

# Policy changes effective immediately For Grota Appraisals March 16, 2020

After hearing what other communities are/may be doing or have already decided.

It is a good idea to wherever possible not perform interior inspections, as best possible try to avoid human contact.

## New Policy to follow

- aside from the interior inspection we still plan to do exterior inspections
- continue to measure buildings and take the needed photographs
- contact property owner informing them of the new policy of not performing an interior inspection and request via e-mail or by phone any information that we might find helpful, such as photos, building contracts, income statements, status of completion etc. for existing appointments.
- requests for future appointments should follow the exterior only viewing - the initial letter and left-notes will be updated shortly.

We are developing a policy as well as letters and notes that we plan to use moving forward.

While I may not agree with the approach in totality, we are at a point where safety for all must come first

## **For the Cities of Fond du Lac, Greenfield, Marshfield, Mequon and Sheboygan where we have significant onsite involvement**

Grota Appraisals will need to closely follow a specific policy that a community might have in addition to those spelled out above by Grota Appraisals.

It may be a good idea to have the ability for staff to work remotely as best possible - doing so will be limited by IT and the ability to grant permissions - since we are a non-essential service meaning assessments are not critical on a daily basis allowing government to perform daily functions, our timeline could be changed backing off on open book and board of review if needed.

I look forward to learning how the city will continue to enhance their policies and the Assessor's office will follow the city's lead - Grota Appraisals will forward documents as they are revised/created in our attempt to create as little human contact as possible.

Please let me know as early as possible if the policy changes might have an effect on the completion of a community's work within the already confirmed dates for Open Book & Board of Review