COMPLAINT INSTRUCTIONS AND

DESCRIPTION OF DATA REPORTS FOR

STATE EQUALIZATION RATES FOR 2011 ASSESSMENT ROLLS

FOR VILLAGES

December 2010

NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE

STATE BOARD OF REAL PROPERTY TAX SERVICES

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STATE OF NEW YORK

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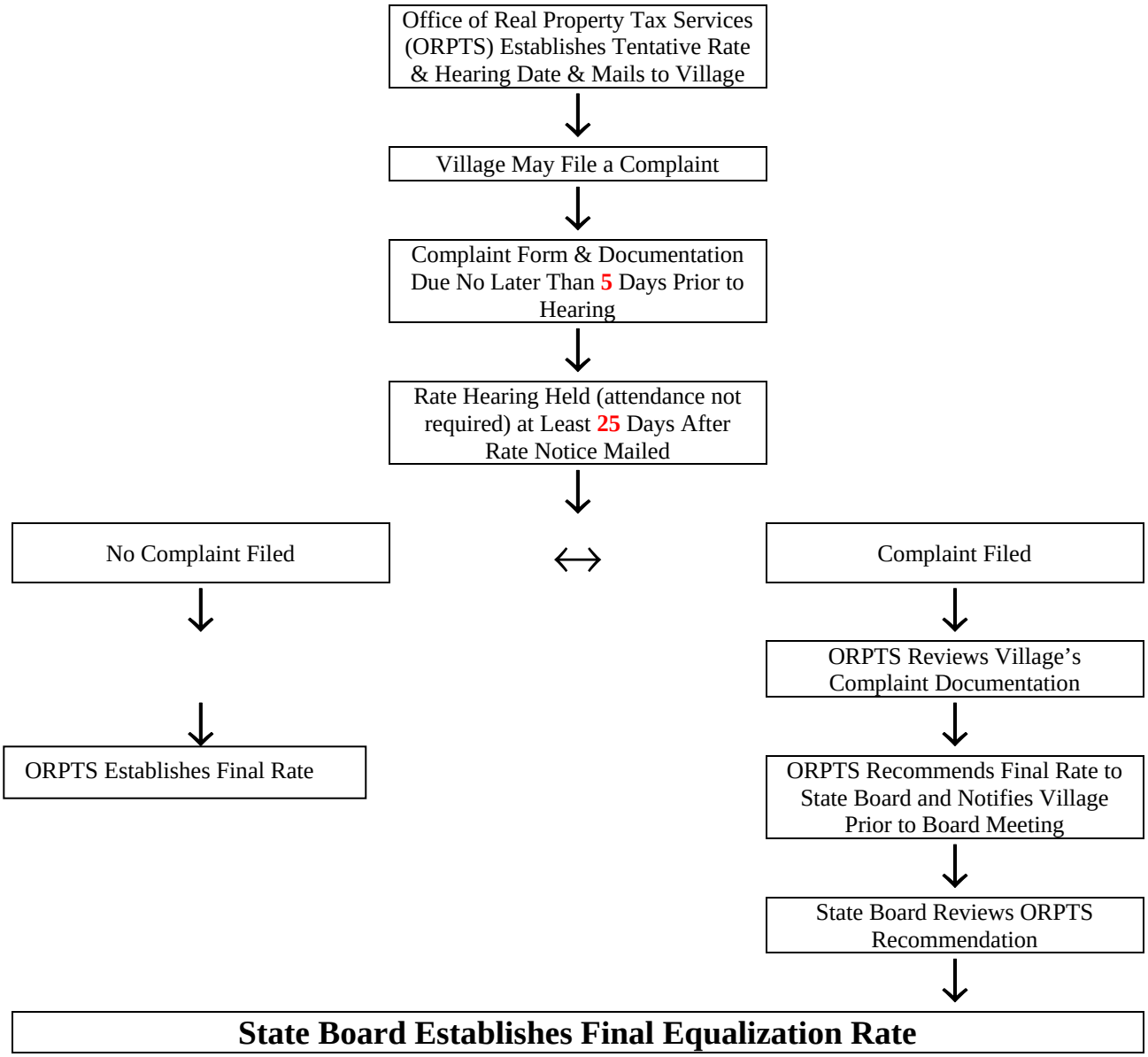
2011 Administrative Review Process for Villages



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INTRODUCTION

This booklet describes the computation of State equalization rates for most 2011 village assessment rolls. It is designed to aid local officials in understanding how a State equalization rate is determined and how to read the various data reports that support the equalization rate. It also provides specific instructions on how to prepare a complaint in the event such action is indicated. Equalization rates for homestead village assessing units are computed in the same manner as city and town equalization rates and follow the procedures for city and town rates rather than those for village equalization rates.

The Office of Real Property Tax Services establishes State equalization rates for assessment rolls pursuant to Article 12 of the Real Property Tax Law, Part 186 of the Rules for Real Property Tax Administration (9 NYCRR 186), 2010 Market Value Survey Procedures for 2010 State Equalization Rates for Cities, Towns, Village Homestead Assessing Units and Counties and the 2011 Market Value Survey Procedures for 2011 State Equalization Rates for Cities, Towns, Village Homestead Assessing Units and Counties, and the 2011 State Equalization Rate Procedures for Villages.

A State equalization rate is the determination of the percentage of full value at which the taxable real property in a municipality has been assessed. The 2011 State equalization rates are determined for assessment rolls for which the last date provided by law for the filing of such rolls is in the calendar year 2011.

The village equalization rates for the villages of Kiryas Joel and Bronxville are used in the formula used to determine State Aid to Education and therefore must be at the same full value standard as the other cities and towns in the State. Village school assessing units and homestead village assessing units use the 2011 full value standard while the other non-homestead villages use the 2010 full value standard. Appendix A details the valuation dates and full value standards that are used.

State equalization rates for villages have several functions and may be the basis for other types of equalization rates. Therefore, it is important for local officials to review the tentative State equalization rate and the corresponding data and file a complaint, if appropriate.

An overview of the entire administrative review process is described in this booklet. If you have any questions regarding filing a complaint, please contact the ORPTS staff designated on the following page.

WHO TO CONTACT

Valuation (other than forest or utility valuation) including market area trends, sales ratio studies or CAMA ratio studies

WESTERN REGION	NORTHERN REGION	CENTRAL REGION	SOUTHERN REGION
Joseph Muscarella Genesee Co. Bldg. # 2 3837 West Main Road Batavia, NY 14020 (585) 343-6329	Robert Aiken W. A. Harriman State Campus Building 8 6th Floor Albany, NY 12227 (518) 486-4403	Teresa Frank 9 South Warren St. Syracuse, NY 13202-2415 (315) 471-4816(East) (315) 471-2347(West)	John Wolham 263 Route 17K Suite 2001 Newburgh, NY 12550-8310 (845) 567-2648

Forest Property Valuation

Paul Capone
Ray Brook Satellite Office
884 NYS Rt. 86
P.O. Box 309
Ray Brook, NY 12977
(518) 891-1780

Utility Property Valuation

Tom Bellard
State Assessment Services
W. A. Harriman State Campus
Building 8A
Albany, NY 12227
(518) 474-1071

Filing the Complaint Form and Supporting Documentation and Requests for Additional Time

Darlene A. Maloney
NYS Department of Taxation and Finance
Office of Counsel
W. A. Harriman State Campus
Building 9
Albany, NY 12227
(518) 474-3793
(518) 474-3657 (fax)

Computing State Equalization Rates

Brian Moon or Kim Lee
NYS Department of Taxation and Finance
Office of Real Property Tax Services
Equalization Support Services
W.A. Harriman State Campus
Building 8A
Albany, NY 12227
(518) 474-5666

ORPTSWebsite: **http://www.orps.state.ny.us/**

E-Mail: You may send E-mail to staff using the following format:

firstname.lastname@tax. ny.gov

PART I: FULL VALUE MEASUREMENT

The 2011 State equalization rates for villages other than the village school assessing units and the homestead villages are based on the 2010 full value data used in the computation of the 2010 final State equalization rates of the corresponding town(s). The valuation date for the 2010 full value measurement is July 1, 2009. The 2011 State equalization rates for the village school assessing units are based upon data from the 2011 Full Value Measurement used in the computation of the 2011 Final State equalization rate of the corresponding town(s). The valuation date for the 2011 full value measurement is July 1, 2010. The 2011 State equalization rates for the homestead village assessing units are based on village survey data for class tax share purposes and the valuation date for full value measurement is of July 1, 2010.

The procedures for determining 2010 city and town equalization rates are similar to the 2009 equalization rate procedures and are available on the ORPTS web site at http://www.orps.state.ny.us/legal/procedures/10rates.htm. The changes from the 2009 procedures include the following:

1) The 2010 rate products for cities and towns will be based on a valuation date of July 1, 2009. The 2010 State equalization rate will represent the ratio of assessed value on the 2010 assessment roll to the July 1, 2009 full value of these municipalities.

2) The measured roll for a reassessment municipality will be the 2006, 2007, 2008, 2009 or 2010 reassessment; whichever is the most recent reassessment.

