



TOWN OF EAST WINDSOR, CONNECTICUT

CONTRACT SPECIFICATIONS FOR THE REVALUATION OF REAL PROPERTY AS OF OCTOBER 1, 2017

1. GENERAL PROVISIONS

A. SCOPE OF REAPPRAISAL AND REVALUATION

This project, which is called a full Revaluation, includes the complete reappraisal and revaluation of all real property (taxable and exempt) within the corporate limits of the Town of East Windsor, Connecticut effective as of October 1, 2017.

The project will cover and include all real property in the TOWN including the following categories:

1. All taxable real estate, land, buildings, and improvements.
2. All exempt real estate, land, buildings, and improvements.
3. All public utility and buildings.

All physical improvements shall be measured, inspected, listed and reviewed for all real properties. Included in this proposal are all properties that have an open building permit or permits that have a date issued prior to October 1, 2017.

The project shall not include the valuation of personal property.

The Proposer shall value all newly constructed improvements created prior to October 1, 2017, or those incomplete as of this valuation date, and these parcels shall be included in the contract price, and valued in the same manner as provided hereinafter.

Proposer shall furnish all the databases, labor, materials, supplies and equipment and perform all work for the project in strict accordance with the hereinafter listed specifications.

All work will be carried out and all forms, materials, and supplies utilized in this project shall conform to and be carried out in accordance with the requirements of the Secretary of the Office of Policy and

Management, the Connecticut General Statutes, and Regulations of Connecticut State Agencies pertaining hereto and shall be subject to the direct supervision and approval of the Assessor.

This project shall comply with the Performance Based Testing Standards Section 12-61i of the Connecticut General Statutes (as amended from time to time).

The values to be determined shall be the full fair market value (as of October 1, 2017) as defined in the Connecticut General Statutes §12-63 and shall be based upon recognized methods of mass appraisal.

Assessments shall be seventy (70%) percent of the October 1, 2017 market value rounded to the nearest ten (\$10.00) dollars.

The Proposer will use the Town’s existing CAMA software as provided by e-Quality Valuation Services LLC.

Any data conversion is the sole responsibility of the Proposer.

All data entry will be the responsibility of the Proposer.

B. EFFECTIVE DATE/ASSESSMENT DATE

The effective date of this project shall be for the October 1, 2017 Grand List and the pricing and valuation by the proposer of all land, buildings and property under this Contract shall reflect the fair market value as of October 1, 2017.

The completed appraisals, upon approval of the Assessor, will serve as the basis for the assessments on the October 1, 2017 Grand List.

C. TOWN DATA

Date of Last Revaluation.....	October 1, 2012
Number of Special Districts.....	2
Estimated Population.....	11,200
Area of the Town of East Windsor (Square Miles).....	26.3
Form of Government.....	Board of Selectmen - Town Meeting

D. PARCEL COUNT

It is the responsibility of the Proposer to estimate adjustments in parcel counts from the estimated parcel counts stated below for the October 1, 2015 Grand List, to the actual parcel counts for the October 1, 2017 Grand List.

Additional charges by the Proposer for differences in parcel counts shall not be permitted by the Town.

2015 TOTALS - TAXABLE & EXEMPT REAL ESTATE (4,935 ACCTS)

<u>CODE</u>	<u>DESCRIPTION</u>	<u># ACCTS</u>	<u>QUANTITY</u>	<u>ASSESSMENT</u>
11	Residential Land	2,931	1,921	163,893,200
12	Residential Excess Acreage	950	759	761,190
13	Residential Dwellings	2,694	2,742	215,047,446
14	Residential Outbuildings	1,797	3,544	19,976,300
15	Residential Condominiums	800	800	96,984,140
16	Residential Mobile Homes	279	279	7,842,410
17	Residential Condominium Outbuilding	251	251	1,410,220
21	Commercial Land	381	2,017	74,174,880
22	Commercial Buildings	199	246	144,940,670
23	Commercial Apartments	22	95	40,924,870
24	Commercial Condominiums	45	45	3,822,570
25	Commercial Outbuildings	216	500	17,573,030
26	Commercial Land – Apartments	0	0	0
31	Industrial Land	125	784	12,104,510
32	Industrial Buildings	91	117	58,517,600
33	Industrial Outbuildings	88	168	4,002,760
42	Public Utility Buildings	2	3	1,420,580
43	Public Utility Outbuildings	2	9	9,857,940
51	Residential Vacant Land	974	4,609	12,783,949
52	Commercial Vacant Land	1	8	12,160
53	Industrial Vacant Land	0	0	0
55	Vacant Outbuildings	6	11	1,090,430
61	Farm (PA 490)	200	4,954	3,189,340
62	Forest (PA 490)	14	519	47,230
64	Use Outbuildings	3	18	282,870
82	10% Income & Expense Penalties	34	34	1,565,322
TOTALS		12,105	24,400	892,225,617

2. RESPONSIBILITIES OF THE PROPOSER

A. REVALUATION CERTIFICATE OF THE COMPANY

The Proposer, must hold from the time of submission of the Proposal through the completion of all work herein required, a valid Connecticut Revaluation Company Certification pursuant to §12-2c of the Connecticut General Statutes.

In addition to submitting a copy of the Proposer’s Connecticut Revaluation Company Certificate with their Proposal, the Proposer shall promptly notify the Assessor if and when there are any complaints, pursuant to §12-2b-18 of the Connecticut General Statutes filed with the Office of Policy Management.

B. PROTECTION OF THE TOWN

1. Bonding

The Contractor shall, to insure the faithful performance by the Contractor of the terms of this contract, furnish to the Town a performance surety bond in the amount of this contract, which bond shall be issued by a bonding company authorized to do such business in the State of Connecticut. Said bond shall be in a form satisfactory to and approved by the Town Attorney. The performance bond shall be delivered to the Town prior to the commencement of actual work. This bond shall include the appeal requirements of these specifications. It is understood and agreed upon that the completion of the approved delivery to the Town of the Revaluation Project that the performance bond shall be reduced to 10% of the value of the contract to cover the defense of any appeals as described below. This reduced amount of bond shall become effective after the Revaluation Project has been completed and has been approved by the Assessor and after the completion of the duties of the Board of Assessment Appeals. The reduced amount of the bond shall remain effective until a final resolution in the courts of any timely appeals taken from the doings of the Board of Assessment Appeals on the Grand List of October 1, 2017.

