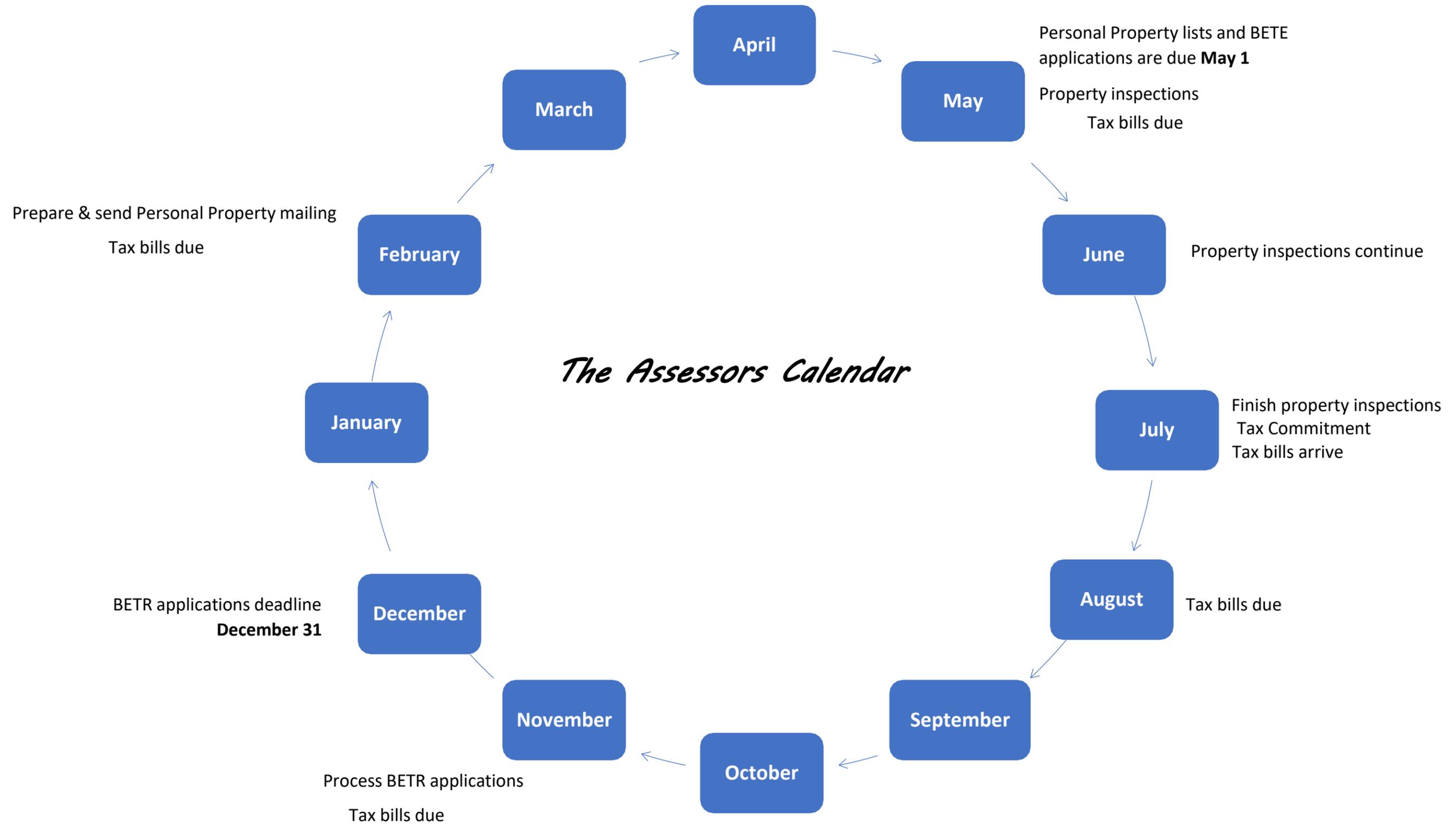


All property values are based on the nature and condition of a property on **April 1**
All applications of exemption are due **April 1**



The Assessors Calendar

Monthly

- Update Transfers
- New lot splits & mergers
- Audit ratios
- Meet with property owners

Annually

- Lots of training to stay current with Assessment Techniques
- Town Report info
- Personnel changes
- Defend appeals
- Abatements & Supplements
- Stay abreast of current trends & developments

Quarterly

November/December/January

- Identify problems and address solutions
- Check pricing schedules
- Begin field work (*weather permitting*)

February/March/April

- Send personal property lists
- Follow up on Personal property / BETE
- Field work

April 1 – Assessment Date

- Check mobiles in parks
- Check construction in progress
- Bring transfers current to April 1

May/June/July

- Finish field work
- Approve Homestead & Veteran applications
- Price Tree Growth & Open Space
- Check deaths to update ownership information

August/September/October

- Tie up loose ends
- Proof Tax Maps / Valuations / Exemptions / Appropriations & Deductions
- Commit taxes
- Send tax bills
- File MVR
- State Valuation
- Bring transfers up to date
- Follow up on Abatement Requests