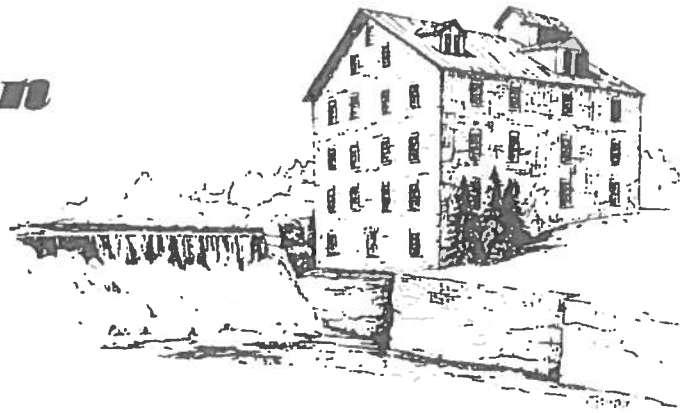


Town of Mendon

Preserving the Past...

Protecting the Present...

Promoting the Future



Dear Property Owner:

Please find enclosed a copy of the assessment change notice for your property. The preliminary assessment shown on the enclosed notice will become your property assessment on the tentative assessment roll to be filed on or before May 1, 2017, unless it is adjusted through the informal review process.

If you are satisfied with the preliminary assessment, no action is required from you.

If you disagree with our assessed value, you may complete and submit the 2017 Request for Residential Informal Assessment Review. Forms can be obtained on-line at www.townofmendon.org or in person at the Assessment Department. A copy of the 2017 preliminary assessment roll will also be available for review. Informal requests will be accepted through 4/10/2017.

The completed 2017 Request for Residential Informal Assessment Review along with your supporting documentation can be submitted to the Assessor by:

1. Mail to Assessment Department, 16 W. Main St., Honeoye Falls, NY 14472.
2. Email Informal Form & supporting documentation to jlegrett@townofmendon.org.
3. Drop off to the Assessment Department, 16 W. Main St. Monday – Thursday 8am-4pm. Friday 8:00am-1:00pm.
4. Drop off to Assessor at a specific 5-minute time slot. Call Assessment Department to obtain a time slot. While a lot of discussion will not take place at this time, it will allow an opportunity to explain your supporting documentation if you feel the need to.

All informal review decisions will be mailed to the property owner on or about May 1, 2017.

If you disagree with the results of the informal review, the next step is to file a Grievance on Real Property Assessment application with the Board of Assessment Review. Grievance applications and appointments for the Board of Assessment Review will be made available at the Mendon Assessment Office AFTER May 1, 2017.

For a full explanation of the assessment complaint process please visit the New York State Office of Real Property Tax Service web site at <http://www.tax.ny.gov/research/property/default.htm>.

James A. LeGrett
NYS Certified Assessor
Town of Mendon