



TOWN OF PAXTON
697 Pleasant Street, Paxton, MA 01612

Assessors Access to Property Policy

The purpose of this policy is to provide assistance to the Assessor to allow him/her to gain access to Paxton properties to perform his/her constitutional and statutory duty to value all taxable property in the community at its fair market value. This information is vital for establishing accurate and equitable values consistent with legal standards and the acceptance by the Massachusetts Department of Revenue.

The following procedure should be followed to provide an opportunity to *access properties*:

- Whenever the Fire Inspector arranges an appointment to visit a property to conduct a Smoke Detector and Carbon Monoxide Alarm inspection, he/she will send an email to the Administrative Assessor and provide the contact information along with the date and time of the appointment.
- On receipt of a notification of a new appointment from the Fire Inspector, the Administrative Assessor will respond as to whether or not he/she intends to be present at the appointment.
- At each appointment that the Administrative Assessor attends he/she will approach the individual allowing entry to the property and request that he/she may conduct an inspection to verify the records on file in the Assessor's office.
- The Administrative Assessor should be courteous at all times and willing to accept a refusal of entry to the property whenever that is the case.
- The Administrative Assessor will keep a record of all properties that he/she has conducted indicating whether or not the property was inspected.

- At no time shall the Fire Inspector rearrange an appointment to conduct an inspection to accommodate the Administrative Assessor. If an appointment is not convenient, the Administrative Assessor may elect to contact the individual directly to set up a time for an inspection.
- Appointments made by the Fire Inspector may be subject to change and be accepted by the Administrative Assessor as such.

Policy accepted by the Board of Selectmen **June 16, 2014**