

Board of Assessment Review
Grievance Day---May 28, 2019
4th Tuesday in May
Procedure to Follow:

1. Obtain form **RP-524** Complaint on Real Property Assessment for 20__ Available:
 - Online
Complaint Form (RP-524)
https://www.tax.ny.gov/pdf/current_forms/orpts/rp524_fill_in.pdf
Instructions (RP-524-Ins)
https://www.tax.ny.gov/pdf/current_forms/orpts/rp524ins.pdf Booklet
“Contesting Your Assessment in New York State
<https://www.tax.ny.gov/pdf/publications/orpts/grievancebooklet.pdf>
 - Assessor’s Office after **May 1, 2019**
2. Complete entire form with appropriate information (4 pages). Page 4 must be signed.
 - Detailed instructions for Board of Assessment Review are available
<http://www.tax.ny.gov/pit/property/contest/contestasmt.htm>
3. Submit RP-524 to Assessor’s Office by **May 28, 2019**.
 - If you are requesting a Board of Assessment Review hearing, you must submit the completed RP-524 Complaint form **BEFORE** an appointment will be scheduled. Please submit all supporting **documentation*** with your complaint form.
 - *You are required to submit proof necessary to determine the value of your property. Assessments are based on the market value of your property. Sales of similar property are the best proof of value. See RP-524-Ins page 2 Part 2
 - Any claims of condition issues (i.e. repairs needed, lack of updating, etc) must be supported with **dated** color pictures.
 - **Please note, we will begin taking appointments May 1, 2019.
 - If you are requesting a non-hearing, the RP-524 must be submitted along with supporting **documentation** by **May 28, 2019**. The Board of Assessment Review will make a determination based on the complaint form and any supporting documentation submitted.
 - Property information and any informal review documents you may have submitted earlier this year will be made available to the Board of Assessment Review upon request.
4. Appear at your scheduled hearing.
5. Board of Assessment Review Determination Notices will be mailed by **June 28, 2019**.

If you are satisfied with the Board of Assessment determination, there is nothing further you have to do. The assessment from this determination will apply to the School bill in October, 2018 and the County/Town bill in February, 2019.

Town of Clarence
Assessor’s Office
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