

Grievance Information Overview

Assessment Level

The Town's **Equalization Rate is 100%**, meaning all properties are assessed at **100% of market value**. Grievances should be based on MARKET VALUE as of July 1, 2025.

Choosing the Correct Grievance Category

Most homeowners should complete the “**Over-Assessed / Excessive Assessment**” section. This applies when you believe the **market value** used for your assessment is too high. Supporting documentation should focus on **your property's value**, such as comparable sales, an appraisal, your MLS listing, or the dwelling value on your homeowner's insurance declaration page.

The “**Unequal Assessment**” section is only appropriate in limited situations. To file under unequal assessment, you must show that your property is assessed at a **higher percentage of market value** than the town-wide average. Because the Town's level of assessment is **100%**, this requires **specialized statistical evidence**—such as a ratio study or sales analysis—demonstrating that the actual town-wide assessment level is below 100% and that your assessment exceeds that percentage. Individual comparisons to neighbors' assessments cannot be used.

Submitting Your Forms

Submit completed grievance forms to the **Town Clerk or Assessor** before Grievance Day. Include all supporting documentation and ensure **all relevant questions are fully answered**.

- **Page 1:** Complete in full.
 - **Question 6:** Enter your **2026 tentative assessment**.
 - **Question 7:** Enter the **value you believe your property is worth**.
- **Page 2:** Review and answer questions as applicable.
- **Page 3:** Select **A, B, C, or D**. As noted above, **Part B (Over-Assessed)** is the most common and appropriate for most homeowners.
- **Page 4:** Sign **Part 5**. If you are using a representative, complete **Part 4** as well.

Deadlines

- **Grievance Day:** May 27
- **Cutoff for timely review:** **May 21** (three business days before Grievance Day).
- Forms submitted after **May 21** may be adjourned to a later date to give the assessor time for review.

Grievance Day Details

- **May 27, 4:00 PM – 8:00 PM, New Lebanon Town Hall meeting room.**
- Attendance is **not required**, but including a brief cover letter is recommended.