

**Town of Cambria  
Department of Assessment  
Education Course Outline  
Reassessment Project 2017**

**“UNDERSTANDING YOUR PROPERTY ASSESSMENT  
AND  
WHAT THE REASSESSMENT MEANS TO YOU”**

1. Overview: The purpose of this workshop is to explain the Assessment Equity Project, Assessment Disclosure Notice, how assessments are derived and how to challenge your assessment if you do not agree with the full market value estimate.

2. Introduction: **Assessor: Debra A. Littere**

**GAR Associates LLC Project Staff:**

**Project Director: F. Cindy Baire – President – Government Services**  
**Project Manager: David Barnett – Vice President**

2. The Reassessment Project:

Overview of Project: NYS Office of Real Property Tax Services and the International Association of Assessing Officers (IAAO) recommend reappraisal of all parcels at least once every 4-6 years.

Properties appreciate and depreciate at different rates. Periodic reassessment ensures property owners are ONLY paying their fair share of the tax burden.

NYS Real Property Tax Law Section 305 states that all properties must be assessed uniformly. 100% Full Market Value Assessment is the most easily understood.

Process: Sales Verification and Neighborhood Delineation  
Valuation  
Creation of New Full Market Value Assessments  
Notices Mailed – March 15, 2017  
Informal Reviews – March - April 2017  
Formal Grievance Day – May 23, 2017

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4. Full Value Assessment:

- The systematic process of reviewing and analyzing market data within specific neighborhoods to determine trends.
- Computerized valuation of all properties utilizing current sales data.
- Professional, experienced appraisers reviewing each property, taking into consideration condition, location factors, etc.
- Monitoring of current sales listing and closed activity to track trends
- Consistency within neighborhoods/streets

5. Impact Notice &  
Cover Letter

See Attached

6. Determining Assessment Fairness:

The Step Wise Process

- Review Assessment to Determine Fair Market Value
- Research Sales and Assessment Information (Website)
- Compare to Similar Type Properties:
  - Style: Ranch to a Ranch
  - Age: 1960 House to a House from that Era
  - Location: Similar Neighborhood
  - Land: Similar Size/Acres
- Review Inventory Information Town has on Your Property  
Double Check the Inventory to make sure it is right.
- If You Do NOT think Your Property Is Worth New Assessment (could not sell for this price) or you are not sure:
  - Download Required Informal Review Form/Application from the website
  - Complete Review Forms
- Review is Conducted and Notification of any Change Communicated
- If not satisfied, move on to Formal Grievance Process –  
New York State form required. Grievance Day May 23, 2017 (appointments required)

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7. Web Page: For sale and assessment information, go to:  
<http://www.cambria.oarsystem.com>
8. Glossary of Terms: Basic definitions of terms commonly used in various forms and throughout the grievance process.
9. Summary: **Focus on the Full Market Value of Your Property.  
\*Taxes are created from Budgets/Levies.**

<b>Important Dates</b>	
Notices Mailed	March 15, 2017
Help Line Opens	March 17, 2017
Review Appointments:	On-line or Toll Free #
Informal Reviews	March-April 2017
Last Day for Mail In Review	April 14, 2017
Taxable Status	March 1, 2017
Tentative Roll	May 1, 2017
Notification of Review Results	May 2017
Grievance Day	May 23, 2017
Final Roll	July 1, 2017

## **GLOSSARY OF TERMS**

Set forth below are terms with definitions that have been modified for practical application. The reader may find different definitions from other published documents; however, concepts should be the same.

**Assessment** - This represents a property assessment in dollars, which is placed on the assessment roll according to each SBL. Tax levies are then compared to total assessment in order to create a tax rate.

**Assessors Level of Assessment** - This is the determined level of assessment in which the local taxing jurisdiction or assessor's office determines their level which converts assessments to a uniform percentage of market value. Level of assessments can be different than equalization rates.

**Building Style** - For residential properties, this denotes the style of home which is often used as a criteria and yardstick for comparability. The style of homes varies considerably but includes Old Style, Cape Cod, Ranch, Colonial, Split Level, etc.

**Equalization Rate** - The New York State Office of Real Property Services (ORPTS) annually samples all types of properties in given communities. From appraisals and sales, which are compared to assessments, weighted ratios are determined. State equalization rates have many uses, one of which is a yard stick that converts assessments to a market value standard.

**Exemptions** - Exemptions is a word to describe an assessment reduction where legally warranted. There are many types of exemptions, these include but are not limited to veterans exemptions, senior exemptions, industrial development agency exemption and local authorized exemptions under state law.

**Final Roll Filing** - In the Town of Cambria, this date is July 1 of each year and represents the date on which the roll is final. No changes can be made subsequent to this date, except for those authorized by the courts.

**Grievance Day** - In the Town of Cambria is 4<sup>th</sup> Tuesday in May each year. This is the time in which property owners can protest their assessment before an independent grievance board.

**Market Value** - Market value in the real estate world represents the price which real estate will sell for considering willing sellers and buyers, transacting a contract at arm's length. Normal marketing time to create a sale between non-relatives is presumed.

**Property Class** - All properties in New York receive three digit numbers identifying their use. For example, residential single-family homes are known as 210.

**Residential Ratios** - This is the rate determined by ORPTS through sample residential sales compared to assessments. A weighted average is computed and published annually.

**SBL** - Section, Block and Lot, a legal description taken from tax maps that identifies each legal tax entity.

**SFLA** - The computed square footage of a building or home considering outside dimensions.

**Swis Code** - This is a six-digit code used throughout New York State to identify incorporated communities.

## **GLOSSARY OF TERMS**

(Continued)

**Tax Levy** - This is the total budget or the amount of money that elected officials or board members resolve annually that must be raised to run government and school districts.

**Tax Map** - An official map showing the metes and boundaries of properties. New York State has a uniform mapping system, which was instituted statewide approximately 20 years ago. The maps for area localities are currently maintained by Erie County. A property is identified on these maps by its SBL number.

**Tax Rate** - This is a dollar amount expressed per 1,000 and representing the entire levy to be raised in any community divided by the total taxable assessment roll.

**Tentative Roll Date** - This is the date in which the preliminary assessment roll is filed, by publication in the official newspaper of the community. Assessments can be modified after the tentative roll has been filed. In the Town of Cambria the tentative roll date is May 1<sup>st</sup> of each year.

**Year Built** - As opposed to an effective age of real estate, the year built is the date in which the building was constructed.