2. Insurance & Liability Coverages

The Contractor shall, at its own expense, provide and keep in force the following:

- a. Insurance - The Contractor shall carry worker's compensation insurance in accordance with the Worker's Compensation Laws of the State of Connecticut.
- b. Liability - The Contractor shall carry public liability and property damage insurance naming the Town, specifically the "Town of East Windsor" as the "insured" on all policies to save the TOWN harmless and to completely indemnify the TOWN against all claims and damages with limits of One Million (\$1,000,000.00) Dollars for bodily injury and Three Million (\$3,000,000.00) Dollars for property damage. A certificate shall be provided to the Town, prior to the commencement of actual work and shall be in a form satisfactory to and approved by the Town or Town Attorney.

The Contractor shall save the Town harmless from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles or processes used in the performance of this contract.

3. Penalties

- a. Failure by the Contractor to complete all work prior to the date specified herein, shall be cause for a penalty. On the request of the Assessor, payment of the penalty by the Contractor shall be in the amount of Two Hundred Fifty dollars (\$250.00) per day beyond the date of completion. For the purposes of this penalty only, completion of all work by Contractor is defined as follows:
 1. Completed property record sheets with all measurements, listings, pricing, review and final valuation.

2. Assessment notices sent out, hearings completed for all those wishing to be heard and all calculations completed and ready for the Board of Assessment Appeals.
3. Written certification by the Assessor that the Contractor has fulfilled all contractual requirements of said project.

b. The penalty, if applied, shall be deducted from the contract price. A delay occasioned by war, strike, explosion, acts of God or an order of court or other public authority is accepted.

C. TIME SCHEDULE

Unless otherwise noted as the responsibility of the Assessor or property owner, the Contractor shall fully and timely complete all tasks and deliverables no later than the assigned delivery date, as listed below. TIME IS OF THE ESSENCE. The Contractor's failure to fully complete the task/deliverable by the date specified shall result in the assessment of liquidated damages in accordance with Section B, above.

The CONTRACTOR shall commence the PROJECT no later than July 1, 2016 and shall continue uninterrupted in a diligent fashion so as to ensure completion within the schedule of the completion dates herein set forth:

<u>Delivery Dates</u>	<u>Task/Deliverable</u>
July 1, 2016	– Commence revaluation project/work under the Contract, and deliver training plan and schedule
November 1, 2016	– Deliver any completed field work including measurements, sketches, and listing
March 1, 2017	– Mail data mailers to property owners (see Section D below)
April 2, 2017	– Complete land study and set land values
April 2, 2017	– Assessor to process M-58 to property owners (For 1/1/2016 to 12/31/2016)
June 15, 2017	– Deliver 25% of balance of completed residential appraisals including measurements, sketches, listings, pricing, review and values
July 2, 2017	– Deliver 33% of all completed commercial, industrial, public utility, special purpose, and tax exempt appraisals
July 2, 2017	– Complete study of market rents, expenses and capitalization rates
July 16, 2017	– Deliver 50% of balance of completed residential appraisals measurements, sketches, listings, pricing, review and values
August 1, 2017	– Deliver 66% of all completed commercial, industrial, public utility, special purpose, and tax exempt appraisals

- August 15, 2017 – Mail second notification letter
- August 15, 2017 – Deliver 75% of balance of completed residential appraisals measurements, sketches, listings, pricing, review and values
- August 15, 2017 – Final mailing of data mailers
- September 4, 2017 – Deliver 100% of all completed commercial, industrial, public utility, special purpose, and tax exempt appraisals
- September 17, 2017 – Deliver 100% of completed residential appraisals with all measurements, sketches, listings, pricing, review and values
- September 20, 2017 – List all discrepancies between the appraisal and the administrative system, showing unique Identification number, street name & number, map/block/lot numbers, and recommendations for corrections
- October 1, 2017 – Effective date for revaluation
- October 4, 2017 – Deliver preliminary Performance Testing Standards reports and supporting back-up analysis
- October 4, 2017 – Assessor completes final review of values with project supervisor
- October 15, 2017 – Print, arrange in alphabetical order by street, and deliver final property record sheets
- October 18, 2017 – Print, address, and mail assessment notices
- October 18, 2017 – Deliver three (3) sets of bound reports of every assessment. A set shall consist of two (2) reports: one sorted by name and the other sorted by property.
- October 22, 2017 – All pre-informal hearing work completed
- November 1, 2017 – Informal hearings for all property types begin. Hearings shall begin no later than ten (10) days after the mailing of assessment notices
- December 7, 2017 – Informal hearings end
- December 21, 2017 – Deliver Final Performance Standards reports in compliance with §§ 12-62i-w to 12-62i-5 of the Regulations of Connecticut State Agencies, and supporting back-up analysis
- December 21, 2017 – Mail results of informal hearings

December 21, 2017 – Deliver updated computer file – Assessor’s office will print as necessary assessment sheets

The project shall not be final until either the Assessor certifies the entire project by signing the appropriate forms and, if applicable, the successful proposer fulfills all applicable requirements set forth in the regulations of the State of Connecticut Office of Policy and Management (“OPM”).

D. DATA MAILERS

To ensure public confidence in the revaluation process, taxpayers must play an active and important role in monitoring the quality of the data to be used as the basis of this revaluation. As a quality check of the existing CAMA database, the Town shall prepare and send out at least two (2) data mailers to every owner of each parcel of property within the Town. A stamped, return-addressed envelope and a cover letter explaining the purpose and content of the mailer will be included within each mailing. The format and content of the data mailer, as well as the cover letter, shall be issued and approved by the Assessor.

The data mailers shall include, but not be limited to, the following information:

Property type classifications	Parcel size
Zoning	Utilities
Building style	Exterior wall material
Roof style & composition	Interior wall material
Interior floor covering	Total number of rooms
Number of bedrooms	Number of bathrooms
Number of bathroom fixtures	Type of heating fuel
Type of heating system	Central air conditioning
Finished basement	Garage type
Number of fireplaces	Year built

The Proposer shall work with the Town and provide information and samples of data mailers used in other Towns in order that the Assessor may be aware as to what data mailer procedures have been successful in other municipalities.

The Town shall make any corrections to the existing CAMA database as a result of the returned data mailers.

1. Assessment Date - The completed appraisals, upon approval of the Assessor, will serve as a basis for assessment effective on the Grand List of October 1, 2017.
2. Project Timetable - The Contractor is required to submit before the commencement of the project, the timetable for the entire project. The timetable must be followed by the Contractor. Any variation of the timetable must have the express consent of the Assessor.

