

# ASSESSMENT REVIEW PROCESS

## TOWN OF GREENBURGH

June 1<sup>st</sup> – June 21<sup>st</sup>

In order to find out the value of your property go to [greenburghny.com](http://greenburghny.com) and click the highlighted area **"New Assessment and Property Information"** or contact the Assessment Department at (914) 989-1520.

Your new assessed value is now equal to 100% of market Value. If you believe your house is worth less than the Town's assessed value, please bring proof of what you believe your property is worth along with the grievance form to Town Hall between June 1<sup>st</sup> – 21<sup>st</sup>.

The grievance application is a four page form that is very simple to complete. We also created a helpful instruction packet that explains the grievance procedure; both can be found on the Assessor's page of our website ([greenburghny.com](http://greenburghny.com)).

Further assistance can also be attained by calling the Assessor's office Monday through Friday 9-5 (989-1520).

The Board of Assessment Review (BAR) holds a public meeting on June 21<sup>st</sup> from 2-5pm and 6:30-9pm. You may appear before them if you choose, but it is not mandatory. If you wish to appear you must first submit your grievance application, then request an appearance time. If you do not wish to appear, the Board of Assessment Review's five members will meet over the course of the summer in deliberative sessions to make their determinations.

Decision letters will be mailed out September 15<sup>th</sup> regardless if you appeared in front of the BAR or not. The determination letters will include further instruction if you are still not satisfied with their determination.

**YOUR NEW  
2016  
VALUE  
WILL  
AFFECT  
YOUR 2017  
TAXES**

Tax amounts based the new assessed value will appear for the FIRST TIME on your April 2017 Town/County bill.



# REASSESSMENT REVIEW PROCESS

In order to have your **2016 tentative assessment** reviewed, it is recommended you do the following:

## **Determine if your assessed value is fair:**

You should decide for yourself what your property is worth. Look at sales (not other assessments) in your neighborhood and compare values of similar homes. There are many factors, but when comparing properties, try to at least stick to the same school district and similar square footage.\* Or, you may have a realtor give you an estimate of market value (in writing)

\*Please note that third party websites may not be 100% accurate with their sales and home data. Only use as a guide when researching home prices.

## **What is your next step?**

If you feel your property is over-assessed you have three (3) options:

You can meet with the Town Assessment Staff  
Meet with the Board of Assessment Review  
Submit a formal Grievance Application

## **What you should bring to the meeting?**

Any pertinent information that would support your opinion of the market value of your property such as:

- Photographs (interior and exterior) showing current condition of property (date stamped photos would be helpful).
- Cost estimates of any recent work; related to improvements, damage, or repair.
- An appraisal or a market analysis no more than 3 years old.
- A sales listing or contract of sale if you recently sold or purchased your property within the past 3 years (a valid sale).
- Sales information of similar properties from your neighborhood if you do not have an appraisal or comparative market analysis.

If you want to meet with Assessment Staff – call to make an appointment 914-989-1520

If you want to submit a formal Grievance Application – submit the application and supporting documentation to the Assessment Department on or before June 21, 2016 at 9:00pm.

If you want to meet with the Board of Assessment Review on June 21, 2016, and you already filed the formal grievance application with the Town, call the Assessment Department to schedule an appointment.