

Agenda

9:00 – 9:30	Registration and Coffee
9:30 – 10:30	Parcel Transfers and Subdivisions
10:30 – 10:45	Quick Break
10:45 – 11:15	Covenant Restricted Housing
11:15 – 12:00	Change of Appraisal Process
12:00 – 1:00	Lunch
1:00 – 2:00	Current Use – Best Practices
2:00 – 2:30	Cloud Computing vs Local PC / Network
2:30 – 3:00	How to incorporate PDF Files to keep track of your Grand list
3:00 – 3:30	State Payments on parcels without Homestead Dec

The Parcel Transfers/Split Process

Keep Track of Your Transactions.

To begin entering your property transactions, click on the **Parcel Transfer** button on the **Main Menu**. After the **Transfer File Maintenance** screen is displayed use this handout or the instructions on the screen to guide you through this process.

If this is a parcel transfer you will be brought to the **Parcel Maintenance** screen. Enter in the new owner information, and then click on the **Ok** button to return to this screen. Now proceed to step E.

A) When entering new Transfers/Splits leave the 'Add' button checked as seen below. Next select the transaction type (**Transfer** or **Split**).
➤ Transfer is used when entire parcel is being sold.
➤ Split is used for sub-divisions (when only a piece of a parcel is being sold.)
Input the transaction information about the parcel in the available fields.

B) Find the parcel that you want to split or transfer.

This Step is only used when Splitting Parcels!

C) Enter the New Parcel Id in the next available space below the original Parcel id.

D) If you are doing a parcel split click on the modify button to advance to a blank **Parcel Maintenance** screen. Fill in the data and click on the **Ok** button to return to this screen.
Note: Use the modify button to return to the **Parcel Maintenance** screen if needed. This works for both Parcel Splits and Transfers.

E) After you have returned from the **Parcel Maintenance** screen, click on this **Save**

Step 1: Choose add or edit Add Edit

Step 2: Select Transfer or Split, then enter the transaction information below. Transfer Split

Sale/close date: 01/22/2013 Date recorded: 02/05/2013 LR Book: 001 Page(s): 100-110

Transfer ID: 2012-001 Sale Price: 80,000.00 Valid

Valid/invalid Price Reason: _____

Miscellaneous Info 1: 10 AC SUBDIVISION

Miscellaneous Info 2: _____

Step 3: Select the parcel that is being split or transferred.

Parcel #: AA0006 - 0029 Find

Owner 1: DEMPSI JULIUS Find

To Parcel(s): _____

Step 4: Arrow down or click on the next available line and enter the new parcel id

Parcel	ID	Name
AA0006	0029	DEMPSI JULIUS

Step 5: Arrow down or click on the parcel id above, then click on the 'Modify' button to enter the parcel data. Click on the Ok button to save your changes. To edit a parcel click on the Modify button.

Save Modify Cancel

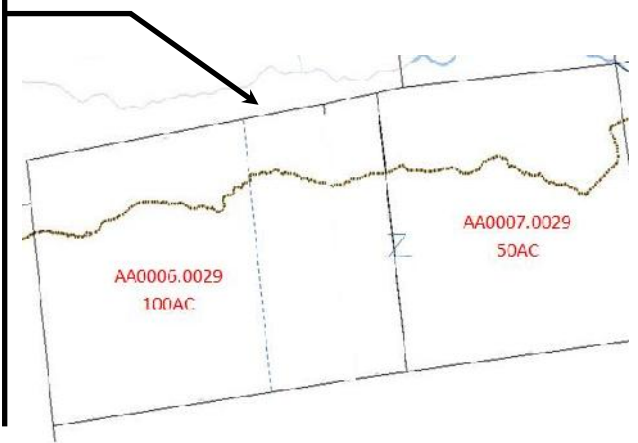
This section only displays on the screen when you choose the **Split Parcel** option.

Dealing with Contiguous Parcels

Contiguous parcels – are defined as parcels that touch each other and the ownership is in the same name. When this happens both parcels must be combined together and taxed as one parcel. The instruction on this page shows you how to correctly use the ‘Contiguous Parcel’ field located on the **Parcel Maintenance** screen.

Here is a tax map where the owner of the parcel on the left is going to sell 10ac of land to the property owner of the parcel on the right. So the 10ac subdivision of land will become contiguous with parcel AA0007.0029 on the right. Below is the procedure to follow.

1. Create the new subdivided parcel
2. Then Inactivate the new parcel and combine the acreage to the parent parcel ‘AA0007.0029’ in this example.
3. Reduce the acreage of the original parcel ‘AA0006.0029’ in this example.



1. On the ‘Main Menu’ select ‘4. Parcel Transfers’
2. Select ‘Add’ and ‘Split’ as seen on this window.
3. Enter all of the Transfer Information

Transfer File Maintenance

Step 1: Choose add or edit Add Edit

Step 2: Select Transfer or Split, then enter the transaction information below Transfer Split

Sale/close date 01/22/2013 Date recorded 02/05/2013 LR Book 001 Page(s) 100-110

Transfer ID 2012-001 Sale Price 80,000.00 Valid

Valid/invalid Price Reason

Miscellaneous Info 1 10 AC SUBDIVISION

Miscellaneous Info 2

Step 3: Select the parcel that is being split or transferred.

Parcel # AA0006 - 0029 Find

Owner 1 DEMPSI JULIUS Find

To Parcel(s)

Step 4: Arrow down or click on the next available line and enter the new parcel id(s).

Parcel ID	Name
AA0006 0029	DEMPSI JULIUS
AA0006 0291	LAUNDRY ALFRED AND WILMA

Step 5: Arrow down or click on the parcel id above, then click on the ‘Modify’ button to enter the parcel data. Click on the Ok button to save your changes. To edit a parcel click on the Modify button.

Save Modify Cancel

Enter the new owner and parcel information as well as the acreage on the new subdivided parcel.

Inactivate this parcel because it will be taxed with the parcel it is contiguous with.

Contiguous Parcel Information
Enter the main parcel id that this parcel is contiguous with as seen here. You will see the owner, status and acres of that parcel appear.

Click the Save button to save your changes and return to the **Parcel Transfer** window.

