

Revenews

Please pass around to all office staff

October 2009

Assessor's Calendar

October

Submit real estate transfers from July and August
(Admin Rule 64:05:01:06)

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

Mail applications for tax exempt status forms (PT43)
and continued tax exempt status forms (PT 44) to be
returned by November 1.

Finalize reappraisal projects and check for new
construction.

November

Legal Assessment date November 1 SDCL 10-6-2

Finalize all assessments and certify assessment roll
SDCL 10-6-40

On or before November 1 application for Disabled
Veteran Property Tax Exemption SDCL 10-4-40

November 1 is the deadline for submission of PT 43
and PT 44 forms (Application for Tax Exempt Status
and Continued Tax Exempt Status) SDCL 10-4-15 &
10-4-19

Determine which Ag property is subject to \$10,000
exemption SDCL 10-4-13.1

Determine which property is subject to tax credit for
attachment of renewal resources energy system SDCL
10-6-35.9

Determine if property is on leased site. Be sure to
have on file a copy of lease agreement AGR 86-40

Maintain maps showing taxing entity boundaries
SDCL 10-3-28, topographical maps SDCL 10-3-29,
and land valuation SDCL 10-3-30

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

Ratio Audits

Once again we are asking you to get your sales to Russ in
a timely manner. The field staff is eager to get an early
start to the audit year. By now you should have submitted
sales thru June (July and August should be submitted in
October). Any concerns or questions contact Russ or your
field person.

Sales and Soils Information

Remember, when you are submitting the sales
information to the department, you need to ensure we
are also getting the soils information on those sales
which you are required to submit that information.
Also remember to combine the acreages as in the
example in the guidelines. If you have any questions
contact Bonnie M or Russ. (See Page 4 of Sales
Ratio Guidelines)

Certification

Just a reminder on what to do when you are enrolled in the certification program.

Send your course work in on a regular basis. Do not wait until you are finished with all of the courses to send them in. If you need help in one area, ask your field person or someone in your office that has already gone through the course work.

Don't wait until your one-year temporary certificate has almost expired to get certified. We cannot give a CAA test until all course work is finished and graded. If you are not certified within one year and your temporary certificate has expired, you cannot do any type of appraising because you are not certified.

Recertification

This is a reminder that you must keep track of what you need to get recertified. Please refer to Administrative Rule 64:02:03:16. You must do this within every five year renewal period. In the fall, after school, a letter with your current certification standings is sent out to everyone. If you do not meet the requirements for recertification, you will have to take the recertification test to remain certified. If you have any questions please contact Bonnie or a field person.

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Happy Halloween

