

Form 1

DIRECTIONS TO ASSESSOR

OFFICE OF COUNTY AUDITOR,

.....County, Minn.,..... 19.....

To.....Assessor of the..... of.....

The real and personal property assessment books for of for the year 1972, are hereby delivered to you. The list of real estate contains all descriptions subject to taxation, so far as the same have come to my knowledge from any source, and you are directed to assess all property and make a return thereof as required by the laws of the State of Minnesota prescribing the duties of the assessor. A form of the return to be signed by you is appended in this book.

....., County Auditor

Minnesota Statutes, Section 270.07. The commissioner of taxation shall prescribe the form of all blanks and books required under this chapter . . .

Minnesota Statutes, Section 273.03. The county auditor shall annually provide the necessary assessment books and blanks at the expense of the county, for and to correspond with each assessment district. He shall make out, in the real property assessment book, complete lists of all lands or lots subject to taxation, showing the names of the owners, if to him known; and, if unknown, so stated opposite each tract or lot, the number of acres, and the lots or parts of lots or blocks included in each description of property.**

Minnesota Statutes, Section 273.03. The assessors and at least one member of each local board of review shall meet at the office of the county auditor on a day to be fixed by the commissioner of taxation for the purpose of receiving instructions as to their duties under the laws of the state. Each assessor and board of review member attending such meetings shall receive as compensation for such service the sum of \$10.00 per day for each day necessarily consumed in attending such meeting, and mileage at the rate of 7½ cents per mile, for each mile necessarily traveled in going from his home to and returning from the county seat, to be computed by the usually traveled route, and paid out of the county treasury upon the warrant of the county auditor.

The forms in this book are prescribed for the 1972 assessment by The Commissioner of Taxation

NOTICE TO ASSESSOR

Assessor must make the necessary footings at bottom of each page and carry them forward to the "Tabular Statement" form, and in so doing use all possible care.

Minnesota Statutes, Section 274.04. The assessor shall foot each column in his assessment book, and make in each book, under proper headings, a tabular statement showing the footings of the several columns upon each page. He shall also foot the total amounts of the several columns under the respective headings.

• • • Such return shall be verified by his affidavit substantially in the following form:

ASSESSOR'S RETURN OATH

To Be Signed by County Assessor

To
Auditor of the County of Minnesota.

State of Minnesota, }
County of

I, County Assessor of the
County of, do solemnly
swear that the book to which this is attached contains a correct and full list of all Real and Personal Property
subject to assessment and taxation in the of
for the year 1972, so far as I have been able to ascertain the same, and that the adjusted market value and the as-
sessed value set down in the proper column, opposite the several kinds and descriptions of property, is in each case
the adjusted market value and assessed value of such property, to the best of my knowledge and belief, including all
changes made by the Board of Review; and that the footings of the several columns in said
book and the tabular statements returned herewith, are correct, as I verily believe.

.....
County Assessor

Subscribed and sworn to before me this day of, 1972.

.....
.....

Auditor of County

CERTIFICATION OF POSTING OF ASSESSMENT NOTICE

Form 10

State of Minnesota }
COUNTY OF CASS } ss.
Twp of Five Lake }

I, Mary Ann Fox Clerk,
of the Township of Five Lake in said County, for the year 1972, do
herely certify that on the 23rd day of MARCH, 1972, in conformity
with requirements of law, I posted notices in each of three of the most public places in said Twp.
ten days before the time of meeting therein named, and also caused such notice to be published in a legal newspaper,
of which the following is a true copy, to-wit:

ASSESSMENT NOTICE

NOTICE IS HEREBY GIVEN, That the Board of Review of the Township of
Five Lake in CASS County, Minnesota, will meet at
the office of the Twp Clerk in said Twp, at 7.00 P.M.
on MON, the 8th day of MAY, 1972, for the
purpose of reviewing and correcting the assessment of said Twp for the year 1972. All persons considering
themselves aggrieved by said assessment, or who wish to complain that the property of another is assessed too low,
are hereby notified to appear at said meeting and show cause for having such assessment corrected.
No complaint that another person is assessed too low will be acted upon until the person so assessed, or his agent,
shall have been notified of such complaint.

Dated the 23rd day of MARCH, 1972.

Given under my hand this 8th day of MAY, 1972.
Mary Ann Fox, Clerk
Clerk of the Twp of Five Lake

CERTIFICATION OF NOTICE ON INCREASED VALUATIONS

State of Minnesota, }
COUNTY OF _____ } ss.

I, _____, County Assessor of
County, Minnesota, do solemnly swear that the owner or occupant of each description of real property which was
subjected to an increase in market value over the preceding year's assessment was given official notice of the amount
of such increases. I further certify that all such notices were sent through the course of ordinary mail not less than
ten days prior to _____ Day _____ Year _____ on which the
of _____ Board of Review duly convened or on _____ Month _____ Day _____ Year
ten days prior to the official adjournment thereof.

Date: _____ Signature: _____

County Assessor's Affidavit of Taxable Valuations

To _____ Auditor of the County of _____, Minnesota
State of Minnesota, } ss.
County of _____

I, _____, County Assessor
of said county, do solemnly swear that I have entered in the assessment book to which this is attached all changes
ordered by the local board of review, the county board of equalization and the state board of equalization in the
assessments of real and personal property in the _____ of _____
for the year 1972 and that I have deducted all exemptions authorized by law from each assessment. I hereby
certify to said County Auditor that the amount entered opposite each parcel of real estate in the column "Final
Equalized Value," and the amount entered opposite the name of each person or corporation assessed for personal
property in the column "Value of Taxable Property" is in each case the correct taxable value of such property for
the year 1972.

Subscribed and sworn to before me this _____ day of _____, 1972.
_____ County Assessor

Certificate of Return and Filing

This Assessment Roll was returned and filed in my office this _____ day of _____, 1972.
_____ County Auditor

Receipt for Assessment Rolls

Received of _____, Minn., _____, 1972
_____, County Auditor of the County of _____,
State of Minnesota, the necessary books, blanks, etc., for the assessment of Real
and Personal Property subject to assessment and taxation for the year 1972, in the _____ of _____
_____, State of Minnesota, as provided by Section 273.03, Minnesota Statutes.

County Assessor

County, Minnesota.