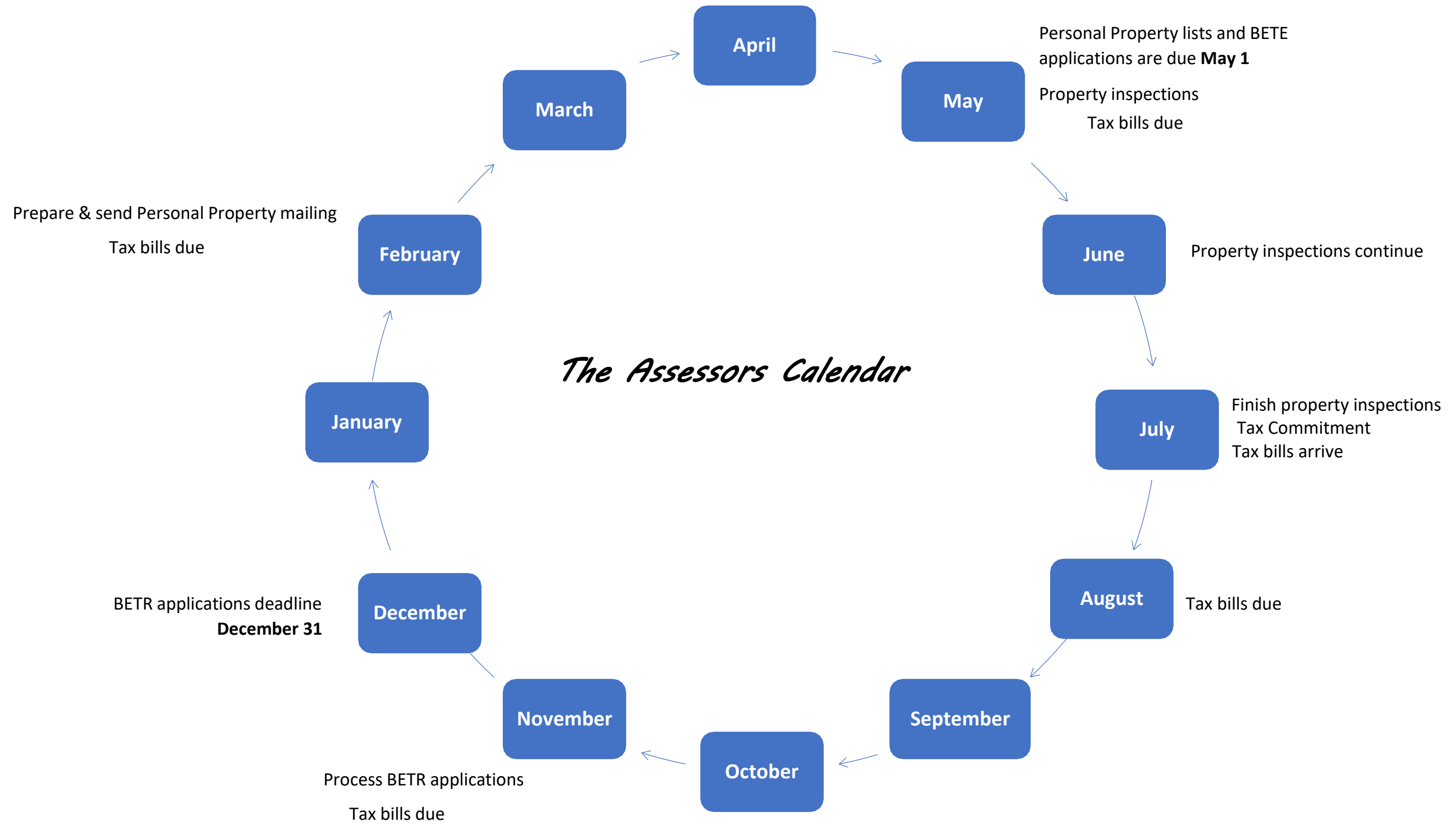


All property values are based on the nature  
and condition of a property on **April 1**  
All applications of exemption are due **April 1**



## 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