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29	30	31								

### To Do List:

Review / Develop training plan for listers.

look up function.

Mobile Home numbers as required to be part of complete grand list (32 VSA § 4152(9)(b)

Surveys - Do you have all and a copy in records?

Review how each record is entered into the Grand List - Is it consistent? Can I find records easily through the

Process Property Transfers - process weekly or monthly, research & make changes as appropriate. Including validation in VTPIE starting in January.

Check local real estate information. Check NEREN.com or Realtor.com for local listings, Local Papers & For sale magazines in your town.

Send out sales verification forms. Create sales booklet & spreadsheet, for LOA and COD.

Files - Clean out & organize files. Review inventory of files to check if file is complete, organized, labeled and consistent.

Review Lister email for important issues/items of interest. Make sure listserve emails are received. Creation or update of public file - Property record cards. Consider a PUBLIC Terminal.

Check Current Use files - Do you have CU map & application for each record. Review excluded land calculation.

Check all files for physical copies of sketches and photos & electronic copies.

Check all permits for revisits, properties under construction & create a process of tracking permits and % complete.

Maps - check contiguous & town border properties for accuracy. Consider enhancements to your current manning

Maintain files for changes. Do you have change of appraisal file?

Deed Research (Warranty Deed preferred) Is ownership correct? Did you look at the deed when looking at Property Transfer Tax Return? Do you want a copy in your records? Do you have a deed reference (book& page) in your records?

Create an auditing system for accuracy - check property description - are they consistent? Are categories with acreage & description correct? Are you using NEMRC fields correctly & consistently? Run reports to help with this review

# **JANUARY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1	2	3	4	5	6	
	Send Public Pious or Charitable Use Forms out 32 VSA § 3832						January - File Final Electronic 411 w/State for final reconciliation of previous grand list
7	8	9	10	11	12	13	Monthly Validate Sales in VTPIE, new sales available
14	15 File Final Electronic 411 w/State	16	17	18	19	20	ONGOING Check your PTTR's and Permits
21	22	23	24	25	26	27	
28	29	30	31	Notes: Late Decer Equalization Study VSA § 5406, 5408 deadline)	y & Sends Result	s to Towns 32	

### **FEBRUARY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly HS122 Downloads in VTPIE
4041(a),540	95(f)	before beginning wo			1	2	February Reappraisal & Equalization per parcel payment sent to towns
3	4	5 Certify "No Appeals Pending" (Form 4155) with Selectboard -on or later	6	7	8	9	<b>February</b> HS122 Download starts (32 VSA § 4155, 4156 & 4157)  Process in VTPIE then download in NEMRC
10	11	12	13	14	15	16	2/5 Certify "No Appeals Pending" (Form 4155) with Selectboard -on or later  ONGOING Check your PTTR's and Permits
17	18	19	Homestead Declaration Proccessing in VTPIE Online 9-12 https://tax.vermont.gov/mun icipal-officials/education	21 NEMRC Tax Billing Things to Consider if your school budget does not pass https://www.nemrc.c om/support/webinar s/		23	Monthly -Process Property Transfers, research & make changes as appropriate.
24	25	26	Equalization Sales Review Class https://tax.vermont.gov/mun icipal-officials/education	28	29		Forest Management Activity Report (FMAR) due from taxpayer

