

FORMAL GRIEVANCE PROCEDURE – BOARD OF ASSESSMENT REVIEW

If you disagree with your 2018 tentative assessment, you must file a formal grievance with the Board of Assessment Review (BAR).

Grievance Day is Tuesday, May 22, 2018
Gates Town Hall · 1605 Buffalo Rd · Rochester, NY 14624

BAR Grievances are heard by appointment only. Applications will be accepted at the Assessment Office after May 1st through May 22.

Mailed applications *must be received by* Tuesday, May 22, 2018. The Board of Assessment Review will not review any applications received in the office after May 22, 2018. Appointments are made on a first come, first serve basis, as the completed Grievance packages are received. You must provide **SIX** copies of your Grievance package.

If you wish to file a formal complaint, you are required to file Form **RP-524**, Complaint on Real Property Assessment. All four pages of the application must be completed and form must be signed. Owner(s) who designate an authorized representative must sign and complete applicable section or attach a formal, signed letter designating authorization of representation.

Grievance application form (RP-524) and instructions are available from three sources:

- The Assessment Office, Gates Town Hall, 1605 Buffalo Rd, 9:00AM to 5:00PM
- The Town of Gates website at: **www.townofgates.org** (go to: Departments > Assessor> Assessment Review)
- The NYS Department of Tax & Finance website at: **www.tax.ny.gov** (go to: Individuals > Property Tax and Assessment > Contest)

The Board of Assessment Review strives to give full and fair consideration to every grievance; however, it cannot do so without information from the property owner to support their complaint. The following types of supporting documentation are helpful:

- Recent sales of similar properties in your neighborhood
- Comparative Market Analysis from a reputable realtor
- A recent appraisal of the property
- Photographs showing significant problems with your property

If you do not submit any documentation to support a different value than what has been determined by the Assessment Office, do not expect a reduction in the assessed value. You must have documentation justifying your estimate of value, subject to review by the BAR.

Your appearance at the BAR hearing is not required. If you are unable to attend, you must still submit your application to the BAR by May 22, 2018 and the BAR will review the application.

Determination notices from the BAR will be mailed approximately 3-4 weeks from the hearing date, but no later than May 22, 2018.

Respectfully
Town of Gates
Board of Assessment Review – 2018