



Office of Erin Kljaich **Assessor**

Residential Building Details

Please complete this form to the best of your knowledge. Return to:

Plainfield Township Assessor's Office
22525 W. Lockport Street
Plainfield, IL 60544
Or
info@plainfieldassessor.com

Address: _____

Model Name: _____

of Bedrooms: _____

of Full Baths: _____ **# of Half Baths:** _____

of Fireplaces: _____

Basement Type (check any that apply):

Full

Partial

Lookout (window above grade)

Slab Only

Crawl Only

Walkout (door access to outside)

Exterior (check any that apply):

All Brick

Partial Brick

Vinyl

Other: _____



Office of Erin Kljaich Assessor

Dear Homeowner,

Please complete the reverse side of this letter and return it by mail, email, or phone call. When a new home is completed, the Assessor's Office must obtain exterior and interior information. These property details are necessary to create accurate records and fair assessments.

Exterior

- We gather the exterior data by measuring your home during a field inspection.
- Field deputies will be in your area soon. Timing depends on the amount of new construction in the area, weather, and staffing levels. Measurements are taken from the outside. You do not need to be present for the inspection.
- If you prefer to submit the blueprints of your home or would like to schedule an appointment, please contact us.

Interior

- Interior data is collected from you.
- We regularly look to the homeowner to provide interior property details, as they are not observable from the standard field inspection.
- **Please complete the reverse side of this letter and return it by mail, email, or phone call.**

If you have questions, please contact us at (815) 436-5110 or info@plainfieldassessor.com.

Thank you for your assistance and cooperation.

Erin Kljaich, CIAO-M,
Assessor