Parcel Maintenance AA0006-0291
LAUNDRY ALFRED AND WILMA
Parcel last updated on: / /

Parcel # AA0006 - 0291 Find Real

Owner 1 LAUNDRY ALFRED AND WILMA Find Parcel Status Inactive

Owner 2 Find Tax status T

Address 1 7 ANDY AVENUE

Address 2

City/St/Zip ANYTOWN VT 05555 Find Category W

Location A Find Owner T

Location B Find

Location C Find

911 Loca. 6 ANDY AVE Find Tot. Acres 10.00

Tax Map Find Contiguous Parcel Information

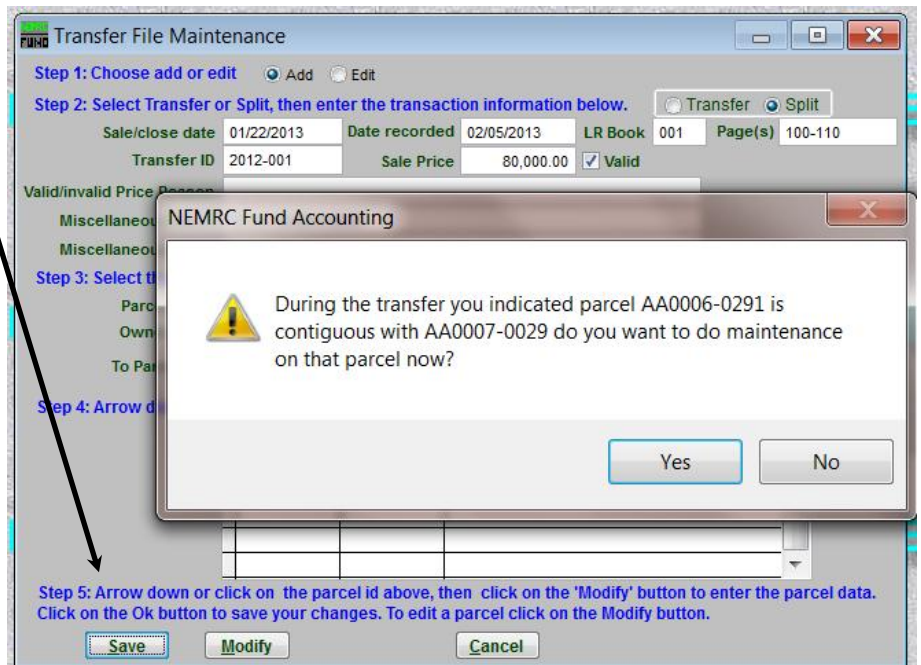
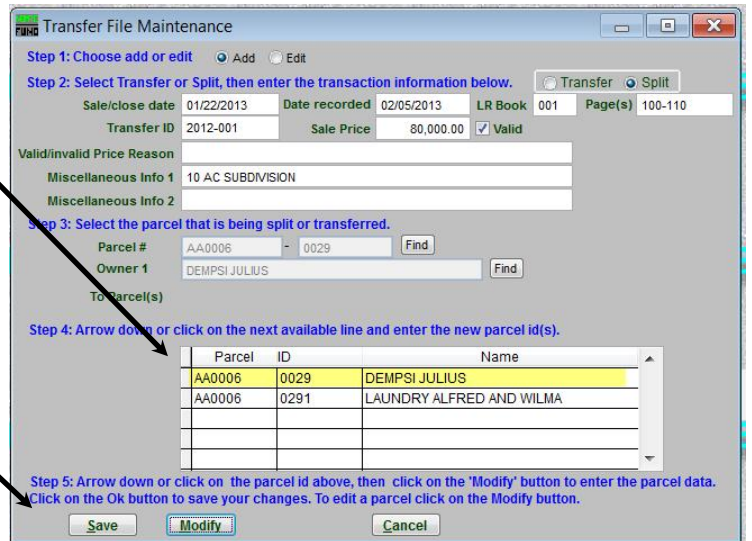
Prop. Desc. LAND Find Parcel # AA0007 0029

SPAN Find Owner 1 LAUNDRY ALFRED AND
Parcel Status Active
Tot. Acres 60.00

Save Cancel Close Print Delete

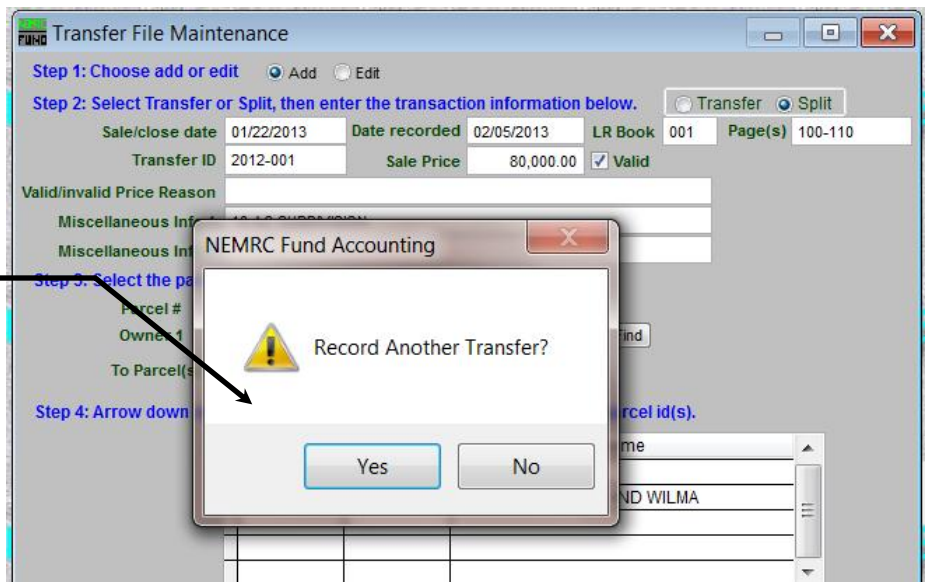
Highlight the original parcel and click on the **Modify** button. Reduce the total acreage for this parcel and save that change. In this example the original parcel was 100 acres and they sub divided 10 acres off of that. Therefore this parcel now contains 90 acres. You will have to adjust the acreage in your appraisal program manually and generate a new value for this parcel as well.

