

ASSESSMENT REVIEW & COMPLAINT PROCEDURES

PLEASE NOTE THAT THE AMOUNT OF YOUR ASSESSMENT OR PROPERTY TAXES CAN NOT BE INCREASED BECAUSE YOU CHOOSE TO FILE A GRIEVANCE.

NEITHER THE ASSESSOR NOR THE BOARD OF REVIEW CAN RAISE AN ASSESSMENT SHOWN ON THE TENTATIVE ASSESSMENT ROLL FOR THIS REASON.

1-TALK TO THE ASSESSOR

If you have any questions about your assessment or the information on record for your property you should talk to the Assessor. The Assessor will also be able to tell you what factors went into determining your assessment.

2-REVIEW THE ASSESSMENT RECORDS FOR YOUR PROPERTY

The first step in the process is to review the data the Assessor's Office has on file for your property. You should review the property record card for your property. The information on the card is used to arrive at a value for your property. If this information is incorrect, it may have an effect on your assessment. You should bring any discrepancies to the attention of the Assessor.

3-REVIEW OF RECENT ARM'S-LENGTH SALES

In order to determine if your property is fairly assessed, you need to have an idea of the market value of your property. The Assessor's office has records of all sales of properties in the town. You should find sales of properties similar to yours. You should only review valid arms-length sales. Sales between relatives, tax sales, bank foreclosures and estate sales are not considered valid and reliable sales.

4-FILE A GRIEVANCE APPLICATION

If after reviewing all the above information, and talking to the Assessor, you do not feel that your assessment is fair, you may file a Grievance Application with the Board of Assessment Review. You may obtain the application after May 1st from the Assessor's Office. The completed form and any supporting documentation must be submitted to the Assessor's Office by Grievance Day. A Board of Assessment Review appointed by the Town Board will review all Grievance Applications whether you appear before them or not.

5-FILE A SMALL CLAIM APPLICATION

If you are not satisfied with the decision of the Board of Assessment Review, you may file a Small Claim Application with the Ulster County Clerk. The application must be filed by August 1st. You may only file a Small Claim Application on residential property. If you own income producing property or vacant land you would need to contact an attorney and file an Article 7 Application.