

**Application for Appeal of Property Tax**

For appeals to the tax assessor, this form must be filed with the local office of tax assessment within ninety (90) days from the date the first tax payment is due. For appeals to the local tax board of review, this form must be filed with the local tax board of review not more than thirty (30) days after the assessor renders a decision, or if the assessor does not render a decision within forty-five (45) days of the filing of the appeal, not more than (90) days after the expiration of the forty-five (45) day period.

## 1. TAXPAYER INFORMATION:

- A. Name(s) of Assessed Owner: \_\_\_\_\_
- B. Name(s) and Status of Applicant (if other than Assessed Owner): \_\_\_\_\_  
 Subsequent Owner (Acquired Title after December 31, 2011 on \_\_\_\_\_  
 \_\_\_\_\_ Administrator/Executor \_\_\_\_\_ Lessee \_\_\_\_\_ Mortgagee \_\_\_\_\_ Other (Specify)  
 Mailing Address: \_\_\_\_\_ Telephone No.: (\_\_\_\_) \_\_\_\_\_
- C. Previous Assessed Value: \_\_\_\_\_ New Assessed Value: \_\_\_\_\_

## 2. PROPERTY IDENTIFICATION (complete using information as it appears on tax bill)

- A. Tax Bill Account Number: \_\_\_\_\_ Assessed Valuation: \_\_\_\_\_ Annual Tax: \_\_\_\_\_
- B. Location: \_\_\_\_\_ Description: \_\_\_\_\_  
 Real Estate Plat: \_\_\_\_\_ Lot: \_\_\_\_\_ Unit: \_\_\_\_\_ or Tangible Account No.: \_\_\_\_\_
- C. Date Property Acquired: \_\_\_\_\_ Purchase Price \_\_\_\_\_ Improvement Costs \_\_\_\_\_  
 What is the amount of fire insurance on the building? \_\_\_\_\_

## 3. REASON(S) REDUCTION SOUGHT: check reason(s) reduction is warranted and briefly explain why it applies. Continue explanation on attachment if necessary.

- ☐ Overvaluation                                      Applicant's Opinion of Value: \_\_\_\_\_
- ☐ Disproportionate Assessment
- ☐ Incorrect Usage Classification
- ☐ Other (specify) \_\_\_\_\_

Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you filed a true and exact account this year with the City Assessor as required by law? \_\_\_\_\_

Comparable Properties that support your claim:

Address	Sale Price	Sale Date	Property Type	Assessed Value
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## 4. SIGNATURES:

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

Name of Preparer \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

**REASONS FOR AN APPEAL.** It is the intent of the general assembly to ensure that all taxpayers in Rhode Island are treated equitably. Ensuring that taxpayers are treated fairly begins where cities and towns meet defined standards related to performing property values. All properties should be assessed in a uniform manner, and properties of equal value should be assessed the same.

You may appeal your assessment if your property is: (1) **OVERVALUED** (assessed value is more than the fair market value as of December 31 in the year of the last update or revaluation for real estate and as of December 31 of the tax year for personal estate for any reason, including clerical and data processing errors; (2) disproportionately assessed in comparison with other properties; (3) classified incorrectly as residential, commercial, industrial or open space, farm or forest; (4) illegal tax partially or fully exempt; (5) modified from its condition from the time of the last update or revaluation.

**WHO MAY FILE AN APPLICATION:** You may file an application if you are (1) the assessed or subsequent (acquiring title after December 31) owner of the property; (2) the owner's administrator or executor; (3) a tenant or group of tenants of real estate paying rent there from, and under obligations to pay more than one-half ( 1/2) of the taxes thereon; (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.

**WHEN AND WHERE APPLICATION MUST BE FILED.** Your application must be filed with the local office of tax assessment within NINETY (90) days from the date the first tax payment is due. **THESE DEADLINES CANNOT BE EXTENDED OR WAIVED BY THE ASSESSOR FOR ANY REASON. IF YOUR APPLICATION IS NOT FILED ON TIME, YOU LOSE ALL RIGHTS TO AN ABATEMENT AND THE ASSESSOR CANNOT BY LAW GRANT YOU ONE. AN APPLICATION IS FILED WHEN RECEIVED BY THE ASSESSOR'S OFFICE.**

**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 Assessor's disposition of your application. Failure to pay the tax assessed when due may also subject you to interest charges and 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.

