



**TOWN OF HARTFORD**  
Office of the Assessor  
171 Bridge Street  
White River Junction, VT 05001  
(802) 295-3077 or [ctardie@hartford-vt.org](mailto:ctardie@hartford-vt.org)

## APPLICATION FOR GRIEVANCE

32 V.S.A. § 4111(g) Please use one application for EACH property that is being appealed. Applications must be received in our office by the FIRST DAY of GRIEVANCE HEARINGS

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone [Daytime] \_\_\_\_\_ E-MAIL \_\_\_\_\_

Property Location \_\_\_\_\_

Parcel ID \_\_\_\_\_ SPAN \_\_\_\_\_

Current Assessment \$ \_\_\_\_\_

Your Opinion of Fair Market Value \$ \_\_\_\_\_

When preparing a presentation before the Assessor, there are three areas where the ***total assessed value*** of a property can be contested. These are listed below, along with suggested guidelines for research.

- 1) Physical data: Incorrect description or measurement of the property.  
Get a copy of the property record card and review all of the information, note any errors.
- 2) Fair market value: According to state statute VSA 32 3481(1), the assessor is required to estimate fair market value of your property.  
Review arm's length sales of properties in the property's neighborhood, concentrate on the most similar to the property in question. It is customary to have at least three sales for comparison, print and provide the cards in the documentation with a reasonable comparison or argument.
- 3) Proportional assessment: Vermont statute also requires that the assessor must assess property at the same uniform level of assessment as comparable properties within the town. Review the sales information in the neighborhood, and the assessments of neighboring properties to see if they are disproportionately assessed. Provide any property record cards with an explanation to the argument.

Sales information and property record cards are available online at <http://gis.vgsi.com/hartfordvt/> and at the Assesors Office. While we cannot perform analysis for you, we are more that happy to assist you with your research.

***Note: An important part of our decision-making process is an interior inspection of the property. Please be prepared to schedule this on the same day as the hearing.***

(OVER)

