies for the hearing officer as anything submitted will not be returned):

- An independent appraisal or current market analysis dated within six (6) months of the assessment year (2015).
- If an appraisal is obtained, it should be completed by a certified appraiser. (Bank appraisals or appraisals from a recent refinance transaction will not be accepted.)
- A listing of sales of similar properties which have sold during the revaluation grand list year 2015.
- Documentation and calculations of any errors which you allege have been made on your assessment card (i.e. size of land, size of building, condition on building, number of bathrooms, type of heating, etc.)
- If claiming a land adjustment, any maps or deeds which indicate why the calculated land area may be incorrect.

4. Specific Guidelines Regarding Assessment Appeals Hearings for Motor Vehicle and Personal Property

If you are appealing an assessment of a motor vehicle, you should bring the following (please bring copies for the hearing officer as anything submitted will be kept):

- Photographs (if appealing value based on condition).

If you are appealing an assessment of Personal Property:

- If closed or moved out of West Haven or sold, documentation must be provided such as: Bill of Sale, Letter of Dissolution, letter from the bank with the date the business account was closed etc.
- For any assessment adjustment the following should be submitted: 2018 Business Federal Tax Return and a revised Personal Property Declaration.

If an attorney or someone other than the property owner will be handling an assessment appeal, the property owner must complete the "Representative Form"



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Board of Assessment Appeals Application

1. Property Information

Grand List: 2019 _____

Unique ID #: _____

Property Address: _____

Business Name (if applicable): _____

Map/Block/Lot #: _____

- Residential Vacant Land
- Commercial
- Industrial
- Motor Vehicle
- Personal Property

2. Property Owner:

Last Name: _____ First Name: _____ MI: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email Address: _____

3. Contact Person/Address (if different from above):

Last Name: _____ First Name: _____ MI: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email Address: _____

4. Reason for Appeal (attach additional sheets if necessary):

Explanation: _____

Appellant's estimate of **FAIR MARKET VALUE:** _____

5. For Motor Vehicle Appeals ONLY:

Vehicle Year: _____ Make: _____ Model: _____

VIN #: _____ Mileage as of October 1, 2018: _____