**FILING AN ACCOUNT.** Rhode Island General Laws Section 44-5-15 requires the annual filing of a true and exact account of all ratable estate owned or possessed by every person and corporate body. The time to file is between December 31, and January 31, of intention to submit declaration by March 15. Failure to file a true and full account, within the prescribed time, eliminates the right to appeal to the superior court, subject to the exceptions provided in Rhode Island General Laws Section 44-5-26(b). No amended returns will be accepted after March 15th. Such notice of your intention must be sent by certified mail, postage prepaid, postmark no later than 12 o'clock midnight of the last day, January 31. No extensions beyond March 15th can be granted. The form for filing such account may be obtained from the city or town assessor.

**ASSESSOR'S DISPOSITION.** Upon applying for a reduction in assessment, you may be asked to provide the assessor with further written information about the property and to permit them to inspect it. Failure to provide the information or permit an inspection within thirty (30) days of the request may result in the loss of your appeal rights.

APPEAL. The assessor shall have forty-five (45) days to review the appeal, render a decision and notify the taxpayer of the decision. The taxpayer, if still aggrieved, may appeal the decision of the tax assessor to the local tax board of review, or in the event that the assessor does not render a decision, the taxpayer may appeal to the local tax board of review at the expiration of the forty-five (45) day period. Appeals to the local tax board of review shall be filed not more than thirty (30) days after the assessor renders a decision and notifies the taxpayer, or if the assessor does not render a decision within forty-five (45) days of the filing of the appeal, not more than ninety (90) days after the expiration of the forty-five (45) day period.

(ASSESSOR'S USE ONLY)

Owner Name

Parcel ID:

Mailing Address

Property Location:

1

Primary Use (Check One)

☐

Apartment

☐

Office

☐

Retail

☐

Mixed Use

☐

Shopping Center

☐

Industrial

☐

Other

2

Gross Building Area

(Including Owner-Occupied Space)

Sq. Ft.

6

Number of Parking Spaces

3

Net Leasable Area

Sq. Ft.

7

Actual Year Built

4

Owner-Occupied Area

Sq. Ft.

8

Year Remodeled

5

Number of Units

INCOME

EXPENSES

9

Apartment Rentals (From Schedule A)

21

Heating/Air Conditioning

10

Office Rentals (From Schedule B)

22

Electricity

11

Retail Rentals (From Schedule B)

23

Other Utilities

12

Mixed Rentals (From Schedule B)

24

Payroll (Except management)

13

Shopping Center Rentals (From Schedule B)

25

Supplies

14

Industrial Rentals (From Schedule B)

26

Management

15

Other Rentals (From Schedule B)

27

Insurance

16

Parking Rentals

28

Common Area Maintenance

17

Other Property Income

29

Leasing Fees/Commissions/Advertising

18

TOTAL POTENTIAL INCOME

30

Legal and Accounting

(Add Line 9 through Line 17)

31

Elevator Maintenance

19

Loss Due to Vacancy and Credit

32

Tenant Improvements

20

EFFECTIVE ANNUAL INCOME

33

General Repairs

(Line 18 Minus Line 19)

34

Other (Specify)

35

Other (Specify)

36

Other (Specify)

37

Security

38

TOTAL EXPENSES

39

NET OPERATING INCOME

40

Capital Expenses

41

Real Estate Taxes

42

Mortgage Payment (Principal & Interest)

**SCHEDULE A - 2011 APARTMENT RENT SCHEDULE**

Unit Type	No. Of Units		No. Of Units		Unit Size	Monthly Rent		Typical
	Total	Rented	Rooms	Baths	Sq. Ft.	Per Unit	Total	Lease Term
Efficiency								
1 Bedroom								
2 Bedroom								
3 Bedroom								
4 Bedroom								
Other Rentable Units								
Owner/Manager Occupied								
<b>Subtotal</b>								
Garage/Parking								
Other Income (Specify)								
<b>Total</b>								

**Complete this Section for Apartment Rental activity only.**

**BUILDING FEATURES INCLUDED IN RENT**  
Please Check All that Apply

☐ Heat ☐ Furnished Unit

☐ Electricity      ☐ Security

☐ Other Utilities                      ☐ Pool☐ Air Conditioning      ☐ Tennis Courts☐ Stove/Refrigerator      ☐ Parking

☐ Dishwasher      ☐ Garbage Disposal

☐ Other (Specify) \_\_\_\_\_

**SCHEDULE B - 2011 OTHER RENT SCHEDULE**

**Complete this Section for all other rental except apartment rental.**

[illegible]