

Town of Clarence  
Department of Assessment  
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Clarence, NY 14031

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## Beginning January 1st

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 Worksheet from the Assessor's Office or the Town of Clarence website:  
[www.clarence.oarsystem.com/Forms.aspx](http://www.clarence.oarsystem.com/Forms.aspx)  
  
Information to assist you in completing the worksheet is available in the Assessor's Office and  
[www.clarence.oarsystem.com/OarsHelp.aspx](http://www.clarence.oarsystem.com/OarsHelp.aspx)
    - b. If you have a recent appraisal of the property, submit a copy of the entire appraisal with your Review Application. You can indicate on the 2<sup>nd</sup> 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.
    - c. Return the Assessment Review Worksheet by April 1<sup>st</sup>. We will review your information and inform you of our decision by April 30.
  
3. **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. The Board of Assessment Review meets on the fourth Tuesday of May (**Grievance Day**) to hear complaints.