

HEARING OF ASSESSMENT COMPLAINTS

The Board of Assessment Review is scheduled to meet on Tuesday, May 26th via *telephone conference* between hours of 4:00 P.M. and 9:00 P.M., to hear and examine all formal complaints in relation to assessments upon the application of any person believing that they have been aggrieved. Since in-person hearings will not be held while *social distancing protocols* are in effect, it is imperative that a fully completed RP-524 complaint form with all supporting documentation be submitted via mail, email, or Tax Drop Box to the Assessor's Office before May 26th *if possible* to afford sufficient time to adequately prepare for the hearings. Once a properly completed complaint form is received, a complainant will be contacted to schedule an appointment for their telephone conference hearing with the Board of Assessment Review. While complaints may be filed until 8:00 P.M. on May 26th, the Board will not hear them until a future date and time. Complainants will be contacted to schedule this appointment.

Persons who file a complaint have the option to have the Board review their complaint form without having a telephone conference. The Board will inform them in writing of its decision. Complainants will have opportunity to choose this option when contacted to schedule an appointment.

Complaint forms cannot be filed until after May 1st. The complaint form and the publication "Contesting Your Assessment in New York State" are available online at NYS Tax & Finance at www.tax.ny.gov.

Since this a public meeting that the public is allowed to listen to, dial-in instructions for a telephone connection to the meeting will be made available after May 1st on the town's website or by contacting the Assessor's Office.

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