

MN State Board of Assessors
Mail Station 3340
St. Paul, MN 55146-3340

GRADING REQUEST FOR THE FORM REPORT

Please print legibly

Assessor License Number: _____

Name: _____

Address: _____

City, State, Zip: _____

Work phone: _____ (_____) _____

The Grading Fee for a Form Report is \$35.00 and a check (made out to the MN State Board of Assessors) must accompany the Form Report and this form when the Form Report is submitted for grading. Send to the above address.

Board Policy allows 4 to 6 weeks for a Form Report to be graded. You will be informed when your report passes or fails via US Mail.

NOTE: If the Form Report fails the first grading, the report will be returned to you for corrections (grader's comments will accompany the report). Another \$35.00 grading fee is required when you submit the updated report for the second grading. Should the Form Report fail the second grading, you will be required to write another Form Report on a new subject. This is Board Policy.

Direct questions to Pam Lundgren, Program Administrator, at the above address or call 651-556-6086. E-mail address: pam.e.lundgren@state.mn.us