

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

**MUST BE COMPLETED AND SIGNED BY PROPERTY OWNER**

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

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

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

**FOR RESIDENTIAL PROPERTY**

**Please complete in full:**

1. Does the owner reside in the subject premises? \_\_\_\_\_. If the property is rented, kindly provide copies of current leases;
2. Please attach recent photographs of the subject property both exterior and interior;
3. Style of house (circle one): *Cape Cod/Colonial/Contemporary/Ranch/ Raised Ranch/ Split Level/Tudor/Mansion/Other* \_\_\_\_\_
4. Total number of rooms (excluding basement): \_\_\_\_\_
5. Total number of bedrooms (excluding basement): \_\_\_\_\_
6. Total number of bathrooms (excluding basement): Full \_\_\_\_\_ Half \_\_\_\_\_
7. Basement type: Full \_\_\_\_\_ Partial \_\_\_\_\_ Crawl/Slab \_\_\_\_\_ % Finished \_\_\_\_\_  
If the basement is finished, list rooms and # of baths:
8. If the property was purchased within the past three years, what was the purchase price \_\_\_\_\_, and the date of purchase \_\_\_\_\_.

If the property is currently in contract, provide a copy of the executed contract;

9. Is the subject property currently for sale? \_\_\_\_\_
  - ✓ If Yes: Please attach listing agreement and current MLS listing.
  - ✓ What is the asking price: \$ \_\_\_\_\_

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

**Cont'd on back**

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

*Grievance Questionnaire, Cont'd*

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

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

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

10. Please list any physical or cosmetic improvements that were made within the past 3 years. Additionally, please provide proof of cost of construction;

\_\_\_\_\_  
\_\_\_\_\_

11. Please list any unusual or outstanding feature(s) i.e. water view, pool, tennis court, out buildings, steep slopes, wetland, flood zone, etc.

\_\_\_\_\_  
\_\_\_\_\_

12. Please provide copies of the first page of all fire and property damage insurance policies covering the subject property;

13. Please attach any additional information supporting your complaint including but not limited to: a recent appraisal (within last 3 years), a current market analysis (from real estate agent), comparable sales;

14. Does the property owner consent to an interior inspection of the subject property **IF** requested by the BAR: \_\_\_\_\_?

\_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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