

Policy for Reasonable Notice Postcards

The Official Code of Georgia 48-5-264.1 requires the Tax Assessors office to give reasonable notice to property owners and occupants before entering a property.

On the First and the Fifteenth of every month the Tax Assessors office shall make a list of properties that are under review or that have added improvements to a parcel. From this list the Assessors office shall send a postcard to every property/occupant to inform them that an appraiser will visit their property within 60 days of the date on the postcard. A list of properties shall also be posted on the county website for public review **in case of returned notification via mail.**

Each appraiser shall be responsible to make a list with names, addresses, and parcel numbers and have this information in the designated Excel folder no later than 4 days prior to the date the notices will be sent out; if the first or fifteenth fall on a weekend or holiday the post cards shall go out the following Monday.

In some special circumstances a phone call will be necessary to contact the tax payer, in this circumstance the appraiser shall document the time and date and who gave permission to enter the property.

In the case of tax returns and Assessment Notices the Tax Assessors office shall call and make an appointment to go out and review the property if a physical inspection is required.

Each appraiser is required to carry identification issued by the Tax Assessors office at all times when reviewing property so that the occupant can readily ascertain that the appraiser is a representative of the Board of Tax Assessors.

Anytime an appraiser comes to the property entrance with a gate/fence that is shut or locked; the office staff and appraisers will not enter the property. Staff will instead sound value items that have a building permit on them with a reasonable value on the improvement(s) in question.