**Town of Montville**

**Board of Assessors**

414 Center Road

Montville, ME 04941

Dear Montville Resident,

Your property was visited today by the Town's assessing team as part of a town-wide effort to update our assessing records for a revaluation.

Today, we measured the buildings and took pictures. The information collected will be used to update the Town's assessing software. It has been over 10 years since each property in Town has been visited and we strive to keep the records up to date for the comprehensive property cards which banks, sellers, buyers, appraisers and real estate professionals request from the Town Office.

In normal times, we would ask to enter your home and do a quick walk through noting the number of bathrooms and bedrooms, type of heating, flooring, full or partial attic, wet or dry basement, etc. With the spread of COVID-19, we are giving you the option of completing the attached form or contacting us to schedule a walk through. Please note, the attached form is detailed in order to correctly grade each property to make sure they are fairly assessed with like properties.

This request is made pursuant to Title 36 MRSA §706-A which provides that property owners furnish information upon written request from the Assessor. Refusal or neglect to supply the requested information, or neglect to answer inquiries brought forth by the Assessor regarding property will bar an appeal of their assessment. If you choose not to provide the requested information, we will be forced to estimate.

The enclosed 2022 Property Data Verification Form will only be accepted if it has been signed. We reserve the right to request an inspection to verify the data provided.

If you have questions, would like assistance completing the enclosed form, or would like to schedule an interior inspection, please contact Amy Dunn, Assessors' Agent, on the 2nd or 4th Monday of each month from 10 AM to 4 PM at (207) 342-5543 or email at [montvilletax@fairpoint.net](mailto:montvilletax@fairpoint.net).

Thank you for your time!

Sincerely,

Amy Dunn, CMA

Assessors' Agent