

GRIEVANCE 2024

Owner(s) Name(s) _____

Mailing Address _____

Representative (if applicable) _____

Tax Map Number _____

PROPERTY OWNER MUST PERSONALLY COMPLETE THE QUESTIONNAIRE. ALL REQUIRED DOCUMENTS MUST BE SUBMITTED WITH THIS FORM.

Property Owner;

The purpose of this form is to provide the Town of Collins, Board of Assessment Review (BAR) with additional information that may not be included in the RP-524 Assessment Complaint Form. This information will be used to better consider your application for the assessment review.

Please take notice that the Board of Assessment Review (BAR) will hold its hearing on **Wednesday, May 29, 2024 from 4 PM to 8 PM** at the Collins Town Hall, 14093 Mill Street, Collins, NY 14034. Should a representative appear in your place, they should be knowledgeable as to the properties condition, amenities, and attributes as well as the local real estate market.

Once you have submitted **the Grievance Application Form RP-524, and all supporting documents**, to the Assessor's Office, please contact the Assessor's Office at 716-532-4874 ext.108 to make your appointment if you not have done so already. By Law, RP-524 is due no later than May 29, 2024 by 8pm. This Questionnaire form accompanied with supporting documentation.

FACT SHEET

Mailing Address:

Town of Collins
Assessor's Office
P.O Box 420
Collins, NY 14034

Physical Address:

Town of Collins
Assessor's Office
14093 Mill Street
Collins, NY 14034

PHONE: 716-532-4874 ext. 108

CELL: 716-465-3755

EMAIL: assessor@townofcollins.com

Appointment time: _____

**DATE, TIME, LOCATION FOR HEARING GRIEVANCES
(BY APPOINTMENT)**

Wednesday, May 29, 2024
4 PM and 8 PM
14093 Mill Street, Collins, NY 14034

LAST DATE FOR FILING GRIEVANCE COMPLAINTS:

MAY 29, 2024

**PROVIDE COMPLAINT FORM
AND ALL SUPPORTING
DOCUMENTATION!**

TAX MAP NUMBER: _____

RESIDENTIAL GRIEVANCE QUESTIONNAIRE

Please Complete:

1. Is the property your **PRIMARY** Residence? _____
2. Is your property rented out, either part time, seasonally or full time? _____
3. Home Style (Circle One) *Cape Cod Colonial Contemporary Mansion Ranch Raised Ranch Split Level Tudor Log A-Frame Other:* _____
4. Number of Rooms: _____
5. Number of Bedrooms: (including any room that could be **used as a bedroom** (i.e. loft, den) _____
6. Number of Bathrooms: Full _____ Half _____
7. Basement Type: Full _____ Partial _____ Crawl/Slab _____ % Finished Basement _____
8. Was the Property Purchased in the last 2 years? _____
If Yes: Purchase Price \$ _____ Date Purchased _____
Please attach copy of contract of sale and mortgage appraisal, if applicable
9. Is your property currently for sale? _____
If Yes: Please attach listing agreement and current MLS listing.
What is the asking price: \$ _____
10. Please Attach recent photographs of your kitchen and bathrooms
11. Do you have a recent appraisal of the property? _____ if, yes, please attach
12. Please list any physical or cosmetic improvements that were made within the past 5 years.

13. Please list any unusual or outstanding feature(s) i.e. view, pool, tennis court, out buildings, wetlands etc.

14. Please attach additional information supporting your complaint including **Comparable SALES** in your neighborhood that indicates the assessment on your property is incorrect. **Note: Comparable Assessments is not a viable claim. Cost, Comparable Sales and Income/Expense are the 3 approaches to value.**
15. I consent to an interior inspection of my property **IF requested:** _____ (Not Mandatory)

TAX MAP NUMBER_____ PROPERTY ADDRESS_____

COMMERCIAL PROPERTY OWNERS

Please provide the following information to the BOARD OF ASSESSMENT REVIEW (BAR)

1. Total square footage of property, total square footage covering each lease, or owner-occupied space.
2. Federal Income Tax Returns covering operations of the subject property for the last two (2) preceding years of operations.
3. Current rent rolls, with copies of all leases and/or subleases
4. Data relating to the cost of acquisition of the subject property, and if acquired within the past three (3) years, copies of complete contract and closing statements.
5. Gross Sales Receipts for the previous calendar year in connection with retail and wholesale sales operations.
6. Copies of all fire and property damage insurance policies covering the subject property.
7. Proof of cost of construction or of any improvements to existing construction which is less than five (5) years old, including a tabulation of final costs by affidavit, and if incomplete, a tabulation of cost incurred for work in progress.
8. Certified statement of income and expenses for the last three (3) preceding years of operation.
9. Copies of all outstanding mortgages affecting the subject property.
10. Real Estate Appraisals, if any
11. Sketch or survey of property.