



Land Valuation Department

7th July 2016

Tax Payer Details

Mr. E.G. Example
12 Example Street
Example Parish EX 01

Dear Sir/Madam,

RE: Land Valuation & Tax Act 1967 – Section 8(1) Authority to enter, survey and value any valuation unit for land tax purposes.

Case # 123456 – 12 Example Street, Example Parish.

Case number & property address

I am writing to you in reference to the alterations that have been made to the above property. In light of these changes, it is necessary for a member of staff to visit the property to conduct a survey to establish if there should be an amendment to the Valuation List. The survey, which includes taking notes, measurements and photographs of the exterior and/or interior, also provides an opportunity for the Department to update its records and pick up any additional changes which may have taken place at the property since our last survey. The site visit should occur within the next few weeks. I have included overleaf the extract from the Act that gives the authority to enter, survey and value your valuation unit for land tax purposes.

Staff member contact details

The staff member who will carry out the site visit is Damien Baxter who can be reached on 297-7967 or by email at djbaxter@gov.bm should you have any questions about the survey, wish to be present during the survey or if you have a dog which would need to be secured. Mr. Baxter will have photo identification with him.

Whilst we require internal access to commercial units as part of the survey, we do not always need to get internal access to residential units. However, in some residential cases internal access is required to take notes, measurements and photographs to record the standard of finish, division walls between apartments, tank walls etc. where it cannot be established from the outside. Should this be necessary we will arrange access with you or the occupier. All information collected during the survey will be treated as confidential and will be used for land taxation purposes only.

Details regarding internal access

Upon completion of the survey, any proposed changes to the assessment will be mailed to you. Information on amending the Valuation List, factors affecting your Annual Rental Value and other frequently asked questions can be viewed on the Bermuda Government portal www.gov.bm by searching for the Land Valuation Department. You can also visit www.landvaluation.bm to search the Valuation List for your Annual Rental Value.

Details regarding survey, factors affecting ARV's and the Departments web site address.

Yours faithfully,
D. Elliott

Diane Elliott.
Director, Land Valuation Department

Departments contact

Power to enter valuation unit

8 (1) The Director and any person authorized by him in writing in that behalf shall have power, at all reasonable times and after giving not less than twenty-four hours notice in writing, and, in the case of a person authorized as aforesaid, on production, if so required, of his authority, to enter, survey and value any valuation unit.

(2) If any person wilfully delays or obstructs any person in the exercise of any of his powers under this section, he commits an offence:

Punishment on summary conviction: a fine of \$5,000.

(3) It shall be the duty of every police officer, at the request of the Director, to render such assistance as may be necessary to enable any person duly authorized to exercise his powers under this section.