

October 18, 2022

Dear Taxpayer,

Over the next several months we will be conducting inspections of houses in our town as required by the Department of Revenue (DOR). Your home may be on the inspection list.

The purpose of these visits is to perform a Cyclical Inspection to verify that the information on our property record cards is accurate and up to date.

These inspections will be conducted by employees of Mayflower Valuation, a company with whom we have contracted with to perform this work. These data collectors are professionally trained, and they will have Identification displayed on them, and on their vehicles. They will also have a copy of this letter with them.

These inspections will be focused on the exterior of the house, unless there are significant interior alterations that need to be reviewed. You do not need to be there for these inspections.

The process is:

- The data collector will knock on your door and introduce themselves
- They may ask you to verify some of the information on the property record card (PRC)
- They will offer to review interior changes (if any), although you may describe any changes in lieu of an interior inspection
- They will use lasers to measure your house and any out buildings
- They will update the property sketch if required
- They will record this information on the PRC
- They will take pictures of the house for our files

The process will generally take between 10 and 30 minutes depending on the number of buildings and sketching required. If you decline this inspection we will estimate all data to the best of our ability, and photograph the house from the street.

Mayflower Valuation is an Assessor Support Company based in Central Massachusetts that has been in business for 20 years. They have a great reputation and we are confident in their professionalism and their work product.

If you have any questions, please feel free to call the Assessor's office at (413) 322-5550

Thank you,

Board of Assessor's