

## INFORMAL ASSESSMENT REVIEW\*

1. Find three comparable sales to your property (structure class [ie, 1-family, 2-family, etc.], similar square footage, construction, neighborhood, condition and rooms)  
You may use the Glens Falls website to get comparable sales. Go to [www.cityofglensfalls.com](http://www.cityofglensfalls.com) and click City Government, click Departments, click Assessments, and then click Search Property Information.
2. Provide most recent Real Property appraisal done by a NYS Certified Appraiser, if available.
3. Interior photos.
4. What change in assessment value are you requesting?

After you have the above information available please email, mail, fax or contact us.

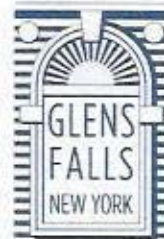
Email: [assessor@cityofglensfalls.com](mailto:assessor@cityofglensfalls.com)

Fax: 518-743-0708

Phone: 518-761-3807

Mail: Attn: Assessor  
42 Ridge Street  
Glens Falls, NY 12801

CITY HALL 42 RIDGE STREET GLENS FALLS NEW YORK 12801



WINDOW ON THE FUTURE  
SUSAN W. McENANEY  
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ASSESSOR@CITYOFGLENSFALLS.COM

PHONE: 518-761-3807 FAX: 518-743-0708 WWW.CITYOFGLENSFALLS.COM

\*Assessment Grievance Day is the 4<sup>th</sup> Tuesday in May and is the last day to formally challenge your assessment.

# CITY OF GLENS FALLS

## RESIDENTIAL REVIEW APPLICATION

Please complete the property information below to the best of your ability to support your request. Also add comparable assessments and/or recent sales you feel support your case on the back of this sheet. All information provided will be considered and it will become the property of the Assessor's Office.

### SECTION I

Please Print

1. SECTION, BLOCK & LOT NUMBER (tax map no.) \_\_\_\_\_
2. PROPERTY TYPE (one family, two family, etc.) \_\_\_\_\_
3. PROPERTY ADDRESS \_\_\_\_\_
4. TELEPHONE # (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_
5. PRESENT ASSESSMENT \_\_\_\_\_
6. REQUESTED ASSESSMENT \_\_\_\_\_
7. WHY? \_\_\_\_\_
8. PROPERTY DESCRIPTION
  - A. STYLE OF HOUSE \_\_\_\_\_ (COLONIAL, RANCH, COTTAGE, ETC.)
  - B. NUMBER OF RESIDENTIAL UNITS \_\_\_\_\_
  - C. BUILDING SQUARE FOOTAGE \_\_\_\_\_
  - D. YEAR BUILT \_\_\_\_\_
  - E. PRIOR SALES INFORMATION: SALE PRICE \_\_\_\_\_ SALE DATE \_\_\_\_\_
9. INVENTORY/CORRECTIONS \_\_\_\_\_
10. CONDITION \_\_\_\_\_

If any information regarding your property appears to be incorrect, or there are needed repairs to the property, please provide support for the change. This can be achieved by providing the following information:

- Property Survey
- Photographs of the Property
- Copy of the sales contract or recent Real Property Appraisal done by a NYS Certified Appraiser
- Any additional information to support your claim

# CITY OF GLENS FALLS

## RESIDENTIAL REVIEW APPLICATION

### SECTION II

Please Print

**A. LIST FOUR COMPARABLE PROPERTIES (recent sales or assessments)**

Sale 1. Location \_\_\_\_\_ Tax Map # \_\_\_\_\_  
Assessed Value \_\_\_\_\_  
Sale Price \_\_\_\_\_ Sale Date \_\_\_\_\_  
Square Footage \_\_\_\_\_ Style \_\_\_\_\_  
Condition \_\_\_\_\_ Additional Features \_\_\_\_\_  
Comments on Assessed Value/Sales Comparison \_\_\_\_\_

Sale 2. Location \_\_\_\_\_ Tax Map # \_\_\_\_\_  
Assessed Value \_\_\_\_\_  
Sale Price \_\_\_\_\_ Sale Date \_\_\_\_\_  
Square Footage \_\_\_\_\_ Style \_\_\_\_\_  
Condition \_\_\_\_\_ Additional Features \_\_\_\_\_  
Comments on Assessed Value/Sales Comparison \_\_\_\_\_

Sale 3. Location \_\_\_\_\_ Tax Map # \_\_\_\_\_  
Assessed Value \_\_\_\_\_  
Sale Price \_\_\_\_\_ Sale Date \_\_\_\_\_  
Square Footage \_\_\_\_\_ Style \_\_\_\_\_  
Condition \_\_\_\_\_ Additional Features \_\_\_\_\_  
Comments on Assessed Value/Sales Comparison \_\_\_\_\_

Sale 4. Location \_\_\_\_\_ Tax Map # \_\_\_\_\_  
Assessed Value \_\_\_\_\_  
Sale Price \_\_\_\_\_ Sale Date \_\_\_\_\_  
Square Footage \_\_\_\_\_ Style \_\_\_\_\_  
Condition \_\_\_\_\_ Additional Features \_\_\_\_\_  
Comments on Assessed Value/Sales Comparison \_\_\_\_\_

Based on the assessed value/sale of the above properties, I believe that the estimated FULL MARKET VALUE for the subject property as of January 1, 20\_\_ is \_\_\_\_\_.

I certify that all statements made on this application are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date



# REAL PROPERTY

## WARREN COUNTY, NEW YORK

### ASSESSMENT AND TAX COLLECTION CALENDAR

Real Property Tax Law states that the failure to receive a tax bill shall not, in any way, affect the validity of the taxes or interest. Please contact the tax collector immediately if you do not receive your tax bill. New purchasers of property are advised to contact the school and municipal tax collectors to assure timely billing.

- **July 1st** – assessments become Final - used as the basis for taxes for the coming year.
- **July thru April** - Assessor inspects properties for changes that may affect value, such as additions, renovations or demolitions. Taxpayers are urged to contact the Assessor any time during the year to review data for their property and to discuss the valuation process.
- **September 1st** – most school district's tax bills are mailed with 30 day interest free period.
- **November** – final day (varies per school district) for school collector to accept taxes – after this date school taxes plus penalty are added to the January tax bill.
- **January 1st** – most municipal tax bills mailed with 30 day interest free payment period.
- **March 1st** – Taxable Status Date – the **deadline** for all exemptions (new or renewals) to be filed with the Assessor. Property improvement status and condition, as of this date, will be the basis for the coming assessment cycle.
- **April 1st** – **All outstanding taxes become county liens and must be paid to the county Treasurer.**
- **April 15th** – (from July 1st to this date) the Assessor determines the values for this year's Tentative Assessment Roll.
- **May 1st** – Tentative Assessment Roll is filed containing all values and exemptions for the next tax year. Change of assessment notices are mailed.
- **4th Tuesday in May** – Grievance Day - when the Board of Assessment Review meets to hear all taxpayers complaints regarding assessments.
- **July 1st** – Final Assessment Roll filed and annual cycle begins again.

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