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## Appeals/Grievances Information

In Vermont, appeals for changes in property assessment are in the form of grievance hearings held with the Board of Listers. All requests for an appeal must be in writing to the Board of Listers no later than the start date of grievance hearings. These typically start around the beginning of June, at least 2 weeks after notices of new values are mailed to property owners. Since only property owners with assessment changes receive these notices, taxpayers who wish to appeal must contact our office no later than the end of May to request notification of the exact date the hearings will begin and obtain any necessary paperwork.

You may grieve in one of 3 ways; in person, by representation (with the written permission of the owner), or by mail. In all cases, you must contact our office for a grievance application form. Appointments must be made by the first day of grievance hearings, and mail grievances should be postmarked by that date.

It is the policy of the Listers to conduct interior inspections, when necessary, of all properties under appeal. Without this interior inspection, the grievance will typically be denied. For vacant parcels of land, no inspection appointment is necessary, unless a taxpayer wishes to accompany the Listers. It is important to note that at the next local level of appeal, the Board of Civil Authority, an interior inspection is required by law prior to a change in the assessment.

Notices of Grievance Results will be mailed two weeks after the hearings are closed. This notice will contain information regarding the procedure for appealing the decision of the Listers to the Board of Civil Authority. Appeals beyond the local level go to either the Vermont Superior Court or to the Director of Property Valuation and Review. Each level of appeal must be completed before the next can be scheduled.

The State of Vermont has produced two publications (both recently updated) that can help a taxpayer understand the appeal process. Links to these two free publications appear below. The *Handbook on Property Tax Assessment Appeals* may be downloaded from the Vermont Secretary of State. (<http://www.sec.state.vt.us/>). More Tax Appeal Information from the Vermont Institute for Government, *An Introductory Guide to Property Tax Assessment Appeals*. <http://crs.uvm.edu/citizens/>. Both publications can also be examined at the Listers' Office.

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