

## **Board of Assessment Review Guidelines for Homeowners and Their Representatives**

- Appraisals with interior inspections and photographs, done by licensed appraisers, are highly recommended (but not required)
- The Board of Assessment Review requests that anyone who does not submit an appraisal with their grievance complete the Inventory Data Worksheet, which will be provided.
- The assessment is presumed to be correct. The Burden of Proof is on the property owner to demonstrate that the property is over assessed.
- Be sure to fill out the Grievance Form RP-524 completely and accurately. Do not leave relevant sections blank (specifically Part Two). If you need assistance, the staff of the Assessor's office is always available.
- The Board reserves the right to request additional documentation and a failure to comply may result in the dismissal of your case.
- You will be notified, in writing, of our decision by September 15<sup>th</sup>.
- Help us help you. The more information you provide, the better able we are to judge your claim fairly.

Respectfully,

Michael A Romano Sr.  
Chairman, Board of Assessment Review