

Current Date

Dear Property Owner:

Because of recent changes in economic conditions, your property may not be correctly valued when compared with similar properties in the area. Therefore, \_\_\_\_\_ County must review its property records to be sure that property owners throughout the county have fair values and assessments.

Generally, the least expensive method of reviewing our records is to ask for your assistance. With property owner help, the cost of conducting the review can be reduced as much as 75 percent because most properties will not require an individual inspection. This will save our county and you, the taxpayer, tax dollars. Another benefit of a taxpayer-assisted review is that a more accurate assessment can be made since information is provided directly by the property owner. This eliminates erroneous assessments when the Assessor's Office is unable to contact the owner and gain entry to the property.

Enclosed is a questionnaire asking you to describe your property. Please answer each question as accurately as possible. Leave the question blank if you cannot answer it, but return the questionnaire with those questions you have answered. Someone from the Assessor's Office will review the questionnaire and will be available to help you if required. Please call the Assessor's Office at (phone #) for assistance. A return envelope and postage is provided for your convenience.

**PLEASE COMPLETE AND RETURN THE QUESTIONNAIRE BY \_\_\_\_\_.**

Your cooperation is greatly appreciated. It is vital that we all participate in making government less costly and property taxation more fair and equitable. Your response to the questionnaire will achieve these goals. Please note that you do not forfeit the right to appeal any future assessments based on the questionnaire information.

Sincerely,

Name of Assessor

\_\_\_\_\_ County Assessor