

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..... } ss.

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 assessed 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.

I, H. L. John, Clerk, of the TOWNSHIP of CASS in said County, for the year 1972, do hereby certify that on the 1 day of May, 1972, in conformity with requirements of law, I posted notices in each of three of the most public places in said TOWNSHIP 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 Town of Cass in Cass County, Minnesota, will meet at the office of the Town Clerk in said town, at 9:00 o'clock A.M., on Thursday, the 18 day of May, 1972, for the purpose of reviewing and correcting the assessment of said town 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 1 day of May, 1972.

H. L. John, Clerk of the Town of Cass

Given under my hand this 18 day of May, 1972.

H. L. John, Clerk

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 Month Day Year on which the Board of Review duly convened or on ten days prior to the official adjournment thereof.

Signature:

County Assessor's Affidavit of Taxable Valuations

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

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 County Assessor 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 May, 1972.

Certificate of Return and Filing

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

Receipt for Assessment Rolls

Received of Minnesota, 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.