

**CITY OF ONEIDA
OFFICE OF THE ASSESSOR**

LONNIE STEDMAN
City Assessor



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April 22nd 2010

Dear Property Owner,

Beginning this month we will be doing a physical inventory of all the real estate properties in the City of Oneida. The inventory will be conducted according to Procedural Assessment Uniform Standards 2.1 and the New York State Office of Real Property Services Data Collections Manual.

The inventory will consist of physically viewing exteriors of all real estate properties and comparing the collected data to property inventory records filed in the assessor's office. Assessments will not be affected unless there are improvements that have not previously been inventoried.

We have also enclosed an interior data form on the back of this letter. We would appreciate you taking some time to complete the form and return it to the assessor's office by mail or drop it off at the assessor's office or in the night drop box. The data will be used to update our records on the interior of properties.

The project will be done by the Assessment Department staff. All employees participating in the project will be wearing City of Oneida identification tags. Please feel free to ask the employees to see their photo identification.

If you would like to schedule an interior inspection please call the office at 315-363-7579 between the hours of 9:00 am and 11:30am, Monday-Thursday.

Thank you for your assistance.

Lonnie P. Stedman
City Assessor