

Town of Clarence
Department of Assessment
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www.clarence.ny.us

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The Department of Assessment is responsible for creating fair and equitable property assessments. The Town of Clarence assesses real property at **100%** of current market value. **ALL parcels are reviewed and analyzed each year.** Those parcels that indicate a significant change between estimated current market value and assessed value are adjusted. **Not every parcel will experience a change in assessed value each year.** Please note that a change in assessed value may also be the result of a physical change to the property such as new construction, additions, in-ground pools, etc.

INFORMAL REVIEW INSTRUCTIONS

1. **Review Assessment:** Research sales of similar type properties within your neighborhood. If your assessment appears within a reasonable range, no action is required.

2. **If You Don't Agree With Assessment:** After researching similar type sales, and you believe your assessment is *not* accurate:
 - a. Obtain an Assessment Review Worksheets from the Assessor's Office and Town of Clarence website www.clarence.ny.us
 - b. Complete the Worksheet. Information to assist you in completing the worksheet is available in the Assessor's Office and at <http://www.clarence.oarsystem.com/>
 - c. If you have a recent appraisal of the property, submit a copy of the entire appraisal with your Review Application. The appraisal will have comparables included in it. You can indicate on the 2nd page of the Review application "See attached appraisal". We do not require that you get an appraisal for your Informal Review. You can research sales yourself and include those on your Informal Review application.
 - d. Return the Assessment Review Worksheet no later than **April 5, 2013.**

3. **Assessor Informal Review:** The Assessor will review your worksheet and inform you of any decision by May 10, 2013. If you do not agree with the decision, you may submit a Formal Grievance to the Board of Assessment Review. Information on the Formal Grievance (BAR) process will be available beginning May 1, 2013. **Grievance Day – May 28, 2013**