



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

January 1, 2018

To Whom It May Concern:

This letter serves to introduce Joshua Joseph, a representative of the City and Borough of Sitka Assessing Department, acting under the direction of the Assessing Director.

The Assessing Director cordially requests that you assist Joshua in obtaining information necessary in making assessments on real and personal property. This access is authorized under Alaska State Statute 29.45.130(b) which reads:

AS 29.45.130(b): For investigation, the assessor or the assessor's agent may enter real property during reasonable hours to examine visible personal property and the exterior of a dwelling or other structure on the real property. The assessor or the assessor's agent may enter and examine the interior of a dwelling or other structure or the personal property in it only (1) if the structure is under construction and not yet occupied; (2) with the permission of a person in actual possession of the structure; or (3) in accordance with a court order to compel the entry and inspection. The assessor or the assessor's agent may examine all property records involved. **A person shall, on request, furnish to the assessor or the assessor's agent assistance for the investigation and permit the assessor or the assessor's agent to enter a dwelling or other structure to examine the structure or personal property in it during reasonable hours.** The assessor may seek a court order to compel entry and production of records needed for assessment purposes.

If you have questions regarding this inspection process, please feel free to contact me at 747-1820. Your cooperation is sincerely appreciated.

Regards,

Wendy Lawrence

Wendy Lawrence
Assessing Director