

## Board of Assessment Review

**Grievance Day---May 26, 2026 4<sup>th</sup> Tuesday in May**

### **Procedure to Follow:**

- Form **RP-524** Complaint on Real Property Assessment for 2026\_ Available:
  - Online
  - Complaint Form (RP-524) [https://www.tax.ny.gov/pdf/current\\_forms/orpts/rp524\\_fill\\_in.pdf](https://www.tax.ny.gov/pdf/current_forms/orpts/rp524_fill_in.pdf)
  - Instructions (RP-524-Ins) [https://www.tax.ny.gov/pdf/current\\_forms/orpts/rp524ins.pdf](https://www.tax.ny.gov/pdf/current_forms/orpts/rp524ins.pdf)
  - Booklet "Contesting Your Assessment in New York State"  
<https://www.tax.ny.gov/pdf/publications/orpts/grievancebooklet.pdf>
- Assessor's Office After May 1, 2026.  
To request a Complaint form RP-524 and instructions be sent to you from the Assessor's Office  
Call the Assessor's Office 716-741-8941  
Email [mmorris@clarence.ny.us](mailto:mmorris@clarence.ny.us) (RP-524 **NOT** accepted by email)  
Fax 716-406-2153
- **Complete entire form** with appropriate information (4 pages). Page 4 must be signed.  
Detailed instructions for Board of Assessment Review are available:  
<http://www.tax.ny.gov/pit/property/contest/contestasmt.htm>
- **Submit RP-524 to Assessor's Office** by Tuesday **May 26, 2026** 8:00pm
  - Application and supporting documentation **must be received** by Tuesday May 26, 2026 8:00pm  
Mailed to: see address below  
Drop box: Town of Clarence Town Hall, One Town Place (Goodrich Rd between Greiner & Roll)  
Main entrance, pond/flagpole side of building,  
drop box located to right of this entrance on side wall

**Please note email and fax submissions are NOT accepted**

- **Submit all supporting documentation\*** with your complaint form.  
**\*You are required to submit proof necessary to determine the value of your property. Assessments are based on the market value of your property. Sales of similar properties are the best proof of value. See RP-524-Ins page 2 Part 2. Any claims of condition issues (i.e. repairs needed, lack of updating, etc) must be supported with dated color pictures.**  
Property information and any informal review documents you may have submitted earlier this year will be made available to the Board of Assessment Review.
- Board of Assessment Review Determination Notices will be mailed by June 26, 2026. If you are satisfied with the Board of Assessment determination, there is nothing further you have to do. The assessment from this determination will apply to the School bill October, 2026 and the County/Town bill February, 2027.

**Any questions regarding the Grievance procedures, please contact the Assessor's office as soon as possible.**

Town of Clarence  
Assessor's Office  
One Town Place  
Clarence, NY 14031

Phone 716-741-8941  
website <http://www2.erie.gov/clarence>  
email [mmorris@clarence.ny.us](mailto:mmorris@clarence.ny.us) (RP-524 **NOT** accepted by email)