3) The measured roll for new appraisals will be the 2008 assessment roll.

4) For measured rolls that are earlier than 2010, the aggregate full value for each major type will be adjusted to a July 1, 2009 aggregate full value.

5) Residential full value will continue to be developed with a sales ratio study where there is adequate sufficient number of sales and with a computer assisted mass appraisal (CAMA) ratio study where there is sufficient inventory data.

6) Where a sales ratio study or a CAMA ratio study is used for the residential class, the full value will be as of July 1, 2009 and the measured roll will be the 2009 assessment roll.

7) Where there are multiple residential full value estimates the average of the full value estimates will be used in the calculation of the equalization rate. This change is required to allow us to establish residential assessment ratios by the deadline specified in the law.

8) For some cities and towns the aggregate full values will need to be time adjusted for four years.

ORPTS continued to use two methodologies in 2010 to measure the market value of Major Type A (residential) properties. These methods are a ***Sales Ratio Study*** and a ***CAMA Ratio Study***.

Sales Ratio Study

A sales ratio study is the comparison of assessed values to sales prices. There must be enough ratio useable residential sales in a period of up to three years to be 95% confident that the weighted mean of the population (target data set – Major Type A properties) is within plus or minus 5% of the weighted mean of the set of sales. The number of sales needed to meet this confidence requirement depends on the variance in the ratios of assessed value to selling price of the sale properties. The larger the variance in the ratios the more sales that are needed to be confident in the results of the study.

The following steps are used to determine the full value of Major Type A from a sales ratio study:

1) analyze the sales data set;

2) adjust the sale prices to the July 1, 2009 valuation date;

3) develop ratios (assessed value on the 2009 assessment roll divided by adjusted sale price) and trim the sales according to IAAO standards;

4) compute the weighted mean sales ratio. This is the sum of the assessed values divided by the sum of the time adjusted sale prices;

5) perform statistical confidence tests;

6) compute the full value of Major Type A by dividing the total assessed value of Major Type A by the weighted mean sales ratio.

CAMA (Computer Assisted Mass Appraisal) Ratio Study

A CAMA model is used to predict the value of a group of properties as of a given valuation date. The model produces computer-generated estimates based upon the property characteristics that most influence the value of real property within a given group. Some examples of property characteristics that influence value are: location, lot size, building style and building square feet. The group being analyzed for our purposes is property in Major Type A.

CAMA models are used in municipalities with sufficient residential subject inventories and adequate sales with inventories in the market area. A CAMA model is multiple regression analysis. The objective of this analysis is to determine the full value of Major Type A properties in the municipality.

The following steps are used to determine the full value of Major Type A from a CAMA ratio study:

1) analyze the sales data set;

2) develop a model;

3) apply the model to the appropriate parcels (those represented by sales used to develop the model), which results in a CAMA predicted value for each selected parcel;

4) develop ratios and trim according to IAAO Standards;

5) compute the weighted mean CAMA ratio. This is the sum of the assessed values divided by the sum of the CAMA predicted values;

6) calculate the full value of Major Type A by dividing the total assessed value of Major Type A by the weighted mean CAMA ratio.

A CAMA model may be used in one or more municipalities in a market area. Up to three years of time adjusted sales may be used in the sales data set.

If there are questions regarding the use of these methods, please contact your ORPTS regional office. Telephone numbers and contacts are listed on page 2, “Who to Contact.”

PART II: ADMINISTRATIVE REVIEW OF A STATE EQUALIZATION RATE

The administrative procedures used to determine a State equalization rate are specified in Article 12 of the Real Property Tax Law, Subparts 186-2 and 186-15 of the rules (9 NYCRR 186), and the procedures for the determination of 2011 State equalization rates for villages.

Determination of a Tentative State Equalization Rate

ORPTS staff establishes the tentative State equalization rate. When the rate is established, certain materials are mailed to the chief executive officer and assessor of the village as well as the county director of real property tax services. The materials are mailed at least **25** days before the specified hearing date. Here is a list of the information provided:

Notice of Tentative State Equalization Rate – this is sent to the chief executive officer and the assessor. The notice includes a statement of the tentative State equalization rate, identification of the assessment roll for which the State equalization rate has been established, and the date, location and time of the scheduled rate hearing. The notice also identifies the date of the State Board meeting at which any complaint filed by the village will be discussed and acted upon. The chief executive officer and assessor will be notified if the date changes.

Equalization Rate Data – this is sent to the assessor. This is the data used or generated in the computation of the tentative State equalization rate (Data Reports 1-V and 5 for villages). The data reports illustrate the rate computation (Data Report 1-V) and list any taxable State land property in the village (Data Report 5).

Complaint Form – this form, included in the Description of Data Reports Booklet, is sent to the chief executive officer, along with detailed instructions. If a complaint is being filed, this form must be completed and signed by the chief executive officer or legal representative of the village. All complaint documentation must be filed with the complaint form.

Administrative Review

The chief executive officer or legal representative must file a complaint to receive administrative review of the tentative State equalization rate for the village. The complaint form must be accompanied by supporting documentation in order to be reviewed by Office of Real Property Tax Services staff**.** Supporting documentation requirements are specified on pages 10 through 21. Municipal officials may also make oral comments at the equalization rate hearing amplifying material submitted with the complaint. No new complaints, objections, or documentation may be received at the hearing, nor will staff respond to the complaint at the hearing.

Establishment of the Final State Equalization Rate

After the hearing date, if no complaint is filed, staff establish the tentative State equalization rate as the final State equalization rate. A Certificate of Final State Equalization Rate is mailed to the chief executive officer and assessor of the village.

If a complaint is filed, a final State equalization rate is not established until review of the complaint is complete. After the State Board establishes a final State equalization rate, the following information is mailed:

Revised Equalization Rate Data – this is sent to the assessor. If the review of the complaint results in a change to the data, revised data reports are provided. Equalization rate data will not be provided if no changes are made as a result of the complaint.

Certificate of Final State Equalization Rate – this is sent to the chief executive officer and the assessor. The certificate includes the final State equalization rate and the date the rate was established.

Findings and Determinations – this is sent to the chief executive officer and assessor. These are legal documents that describe the sequence of events throughout the administrative review process. Included are reports that address the objections submitted by the village and the result of staff's investigation of the objections. Copies are also sent to the legal representative of the assessing if the legal representative filed the rate complaint. Please note that these documents cannot be provided to the assessing unit until after the State Board has made a determination.

PART III: COMPLAINT REVIEW

Filing of a Complaint and Written Objections

After a tentative State equalization rate has been established, a village may obtain administrative review of the tentative State equalization rate by serving a complaint and supporting documentation on the Commissioner at least five days prior to the date specified for the hearing. The complaint form (RP-6085V (12/10)) is a two-sided form. It must be typewritten or printed clearly in ink and signed by either the chief executive officer or legal representative of the village. Copies of the official complaint and objection forms are in the back of this booklet. Please use the form for 2011 State equalization rates for villages found at the end of the booklet.

Both sides of the complaint form must be completed. In addition, the complaint form must be accompanied by specific written objections and supporting documentation as required by 9 NYCRR Section 186-15.2 of the rules. Part II of this booklet provides instructions on how to prepare specific objections. Please refer to the Notice of Tentative State Equalization rate for the deadline for submission of the complaint form and documentation. The deadline for filing the complaint form and supporting documentation is at least 20 days after the notice of tentative State equalization rate was mailed.

Upon written request from the chief executive officer, legal representative or assessor of a village, the Deputy Commissioner of ORPTS, or his designee, may allow additional time for submission of objections. Requests made be may be forwarded to Darlene Maloney. In order to be granted an extension, the written request must be received prior to the deadline for submission of the complaint and supporting documentation; that is, five days prior to the hearing. In accordance with 9 NYCRR Section 186-15.3 of the rules, the request must demonstrate that extraordinary, unforeseen and unavoidable circumstances have occurred subsequent to the establishment of the tentative State equalization rate that precludes the village from submitting documentation in a timely manner. Additional time will be considered only in these situations.

Hearings

Hearings are held before a representative of the Commissioner of NYS Department of Taxation and Finance at the W. A. Harriman State Campus. Attendance at the hearing is not required, nor is it necessary to attend a hearing to file a complaint. Municipal officials may make oral comments at this hearing to amplify material submitted with the complaint. A stenographic record will be made of the hearing. For this reason, it is important that you indicate on side one of the complaint form whether or not you plan to attend the rate hearing that has been scheduled for you. No new complaints, objections, or documentation may be received at the hearing, nor will staff respond to the complaint at the hearing.

Review of Objections and Supporting Documentation

Upon receipt of the complaint and supporting documentation, the documentation is forwarded to appropriate staff for review and response. In order for specific objections to be reviewed, the assessing unit must provide the appropriate forms and supporting documentation as described in **Part IV** of this booklet. If this information is not provided, the objection will not be reviewed.

