

Main Menu option 10 State Sales when files become available. Generally this will be done in your Working Grand List to start and will be finished in your As Billed Grand List.

1. Click 'Get Sales Study file from State' button to download your sales study file.
  - a. If your town is doing a Partial, Rolling, or Full reappraisal the file will contain 3 yrs of sales
  - b. Typical (non reappraisal) sales study files will only have 1 yr of sales to be reviewed

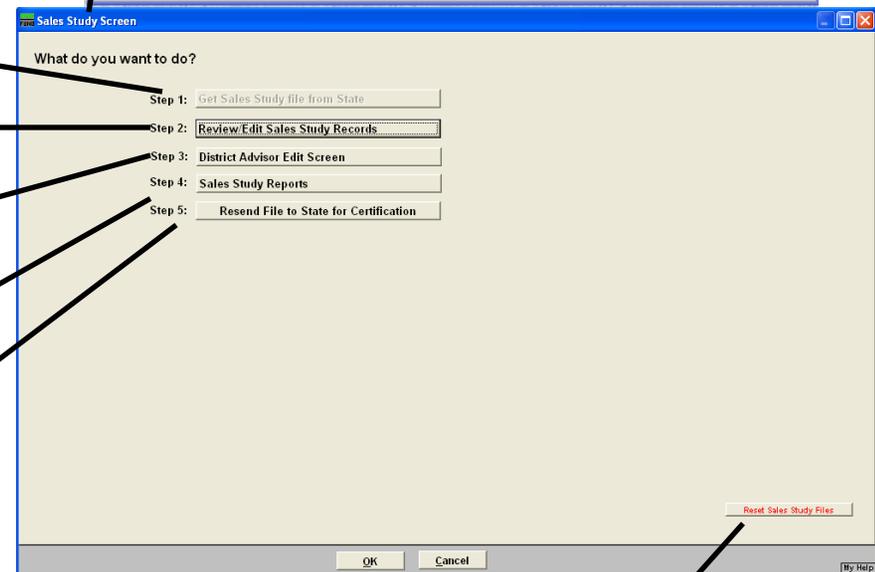
2. Users will select parcels in the download Sales Study file to review and edit. See page 3 for screen details.

3. District Advisor Edit screen. This option may be filled out by the Listers but must be sent back to the State PVR by your DA. The Sales Study file should not be sent back to PVR until your District Advisor has reviewed all questions on these screens as seen on page 2.

4. Print various reports to keep for your physical records.

5. Send file back to PVR.

- Contact your District Advisor for Step 5.
- Upload will only be permitted when authorized by DA or other PVR personnel.
- Once the file has been sent to PVR then the data cannot be edited by the listers any further.



NOTE: Files can only be reset and downloaded a 2<sup>nd</sup> time with the assistance from PVR or IT staff.

- District Advisor Sales Study Checklist screens. Once this data has been entered click on the 'Save and Return to Main Menu' button to save your changes. Some of the information will copied from one year to the next.
- The District Advisors or the Listers can print out a copy of the District Advisor Checklist by clicking on the button labeled 'Print DAEQ Study Checklist'.

**EEGL SALES QUESTIONNAIRE**  
Copy of 411 & 427 filed with PVR must include the following:

Year:

Town / City:

Date:

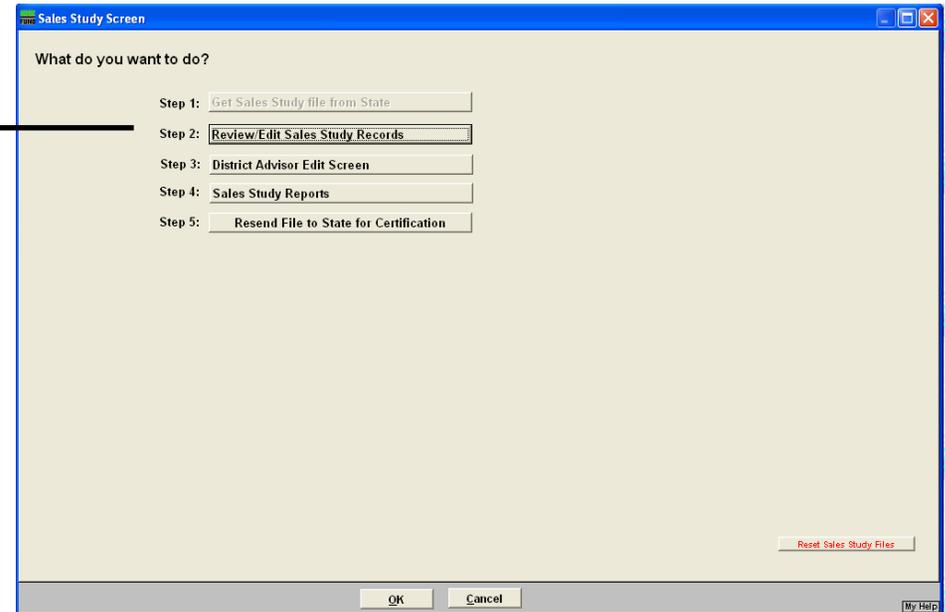
Begin Sales Date:  End Sales Date:

