

# Village of Rockville Centre

## INSTRUCTIONS FOR FILING COMPLAINT ON REAL PROPERTY ASSESSMENT - 2017

*You may file a Tax Grievance complaint at 110 Maple Ave during the filing period of:*

**February 1, 2017 to February 21, 2017; Electronically On-Line or at the Building Department,  
110 Maple Avenue, 2nd floor.**

The Tax Assessor's hours are 8:00 am to 4:00 pm Monday to Friday. The office will remain open until 3:00 pm on February 21, 2017 to accept complaint filings.

Instructions for electronic on-line filing and copies of the New York State forms are available on the Village website by visiting; "**Popular**", "**Online Tax Grievance**" at [www.rvcny.us](http://www.rvcny.us)

Use the Form RP-524 for your individual grievance. Instructions are contained on Form RP-524-Ins. These forms are available online <http://www.rvcny.us/taxgrievance.htm>.

**Tax Certioraris** can file bulk grievance submissions. For each protest, click the following link, <http://www.rvcny.us/taxgrievancebulksubmission.htm>. Reps shall submit: All RP-524 forms on disk, a copy of the disk, 3 **printed** Excel spreadsheets (one will be date stamped & returned to Rep) RP-524 forms should be submitted in the same order as the protests listed on the spreadsheet.

If you are filing on behalf of multiple property owners, please separate the grievances into "Residential" and "Commercial" groups.

Please note that the New York State Equalization Rate is **1.41** and the Residential Assessment Ratio is **1.46**

Individuals, when filing electronically (on-line), kindly follow the corresponding instructions and be sure to print out 1 completed copy of the RP-524 form along with the Village generated confirmation page and keep for your records. Individuals filing in person should bring 3 copies to our office by February 21<sup>th</sup> at 3 PM.

The Board of Assessment Review will meet at Village Hall, One College Place, Rockville Centre, New York on February 21, 2017, from 4pm to 8pm. If you have any additional information to present in regard to your Tax Grievance, you may do so at that time. If the information you submitted is complete and you have no additional information to provide to the Board, you are not obligated to appear.

Verify the Final Assessment Roll at 110 Maple Avenue on or after April 1, 2017 for any change in the tax roll.

If you are dissatisfied with the disposition of your complaint as reflected on the Final Assessment Roll, you can then proceed to file a tax certiorari petition or, in the case of one, two, or three-family owner occupied residences, a small claims assessment review (SCAR) petition, with the Nassau County Clerk, 240 Old Country Road, Mineola, New York, 11501, phone number (516) 571-2664 on or before May 1, 2017.