

ASSESSMENT CHALLENGE PROCEDURE

Step 1 Assessor's Informal Meeting

Informal assessment review meetings are scheduled with the Assessor during the months of January and February of each year. Property features and condition are updated with owner's valuation documentation. A completed "Residential Property Review" Form is required to schedule an appointment. Visit Town Web Site: www.greeceny.gov or call 585-723-3612.

Step 2 Town Grievance Hearing

To appeal the determination of an Informal Meeting, you must File a Grievance Request form RP-524 with the Board of Assessment Review (BAR), prior to the 4th Tuesday in May. Forms are available on-line or at the Assessor's Office. A Hearing appointment will be scheduled upon submission of a completed RP-524 application (best to submit by May 20th). Instructions and Forms are available at www.tax.ny.gov, or you may call the Assessor's Office.

Step 3 Monroe County Small Claims Petition

To appeal the determination of the Board of Assessment Review, you may file a Petition with the Monroe County Clerk's Office. Fee = \$30.00 A Small Claims Review is scheduled whereupon you may appeal BAR findings.

Step 4 State Supreme Court Judicial Review

To appeal the determination of the Small Claims Hearing, you may file with NYS Supreme Court – which typically requires the aid of an Attorney.

In each phase of the appeal process, it is the responsibility of the property owner to provide documentation to prove that the Market Value is less than the current Assessed Value or unequal to comparable properties.

You may also request an Assessment Review of your property via an absentee procedure by submitting documentation to be reviewed by the Assessor, prior to Grievance Day.