

Board of Assessment Review

Grievance Day---May 26, 2020 4th Tuesday in May

Procedure to Follow:

1. Form **RP-524** Complaint on Real Property Assessment for 20__ Available:
 - o 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>
 - o Assessor's Office After May 1, 2020.

**Due to the Covid-19 circumstances, Clarence Town Hall/Assessor's office is NOT open to physical public access
Staffing and schedule will be limited.**

To request a Complaint form RP-524 and instructions be sent to you from the Assessor's Office]

- o Call the Assessor's Office 716-741-8941
 - o Email mmorris@clarence.ny.us
 - o Fax 716-406-2153
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 Tuesday **May 26, 2020** 8:00pm
Application and supporting documentation **must be received** by Tuesday May 26, 2020 8:00pm
 - o Mailed to: see address below
 - o Email to mmorris@clarence.ny.us
 - o Fax to 716-406-2513
 - o Drop box: Town of Clarence Town Hall, One Town Place (Goodrich Rd between Greiner & Roll)
Main entrance, pond side of building, drop box located to right of this entrance on side wall**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 properties 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.**
Property information and any informal review documents you may have submitted earlier this year will be made available to the Board of Assessment Review.

4. Upon receipt of the RP-524 and supporting documents, the Assessor's Office will contact you to determine whether you wish to proceed as a non-hearing or are requesting a virtual-hearing.
5. Board of Assessment Review Determination Notices will be mailed by June 26, 2020. 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 October, 2020 and the County/Town bill February, 2021.

Any questions regarding the Grievance procedures, please contact the Assessor's office as soon as possible.

Town of Clarence
Assessor's Office
One Town Place
Clarence, NY 14031

Phone 716-741-8941 FAX 716-406-2513
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