

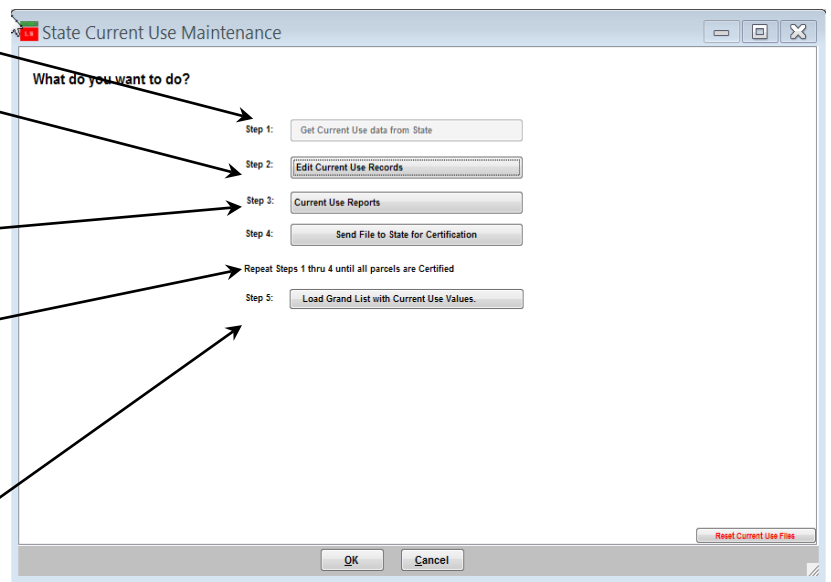
# CURRENT USE TIPS

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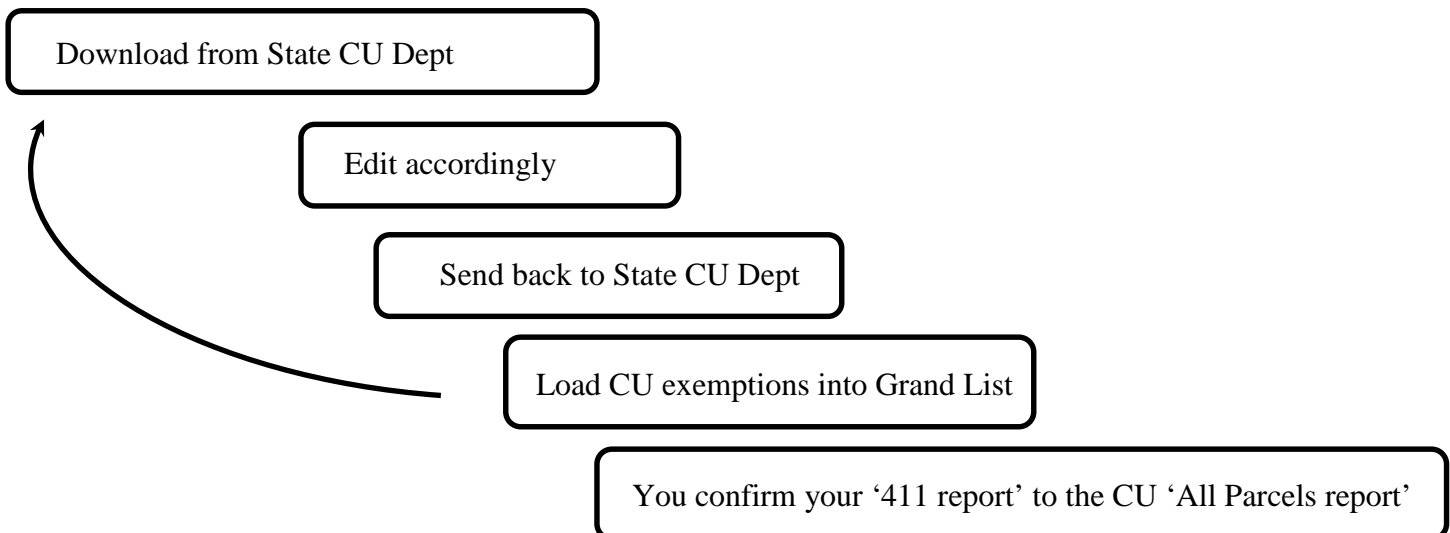
This document will consist of some helpful tips on using the '9 State Current Use Maintenance' in conjunction with your '1 Parcel Maintenance'. These 2 parts of the program are totally separate so you must keep this point in mind at all times.

