

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, 1st 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	Click on "How to File Petition"
	left side of page under "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.
- Please note:** If you stipulated to an assessed value, (RP-524 Part 6 Stipulation, signed by owner/representative and the assessor "Where such stipulated assessed value is entered on the final assessment roll, no review of the assessment shall be allowed pursuant to Article Seven of this chapter " RPTL Article 5 Title 1-A 524 3.

- 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.

Please file your SCAR petition at the Erie County Clerk's office first. They will stamp the copies as filed. Then provide copies of the stamped petition to the following:

- 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, 2026**

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