

# Grievance Day Information and Instructions

If you disagree with your 2020 tentative assessment, you must file a formal grievance with the Board of Assessment Review (BAR). **Grievance Day is Tuesday, May 26, 2020.** Applications will be accepted at the Assessment office from May 1st through May 28th. The deadline for filing a grievance and making an appointment with the Board of Review is 8:00 PM on Tuesday, May 26th. Mailed applications must be received by Tuesday May 26th. The Board of Assessment Review will **not** review any applications received in the office after May 26, 2020. **If you mail your application, please specify whether you are requesting an appointment with the Board of Assessment Review or that you are not appearing at the meeting.**

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 the form must be signed. Appointments to meet the Board of Assessment Review (BAR) will be scheduled only after this form is completed and submitted to the Assessment Office along with all supporting documentation.

**Appointments are made in time sequential order as the completed applications are received.**

Grievance application forms ([RP-524](#)) and instructions are available at the Town of Sweden Assessor's Office, 18 State Street from 9:00 AM to 5:00 PM, the Town Website or NYS Department of Tax and Finance Website for further information, instructions and application, Click link below

[RP-525 Grievance Application and Instructions](#)

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 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 26th and the BAR will review the application.

For more information regarding: About property taxes and assessment, other exemptions, contesting an assessment, and is your assessment fair?

Click link below.

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