- Does the town name print on top of the 411 (check town name on log entries)?  Yes  No
- Are there any voted exemptions?  Yes  No Have they been checked for category and dates or validity? N/A
- Are all non-taxable properties checked and verified?  Yes  No  
Do any have extra land?  Yes  No  
Do they all have categories and appropriate values?  Yes  No
- Has the electronic 411 been sent to PVR?  Yes  No Has the printed 411 been mailed to PVR?  Yes  No
- Are any sales missing?  Yes  No (If missing, copy PTTR for DA!)
- Is every current use record rechecked (none are red) and resent to PVR?  Yes  No
- What cama system is used?
- When was the last FULL reappraisal completed?   
Who did the Full reappraisal?
- Has a partial or statistical reappraisal been done since the full reappraisal?  Yes  No
- Does the town tax personal property?  Yes  No  
Equipment? N/A Inventory? N/A
- Was the cable exemption amount (if voted) and coding checked?  Yes  No
- What is the Veterans Exemptions amount?  How many Veterans?
- Was the Inventory of Plant for the Electric Utility companies used for this current year?  Yes  No  
(Print list with Owner, Ac, Land Value & Real Value)?
- Does your town have any Hydroelectric facilities?  Yes  No
- What is in the UO category?  None  Attached List
- What is in the Other Category?
- Who is the District Advisor?

[My Help](#)

# Sales Study 2016

2. Users will select parcels in the download Sales Study file to review and edit.



Editing – Option #2 users will select a parcel to review and edit if necessary. Users can search for records by 'Span #, Grantor, Grantee, or Parcel ID'.

Column Headers on this screen:

- Validate –Every individual record must be reviewed by the Listers (ask your DA about validating each record)  
The DA may wish to validate each record when they review the data.
- All parcels must be validated before a file can be uploaded to PVR.

The screenshot shows a window titled "Sales Study Screen" displaying a data table. At the top, it says "Double Click a parcel or select a parcel and press the Edit button" followed by an "Edit" button. The table has the following columns: Validated, Span, Town PID, Grantee, Grantor, Date Recorded, Sales Price, and C. The data is as follows:

Validated	Span	Town PID	Grantee	Grantor	Date Recorded	Sales Price	C
Yes	284-083-10944	201 0505	BARRON RICHARD ANTHONY	WOODWARD THOMAS MJR TRUST OF 1994	07/16/2008	260000.00	/
Yes	284-083-10546	020 0126	BERGER RITCHIE E	LONEGREN SALLY P REV TRUST 060799	09/12/2006	590000.00	/
No	284-083-10751	116-4130	BIDDLE SHELLI	RENAUD MICHEL G	10/20/2006	650000.00	/
No	284-083-10867	323-0042	CASPIAN LAKE REALTY TRUST	NEWHOUSE ARTHUR N III	11/17/2006	450000.00	/
No	284-083-10727	049-0416	CUBBAGE CHARLENE	PERRY ALICE	07/26/2007	800000.00	/
No	284-083-10885	307 1000	DEAN SCOTT	SULLIVAN THOMAS	10/18/2006	69400.00	/
No	284-083-10395	322 0070	DONAVAN HARLEY A	HICOCK H BURTON	09/19/2006	175000.00	/
No	284-083-10945	039 1109	ESNID LLC	STONE CLARA	01/17/2008	400000.00	/
No	284-083-10263	008 1309	FRANCOEUR ANNE M A	WRIGHT MARK S	09/02/2008	275000.00	/
No	284-083-10412	023-0742	DAMBLE SARAH	REIMAN JOSHUA	10/24/2006	325000.00	/
No	284-083-10779	114 1355	GATES JAMES R	SAVDIE LEON J TRUST 120495	04/27/2007	240000.00	/
No	284-083-10920	004-1119	GOLDBERG MICHAEL	LAFLAM DYLAN	11/01/2006	910000.00	/
No	284-083-10314	408-0888	GOODBY ROBERT	GRAY SHERRARD ESTATE	10/26/2006	895000.00	/
No	284-083-10723	407 0626	HILL NANCY D	PERRY COURTLAND E JR	11/04/2008	341500.00	/
No	284-083-10345	004 0888	JENKINS PETER	HALL JOEY L	06/22/2007	1150000.00	/
No	284-083-10765	023-0796	LEBEAU SCOTT E	ROMAS PETER A	06/23/2008	360000.00	/
No	284-083-10917	016 0015	LESTER EMILY	WIEJA PATRICIA L	12/27/2007	860000.00	/
No	284-083-10256	209 0476	LJADSA INVESTMENTS LP	FOLINO CYNTHIA J	03/01/2007	210000.00	/
No	284-083-10246	003 4544	LUSIER LINDA	FIELD BEULAH 1998 TRUST	01/16/2008	417500.00	/
No	284-083-10447	201 1192	MANN FREDERICK G	IGLEHART MARGARET A REV TRUST 041792	04/17/2006	295000.00	/
No	284-083-10542	413 0401	MC COTY BRENT	LINTON KATHERINE E	05/16/2008	185000.00	/
No	284-083-10039	323-0037	MCHUGO PATRICIA B	BASCOM ALAN P	07/09/2007	245000.00	/
No	284-083-10001	405 3371	MCMINDES GAIL	GRIGGS PAUL	08/21/2007	292500.00	/
No	284-083-10394	090 0015	MICHAUD JEREMY J	ALKO LLC	01/24/2008	977000.00	/
No	284-083-10598	046 1000	MILLER HARRY M	MCDONALD WILLIAM F ESTATE OF	10/02/2008	670000.00	/
No	284-083-10214	322-0131	NEWHOUSE ARTHUR N III	DONAVAN HARLEY A	11/22/2006	800000.00	/
No	284-083-10872	413 1060	PETERCUSKIE JANE F	VOLK NICHOLAS J	12/22/2006	230000.00	/
No	284-083-10772	406-0545	PIELA JOSEPH J	SALLS EPHRAIM JR	12/07/2007	300000.00	/

