



Village of Scarsdale

VILLAGE HALL / 1001 POST ROAD / SCARSDALE, NY 10583
914.722.1110 / WWW.SCARSDALE.COM

PRESS RELEASE

For Immediate Release
Contact: Assessor's Office
914-722-1133

May 15, 2020

2020 Tentative Assessment Roll and Grievance Process

2020 Tentative Roll Filed

The Assessor of the Town/Village of Scarsdale, County of Westchester, will complete the 2020 Tentative Assessment Roll by June 01, 2020, and make it available [online](#), where it may be seen and inspected from June 01, 2020, through June 16, 2020, as per the [legal notice](#). The 2020 Equalization Rate and Residential Assessment Rate is 98.80%.

As COVID-19 restrictions imposed by the State of New York largely preclude in-person viewing and inspection of the Tentative Roll, the Village has made the Tentative Roll available [online](#), as noted. However, should you have difficulty accessing the information online, an accommodation may be requested by contacting the Assessor's Office at (914) 722-1133 or by email using grievance@scarsdale.com.

Request Assessor Review of your Assessment

The Assessor or her designee will be available until Friday, June 12, 2020, by appointment via telephone or Zoom video conference to discuss Tentative Roll assessments. To schedule an appointment, please contact the Assessor's Office at (914)722-1133 or by email using grievance@scarsdale.com. Appointments must be scheduled and confirmed in advance.

The Grievance Application (RP-524) and supporting documentation must be received by the Assessor's Office prior to scheduling an appointment. Forms are available on scarsdale.com.

Grievance Applications and Process

Submittal Deadline

Completed [grievance applications](#) – accompanied by all supporting documentation – must be received by the Assessor's Office no later than the close of the Grievance Hearings on June 16, 2020; no new grievance application shall be accepted upon adjournment of the Board of Assessment Review's meeting on June 16, 2020.

Prospective grievants are invited to contact the Assessor's office prior to June 16, 2020 for assistance with completing the grievance application.

How to Submit

General requirements applicable to all grievance submissions include:

- Confirm the Assessor's Office receipt of your submission, regardless of delivery method.
- Do not use staples – use document or paper clips, only.
- Do not use double-sided printing – single-sided printing, only.
- Verify that your grievance packet is complete prior to submittal.
- No new grievance application shall be accepted upon adjournment of the Board of Assessment Review's meeting on June 16, 2020.

Please also note that if a grievant is requesting an appointment with the Board of Assessment Review, seven complete sets of the petitioner's [Complaint on Real Property Assessments Form](#) (RP-524), accompanied by all supporting documentation, must be delivered in hard copy to the Assessor's Department before an appointment can be scheduled. Forms and submittal directions are available [online](#).

Completed grievance application packets may be submitted using one of the following options:

1. Delivered by U.S. Mail to:

Village Of Scarsdale
ATTN: Assessor's Office
1001 Post Road
Scarsdale, NY 10583

Grievance application packets may also be delivered via parcel services, such as FEDEX, UPS, etc. However, contact the Assessor's Office for delivery instructions, as Village Hall is closed and this may present delivery challenges for such parcel services.

2. Placed in a sealed envelope and deposited into the drop box labeled "Grievances," which is located outside the front entry to Village Hall from 9:00 am to 5:00 pm, Monday through Friday.

Any grievant or owner representative planning to drop off six or more separate grievances simultaneously at Village Hall must contact the Assessor's Office in advance to arrange for curbside pickup.

3. For grievants filing only one application packet and *not* requesting an appointment with the Board of Assessment Review, the submittal may be by email to grievance@scarsdale.com.

- To submit a single application packet by email, the parcel number and/or address must be in the email subject line.

- Do not rely on email to submit a grievance application packet on June 16, as a technical difficulty does not excuse a late submission. All emailed grievance applications will be acknowledged by return email within one business day.
- Your grievance application has not been received if you do not receive an email acknowledgement from the Assessor's Office within one business day; follow-up by phone with the Assessor's Office if you do not receive an acknowledgement.

Grievance Packet Receipt Requests (Hard Copy Submittals)

Grievants wishing to receive a stamped receipt from the Assessor's Office for a physical grievance packet delivered by mail or by drop-off to Village Hall must provide a self-addressed stamped envelope, as well as a summary page listing the parcel number(s), property owner name(s), and property's legal address(es). The Assessor's Office will stamp the summary page, only, and mail it back to the grievant in the envelope provided.

Designating a Grievance Representative

One's representative should be knowledgeable as to the property's condition, amenities, and attributes, as well as the local real estate market. Importantly, *only one* grievance is legally permissible for your property; refer to Part IV of the Grievance Application for more information.

Grievance Hearings

Hearing Date

The Board of Assessment Review shall meet on Tuesday, June 16, 2020, between the hours of 10:00 AM to 12:00 PM, 2:00 PM to 4:00 PM, and 6:00 PM to 8:00 PM, and at such other time or times as may be necessary and appropriate to review and determine the complaints, objections, or grievances brought before them in relation to the assessment roll, and for that purpose may adjourn from time to time.

Hearing Method - Zoom

Pursuant to Governor Cuomo's Executive Order 202.22, issued in response to COVID-19, the meeting will be conducted via Zoom video conferencing service. Members of the public wishing to join the meeting will be able to do so via online at <https://zoom.us/j/93366692489> or by calling 1-929-436-2866 and entering the meeting ID, 933 6669 2489, when prompted.

Scheduling a Hearing Appointment

It is not mandatory to testify in support of your application before the Board of Assessment Review, as they review all grievances whether the grievant appears or not, rendering a determination as to the final assessment based on the evidence included in the submission. If you wish to schedule a hearing appointment, please review the information below.

Because the Board of Assessment Review will meet to review grievance applications electronically using Zoom, applications will be heard by appointment, only, with each appointment limited to ten minutes. Requests for appointment should/must be made prior to 5:00 pm on June 12, 2020. To schedule an appointment with the Board of Assessment Review, please contact the Assessor's Office

at (914)722-1133 or by email using grievance@scarsdale.com. If you do not receive confirmation, your appointment has not been scheduled.

At the discretion of the Assessor, any grievance application received three or fewer working days ahead of the hearing date (by Friday, June 12) may not be heard and considered by the Board of Assessment Review on June 16, 2020. In such instance where it is deemed infeasible by the Assessor to schedule the appointment on June 16, an adjourned hearing date will be established and the grievant will be notified of the date and time of said hearing date, with an appointment for that adjourned date to be scheduled through the Assessor.

No new grievance application shall be accepted upon adjournment of the Board of Assessment Review's meeting on June 16, 2020.

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