

**TOWN OF ELLISBURG**  
**2025 GRIEVANCE PROCESS**

- 1. Complaints may be filed with the assessor at any time prior to the BAR hearing or with the BAR at such hearing, but they may not be submitted at an adjourned hearing of the BAR (RPTL, § 524(1)). An assessment complaint submitted after Grievance Day should be returned, since the BAR has no jurisdiction to consider untimely complaints. Technically, a late complaint is not dismissed; rather, the attempt to file was not effective. Nevertheless, the return of an untimely complaint has the same effect as a dismissal: no judicial review will be possible.**
- 2. File Form RP-524 prior to deadline.**
- 3. The fourth Tuesday in May, is Grievance Day. ...(MAY 27, 2025) in most towns and cities. You should mail or deliver the review form to your local assessing unit so that it arrives on or before Grievance Day. If mailing, certified mail is best. Even if it is postmarked on or before Grievance Day, it is deemed to be late if its arrival is not on Grievance Day. Ideally, the form should arrive at least four business days before Grievance Day.**
- 4. WE ENCOURAGE YOU TO DROP OFF RP524 AS SOON AS POSSIBLE.**
- 5. TIMES WILL BE AS FOLLOWED: GRIEVANCE DAY IS MAY 27, 2025 AT 3:00 PM TO 5:00 PM AND 6:00 PM TO 8:00 PM.**
- 6. A SIGN UP SHEET WILL BE AVAILABE ON MONDAY, MAY 19, 2025 AND MAY 20, 2025 9 AM TO NOON. THIS OFFICE WILL BE CLOSED ON THURSDAY AND FRIDAY MAY 22 & 23, 2025**