

The State Tax Commission recommends that the Assessor inspects 20% of the properties in the City annually and there are guidelines to help accomplish this goal while respecting your rights as a property owner. Some taxpayers may not wish to grant the Assessor access to their properties and we honor that; however, in order to follow the State Tax Commission's guidelines, we do need and appreciate your cooperation.

I do not wish to grant the Assessor access to my property and have completed the Property Record Card Review form.

The Tawas City Assessor visited your property on \_\_\_\_\_ for a Property Record Card Review and she was unable to gather the information necessary to complete the inspection. As a result, we are asking that you help us by completing the information below (complete and/or check all that apply) and return it to Tawas City Hall by any of the following:

in person: 550 West Lake Street  
(there is a drop box in the parking lot behind the building)  
mail: Tawas City Assessor  
PO Box 568  
Tawas City MI 48764-0568  
fax: (989) 362-2521  
email: [assessor@tawascity.org](mailto:assessor@tawascity.org)

If you'd like, you do have the option of calling the Assessing Office on Wednesdays at (989) 362-8688 for a Property Record Card Review over the phone.

***It is our goal to ensure that you are being treated and assessed fairly.***



PROPERTY RECORD CARD REVIEW

## City of Tawas City Assessing Office



**Rhonda Sells, MAAO**  
550 West Lake Street  
PO Box 568  
Tawas City, Michigan 48764-0568  
(989) 362-8688  
[assessor@tawascity.org](mailto:assessor@tawascity.org)

office hours are on Wednesdays

# City of Tawas City Property Record Card Review



## Contact Information

Owner(s):  
Mailing Address:

Phone:  
Email Address:

## Parcel Information

Property Address:  
Parcel Code:  
Year Built:                      Year Remodeled:

Is this a rental property?    yes    no

## Building Information (Please complete and/or check all that apply.)

### Number of Rooms (Please don't include bathrooms.)

# \_\_\_ basement  
# \_\_\_ first floor  
# \_\_\_ second floor  
# \_\_\_ bedrooms  
# \_\_\_ other \_\_\_\_\_

### Exterior

brick  
 vinyl siding  
 wood siding  
 aluminum siding  
 other \_\_\_\_\_

### Interior

drywall  
 plaster  
 panel  
 other \_\_\_\_\_

### Windows

wood sash  
 metal sash  
 vinyl sash  
 double hung  
 horizontal sliding  
 casement  
 double glass  
 storms and screens

### Flooring (Specify rooms. Please don't include bathrooms.)

vinyl \_\_\_\_\_  
 ceramic \_\_\_\_\_  
 wood \_\_\_\_\_  
 carpet \_\_\_\_\_  
 laminate \_\_\_\_\_  
 other \_\_\_\_\_

### Ceilings (Specify rooms.)

drywall \_\_\_\_\_  
 tile \_\_\_\_\_  
 plaster \_\_\_\_\_  
 suspended \_\_\_\_\_

### Excavation (Basement/Crawl Space)

\_\_\_ ft height to joists  
 finished basement  
 full basement  
 partial basement  
 crawl space  
 slab

### Basement Finish (if applicable)

wall finish \_\_\_\_\_  
floor finish \_\_\_\_\_  
ceiling finish \_\_\_\_\_  
 walkout  
 insulation

### Heating and Cooling

forced air heat  
 hot water heat  
 forced air conditioning  
 separate air duct conditioning  
 electric  
 gas  
 LP  
 oil  
 geo-thermal  
 wood stove  
 heat pump  
 wall furnace  
 wood furnace add on water

### Fireplace(s) (Please specify number of each type.)

# \_\_\_ interior (one-story)  
# \_\_\_ interior (two-story)  
# \_\_\_ exterior (one-story)  
# \_\_\_ exterior (two-story)  
# \_\_\_ prefabricated  
# \_\_\_ second fireplace on same stack  
# \_\_\_ free-standing wood stove  
# \_\_\_ gas insert  
# \_\_\_ direct vent

### Bathrooms

# \_\_\_ full bathroom  
# \_\_\_ ¾ bathroom (shower and no tub)  
# \_\_\_ ½ bathroom

Jacuzzi  
 extra shower  
 extra sink  
 other \_\_\_\_\_  
 vinyl flooring  
 ceramic flooring  
 wood flooring  
 carpeted flooring  
 laminate flooring  
 other \_\_\_\_\_

### Garage/Carport

attached (# of cars \_\_\_\_\_)  
 detached (# of cars \_\_\_\_\_) (year built \_\_\_\_\_)  
 carport  
 finished  
 heated

Thank you for your assistance in helping Tawas City ensure your property record card and assessment are correct.  
If you have any questions or would like to review this form with the Assessor, please contact City Hall at (989) 362-8688 or [assessor@tawascity.org](mailto:assessor@tawascity.org).