

August 15, YYYY

Assessors Office  
Town of Anytown  
1 Main Street  
Anytown, USA 00000

JOHN DOE  
1 NORTH AVE  
Anytown, USA 00000

**REVALUATION YYYY DATA VERIFICATION FORM**

Location of Property: **1 WILLOW ST**  
Parcel ID: **10141**  
M/B/L/U/: **059/001/006**

The Town of Anytown is in the process of completing the Fiscal year YYYY Revaluation. As part of the process, the Town has compiled information about the property listed above from existing Town records and from house to house visits. This information will be utilized during the valuation phase of the project. The Town of Anytown is requesting that you review the information listed below and make any necessary corrections. Corrections, if any, should be made **on this form** and returned within 10 days using the return postage paid envelope provided. Should you have any questions regarding this mailer please contact the Assessors Office at (555) 555-5555.

|                 |                     |               |                        |
|-----------------|---------------------|---------------|------------------------|
| House Style:    | <b>Colonial</b>     | Heating Type: | <b>Forced Air-Duct</b> |
| Exterior Wall:  | <b>Wood Shingle</b> | * Bedrooms:   | <b>3</b>               |
| Roof Cover:     | <b>Asphalt</b>      | ** Bathrooms: | <b>2</b>               |
| Roof Style:     | <b>Gable</b>        | Central AC:   | <b>None</b>            |
| Interior Wall:  | <b>Plastered</b>    | Year Built:   | <b>1952</b>            |
| Interior Floor: | <b>Hardwood</b>     | Fireplace:    | <b>1</b>               |
| Heating Fuel:   | <b>Oil</b>          | *** Basement: | <b>Unfinished</b>      |

**All VERIFICATION MAILERS MUST BE RETURNED TO  
THE ASSESSORS OFFICE BY SEPTEMBER 1, YYYY**

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Phone: Day \_\_\_\_\_

Evening: \_\_\_\_\_