Click the **Save** button when you return to the transfer screen.



Once you finish editing your parcels, click on the **Save** button to save those changes. The program recognizes that the new parcel is contiguous with another parcel. Click the **Yes** button to edit that parcel and add 10 acres and Save that change. Remember you will have to change the that parcel accordingly in your appraisal software.

When you return to the **Transfer** screen select **Save** and decide whether or not to record another transfer.



Anytown As Billed Grand List

Parcel Maintenance

AA0006-0291
LAUNDRY ALFRED AND WILMA
Total Parcels: 3611
Parcel last updated on: 02/05/2013

Parcel Value/Exempt Misc/Acres Notes&Fees **Pmt/Tax** Chg Appr. Contracts Farm **Xfers** Contig HS-122 Reapp.

Parcel # AA0006 - 0291 Find Real **INACTIVE PARCEL**

Owner 1 LAUNDRY ALFRED AND WILMA Find Parcel Status Inactive
Owner 2 Find Tax status T
Address 1 7 ANDY AVENUE
Address 2
City/St/Zip ANYTOWN VT 05555 Category W
Location A Find Owner T
Location B Find
Location C Find
911 Loca. 6 ANDY AVE Find Tot. Acres 10.00
Tax Map Find
Prop.Desc. LAND Find
SPAN 639-201-14059 Find

Contiguous Parcel Information

Parcel #	AA0007	0029
Owner 1	LAUNDRY ALFRED AND	
Parcel Status	Active	
Tot. Acres	60.00	

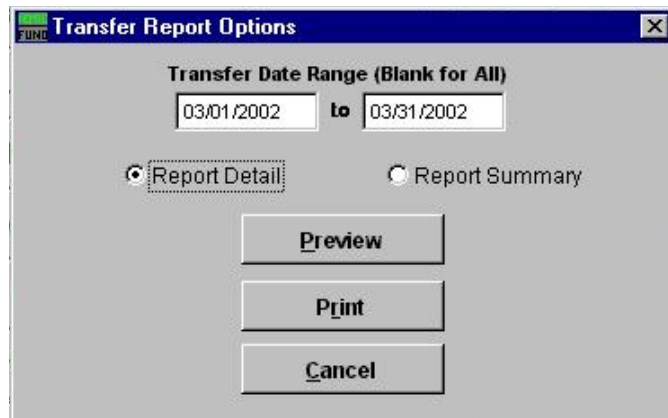
Change Parcel ID

Save << Prev Next >> Cancel Close Print Delete

Parcel Transfer/Split Cont.

Review Data Entry with Transfer Report.

Once you have entered some of your property transactions, you can run the **Parcel Transfer** report to help you track the parcels that have been entered into the computer. From the **Reports Menu** select the **Transfer Report** button. The **Transfer Report Options** window will come into view. This report is driven by the **Date to Record Transfer** field located on the **Transfer File Maintenance** window (refer to the illustration on the previous page). Therefore, you could run this report daily, weekly, or monthly depending on how many transactions you have to deal with. Enter a handful of transfers, then run this report on a small date range. Next, compare the report against the property transfer cards to ensure that there were no data entry errors. If you do find discrepancies between the property cards and the transfer report you can correct the error immediately. Below is an illustration of the **Transfer Report Options** window. Simply enter a date range and select **Detail** or **Summary**. After you have made your selections you can click on the **Print** button.



Below is an example of a Detailed Transaction Report for one parcel.

The screenshot shows a window titled "Report Designer - 37250160.fx - Page 1 - Grand List-NEMRC". The report content is as follows:

03/20/2002 10:20 am LUDLOW Grand List Property Transfers Report Page 1 of 2
For Transfers Between 03/18/2002 and 03/20/2002

ACERAGES	TAXABLE VALUATIONS	EXEMPTIONS / CONTRACTS

Seq. #: 9 03/18/2002 Grantor: 02T01005-1	Price: 110,000.00	
STUEBELT JAMES L JR	Book: 215	
STUEBELT MICHELE M	Page: 44	
2506 CALENDAR BROOK ED	WOOD 30.50	REAL 134,600
	CROP 0.00	
	PAST 0.00	
	OTHER 0.00	
	SITE 2.00	GRAND LIST 1,346.00
	TOTAL 32.50	
02T01005-1 E2 T		HORSE HEAD 95,700

Seq. #: 9 03/18/2002 Grantor: 02T01005-1	Price: 110,000.00	
TAYLOR JAMES JONES	Book: 215	
2506 CALENDAR BROOK ED	WOOD 30.50	REAL 134,600
	CROP 0.00	
	PAST 0.00	
	OTHER 0.00	
	SITE 2.00	GRAND LIST 1,346.00
	TOTAL 32.50	
02T01005-1 E2 T		HORSE HEAD 95,700

Seq. #: 10 03/20/2002 Grantor: 02T01005-1	Price: 110,000.00	

Editing Parcel Transfers / Splits

1) Select 'Edit' as seen below to edit a property transfer that you previously entered.

2) Enter the sequence number of the transfer below. The Sequence Number must be obtained from the 'Parcel Maintenance' 'Transfer' Tab or the 'Property Transfer' report at this time. The illustrations on the next page will show you where you can find the sequence numbers.

3) Edit any of the fields on this screen that might be incorrect or press the 'Modify' button to correct any parcel information that might need to be corrected. Press the 'Ok' button to save your changes.

4) If this is a current transaction you are editing you will be asked the following question seen below. 'Yes' will update your current Grand List with the changes you are making. 'No' will update the historical Grand List file and not change the current Grand List'

Locating Sequence Numbers for Parcel Transfers

Parcel Maintenance
OSTO1005-1
JOHNSON JASTON TEST
Parcel last updated on: / /

Parcel	Misc/Acres	Fees and Notes	Payment/Tax Data	Appraisal Change/Contract and Farms	Transfers		
Seqno	Type	Previous Owner	Price at Sale	Book	Page	Date	Valid
10		TAYLOR JAMES JONES	110000.00	300	144	03/20/2002	Y
9	T	SHUFELT JAMES L JR	110000.00	215	37-38	03/18/2002	Y
11	T	SMITH CARL	110000.00	4t	12t	03/20/2002	Y

Buttons: Save, << Prev, Next >>, Cancel, Close, Print, Delete

A) From the Parcel Maintenance window, click on the "Transfer" tab. The sequence number is located on the left side. Also note the date the transfer was recorded to make sure you get the correct transfer sequence number to edit.

