

Grievance Day 2020 Procedures

Grievance Day - May 27, 2020 - Meeting hours: 4:00pm – 8:00pm. Earlier hours will be reserved for appointments should the original hours / appointments fill up. Due to Covid -19, this meeting will be held via ZOOM and telephonically only. **There will be no in-person participation by the public.** It is strongly recommended that if you wish to speak with the Board on Grievance Day that you contact the Union Vale Assessor's Office prior to grievance day to schedule an appointment and obtain instructions on how to access the meeting via Zoom.

Grievance forms must be received by May 27, 2020 through email to: Assessor2@unionvaleny.us You can also mail your application/supporting documentation, (highly suggest "return receipt" for proof of delivery) **Please call the Assessor's Office 845-724-5600, Extension 104 to confirm that we received your grievance forms.**

By Mail:

Town of Union Vale Assessor

249 Duncan Road

LaGrangeville, NY 12540

PLEASE INCLUDE A CURRENT PHONE NUMBER ON YOUR FORM ALONG WITH YOUR EMAIL ADDRESS.

Grievance Forms can be found online at:

https://www.tax.ny.gov/pdf/current_forms/orpts/rp524_fill_in.pdf

Instructions for the Grievance Forms can be found online at:

https://www.tax.ny.gov/pdf/current_forms/orpts/rp524ins.pdf

If you need us to mail you a form, please call the office. *Remember grievance filings must be received by the Assessor **by May 27, 2020**, so call early.

Important Dates to Remember-

Valuation Date – July 1, 2019. Property is valued as of this date. Comparable sales should be from July 1, 2019 back 1 year preferably.

Taxable Status Date – March 1, 2020. Assessment based upon the property condition and ownership as of this date.

Grievance Day Options- It is not necessary to have a meeting with the Board of Assessment Review in order to file a grievance. A grievance can be submitted to the Assessor's Office and it will be given to the Board for their consideration when they deliberate on a future date. It is important to include documentation to support the assessed value that you indicate on the grievance forms as the Board will need that for their deliberations. Your value should be based on current market values that are derived from comparable sales.

If you wish to schedule a meeting with the Board of Assessment Review, please try **to submit your grievance forms and supporting documentation by May 21st** as the **meetings are by appointment** and we will need to prepare a schedule for the Board Members. The meetings are limited to 5 minutes each.

Please call the office to schedule your appointment at 845-724-5600, Ext. 104. You can still request a meeting after the 21st, it just may be more difficult to get a convenient time as appointment times fill up. Please make sure you include a current and reachable telephone number. Please note, whether you meet with the Board of Assessment Review or have chosen to submit paperwork,

The Board of Assessment Review does not rule on grievances on Grievance Day. They will set a future date to meet as a Board (without the Assessor present) to deliberate and make final decisions. Your **supporting documentation is of the utmost importance** for the Board in their deliberations. Your Determination letters are sent out via mail upon the completion of The BAR deliberations.