

## Town of Montgomery – Request for Proposal for Assessor Services

The Town of Montgomery in Franklin County [pop 1,184] is requesting proposals for Town Assessor services. The Assessor would serve under the guidance of a voting Board of Listers and would include assistance from an Assessing Clerk.

### **Services Requested:**

- Preparation and ongoing maintenance of the town's Grand List
- Inspection of all sold properties and properties with material changes affecting valuation
- Review of all building/zoning permits and updating of property data
- Processing of all property transfers and maintenance of town parcel maps and assessment cards
- Maintenance of Current Use and other exemption calculations and completion of required state reports
- Response to property owner assessment questions through the Assessing Clerk
- Assistance with property data corrections and revaluations related to grievances made to the Board of Listers and Board of Civil Authority
- Potential direction of Lister responsibilities and coordination with Assessing Clerk for local support

### **Qualifications:**

The proposal should include the following:

- Company name and address
- How many years your company has provided professional assessment services
- Relevant related experience providing assessment services for municipalities
- Up to three (3) references including name, title, facility, phone, and email address

**Compensation:** Please provide compensation requirements and an estimate of monthly time needed to provide assessment services for a 938-parcel town.

Interested parties should submit a letter of interest to the Montgomery Town Clerk, P.O. Box 356, Montgomery Center, VT 05471 or by email to: [municipalclerkmontgomery@gmail.com](mailto:municipalclerkmontgomery@gmail.com). Position open until filled.