

Real Property 2018 Revaluation Update

Previous Background Information

In an effort to ensure fair and equitable property assessments, a town wide reassessment was conducted for the 2015 Assessment Roll and all property values were brought up to full market value. The Town has a four-year assessment cycle agreement with New York State. Which means that every 4 years we analyze all the property sales in the Town to determine if adjustments to assessments are warranted. For 2018, we are updating assessments from the 2015 Town-wide Revaluation Project.

A Public Informational Meeting was held on February 8, 2018 to explain the revaluation process and the importance of collecting the correct data for the properties. Three years of sales data has been compiled and most building permits have been reviewed. Currently, the new values have been produced, field reviewed and Tentative Assessments will be in place as of May 1, 2018.

Change in assessment notices will be mailed on or before April 16, 2018.

Informal Review Meetings to discuss the Preliminary Assessment will be held starting April 18th through May 12th, 2018. To make an appointment please call 518-761-8245 – phone appointments can be made for property owners that are unable to attend a meeting in person. Because the responsibility is on the property owner to provide the Informal Review Official with evidence of why the Preliminary Assessment is incorrect, it is **VERY IMPORTANT** that the property owner do their “homework” prior to attending an Informal Review meeting. We have available, online and at the Town Center, forms that will assist the property owner with this process. Also important for a property owner to realize is that the Informal Review Official will NOT be making any assessment determinations...the Assessor will evaluate the information provided at each meeting and adjust the preliminary assessments accordingly.

All property owners that attend an informal review (whether in person, by phone or mail) will be notified of the Assessors’ decision the first week of May 2018.

Formal Grievance Process (Forms Due by May 22, 2018)

The **formal grievance** process will then begin. The 2018 Tentative Assessments for all properties, Grievance Forms, instructions & procedures are available in the Assessors’ Office and through our website.

The **Board of Assessment Review** is the body which reviews all requests for changes in assessments, through the formal grievance process; it is an independent board composed of 5 Queensbury residents with expertise in property valuation. This board meets on **Grievance Day, Tuesday, May 22, 2018, 9am-noon, 1-4pm and 6-8pm** to hear all complaints in relation to assessments.

Assessment staff will gladly help you fill out the grievance form and schedule an appointment but you are encouraged to meet or speak with the Assessor or her staff well prior to Grievance Day with any questions or concerns. All grievances (requests for changes in assessments) **MUST BE SUBMITTED BY CLOSE OF BUSINESS ON THAT DAY, MAY 22, 2018** and must be submitted by using the official Grievance form, as prescribed by NYS Law. However, you do not need to appear in person if you do not wish to, and can either mail in your forms or drop them by the Assessors’ Office instead. All grievance forms (along with supporting data) submitted on or by **May 22, 2018** will be examined by the Board of Assessment Review and their decisions will be mailed to property owners in June.

Assessors’ Office Staff & Hours (518-761-8245)

Teri L Ross, IAO – Assessor terir@queensbury.net

Ted Bigelow – Appraiser tedb@queensbury.net

Mark Collyer – Assistant to the Assessor markc@queensbury.net

Jessica Laluna – Assistant to the Assessor jessical@queensbury.net

Carlene Ramsey – Assistant to the Assessor carlener@queensbury.net

The Assessor’s office is located at in the Town Center at 742 Bay Rd, Queensbury NY 12804. Open Monday through Friday 8:00 am to 4:30 pm.