Staff reviews the village's objections and supporting documentation, determines what objections will be investigated and prepares responses to those objections. When complete, the Complaint Review Panel reviews staff's responses to ensure that they are in compliance with statute and the rules and procedures. The Complaint Review Panel consists of staff members within the Real Property Tax Services Office of Real Property Tax Services. Once the Complaint Review Panel completes its review, staff will recommend a final State equalization rate to the Commissioner.

Proposed Findings and Determinations

Proposed findings and determinations along with the staff responses are prepared for review by the State Board.

Staff recommends a final State equalization rate to the State Board for consideration and notifies the assessing unit of their recommendation prior to the scheduled meeting. The findings and determinations are prepared for the Board's consideration only, so they cannot be made available to the village until the State Board adopts them or finds and determines otherwise.

The notice of tentative State equalization rate includes the date of the State Board meeting at which any complaint filed by the village will be discussed and acted upon. You will be notified if this date is changed. Dependent upon its meeting agenda, the State Board may permit representative(s) of the village to speak to the Board before it acts upon the recommended final rate. Except for good cause shown, the time allotted to a presentation on behalf of the village is limited to 10 minutes. If attendees wish to be placed on the Board Meeting Agenda, please notify Darlene Maloney, the Assistant to the State Board. See the "Who to Contact" page at the beginning of this booklet for an address and telephone number.

The State Board reviews the proposed findings and determinations and the recommended final State equalization rate. If acceptable to the Board, the Board makes its findings and determinations at the meeting and establishes the recommended rate as final.

Establishment of the Final State Equalization Rates

If a complaint is filed, a final State equalization rate is not established until review of the complaint is complete. After the State Board establishes a final State equalization rate, the following information is mailed:

Revised Equalization Rate Data – this is sent to the assessor. If the review of the complaint results in a change to the data, revised data reports are provided. Equalization rate data will not be provided if no changes are made as a result of the complaint.

Certificate of Final State Equalization Rate – this is sent to the chief executive officer and the assessor. The certificate includes the final State equalization rate and the date the rate was established.

Findings and Determinations – this is sent to the chief executive officer and assessor. These are legal documents that describe the sequence of events throughout the administrative review process. Included are eports that address the objections submitted by the village and the result of staff's investigation of the objections. Copies are also sent to the legal representative of the assessing if the legal representative filed the rate complaint. Please note that these documents cannot be provided to the assessing unit until after the State Board has made a determination.

PART IV: PREPARING COMPLAINT OBJECTIONS

General Requirements

When a village files a complaint, it must demonstrate why the tentative State equalization rate is incorrect. 9 NYCRR Subpart 186-15 of the rules explicitly states what documentation must be submitted in support of objections. Any objection that is not documented in accordance with the rules is not reviewed.

The rules require that an assessing unit present their opinion of value and provide documentation to support that value - whether it's an aggregate municipal full value, a market adjustment factor, an appraised value for an observation, or a sale used as an indicator of parcel value in a sampled assessing unit or in a sales ratio study. Rather than objecting to the various data elements that ORPTS used in the determination of that full value, **the village must provide an opinion of value and demonstrate how the accompanying documentation supports that opinion of value.**

Which Forms to File

You must indicate your objections on side two of the Complaint Form (RP-6085V (12/10)). If you are objecting to a sample parcel that was appraised by staff of the Real Property Tax Services Office of Real Property Tax Services, the Tentative Equalization Rate Appraisal Objection form (RP-5022APPV (12/10)) must also be submitted. If you are objecting to sales that were used as a 2010 market value survey sample parcel or wish to submit additional sales for consideration as sample parcels, the Tentative Equalization Rate Sales Objection form (RP-5022SALV (12/10)) must be submitted. Please use the tentative equalization rate objection forms for villages as described above.

Detailed instructions for completing these forms are provided in this section. **The instructions should be followed carefully** to ensure that your objections meet the requirements in the rules. All entries on the forms must be typewritten or printed clearly in ink. Copies of the Tentative Equalization Rate objection forms are found in the back of this booklet. A supply of these forms may also be obtained from your ORPTS regional offices or Equalization Support Services in Albany. If you have questions regarding completing these forms, please contact the appropriate staff listed on page 2 of this booklet.

Identifying Information For All Forms

The name and SWIS code of your village must be entered at the top of each of the objection forms you complete.

Items You Need to Request

If a village is considering filing a complaint against the 2011 tentative State equalization rate, the village should request the following two items:

1. a copy of the final 2010 rate data reports (2011 data reports for the villages of Kiryas Joel and Bronxville) for the town(s) in which the village is located, showing full value trend information and the determination of the 2010 full value ratio:

   a) for villages located in Nassau County, this is the ratio adjusted to the level of assessment on the 2010 county assessment roll for each real property class in the town(s) in which the village is located. Data Report 4, a town-wide list of sample parcels, contains the sample parcel identification number along with the survey unit, real property class and value interval in which the sample parcel is located as well as the base year roll assessed value and estimated market value.

   b) for villages not in Nassau County, this is the ratio adjusted to the level of assessment on the 2010 town(s) assessment roll. Data Report 4, a town-wide list of sample parcels, contains the sample parcel identification number along with the major type and value interval in which the sample parcel is located as well as the base year roll assessed value and estimated market value.

2. a copy of the final 2010 survey (or 2011 where appropriate) Property Inventory Valuation reports for the town(s) in which your village is located showing the 2010 survey appraisal data for each appraised sample parcel in the town(s), if any were appraised.

Requests for Data

Requests for the final 2010 survey (or 2011 where appropriate) Property Inventory Valuation reports for the town in which the village is located should be made to the appropriate regional office listed in the Introduction section of this booklet.

Requests for the 2010 (or 2011 where appropriate) county or town rate data reports should be made to:

Kim Lee
New York State Department of Taxation and Finance
Office of Real Property Tax Services
Equalization Support Services
W. A. Harriman State Campus
Building 8
Albany, NY 12227
Phone (518) 486-6127
Fax (518) 473-9362
Kim.Lee@tax. ny.gov

INSTRUCTIONS FOR COMPLETION OF THE
TENTATIVE EQUALIZATION RATE COMPLAINT FORM (RP-6085V (12/10))

Both sides of this form **must** be completed by each village that is filing a complaint. On side two, you may select as many objections as are appropriate. Following is a description of each type of objection.

1. **Objection to ORPTS Aggregate Full Value for the 2010 Full Value Measurement (from town Data Report 3 or from village Data Report 1-V)**

If your opinion of the aggregate full value differs from ORPTS 2010 aggregate full value at the municipal or class (major type) level, you must provide documentation to demonstrate how you determined your aggregate full value. Your full value should represent the quantity of property on the measured town roll or the 2011 village roll valued as of July 1, 2009. ORPTS aggregate full value appears on the town Data Report 3 (2010 Market Value Survey) or on the first line of the village Data Report 1-V. Please enter this number on the line that asks for ORPTS opinion of full value as of the survey valuation date. Your opinion of the municipal full value should be provided on the line that requests the complainant's opinion of full value as of the survey valuation date.

For Kiryas Joel and Bronxville, your full value should represent the quantity of property on the measured town roll or the 2011 village roll valued as of July 1, 2010.

Documentation to support your opinion of the aggregate full value for your assessing unit must be attached. If your objection is to a class (major type) aggregate full value, please identify what major type you are objecting to and your opinion of the aggregate full value for that major type.

Sales Ratio Study

If the complainant disagrees with the ORPTS sales ratio study and submits an alternate sales ratio study for Major Type A (residential property) the documentation should include the following information.

- The time period for the sales included in the study
- A list of the sales in the study. For each sale the following information should be provided:
  - Section-block-lot for the parcel that sold
  - Deed Book/Page number for the sale
  - Date of sale
  - Assessed value
  - Sales price
  - SWIS code for the assessing unit where the parcel is located
- Identify how the sales were edited and trimmed
- Explain how the sales prices were adjusted to a July 1, 2009 valuation date
- Statistical confidence tests performed

- an opinion of the ratio of total assessed value to total market value of Major Type A property as of the July 1, 2009 valuation date

If the sales ratio study includes 25 or more sales, the sales should be submitted in a computer readable format. Acceptable computer formats other than RPS Version 4 are SPSS, .dbf, and Excel. If you wish to submit another file format, please telephone your regional director to discuss what you plan to submit. Telephone numbers are listed on page 2, "Who to Contact." If an RPS Version 4 format database is provided, please send RPS.db and RPS.log files.

If the complainant is not submitting a sales ratio study but is requesting the correction, removal or addition of sales to the ORPTS sales ratio study, then the box in Section 1B of form RP-6085 should be checked. The number of sales in each category should be entered on form RP-6085V (12/10) and form RP-5022SALV (12/10) must be completed.

CAMA Ratio Study

If the complainant disagrees with the ORPTS CAMA study and submits an alternate CAMA study for Major Type A (residential property) the documentation should include the following information.

