

May, 2011

Maxwell Appraisal Service
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Town of New Lisbon Property Owners:

The Town of New Lisbon has hired Maxwell Appraisal Service to do a complete update of all the property data in the town. This information will be used to update the Assessments for the Property Tax Roll in May 2012. All properties will be reviewed in Tax identification order and the owner is not required to be there. If you require an interior inspection please submit your request in writing with a daytime phone number along with the enclosed Home inventory form. The Data Collectors will measure the exterior of all buildings; they will update the information on the total number of bedrooms, baths, the heat type, basement type, and exterior condition. They will also be taking digital photos of the exterior of the building(s). A summary of the information gathered will be mailed to each property owner after the data collection phase of the project.

*****If you do not want any exterior measurements taken of your building(s), or anyone from Maxwell Appraisal Service on your property, please mail or email your request to one of the above addresses. These requests have to be in writing for our records.**

Enclosed please find a form you are encouraged to fill out in order to assist us in updating all of **your** property data. Please take a few moments and fill out the form and mail, or email it back to one the above addresses. For your convenience you may visit our website at www.maxwellvaluation.com to fill out the form and automatically submit it to our inbox and print a copy for your records as well. (We are encouraging all homeowners to submit online via our website to save on paper and cost.) On our homepage just click on the link for the Town of New Lisbon and it will open the form window for you. Please return this form by **JULY 1, 2011**. We will be starting data collection beginning **June, 2011**. All Data Collectors vehicles will be clearly marked.

The town will conduct a public information meeting on Monday June 13, 2011 at 7:00 pm at the Town New Lisbon Town Hall, 908 County Highway 16 Garrattsville, NY 13342. For any questions regarding the Revaluation project please call our office toll free at 1-866-727-2650.

Thank you in advance for your cooperation,

Michael Maxwell
Owner, Maxwell Appraisal Service