

RUDYARD TOWNSHIP INSPECTION AND FIELDWORK POLICY

As a guideline, the State Tax Commission recommends that assessors inspect 20% of properties in their local unit annually. Inspection (record card review) is defined as a physical measuring and listing of all a properties element, including but not limited to class of construction, square footage, listing of improvements (garages, decks, porches, etc.).

While an interior inspection of a property is desired, it is not mandated by the State Tax Commission. With approval from the property owner/ occupant, it is appropriate to ask questions regarding the interior of their property to ensure accurate information without entering the premises. Personnel performing field inspections may also issue a questionnaire to request access to the property if gated or to verify information if the owner/occupant is not available.

The first step in an inspection program is to ensure that all real property owners, both residents and business owners, are made aware that an inspection (record card review), will be conducted in their area. Letters of introduction should be mailed to the owners of property selected for inspection no less than 14 days prior to the start of the inspection.

Fieldworkers are advised of the following:

1. All personnel working on the inspection carry a photo identification card to present to property owners during their inspection and wear reflective vests.
2. Business cards with inspection and Assessing Office contact information are left on every door when a property owner or occupant is not on the premises during the inspection. Every effort is made to ask for permission to measure before walking around a building and property.
3. If the owner/ occupant is home, the personnel performing fieldwork will discuss why they are there and what they are there to look at and will provide a business card with Assessing Office contact information.
4. There are no circumstances under which it is proper for personnel performing fieldwork to look in the windows of a home or other buildings.

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5. If a property owner or occupant requests that personnel performing fieldwork leave their property, they should do so immediately and without question.
6. Sketches should include measurements of all buildings and other components such as decks and sidewalks etc. As the building are being measured, the distances of various components from a certain point (the 6 x 12 deck is 6 ft from the corner or the 1 story addition is 8' past the 2-story part, although not actual square footage dimensions, they do provide locations.
7. Sketches should also show the general location of all buildings in reference to the road or driveway which is always located at the bottom of the sketch.
8. Photos will be taken of all the buildings located on the property.
 - Main building (example- home, cabin, commercial building)- Front, sides, back and any questionable features
 - Outbuildings (example- garage, barns, sheds) - Front, back and any questionable features