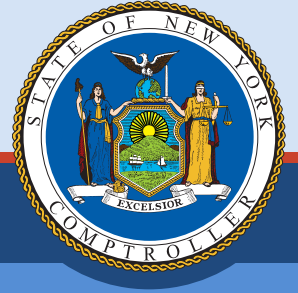


# Office of the New York State Comptroller

Thomas P. DiNapoli • State Comptroller



## School District Assessment Roll Verification

School District Assessment Adjustment Documentation Requirements

June 2018

The following documentation is acceptable and must show the original assessed value and the revised assessed value for each property that has been adjusted after the final roll:

- Completed [school district assessment adjustment form](#) signed by the Chief School Administrator (superintendent). One form is required for each municipality in the school district that changes its assessed value.
- Complete and signed copies of the actual court orders which must be submitted to our office within one year of being signed by the judge.
- Small claims assessment review determinations signed by the hearing officer, detailing the amount of the assessment change. If that detail is not available, include copies of the original and revised tax bills.
- Signed letter from the assessor providing the details (roll year, amount of change, property parcel identification) of all the changes in the assessed value for the municipality.
- Completed adjustment form signed by both
  - a.) the Chief School Administrator (superintendent) and
  - b.) the Assessor of the municipality for which the adjustment is made can be substituted for supporting documentation.



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