

**Town of Clarence**  
**Department of Assessment**

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Navigation Bar "Departments"  
Drop-down menu "Assessor's Office"

The Department of Assessment is responsible for creating fair and equitable property assessments. **ALL parcels are reviewed and analyzed each year.** According to Real Property Tax Law, all properties must be valued at the same uniform percentage of value. A town wide update was performed for 2021 Assessment roll year and prior to that, the 2018 assessment roll year. By performing these town wide updates, assessments remain fair and equitable.

Please note that a change in assessed value in any year, may also be the result of a physical change to the property such as new construction, additions, in-ground pools, etc.

# **INFORMAL REVIEW APPLICATION**

## **(accepted January 1 – April 1)**

# **INSTRUCTIONS**

1. **Review Assessment:** Research **sales** of similar type properties within your neighborhood. If your assessment appears within a reasonable range, no action is required.
2. **If You Don't Agree With Assessment:** After researching similar type sales, and you believe your assessment is not accurate:

- a. Obtain an Informal Review Application from the Assessor's Office or the Town of Clarence website: <https://townofclarence.prosgar.com/>

Information to assist you in completing the application is available in the Assessor's Office and <https://townofclarence.prosgar.com/>

- b. If you have a recent appraisal of the property, submit a copy of the entire appraisal with your Informal Review Application. You can indicate on the 2<sup>nd</sup> page of the Informal Review Application "See attached appraisal". **We do not require** an appraisal for an Informal Review. You can research sales yourself and include with the Informal Review Application.
- c. Return the signed Informal Review Application **January 1<sup>st</sup> through April 1<sup>st</sup>**  
We will review your information and inform you of our decision after May 1st.

Informal Review applications are accepted by mail, fax or email (see above).

3. **If you do not agree with the decision,** you may submit a Formal Grievance to the Board of Assessment Review. Information on the Formal Grievance (BAR) process will be available beginning May 1. The Board of Assessment Review meets on the fourth Tuesday of May (**Grievance Day**) to hear complaints.