

**Town of Woodstock**  
Board of Listers  
PO Box 488  
Woodstock, VT 05091  
Phone (802) 457-3607, Fax (802) 457-2329  
Hours Monday-Friday 8:00-12:00  
Email: [woodstocklisters@townofwoodstock.org](mailto:woodstocklisters@townofwoodstock.org)  
Website: <https://townofwoodstock.org/departments/town-listers>

## APPLICATION FOR GRIEVANCE

The Listers have developed this application to assist you in preparing for your grievance hearing. Please use one application for each property you are appealing. We will contact you to schedule your hearing upon receipt. **Return completed forms and backup documentation to our office by mail / email (see above). Hearings will begin on June 19th.**

**File application after April 1 and before the deadline of June 18th.**

### Grievance Information

The following information is provided to assist you with the Woodstock grievance process. Your property is assessed on the condition and use of the property as of April 1 of any tax year. The applicant must be owner of record on April 1st but may assign an agent as their representative below. We use sales and cost approach to reach this value. The value we have on your property is the amount of money we believe you would get if you placed your home on the open market with a realtor. There are two areas to be addressed in your appeal:

**First:** You should review your property cost report to determine the accuracy of that record. Of utmost importance are the quality, condition and measurement of your structure. Be sure all the features of the home, such as # of baths, fireplaces, and the square footage of decks, porches are correct. All Grievance Applications must be in writing and submitted via email or mail by the close of grievance day, June 18th. We will accept mail postmarked that day.

**Second:** Review the sales that have occurred in your neighborhood or properties like yours. These should help determine the fair market value of your home. Understanding fair market value is crucial to your grievance. It is "the price which a property will bring in the market when offered for sale and purchased by another, taking into consideration all the elements of the availability of the property..." If you use sales comparables in your grievance, they need to be an arm's length transaction in which neither party is under duress to sell or purchase. It cannot be a sale between family members, business partners or foreclosure.

The price you paid is not automatic justification for a change in value. The Listers will also review "arm's length transactions" and other relevant information to ensure Fair Market Price is reflected for your property assessment. Appraisals can also offer relevant information for determining fair market value so provide that backup if you have it. The Town Clerk and the Listers offices have records of the sales of property in Woodstock. All property cards are public information and are available for your review. If you need help, just ask. While we will not do the analysis for you, we will be more than happy to point you in the right direction. This application has spaces for you to list the comparable sales property information.

**Third (As Needed):** Those appellants wishing to support their written appeal with verbal testimony will be given the opportunity via telephone conference or Zoom video conference. Verbal testimony is only needed if the written submission does not justify a change in assessment after the Lister's review and the property owner wants to present their case. The Lister's will set up a day and time with you for this call.

### Applicant Information

Owner(s) Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Mailing Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_



**Comparable Sales Data**

	<b>Your Property</b>	<b>Sale 1</b>	<b>Sale 2</b>	<b>Sale 3</b>
<b>Address / Parcel ID</b>				
<b>Date of Sale</b>				
<b>Sale Price</b>				
<b>Lot Size</b>				
<b>Building Size</b>				
<b>Building Style</b>				
<b># of Bedrooms</b>				
<b># of Bathrooms</b>				
<b>Finished Basement</b>				
<b>Garage</b>				
<b>Barns/Sheds</b>				
<b>Other Info</b>				

**Signature**

\_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of Owner as of April 1 (Required)*

\_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of Owner's Agent Representative (If applicable):*

**Guidance from statute:**

Taxpayer's deadlines. The law contemplates "the grievance meeting" to be a one-day affair, 32 V.S.A. §4111(g), while also recognizing that grievances often spill over into additional days. The statutes therefore provide that a grievance meeting continues until all grievances are heard. 32 V.S.A. §§ 4221-4222. The continuance of the grievance meeting, however, does not change the deadline by which grievances must be lodged. Taxpayers who wish to grieve must get a written notice of appeal to the board of listers on or before the grievance date stated in the change of appraisal notice. Any grievance notice received after that day – even if received while the listers are hearing grievances due to continuances – does not meet the requirement of being filed "at or prior to the time fixed for hearing appeals," 32 V.S.A. 4222, is untimely, and should not be heard.