

# TOWN OF RIGA

## How to Request an Informal Assessment Review

1. Complete the appropriate information on the Request for Residential Informal Assessment Review form (SBL and Current Assessment may be found on your most recent tax bill). Forms are available on the Assessor's web page and/or office
2. Gather your documentation supporting your claim of value (i.e., recent comparable sales, bank appraisal, realtor CMA (Comparative Market Analysis), photos (if your claim includes condition issues)).
3. Return the form and all supporting documentation to the Assessor's Office no later than **4/1/2022**.
  - a. Please note that any requests received after 4/1/2022 will be rejected and you must go through the Board of Assessment to be heard (our office has a deadline for making changes to the Tentative Assessment Roll).
4. Assessment Notices will be mailed the first week of May with the Assessor's determination of value after considering the documentation that you provided. These notices are mailed regardless of whether or not a change was made.
5. If you agree with the determination, no further action is needed on your part. The stated Assessed Value will be indicated on the Final Assessment Roll filed on July 1.
6. If you do not agree with the Assessor's determination of value, you may proceed with filing a formal complaint with the Board of Assessment Review always held on the fourth Tuesday in May. Forms will be available after May 1 from the Tow of Riga Assessor's web page and/or office.