August 2017

Dear Property Owner,

The City of Buffalo Department of Assessment and Taxation has commenced a Reassessment Project of all of the real property within the City for the 2019 Assessment Roll.

The goal of this project is to ensure that all properties within the City of Buffalo are assessed on a fair and equitable basis. The Commissioner of the Assessment and Taxation Department is requesting your assistance in confirming the property inventory data for your property.

An integral component of this project is to ensure the accuracy of the current property inventory data. To assist our office in updating the details of your real property, please review the details of your property using the City of Buffalo Online Assessment Roll System (OARS).

To access OARS, please go to **www.city-buffalo.com** and click on the Property Information link located on the left-hand side of the page in the Other Resources section. Once you are on the Quick Search page, please enter your information into one of the four search features and click the Submit button. Please then click on the blue-colored address under the Address column, which will bring you to your individual property's inventory page. Review the information on file for your property, and if a change is necessary, click the Inventory Change button and follow the instructions provided. Please complete the review by **September 8, 2017.**

In lieu of submitting the inventory changes through the online OARS system, you may review and, if necessary, note any discrepancies on the Property Inventory Survey accompanying this letter. Please complete and return the survey and return it to our office no later than **September 8, 2017.**

Mail to:	**or**	**Fax to:**	**or**	**Scan and Email to:**
City of Buffalo Assessment Office 65 Niagara Square, Room 101 Buffalo, New York 14202-3385		716-851-5730		COBReval@city-buffalo.com

Please be advised that the City of Buffalo Assessment and Taxation Department may request additional documentation, such as an up-to-date survey, to process changes to the inventory data for your property. Calculations for Total Square Foot of buildings are based on exterior dimensions only.

For any questions regarding a change of inventory, please call 716-249-6773.

Thank you in advance for your participation.

Very truly yours,

Martin F. Kennedy
Commissioner
Assessment and Taxation Department

SEE REVERSE SIDE FOR SURVEY