

Town of Bolton 2020 Revaluation Project

PO Box 7 4949 Lake Shore Dr Bolton Landing, NY 12814
518-644-2894

Email: assessor@town.bolton.ny.us Fax: 518-644-2476

INFORMAL REVIEW REQUEST FORM:

Fill out as much information as you can and submit this to the Assessor's office. You can attach more information as you see fit, use additional pages if necessary. Submit to the above address, either by USPS, Email, Fax or drop off at the Assessor's office. This will be reviewed, and you will be notified **after May 1st** of any decision.

Owner's Name _____ Tax Map # S/B/L: _____

Phone # _____ Email Address; _____

Type of Property: (circle one) Year-Round Home, Seasonal Home, Vacant, Commercial

Please answer the following questions, if applicable:

Are there issues/problems with:

Buildings: the structures on the property; condition of home etc. explain: _____

Out Buildings: Garage(s), Shed(s), Boathouse, etc. explain: _____

Land: wetlands, not buildable etc. explain: _____

Additions or Alterations to the property? Explain what was added/alterred and when: _____

******* MARKET VALUE: Sale Listing info:** _____

Owner's Opinion of Property(s) Value \$ _____ MANDATORY THIS IS COMPLETED
If this section is not completed, your request for review will be denied.

SIGNATURE _____ **DATE** _____

By signing the above, you are aware that you will be notified **AFTER MAY 1st**, of any changes made.

OFFICE USE ONLY

Prior Land Value \$ _____

New Land Value \$ _____

Prior Total Assessment \$ _____

New Total Assessment \$ _____

Data Change
Info Only

Computer File
No Change

Property Record Card
Field Check

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INFORMAL VALUATION REVIEW PROCESS:

Informal valuation reviews are an opportunity for the property owner to review data used to establish property values and to provide additional information relative to the estimated market value place on the property.

The property owner, or the authorized representative of the owner, must schedule an appointment for a review, phone appointments are appropriate. **Please be patient as we only have one (1) line available to make and receive calls. If you would not like an appointment and just want some information, please EMAIL us and we will respond ASAP.**

You must schedule your appointment within 10 working days of the postmark of your notice, appointments can be made through the phone or the email. Calls, Emails will be returned, as necessary, and appointments will be scheduled. The reviewer will only have the pre-requested property information available.

The reviewer is only concerned with the property value and supporting documentation.

THE REVIEWER CANNOT DISCUSS TAXES

At the Appointment, the reviewer will discuss information used to establish current market value. The value is presumed to be correct unless you provide data showing the value to be incorrect.

- 1.** Recent listing of the property showing the asking price, time on market, offers, etc.
- 2.** Recent appraisal of the property
- 3.** Recent arms-length sale of the property.
- 4.** Recent sales of similar properties
- 5.** Photos showing problems with the physical condition

Please bring copies of supporting documentation with you. The information must remain with the reviewer and will become part of your property file.

Scheduled appointments will be for 10 minutes. The reviewer will answer your questions about the valuation process and accept any information you may wish to have considered. The data will be carefully reviewed at a later date to determine if any adjustments are warranted.

If you are unable to attend the informal review meeting, the attached form and any documentation stating your concerns **must be received by March 30th to be considered.**

No decisions on valuation will be made at the informal review meeting. You will be notified by mail of any changes during the first week in May.

A formal Grievance may be filed with the Board of Assessment Review, it is not required that you attend the informal review meeting in order to be heard by the Board of Assessment Review. Grievance Forms will be accepted **after May 1st.** See www.boltonnewyork.com or www.maxwellvaluation.com for forms and more information.