- The time period for the sales included in the study
- A list of the sales used to develop the model. For each sale the following information should be provided:
    - Section-block-lot number for the parcel that sold
    - Deed Book/Page number for the sale
    - Date of sale
    - Sales price
    - Inventory of property
    - SWIS code for the assessing unit where the parcel is located
- Identify how the sales were edited and trimmed
- Explain how the sales prices were adjusted to a July 1, 2009 valuation date
- Coefficients developed from the model
- Statistical measures (such as weighted mean, standard deviation, COD and PRD)
- An opinion of the ratio of total assessed value to total market value of Major Type A property as of the July 1, 2009 valuation date

Aggregate Adjustment Factors

If the complainant objects to the aggregate adjustment factors used by ORPTS, the complainant must state the Major Type factors objected to and must provide analysis and documentation supporting alternate aggregate adjustment factors for these Major Types.

Other

If the complainant objects to the aggregate full value for other reasons the documentation may include, but is not limited to, the following types of information. The complainant must demonstrate how this information was used to arrive at their aggregate full value as of the July 1, 2009 valuation date **(July 1, 2010 for the villages of Kiryas Joel and Bronxville)**.

- Explain the stratification of the assessment roll (ORPTS stratification methodology may be used, or, if providing a locally determined stratification, please explain why and how the roll is stratified, and also what, why and how the data relates to the full value valuation date).

- Description of land valuation procedure and unit prices (land schedule, if applicable)

- Sales listings (valid sales of residential, commercial/industrial and vacant/farm properties which support a full value as of the valuation date of the equalization rate). The time period must be identified and an explanation provided as to how the sales were adjusted for time. The complainant must also explain how the sales are "trimmed" (edited) and whether the sales fill all strata. For sale verification purposes, please provide the SWIS Code and Deed Book/Page number.

Description of all valuation methodologies used and accompanying documentation, including at least one of the following approaches:

- Cost Approach
- Base Cost Table (include identification of source)
- Depreciation schedule
- Market Approach
    - Valuation Model (supply at least one of the following):
    - sales adjustments(time, physical characteristics)
    - regression coefficients
    - feedback coefficients
    - component unit values
    - commercial/industrial market unit factors
- Income Approach
    - Commercial/industrial income factors including:
    - gross income per unit

    - vacancy rates
    - expense ratios
    - capitalization rates
    - Income and expense source data (if available)
- Valuation neighborhood maps (if applicable)

- Advisory appraisals:
    - statement as to whether utility advisory appraisals were used
    - statement as to whether commercial/industrial advisory appraisals were used
- Field Review
    - list or file of predicted values (if available)
    - access to review documents
    - list (or file) containing informal hearing changes
- Assessment Roll:
    - list of parcels with court-ordered assessments (if any)
    - list of Board of Assessment Review changes

If as part of your documentation you are providing 25 or more sales, they **must** be submitted in a computer readable format approved by the Real Property Tax Services Office of Real Property Tax Services. Any computer format other than RPS Version 4, SPSS, .dbf or Excel must be approved, prior to submission of the complaint, by the manager of the appropriate ORPTS regional office. If a RPS Version 4 format database is provided, please send the RPS.db and RPS.log files.

2. **Objection to Sale Used as Sample Parcel Observation (from town Data Report 4 – Sales Ratio Study)**

In some assessing units, sales are used as town sample parcel observations for the 2010 market value survey. Please indicate, by checking the appropriate boxes, whether you wish to have a sale removed, sales data corrected, or a sale added. You should also enter the number of sales in each objection category. Sales used as town sample parcels are indicated by an "S" to the left of the ORPTS control number on the town Data Report 4. Sale objection details must be provided on form RP-5022SALV (12/10). Instructions for this form can be found on page 21.

3. **Objection to Appraisal Used as Sample Parcel (from town Data Report 4)**

The box to the left of this category is checked if you have an alternate value for a town sample parcel appraised for the 2010 market value survey. The number of appraisals for which you are submitting alternate values should also be provided on the appropriate line. Appraisals are indicated by an "A" to the left of the ORPTS control number on the town Data Report 4. Support for your alternate value must be submitted

using the Tentative Equalization Rate Objection to Sample Parcel Appraised Value form (RP-5022APPV (12/10)). An RP-5022APPV form must be submitted for each town sample parcel objection. Instructions for completion of this form are found beginning on page 26.

4. **Objection to Current Year Appraisal (from Data Report 5)**

Any objections to current year appraisals (taxable State land or other isolated properties) are to be identified in this section of the form. If any current year appraisals were completed for your assessing unit they will be identified on Data Report 5 as well as at the bottom of Data Report 1-V of your equalization rate data. Objections must be accompanied by sufficient documentation to support a different value.

5. **Objection to Assessor's Report Data (from Data Report 6)**

Objections to the village assessor's report data for the 2011 assessment roll or the town assessor's report data for the 2010 assessment roll must be accompanied by a revised assessor's report which meets the requirements of 9 NYCRR Subpart 193-4 of the rules. Reporting requirements defined in section 193-4.4 of rules must be met. A detailed explanation of the correction must also be provided.

6. **Other Objection (Rule, Law or Procedure Non-compliance)**

Any objection alleging a violation of law, rule or procedure that is not specific to an appraisal or sale used as a town sample parcel should be described here. The objection must identify the law, rule or procedure that was violated and provide a detailed explanation.

INSTRUCTIONS FOR COMPLETION OF THE
TENTATIVE EQUALIZATION RATE - SALE OBJECTION FORM
(RP-5022SALV (12/10))

This form is used to supplement Section 2 (Objection to Sale used as Sample Parcel Observation) on side two of the Complaint Form RP-6085V). This form should be used by the village to object to any sales used in the 2010 market value survey of the town(s) in which the village is located. Please use the form designed for the 2011 village equalization rate complaint.

REMOVAL/CORRECTION OF SALE USED AS SAMPLE PARCEL

Parcel Identification Requirements

If you object to the use of a particular sale as a town observation or would like to correct any of the data for a sale used as a town observation (Section 2A of form RP-6085V), you must provide the following information:

1. If removing or correcting a sale, ORPTS Parcel ID Number for the sale (found on town Data Report 4 for sample observations only)
2. Deed Book/Page number for the sale (found on town Data Report 4 – Sales Ratio Study)
3. Roll Identification (Section-block-lot number) for the parcel that sold
4. If removing or correcting a sale, check the appropriate box under the column entitled "Requested Action".
5. If removing or correcting a sale, identify the basis for the objection by checking the appropriate box under the column entitled "Basis for Requested Action"; or if adding a sale, by filling in the box "Basis for addition".

Basis for Requested Action

For corrections to the following four items or removal of a sale based on corrections to these items, only a document signed by a party to the transfer is an acceptable form of documentation:

- Sale Price
- Personal Property
- Sale Date
- Conditions of Transfer
  - For condition code "I" (other unusual factors) the following are acceptable reasons for excluding a sale:
    - Estate sale and trust sales - a conveyance under powers granted in a will or trust may not represent an arm's length transaction, particularly if the sale takes place soon after the will has been filed

and admitted to probate in order to satisfy the decedent's debts or the wishes of an heir.

- Charity, religious, education, subsidized housing
- Forced sale - foreclosure or in lieu of, auction, referee, tax sale, bankruptcy, divorce, judicial order
- Substantial personal property - good will business value (10% or more of full sales price - if amount of personal property not specified)
- Sale price is suspect
  - Sale of common area for condominium or association
  - Assumed mortgage not reported or cash consideration not reported
  - Prior relations between buyer and seller (i.e., neighbor, friends, tenant/landlord, trade of property)
  - Correction deed required
  - Sale price restricted trust
- Uninformed buyer/seller where sale price is above or below market - additional rationale needed such as price/sq. ft. comparison

Corrections to a sale or requests for removal of a sale based on the "Other" category require an explanation that is supported by specific documentation. The "Other" category would be used to address corrections relative to the criteria that must be met in order for a sale to be used as an observation (defined in 9 NYCRR Section 191-4.1 of the rules). Examples are as follows:

- Incorrect assessment - provide a copy of the page from the measured town roll which shows the town sample parcel, the assessed value and the year the assessment roll was filed.

  Please note that the equalization rates for villages in Nassau County are based on the town part of the county full value data and the equalization rates for villages not in Nassau County are based on town full value data. An objection to the assessed value of a sample parcel must relate to the assessed value of the parcel on the <u>county</u> assessment roll for Nassau County villages, or on the <u>town</u> assessment roll for all other villages. An objection that the assessed value used in the town or county survey data is not the assessed value of the parcel on the <u>village</u> assessment roll will not result in any change to the data.

- Property sold is not residential - provide a copy of the page from the measured town roll that shows the town sample parcel, the property class and the year the assessment roll was filed.

- Property sold is a condominium (condominium sales are acceptable in towns which are homestead assessing units) - provide a copy of the page from the measured town roll which shows the town sample parcel, the ownership code and

- the year the assessment roll was filed (e.g., a condominium may be coded as a 210-C on the assessment roll).

- Property sold crosses municipal boundaries - a copy of a tax map, a deed, or a copy of the page from the measured town roll in each assessing unit which shows the town sample parcel, the property class, and the year the assessment roll was filed. The roll information should contain the owner's name or address which would indicate this is the same property that sold in both assessing units.

