



**TOWN OF CLINTON, CONNECTICUT**  
**Board of Assessment Appeals**  
William Stanton Andrews Memorial Town Hall  
54 East Main Street  
Clinton, Connecticut 06413

## **Preparing for your appeal**

Be sure to return the completed appeal form to the Town of Clinton, Assessor's Office. It must be **RECEIVED in the Assessor's Office before the close of business on Friday, February 17th** as Monday, February 20<sup>th</sup> is a legal holiday. Note that the Town Hall closes at **12 NOON** on Fridays. By law any appeals received after that date and time will NOT be heard. ALL shaded areas of the Appeal Form must be completed including what you believe the APPRAISED (market value) of your property was as of our last revaluation date of October 1, 2015.

To support your contention that your property is not properly assessed please bring supporting evidence to your hearing including but not limited to:

- A certified Appraisal of your property as of October 1, 2015
- An A-2 Survey of your property
- Blueprints and/ or other evidence of errors on your property's "Field Card"
- A list of comparable properties and data on them such as "Field Cards"
- Data on comparable properties that sold near the revaluation date
- Photographs
- Affidavit if someone will be appearing on your behalf. This form is available at the Assessor's Office or on-line. ([Agent's Certification](#)) You may have someone appear on your behalf if you are not personally available for your appointment.

You can get copies of field cards in the Assessor's Office or obtain data on the website of town properties at <http://gis.vgsi.com/clintonct/>

**You will be notified of your appeal date and time by U.S. Mail.**

We look forward to meeting with you in March.

Sincerely,

Board of Assessment Appeals

54 EAST MAIN STREET, CLINTON, CONNECTICUT 06413