### **MARCH**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Monthy Validate Sales in VTPIE
Notes:					1	2	
	eginning of March:						
Prop -Send Request §3181. Not rec	for Income/Expense quired yearly just for	e to Qualified Hou New or Changed ore beginning work	sing if Reappraisal '	Town 32 VSA	NEMRC Payroll Paytypes and Maintenance via Tables https://www.nemrc.co m/support/webinars/	Per parcel payment sent to town 32 VSA §4041a Reappraisal Fund payment, 5405(f) Eq Study payment	Weekly Upload CAMA data before beginning work on Homesteads or Current Use. Check Homestead & Current Use Electronic File until 100% certified
3	Download HS122 & Current Use (32 VSA §3756) Electronic files	Town Meeting & Vote	Newly Elected Listers Takes Oath of Office after town meeting 32 VSA §3431		8	9	3/5 Vote new Officers & All New Officers take Oath of Office after town meeting 3/5 Vote at Town Meeting for expired exemptions
10	Download HS122 & Current Use Elect files	Current Use Class 9-12 Online part 1 o 2 https://tax.vermont.gov/mu nicipal-officials/education	13	Current Use Class 9-12 Online part 2 of 2 https://tax.vemont.gov/ municipal- officials/education	NEMRC Payroll Posting, Calculating and Editing Payroll https://www.nemrc.co m/support/webinars/	Current Use sends new maps to Towns 32 VSA §3756	3/5 Vote at Town Meeting for expired exemptions 3/15 Current Use starts to send applications and maps to town.
17	18 Download HS122 & Current Use Electronic files	19	20	21	22	23	March Posted Lister Training Look for NEMRC & VALA Trainings  March Listers hold Organizational meeting
24	25 Download HS122 & Current Use Electronic files	26  New & Seasoned Listers 9-12 Online part 1 o 4  https://tax.vermont.gov/mu nicipal-officials/education	27	New & Seasoned Listers 9-12 Online part 2 0 4 https://tax.vermont.gov/ muicipal- officials/education	NEMRC Payroll Printing Checks, Direct Deposit, Document Delivery & Mise https://www.nemrc.com/su pport/webinars/	30	March New Lister's Training POSTED on website: http://tax.vermont.gov/  March Mail Public Pious or Charitable Use form Exempt properties where applicable
	•	ng & filing HS122		s of April 1st 32 V	VSA §4041	t use excluded land -	***If Town is reappraising please discuss the Homestead & Current Use process with your District Advisor/ Contractor

### APRIL

#### Friday Weekly Upload CAMA data before Monday Saturday Sunday **Tuesday** Wednesday **Thursday** beginning work on Homesteads or Notes: Inspect all properties under construction on, or as Current Use. Check Homestead & close to, April 1st as possible Insurance Values due New & Seasoned New & Seasoned Current Use Electronic File until 100% \*If Town is reappraising the from "exempt from tax" Listers Listers homestead file should wait certified property owners, 32 VSA 9-12 Online 9-12 Online until new values are in place §3802a part 3 o 4 part 4 o 4 (you can download but all https://tax.vermont.gov/muni adjustments will need to be https://tax.vermont.gov/mu applied to new values). cipal-officials/education nicipal-officials/education Monthy Validate Sales in VTPIE 10 11 12 13 Download HS122 32 4/1 Valuation & Ownership Effective VSA §5410 & Current **NEMRC Payroll** Use 32 VSA §3756 Reporting 4/15 Timely HS122 filing Electronic files https://www.nemrc.c om/support/webinars 4/15 Income Taxes filing due and Income Sensitivity filing due 4/20 Business Personal Property forms 20 16 17 18 19 Download HS122 & Income Taxes filing due due from property owners Current Use Electronic Income Sensitivity filing Timely HS122 filing due files **ONGOING** - PTTR's Filed & Permits Completed as of April 1st 21 22 23 24 26 27 25 Download HS122 & Legal Chats/Deed \*\*\*If Town is reappraising please discuss Current Use Electronic Reading the homestead & Current Use process files 9:30-12:30 New & Seasoned Listers (2 days) with your District Advisor / Contractor West Rutland Towon Business Personal 8:30-4:30 Morisville VFW Post #9653 Hall & Online Property forms due from https://tax.vermont.gov/municipalhttps://tax.vermont.gov/ property owners 32 VSA officials/education municipal-§3618 officials/education 4/1 Insurance Values due from exempt 28 29 30 NOTES: Weekly Upload CAMA data before beginning Download HS122 & from tax property owners - if mailed by work on Homesteads or Current Use. Current Use Electronic files ments/CR-001.pdf

