



**New York State Department of Taxation and Finance  
Office of Real Property Tax Services  
Application for Review for the Maintenance of a System  
of Improved Real Property Tax Administration Aid**



**I. AID APPLICATION (To be completed by Chief Executive Officer and Assessor)**

*The application must be submitted by the "Assessor" of the assessing unit, and the CEO of the municipality or constituent municipality of a CAP; if a CAP, please copy and insert the needed numbers of this page.*

<b>City/Town/CAP Name</b>	<b>County</b>	<b>SWIS Code/CAP Code</b>
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>(print) _____</p> <p style="text-align: center;"><b>(Chief Executive Officer's Name)</b></p> </div> <div style="width: 35%;"> <p>(Municipality name if in CAP)</p> </div> </div>		
<p>(signature / date) _____</p>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>(print) _____</p> <p style="text-align: center;"><b>(Assessor's Name)</b></p> </div> </div>		
<p>(signature / date) _____</p>		

**The above signatories do hereby make application for financial aid for the maintenance of a system of improved real property tax administration pursuant to Section 1573 of the Real Property Tax Law and acknowledge that the failure to implement a reassessment pursuant to an approved Plan for Cyclical Reappraisals will result in the repayment of the full amount of financial aid received for the assessment rolls following the roll for which the most recent reassessment (reappraisal) was implemented.**

Please enter an "X" in one box below:

Assessment Roll Year \_\_\_\_\_

Reappraisal Year Aid ☐

Year Number of Cyclical Plan \_\_\_\_\_

Non-Reappraisal Year Aid ☐

**Assessor: Please complete and sign Part II – Aid Verification on the following page.**

**II. AID VERIFICATION (To be completed by Assessor)**

In filing this application for the assessment roll, I do hereby verify that:

1. Parcels on the data file have complete and accurate inventories as of taxable status date.
2. Pertinent sales data on the data file is complete and accurate.
3. Parcels on the assessment roll filed pursuant to Article 15-C of the RPTL have valid property tax exemption codes.
4. The final assessment roll meets the requirements of Part 190 of this Title.
5. The assessor's report meets the requirements of Part 193 of this Title.
6. Data files required pursuant to Article 15-C of the RPTL and Part 190 of this Title are filed in accordance with Section 1590 of the RPTL.
7. Sales corrections required by Part 191 of this Title are received in an ORPTS approved computerized format. Transactions are received on a timely basis.
8. Notice of assessment inventory was published as required by section 501 of the RPTL.
9. Notice of tentative assessment roll was published as required by section 506 of the RPTL.
10. Assessment change notices were sent as required by section 510 of the RPTL.
11. Assessment disclosure notices as required by section 511 of the RPTL are sent and required meetings have been held.
12. The tentative and final assessment rolls were posted on the Internet as required by section 1590 of the RPTL.
13. Notice of final assessment roll was published as required by section 516 of the RPTL.
14. Renewal forms for the senior citizens' exemptions were sent as required by section 467 of the RPTL.
15. Notices of denial for the STAR exemptions were sent as required by section 425 of the RPTL.
16. The uniform percentage appears on the tentative assessment roll or in instances where a tentative assessment roll is not printed, a sign that contains the uniform percentage is posted in a conspicuous location.
17. In a reassessment year, all parcels were reappraised and reviewed in accordance with Subpart 201-3.2(b) of the Rules.
18. In accordance with the Assessing Unit's plan to ensure that all parcels are re-inspected at least once every six years, the Assessing Unit has performed the activities as described below:

Collection of Inventory Data Requirement	Residential	Commercial	Vacant	Utility
Percentage of parcels physically inspected during this year	%	%	%	%
Cumulative percentage of parcels that have been physically inspected within the last six (6) years	%	%	%	%

\_\_\_\_\_  
Assessor's Signature

\_\_\_\_\_  
Date

**INSTRUCTIONS – Submit this Application to your State Aid Representative:**

NYS ORPTS Western Region Genesee County Building 2 3837 West Main Road Batavia, NY 14020	NYS ORPTS Central Region 401 South Salina Street 5 <sup>th</sup> Floor Syracuse, NY 13202-2415	NYS ORPTS Northern Region WA Harriman State Campus Building 8, 6 <sup>th</sup> Floor Albany, NY 12227	NYS ORPTS Southern Region 263 Route 17K, Suite 2001 Newburgh, NY 12550-8356
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