



DAN ONORATO
COUNTY EXECUTIVE

COUNTY OF ALLEGHENY

DEPARTMENT OF ADMINISTRATIVE SERVICES OFFICE OF PROPERTY ASSESSMENTS

COUNTY OFFICE BUILDING • 542 FORBES AVENUE
PITTSBURGH, PA 15219
PHONE (412) 350-4600 • FAX (412) 350-6084
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TIMOTHY H. JOHNSON
DIRECTOR

ALAN J. CAPONI, CPA
DEPUTY DIRECTOR

MICHAEL J. SULEY, CPE
DIVISION MANAGER

Mohammed Rayan, Borough Manager
Township of Penn Hills
12245 Frankstown Rd
Pittsburgh, Pa 15235

June 2, 2010

Dear Borough Manager Rayan:

The Office of Property Assessments will be conducting field reviews in your municipality over the next few weeks. The purpose of the reviews is to verify property data, which includes the grade and condition of the property, as well as verifying features such as the exterior finish and any additions made to the property.

Property assessment data reviewers are required to carry photo ID, which will be openly displayed at all times. Data reviewers may be able to verify property data from their vehicles. Should the data reviewers need to leave their vehicles to further inspect a property, they are required to wear a green safety vest that reads "Property Assessments." They will also display their photo IDs. Data reviewers may also use orange safety lights to identify their vehicles while on busy streets or roadways.

Property owners do not need to be present for the review process. In the event that data reviewers need to measure the square footage of a property, they may knock on the door of the property to notify the resident. If no one answers the door, the data reviewer will measure the exterior of the property.

If you or any property owners have additional questions or concerns, you may call the OPA Public Information line at **412-350-4600** between 8:30 a.m. and 4:30 p.m., Monday through Friday. You may also email us at OPA@alleghenycounty.us.

Sincerely,

Michael J. Suley, CPE – Manager

Cc: Timothy Johnson – Director
Wesley Graham, CPE - Chief Assessment Officer