

Date: September 12, 2011  
Subject: Equalization Study Sales Sample Printout

Number: 11-21

Dear County Assessor:

Enclosed is a printout of sales samples that may be used in the 2011 equalization study for your county. These sales samples span the time period January 1, 2010 through December 31, 2010. **Upon receipt of these documents, sign and date the enclosed receipt verification page and return it in the pre-addressed envelope provided.**

It is very important to review each transaction and furnish any documentation of sales information that you believe are essential to the clarification or the disqualification of a transaction. Forms and instructions outlining this procedure are provided. **Return the documentation and forms to the Ad Valorem Division by October 3, 2011.**

This will be the only opportunity to make corrections prior to the December 2011 State Board of Equalization meeting. Every effort is being made to coordinate informational exchange and verification with your office concerning sampling data for the 2011 equalization study.

Please indicate the 2010 samples in the visual inspection area that went on your 2011 tax roll in the space provided on the printout.

Sincerely,

Jeff Spelman, CAE, Director  
Ad Valorem Division

JS:jb

Enclosures