

Grievance Day Information and Instructions

If you disagree with your 2020 Final Assessment or your 2021 Tentative Assessment, you must file a formal grievance with the Board of Assessment Review (BAR)

Grievance Day is Tuesday, May 25th, 2021.

The Board of Assessment Review is *tentatively* scheduled to hear complaints on Tuesday May 25, 2021 between the hours of 3:00pm and 8:00pm at the *Sweden Town Park Lodge – 2761 Redman Road, Brockport, NY 14420*. Grievance appointments will be scheduled prior to this date, however 8:00pm on May 25, 2021 is the last possible time that a Grievance application can be accepted at the Sweden Town Park Lodge. Grievance applications will be accepted in person, via mail, or Town Hall drop box. If you use the drop box, applications must be submitted by Noon on May 25, 2021.

E-mailed forms will NOT be accepted. Therefore it is *imperative* that the RPTL 524 complaint form and all supporting documentation be filled out in its entirety and submitted to the Assessor's office prior to May 25, 2021.

Grievance application form ([RP-524](#)) and instructions. This form is also available on the NYS Department of Tax and Finance Website. For further information, instructions and application, click the link below.

<https://www.tax.ny.gov/pit/property/contest/contestasmt.htm>

The Board 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 in determining your property's market value and should be provided with your grievance complaint form, if applicable:

- A recent sale of the property (copy of closing statement).
- A recent listing of the property showing the asking price, time on the market and any offers made.
- Recent sales of similar properties in your neighborhood. Information regarding recent sales of properties is available in the Assessment Office.
- A recent appraisal of the property. If you submit an appraisal that was prepared for financing, estate, etc., the BAR will review them.
- Cost of construction, if recent or new construction.
- Rental information, if the property is income producing. Please submit a minimum of two (2) years of income and expense data.
- Photographs showing significant problems with your property.

Your appearance at the BAR hearing is not required. If you are unable to attend a hearing, you must still submit your application to the BAR by 8:00 PM on Tuesday May 25th and the BAR will review the application.

For more information regarding Property Taxes and Assessment... Other Exemptions... Contesting an Assessment... Is Your Assessment Fair?... click the link below.

<https://www.tax.ny.gov/pit/property/default.htm>