

## **GENERAL INFORMATION**

The purpose of this Report of Settlement Meeting & Order (“Report”) is to allow the parties an opportunity to meet and attempt to settle this matter prior to a scheduled hearing. **NOTE:** This should not 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 other electronic means. Both parties should attempt to contact the other to arrange a mutually acceptable date and time.

Individuals involved in the settlement meeting shall 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Report indicates the taxpayer wishes to withdraw the appeal, the appeal shall be marked without further board order "withdrawn; no further action." The filing date of the Report becomes the board's closing date of the appeal.

If a hearing is necessary, 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 have any questions, please contact our office at (603) 271-2578. Thank you.

# REPORT OF SETTLEMENT MEETING & ORDER

Appeal Name: \_\_\_\_\_

Docket Number(s): \_\_\_\_\_

1. Date(s) of Settlement Meeting: \* \_\_\_\_\_  
(Date must be *after* appeal was filed with BTLA)

2. Parties with authority to settle in attendance (Please Print):

Taxpayer:

Municipality:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

3. 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 (Tax 201.23)

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 (Tax 201.23)

The following Map/Lot(s) remain under appeal and will require a hearing:

\_\_\_\_\_  
\_\_\_\_\_

Taxpayer hereby withdraws the appeal in accordance with Tax 201.22 and the appeal shall be marked "withdrawn; no further action."

Appeal did not settle during our Settlement Meeting and a hearing is necessary.

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's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Taxpayer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipality Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipality Signature/Title

\_\_\_\_\_  
Date

\* If the parties are unable to meet in person, they can accomplish this requirement by telephonic or other electronic means.

**Please forward this Report and any original signed agreement to:**

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

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