Grievance Day Procedures 05/23/2023 4pm to 8pm Senior Citizen's Center 178 N Main St, Mechanicville, NY 12118

COMPLAINT ON REAL PROPERTY ASSESSMENT FOR 2023

Please contact assessor's office for an appointment to speak with Board of Assessment Review (518)664-9884 Ext 326.

You must complete form Rp-524

If you are unable to attend in person, you have the following options:

Complete page 4(part 4) of the Rp-524 under representative or

Make sure you have signed page 4 (part 5) of the Rp-524 under certification

Completed, signed and dated form (Rp-524) should be dropped off or mailed into the Assessor's Office by **May 19, 2023**.

If you do intend to appear in person your form still needs to be completed, signed, and dated.

If you would like the Board of Assessment Review to have more than one copy of the form, you will need to provide those.

Whether you intend to appear in person or not, supporting documentation should be included with your grievance form Rp-524

If you have any questions please call (518)664-9884 Ext. 326 or email me at <u>rachael.holbrook@mechanicvilleny.gov</u>