

Real Property 2021 Revaluation Update

IMPORTANT information:

In an effort to ensure fair and equitable property assessments the Town has an 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. An assessment update was completed in 2018 and **now for 2021, we are updating assessments once again.**

Revaluation Update: Tentative Assessments Online www.queensbury.net/departments/assessment

Change in assessment notices will be mailed on or before April 6, 2021.

Informal Review Meetings to discuss the Preliminary Assessment will be held starting April 7th through May 1st, 2021.

To make an appointment please call **518-761-8244/8245** – **DUE TO COVID phone appointments are STRONGLY encouraged and can be made for property owners.** 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 their Informal Review meeting. We have available, online or you can call **518-761-8244/8245** to have one sent to you, 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. **www.queensbury.net/departments/assessment**

All property owners that have an informal review will be notified of the Assessors’ decision the first week of May 2021.

Formal Grievance Process (Forms Due by May 25, 2021)

The result of informal reviews will be incorporated in the Tentative Assessment Roll published on **May 1, 2021** and the **formal grievance** process will then begin. The 2021 Tentative Assessments for all properties, Grievance Forms, instructions & procedures are available in the Assessors’ Office and through the website **www.queensbury.net/departments/assessment**

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 25, 2021, 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 25, 2021** 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 25, 2021** will be examined by the Board of Assessment Review and their decisions will be mailed to property owners in June.

Assessors’ Office Staff & Hours (518-761-8244/8245)

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

Ted Bigelow – Appraiser tedb@queensbury.net

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

Tammie Landers – Assistant to the Assessor tammiel@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 4:00 pm