



**TAXPAYER INFORMATION ABOUT ABATEMENT PROCEDURE**

- A. REASONS FOR AN ABATEMENT.** 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 OTHER BILLING PROBLEM OR ERROR THAT CAUSED YOUR TAX BILL TO BE HIGHER THAN IT SHOULD BE, YOU MUST APPLY FOR AN ABATEMENT.  
You may apply for an abatement if your property is: 1) overvalued (assessed value is more than the fair cash value on January 1<sup>st</sup> for any reason including clerical and data processing errors or assessment of property that is non-existent or not taxable to you), 2) disproportionately assessed comparison with other properties, 3) classified as residential, open space, commercial or industrial real property or 4) partially or fully exempt.
- B. WHO MAY FILE AN APPLICATION?** You may file an application if you are: 1) the assessed or subsequent (acquiring title after January 1) owner of the property, 2) the owners administrator or executor, 3) a tenant paying rent who is obligated to pay more than one half of the tax, 4) a person owning or having an interest in or possession of the property, or 5) a mortgagee if the assessed owner has not applied. In some cases, you must pay all or a portion of the tax before you can file.
- C. WHEN AND WHERE APPLICATION MUST BE FILED.** Your application must be filed with the Board of Assessors on or before the date the first installment payment of the actual tax bill mailed for the fiscal year is due, unless you are a mortgagee. If so, your application must be filed between September 30 and October 1. Actual tax bills are those issued after the tax rate is set. Applications filed for omitted revised or reassessed taxes must be filed within 3 months of the date the bill for those taxes was mailed. THESE DEADLINES CANNOT BE EXTENDED OR WAIVED BY THE ASSESORS 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. TO BE TIMELY FILED, YOUR APPLICATION MUST BE (1) RECEIVED BY THE ASSESSORS ON OR BEFORE THE FILING DEADLINE OR (2) MAILED BY UNITED STATES MAIL, FIRST CLASS POSTAGE PREPAID TO THE PROPER ADDRESS OF THE ASSESSORS ON OR BEFORE THE FILING DEADLINE AS SHOWN BY A POSTMARK MADE BY THE UNITED STATES POSTAL SERVICE.
- D. PAYMENT OF TAX.** 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 charges and 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 of any overpayment.
- E. ASSESSOR'S DISPOSITION.** 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 the 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 that period expires to extend it for a specific time. If the Assessor's do not act on your application within the original (or extended) period, it is deemed denied. You will be notified within the deadline.
- F. APPEAL.** You may appeal the disposition of your application. The disposition notice will provide you with further information about the appeal procedure and deadline.

**DISPOSTION OF APPLICATION (ASSESSOR'S USE ONLY)**

Ch.59 S61A Return		
Date Sent _____	_____ GRANTED	ASSESSED VALUE _____
Date Returned _____	_____ DENIED	ABATED VALUE _____
	_____ DEEMED DENIED	ADJUSTED VALUE _____
ON-SITE INSPECTION		ASSESSED TAX _____
DATE _____	DATE VOTED/DEEMED DENIED _____	ABATED TAX _____
BY _____	CERTIFICATE NO. _____	ADJUSTED TAX _____
	DATE CERT/NOTICE SENT _____	
DATA CHANGE _____	APPEAL _____	<b>BOARD OF ASSESSORS</b>
	DATE FILED _____	_____
VALUATION _____	DECISION _____	_____
	SETTLEMENT _____	_____
	DATE _____	_____