

## ASSESSMENT SEARCH REQUEST INFORMATION SHEET

The City of Watkins does searches for pending and levied assessments only on property within the City limits. Any properties outside these limits should be referred to the township or county.

Any request made with incorrect or incomplete information will result in delays and possible errors. Please check all information for accuracy. To aid in the search please include the following information:

Property Address  
Property I.D. Number/Parcel Number  
Property Owner  
Legal Description

To ensure accuracy, all requests must be on a parcel basis and not on an area or project basis. All requests must be in writing and payment of \$20.00 per search per parcel must be included with the request.