

**TOWN OF CLARENCE
BOARD OF ASSESSMENT REVIEW DETERMINATION**

Enclosed is your Board of Assessment Review Determination Letter. If you are dissatisfied with the decision, Small Claims Assessment Review (SCAR) provides a way to seek further review of your assessment. This program is administered by OCA, New York State Office of Court Administration, for use in seeking assessment reductions for qualified properties before a Small Claims Assessment Review (SCAR) hearing officer.

**HOW TO FILE A PETITION FOR SMALL CLAIMS ASSESSMENT
REVIEW**

If you plan to appeal the Determination, you must file a Petition for Small Claims Assessment Review. Forms (RPTL-730) are available from the Erie County Clerk's Office-Actions and Proceedings Room, 1st Floor, 25 Delaware, Buffalo, New York 14202 or online <http://www.nycourts.gov/litigants/scar/Petition.pdf>

You can challenge your property assessment in SCAR if you meet *both* of the following provisions:

- ▶ You own and live in a one, two, or three-family home and use it exclusively for residential purposes. Vacant land parcels also can qualify provided they are not of sufficient size to contain a one, two, or three-family residential structure.
- ▶ You already timely filed a written review about your property assessment with the board of assessment review (BAR) and you are not requesting a reduction greater than the amount you sought before that board.

- Filing Fee is \$30.00- which may be refundable if you prevail in your claim.
- Prepare at least 8 copies of the petition; Remember to keep a copy for your records:

3 copies to be filed with County clerk:

Erie County Clerk's Office - Actions & Proceedings Room,
First Floor, 25 Delaware Ave. Buffalo, NY 14202.

1 copy to each of the following:

County treasurer
Clarence Town Clerk
Clerk in the school district
Clarence Assessor

- Petitions must be filed **no later than July __, _____**

**THE COURT WILL ASSIGN YOUR PETITION TO A HEARING OFFICER
WHO WILL ADVISE YOU OF THE HEARING DATE, TIME AND LOCATION.**