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Town of Ossining

Preliminary Assessment Notifications

March 1, 2016



What to Expect

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

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



ASSESSMENT DISCLOSURE NOTICE – PRELIMINARY 2016 ASSESSMENT

March 14, 2016

Dear Property Owner:

The 2016 Town of Ossining's *preliminary* assessments are now complete. Tyler Technologies, was contracted by the Town of Ossining to assist in the preparation of your 2016 assessment.

Enclosed is the 2016 Assessment Disclosure Notice for your property. This notice sets forth the market value of your property for both 2015 and 2016 and redistributes 2015 taxes as if all preliminary 2016 assessments had been in place to raise 2015 tax levies. This is not an estimate of future taxes. 2015 assessments were at 5.65% of market value, compared to 100% of market value for 2016. The final market value for 2016 will form the basis for you 2017 real property taxes, unless that figure is challenged or revised.

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, or if you have any questions, you may schedule an informal review meeting with a Tyler Technologies appraiser by calling (800) 273-8605, weekdays from 9am -5pm. All informal review meetings are by appointment with a Tyler appraiser only and will be held from **March 21, 2016 to April 22, 2016** during regular business hours, with limited evening and Saturday appointments available. Meetings will be held at the Ossining Public Library located at 53 Croton Avenue in Ossining.

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 sent to Tyler Technologies at the address below, postmarked no later than April 22, 2016. The letter must clearly document the property location, your questions, cause for reconsideration, any supporting market data and a daytime phone number where you may be reached.

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. Grievance applications and information about the appeal process are available on the Assessor's page under departments at www.townofossining.com. Your participation and interest have been invaluable to the success of this project. Many thanks for your cooperation.

Fernando Gonzalez, Assessor, IAO
TOWN OF OSSINING

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



Understanding the Notice

State of New York, County of Westchester
Town of Ossining
ASSESSMENT DISCLOSURE NOTICE - 2016 PRELIMINARY ASSESSMENT NOTIFICATION
(CALL 1-800-273-8005 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
		(Circled)

For 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 compliance with the law and to ensure all property assessments are fair and equitable, all parcels in the Town of Ossining have been reviewed and assessed at 100% of market value, as of July 1, 2015 (the valuation date of the 2016 roll).

Year	Assessed Value	Level of Assessment	Market Value
2015		100%	
2016		100% (New 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/district/municipal budgets, changes to assessment levels of other properties, changes to voter-poll taxes and for assessable parcels or entirely exempt from taxation, and the apportionment of school and for county taxes among multiple municipal governments.

The scenario below will illustrate 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.

Tax Jurisdiction	2014 Taxable Assessed Value* (for 2015 tax)	2016 Preliminary Taxable Assessed Value*	2015 Taxes (Actual) and re-distributed taxes using 2016 preliminary Assessments	
			2015 Actual	With 2016 AV
TOWN				
COUNTY				
SPECIAL DISTRICTS				
SCHOOL				
VILLAGE				
		Approximate Total Taxes		
		Difference		

Note: Not all special district taxes are included in the above schedule.

* Taxable assessed value is your property 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 1-800-273-8005 (no later than April 8, 2016 to make an appointment).

Should you still disagree with your 2016 assessment after reviewing 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 1-31, 2016. The grievance application and instructions can be found online at www.tyler.com (form RF524) or the Assessor's page at www.townofossining.com.

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 1st 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.

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Thank you for joining us today.

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

Visit us at

MMRC.tylertech.com

