

NOTICE OF PROPERTY INSPECTIONS

Dear Claremont Property Owners,

The Assessing Department is in the process of beginning a cyclical review of all properties located within the City. This review involves an annual inspection of a portion of those properties. This process will be ongoing on a year-by-year basis and will assist the Assessor in maintaining a more accurate and up to date database, which ultimately will help us maintain more fair and equitable assessments.

In the near future a representative from our office will be visiting your property to verify your home's exterior measurements; in addition, we will be requesting an opportunity to complete an interior inspection. If you are not at home or unable to complete the interior inspection at that time a follow up letter will be sent to you requesting you call our office to schedule a more convenient time to complete this inspection.

The assessing office would like to thank the citizens of Claremont for their assistance in helping us complete this very important review process.

The properties located within the following maps will be visited as part of the 2008 cyclical review process.

1-6, 11-16, 22-27, 33-38, 44-49, 55-60, 66-72, 78-84, 90-94, 102-106

If you have any questions please don't hesitate to call the Assessors office at 542-7004

2009 Revaluation & Cyclical Review

The 2009 revaluation will be completed in house to save the city the cost associated with hiring an outside company to complete another full revaluation. As part of this process we must begin the cyclical review process in which we will be visiting each property during a 5 year cycle called a cyclical revaluation, which will coincide with the projected revaluation scheduled for 2013. This review will include the verification of all exterior measurements and a request at that time to complete an interior inspection. Upon completion of this initial visit we will send out follow up letters to those properties in which we were unable to complete an interior or exterior inspection asking them to call and schedule an appointment at their convenience to complete this important phase of the review process.

This *Cyclical Review* will be in addition to our ongoing review of all sale properties, as well as, our yearly on site inspections for permit and new construction changes. Therefore we will be visiting some properties more than once during this 5 year cyclical review process.

In addition the Dept of Revenue will be out each year reviewing a small portion of these properties to review our work and assist us with quality control.

The point is, as part of the cyclical review every property must be physically inspected at least once during this 5 year cycle, which includes the years 2008 thru 2012.

Representatives from the assessor's office will be the only ones doing these inspections and if any change to those personnel occurs the public will be notified via City Council meetings and newspaper notification.

We would like to thank you in advance for your cooperation in this process which will typically take no more than 15-30 minutes of your time.