

MONTHLY REPORT OF ACTIVITIES FOR ASSESSOR
February 1st thru February 29th 2016

- ◆ Taking various phone calls related to all aspects of assessors position
- ◆ Updating Deeds information on Trio, to include map updates & tax card labels, and filing and 911 book updates
- ◆ Tracking 2015 SALES
- ◆ Property Inspections related to complaints, return visits and new construction
- ◆ Putting data into computer for the above
- ◆ Faxing copies of tax cards to various people & organizations
- ◆ Reviewing and fixing problems related to customer requests, ie: addresses, name changes, property data etc. adding updated labels, missing information
- ◆ Assisting customers with deeds, maps and questions (researching info)
- ◆ **Abatement requests due to new tax bills & inspections - ongoing**
- ◆ **Preliminary Commercial Revaluation in progress – Doing some inspections**
- ◆ **Awaiting response from State Board Of Property Tax review Appeal Dexter Shoe**
- ◆ **Preparing Personal property declarations mailing for 2016**
- ◆ **In process second round of supplemental Tax Assessments**
- ◆ **Inspections of property related to abatements**
- ◆ **Received second abatement request for Dexter Shoe**

This is an overview of the previous month's activities.

Respectfully Submitted,

Anita G. Colomy
Assessor Town of Dexter

