



OFFICE OF THE CLERK/TREASURER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

www.burlingtonvt.gov/CT

Voice (802) 865-7000

Fax (802) 865-7014

TAX ABATEMENT REQUEST FORM

Dear Taxpayer,

The completed tax abatement request form may be submitted to either the clerk's office or the assessor's office. The City of Burlington Board of Tax Abatement (BTA) is a board comprised of the city council, the mayor, and the city assessor. A committee, of the board, comprised of three members of the city council, will review requests and make recommendations to the full board.

The filing of this form does not suspend the collection of any property tax, penalties, interest, or delinquency. Taxes and/or penalties will continue to accrue interest if left unpaid

The BTA hears requests several times a year, generally, Sept/Oct., Nov./Dec. and Feb. Following receipt of your abatement request, the assessor's office will notify you, prior to the next closest date, of the date, time, and place that the committee will review your request. Requests must be submitted at least three weeks prior to the next hearing date. You may offer testimony at the committee's meeting review, although; testimony and attendance is not required. However, testimony may help the committee make a more informed decision.

Following this meeting, the committee will make a recommendation to the full BTA suggesting they grant, deny, or deny with adjustment the abatement request. The clerk's office will notify you of the date, time, and place the BTA will make a final decision on your request. A final chance to offer testimony is available at this meeting. The BTA may choose to abate all, part, or none of the taxes, interest, and penalties due; it is under no obligation to grant any abatement request. If the BTA denies a request, the taxpayer will be liable for all additional interest and/or penalties. In most circumstances, if the BTA grants the request, taxes and penalties paid previously may be refunded or credited to an account.

The BTA's decisions follow criteria from Title III, Article 15 section 42 of the city charter

- **is the tax illegal?**
- **is the tax manifestly unjust?**
- **is the tax uncollectable?**

Please complete the form and provide a copy of the following four items:

1. **your tax bill,**
2. **a payment history report (attained through the clerk/treasurer's office),**
3. **a property record card (assessment card) and,**
4. **any other applicable documents.**

The applicant is responsible for supplying evidence to support an abatement request. The committee or BTA may request from the taxpayer/owner financial information, information about the condition of the property, insurance, photographs, a physical inspection of the property, medical bills, etc. Requested information should be provided no less than two weeks prior to any meeting review.

You will be notified in writing of the board's decision. The taxpayer may appeal the board's decision to The Vermont Superior Court in accordance with Vermont Rules of Civil Procedure rule 75.

Respectfully,
City Treasurer's Office

TAX ABATEMENT REQUEST FORM

Please submit one form per property tax abatement request

Additional copies of this form are found at www.burlingtonvt.gov/CT/PropertyTax/Abatement

Submit to: Attention: Lori, Burlington City Hall, 2nd Floor—Room 20, 149 Church Street, Burlington, VT 05401

Date of this Request: _____

Name, Property Owner on Grand List: _____

Name, Applicant: _____
(Describe the relationship of applicant to listed owner if the applicant is not the listed owner)

New Owner, Purchase Date: _____

Executor/Administrator of Estate: _____

Mailing Address: _____

City, State, Zip code: _____

Applicant's Email and Phone #: _____

Location of Property: _____

Parcel ID Number (000-0-000-000): _____ or,

Account Number (PPP000000): _____ business personal property
(Can be found on the tax bill or property record card)

Dollar amount you are requesting abated: \$ _____

Circle abatement type requested: taxes penalties interest prior year delinquency other

Briefly describe your abatement request. You may submit a letter with more details of your request.

Required Attachments:

- Copy of Tax Bill
- Copy of Tax Payment History (attainable from Clerk/Treasurer's Office)
- Property Record Card

Signature _____ Date _____

This form received by: _____ Date received: _____