



SAMPLE COVER LETTER FOR APPLICATION TO EXECUTIVE COUNCIL

<Date>

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

To Whom It May Concern:

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 <resolutions declaring a local emergency/determinations of disaster by federal entities> and other resolutions made by the local jurisdictions (include any townships, cities, and county resolutions)
- A copy of the resolution requesting the Executive Council approve the disaster area status
- A copy of the Disaster Reassessment Reporting Form
- A copy of the Damage Summary Report.

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>