

# GRIEVANCE INSTRUCTIONS

**VERY IMPORTANT**

**PLEASE READ CAREFULLY**

- 1.) Grievance forms must be completed and returned to the Assessor's office prior to **Grievance Day**. An appointment time can then be scheduled for your hearing.
- 2.) Please submit **four** copies of application, as well as any supporting documentation. (The Assessor's office is **not** responsible for making your copies)
- 3.) A separate grievance application form must be filed for each tax map parcel. If it is not, your case **cannot** be heard.
- 4.) Your grievance application **must** have a specific assessment request. The Grievance board cannot hear your case unless your application states the number to which you want your assessment reduced.
- 5.) By law your assessment is assumed to be correct until you prove otherwise. Therefore, you must support your value conclusion for assessment purposes.
- 6.) If you need to do research or review any files, please 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.
- 7.) Please be prompt for your appointment. Though the Board can get behind schedule, they do their best to keep on schedule. Your cooperation will be greatly appreciated.
- 8.) Please check in at the **ASSESSOR'S OFFICE** when you arrive for your appointment.
- 9.) The Assessor's Office does not participate in the decisions made by the Grievance Board. They are an independent body, and the Assessor receives the Board's decision the same time as you.
- 10.) Grievance Board decisions are mailed by the Board approximately two weeks after your hearing appointment.