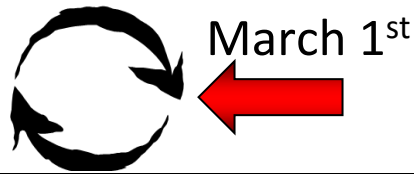


Important Timetable

Assessment Schedule/Cycle



Date or Date Range	Activity
Through March 1 st	· Accept and process exemptions · Building permit processing · Sales processing & verification
March 1 st	· Taxable Status · Last day to apply for exemptions
March 28 th	· Informal Assessment Review worksheets due/last day accepted
May 1 st	· Tentative Assessment Roll · Review assessment inventory & values
After May 1st	· Informal Review Determination Notices Mailed
After May 1st	· Assessment changes notices mailed (assessment changes due to annual assessment review, physical changes e.g. building permits, property splits, etc.)
After May 1st	· Formal Grievance forms available · Assessment book available Assessor's Office · Web site updated (sales information, informal review forms)
May 1 through 4th Tuesday in May	· Formal Grievance forms (RP-524) accepted
Fourth Tuesday in May	· Board of Assessment Review meets. "Grievance Day" for assessment challenges
July 1 st	· Final Assessment Roll · Valuation Date next Roll Year
July 1 st - July 30 th	· Small claims assessment reviews filed at Erie County Clerk's office
Oct 15	· School Tax bills due
Sept 1 – January	· Annual Assessment Analysis & Review
February 15	· County/Town Tax bills due
Jan 1 –March 28 th	· Informal Assessment Review worksheets accepted