

September 27, 2011

To: Chautauqua County Assessors, RPT Director  
From: Bob Wright, CRM  
Subject: Sales List for 2012 Residential Assessment Ratios

Residential Assessment Ratios (RARs) are established annually for use by homeowners in the grievance and small claims assessment review processes.

Real Property Tax Law (RPTL) 738 was revised in 2008 to change the calculation of the RAR. The law now specifies that the RAR will be the market value ratio of residential property used to calculate the State equalization rate for that assessment roll, without any exceptions. Also, all municipalities must receive an RAR at least 60 days prior to the date for filing the tentative assessment roll.

In prior years, municipalities could offer information to revise the RAR before Grievance Day. The revised law no longer contains a process to revise the RAR. Since the RAR must be determined before the Assessor sets a Level of Assessment and a tentative State equalization rate is established, it is necessary to complete the review of all residential data on an earlier schedule than in previous years. The review of residential data and the resulting residential market value ratio must be completed during the Pre-Decisional Collaboration (PDC) period prior to the establishment of the RAR (PDC is the period of time in which data can be exchanged between ORPTS and local assessment officials before the determination of any statutory products).

Note: NYS is offering to work with the assessor

2012 RARs and State equalization rates will be determined using residential sales that occur through June 30, 2011. These residential sales will be analyzed between October 2011 and February 2012 so that 2012 RARs can be issued by March 1, 2012 (this date will vary for municipalities that do not file a tentative roll on May 1st). **Consequently, we want to work with Assessors to complete the review of all applicable residential sales no later than October 21, 2011.**

**Accompanying this memo is a list of residential sales from your municipality from July 1, 2010 through June 30, 2011. You will need to review this list to ensure that all sales have been transmitted and that sales information has been appropriately corrected, as necessary.** It is suggested that you also review sales where you may have already transmitted corrections to ensure that the corrections are reflected in the data. Residential sales from preceding years may be used in our ratio analysis if a sufficient number of sales to develop a statistically valid ratio are not available for this timeframe. If this applies to your municipality, please note that this list does not include residential sales prior to July 1, 2010 since sales occurring before that date would have already been corrected and reviewed as part of the 2011 equalization rate process.



We know that sales review and correction is an ongoing process for Assessors and assessment staff. While many of the sales appearing on this list are likely to have already been reviewed, we still want Assessors to have a minimum of three weeks to perform a final review of the sales to be used for the 2012 RAR and State equalization rate. **No further sales corrections or additions will be accepted for 2012 RARs and State equalization rates after October 21, 2011.** Please note that the time period for this review is more than presently provided for by section 574(2) of the Real Property Tax Law, which requires that each municipality correct its sales within 15 days of the receipt of the sales report from the county recording officer.

For those Assessors who transmit corrections via RPS035, please e-mail transmittals directly to ORPTS' Data Management Unit (DMU) at: [ORPTS.saleint@tax.ny.gov](mailto:ORPTS.saleint@tax.ny.gov)

For those Assessors who still submit corrections by paper, please mail those corrections directly to DMU at:

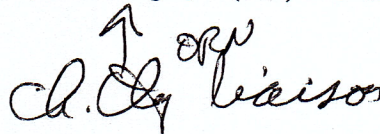
New York State Department of Taxation and Finance  
Office of Real Property Tax Services  
W.A. Harriman State Campus  
Albany, NY 12227

We strongly encourage those Assessors who still report by paper to contact your Customer Relationship Manager (CRM) for assistance in utilizing automated sales reporting. This process will also work for users of some non-RPS assessment software and, ultimately, will save you time relative to the sales correction process.

**Thank you for your anticipated help in reviewing the residential sales to be used in the determination of 2012 ratio products by October 21, 2011.**

Please share this information with your Town Supervisor or City Mayor.

Please feel free to call your CRM, Bob Wright, at (585) 343-4363 should you have any questions.

Handwritten signature of Ch. Oly. Liaison with an arrow pointing to the word 'Liaison'.