



CITY OF BUFFALO
DEPARTMENT OF
ASSESSMENT & TAXATION



BYRON W. BROWN
MAYOR

MARTIN F. KENNEDY
COMMISSIONER

September 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. 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 Comment button and follow the instructions provided. Please complete the review by **October 2, 2017**.

Income and expense data is one of the tools used to value real property. Accompanying this letter is an Income and Expense Survey that will assist us with our goal of obtaining fair and equitable values. In lieu of completing the survey, you may also provide the information requested by submitting your 2016 IRS Schedule E (Form 1040), IRS Form 8825 or a year-end accountant's review of the Income/Expense summary. Please complete the survey or gather supporting documentation, and return it to our office no later than **October 2, 2017**.

Mail to:
City of Buffalo Assessment Office
65 Niagara Square, Room 101
Buffalo, New York 14202-3385

or **Fax to:**
716-851-5730

or **Scan and Email to:**
COBReval@city-buffalo.com

In lieu of submitting the income and expense information as noted above, you may also go online to the City of Buffalo Online Assessment Roll System (OARS) website and click on the link to fill out a PDF version of the Apartment Income and Expense Survey. Please go online to the following link and submit the information by **October 2, 2017**: **www.buffalo.oarsystem.com/Home.aspx**

Thank you in advance for your participation.

Martin F. Kennedy

Commissioner

Assessment and Taxation Department

SEE REVERSE SIDE FOR SURVEY

Apartment Income and Expense Survey

Owner _____

Property Address _____

Unit Type Efficiency / Studio	No. Units	2016 Monthly Rent	Utilities Included in Rent		Vacant Units	Appliances
			G=gas E=electric W=water C=cable			
1 Bedroom	_____	_____	_____	_____	_____	_____
2 Bedroom	_____	_____	_____	_____	_____	_____
3 Bedroom	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Laundry Income		_____				
Garage Income		_____				
Other Income		_____				
Operating Expenses 2016	*Please express in annual terms					
Insurance		\$ _____				
Utilities						
Gas		\$ _____				
Electric		\$ _____				
Water		\$ _____				
Cable		\$ _____				
Repairs/Maintenance						
Salaries/Benefits		\$ _____				
Materials/Supplies		\$ _____				
Janitorial Service & Supplies		\$ _____				
Contracted Services		\$ _____				
Trash/Refuse		\$ _____				
Landscape & Grounds Care		\$ _____				
Snow Removal		\$ _____				
Elevators		\$ _____				
Other (do not include debt service, interest or depreciation)						
Management Fees		\$ _____				
Advertising/Leasing		\$ _____				
Professional Services (e.g., Legal)		\$ _____				
Capital Replacements Reserve		\$ _____				
Miscellaneous		\$ _____				

Amenities at the facility (pool, tennis courts, recreation/community room, fitness center etc). If none, please state.