E. PERSONNEL

1. General

The Proposer shall provide experienced and qualified personnel, as hereinafter provided and must comply with the requirements of the Equal Employment Opportunity provisions of federal and state government.

All personnel assigned to this project shall be subject to approval by the Assessor, prior to the commencement of the individual's duties in the Town and shall be caused to be removed from this project by the Proposer upon written notification of the Assessor.

All personnel assigned to this project shall be certified by the State of Connecticut at the appropriate level at which they will be working on this project.

At the commencement of the project, the Proposer shall submit to the Town a formal list of all personnel assigned to this project with their duties, starting date and qualifications and shall maintain this list throughout this project.

Additionally, the Proposer shall provide the Assessor with a copy of the Connecticut Certificate of each person required to be certified in accordance with §12-2b of the Connecticut General Statutes and who shall be assigned to this project. The Certificates shall be provided prior to any actual work on this project by those personnel.

2. PROJECT MANAGER OR SUPERVISOR

Administration of this project shall be assigned by the Proposer to a Project Manager or Supervisor who shall be identified in the Proposal. S/he shall be certified by the State of Connecticut pursuant to §12-2c of the Connecticut General Statutes as a Revaluation Supervisor and shall have not less than five (5) years of practical appraisal experience involving extensive experience on commercial, industrial, apartment and residential type properties. A listing of the projects s/he has worked on over the past five (5) years and the specific duties of each project shall be provided. This Project Manager or Supervisor shall be subject to the approval of the Assessor.

The Project Manager shall be responsible for all work performed by the Proposer.

The Project Manager may also be required to work in conjunction with a real estate appraisal consultant who will help him/her establish land values, cost tables, market rents and capitalization rates.

The Project Supervisor will be responsible to the Assessor and at regular intervals, to be determined by the Assessor, will meet with the Assessor to discuss the progress and various details of the project.

The same Project Supervisor will be assigned to the Town for the duration of the valuation, except for illness or severe disability, or other circumstances recognized by the Town.

3. REVIEWERS AND APPRAISERS

Reviewers and appraisers shall be certified under the Connecticut Revaluation Certification Program pursuant to §12-2c of the Connecticut General Statutes, and such other statutes and regulations that the State of Connecticut may promulgate from time to time, and shall not have less than three (3) years of practical appraisal experience in the appraisal of the particular type of properties for which they are responsible. Two (2) years of this experience shall have been in the mass appraisal field and shall have occurred within the past five (5) years.

4. MEASURERS AND LISTERS

Measurers and Listers shall have no less than six (6) months of experience and training in this phase of a revaluation project. Any field person who does not meet the above qualifications must work under the direct supervision of an Appraiser, Reviewer or Project Manager, who is certified pursuant to §12-2c of the Connecticut General Statutes. The Project Manager is required to notify the Assessor of the names, starting dates, qualifications, and field assignments of all Measurers and Listers. The minimum age for Measurers and Listers shall be twenty-one (21) years of age.

The Proposer must exercise extreme vigilance over the instruction and supervision of the Measurers and Listers, emphasizing the absolute necessity for the Measurers and Listers to help establish a good relationship with the property owners.

5. IDENTIFICATION OF THE COMPANY'S EMPLOYEES

All field personnel shall carry suitable identification cards which shall include an up-to-date photograph, supplied by the Proposer.

In addition, all field personnel shall carry a "Letter of Introduction" signed by the Assessor.

Any personnel who misplace their identification card will not be allowed in the field until a new identification card is obtained.

All automobiles used by field personnel shall be registered with the East Windsor Police Department and the Assessor by providing the license number, year, make, model, style and color of the vehicle.

The Proposer's name will be visible on the vehicle.

All personnel shall be subject to a background check by the Town of East Windsor.

6. CONFLICT OF INTEREST

No resident of the Town or Town employee shall be employed by the Proposer without the prior approval of the Assessor.

7. CONDUCT OF COMPANY EMPLOYEES

As a condition of this Contract, the Proposer's employees shall, at all times, treat the residents, employees and taxpayers of the Town with respect and courtesy.

The Proposer shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.

8. RELEASE OR TRANSFER OF COMPANY'S EMPLOYEES

Whenever any person who is employed by the Proposer and assigned to this project is released from employment, or transferred from this project, the Assessor shall be notified in writing of the individual's name, date of occurrence and reason for release and/or reassignment.

F. PUBLIC RELATIONS/PUBLIC INFORMATION PROGRAM

Public relations shall be an important part of the revaluation project. The parties to this Contract recognize that a good public relations program is required in order that the public be informed as to the purpose, benefits and procedures of this Project.

Adequate public understanding of the revaluation program is essential to its success. Therefore the Proposer must be prepared to conduct a public information campaign which includes media releases, and oral presentations.

All information and releases must have prior approval of the Assessor.

With the participation and approval of the Assessor, individual presentations shall be directed to taxpayers, local officials, business and civic groups so that they may better understand the scope and objectives of the project. This campaign shall continue on a regular basis for the duration of the project.

At a minimum, the following points shall be addressed:

- Significance of the property tax
- Necessity of project
- Purpose and methods of project
- Equity
- Role of Town
- Role of Proposer
- Role of Assessor
- Necessity of data collectors

Caliber and training of data collectors
Need for data quality control
Cooperation of the parcel owners is the key to success

The cost for any news releases shall be the responsibility of the Proposer. The format and content of such releases shall be approved by the Assessor.

The public relations program must remain flexible to provide sufficient information to promote public understanding. The effectiveness of the public relations program shall depend on flexibility, since the success of the program can only be measured by interaction with and response from the public which is being addressed.

The program must include but is not limited to:

At the commencement of the Project:

Press releases
Meetings with local officials as requested and approved by Assessor
Public meetings on the following topics:
 The laws concerning revaluation
 Market value
 A general outline of revaluation project
 Data collection
 Valuation procedures
 Review procedures
 Informal hearings
 Taxpayer grievance proceedings
 A pre-data collection leaflet/notice to property owners

During the project:

Press releases
Meetings with local officials as requested and approved by Assessor.
Meeting with civic groups as requested and approved by Assessor.
Public meetings as requested and approved by Assessor
Staff training meetings
Data mailers to property owners

At the conclusion of the project:

Press releases
Meetings with local officials as requested and approved by Assessor
Public meetings as requested and approved by Assessor
Informal hearings
Board of Assessment Appeals meetings

G. RECORDS

1. GENERAL PROVISIONS

The Proposer shall provide all assessment sheets, supplies, equipment, forms, literature, notices and papers to be used in this project at no additional cost to the Town. All forms shall be subject to approval by the Assessor as to format, design, content, shape, size, color, quality and quantity and shall be further subject to the approval of the Secretary of the Office of Policy and Management as may be required by Connecticut General Statutes.

