

## **Cyclical Inspections Berwick Maine for Summer 2020:**

In an effort to maintain fair and equitable assessments for all properties, the Town of Berwick Assessing Office, has contracted the firm Municipal Resources, Inc. (MRI) to perform a cyclical review of all properties in the Town.

Beginning the week of 6/22/20, MRI will visit roughly 25% of properties each year to check for accurate measurements of improvements and to verify all pertinent data. Property Owners will receive letters if their property is scheduled for a visit.

Due to the current situation regarding COVID-19, and in an abundance of caution, **MRI staff will not be conducting any interior inspections. However, unless you indicate otherwise by calling the MRI office at 603-279-0352, MRI staff will visit your property to verify measurements and exterior details of any property improvements.**

Thank you for your cooperation and understanding as we navigate cyclical inspections during this challenging time. Please contact us with any questions. Thank you in advance for your cooperation.

Respectfully,

Municipal Resources, Inc.

Contract Assessor's Agent Town of Berwick

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### **Frequently Asked Questions:**

**What is a Cyclical Review?** A Cyclical review is a systematic house by house, neighborhood by neighborhood review of each property to verify that the information listed on the Town's assessment record matches the property.

**How often will my property be reviewed?** The review process is a revolving program and your property will be typically be viewed once every 4-5 years. In addition to the cyclical reviews, appraisers will review all sales, building permits, subdivisions, and boundary line adjustments.

**Will this change my property value?** Only if the information in the assessing record is found to be inaccurate. Such as: The property record card has no listing of a deck but the property does have a deck. Or, the property record card indicates the property has three baths but there are only two.

All assessing staff will adhere to the following guidelines:

- Staff will be wearing identification badges, will have signs on their vehicles and will have introduction letters from the Town.
- Staff will knock on the front door of the property before conducting an inspection.
- Due to COVID-19, and in an abundance of caution, MRI staff will not be conducting any interior inspections.
- A typical inspection takes around 10 minutes. If no one is home, exterior measurements of all improvements will be taken.

Current MRI Assessing Staff: Paul McKenney, CMA & CNHA; Karen Fortier, CMA; Mike O'Leary, CMA (RET.); Michelle McDonald, CMA