Report Designer - 37250160.frx - Page 1 - Grand List-NEMRC

Print Preview

03/20/2002 10:20 am LUDLOW Grand List Property Transfers Report Page 1 of 2
For Transfers Between 03/18/2002 and 03/20/2002 chris

Seq #	Date	Grantor	Price	Book	Page
9	03/18/2002	Grantor OSTO1005-1	110,000.00	215	37-38
10	03/20/2002	Grantor OSTO1005-1	110,000.00	300	144

B) From the 'Reports' menu select the 'Transfers Report'. The sequence number is located on the upper left corner of each

Change of Appraisal Process

Change of Appraisal Process and Tracking your changes. Begin by printing your 411 report before making any changes for a given year. Below is a sample 411. Notice there is no values in the Homestead Column. Do you know why?

03/16/2018
07:40 pm

TOWN OF ANYTOWN Grand List
Form 411 - (Town code: 543)
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	1,243	283,322,300	0	283,322,300	283,322,300	
Residential II R2	133	53,860,000	0	53,860,000	53,860,000	
Mobile Homes-U MHU	19	709,100	0	709,100	709,100	
Mobile Homes-L MHL	13	1,448,000	0	1,448,000	1,448,000	
Seasonal I S1	12	2,390,100	0	2,390,100	2,390,100	
Seasonal II S2	4	2,060,300	0	2,060,300	2,060,300	
Commercial C	214	191,042,500	0	191,042,500	191,042,500	
Commercial Apts CA	18	8,777,300	0	8,777,300	8,777,300	
Industrial I	14	20,329,100	0	20,329,100	20,329,100	
Utilities-E UE	8	27,020,800	0	27,020,800	27,020,800	
Utilities-O UO	6	33,300	0	33,300	33,300	
Farm F	11	5,620,500	0	5,620,500	5,620,500	
Other O	60	12,154,200	0	12,154,200	12,154,200	
Woodland W	1	26,100	0	26,100	26,100	
Miscellaneous M	140	11,645,900	0	11,645,900	11,645,900	
TOTAL LISTED REAL	1,896	620,439,500	0	620,439,500	620,439,500	
P.P. Cable	1	1,293,469		1,293,469	1,293,469	
P.P. Equipment	246	137,657,196				
P.P. Inventory	159	78,458,116				
TOTAL LISTED P.P.	406	217,408,781		1,293,469	1,293,469	
TOTAL LISTED VALUE		837,848,281	0	621,732,969	621,732,969	
EXEMPTIONS						
Veterans 10K	17/17	170,000	0	170,000	170,000	
Veterans >10K		510,000				
Total Veterans		680,000	0	170,000	170,000	
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	29,600				
Owner Pays Ed Tax	0/0	0				
Total Contracts	1/1	29,600	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	0/0	0	0	0	0	
Special Exemptions	3		0	2,069,899	2,069,899	
Partial Statutory	0/0	0	0	0	0	
Sub-total Exemptions		709,600	0	2,239,899	2,239,899	
Total Exemptions		709,600	0	2,239,899	2,239,899	
TOTAL MUNICIPAL GRAND LIST		8,371,386.81				
TOTAL EDUCATION GRAND LIST			0.00	6,194,930.70	6,194,930.70	
NON-TAX						

Change of Appraisal Process

Next change a value on a parcel on the Parcel Maintenance screen as seen below. You will be prompted to flag the parcel for a Change of Appraisal notice at this time. If you are using the MSOL CAMA program then all value changes will be automatically updated and the Change of Appraisal flag will be turned on as well.

Original Parcel Value

The screenshots show the 'Parcel Maintenance' interface for parcel 00001-1570. The top screenshot shows the 'Value/Exempt' tab with the following values:

Category	Value	Previous
Land	75,000	100,300
Building	44,300	100,300
Real	119,300	42,400
Homestead	119,300	
Housesite	92,300	
Veteran	0	
Contract	0	
Farm Stab	0	
Current Use	0	
CU Acres	0.00	
Lease	0.00	
Taxable Val.	119,300	
Grand List	1,193.00	

The bottom screenshot shows the same interface with updated values:

Category	Value	Previous
Land	75,000	119,300
Building	100,000	119,300
Real	175,000	42,400
Homestead	175,000	
Housesite	145,000	
Veteran	0	
Contract	0	
Farm Stab	0	
Current Use	0	
CU Acres	0.00	
Lease	0.00	
Taxable Val.	175,000	
Grand List	1,750.00	

Move to the 'Chng Appr/Contracts Farm' Tab and Add a comment as seen here.

The screenshot shows the 'Chng Appr/Contracts Farm' tab with the following data:

Category	Current	Previous	Difference	Flag? (Y/N)
Real Appraisal Change	175000	119300	55700	<input checked="" type="radio"/> No Result <input type="radio"/> Denied <input type="radio"/> Approved
Homestead Appr. Change	175000	119300	55700	<input checked="" type="radio"/> No Result <input type="radio"/> Denied <input type="radio"/> Approved
Housesite Appr. Change	145000	42400	102600	<input checked="" type="radio"/> No Result <input type="radio"/> Denied <input type="radio"/> Approved

The 'Comments' field for the Real Appraisal Change is 'ADDED GARAGE'.

Change of Appraisal Process

Run a new 411 report after you change. You will notice when you compare the new 411 to the original 411 on page one of this document that the 'R2' Category has increased by 55,700. The reason for the change is the parcel that was edited on page two.

