

Grievance Day Procedures
May 28 2020 4pm to 8pm
Waterford Community Center
125 Second Street, Waterford, NY 12188

COMPLAINT ON REAL PROPERTY ASSESSMENT FOR 2020

Due to mandatory restrictions as a result of COVID19 the grievance procedures have changed a little. Please read below.

You **must** complete form Rp-524

You must call the Assessor's Office to setup an appointment to meet with the Board of Assessment Review

If you are unable to call, you may have a representative do so, however the following must be done beforehand:

Complete page 4(part 4) of the Rp-524 under representative or

Make sure you have signed page 4 (part 5) of the Rp-524 under certification

Completed, signed and dated form (Rp-524) should be mailed into the Assessor's Office by **May 22, 2020**. All documents should be, mailed to Assessor's Office 65 Broad St, Waterford, NY 12188.

If you do intend to call your form still needs to be completed, signed, and dated. If you would like the Board of Assessment Review to have more than one copy of the form, you will need to provide those.

Whether you intend to call or not, supporting documentation should be included with your grievance form Rp-524

If you have any questions please call (518)235-9907 or email me at assessor@town.waterford.ny.us