

# How do I prepare for an Informal Hearing?

## REVIEW CURRENT REAL ESTATE LISTINGS AND RECENT "Arm's-Length" SALES

Select properties of similar style: Ranch (single story), Colonial (2 story), Cape Cod, etc.  
Select properties of similar size (square footage and similar acreage)  
Select properties of similar age (and similar functional appeal)  
Select properties with similar amenities/improvements - garages, decks, basements, pools.  
Select properties in your neighborhood code when possible. (similar curb appeal)

## PROPERTIES WHICH DO NOT MEET THESE CRITERIA SHOULD NOT BE CHOSEN FOR COMPARISON

IT IS IMPORTANT THAT YOU CHOOSE HOMES WHICH HAVE SOLD (within the previous 2-3 years and the more recent the better). MARKET VALUE IS BASED ON HOMES THAT HAVE SOLD, however the COST APPROACH and the INCOME APPROACH to Value may also be relevant... If you submit a certified appraisal, the "PURPOSE" and "DATE" and NYS License Qualifications are also important.

The following locations have Greece Town assessments and recent Greece sales activity available:

Town of Greece Website  
Assessor's Office, 1 Vince Tofany Blvd.

At the informal hearing, you will have the opportunity to summarize information about your property, and provide information that we may not have, showing relevant sales or property data. Photographs are useful and documentation is important. We will retain your information on file. Time is limited for each hearing, please be prepared, brief and specific.

Thank you.