



NEW YORK STATE DEPARTMENT OF TAXATION & FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

COMPLAINT ON REAL PROPERTY ASSESSMENT FOR 2026

BEFORE THE BOARD OF ASSESSMENT REVIEW FOR TOWN OF YORKTOWN
(city, town village or county)

PART ONE: GENERAL INFORMATION

(General information and instructions for completing this form are contained in form RP-524-Ins)

1. Name and telephone no. of owner(s)

2. Mailing Address of owner(s)

Day no. () _____
Evening no. () _____

Email (optional) _____

3. Name, address and telephone no. of representative of owner, if representative is filing application.
(if applicable, complete Part Four on page 4.)

4. Property location

Street Address

City/Town

Village (if any)

County

School District

5. Property identification (see tax bill or assessment roll)

Tax map number or section/block/lot _____

Type of property: Residence _____ Farm _____ Vacant land _____
Commercial _____ Industrial _____ Other _____

Description: _____

6. Assessed value appearing on the assessment roll:

Land \$ _____ Total \$ _____

7. Property owner's estimate of market value of property as of valuation date (see instructions)

\$ _____

PART TWO: INFORMATION NECESSARY TO DETERMINE VALUE OF PROPERTY

(If additional explanation or documentation is necessary, please attach)

Information to support the value of property claimed in Part One, item 7 (complete one or more):

- 1. Purchase price of property: \$ _____
 - a. Date of purchase: _____
 - b. Terms Cash Contract Other (explain) _____
 - c. Relationship between seller and purchaser (parent-child, in-laws, siblings, etc.): _____
 - d. Personal property, if any, included in purchase price (furniture, livestock, etc.; attach list and sales tax receipt): _____

- 2. Property has been recently offered for sale (attach copy of listing agreement, if any):
 When and for how long: _____
 How offered: _____ Asking price: \$ _____

- 3. Property has been recently appraised (attach copy): When: _____ By Whom: _____
 Purpose of appraisal: _____ Appraised value: \$ _____

- 4. Description of any buildings or improvements located on the property, including year of construction and present condition:

- 5. Buildings have been recently remodeled, constructed or additional improvements made:
 Cost \$ _____
 Date Started: _____ Date Completed: _____
 Complainant should submit construction cost details where available.

- 6. Property is income producing (e.g., leased or rented), commercial or industrial property and the complainant is prepared to present detailed information about the property including rental income, operating expenses, sales volume and income statements.

- 7. Additional supporting documentation (check if attached).

PART FOUR: DESIGNATION OF REPRESENTATIVE TO MAKE COMPLAINT

I, _____, as complainant (or officer thereof) hereby designate _____ to act as my representative in any and all proceedings before the board of assessment review of the city/town/village/county of _____ for purposes of reviewing the assessment of my real property as it appears on the _____ (year) tentative assessment roll of such assessing unit.

Date

Signature of owner (or officer thereof)

PART FIVE: CERTIFICATION

I certify that all statements made on this application are true and correct to be best of my knowledge and belief, and I understand that the making of any willful false statement of material fact herein will subject me to the provisions of the Penal Law relevant to the making and filing of false instruments.

Date

Signature of owner (or representative)

PART SIX: STIPULATION

The complainant (or complainant's representative) and assessor (or assessor designated by a majority of the board of assessors) whose signatures appear below stipulate that the following assessed value is to be applied to the above described property on the _____ (year) assessment roll: Land \$ _____ Total \$ _____
(Check box if stipulation approves exemption indicated in Part Three, section B.2. or C.1.)

Complainant or representative

Assessor

Date

SPACE BELOW FOR USE OF BOARD OF ASSESSMENT REVIEW

Disposition

- Unequal assessment
- Excessive assessment
- Unlawful assessment
- Misclassification
- Ratification of stipulated assessment
- No change in assessment

Reason: _____

Vote on Complaint

- All concur
- All concur except: _____ against abstain absent
Name
- _____ against abstain absent
Name

Decision by

	<u>Tentative assessment</u>	<u>Claimed assessment</u>	<u>Board of Assessment Review</u>
Total assessment	\$ _____	\$ _____	\$ _____
Transition assessment (if any) ...	\$ _____	\$ _____	\$ _____
Exempt amount.....	\$ _____	\$ _____	\$ _____
Taxable assessment.....	\$ _____	\$ _____	\$ _____

Class designation and allocation of assessed value (if any):

Homestead \$ _____ \$ _____ \$ _____

Non-homestead \$ _____ \$ _____ \$ _____

Date notification mailed to complainant _____

CONTESTING YOUR ASSESSMENT – 2026 GRIEVANCE INSTRUCTIONS
GRIEVANCE APPLICATIONS WILL NOT BE ACCEPTED PRIOR TO JUNE 1, 2026

Be sure to check your assessment and full market value on the 2026 tentative assessment roll which will be available for review as of June 1, 2026. Only the assessment on the current tentative assessment roll can be grieved - you cannot grieve assessments from prior years. There is no cost to grieve an assessment, and it does not require you to hire an attorney or property tax grievance consulting company.

If you feel your assessment/full market value is higher than your house is worth, you can submit a grievance application along with supporting documentation to the Town of Yorktown, Assessment Office. Supporting documentation includes properties that have sold within 1 year of July 1, 2025 (valuation date) within your market area (neighborhood and school district) that are similar to your home. You can conduct research on public websites such as realtor.com to find sales in your area, or you can have a comparative market analysis done by a Realtor, or a private appraisal done by a Licensed Real Estate Appraiser. If you already have a recent appraisal, you can submit the appraisal as supporting documentation. If you recently purchased your home, you can submit the appraisal done by your mortgage company and/or your contract of sale.

Your complete application and supporting documentation must be received by the Assessment Office by 8:00pm on June 16, 2026.
Post marked by this date will not be accepted.

Grievance applications can be submitted in person, by mail, FedEx, UPS, or placed in the secure drop box located at the rear entrance of Yorktown Town Hall.

NOTE: E-Mail applications will not be accepted.

Town of Yorktown	Office Hours:
Assessment Office	Monday: Thursday: 8:00am – 4:00pm
363 Underhill Avenue	Friday: 8:00am – 1:00pm
Yorktown Heights, NY 10598	Secure drop box is available 24 hours a day

BOARD OF ASSESSMENT REVIEW (BAR) INSTRUCTIONS:

The Board of Assessment Review will meet at Yorktown Town Hall, 363 Underhill Ave, Yorktown Heights, NY on Tuesday, June 16, 2026 from 4:00 pm to 8:00 pm.

It is NOT mandatory to testify before the BAR on June 16, 2026. The BAR reviews all supporting documentation provided, whether you appear or not, to make a determination as to the final assessment. A letter of determination will be sent out September 15, 2026.

Should you want to be heard by the BAR, an appointment is encouraged. Appointments are made on a first come, first serve basis. **Your documentation must be submitted prior to making an appointment.** Appointments will be limited to 15 minutes, and you should arrive at Town Hall at least 15 minutes before to your scheduled appointment. Please allow extra time after your scheduled appointment in the event the BAR is running behind schedule.

ALL APPLICATIONS AND SUPPORTING DOCUMENTATION MUST BE RECEIVED BY THE ASSESSMENT OFFICE ON OR BEFORE 8:00pm on JUNE 16, 2026.

Applications received after this date and time will not be reviewed by the BAR.