

## ANNUAL MAINTENANCE CONTRACT

MARCH 1, 2007 TO MAY 1, 2008

By signing the attached, the Township Assessor and Contractor agree to the following:

Ms. Kathy J. Clark (the Contractor) or her employees will complete all new construction permit work, Form 133 appeals, Form 135 appeals, and Form 130 petitions filed within the Township and return same to the Township Assessor (or County Assessor, if desired by Township Assessor) 30 days after the lien date of March 1, 2008 as long as they are received by the Contractor in a timely manner. As in previous years, any work submitted to the Contractor after March 1, 2008 that pertains to the March 1, 2008 lien date, or previous lien dates, shall be done at the Contractor's discretion under the same terms set-forth in this contract.

It is the responsibility of the Township Assessor to furnish the Contractor with the work in a timely fashion. Permits should be passed on to the Contractor as they are received by the Township Assessor or, at a minimum, once per month. This will guarantee that there won't be a large volume of work outstanding close to the final lien date of March 1, 2008.

The Contractor also requests that the Township Assessor provide the Contractor with the County Assessor's Recheck List for 7 pay 8, along with all necessary property record cards, no later than November 30, 2007.

By signing this contract, the Township Assessor agrees that the Contractor will receive all of this type of work within their Township. Upon signing, please return the original to Kathy J. Clark, 412 E. Lakeshore Drive, Culver, IN 46511. A signed copy will be returned to you within thirty days of receipt.

Thank you for your continued business. This year will be our fifth year working together. If you have any issues or concerns that you feel can make our working relationship better in any way please don't hesitate to contact me either at 842-2963 or at [k.clark6094@sbcglobal.net](mailto:k.clark6094@sbcglobal.net).

**Please note:** The Contractor recognizes that the County operates on a January to January fiscal year and apparently does not allow for the encumbrance of funds for contracts that run on time schedules other than January to January. However, due to the legal fact that each assessment year is based on the lien date of March 1 of a given year, the Contractor can not be responsible for a set percentage of billable completion by the County's final budget submission time of late November or early December of 2008. The Contractor's work is performed throughout the contract year based on construction durations, weather, and other work commitments of the Contractor. The Contractor will submit invoices to the Township Assessor immediately upon completion of permit/appeal work throughout the year and those invoices are expected to be paid no later than 45 days after submission.

7 pages  
working off of this  
contract now

**TOWNSHIP TRUSTEE/ASSESSOR  
MARSHALL COUNTY**

**ANNUAL MAINTENANCE CONTRACT/FEE SCHEDULE**

**March 1, 2007 to May 1, 2008**

**The Township Assessor, (Client), agrees to enter into this contract agreement with Kathy J. Clark, (Contractor), for the performance of the duties listed below.**

**General New Construction, Form 133's, Form 135's:** Ms. Clark or her employees will complete all field and paper work involved in appraising annual new construction, Form 133s, and Form 135s.

**The fee for this service has been increased to \$20.00 per each permit/133-135 appeal.** All billing is due and payable within 45 days of submission of invoice. *Please note that the vendor rate, per permit, throughout the State of Indiana has been \$20.00 or more for all types of permits since 2002; the rate for appeals has generally been even more.*

**Form 130 appeals:** Ms. Clark will be responsible for client contact, research, and paper work completion for all appeals. She will do whatever is necessary to bring the appeal to conclusion, by either agreement or disagreement with the Petitioner during the township level of appeal stage of these forms.

**The fee for this service remains at \$50.00 per appeal.** All billing is due and payable within 45 days of submission of invoice.

Please return a copy of this signed agreement to the Contractor within 30 days.

Agreed to by: Township W. Sewer  
Township Assessor [Signature]  
Kathy J. Clark, Contractor [Signature]

TOWNSHIP TRUSTEE/ASSESSOR

MARSHALL COUNTY

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Please return a copy of this signed agreement to the Contractor within 30 days.

Agreed to by: Township POK

Township Assessor Lynn L. Stull 5/16/07

Kathy J. Clark, Contractor \_\_\_\_\_

TOWNSHIP TRUSTEE/ASSESSOR

MARSHALL COUNTY

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Please return a copy of this signed agreement to the Contractor within 30 days.

Agreed to by: Township North

Township Assessor Elma E Koupa

Kathy J. Clark, Contractor \_\_\_\_\_

TOWNSHIP TRUSTEE/ASSESSOR

MARSHALL COUNTY

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Please return a copy of this signed agreement to the Contractor within 30 days.

Agreed to by: Township Ward

Township Assessor Marl Mahler

Kathy J. Clark, Contractor \_\_\_\_\_

TOWNSHIP TRUSTEE/ASSESSOR

MARSHALL COUNTY

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Please return a copy of this signed agreement to the Contractor within 30 days.

Agreed to by: Township WEST

Township Assessor  5-16-07

Kathy J. Clark, Contractor \_\_\_\_\_

TOWNSHIP TRUSTEE/ASSESSOR

MARSHALL COUNTY

ANNUAL MAINTENANCE CONTRACT/FEE

March 1, 2007 to May 1, 2008

Thank you. ☺

I handle most of these!

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Agreed to by: Township

Center

Township Assessor

Mindy Retas-Hughes

Kathy J. Clark, Contractor