

## **GRIEVANCE INFORMATION AND PROCEDURES**

Taxpayers wishing to grieve (appeal) their assessment may do so by sending the Board of Listers the [Town of Castleton Grievance Appeal to Listers](#) form filled out completely with the required information and supporting documentation. The form is available from the Listers webpage.

This form with supporting documentation needs to be received in the Lister's office at 1655 Main Street by **4:00 pm July 6, 2015**.

### **Mailing address:**

Town of Castleton Board of Listers  
PO Box 727  
Castleton, VT 05735

Stop by to see the Listers or call 802-468-5319, ext. 217 for an appointment. The time will be 15 minutes per hearing. For taxpayers with more than one property, more time will be allotted.

Two Listers will hold a grievance hearing for those taxpayers who wish to contest their appraisal(s). Their decision may be appealed to the Board of Civil Authority.

A copy of your Lister card which contains essentially all the information we have regarding your property can be acquired 3 ways:

1. There is a link on the [Lister's page](#) labeled [Town of Castleton 2015 Preliminary Property Assessment Data](#) completed by NEMC, the contractor hired to do our town wide reappraisal. You can retrieve a summary preliminary Lister card. This data is as of May 26, 2015 which was before the informal hearings that were held May 27-30, 2015 at the new fire house. Review and changes were made after the hearings which are reflected in the notices mailed dated June 19, 2015. Please note this link is an excellent tool to do research.
2. There is a "user friendly public computer terminal" outside the Lister's office. You are welcome to print your detailed Lister card. For your personal property, there is no charge. If you print other property owner's Lister cards please pay the receptionist/ or tax collector 50¢ each.

3. You can ask a Lister directly to print Lister cards. Previous 2014 Grand List Listers cards are still available in the books outside the Lister's office. You may copy those as always.

At the hearing, you can then advise the Listers if any of the information on the card needs correction or updating. A grievance form will need to be sent to the Listers for any changes.

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If you did not receive a NOTICE or GRIEVANCE FORM, send the Board of Listers a letter that you want to appeal your assessment and tell us that you did not receive the form. Make sure to include:

- Parcel ID
- Span number
- 911 address
- Telephone number
- Your mailing address

Also state why you did not receive the mailing of June 19, 2015. This letter needs to be received in the Listers office by **4:00 pm July 6, 2015**.

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