



TOWN OF GREENBURGH

ASSESSMENT DEPARTMENT

177 Hillside Ave, Greenburgh New York 10607

(914) 989-1520

greenburghny.com

PAUL J. FEINER
Supervisor

EDYE MCCARTHY
Assessor

[Property Owner]
[Mailing Address]
[City, State Zip]

RE: Town of Greenburgh Reassessment Project – Commercial Property Valuation

Dear Commercial Property Owner(s),

As you may already be aware, the Town of Greenburgh 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.

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 **2019 data (and 2020 data if available)**. If you have vacancies please provide the asking or expected rental rates for that space.

A fillable PDF version and instructions can be found on the Town's website (Greenburghny.com). Go to the Assessment Department's homepage and select "[Revaluation Project.](#)" **We encourage you to complete and email these forms electronically (using 2019/2020 data)**. Send to: mmrc@tylertech.com. If you wish to respond by regular mail, please complete the printed forms and return **no later than August 7, 2020**, to:

Town of Greenburgh Revaluation Project, 177 Hillside Ave, Belasco Room, Greenburgh NY 10607.

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 reassessment project. To ensure an accurate assessment of your property, **please respond to this letter as soon as possible, but NO LATER THAN AUGUST 7, 2020**. If you have any questions contact Tyler Technologies at (914) 231-8250.

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

Sincerely,

Edye McCarthy, IAO, Town Assessor

Map ID: [PARID]

Property Location: [LOCATION]