



# Town of Paris

33 Market Square, South Paris, ME  
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[www.parismaine.org](http://www.parismaine.org)

Municipal Officers  
Town Manager  
Town Clerk  
Bookkeeper  
Deputy Clerks  
Code Enforcement  
Officer  
Assessor  
General Assistance

December 15, 2020

Property Owner/Taxpayer

Account#:

M/L:

The Town of Paris is initiating an **inventory update initiative** in order to maintain an accurate real estate record and a fair assessment for every property owner. This project will be implemented in phases and we want to work with you in order to make the update as easy as possible!

In light of the recent developments with COVID-19, the Assessor's office will not be conducting interior on-site inspections of your property. **You have two options and either option must be completed on or before March 1, 2021.**

**1) Contact the Assessor's Office** to schedule a conference call to discuss your property – call or e-mail me at [assessor@parismaine.org](mailto:assessor@parismaine.org) and we will schedule a time that is convenient for you. The call could result in a future visit for an exterior measure and a new photo. This call should not take more than 20 minutes, **or**;

**2) Submit the enclosed Data Verification Form.** The enclosed form is a detailed questionnaire regarding the components of your building(s). Do not hesitate to add as much information as you want. Your submitted form may be subject to further inquiries or a future site visit may be warranted. We will take a new photo of your property once we receive the form. The form may be mailed or e-mailed.

This request is made to you pursuant to Title 36, section 706 which provides that property owners furnish information upon written request from the assessor. Noncompliance results in the loss of right to appeal the final assessment. The **inventory update initiative** may eliminate the need for a comprehensive and expensive town wide revaluation as the work will be done in-house with our existing equipment and administered by the Assessor.

We welcome appointments to discuss the property or we can talk with you and assist with the form. Blank forms are available in the office or on-line at [www.parismaine.org/departments/assessing-department](http://www.parismaine.org/departments/assessing-department).

Thank you for your cooperation!

Cindy Namer, CMA  
Assessor