

## **Contesting Your Assessment: Process/ Dates/ Information**

### **March 1<sup>st</sup> - Taxable Status Date Notification**

- Published stating that assessment inventory and valuation data is available for review by taxpayers.
- Posted on the sign board maintained for the posting of legal notices at the entrance of the Town Clerk's Office.

### **May 1<sup>st</sup> - Tentative Assessment Roll**

- Per Real Property Tax Law, the tentative assessment roll is to be completed on or before May 1<sup>st</sup>.
- Published in official newspaper of the Town
- Posted on the sign board maintained for the posting of legal notices at the entrance of the Town Clerk's Office, and on the Town website  
<https://www.townofskaneateles.gov/departments/assessor/>  
<https://www.townofskaneateles.gov/calendar/>
- Notices of increased assessment and notices of changes in taxable status are mailed out after May 1<sup>st</sup>.

### **May 1<sup>st</sup> - 4<sup>th</sup> Tuesday of May (05.26.26)**

- Assessor scheduled to sit with the tentative roll on four separate days between these dates. These dates are posted with the May 1<sup>st</sup> tentative roll notice.

*\*NYS Real Property Tax Law requires the Assessor be in attendance with the tentative roll on at least four specified days prior to grievance day. These dates are posted with the tentative roll notice after May 1<sup>st</sup>.*

- **Contesting your Assessment:** The Assessor's Office will begin scheduling appointments for stipulation meetings/grievance day, and accepting documents related to contesting assessments once the tentative roll and scheduled times the Assessor will be sitting with the roll are published and posted (see dates above).

- **Stipulation**

- Informal meeting with the Assessor during the published hours he will be sitting with the tentative roll.
- Appointments are recommended. Walk-ins will be seen on a first come first serve basis between appointments.
- If a stipulation is signed with the Assessor, the assessment cannot be grieved with the BAR for that roll year.

- **Board of Assessment Review (BAR)**

- Grievance Day is held on the Tuesday in May (May 26, 2026).
- Appointments are highly recommended. Walk-ins will be seen on a first come first serve basis between appointments.
- *Per NYS Real Property Tax Law, Grievance Complaints (Form RP-524) must be signed and submitted to the Town Hall no later than Grievance Day (May 26, 2026).*
  - *Earlier submission of grievance forms/supporting material is highly recommended so copies of your file can be prepared for Board Members.*

### **Scheduling Appointments:**

Email:	Aimie Case, Assessor Clerk <a href="mailto:acase@townofskaneateles.com">acase@townofskaneateles.com</a>	Phone:	Assessor's Office (315) 685-0745
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### **Submitting Stipulation/Grievance Documents:**

Email:	Aimie Case, Assessor Clerk <a href="mailto:acase@townofskaneateles.com">acase@townofskaneateles.com</a>	Mail:	Town of Skaneateles Assessor's Office 24 Jordan Street Skaneateles, NY 13152
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