

**PACKET 3 – Disaster Relief and Follow Up
Reassessment Recordkeeping**

**SAMPLE COVER LETTER FOR
APPLICATION TO EXECUTIVE COUNCIL**

<Date>

Jon Klockziem, Director
Property Tax Division
Minnesota Department of Revenue
600 North Robert Street
Mail Station 3340
St. Paul, MN 55146-3340

Dear Mr. Klockziem:

Enclosed please find the required documentation for **<name of county>** County's application for property tax relief as a disaster area under Minnesota Statutes, section 273.1231.

Enclosed are the following documents for your review:

- Copies of applicable disaster resolutions made by the local jurisdictions (include any townships, cities, and county resolutions);
- A copy of the Homestead Property Damage Assessment Report (spreadsheet);
- A copy of the Non-Homestead Property Damage Assessment Report (spreadsheet);
and
- A copy of the Damage Assessment Summary Form.

Following inspections by assessment officials, it has been determined that **<##>** properties have sustained significant damage or been destroyed by the recent **<food, tornado, etc.>**. Damage to these homes included: **<identify types of damage witnessed such as that ranging from siding and roof damage to total loss of structure, etc.>**. The damage was **<limited or widespread>** covering an area **<estimate the size of the geographical area and specify the location of city, township, etc. in your county>**.

<Add any other pertinent details you wish to provide.>

Sincerely,

<Your Name>

County Assessor

<Your Contact Information>