

Town of Manlius

Board of Assessment Review



Dear Property Owner,

The Board of Assessment Review (BAR) provides an appeal process to the property owners who believe their assessed value is not in line with similar properties in your general neighborhood; please note that you are contesting the assessed value of your property and **NOT** your taxes. To assist you in navigating the grievance process, we offer the following suggestions and general information:

1. Due to the COVID-19 pandemic, personal appearances before the BAR will not allowed. However, the BAR will make themselves available via Zoom.com by appointment only on May 26, 2020. Contact the Department of Assessments at (315) 637-9854 for details on how and when you may access a Zoom session with the BAR.

Preferential consideration will NOT be given to those who make a Zoom.com appearance versus those who drop off their application and supporting information. The BAR's determinations will be based on the documentation submitted by you and reviewed during the BAR's deliberations in June.

2. If you do not want to appear in a Zoom.com session before the BAR, you may e-mail your completed RP-524 complaint form, and all supporting documents to:

- a. Town of Manlius
ATTN: The Department of Assessments
301 Brooklea Dr.
Fayetteville, NY 13066-1301

or

- b. Scan and e-mail your RP-524 and supporting documents to:
ATOM@townofmanlius.org

3. You should provide the BAR with a reasonable amount of documentation that supports your estimate of value; if you are concerned that your assessment isn't relatively equal to your neighbors, this usually can be accomplished by submitting no more than five comparable properties. Please note that submitting an excessive amount of comparables typically does not tell us much more than your first, and best, five. If your concern is related specifically to the condition of your property, pictures are useful in illustrating your point, but again, be sensible in the number of pictures you wish us to review. Attach your pictures to the RP-524 complaint form; regardless of why you are grieving, please include an exterior picture of your own house.

4. If you had an independent appraisal done on your property within the last three years (i.e., for a home equity loan, mortgage, re-finance, etc.), attach a complete copy to your

RP-524 complaint form. Please note that a bank appraisal does NOT guarantee a change in assessment; the appraisal will be reviewed as part of your grievance documentation and weighed against the market conditions as of the legally mandated valuation date of July 1, 2019.

5. If you choose to make a Zoom.com appearance, you will be allotted a strictly enforced five-minute presentation window. Be assured, all RP-524 complaint forms, and their supporting documentation, will undergo a thorough examination during the BAR's deliberations.
6. The RP-524 complaint form must be complete, to include your signature and date in *Part Five: Certification*. Forms found to be incomplete will be invalidated.
7. ALL forms **MUST** be filed with the BAR or Department of Assessments **NO LATER THAN 8:00 PM on May 26, 2020**, this includes all e-mailed forms (see Bullet 2 above). Any applications received after this date, by law, cannot be accepted. An RP-524, post-marked on or before May 26, 2020, but not received until after May 26th, cannot be accepted.
8. The BAR will notify you, in writing, of its determination before July 1st.