03/16/2018
08:20 pm

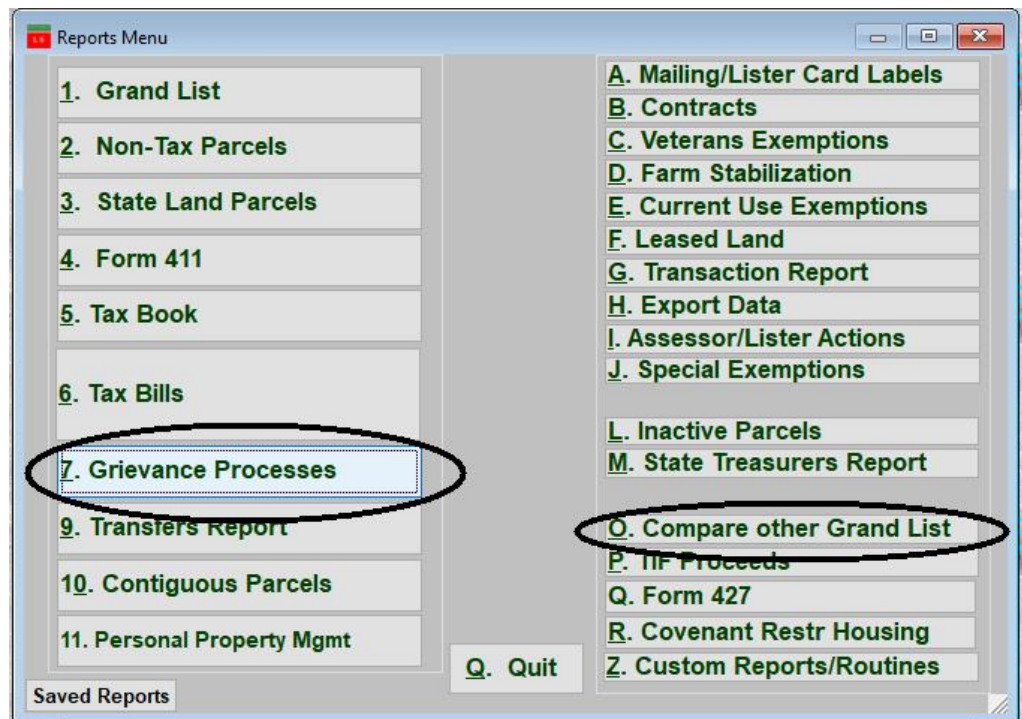
TOWN OF ANYTOWN Grand List
Form 411 - (Town code: 543)
Main District

(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	1,243	283,322,300	0	283,322,300	283,322,300
Residential II R2	133	53,915,700	0	53,915,700	53,915,700
Mobile Homes-U MHU	19	709,100	0	709,100	709,100
Mobile Homes-L MHL	13	1,448,000	0	1,448,000	1,448,000
Seasonal I S1	12	2,390,100	0	2,390,100	2,390,100
Seasonal II S2	4	2,060,300	0	2,060,300	2,060,300
Commercial C	214	191,042,500	0	191,042,500	191,042,500
Commercial Apts CA	18	8,777,300	0	8,777,300	8,777,300
Industrial I	14	20,329,100	0	20,329,100	20,329,100
Utilities-E UE	8	27,020,800	0	27,020,800	27,020,800
Utilities-O UD	6	33,300	0	33,300	33,300
Farm F	11	5,620,500	0	5,620,500	5,620,500
Other O	60	12,154,200	0	12,154,200	12,154,200
Woodland W	1	26,100	0	26,100	26,100
Miscellaneous M	140	11,645,900	0	11,645,900	11,645,900
TOTAL LISTED REAL	1,896	620,495,200	0	620,495,200	620,495,200
P.P. Cable	1	1,293,469		1,293,469	1,293,469
P.P. Equipment	246	137,657,196			
P.P. Inventory	159	78,458,116			
TOTAL LISTED P.P.	406	217,408,781		1,293,469	1,293,469
TOTAL LISTED VALUE		837,903,981	0	621,788,669	621,788,669
EXEMPTIONS					
Veterans 10K	17/17	170,000	0	170,000	170,000
Veterans >10K		510,000			
Total Veterans		680,000	0	170,000	170,000
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	29,600			
Owner Pays Ed Tax	0/0	0			
Total Contracts	1/1	29,600	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	0/0	0	0	0	0
Special Exemptions	3		0	2,069,899	2,069,899
Partial Statutory	0/0	0	0	0	0
Sub-total Exemptions		709,600	0	2,239,899	2,239,899
Total Exemptions		709,600	0	2,239,899	2,239,899
TOTAL MUNICIPAL GRAND LIST		8,371,943.81			
TOTAL EDUCATION GRAND LIST			0.00	6,195,487.70	6,195,487.70
NON-TAX	34	NON-TAX PARCELS ARE NOT INCLUDED ON THE 411			

Change of Appraisal Process

Moving to the Reports menu of the Grand List program there are 2 reports we can use to identify changes that we have made throughout the year. The first one is 'O Comparison Reports' the other is the '7 Grievance Processes'.

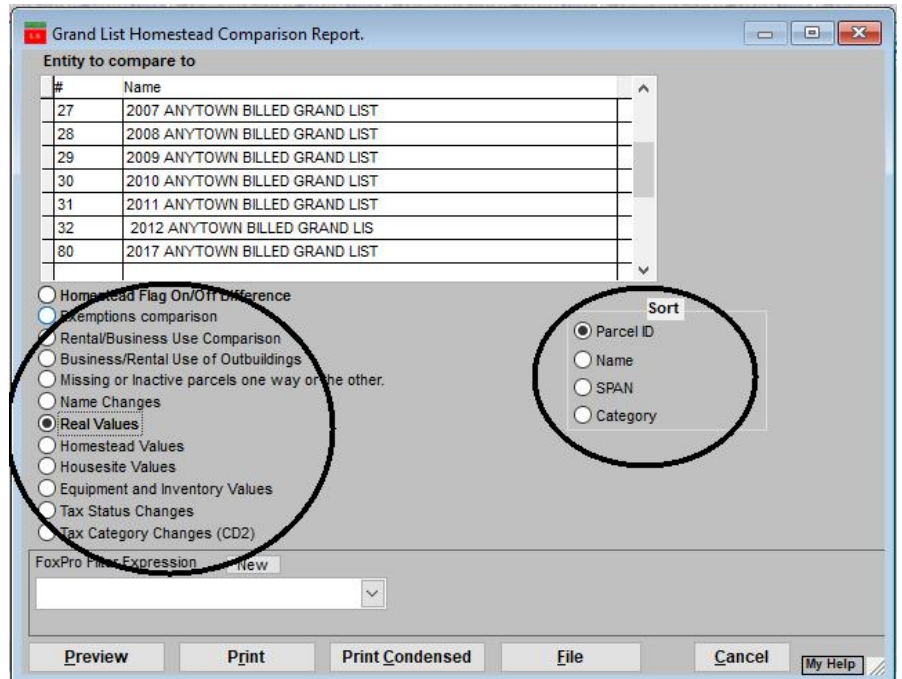


Change of Appraisal Process

'O COMPARISON REPORTS': Comparison Reports compare the grand list you are working in to any other grand list you have listed on your **'Entity Maintenance'** screen.

