

Grievance Day – Tuesday May 25, 2021 4:00 PM – 8:00 PM – Information and Instructions

The Tentative Roll was filed on May 1, 2021. The Roll is available for review and is located at the Town Clerk's counter in the Canandaigua Town Hall. The Roll will also be published online. The link can be found on the Assessor's page of the Town of Canandaigua website at townofcanandaigua.org.

If you disagree with your 2021 tentative assessment:

1. You are strongly encouraged to contact the Assessor before grievance day by calling 585-394-1120 x 2238 or by emailing ppest@townofcanandaigua.org. Often, an informal discussion can result in a sharing of information that is beneficial to both parties.
2. If after talking with the Assessor, you are still not satisfied, you have the right to file a formal complaint. You are required to present form RP-524. All four pages must be filled in and the form must be signed. Part One, General Information is very important. Please make sure your email and phone numbers are clearly written so that we can contact you. Deadline for filing is May 25, 2021 by 8:00 PM. No late forms will be considered. Please return forms by mail to 5440 Route 5 & 20 West, Cdga, NY 14424 Attn: Assessor; by email to ppest@townofcanandaigua.org ; or in person Monday through Friday at the town hall between the hours of 8:00 am to 4:00 pm. Appointments will be scheduled only after the forms and any supporting documentation have been submitted to the assessment office. Appointments will be made in the order in which they are received, and you will be notified of your appointment time.
3. The Board of Assessment Review will be holding a hybrid meeting this year meaning you can choose between an in-person conference at the town hall or a remote conference via zoom.
4. The Board strives to give full and fair consideration to every grievance. Information that supports your claim is helpful in determining your property's market value. Along with your grievance form, consider including the following types of information if applicable:

A recent sale of the property or listing history.

Recent Sales of similar properties in your neighborhood.

Photos of deferred maintenance, condition or other points of concern.

A recent appraisal. Please remember the assessment is based upon market value as of July 1, 2020. If you are submitting an appraisal and the scope of work is specific to challenging the assessment, the valuation date per NYS RPTL must be noted as prior to July 1, 2020.

5. Your appearance at the BAR hearing is not required. If you are unable to attend the meeting, you must still submit your application and supporting documentation to the BAR by Tuesday, May 25 by 8:00 pm and they will review your application.
6. Determination Notices will be mailed within 4 weeks from the hearing date.