

**Empowering**  
people who serve  
**the public**

# Town of Greenburgh

Preliminary Assessment Notifications

March 9, 2016



# What to Expect

Notices with the 2016 preliminary assessments will be mailed to all property owners the week of March 14<sup>th</sup>.

If property owners feel the preliminary 2016 assessment does not accurately reflect market value as of the July 1, 2015 valuation date, Property owners, or their representative, may contact Tyler to schedule an informal review.

All informal review meetings are by appointment only.

The notice is mailed with a letter explaining how to understand the notice and what to do if you disagree with the assessment.

# Explanatory Letter for the Notice



The Town of Greenburgh



## ASSESSMENT DISCLOSURE NOTICE – PRELIMINARY 2016 ASSESSMENT

March 14, 2016

Dear Property Owner:

The 2016 Town of Greenburgh *preliminary* reassessments are now complete. Tyler Technologies, Appraisal & Tax Division was contracted by Greenburgh to assist in the preparation of your 2016 assessment.

Enclosed is the 2016 Preliminary Assessment Disclosure Notice for your property. The table at the top of the page sets forth the market value of your property for both the 2015 and 2016 tax years. The 2015 year was based on 3.09% level of assessment, compared to the reassessment 100% valuation for 2016. The final market value for 2016 will form the basis for your 2017 real property taxes, unless that figure is challenged and revised. For comparison purposes, we are including your 2015 property tax (excluding sewer and refuse tax) and the estimated 2016 property tax (excluding sewer and refuse as well), which is based on our latest final tax rates of 2015.

Please consider the information provided. If you feel your preliminary 2016 assessment does not accurately reflect market value *as of the July 1, 2015 valuation date* you may schedule an *informal* review meeting with a Tyler Technologies appraiser by calling (800) 273-8605, **no later than April 8<sup>th</sup>, 2016, weekdays from 9am-5pm**. All informal review meetings are by appointment *only* during regular business hours, with limited evening and Saturday appointments available. Meetings will be held at Greenburgh Town Hall.

The informal review process affords you an opportunity to discuss your individual property assessment. It is not an opportunity to discuss other property assessments or to discuss taxes. You must own the property or provide a letter of authorization from the property owner in order to schedule a review meeting. Decisions regarding potential assessment changes will not be made during your meeting and a follow-up inspection of your property may be required to complete the review. All property owners who participate in the informal review process will receive notification of the results of the review by mail concurrent with the filing of the June 1, 2016 Tentative Assessment Roll.

If you cannot attend an informal review meeting, correspondence may be remitted to Tyler Technologies at the address below, postmarked no later than April 22, 2016. The letter must clearly document the property location, your concerns, cause for reconsideration, any supporting market data and a daytime phone number where you may be reached.

All assessments can be challenged upon the filing of an appeal to the Board of Assessment Review from June 1- 21, 2016, but no later than June 21, 2016, which is the official grievance day. Grievance applications and information about the appeal process are available on the Assessor's page under departments at [www.greenburghny.com](http://www.greenburghny.com). Your participation and interest have been invaluable to the success of this project. Many thanks for your cooperation.

Edye McCarthy, Assessor, IAO  
TOWN OF GREENBURGH

Salim Serdah, Assistant Project Director  
TYLER TECHNOLOGIES/CLT APPRAISAL SERVICES, INC

TYLER TECHNOLOGIES, APPRAISAL & TAX,  
200 White Plains Road, Tarrytown, NY 10591. Tele #: (800) 273-8605



# Understanding the Notice

**Town of Greenburgh**  
**ASSESSMENT DISCLOSURE NOTICE - 2016 PRELIMINARY ASSESSMENT NOTIFICATION**  
**CALL 1-800-273-8605 FOR ALL QUESTIONS REGARDING YOUR 2016 ASSESSMENT**  
 PLEASE READ THE ENCLOSED COVER LETTER FOR IMPORTANT INFORMATION REGARDING THIS NOTICE  
**FOR INFORMATION ONLY-THIS IS NOT A TAX BILL**

OWNER INFORMATION	PARCEL INFORMATION	EXEMPTIONS

Per Real Property Tax Law Section 511, this is your notice of the 2016 preliminary assessment for your property listed above. NYS law requires all properties be assessed at market value, or at a uniform level of assessment. In conformance with the law and to ensure all property assessments are fair and equitable, all parcels in the Town of Greenburgh have been reviewed and assessed at 100% of market value, as of July 1, 2015; the valuation date of the 2016 roll.

