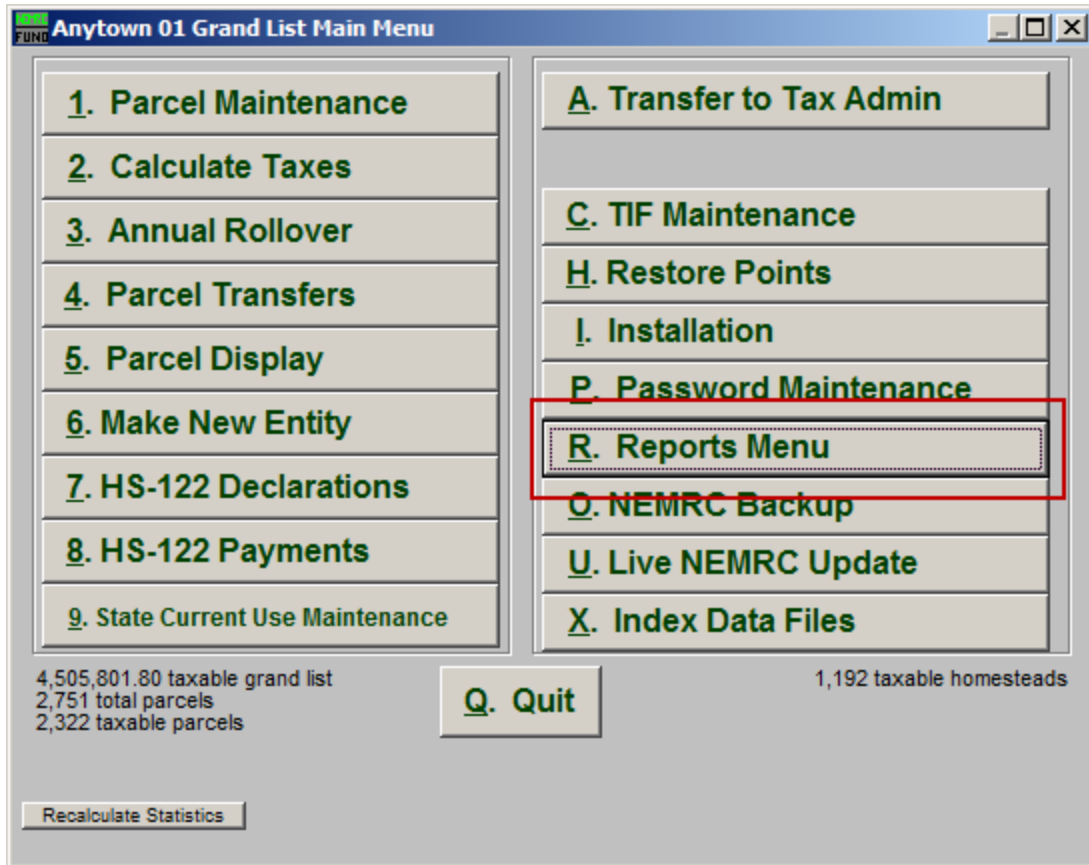


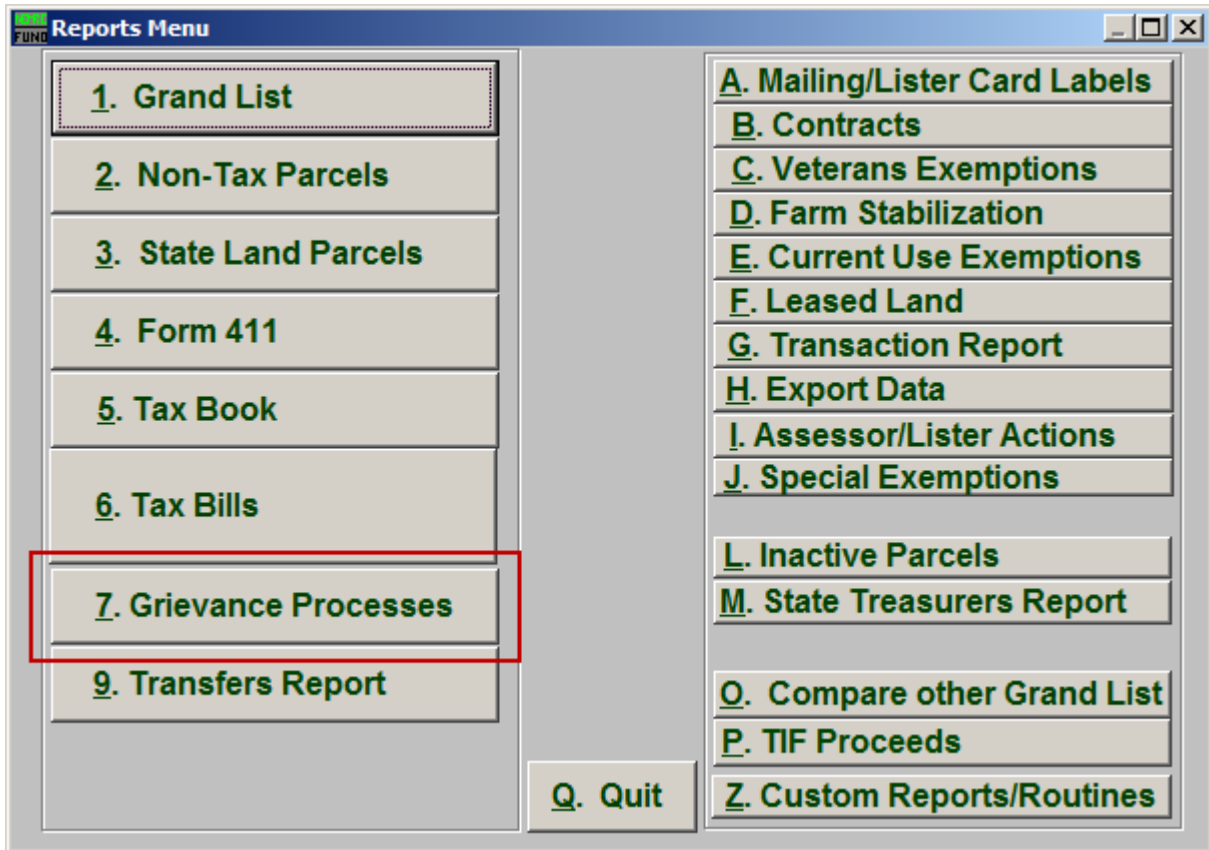
Grand List

R. Reports Menu: 7. Grievance Processes



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Grand List



Click on “7. Grievance Processes” from the Reports Menu and the following window will appear:

Grand List

Grievance Processes The “General” tab

Grievance Report Options

General | **Grievance**

1 ☐ Real estate **2** ☐ Equipment **3** ☐ Individual
☒ Personal ☒ Inventory ☒ Range
☐ Both ☐ Both ☐ All parcels

Location A ☐ TaxMap ☒
Location B ☐ PropDesc ☒
Location C ☐ 911 Data ☒

Order: ☐ Parcel # **4** ☒ Owner

District Select Start **5** End **5**

6 ☐ R: Residential **7** ☐ MH: Mobile Home **8** ☐ V: Vacation

Print On

FoxPro Filter Expression New Edit Delete

9

Parcel Selection

10 Start with : - Find

11 End with : - Find

12 Preview **13** Print **14** Print Condensed **15** File **16** Cancel

- 1. Real Estate OR Personal OR Both:** Select whether this report will be for Real Estate, Personal, or Both.
- 2. Equipment OR Inventory OR Both:** Select whether this report will be for Equipment, Inventory, or Both.
- 3. Individual OR Range OR All Parcels:** Select whether this report will be for an Individual Parcel, Range of Parcels, or All Parcels.
- 4. Order: Parcel # OR Owner:** Select which order this report will print in.
- 5. District Select:** Select the District range to include in this report.
- 6. R: Residential:** Check this box to restrict the report to all R1 and R2 type listings.
- 7. MH: Mobile Home:** Check this box to restrict the report to all MHU and MHL type listings.

Grand List

- 8. V: Vacation:** Check this box to restrict the report to all V1 and V2 type listings
- 9. FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates Parcel information to determine if the Parcel should be included. Contact NEMRC support to learn more about this option.
- 10. Start with:** This will appear if you chose “Individual” or “Range” in item **3**. Choose the Parcel you wish to start with.
- 11. End with:** This will appear if you chose “Range” in item **3**. Choose the Parcel you wish to end with.

Remember to go to the Grievance tab before printing the Report.

- 12. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 13. Print Condensed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
- 14. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 15. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 16. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.

