

TAXPAYER INFORMATION ABOUT ABATEMENT PROCEDURE

A. REASONS FOR AN ABATEMENT. An abatement is a reduction in the tax assessed on your property for the fiscal year. TO DISPUTE YOUR VALUATION OR ASSESSMENT OR TO CORRECT ANY OTHER BILLING PROBLEM OR ERROR THAT CAUSED YOUR TAX BILL TO BE HIGHER THAN IT SHOULD BE, YOU MUST APPLY FOR AN ABATEMENT.

You may apply for an abatement if your property is : 1) overvalued (assessed value is more than fair cash value on January 1 for any reason, including clerical and data processing errors or assessment of property that is non-existent or not taxable to you), 2) disproportionately assessed in comparison with other properties, 3) classified incorrectly as residential, open space, commercial or industrial real property, or 4) partially or fully exempt.

B. WHO MAY FILE AN APPLICATION: You may file an application if you are: 1) the assessed or subsequent (acquiring title after January 1) owner of the property, 2) the owner's administrator or executor, 3) a tenant paying rent who is obligated to pay more than one-half the tax, 4) a person owning or having an interest in or possession of the property. or 5) a mortgagee if the assessed owner has not applied. In some cases, you must pay all or a portion of the tax before you can file.

C. WHEN AND WHERE APPLICATION MUST BE FILED. Your application must be filed with the Board of Assessors on or before the date the first installment payment of the actual tax bill mailed for the fiscal year is due, unless you are a mortgagee (if so, your application must be filed between September 20 and October 1). Actual tax bills are those issued after the tax rate is set. Applications filed for omitted, revised or reassessed taxes must be filed within 3 months of the date the bill for those taxes were mailed. THESE DEADLINES CANNOT BE EXTENDED OR WAIVED BY THE ASSESSORS FOR ANY REASON. IF YOUR APPLICATION IS NOT TIMELY FILED, YOU LOSE ALL RIGHTS TO AN ABATEMENT AND THE ASSESSORS CANNOT BY LAW GRANT YOU ONE. AN APPLICATION IS FILED WHEN RECEIVED BY THE ASSESSORS.

D. PAYMENT OF TAX. Filing an application does not stay the collection of your taxes. In some cases, you must pay the tax when due to appeal the assessor's disposition of your application. Failure to pay the tax assessed when due may also subject you to interest and charges and to collection action. To avoid any loss of rights or additional charges, you should pay the tax as assessed. If an abatement is granted and you have already paid the entire year's tax as abated, you will receive a refund of any overpayment.

E. ASSESSOR'S DISPOSITION: Upon applying for an abatement, you may be asked to provide the assessors with written information about the property and to permit them to inspect it. Failure to provide the information or permit an inspection within 30 days of the request may result in the loss of your appeal rights.

The assessors have 3 months from the date your application is filed to act on it unless you agree in writing before that period expires to extend it for a specific time. If the assessors do not act on your application within the original (or extended) period, it is deemed denied. You will be notified in writing whether an abatement has been granted or denied.

F. APPEAL: You may appeal the disposition of your application. The disposition notice will provide you further information about the appeal procedure and deadline.

DISPOSITION OF APPLICATION (ASSESSOR'S USE ONLY)

I & E Ch. 59, Sec. 61A Return: Date Sent:/Given: _____ Date Returned: _____ On-Site Inspection: Date: _____ By: _____ Data Change _____ Valuation _____	GRANTED DENIED DEEMED DENIED Date Voted/ Deemed Denied: _____ Certificate No. _____ Date Cert./ Notice Sent: _____ Appeal _____ Date Filed _____ Decision _____ Settlement _____	Assessed Value: _____ Abated Value _____ Adjusted Value _____ Assessed Tax _____ Abated Tax _____ Adjusted Tax _____ <p style="text-align: center;">BOARD OF ASSESSORS</p> _____ _____ _____ Date _____
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