

May 1, 2022

The assessment change information on the reverse side concerns the tentative 2022 assessment of your property. This tentative assessment represents the property's full market value. The market value is determined by analyzing sale prices of similar homes in your neighborhood between **January 1, 2020 and October 1, 2021**.

Your assessment may have changed for a number of reasons:

- If there have been any renovations, demolition, new construction, or subdivision of the property, the changing assessment will reflect those changes.
- Real estate market may have caused the value of your property to increase or decrease, requiring an adjustment in your assessment either up or down.

If you believe your property is improperly assessed, please submit a RP524 Complaint Form, Comparison &/or Condition Worksheet. We highly recommend you provide evidence to support your claim as well. These Forms are available on our website and copies will be in the main foyer of Town Hall. If you don't have access to a computer, the forms can be mailed to you by contacting our office at 359-7032.

Examples of supporting documentation are:

- For residential property: **Sales** of similar homes from within the property's neighborhood between the dates of **January 1, 2020 and October 1, 2021** located in the 2022 Sales Book.
*** Comparisons of similar assessments or current listings of property for sale are not acceptable methods to use as a basis of value. ***
- An appraisal with a valuation date of July 1, 2021 completed by a NYS licensed appraiser.
- Recent photographs (time stamped if possible) of any improvement or items of disrepair along with quotes to repair those items.
- **For non-residential property:** Most recent complete year's income/expense information, and/or recent sales of similar properties within the market area. Please submit an original and three (3) copies of the application and all supporting material when making your submission.

To access the sales information and the RP524 Complaint Form, please visit our website at www.henrietta.org.

- Click on Government
- Select Assessor's Office
- Select the tab on the left that reads: 2022 Assessment Information.
 - From there, you can select the 2022 Sales Book (with all sales deemed valid for use for 2022 assessments) and the Complaint Form to be submitted to the board.

Also, copies of the sales books will be available at the Town Hall in the main foyer area and at the Henrietta Public Library Reference Desk for your review during normal business hours.

Assessors do not determine your property taxes. If you feel as though your assessment accurately reflects the market value of your property, but you still feel that your property taxes are too high, you may wish to address this matter with taxing jurisdictions that impose taxes – school board, county legislature, town board, fire district, and any other special districts.

Documents provided to the Board of Assessment Review will be retained in the Assessor's Office. All applications and supporting documentation need to be received by the Assessor's Office, 475 Calkins Road, Henrietta, New York 14467 no later than 8:00 pm, May 24, 2022.