Grand List

The “Grievance” tab

The screenshot shows a software window titled "Grievance Report Options" with a "FUND" icon in the top-left corner. The window has two tabs: "General" and "Grievance", with the "Grievance" tab currently selected. The "Output Type?" section contains five radio button options: "Report" (selected), "Notice", "Certificate of Mailing", "Result of Grievance", and "Result of Grievance Certificate of Mailing". The "Include Grievance Remarks?" section has two radio button options: "Yes" (selected) and "No". The "Change Type?" section has three radio button options: "Real/Equipment" (selected), "Homestead", and "Housesite". At the bottom of the window are five buttons: "Preview", "Print", "Print Condensed", "File", and "Cancel". A red rectangular box highlights the "Output Type?" section.

First, choose an output type. If you choose Report or Result of Grievance, then refer to the “Report/Result of Grievance” section below. If you choose Notice refer to the “Notice” section below. If you choose Certificate of Mailing or Result of Grievance Certificate of Mailing...

Grand List

Report/Result of Grievance

- 1. Include Grievance Remarks?:** Select Yes to include Grievance remarks in the report, or No to not include the remarks.
- 2. Change Type?:** Select which type is to be changed.
- 3. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 4. Print Condensed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
- 5. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 6. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 7. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.

Grand List

Notice

- 1. Include Grievance Remarks?:** Select Yes to include Grievance remarks in the report, or No to not include the remarks. Remarks can be seen/modified on a parcel in Parcel Maintenance under the “Chg Appr. Contracts Farm” tab.
- 2. Use Which Saved Notice?:** Select which Notice to use. These are Notices that have already been created through item **4**.
- 3. Edit Selected Notice:** Click this button to edit the Notice selected in item **2**. The window shown below will appear.
- 4. Add a New Notice:** Click this button to create a new Notice. The window shown below will appear. You may store up to 5 different notices.
- 5. Delete a Selected Notice:** Clicking this button will delete the Notice selected in item **2**.
- 6. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

Grand List

7. **Print Condensed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
8. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
9. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
10. **Cancel:** Click “Cancel” to cancel and return to the Reports Menu.

Grand List

Add/Edit Notice Screen

1. **Section 1:** This tab shows the top of the Notice. Any fields in white may be edited.
2. **Section 2:** This tab shows the second part of the Notice. Any fields in white may be edited.
3. **Section 3:** This tab shows the third part of the Notice. Any fields in white may be edited.
4. Any fields in white may be edited.
5. Select the location for each Property Description Line. These appear in the gray sections in the above window. Review of your standards for use of these fields to help determine your choices.
6. **Name:** Enter the name for this Notice to be saved under.
7. **OK:** Click this button to save this Notice.
8. **Cancel:** Click this button to cancel without saving this Notice.

Grand List

The following are images of the second and third sections. These sections may contain whatever is appropriate. What appears in these images are just examples.

Section 2:

The screenshot shows a software window titled "Grievance Notice Editing" with a tabbed interface. The "Section 2" tab is selected. The window contains several text input fields and a set of radio buttons for property descriptions.

Section 2 Content:

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."

Assessor's Name, Assessor

The grievance meeting will be held at:
ANYTOWN CITY HALL, 1 ANYSTREET
ANYTOWN, VERMONT #####

Property Description Lines:

Property Description Line 1: ☐ Location A ☐ B ☐ C ☐ Property Description ☐ Taxmap ☐ 911 Addr. ☒ None
Property Description Line 2: ☒ Location A ☐ B ☐ C ☐ Property Description ☐ Taxmap ☐ 911 Addr. ☐ None
Property Description Line 3: ☐ Location A ☐ B ☐ C ☐ Property Description ☐ Taxmap ☐ 911 Addr. ☒ None

Name: PERSONAL PROPERTY NOTICE

Buttons: OK, Cancel

Grand List

Section 3:

Grievance Notice Editing

Section 1			Section 2	Section 3
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JUNE 16-17, 23-24 BY APPOINTMENT.

PHONE: (802) 555-5555 TO SCHEDULE.

We know the writing on 5th - 11th line is small. If you use only some of it and want it to condense put a period at the end of the line, otherwise it may become large print automatically when printed.

Property Description Line 1:

☐ Location A

☐ B

☐ C

☐ Property Description

☐ Taxmap

☐ 911 Addr.

☒ None

Property Description Line 2:

☒ Location A

☐ B

☐ C

☐ Property Description

☐ Taxmap

☐ 911 Addr.

☐ None

Property Description Line 3:

☐ Location A

☐ B

☐ C

☐ Property Description

☐ Taxmap

☐ 911 Addr.

☒ None

Name

PERSONAL PROPERTY NOTICE

OK

Cancel