

**HELPFUL HINTS WHEN COMPLETING RP-524**  
**FORM MUST BE SUBMITTED BY MAY 28, 2019**  
**(IN OFFICE 1465 ORANGE TURNPIKE BY 4PM OR AT**  
**BAR MEETING, SENIOR CENTER, 101 MINE ROAD, 4-8PM)**

You can find the information you need to complete the NYS Board of Real Property Services Complaint on Real Property Assessment (RP-524) by visiting our website at [www.monroeny.org](http://www.monroeny.org).

Most frequently asked questions when completing the form are:

PART ONE:

5) Property identification (see tax bill or assessment roll)

**Example of Property Identification or Tax Map Number 255-2-3**

6) Assessed value appearing on the roll

**PDF OF 2019 TENTATIVE ASSESSMENT ROLL IS POSTED ON OUR WEBSITE AS OF MAY 1<sup>st</sup>, 2019**

**You can locate your property identification or tax map number and assessed value for both land and total from the Tentative Assessment Roll. Simply do a search on the file by owner name or property location. The roll will also show what the assessor feels your full market value is as of July 1, 2018. Be sure to enter the ASSESSED VALUE and not the FULL MARKET VALUE on line 6.**

7) Property owner's estimate of market value of property as of valuation date:

**The VALUATION DATE for the 2019 Assessment Roll is July 1, 2018. What this means is what do you feel your house was worth at Full Market Value as of this date. You can research sales of comparable properties by choosing the 2019 BAR Sales posted on the Assessor's page of our website. You can choose comparable sales from this list and attach to your grievance form as supporting documentation.**

PART THREE:

A) Unequal Assessment

**2) If completing this section the following percentages are applicable:**

**a. Latest State Equalization Rate - 2018 18.55%**

**b. Residential Assessment Ratio - 2019 18.15%**

**c. Statement of the Assessor that property has been assessed at - 2019 18.15%**

b) Excessive Assessment - This section is most commonly used

**1) The assessed value exceeds the full value of the property**

**a. Assessed value of property. This is the ASSESSED value that appears on the tentative assessment roll. This is the same amount on Part One, line 6.**

**b. Full value. This is the same amount of Full Market Value Part One, line 7.**

PART FOUR:

Needs to be completed only if using a Designated Representative entering the complaint on your behalf.

PART FIVE:

**MUST BE SIGNED BY HOMEOWNER**