

## SMALL CLAIMS ASSESSMENT REVIEW-SCAR

If you are dissatisfied with the decision made by the City of Tonawanda Board of Assessment review, the, Small Claims Assessment Review (SCAR) provides a way to seek further review of your assessment. This program is administered by OCA, New York State Office of Court Administration, for use in seeking assessment reductions for qualified properties before a Small Claims Assessment Review (SCAR) hearing officer.

### HOW TO FILE A PETITION FOR SMALL CLAIMS ASSESSMENT REVIEW

If you plan to appeal the Determination, you must file a Petition for Small Claims Assessment Review. Forms (RPTL-730) are available on the City of Tonawanda Website or from the Erie County Clerk's Office-Actions and Proceedings Room, 1<sup>st</sup> Floor, 25 Delaware, Buffalo, New York 14202 or online at [www.orps.state.ny.us](http://www.orps.state.ny.us)

You can challenge your property assessment in SCAR if you meet *both* of the following provisions:

- ▶ You own and live in a one, two, or three-family home and use it exclusively for residential purposes. Vacant land parcels also can qualify provided they are not of sufficient size to contain a one, two, or three-family residential structure.
- ▶ You already timely filed a written review about your property assessment with the board of assessment review (BAR) and you are not requesting a reduction greater than the amount you sought before that board.

- Filing Fee is \$30.00- which may be refundable if you prevail in your claim.

- Prepare at least 8 copies of the petition; Remember to keep a copy for your records:

3 copies to be filed with County clerk:

Erie County Clerk's Office - Actions & Proceedings Room,  
First Floor, 25 Delaware Ave. Buffalo, NY 14202.

1 copy to each of the following:

County or City of Tonawanda Treasurer  
City of Tonawanda Clerk  
Clerk in the school district  
City of Tonawanda Assessor

- Petitions must be filed no later than **Thursday, July 30th, 2015**

**THE COURT WILL ASSIGN YOUR PETITION TO A HEARING OFFICER WHO WILL ADVISE YOU OF THE HEARING DATE, TIME AND LOCATION.**