

# Revenews

Please pass around to all office staff

## October 2011

### 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. *For most counties this is the  
year to send the long forms to everyone*

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

### Compliance/Ratio Audits

The scheduling of the compliance audits is in full  
swing, if you need a particular date; please contact  
your field person for scheduling. Or if you have  
questions regarding the compliance audit and what  
needs to be completed prior to scheduling, don't  
hesitate to ask. Remember we are combining the  
compliance audit with mid-year sales audits again this  
year therefore; sending in your sales in a timely  
manner is a must.

### 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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## Property Tax Staff Phone Numbers

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Happy Halloween

