

INFORMAL HEARING PROCESS

In accordance with New Hampshire state law, the City of Portsmouth has completed a Statistical Revaluation of all real property for the 2017 tax year. Vision Government Solutions and Property Valuation Advisors were hired to complete this task for residential and commercial properties throughout the City. The new values reflect property assessment as of April 1, 2017 using sales within the City over the one to two years.

To view your assessment record, visit www.cityofportsmouth.com and select the Vision Appraisal Online Data Base link on the Assessor's web page. Property owners who have questions regarding the value of their property may request an informal hearing. These hearings will be conducted by Vision Government Solutions for residential properties and Property Valuation Advisors for commercial properties.

Residential Hearings

Residential Hearing Notices will be mailed August 21, 2017.

If you wish to schedule a hearing on a residential property with a representative of Vision Government Solutions, please go to: www.vgsi.com/schedules and follow the instructions. You will need the Parcel ID number (PID#) at the top of this letter to book your appointment. You may also call Vision at 1-888-844-4300 weekdays between 9:00 A.M. to 4:00 P.M. by **September 7th**. Hearings will start August 28th and continue through September 11th at Portsmouth City Hall between the hours of 9:00 A.M. through 6:00 P.M. Monday through Thursday and 9:00 A.M. through 12:00 P.M. on Fridays. **(YOU MUST HAVE AN APPOINTMENT.)** Please keep in mind that operators making appointments **cannot discuss values or data**. If you are unable to attend a meeting, you may send a representative (family member, lawyer; real estate agent; tax consultant; appraiser, etc.) in your place with a letter of authorization signed by you.

Commercial Hearings

Commercial hearing notices will be mailed September 1, 2017.

If you wish to schedule a hearing on a commercial property with a representative of Property Valuation Advisors, you may call the City of Portsmouth Assessor's Office at 1-603-610-7249 Mondays between 8:30 A.M. to 6:00 P.M., Tuesday thru Thursday 8:30 A.M. to 4:30 P.M. and Friday 8:30 A.M. to 1:00 P.M. by **September 18th**. Hearings will start September 12th and continue through September 18th at Portsmouth City Hall between the hours of 8:30 A.M. through 4:00 P.M. Monday through Thursday **(YOU MUST HAVE AN APPOINTMENT.)** Please keep in mind that operators making appointments **cannot discuss values or data**. If you are unable to attend a meeting, you may send a representative (family member, lawyer; real estate agent; tax consultant; appraiser, etc.) in your place with a letter of authorization signed by you.

Value summaries by parcel ID, owner name and street address as well as sales data is available at the City Hall Assessor's Office and the Public Library. This information is also available online on the Assessor's Web Page at www.cityofportsmouth.com. In addition, a tax calculator is available to estimate your property tax for 2017. **This is an estimated tax calculation and may change when all assessments are final.**

FORMAL APPEAL PROCESS

Property owners who are not satisfied after the informal hearing process may file an abatement application by March 1, 2018 with the Assessor's Office **after the actual first-half 2017 tax bill is mailed in late October** (payment is due by December 1, 2017). The Assessor's Office will review the abatement application and notify the property owner before July 1, 2018, of its decision. Taxpayers who then wish to

appeal the decision of the Assessor's Office may file with either the State of New Hampshire Board of Tax and Land Appeals or Rockingham County Superior Court no later than September 1, 2018.