



TOWN OF EAST WINDSOR

Board of Assessment Appeals

11 Rye St. - Broad Brook, CT 06016-9553

Phone - 860.623.8878/ Fax 860-623-4798

ASSESSMENT APPEAL APPLICATION

Grand List of October 1 & Motor Vehicle Supplemental List

Note: Application must be **received** in person or via fax in the Assessor's Office
by close of business February 20th

Property Owner(s): _____

Mailing Address: _____

Motor Vehicle (one vehicle per application)

Year _____	Make _____	Model _____
Plate # _____	VIN # _____	

Real Estate (one parcel per application)

Property Location:	_____
Map / Block / Lot	_____ / _____ / _____

Personal Property (one account per application)

Business Name & Location:	_____

Reason for Appeal: _____

Owner's estimate of value: \$ _____

Information/notice to be sent to: (Please print)

Name - _____

Mailing Address - _____

Phone # _____ **email:** _____

Signature of property owner

Date

Please CIRCLE preferred appointment time -	WEEKDAY	SATURDAY	Day/Time Requested:
	EVENING	MORNING	

Time Slots are in 15 minute increments - Requested time not guaranteed

OWNER'S CERTIFICATION FOR AGENT

I, _____ being the legal owner of the above-mentioned property hereby authorize _____ to act as my agent in all matters before the Board of Assessment Appeals of the Town of East Windsor.

(Owner's signature authorizing Agent's Service)

BOARD OF ASSESSMENT APPEALS TOWN OF EAST WINDSOR, CT

GENERAL GUIDELINES FOR BOARD OF ASSESSMENT APPEAL APPLICATIONS

1. The Application form must be completed in full and received in the Assessor's office by close of business on February 20th. If a weekend or holiday, by the last business day prior to the 20th. You will be notified in writing concerning your scheduled hearing date & time by March 1st. Applications are available online on the Town's website, www.eastwindsor-ct.gov.
2. If appealing more than one account – a separate Application for Appeal must be filed for each account/property.
3. September Motor Vehicle Hearings are held on a First Come, First Serve walk-in basis for appeals on the Motor Vehicle bills that were issued in the previous July. A sign-in sheet will be provided.
4. At the time of your Hearing, you must be prepared to leave at least one (1) copy of all documentation presented to the Board of Assessment Appeals for their records. Examples of documentation to be submitted are not limited to the following:
 - a. Appraisals;
 - b. Photographs, if necessary;
 - c. Records for high mileage relating to automobiles (oil change &/or garage receipt bill showing the mileage);
 - d. Fixed asset listings and depreciation schedules for personal property; and
 - e. Income and expense statements.
5. You must prove to the Board of Assessment Appeals that your property has been assessed too high as of the pertinent Grand List date.
 - a. In the case of a real estate appeal, the pertinent Grand List date would be the most recent Revaluation date.
 - b. All motor vehicle or personal property proof must be dated at or about October 1 of the Grand List.
6. Documentation presented, is subject to the Freedom of Information Act.
7. If you send an agent to represent you in your appeal, you must provide the authorization for the agent to act on your behalf. (Agent's Certification is located on the bottom of the Appeal Application form)