



Board of Assessors

Box 278
West Tisbury, MA 02575
508-696-0101

assessors@westtisbury-ma.gov

Michael Colaneri, Chairman
Richard Cohen
Maria McFarland

Revised 5/29/20

Dear Property Owner:

You are receiving this notice for one of three (3) reasons:

1. The Assessors are conducting their **periodic data inspection** (cyclical) program required by the Bureau of Local Assessment.
2. This property has **transferred ownership** (sold) in the last 24 months.
3. You have an open **building permit** for improvement out on the property.

We are living in unusual times and like other industries, local government is still operating with the same intentions but in a different work manner. Guidelines and laws have not altered our requirements so we must find alternative ways to fulfill our responsibilities.

From a Tax Assessment perspective, we are required to review (typically in person) all characteristics of property sold, work additions to real estate such as house additions, decks, sheds interior renovations etc. and periodically inspect all properties over a ten (10) year cycle.

We are updating assessment information that affects value to the property.

We are NOT building inspectors.

Our goal is to complete our work as best we can without interfering with the health and well-being of anyone.

OUR PROCESS:

- We will drive to the property and gather as much information as we can from the outside; new exterior photos and building measurements. And we'll leave a note card on your door to let you know we've visited.
- We'll review any building permit information and scope of work on the permit to gauge what was done if we cannot view any interior work.
- We will then update our records for assessment accordingly.
- We will estimate work completed and new value amounts, when necessary.
- At this time (May—July 2020) we will NOT request to come inside to review interior work.

HELP US:

We are asking for your help in this process by:

- Calling us to verbally review the work was completed or not, on interior permits.
- Emailing us with a description of work completed AND interior photos of work.
- Completing/submitting the data sheet on the reverse side of this letter.

If you prefer NO visit at all, please call us and we can estimate a value of work completed.

Thank you for your help and cooperation. Stay safe and well.

Please note, by statute, **any abatement appeal will REQUIRE** a complete interior and exterior inspection of the property. (MGL Ch.59 s.61a; 2006 ATB Guirleo v. Raynham)

PHONE: 508-696-0101

EMAIL: assessors@westtisbury-ma.gov

Town of West Tisbury Board of Assessors
D Barnes, MAA

Building Data Verification:

MAIN HOUSE

Stories _____
Age/Year Built _____
Ext Wall Cover _____
Roof Cover material _____
Condition _____
#Bedrooms _____
#Full Baths _____ #Half Bath _____ (no tub/shower)
Outdoor Shower Yes _____ No _____
Other Rooms _____
Heating Fuel _____
Heating Type: Hot Water BB _____ Elec BB _____
Hot Air _____ Monitor _____ Other _____
Air Conditioning (Type) _____
Inside Wall Finish:
Sheetrock/Plaster _____
Custom Wood panel _____
Plywood Panel _____
Other _____
Floor Coverings:
Oak/Hardwood _____
Pine/Softwood _____
Carpet _____
Vinyl _____
Slate/Tile: _____
Other _____
#Chimneys _____
#Fireplaces _____
Basement:
Unfinished Area (size) _____
Finished Area (size) _____
Crawl Space (size) _____
Attic:
Unfinished Area (size) _____
Finished Area (size) _____
No Usable Attic Space _____
Garage:
Attached _____ Detached _____
Loft: Finished _____ Unfinished _____ size _____
In Basement _____ None _____
Solar _____

GUEST HOUSE (IF ANY)

Stories _____
Age/Year Built _____
Ext Wall Cover _____
Roof Cover material _____
Condition _____
#Bedrooms _____
#Full Baths _____ #Half Bath _____ (no tub/shower)
Outdoor Shower Yes _____ No _____
Other Rooms _____
Heating Fuel _____
Heating Type: Hot Water BB _____ Elec BB _____
Hot Air _____ Monitor _____ Other _____
Air Conditioning (Type) _____
Inside Wall Finish:
Sheetrock/Plaster _____
Custom Wood panel _____
Plywood Panel _____
Other _____
Floor Coverings:
Oak/Hardwood _____
Pine/Softwood _____
Carpet _____
Vinyl _____
Slate/Tile: _____
Other _____
#Chimneys _____
#Fireplaces _____
Basement:
Unfinished Area (size) _____
Finished Area (size) _____
Crawl Space (size) _____
Attic:
Unfinished Area (size) _____
Finished Area (size) _____
No Usable Attic Space _____
Garage:
Attached _____ Detached _____
Loft: Finished _____ Unfinished _____ size _____
In Basement _____ None _____
Solar _____

Outbuildings (please give dimensions):

Shed _____ Pool _____ Barn _____ Other _____

Signed & Printed: _____ **Date:** _____

Phone number: _____ **email address:** _____

The Board of Assessors sincerely appreciates your cooperation in supplying this information. If you have any additional comments regarding the data gathered please feel free to attach an additional sheet.