



# *Town of Swampscott*

## *Board of Assessors*

*22 Monument Avenue  
Swampscott, Massachusetts 01907*

*Neil G. Sheehan, Chairman  
Linda L. Paster, Secretary  
Tasia Vasiliou, Member*

*Tel: 781-596-8858  
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June 23, 2018

Dear Property Owner:

The Board of Assessors will be conducting individual property inspections in your neighborhood over the next several months. These inspections are part of a town-wide program that enables the Board of Assessors to maintain complete and up-to-date records on all properties in town, and thereby allow for fair and accurate assessments. Massachusetts law Chapter 39B requires that all cities and towns in the commonwealth maintain accurate property records, and to insure compliance, the state's statutes require personal inspections of each property at least once every nine years.

Swampscott's Board of Assessors has set up a systematic procedure for these state-mandated property inspections and the town has hired an independent appraisal firm to administer the plan described below

- The inspections will take place during the months of July, August and September of 2018.
- The people conducting the inspections are professional appraisers. They will have an official letter issued from the Swampscott Assessor's Office and on file with the Swampscott Police Department.
- Inspections include the exterior and interior of all buildings, and generally take no longer than a ½ hour. Personal property is NOT part of the inspection since household furnishings and effects of an owner's primary residence are exempt from property taxation.
- The appraiser will ring your doorbell, identify himself and seek your cooperation as he completes the property inspection.
- **The appraiser will only inspect the interior of your property if there is an adult present. If no adult is present, the appraiser will leave a card notifying you of his visit. The card will provide you with a telephone number to call to arrange a future date and time for the interior inspection.**
- The appraiser will be verifying and modifying if needed the information on the property record card which the Assessor's office maintains on every parcel in town.

If you have any questions about this process, please call our office at 781-596-8858. You may also call the Swampscott Police Department at 781-595-1111 if you have other concerns about the appraiser or the inspection procedures.

The property record cards that are maintained by the Assessor's Department are public records. If you are concerned about the data on your property, you can obtain a copy of the property record card at the Assessor's office at Town Hall. Another resource for you is the Town's website at [www.town.swampscott.ma.us](http://www.town.swampscott.ma.us) which provides a listing of the assessment for all properties in town, organized by street address.

Please note that as a property owner, you have the right to deny the Board of Assessors access to your property. However, Massachusetts law provides that by denying the Board of Assessors access to your property for an inspection, you may jeopardize your right to appeal the Board's assessed value of your property.

We appreciate your cooperation during this important process and we look forward to answering any questions you may have.

Sincerely,

Swampscott Board of Assessors