At the bottom, there is a "Find:" field with radio buttons for "Grantee", "Grantor", "SPAN", and "Parcel ID". Below that is a "Return to Sales Main Menu" button. A "My Help" link is visible in the bottom right corner.

Sales Study Screen

Equalization Study - 2010

PVR Information		Edit PVR Information		Current Entity # 60
Document No	2007875495			
Span No	264-083-10751	No	264-083-10751	264-083-10751
Parcel ID	116-4130	<input type="checkbox"/>	116-4130	116-4130
Grantee	BIDDLE SHELLJ	<input type="checkbox"/>	BIDDLE SHELLJ	ROHNERT JOHN
Grantor	RENAUD MICHEL G	<input type="checkbox"/>	RENAUD MICHEL G	
Address	4130 VT RTE 16 GREENSBORO	<input type="checkbox"/>	4130 VT RTE 16 GREENSBORO	4130 ROUTE 16
Property Class	150 Mobile Home		150 Mobile Home	
Closing Date	/ /	No	/ /	
Date Recorded	10/20/2006	No	10/20/2006	10/22/2007
Sales Price	65,000	No	65,000	84,250
Listed Value	47,400	No	47,400	65,300
Category	4 MHL	<input type="checkbox"/>	MHL	MHL
Acres	5.00	No	5.00	5.00
Special Circ	0 None	<input type="checkbox"/>	None	
PVR Comment				
Town Comments				

Buttons: Validate and Save, Save unvalidated, Cancel Changes, Print Report

My Help

- Check the following prior to meeting with your District Advisor:
- Is parcel & Span number correct?
- Does the name and location match the Grand List?
- Is the correct property class and category entered?
- Does the closing date, sale date, and sale price match the PTTR?
- Does the listed value, category and acreage match the Grand List?
- Is the parcel an “Active” or “Inactive” file? If “Inactive” make sure it has been combined with an “Active” parcel.

## Editing – individual records.

- The data at the top and in left column is “read only” data which is provided from the download file.
- To edit data in the middle column, place a check in the box to the left of the field that is incorrect or make the appropriate selection using the dropdown box. This will allow you to make your corrections in the field on the right. If you select ‘Other’ as a drop down choice you will need to enter a reason for the change in the Town Comments field.
- The column on the right will display the parcel information from the appropriate as billed entity for this sale. If you are doing a reappraisal then this column will be the reappraisal Grand List.
  - Fields highlighted in red identify data that is in your grand list that do not match the PVR information downloaded.
- Special Circumstances – This is a numeric field to allow for user input if a sale is determined to be not “arm’s length”. PVR special circumstance codes 1-22 are provided to identify the circumstances of the sale. By default this box will typically be “ZERO” or presumed to be a valid sale. Any sale sent back to PVR that has a special circumstance code greater than ZERO – with the exception of code 22- which indicates a resale – will not be included in the sales study. Provide an explanation in the comments box explaining the circumstances of the sale if excluded from consideration
- Validate - Once a record is edited or reviewed, select the ‘Validate and Save’ button and repeat this process until all records are validated.



Sending Sales Study Data to the State – The District Advisor will select this option when all of your sales have been validated and are ready to be sent to PVR. The program will prompt you to print a 'Validated Sales Report' for your records.

The prompt will appear on the screen confirming that the file is ready to be sent to PVR

Next the program will prompt you with a password before the file can be transferred. This password will be provided by your District Advisor.

IF you do not have the password simply leave this field blank and press the 'Continue' button and the program will ask you to try again when you do have the password.

Once the file is sent to PVR, you cannot edit the sales study data further. You will still be able to print reports.

