



**GRANT W. METZGER, JR.**

**ASSESSOR**

CALAVERAS COUNTY GOVERNMENT CENTER  
891 MOUNTAIN RANCH RD.  
SAN ANDREAS, CALIFORNIA 95249-9709  
(209) 754-6356  
FAX (209) 754-6739

Dear Taxpayer:

Section 408 of the California Revenue and Taxation Code states that all information and records in the Assessor's Office not required by law to be kept or prepared by the Assessor are not open to public inspection.

An assessee may inspect or request copies of relevant files or request file information or may designate a representative to do so. Such authorizations must be in writing and signed by the assessee. Each authorization must include the identity of the assessee and the designated representative and list the affected Assessor Parcel Numbers.

The original of each authorization will be given to the Assessor for placement in the affected files. Each authorization will function as a one-time instruction to the Assessor to provide the requested information to the designee.

In order to satisfy the intent of the Revenue and Taxation Code, please provide the information below.

Grant W. Metzger, Jr.  
Calaveras County Assessor  
891 Mountain Ranch Rd.  
San Andreas, CA 95249

Date: \_\_\_\_\_

Dear Mr. Metzger,

This is to authorize \_\_\_\_\_ to inspect records in the Calaveras County Assessor's Office which relates or may relate to my property listed below.

Sincerely,

Signature of Assessee: \_\_\_\_\_

Printed or Typewritten Name of Assessee: \_\_\_\_\_

OWNER(S) OF RECORD: \_\_\_\_\_

Assessor Parcel Number (s): \_\_\_\_\_

Property Location: \_\_\_\_\_

Date File Inspected: \_\_\_\_\_