

**Town of Essex & City of Essex Junction
Assessing Department
81 Main Street
Essex Junction, VT 05452
(802) 878-1345
Assessor@essex.org**

APPLICATION FOR GRIEVANCE

The Assessing Department has developed this application to assist you in preparing for your grievance request. Please use one application for each property you are appealing. We will contact you upon receipt of the completed application. **Please note, an application for grievance can be submitted anytime during the year.**

Return completed forms to our office by mail / email or drop off at 81 Main Street (see above)

Please Note: Applicant must be owner of record on April 1st but may assign new owner or agent as their representative below (signature line section)

Applicant Information

Owner(s) Name: _____ Date: _____
Last First M.I.

Mailing Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Property Location: _____ Parcel ID: _____

Current Assessment: \$ _____ Your Opinion of Fair Market Value: \$ _____
(What would you list the property for if placing on the market today)

Do you request an interior inspection? YES ___ NO ___

Do you request a meeting with the Assessor? YES ___ NO ___

Basis for Grievance

*When preparing your information for presentation or review to the Assessor, please be aware of the items below. **Physical data:** Incorrect description or measurement of your property. Please verify all physical characteristics of your property record cards which available online at https://www.nemrc.info/web_data/vtessx/searchT.php (commercial record cards are not available online, please contact us for a copy). **Fair market value:** According to state statute VSA 32 sec. 3481, (1), the Listers/Assessor are required to estimate fair market value of your property. Review arm's length sales of properties in your neighborhood, concentrating on those most like your property. It is customary to have at least three sales for comparison. It is the responsibility of the property owner to prove a different fair market value other than what is listed. Please provide a brief statement explaining why you feel your assessment is incorrect. If you are relying on sales data, please list the sales which support your proposed value for the property. If you need additional space and/or are submitting supporting documents, please attach those sheets to this form and **initial each page**. More space provided on the back of this form.*
