

Throughout the year NEMRC receives a number of calls asking for assistance to resolve various issues in relation to parcels in their grand list.

One of the first reports we recommend that you be comfortable with is the 411 report found on the 'Reports Menu' This report is broken down into sections and only includes Active and Taxable parcels. This is a nice report to identify how many parcels you have that are enrolled in Current use or have Veterans Exemptions, or Voted Exemptions. It's a great tool for seeing how many personal property records you have on your grand list. You can also figure out what percentage of your assessed values are categorized as Homestead vs Non Residential.

All Taxable & Active Parcels broken down by category.

All Personal Property Accounts

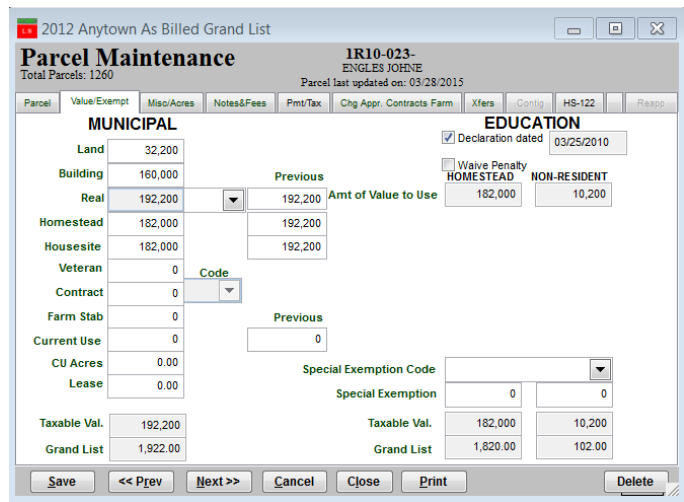
All Exemptions

Total Grand Lists Values

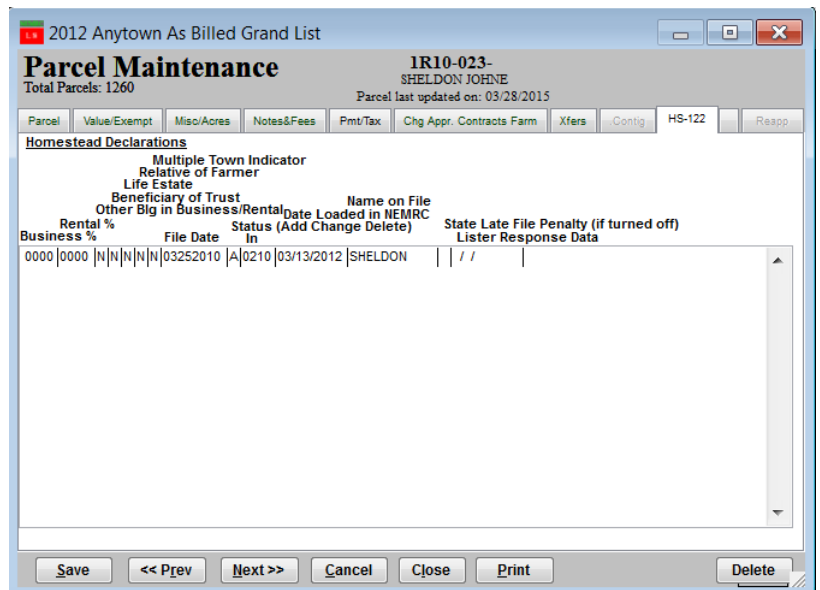
03/28/2015 04: 57 pm		2012 Anytown As Billed Grand List Form 411 - (Town code: 132) Main District				
(Taxable properties only - State and Non-tax status properties are not listed below)						
REAL ESTATE Category/Code	Parcel Count	Municipal Listed Value	Homestead Ed Listed Value	Non-Resi Ed. Listed Value	Total Education Listed Value	
Residential I R1	462	82,051,000	44,191,100	37,859,900	82,051,000	
Residential II R2	227	80,084,900	37,646,900	42,438,000	80,084,900	
Mobile Homes-U MHU	57	410,700	160,000	250,700	410,700	
Mobile Homes-L MHL	58	5,034,200	2,926,800	2,107,400	5,034,200	
Seasonal I S1	17	2,520,400	87,200	2,433,200	2,520,400	
Seasonal II S2	16	2,480,000	0	2,480,000	2,480,000	
Commercial C	42	14,111,500	1,684,600	12,426,900	14,111,500	
Commercial Apts CA	2	427,500	0	427,500	427,500	
Industrial I	1	1,640,000	0	1,640,000	1,640,000	
Utilities-E UE	5	39,296,800	0	39,296,800	39,296,800	
Utilities-O UO	0	0	0	0	0	
Farm F	1	266,700	266,700	0	266,700	
Other O	79	21,670,400	694,800	20,975,600	21,670,400	
Woodland W	95	12,882,900	292,500	12,590,400	12,882,900	
Miscellaneous M	96	8,404,900	470,500	7,934,400	8,404,900	
TOTAL LISTED REAL	1,158	271,281,900	88,421,100	182,860,800	271,281,900	
P. P. Cable	3	285,000		285,000	285,000	
P. P. Equipment	48	1,246,494				
P. P. Inventory	0	0				
TOTAL LISTED P. P.	51	1,531,494		285,000	285,000	
TOTAL LISTED VALUE		272,813,394	88,421,100	183,145,800	271,566,900	
EXEMPTIONS						
Veterans 10K	10/10	100,000	90,000	10,000	100,000	
Veterans >10K		296,700				
Total Veterans		396,700	90,000	10,000	100,000	
P. P. Contracts	0	0				
Contract Apprv VEPC	0/0	0	0	0	0	
Grandfathered	0/0	0	0	0	0	
Non-Apprv(voted)	1/1	858,000				
Owner Pays Ed Tax	0/0	0				
Total Contracts	1/1	858,000	0	0	0	
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				
Total FarmStabContr	0/0	0	0	0	0	
Current Use	78/78	11,112,550	2,821,700	8,290,850	11,112,550	
Special Exemptions	1		0	13,550	13,550	
Partial Statutory	0/0	0	0	0	0	
Sub-total Exemptions		12,367,250	2,911,700	8,314,400	11,226,100	
Total Exemptions		12,367,250	2,911,700	8,314,400	11,226,100	
TOTAL MUNICIPAL GRAND LIST		2,604,461.44				
TOTAL EDUCATION GRAND LIST			855,094.00	1,748,314.00	2,603,408.00	
NON-TAX	33	NON-TAX PARCELS ARE NOT INCLUDED ON THE 411				

