

Municipal Officials: How to Review and Manage Current Use Allocations in the Vermont Property Information Exchange (VTPIE)

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Current Use Process in the Vermont Property Information Exchange (VTPIE)

- 1. Go to VTPIE (https://vtpie.org/) using your web browser. **Tip:** Save the link to your favorites.
- 2. If you have not completed a CAMA Upload, please use the following instructions to complete your CAMA upload to make sure all changes you have made will be reflected. If you have recently completed a CAMA upload, or you have not made changes in your CAMA since the last upload, then you may proceed to the next step.
- 3. Confirm the most recent homestead files have been processed. It is important to be sure the most recent homestead filings are in place for the current use breakdown.

Municipal Information

Equalization Study

review.

Support

Manage evaluation information and

Manage sales and run ratio studies.

Request support from VT PVR and manage

- 4. Select **HOME** in the upper left corner, then select TAX PROGRAMS.
- 5. Select CURRENT USE. This information lets you know how many files you have in Current Use and how many you have completed. In this example, 101 out of 197 records have been verified by the town.



6. Select **LOCAL VERIFICATION INCOMPLETE** to view the records that require attention.

record is under review.	us below, use the selec	tion on the top	o left b	o view incomp	ete/co	mplete or all re	scords.	The Hag indici	ates th	at the cu	irrent use
ate Initial Review Incomplete 🔹								[₿ R	eset	Reports •
Show All	PVR Acco	GL Owner	*	Address		GL SPAN		Questions	-	Flag	
State Initial Review Incomplete											
ocal Verification Incomplete											

- 7. Next you will see the current use enrolled parcels that need to be reviewed and the submission verified.
- 8. Select a record you are ready to review and complete. To complete the verification process, you will need value allocations for:
 - Dwelling & Non-Enrolled Farm Buildings

Draftina

No Studies Found

No Unresolved Items

V/A)

Local Verification: (135 / 240) Sales

State Verification: (135 / 240) Sales

b. Farm Buildings

c. Excluded Land

d. Enrolled Land

Local Verification	Incomplete 💌									2	Reset	Reports 💌
Enrolled -	PVR Acco	PVR Acco	- GL Owne	r î	Address	-	GL SPAN	1	Questions	Î	Flag	-
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/es												
No												
10												
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- 9. Locate **REPORTS** above the Grand List information. Here you will find the Local Parcel Report similar to the worksheet format you had in the past. **Tip**: Print these ahead of time to view the information from last year.
 - a. You may want to print these ahead of time to see the information that existed from last year.
 - b. "Unenrolled" on parcels is the same as "Purged Parcel." You do not need this to match anything on your Grand List, and you do not need to edit these parcels.
 - c. You may want to have the most recent cost sheet in front of you along with your CAMA system open for calculations as needed.

Reports 💌	Enrolled	< Prev	Verify Next
Grand List Information	Enrollment Information	Status and Accounts	
GL SPAN:	PVR SPAN:	eCuse Status:	
GL Owner:	ULEG PVR	VT Pie	
1 M-20-	Location:	Process	
Address:	App Reason:	Status:	
		PVR Account	
GL Location:	Contiguous:	ID:	
5L Land	Ag Cert	PVR Account	
/alue:	Required:	Owner:	
iL Bld.	Ag Rec'd':	PVR Mailing	
/alue:	Ref:	Address:	
iL Acreage:		Qualified	
U Listed		Farmer:	
/alue:		Last Review	
100		Last North .	

- 10. The first screen provides an overview of parcel information including Grand List information, enrollment information and other information about enrollment. You will also find a description of the excluded portion of the land, any notes left by PVR, and acreage information.
- 11. When you are ready to edit the information and complete, select the blue **VERIFY** button in the upper right corner.
- 12. The information listed under overview reflects the most recent information that was uploaded from the NEMRC/CAMA program. You can only input values in the Homestead boxes if the owner has filed a Homestead.

renvew			
N:		Homestead Value:	
res:		Non-Homestead Value:	
Account:		Housesite Value:	
Account Address:		Homestead Filed:	
luation			
			v
уре	Total	Homestead	Non-Homestead
welling & Non Enrolled Farm Bid.			10.900
rvolled Farm Bid.	0	0	0
xcludied Land Value			0
nrolled Land Value	103.600	103.600	0
lotal Listed Value			10,900
	1		0
lse Value Acreage			
Use Value Acreage			0

Reconciliation of Errors and Inconsistencies

How to Reconcile Items

- 1 Check the CLA: It is important to confirm the CLA is correct, especially if a reappraisal or appeal to the equalization study occurred, and the CLA changed. The CLA is used in the Use Value calculation, so it is crucial that the correct CLA is applied.
- 2 Parcel Number, Ownership, or SPAN: enrollment Information (Current Use) vs. Grand List Information. Do the name and SPAN match the Grand List? If not, why? Does this acreage match your cost sheet?
- **3** Report a transfer, split, deletion, or other change on the Questions tab: select **NEW QUESTION** and then enter your comments.
- 4 Acreage- Current Use vs. Grand List does total acreage match Grand List acreage? If not, why? Correct the acreage to match the Grand List, then report back using "Acres Reason(s) for change" boxes and included specifics under **NEW TOWN COMMENTS**.
 - Value Breakdown Current Use vs. Grand List click on the blue VERIFY button. Total Listed Value should match the total value on your cost sheet and Grand List information tab once you have allocated all of the parts.

plication Property Q Attachments	Questions 3		
Reports 💌	Enrolled	K Prev Ver	ify Next
Grand List Information 2	Enrollment Information	Status and Accounts	
SL SPAN:	PVR SPAN:	eCuse Status:	
SL Owner:	PVR Location:	VT Pie Process	mplete
5L Mailing	App Reason:	Status:	
Address:	Contiguous:	PVR Account	
SL Location:		10:	
SL Land	Required:	PVR Account	
/alue:	An Recidio		
SL Bid.		Address:	
/alue:	Ket:	Qualified	
GL Acreage:		Farmer:	
SL Listed		Last Review:	
/alue:			12.24.444
CLA:			
Notes & Info			
excluded Description:			

a sufficient lass DV/D in

- 5 Homestead Total Listed Value should match the homestead value on the cost sheet and the Grand List information tab once you have allocated all the parts (Note: land is always Homestead if there is a declaration).
 - Nonhomestead Total Listed Value: should match the value of your Total Value -minus your Homestead Value on your cost sheet once you have allocated all the parts. (Note- enrolled farm buildings are always Nonhomestead, as they are considered business use).
- 6

Use Value: # acres in program (agriculture, forest, conservation, etc.) multiplied use value per acre x CLA

- Exempt Reduction: this is the exemption on the value screen in parcel maintenance, under Current Use.
- Owner Taxable Value: (Grand List value) will be the taxable amount after deduction is applied.





The Parcel Number is Incorrect

If the parcel number is incorrect: A correction may fix the problem. To Use the properties tab to link to a different parcel:

- 1. Click on Add Property
- 2. Choose an identifier to find the correct parcel
- 3. Click add
- 4. To remove the incorrect parcel, left click on the arrow next to that parcel on this page and select **REMOVE**.
- 5. You can also access this by clicking on the blue pencil next to SPAN.

Add Property					Reports 💌
SPAN	Situs	Owner	Value PY	Value CY	Acres
\sim					- 44000
wing 1 to 1 of 1 rows					
rch Property Query					
rch Property Query					
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rch Property Query Iress	Owner				
r ch Property Query Iress	Owner				
ir ch Property Query Iress	Owner				
arch Property Query dress	Owner		Reset		Search
rrch Property Query fress N N rch Results (0)	Owner		Reset		Search
rch Property Query	Owner	County	Reset	Owner	Search

The SPAN Number is Incorrect

SPAN number issues are often related to the parcel number. If identified, correcting the parcel number often corrects the SPAN errors. Report the changes you made using the Questions Tab.

The Name is Incorrect

If the name does not match the Grand List, enter the reason why in the Questions tab. If it is simple name change, they may need to file a new application. If it is a new owner, you should make sure it displays the new owner by making sure you have done a CAMA upload to reflect the ownership as of April 1 in VTPIE. If current use does not reflect the new owner, you should also let PVR know, using the Questions tab.

Verify Total Acres

Look at the acreage that is listed for total acres in current use. Is the acreage the same as what is displayed in the Grand List section for this parcel? If it does not match, you must reconcile the difference.

Important: Do not change the Grand List acreage based on a current use map.

Reasons Acreage Might Not Match

- 1. Did the owner purchase additional contiguous land?
 - If yes, and there is no new application to enroll this extra land in the eCuse system, then the lister should add this extra acreage to the excluded portion of the current use acreage and report this in the town Questions tab.
- 2. Did the owner sell off a portion of the land?
 - If yes, and there is no revised application in the eCuse system, report this back to current use. If you know where the land was removed, the appropriate current use acreage should be reduced. Make sure to make notes in the town questions tab.
- 3. Does the town map show different acreage?
 - If yes, adjust the enrolled land to match your mapping totals, assuming the mapped acreage is the acreage you show in your Grand List. Current Use will prorate the acreage to match Grand List. Typically, this is prorated before it comes to the town. Current Use will do this process for you, but note why the change occurred (Example: you changed the acreage to reflect a survey, mapping correction, etc.).

Did you forget to update your NEMRC acreage for a recent change? Check VTPIE acreage versus cost sheet. Confirm the acres in VTPIE match the cost sheet. Make sure both are correct and match.

How to Edit Acreage

When you change any acreage, the screen will expand to include a required drop-down entry and comment box. Once you have entered the appropriate information, you will be allowed to move forward.



Is the Property Homestead or Nonhomestead

Homestead

If the property owner is a resident and filed a homestead declaration (HS122) the values will be entered in the appropriate columns as there may be a mix of Homestead and Nonhomestead Use. If there is some business use this will be in the Nonhomestead column. All Enrolled farm buildings are always Nonhomestead.

Nonhomestead

If a property owner has not filed their homestead declaration yet, the property is not residential property or not owned by a resident, all values will be under the Nonhomestead column.

Do not Assume a Property is Homestead Property

At the point of each download, the status (Homestead / Nonhomestead) should be entered to match the Grand List flag.

Any subsequent homestead filings will be recorded in additional exchanges. Make sure you have downloaded the most recent homestead file before you process each current use file.

Listers MUST wait for the homestead download to reflect owner's filing status as **HOMESTEAD** and must update current use file once a homestead is received or rescinded.

Steps to Value Allocation: Full Printed Cost Sheet Required

If a parcel remains unchanged from prior years, and you are not doing a reappraisal, you likely will not have to do any allocation. In this instance, verify all totals (acreage, total value, homestead and nonhomestead) for accuracy. If the information is accurate, **SAVE AND VERIFY** the parcel. If the parcel will need additional changes in the future, select **SAVE AND RETURN**.

When new or if a change in allocation is need:

- 1. Excluded Land Value calculation: Use the current use calculator if using NEMRC Microsolve to value as a stand-alone parcel. Enter excluded land value
 - a. Homestead: enter value in column 2 row 3.
 - b. No Homestead: enter value in column 3 row 3 Nonhomestead
- 2. Enrolled Land Calculation:
 - a. Total Land Value (from cost sheet) subtract Excluded Land Value (=) Enrolled Land Value
 - b. Enrolled Land Value: enter this value in the Enrolled Land column (This value is a mathematical remainder after you have allocated for excluded land. You will not see this number on your cost sheet.)
 - c. Homestead: enter value in column 2 row 4.
 - d. No Homestead: enter value in column 3 row 4 nonhomestead

- 3. Enrolled Farm Bldg (if applicable) determine the following: how many farm buildings are enrolled, that you have them labeled as nonhomestead property (in your CAMA system and your cost sheet) and the total value of these buildings. Enter this value in the Enrolled Farm Bldg column. **Remember that no site improvements should be included in this line.**
 - a. Enter the value of Enrolled Farm Buildings in column 3, row 2, Nonhomestead (Enrolled farm buildings are always Nonhomestead)
- 4. Are there other Nonhomestead values on the cost sheet?
 - a. If you are unsure, check the Total Real Value subtract Homestead (=) Nonhomestead
 - b. Nonhomestead subtract Enrolled Farm Bldg (=) Other Nonhomestead: enter this value in the Dwelling & nonEFB Nonhomestead column 3, row 1.
- 5. Homestead Value (from cost sheet) subtract Total Land Value = Dwelling & NonEFB (Homestead) enter this value in Column 2, row 1.
- 6. Add all values in Column 2 for Total Homestead Value. Does it match Homestead on cost sheet?
- 7. Add all values in Column 3 for Total Nonhomestead Value Does it match Total value minus Homestead?
- 8. Select **VERIFY** and click **SAVE** at the bottom of the screen. If there is an error message, you will need to fix those items. If everything adds up, you will return to the list of parcels.