2. CAMA

The Proposer shall be responsible for all necessary data entry and data editing to the existing CAMA.

Upon completion of the project, the CAMA shall contain all matter of data, including, but not limited to, updated land rates, cost schedules and depreciation tables. The CAMA system shall include valuation for all classes of property including residential, commercial, industrial, and public utility. It should also provide the three approaches to value: Market, Cost and Income.

Any file conversion or conversions are the sole responsibility of the Proposer.

3. RECORDS ARE TOWN PROPERTY

The original or a copy of all records and computations, including machine-readable databases, made by Proposer in connection with any appraisal of property in the Town shall, at all times, be the property of the Town and, upon completion of the project or termination of this contract by the Town, shall be left in good order in the custody of the Assessor.

In addition, throughout the conduct of said revaluation, any criteria, guidelines, price schedules or statement of procedures used in such revaluation by the Proposer shall be available by the Proposer for public inspection in the Assessor's office and shall be available thereafter, all in accordance with §12-62(c) of the Connecticut General Statutes.

Such records and computations shall include, but not be limited to:

- Assessor's Maps
- Land Value Maps
- Materials and Wages
- Cost Investigations and Schedules
- Data Collection Forms
- Listing Cards
- Property Record Cards with property valuations and sketches
- Capitalization Rate Data
- Sales Data
- Depreciation Tables
- Computations of land and/or building values

All letters of memoranda to individuals or groups explaining
methods used for appraisals
Operating statement of income properties
Duplicated notice of valuation changes
Database of all property records, CAMA system, and
integration with administrative system

4. ASSESSOR'S RECORDS

The Proposer shall use a system approved by the Assessor to accurately account for all records and maps which may be taken from the files of the Assessor in connection with this project. All such records and maps shall be returned immediately. The Assessor reserves the right to deny this information if the Proposer fails to perform their responsibilities according to the contract.

None of the Assessor's records shall be taken outside the corporate limits of the Town without prior written permission of the Assessor.

The existing database in the Assessor's CAMA system shall be provided to the Proposer at the Proposer's expense.

5. PROPERTY RECORDS/ASSESSMENT SHEETS

Assessment sheets shall contain all manner of information affecting value, including but not limited to, information as to location of property, classification as to usage, owner of record, source of title, size, shape and physical characteristics of land, with the breakdown of acreage as applicable, along with the unit of value applicable to each, public utilities available, public improvements, census tract number, zoning regulations in effect as of the assessment date. All physical improvements shall be listed giving all interior and exterior construction details, quality of construction, age, condition, replacement values, percent of physical, functional and economic depreciation, depreciated values, fair market value and seventy (70%) percent assessment value will be shown. A computer-generated sketch of all buildings, with the appropriate scale of such sketch, along with a current digital image of the assessed structures shall be shown on these records.

6. PLOT PLANS

Plot plans shall be drawn of each residential, commercial, industrial, public utility or exempt property with three (3) or more major buildings thereon, and each plot plan shall be reasonably accurate as to locations of the buildings and shall be coded to the field record cards. For the purposes of this section, a major building is defined as a building having 500 or more square feet of gross floor area.

Records of multiple major building properties together with plot plans or land maps shall be assembled in a standard file folder properly labeled.

7. ASSESSMENT NOTICES

No later than November 9, 2017, a notice, subject to prior approval by the Assessor, shall be sent, at Proposer's expense by first class mail, to each property owner of record, setting forth the fair market value that has been placed upon the property identified in the notice, prepared in duplicate and in conformity with §12-62(f) of the Connecticut General Statutes.. The Proposer will provide the needed information for the notice. Also enclosed with such notice shall be information specifying the dates, times and places of the informal public hearings and information describing the property owner's right to appeal the valuation of his property, including the manner in which an appeal may be filed with the Board of Assessment Appeals. Such notices shall be subject to approval by the Assessor and in accordance with Connecticut General Statutes.

The Proposer shall, at its own expense, send out an additional notice for real property classified under Public Act 490 (Farm and Forest).

At the time assessment notices are mailed, the Proposer shall provide an excel spreadsheet to the Assessor along with two (2) bound reports of every assessment: one report to be sorted by property owner's name and the other report to be sorted by property location. If needed, additional sets of these reports shall be made available at selected public buildings.

H. INFORMAL PUBLIC HEARINGS

Beginning no later than November 12, 2017, the Proposer shall hold informal public hearings, at such times and at such locations as the Assessor may specify, so that owners of property or legal representatives of owners, may appear at appointed times to discuss with qualified members of the Proposer's staff, the assessed valuations of their property. The Proposer's personnel shall explain the manner and methods of arriving at value. Informal public hearings, at the discretion of the Assessor, may be held on weeknights and Saturdays, as well as during business hours.

Once the notices are mailed, the Proposer shall provide sufficient full time personnel for the sole purpose of making appointments for the informal public hearings. The Proposer shall maintain a (national) toll-free line along with a method to handle on-line/e-mail contact, for the purpose of making appointments for the informal public hearings.

The Proposer, in conjunction with recommendations of the Assessor, shall schedule a sufficient number of hearings and provide sufficient qualified personnel certified by the State of Connecticut and approved by the Assessor to handle said hearings expeditiously and fairly.

"Qualified personnel" shall be defined as one who actually performed appraisal work for the project either as a Reviewer, Supervisor or any such person involved in the actual estimating of value for the project or such person as approved by the Assessor.

Commercial, industrial and public utility hearings shall be scheduled separately from residential hearings.

The Proposer shall require each person/persons, or their legal representative who appears at a hearing, to sign a form indicating whether the Proposer shall re-inspect the property/properties being discussed. This decision to re-inspect will be at the reasonable discretion of the Assessor. This form shall be approved by the Assessor and provided by the Proposer. The completed and signed forms shall be turned over to the Assessor at the conclusion of the hearings.

Any such re-inspection shall be made as soon as possible, but in any event, no later than December 21, 2017.

All decisions governing the format, method of public hearing, hearing date and times, time increments of appointments, number of personnel or specialists for the hearings, and the forms for said hearings, are subject to the approval of the Assessor.

All costs related to the hearings shall be the responsibility of the Proposer.

