

## 2023 Grievance Day Information

The tentative assessment roll is available for viewing on the City's website: [www.canandaiguanewyork.gov](http://www.canandaiguanewyork.gov) on or after May 1, 2023.

**Grievance Day will be held on:  
TUESDAY, MAY 23, 2023 from 4:00 pm to 8:00 pm**

**at the**

**City Council Chambers  
Hurley Building  
205 Saltonstall Street  
Canandaigua, NY 14424**

**\*\*\* PLEASE NOTE THE NEW LOCATION \*\*\***

Complaint forms (Form RP-524) may only be filed between May 1 and May 23, 2023 (Grievance Day) with the City assessment office. If complaints are mailed to the assessment office (see address below), they must be received **before** May 23, 2023.

Complaints are heard on a first come, first served basis. Appointment times will not be assigned. A sequential number will be assigned when you check in on May 23<sup>rd</sup>. Individual complaints will be heard in the assigned sequence.

A link to the grievance form (Form RP-524) can be found on-line by going to the Assessment page on the City's website under the Board of Assessment Review tab. There is also a link to a publication "Contesting your Assessment in New York State". Grievance forms are also available in the assessment office.

In addition to the written complaint, you should be prepared to provide the Board of Assessment Review with any supplemental information supporting your complaint. Documentation may include, but is not limited to, an appraisal of the property (in its entirety), a current listing of the property, a recent purchase offer for the property, a closing statement for the sale of the property, etc. Written comments should be on 8½ x 11 inch paper. Photographs should be secured to 8½ x 11 inch sheets of paper and labeled. **All information submitted to the Board of Assessment Review becomes part of the permanent record and cannot be returned.**

**YOU WILL BE NOTIFIED BY MAIL OF THE BOARD'S DECISION ON OR ABOUT JULY 1, 2023.**

Equalization Rate: 88.00

Department of Assessments • 2 North Main Street • Canandaigua, NY 14424  
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