

April 18, 2023

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Assessor
114 Benton Ave
Winslow, ME 04901

Full Revaluation Status Report

Task Group	Group Description	Tasks Included
100	Project Preparation	Contract Execution, Project Set-Up, Public Relations, Project Management, Client Meetings, Contract Addendums
200	Residential	Data Collection, Quality Control, Sales Review, Field Review, Update Tables, Valuation
300	Commercial	Data Collection, Quality Control, Sales Review, Field Review, Update Tables, Reconcile, Valuation
400	Data Entry	Res/Comm: Data Collection, Sales Review, Field Review, I&E Questionnaires, Hearing Changes
500	Digital Imaging	Res/Comm Photos, Image Loaded into CAMA
600	Hearings/Defense	Informal Hearings
800	Documentation Manual	Client Acceptance, Town Meetings, USPAP Documentation Manual

Task 100

- Both parties have executed a Revaluation contract.
- KRT Appraisal had a start-up meeting with Town Officials.
- All required Insurance is in place.
- Remote access to the Vision database has been established.
- Press release was given to the Town for dissemination.
- Personnel vehicle info has been given to the Town.
- A Data Collection Manual has been given to the Town and modified based on Assessor requests for data collection.

Task 200

- 100% of residential properties have been measured and with an attempt at an interior inspection.
- All Callback interior inspection letters have been mailed.
- Callback appointments are about 90% complete.
- Quality control is fluid throughout the revaluation.

- Sales have been reviewed in the field and online.
- Land schedules have been updated.
- Building tables have been updated.
- Neighborhoods have been established.
- Preliminary valuation is 100% complete.
- Field Review is 100% complete.

Task 300

- 100% of the commercial properties have been measured and inspected.
- Quality control is fluid throughout the revaluation.
- I&E's have been mailed.
- I&E's have been sorted by usable and owner occupied.
- Sales have been reviewed.
- Cards are printed for the field review.

Task 400

- 100% of the data collection has been data entered into the Vision database.
- 90% of the field review has been entered.
- 50% of the callbacks have been entered.

Task 500

- Images have been shot and loaded into the Vision database. These will be checked for accuracy and reshot if needed during the field review process.

Task 600

- Not Started

Task 800

- Not Started

If you have any questions, please do not hesitate to contact me.

Sincerely,

Robert A. Tozier