#### TO DO THIS MONTH:

http://tax.vermont.gov/sites/tax/files/docu

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IVI	A	Y

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly HS122 Download in VTPIE
the following dates: Jun- population of 5,000 or n V.S.A. §§ 3004, 4111 a 4111 is extended 30 day 5,000 to June 4, The M towns with a population	Grand List Filing 2024 may occur any time after April 1 and on or before the following dates: June 4 for population of <5,000 and June 24 for population of 5,000 or more. These dates are derived by reading 32 V.S.A. §§ 3004, 4111 and 4341 together. The May 5 date in section 1111 is extended 30 days for those towns with a population of less than 5,000 to June 4, The May 5 date in section 4111 is extended 50 days in owns with a population of 5,000 or more to June 24 which is a Sunday			2 State land & building	3	4	Weekly Upload CAMA data before beginning work on Homesteads or Current Use. Check Homestead & Current Use Electronic File until 100% certified
and is therefore extende <b>VLCT</b> - <b>Effective</b>	· ·	uthority Tax	Utility Electric Inventory of Plant to	values sent to towns 32			Monthy Validate Sales in VTPIE
Appeal Hearings			Towns 32 VSA §4452	VSA §3701,3704			<b>5/1</b> Utility Electric Inventory of Plant to Towns
5	Download HS122 32 VSA \$5410 & Current Use 32 VSA	7	8	9	10	11	5/1 Veterans Exemption Deadline. VOVA sends eligible veteran list to towns via email starting in January
	§3756 Electronic files						May Sec Of Admin sends State Building Values (for Pilot Payment)
12	Download HS122 & Current Use Electronic files	14	15	Webii	) IAAO -100 nar 8-4 unicipal-officials/education	18	May Property Valuation & Review sends State Land Values for Payments in Lieu of Taxes (Pilot) Payment
19	20 Download HS122 & Current Use Electronic files	21	22	23	24	25	**If Town is reappraising the homestead file should wait until new values are in place (you can download but all adjustments will need to be applied to new values).
26	27 Download HS122 & Current Use Electronic files	28	29	30	31		***If Town is reappraising please discuss the homestead & Current Use process with your District Advisor / Contractor

### JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Upload CAMA data
BCA - Deadline to appe Result of Grievance Not BCA - Hearings begin 1 §4404	ices 32 VSA §4404		Notes: Once the grand list is completed & the billed grand list is created begin property transfer tax returns in the Working grand list (all transfers since 4/1) <i>Transition to VTPIE to begin in 2025 GL - confirm PTTR Process before beginning</i>			1	before beginning work on Homesteads or Current Use. Check Homestead & Current Use Electronic File until 100% certified  6/1 If needed request Abstract
2	Download HS122 & Current Use Electronic files	File Abstract GL <5000 & Mail Change of Appraisal Notices 32 VSA §4111, 4341	5	6	7	8	GL filing extension  6/4 File Abstract GL <5000 population & Mail Change of Appraisal Notices -on or before VSA §4111, 4221,4115,4116
9	10 Download HS122 & Current Use Electronic files	11	12	13	14	15	6/19 Grievance Hearing Begins <5000 32 VSA §4111, 4221,4115,4116 Monthly - Validate Sales in VTPIE
Education Tax Rates are sent to Towns 32 VSA \$5402	Download HS122 & Current Use Electronic files	18	Grievance Hearing Begins <5000 32 VSA §4111, 4221,4115,4116	20	21	22	6/24 File Abstract GL >5000 population & Mail Change of Appraisal Notices -on or before VSA §4111, 4221,4115,4116
File Abstract GL >5000 & Mail Change of Appraisal Notices 32 VSA §4111,4341,3756, 3004	Download HS122 & Current Use Electronic files	25	26	27	28	29	6/30 Education Tax Rates are sent to Towns  ***If Town is reappraising please discuss the homestead & Current Use process with your District Advisor / Contractor

### **JULY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	7/1 Fiscal Year begins (7/3)
	1	Grievance Hearing Ends <5000 32 VSA §4221, 4341, 3004	3	4	Electronic Current Use file sent back to State 32 VSA §3760	6	Weekly Upload CAMA data before beginning work on Homesteads or Current Use. Check Homestead & Current Use Electronic File until 100% certified Monthly - Validate Sales in VTPIE
	8  Download HS122 32  VSA \$5410 & Current Use 32 VSA \$3756  Electronic files	Result of Grievance <5000 mailed 32 VSA \$4224,4341, 30 Lodge to final GL Town Clerk Grievance Hearing Begins >5000 32 VSA \$4221, 4341, 3004	10	11	12	13	July Tax Bills are sent out 30 days prior to due date  7/2 & 7/22 Grievance Hearing Ends <5000  7/5 Current Use to be sent back on or before this date
	15 Download HS122 & Current Use Electronic files	Webina	Statutes/RE Law r 1:00-4:00 municipal-officials/education	18	19	20	7/9 Grievance Hearing Begins >5000  7/9 Mail Result of Grievance <5000  & Lodge to final GL Town Clerk
	<b>22</b> Bownload HS122 & Current Use Electronic files	23	24	File Final Grand List <5000 to Town Clerk 32 VSA §4151 & Lodge to final GL Town Clerk	26	27	7/25 File Final Grand List <5000  7/29 Mail Result of Grievance >5000
	Download HS122 & Current Use Electronic files	30 31		Grievance Notices 32 VS BCA - Start BCA hearing deadline to file an appeal BCA - Inspection commi	gs 44-46 calendar days (depend	***If Town is reappraising please discuss the homestead & Current Use process with your District Advisor / Contractor	
	Result of Grievance >5000 mailed 32 VSA §4224,4341, 3004 & Lodge to final GL Town Clerk	processing. Proce out 30 days prior Once the grand li	ss files as soon as po to due date 32 VSA st is completed & th	ossible as this is me \$4772 he billed grand list in	ant to be an ongoing o	exchange and will happer	ate - do not wait until this date to begin ben several times. <b>Tax Bills are sent</b> in the Working grand list (all transfers

