



TOWN OF RYE

ASSESSMENT DEPARTMENT

222 Grace Church Street, Suite 301, Port Chester, NY 10573
914-939-3566

GARY ZUCKERMAN
Supervisor

DENISE KNAUER
Assessor

June 2019

RE: Town of Rye Reassessment Project – Commercial Property Valuation

Dear Commercial Property Owner(s):

As you may already be aware, the Town of Rye is in the process of a town-wide reassessment of all real property. Tyler Technologies has been hired to perform this project. This effort will culminate in new assessments for all properties for the 2020 town assessment roll. For more information about the reassessment project visit:

<https://www.townofryeny.com/news/2019-2020-town-property-reval-project>

As part of the process of valuing commercial property, we are required to gather and analyze **current rental income and expense data** in order to fairly and equitably assess your property. We are not asking for your business's income and expenses, but the income from the rental of the real estate. Commercial properties are assumed to be leased or rented to tenants. If you are the owner/occupant and do not pay rent to an LLC (yourself) please return the documents marked "Owner Occupied." If the property is rented please complete the forms as appropriate with **2018 data**. If you have vacancies please provide the asking or expected rental rates for that space.

A fillable PDF version and instructions can be found at the Town's property information online portal at: <http://www.ryetown.oarsystem.com/Home.aspx>. **We encourage you to complete these electronically and return by the email link at the bottom of page 3 of the forms.** Also enclosed are *printed* Income and Expense (I&E) forms. Please complete the I&E Forms using **2018 data** and return **by no later than August 1, 2019**, either by:

Email: assessor@townofryeny.com OR **Regular Mail:** To above mailing address.

In accordance with the provisions of the NYS Freedom of Information Act, all information provided on this report will remain strictly confidential. Please be advised that while there is no penalty for failure to provide this information at this time, certain assumptions about your property will have to be made. Please note that you will need to submit this information if you challenge your new assessed value.

Completion of the forms should be self-explanatory; however, there is a separate set of instructions on the above website. Your participation is critical to the success of this Town wide reassessment project. Please respond to this letter as soon as possible, to ensure an accurate assessment of your property. If you have any questions contact Tyler Technologies at (914) 881-4533.

Thank you in advance for your cooperation and attention to this very important matter.

Sincerely,

Denise Knauer, Town Assessor