

# CITY OF BATAVIA

## **RESIDENTIAL INFORMAL REVIEW APPLICATION 2024**

The following information is important for your informal review. Please fill out the property information below, and on the 2nd page to the best of your ability, and add comparable assessments and/or recent sales you feel support your case on the back of this sheet. All information provided will be considered by the reviewer and becomes the property of the Assessor's Office.

### **SECTION I**

The following information relates to the subject property and can be obtained from the Property Inventory books on the City of Batavia Website or from public information available on the Internet.

#### **Please Print**

1. **SECTION, BLOCK & LOT NUMBER** \_\_\_\_\_
2. **PROPERTY TYPE (one family, two family, etc.)** \_\_\_\_\_
3. **PROPERTY ADDRESS** \_\_\_\_\_
4. **NAME AND PHONE # OF PROPERTY OWNER** \_\_\_\_\_
5. **NEW PRELIMINARY ASSESSMENT** \_\_\_\_\_
6. **REQUESTED ASSESSMENT** \_\_\_\_\_
7. **WHY?** \_\_\_\_\_
8. **PROPERTY DESCRIPTION:**
  - A. **STYLE OF HOUSE** \_\_\_\_\_ (COLONIAL, OLD STYLE, RANCH, ETC.)
  - B. **NUMBER OF RESIDENTIAL UNITS** \_\_\_\_\_
  - C. **BUILDING SQUARE FOOTAGE** \_\_\_\_\_
  - D. **YEAR BUILT** \_\_\_\_\_
  - E. **PRIOR SALES INFORMATION**      **SALE PRICE** \_\_\_\_\_ **SALE DATE** \_\_\_\_\_
9. **INVENTORY CORRECTIONS**

If any information provided by the Assessor regarding your property appears to be incorrect, or there are needed repairs to the property, please provide support for the change. This can be achieved by providing the following information:

- Property Survey
- **Photographs of the Property; emphasis on interior**
- Copy of the sales contract or recent appraisal **\*to include photos**
- Any additional information to support your claim
- **Please submit completed form and support documents to: [batavia2024@gar-associates.com](mailto:batavia2024@gar-associates.com)**

# **RESIDENTIAL REVIEW APPLICATION 2024**

## **SECTION II**

**Please Print**

**Address of subject property:** \_\_\_\_\_

### **LIST FOUR COMPARABLE PROPERTIES (recent sales or NEW 2024 assessments)**

Sale 1. Location \_\_\_\_\_ S.B.L. \_\_\_\_\_  
Sale Price \_\_\_\_\_ Sale Date \_\_\_\_\_  
2024 Assessed Value \_\_\_\_\_  
Square Footage \_\_\_\_\_ Style \_\_\_\_\_  
Condition \_\_\_\_\_ Additional Features \_\_\_\_\_  
Comments on Sales Comparison \_\_\_\_\_

Sale 2. Location \_\_\_\_\_ S.B.L. \_\_\_\_\_  
Sale Price \_\_\_\_\_ Sale Date \_\_\_\_\_  
2024 Assessed Value \_\_\_\_\_  
Square Footage \_\_\_\_\_ Style \_\_\_\_\_  
Condition \_\_\_\_\_ Additional Features \_\_\_\_\_  
Comments on Sales Comparison \_\_\_\_\_

Sale 3. Location \_\_\_\_\_ S.B.L. \_\_\_\_\_  
Sale Price \_\_\_\_\_ Sale Date \_\_\_\_\_  
2024 Assessed Value \_\_\_\_\_  
Square Footage \_\_\_\_\_ Style \_\_\_\_\_  
Condition \_\_\_\_\_ Additional Features \_\_\_\_\_  
Comments on Sales Comparison \_\_\_\_\_

Sale 4. Location \_\_\_\_\_ S.B.L. \_\_\_\_\_  
Sale Price \_\_\_\_\_ Sale Date \_\_\_\_\_  
2024 Assessed Value \_\_\_\_\_  
Square Footage \_\_\_\_\_ Style \_\_\_\_\_  
Condition \_\_\_\_\_ Additional Features \_\_\_\_\_  
Comments on Sales Comparison \_\_\_\_\_

**Please submit completed form and support documents to:** [batavia2024@gar-associates.com](mailto:batavia2024@gar-associates.com)

**Based on the sale of the above properties, I believe that the estimated FULL MARKET VALUE for the subject property is** \_\_\_\_\_ .

**I certify that all statements made on this application are true and correct to the best of my knowledge and belief.** \_\_\_\_\_

**Signature of Owner**

**Date**

IMPORTANT NOTICE  
City of Batavia - Bureau of Assessment

2024 NEW FULL VALUE ASSESSMENT

April 5, 2024

**Dear Property Owner:**

**As part of the Assessment Update Project, the City Assessor's office has reviewed and analyzed property assessments by neighborhood within the City of Batavia.**

Why you are  
receiving this  
Notice.

**According to NYS Real Property Tax Law, all property assessments must be valued at the same uniform percentage. To maintain this legal requirement, assessment updates must be performed periodically. By implementing this program, assessments remain fair and equitable.**

What you need  
to know

**An assessment update does not generate more tax revenue for a municipality; it simply redistributes the tax burden fairly. NYS Real Property Tax Law §305 states that all properties must be assessed uniformly. Assessing properties at 100% full market value is the best way to ensure property assessment equity and reflects the current value of your property.**

**Keep in mind, the assessor does not determine taxes; this is the responsibility of each taxing jurisdiction. Assessments are merely the vehicle to determine the share of the property taxes owed.**

What you need  
to do

- **If you disagree with your new Full Value Assessment:**
  - Go to: <https://cityofbatavia.prosgar.com>
  - Print an Informal Review Application
  - Email your completed Informal Review Application to: [batavia2024@gar-associates.com](mailto:batavia2024@gar-associates.com)

**\*\*\*Please note: All Informal Review submissions MUST be received by April 26, 2024 for consideration. (If you miss this date, you can file a Formal Grievance in the City Clerk's Office any time before May 30<sup>th</sup>, or attend Grievance Day May 30<sup>th</sup> from 2:30-4:30 & 6-8 Pm. This paperwork can be found in the City Clerk's Office or at <https://www.batavianewyork.com> under Departments/Assessment)**

- **For questions or more information on the *informal* process, please call: 1-866-910-1776 NO later than April 25, 2024.**

When will the  
new  
assessments  
take effect?

**The new full value assessments will be final July 1, 2024 and will be applied to the school tax bills in October 2024 and the City/County bill on May 1, 2025. \*Parcels with recently completed/active building permits may receive a second notice after May 1, 2024.**

Sincerely,  
Rhonda Saulsbury, Assessor  
City of Batavia