### **AUGUST**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Upload CAMA data before
after date of hearing BCA - An appeal to 3 must be filed within mailing 32 VSA §446 BCA - Decision shall	tate Bd or Superior Court 0 days after the day of	Notes: Once the grand list is organd list is created betax returns in the Work transfers since 4/1) Trabegin in 2025 GL - conbefore beginning	gin property transfer ing grand list (all unsition to VTPIE to	1	2	3	beginning work on Homesteads or Current Use. Check Homestead & Current Use Electronic File until 100% certified Monthly - Validate Sales in VTPIE
4	5 Download HS122 32 VSA §5410 & Current Use 32 VSA §3756 Electronic files	6	7	8	9	10	August -tax bill are sent out 30 days prior to due date 32 VSA §4772 -Check electronic Current Use for changes
11	9- Location: Capita	ion, Days 1 & 2 4:30 al Plaza Montpelier nunicipal-officials/education	File final Grand List >5000 to Town Clerk 32 VSA §4151	Send electronic 411 to PVR 32 VSA §5404	16	17	8/14 File Final Grand List >5000 to Town Clerk 8/15 Electronic 411 to PVR
18	9- Location: Capita	ion, Days 3 & 4 4:30 al Plaza Montpelier nunicipal-officials/education	21	22	23	24	Begin checking permits for next year (ongoing maintenance /checklist). Transition to VTPIE
25	Download HS122 & Current Use Electronic files	27	28	29	30	31	State Board - Objections to an appeal to PVR Director must be filed no less then 10 days after the date the appeal is filed to town clerk 32 VSA §4463

### **SEPTEMBER**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Upload CAMA data before
1	2	3	4	5	6	7	beginning work on Homesteads or
				L	nnual Conference ake Morey rg/education/conferences/		Current Use. Check Homestead & Current Use Electronic File until 100% certified
	New Current Use applicant deadline 32 VSA §3756				Complete Sales Review in VTPIE	n	Monthly - Validate Sales in VTPIE
8	Download HS122 32 VSA §5410 & Current Use 32	10	11	12	13	14	Sept Tax Bills are sent out 30 days prior to due date  9/2 New Current Use applications due to
	VSA §3756 Electronic files						PVR
15	16	17	18	19	20	21	ONGOING Begin checking permits for next year
	Download HS122 & Current Use Electronic files		VMTCA Annual Confer https://vm	*			Transition to VTPIE
	(	VALA) IAAO- 300 Fundan Webii	nar				ONGOING Once grand list is completed & billed grand list is created begin
22	Download HS122 & Current Use Electronic files	24	25	26	27	28	property transfer tax returns in the Working grand list (all transfers since 4/1)
							Watch for VLCT town fair in October www.vlct.org
29	30	BCA - An appeal to State E	3d or Superior Court must be f	iled within 30 days afte	r the day of mailing 32 VSA	§4461	Monthly Validate Sales in VTPIE, complete by 9/1
	Download HS122 & Current Use Electronic files	Director no less than 10 day	o a defective appeal to the Director of the date the appeal is f			st be filed with the	Current Use - check and correct current use files as needed until 100% certified
	(VALA) IAAO 101 Day 1 of 5 Fundamentals of Real Property Appraisal West Rut. Town Hall						

