

# TAX CORRECTION AGENCY

3279 Veterans Hwy, Suite D-2  
Ronkonkoma, NY 11779

Telephone: 516-933-3555

Fax: 631-467-1400

Email: [info@taxcorrectionagency.org](mailto:info@taxcorrectionagency.org)

[www.taxcorrectionagency.org](http://www.taxcorrectionagency.org)

## 2023/24 AUTHORIZATION TO REPRESENT A RESIDENTIAL TAXPAYER

I am an owner of the property listed below, and authorize Tax Correction Agency (TCA) to act as my representative in an Application for Correction of Property Tax Assessment filed with the Nassau County Assessment Review Commission (ARC) in 2022 relating to unequal and/or excessive assessment(s) of the 2023/24 assessment roll. I authorize ARC to communicate directly with TCA in all matters relating to this application. TCA is authorized to file any other related petitions, actions and/or proceedings before ARC, Small Claims Assessment Review (SCAR) and/or New York State Supreme Court. The Agreement between TCA as representative, and me, as owner, is defined below:

**Service to be Performed:** The law does not require the use of a professional representative to file for and/or to receive an assessment reduction. However, as representative, TCA will...

- 1 – use proprietary programs to ascertain the accuracy of the property tax assessment.
- 2 – prepare and file the complaint with ARC, and if necessary a SCAR filing with the N.Y.S. Supreme Court.
- 3 – prepare best possible supporting evidence and appear at settlement conferences and court hearings as necessary.
- 4 – make all reasonable efforts to convey settlement offers made by Nassau County in the course of a tax assessment review proceeding, other than a hearing or trial, as required by law.
- 5 – prepare/file forms required by the Treasurer for issuance of a possible tax refund check, which TCA may negotiate.

**Fee for Service:** TCA charges **NO FEE unless successful**. If successful, fee is (**40%**) of 1<sup>st</sup> year savings if reduction is achieved at 1<sup>st</sup> level (administrative review by ARC) or (**50%**) of savings if reduction is achieved at Small Claims Assessment Review (SCAR, i.e. small claims court) hearing or any SCAR related negotiation. Fee is based upon 12 months tax savings (school, general levy and villages adopting county roll). Tax savings are based on total assessment reduction per grievance year and assume any transition assessments are fully phased in the first year. TCA charges no fee unless successful in reducing assessment. Court-imposed \$30 filing fee charged by the county may apply.

**Termination:** You may cancel this agreement, in writing, within 3 days of the execution of this contract and you will receive a full and prompt refund of any fee or deposit. Sale of home does not void this contract and our fee still applies unless your buyer assumes this contract in writing to TCA. **Please contact us in advance of selling your home, so that we may assist you in transferring this contract to the buyer.**

**Eligibility:** Only: 1) a person named in the records of the Nassau County Clerk as a homeowner; or 2) that person's authorized agent; or 3) a person who has contracted to buy a home; or 4) the estate of a deceased homeowner, is eligible under law to receive a tax assessment reduction and property tax refund. If you are not in any of these categories you will not be able to receive a property tax refund and you should not sign this agreement.

### Do Not Cut – Sign, Date and Print your name – Return the entire page

The undersigned certifies that they are an aggrieved party within the meaning of the Real Property Tax Law and hereby authorizes the below representative to file with the Nassau County Assessment Review Commission and Small Claims Assessment Review of the Supreme Court.

*Tax Year:* 2023/24    *Representative Name:* Tax Correction Agency    *Rep #* 91

*Signature X* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Printed Name:* \_\_\_\_\_ *Relationship to Property:* Owner

*Phone:* \_\_\_\_\_ *Email:* \_\_\_\_\_

*Sec/Blk/Lot:* \_\_\_\_\_ *Property Address:* \_\_\_\_\_