

**Guidelines for filing grievances  
with the Board of Assessment Review  
for 1, 2 or 3 family homes**

Attach a copy of the completed **“Residential Review Application 2018”** especially noting the comparable properties on the reverse side.

Attach a copy of any documents used to substantiate your claimed value such as a recent sales contract, listing sheet or appraisal (Keep the original for your records).

If possible, attach a photo of the front and rear of your property.

If possible, attach photos of any specific defects which you feel may affect the value of your property.

**Please be brief and specific.**

**Filling in the “Complaint Form” RP-524:**

Complaint on Real Property Assessment for **2018**  
Before the Board of Assessment Review for **North Tonawanda**

**Part One: General Information**

1. Name and Phone numbers where you can be contacted
2. Mailing address, even if it is the same as the grieved property
3. Fill in only if you choose to have someone represent you during this process. Also complete Part 4 on back of Grievance Form
4. Property location (address) School District is **North Tonawanda**
5. Property Identification No. (**Parcel ID from Notice of Change of Assessment**)  
This can be obtained from your assessment notice, or tax bill  
Description (may include info like Single Family with Garage & In-ground Pool, etc)
6. Land \$\_\_\_\_\_ Total \$\_\_\_\_\_ is the tentative 2018 Assessment and can be obtained from our office, or from  
[www.northtonawanda.oarsystem.com](http://www.northtonawanda.oarsystem.com)
7. This amount is **what you feel your property would sell for** if put on the market today.

## **Part Two: Info Necessary to determine value**

1. Purchase information if recently purchased
2. Listing information if recently listed
3. Appraisal information if recently appraised
4. Description of home and other buildings on lot
5. Information about recent improvements
6. Information regarding any rents or income produced from property
7. Any additional information you feel would substantiate your claim

## **Part Three: Grounds for Complaint**

\*Approximately 99% of grievances will use section **A. Unequal Assessment**

1. "X" b. if PC is a 210, 220 or 230 (single, double or 3 family)
2. fill in 83%
3. Fill in full value of property from Part one #7 (on front of grievance)
4. Fill in 80% of Part one #7

\*If you feel your grievance is unusual or has to do with an exemption, ask a member of the Assessor's office for information or full instructions.

**Part Four:** used only if you use someone else to represent you

## **Part Five: Certification**

Final section to fill out. Read, Date and Sign this certification.

## **Part Six: Stipulation**

Used only if there is an agreement with our office to change your assessment after the Tentative Assessment Roll has been filed with the County.

**Return your Grievance Form and accompanying proof to our office no later than 4:00 PM on May 22, 2018.** A representative will ask if you want to be present for the hearing on the evening of May 22nd, or if you want the Board of Assessment Review to make a decision based solely on the documentation provided.