

**VILLAGE OF HAVERSTRAW
2021 BOARD OF ASSESSMENT REVIEW**

REPRESENTATIVE'S NAME _____
Property Owner: _____
Property Address: _____
Sheet/Block/Lot _____
Account Number _____
DATE: _____

This form is to be completed by an individual having personal knowledge of the information requested herein. All questions must be answered. Completion of this form constitutes an appearance and verification before the Board of Assessment Review within the meaning of Real Property Tax Law Section 525 (2)(a). Failure to properly complete and verify this form shall constitute **WILLFUL NEGLECT** or refusal to attend and be examined or to answer questions of the board.

This form must be completed and returned with the required supporting documentation no later than February 23, 2021

**MUST HAVE ORIGINAL SIGNATURE WITH CORRECT AUTHORIZATION ATTACHED.
In addition, if representing a condominium, affidavit from all owners MUST be supplied.**

_____, being duly sworn deposes and states under the penalties of perjury:
I am the _____ (relationship to property) of the above-named property. I have personal knowledge of all the facts stated below. I make this statement in support of my application for a reduction in the real property assessment for this parcel.

1. IDENTIFY THE TYPE OF PROPERTY:
- | | |
|----------------------------------|--------------------|
| _____ RETAIL | _____ WAREHOUSE |
| _____ OFFICE | _____ VACANT LAND |
| _____ MULTI-RESIDENTIAL DWELLING | _____ AGRICULTURAL |
| _____ OTHER (describe) | |
2. Is this property owner-occupied? YES NO
If the answer to question 2 is no, is any portion of this property leased? YES NO
If the answer above is yes, the Board requires you to supply all of the following items:
a. A rent roll as of the Taxable Status period in question.
b. Itemized Income & Expense statement for the preceding income tax year.
c. Copies of all leases with amendments.
- Is this property listed for sale or has this property been listed for sale during the past twelve months? YES _____ NO _____
If the answer above is yes, a complete copy of the listing agreement must be supplied to the Board of Assessment Review when returning this document.
3. Has a contract of sale been entered into during the past twelve months? YES _____ NO _____
If the answer above is yes, a complete copy of the contract must be supplied to the Board of Assessment Review when returning this document.
4. Has the property been sold within the past twelve months? YES _____ NO _____
If the answer above is yes, a complete copy of the closing statement and contract of sale must be supplied to the Board of Assessment Review when returning this document.
5. Have any improvements been made to this property during the past twelve months? YES _____ NO _____
If yes, supply the following:
1. A schedule with a description of each improvement;
2. Costs for each item;
3. Responsibility for payment- Landlord, tenant or both when returning this document.
6. If the Landlord has paid for the improvements, has or will the tenant reimburse the landlord for said expenses in any manner.
YES _____ NO _____
7. Provide any details concerning the proration or reimbursement of expenses on a separate page and return with this document.

I hereby swear (or affirm) that the statements above, and the explanations and documents supplied in connection with these documents are complete, truthful and accurate.

SIGNATURE _____
PRINT NAME _____
TITLE: _____

Sworn to before me this
____ Day of _____
