

GRIEVANCE DAY INFORMATION

Tuesday, May 15, 2018

The 2018/2019 Town of Brookhaven Tentative Assessment Roll is available for public inspection at the Assessor's Office, One Independence Hill, Farmingville, NY 11738 Telephone (631)451-6300

The Tentative Assessment Roll and property specific information is also available on-line at the Official Town of Brookhaven Website: www.brookhavenny.gov.

The Assessor's Office will be open:

Monday thru Friday	May 1st - May 15th	9:00 A.M. - 4:30 P.M.
Saturday	May 12th	8:00 A.M. - NOON
Monday	May 14th	9:00 A.M. - 8:00 P.M.
Tuesday	May 15th	9:00 A.M. - 8:00 P.M. Grievance Day

The Town of Brookhaven Board of Assessment Review will be in session to hear formal grievance complaints on:

Tuesday May 15th 4:00 P.M. - 8:00 P.M.

Location: Brookhaven Town Hall
1ST FLOOR SOUTH MEETING ROOM
One Independence Hill
Farmingville, NY 11738

PLEASE NOTE: IMPORTANT INFORMATION

A "COMPLAINT ON REAL PROPERTY ASSESSMENT" APPLICATION KNOWN AS A "GRIEVANCE", MAY BE FILED BETWEEN MAY 1st AND GRIEVANCE DAY, MAY 15, 2018. **THE 2018/2019 TENTATIVE ASSESSED VALUE MAY BE ONLY GRIEVED IN THE COMPLAINT AND NOT REAL PROPERTY TAXES.**

GRIEVANCE DAY IS HELD EACH YEAR IN ORDER FOR A PROPERTY OWNER(S) TO FILE A COMPLAINT REGARDING THE **CURRENT ASSESSED VALUATION** OF THEIR PROPERTY. **IT IS NOT THE LEGAL FORUM TO PROTEST REAL PROPERTY TAXES.**

AS PER SECTION 512 OF THE NEW YORK STATE REAL PROPERTY TAX LAW, IT IS THE OWNER'S RESPONSIBILITY TO PROVE THAT THEIR PROPERTY SHOULD BE VALUED LOWER THAN THE ASSESSMENT ESTABLISHED BY THE ASSESSOR'S OFFICE.

THE BOARD OF ASSESSMENT REVIEW IS A SEPARATE AND DISTINCT ENTITY FROM THE ASSESSOR. BY LAW, ANY DECISION MADE BY THE BOARD OF ASSESSMENT REVIEW IS FINAL AND MAY NOT BE CHANGED BY THE ASSESSOR'S OFFICE.

PLEASE MAKE A COPY OF YOUR COMPLAINT FOR FUTURE REFERENCE. ONCE IT IS FILED IT WILL NOT BE RETURNED TO THE COMPLAINANT.

THE BOARD OF ASSESSMENT REVIEW WILL NOTIFY YOU OF THEIR DECISION VIA MAIL IN JUNE. **PLEASE DO NOT CALL THE ASSESSOR'S OFFICE.**

Town of Brookhaven Board of Assessment Review Members:

Geraldine Esposito, Evelyn Gallino, Stella Losquadro, Robert Reilly, Sr. and Alfred Walter

The New York State Residential Assessment Ratio for the Town of Brookhaven is .86

The Current New York State Equalization Rate for the Town of Brookhaven is .90

INSTRUCTIONS FOR COMPLETING GRIEVANCE COMPLAINT

PART ONE: GENERAL INFORMATION

- 1) NAME AND TELEPHONE NUMBER OF PROPERTY OWNER(S)
- 2) MAILING ADDRESS OF PROPERTY OWNER(S)
- 3) NAME, ADDRESS AND TELEPHONE OF PROPERTY OWNER, IF APPLICABLE
- 4) PROPERTY LOCATION- Street Address, Town, Village (if any) and School District
- 5) PROPERTY IDENTIFICATION- Tax Map Number (district-section-block-lot)
Type of Property and Description
- 6) ASSESSED VALUE – Information appears on the Assessment Roll, unless you have received a 2018 Notice of Assessment Change.
- 7) PROPERTY OWNERS ESTIMATE OF FULL MARKET VALUE AS OF JULY 1, 2017

PART TWO: INFORMATION NECESSARY TO DETERMINE VALUE OF PROPERTY

- 1.) PURCHASE PRICE OF PROPERTY, (IF APPLICABLE).
 - a.) Date of Purchase
 - b.) Terms of Purchase (ex. Cash, Mortgage or Other)
 - c.) Was there a Relationship between seller and purchaser (family, partner, etc.)
 - d.) Any Personal Property include in the Purchase Price (furniture, etc.)
- 2.) HAS PROPERTY BEEN RECENTLY OFFERED FOR SALE.
If so, please provide copy of the Listing Agreement
 - a.) When offered for sale.
 - b.) Asking Price of Property.
- 3.) HAS PROPERTY BEEN RECENTLY APPRAISED.
If so, please provide copy of the appraisal
 - a.) Date and Name of Individual that prepared Appraisal.
 - b.) Purpose of Appraisal.
 - c.) Appraised Value of Property.
- 4.) DESCRIPTION OF ANY BUILDINGS OR IMPROVEMENTS LOCATED ON THE PROPERTY, INCLUDING YEAR AND PRESENT CONDITION.
- 5.) BUILDINGS THAT HAVE BEEN REMODELED, CONSTRUCTED OR ADDITIONAL IMPROVEMENTS MADE, (IF APPLICABLE).
- 6.) IS PROPERTY INCOME PRODUCING, LEASED OR RENTED.
- 7.) ADDITION OF SUPPORTING DOCUMENTATION, CHECK IF ATTACHED.

