

How to Schedule and Prepare for an Informal Assessment Meeting with the Assessment Office.

Informal assessment meetings are an opportunity for the property owner to provide the Town's Assessment Office with additional information should you *disagree* with the estimated market value placed on your property.

If you are *satisfied* with your preliminary assessment, you do not need to schedule a meeting.

However, if you *disagree*, these are the steps in the Informal Assessment Review process:

Call no later than April 15, 2024, to schedule an appointment.

1. Call (585) 392-9455 from 8:00am to 12:00pm and 1:00pm to 4:00pm, Monday through Friday to schedule an appointment. Please be aware that the phones are usually busiest during the first few days after the notices are mailed. Scheduled appointment dates will start March 11th and be completed by April 24th, 2024, so there will be many opportunities for residents to make an appointment with the Assessment Office if necessary.
2. Please have the change notice available when scheduling your appointment.
 - ♦ You must own the property or have a letter of authorization from the owner to participate in a review. Informal meetings will be conducted at the Town Hall, located at 1300 Hilton Parma Crs. Road, Hilton NY, 14468. Each appointment will be scheduled for a 15-minute period.
3. Collect and bring copies of all pertinent property information with you.
 - ♦ Located on the back of these instructions is an Assessment Comparison form to be *filled out with the information you would like the Assessment Office to consider* when reviewing your value. A sales listing of properties in the Town of Parma and Village of Hilton can be found at the Library Reference desk, at the Town Hall and on the Town of Parma web site at www.parmany.org to assist you. Information you bring to your meeting will be placed in your property file and will not be returned.
 - ♦ *Taxes will not be discussed at the informal meeting.* The purpose of the meeting is to collect information, review and discuss the market value of your property. The Assessor does not set and cannot adjust your taxes. If you feel that your assessment is fair, but your taxes are too high, your comments should be addressed to the appropriate taxing jurisdiction.
4. If you can not attend an informal meeting, you may send a letter along with the completed Assessment Comparison form. This information, if received no later than April 24th, 2024, will be treated as if you had appeared in person.
5. If an agreement regarding the assessment can not be reached during the informal meeting and you are dissatisfied with the results of your informal meeting, you may file a Formal Grievance Application with the Board of Assessment Review **after** May 1st through May 28th, 2024. You do not need to attend an informal meeting to file a complaint with the Board of Assessment Review.

Informal Assessment Review - Comparison Form	
--	--

PROPERTY OWNER:		DATE:	
MAILING ADDRESS:			
PHONE NUMBER:	OWNER EST. OF VALUE:		
APPOINTMENT DATE:	APPOINTMENT TIME:		

	SUBJECT	COMP #1	COMP #2	COMP #3
PROPERTY ADDRESS				
LOT SIZE				
STYLE				
YEAR BUILT				
NUMBER OF BEDROOMS				
NUMBER OF BATHROOMS (FULL/HALF)				
TOTAL SQ. FT. LIVING AREA				
NUMBER OF FIREPLACES				
CENTRAL AIR (YES / NO)				
GARAGE/CARPORT				
DATE OF SALE				
SALE PRICE				
SALE PRICE PER SQ. FT.				
TOTAL ASSESSMENT				

[illegible]