- Property sold is part of a parcel - a copy of a tax map change notice, a copy of a tax map, a deed, or a combination of documents.

- Inventory of the property has changed between the filing of the measured town roll and the date of sale - a copy of a dated building permit, a copy of the assessor's annual report showing a physical change reported for the property or a signed statement by the seller confirming that there has been a physical change to the property.

- Primary use of the parcel has changed after the sale - a signed statement from the buyer or a combination of documents that clearly indicate the change in use. The fact that the buyer of a residential property is a business or other organization is not sufficient reason to remove a sale.

ADD MAJOR TYPE "A" SALE AS TOWN SAMPLE PARCEL

If you would like ORPTS to consider adding sales as town observations for the 2010 market value survey, you must provide the following information for each sale:

- SWIS Code for the assessing unit where the sale property is located.
- Deed Book/Page for the sale.
- Section-block-lot for the property that sold.
- Reason why the sale should be added.

In order for a sale to be included as a town observation for the 2010 survey, it must be an arms-length sale as defined in 9 NYCRR Section 185-1.1 of the rules. The sale must also meet the following criteria as described in section 191-4.1 of the rules:

- The sale must be of a property coded as a residential property on the measured town roll.
- The inventory of the parcel at the date of sale must be the same as the inventory of the parcel on the measured town roll. Any sale with "significant" physical change in inventory between taxable status date of measured roll and the date of sale should not be added as an observation.
- The sale must be usable for residential assessment ratio purposes.

- The sale must **NOT** be for only part of a parcel
- The sale must **NOT** be a combination of parcels.
- The sale may **NOT** be multiple assessing units.
- The primary use of the parcel must remain the same after the sale.
- The full sale price minus personal property must be greater than $10.
- The total assessed value for the parcel that sold must be greater than zero.

Please review the RP-5217 form for any sale you would like to add as a town observation to make sure that the information contained on the form is correct. Please consider whether the sale meets ORPTS definition of an arms-length sale as well as all of the defined criteria. If the RP-5217 form requires correction, you must submit documentation as described above in the section entitled “Removal/Correction of Sale Used as Sample Parcel - Basis for Objection”.

INSTRUCTIONS FOR COMPLETION OF THE
TENTATIVE EQUALIZATION RATE - APPRAISAL OBJECTION FORM
(RP-5022APPV (12/10))

This form is used to supplement Section 3 (Objection to Appraisal Used as Sample Parcel) on side two of Form (RP-6085V (12/10)). If ORPTS completed appraisals of sample parcels as part of the 2010 market value survey for the town(s) your village is in, and your opinion of value is significantly different than ORPTS appraised value, this form should be used to submit your objections. This form should be used by the village to object to any appraisals used in the 2010 market value survey of the town(s) in which the village is located.

Sample Parcel Information - you must provide the following identifying information for each sample parcel for which you are providing documentation to support an alternate value:

1. ORPTS Parcel ID Number (found to the left of each town sample parcel listed on town Data Report 4 of the equalization rate data). This number must be entered in the bottom right hand corner of the form.

2. Roll Identification (Section-block-lot number) - enter the full identification number for the town sample parcel you are objecting to (found on town Data Report 4).

3. Owner - enter the owner's name for the town sample parcel (found on town Data Report 4).

4. ORPTS Market Value - enter ORPTS appraised value as of the appropriate valuation date. If the sample appraisal observation is from the 2010 measured roll, the valuation date will be July 1, 2009. (found on Data Report 4). **For Bronxville and Kiryas Joel, the valuation date will be July 1, 2010 (found on Data Report 4).**

Complainant's Appraised Value - you must provide your opinion of the appraised value of the town sample parcel as of the 2010 survey valuation date of July 1, 2009. **For Bronxville and Kiryas Joel, you must provide your opinion of the appraised value of the town sample parcel as of the 2011 survey valuation date of July 1, 2010.**

A. **Complainant's Valuation Support**

If you have an alternate value for a town sample parcel you must provide documentation to support that value. One or more of the boxes should be checked to

indicate what valuation methodology you are using to support your opinion of value. If the town sample parcel you object to is a utility property, or if your objection is to the inventory of the town sample parcel, you must indicate this by checking the appropriate boxes. The blank lines provided in this section of the form should be used to explain the basis for your objection and how the accompanying documentation supports an alternate value. The basis for the objection to the town sample parcel may include:

Incorrect valuation as of the survey valuation date: If you have an alternate value for a town sample parcel appraised by ORPS, documentation for at least one of the three approaches to value must be provided. A statement as to why that approach to value is appropriate is also required. Documentation requirements for the three approaches to value are as follows:

- Market Approach
  - inventory record for the subject town sample parcel, if different from ORPTS inventory
  - inventory record for ORPTS comparable sales, if different from the ORPTS inventory
  - additional comparable sales - if you are submitting additional comparable sales, you must limit your submission to <u>no more than five sales</u>**.** In order for a sale to be considered, it must be a valid sale as defined by 9 NYCRR Section 185.1.1 of the rules. Up to five sales may be identified in the area of the form identified as "Sales Submitted in Support of Complainant's Opinion of Value". For each sale, you should indicate, by checking the appropriate boxes, whether the sale is of an improved property, is a subject sale and whether RPS inventory for the sale was previously provided to ORPS. You must also provide the following:
    - SWIS Code and RP-5217 control number (Deed Book/Page)
    - section-block-lot
    - inventory record, if other than a subject sale or sale of another appraised parcel. If submitted sale is a subject sale, please indicate by placing a check mark in the box "Subject Sale". If inventory for this sale has already been provided to ORPTS n an RPS format, no additional inventory records are required.
    - clear photograph identified by the RP-5217 control number (Deed Book/Page) for any sale of an improved property.
  - explanation of how the submitted comparable sales support the complainant's opinion of value
  - Note: you may not object to a comparable sale ORPTS used based on a difference in valuation opinion. You can only provide sales to support your opinion of value.

- Cost Approach
  - inventory of the subject town sample parcel, if different from ORPTS inventory

- reproduction cost or replacement cost as of the survey valuation date
- source of the cost data
- amount of depreciation and an explanation
- land value with explanation and support of the land value.

- Income Approach
  - inventory of the subject town sample parcel, if different from the ORPTS inventory
  - income and expense data, including the source of the data, as well as whether it is actual or economic
  - the income capitalization method used, the supporting data and the reason
  - the capitalization rate, its breakdown and its source.

Wrong Parcel Appraised: If you believe that ORPTS has appraised the wrong town sample parcel, you must provide the inventory for the correct town sample parcel, an opinion of the appraised value of the correct town sample parcel (on the line provided for Complainant's Appraised Value) and documentation that supports a different opinion of value. You should indicate what approach to value you used and provide the documentation discussed above for the appropriate approach to value.

Quantity of property appraised does not correspond to quantity of property assessed on measured roll: If the quantity of property appraised for a town utility parcel or economic unit does not correspond to the quantity of property assessed on the measured town roll, you must provide an explanation of the discrepancy along with a list of parcels on the measured town roll that corresponds to the appraisal. Documentation must also be provided to support a different opinion of value.

Incorrect valuation for a utility sample parcel component: If you believe that the appraisal of any of the public utility town sample parcel components (land, outside plant, depreciation or structures) and/or subcomponents (original cost units, indices, service lines, depreciation curves, etc.) is incorrect, the following items must be supplied:

- the component inventory part allegedly in error or the valuation error must be identified
- an appraisal of the town sample parcel or component part as of the survey valuation date must be provided that supports your opinion of value.

Incorrect valuation for a parcel appraised using the forestry methodology: If you believe that there is an incorrect valuation or inventory for a town sample parcel that was appraised by ORPTS using the forestry methodology, you must provide your opinion of value and supply either a subject sale identified by RP-5217 number or the following information:

- sufficient sales and documentation, including SWIS code, RP-5217 control numbers (Deed Book/Page) and inventory for the sales, to support revised value schedules indicating land value/acre, waterfront value/unit, improvement value/square foot or timber value
- an explanation of why the value schedules used by ORPTS are inappropriate or inaccurate
- an explanation that supports a different opinion of value.

B. **Other Objection to Appraisal Used as Sample Parcel**

This section of the form is to be used for objections to town sample parcels that are not addressed in section A. of this form. Other types of objections include, but are not limited to: court-ordered assessment, law, rule or procedure non-compliance, incorrect assessment or incorrect assignment to Major Type. The supporting documentation for these objections must include, but is not limited to the following:

Court-ordered assessment - If the town sample parcel is subject to a court-ordered determination, you must supply a copy of the court order as well as any supporting documentation such as an appraisal that supports an alternate value and indicates the valuation methods that were used.

Rule, law or procedure non-compliance - If you believe that a rule, law or procedure has been violated in the selection or appraisal of the town sample parcel, you must cite the appropriate rule, law or procedure and provide a detailed explanation of the violation.