PART THREE: GROUNDS FOR COMPLAINT

A. UNEQUAL ASSESSMENT

- 1.) THE ASSESSMENT IS UNEQUAL FOR THE FOLLOWING REASON:
 - a.) The Assessed Value is at a higher percentage of value than the Assessed Value of other real property on the assessment roll.
 - b.) The Assessed Value of real property improved by a one, two or three family residence is at a higher percentage of full market value the other residential property on the assessment roll.
The complainant believes this property should be assessed at ____ % of full value based on one or more of the following:
- 2.) CHECK ONE OR MORE:
 - a.) The latest NYS Equalization rate for the Town of Brookhaven is .90%.
 - b.) The latest Residential Assessment Ratio for one, two or three family residential property in the Town of Brookhaven is .86%.

OVER

- 3.) Full Market Value of Property from Part One #7
- 4.) Complainant believes the assessed value should be reduced to (fill in request).

RESIDENTIAL PROPERTY EXAMPLE:

The current Residential Assessment Ratio (RAR) is .86%
 To obtain the market value of your home, as determined by the Assessor, divide your assessed value by .0086.

*Example: Assessed value is 2750
 RAR is .0086*

$$.0086 \left| \frac{319,767}{2750.0000} = \$319,767 \text{ Assessor's estimate of Full Market Value} \right.$$

B. EXCESSIVE ASSESSMENT

The Assessment is excessive for the following reasons:

- 1.) The Assessed Value exceeds the full market value of the property.
 - a.) Note the assessed value of the property.
 - b.) Complainant believes the assessed value should be reduced to the full market value as listed in Part One #7.

- 2.) The Taxable Assessed Value is excessive because of a denial in all or part of a real property tax exemption.
 - a.) Specify the type of exemption, (ex. Senior Citizen, Veterans, STAR, etc.).
 - b.) Amount of exemption claimed.
 - c.) Amount granted, if any.
 - d.) If Application for exemption was filed, attached copy of to the Complaint.

C. UNLAWFUL ASSESSMENT

D. MISCLASSIFICATION

Used very infrequently by Complainant as grounds for Complaint

PART FOUR: DESIGNATION OF REPRESENTATIVE TO MAKE COMPLAINT

This part is for the complainant to designate an agent to representative them in the proceedings before the Board of Assessment Review of the Town of Brookhaven. This section must be signed by the property owner.

PART FIVE: CERTIFICATION

This part is for the complainant or their designated representative to certify that all statements in this application are true and correct to the best of your or your representative's knowledge.

INTERNET WEBSITES TO SEARCH FOR COMPARABLE SALES

These public websites may assist you in obtaining information to submit with your Grievance Complaint. These sites may be used to research 2017 sales comparable to your residence within your school district and town. The Sales that you provide should indicate a lower market value than the current assessment of your residence.

Step by Step Instructions:

REDFIN

- 1.) Type in your street address and zip code in the white box then click on red box with the magnifying glass.
(example: 123 Smith Rd 11772)
- 2.) Screen will come up with did you mean? Click on your address.
- 3.) When your property comes up click on "**Map nearby homes**" which appears under your house picture.
- 4.) Click on the **FILTERS** button next to your address.
- 5.) Under "INCLUDE" Click on the box next to Sale records.
- 6.) Click on drop down under **sale records** and select **last 3 years**.
- 7.) Click on Orange box marked **update search**.
- 8.) Map will show with all the blue houses that are the sold houses.
- 9.) Zoom in an out by clicking the + or – buttons.

ZILLOW

1. Type in Street address and zip code then click on the blue box marked **SEARCH**. (example: 123 Smith Rd 11772)
2. The screen named correct home facts will come up. Click on the **X Close** button on the top right corner of the page.
3. A map of your neighborhood will come up.
4. Click on **listing type** & Select **recently sold** and click back on map.
5. All the houses that have sold will come up in Yellow.
6. You can zoom in and out by clicking the + or - buttons.

MLSLI

1. Click on the button that says **Sold Properties** in the red line area.
2. Under location type in your zip code and hit **enter**.
3. Under refine search click on **sold** in status box and scroll down to where it says short sale and bank owned click on **NO** on both.
4. On the bottom of the page click on Red button labeled **Search**.
5. Zoom into map by clicking + on the right of the map.
6. Keep zooming and moving map until you're over your neighborhood.
7. The sold houses will be in red.

To Utilize the Town of Brookhaven
Assessor's Office Website:

- 1.) Enter brookhavenny.gov
- 2.) Select Department drop down
- 3.) Choose Assessor
- 4.) Click on the Blue Box "Assessment Roll Look.Up"
- 5.) Accept Terms
- 6.) Enter Address OR enter 19 digit SCTM# which can be found on tax bill (no dots, no dashes)
- 7.) Click on the Parcel Square (on the aerial map)
- 8.) Maximize Info Box