

Board of Assessment Review (BAR) Process

- 1) The BAR's sole purpose is to guarantee taxpayer's rights by hearing real property assessment complaints (grievances) and arriving at fair and impartial determinations regarding those complaints.

*BAR members are not Assessors, they do not value property,
they hear complaints/grievances brought before them on Grievance Day.*

- 2) When you appear before the BAR, you will be sworn in, if you have not already submitted your RP-524 form, you will submit that to the Board Chairperson.

2A) You are not required to appear in person. You may submit your RP-524 form along with any additional facts. If you have submitted your RP-524 form by 8PM on Grievance Day, your complaint will be reviewed by the BAR, and you will receive a decision in the mail at a later date.

- 3) The BAR will listen to your information regarding your property and your proof that the current assessment is a) unequal b) excessive or c) unlawful.
- 4) The BAR will then ask the Assessor if he/she has reviewed the complaint and if there is a response to the facts given. If the Assessor has not had a chance to review the complaint, the Assessor will ask for additional time to review and respond to the BAR.
- 5) After hearing from the property owner and the Assessor, the BAR will advise the property owner that a decision on the complaint/grievance will be made and a decision will be mailed to them at a later date.
- 6) After you receive your RP-525 decision notice in the mail and you are still not satisfied you have further remedies, please refer to NYSRPTL for further instructions.