

March 22, 2023

Property Location:  
MBLU:  
Building #:

### REVALUATION - RESIDENTIAL DATA VERIFICATION REPORT

The town of Litchfield is in the process of implementing the State mandated Revaluation of all real estate for the October 1, 2023 Grand List. The Town has hired Vision Government Solutions to assist the Assessor's Department with the project. The Town continues to monitor the evolving situation regarding Covid-19 and is committed to the health and safety of our residents. As such, the Town is utilizing this data mailer to verify the information on file for your property. In most cases completing signing and returning this data mailer to Vision Government Solutions, Inc. within 10 days of its receipt will constitute an inspection for revaluation per state statutes.

The Assessor's Department is asking that you review the information listed in this data mailer to verify it is correct. After reviewing the information, if corrections are needed, please cross out the incorrect information and provide the correct data. If items have been omitted, please detail the omissions. **Please sign and return the data mailer, whether corrections are needed or not**, within 10 days of its receipt. Only when this data mailer is signed and returned can it be considered an inspection for revaluation purposes. Please note, by signing and returning the form you are attesting all information is accurate and true to the best of your knowledge.

Please see reverse side of this form for definitions of data and terms below.

Building Number:	# of Bedrooms:
Exterior Siding:	# of Full Baths (with bathtub and/or shower):
Roof Structure:	# of Half Baths:
Roof Cover:	# of Fireplaces:
Interior Walls:	Basement Finish:
Interior Flooring:	# of Basement Garage Bays:
Heat Fuel:	Attached Garage:
Heat Type:	Year Built:
Central Air:	

Comments: \_\_\_\_\_

**Return this form within 10 days**

**by mail:**

**OR fax:**

**OR scan & email:**

Vision Government Solutions  
1 Cabot Road, Suite 100  
Hudson, MA 01749

508-351-3797

[mailbox1@vgsl.com](mailto:mailbox1@vgsl.com)

**Changes cannot be made by telephone as a signed form is required for our records**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Daytime Phone \_\_\_\_\_

If you have any questions regarding this form, please email the Assessor at [assessor@townoflitchfield.org](mailto:assessor@townoflitchfield.org), or call 860-567-7559.



## DEFINITION OF DATA AND TERMS

**Building Number:** Number assigned to each building within a parcel (complete a separate form for each building)

**Exterior Siding:** Predominant type of siding on exterior walls (i.e. Vinyl, Clapboard, Brick, etc.)

**Roof Structure:** General description of roof style (i.e. Gable, Hip, Gambrel, etc.)

**Roof Cover:** Predominant type of roofing material used

**Interior Walls:** Predominant wall materials for finished areas, up to two (i.e. dry wall or plaster)

**Interior Flooring:** Predominant floor covering materials for finished areas, up to two

**Heat Fuel:** Primary heat fuel (i.e. Gas, Oil, Electric, etc.)

**Heat Type:** Primary central heating system (i.e. Forced Air, Hot Water, etc.)

**Central Air:** Yes, No, or Partial. Yes = CAC or Heat Pump, partial = a portion of living area has CAC, not entire living area.

**Bedrooms:** Rooms designed as bedrooms with at least one window. For homes built after 1950, bedrooms should include direct access to a common hallway and have a closet.

**Full Baths:** Bathrooms with at least 3 fixtures - toilet, sink, either tub or shower

**Half Baths:** Bathrooms with only two fixtures, typically toilet and sink

**Fireplaces:** Indicates number of fireplace openings. Please comment if any are permanently blocked internally. Do NOT include free-standing wood or propane stoves.

**Basement Finished:** YES if building has finished basement area

A basement area is considered finished if any combination of three of the following four items exist:

1. Finished walls such as paneling or sheetrock, etc.
2. Finished flooring such as carpet or linoleum.
3. Finished ceilings such as drywall or drop-ceiling panels.
4. Heat, including wood stoves.

*Please note: the finished lower level of a Raised Ranch or Split-Level home is also considered "Finished Basement"*

**Basement Garage Bay:** Number of basement garage bays

**Attached Garage:** Indicates Yes or No (Not Basement Garage)

**Year Built:** The year the primary portion of the house was constructed.

You may also review your property record card by logging into the Town's website: [townoflitchfield.org/entities/assessor](http://townoflitchfield.org/entities/assessor) and clicking on the GIS link to find your property and view the property record card information.

After reviewing the information, if corrections are required, please provide the correct data. If items have been omitted, please detail the omissions.

