

**BOARD OF ASSESSMENT APPEALS  
TOWN OF WOODBRIDGE  
11 MEETINGHOUSE LANE  
WOODBRIDGE, CT 06525**

**INSTRUCTIONS FOR APPLICATION TO THE BOARD OF ASSESSMENT APPEALS**

- All original, SIGNED applications must be filed, in the Assessor's office, on or before February 20, 2009. Faxed or emailed applications **WILL NOT** be accepted.
- All applications must be filled out completely and signed by the owner or duly authorized agent. The application MUST include a daytime phone number and/or a home phone number.
- If you, as the owner, are sending an agent in your place, they must have some sort of documentation authorizing them to appear in your absence. Without documentation, the appeal will not be heard. The authorization must be signed by **at least** the owner. The agent must also have proper form of personal identification.
- Please attach any documentation you feel will assist the Board in making a decision on your appeal (3 copies preferable). Any documentation will become the property of the Board and will not be returned to you.
- **The Town of Woodbridge Revaluation date was October 1, 2004.** All appraisals and documentation of value for Real Estate must relate to the October 1, 2004 time period. No appraisals will be accepted that refer to any other time period than October 1, 2004 revaluation period. All values are based on that time period and changes will not be made, up or down, because of any current market situation.
- The Board may require an inspection of the property before making any decision. If an inspection is refused, the decision of the Board will be an automatic denial. Please be reminded that if an inspection is done, a total re-evaluation of the property will be done in accordance with our October 1, 2004 revaluation. If the Board discovers a change not in favor of the homeowner, that change will be implemented for the 2008 Grand List in the same manner as it would if an error was found in your favor.
- If you are making a Business Personal Property appeal, this will be treated as an audit and an examination of your books may be required.

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- If you are making a Motor vehicle appeal, the vehicle must be brought with you at the time of the appeal. The only exceptions are vehicles that are not running.
- The Board cannot reduce the list of anyone who does not appear and offer or consent to be sworn in.
- The Board may elect not to conduct an appeal hearing for any commercial, industrial or public utility property with an assessment greater than \$500,000. The Board must notify the appellant not later than March 2, 2009 that they have elected not to conduct an appeal hearing.
- If you are not satisfied with the decision made by the Board, your next step is to appeal to the Superior Court. This appeal must be made **WITHIN TWO MONTHS** of the mailing of the notice by the Board of Assessment Appeals action.

**ANY QUESTIONS CAN BE DIRECTED TO THE ASSESSOR'S OFFICE  
(203) 389-3416.**