

How to Schedule and Prepare for the Board of Assessment Review

Meeting with the Board of Assessment Review (BAR) is an opportunity for you, the property owner, to present to an impartial community board, information concerning the value of your property. The BAR is the official start of the formal assessment complaint procedure and is a requirement for the later filing of a Small Claims Assessment Review or Article Seven petition if desired.

If you are satisfied with the tentative assessment, you do not need to schedule a meeting.

The BAR will be meeting on May 27, 2008. Official meeting times are from 9:30 to Noon, 2:00 pm to 4:00 pm and 6:00 pm to 8:00 pm, but everyone will be heard. If you have questions concerning your tentative assessment, please call the Victor Assessment Office at (585) 742-5010 from 9 a.m. to Noon and 1 p.m. to 4 p.m., Monday through Friday.

Here are the steps in the Board of Assessment Review process:

1. Appointments will be taken at the Town's Assessment Office upon the submittal of a completed "Complaint of Real Property Assessment" form, RP-524.

A "Complaint of Real Property Assessment" form may be obtained at the Assessment Office located in the Victor Town Hall, 1290 Blossom Drive, during regular business hours or from the New York State Office of Real Property Service's website at www.orps.state.ny.us under Forms and Publications. A publication entitled "How to File For a Review of Your Assessment" may also be obtained from the same sources.

Appointment will be scheduled upon the submittal of a RP-524 application with the Victor's Assessment Office. Walk-ins on grievance day will be given the next available appointment. Each appointment will be scheduled for a 15-minute period. **Appointments cannot be taken after May 27, 2008.**

2. Who can file a grievance and who can appear at the Board of Assessment Review.

Only the owner of a property or a person having been designated as the owner's representative can file an assessment complaint and/or appear at the BAR meeting. This designation can be accomplished by a written letter of authorization from the owner or by the owner completing Part Four of the "Complaint of Real Property Assessment" form (RP-524). A contract vendee also has the right to file a grievance.

3. Collect and bring copies of all pertinent property information with you.

At the meeting, the BAR will review all the information you present that helps to establish the full market value of your property. The tentative assessment is presumed to be correct unless you provide information showing the value of the property to be different. Some examples of information you may bring are:

- A recent listing showing the asking price, time on the market and any purchase offers.
- A recent sale of the property (provide a copy of the signed purchase contract and closing statement).
- Recent sale prices of similar properties in your neighborhood. Information regarding recent sales of properties is available in the Assessment Office.
- A recent appraisal of the property.
- Cost of construction, if recently built.
- Any additional information you feel would establish the property's current market value.

Please bring six copies of your information as you will need to leave the information with the BAR.

Important Note: The BAR is only concerned with your property's full market value. **The BAR will not and cannot discuss taxes.**

4. If you can't attend or wish not to attend the meeting, send your application by mail or fax.

Send your application to: Assessment Office, Victor Town Hall, 1290 Blossom Drive, Victor NY 14564 or fax to 585-924-0202. Your application must be received by May 27, 2008 at 8:00 pm. Applications submitted late will not be reviewed. Be sure to include any information you want to be considered (see

number 3 above) with your application. **Application will not be accepted via e-mail.**

Frequently Asked Questions

Should this tentative assessed value be the same as the purchase price for my property?

The goal of the assessment equity project is to determine the fair market value of every property. If you purchased your house within the past year and if the purchase was on the open market and had no unusual conditions, the assessed value should be reasonably close to the sale price, but probably will not be the exact amount. During the valuation process, each property is compared to similar properties, if available, to determine the most probable selling price. While sale prices may vary slightly, even for identical properties, the assessor must be equitable in the valuations.

Along the same lines, even if you appealed your assessment in a prior year, each assessment roll is independent and assesses each property at its current market value. Any prior changes are not considered since those changes were based on different property sales. The new assessed value should be a reasonable estimate of the current market value and should be equitable with similar properties.

Are exemptions included in this tentative assessment?

Exemptions are only considered when a tax bill is generated. This tentative assessment is a total assessment and does not consider any exemptions. Questions concerning exemptions must be directed to the Assessment Office.

What if I feel the tentative assessment is not close to my property's value?

If you feel that the value is not reasonably close, make an appointment with the Board of Assessment Review. See the reverse side of this sheet, "How to Schedule and Prepare for the Board of Assessment Review", for further instructions.

When will I learn the results of the Board of Assessment Review meeting?

No value changes will be made at the BAR meeting, but all information you supply will be considered. You will be notified of the results of the review by mail, in early June. However, every property owner should examine the tentative assessment roll, published on May 1st, regardless.

What if I am still not satisfied with my assessment?

If you disagree with the results of the Board of Assessment Review, your next step is to file a Small Claims Assessment Review (SCAR) or Article Seven petition. The deadline for filing a SCAR or Article Seven petition is thirty days from the last date allowed by law for the filing of the final assessment roll, or the published official legal notice of such filing, whichever is later. Only one, two or three family homes and vacant lots not large enough to contain a home can file a SCAR.

If I don't submit a "Complaint of Real Property Assessment" form, RP-524, do I lose my right to file a formal assessment complaint?

Yes. Any formal assessment review is only available if you file an assessment complaint with the BAR (see previous question). Application form RP-524 "Complaint on Real Property Assessment" and the publication entitled "How to File For a Review of Your Assessment" will both be available in the Assessment Office after May 1st. The application form, the publication and additional information concerning assessments are all available online at www.orps.state.ny.us.