



**Town of Cheektowaga
Assessor's Office
3301 Broadway
Cheektowaga, NY 14227**

Main: (716)686-3440

Fax: (716)686-3550

Informal Review

What is an Informal Review?

The Informal Review process is not required by New York State. The Town of Cheektowaga elects to offer this option to assist homeowners in resolving their concerns prior to filing a formal grievance. This process is completed by our contracted New York State Licensed Real Estate Property Appraisal Company.

How is my Assessed Value determined?

The Town of Cheektowaga has hired a New York State Licensed Real Estate Appraiser to conduct market research as well as field work to determine the market value of each property. The Town of Cheektowaga also uses Computer Assisted Mass Appraisal to analyze property sales. The market value then dictates the Assessed Value since the Town of Cheektowaga assesses at 100% of market value.

What do I do if I disagree with my Assessed Value?

1. The first is an Informal Hearing. These are scheduled appointments that are held at a public library or the senior center and, are a one on one meeting with a representative from our Licensed Real Estate Appraisal Company. The application is due at the time of your appointment as well as any supporting documentation. Any information provided during your Informal Review will not be returned. Keep a copy of any documentation for yourself should you need to continue on in the Assessment Challenge process. No decision is made at the time of your Hearing.
2. The other option is an Informal Non-Hearing. In this option the application and all supporting documentation is turned into the Assessor's Office for review. We turn over all this information to the Licensed Real Estate Appraisal Company for review. Any information provided during your Informal Review will not be returned. Keep a copy of any documentation for yourself should you need to continue on in the Assessment Challenge process.

When am I notified of the outcome?

There is no guarantee that the Assessed Value will be lowered. Another Change of Assessment Notice will be mailed the first week of May outlining the Preliminary Assessment and the updated Tentative Assessment.

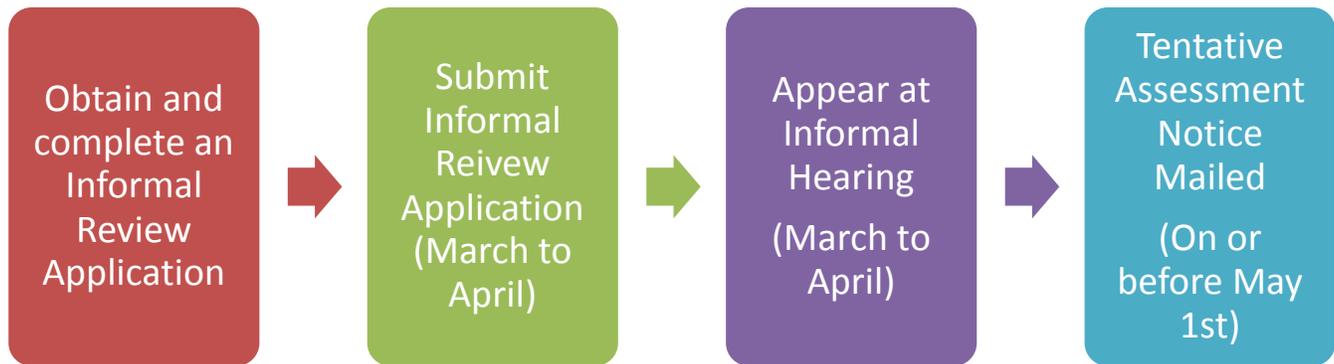


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Assessment Challenge Timeline:



Assessment Challenge Supporting Information:

There are a number of things you can submit to support your case and get your assessment reviewed.

Below is a list of those things to help you challenge your assessment.

1. **Comparable Sales:** These are lists of sales within the last three years of homes in your neighborhood. When comparing sales you want to look for homes that are the same style, similar square footage, similar number of bedrooms and bathrooms and selling for less than the assessed value of your property. Sales must be valid arm's length sales. All valid sales in the Town of Cheektowaga are available on our website by clicking "Research Assessment Information" @ www.tocny.org/departments/assessors
2. **Pictures:** Pictures of your property and those you're using as your comparable sales can help provide the reviewer with a more updated and accurate depiction of value. Also, pictures of any damage or problem areas of your home can help show negative effects on sale price. Outdated cosmetic issues (bathroom, kitchen, rugs, etc.) do not reduce sale price unless they are not functioning.
3. **Property Appraisals:** Any appraisal done on your property within the last three years will show another point of view on the value of your home. If you have a copy of any bank appraisals or private appraisals either one can help your claim to a lower assessment.
4. **Property Sales Contract:** If you recently purchased your home within the last three years and have purchased the property for less than the assessed value the sales contract provides proof of the value of the home. The sale must be a valid arm's length sale.
5. **Property Survey:** A property Survey can be helpful with contesting the size of your lot and/or the square footage of the structure.