

## **Board of Assessment Review Process (BAR)**

We have completed the informal Assessment Review process for 2020. All property owners that have submitted an Informal review will be notified in writing no later than May 10<sup>th</sup>, 2020 with the results from that review.

If you are still not satisfied with the result, or did not file an Informal Assessment review, your next remedy is to file a Grievance with the Board of Assessment Review. This year based on New York State guidelines for Social Distancing due to the COVID-19 pandemic, and restricted access to Amherst Town Hall, we will have some changes from previous years. There will be no in – person hearings. All hearings will be either:

- **Non - hearing where information and documentation will be emailed to Board, mailed to Board, or dropped off at town hall up to 8 PM on Grievance Day. (The drop off may be a location outside of the building- more details to follow)**
- If a live discussion is requested with the Board, we will set a time for the phone or zoom video type discussion. We will set the appointment time now, and approximately 3 to 6 days prior to meeting send you the appropriate phone number or link for you to call or access. If you are having a phone conference, you will need to forward to the board all appropriate information via email, actual mail or dropped off no later than Friday May 22<sup>nd</sup> at noon. Failure to meet that deadline could result in no phone conference and just a non-hearing

The Board of Assessment Review will meet on **Tuesday, May 26, 2020**. The hours will be 8:30 a.m. – 4:30 p.m. and 6:00 p.m. – 8:00 p.m. to examine all grievances and complaints. Location of hearings will be at Amherst Municipal Building, 5583 Main St., Williamsville, NY 14221. As stated above, no one will be allowed in the building. You can drop off information to challenge your grievance up to 8 PM that day. A drop off protocol will be noted and left on all exterior doors. It will probably entail an outside drop box.

Complaints with respect to assessment may be filed starting May 7<sup>th</sup>, 2020 with the Assessor or be given **physically (via an exterior drop box) to the Board of Assessment Review on Tuesday, May 26, 2020, but no later than 8:00 PM.**

While phone hearings are not required to appear before the Board, to schedule an appointment for a phone hearing with the Board of Assessment Review on May 26, 2020, please call 631-7038 between May 7<sup>th</sup> 2020 and May 26<sup>th</sup>, 2020. If you desire a review, but do not want to appear (Non-hearing), this also must be dropped off to the Assessors office, or to the Board of Assessment review by 8:00 PM, May 26, 2020

**The form RP-524 MUST be filled out prior to your appointment and can be e-mailed or mailed prior to your phone conference or dropped off if you only desire a Non- Hearing.**

We have also included other forms for your use based on the type of property being challenged. We encourage their use when you submit your information. Please note that all items submitted become property of Town of Amherst Assessors office.