Town of Southampton
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ASSESSOR'S OFFICE

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TIPS FOR THOSE PROPERTY OWNERS GRIEVING THEIR ASSESSMENTS IN 2012

- You do not need to appear in person. Property owners may mail or drop off their applications no later than May 15th, if they do not plan on being personally heard. **REMEMBER, *All*** applications are reviewed in detail.
- Property owners are encouraged to review their property record card for errors and omissions and changes in assessment. In addition, property owners may want to look at a current survey that may show items such as wetlands that have not been taken into account.
- Copies of the assessment roll are located in the Assessor's Office and it is available on-line on the Towns website.
- By NYS law, assessments are determined as of the valuation date of July 1, 2011. Therefore any sales, market changes and other factors affecting value cannot be considered if they are after 7/1/11.
- Simple statements concerning value do not normally result in assessment reductions. There must be proof that the current value is unsupported.
- For vacant and residential properties, sales of similar properties should be shown and comparisons made between the comparable sales and the subject property. The time frame for these sales should be between 7/1/10 & 7/1/11.
- For commercial properties, rental and expense information is necessary as well as recent tax returns.
- Also, current appraisals or contracts of sale are also very helpful for all properties, provided they are within allowable time frames. Appraisals should be from the second half of 2010 or the first half of 2011 with the appropriate time adjustments.
- We typically see applications that have copies of numerous pages of our assessment roll submitted as proof of overvaluation. Unfortunately, these are not helpful since they basically repeat actions and determinations that we have already made.
- Property owners are encouraged to utilize the on-line application process when filing a 2012 grievance petition. The process is quick and easy online filing makes the entire process much more efficient.
- Web addresses: Office of Property Tax Services at http://www.tax.ny.gov/ or www.southamptontownny.gov/assessor