12345

TOWN OF ELLINGTON
OFFICE OF THE ASSESSOR
October 1, 2025 Revaluation

June 13, 2025

Data Verification Letter

OWNER NAME
123 ANY STREET
ELLINGTON, CT 06029

You may return the form by ***MAIL*** *to:*
Municipal Valuation Services, LLC
23 Sherman Street, Fairfield, CT 06824.

FAX form back *to* ***(203) 259-9501***
OR
Respond by EMAIL to:
EllingtonReval@munival.com

If you respond by email, please reference your **property location address** and state the necessary corrections in the body of the email or include a copy of the **front side** of the form as an **attachment**.

REVALUATION 2025 DATA VERIFICATION FORM

UID: 000000000
Location of Property: 123 ANY STREET
Building No: 1

The Town of Ellington is currently conducting the state-mandated Revaluation for the October 1, 2025, Grand List. As part of the process, Municipal Valuation Services has been contracted to assist with the data verification.

Review the information below based on existing Town records and make any necessary corrections and/or fill in any missing information. Sign the form and return it within 10 business days of receipt.

Changes CANNOT be made over the telephone; the signed form is required for our records.

If there are no corrections, check off the box at the bottom of this form and return it **within 10 business days.**
If you wish to request a **full physical interior inspection**, check off the corresponding box at the bottom of this form.

Building Style:		**Central Air:**	
No. of Stories:		**Total Rooms:**	
Roof Cover:		**No. of Kitchen(s):**	
Exterior Wall:		**Bedrooms:**	
Interior Wall:		**Bathrooms:**	
Interior Floor:		**Finished Basement/Lower Level (See Reverse):**	**(0 sqft. of 0 sqft.)**
Heat Fuel:		**Garage:**	
Heat Type:		**Pool:**	
No. of Fireplace(s):		**In-Law Apartment: (Please Circle Yes/No)**	**Yes / No**
Generator:			

Additional Information: _____

NO CORRECTIONS ☐

Request a full physical interior inspection. ☐
Please be sure to include necessary contact information

Signature_____ Date: _____ Phone: _____ Email: _____

If the form is not returned, it will be considered a refusal to provide information for the 2025 revaluation.

SAMPLE

Property Characteristics Explanations

Building Style: General description of the design of the home (e.g., ranch, split level, cape, etc.) A Conventional is a house that is at least 2 stories and does not fit the description of Colonial, Dutch Colonial, Tudor or Victorian. Old Style would be a house that is less than 2 stories in height and does not fit into the style of Ranch, Raised Ranch, Cape, Split Level, Contemporary or Bungalow. If the structure contains more than one living unit, it will be classified as a multi-family.

No. of Stories: The number of levels of living area a dwelling has above grade.

Roof Cover: Predominant type of roof material used on the roof (asphalt shingle, slate, wood shingle, etc.)

Exterior Wall: Predominant type of siding on exterior walls (wood, brick, vinyl, etc.)

Interior Wall: Predominant wall covering materials for finished areas (drywall, plaster, wall board, etc.)

Interior Floor: Predominant floor covering materials for finished areas (hardwood, carpet, linoleum, etc.)

Heat Fuel: Typical choices include gas, oil, electric, geothermal, solar, etc.

Heat Type: References the primary central heat source for the home (forced hot air, electric baseboard, hot water, etc.)

No. of Fireplaces (Gas or Wood): Indicates the number of fireplace openings. Indicate type and any permanently blocked openings, if applicable.

Central Air: Central Air, it indicates Central, Partial or None (includes percentage)

Total Rooms: Includes all rooms in dwelling except for bathrooms

Bedrooms: Rooms designed as bedrooms, with at least one (1) window. For homes built after 1950, bedrooms should include direct access to a common hallway and a closet.

Bathrooms: A bathroom is considered a full bath if it has 3 or more fixtures (tub or shower stall, sink and toilet). Three fixture baths with a shower stall only (no tub), are still considered a full bathroom. A bathroom with only 2 fixtures, typically a sink and toilet, is considered a half bath. The number of bathrooms indicated is for all living units in the dwelling. For example, a house with 1 full bath and 2 half bathrooms would look like 1:2 baths.

Finished Basement/Finished Lower Level: A basement is considered finished if three of the following four items exist: Finished walls such as sheetrock or paneling, etc., finished flooring such as carpet or linoleum, finished ceilings, Heat. Please make any additional comments on the data verification form. **Finished basement indicated by "yes" does not mean that the entire basement area is finished. To access a copy of your property card and verify square footage, please visit: https://www.propertyrecordcards.com/SearchMaster.aspx?towncode=048**

Garage Type: The garage types are as follows:

- **Detached:** Garage not attached to main dwelling.
- **Attached**: Garage attached to main dwelling.
- **Basement Garage/Under:** Garage located under the main dwelling.

In-Law Apartment: A self-contained living space, typically with its own entrance, cooking, and bathing facilities, that shares the site of a larger, single-unit dwelling.

Additional Information: Add Additional Information in this space that you want considered.

SAMPLE

DO *NOT* call or visit the Assessor's office to make changes to this form.

Please contact Munival directly at (203) 292-5500 with any questions.