Town of Manlius

Board of Assessment Review

Dear Property Owner,

The Board of Assessment Review (BAR) provides an appeal process to the property owners who believe their assessed value is not in line with prevailing market values. Please note that you are contesting the assessed value of your property and NOT your taxes.

Bear in mind that it is not the function of the BAR to defend the Assessor, your new assessment, or to explain how the assessment was determined; rather, Grievance Day is an opportunity for you, the property owner, to present information to the BAR that supports your position for a lower assessment or reinstatement of an exemption. To assist you in navigating the grievance process, we offer the following suggestions and general information:

1. All complaints must be submitted on form RP-524. The completed RP-524 complaint form and all supporting documents may be sent to:
   - Town of Manlius Assessor's Office, 301 Brooklea Dr., Fayetteville, NY 13066 in person or by mail;
   - ATOM@townofmanlius.gov as a clearly legible PDF.
2. You should provide the BAR with a reasonable amount of documentation that supports your estimate of value. You may include:
   - Information about no more than 5 comparable properties if you believe the value of your own property is excessive in comparison to the sale price or tentative assessed values of those comparable properties.
   - An exterior photograph of your property and a reasonable number of other photographs documenting the condition or inventory of your property.
   - A complete copy of any independent appraisal done on your property within the last three years
   - Any purchase contract or home inspection less than three years old.
   - Receipts or estimates from contractors for new buildings, repairs, or changes to your property.
3. All forms MUST be **filed with the BAR or Assessor's Office NO LATER THAN 8:00 PM on May 26, 2026**, including all e-mailed forms. By law, no applications received after this date and time can be accepted, regardless of postmark or date sent. An RP-524 post-marked on or before May 26, 2026, but not received until after 8:00 PM on May 26, 2026, cannot be accepted.
4. The RP-524 complaint form must be complete, including your signature and date in Part Five: Certification. Forms found to be incomplete will be invalidated.
5. Personal appearances are not required, and no preferential consideration will be given to those who do personally appear. However, if you do wish to personally appear before the BAR, you may request a ten-minute appointment for Grievance Day at TownofManlius.gov, or by calling (315) 637-9854. Grievance Day will be on May 26, 2026, from 9:00 AM - 12:00 PM, from 1:30 PM to 4:30 PM, and from 6:00 PM - 8:00 PM at 301 Brooklea Drive in Fayetteville, NY. Walk-ins will be accommodated as the schedule permits. Be assured, all RP-524 complaint forms and their supporting documentation will undergo a thorough examination during the BAR's deliberations whether property owners personally appear or simply submit their documents.
6. During June, the BAR will deliberate on your grievance based on the documentation submitted by you, as well as any relevant valuation information supplied by the Assessor's Office.
7. The BAR will notify you, in writing, of its determination on or about July 1.

BOARD OF ASSESSMENT REVIEW MEMBERS

CELESTE GREINER LINDA ACHIMORE JAMES O'CONNOR