



Tyler Technologies
 City of Portland
 389 Congress St. – Room 115
 Portland, ME 04101
 (207) 874-8763



John and Jane Doe
 123 Main St.
 Portland, ME 04101

October 7, 2019
Parcel ID/CBL: 123 Z456789
 Location: 123 MAIN ST
 Card # 1

Dear Property Owner,

The City of Portland Tax Assessor’s Office seeks your assistance in verifying data regarding your property. Staff will use this data as we prepare to update tax assessments for the April 1, 2020 property revaluation.

Please review this information carefully. If you feel that any data is incorrect, enter the correct information directly on the form. Kindly sign and return this form, with or without changes, using the postage paid envelope provided. Your property info and dwelling sketch can also be found at www.portlandassessor.com. A glossary of terms is included on the reverse side.

Prompt attention to this request will help ensure that your assessment is based on the most accurate information available. Refusal or neglect to provide this data will result in staff visiting your property to verify and/or estimate the correct property characteristics.

Thank you for your prompt attention in this important matter. ***Please return this completed form by October 28th, 2019***

Christopher A. Huff, Portland Tax Assessor

Dwelling Data

Land Use: Single Family	Fireplaces: 1	Total Rooms: 7
Style: Colonial	Heating System Type: Steam	Total Half Baths: 1
Approx. Year Built: 1920	Heating Fuel Type: Gas	Total Full Baths: 1
Exterior Walls: Frame	# of Living Units: 1	Total Bedrooms: 3
Story Height: 2.0	Rec Room Size: None	In-Law Suite: Y or N
Attic: Full Finished Wall Height		Finished Basement Area: None
Basement: Full		# of Basement Garages: 0

Sales Information

Date	Price	Grantee	Grantor	Book	Page
5/1/1999	\$200,000	DOE JOHN & JANE	SMITH TOM	25444	001

Detached Structures

#	Description	Year Built	Area
1	SHED	2010	80
2	GARAGE	2015	200



- No Changes Necessary
- Further Review Requested; Please Contact Me
- Changes As Listed; No Contact Required

Name: _____

Daytime Phone: _____

Data Mailer Definition Glossary

NUMBER OF LIVING UNITS: Each living unit must have a separate cooking area and bathroom.

APPROXIMATE YEAR BUILT: The approximate year built, if known.

STORY HEIGHT: The number shown reflects the story height for the main section of the dwelling. For example, a Cape Cod style home with a full finished second floor would be 1.0 stories **with** a finished attic, and 1.5 stories if it has a large dormer(s).

ATTIC: The area above the ceiling of the top floor and below or within the pitch of the roof. An attic must have a fixed stairway leading up to it **and** there must also be adequate headroom at the peak of the roof. Possible attic entries include:

NONE - There is no permanent stairway or adequate headroom.

UNFINISHED - Has stairs and headroom, but no finished walls or partitions (bare rafters).

PART FIN - Some or part of the attic area is finished, or all of the available area is partially finished.

FULL FIN - All or most of the area is finished into living space.

FULL FIN WALL HGT - Same as Full Finished and the attic area includes one or more dormers.

HEATING SYSTEM: Possible choices of fuel source and type of heating system in the dwelling:

FUEL

None

Gas

Electric

Oil

Coal

Solar (Must be primary heat source)

Wood

SYSTEM

None - No central heating system.

Warm Air - Central forced or gravity air system.

Electric - Radiant Baseboard.

Steam - Baseboard or ribbed radiators with steam valves.

Wood - Central wood burning furnace.

Central A/C (Includes Heat Pumps) - Has central heating and central cooling air systems.

Hot Water - A system where water is heated in a boiler and then pumped into baseboard panels, radiators, or pipes embedded in the walls, ceilings or floor.

Floor Furnace - A duct-less hot air furnace located below the floor.

Solar - Solar heat absorbing panels used to produce hot water for heat and domestic use.

FIREPLACES: The number of designed or constructed fireplace openings that exist in the dwelling. Include those that exist even if they are not usable. Do not include free-standing wood stoves.

TOTAL ROOMS: Total number of separate rooms, including bedrooms. Exclude bathrooms, hallways and closets.

TOTAL BEDROOMS: Separate rooms designed to be utilized as bedrooms having a door and closet.

TOTAL FULL BATHROOMS: The number of full baths in the residence. FULL BATH refers to the number of three or more fixture bathrooms containing a toilet, sink, and bathtub or shower stall.

TOTAL HALF BATHROOMS: The number of half baths in the residence. HALF BATH refers to the number of two fixture bathrooms usually containing just a toilet and sink.

BASEMENT: Describes the area found under the first floor of the main part of the dwelling, which is completely or partially below the ground. Possible basement entries include:

NONE - Concrete slab construction or no basement

CRAWL - Wood joist floor with crawl space.

PART - Basement under approximately ¼ to ¾ of the main dwelling area.

FULL - Basement area exists under the entire main dwelling area.

BASEMENT GARAGE SPACES: This item is used to record the number of cars for which a basement garage has been designed.

FINISHED BASEMENT AREA: Finished area in the basement or below grade level. Comprised of the same quality materials as the upper floors. Finished lower level area of a raised ranch or split-level home is considered Finished Basement Area.

REC ROOM AREA: Finished area in the basement comprised of inexpensive materials. For part-time or occasional use only.

SALES INFORMATION - IF THE PROPERTY WAS PURCHASED AFTER 1/1/2017, PLEASE COMPLETE THE SECTION BELOW:

Is the listed sale price of your property correct? **YES / NO** If not, the price was \$ _____

Was your property purchased via a short sale or post foreclosure action? **YES / NO**

Was your property purchased from a family member or estate? **YES / NO**

Was your property purchased through a real estate agent/broker? **YES / NO**

Did the purchase price include any additional property or other considerations? **YES / NO**

If so, please describe the additional property/considerations: _____

Have you changed the property in any way since you bought your property? **YES / NO**

If so, please describe the changes: _____ (If necessary, attach an additional piece of paper.)

Is your property currently for sale? **YES / NO**. If so, what is the asking price? \$ _____