

Amy L. Berning
Shelby County Auditor



129 E. Court Street, 3rd Floor | Phone: 937-498-7202
Sidney, OH 45365 | Fax: 937-498-2255

Date: 04/25/2021

Parcel:

Dear Property Owner:

As County Auditor, I am required by the State of Ohio to review all real property information in the county every six years. Shelby County is entering this revaluation cycle, which will take a full two years to complete. I wanted you to know that in the coming weeks and months, representatives will be visiting each property in the County. The first round of representatives will be photographing each structure on the parcel, and later in the process there may be additional representatives doing physical inspections to verify parcel characteristics. In no circumstance will our representatives inspect the inside of a residence. Our representatives are to abide by social distancing standards and will attempt to alert you to their presence before beginning outdoor photography.

To ensure the highest quality valuation process, our office would like your help. Enclosed is a Factsheet containing the information we currently have on file for your home in Shelby County. Please review it for accuracy and make any necessary corrections so we can update our records. For more information regarding your property, including sketches and outbuildings, please visit our website at <http://realestate.shelbycountyauditors.com>. All information will be used by our appraisers to help determine accurate property values for the 2023 revaluation.

Please return the enclosed Factsheet as soon as possible by emailing it to aberning@shelbycountyauditors.com, dropping it off at our office in the Annex building, or mailing it with the enclosed envelope.

How to identify our representatives: The vehicle of our representatives will display "Shelby County Auditor" and the Auditor's seal as printed at the top of this letter. The representatives will be wearing a reflective vest and an ID badge which displays the logo of our appraisal company, shown here:



If you have any questions or would like to confirm the identity of a person visiting your property, please call our office at 937-498-7202.

Thank you for your assistance and your patience as we work to update our records, and please take advantage of all the valuable information available on our website. Our home page is <https://co.shelby.oh.us/auditor/>. It is a great resource when you need an address, details about a property, or other services we provide!

Sincerely,

Amy L. Berning
Shelby County Auditor

This Property Card Factsheet must be returned by:

Failure to return this Factsheet could result in an incorrect tax assessment.

Owner Name: _____ Parcel Number: _____

Property Address: _____

	Current	Corrections
How many dogs do you have at this property?		
If you have an outdoor dog, is it vicious to visitors?		
What year was your house built?		
How many rooms do you have? (Includes bedrooms, excludes bathrooms)		
How many bedrooms do you have?		
How many full bathrooms do you have? (Includes sink, toilet, tub/shower)		
How many half bathrooms do you have? (Includes sink with toilet or any 2 fixtures)		
How many extra fixtures do you have? (Double sink in bathroom, utility sink, separate tub or shower, wet bar, garage sink, or outdoor sink)		
Do you have central air in your house?		
How many wood fireplaces do you have?		
How many gas fireplaces do you have?		
Do you have Cathedral ceilings in your house? (Ceilings open to second floor)		
If yes, how many square feet?		
Do you have Vaulted ceilings in your house?		
If yes, how many square feet?		
Do you have a basement?		
If yes, how many square feet?		
Is your basement finished?		
If yes, how many square feet?		
Do you have a finished attic?		
If yes, how many square feet?		

Have there been any buildings demolished, new buildings constructed, or any building improvements on this parcel in the past six years? No _____
If yes, please list what and when:

Do you have any other comments about your property:

In case we need to contact you, please provide your email address and/or phone number:

Email: _____ Phone: _____



Property Owner Signature _____ Date _____