

**John E. O'Donnell & Associates**  
**632 Bald Hill Rd**  
**New Gloucester, ME 04260**  
**207-926-4044**

July 14, 2011

Owner  
 Address  
 Town, ST Zip

IMPORTANT TAX ASSESSMENT INFORMATION

Acton **Map/Lot Reference XXXX** Trio acct xxx

Dear Acton Property Owner,

**Acton is conducting a town wide equalization (revaluation) program in 2011.** Every property valuation for tax assessment purposes is being changed to reflect each property's fair market value as of April 1, 2011. Acton is completing the equalization program to re-establish fairness in the Town's tax assessments. Fairness in tax assessing is measured by the relationship of assessed values to fair market values. The real estate market in Acton has changed since the Town's last revaluation.

**The proposed valuation of your real estate for April 1, 2011 is listed below.** After studying recent sales, we believe these values reflect fair market value for 2011. Fair market value is the price that a typical buyer would pay and that you would accept if the property were to sell at this time. Although most properties are not for sale, valuations are based on an estimate of a sale price. We are expected to be within ten percent for tax assessing purposes.

**If you believe your value is incorrect, you may schedule an appointment and meet with us.** The appointments will be held at the Acton Town Office, 35 H Rd, Acton, ME 04001. Meetings are by appointment only, and the dates and times for appointments are listed below. Each meeting will be scheduled for about fifteen minutes. These informal meetings will be a discussion of the total value of your property and are an opportunity for property owners to provide information about the value of their property before we commit taxes. At the very least please provide your insurance coverage information.

**If you cannot make it to Acton for an appointment, you may send information in writing by mail or email.** The mailing address is John E. O'Donnell & Associates, 632 Bald Hill Rd., New Gloucester, ME 04260. The phone number is **207-926-4044**. The email address is [Acton@jeodonnell.com](mailto:Acton@jeodonnell.com). Please put "**Acton**" and your "**Map and Lot**" reference in any communications. Your map and lot reference is in bold at the top and the bottom of this letter. We must receive your written correspondence by **August 1, 2011**.

**If you feel that your property would likely sell for the amount noted below (plus or minus ten percent),** you do not need an appointment.

**If you have information that you would like to share and you want an appointment to meet with us,** you should call John E. O'Donnell & Associates between the hours 9:00 a.m. and 4:00 p.m., Monday through Friday. The phone number is **207-926-4044**. We cannot conduct appointments over the phone.

Meetings at Acton Town Office	
Dates	Times
Saturday July 23, 2011	9am 2pm
Monday July 25, 2011	2pm – 7pm
Tuesday July 26, 2011	2pm – 7pm
Wednesday July 27, 2011	9am 2pm

- Please note that a significant change from last year's tax alone is not a valid reason for believing the proposed value is wrong.
- Land in Tree Growth and Farmland are valued using State rates.

**Map / Lot Reference XXXX**  
**The estimated tax rate is .011**

Proposed Total Real Estate	Exemption(s)	Proposed Total Taxable Value	Estimated tax after exemption(s)
XXXX	XXXX	XXXX	XXXX

Sincerely, John E. O'Donnell & Associates