

## **Grievance Day is May 25, 2021**

**\*Please note that we are working to assist everyone with the grievance process and to help everyone stay safe during the COVID-19 Crisis. Grievance meetings are scheduled to be held in person with the Board of Assessment Review this year. Your patience with this new process will be greatly appreciated. Please take a moment to review the following updated information:**

Board of Assessment Review meeting hours are: 9:30am – Noon, 1:30pm – 4:00pm & 6:00pm – 8:00 pm

**Grievance forms must be received by May 25, 2021.** You can mail, email, or drop your paperwork off in person at the Assessor's Office at Town Hall. If you choose to email or mail your forms in, please call the Assessor's Office 845-485-3640 to confirm that we received your grievance forms. NOTE: THE ASSESSOR'S OFFICE IS NOT RESPONSIBLE FOR MISSING GRIEVANCE FORMS (LOST IN THE MAIL OR UNDELIVERED EMAILS) Mail to: Assessor's Office, 1 Overocker Road, Poughkeepsie, NY 12603. Email to: [Assessor@townofpoughkeepsie-ny.gov](mailto:Assessor@townofpoughkeepsie-ny.gov) PLEASE INCLUDE A CURRENT PHONE NUMBER ON YOUR FORM.

**Links to the required RP-524 Grievance Form, RP-524 instructions, a Comparable Sales Home Analysis Worksheet, and current sales files (2018/2019, 2019/2020) are also available on the Assessor's page for your convenience.**

**If you need us to mail you a form, please call the office. Remember forms must be received by the Assessor by May 25, 2021, so call early.**

### **Important Dates to Remember**

Valuation Date – July 1, 2020. Property is valued as of this date.

Taxable Status Date – March 1, 2021. Assessment based upon the property condition and ownership as of this date.

### **Grievance Options**

If you do not wish to schedule a meeting with the Board of Assessment Review, but still want to file a grievance, you can submit your grievance form and supporting documentation to the Assessor's Office and it will be given to the Board for their consideration when they deliberate on the grievances. You will receive a determination letter via mail from the Board of Assessment Review during the month of July.

If you wish to schedule a meeting with the Board of Assessment Review, please try to submit your grievance forms and supporting documentation by May 19<sup>th</sup> as the meetings are by appointment and we will need to prepare a schedule for the Board Members. The meetings are limited to 5 minutes each. Please call the office to schedule your appointment at 845-485-3640. You can still request a meeting after the 20<sup>th</sup>, it just may be more difficult to get a convenient time as appointment times fill up. Please make sure you include a working telephone number where the Board can reach you as you may be asked to wait outside the building until your appointment time due to the COVID-19 crisis.

Please note, whether you meet with the Board of Assessment Review, or have chosen to submit paperwork, The Board of Assessment Review does not rule on grievances on Grievance Day. They will set a future date to meet as a Board (without the assessor present) to deliberate and make final decisions. Your supporting documentation is very important for the Board in their deliberations. Determination letters are sent out via mail during the month of July.

If you have any questions or concerns, please do not hesitate to contact the office at 845-485-3640.