RP-524 (10/02)

NYS BOARD OF REAL PROPERTY SERVICES
COMPLAINT ON REAL PROPERTY ASSESSMENT FOR 20_____

BEFORE THE BOARD OF ASSESSMENT REVIEW FOR _____
(city, town village or county)

PART ONE: GENERAL INFORMATION

(General information and instructions for completing this form are contained in form RP-524-Ins)

1. Name and telephone no. of owner(s)

_____

_____

Day no. ( ) _____

Evening no. ( ) _____

2. Mailing Address of owner(s)

_____

_____

_____

3. Name, address and telephone no. of representative of owner, if representative is filing application. (if applicable, complete Part Four on page 4.)

_____

_____

4. Property location

_____ _____
Street Address Village (if any)

_____ _____
City/Town County

_____
School District

5. Property identification (see tax bill or assessment roll)

Tax map number or section/block/lot _____

Type of property: Residence _____ Farm _____ Vacant land _____

Commercial _____ Industrial _____ Other _____

Description: _____

_____

Assessed value appearing on the assessment roll:

6. Land $_____ Total $_____

7. Property owner's estimate of current full market value of property (see Part Two on page 2) $_____

PART TWO: INFORMATION NECESSARY TO DETERMINE VALUE OF PROPERTY

(If additional explanation or documentation is necessary, please attach)

Information to support the value of property claimed in Part One, item 7 (complete one or more):

1. ___ Purchase price of property: ..... $_____

   a. Date of purchase: _____

   b. Terms: _____Cash _____Contract _____Other (explain)

   c. Relationship between seller and purchaser (parent-child, in-laws, siblings, etc.): _____

   d. Personal property, if any, included in purchase price (furniture, livestock, etc.; attach list and sales tax receipt): _____

2. ___ Property has been recently offered for sale (attach copy of listing agreement, if any):

   When and for how long: _____

   How offered: _____ Asking price: $_____

3. ___ Property has been recently appraised (attach copy): When: _____ By Whom: _____

   Purpose of appraisal: _____ Appraised value: $_____

4. ___ Description of any buildings or improvements located on the property, including year of construction and present condition: _____

   _____

   _____

5. ____ Buildings have been recently remodeled, constructed or additional improvements made:

   Cost $_____

   Date Started: _____ Date Completed: _____

   Complainant should submit construction cost details where available.

6. ____ Property is income producing (e.g., leased or rented), commercial or industrial property and the complainant is prepared to present detailed information about the property including rental income, operating expenses, sales volume and income statements.

7. ____ Additional supporting documentation (check if attached).

PART THREE: GROUNDS FOR COMPLAINT

A. UNEQUAL ASSESSMENT (Complete items 1-4)

1. The assessment is unequal for the following reason: (check a or b)
   a.___ The assessed value is at a higher percentage of value than the assessed value of other real property on the assessment roll.
   b.___ The assessed value of real property improved by a one, two or three family residence is at a higher percentage of full (market) value than the assessed value of other residential property on the assessment roll or at a higher percentage of full (market) value than the assessed value of all real property on the assessment roll.
2. The complainant believes this property should be assessed at _____% of full value based on one or more of the following (check one or more):
   a.___ The latest State equalization rate for the city, town or village in which the property is located is _____%.
   b.___ The latest residential assessment ratio established for the city, town or village in which the residential property is located. Enter latest residential assessment ratio only if property is improved by a one, two or three family residence_____%.
   c.___ Statement of the assessor or other local official that property has been assessed at _____%.
   d.___ Other (explain on attached sheet).
3. Value of property from Part one #7 .....$_____
4. Complainant believes the assessment should be reduced to .....$_____

B. EXCESSIVE ASSESSMENT (Check one or more)

The assessment is excessive for the following reason(s):

