

Policy Title <b>Assessment &amp; Property Tax Information</b>		Adopted By <b>Council</b>	Policy Number <b>4040</b>	
Origin/Authority <b>Council</b>	Jurisdiction  <b>City of Humboldt</b>		Effective Date: January 22, 2002	Page  1
Reviewed By <b>Administration</b>			Amended: January 31, 2008	

Inquiries from individuals, legal firms, real estate firms, insurance agencies, mortgage companies and financial institutions, and appraisers for assessment and property tax information are to be answered according to the following policies:

1. Legal Descriptions

Verbal information on legal descriptions, lot sizes and civic addresses shall be provided free of charge to any interested person.

2. Assessment and Property Tax Information

Individuals requesting other information such as names or tax account information must obtain a detailed property profile or tax certificate in accordance with the fee schedule below:

Detailed Property Profile	\$15.00 per property or copy
Tax Certificate	\$20.00 per property

Individuals may also contact Information Services Corporation for names of property owners.

Property owners may obtain a copy of their detailed property profile free of charge.

3. Assessment Roll Open

In accordance with Section 183(1) of the Cities Act, the Assessment Roll shall be open each year for examination by the public from the day of the completion of the assessment roll to the last day for lodging an appeal.