

# GREEN ISLAND OFFICE OF THE ASSESSOR

Dear Property Owner:

Take some time to review your new tentative assessment. *The first question to ask is: If I were to sell my property what would it sell for? Is that amount less than or about the same as your new tentative assessment? If the answer to this question is yes and you are satisfied with your tentative assessment you need not take any further action.*

However, if you question the accuracy of your tentative assessment or just want to check other assessments, there will be copies of sales listings, photos of sales and a listing of all new tentative assessments located at the **Green Island Municipal Center** during regular business hours from **March 3- 21**, for your review. There will also be copies of this information available on the Green Island website.

If after reviewing the information, you find sales or assessments of similar properties that support a lower assessment you should fill out a copy of the "GREEN ISLAND REVIEW APPLICATION". A copy of this document is included with this mailing. Once you fill out a Review Application you can:

- 1) Schedule an appointment by calling **(518) 596-4544**  
**Monday - Friday, March 3 – 12 between the hours of 9AM to 3PM.**  
**Or**
- 2) Fill out a "Review Application" and mail it to: Green Island Village Hall care of the Assessor's office. The letter must be postmarked by **March 21, 2014.**  
**Or**
- 3) Send an E-mail to Municipal Assessment Services at [masllc05@gmail.com](mailto:masllc05@gmail.com) along with a copy of the "Review Application" by **March 21, 2014.**

**All informal review meetings with MAS staff are by appointment only.**

To accommodate *all* residents, Informal Review sessions *are limited to 15 minutes.*

To schedule an appointment for an Informal Review, call **(518) 596-4544 M-F 9AM to 3 PM.**

An operator will be available to take your call and schedule your appointment for:

**March 14 (Fri), March 17(Mon) or March 19(Wed)...9 AM to 3 PM**

**March 15 (Sat) ... 9 AM to 1 PM**

**March 20 (Thu) ...4 PM to 8 PM**

All appointments will be held at the Green Island Municipal Center

**MAS staff will review all Applications and make a recommendation to the Assessor.  
You will be notified by mail of the decision.**

**If you are not satisfied with the findings, you are entitled to file for a formal hearing at this year's  
Grievance Day scheduled for Tuesday May 27, 2014**