Any information offered by the taxpayer shall be given consideration, and adjustments shall be made where warranted.

The informal public hearings shall be completed by December 7, 2017.

No later than December 31, 2017, the Proposer shall, at its expense, in person or by first class mail, notify in writing each taxpayer who has appeared at an informal hearing of the results of that hearing, whether the assessment has been changed or not. The content and form of such notices shall be subject to the prior approval of the Assessor.

The Proposer shall provide the Assessor with a weekly analysis of, but not limited to:

- Number of interviews
- Number of accounts resolved in session.
- Number requiring "in-field" follow-ups.
- Itemized listing of accounts requiring increase/decrease and reason for change.

I. BOARD OF ASSESSMENT APPEALS

The Proposer shall have qualified personnel (See Section C, above, for the definition of "qualified personnel") available for attendance at any deliberations of the Board of Assessment Appeals held after the completion of this project, Sundays excluded. Such availability and attendance shall not be required after the date for the completion of the duties of the Board of Assessment Appeals on the October 1, 2017 Grand List, to assist in the settlement of complaints and to explain the valuations made.

J. COURT APPEALS/LITIGATION

In the event of appeal to the courts or appeal boards, either pursuant to §12-117a or §12-119 of the Connecticut General Statutes, as amended from time to time, the Proposer will furnish a competent witness or witnesses, who actually performed appraisal work on the project, to defend the valuation of the properties appraised. Any such witness is subject to approval of the Assessor. The Proposer shall

cooperate with the Town at the Town's place of business, by providing assistance, any necessary documentation or narrative appraisal reports, to fully explain or defend valuation determined in this project. The Proposer shall not be held responsible for any assessments changed by another.

K. INFORMATION TO THE ASSESSOR

The Proposer shall give to the Assessor any and all information requested pertaining to the revaluation work, for a period of one year after completion of the duties of the Board of Assessment Appeals on the October 1, 2017 Grand List, without further cost to the Town.

Throughout the project, the Proposer shall satisfy all requests made by the Town for information as to the Proposer's planned work schedule for the project, personnel employed on the project, appraisal methods and procedures utilized and the status of the work.

Written bi-weekly progress reports are required throughout the duration of the project, commencing thirty (30) days from the date the work commences.

L. APPRAISAL SPECIFICATIONS

1. Land

The Proposer shall appraise all land within the Town: including residential, commercial, industrial, agricultural, special use, public utility, whether taxable or exempt, vacant and/or improved.

The Assessor shall provide use values for all land classified as farm, forest or open space pursuant to §12-107c, §12-107d and §12-107e of the Connecticut General Statutes. The Proposer shall provide the fair market value for such classified properties.

a. Land Study

Land shall be valued on the basis of an analysis of all sales data occurring between October 1, 20015 (inclusive) and October 1, 2017 (inclusive). The analysis and application of sales data shall be governed by procedures and techniques expressly approved by the Assessor. The Proposer shall make a careful investigation of this data and shall consult owners, realtors, banks and other sources for information relative to sales of properties within the Town. All factors affecting the final values of land shall be considered, such as location, zoning, inland wetlands, topography, soil condition, utilities, size, vacancy, form of ownership, non-conforming uses and zoning variances.

Non-conforming uses and zoning variances shall be considered in establishing values. A brief description of each lot or parcel of land, together with the valuation computations, shall be entered on the Assessor's database and provided on an assessment sheet.

b. Land Inspection

The Proposer shall make necessary adjustments in value to compensate for topographical irregularities such as high banks, steep slopes, swamps, irregular shapes or anything else which may detract from or enhance the value of the land.

Non-conforming uses and zoning variances shall be considered in establishing values.

All such adjustments shall only be made if they are market-supported.

c. Land Unit

The Proposer shall prepare land unit values by front foot, square foot, acreage or fractional acreage; whichever in the judgment of the Assessor most accurately reflects the market for the appraised land.

All necessary tables and charts shall be developed by the Proposer for the valuing of land. These tables and charts shall be prepared according to standard appraisal practices and shall be subject to the approval of the Assessor.

d. Land Value Map

The Proposer shall delineate the land value units on all streets and acreage in the Town on a suitable map to be provided by the Assessor. The land value map shall be returned to the Town prior to the completion of the project.

e. Neighborhood Delineation

After consideration of the environmental, economic and social characteristics of the Town, Proposer shall, with the cooperation and approval of the Assessor, check and re-delineate "neighborhood" units within the Town. Each neighborhood unit shall exhibit homogenous characteristics. Each neighborhood unit shall be assigned a separate identification code. These neighborhood codes shall be recorded and maintained on all property record cards and the computer database.

2. RESIDENTIAL BUILDINGS AND STRUCTURES

a. Physical Details

The Proposer shall make a careful and complete listing of physical construction details of all residential buildings and structures and all structural improvements appurtenant to residential property in the Town, on proper forms as previously covered in these Contract Specifications.

b. Physical Inspections

All physical improvements shall be measured, inspected, listed and reviewed.

The Proposer shall make a listing of physical construction details of all the structural improvements pertinent to residential property in the Town, on data collection cards (listing cards) for entry into the CAMA database. Details of all structural improvements also are to be listed on the property record cards (field cards). For property data quality assurance, a data

collection manual, training for data collectors, and data entry edit procedures must be provided.

The Proposer will verify or correct the complete listing of all physical details for all residential, commercial and industrial buildings and all structural improvements attached to each parcel. Listing will include all interior and exterior construction details, quality of construction, age and condition.

c. Exterior Inspections

Properties shall be field inspected as the Assessor shall require. All properties shall be reviewed in the field by the Proposer's personnel qualified as reviewers as previously prescribed in these specifications.

The properties shall be reviewed for classification, final value, and to assure that they are correlated to comparable properties. The Assessor shall be notified of the dates of review and be entitled to accompany the reviewers during this phase of the revaluation.

When measuring, all buildings and improvements shall be measured to the nearest foot.

d. Interior Inspections

The Proposer shall guarantee to make a careful inspection of the complete interior of at least ninety-five (95%) percent of the properties as described above, excluding those wherein the owner refuses permission to inspect.

The Proposer shall verify all sales with the owner and code them as useable or non-useable transactions. Useable transactions are defined as "arms-length" sales and do not include foreclosures, family sales, auction sales, estate sales, etc.

Interior inspections shall be complete. Information taken at the door is unacceptable. It shall be noted on the record card if the data collector is not allowed to view any portion of the property, and the reason why.