Or select another grand list entity you wish to compare your data with. Simply highlight the Entity number by clicking on it as seen here. Entity 80 is the entity selected in the example below.

Select what comparison report you would like to see. In this example we selected the 'Real Values'.



Below is what the Real value comparison report looks like. This is showing us the 1 parcel that we made a value change to on page two of this document. If a parcel appears on this report then we should also see it when we run the '7 Grievance Processes' Reports.

03/16/2018
08:40 pm

TOWN OF ANYTOWN Grand List
Homestead Real Value Comparison Report
Compared to 2017 ANYTOWN BILLED GRAND LIST

Page 1 of 1
IT Consultant 2

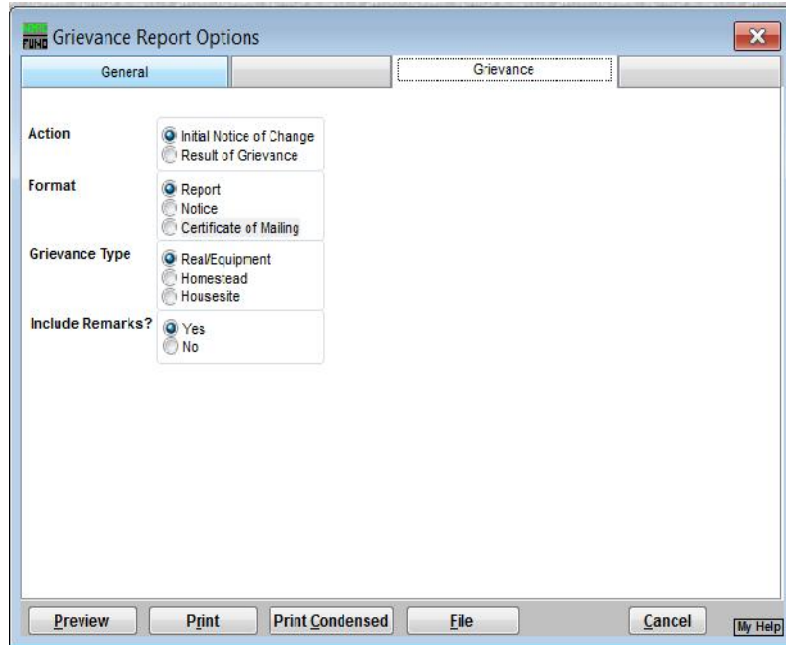
Parcel ID	SPAN	Name	Category	Current Real	Previous Real	Difference
00001-1570-	10243	MOUNTBATTEN CHRISTOPHER	R2	175,000	119,300	55,700

Total Records: 1

Change of Appraisal Process

'7 Grievance Processes: This option allows you to see all parcels that have been flagged for a 'Change of Appraisal Notice' or 'Result of Grievance Notice'

1. Action – you select here will dictate what reports and notices will print or display. For instance currently 'Initial Notice of Change' is selected therefore when you select an item under '**Format**' it will print a Grievance Report, Grievance Notice, or Certificate of mailing.
2. Action - If you choose Result of Grievance then when you make a selection under '**Format**' they will relate to the Results of grievance report, Result of grievance notice, and Result of grievance cert of mailing.



Here is what the 'Report' for the Action 'Initial Notice of Change' would look like. It shows use the same parcel that we saw on our comparison report on the previous page.

03/16/2018 08:57 pm

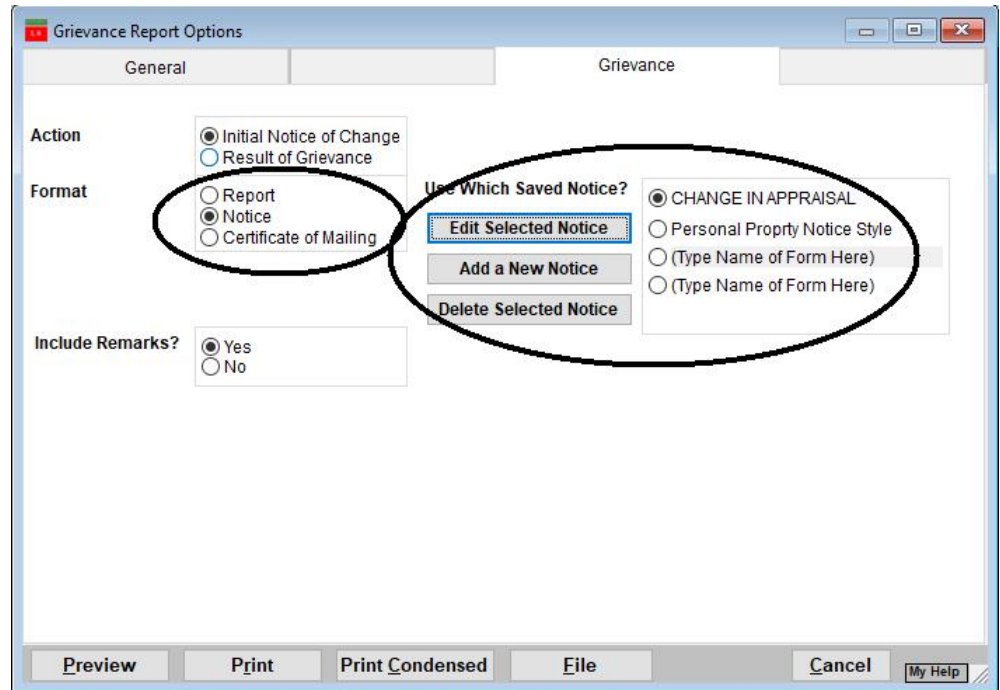
TOWN OF ANYTOWN Grand List
Real/Equipment Change of Appraisal Report
By Name For All Parcels In All Districts

