

Revenews

Please pass around to all office staff

January 2012

Assessor's Calendar

January 2012

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

Register mobile homes on or before February 1
(SDCL 10-9-3)

Other:

Check posting information (value changes, name changes and plats).

Re-review assessments.

Send intentions to Colleen.

Prepare for year end audits.

February 2012

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

Prepare for year end audits

Registered Mobile Homes

Mobile Homes not considered as real estate must be registered in January. Remember, that during this registration, the owner of the manufactured home must present a valid **South Dakota** mobile home title if not previously provided. (SDCL 10-9-3).

Also, remember the mobile home transfers are to be reviewed in the same manner as a real estate transfer (verification process, complete all data...).

Year End Audits

Year end audits are nearly complete. Russ will be sending out final Ratio audit spreadsheets in the next few months. It is the responsibility of the counties to review the spreadsheet for any errors, once information has been verified please submit the Verification of Accuracy form to Russ. There are still counties that do not have their sales into Russ, please submit your sales as soon as possible or contact your field person.

Equalization Booklets/Abstract Material

The equalization booklets have been sent out recently; make sure you supply your local boards with copies of them. Also, any resolutions passed by boards to become consolidated boards or to dissolve as consolidated boards please send a copy of resolution to Colleen.

Abstract material will be coming out after the first of the year.

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.

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HAPPY NEW YEAR
