

## **Options and Timeframes to Discuss Your New Assessment**

- **Informal meeting with the assessor**  
**March and April 2025 by Appointment Only**  
**Call: 607-745-7545 or Email: VirgilReval25@icloud.com**

After your informal and at least by the first week of May, you will receive a notice advising you whether your preliminary assessment was adjusted.

If you are satisfied with your assessment after your informal meeting and reviewing the May 1 tentative roll, no further action is necessary. If not, see next step.

- **Assessment review and stipulation meeting with the assessor**  
**Month of May by Appointment Only or via Email**  
**Call: 607-745-7545 or Email: VirgilReval25@icloud.com**

A change of assessment can occur only if the property owner and assessor sign an assessment stipulation form.

If you are satisfied with your assessment after meeting with the assessor, no further action is necessary. If not, see next step.

- **Formal grievance with the Board of Assessment Review**  
**June 10, 2025 by appointment, call 607-745-7545 or Email: VirgilReval25@icloud.com**  
**File a grievance application with the assessor's office *prior to* Grievance Day**

An application and/or booklet may be downloaded from the State website below. Please file your application with the assessor's office and call **607-745-7545** for an appointment.

If you are satisfied with your assessment after meeting with the Board of Assessment Review and reviewing the July 1 final assessment roll, no further action is necessary. If not, see next step.

- **Small claims for residential properties\***  
**Certiorari for all other properties\***  
**File within 30 days of the filing of the final assessment roll (July 1)**

\*To file a small claims or certiorari, you must have filed a formal grievance with the Board of Assessment Review first.

- **Informational website**

[www.tax.ny.gov/pit/property/contest/contestasmt.htm](http://www.tax.ny.gov/pit/property/contest/contestasmt.htm). For general grievance information and download of grievance applications and the booklet "Contesting Your Assessment in New York State"