Incorrect assessment - To document an objection to the assessed value for a town sample parcel, you must provide a copy of the page from the measured town roll which shows the town sample parcel, the assessed value and the year the assessment roll was filed.

Please note that the equalization rates for villages in Nassau County are based on the town part of the county survey data and the equalization rates for villages not in Nassau County are based on town survey data. An objection to the assessed value of a sample parcel must relate to the assessed value of the parcel on the county assessment roll for Nassau County villages, or on the town assessment roll for all other villages. An objection that the assessed value used in the town or county survey data is not the assessed value of the parcel on the village assessment roll will not result in any change to the data.

Incorrect assignment to Major Type - If the town sample parcel has been assigned to the wrong major type of property, a copy of the page from the measured town roll which shows the town sample parcel, the property classification code and the year the assessment roll was filed. For town sample parcels in Nassau County, the real property class code must also be supplied. For town sample parcels in homestead assessing unit towns, the homestead/non-homestead designation is required.

Substituted Sample Parcel in Tentative State Equalization Rate Data

In reviewing a complaint, ORPTS staff may decide that a town sample parcel should be eliminated and another town sample parcel substituted (if appraisals were used in the town(s) your village is in). The conditions for a substitution for a 2010 market value survey town sample parcel are listed in the "2010 Market Value Survey Procedures for 2010 State Equalization Rates for Cities, Towns and Homestead Village Assessing Units and Counties".

If a town sample parcel is substituted, appraisal information for the substitute town sample parcel is sent to the assessing unit for review. Any objection to the substituted town sample parcel must be submitted within 10 days of the notice of the revised data. The objection must be on an Objection to Sample Parcel Appraised Value form (RP-5022APPV (12/10)) and must meet the requirements of 9 NYCRR Section 186-15.2 of the rules.

If objections are not received within the 10 day deadline, it is assumed that the assessing unit agrees with the substitution. If an objection is received, the objection is reviewed in accordance with the rules for complaint review.

Summary

It is extremely important that adequate documentation in the proper format be supplied. ***Please remember that an opinion of market value must be present (at either the assessing unit, Major Type or observation level) and provide documentation to support that value.*** Submitted documentation must demonstrate how an alternate value was determined. Emphasis should be placed on providing support for your alternate value rather than finding fault with ORPTS appraisal. ***Objections should be limited to instances where there is a significant difference between ORPTS full value estimate and the assessing unit's opinion of value***. Insignificant differences in opinion result in little or no change to the equalization rate for your assessing unit**.** If you request a change in the appraised value of a parcel observation, market adjustment factor, or taxable State land parcel, etc., staff may agree or disagree, but may not recommend an increase in value if a reduction is requested. The documentation requirements as defined in the rules and outlined in this booklet are designed to assist you in determining what type of information is necessary to support a specific objection. Proper and complete documentation also ensures that your objections will be reviewed by staff and will help staff in making value determination. If the documentation is inadequate, no assignment will be made to staff to investigate the objection.

If you have any questions regarding documentation for your complaint, please contact the appropriate staff listed on the "Who to Contact" page.

PART V: EXPLANATION OF THE COMPUTATION OF THE STATE EQUALIZATION RATE FOR NASSAU COUNTY VILLAGES

The data tables described below contain basic data and summary calculations for the State equalization rate. The appropriate tables for each village are sent to the assessor.

The computer program that computes the State equalization rates stores intermediate results to more significant digits for use in computations than that which is shown on the data reports. Therefore, a result calculated by hand may vary slightly from the results shown on the data reports.

Data Report 1-V shows summary data from the full value determination and the assessor's reports which are used in the computation of the State equalization rate.

An example of Data Report 1-V for the Village of Nassville is included after the explanation of the computation of a State equalization rate for a village located in Nassau County.

The steps that are followed in computing a 2011 State equalization rate for all villages located in Nassau County (except any homestead village assessing unit and any non-assessing unit village) are as follows (refer to the 2011 State Equalization Rate Procedure for Villages):

Step 1. For Each Real Property Class, Compute the Market Value of Locally Assessed Property in the Village.

A. The total assessed value for a real property class of locally assessed taxable property in the village on the town portion of the 2010 Nassau County assessment roll is obtained from the assessor's report and final assessment roll filed by the county. For example, the assessed value of class 1 property in the Village of Nassville on the town part of the county assessment roll is $6,057,030.

B. The market value ratio on the 2010 county assessment roll for the real property class in the town is obtained from the 2010 class equalization rate data for the county. For Nassville, the town's adjusted class 1 market value ratio is 0.229995 percent.

C. The class total assessed value of locally assessed property in the village on the town part of the 2010 county assessment roll from paragraph A above is divided by the corresponding adjusted 2010 class market value ratio from paragraph B to obtain the estimated market value, as of the 2010 full value measurement valuation date, of property in the village on the 2010 county assessment roll for that real property class.

Real Property Class	(A) Class Total Assessed Value of Property in the Village on the Town Part of the 2010 County Roll		(B) Adjusted 2010 Market Value Ratio for the Class in the Town for the 2010 County Roll		(C) Estimated 2010 Market Value of Property in the Village on the 2010 County Roll
1	$6,057,030	÷	0.229995%	=	$2,633,548,555
2	1,345,062	÷	.939996%	=	143,092,311
3	160,186	÷	.999988%	=	16,018,792
4	3,476,859	÷	.999999%	=	347,686,248
Total					$3,140,345,906

The 2010 market value of each real property class, as determined in steps A through C described above, is summed to obtain the total market value, as of the 2010 full value measurement valuation date, of locally assessed property in the village on the 2010 Nassau County assessment roll. For the Village of Nassville, the sum of the 2010 full values for the four real property classes is $3,140,345,906.

For those villages that are located in more than one town, the steps described in paragraphs A through C above are performed for the segment of the village located in each town and summed. A separate set of entries appears on Data Report 1-V for the real property classes in each village segment. The total estimated 2010 market value of all the village segments also appears.

D. In most instances, the taxable status date of the village assessment roll is different than that of the county assessment roll. An adjustment is made to the total 2010 market value determined above to account for any difference in the quantity of real property that exists as of the different taxable status dates. The quantity change determined from the 2011 village assessor's report is apportioned by the number of months separating the taxable status dates of the 2010 county assessment roll and the 2011 village assessment roll expressed as a percent of the total number of months in a year. For the Village of Nassville, the difference between the county and village taxable status dates is 9 months (9 ÷ 12 = .75 or 75% of a year). The quantity change for the 2011 assessment roll of the Village of Nassville is 3.5657 percent increase. The apportioned quantity change is expressed as a factor by adding 1.0000.

2011 Village Quantity Change		No. of Months Between Taxable Status Dates of 2009 County and 2011 Village Rolls		Apportioned Quantity Change Factor
.035657	X	(9 ÷ 12)	+1=	1.02674275

If the quantity change, before the adjustment for the difference in taxable status dates, is greater than 1.02 (+ 2%) or less than 0.98 (- 2%), the estimated 2010 full value of locally assessed property in the village is adjusted by the computed quantity change factor. If the quantity change, before the adjustment for the difference in taxable status dates, is less than plus or minus 2%, then no quantity adjustment is made and this column will not appear on Data Report 1-V. In the case represented above where the quantity change factor is 1.02674275, the quantity change adjustment is shown in column D on Data Report 1-V.

The total estimated 2010 market value of the locally assessed taxable property in the village on the 2010 county assessment roll as determined in paragraph C above is then multiplied by the apportioned quantity change factor determined in paragraph D to produce the 2010 market value for the quantity of locally assessed property on the 2011 village assessment roll.

2010 Market Value of Property in the Village on the 2010 County Roll		Apportioned Quantity Change Factor		2010 Market Value of Property on the 2011 Village Roll
$3,140,345,906	X	1.02674275	=	$3,224,327,391

Step 2. Obtain the Assessed Value of Locally Assessed Property on the Current Roll

The total assessed value of locally assessed taxable property on the 2011 village assessment roll is obtained from Part 1 of the Assessor's Report filed by the village. For the Village of Nassville, the 2011 total assessed value of locally assessed property on the village's assessment roll is $9,162,898.

Step 3. Compute the State Equalization Rate.

The 2011 total assessed value of the locally assessed taxable real property in the village is then divided by the total market value of the locally assessed taxable property on the 2010 village roll, as of the 2010 full value measurement valuation date, to produce the State equalization rate.