Page 1 of 1
IT Consultant 2

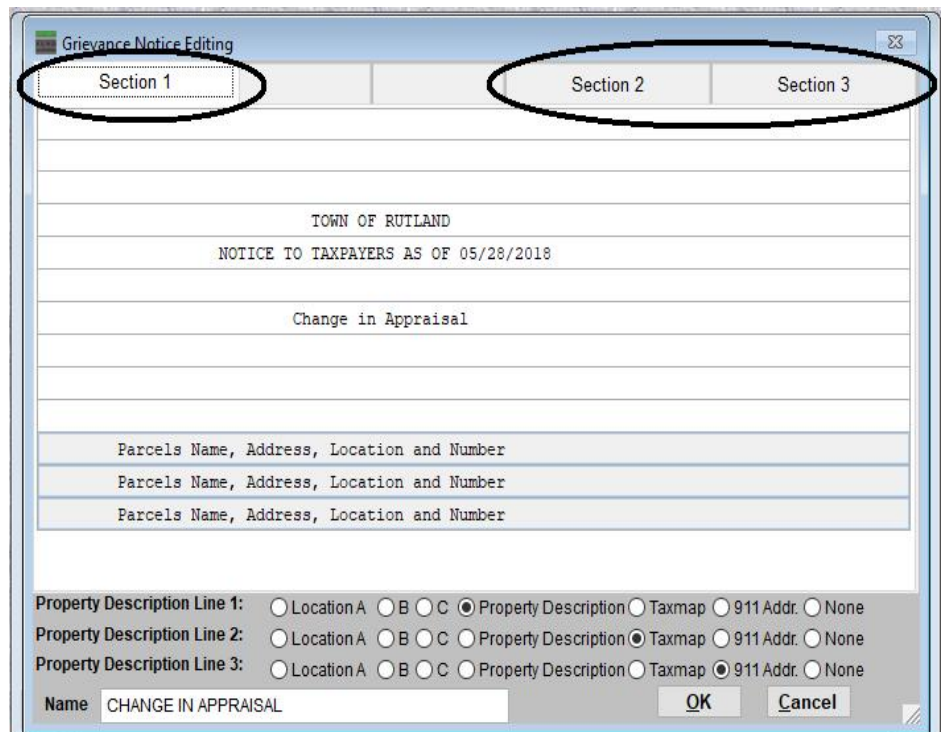
PARCEL #	SPAN	NAME	PREVIOUS	CURRENT
00001-1570-	543-171-10243	MOUNTBATTEN CHRISTOPHER	119,300	175,000
Remarks:		ADDED GARAGE		
Records on report:	1	**** Report Totals	119,300	175,000

Change of Appraisal Process

Change of Appraisal Notice – Select the Format type to ‘Notice’ then click on the ‘Edit Selected Notice’ button to the right. The software allows you to save multiple notices. As you can see here there is a ‘Change in Appraisal’ notice and a ‘Personal Property Notice Style’



When you click on the ‘Edit Selected Notice’ button the window appears below. It allows you to edit various pieces of your notice. The Section 1 tab is the top portion of the notice, Section 2 is the middle section, and Section 3 is the bottom portion of the form.



Change of Appraisal Process

This is what the Change of Appraisal Notice looks like. It is designed so the Name and Address will fold and appear in a standard # 10 window envelope. You can see how the areas you edited on the Section 1,2, & 3 tabs on the previous page will appear on 1 page.

TOWN OF ANYTOWN
NOTICE TO TAXPAYERS AS OF 05/28/2018

Change in Appraisal

MOUNTBATTEN CHRISTOPHER
150 ALLEN RD
UNIT 115
ANYTOWN VT 05555

Parcel ID : 00001-1570- Property Description: 11.84 AC & DWL:
SPAN : 543-171-10243 Tax Map: 40-01-01
Total Acreage : 11.84 911 Address: 1570 BRIGHTLOOK DR

	Total Real Value	Homestead Value	House Site Value
Previous (last year) total	119,300	119,300	42,400
Current (this year) total	175,000	175,000	145,000
Difference:	55,700	55,700	102,600

Real Value Comments: ADDED GARAGE
Homestead Comments: ADDED GARAGE
House site Comments: ADDED GARAGE

Title 32, Vermont Statutes Annotated, section 4111 (g) reads as follows:
"A person who feels aggrieved by the action of the listers and desires to be heard by them, shall, on or before the day of the grievance meeting, file with them his objections in writing and may appear at such grievance meeting in person or by his agents or attorneys. Upon the hearing of such grievance the parties thereto may submit such documentary or sworn evidence as shall be pertinent thereto."

The grievance meeting will be held at: 10:00 AM on June 18, 2018
Location: "ANYTOWN TOWN MUNICIPAL BUILDING".

WILLIAM A SMITH LISTER

DATE: FRIDAY, 5/18/2018 FROM 10:00AM TO 11:00AM
"PLEASE CALL IN ADVANCE FOR APPOINTMENT"
CALL: (802) 555-5555

* A homestead is the principal dwelling improvements and land owned and occupied by a Vermont resident individual as the individual's domicile. A homestead does not include buildings or improvements detached from the home and used for business or rental purposes. A housesite is that portion of a homestead that includes the principal dwelling and as much of the land surrounding the dwelling as is reasonable necessary for use of the dwelling as a home, but in no event more than two acres per dwelling unit.

Result of Grievance

Once the Change of Appraisal hearings are over you may print a 'Result of Grievance' letter for the appropriate parcels. This is done on the 'Parcel Maintenance' 'Appraisal Change / Contracts and Farms' tab. As seen in the picture below.

1. You will notice that there are 3 separate **Grievance flags** and 3 separate **Results of Grievance** radio buttons. They are circled below. 1 for Real value changes, 1 for Homestead changes, and 1 for Housesite changes. You must make a selection in each area in order for that value to be present on the result of grievance notice.
2. DO NOT REMOVE your original grievance flag....

