

Board of Assessment Review **Grievance Day---May 24, 2011**

Procedure to Follow:

1. Obtain form RP-524 Complaint on Real Property Assessment for 20__
Available : www.orps.state.ny.us
Assessor's Office starting May 11, 2011
 2. Complete entire form with appropriate information (4 pages) Page 4 must be signed
Detailed instructions for Board of Assessment Review are available
@ www.orps.state.ny.us
"What To Do If You Disagree With Your Assessment"
(18 pages including 4 page complaint form RP-524)
 3. Submit RP-524 to Assessor's Office by May 24, 2011.
 - If you are requesting a hearing on **Grievance Day** you must submit the completed RP-524 Complaint form **BEFORE** a hearing will be scheduled for you. Hearings are scheduled as Complaint forms are submitted. Please submit supporting documentation with Complaint form.
 - If you are requesting a non-hearing (complaint is reviewed without party appearing in-person on Grievance Day), the RP-524 must be submitted by May 24, 2011. The Board of Assessment Review will make a determination based on the complaint form and any supporting documentation submitted.
- Recorded property information and any previously submitted review requests (i.e. informal review worksheets & supporting documentation) will be available to the Board of Assessment Review.
4. Appear at your scheduled hearing on Grievance Day. You will NOT receive the determination at your hearing.
 5. Board of Assessment Review Determination Notices will be mailed by June 24, 2011
If you are satisfied with the Board of Assessment determination, there is nothing further you have to do. The assessment from this determination will apply to the School bill in October, 2011 and the County/Town bill in February, 2012.