

## TAXPAYER INFORMATION ABOUT THE ABATEMENT PROCEDURE

<b>REASON FOR ABATEMENT</b>	An abatement is a reduction in the tax assessed on your property for the fiscal year. To dispute your valuation or assessment or to correct any billing problem or error, you <b>MUST APPLY FOR AN ABATEMENT</b> . You may apply for an abatement if your property is 1) Overvalued (assessed value is more than the fair cash value as of <b>January 1, 2008</b> . 2) Disproportionately assessed in comparison with other properties. 3) classified incorrectly as residential, open space, commercial or industrial property; or 4) partially or fully exempt.
<b>WHO MAY FILE AN APPLICATION</b>	You may file an application if you are; (1) the assessed or subsequent (acquiring after January 1) owner of the property; (2) the owner's administrator or executor; (3) a tenant paying rent who is obligated to pay more than one half of the tax; (4) a person having an interest in or possession of the property or (5) a mortgagee if the assessed owner has not applied.
<b>WHERE AND WHEN AN APPLICATION MUST BE FILED</b>	Your application <b>MUST</b> be filed with the Assessors on or before <b>FEBRUARY 2, 2009</b> . This deadline cannot be extended or waived by the Assessors for any reason. If your application is not timely filed, you lose all rights to an abatement and the Assessors, cannot by law, grant you one. An application is filed when received by the Assessors or postmarked by USPS by the due date first class postage prepaid and to the proper mailing address of the Assessors. Do not include the application with any payments.
<b>PAYMENT OF TAX</b>	Filing an application does not stay the collection of your taxes. In some cases, you must pay the tax when due to appeal the assessors disposition of your application. Failure to pay the tax assessed when due may also subject you to interest and charges to collection action. To avoid any loss of rights or additional charges, you should pay the tax as assessed. If an abatement is granted and you have already paid the entire year's tax as abated, you will receive a refund.
<b>ASSESSORS DISPOSITION</b>	Upon applying for an abatement, you may be asked to provide the Assessors with written information about the property and to permit them to inspect it. Failure to provide information or permit an inspection within 30 days of the request may result in the loss of your appeal rights. The Assessors have 3 months from the date your application is filed to act on it unless you agree in writing before the period expires to extend it for a specified time. If the Assessors do not act on your application within the original (or extended period if deemed denied), you will be notified in writing whether an abatement has been granted or denied.
<b>APPEAL</b>	You may appeal the decision of the Assessors to the Appellate Tax Board. The Disposition notice will contain more information.
<b>THE SUCCESSFUL OVERVALUE APPLICATION</b>	The single most important action a taxpayer can take in submission of an overvalue application is to prepare and document their opinion of value. Applications simply stating "my taxes are too high" or "my bill increased by 20%" are, generally, not successful. You should research your position of full fair cash market value of your property as of <u>1/01/08</u> . You should review the Assessors Property Record Card description of your property to insure accuracy and point out any discrepancies in your application. Comparable sales of nearby, similar properties are generally a good indication of the market value of your property. Since no two properties are ever identical and do not sell on the valuation date, some adjustments may be necessary to arrive at a good opinion of value. Foreclosure, auction and other distressed sales of property are not appropriate comparable sales. Appraisals conducted around the valuation date of <u>1/1/08</u> , can be helpful as well are photographs of the subject and your comparables.