



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

COMPLAINT ON REAL PROPERTY ASSESSMENT FOR 20

BEFORE THE BOARD OF ASSESSMENT REVIEW FOR \_\_\_\_\_  
(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	Village (if any)
_____	_____
City/Town	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).