Properties whose owners have not answered notification letters requesting an appointment for inspection shall also be excluded from the total number of properties in computing the ninety-five (95%) percent figure. For each property above the allowable five (5%) percent which is not inspected in accordance with the Contract, the Assessor may assess a penalty of five hundred and 00/100 (\$500.00) dollars per property to be deducted from the contract price.

e. Verification

The Lister shall have each interior inspection verified, including the date of the inspection, by having an adult owner or resident of each building or dwelling unit sign the data collection digital device and/or physical sheet.

At no time shall any employee of the Proposer enter any structure which is occupied solely by a minor. A minor is defined as any individual less than eighteen (18) years of age.

i. Entrance Refusal

When entrance to a building for an inspection is refused, the Lister shall make note of the fact and within two (2) working days notify the Assessor of the fact in writing, giving the facts as to the time of the visit and if possible, the name of the party refusing entrance and other pertinent information.

The Assessor shall review each such case, and the Assessor shall send a letter to the owner of the property to explain the importance of a complete interior and exterior inspection of the property. If the Assessor shall be unable to gain the cooperation for a complete inspection, the Assessor shall so notify the Proposer, and they shall proceed to estimate the value of the building on the basis of facts ascertainable without entry and on the basis of an estimate of the interior features and interior condition of the property. The Proposer shall make adequate notations of the lack of cooperation, and the manner of arriving at value, conspicuously on the property record digital device and/or physical sheet.

In an instance whereby access has not been made or permitted, and a question exists regarding building size, number of rooms, bathrooms or other pertinent data, the Proposer shall first check with the Assessor for Building Official's database/information.

If the Assessor is not notified, as required above, that entrance was denied at a property, that property shall be counted as "not inspected" NOT as "refused".

j. Lister Identified

The data collection digital device and/or physical listing sheet and the property record digital device and/or physical field card shall indicate the initials of the lister and date(s) of the listing.

k. Call Backs

Where necessary the Proposer shall make one (1) additional call back, which must be on a weekday between 5:00 PM and 8:00 PM, or on a Saturday. Time and date of call back shall be noted on the data collection digital device and/or physical listing card and on the property record digital device and/or physical field card by the lister making the call back.

l. Notification Letter

If after one (1) call backs, contact was not established with a property owner, a notification letter (approved by the Assessor) shall be mailed at the Proposer's expense, notifying the property owner that the representatives of the Proposer were not able to make contact, and request that within a prescribed time limit the property owner contact the Proposer, by telephone or by mail, for alternative arrangement for the inspection of the property. The

Proposer shall investigate all returned mail for current and/or corrected addresses and re-mail such notices.

If the property owner does not arrange for and keep an appointment for interior and exterior inspection of the property by the Proposer within the prescribed time limit, it shall be considered a refusal. The Assessor shall be notified. If the Assessor is not so notified, the property shall be counted as "not inspected" not as "refused".

The Proposer shall at no time during the project refuse to inspect any property when the property owner has made a request.

m. Status Reports

The Proposer must provide the Assessor with monthly status reports as to the percentage of interior inspections with signatures that have been obtained in relationship to the total number of properties that have been inspected.

3. APPRAISAL OF COMMERCIAL, INDUSTRIAL, PUBLIC UTILITY AND SPECIAL PURPOSE PROPERTIES

a. General

All commercial, industrial, public utility and special purpose buildings shall be classified, priced and reviewed in the same manner as residential properties, as set forth previously in these Contract Specifications, except that the dimensions of all buildings shall also include the height, which shall be recorded on the property record card. Also, all tenants' names will also be recorded on the digital device and/or physical field card.

b. Description

All buildings shall be identified and described as to component parts of construction, size, area, age, usage and present occupant(s) on the proper forms, as previously prescribed in these Contract Specifications.

c. Income Approach

Income and expense data gathered by the Town shall be utilized by Proposer for income producing and where appropriate, owner-occupied properties. Any income and expense data with accompanying summary reports and rent schedules shall become property of the Town.

All information filed and furnished with Income and Expense report shall not be a public record and is not subject to the provisions of §1-19 (Freedom of Information) of the Connecticut General Statutes.

From these returns and other data sources, such as field investigations and interviews, the Proposer will establish market or economic rent and expenses for income producing properties. The Proposer shall also develop capitalization rates by investigating sales and income data.

Rates shall be established for the various classes of property and checked by bankers, investors and appraisers to ensure their accuracy. When the rates and methods have been approved by the Assessor, the Proposer shall perform the income approach using both actual and economic income and expenses.

The Proposer shall be responsible for entering all income data into the CAMA system.

The Town shall be responsible for the collection of the Income and Expense (M-58) Reports.

d. Yard and/or Site Improvements

Yard improvements shall be listed and valued separately.

e. Fixed Equipment

All fixed machinery and equipment serving a building and taxable as real estate shall be listed within that building and priced in accordance with procedures as outlined in the applicable price schedule. If a question exists whether certain machinery or equipment is taxable as real estate, Proposer shall bring the question to the attention of the Assessor and be bound by her determination.

The Assessor shall be notified in writing of any item which might be considered an item of personal property yet is included in the valuation of the building. Said item(s) shall be separately listed and described by the Proposer either on the property record card or separately on another record.

4. SCHEDULES

a. Building Cost Schedules, General

The Proposer shall prepare for usage in the project, as hereinafter specified, building cost schedules. These schedules will reflect the unit-in-place method based upon the square foot or cubic foot area of buildings as applicable. These schedules shall be used in computing the replacement cost in the Town for all residential, commercial, industrial and farm construction. They shall reflect the wage scale for the various trades, labor efficiencies, overhead, profit, engineer and architect fees and all other direct and indirect costs of construction. Before final acceptance, they shall be proven by testing against known sales. All finalized schedules shall be approved by the Assessor before adoption and usage by Proposer.

The cost schedules must be supported by a recognized valuation publication company such as Marshall Valuation Services.

b. Types of Cost Schedules

1. Residential

Residential cost schedules shall include schedules for various classifications, types, models and story heights on a cost per square foot basis normally associated with residential buildings. The schedule shall be flexible with special sections reflecting the various additions and deductions for construction components from the base specifications, along with prices for different types of heating systems, bathrooms, porches, breezeways, attached or detached, basement garages and finished basements and schedules for other building improvements usually found on residential property including, but not limited to, in-ground swimming pools, barns, sheds (larger than 100 square feet), patios, sports courts and gazebos.

b. Commercial

Commercial building cost schedules shall be prepared in unit costs of material in place and charted on a per square foot basis and shall be prepared for various story heights and contain all the additions and deductions for construction components from base specifications.

c. Industrial and Special Purpose

Cost schedules for industrial and special purpose structures shall be prepared in unit costs of material in place and charted on a per square foot basis, and shall contain all the additions and deductions for construction components from base specifications.

d. Farm

Cost schedules for farm structures shall be prepared for square foot and cubic foot costs for various types of farm buildings including, but not limited to, barns, sheds, silos, milk houses, coops, etc.