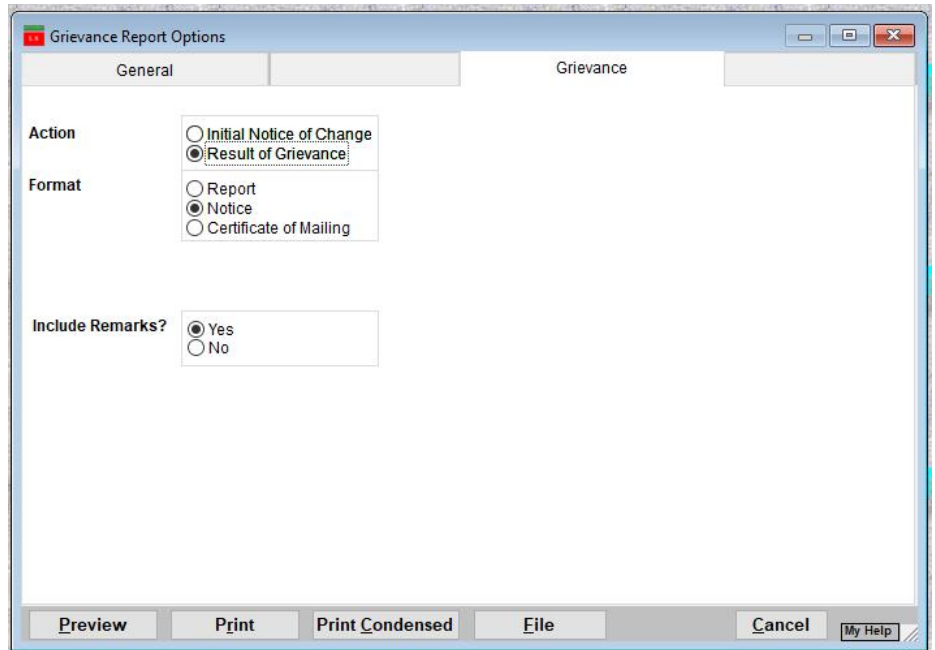
3. Enter your remarks in the corresponding comment areas.
In this example we only approved the Real value changes and only have a remark in the Real value comments section.

Parcel	Value/Exempt	Misc/Access	Fees and Notes	Priority Data	Appraisal Change	Contracts & Farms	Transfer		
00083-0162- ABATELL MICHAEL R & MELISSA L Parcel last updated on: 03/29/2006									
Real Appraisal Change	Current 285200	Previous 231500	Difference 53700	Flag? (Y/N)	Homestead Appraisal Change	Current 285200	Previous 231500	Difference 53700	Flag? (Y/N)
				<input checked="" type="radio"/> No Result <input type="radio"/> Denied <input checked="" type="radio"/> Approved					<input checked="" type="radio"/> No Result <input type="radio"/> Denied <input type="radio"/> Approved
Comments									
APPROVED REDUCTION IN VALUE									
Contract Farm Stab. Housesite Appraisal Change									
Date Voted									
Beginning Date									
Ending Date									
State Statute Invoked									
Approved by State									
Bill Education Tax to Contract Holder									
Save << Prev Next >> Cancel Close Print Delete									

4. Only do this step if you are linked to the Microsolve Cama software. This routine will move all of your current values to the previous value fields for those records that were flagged as 'Approved' for a result of grievance. Now you can import your revised cama values for the appropriate parcels.
 - A. On the main menu select the 'Annual Rollover' button
 - B. Check the box under 'Perform on Results of Grievance Approved ONLY'
 - C. Check the box under 'Perform Now'**LEAVE ALL OTHER CHECK BOXES BLANK AT THIS TIME.**
 - D. Press the 'Ok' button

Last Performed On	Perform Now?
10/17/2005	<input type="checkbox"/> Clear Grand List Change of Appraisal Flags and Comments
10/17/2005	<input type="checkbox"/> Clear Homestead Change of Appraisal Flags and Comments
10/17/2005	<input type="checkbox"/> Clear Housesite Change of Appraisal Flags and Comments
11/21/2005	<input type="checkbox"/> Clear RI5-131 homestead flags and data
Real Estate Assessments, Housesite and Homestead make up the values that can be rolled over.	
Last Performed On	Perform on
03/30/2006	Result of Grievance
	Approvals ONLY: <input checked="" type="checkbox"/> Perform Now? <input type="checkbox"/>
	<input checked="" type="checkbox"/> Rollover Current Values to Previous Values
OK Cancel	

5 Now go to the '**Grievance Process**' report option on the '**Reports**' menu and click on the '**Grievance**' tab. Select the '**Result of Grievance**' option next to Action and 'Notice' next to Format as seen below. Then begin printing your Result of Grievance notices.



6. Below is a sample of the '**Result of Grievance**' letter. When folded properly the name and address will fit in a standard number 10 envelope.

FORM 4224-84

TOWN OF ANYTOWN
NOTICE
RESULT OF GRIEVANCE DAY APPEAL
DATE OF NOTICE: MARCH 16, 2018

TO: MOUNTAINTOP CHRISTOPHER
150 ALLEN RD
UNIT 115
ANYTOWN VT 05555

You are hereby notified of the following disposition of the appeal in regards to the value of your property identified in the grand list book as follows:

Parcel ID: 00001-1570. SPAN: 543-171-10243

Property Description: 40-01-01
11.84 AC & DML:
1570 BRIGHTLOOK DR

[X] Appeal denied.
Fair Market Value remains \$175,000

Remarks: ADDED GARAGE

[X] Appeal denied.
Homestead Value remains \$175,000

Remarks: ADDED GARAGE

[X] Appeal denied.
Housesite Value remains \$145,000

Remarks: ADDED GARAGE

Pursuant to Title 32, Vermont Statutes Annotated, Section 4404, a person aggrieved by the final decision of the board of listers, after grievance day may appeal to the board of civil authority of the town. The APPEAL MUST BE MADE WITHIN FOURTEEN (14) DAYS OF THE TIME THIS NOTICE WAS MAILED by the listers. The APPEAL MUST BE MADE IN WRITING AND DELIVERED TO THE TOWN CLERK and it must briefly set forth the grounds upon which the appeal is based.

BOARD OF LISTERS
WILLIAM SMITH
ALBERT JANR
ACE JACOB