



OFFICE OF THE ASSESSOR
TOWN OF MONROE
1465 Orange Turnpike (Lower Level)
Monroe, NY 10950

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INCOME AND EXPENSE ACKNOWLEDGEMENT

I _____ (print name), served the Town of Monroe with _____ (number) *Complaint(s) on Real Property Assessment (RP-524)* for the 2025 assessment roll.

By signing below, I acknowledge that in accordance with the Town's *Local Law No. 3 of the year 2021*, entitled "*Income and Expense Statements*," the above-referenced attorney/representative is required to submit to the Assessor's Office, not later than **seven (7) days after filing each grievance**, copies of the prior 3 years income and expense statements as per the terms and conditions outlined in said Local Law.

In the event that an income and expense statement is not submitted a penalty of three percent (3%) of the assessed value will be levied against the property. The submission of the income and expense statements **must** be in the Town Assessor's format as provided. Parts I and II shall be supplemented by signed income/expense reports or audited financial statements prepared by an accountant, such as but not limited to, IRS Form 8825 or Schedule E. The parcel ID must be included on all documentation.

If documentation other than the Town's standard income and expense forms are submitted, then the following statement **must be included** in the documentation submitted and **must be signed by the owner or the owner's attorney/representative**:

I DO HEREBY DECLARE UNDER PENALTIES OF FALSE STATEMENTS THAT THE FOREGOING INFORMATION, ACCORDING TO THE BEST OF MY KNOWLEDGE, REMEMBRANCE AND BELIEF, IS A COMPLETE AND TRUE STATEMENT OF ALL THE INCOME AND EXPENSES ATTRIBUTABLE TO THE ABOVE IDENTIFIED PROPERTY.
(NYS Penal Law Article 175)

Further, if not the authorized representative, I understand the importance of this matter and will provide this copy to the authorized representative noted above.

Acknowledged : _____ (signature)

Email: _____