

**NOTICE**  
**TOWN OF SHELBY PROPERTY OWNERS**

The **ASSESSMENT ROLL** can be viewed beginning **Tuesday, April 25th, 2017 @ 11 AM** and thereafter during regular business hours, 8 AM to 4 PM - Monday through Friday, at the Shelby Town Hall, 2800 Ward Avenue.

The Town Assessor will be available to discuss assessments during **OPEN BOOK** in the Town Hall, 2800 Ward Avenue, on **Monday, May 1st, 2017 from 3pm to 5 PM**. This is your opportunity to talk with the Assessor and correct any errors before the Board of Review. Appointments are suggested but not required. Please call Associated Appraisal Consultants, Inc. @ 1-800-721-4157 to make an appointment or for more information.

**BOARD OF REVIEW** will be held on **Monday, May 22nd, 2017, from 4 to 6 PM** in the Town Hall Meeting Room. Hours may be extended if more time is needed. The 'Form of Objection to Property Assessment' is available at the Town Hall and should be completed, returned and an appointment scheduled with the Shelby Town Clerk, **Michelle Kind, 788-1032 Ext 7, by 4 PM on Thursday, May 18th, 2017**. Board of Review testimony is taken under oath and taped.

No person will be allowed to appear before the Board of Review, to testify to the Board by telephone or to contest the amount of any assessment of real or personal property if the person has refused a reasonable, written request by certified mail of the assessor to view the property.

After the first meeting of the Board of Review and before the Board's final adjournment, no person who is scheduled to appear before the Board of Review may contact, or provide information to a member of the board about that person's objection except at a session of the board.

No person may appear before the Board of Review, testify to the board by telephone, or contest the amount of any assessment, unless, at least 48 hours before the first meeting of the board, that person provides to the clerk of the board notice as to whether the person will ask for removal of a board member and if so which member will be removed, and the person's reasonable estimate of the length of time the hearing will take.

When appearing before the Board, the person shall specify, in writing, the person's estimate of the value of the land and of the improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.

No person may appear before the Board of Review, testify to the board by telephone or object to a valuation; if that valuation was made by the assessor or the objector using the income method; unless the person supplies to the assessor all of the information that the assessor requests.