2. Depreciation Schedules

Depreciation schedules (or methods to be used in determining the amount of depreciation) shall reflect the normal and accepted depreciation rates of buildings according to classification. These schedules or methods shall cover residential, commercial, industrial, farm buildings and special use buildings and shall be approved by the Assessor.

The Proposer shall develop and explain the depreciation(s) indicated on the property record card and/or worksheet, if used.

3. Schedules for Town

The Proposer shall supply and leave for the Town not less than two (2) copies of all the above required building cost schedules and depreciation schedules. Appraisal schedules are all tables, factors, models and model descriptions, which were employed in the Project to process value estimates as required in the section of this Contract entitled "Appraisal Specifications". A draft copy of these appraisal schedules shall be turned over to the

Assessor upon approval of the schedules by the Assessor. These schedules shall be in the form of a bound manual and shall be the same schedules used in the CAMA system.

M. SALES ANALYSIS

Sales analyses of all properties, sold between October 1, 2015 (inclusive) and October 1, 2017 (inclusive), shall be performed as a means of sustaining the values derived. These analyses shall be done on the aggregate of all residential, commercial, industrial, public utility, vacant land and special purpose properties.

The sales analyses shall include, at a minimum, sales ratios and coefficients of variance and dispersion. All sales that are part of the sales analyses shall be verified. A sales assessment analysis with these same factors and measures shall also be done for all sales in a class and in each residential neighborhood.

All sales that are a part of the sales analyses shall be verified. The Proposer shall provide effective screening, confirmation of sales prices and inspection of sale property.

Any additional requests for sales analyses by the Assessor shall also be performed.

N. QUALITY CONTROL

1. GENERAL

The Proposer shall be required to submit a detailed quality control program. The quality control must address both the accuracy and validity of the data. This program should include some form of data recollection to assure the quality of the data being collected. This program must include a comprehensive reporting system and be approved by the Assessor. This program shall include questionnaires mailed to property owners at the Proposer's expense.

2. FIELD CHECKS

The Assessor shall spot check in the field, properties picked at random by the Assessor, with or without the Proposer. Any errors discovered will be the responsibility of the Proposer to rectify and perform adequate training to prevent the error from occurring in the future. The Assessor may request that the Proposer's employee be removed from the project.

3. PERFORMANCE BASED REVALUATION STANDARDS

It is understood and agreed that the reappraisal of properties covered by this Contract shall meet or exceed the standards as outlined in the Performance Based Revaluation Standards and Certification of Revaluation §12-62(i) of the Connecticut General Statutes (as amended from time to time) and shall conform to the procedures and technical requirements of the Assessor.

To that end, preliminary Performance Based Revaluation reports shall be completed, as requested by the Assessor, prior to the printing and mailing of the assessment notices.

The Proposer shall be required to provide such Management Plan as require by §12-62(i) of the Connecticut General Statutes, as amended from time to time.

O. INCOMPLETE CONSTRUCTION

The Proposer shall code as “unfinished construction” all property cards which have incomplete improvements on the October 1, 2017 Grand List.

The street card shall show the percentage of completion, based upon a schedule approved by the Assessor and reflect the percentage of completion in the valuation.

At the conclusion of this project, the Proposer shall deliver to the Assessor a listing by property location for all property cards, which have incomplete improvements as of October 1, 2017.

P. FIELD REVIEW

All properties shall be reviewed **in the field** by the Proposer’s personnel certified as reviewers. The reviewer shall be completely trained and fully experienced in the appraisal of the particular type and kind of residential, commercial, industrial, public utility or special purpose property that s/he is responsible. The Assessor shall be notified of the dates of review and shall be entitled to accompany the reviewers.

Q. PRICING AND VALUATIONS

Using CAMA and the mass appraisal procedures developed by the Proposer, the Proposer shall calculate a value estimate for each parcel that shall be comprised of:

- 1) Land value
- 2) Building value
- 3) Other improvement value(s), and
- 4) Total value.

The final valuation of any property shall be the fair market value of the land, buildings and other improvements as they existed on October 1, 2017. Fair market values shall be rounded to the nearest ten (\$10.00) dollars.

Prior to the mailing of the assessment notices, the Proposer’s Project Manager shall review the final values, as computed by the Proposer with the Assessor to ensure that the Town is prepared to accept the Company’s work.

The Assessor shall make the final judgment on the final values. If deemed to be unacceptable, the values shall be corrected or revised by the Company as required or specified by the Assessor.

R. MARKET APPROACH MODULE SPECIFICATIONS

The market approach must provide for data screening, segmented analysis, market model generation, model evaluation, value predictions, comparable selection, comparable adjustments and field review reports.

The market module should produce market value estimates using comparable sales. It should include the ability to extract sold properties from the master file and build a sales history file for sales analysis purposes. For each improved residential property to be valued, the system should select from the sales history file several (3-5) comparable properties which have recently sold. The selected sales shall be those which most closely resemble the subject. The comparable properties would be chosen from the same neighborhood or area similar to that of the subject.

Each individual selling price shall be adjusted to reflect differences from the subject for property characteristics and time. A weighted estimate of market value shall be determined from the adjusted selling prices of the comparables, giving the most weight to the most comparable sale. A measure of dispersion of the various estimates shall be calculated and printed on a review document as a guide to the review appraiser/Assessor.

For properties for which the market approach and the cost approach are the appropriate appraisal methods, the system shall allow for a correlation by the review appraiser/Assessor who will choose the final value estimate from the cost approach, the market approach or arrive at a separate value estimate based on the information available. The final value, its source, the identification of the review appraiser/Assessor and an override reason code shall be entered on the database.

The system shall maintain a sales history file to be used for market valuation. The system should provide the ability to perform an appraisal-to-sale or an assessment-to-sale ratio analysis by neighborhood, property class or value strata. Summary statistics should include the aggregate, standard deviate, average absolute deviation, price rate differential, mean and median ratios the range and the coefficient of dispersion.

