

**City of Rye Board of Assessment Review  
Grievance Questionnaire**

**Property Owner** \_\_\_\_\_

**Owner/Representative** \_\_\_\_\_

**Parcel ID** \_\_\_\_\_ **Property Address:** \_\_\_\_\_

**FOR COMMERCIAL PROPERTY**

1. Federal Income Tax returns covering operations of the subject property for the last 3 preceding years of operation;
2. Certified statement of income and expenses for the last 3 years of operation;
3. Current rent rolls, with copies of all leases and /or subleases including the total square footage for each retail or office space; and the monthly rent and term, the unit number, square footage, room, bedroom and bath count for all apartments;
4. The property purchase price \_\_\_\_\_, and the date of purchase \_\_\_\_\_;
5. Proof of construction cost for any improvements made to the property in the past 3 years;
6. Copies of real estate appraisals completed within the past 3 years;

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I, \_\_\_\_\_, attest that this information is true and correct to  
(Property Owner) the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return to: City of Rye Assessor's Office, 1051 Boston Post Rd., Rye, NY 10580**