



## VILLAGE OF SCARSDALE

Date: , 2020

Name  
Address  
Scarsdale, NY 10583

RE: Address  
Section xx, Block xx, Lot xx

Dear Sir/Madam:

An application for assessment reduction has been received by the Board of Assessment Review for the property referenced above. In order for the Board to determine the merits of your claim, the information check marked below, if applicable, is hereby requested and required in order for the BAR to proceed with its review of this matter:

1. \_\_\_ a copy of authorization of attorney representation, with owner's signature;
2.  a complete signed copy (including all attachments) of a recent appraisal, if available, or other evidence of value, including financing appraisal;
3. \_\_\_ a copy of the recorded deed for the most recent purchase, if purchased within the past six months;
4. \_\_\_ where recent construction has taken place, a complete copy of the final construction contract signed and dated by all parties; include all work order changes and charges, as well as an itemization of 'furnished by owner purchases, with supporting evidence of costs associated therewith;
5. \_\_\_ where recent construction was completed without a single comprehensive construction contract, provide an owner's affidavit summarizing what improvements/alterations/repairs have been made to the property since the purchase, indicating associated costs therewith;
6. \_\_\_ copies of cancelled checks, receipts, invoices, bills, etc., evidencing cost of recent building improvements/alterations/repairs made to the property, along with a coversheet that summarizes and references each item of proof as attached;
7. \_\_\_ a copy of the most recent MLS sale/listing, with detailed listing activity/history, where applicable;
8. \_\_\_ an interior inspection of the dwelling by the assessor will facilitate and expedite this claim throughout the process; please contact the Assessor's office before the date shown below for arrangements.
9. \_\_\_ provide interior and exterior photographs that clearly depict the subject property.
10. \_\_\_ a copy of recent appraisal, complete contract of sale and affidavit.

By policy of the Board of Assessment Review, written documentation must be filed no later than 10 days for it to be considered and the inspection must be arranged prior to this date. Your protest may be subject to dismissal and your right to further review could be barred for willful failure to provide the requested information. This request is made pursuant to Section 525 of the Real Property Tax Law.

Your cooperation is important and necessary to the entire process and is appreciated. Thank you.

2020 Board of Assessment Review

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