



**Municipal Valuation  
Services Inc.**  
of Long Island

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Village of Thomaston

February 12, 2024

Thomas Levin, Esq.  
Council to the Village of Thomaston  
100 East Shore Road  
Great Neck, NY 11023

Re: Village of Thomaston  
Certiorari / Small Claim Services  
for June 1, 2024 – May 31, 2025

Dear Mr. Levin:

Municipal Valuation Services, Inc. (MVSI) is pleased to submit this proposal for assessment and Small Claim/Certiorari consulting services. In an effort to customize this proposal to Village needs, we have summarized each of the services offered. This proposal sets forth scope of our work and fees associated with these services.

We will provide the Village with the highest level of assessment services offered by MVSI. The MVSI team of experienced appraisers, with the assistance of Thomas Donato, will review, analyze and conference commercial certiorari and small claim filings. These services include Subject property and market data research and the development of an Income pro-forma for commercial cases and Comparable Market Analysis (CMA) for residential.

### **Small Claims Proceedings**

MVSI has been administering small claims proceedings for the past 30 years. During this time, the company has perfected the process, providing municipalities the best possible defense against unsubstantiated small claim filings. The following list is a summary of duties we perform for municipalities as part of our small claim services.

- Administer all small claim petitions
- Produce a Computer Assisted Market Analysis (CMA)
- Conference all pending cases for settlement

- Supreme Court appearances when cases are not settled
- Review settlements for accuracy
- Submit to Village for adjustment to assessment roll

### **Commercial Certiorari Proceedings**

For over 40 years MVS<sub>I</sub> has been valuing commercial property in the down state area, with most of its focus in the Long Island region. During this 40-year span, the majority of company work has been with municipalities. Commercial tax refunds are typically the greatest financial exposure a Village has. Proper review and negotiation of a case can help mitigate refunds. The following is a summary of procedures utilized by our company to help attain a fair settlement:

- Review of all subject property data.
- Inspection of all property from the right-of-way
- Interior inspections when required
- Research comparable market data
- Develop income pro-forma for all years pending
- Negotiate settlements
- Present settlement to Village Council for approval
- Work with Village Attorney for execution of stipulation

All commercial analysis will be completed by Thomas Donato with settlement conferences held at Village Hall. It is anticipated that all cases will be settled through informal conferencing. Municipal Valuation Services, Inc. is an appraisal firm and, therefore, if any case proceeds to Court, the Village will require legal counsel and an independent real estate appraiser to dispose of the case.

### **Fee Schedule**

Professional fees for services rendered will be at the following rates:

- |                                       |                |
|---------------------------------------|----------------|
| 1) Small Claim Service                | \$130 / parcel |
| 2) Commercial Certiorari Consultation | \$185 / hr.    |

Our company looks forward to working with the Village of Thomaston on these assessment and certiorari services. If there are any questions regarding this proposal, please do not hesitate contacting the undersigned.

Very truly yours,



Thomas Donato, CSA-G, IAO

ACCEPTED BY:

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Signature

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Print Name

Date: