

NEWSLETTER

From Your District Advisor
Property Valuation & Review



June VTPIE Updates / Process / Procedures

During this transition year, as follows are where you will be doing your annual GL tasks this coming filing and grievance period:

VTPIE 2023

- Sales Verification
- Current Use (including Change of Allocation notices & CU Grievance)
- Homestead processing
- Utility Filing attachments

NEMRC 2023 (transition)

- Homestead Download (for billing)
- Upload of Current Use exemptions from VTPIE
- Exemptions creation & submission
- 411 Creation & submission
- Grand List
- Grievance / Notices (excluding Current Use)
- Results of Grievance
- TIF
- Property Tax Billing (in NEMRC for the 2023)

What you can do to stay on top of the evolving updates:

- Monitor the listserv, DA Newsletter and our [website](#) for training opportunities.
- Check with your CAMA vendor to ensure they are providing you with the CAMA upload into VTPIE. **Always upload your CAMA data** if you have made changes in your CAMA/ NEMRC **before you do any work in VTPIE to ensure you are using the most up-to-date information.**
- Conduct a CAMA Upload prior to working in VTPIE to ensure you have the most current data that you will need.
- Communicate with your vendor before beginning work for 2024 (rollover)
- Call your district advisor if you have any questions

VTPIE Support
NEMRC Support
PVR Support

<https://support.axiomnh.com/support/solutions/25000019717>

<https://www.nemrc.com/support/grandList/>

<https://tax.vermont.gov/municipal-officials/listers-and-assessors/district-advisors>

Step order	Process	VTPIE / NEMRC Step-by-Step Guidance
1	VTPIE Create an account	https://support.axiomnh.com/support/solutions/articles/25000026875-creating-your-account This will allow access to all functions performed in VTPIE
	VTPIE GIS Create an account	https://support.axiomnh.com/support/solutions/articles/25000026875-creating-your-account This will allow access to the GIS mapping portal in VTPIE
2	Create CAMA upload for VTPIE	General VTPIE CAMA Upload Instructions https://support.axiomnh.com/support/solutions/articles/25000029336-general-vtpie-cama-upload-instructions
		NEMRC Webinar https://nemrc.com/support/webinars/
		Instructions specific to NEMRC / MicroSolve https://nemrc.com/support/webinars/NEMRC%20Grand%20List%20Upload%20to%20VTPIE%20Option.pdf
		Instructions specific to Patriot (AssessPro Classic or APS) https://support.axiomnh.com/support/solutions/articles/25000029304-patriot-assesspro-classic-or-ap5-vtpie-export-instructions
		Instructions specific to ProVal 9.1 https://support.axiomnh.com/support/solutions/articles/25000029308-proval-9-1
		Vision VTPIE Export https://support.axiomnh.com/support/solutions/articles/25000029332-vision-vtpie-export-instructions
3	Import GL into VTPIE	https://support.axiomnh.com/support/solutions/articles/25000029336-general-vtpie-cama-upload-instructions Repeat as often as needed: whenever changes are made in your CAMA system
4	Review Homesteads in VTPIE	Webinar https://support.axiomnh.com/support/solutions/articles/25000029106-homestead-cama-upload-webinar
		General procedure https://support.axiomnh.com/support/solutions/articles/25000029362-reviewing-homesteads
		PVR's detailed instructions https://support.axiomnh.com/support/solutions/articles/25000029534-detailed-homestead-instructions
5	Review CU Records in VTPIE	https://support.axiomnh.com/support/solutions/articles/25000029377-reviewing-current-use-records
	GL & CU Webinar	Webinar https://support.axiomnh.com/support/solutions/articles/25000029665-grand-list-and-current-use-webinar
6	Homesteads to NEMRC Tax Billing	Initiate through NEMRC's Working GL module – receive homesteads from State

7	CU Allocation Notices	https://support.axiomnh.com/support/solutions/articles/25000029698-current-use-change-of-appraisal-notice
8	CU to NEMRC Tax Billing	Instructions include link for further instructions on receiving into NEMRC https://support.axiomnh.com/support/solutions/articles/25000029640-downloading-current-use-to-billing
9	Lodging the Grand List	Grand List Lodging Instructions – GB-1067 https://tax.vermont.gov/sites/tax/files/documents/GB-1067.pdf
10	Result of Grievance	Available next month
11	Annual Rollover	Available next month

What's on the Calendar for June?

At a glance, important dates include:

Lodging the Grand List (Abstract before grievance)

- **On or Before** June 4 or June 24, 2022, depending on town's population (+/- 5,000) These are the last dates possible to meet the statute barring an extension granted by the Director [32 VSA 4342](#)
 - If you cannot meet the deadline for lodging the abstract, you should request an extension from the Director of Property Valuation & Review. This year, June 4th is on a Sunday, you would need an extension if you are planning to file on Tuesday, June 6th. A fillable pdf Extension Request letter is available [here](#); a sample letter can also be found in the [Lister Handbook](#) on page 6. These extension requests are to be signed by the selectboard chair and may be submitted via email to tax.pvr@vermont.gov
- If your town population is less than 5000, you are required to lodge an abstract/preliminary grand list with the town clerk of the town on or before June 4th; June 24th if your town population is over 5000. This is the same day you will post your grievance notice in five (5) public places and mail all of your Change of Appraisal notices and Change of Allocation notices for Current Use. [32 VSA 4111](#)
- This preliminary grand list (abstract of Individual Lists) must be filed with the town clerk. On that same day, you will also post the Notices of Grievance Day and mail your notices of 1) Change of Appraisal and 2) Change of Allocation (CU). Remember, notices must also be sent on homestead and housesite values that have changed, and on all Current Use (use value) parcels that have value or allocation changes. These notices must be sent by registered mail, certified mail or [certificate of mailing 32 VSA 4111](#) and [32 VSA 3756](#).
- Lodging this grand list means you take a **physical copy** and deliver it to the clerk for signing of the 411 and signature pages. Under current statute a physical/paper copy needs to be in the vault on that date for inspection by the public. You should post all public notices on this date. For complete lodging instructions see [GB-1067](#), Grand List Lodging: Instructions for Listers.

- Because the signing of the grand list abstract is an **“official action” of the listers**, it is subject to Open Meeting law (as a Special Meeting) and therefore should be warned at least 24 hours ahead of time, in 3 designated places. [1 VSA 312](#)
- VLCT recommends posting your Meeting Agenda for Grievance Day concurrent with posting your Notices of Grievance Day. Since this is a public meeting, it requires posting of the agenda to comply with open meeting law [1 VSA 312 \(d\) \(l\)](#) in or near town office, at two (2) other designated public places in town and on the body’s official website if one exists. The agenda is also to be made available to any person prior to the meeting upon specific request.
- PVR does not need a copy of your grand list or **411 until August 15**. The only exception to this electronic submission is for towns who have completed a reappraisal for the 2023 grand list. Reappraisal towns will file a 411 and form RA-310 with PVR when grievances have been completed in order for us to calculate the CLA for tax rate purposes.

News You Can Use

- [2023 Lister Calendar & Task List](#)
- [DA & CU Assignment Map](#)
- [VTPIE Support](#)
- [NEMRC Support](#)
- [GL Lodging checklist](#)
- [Handbook on Property Tax Assessment Appeals](#)
- Please scroll to the end on this newsletter for additional *Helpful Links*

Preparation for the lodging of the Abstract Grand List

Recommended pre-lodging check list:

- ✓ Verify that all your real value, homestead and housesite changes have been made and flagged for Grievance Notice
- ✓ Verify that all property transfers have been processed as of April 1, 2023
- ✓ Verify all annually updated utilities, including cable, reflect the 2023 values (review with your DA)
- ✓ Verify your veteran exemptions reflect the final May spreadsheet as provided by VOVA
- ✓ Verify all exemptions for valid dates, statutes, values and are still eligible for exempt status
- ✓ Verify that your current use has been completed and the exemption amount is loaded to your grand list from VTPIE
- ✓ Verify that your covenant restricted housing has been reviewed with the state provided list and that any discrepancies have been corrected in your grand list
- ✓ Verify that your category coding has been reviewed and corrected as needed
- ✓ Verify that your Homestead Declarations have been downloaded and are current (VTPIE & NEMRC)
- ✓ If your town taxes personal property, verify that all personal property has been entered and flagged for Grievance Notice when appropriate

We strongly recommend following the steps as outlined in the [Grand List Lodging Instructions](#) prior to lodging

We also recommend creating a 'Grand List Copy' of your NEMRC database at this point in time. Creating this 'copy' will allow you to run comparison reports using the lodging date as the base reference date.
[Instructions for creating a copy of your NEMRC](#)

Lodging of Abstract Grand List / Change of Appraisal Notices Timeline

- ✓ **On or Before** June 4 or June 24, depending on population size
- ✓ **These are the last dates possible to meet the statute barring an extension granted by the Director*** (See [32 VSA 4342](#))
- ✓ Filing may occur any time after April 1 and prior to these dates

	Population of less than 5,000	Population of more than 5,000
Assessment date	April 1	April 1
Homestead Declarations timely filed	April 18 [^]	April 18 [^]
LATEST Abstract of individual list can be filed	June 5 [~]	June 24
LATEST change of appraisal notices can be sent*	June 5 [~]	June 24
Grievance hearings begin (Above date + 14) 32 VSA 4221	June 19	July 9
Agenda for Lister hearings 1 VSA 312 (d)(1)	At least 24 hours before every tax appeal hearing. Constitutes a 'special meeting'	At least 24 hours before every tax appeal hearing. Constitutes a 'special meeting'
Grievance hearings end 32 VSA 4221 32 VSA 4341	On or before July 2	On or before July 22
Minutes of hearing 1 VSA 312 (b) (2)	5 calendar days from the conclusion of lister grievance	5 calendar days from the conclusion of lister grievance
Results of Grievance mailed 32 VSA 4224 32 VSA 4341	July 9	July 29
Deadline for filing Appeal to BCA 32 VSA 4404 (a)(b)	Within 14 days after mailing Result of Grievance decision	Within 14 days after mailing Result of Grievance decision

[^] April 15th was extended to April 18th for 2023

[~] June 4th is extended to June 5th for 2023

myVTax reminders

Town clerks should be finished with recording of transfers with closing dates up to and including April 1 for the 2023 Grand List: this means having cleared their work queue of any lingering PTTs that may be 'stuck'; i.e., those needing to either be submitted or sent back to the preparer. For an indication of the preparer's intent, you may check line **F6** in the PTT that is in your queue, where the preparer has indicated their intent to record the return within 60 days of closing. Clerks may return lingering pttts to the preparer by unchecking the 'This return is ready to be reviewed by a town clerk' box on the last page in their myVTax.

Listers should continue to monitor their account for any Withdrawal/ Discontinuances LUCT requests. These Current Use withdrawals are ongoing, you will be also alerted via email when you have LUCT (Land Use Change Tax/Penalty) value request(s). When there is a request, you will need to determine a value for the land being removed from the program. **Please be mindful that by statute, listers/assessors have thirty (30) days to submit the completed form to the Director [32 V.S.A. §3757\(b\)](#).**

Current Use

Some helpful hints as you work your way through your download:

- ✓ Make sure you are in your VTPIE account
- ✓ Make sure you have received **the latest homestead declaration file**, have processed all changes (business use, rental use, business use of outbuildings and your ownership changes since April 1, 2023) and uploaded your CAMA data into VTPIE.
- ✓ **For reappraisal towns** – make sure that the CLA in Current Use is set to 1.00. If you thought you were doing a **reappraisal and are now delaying it** until next year, please contact your district advisor immediately to have the CLA reset.
- ✓ **For your initial review you will need to validate all the files.** If you are unsure what this means and what this involves, please contact your district advisor.
- ✓ If the property owner has not yet filed a homestead, **they are Nonhomestead at this time.** You can correct this if they file in a subsequent download.
- ✓ If you are having issues making a file match to validate, please **contact your district advisor.** You can scan or take a picture of your screen and we can often help you resolve the issue quite easily working from that, or schedule a visit to your town.
 - **If ownership has changed** and PVR does not have that reflected, please let Current Use know as soon as possible by clicking “Questions” and add a new question and provide the information.
 - **If acreage has changed** and PVR does not have that reflected, please let us know as soon as possible by clicking one of the “Reason(s) for Change” in the boxes next to acreage and then type details in the town comment box.
 - Reminder: all enrolled **Farm Buildings are Nonhomestead by definition.** You will need to make sure they are coded correctly on your cost sheet before you begin allocation.
- ✓ **Excluded land valuation** is dictated by statute: Title [32 V.S.A. § 3756](#) Definition (Appraisal Value) (d) The assessing officials shall appraise qualifying agricultural and managed forestland and farm buildings at use value appraisal as defined in subdivision [§ 3752\(12\)](#) of this title. If the land to be appraised is a portion of a parcel, any portion not receiving a use value appraisal shall be valued at **its fair market value as a stand-alone parcel**, and, for the purposes of the payment under [§ 3760](#) of this chapter, the entire parcel shall be valued at its fair market value as other similar parcels in the municipality.
 - If this is a new parcel or the excluded land has changed you will need to look at the **current use map** to determine where the excluded land is in order to value it appropriately.
 - Total land value (from cost sheet) minus excluded land (from cu calculation sheet) equals **enrolled land.** We recommend you try to go through the math, it will help you to complete the downloads, understand the process and explain it to taxpayers.

myVTax process

[myVTax Guide: LV-314 Return Navigation for Listers](#)
[Land Use Change Lien Release](#)
[How to Recover Your Username & Reset Your Password](#)

Valuation

[How to Value Land Excluded or Withdrawn From CU
Land Developed or Withdrawn from Current Use](#)

Need sign in assistance with eCuse? Please reach out to Carrie Potter at (802) 828-6635.

Need sign in assistance with myVTax? Please reach out to Teri Gildersleeve (802) 855-3917 or your DA

Education

PVR continues to offer training at no charge to listers and assessors. A complete listing of PVR, VALA (IAAO) and VLCT offerings can be found at <https://tax.vermont.gov/municipal-officials/certification-education-programs/state-sponsored>.

To register for PVR classes & webinars, please click on the active hyperlink or visit

<https://tax.vermont.gov/municipal-officials/education>

• Tuesday Morning (mostly) Webinars and Hybrid Sessions

June 13	Tuesday	Sorting & Filtering in Excel	KnowledgeWave	10:00 – 11:00	Webinar
June 20	Tuesday	Legal Chats with Charlie	Atty Charles Merriman	9:00 - 12:00	Hybrid/ Montpelier
July 20 - updated -	Thursday	Solar /Cell/ Subsidized Housing	District Advisors	9:00 - 12:00	Hybrid/ Montpelier
July 18	Tuesday	PowerBi & what it can do for you	KnowledgeWave	10:00 – 11:00	Webinar
August 15	Tuesday	Legal Chats with Charlie	Atty Charles Merriman	9:00 - 12:00	Hybrid/ Montpelier
August 29	Tuesday	Intro to Microsoft Bookings	KnowledgeWave	10:00 – 11:00	Webinar
August 30	Wednesday	Reappraisal Class	District Advisors	9:00 - 12:00	Webinar
November14	Tuesday	Communications & Teamwork	KnowledgeWave	10:00 – 11:00	Webinar
TBD		10 Supremely useful Word Features	KnowledgeWave	10:00 – 11:00	Webinar

• VPA required courses being offered in 2023

July 26	Wednesday	VT State Statutes & Real Estate Law	Attorney Jim Knapp	1:00 – 4:00	Webinar
July 27	Thursday	VT State Statutes & Real Estate Law	Attorney Jim Knapp	1:00 – 4:00	Webinar
August 3 - updated -	Tuesday	IAAO 100 Day 1 of 2	Dave Cornell	8:00 – 4:00	Webinar

August 4 - updated -	Wednesday	IAAO 100 Day 2 of 2	Dave Cornell	8:00 – 4:00	Webinar
August 17 - updated -	Wednesday	Land Schedule Day 1 of 2	District Advisors	9:00 - 12:00	Webinar
August 18 - updated -	Thursday	Land Schedule Day 2 of 2	District Advisors	9:00 – 12:00	Webinar
September 6	Wednesday	Data Collection Day 1 of 4	District Advisors	9:00 – 4:30	In-person West Rutland
September 7	Thursday	Data Collection Day 2 of 4	District Advisors	9:00 – 4:30	In-person West Rutland
September 13	Wednesday	Data Collection Day 3 of 4	District Advisors	9:00 – 4:30	In-person West Rutland
September 14	Thursday	Data Collection Day 4 of 4	District Advisors	9:00 – 4:30	In-person West Rutland
September 18	Monday	IAAO 102 day 1 of 4	VALA		Webinar
September 19	Tuesday	IAAO 102 day 2 of 4	VALA		Webinar
September 20	Wednesday	IAAO 102 day 3 of 4	VALA		Webinar
September 21	Thursday	IAAO 102 day 4 of 4	VALA		Webinar
October 2	Monday	IAAO 112 Day 1 of 4	VALA		In-person West Rutland
October 3	Tuesday	IAAO 112 Day 2 of 4	VALA		In-person West Rutland
October 4	Wednesday	IAAO 112 Day 3 of 4	VALA		In-person West Rutland
October 5	Thursday	IAAO 112 Day 4 of 4	VALA		In-person West Rutland
October 9	Monday	IAAO 171	VALA		Webinar
October 25	Wednesday	IAAO 155 Day 1 of 2	VALA		In-person West Rutland
October 26	Thursday	IAAO 155 Day 2 of 2	VALA		In-person West Rutland
October 30	Monday	IAAO 300 Day 1 of 4	VALA		Webinar
October 31	Tuesday	IAAO 300 Day 2 of 4	VALA		Webinar
November 1	Wednesday	IAAO 300 Day 3 of 4	VALA		Webinar

November 2	Thursday	IAAO 300 Day 4 of 4	VALA		Webinar
November 6	Monday	IAAO 311 Day 1 of 4	VALA		Webinar
November 7	Tuesday	IAAO 311 Day 2 of 4	VALA		Webinar
November 8	Wednesday	IAAO 311 Day 3 of 4	VALA		Webinar
November 9	Thursday	IAAO 311 Day 4 of 4	VALA		Webinar

- **Upcoming VALA IAAO Trainings**

- Sept 18 -21 IAAO 102 [Income Approach to Valuation](#)
ONLINE ONLY ZOOM
- October 2-5 IAAO 112 [Income Approach to Valuation II](#)
IN PERSON ONLY West Rutland Town Hall
- Week of Oct 9 IAAO 171 [Standards of Professional Practice & Ethics](#)
ONLINE ONLY VT ONLY
- October 25-26 IAAO 155 [Depreciation Analysis](#)
IN PERSON ONLY West Rutland Town Hall
- Oct 30 – Nov 2 IAAO 300 [Fundamentals of Mass Appraisal](#)
ONLINE ONLY ZOOM
- November 6-9 IAAO 311 [Real Property Modeling Concepts](#)
ONLINE ONLY ZOOM

Please be aware the VALA registration fees for these IAAO courses is not reimbursable through the PVR Grant funding.

- **Upcoming courses offered directly through IAAO**

- ✓ June [Course 332: Modeling Concepts](#)
- ✓ July [Course 201: Appraisal of Land](#)
- ✓ August [Course 300: Fundamentals of Mass Appraisal](#) ** and [Course 402: Tax Policy](#)
- ✓ September [Course 311: Real Property Modeling Concepts](#) **
- ✓ October [Course 333: Residential Model Building](#)
- ✓ November [Course 151: National USPAP](#)
- ✓ December [Course 851: RES Case Study Review Workshop](#)

** VALA will also be offering these courses in the upcoming year (at a reduced cost to Vermont listing and assessing officials).

These IAAO direct courses are eligible for [PVR Grant Funding](#)

- **KnowledgeWave is back!**

PVR will be offering six private classes in the upcoming year; ‘private’ in this instance means that the only participants will be those from Vermont municipalities. We plan to provide these offerings on Tuesday mornings. Two will be Excel focused (helpful for managing VTPIE reports) and launching from

those will be an *Introductory PowerBi* session. Also planned is an *Intro to Microsoft Bookings* (think scheduling inspection appointments with your taxpayers), a session on *Communications and Teamwork* and to wrap up, *Ten Useful Word* features. **Please see the above *Education Tuesday Morning Webinars* table for dates, times, and registration links.**

- **[Vermont Property Assessor Certification Program \(VPA\)](#)**

Many municipalities and individuals have benefitted from the classes developed and presented by PVR in collaboration with the International Association of Assessing Officers (IAAO) and the Vermont Assessors and Listers Association (VALA). In addition to the IAAO and VALA classes, PVR offers New Lister Training, Advanced Lister Training, Data Collection, and Current Use among other offerings to provide listers the training needed in order to succeed in their positions. To that end, the mission of the **Vermont Assessor Certification Program** is to encourage, promote, and provide educational opportunity and advancement for listers and assessors throughout the state.

VPACP has created four levels of achievement (VPA I, VPA II, VPA III and VPMA). Each level has prerequisites and requirements, including levels of work experience and training.

This is a voluntary program designed to encourage and recognize professionalism and competency in being a municipal assessing official. Education is a high priority for the Division of Property Valuation and Review (PVR). Listers, assessors, and other municipal officials who take advantage of these educational opportunities will have a better understanding of their responsibilities and will better perform the duties of the office.

For 2023, ALL classes required for certification are being offered. Please see the Education Section of this Newsletter for course dates. For more information on VPA certification and to apply, Please click to see the [VPACP Handbook](#).

- **On-Demand PVR Webinars & Training materials**

Recordings of our webinars, as well as course materials from our classes, are available at <https://tax.vermont.gov/municipal-officials/certification-education-programs/materials>. Please keep in mind that these recordings are meant for reference only – **** actual event attendance is required for VPA certification.**

- **Grant Funding/ Reimbursement for Travel and Assessment Training**

PVR classes continue to be of no charge to listers. PVR sponsorship of select NEMRC webinars and VALA hosted IAAO classes also continues. However, please be aware the VALA registration fees for these IAAO courses is not reimbursable through the PVR grant. Grant money is also available for **pre-approved** mileage & lodging expenses (distances apply) as well as certain independently taken, non-PVR sponsored, assessment related courses, including those taken online (pre-approval required as well). Complete Education Grant information and application is available at <https://tax.vermont.gov/municipal-officials/certification-education-programs/tuition-information> If assistance is needed with this process, please contact (802) 828-6887 or via email tax.listered@vermont.gov .

The *Grant Education Funding for Listers and Assessors (Municipal Reimbursement)* Fact Sheet is also available at <https://tax.vermont.gov/sites/tax/files/documents/FS-1184.pdf>.

District Advisor & CU Specialist Contact Information

[District Advisors & their territories interactive map](#)

District Advisors

Barb Schlesinger barbara.schlesinger@vermont.gov	(802) 369-9081	Deanna Robitaille deanna.robitaille@vermont.gov	(802) 323-3411
Benton Mitchell benton.mitchell@vermont.gov	(802) 233-4255	Jen Myers jennifer.myers@vermont.gov	(802) 522-0199
Christie Wright christie.wright@vermont.gov	(802) 855-3897	Teri Gildersleeve teri.gildersleeve@vermont.gov	(802) 855-3917
Cy Bailey cy.bailey@vermont.gov	(802) 233-3841	Theresa Gile theresa.gile@vermont.gov	(802) 522-7425
Nancy Anderson / Edu Coord (PT) nancy.anderson@vermont.gov	(802) 828-6680	Nahoami Shannon / PVR Assist nahoami.shannon@vermont.gov	(802) 828-6867

Current Use Specialists

Addison - Derby	Melanie Riddle melanie.riddle@vermont.gov	(802) 828-6633
Dorset - Middlebury	Katie Emerson katelin.emerson@vermont.gov	(802) 828-6637
Middlesex - Shoreham	Maria Steyaart maria.steyaart@vermont.gov	(802) 828-6636
Shrewsbury - Worcester	Nick Zimny-Shea nicholas.zimny-shea@vermont.gov	(802) 828-6608
Current Use Supervisor	Elizabeth Hunt elizabeth.hunt@vermont.gov	(802) 828-5860 x2

Help Desks

- **PVR (802) 828-5860**
 - ✓ Tax forms **press 1** **available Monday thru Friday**
 - ✓ Municipal official support **press 2** **available Monday thru Friday**
 - ✓ Current Use & all other PVR related questions **press 3** **available Mon, Tues, Thurs, Fri**

Please leave a message for your District Advisor at their number. However, if you need immediate assistance and are unable to wait for a return call please call (802) 828-5860, option 2 and ask to speak to a district advisor that is available.

- **VTPIE AXIOMATIC SUPPORT (603) 413-4978 EXT 0**
<https://support.axiomnh.com/support/home> support@axiomnh.com

Online Resources

The following resources and many more aides & forms are available at:

[VT Dept of Taxes](#) > [Municipal Officials](#) > [Forms & Publications](#)
> [Property Assessment](#)
> [Listers and Assessors](#)
> [Training & Certification](#)
> [Municipalities](#)
> [VTPIE Project](#)

Municipal Basics

Municipal Resources (SoS)	Municipal Laws & Regulations	Forms & publications
Municipal Resources (PVR)	Open Meeting Law – VLCT	Interactive DA map
Public Records - VLCT FAQ	Tax Bill tools	
Public Records - Sec of State	Prop Tax Credit Confidentiality	

Lister Aides & Forms

Listers and Assessors	Interactive DA map	E&O - Value Change
Lister Responsibilities checklist	Lister/ Assessor handbook	E&O- Homestead Status Change
VT Property Assessor Cert	Lister Calendar (2023)	Lister Certificate – HSD-315
State Sponsored Training	Reappraisals	Lister Cert(subdivision) - HSD-316
PVR Courses & Registration	Approved Appraisers	Homestead Declarations
Lister Education Grant	RA-308	Record Retention
Lister and/or Assessor Options		About Abatement

Property Assessment - Grand Lists

Assessment Toolbox	Solar plants - valuing w/ PV Value	Conservation Easements
eCuse	Assessing CU Property	CU Withdrawal - FMV
Property Ownership & Deeds	Cell Decision Tree	

Exemptions

Exemptions	Public, Pious & Charitable PVR-317	32 VSA 3802 – Statutory Exemptions
Valuation of Tax-Exempt Properties	Insurance Value Reporting form CR-001 for Exempt Properties	32 VSA 3832 – Restricted Exemptions
Veterans Exemption	Subsidized Housing	Covenant Restricted

Appeals

Grievance Letter Template	Sec of State Tax Appeal Handbook	VLCT Property Tax Appeals
Appeals to Director Guide	Guide to Best Practices	List Value Adjustment Request

VCGI Mapping

Vermont Parcel Program Overview	Parcel Program Frequently Asked Questions
Vermont Parcel Viewer	Parcel Program Town Data Status
Vermont Parcel Program GIS Data	Example Uses of Parcel Program GIS Data
Vermont Land Survey Library	Digital Parcel Mapping Guidelines and Contract Guidance
For Map Vendors: Guidance in working with VCGI	For Mappers: How to submit municipal parcel data updates

Town Clerk Resources

Paper PTTRS	Transfer of Mobile Homes	Municipal Officials Resources
myVTax – Recording PTTRS	MH Uniform Bill of Sale	BCA Decision Template
myVTax – Recording LUCT Lien Release	MH Quit Claim Deed	Official Notice Decision of Board of Civil Authority