

Informal Assessment Reviews: (January to early-April, every year)

The informal assessment review process allows owners to submit documentation to the Assessor for review of their property's assessment. An interior and/or exterior inspection may be requested by you or the Assessor's Office if deemed necessary.

You may submit a request for an informal assessment review for the 2016 Assessment Roll in person or by mail up to **April 7, 2017**. Forms and instructions are available on this webpage below.

An Assessment Notice will be mailed the first week of May with the results from the informal hearing (regardless of whether or not a change was made). Any changes made through this informal process will be for the next available Tentative Assessment Roll (filed May 1st) and is **not** retroactive. If you are not satisfied with the results, you may file a formal complaint with the Board of Assessment Review.

Forms:

[How To Request An Informal Assessment Review \(instructions\)](#)

[Request for Residential Informal Assessment Review \(form\)](#)

Formal Assessment Reviews: (fourth Tuesday in May, every year)

The Tentative Assessment Roll is filed on May 1st each year and marks the beginning of the formal review process.

The Assessor's Office will **not** accept complaint forms (RP-524) **before** the May 1st filing of the Tentative Assessment Roll.

The formal assessment reviews are conducted annually by the Board of Assessment Review on Grievance day - the 4th Tuesday of May every year.

You may schedule an appointment to be heard by the Board of Assessment Review by calling the Assessor's Office at (585) 293-3880 ext 126 after May 1st. Scheduling an appointment is highly recommended for planning purposes and to avoid potential long, unnecessary wait times. **An appointment will not be made until a complaint form (RP-524) is submitted to the Assessor's Office.** Supporting documentation for your claim is recommended at the time of scheduling (this allows time for multiple copies to be made for the Board members, prior to the hearing).

A complaint form ([RP-524](#)) is required and must be received by the Riga Assessor's Office between May 1st and (no later than) Grievance Day (the fourth Tuesday in May) before the closing time of the Board of Assessment Review. Form RP-524 is available through the link below (at any time) or at the Assessor's Office after May 1st.

One complaint form must be submitted for each parcel that you are grieving.

Small Claims Assessment Review:

Small Claims Assessment Review (a.k.a. SCAR) is for qualifying non-commercial property owners who want to appeal their Grievance (Board of Assessment Review) decision. Small claim forms and filing fees are submitted to the State Supreme Court. A copy of the claim is given to the Riga Assessor's Office and several other parties.