- '9 State Current Use Maintenance' – was once done via mail.
  - a. Listers would receive CU applications in the Mail.
  - b. They would manually edit the information on each record then mail the information back to the State CU department.
  - c. Manually update the Current use exemption on the 'Value / Exempt tab' of '1 Parcel Maintenance' in their grand list.
- Now this process is done electronically so the process is much faster but you still have to check your data. Below is a screen of the '9 State Current Use Maintenance'

1. Download CU file from the State
2. Edit Each record accordingly. Each record must be 'Validated' by the listers before the file can be sent back to the State CU Dept.
3. Review any reports necessary
4. Send the file back to State CU Dept. Once the file is sent back to them you can not edit any data until they send you the file back.
5. Load Grand List with Current Use values. This is the process that moves the Current Use Reduction values into.



## Current Use Process.



Once loaded into '1 Parcel Maintenance' go to the 'R Reports' menu and run '4 Form 411' Make sure the Current Use row. Matches the totals on the 'All Parcels Report' from '9 Current Use Maintenance'. This is your manual check to make sure what you are reporting to the State CU Dept matches what you are reporting on your Grand List in '1 Parcel Maintenance'.

To the right is a copy of the last page of the 'All Current Use Report' compare the TOTAL, HS, and NR to the corresponding 411 columns.

03/20/2016 03:46 pm		ANYTOWN WORKING Grand List All CU Parcels Town Code 1354 ANYTOWN CLA: 1.0332				Page 120 of 120 IT Consultant 2
SUMMARY TOTALS 119 records						
	ACRES	Non-Resid	VALUES	Total	HS	NR
	Agricultural	1813.88	Dwelling/NonFarm Bldg	24103,800	9283,900	14819,900
	Forest	8448.51	Eligible Farm Bldg 100*	169,600	0	169,600
	NonProd For	315.21	Excl Land 616.89ac.	8196,300	3610,300	4586,000
	For > 1 Mile	0.00	Enrl Land 10577.60ac.	19248,800	5625,500	13623,300
	NP For >1 Mi.	0.00	Total Listed Value	51718,500	18519,700	33198,800
	Total Program	10577.60	Use Value Enrl Acres	1727,900	460,700	1222,200
	Excl Acres	616.89	Owners Grand List	34018,800	13354,800	20628,100
	Total Parcel	11194.49	Exemption	17699,700	5164,800	12570,700

To the right is a copy of the 411 Report. Compare the 'Current Use' row to the 'All Parcels Report' above.

Start with the 1<sup>st</sup> columns on each report.

All Parcels Total = 17,699,700  
 Form 411 Muni = 16,882,500  
817,200

Now you must uncover why these 2 reports are different. In this example it is due to the fact 'Purged' parcels are included in the 'All Parcels Report' and purged parcels should not have a CU value in '1 Parcel Maintenance.

Once you have reconciled the first column move onto the Homestead and Non Residential columns.

