

Revenews

Please pass around to all office staff

March 2011

Assessor's Calendar

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 3rd 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 4th 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 2011

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 2nd
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 3rd
Tuesday in April. (SDCL 10-3-35)

County/Consolidated Boards of equalization in session 2nd
Tuesday in April and may remain in session no longer than
three weeks after 2nd 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...

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Happy St. Patrick's Day



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 2011 assessment year with the 2011 assessment information. Please double check any sales already submitted to ensure they have the current assessments with the instrument date November 1, 2010 thru present. Remember if any 2011 sales assessed values get changed due to board of equalization, you need to fix these, submit a correction sheet to Russ.

Any questions please contact Russ or any Property Tax Specialist.

SDAAO Conference

The SDAAO Conference will be held this year at the Cedar Shores Resort @ Oacoma May 24-27. For reservations please call 605-734-6376.
