

# Office of the Assessor

**Mary Margaret Tamez**

Assessor

June 10, 2020

## Township Meeting Notes:

- We have put a pause on all our property visits at this time due to COVID19. I have been working with property owners for some damage information as well as demos of properties. They have been able to send in the photos needed. Our field staff is ready to work as soon as we open. We will be visiting properties and updating all the information needed for the permits and studies.
- Adjustments for neighborhoods are still being worked on. Paige is still working on all the property transfers. I am almost finished adjusting all of Lincolnshire East. Because of the inability to measure, Sarah has been measuring through Pictometry for the "In Town Study" she has been working on over the last few years. It has really benefited us to have the ability to measure homes via satellite. Leigh is still entering permits as well as sale ads and keeping track of any amenity that we do not have assessed that may be listed. We finally received many permits from the Village of Stager for the prior months, this has kept her busy. It has been nice to know that despite us working remotely, we have been able to accomplish all our tasks.
- The Supervisor of Assessments initially delayed the mailing of the renewal forms to May 1st 2020 due to the COVID19. They have since delayed everything further to May 29<sup>th</sup> with changes made to the forms. They now have finally signed the bill to allow the 2019 forms to be automatically applied to the 2020 year. If you have applied for the exemptions for 2019, you will not need to reapply for 2020. There will still be new applicants, however it has reduced the traffic into the office immensely!
- We have put a small high table in the foyer to have for the taxpayer to write on and I think this will be helpful if we are needing to fill out forms and helping practice social distance. We also have ordered masks, gloves, extra pens and hand sanitizer.

- I still receive anywhere from 15-40 voicemails a day with the tax bills being sent and the concern of the forms. I have delegated as many of the calls to the staff as I could. We have also been mailing forms and emailing information to taxpayers to keep everything as smooth as possible with the closing of the office to the public. I appreciate everyone being understanding currently with everything going on.