



# TOWN OF RYE

222 Grace Church Street, Port Chester, NY 10573

914-939-3566

GARY ZUCKERMAN  
Supervisor

DENISE KNAUER, IAO  
Assessor

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RE: Town of Rye Reassessment Project – Commercial Property Revaluation

Dear Commercial Property Owner(s):

As you may already be aware, the Town of Rye is conducting a town-wide reassessment of all real property. Tyler Technologies is the firm that has been hired to perform this important project, which will culminate in new assessments for ALL properties for the 2020 Town Assessment Roll for the levy of property taxes starting in April of 2021.

The purpose of a reassessment is to create equity so that each taxpayer pays only his/her fair share of the tax burden. The market is continually changing and not every property is impacted equally. Fair market value is affected by a number of factors including location, property type (residential, commercial, industrial), individual property characteristics/desirability, and market supply and demand. The goal is to estimate the current fair market value of every property. The new assessment will reflect 100% of the fair market value. Once the new assessments are determined, a notice will be mailed to you in March 2020 indicating the prior assessment and the new assessment. The new assessed values will be reflected on the June 1, 2020 tentative assessment roll and will affect tax bills starting in April 2021.

This letter is to inform you that as part of the first phase of the reassessment process, data collectors from Tyler Technologies will be visiting your property in the next few months. Their physical inspection will include measuring the exterior and inspecting the interior of each structure on the property. Data collectors will be wearing bright yellow vests and are required to display their identification upon initial greeting at your door. If you have tenants, please inform them that they should cooperate throughout this process to ensure that your property is correctly assessed. Each employee has undergone a criminal background check; however, if you have any questions regarding the data collector's identity or the process itself, you may contact Tyler at **914-881-4533**. If Tyler arrives at an inconvenient time, please call them to schedule an appointment. Once the physical data collection is complete, Tyler will send you a request for the income and expense stream of your property.

The reverse side of this letter identifies key dates and descriptions of the phases of the reassessment project. If you have any questions concerning this letter or the process itself, please feel free to contact Tyler at **914-881-4533**. You can also visit the Town of Rye website ([www.townofryeny.com](http://www.townofryeny.com)) to review the process, watch the progress, find forms, and familiarize yourself with the data collectors. Thank you in advance for your cooperation to achieve a successful reassessment of all real property in the Town of Rye.

Sincerely,

Gary J. Zuckerman  
Town Supervisor

**Map ID:** [PARID]

**Property Location:** [LOCATION]

***Step 1: Collect Information about Select Properties  
February 2019 to March 2020***

Data collectors will visit each property to verify information such as story height, room counts (where applicable), heating system, basement type, and building dimensions. The data collector will measure the outside of your property and any other buildings on site and will request permission to inspect the interior, as well. Furniture, fixtures, and equipment will not be noted, as these do not influence the assessed value of a property. In addition, the data collector will take one or more pictures of the exterior only.

There will be two attempts to inspect the interior of commercial properties. If you do not respond or refuse an interior/exterior inspection, the data collector will estimate the features based on similar properties in your market area and existing assessment records.

***Step 2: Determine Values  
August 2019 to September 2019***

Experienced valuers will review the data collected and utilize IAAO (International Association of Assessing Officers) approved approaches to value in order to determine an assessed value estimate for each property. CAMA (Computer Assisted Mass Appraisal) modeling will also be used to determine assessed values.

***Step 3: Mail Assessed Value Change Notices and Schedule Informal Review Meetings  
March 2020***

Once the values have been determined, you will receive a notice of the new tentative assessed value, based on 100% of current fair market value. Property owners are encouraged to evaluate whether the assessment appears to be reasonable and if it is, no further action is required. If it is believed that the proposed value is not an accurate appraisal of market value, instructions will be provided with the notice on how to arrange an informal review of the value with Tyler. These reviews give the property owner a simple and efficient means for resolving any discrepancies.

***Step 4: If Necessary, Schedule Board of Assessment Appeal Hearings  
June 1 to June 16, 2020***

If property owners do not schedule an informal review or are not satisfied with the results, they will be able to appeal the assessment through the standard NYS Board of Assessment Review (BAR) process. Complaints on Assessment (“Grievances”) may be filed from June 1 to the third Tuesday in June 2020. Grievance Day is Tuesday, June 16, 2020.