03/20/2016 04:01 pm		ANYTOWN WORKING Grand List Form 411 - (Town code: 354) Main District				
(Taxable properties only - State and Non-tax status properties are not listed below)						
REAL ESTATE Category/Code	Parcel Count	Municipal Listed Value	Homestead Ed Listed Value	Non-Resi Ed. Listed Value	Total Education Listed Value	
Residential I R1	280	59,661,200	10,100,700	49,560,500	59,661,200	
Residential II R2	245	102,779,000	7,872,600	94,906,400	102,779,000	
Mobile Homes-U MHU	4	136,800	0	136,800	136,800	
Mobile Homes-L MHL	38	4,515,600	677,300	3,838,300	4,515,600	
Seasonal I S1	13	803,900	0	803,900	803,900	
Seasonal II S2	28	5,729,500	0	5,729,500	5,729,500	
Commercial C	7	1,527,400	0	1,527,400	1,527,400	
Commercial Apts CA	0	0	0	0	0	
Industrial I	0	0	0	0	0	
Utilities-E UE	1	2,463,600	0	2,463,600	2,463,600	
Utilities-O UD	1	14,800	0	14,800	14,800	
Farm F	0	0	0	0	0	
Other O	0	0	0	0	0	
Woodland W	10	2,353,400	0	2,353,400	2,353,400	
Miscellaneous M	97	10,250,900	0	10,250,900	10,250,900	
<b>TOTAL LISTED REAL</b>	<b>724</b>	<b>190,236,000</b>	<b>18,650,600</b>	<b>171,585,400</b>	<b>190,236,000</b>	
P.P. Cable	1	323,618		323,618	323,618	
P.P. Equipment	0	0		0	0	
P.P. Inventory	0	0		0	0	
<b>TOTAL LISTED P.P.</b>	<b>1</b>	<b>323,618</b>		<b>323,618</b>	<b>323,618</b>	
<b>TOTAL LISTED VALUE</b>		<b>190,559,618</b>	<b>18,650,600</b>	<b>171,909,018</b>	<b>190,559,618</b>	
<b>EXEMPTIONS</b>						
Veterans 10K	3/3	30,000	10,000	20,000	30,000	
Veterans >10K		90,000				
<b>Total Veterans</b>		<b>120,000</b>	<b>10,000</b>	<b>20,000</b>	<b>30,000</b>	
P.P. Contracts	1	323,618				
Contract Apprv VEPC	0/0	0	0	0	0	
Grandfathered	1/1	231,300	0	231,300	231,300	
Non-Apprv (voted)	1/1	162,400				
Owner Pays Ed Tax	0/0	0				
<b>Total Contracts</b>	<b>3/2</b>	<b>717,318</b>	<b>0</b>	<b>231,300</b>	<b>231,300</b>	
FarmStab Apprv VEPC	0/0	0	0	0	0	
Farm Grandfathered	0/0	0	0	0	0	
Non-Apprv (voted)	0/0	0				
Owner Pays Ed Tax	0/0	0				
<b>Total FarmStabContr</b>	<b>0/0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Current Use</b>	<b>111/111</b>	<b>16,882,500</b>	<b>417,900</b>	<b>16,464,600</b>	<b>16,882,500</b>	
Special Exemptions	0		0	0	0	
Partial Statutory	0/0	0	0	0	0	
<b>Sub-total Exemptions</b>		<b>17,719,818</b>	<b>427,900</b>	<b>16,715,900</b>	<b>17,143,800</b>	
<b>Total Exemptions</b>		<b>17,719,818</b>	<b>427,900</b>	<b>16,715,900</b>	<b>17,143,800</b>	
<b>TOTAL MUNICIPAL GRAND LIST</b>		<b>1,728,398.00</b>				
<b>TOTAL EDUCATION GRAND LIST</b>			<b>182,227.00</b>	<b>1,551,931.18</b>	<b>1,734,158.18</b>	
<b>NON-TAX</b>			<b>19 NON-TAX PARCELS ARE NOT INCLUDED ON THE 411</b>			

## Editing CU parcels.

When editing CU parcels pay special attention to the data entry fields.

- Any item that appears red in color means that the information showing up in '9 State Current Use Maintenance' does not match '1 Parcel Maintenance'. Correct any issue you discover.
- When you place your mouse over certain areas of this screen such as; Names & address, Acres, and Values a window will appear in the upper right corner of the screen. This window reflects the same type of information on the '1 Parcel Maintenance' screen. This saves you from closing out of this screen and going to look up information on the '1 Parcel Maintenance' screen.

Grand List Values

LAND	184300
BLDG	162000
TOTAL	346300
HOMESTD	0
NONRESI	346300
HS122 FILED NO	

State Current Use Maintenance

Exchange #: 1      Uncertified-Approved as is

Status: ACTIVELY ENROLLED

Parcel ID: 119      Town Code: 1354

State Owner ID:      District: 0

Prev. owner:      Forest Mngmnt Plan:

Curr Yr CLA: 1.0332

Request Parcel Change (and use comments): None

VALUES	Total	Homestead	Non-Resident
Dwelling&nonEFB	162000	0	162000
Enrolled Farm Bldg	0	0	0
Excluded Land	70000	0	70000
Enrolled Land	112800	0	112800
<b>Total Listed Val</b>	<b>344800</b>	<b>0</b>	<b>344800</b>
Use Value	8100	0	8100
Grand List	240100	0	240100
Reduction	104700	0	104700

- **Status** – pay special attention to this field. This will tell you what is happening to this record. Below are a couple of status settings you should be aware of.
  - You can no longer edit a parcel that has a status of 'Pending' or 'Purge'
  - 'Town changes not applied' The parcel will be reverted back to it's previous information.

## Questions:

1. What 2 reports must you compare to insure all of your Current use exemptions were loaded into '1 Parcel Maintenance'?
2. When Editing CU parcels what does it mean when an item is highlighted in 'Red'?
3. After you send data back to the State CU Dept can you edit your Current Use records? Yes / No
4. When is your 1<sup>st</sup> current use file available for download? Circle one below  
February – March – April
5. If a parcel is flagged with a 'Status' of 'Pending' in '9 Current Use Maintenance' can you edit that record? Yes / No