

## Town of Summerhill 2020 Assessment Review (Grievance Day) Procedures

We are taking the following steps to attempt to ensure safety of all involved and at the same time protect the rights of property owners under the Real Property Tax Law.

1. The Board of Assessment Review will meet on Wednesday May 27<sup>th</sup>, 2020 between the hours of 4pm and 8 pm to hear and examine all complaints in relation to assessments, on the application of any person believing him or herself to be aggrieved.
2. Please check the Town website (<https://www.cayugacounty.us/1096/Summerhill-Town>) for any possible updates to these procedures prior to May 27<sup>th</sup>.

### AS OF THIS WRITING:

1. The public will not be permitted into the Town Hall. Hearings will be conducted by phone only.
2. To have your case heard by the Board of Assessment Review, please call (315) 378-9236 to schedule an appointment and receive details for the May 27<sup>th</sup> meeting. If necessary, leave a message and we will contact you to set up the appointment.
3. All properly completed RP-524 forms (Grievance Forms) must be SIGNED by the property owner (part 5 of the form) and received at the Town by 8 pm Wednesday May 27<sup>th</sup>, 2020, Grievance Day to be heard. All supporting documents and information that you wish the Board of Assessment Review to consider must be included with your RP-524 form.
4. Paperwork can be submitted by
  - a) Mail addressed to: Board of Assessment Review  
13606 State Rt. 90  
Locke, NY 13092
  - b) Email: [summerhillassessor@gmail.com](mailto:summerhillassessor@gmail.com)
  - c) Delivered to Town Hall. Call (315) 378-9236 to have paperwork accepted.
  - d) Faxed to (315) 497-3495
5. The RP-524 form and instruction for filling it out can be found at: [https://www.tax.ny.gov/forms/orpts/assessment\\_grievance.htm](https://www.tax.ny.gov/forms/orpts/assessment_grievance.htm)

**Contact the Assessor for further assistance if necessary.**