



Application for Review for the Maintenance of a System of Improved Real Property Tax Administration Aid

Part 1 – Aid application (to be completed by Chief Executive Officer and Assessor)

The application must be submitted by the Assessor of the assessing unit, and the CEO of the municipality or constituent municipality of a CAP; if a CAP, please copy and insert the needed numbers of this page.

City/town/CAP name _____

County _____

SWIS Code/CAP Code _____

Chief Executive officer's name (print) _____

Municipality name if in CAP _____

Signature _____

Date _____

Assessor's name (print) _____

Signature _____

Date _____

The above signatories do hereby make application for financial aid for the maintenance of a system of improved real property tax administration pursuant to Real Property Tax Law section 1573 and acknowledge that the failure to implement a reassessment pursuant to an approved *plan for cyclical reappraisals* will result in the repayment of the full amount of financial aid received for the assessment rolls following the roll for which the most recent reassessment (reappraisal) was implemented.

Please enter an **X** in one box below:

Assessment roll year _____

Reappraisal year aid

Year number of cyclical plan _____

Non-reappraisal year aid

Assessor: Complete and sign *Part 2 – Aid Verification* on the following page.

Part 2 – Aid verification (to be completed by Assessor)

In filing this application for the assessment roll, I do hereby verify that:

- 1 Parcels on the data file have complete and accurate inventories as of taxable status date.
- 2 Pertinent sales data on the data file is complete and accurate.
- 3 Parcels on the assessment roll filed pursuant to Article 15-C of the RPTL have valid property tax exemption codes.
- 4 The final assessment roll meets the requirements of Part 8190 of 20 NYCRR.
- 5 The assessor’s report meets the requirements of Part 8193 20 NYCRR.
- 6 Data files required pursuant to Article 15-C of the RPTL and Part 8190 of 20 NYCRR are filed in accordance with Section 1590 of the RPTL.
- 7 Sales corrections required by Part 8191 of 20 NYCRR are received in an ORPTS approved computerized format. Transactions are received on a timely basis.
- 8 Notice of assessment inventory was published as required by section 501 of the RPTL.
- 9 Notice of tentative assessment roll was published as required by section 506 of the RPTL.
- 10 Assessment change notices were sent as required by section 510 of the RPTL.
- 11 Assessment disclosure notices as required by section 511 of the RPTL are sent and required meetings have been held.
- 12 The tentative and final assessment rolls were posted on the Internet as required by section 1590 of the RPTL.
- 13 Notice of final assessment roll was published as required by section 516 of the RPTL.
- 14 Renewal forms for the senior citizens’ exemptions were sent as required by section 467 of the RPTL.
- 15 Notices of denial for the STAR exemptions were sent as required by section 425 of the RPTL.
- 16 The uniform percentage appears on the tentative assessment roll or in instances where a tentative assessment roll is not printed, a sign that contains the uniform percentage is posted in a conspicuous location.
- 17 In a reassessment year, all parcels were reappraised and reviewed in accordance with Subpart 8210-3.2(b) of 20 NYCRR.
- 18 In accordance with the Assessing Unit’s plan to ensure that all parcels are re-inspected at least once every six years, the Assessing Unit has performed the activities as described below:

Collection of inventory data requirement	Residential	Commercial	Vacant	Utility
Percentage of parcels physically inspected during this year	%	%	%	%
Cumulative percentage of parcels that have been physically inspected within the last six (6) years	%	%	%	%

Assessor’s signature

Date

Instructions – Submit this Application to your State Aid Representative:

NYSDTF/ORPTS Western Region Genesee County Building 2 3837 West Main Street Road Batavia NY 14020	NYSDTF/ORPTS Central Region 333 East Washington Street Syracuse NY 13202	NYSDTF/ORPTS Northern Region W A Harriman Campus Building 8A Albany NY 12227-0801	NYSDTF/ORPTS Southern Region 44 south Broadway, 6th Floor White Plains NY 10601
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