

GENERAL INFORMATION

The purpose of this Report of Settlement Meeting & Order (“Report”) is to allow the parties an opportunity to meet, discuss the issues and attempt to settle this matter prior to a scheduled hearing. In no way should this directive be construed by any party to be an order to “settle or withdraw” the appeal.

The board recognizes it may not be feasible for the parties to arrange a meeting in person. Therefore, it is acceptable to have a discussion by telephone or by other electronic means. The initial contact may be made by either party as both parties could be placed in default.

Individuals involved in the settlement meeting should have the authority to discuss and settle the case. The board recognizes the selectmen or the governing body of the municipality have the final approval of any settlement offer made to the taxpayer which could potentially delay the filing of the settlement agreement.

If the Report indicates the taxpayer wishes to withdraw the appeal, the appeal shall be marked: “withdrawn; no further action” without further board order. If the Report indicates the appeal has been settled and a settlement agreement is not filed within thirty (30) days of the Report, the appeal shall be marked: “case settled; no further action, no costs” without further board order. In any case, the filing date of the Report becomes the board’s closing date of the appeal.

If a hearing is necessary because a settlement has not been reached or because the appeal has not been withdrawn, the parties will be given at least thirty (30) days notice before any hearing is scheduled. A hearing notice will be sent to all parties, including any representatives, if they have filed an appearance.

Signatures on the Report of authorized individuals are necessary before the board can close out the case or proceed with scheduling a hearing.

If you need additional copies of the Report, they may be downloaded from our website at www.nh.gov/btla/forms.html. If you have any questions, please contact our office at (603) 271-2578.

Thank you.

REPORT OF SETTLEMENT MEETING & ORDER

Appeal Name: _____

Docket Number(s): _____

Mediation Deadline: _____

Date(s) of Settlement Meeting: _____

Note: If the parties are unable to meet in person, they can accomplish this requirement by telephonic or other electronic means. Date must be *after* appeal was filed with BTLA.

Parties with authority to settle in attendance:

Taxpayer: _____
Name/Title _____ Name/Title _____

Municipality: _____
Name/Title _____ Name/Title _____

1. Check if an Appraisal was submitted by the Taxpayer during mediation.

If an Appraisal was not submitted during mediation, it will be excluded at hearing in accordance with Tax 203.07(g).

2. The Parties hereby report to the Board the following:

Appeal settled during Settlement Meeting and no hearing is necessary.
A written settlement agreement, covering essential terms, signed by the parties:

is attached or will be submitted within thirty (30) days in accordance with Tax 201.23;
if the agreement is not submitted within 30 days, the appeal shall be marked:
"case settled; no further action, no costs" without further board order.

Appeal settled *in part*. A written partial settlement agreement, covering, for example, any settled lot(s), disputed issues or other essential terms, signed by the parties:

is attached or will be submitted within thirty (30) days in accordance with Tax 201.23;
if the agreement is not submitted within 30 days, the appeal shall be marked:
"case settled; no further action, no costs" without further board order.

Taxpayer hereby withdraws the appeal in accordance with Tax 201.22 and the appeal shall be marked without further board order: "withdrawn; no further action."

Appeal, after substantive discussions, did not settle during our Settlement Meeting and a hearing is necessary.

3. We acknowledge this Report is a mutual agreement signed by Parties with authority and upon the filing with the Board of Tax & Land Appeals the contents will become an Order.

Taxpayer: _____
Name/Title _____ Date _____ Name/Title _____ Date _____

Municipality: _____
Name/Title _____ Date _____ Name/Title _____ Date _____

Please forward this Report and any original signed agreement to:

NH Board of Tax and Land Appeals, Gov. Hugh J. Gallen State Office Park, 107 Pleasant Street, Concord, NH 03301