1. ____ The assessed value exceeds the full value of the property.
   a. Assessed value of property .....$_____
   b. Complainant believes that assessment should be reduced to full value of (Part one #7) .....$_____
   c. Attach list of parcels upon which complainant relies for objection, if applicable.
2. ____ The taxable assessed value is excessive because of the denial of all or portion of a partial exemption.
   a. Specify exemption (e.g., senior citizens, veterans, school tax relief [STAR]) _____
   b. Amount of exemption claimed .....$_____
   c. Amount granted, if any:.....$_____
   d. If application for exemption was filed, attach copy of application to this complaint.
3. ____ Improper calculation of transition assessment. (Applicable only in approved assessing unit which has adopted transition assessments.)
   a. Transition assessment.....$_____
   b. Transition assessment claimed .....$_____

C. UNLAWFUL ASSESSMENT (Check one or more)

The assessment is unlawful for the following reason(s):

1. ____ Property is wholly exempt. (Specify exemption (e.g., nonprofit organization)) _____
2. ____ Property is entirely outside the boundaries of the city, town, village, school district or special district in which it is designated as being located.
3. ____ Property has been assessed and entered on the assessment roll by a person or body without the authority to make the entry.
4. ____ Property cannot be identified from description or tax map number on the assessment roll.
5. ____ Property is special franchise property, the assessment of which exceeds the final assessment thereof as determined by the State Board of Real Property Services. (Attach copy of State Board certificate.)

D. MISCLASSIFICATION (Check one)

The property is misclassified for the following reason (relevant only in approved assessing unit which establish homestead and non-homestead tax rates):

____ Class designation on the assessment roll: _____

1. ____ Complainant believes class designation should be _____
2. ____ The assessed value is improperly allocated between homestead and non-homestead real property.

Allocation of assessed value on assessment roll	Claimed allocation
Homestead .....$_____	_____
Non –Homestead .....$_____	_____

PART FOUR: DESIGNATION OF REPRESENTATIVE TO MAKE COMPLAINT

I, _____, as complainant (or officer thereof) hereby designate_____ to act as my representative in any and all proceedings before the board of assessment review of the city/town/village/county of _____ for purposes of reviewing the assessment of my real property as it appears on the _____(year) tentative assessment roll of such assessing unit.

_____ _____
Date Signature of owner (or officer thereof)

PART FIVE: CERTIFICATION

I certify that all statements made on this application are true and correct to be best of my knowledge and belief, and I understand that the making of any willful false statement of material fact herein will subject me to the provisions of the Penal Law relevant to the making and filing of false instruments.

_____ _____
Date Signature of owner (or representative)

PART SIX: STIPULATION

The complainant (or complainant's representative) and assessor (or assessor designated by a majority of the board of assessors) whose signatures appear below stipulate that the following assessed value is to be applied to the above described property on the ____(year) assessment roll: Land $_____ Total $_____

☐ (Check box if stipulation approves exemption indicated in Part Three, section B.2. or C.1.)

_____ _____ _____
Complainant or representative Assessor Date

SPACE BELOW FOR USE OF BOARD OF ASSESSMENT REVIEW

Disposition

[ ] Unequal assessment
[ ] Unlawful assessment
[ ] Ratification of stipulated assessment
[ ] Excessive assessment
[ ] Misclassification
[ ] No change in assessment

Reason: _____

_____

Vote on Complaint

[ ] All concur
[ ] All concur except: _____ [ ] against [ ] abstain [ ] absent
Name
_____ [ ] against [ ] abstain [ ] absent
Name

	Tentative assessment	Claimed assessment	Decision by Board of Assessment Review
Total assessment	$_____	$_____	$_____
Transition assessment (if any)	$_____	$_____	$_____
Exempt amount	$_____	$_____	$_____
Taxable assessment	$_____	$_____	$_____
Class designation and allocation of assessed value (if any):			
Homestead	$_____	$_____	$_____
Non-homestead	$_____	$_____	$_____

Date notification mailed to complainant _____