

2016 BOARD OF ASSESSMENT REVIEW POLICY NOTICE

**Town of Harrietstown Grievance Day is
Tuesday, May 24, 2016 • 5:00 PM – 9:00 PM
By Appointment**

BOARD ROOM
HARRIETSTOWN TOWN HALL
39 MAIN STREET
SARANAC LAKE, NY 12983

Assessment complaint forms are available in the Harrietstown Assessment Office as well as online at www.tax.ny.gov/pit/property/contest/contestasmt.htm

The 2016 Tentative Assessment Roll is on file for inspection at the Harrietstown Town Hall, in the Town Clerk's Office and the Assessment Office 9:00 AM – 4:00 PM, Monday through Friday.

PLEASE NOTE THE FOLLOWING PROCEDURE:

- Completed grievance forms and supporting evidence may be submitted to the Harrietstown Assessment Office no later than close of hearings, 9:00 PM on Tuesday, May 24, 2016.
- A personal appearance before the Board of Assessment Review is not necessary in order for your grievance to be considered.
- If you wish to appear personally, or want to designate someone to appear on your behalf, you may do so.
- **PLEASE NOTE THAT ALL APPEARANCES BEFORE THE BOARD OF ASSESSMENT REVIEW WILL BE SCHEDULED. IF YOU WANT TO APPEAR BEFORE THE BOARD OF ASSESSMENT REVIEW, YOU SHOULD MAKE AN APPOINTMENT THROUGH THE ASSESSMENT OFFICE. APPLICATIONS RECEIVED BY 4 PM, MAY 18, 2016 WILL BE SCHEDULED FOR GRIEVANCE DAY HEARINGS, MAY 24, 2016. ALL OTHERS WILL BE GIVEN AN APPOINTMENT ON A SUBSEQUENT DATE. EVERY EFFORT WILL BE MADE TO SCHEDULE APPOINTMENTS AT THE PROPERTY OWNER'S CONVENIENCE.**
- Non-resident property owners whose completed forms are received by May 18, 2016 are entitled to a delayed hearing date, upon request, which will be held on Tuesday, May 31, 2016.
- Any evidence submitted to the Board of Assessment Review becomes the property of the Board.

FOR FURTHER INFORMATION, PLEASE CALL THE HARRIETSTOWN ASSESSMENT OFFICE AT: (518) 891-0436.

AT THE REQUEST OF THE HARRIETSTOWN BOARD OF ASSESSMENT REVIEW (BAR), THE FOLLOWING IS INCLUDED FOR YOUR INFORMATION.

A. Burden of Proof:

1. A Board hearing must be conducted under the presumption that the assessment is accurate and correct.
2. It is the responsibility of the complainant to demonstrate to the Board of Assessment Review that the assessment is in error. Appraisals, comparable sales listings, purchase price or building costs, etc., can all be presented to the Board as proof that the assessment is incorrect.
3. If the complainant offers no proof or convincing evidence (of any kind, written or verbal) to support his or her contention that the assessment is incorrect, the Board of Assessment Review must maintain that the assessment is indeed correct, as it exists on the assessment role.

B. Summary:

The submission of a grievance complaint form alone does not necessarily prove that an assessment is incorrect. The complaint form represents the statement that the complainant believes the assessment is in error. If no proof or evidence is submitted to support this belief, the legal presumption that the assessment is correct and must be upheld.