

February 8, 2024

Pittsford Property Owner

You are receiving this letter because you have a building permit with Pittsford or were listed in a prior year with a building under construction and at a completion percentage of less than 100%. Please see the attached property record card which has been highlighted with the items about which we are inquiring. Note that when the property record card states "% Complete" this actually indicates % NOT Complete, or Percent Under Construction. For example, a 40% in this field would indicate a house that is 60% complete.

In a typical year, it is the work of the Listers or Assessor to inspect any property which has materially changed from last year to this and determine an assessment for the upcoming Grand List year based on the status of the property as of April 1<sup>st</sup> of this year, 4/1/2024.

Please give us a call, e-mail or mail back this letter with notes if you like regarding the status of your building permit or percentage completion status as of 4/1/2024. Please see attached the standard percentage of completion form we use in determining this factor for a dwelling. We are not expecting you to complete this form unless you would like to do so, but are providing it for your use in understanding our process of determining percentage of completion. If your improvement has not been started or is 100% complete, then this is a simple matter to answer. If you'd like to discuss this with me over the phone, then we can both be reviewing the sheet together. Note that this form may not apply to outbuildings without finished interior space.

In the interest of fairness and equity of assessment, if we do not hear from you, we will make an attempt to inspect the property from the street and make assumptions based on that inspection.

If you have any questions, feel free to call the office.

Lisa Wright, Contract Assessor & Karen Folger, Assessor Clerk

Town of Pittsford

listers@pittsfordvermont.com

802-483-6500 ext. 160

Lisa's Office Hours: Thursdays 9:30 am to 2:30 pm and by appointment

Karen's Office Hours: Thursdays 8:00 am to 4:00 pm