



TOWN OF OSSINING

The Volunteer Spirited Town

16 CROTON AVENUE
OSSINING, N.Y. 10562

Fernando Gonzalez
Town Assessor

www.townofossining.com

[Property Owner]
[C/O]
[Mailing Address1]
[Mailing Address2]
[City, State Zip]

RE: Town of Ossining Reassessment Project – Commercial Property Valuation

Dear Commercial Property Owner(s),

As you may already be aware, the Town of Ossining is in the process of a town-wide reassessment of all real property. Tyler Technologies has been hired to perform this project. This effort will culminate in new assessments for all properties for the 2020 town assessment roll.

As part of the process of valuing commercial property, we are required to gather and analyze **current rental income and expense data** in order to fairly and equitably assess your property. We are not asking for your business's income and expenses, but the income from the rental of the real estate. Commercial properties are assumed to be leased or rented to tenants. If you are the owner/occupant and do not pay rent to an LLC (yourself) please return the documents marked "Owner Occupied." If the property is rented please complete the forms as appropriate with **2018 data (and 2019 data if available)**. If you have vacancies please provide the asking or expected rental rates for that space.

A fillable PDF version and instructions can be found at the Town's web site: <http://www.townofossining.com>. **We encourage you to complete these electronically and return by the email link at the bottom of page 3 of the forms.** If you wish to respond by regular mail, please complete the printed forms. Please complete the forms using **2018/2019 data** and return **by no later than October 30, 2019**, either by:

Email: mmrc@tylertech.com OR **Regular Mail:** To above mailing address

In accordance with the provisions of the NYS Freedom of Information Act, all information provided on this report will remain strictly confidential. Please be advised that while there is no penalty for failure to provide this information at this time, certain assumptions about your property will have to be made. Please note that you will need to submit this information if you challenge your new assessed value.

Completion of the forms should be self-explanatory; however, there is a separate set of instructions on the above website. Your participation is critical to the success of this town wide reassessment project. To ensure an accurate assessment of your property, **please respond to this letter as soon as possible, but NO LATER THAN October 30, 2019**. If you have any questions contact Tyler Technologies at **(800) 829-4235**.

Thank you in advance for your cooperation and attention to this very important matter.

Sincerely,

Fernando Gonzalez, IAO
Town Assessor

Map ID: [PARID]

Property Location: [LOCATION]