

## **Cyclical Inspection Process**

### ***Why do the Assessors inspect properties?***

According to the Massachusetts DOR, Assessors must inspect each property on a 10 year cycle.

**The Cyclical Inspection Process is not an effort to raise taxes.** The goal behind these inspections is to ensure the accuracy of our data on our property record cards. Verifying the accuracy of our data is a critical element in ensuring that our assessed values are fair and equitable.

### ***When do these inspections take place?***

The Cyclical Inspection Process is on-going; however, postcards are sent out, in the fall, to homeowners who are part of the neighborhood/zone inspection cycle, requesting the homeowner to contact the Assessing Office to schedule an inspection.

### ***What does the inspection consist of?***

These inspections consist of a brief walk-through of the interior of the home allowing us to verify room counts and condition. This inspection should take no more than 10-15 minutes, followed by an exterior inspection of the property that includes taking exterior photos and measurements of the perimeter of the property, sheds, pools, patios, etc.

If no one is home, we will leave a door tag, with our phone number, to let you know we visited, took exterior measurements and photos and again offer the opportunity to call us to set up an appointment for an interior inspection.

Please be advised that we will never go through a home unaccompanied and must be with an adult at all times (no minors).

**Each Assessor will be wearing an Assessor's identification badge issued by the Town of Duxbury and our vehicles will be clearly marked Duxbury Assessor.**

### ***Do I have to let the Assessors into my home?***

The Duxbury Assessing Office is very flexible in scheduling these inspections and we'll work with the homeowner's to find a mutually agreeable time in order to complete these inspections.

If you do not allow entry into the home, we have to estimate the condition of the interior of the home. Our goal again is to make sure all assessed values are fair.

Please note: If you refuse to allow entry to your home, any formal appeals will be denied.

***Thank you for your cooperation!***