

BOARD OF ASSESSMENT APPEALS INFORMATION SHEET – Updated 1/20/2023

- Any assessment may be appealed if you feel the value estimate is too high, as provided for in the State of Connecticut General Statutes section 12-111.
- Appeals are made to **Board of Assessment Appeals (BAA)** members who are fellow Waterbury taxpayers, appointed by the Mayor and approved by the Board of Aldermen.
- The Board meets twice per calendar year:
 - In March, hearings are for Real Estate and Personal Property listed on the prior October 1 Grand List as well as for Motor Vehicles on the Supplemental List billed the preceding January.
 - In September, hearings are for Motor Vehicles billed the preceding July.
- **A hearing is reserved with the BAA for March, 2023 with a written and signed application submitted to the Assessor's Office from February 1st through February 20th 2023.**
 - **The timeline for submission by mail and walk-ins is shortened to Friday, February 17th, 2023 due to the President's Day weekend closure of City Hall through Monday. Applications dropped off or received by mail after Friday, February 17th will not be accepted.**
 - Submission of applications by Email to appeals22@waterburyct.org or Fax to (203) 574-6992 extends to February 20th, 2023.
- **A Blank application follows this page** or may be obtained from the Assessor's Page on the City of Waterbury website: www.WaterburyCT.org
- In order for the application to be accepted, **the written application for an appeal hearing MUST INCLUDE:**
 - Property Owner's name
 - Name and Position of the Signer of the application (i.e. duly authorized representative)
 - Name and Mailing Address for all correspondence from the BAA
 - Reason for the Appeal
 - Appellant's Estimate of Value
 - Dated Signature of the Property Owner or duly authorized representative

IF ANY OF THE ABOVE ITEMS ARE MISSING, THE APPEAL APPLICATION MAY BE REJECTED

- Hearings with the BAA are scheduled by the Assessor's staff. Appellants will be notified of their hearing date and time no later than March 1, 2023. The notice to the Appellant will be mailed to the address on the application. No changes to the scheduled appointment time may be made.
- Hearings with the BAA will be scheduled workday evenings based on the availability of BAA members.

For questions or clarification, please contact the Assessor's Office at (203) 574 6821

Monday-Friday 9:00 am to 4:00 pm.

APPLICATION TO APPEAL

Pursuant to § 12-111 of the State of Connecticut General Statutes, an application to appeal an assessment must be filed on or before **February 20th**.

Please note that this form must be completed in its entirety. The Board of Assessment Appeals does not have to give a hearing date to incomplete applications. Property owners owning more than one property, business or vehicle must file a separate form for each account appealed.

GRAND LIST YEAR:	LIST#:	REAL ESTATE DESCRIPTION: Property Address:
PROPERTY OWNER: Name: Address: City/State/Zip: Phone Number:		Map/Block/Lot: Assessment:
APPELLANT: (If someone other than owner) Name: Address: City/State/Zip:		PERSONAL PROPERTY DESCRIPTION: Master Number : DBA: Business Location: Bus. Phone Number: Assessment:
CORRESPONDENCE & CONTACT: Name: Address: City/State/Zip: Phone Number: Email address:.....		MOTOR VEHICLE DESCRIPTION: Year of Vehicle: Make & Model: Plate/Marker #: Vehicle ID#: Assessment:
REASON FOR APPEAL:		APPELLANT'S ESTIMATE OF VALUE:

SIGNATURE of property owner or duly authorized agent (attach evidence of authorization):
X _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Board of Assessment Appeals has scheduled an appointment as follows:
Date: _____ Time: _____ Appeal #: _____

Appeal Decision: _____

Board of Assessment Appeals (Signatures): _____

Date of Board's Decision: _____

DUE TO SCHEDULING PROBLEMS, APPOINTMENTS CANNOT BE CHANGED