

July 19, 2018

Municipal Assessing and Revaluation Services, Inc.  
Doreen French, CMA  
P.O. Box 463  
Center Ossipee, NH 03814

Dear Eastbrook property owner,

I have been contracted by your Selectmen to complete a revaluation. The review of the buildings and land will involve visiting each property. The building data will be reviewed for accuracy of building dimensions, condition and quality.

You are not required to allow anyone into your property. If you do not want anyone on your property, you must make this request in writing prior to August 2, 2018. You can email this request to [Doreen.French@live.com](mailto:Doreen.French@live.com). We will respect "No Trespassing" signs and will make you aware of any attempt to accurately represent your property on the town's records. Since we will be unable to accurately measure and view your buildings and land, I will have to estimate the value. You will not be subject to any "retaliation" valuation. If you do not allow anyone onto your property, however, should you appeal the valuation you will be at a disadvantage.

Here's what to expect:

Starting August 3<sup>rd</sup>, Phase 1 is Field Data Collection.

Collecting current accurate information ensures a fair and successful project. All buildings will be measured for their exterior dimensions. If no one is home for the inspection, I or my staff will perform an exterior inspection and measure the structures on the property. We will visit as many properties as possible before winter weather starts. And will begin again in the spring once the weather and ice and snow clear. Per the request of the Selectman, we will be starting on Macomber Mill Road, then visiting the offshoot roads on maps 9, 10, 11, 12 i.e. fire and additional roads. Once these are completed, we will be starting on maps 14, 15, 16 and then maps 1-6. And then finish all other maps.

Phase 2 of the process is the Market Analysis and Data Input.

I will be analyzing comparable sales that have occurred over the last few years to determine what market factors influenced property values.

Phase 3 is when you receive a new valuation.

This will give property owners opportunities to discuss their new assessment with me.

Timeline

Pre-work has already begun i.e. researching deeds, maps and database construction. Please return the back of this letter by September 15<sup>th</sup>, 2018.

Phase 1 starts August 3<sup>rd</sup> and will continue next spring.

Phase 2 starts 8-14 weeks after Phase 1 ends; which will be summer 2019.

Phase 3 will begin once property owners have their new assessment notification.

This is just an overview of the process. If you would like a more in depth explanation, please feel free to contact me. I would also appreciate any information that you have about your property that you would like to share, i.e. surveys or building plans etc.

Please check the town website for a picture of me and my staff so that you know who is visiting your property.

Here is what I ask of you: On this side of the letter is a questionnaire about your property. Please fill it out as completely as you can. This will help us accurately value your property.

I would like to thank you in advance for your help and cooperation for a successful completion. My office hours are between 8 am EST and 5 pm EST. My email is 24/7 and I will answer you during normal business hours.

Sincerely,

Doreen French, CMA  
Email: [Doreen.French@live.com](mailto:Doreen.French@live.com)  
Cell: 207.713.2654

**REQUESTED TAX INFORMATION**

Since April 1, 2018, have you made any changes to your home or property? If NO, place an X here. \_\_\_\_\_  
If yes, please explain below.

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Please tell me about your property:

FOUNDATION: YEAR BUILT \_\_\_\_\_

Please indicate type and footage.

Slab \_\_\_\_\_ Frostwall \_\_\_\_\_ Partial Basement \_\_\_\_\_ Full Basement \_\_\_\_\_

MAIN BUILDING: YEAR BUILT: \_\_\_\_\_

Please indicate heat source(s) and type(s): \_\_\_\_\_

Please indicate number of:

Bedrooms \_\_\_\_\_ Baths \_\_\_\_\_ Fireplace(s) \_\_\_\_\_

**ADDITIONAL STRUCTURES:**

GARAGE(S) YEAR BUILT: \_\_\_\_\_ SLAB: \_\_\_\_\_

SHED(S) YEAR BUILT: \_\_\_\_\_ SLAB: \_\_\_\_\_

DECK(S) YEAR BUILT: \_\_\_\_\_

LAND: Please tell me about your lot.

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**Do you have a CHANGE OF ADDRESS:**

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Please update so that I can contact you with any questions:

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

Please Return to:  
Municipal Assessing and Revaluation Services  
P.O. Box 463, Center Ossipee, NH 03814