



Procedure for Filing a Grievance

Every Property Owner has the right to appeal (Grieve) their assessment. There is a process that must be followed. One or more days are set aside by the Listers for Grievance Hearings. Property Owners may attend in person, call in for a Conference Call, or submit their evidence in writing.

Grievance hearings will be held on June 13 from 9:00am to 3:00pm. A letter requesting a grievance hearing must be on file by 3:00pm June 13th. Include your Tax-Map Id or Span Number as well as your phone number or email Address so we may contact you. If you attend in person or by phone that is the equivalent of a formal letter.

Please call the Listers' Office on Thursdays between 9:00am - 3:00pm to schedule your appointment for a Grievance Hearing. When you call we will arrange to send you a property value card (Lister Card) which shows the details of your assessment.

You will be given the opportunity to present evidence as to why you think your assessment is too high. These documents should be a recent independent appraisal, 3 recent sales of properties similar to yours, or evidence of changes to your existing property. We have a web site which may help you find similar properties:

<http://jamaicavt.patriotproperties.com/default.asp>

The following state links may be helpful:

- 1) **Secretary of States'** website: <https://www.sec.state.vt.us/>
- 2) click on: **MUNICIPALITIES**, <https://www.sec.state.vt.us/municipal.aspx>
- 3) **Under the heading:** "*The most Popular Questions*"
- 4) ***Where can I find information about property taxes?***

Under the heading "Property Taxes" are many choices. Start with the subheading "**Are You Appealing?**" – introductory guide for citizens on Vermont property tax assessment appeals (Vermont Institute for Government 1999)".