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Office of the Assessor  
JUDY M. TAFELSKI, SCA  
Assessor

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## **HEARING OF ASSESSMENT COMPLAINTS**

The Board of Assessment Review is scheduled to meet on **Tuesday, May 26<sup>th</sup>** via **telephone conference**. Complaints on commercial property will be heard between hours of 9:00 A.M. and 11:30 A.M. Complaints on residential property will be heard between the hours of 1:00 P.M. and 4:00 P.M. and from 6:00 P.M. to 8:00 P.M. to hear and examine all formal complaints in relation to assessments upon the application of any person believing that they have been aggrieved. Since in-person hearings will not be held while **social distancing protocols** are in effect, it is imperative that a fully completed RP-524 complaint form with all supporting documentation be submitted via mail, email, or Tax Drop Box to the Assessor's Office before **May 26<sup>th</sup> if possible** to afford sufficient time to adequately prepare for the hearings. Once a properly completed complaint form is received, a complainant will be contacted to schedule an appointment for their telephone conference hearing with the Board of Assessment Review. While complaints may be filed until 8:00 P.M. on May 26<sup>th</sup>, the Board will not hear them until a future date and time. Complainants will be contacted to schedule this appointment.

**Persons who file a complaint have the option to have the Board review their complaint form without having a telephone conference. The Board will inform them in writing of its decision. Complainants will have opportunity to choose this option when contacted to schedule an appointment.**

Complaint forms cannot be filed until after May 1<sup>st</sup>. The complaint form and the publication "Contesting Your Assessment in New York State" are available online at NYS Tax & Finance at [www.tax.ny.gov](http://www.tax.ny.gov).

Since this a public meeting that the public is allowed to listen to, dial-in instructions for a telephone connection to the meeting will be made available after May 1<sup>st</sup> on the town's website or by contacting the Assessor's Office.

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Town of Tonawanda Assessor

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