

Residential Form (3-11) 05/16

Representative: _____

Name: _____

Parcel I.D. _____

Address: _____

**Please note: Property owner must personally complete and sign this form.
This form must be notarized.**

All requested documents* must be submitted with this form.

Dear Property Owner:

Please take notice that the Board of Assessment Review will hold hearings on Tuesday **May 24, 2016** at Jay Town Hall, Au Sable Forks, New York, by **appointment**. Your personal appearance is not required. If you choose to appear, an appointment must be made with the Assessor's Office (518-647-2204 x105) or email assessorclerkkj@gmail.com.

This form and all supporting documents* must be submitted no later than Wednesday **05/18/2016**. Failure to supply this information within such time shall be deemed willful failure and neglect to produce the requested documentation and *may result in a dismissal* and preclude further review.

Please Complete in Full:

Is the property your primary residence _____

1. Owner's estimate of Market Value of Property: _____

2. Was this property purchased within the last year? YES _____ NO _____ If YES: Purchase Price of Property: _____ Date Purchased _____ *COPY OF CLOSING STATEMENT MUST BE ATTACHED

Please indicate the circumstances affecting the sale/purchase: (circle choice)

PARTIES RELATED FORCED SALE RELOCATION ESTATE SALE GIFT INVOLVED

3. Is there a current mortgage on the property? _____ If Yes, what is the amount? _____

4. What is the insured value of your home as stated in your Homeowner's Insurance Policy?* _____

*PLEASE ATTACH A COPY OF THE FIRST PAGE OF YOUR INSURANCE FORM THAT INDICATES THIS AMOUNT

5. Is the property currently for sale? YES _____ NO _____

If YES, *A COPY OF THE LISTING AGREEMENT MUST BE ATTACHED

What is the asking price? _____

Is it listed with a broker? YES _____ NO _____ IF YES, WHEN? _____

Is it listed on a Multiple Listing Service? YES _____ NO _____

Please list the amount of all offers to date: _____

6. Do you have a recent appraisal of the property? YES _____ NO _____ IF YES,* A COPY OF THE APPRAISAL MUST BE ATTACHED

Purpose of the appraisal:

Refinancing: _____

For filing Grievance Petition _____

For Selling Purposes: _____

For Estate Purposes: _____

For Divorce Proceedings: _____

Other: _____

7. Have you or a previous owner made any physical or cosmetic improvements within the past 3 years and/or alterations to this property such as the following:

1. New or remodeled kitchen: _____

Cost of Improvement: _____

2. New Lavatory or bathroom: _____

Cost of Improvement: _____

3. Finished Basement living area: _____

Cost of Improvement: _____

4. Finished rooms in expansion attic: _____

Cost of Improvement: _____

5. New deck or porch: _____

Cost of Improvement: _____

6. Other: _____

Cost of Improvement: _____

8. Does the property have any unusual or outstanding feature(s)? e.g. water views, adjoining parkland etc.

9. Please note or attach any additional information supporting your complaint, including comparable sales in your neighborhood, or any evidence that indicates an incorrect assessment of your property.

*** Documentation must be attached for the following:**

If the property was sold within the past year: Attach closing statement

If property is for sale: Attach listing agreement(s)

If an appraisal has been completed: Attach a copy of the appraisal

Copy of the first page of home insurance policy that states amount property is insured

Signed: _____ Date: _____

Name of Property Owner: _____
Please Print Name Here

STATE OF: NEW YORK, COUNTY OF: Essex Sworn before me on this _____ day of _____, 2016

Notary Public Signature

We urge you to *timely supply* this information and avoid the probability of having your complaint dismissed

**Board of Assessment Review
Town of Jay, Essex County, New York**

Please return this form to:

**Town of Jay
Office of Assessment
P.O. Box 730
Au Sable Forks, NY 12912**