

Town of Mt. Pleasant  
One Town Hall Plaza  
Valhalla, NY 10595

(914) 742- 2345

Dear Property Owner,

You have filed an application for review of your 2018 property assessment (Form RP-524). In order to assist the Board of Review (BOR) in determining the market value of your property, please provide the following information pursuant to Sections 512, 524 and 525 of the Real Property Tax Law by **June 19<sup>th</sup>** to the above address.

Please take notice that the Board of Assessment Review will hold hearings June 19, 2018 at **One Town Hall Plaza Valhalla** between the hours of 1:00 PM to 4:00 PM and 6:00 PM to 8:00 PM. **Your personal appearance or that of your property tax representative is required. Failure to appear or supply the questionnaire together with the requested information may result in the dismissal of your complaint.** If you choose to be represented, you must authorize that person to appear on your behalf (See Part Four of RP-524). Should a representative appear in your stead, they should be knowledgeable as to the property's condition, amenities, and attributes as well as the local real estate market.

- ✓ *Grievance Day is the deadline for submitting Form RP-524 and the day that the BAR meets to hear complaints;*
- ✓ *For 2018, Grievance Day is June 19<sup>th</sup> and the RP-524 must be received by the Assessor no later than 8:00PM;*
- ✓ *The Board of Assessment Review will hold Grievance Day hearings at **ONE TOWN HALL PLAZA, VALHALLA** between the hours of 1:00 PM to 4:00 PM and 6:00 PM to 8:00 PM;*
- ✓ *The Grievance Questionnaire, accompanied with supporting documentation, is required to be submitted to the Assessor's office no later than June 19th, 2018;*
- ✓ *You will receive a notice of the Board of Assessment Review's determination prior to the filing of the Final Roll, September 17, 2018.*
- ✓ *You are authorized by law to appoint a representative on your behalf, although not required. Only **one** complaint is legally permissible for your property. Multiple filings may result in penalties for the representatives not chosen. PLEASE READ THE CONTRACTS CAREFULLY.*

Thank you,

Please return to the Assessor's Office: **ONE TOWN HALL PLAZA, VALHALLA, NY 10595**

Board of Assessment Review

Filer (Owner/Representative) \_\_\_\_\_

Parcel ID \_\_\_\_\_

Property Address: \_\_\_\_\_

**Grievance Questionnaire**

**MUST BE COMPLETED AND SIGNED BY PROPERTY OWNER**

**FOR RESIDENTIAL PROPERTY**

**Please complete in full:**

1. Does the owner reside in the subject premises? \_\_\_\_\_. If the property is rented, kindly provide copies of current leases;
2. Please attach recent photographs of the subject property both exterior and interior;
3. Style of house (circle one): *Cape Cod/Colonial/Contemporary/Mansion/Ranch Raised Ranch/ Split Level/Tudor/Mansion/Other* \_\_\_\_\_
4. Total number of rooms: \_\_\_\_\_
5. Total number of bedrooms: \_\_\_\_\_
6. Total number of bathrooms: Full \_\_\_\_\_ Half \_\_\_\_\_
7. Basement type: Full \_\_\_\_\_ Partial \_\_\_\_\_ Crawl/Slab \_\_\_\_\_ % Finished \_\_\_\_\_
8. Please provide data relating to the cost of acquisition of the subject property, if acquired within the past five years. If the property is currently in contract, copies of the executed contract;
9. Please attach any recent appraisals of the subject property;
10. Is the subject property currently for sale? \_\_\_\_\_
  - ✓ If Yes: Please attach listing agreement and current MLS listing.
  - ✓ What is the asking price: \$ \_\_\_\_\_

Please return to the Assessor's Office: ONE TOWN HALL PLAZA, VALHALLA, NY 10595

Filer (Owner/Representative) \_\_\_\_\_

Parcel ID \_\_\_\_\_

Property Address: \_\_\_\_\_

**FOR RESIDENTIAL PROPERTY (CONT'D)**

11. Please list any physical or cosmetic improvements that were made within the past 5 years. Additionally, please provide proof of cost of construction of any improvements to existing construction which is less than five years old including a tabulation of final costs by affidavit, and if incomplete, a tabulation of costs incurred for work in progress;
  
12. Please list any unusual or outstanding feature(s) i.e. water view, pool, tennis court, out buildings, steep slopes, wetland etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
13. Please provide copies of the first page of all fire and property damage insurance policies covering the subject property;
  
14. Please attach any additional information supporting your complaint including comparable **sales** in the neighborhood that indicates the assessment on the subject property is incorrect;
  
15. Does the property owner consent to an interior inspection of the subject property **IF** requested by the BOR: \_\_\_\_\_?

\_\_\_\_\_  
I, \_\_\_\_\_, attest that this information is true and correct to the best of my (Property Owner)

knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Filer (Owner/Representative) \_\_\_\_\_

Parcel ID \_\_\_\_\_

Property Address: \_\_\_\_\_

**FOR COMMERCIAL PROPERTY**

**Please provide the following information:**

1. Federal Income Tax Returns covering operations of the subject property for the last two preceding years of operation;
  2. Certified statement of income and expenses for the last 3 preceding years of operation;
  3. Current rent rolls, with copies of all leases and / or subleases including the total square feet of each;
  4. Data relating to the cost of acquisition of the subject property, and if acquired within the past three years, copies of complete contract and closing statement;
  5. Copies of the first page all fire and property damage insurance policies covering the subject property;
  6. Proof of cost of construction or of any improvements to existing construction which is less than five years old including a tabulation of final costs by affidavit, and if incomplete, a tabulation of final cost by affidavit, and if incomplete, a tabulation of cost incurred for work in progress;
  7. Real Estate Appraisals, if any;
  8. Sketch or survey of the property.
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I, \_\_\_\_\_, attest that this information is true and correct to the best of my  
(Property Owner)

knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date