

Revenews

Please pass around to all office staff

September 2011

Assessor's Calendar

September 2011

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

Review all taxing entities boundaries. Make sure all minor boundary changes of school districts and annexation by municipalities are changed prior to October 1.

Make plans to attend annual assessor's school
September 19-23 2011

Other:

Continue reappraisal projects.

October 2011

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. ****note**** Most counties are sending the long form this year.

Other:

Finalize reappraisal projects and check for new construction.

Utility Values

The utility values were certified to the County Auditor. If you have any questions on what companies operate in your county, please contact Todd.

Certification

Just a reminder on what to do when 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.

Compliance/Sales Audits

The field staffs are busy with the audits. Once again we will be combining the sales ratio audits with the compliance audits. If you have questions prior to us coming to your office, please don't hesitate to ask.

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SEE YOU AT SCHOOL



