

Board of Assessment Review (BAR)

Instructions and Tips

(complete instructions and application can be found on the ORPS website or at the Assessor's office)

www.orps.state.ny.us/pamphlet/complain/howtofile/index.htm

1. **All applications must be filed on or before the last Tuesday in May.** This can be done by mail, dropped off to the Assessor's office or placed in the drop box. You can appear without an appointment on Grievance day (last Tuesday in May) but must have a complete application. It is recommended that you make an appointment so that you do not have to sit and wait until there is an opening. This will also allow us to provide the BAR with your assessment folder and any other information we currently have in our office. **All complete applications filed by the deadline WILL be heard by the Board of Assessment Review!**
2. **The application must be completed in full PRIOR to meeting with the BAR.** All information must be completed including question #7 on page 1 of the application. The Board cannot consider any applications without a value indicated per New York State guidelines. Merely objecting that the assessment is too high will not result in a successful grievance outcome.
3. **You must prove that the current assessment is incorrect.** You will need to provide information such as a current, valid appraisal, proof that some inventory is incorrect, good sales comparisons (be sure to use comparisons with the same building style, similar square footage and located in the Town of Newstead and /or Village of Akron), pictures of the home's condition or neighborhood concerns in order to support your request.
4. **The Board will conduct 10-15 minute appointments.** To maximize your time with the BAR, be sure to have all your information available. All questions and comments should be addressed to the BAR. The Assessor will be present, but only to answer any questions the BAR members may have.
5. **You will be notified by mail of the BAR's decision.** If you are satisfied with the BAR's decision, that value will become your final assessment. There is nothing further that you need to do. The new value will not change again until the next revaluation or if any new construction/demolition has occurred or if a change is made to the property (split/merge).

If you are **NOT** satisfied with the outcome of the BAR, there is another step which can be taken: Small Claims Review (SCAR). Three copies of the application must be filed with the Erie County Clerk's office, the Town Clerk and the Assessor's office within 30 days of the filing of the final assessment roll. This step is **only available to one, two or three family residential properties, who have filed a complaint with the BAR.** Further information is available in the Assessor's office after Grievance Day.

Town of Newstead Assessor's Office and
Board of Assessment Review Complaint Hearings
5 Clarence Center Rd.
Akron, NY 14001
716-542-4574

Last date to file a grievance:
Last Tuesday in May