

GRIEVANCE INSTRUCTIONS 2020
VERY IMPORTANT - PLEASE READ CAREFULLY

IMPORTANT GRIEVANCE INFORMATION FOR HEARINGS ON 5/26/2020 Time: 4pm to 8pm

Due to the Coronavirus, the procedure for grievance hearings has changed. Complainants will not be able to present their case to the Board of Assessment Review (BAR) in person. All hearings will be conducted by teleconferencing in the Zoom format. If you would like to present through Zoom, it is recommended that you submit your application with supporting documentation by Friday, May 22 and schedule an appointment with the Assessor's office by email to assessor@townofbinghamton.com.

PLEASE NOTE: It is not mandatory that you appear before the BAR to have your grievance complaint properly evaluated. You may submit your complaint and supporting documentation to the BAR by "mail-in" and it will receive the same level of review and consideration that it would if you present in Zoom. If you have any questions with regard to the grievance process, please email or call the assessor's office.

NOTICE OF COMPLETION OF TENTATIVE ASSESSMENT ROLL

Pursuant to sections 506 and 526 of the Real Property Tax Law, PLEASE TAKE NOTICE that the Assessor of the Town of Binghamton, County of Broome has completed the tentative assessment roll for the current year. A copy can be viewed on the Assessor's page on the Town website at www.townofbinghamton.com, where it may be seen and examined by any interested party until May 26, 2020. An appointment can be made with the Assessor by email at assessor@townofbinghamton.com to review the roll.

PLEASE TAKE FURTHER NOTICE pursuant to the Town of Binghamton's continuing Emergency Order, all Town Facilities, including Town Hall, are currently closed to the general public as a COVID-19 containment measure. The Town of Binghamton Board of Assessment Review is scheduled to meet on Tuesday, May 26, 2020, but in person attendance by the public will NOT be permitted. As is normally done, a complainant or grievant shall be required to file his/her complaint or grievance forms with the Town of Binghamton Board of Assessment Review. Application forms are available at the Assessor's page of the Town website or the Assessor's Office will email or mail the forms on request. Town of Binghamton Board of Assessment Review will accept any complaints or grievance forms by USPS mail or by email at assessor@townofbinghamton.com on or prior to 4 P.M. on May 26, 2020.

In addition, the Town of Binghamton Board of Assessment Review will hear complaints or grievances from the public via Zoom virtual meeting software. Any members of the public wishing to be heard on May 26, 2020 between 4:00 P.M. and 8:00 P.M. with respect to a filed complaint or grievance form may do so remotely and are advised to access the meeting via Zoom at: <https://zoom.us/j/93152604960?pwd=aGYzZ0tPWkwxcnYhWE5sOV9mMzdaZz09> with Meeting ID 931 5260 4960 and Password 011531, or by phone at:

One tap mobile:

+16465588656,,93152604960#,,#,011531#

Dial by your location:

+1 646 558 8656

Additionally, please be advised that once you enter the Zoom meeting you will be placed on mute and will not be able to speak until it is your scheduled time to discuss your complaint or grievance with the Town of Binghamton Board of Assessment Review. In order to schedule a set time to discuss your complaint or grievance with the Town of Binghamton Board of Assessment Review, please email at assessor@townofbinghamton.com

Dated: May 1, 2020

Joseph Cook, Town Assessor

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- 1.) Grievance forms must be completed and returned (via email, USPS or dropbox outside town hall) to the Assessor's office prior to **Grievance Day on May 26, 2020**. An appointment time can then be scheduled for your Zoom hearing.
- 2.) Please submit **four** copies of application, as well as any supporting documentation. (The Assessor's office is **not** responsible for making your copies)
- 3.) A separate grievance application form must be filed for each tax map parcel. If it is not, your case **cannot** be heard.
- 4.) Your grievance application **must** have a specific assessment request. The Grievance board cannot hear your case unless your application states the number to which you want your assessment reduced.
- 5.) By law your assessment is assumed to be correct until you prove otherwise. Therefore, you must support your value conclusion for assessment purposes.
- 6.) Please be prompt for your Zoom appointment. Though the Board can get behind schedule, they do their best to keep on schedule. Your cooperation will be greatly appreciated.
- 7.) The Assessor's Office does not participate in the decisions made by the Grievance Board. They are an independent body, and the Assessor receives the Board's decision the same time as you.
- 8.) Grievance Board decisions are mailed by the Board approximately three weeks after your hearing appointment.

Please feel free to call the Assessor's office Monday - Friday between the hours of 9:00am and 12:00pm or call 772-0357, Ext. 13.