

Grievance Day Information and Instructions

If you disagree with your 2020 tentative assessment, you must file a formal grievance with the Board of Assessment Review (BAR). **Grievance Day is Tuesday, May 26, 2020.** Applications will be accepted at the Assessment office from May 1 through **May 19*******.

*****Appointments are needed prior to grievance day & will only be scheduled after all applications & supporting documents are supplied at least 4 business days in advance - 5/19. There is paperwork that is needed that takes time to prepare PRIOR TO Grievance day.

You have the right to apply on Grievance day - 5/26, **However**, the assessor may then request that your hearing be adjourned so to give adequate time for review. This is why we STRONGLY REQUEST that all applications & support of your estimate of value, be supplied at least 4 business days prior - **5/19**. THANK YOU IN ADVANCE FOR YOUR CONSIDERATION.

Mailed applications must be received by Tuesday May 26. The Board of Assessment Review will **not** review any applications received in the office after May 26, 2020.

If you wish to file a formal complaint, you are required to file Form RP-524, Complaint on Real Property Assessment. All four pages of the application must be completed and the form must be signed. Appointments to meet the Board of Assessment Review (BAR) will be scheduled only after this form is completed and submitted to the Assessment Office along with all supporting documentation. Please provide six (6) copies of the application as well as all supporting documentation if you want each member to have their own copy. We will not be making copies for each member otherwise. **Appointments are 10 minutes and are made in time sequential order as the completed applications are received.**

Grievance application forms ([RP-524](#)) and [instructions](#) are available from three sources:

1. The Assessment Office, Hopewell Town Hall, 2716 Co Rd 47, 9:00AM to 4:00PM (Please call the office 1st to make sure it is open during these unprecedented times)
2. The Town of Hopewell website at www.townofhopewell.org (go to: Quick Access> Assessor>Links> Grievance Information and Instructions)
3. The NYS Department of Tax and Finance website for an application at https://www.tax.ny.gov/pdf/current_forms/orpts/rp524_fill_in.pdf

The Board strives to give full and fair consideration to every grievance; however, it cannot do so without information from the property owner to support their complaint. The following types of supporting documentation are helpful in determining your property's market value and should be provided with your grievance complaint form, if applicable:

- A recent sale of the property (copy of closing statement).
- A recent listing of the property showing the asking price, time on the market and any offers made.
- Recent sales of similar properties in your neighborhood. Information regarding recent sales of properties is available in the Assessment Office and on the town website at www.townofhopewell.org.
- A recent appraisal of the property. If you submit an appraisal that was prepared for financing, estate, etc., the BAR will review them. If an appraisal is submitted where the scope of the assignment is specific to challenging the assessment, the valuation date per NYS RPTL must be noted as prior year July 1, 2019.
- Cost of construction, if recent or new construction.

- Rental information, if property is income producing. The BAR requires a minimum of two (2) years of income and expense data.
- Photographs showing significant problems with your property.

If you do not submit any documentation to support a different value than what has been determined by the Assessment Office, do not expect a reduction in the assessed value. You must have documentation justifying your estimate of value, subject to review by the BAR.

Your appearance at the BAR hearing is not required. If you are unable to attend a hearing, you must still submit your application to the BAR by 8 p.m. on Tuesday May 26 and the BAR will review the application. *****Appointments are needed prior to grievance day & will only be scheduled after all applications & supporting documents are supplied at least 4 days in advance. There is paperwork that is needed which takes time to prepare PRIOR TO Grievance day. You have the right to apply on Grievance day. However, the assessor may then request that your hearing be adjourned so to give adequate time for review. This is why we STRONGLY REQUEST that all applications & support of your estimate of value, be supplied at least 4 days prior. THANK YOU IN ADVANCE FOR YOUR CONSIDERATION.

Determination notices from the Board of Assessment Review will be mailed approximately 4 weeks from the hearing date.