



City of North Tonawanda

Assessor's Office

216 Payne Ave.
North Tonawanda, NY 14120
Phone#: (716) 695-8597
www.northtonawanda.org

**Grievance Day is
May 27, 2025**

**Guidelines for filing Grievances
with the Board of Assessment Review**

Please remember that we can NOT assist you with this process. We can only provide the forms and the resources you will need to complete it.

- Attach a copy of the **completed GREEN Residential Review Application 2025 especially noting the comparable properties on the reverse side.**
- Attach a copy of any documentation used to substantiate your claimed value such as a recent sales contract, listing sheet or appraisal (keep the original for your records).
- If possible, attach a photo of the front and rear of your property.
- If possible, attach photos of any specific defects which you feel may affect the value of your property.

Please be as short and specific as possible.

If you do not agree with the Assessor's determination please fill out and submit **Grievance Form (RP-524)** to the Assessor's office for an additional review by the Board of Assessment.

How to fill out Grievance Form (RP-524):

"Complaint on Real Property Assessment for 2025 before the Board of Assessment Review for City of North Tonawanda."

Part One: General Information

1. Name and Phone numbers where you can be contacted
2. Mailing address, even if it is the same as the grieved property
3. Fill in only if you choose to have someone represent you during this Process. Also, complete Part 4 on back of Grievance Form (RP-524).
4. Property location(address) **School District is North Tonawanda**
5. Property Identification No. **(Parcel ID from Notice of Change of Assessment)**
This can be obtained from your assessment notice, or tax bill
Description (may include info like Single Family, Tavern, etc.)
6. Land \$_____ Total \$_____ for the tentative 2025 Assessment
and can be obtained from our office, or from the library or www.northtonawanda.org, Assessor's Department, or cityofntonawanda.prosgar.com (our real property search website).
7. This is the amount that you feel your property would sell for if put on the market today.

See next page for Parts 2-6

Part Two: Necessary Info to determine value

1. Purchase information if recently purchased
2. Listing information if recently listed
3. Appraisal information if recently appraised
4. Description of home and other buildings on lot
5. Information about recent improvements
6. Information regarding any rent or income produced from property
7. Any additional information you feel would substantiate your claim

Part Three: Grounds for Complaint

Approximately 99% of grievances will use **Section B. Excessive Assessment**

Section B, No. 1: mark an "X"

- a. Tentative Assessment amount for 2025
- b. Copy amount from Part 1. No. 7 (**Full Market Value**)

If you feel your grievance is unusual or has to do with an exemption, ask a member of the Assessor's office for information or full instructions.

Part Four: Used only if you use someone else to represent you.

Part Five: Certification

Final section to fill out. Read, Date and Sign this certification.

Part Six: Stipulation

Used only if there is an agreement with the Assessor to change your assessment after the Tentative Assessment Roll has been filed with the County.

***Return your Grievance Form (RP-524) and accompanying proof to our office no later than 9:30p.m. on May 27, 2025.** A representative will ask if you want to be present for the meeting on the evening of May 27th, or if you want the Board of Assessment Review to make a decision based solely on the documentation provided. **If you would like to be present for the meeting, it will be held in the second-floor conference room at City Hall from 5:30p.m. – 9:30p.m.**