

# TOWN OF CLARENCE BOARD OF ASSESSMENT REVIEW DETERMINATION

If you are dissatisfied with the decision, Small Claims Assessment Review (SCAR) provides a way to seek further review of your assessment. This program is administered by OCA, New York State Office of Court Administration, for use in seeking assessment reductions for qualified properties before a Small Claims Assessment Review (SCAR) hearing officer.

## HOW TO FILE A PETITION FOR SMALL CLAIMS ASSESSMENT REVIEW

If you plan to appeal the Determination, you must file a Petition for Small Claims Assessment Review. Forms (RPTL-730) are available from the Erie County Clerk's Office-Actions and Proceedings Room, 92 Franklin, 1<sup>st</sup> Floor Buffalo, New York 14202

or online at <http://www.nycourts.gov/litigants/scar/index.shtml>

left hand column of this web page

For the Form & Instructions  
under

Click on "How to File Petition" left side of page  
"Outside New York City"

For Form & Instructions

click on lines for information, Instructions, Form

Additional Instructions

<https://townofclarence.prosgar.com/CustomContent/Forms>

Small Claims Assessment Review (SCAR)

- Information and Instructions, Form
- SCAR Step-by-Step Through the RPTL-730 Review Petition

You can challenge your property assessment in SCAR if you meet **both** of the following provisions:

- ▶ You own and live in a one, two, or three-family home and use it exclusively for residential purposes. Vacant land parcels also can qualify provided they are not of sufficient size to contain a one, two, or three family residential structure.
- ▶ You already timely filed a written review about your property assessment with the board of assessment review (BAR) and you are not requesting a reduction greater than the amount you sought before that board.

- Filing Fee is \$30.00- which may be refundable if you prevail in your claim.  
Make checks payable to Erie County Clerk
- Prepare at least 8 copies of the petition; Remember to keep a copy for your records:
- 3 copies to be filed with County clerk:  
Erie County Clerk's Office - Actions & Proceedings Room,  
First Floor, 92 Franklin St. Buffalo, NY 14202.
- 1 copy to each of the following:  
County treasurer  
Clarence Town Clerk  
Clerk in the School District  
Clarence Assessor
- Petitions must be filed **no later than July 31, 2024**

**THE COURT WILL ASSIGN YOUR PETITION TO A HEARING OFFICER WHO WILL INFORM YOU OF THE HEARING DATE, TIME AND LOCATION.**