



City of
Gaylord

May 2018

Dear Property Owner,

The City of Gaylord's Assessing Office is charged with ensuring that all property within the City limits is assessed fairly and equitably. In order to do so, physical exterior inspections of all property located within the City of Gaylord's boundaries will be performed over the course of the next six months. The physical inspection of a parcel will be a simple verification of the existing data that we already have on record for your property. During the inspection, the field appraiser measures the exterior of each structure on your property, records the information, and takes an updated photograph. If you are present at the time of inspection, the appraiser may ask you a few simple questions regarding your property, such as-Do you know in which year your house was built? How many bathrooms do you have? What kind of heating system you utilize? The answers to these basic question reveal which other properties in the City are comparable to your own for the purpose of constitutionally required sales studies. At no point will any of our appraisers ask to enter your home or other buildings on your property.

The field appraisers assisting me with this project are Michael Houserman and Allen Enciso. These highly qualified and experienced assessors will work with the taxpayers, City staff and State of Michigan Treasury officials to ensure a uniform distribution of the property tax burden. They will have City issued photo ID Badges should you wish to confirm their identity at any point. It is important to note a visit will not result in an automatic change in the dollar amount you pay for property taxes; their presence at your property is only to verify the accuracy of the data, and answer any questions you may have. Additionally, other field appraisers from Otsego County or the State of Michigan may also visit your property this year. Having multiple inspections done by different governmental entities allows you the taxpayer to rest assured that your assessment is as accurate as possible.

We are looking forward to working with the property owners of the City of Gaylord to produce high-quality results the State Tax Commission has come to expect out of this office. If you would like to learn more about this process, please feel free to contact our office, preferably by email or in person, anytime during the hours of 8:30 am - 4:30 pm Monday-Friday.

Sincerely yours,

Robert Englebrecht
City of Gaylord Assessor
assessor@cityofgaylord.org