

Chapter 208: REVALUATION GUIDELINES

SUMMARY: This rule explains in further detail the process of revaluation of property and presents guidance for professionals providing revaluation services, established in accordance with the provisions of 36 M.R.S. §§ 112, 328, 330 and 331.

Outline of Contents:

- .01 Definitions
 - .02 Requirements
 - .03 Failure to meet requirements
 - .04 Revaluation by municipality
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.01 Definitions

- A. Firm.** “Firm,” as used in this rule means a professional assessing firm or an individual or group of individuals that contracts to provide revaluation services or maintenance work for the property tax valuations of municipalities in the State of Maine. The term is separate from the term “professional assessor,” which means a person who is employed by one or more municipalities for the purpose of assessment administration. 36 M.R.S. § 306(5).
- B. Revaluation.** “Revaluation” means the development of new property valuations by a firm through the introduction of new grading and pricing schedules, the updating of existing grading and pricing schedules, or the maintenance of an existing valuation system.

.02 Requirements

- A.** Each firm providing revaluation services must employ at least one certified Maine assessor as described in 36 M.R.S. §§ 310 and 311.
- B.** Prior to conducting a revaluation of all property within a municipality, a firm must meet with the municipal assessor or assessors and a representative of the Property Tax Division of Maine Revenue Services. At that meeting, the firm must provide the municipality with the following:

1. Samples of grading and pricing schedules, including land pricing formulas, necessary for revaluations;
 2. A reasonable explanation of the proper usage of the grading and pricing schedules referred to in paragraph 1; and
 3. A written description of the personal property pricing methods the firm will use, if applicable, including depreciation schedules and a written description of the inventory and valuation format that the firm will present to the municipality once the revaluation is complete.
- C. A firm engaged in performing a municipal reevaluation in Maine must file a copy of the current grading and pricing schedules used with the State Tax Assessor. In addition, a firm must file and maintain with the State Tax Assessor a résumé that includes the number of people regularly employed by the firm, their particular qualifications, and a list of the municipalities where the firm has been employed within the five previous years.
- D. Upon completion of a revaluation, a firm must present the municipality with a complete set of property record cards that detail the construction of each building.

.03 Failure to meet requirements

- A. The Property Tax Division of Maine Revenue Services maintains a list of all qualified firms providing revaluation services for municipalities in the State of Maine. This list is available to municipalities upon request. Failure of a firm to comply with the guidelines established by this rule will result in the Property Tax Division removing that firm from the list and notifying municipalities of the removal.
- B. When the Property Tax Division removes a firm from the list referred to in subsection A, it will notify that firm by certified mail. The notification shall include the reasons for removal, as well as an explanation of the appeals procedure available. Appeals relative to determinations made under the provisions of this subsection are subject to the provisions of 36 M.R.S. § 151; Review of decisions of State Tax Assessor.

.04 Revaluation by municipality

If a municipality conducts its own revaluation and uses a grading and pricing schedule different from what was used in the prior revaluation, the municipality must provide the State Tax Assessor with a copy of the grading and pricing schedule upon request.

EFFECTIVE DATE:

October 21, 1987

EFFECTIVE DATE (ELECTRONIC CONVERSION):

May 1, 1996

AMENDED:

March 24, 2015