Property owners and tax bill / Homestead questions. A Property owner contacts the town and has questions about their tax bill. It appears they are being taxed as a Non Resident. How would you handle this inquiry?

1. Get the Parcel ID, Span number, or Owner name and address.
2. Open the As billed Grand List
3. Go to the **Reports** menu and preview a **'Copy of their original tax bill'** or you can also use the **'Original Tax Book'** report.
 - Followed by a **'Adjusted/Revised bill'** or **'Current Tax book'** to make sure the parcel hasn't been updated already and the owner just hasn't received a new tax bill yet.
 - If these reports show they are being taxed as a non resident dig a little deeper.
4. Are they being taxed partially as a Resident and partially non resident? If so check to see if they declared business / Rental use on their Homestead Declaration.
5. Is the Homestead and house site value missing from their parcel. Look at their record using **'1 Parcel Maintenance'** or **'5 Parcel Display'** Below I can see there is both Homestead and Non Residential values on this parcel.



6. Proceed to the **'HS-122'** tab and review their Declaration. This tab will show you if they declared business/rental use, when/if they filed and how many times they filed. In this example they should not have any non residential tax applied to their property so the Homestead and Housesite values need to be adjusted by the Listers/Assessors accordingly. Then the property owner will get a revised tax bill.



Other common question NEMRC Support receives often is “I want a list of all parcels sorted by”:

- Street
- City
- Owner Name
- Taxes
- The list goes on and on....

For these requests we recommend using ‘**H Export Data**’ this option gives the end user the flexibility to select which fields they want to see listed and export them to excel. Once in Excel they can sort on any field they desire. Note that some more complex reports may require the assistance of NEMRC support but for the most part this option will prove very valuable. Once you have the data sorted in the order you are looking for you can remove the parcels in the list you do not want.

Another request we get is for mailing labels for a specific street or area in town. This can be done using ‘**A Mailing / Lister Card Labels**’ on the **Reports Menu**. With this type of request we might use the ‘Foxpro Expression’ feature. This feature allows you to ‘Filter out your data’ For example: If we want labels for all records that have a category of ‘R1’. The expression we would enter is:

P_cd2 = 'R1'

Refer to the help document on line at <http://www.nemrc.com/support/> and click the link labeled ‘Fox Pro Expressions’. For additional assistance call NEMRC support.

Click on these buttons

- **New** - create an expression.
- **Edit** - modify an existing expression.
- **Delete** - remove an existing expression.

Give the expression a name that will describe the output. You can name it anything you would like.

Type your FoxPro expression here.

Click the Ok button to save your FoxPro expression for future use.

Click on the drop down button to select an expression you created

Preview Print File Cancel