

# Revenews

Please pass around to all office staff

## February 2011

### Assessor's Calendar

#### February 2011

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)

Mail assessment notices not later than March 1 (SDCL 10-  
6-50)

#### Other:

Finalize all assessments  
Discretionary Formulas are updated

#### March 2011

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

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### Legislative

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

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### Manufactured Homes

You should have manufactured homes with a model year  
of 1977 and newer classified as real estate for your  
2011 assessment year (SDCL 10-4-2.4). Also, remember  
to use the special abstract class for those that go on real  
estate since July 1, 1999 (Admin Rule 64:04:01:13).

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### 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. 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.

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## **SDAAO Website**

<http://www.sdaao.org/website/index.htm>

Please remember to visit the SDAAO website; a lot of great information is out there. If you would like a bulletin posted please contact Allison, Rownea or Janelle.

Also, follow the Bills that affect your office at :

<http://www.sdaao.org/website/Legislation.htm>

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