

If a property owner is dissatisfied with their assessment, they may appeal to the Board of Assessment Review on grievance day – Tuesday, May 25th from 2:00 -4:00 and 6:00 and 8:00. To file an appeal, complete the NYS form RP-524. Once we receive a completed application we will schedule an appointment to meet with the board. We will NOT accept applications electronically. Homeowners can mail, use the drop box or drop off the applications in person.

All appointments will meet in the town hall. Masks and social distancing requirements will be followed.

You have an option for a non-hearing (mail-in) review. Complete the NYS RP-524; submit the form along with any supporting documentation to the assessor's office by 5:00 pm on Tuesday, May 25th.

All decision will be mailed by July 1, 2021. NO decisions will be made at the time of any in person appointments.

Suggestions that may help you be more successful.

1. If you have an appraisal, check to see if the comparable sales used are from the Town of Lancaster.
2. Do not come to the board and say "My assessment is way too high. I can't afford the taxes!" As much as they would like to help you out, they can NOT take that into consideration. It is all about making sure your property is being assessed at its correct value.
3. Provide evidence such as pictures of areas that are different from what one would expect looking at the property from the road. Remember, the Assessor does not enter the home or building. The property could look like it is in average condition, well maintained from the outside. The assumption will be that the same applies to the inside. If there is damage, old kitchens/baths, gutted rooms, etc. these will definitely affect the value of your property.
4. Make sure the inventory that is on file, is correct. For example, if you have demolished anything, it should be removed or if the square footage is wrong (provide survey or appraisal for confirmation).
5. Be sure all paperwork is completed in full. The assessor's office may NOT do it for you. They can offer assistance, but cannot tell you what to write down. You must have a value in mind that you are requesting. Asking for just any kind of reduction WILL NOT WORK. Forms are available at the Assessor's office or on the town's website www.lancasterny.gov
6. Find other properties that are as similar to yours as possible, with a current lower assessed value or a lower sale price. Remember to consider the following: square footage, style of home, number of bedrooms, number of baths, fireplaces, garages, air conditioning, basement type (full, partial, crawl space), acreage. These are the most important items. Other things like pools, decks, sheds, vaulted ceilings, hardwood floors, granite countertops do matter, but are often not always known.
7. Make sure your land is classified correctly. This means if there are designated wetlands, they should be listed as such. Wetlands have a lower per acre value.