

MONTHLY REPORT OF ACTIVITIES FOR ASSESSOR  
**May 1st thru May 31st 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 & 2016 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)
- ◆ **Preliminary Commercial Revaluation in progress**
- ◆ **Processing Personal property declarations for 2016**
- ◆ **Finalized Dexter Shoe 2014 &2015 Abatements & Values for 2016-2020**
- ◆ **New inspections in process for the 2016 tax year**
- ◆ **Property splits for 2016 & map updates**
- ◆ **Updated Homesteads, Vets & Death Reports for 2016**

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

Respectfully Submitted,

Anita G. Colomy  
Assessor Town of Dexter