



TOWN OF *Ogden*

Assessor's Office

269 Ogden Center Road, Spencerport, NY 14559-2076
Assessor's Office (585) 617-6107 – (585) 352-4590 FAX
www.OgdenNY.com

2018 – PROCEDURE: BOARD OF ASSESSMENT REVIEW **MAY 22nd, 2018**

1. **Complete the form.** Complete the applicable information on the Complaint on Real Property Assessment (Form RP-524). Forms are available on the Assessor's web page at www.ogdenny.com and/or at the office. Also available are instructions and an informational publication Contesting Your Assessment in New York State which gives more detailed information on this process.
 - a. Note: be certain to complete the following items, often overlooked or in error:
 - i. Item number 7 on Page 1 (your estimate of market value)
 - ii. Section B on Page 3, Part Three Grounds For Complaint
 - iii. Page 4, Part Five, Certification – sign and date
 - iv. Page 4, Part Four – **IF** you are designating someone to represent you
2. **Gather your documentation.** Gather documentation supporting your claim of value. Some examples of supporting documentation include, but are not limited to the following: recent comparable sales (available on website), bank appraisal, realtor CMA (Comparative Market Analysis), photos (if your claim includes condition issues), etc.
3. **Submit the Complaint form** & supporting documentation to the Assessor's Office.
 - a. By submitting paperwork in advance it allows the assessment staff to make copies, ahead of time, for all of the Board of Assessment Review members and does not delay the process for you and the other residents.
4. **Schedule an appointment.** Once the completed complaint form is received by the Assessor's Office, you may call (617-6107) or come to the Assessor's Office to schedule an appointment for the Board of Assessment Review. (Walk-ins are allowed, however scheduled appointments will be given priority in the order of being heard).
5. **Notice of Determination.** The Board of Assessment Review will not make a decision immediately.
 - a. The Board reviews each case in a closed session (closed to both residents and Assessor/Assessment staff).
 - b. The Notice of Determination of the Board of Assessment Review should be mailed to you by the third week in June.