



**BAY COUNTY
EQUALIZATION DEPARTMENT**

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County Executive

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FEE SCHEDULE

(EFFECTIVE January 1, 2025)

ELECTRONIC TRANSFER OF COUNTY-WIDE ASSESSMENT INFORMATION **\$567.00**
(INCLUDES NAME, ADDRESS & PROPERTY DESCRIPTION)

PERCENTAGE OF PARCELS

0% – 25%	\$141.00
25.01% – 50%	\$284.00
50.01% – 75%	\$425.00
75.01% - 100%	\$567.00

REPORTS/PRINTOUTS **\$10.00 FLAT FEE PLUS**
\$.10 PER PAGE

Maintenance Fees (Description Below) **\$1.14/Parcel**

LABELS

NAME & ADDRESS OR NAME, ADDRESS & PROPERTY DESCRIPTION

0 – 50	\$6.00 FLAT FEE PLUS \$.21 EACH PER LABEL
OVER 50 LABELS	\$6.00 FLAT FEE PLUS \$16.00 FOR 1 ST 50 LABELS PLUS \$.04 EACH PER LABEL OVER 50

COPIES -- 8.5"X11.0" **\$.55 PER PAGE**
(INCLUDING TAX MAPS, ARCHIVED ASSESSMENT RECORDS)

SUMMER TAX BILLING

Tax bills and receipt	0.16
Tax roll per page	0.11
Personnel	0.26
Envelope	0.06

WINTER TAX BILLING

Tax bills and receipt	0.16
Tax roll per page	0.11
Personnel	0.26
Envelope	0.06

CHANGE OF ASSESSMENT NOTICES

Notices	0.16
Rolls per page	0.11
Envelope	0.06

PERSONAL PROPERTY STATEMENTS 0.47

**In addition to the above charges, postage and newsletters will also be billed back to the units at cost.

Maintenance Fees – Once a year fee

- ❖ Processing deeds (including copies for the unit), description work (checking each deed description for exceptions or splits, writing new descriptions when necessary and verifying parcel numbers), updating maps, name and address changes. Inputting this data into the BS&A Assessing & Tax Systems.
- ❖ Receive and review all documents pertaining to land divisions, surveys, and legal description changes. Verify and confirm that legal description matches survey. Confirm and verify both existing and new parcel descriptions, writing new legal descriptions when necessary. Assign new parcel ID's and retire old ID. Use BSA to input all land division information, including but not limited to names, addresses, and sales information. Review deed information and research chain of title. Draw new parcels in tax maps and GIS. Send completed split/combination report to the unit assessor. Update physical tax maps with current information and inform 911 with new property information for emergency services.

Personnel – Twice a year fee (summer & winter tax billing)

- ❖ Updating millage rates, importing special assessments, getting the tax bills and tax rolls ready for the printing company, exporting the tax information to disk for the local units.