

Town of Old Orchard Beach
Request for Proposal for Assessors Agent Position

6/2/2025

The Town of Old Orchard Beach is accepting proposals from certified Maine Assessors to provide services as Old Orchard Beach's Assessing Agent. Work shall be performed as an independent contractor.

The Town has approximately 7108 real estate parcels (including 3 mobile home parks consisting of 403 mobile homes), 8314 personal property accounts (this includes 1555 Campground Park Models and Travel Trailers), & 235 Commercial accounts. The Town utilizes Vision software for producing and maintaining assessments and uses MUNIS/ERP software for tax collection and billing. Any questions may be directed to: Diana H. Asanza, Town Manager at 207-937-5626.

Please submit proposals by **Tuesday, June 17, 2025**, by mail or hand delivery to:

Town Manager

1 Portland Ave., Old Orchard Beach, ME 04064

Scope of Services Include:

- Perform annual update of valuations to include new construction, alterations, additions and deletions to all residential, commercial, industrial, and personal property as of each April 1.
- Perform analyses of recent sales that are identified as arms-length transactions at fair market value to guide land and building schedule adjustments.
- Recommend the factoring requirements of all current property assessments in accordance with adjustment ratios appropriate to various property classes for the purpose of keeping the municipality's current assessment ratio close to 100%.
- Prepare for the Town Manager's review and approval all correspondence with Maine Revenue Services, including but not limited to Municipal Valuation Returns, reviews of sales samples to exclude non-arms-length transactions, correspondence regarding the preliminary state valuation, etc.
- Appeal the municipality's state valuation when such an appeal to be warranted.

- Communicate regularly with the Town Manager with regard to any information that may be needed to make informed decisions about the municipality's assessing policies and practices.
- Provide assistance to the Finance Director and Tax Collector in the preparation of the annual Commitment.
- Defend any municipal assessment before the Board of Assessor Review, State Board of Property Tax Review, or any court of competent jurisdiction.
- Provide assistance to the Deputy Assessor and Assessing Coordinator.
- Hold office hours of at least 2 days per month or as needed, to be available for staff and taxpayer questions if needed.