

Town of Clarence

Department of Assessment

One Town Place
Clarence, NY 14031

Phone 716-741-8941

Informal Reviews Mail-in or drop off only

FAX/Email submissions NOT accepted

Website www2.erie.gov/clarence/

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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. The last town wide update was for the 2021 Assessment roll year.

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

INFORMAL REVIEW APPLICATION

(accepted until March 28th)

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 and 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 2nd 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 **until March 28th.**
We will review your information and inform you of our decision after May 1st.

Informal Review applications are **accepted by mail or drop off only (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.