



# TOWN OF GREECE

## Assessor's Office

1 VINCE TOFANY BOULEVARD ~ Greece, NEW YORK 14612  
Telephone (585) 723-3612 Fax (585) 723-3325

### **Additional Instructions For Completing the Grievance Complaint Form (RP-524)**

The purpose of these local instructions is to outline the current information relating to and requested by the town's Board of Assessment Review. If you need more information, the State website [www.tax.ny.gov](http://www.tax.ny.gov) has an instruction booklet for your use.

**Equalization Rates**- The equalization rate is 100%.

**Telephone number** – On the front of the form, please provide both your day and evening phone numbers where you or your representative may be reached from 9:00 a.m. to 9:00 p.m. Monday through Friday.

**What to expect at the hearing** – Board of Assessment Review members are private sector real estate professionals appointed by the Greece Town Board to review tentative assessments. They do not work for the Town Assessor. They cannot raise assessments. The New York State Real Property Tax Law gives them the authority to hear complaints filed by taxpayers and to reduce or sustain assessments set by the Assessor prior to any values being used to issue tax bills.

The Board of Assessment Review will only hear complaints on the assessed value of a property. It does not have control over tax rates and will not discuss tax bills or how tax dollars are spent. Therefore, when appearing before the Board, **please bring information to prove the VALUE of your property.**

**Scheduling** – The Board of Assessment Review requires that you submit the **ORIGINAL signed RP-524** application and any **Supporting Documentation plus 5 copies** for a total of **SIX** to the Assessor's Office, 1 Vince Tofany Blvd., Greece, NY 14612. When all completed paperwork is returned to the Assessor's Office, you will be scheduled for an appointment time to address the Board.

**PERSONAL APPEARANCES** - You do not have to be present for the Board to consider your complaint. However, you or someone familiar with the property must be available to appear before the Board, if requested, to submit any information about the property necessary for proper review.

***PLEASE RETURN YOUR ORIGINAL AND 5 COPIES BY MAY 21, 2018. THE SOONER YOUR PACKET IS TURNED IN, THE BETTER YOUR CHANCES ARE FOR AN APPOINTMENT TIME OF YOUR CHOICE.*** However, applications may be submitted until May 22, 2018.