FOR ASSESSMENT COMPARISON PURPOSES ONLY

Year	Assessed Value	Level of Assessment	Market Value
2015		3.09%	
2016		100.00%	
		Net Change	

Please be advised a change in your property's assessment does not necessarily mean your taxes will change. Your tax liability is affected by several factors, including: changes to school/county /municipal budgets, changes to assessments of other properties, changes to exemption laws and/or assessments partially or wholly exempt from taxation, and the apportionment of school and /or county taxes among multiple municipal segments.

The scenario below illustrates what the tax impact **would have** been if the new 2016 assessments were implemented for the 2015 tax year. **This is only an estimate and does NOT represent your future tax liability. It is for comparison purposes only.**

FOR TAX COMPARISON PURPOSES ONLY

Tax Jurisdiction	2014 Taxable Assessed Value* (for 2015 tax)	2016 Preliminary Taxable Assessed Value*	2015 Taxes (Actual) and redistributed tax using 2016 preliminary Assessments	
			2015 Actual	With 2016 AV
TOWN				
COUNTY				
FIRE				
SCHOOL				
VILLAGE				
		Approximate Total Taxes:		
		Difference:		

Note: Not all special district taxes are included in the above estimate. Village taxes are only included for Irvington and Ardsley properties. The other Villages use their own rolls to generate Village taxes and are not affected by the Town's reassessment.

\*Taxable assessed value is your property's assessed value minus applicable exemptions, if any, for each tax year. Please note not all exemptions may yet be in place for 2016.

If you disagree with your 2016 value, please contact Tyler Technologies at 1-800-273-8605 no later than April 8, 2016 to make an appointment.

Should you still disagree with your 2016 assessment after receiving the outcome of your informal review with Tyler Technologies, you may then file a formal written complaint with the Board of Assessment Review from June 1-21, 2016. The grievance application and instructions can be found online at [www.tax.ny.gov](http://www.tax.ny.gov) (form RP524) or the Assessor's page at [www.greenburghny.com](http://www.greenburghny.com).

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Existing Exemptions have been listed. Owners must contact the Town with any questions regarding exemptions.

The 2016 Market Value is what Tyler will discuss in an informal review meeting. Tyler will NOT discuss exemptions or taxes.

The taxes are an estimate of what would happen with your current tax bill using the new assessment. This is NOT an estimate of your 2016 or 2017 tax bill.

# How to Schedule a Meeting

Properties owners must call Tyler at **(800) 273-8605** once they receive their letters to schedule appointments.

Tyler will be available Monday through Friday, 9:00AM to 5:00PM from March 15, 2016 to April 8, 2016.

Be sure to have your notice with you when you call. Information on the notice is required.

The phone lines may be busy the first few days but will lighten up by the second week.

Owners must inform Tyler phone operators of ALL properties they own and wish to discuss at the time they schedule their meeting.

# At the Informal Meeting

Informal meetings generally take 15 – 20 minutes.

Property owners will have an opportunity to review the data Tyler used to determine the assessment.

A signed form from the property owner is required for all representatives in order to discuss the property.

Only properties that have been scheduled for an appointment will be discussed.

Tyler will only discuss full market value. Tyler will not discuss tax amounts or exemptions.

# What to Bring to the Meeting

Informal reviews do not require anything specific or special from the property owner.

While NOT required, photos, recent appraisals or other documentation are welcome. It is best to provide a copy of this documentation for Tyler to retain for review.

Commercial property owners are encouraged to provide income/expense information.

## What If I Cannot Attend?

If owners cannot attend an informal review meeting, correspondence may be sent to Tyler Technologies at the address on the notice, postmarked no later than April 22, 2016.



# What Happens Next?

Tyler appraisal staff will review every property that had an informal meeting.

Final reassessment notices will be mailed for June 1<sup>st</sup> to all properties that have had an informal review.

If you are dissatisfied with the outcome of your informal review, your assessments can be challenged upon the filing of an appeal to the Board of Assessment Review from June 1- 21, 2016, but no later than June 21, 2016, which is the official grievance day.

**Thank you for joining us today.**

We would be happy to answer any questions at this time.

Visit us at

[MMRC.tylertech.com](http://MMRC.tylertech.com)

