

APPLICATION FOR CORRECTION OF PROPERTY TAX ASSESSMENT

FOR CLAIMS RELATING TO THE VALUATION OF AN EXCLUSIVELY RESIDENTIAL 1, 2 OR 3 FAMILY HOME

PART A: GENERAL INFORMATION (Required)

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Condominiums only: CA \_\_\_\_\_ Unit \_\_\_\_\_

Adjacent lots used as part of your own property and included in your answers herein \_\_\_\_\_

Property address \_\_\_\_\_

Owner-applicant's name \_\_\_\_\_

Other owners' names \_\_\_\_\_

PART B: APPLICANT'S ESTIMATE OF FULL MARKET VALUE (Required)

Tentative assessment: \$ \_\_\_\_\_

Applicant requests the assessment to be reduced to full market value of → \$ \_\_\_\_\_

Has the property been sold, offered for sale or under contract in the past 12 months?  Yes  No Price \$ \_\_\_\_\_  
If Yes, attach contract of sale or listing.

PART C: CONTACT INFORMATION AND DESIGNATION OF REPRESENTATIVE (Required)

Representative:  Self  Representative (must have authorization/signature of homeowner)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

PART D: PROPERTY INFORMATION (Optional)

Year acquired \_\_\_\_\_ Price \$ \_\_\_\_\_ Was this an arms-length sale?  Yes  No Approximate year built \_\_\_\_\_

Has any construction or alteration been started or completed in the past 3 years?  Yes  No Cost as of Jan 2. \$ \_\_\_\_\_

During your ownership, have you expanded the house's living area by building up or out, or by converting a porch, garage, attic or basement?  Yes  No If yes, describe in the space at the end of Part D or in an attachment.

Use:  1 family  Mother/daughter  2 family  3 family  Condominium  Other: \_\_\_\_\_

Name of development or homeowners' association \_\_\_\_\_

What part is currently used as a residence for the owners and their families?  All  Part: \_\_\_\_\_  None

Is property rented or offered for rent?  Yes  No Number of units \_\_\_\_\_ Rent \$ \_\_\_\_\_ Attach copies of current leases.

What is below the main part of the house?  Finished basement  Unfinished basement  Crawl-space  Slab

Fill-in the number of: Kitchens \_\_\_\_\_ Full baths \_\_\_\_\_ Half baths \_\_\_\_\_ Bedrooms \_\_\_\_\_ Other rooms \_\_\_\_\_

Does house have: A garage?  1 car  2 cars  3+ cars  None Central air conditioning?  Yes  No

In-ground pool?  Yes  No Waterfront access?  Yes  No A professional office or business use?  Yes  No

Are any of these adjacent to or visible from the house?  Waterfront  Street with a painted center line or other traffic separation

Railroad  Commercial property  Apartment house  Golf course  Park  None of these

Other facts: \_\_\_\_\_

**PART E: RECENT SALES OF COMPARABLE HOUSES** (optional)

List open market sales of homes similar to yours that have recently sold. Describe any significant differences.

	Taxpayer's house	Sale #1	Sale #2	Sale #3
Section, block, lot				
House # and street				
Sale date (mo., yr.)				
Price, if known				
Comments				

**PART F: STATEMENT OF CLAIM AND CERTIFICATION** (Required)

I ask the Board of Assessment Review to determine the assessment by multiplying my estimate of the full market value of the property by the correct level of assessment for Class 1 property on the Village assessment rolls. If the result is less than the tentative assessment, I request that the assessment be reduced to that amount.

**I certify that all statements made in this application are true and correct to the best of my knowledge and belief and I understand that the making of any willful false statements of material fact herein will subject me to the provisions of the Penal Law relevant to the making and filing of false instruments.**

**X** \_\_\_\_\_  
Date (Required)

Signature (Required): **X** \_\_\_\_\_

Printed Name (Required): \_\_\_\_\_

**The individual certifying this statement is:**(Required)

- The Owner     Lessee of entire property (attach lease)     Authorized representative (attach authorization)  
 Contract Vendee (buyer under contract – attach the contract)     Condominium Board of Managers     Qualified fiduciary (attach)

**INSTRUCTIONS FOR FORM AR 1 See separate instruction sheet for more information**

File between February 1, 2019 and February 19, 2019.

**To file your application:**

1. **Complete this form, make one additional copy, and mail to:**  
Sea Cliff Village Assessor, Post Office Box 340 Sea Cliff, NY 11579 \*or\*
2. **Complete this form, , make one additional copy, and file in person at**  
Sea Cliff Village Hall, 300 Sea Cliff Avenue, Sea Cliff, NY 11579

**THE VILLAGE OF SEA CLIFF DOES NOT ACCEPT APPLICATIONS VIA FAX OR EMAIL**

Use this form to contest the value of an exclusively residential 1, 2 or 3 family house or Class 1 condominium unit.

Call 516-571-3214 if you need other forms or instructions.

**Fully complete Parts A-C and F. The application is defective if omitted.**