

Town of Gallatin

2020 Grievance Day

- Grievance Day will be Tuesday, May 26th, 2020. The Board of Assessment Review (“BAR”) will convene between 5:00pm-9:00pm.
- NO IN-PERSON MEETINGS: Due to the COVID-19 pandemic and directions from the NYS Governor, the BAR will meet by video/telephone conference ONLY. All property owners who wish to appear before the BAR must attend by video or telephone conference call. (Procedures for appearing before the BAR by video or conference call will be sent to you after your scheduled appointment is confirmed.)
- APPOINTMENTS REQUIRED: Property owners who wish to appear before the BAR on Grievance Day must schedule an appointment between 5:00pm and 9:00 pm on May 26th, 2020.
- It is NOT necessary to appear before the BAR to have a grievance application considered. All paperwork can be mailed in.
- All property owners are strongly encouraged to speak with the Town Assessor prior to Grievance Day about their assessment concerns in an effort to resolve any issues without appearing before the BAR.

Procedures for Filing a Grievance

- All documentation can be found . https://www.tax.ny.gov/pdf/current_forms/orpts/rp524_fill_in.pdf
- ALL DOCUMENTATION SHOULD BE SUBMITTED IN ADVANCE: All property owners are strongly encouraged to submit their grievance application prior to Grievance Day, including:
 - A detailed cover letter (property owner creates)
 - The required grievance application form (property owner fills out form and signs)
 - And supporting documentation. (property owner finds all information)
- Grievance applications should be submitted to the Town Assessor, and **MUST CONTAIN A SIGNED NYS GRIEVANCE APPLICATION FORM**, which can be found at this link https://www.tax.ny.gov/pdf/current_forms/orpts/rp524_fill_in.pdf.
- If a property owner files a grievance application on Grievance Day, all documentation must be filed electronically before the BAR adjourns. The Town Assessor will request an adjournment of the BAR for that application, in order to have time to review the application, and a second BAR meeting will be held, if necessary, within one week.

Procedures for Appearances Before the Board of Assessment Review (“BAR”)

- Contact the Town Assessor to Schedule a 15 min appointment via video or telephone conference
- Provide the Town Assessor with all documentation
- The Town Assessor will provide all appointees video or telephone conference details prior to their appointment.
- Contact Information for the Town Assessor(for Pre Grievance Questions, Submitting a Grievance and Scheduling an Appearance Before the BAR)
- Town of Gallatin Assessor Rene’ DeLeeuw
PO Box 67 Ancram, NY 12502

Tel. (518) 398-1566

Email: gallatinassessor@yahoo.com