<u>PLEASE READ</u>

GRIEVANCE DAY

1. Grievance applications are available on the Assessor's page of the Town of Union website after **MAY 1, 2024.** Grievance forms RP-524 must be completed and delivered to the Assessor's office prior to **MAY 28, 2024.** If your form is presented after **MAY 28, 2024**, your case **CANNOT** be heard.

2. If you file your form on or before May 28 your complaint will be reviewed and evaluated by the Board of Assessment Review. It is not mandatory to make an appointment with the BAR unless you want to meet with them.

3. PLEASE SUBMIT **FOUR** COPIES OF YOUR GRIEVANCE APPLICATION, AS WELL AS **FOUR** COPIES OF ANY SUPPORTING DOCUMENTATION.

4. A **SEPARATE** grievance application form must be filed for each tax map parcel. If it is not, your case cannot be heard.

5. Your grievance application **MUST** have a specific assessment request. The Grievance Board **CANNOT** hear your case unless your application states to what number you want your assessment to be reduced.

6. By law, your assessment is assumed to be correct until you prove otherwise. Therefore, you must support your value conclusion for assessment purposes.

7. Please attempt to be prompt for your grievance appointment; but, also realize that occasionally the Board can run slightly behind schedule. We will do our best to keep things on schedule and your help will be greatly appreciated.

8. Grievance board decisions are mailed by the Board approximately 2-3 weeks after your hearing appointment.

9. The Assessor's office does not participate in the decisions made by the Grievance Board. They are an independent body and the Assessor's office receives their decision at the same time as you. The Assessor's office, therefore, does not have any information to assist in answering specific questions you may have about a Grievance Board decision. If you have any questions, they should be forwarded in writing to the Town of Union Grievance Board.

12**. Please supply photographs of your property and any other supporting documentation.**