



Assessor  
Mark A. Minoia

**TOWN OF VESTAL**  
**Assessor's Office**  
516 Front Street  
Vestal • New York • 13850-1486  
Tel (607) 754-3314  
E-mail: [czube@vestalny.com](mailto:czube@vestalny.com)

**Town Board**  
John Schaffer, Supervisor  
Jason Ellis  
Patty Fitzgerald  
Sue Messina  
John Fletcher

---

---

**TOWN OF VESTAL 2021 GRIEVANCE PROCEDURE**

Due to the Covid-19 Pandemic, 2021 Grievance processes and procedures for the Town of Vestal must be conducted as follows:

1. **PROCUREMENT** of Form RP-524 COMPLAINT ON REAL PROPERTY ASSESSMENT (Form RP-524) may be accomplished at the Assessor's Office or online from the New York State Department of Taxation & Finance Office of Real Property Tax Services website:

[www.tax.ny.gov/forms/orpts/assessment\\_grievance.htm](http://www.tax.ny.gov/forms/orpts/assessment_grievance.htm)

2. **SUBMISSION** of Form RP-524 **together with any and all supporting evidence** may be by postal mail, delivery service, e-mail or in-person. All submitted Form(s) RP-524, along with any and all supporting evidence, must be received in the Assessor's Office between May 1, 2021 and 4 p.m. May 25, 2021.

➤ **PLEASE NOTE:** A post-mark does not indicate timely receipt for Grievance.

3. **FORM RP-524** must be fully completed, making certain that **all relevant fields** are filled-in, that your phone number is listed and that the application is signed. You must use a separate application for each property. If you need assistance with the completion of the application please refer to the website [www.tax.ny.gov/forms/orpts/assessment\\_grievance.htm](http://www.tax.ny.gov/forms/orpts/assessment_grievance.htm) for instruction. If you need parcel data please refer to the "2021 Town of Vestal Tentative Assessment Roll" posted May 1, 2021 on the Home page and Assessment Department page of Town of Vestal website: [www.vestalny.com](http://www.vestalny.com).

4. **15-MINUTE VIRTUAL AUDIO HEARINGS** will be scheduled by request only in the order that the Form(s) RP-524 are received in the Assessor's Office. If an audio hearing is requested someone from the Assessor's Office will e-mail or call with the date and time of your assigned virtual audio 15-minute Hearing. If no hearing is requested, your Form RP-524 together with any and all supporting evidence will be reviewed by the Board of Assessment Review as submitted.

5. **HEARINGS** WILL BE CONDUCTED EXCLUSIVELY via teleconference. You will be given a phone number to call for your teleconference hearing.

6. **ON THE DATE OF YOUR HEARING** at your assigned time you will call in to speak with the Town of Vestal Board of Assessment Review to begin your hearing. Please be in a quiet secure location without background noise or inadvertent uncensored comments.

➤ **PLEASE NOTE: ALL HEARINGS ARE RECORDED AND MADE AVAILABLE TO THE PUBLIC UNCENSORED.**

7. **NOTICES OF DETERMINATION** by the Board of Assessment Review will be mailed the week of July 1, 2021.