

# APPLICATION INSTRUCTIONS

## General Instructions:

- A separate application should be filed for each separately assessed parcel of real estate claimed to be overvalued.
- This application must be filed with the Tax Assessor within 185 days from the date of commitment of the tax to which objection is made. For the 2019 tax year, 185 days from the date of commitment (July 24, 2019) is January 25, 2020.
- All sections must be completed.

## Specific instructions for each question:

1. Please print the full name of the applicant(s)
2. Please answer (yes or no) to the question “Were you the owner on April 1”? Also, please provide a working telephone number.
3. Please print the location of the property as shown on your tax bill.
4. Please provide the Map and Lot #, if applicable (not applicable for personal property), or the Account # as shown on your tax bill.
5. Please print the full address to which mail should be sent regarding this abatement application.
6. Taxes are assessed as of April 1. The tax assessed as of April 1 of any year and billed thereafter is for the tax for that year. Example: For the **2019 tax year**, each account is assessed as to the status of the account on April 1, 2019 as per Maine state law. The Caribou City Council has set the tax commitment date as July 24, 2019. When you pay your bill, it covers the period of January 1, 2019 to December 31, 2019.
7. Show the actual assessed valuation of the particular parcel of Real Estate covered by this application, as to which abatement is requested. If abatement of Real Estate valuation is not requested, do not fill in this item. Show the actual assessed valuation of Personal Property. If abatement of Personal Property is not requested, do not fill in this item.
8. Please print the date that the “true list” was filed with the Assessor’s office. This applies only to business personal property accounts. Businesses are requested to provide the Assessor’s office with a “true and perfect list of all their estates, not by law exempt from taxation, of which they were possessed on the first day of April of the same year ” (36 MRS § 706). This true and perfect inventory list is sent by the business in response to the letter and form mailed by the Assessor’s office each spring.
9. Please show the amount by which you believe the valuation of Real Estate or Personal Property should be reduced (top line). For example: if the valuation (shown in section 7) is \$5,000 and you feel that it should be reduced by \$2000 to a total assessment of \$3000, you would enter \$2000 on this line. Then please show the total amount you feel your property is worth (lower line). Using the same example, you would enter \$3000 on this line.
10. Please state the specific reasons why you believe you are being overvalued. Please be specific. The property owner must meet his burden of proof that the assessment meets the criteria for abatement. This was affirmed in the 2001 case of Yusem v. Town of Raymond, where the Maine Supreme Court held to overcome the presumption of validity, the taxpayer must present credible, affirmative evidence that the assessor’s valuation was “manifestly wrong”.