

IMPORTANT GRIEVANCE INSTRUCTIONS

GRIEVANCE DAY: Tuesday, June 15, 2021

The COVID-19 Pandemic has created challenges for everyone. We all have a responsibility to slow “community spread” of the virus and save lives. As such, this year’s grievance process is being modified as follows:

To E-MAIL your application:

- Email a pdf of a completed, signed grievance form and all supporting documentation to:
Grievance@Greenburghny.com
- Make sure that your email and a contact phone number are included on the grievance form and it is signed.
- The labeling of the pdf and subject line of the email **MUST** include your Parcel ID (found on your assessment change notice) and parcel address (no and street only). Example: “1.140-88-75 (177 Hillside Ave)”
- We will send you a return receipt. You will **NOT** receive any other receipt and we will **NOT** be able to respond to e-mails asking if we received your grievance application/e-mail.
- The body of the email must **ONLY** include:
 - A contact phone number(s). DO NOT WRITE ANYTHING OTHER THAN THE ABOVE IN THE BODY OF THE EMAIL— IT **WILL NOT** be seen by the Board of Assessment Review (BAR).
 - If you are submitting grievance applications for multiple parcels, a separate email and pdf file must be used for each parcel.

To MAIL your application:

- Please mail your application, along with any supporting documents, to:
Town of Greenburgh Assessor’s Office, 177 Hillside Ave. Greenburgh, NY 10607
- It **MUST** be postmarked no later than June 15th
- Grievance Applications are accepted via USPS, FED EX, or UPS, etc.
- Please paper clip all pages (no staples). Single-sided documents are preferred.
- **IMPORTANT:** Due to the volume of paperwork that the Assessment Office processes during grievance time, please ensure that your application AND supporting documentation is COMPLETE upon initial submission.

To HAND DELIVER your application:

- Bring application and supporting documents (in an envelope) to Town Hall Lobby and place in Assessor’s bin.

BOARD OF ASSESSMENT REVIEW (BAR) HEARINGS:

- There will be no public gathering in Greenburgh Town Hall on Grievance Day.
- It is **NOT** mandatory to testify before the **BAR** on June 15, 2021.
- Because of social distancing, if you want to be heard by the BAR you will need to use “Zoom” videoconferencing software to provide your testimony on Grievance Day, June 15, 2021. Hours: 2pm – 5pm and 6:30 – 9pm.
- The BAR reviews all documentation (your grievance application and supporting documentation), whether you appear or not, to make a determination as to the final assessment.
- To appear before the BAR via Zoom to explain the data in your application, you **MUST** make an appointment in advance (by no later than June 14, 2021 at 12:00 PM) by CALLING the Assessment Department (914-989-1520). Appointments are made first come, first served.
- Your application and supporting documents must be submitted prior to making the appointment.
- You **MUST** have a Zoom account if you want to participate in or watch the BAR hearings. You may create a free Zoom account by visiting <https://zoom.us/join>
- You will receive additional instructions regarding the Grievance Day Hearings when you call the office to schedule an appointment. Appointments will be limited to 10 minutes and you should be available 15 minutes prior to and after your scheduled time in case the BAR is ahead of or behind schedule.

PLEASE NOTE: ALL APPLICATIONS MUST BE RECEIVED BY THE ASSESSORS OFFICE ON OR BEFORE June 15, 2021 at 9:00 PM. Applications received after that date and time will not be reviewed by the BAR.

STAY SAFE