

PLEASE READ

GRIEVANCE DAY

1. Grievance applications are available in the Assessor's office after **MAY 1, 2016**. Grievance forms must be completed and returned to the Assessor's office prior to **MAY 24, 2016**. If your form is returned after **MAY 24, 2016**, your case **CANNOT** be heard.
2. When your form is returned, you should schedule a specific time for your grievance appointment.
3. **PLEASE SUBMIT FOUR COPIES OF YOUR GRIEVANCE APPLICATION, AS WELL AS FOUR COPIES OF ANY SUPPORTING DOCUMENTATION.**
4. A **SEPARATE** grievance application form must be filed for each tax map parcel. If it is not, your case cannot be heard.
5. Your grievance application **MUST** have a specific assessment request. The Grievance Board **CANNOT** hear your case unless your application states to what number you want your assessment to be reduced.
6. By law, your assessment is assumed to be correct until you prove otherwise. Therefore you must support your value conclusion for assessment purposes.
7. If you need to do research or review any files in the Assessor's office, please plan to do so early. Many files may not be available on grievance day and the assessment staff will be occupied and not able to assist you as much as if you come earlier.
8. Please attempt to be prompt for your grievance appointment but also realize that occasionally the Board can run slightly behind schedule. We will do our best to keep things on schedule and your help will be greatly appreciated.
9. Please check in at the Assessor's office when you arrive for your grievance appointment.
10. Grievance board decisions are mailed by the Board approximately 2-3 weeks after your hearing appointment.
11. The Assessor's office does not participate in the decisions made by the Grievance Board. They are an independent body and the Assessor's office receives their decision at the same time as you. The Assessor's office, therefore, does not have any information to assist in answering specific questions you may have about a Grievance Board decision. If you have any questions, they should be forwarded in writing to the Town of Union Grievance Board.
12. **Please supply photographs of your property and any other supporting documentation.**