

# Revenews

Please pass around to all office staff

## March 2009

### Assessor's Calendar

#### March 2009

Submit mobile home transfers from previous month  
(Admin Rule 64:05:01:06)

Continue to register mobile homes with application of  
statutory penalty for late listing (SDCL 10-9-5)

Prepare press release on assessment notices.

Complete assessment books and deliver to local board of  
review no later than 3<sup>rd</sup> Monday in March (SDCL 10-3-28)

Request local board to add any omitted property  
discovered after assessment notices were mailed.

Local boards of equalization meet the third Monday in  
March (SDCL 10-11-13)

Instruct review boards of their duties and offer assistance.  
Assessment roll books back to the Director of Equalization  
on or before the 4<sup>th</sup> Monday of March. (SDCL 10-11-21)

Enter changes made by local boards of review (SDCL 10-  
3-36)

Publish list of tax exempt property at least six days prior to  
the last Tuesday in March (SDLC 10-4-15.1)

#### Other:

Owner Occupied forms returned by March 15  
Owner Occupied review and denial forms  
Copy of local board's minutes to the Department of  
Revenue

.....

#### April 2009

Submit mobile homes transfers from previous month  
(Admin Rule 64:05:01:06)

The Director of Equalization shall meet with the  
commissioners and auditor on the first Tuesday of April  
for a conference to discuss the performance of his/her  
duties. (SDCL 10-3-14)

Complete assessment books and deliver to county auditor  
for unorganized portion of county no later than 2<sup>nd</sup>  
Monday in April. (SDCL 10-3-28)

Examine actions of local boards of equalization and appeal  
any decision believed to be in error on or before 3<sup>rd</sup>  
Tuesday in April. (SDCL 10-3-35)

County/Consolidated Boards of equalization in session 2<sup>nd</sup>  
Tuesday in April and may remain in session no longer than  
three weeks after 2<sup>nd</sup> Tuesday in April. (SDCL 10-11-  
25)/(SDCL 10-11-71)

Present recommendations on tax exempt status to county  
board of equalization. If preliminary determination is that  
property is taxable, property owner must be notified and  
given at least seven days written notice with a chance to be  
heard before final decision is made. (SDCL 10-4-17)

Enter changes on assessment books made by  
County/Consolidated boards of equalization. (SDCL 10-3-  
36)

#### Other:

Prepare averages of all types of property for County Board  
Don't forget about: Elderly freeze, Disabled Veteran,  
Paraplegic, Renewable Energy...

.....

## Legislative

Follow your favorite Bills.  
<http://legis.state.sd.us/index.aspx>

---

## Sales Ratio Information

It is time to start getting caught up with submitting your sales for the 2009 assessment year with the 2009 assessment information. Please double check any sales already submitted to ensure they have the current assessments with the instrument date November 1, 2008 thru present. Remember if any 2009 sales assessed values get changed due to board of equalization, you need to fix these, submit a correction sheet to Wendy.

Any questions please contact Wendy or any Property Tax Specialist.

---

## Factors

Michael and Colleen are working on your factors. They will get them out to you as soon as possible.

Any questions, please contact Colleen.

---

## SDAAO Conference

The SDAAO Conference will be held this year at the Watertown Ramkota May 19-22. For reservations please call (605) 886-8011.

---

## Property Tax Staff Phone Numbers

Michael T. Kenyon	773-3311
Todd Bailey	773-5851
Bonnie Maize	773-3139
Wendy Semmler	773-4923
Colleen Skinner	773-5120
Fax Number	773-6729

Pierre Main Office  
445 East Capitol  
Pierre, SD 57501-3185

Bonnie Fosheim  
Webster Field Office  
711 W. 1st Street Ste.103B  
Webster, SD 57274-1398  
Phone: (605) 345-2023  
[bonnie.fosheim@state.sd.us](mailto:bonnie.fosheim@state.sd.us)

Karla Harkness  
Yankton Field Office  
PO Box 859  
Yankton, SD 57078-0859  
Phone: (605) 668-2939  
Fax: (605) 668-2936  
[karla.harkness@state.sd.us](mailto:karla.harkness@state.sd.us)

---

## Happy St. Patrick's Day

