



TOWN OF *Ogden*

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

2012 – HOW TO REQUEST AN INFORMAL ASSESSMENT REVIEW:

1. PRINT THE REQUEST FORM AVAILABLE ON THIS WEB SITE OR FROM THE ASSESSOR'S OFFICE
2. COMPLETE THE APPROPRIATE INFORMATION ON THE REQUEST FORM (SBL AND ASSESSED VALUE MAY BE FOUND ON YOUR TAX BILL)
3. GATHER YOUR DOCUMENTATION SUPPORTING YOUR CLAIM (I.E. COMPARABLE SALES, APPRAISAL, REALTOR COMPARATIVE MARKET ANALYSIS, ETC.)
4. RETURN THE FORM AND ALL SUPPORTING DOCUMENTATION TO THE ASSESSOR'S OFFICE BETWEEN 3/5/2012 AND 4/6/2012 (ONLY).
5. YOU WILL BE NOTIFIED, BY MAIL, OF THE ASSESSOR'S DETERMINATION AROUND THE FIRST WEEK OF MAY.
6. IF YOU DO NOT AGREE WITH THE ASSESSOR'S DETERMINATION OF VALUE, YOU MAY PROCEED WITH FILING A FORMAL COMPLAINT WITH THE BOARD OF ASSESSMENT REVIEW, ALWAYS HELD ON THE FOURTH TUESDAY IN MAY.