

WHAT TO DO AFTER YOU RECEIVE YOUR NEW ASSESSMENT

Please spend a bit of time educating yourself about this revaluation. You can view both of my Informational Meetings on the Town of Victory Website under the Assessments page. I will have a list of helpful pamphlets at the end of this letter.

If you would like to discuss your new assessment, I will have appointments available days, nights and Saturdays to accommodate as many people as possible. There is an **Informal Assessment Review Form** in the envelope with this letter along with your Change of Assessment Notice. If you wish to set up an appointment to discuss a **residential** property, please complete this form to the best of your ability to help guide our discussion. If you have vacant land or a farm, you need not complete the form. During our meeting, I will show you how I came to the value that I did, if you disagree with your new value, we will discuss why that is and you will be providing me with any additional facts to help me give you the most accurate assessment of your property. We will not be negotiating or arguing nor will I be coming to any decisions at the meeting. This is a fact-gathering meeting. Please also remember that our meeting is about YOUR assessment, not how much your neighbors went up or down. I am looking at many different factors while valuing your property, but I do not compare your neighbor's houses to yours or even similar houses to yours UNLESS they have been sold within the last 5 years. Additionally, please remember that I do not have any control over taxes. My job is to assign a fair market value to your property based on any and all information available to me. I feel that you are the most important holder of information regarding your property.

1. If you'd like to discuss your new value, call (315) 626-6485. Leave a very brief message with your name, phone number, and address of property. I **WILL** call you back, when I can, to set up an appointment. DO NOT call the Town Clerk, she does not have access to the schedule. An appointment will be absolutely necessary, there will be **no** walk-in times. Please be patient. There is only ONE of me and MANY of you!
2. Come prepared with **facts** about your property. If it's a residential property, complete the Review Form.
3. Our meeting will be no longer than **15 minutes**. Please have your thoughts and evidence well organized. Notes, pictures, or recent appraisals that can be left with me are most helpful since I will review them again before making a decision regarding your property.
4. Decisions for a reduction will be mailed around the first of May. If you do not receive a notice of reduction, please check the Tentative Roll that will be published on the Town of Victory Website after May 1st.
5. If you do not receive a reduction or are not satisfied with the reduction you do receive, you are entitled to go the Board of Assessment Review Grievance Night on Thursday, May 30th from 4 - 8 pm. If you decide to go to Grievance, you will be expected to provide evidence that proves your idea of the market value of your property.
6. Please plan on meeting with me **BEFORE** you go to Grievance Night. This is a very important step in the process.

COMPLAINT ON REAL PROPERTY ASSESSMENT FORM for Board of Assessment Review

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

Various helpful pamphlets including fair assessments, reassessments, how to estimate the market value of your home and many more https://www.tax.ny.gov/pubs_and_bulls/orpts/publications/handouts.htm

Informational Meeting Videos <http://www.cayugacounty.us/1031/Assessments>

Cayuga County Real Property Services <http://www.cayugacounty.us/459/Real-Property-Services>

NYS Office of Real Property Tax Services <https://www.tax.ny.gov/pit/property/default.htm>