Total 2011 Assessed Value		Total 2010 Market Value		State Equalization Rate
$9,162,898	÷	$3,224,327,391	=	**0.28**

County of Nassau
Municipal Code 280099
Village of Nassville

DATA REPORT 1-V
NEW YORK STATE OFFICE OF REAL PROPERTY TAX SERVICES
COMPUTATION OF THE TENTATIVE
STATE EQUALIZATION RATE FOR THE 2011 ASSESSMENT ROLL

COMPUTATION OF THE ESTIMATED MARKET VALUE OF LOCALLY ASSESSED PROPERTY AS OF THE 2010 VALUATION DATE

Town Name	Real Property Class	(A) Class Total Assessed Value of Locally Assessed Property in the Village on the Town Part of the 2010 County Assessment Roll	(B) Adjusted 2010 Market Value Ratio for the Class in the Town for the 2010 County Assessment Roll	(C) Estimated 2010 Full Value of Locally Assessed Property in the Village on the 2010 County Assessment Roll C = A/B	(D) Apportioned Quantity Change Factor From the 2010 County Assessment Roll to the 2011 Village Assessment Roll	(E) Estimated 2010 Market Value of Locally Assessed Property on the 2011 Village Assessment Roll (E = ((SUM OF C) * D)
NASSTOWN	1	6,057,030	0.229995%	2,633,548,555		
	2	1,345,062	0.939996%	143,092,311		
	3	160,186	0.999988%	16,018,792		
	4	3,476,859	0.999999%	347,686,248	1.02674275	3,224,327,391
	TOTAL			3,140,345,906		

COMPUTATION OF THE STATE EQUALIZATION RATE FOR THE 2011 VILLAGE ASSESSMENT ROLL

	(F) 2011 Village Assessment Roll Assessed Value	(G) 2010 Market Value
LOCALLY ASSESSED (EXCLUDING ISOLATED	9,162,898	3,224,327,391
ISOLATED PROPERTIES: NONE		
TOTAL	9,162,898	3,224,327,391

STATE EQUALIZATION RATE FOR THE 2011 ASSESSMENT ROLL (F/G) **0.28**

PART VI: EXPLANATION OF THE COMPUTATION OF THE STATE EQUALIZATION RATE FOR VILLAGES NOT IN NASSAU COUNTY

The data reports described below contain basic data and summary calculations for the State equalization rate. The appropriate data reports for each village are sent to the assessor.

The computer program that computes the State equalization rates stores intermediate results to more significant digits for use in computations than shown on the data reports. Therefore, a result calculated by hand may vary slightly from the results shown on the data reports.

Data Report 1-V shows summary data from the full value determination, the assessor's report, and isolated properties that are used in the computation of the State equalization rate.

Data Report 5 is a list of isolated properties. An isolated property is taxable State land property or other specified properties. Data Report 5, if present, reports the current roll assessed values and the corresponding appraised values of these properties as of the appropriate full value determination date.

Examples of Data Reports 1-V and 5 for the Village of Sampleville follow the explanation of the computation of a State equalization rate for villages not in Nassau County.

The steps followed in computing a 2011 State equalization rate for all villages except villages located in Nassau County, homestead assessing unit villages and the villages of Kiryas Joel and Bronxville are as follows (refer to the 2011 State Equalization Rate Procedure for Villages):

Step 1. Compute the Market Value of Locally Assessed Property in the Village on the Current Roll.

A. The total assessed value of locally assessed taxable property in the village on the 2010 town assessment roll is obtained from the assessor’s report filed by the town. For the Village of Sampleville, the assessed value of property in the village on the town assessment roll is $3,026,514.

B. The town wide market value ratio on the 2010 town assessment roll is obtained from the 2010 State equalization rate data for the town. For the Village of Sampleville, the town's 2010 market value ratio is 22.365429.

C. The total assessed value of locally assessed property in the village on the 2010 town assessment roll from paragraph A above is divided by the adjusted 2010 market value ratio from paragraph B, to obtain the estimated 2010 market value of locally assessed taxable property in the village on the 2010 town assessment roll.

Total Assessed Value of Property in the Village on the 2010 Town Roll		Adjusted 2010 Market Value Ratio		2010 Market Value
$3,026,514	÷	22.365429%	=	$13,532,108

D. In most instances, the taxable status date of the village assessment roll is different from that of the assessment roll of the town in which the village is located. An adjustment is made to the 2010 market value to account for difference in the quantity of property that exists as of the different taxable status dates. The quantity change determined from the 2011 village assessor's report is apportioned by the number of months separating the taxable status dates of the 2010 town assessment roll and the 2011 village assessment roll expressed as a percent of the total number of months in a year. For the Village of Sampleville, the difference between the town and village taxable status dates is 10 months (10 ÷ 12 = .8333 or 83% of a year). The quantity change for the 2011 assessment roll of the Village of Sampleville is 3.05 percent. The apportioned quantity change is expressed as a factor by adding 1.0000.

Quantity Change		No. of Months Between Taxable Status Dates of the 2010 Town and 2011 Village Rolls		Apportioned Quantity Change Factor
.0305	X	(10 ÷ 12)	+1 =	1.025416667

If the quantity change, before the adjustment for the difference in the taxable status dates, is greater than 1.02 (+ 2%) or less than 0.98 (- 2%), the estimated 2010 full value of locally assessed property in the village is adjusted by the computed quantity change factor. If the quantity change, before the adjustment for the difference in taxable status dates, is less than plus or minus 2%, then no quantity adjustment is made and this column will not appear on Data Report 1-V. In the case represented above where the quantity change factor is 1.02674275, the quantity change adjustment is shown in column D on Data Report 1-V.

E. The estimated market value of the locally assessed taxable property in the village on the 2010 town assessment roll as determined in paragraph C above is then multiplied by the apportioned quantity change factor determined in paragraph D to produce the 2010 market value for the quantity of locally assessed property on the 2011 village assessment roll.

2010 Market Value		Apportioned Quantity Change Factor		Adjusted 2010 Market Value
$13,532,108	X	1.025416667	=	$13,876,049

For those villages that are located in more than one town, the steps outlined in paragraphs A through E above are performed for the segment of the village located in each town. A separate entry appears on Data Report 1-V for each village segment. The total 2010 estimated market value of all the village segments also appears.

Step 2. Obtain the Assessed Value of Locally-Assessed Property on the Current Roll

The total assessed value of locally assessed taxable property on the 2011 village assessment roll is obtained from Part 1 of the Assessor's Report filed by the village.

Step 3. Add Isolated Properties.

The 2011 assessed value and the 2010 market value of taxable State land property, if present, is added to the assessed and market values of the locally assessed taxable properties on the 2011 village assessment roll. Because the market value of the current quantities of the properties are known to ORPTS staff when the State equalization rate is computed, there is no need to estimate the market value through the full value determination process.

The assessed and market values of taxable State land exclude any property for which ORPTS has not completed an appraisal. Also, the assessed value of aggregate additional assessments for Adirondack Park parcels (section 542(3), RPTL), aggregate additional assessments for River Regulating District parcels (section 15-2115, Environmental Conservation Law) and transition assessments (section 545, RPTL) are excluded.

On Data Report 1-V for SAMPLEVILLE, the assessed values and market values are shown for taxable State lands. The assessed values were approved by the Commissioner of the Department of Taxation and Finance for the 2011 assessment roll. The 2010 market values were determined by ORPTS staff. Data Report 5 shows the individual parcels that comprise the total value.

Step 4. Compute the State Equalization Rate

A. The 2010 full value of the isolated properties is added to the 2010 estimated full value of locally assessed taxable properties determined in Step 1 to obtain the total 2010 market value of all taxable property on the 2011 village roll as of the survey valuation date (July 1, 2009).

B. The corresponding 2011 total assessed value, including any taxable State land property, is then divided by the 2010 market value to produce the State equalization rate.

		Total 2010 Market Value		State Equalization Rate
$5,737,742	÷	$13,893,982	=	**41.30**

County of
Municipal Code
Village of Sampleville

DATA REPORT 1-V
NEW YORK STATE OFFICE OF REAL PROPERTY TAX SERVICES
COMPUTATION OF THE TENTATIVE
STATE EQUALIZATION RATE FOR THE 2011 ASSESSMENT ROLL

COMPUTATION OF THE 2010 SURVEY ESTIMATED MARKET VALUE OF LOCALLY ASSESSED PROPERTY

Town Name	(A) Assessed Value of Locally Assessed Property for the Village on the 2009 Town Assessment Roll	(B) Adjusted 2009 Market Value Ratio for the 2009 Town Assessment Roll	(C) Quantity Change Factor from the 2009 Town Assessment Roll to the 2011 Village Assessment Roll	(D) Estimated 2009 Market Value of Locally Assessed Property on the 2011 Village Assessment Roll D = (A/(B/100))*C
SAMPLETOWN	3,026,514	22.365429	1.025416667	13,876,049

COMPUTATION OF THE STATE EQUALIZATION RATE FOR THE 2011 VILLAGE ASSESSMENT ROLL

	(E) 2011 Village Assessed Value	(F) 2010 Market Value
LOCALLY ASSESSED (EXCLUDING ISOLATED PROPERTIES)	5,726,982	13,876,049
ISOLATED PROPERTIES		
TAXABLE STATE LAND	10,760	17,933
TOTAL	5,737,742	13,893,982

STATE EQUALIZATION RATE FOR THE 2011 ASSESSMENT ROLL (E/F) **41.30**

County of
Municipal Code
Village of Sampleville

DATA REPORT 5
NEW YORK STATE OFFICE OF REAL PROPERTY TAX SERVICES
LISTING OF CURRENT YEAR APPRAISALS
FOR 2011 STATE EQUALIZATION RATES

