

BOARD OF ASSESSMENT REVIEW (BAR) INSTRUCTIONS

- APPLICATIONS AVAILABLE AT THE ASSESSOR'S OFFICE BEGINNING **MAY 1st** OR PRINT FROM TOWN WEB SITE AT www.tonawanda.ny.us, THEN GO TO ASSESSOR'S PAGE.
- TO SCHEDULE A HEARING, PLEASE CALL (716) 877-8811, AFTER MAY 1ST.
- IF A NON - HEARING IS REQUESTED, YOUR APPLICATION MUST BE ON FILE BY THE THIRD THURSDAY IN MAY AT 9 PM.

FOR COMMERCIAL / VACANT LAND CHALLENGES

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- 1) COMPLETE FORM RP-524 (3/09)-INSTRUCTIONS TO COMPLETE INCLUDED IN FORM RP-524-Ins (3/09)

NUMBERS 2&3 BELOW ARE NOT MANDATORY, BUT IF COMPLETED WILL ASSIST THE BOARD IN EVALUATING YOUR PROPERTY

- 2) SUPPLY DOCUMENTS AND COMPLETE "COMMERCIAL PROPERTY QUESTIONNAIRE"
- 3) FILL IN FORM TITLED "BOARD OF ASSESSMENT REVIEW – COMMERCIAL/VACANT LAND APPLICATION"-ALONG WITH SECTION 2 COMPARABLES USED

FOR RESIDENTIAL CHALLENGES

- 1) COMPLETE FORM RP-524 (3/09)-INSTRUCTIONS TO COMPLETE INCLUDED IN FORM RP-524-Ins (3/09).

NUMBER 2 BELOW IS NOT MANDATORY, BUT IF COMPLETED WILL ASSIST THE BOARD IN EVALUATING YOUR PROPERTY

- 2) FILL IN FORM TITLED "BOARD OF ASSESSMENT REVIEW APPLICATION"-ALONG WITH SECTION 2 - COMPARABLES USED.