

## Supplemental Instructions for Filing a Grievance Complaint Forms (Form RP-524)

Complaint form (Form RP-524) for a Grievance Hearing with the Board of Assessment Review (BAR) are accepted by the Assessment Office from **May 1, 2027 through Tuesday, May 25, 2027 until 8:00 PM**. Forms received by mail after **May 25<sup>th</sup>**, regardless of postmark, are considered a late filing and will be dismissed by the BAR. The BAR can table any complaint form they deem necessary and schedule an adjourned hearing. Hearings are held in-person by appointment only. The meeting is an open meetings format.

**To deem a complaint form complete, the following must be submitted before making an appointment:**

1. A completed RP-524 complaint form
2. RP-524 must be signed by the property Owner and any representative appointed by the Owner
3. Complete all appropriate sections of Form RP-524
4. Three (3) copies of the complaint form
5. Three (3) copies of supporting documentation

A list of property sales is available on the Perinton website (<https://perinton.gov/departments/assessment-office/residential-sales-files/>), the County website ([www.monroecounty.gov](http://www.monroecounty.gov)) or upon request to the Town Assessment Office.

If you cannot attend a scheduled BAR grievance hearing, you may still apply by submitting a complaint form, as stated above, by the submittal deadline. The BAR will review all complete complaints. **The Town Assessment Office must accept complaint forms until 8:00 PM on Tuesday, May 25, 2027.**

A Notice of Determination will be mailed to the applicant prior to July 1<sup>st</sup>.

### Form RP-524 Instructions

#### Part One

Question 5 refers to the property identification or tax map number. This is available on the town website ([www.perinton.org](http://www.perinton.org)), on your tax bill, or by contacting the Town Assessment Office (585) 223-0770.

Question 6 refers to the Assessment on the 2027 Tentative Roll. This is available on the town website ([www.perinton.org](http://www.perinton.org)) or by contacting the Town Assessment Office (585) 223-0770.

Question 7 refers to the property owner's estimate of full market value as of July 1, 2026 (legal valuation date for the 2027 assessment roll). **If this question is blank or only a value range stated, the BAR will deem the application incomplete and dismiss the complaint.** Enter your estimate of full market value and not an assessment value.

#### Part Two

Answer all applicable and relevant questions, particularly recent sales, appraisals, remodeling, and sale listings.

#### Part Three

Section B – EXCESSIVE ASSESSMENT is the correct section to complete. Complete Question B (1) a through c using the Town's level of assessment of 100%.

#### Part Four

Only complete this section if a representative acts on behalf of the owner. The property owner must sign the consent.

#### Part Five

Must be signed by the property owner or owner's representative, whichever is applicable

For more information, please go to [www.perinton.gov](http://www.perinton.gov) and follow these links at: **Perinton.gov** [Departments] [Assessment Office] [Grievance Day Information and Instructions]

The NYS website at <https://www.tax.ny.gov/pit/property/contest/grievproced.htm> has additional resource information.