

**2022 PROPERTY DATA VERIFICATION FORM (double-sided)**

*Please return within 30 days to the above address or email.*

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**1. Property Information**

Well (dug, drilled, other) \_\_\_\_\_ Septic System (Septic tank, town sewer, other) \_\_\_\_\_

Acres \_\_\_\_\_ Do you have a survey for your property? \_\_\_\_\_ If yes, can we have a copy? \_\_\_\_\_

Do you have shorefront property? If yes, how many feet of shorefront? \_\_\_\_\_

**2. Main Dwelling** – if there is more than 1 dwelling, submit 2 forms. If you have a **mobile home or doublewide**, you only need to answer the questions that are \*. Please note, a dwelling is a residential structure that has a bathroom, kitchen, and living space.

*If you do not have any dwellings on this parcel, please skip to #5.*

**Please note, this questionnaire is detailed in order to correctly grade each property to make sure it is fairly assessed with like properties.**

For Mobile Home or Doublewide Only:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Year: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Year Built: \_\_\_\_\_ Year Remodeled: \_\_\_\_\_ Style (ranch, cape cod, etc.): \_\_\_\_\_

How many stories? \_\_\_\_\_ Dimensions: \_\_\_\_\_

\*Foundation (wood, rocks, concrete, poured concrete) \_\_\_\_\_

Basement (None, unfinished, finished, if finished % of finished area) \_\_\_\_\_

Framing Floor Joists (2x6, 2x8, 2x10, 2x12) \_\_\_\_\_ Ceiling Joists (2x6, 2x8, 2x10, 2x12) \_\_\_\_\_

Composite? \_\_\_\_\_ Steel I beams? \_\_\_\_\_ Studs (2x4, 2x6) \_\_\_\_\_

Rafters (2x4, 2x6, 2x8, 2x10) \_\_\_\_\_ Interior Partitions (2x4, 2x6) \_\_\_\_\_ Attic? (y/n) \_\_\_\_\_

\*Roof (wood, asphalt, metal) \_\_\_\_\_

\*Interior Walls (drywall, plaster, wood) \_\_\_\_\_ Trim (hardwood, softwood, other) \_\_\_\_\_

Kitchen Cabinets (softwood, hardwood, laminate, other) \_\_\_\_\_

Kitchen Countertops (Laminate, Wood, Natural Stone, Steel, Tile, other) \_\_\_\_\_

Built-in Cabinets? \_\_\_\_\_ Walk-in Closets? \_\_\_\_\_

\*Exterior (vinyl, shingle, clapboard, other) \_\_\_\_\_

\*Floors (softwood, hardwood, tile, carpet, other) \_\_\_\_\_

\*Heating (None, Electric, Forced Hot Air, Radiant, Hot Water Baseboard, Heat Pump, Wood) \_\_\_\_\_

\*Cooling (Central Air, Window AC Unit, Heat Pump) \_\_\_\_\_

Please Turn Over



\*Electrical (60, 100, 200 amp) \_\_\_\_\_

Attic (None, unfinished, finished, if finished % of finished area) \_\_\_\_\_

Room Count – please enter the number of rooms for each of the following categories

Bedrooms \_\_\_\_\_ Other Rooms (Kitchen, Living Room, Den, Office, Other) \_\_\_\_\_

Full Baths (3 fixtures) \_\_\_\_\_ Half-Baths (2 fixtures) \_\_\_\_\_ Number of fireplaces \_\_\_\_\_ Hearths \_\_\_\_\_

\*Occupancy Is any portion used as a home business? \_\_\_\_\_ If yes, explain \_\_\_\_\_

Is any portion used as an in-law apt or rental? \_\_\_\_\_ If yes, explain \_\_\_\_\_

Improvements/Renovations List all improvements and renovations to the original dwelling and estimated dates: (i.e. new kitchen 2012) \_\_\_\_\_

Is any portion of your dwelling unfinished? (i.e. basement, trim, flooring, etc.) Please explain: \_\_\_\_\_

### 3. Addition(s) to Main Dwelling or Double-wide/Mobile Home

Please describe any addition(s) attached to the main dwelling/Double-wide/Mobile Home (4x12 deck, dormers, garages, etc.) \_\_\_\_\_

### 4. Additional Dwellings/Double-wide/Mobile Homes

If you have more than one residence located on your parcel, please provide the same information as for the main dwelling/double-wide/mobile home by filling out another blank form. You can get additional forms from the Town Office.

### 5. Outbuilding(s)

Please list each detached structure, its function and age (20x20 garage with finished loft – 2006, 24' diameter above ground pool – 2011, 6x8 shed – 2015, etc.) \_\_\_\_\_

6. Additional Notes (any issues with the condition of the home or property that you would like to bring to our attention such as wet basement, leaky roof, etc.) \_\_\_\_\_

If you would like to schedule an on-site inspection or an appointment to assist you with this form, please contact Amy Dunn, Assessors' Agent, at 207-342-5543 or send an e-mail to montvilletax@fairpoint.net. Please note, Amy is only in the office on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month.

**Please note: If you choose not to complete and return this form to the Town Office or contact us for an inspection, we will be forced to estimate the quality/grade/condition of your structures and can bar you from appealing your assessment.**

I affirm that the information provided herein is true and correct to the best of my knowledge.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_\_ Phone Number (optional) \_\_\_\_\_ Email (optional) \_\_\_\_\_