

BOARD OF ASSESSMENT REVIEW
TOWN OF OSSINING
16 Croton Avenue
Ossining, NY 10562
914-762-8274

Dear Property Owner,

You have filed an application for review of your 2023 tentative property assessment (Form RP-524). In order to provide the Board of Assessment Review (BAR) with information relevant to deciding your application, please complete the applicable questionnaire (either for residential property or commercial property) and provide the requested information pursuant to Sections 512, 524 and 525 of the Real Property Tax Law. If you are unsure as to which questionnaire to complete, contact the Assessor's office at the number stated above.

FAILURE TO SUPPLY THE ATTACHED QUESTIONNAIRE, TOGETHER WITH THE REQUESTED INFORMATION, MAY RESULT IN YOUR APPLICATION BEING DENIED. OWNER'S SIGNATURE IS REQUIRED ON ALL FORMS.

Please take notice that the Board of Assessment Review will hold hearings Tuesday, June 20, 2023 at **16 CROTON AVENUE, OSSINING**, between the hours of 4:30 PM and 8:30 PM to hear complaints on the 2023 tentative assessment roll ("Grievance Day").

- Grievance Day is the deadline for submitting Form RP-524 and the RP-524 must be received by the Assessor no later than 8:00 PM on that date;
- The applicable Grievance Questionnaire accompanied with supporting/requested documentation is required to be submitted to the Assessor's Office **no later than 2 weeks after the date you file the Form RP-524**, unless otherwise determined by the Board of Assessment Review;
- You will receive a notice of the Board of Assessment Review's determination prior to the filing of the Final Assessment Roll on September 15, 2023.
- If you choose to be represented in your application (which is not required), you **must** authorize that person to appear on your behalf (See Part Four of RP- 524). Should a representative appear in your stead, they should be knowledgeable as to the property's condition, amenities and attributes as well as the local real estate market.
- You may only authorize one person/firm to represent you and only one Form RP-524 may be filed for your property related to the 2023 assessment. Multiple filings may result in penalties from the representatives not chosen. **PLEASE READ ANY CONTRACT YOU MAY SIGN CAREFULLY.**

Thank you,

Filer (Owner/Representative): _____

Parcel ID: _____ Property Address: _____

Grievance Questionnaire
FOR RESIDENTIAL PROPERTY ONLY
(Page 1 of 2)

MUST BE COMPLETED AND SIGNED BY THE PROPERTY OWNER

1. Does the owner reside in the subject premises? _____ If the property is rented, provide copies of current leases;

2. Attach recent photographs of the subject property both exterior and interior, including the kitchen, ALL bathrooms, basement, attic, a view from the street, and any accessory structures (both attached and detached);

3. Style of house (circle one): Cape Cod / Colonial / Contemporary / Mansion / Ranch
Raised Ranch / Split Level / Tudor / Mansion
Other: _____

4. Total number of rooms: _____

5. Total number of bedrooms: _____

6. Total number of bathrooms: Full _____ Half _____

7. Basement type (circle one): Full Partial Crawl Slab Walk-out
If partially finished, % of finished space _____

8. Provide data relating to the cost of acquisition of the subject property, if acquired within the past five years. If the property is currently in contract, copies of the executed contract.

9. Attach any appraisals of the subject property within the past five years, **IF ANY**;

10. Is the subject property currently for sale? _____
 If Yes: Attach listing agreement and/or current MLS listing.
 What is the asking price: \$_____.

11. Lot size: _____

12. List any physical or cosmetic improvements that were made to the subject property within the past 5 years, whether or not you obtained a building permit. Additionally, provide proof of cost of construction of any such improvements including a tabulation of final costs by affidavit, and if incomplete, a tabulation of costs incurred thus far and the estimated cost for completion;

Grievance Questionnaire
FOR RESIDENTIAL PROPERTY ONLY
(Page 2 of 2)

13. List any unusual or outstanding feature(s) i.e. water view, pool, tennis court, out-buildings, steep slopes, wetlands, easements, busy road frontage, etc. _____

14. Provide copies of the first page of all fire and property damage insurance policies covering the subject property;

15. Attach any additional information supporting your complaint including comparable sales in the neighborhood that indicates the assessment on the subject property is incorrect;

16. Does the property owner consent to an interior inspection of the subject property **IF** requested by the BAR: _____?

17. If you hired a tax representative to contest your assessment on your behalf, have they completed a thorough in-person inspection of your property? _____ If not, has an inspection been scheduled?

18. How many times have you filed an RP-524 in the last 5 years? _____ If one or more, was your value adjusted? _____ If so, state the year and the amount of the adjustment.

I, _____ (Property Owner), certify that all statements made on this application are true and correct to the best of my knowledge and belief and I understand that the making of any willful false statement of material fact herein will subject me to the provisions of the penal law relevant to the making and filing of false instruments.

Signature of Owner

Date

Signature of Representative (if any)

Date

Return to the Assessor's Office: 16 CROTON AVENUE, OSSINING, NY 10562

Filer (Owner/Representative): _____

Parcel ID: _____ Property Address: _____

Grievance Questionnaire
FOR COMMERCIAL PROPERTY ONLY
(Page 1 of 1)

MUST BE COMPLETED AND SIGNED BY THE PROPERTY OWNER

Provide the following information:

1. Federal Income Tax Returns covering operations of the subject property for the last two preceding years of operation;
2. Certified statement of income and expenses for the last 3 preceding years of operation;
3. Current rent rolls, with copies of all leases and / or subleases including the total square feet of each;
4. Data relating to the cost of acquisition of the subject property, and if acquired within the past three years, copies of complete contract and closing statement;
5. Copies of the first page all fire and property damage insurance policies covering the subject property;
6. Proof of cost of construction or of any improvements which is less than five years old including a tabulation of final costs by affidavit, and if not yet complete, a tabulation of costs incurred thus far and the estimated cost for completion;
7. Real Estate Appraisals, **IF** any;
8. Sketch or survey of the property.

I, _____, (Property Owner), certify that all statements made on this application are true and correct to the best of my knowledge and belief and I understand that the making of any willful false statement of material fact herein will subject me to the provisions of the penal law relevant to the making and filing of false instruments.

Signature of Owner

Date

Signature of Representative (if any)

Date

Return to the Assessor's Office: 16 CROTON AVENUE, OSSINING, NY 10562