

TOWN OF GUILFORD
ASSESSOR'S OFFICE
31 PARK ST
GUILFORD, CONNECTICUT 06437
SETTLED IN 1639

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**HOW TO APPEAL A PERSONAL PROPERTY ASSESSMENT ON
THE OCTOBER 1, 2008 GRAND LIST**

There are two ways to appeal a personal property assessment:

1. A prescribed appeal form must be filed in order to appear before the Board of Assessment Appeals (C.G.S. 12-111). These forms should be available in **January 2009** in the Assessor's Office or on the Town of Guilford website at www.ci.guilford.ct.us. Complete all sections of the Appeal Form as indicated. However, do not sign the Appeal Form. The Appeal Form must be signed at the time of your hearing.

The Appeal Form must either be in the Assessor's Office no later than **February 20, 2009** (the Assessor's Office closes at 4:30 pm) or U.S. postmarked by **February 20, 2009**.

The Board of Assessment Appeals will meet in **March 2009**.

You will receive notification of your March appointment by mail.

Please bring copies of any documentation that you want to submit to the Board of Assessment Appeals.

Either you or your agent must appear before the Board of Assessment Appeals and be sworn to answer all questions regarding this appeal. Failure to do so shall waive your rights to this appeal. If someone is coming in as your agent, a completed Affidavit for Agent must either be attached to the Appeal Form or presented at the time of your appointment. Forms for "Affidavit for Agent" are available in the Assessor's Office.

In **April 2009**, the Board of Assessment Appeals will notify you by mail of its decision.

If not satisfied with the Board's decision, you may (within two months of the date of mailing of that decision) file an appeal with the Superior Court (C.G.S. 12-117a). If filing with the Superior Court, it is recommended that you have legal counsel.

2. You may also file an appeal with the Superior Court without first appealing to the Board of Assessment Appeals (C.G.S. 12-119). If filing with the Superior Court, it is recommended that you have legal counsel.