The system should include the ability to analyze sales ratio statistics by neighborhood and/or neighborhood group as well as class. This should provide the necessary information to make comparisons between classes and locations and identifying categories with significant differences in value level or variance. These categories can then be checked to determine if adjustments are required.

S. INCOME APPROACH MODULE SPECIFICATIONS

The income approach module contained in the system should perform valuation by income capitalization. All income producing real property and all apartment properties containing five or more apartments shall be appraised by the income approach. Income modules for various types of income producing property shall be maintained by the system and applied consistently to each property with the appropriate characteristics. The CAMA system shall provide the review appraiser/Assessor with the capability to model the market place(s) by physical characteristics, construction type, use, etc. for income-producing properties. Information pertaining to income and expense shall be obtained by the Assessor on forms prescribed by the Office of Policy and Management of the State of Connecticut. The Revaluation Proposer shall enter in and utilize this information in the income approach module of the CAMA system provided. From these forms and other data sources, the Revaluation Proposer will establish market or economic rents and expenses for income producing properties. The Revaluation Proposer shall also develop capitalization rates by investigating sales and income data. Rates shall be

established for various classes of property. All confidential income and expense data described in this section shall become the property of the Town.

When the rates, factors, methods and techniques have been approved by the Assessor, the Revaluation Proposer shall make appraisals of all income producing properties, subject to the approval of the Assessor, with the CAMA system in accordance with the Connecticut General Statutes.

The review appraiser/Assessor shall be presented with a review document, which allows the correlation of all appropriate valuation approaches. The review document shall list the physical characteristics of the subject, the cost data previously described, the market approach previously described (if sale data exists), and the income approach. The income approach is to be generated from consideration of actual income and expense data for the subject property and from consideration of market income and market expenses for properties of that type. The review appraiser/Assessor will then be able to correlate the available data and select a value estimate based on the information available. The final value, its source, the identification of the review appraiser/Assessor and an override reason code shall be entered on the database.

T. TRAINING

The Proposer shall be responsible for training the Assessor's staff in such manner that, at the end of the project, the Assessor's Office shall be knowledgeable in the operation of all phases of the valuation system.

On-the-job training, where feasible, shall consist of the Assessor and her staff working in the appropriate phases of this project under the Proposer's supervision.

The Proposer shall submit a reasonable training plan and schedule to achieve the objective stated above prior to the commencement of the project.

U. TRANSMITTAL OF DELIVERABLES TO THE ASSESSOR

Regular periodic delivery of appraisals and other information required under this Contract and Contract Specification, as completed and in accordance to a schedule hereinabove set forth or agreeable to the Assessor shall be made to the Assessor for her review.

All appraisals of buildings (either complete or under construction) shall be completed as of October 1, 2017.

All completed and/or corrected records shall be turned over to the ASSESSOR as of January 4, 2018.

The final inspection and review shall take into consideration any known or apparent changes in the individual property since they were first inspected in order that the final appraisal of property shall be appraised as of October 1, 2017.

This information and/or appraisals and records shall not be made public until after the informal public hearings, except to the extent public access may be compulsory under provisions of applicable law.

It is understood and agreed that the reappraisal of properties covered by this contract shall meet or exceed the standards as outlined in the Connecticut Performance Based Revaluation Standards and Certification of Revaluation (Connecticut General Statutes Sections 12-62I-1 to 12-62I-7, as amended time from time), shall conform to the procedures and technical requirements of the ASSESSOR and, at least biweekly, the PROPOSER shall meet with said ASSESSOR to discuss the progress and various other details of the project.

3. RESPONSIBILITIES OF THE TOWN

A. Nature of Service

It is clearly understood and agreed that the service rendered by the Proposer are in the nature of assistance to the Assessor and all decisions as to proper valuation shall rest with the Assessor.

The Proposer shall, in good faith, use its best efforts to assist the Assessor in determining accurate and proper valuations and shall not undervalue or overvalue any land, building or other property to avoid or to minimize its responsibilities as outlined in these Contract Specifications.

The Assessor shall designate the Proposer to view by physical inspection all real property in the Town in compliance with Connecticut General Statutes

B. Cooperation

The Assessor, Town, and its employees will cooperate with and render all reasonable assistance to Proposer and its employees.

C. Items Furnished By The Town

The Town shall furnish the following:

1. Maps

The Town shall furnish one (1) set of the most up-to-date Town Assessor's Maps that are currently available showing streets, and property lines and boundaries.

2. Land Dimensions

The Town will make available lot sizes and total acreage to the Proposer of all pieces of property where the map or present records fail to disclose measurements or acreage.

3. Zoning

The Town will provide current Town zoning regulations and zoning maps.

4. Existing Property Record Cards

The Town shall make available to the Proposer, at their expense, the current CAMA database for all property accounts. The Assessor reserves the right to deny this information if she believes the information is being used in contrary to the contract.

5. Property Transfers

The Town shall notify the Proposer, on a regular basis, of property splits and transfers occurring after the initial creation of the revaluation database for the Proposer.

The Proposer shall update the revaluation database as necessary.

6. Building Permits

The Assessor shall screen and make available on a timely basis to the Proposer, copies of all building permits issued during the course of this project (up to and including October 1, 2017) to allow the inclusion of all new construction, additions, remodeling or demolitions in the Proposer's appraisals.

All building permit copies shall be returned to the Assessor at the completion of this project.

7. Signing of Communications

The Town shall sign, by the Assessor, communications to be mailed at Proposer's expense, for the purpose of contacting a property owner for inspection of the property or for such other purpose as is deemed appropriate by the Assessor.

8. Mailing Addresses

The Town shall make available through the Assessor's Office the current mailing address and other relative data that exists on the administrative program for all property owners.

9. Office Space

The Town shall furnish to the Proposer shared office space in the Town to carry out the terms of this Contract. If the Proposer requires additional space the Proposer may at their expense rent space within the Town of East Windsor.

The Town shall also provide space, at no charge to the Proposer, for the purpose of holding the Informal Public Hearings.

10. Obligation to Keep Current

The Town shall continuously and currently update the information specified above.

11. Sales Information

The Town shall continuously and currently provide copies of all sales information available to it with respect to transfer of parcels.

12. INCOME AND EXPENSE REPORT FORMS

The Town shall be responsible for the collection of the Income and Expense Reports:

INCOME PERIOD	TO BE MAILED BY	TO BE RETURNED BY
January 1, 2015 to December 31, 2015	April 20, 2016	June 1, 2016
January 1, 2016 to December 31, 2016	April 20, 2017	June 1, 2017