ORPS Valuation Bureau	Control Number or Company Code	Locational SWIS	Owner's Name and/or Property Description	2011 Assessed Value	2010 Appraised Value
SLK	0110001		PARCEL 1	10,760	17,933

* * * * * * * * *

Appendix A - 2011 State Equalization Rates for Villages

Procedures & Dates:	Valuation Date	Primary Procedures	Secondary Procedures
Nassau County Villages	July 1, 2009	2011 State Equalization Rate Procedures for Villages	Market Value Survey Procedures for 2010 State equalization rates for cities, towns, village homestead assessing units and counties
Bronxville, Kiryas Joel	July 1, 2010	2011 State Equalization Rate Procedures for Villages	Market Value Survey Procedures for 2010 State equalization rates for cities, towns, village homestead assessing units and counties
All Other New York State Villages	July 1, 2009	2011 State Equalization Rate Procedures for Villages	Market Value Survey Procedures for 2010 State equalization rates for cities, towns, village homestead assessing units and counties
Lake Success, Sleepy Hollow, Piermont, Russell Gardens, Mineola, Sea Cliff, Westbury and Farmindale	July 1, 2010	Market Value Survey Procedures for 2011 State Equalization Rates for Cities, Towns, Village Homestead Assessing Units and Counties	

To Compute the Survey Market Value:	AV of Locally Assessed Property For the Village Is From:	Adjusted By: (Divided By)	Result
Nassau County Villages	2010 Town Roll	2010 Town Market Value Ratio	Estimated 2010 Survey Market Value
Bronxville, Kiryas Joel	2011 Town Roll	2011 Town Market Value Ratio	Estimated 2011 Survey Market Value
All Other New York State Villages	2010 Town Roll	2010 Town Market Value Ratio	Estimated 2010 Survey Market Value
Lake Success, Sleepy Hollow, Piermont, Russell Gardens Mineola, Sea Cliff, Westbury and Farmindale	The 2011 Survey Market Value for these eight villages is obtained using the same type of methods employed when establishing the market value for a City or Town. Refer to the Market Value Procedures for 2011 State Equalization Rates for Cities, Towns, Village Homestead Assessing Units and Counties.		

To Compute the 2011 State Equalization Rate:		
Nassau County Villages	2011 Village Assessed Value	Divided by 2010 Survey Market Value
Bronxville, Kiryas Joel	2011 Village Assessed Value	Divided by 2011 Survey Market Value
All Other New York State Villages	2011 Village Assessed Value	Divided by 2010 Survey Market Value
Lake Success, Sleepy Hollow, Piermont, Russell Gardens, Mineola, Sea Cliff, Westbury and Farmingdale	2011 Village Assessed Value	Divided by 2011 Survey Market Value

Appendix B

2011 Tentative Equalization Rate Complaint Objection Form	RP-6085V (12/10)
2011 Tentative Equalization Rate Appraisal Objection Form	RP-5022APPV (12/10)
2011 Tentative Equalization Rate Sale Objection Form	RP-5022SALV (12/10)

RP-6085V (12/10)

NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

COMPLAINT
on
Tentative State Equalization Rate and
Class Equalization Rates

PLEASE PRINT OR TYPE, COMPLETE ALL BOLDED AREAS.

I, _____, _____
Name **Title of Chief Executive Officer or Legal Representative**

hereby complain and object to the tentative State equalization rate established for the final assessment roll completed in the year _____ for the Village of

_____, _____
Name of Village **County**

_____ _____
Signature of Chief Executive Officer or Legal Representative **Date**

If a legal representative is filing this complaint, please complete the following address section.

_____ _____ _____ _____
Street Address **City/State** **Zip** **Phone #**

Does a representative of your municipality plan to attend the rate hearing?

YES ☐ Or **NO** ☐

Attendance at the hearing is not required nor is it necessary to attend a hearing to file a complaint. No new information, objections or documentation may be received at the hearing, nor will staff respond to the complaint at the hearing. Municipal officials may make oral comments at the hearing amplifying material submitted with the complaint.

This complaint form and supporting documentation must be mailed or served at least five days before the hearing date to:

Darlene A. Maloney
Office of Counsel
New York State Department of Taxation & Finance
W. A. Harriman State Campus
Albany, NY 12227

Late documentation will not be accepted. Please refer to the "Notice of Tentative State Equalization Rate" which specifies the rate complaint submission deadline. Attach specific supporting documentation for each objection in accordance with NYCRR section 186-15.. If written objections are not filed, the tentative State equalization rate will be made final without change.

(over)

2011 TENTATIVE EQUALIZATION RATE OBJECTION

Village _____ **SWIS Code** _____

Check as many boxes as are appropriate.

---

1. **Objection to ORPTS Aggregate Full Value** (from Data Report 1)

ORPTS opinion of Full Value $ _____ as of Valuation Date (1/1/2010)*

Complainant's opinion of Full Value $ _____ as of Valuation Date (1/1/2010)*

(Attach supporting documentation)
*For Villages of Kiryas Joel and Bronxville, the Valuation Date is 7/1/2010

---

2. **Objection to Sale used as Sample Parcel Observation**

   A. **REMOVE/CORRECT Sale** (from Data Report 4) - # of sales _____

   (Attach form RP-5022SALV, along with supporting documentation)

   B. **ADD Major Type "A" Sale** - # of sales _____

   (Attach form RP-5022SALV, along with supporting documentation)

---

3. **Objection to Appraisal used as Sample Parcel** (from Data Report 4) - # of appraisals _____

(Attach form RP-5022APPV, along with supporting documentation)

---

4. **Objection to Current Year Appraisal**

State Owned Land Other Isolated Property

(Attach supporting documentation)

---

5. **Objection to Assessor's Report Data**

(Attach supporting documentation)

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6. **Other Objection (Rule, Law or Procedure Non-compliance)**

(Attach supporting documentation)

RP-5022APPV (1210)

NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

2011 TENTATIVE EQUALIZATION RATE
APPRAISAL OBJECTION FORM

Village _____ SWIS Code _____

OBJECTION TO APPRAISAL USED AS SAMPLE PARCEL

(Use this form to supplement objection form RP-6085V – Section 3)

Objection to Sample Parcel Market Value (**MUST** enter ORPTS Control # at bottom)

Roll Identification _____ Owner _____

ORPTS Market Value $ _____ as of Sample Parcel Valuation Date (from Data Report 4)

Complainant's Market Value as reported on the 2007 assessment roll $_____

Complainant's Market Value $ _____ as of Sample Parcel Valuation Date

---

A. Complainant's Valuation Support

(Check at least one)

- ☐ Market Approach
- ☐ Income Approach
- ☐ Cost Approach

(Check if appropriate)

- ☐ Utility Property Objection
- ☐ Incorrect Sample Parcel Inventory

(Indicate basis for objection and explain how submitted data supports complainant's opinion of market value)

_____

_____

_____

Sales submitted in support of complainant's opinion of market value (only first 5 sales will be considered)

	Check if yes		
	Improved Property?	**Subject Sale?**	**RPS Inventory Supplied?**
1.			
2.			
3.			
4.			
5.			

B. Other Objection to Appraisal used as Sample Parcel including, but not limited to: Court-ordered Assessment; Rule, Law or Procedure Non-compliance; Incorrect Assessment; Incorrect Assignment to Major Type: etc.

(Attach supporting documentation)

Number of Additional Pages
Attached to form RP-5022APPV _____

ORPTS Parcel ID # _____
(from Data Report 4) ****Required****

NEW YORK STATE DEPARTMENT OF TAXATION & FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

2011 TENTATIVE EQUALIZATION RATE
SALE OBJECTION FORM

Village _____ SWIS Code _____

REMOVAL/CORRECTION OF SALE

(Use this section to supplement objection form RP-6085V – Section 2A)
(Attach supporting documentation for each sale with a request for removal/correction)

ORPTS Parcel ID # (from Data Report 4)	Deed Book/Page	S - B - L	Requested Action (check one box)		Basis for requested action (check one or more boxes)				
			Remove	Correction Only	Market Value	Sale Price	Sale Date	Condition	Other (explain)
1.			☐	☐	☐	☐	☐	☐	☐
2.			☐	☐	☐	☐	☐	☐	☐
3.			☐	☐	☐	☐	☐	☐	☐
4.			☐	☐	☐	☐	☐	☐	☐
5.			☐	☐	☐	☐	☐	☐	☐
6.			☐	☐	☐	☐	☐	☐	☐
7.			☐	☐	☐	☐	☐	☐	☐
8.			☐	☐	☐	☐	☐	☐	☐
9.			☐	☐	☐	☐	☐	☐	☐
10.			☐	☐	☐	☐	☐	☐	☐

ADD SALE

(Use this section to supplement objection form RP-6085V – Section 2B)
(Attach supporting documentation for each sale with a request for addition)

SWIS Code	Deed Book/Page	S - B - L	Basis for Addition
1.			
2.			
3.			
4.			
5.			

Number of Additional Pages
Attached to form RP-5022SALV _____