

Options and Timeframes to Discuss Your New Assessment

1. Informal meeting with the Assessment Staff

January & February 2018

Please go online at townofbrighton.org/revaluation or call the appointment line to schedule an appointment: (585) 784-5218
Review requests are also accepted by mail to the Town Hall or online at townofbrighton.org/revaluation

You will be notified of the result of your informal meeting by mid April 2018.

If you are satisfied with your assessment after the informal meeting and reviewing the **May 1 Tentative Assessment Roll**, no further action is necessary. If not, see next step.

2. Formal Grievance with the Board of Assessment Review

May 22, 2018

File a grievance application between May 1 and May 22

If you are satisfied with your assessment after meeting with the Board of Assessment Review and reviewing the **July 1 Final Assessment Roll**, no further action is necessary. If not, see next step.

3. Small claims for residential properties*

File within 30 days of the filing of the Final Assessment Roll.

* To file a small claims, you must have filed a formal grievance with the Board of Assessment Review first.

Informational websites: [*www.townofbrighton.org/revaluation*](http://www.townofbrighton.org/revaluation)
[*www.tax.ny.gov*](http://www.tax.ny.gov)

2018

How to Schedule and Prepare for a Residential Informal Review

The 2018 preliminary assessment is based on current market conditions. Informal valuation reviews are an opportunity for the property owner to provide market and/or condition information that may affect your 2018 assessment.

If you feel the preliminary value reflects roughly the amount for which you could sell your home, then your assessment is fair and you do not need to schedule an appointment. If you feel your property's assessment is too high or too low, gather your information and schedule an informal review **or** submit your review request by mail or online.

Please have the 2018 Assessment Notification letter available when scheduling your appointment.

You may schedule an appointment, beginning December 1, from our website: townofbrighton.org/revaluation. Select the "schedule an appointment" tab. Or by calling (585)784-5218, between the hours of 9:00am and 5:00pm, Monday - Friday. Informal hearing appointments will be held starting January 3, 2018 and will be completed by February 28, 2018.

Call no later than February 15, 2018 to *schedule* an appointment.

You must own the property or have a letter of authorization from the owner to participate in a review. Informal reviews will be conducted at the Brighton Town Hall offices, located at 2300 Elmwood Avenue, Rochester, New York 14618. Each review will be scheduled for a 10 minute period.

You may also send information you would like us to consider. This information, if received no later than **February 15, 2018**, will be treated as if you had appeared in person.

You may submit a review request online at townofbrighton.org/revaluation **OR**

by mailing to: Town of Brighton Assessor's Office Submit
2300 Elmwood Avenue By **February 15, 2018**
Rochester, NY 14618

WHAT TO BRING or Submit: Residential Review packet, including copies of all pertinent property information you would like reviewed, such as sales of similar properties, any recent appraisal, sale listing, photos, or recent construction cost, etc.

Notification: You will be notified by mid April 2018 of the results of the informal review. If you are dissatisfied with the results of your informal review, you may file form RP-524 with the Board of Assessment Review **after** May 1, 2018. You do not need to attend an informal review to file a complaint with the Board of Assessment Review. The BAR will meet on Tuesday, May 22, 2018 by appointment. That May 22, 2018 date is the last date to submit your RP-524.

Taxes will not be discussed at the informal review. Assessors do not determine your property taxes; the assessor's job is to ensure that the taxes collected will be distributed fairly among all taxpayers. The assessor cannot assist you with tax matters, but only with matters pertaining to the assessed value of your property.