### **OCTOBER**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Upload CAMA data before
Notes: Start lool preparing your be Annual Report -Check exemption expiring and con	ons for any stact Clerk  7  Download HS122	(VALA) IAAO 101- Day 2 of 5 Fundamentals of Real Property Appraisal West Rut. Town Hall	2 (VALA) IAAO 101-Day 3 of 5 Fundamentals of Real Property Appraisal West Rut. Town Hall 9	3 (VALA) IAAO 101- Day 4 of 5 Fundamentals of Real Property Appraisal West Rut. Town Hall	4 (VALA) IAAO 101- Day 5 of 5 Fundamentals of Real Property Appraisal West Rut. Town Hall	12	beginning work on Homesteads or Current Use. Check Homestead & Current Use Electronic File until 100% certified Monthly - Validate Sales in VTPIE  Any Changes to 411 must be submitted
	32 VSA §5410 & Current Use 32 VSA §3756 Electronic files		Racial & Social Equity in Assessment Webinar https://tax.vermont.gov/munici pal-officials/education				October Check elect current use for changes
13	14 Download HS122 & Current Use Electronic files	15	16 Homestead Late Late File Date	17	18	19	ONGOING Do the PTTR's and Permits
20	21 Download HS122 & Current Use Electronic files	22		24	25	26	Current Use - check and correct current use files as needed until 100% certified
		` '	AO-311 Real Property Moinar https://valavt.org/ed				
27	28 Download HS122 & Current Use	29	30	Pilot Payment sent to Town 32 VSA §3706	Notes:		<b>10/31</b> Payment in lieu of taxes (PILOT) sent to towns
	Electronic files			377 30700			

# **NOVEMBER**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Upload CAMA data
Notes: Budge	et and Annual Repor	t			Check Voted Exemption Expiration Dates	Current use hold harmless payments sent 32 VSA	before beginning work on Homesteads or Current Use. Check Homestead & Current Use Electronic File until 100% certified
3	Download HS122 32 VSA §5410 & Current Use 32 VSA §3756 Electronic files	5	Depreciati West Rut.	IAAO-155 ion Analysis Town Hall ducation/conferences/	8	9	November -Check electronic current use for changes -Check Voted Exemption Expiration dates for town warning
10	Download HS122 & Current Use Electronic files	12	13	14	15	16	11/1 Current Use Hold Harmless Payments Sent to towns
17	Download HS122 & Current Use Electronic files	19	20	21	22	23	ONGOING Check your PTTR's and Permits
24	25 Download HS122 & Current Use Electronic files	26	27	28	29	30	

### **DECEMBER**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Upload CAMA data before beginning work on Homesteads or Current Use. Check Homestead &
1	2	3	4	5	6	7	Current Use Electronic File until 100% certified  Monthly - Validate Sales in VTPIE
8	9 Download HS122 32 VSA §5410 & Current Use 32 VSA §3756	10	Last date for homestead download to effect Grand List	12	13	14	12/11 Homestead declarations received after this date do not result in change to Grand List book.  12/31 Last Day - Errors & omissions of Real Value changes are sent to selectboard at last December Selectboad meeting.  ONGOING Check your PTTR's and Permits  Late December early January PVR Certifies Equalization Study results to Towns - note timeline for EQ Study Appeals
15	16 Download HS122 & Current Use Electronic files	17	18	19	20	21	
22	23 Download HS122 & Current Use Electronic files	24	25	26	27	28	
29	Download HS122 & Current Use	31 Last day for Errors & Ommisions to be approved by Selectboard 32 VSA §4261	Late December-	•	Report ready? 'R Certifies Equa 32 VSA § 5406,		Late December Make sure to do a check for homesteads, current use changes and download to billing

### **VTPIE Transition Checklist**

Exemption - Check both NEMRC and VTPIE and make sure they match.

Check CAMA contractor about how PTTRs will be entered for 2025 Grand List and if all required fields are within their CAMA system per CAMA requirements.

Thoroughly review and compare NEMRC 411 and VTPIE extract each time you upload CAMA.

View homesteads in VTPIE weekly and also download homesteads in NEMRC.

Download and process all Current Use Allocations in VTPIE, produce notices in VTPIE and be sure to download to Billing everytime you make changes.

Make sure to schedule a final check in late December for any missing current use homestead changes.

### Actual Date in Statute

Sand Flactronic 411/Grand List to State 32 VSA & 5404(b)
Sand Flactronic 411/Grand List to State 32 VSA 8 5404(b)
Send Electronic 411/Grand List to State 32 VSA § 5404(b)
1st Late December Early January PVR Certifies Equalization Study & Sends Results to Towns 32 VSA §
Send Public Pious or Charitable Use Forms out 32 VSA § 3832
Download & Check HS122 32 VSA § 5410
Per Parcel Payment Sent to Town 32 VSA § 4041(a),5405(f)
Certify no Appeals Pending (Form 4155) 32 VSA § 4155, 4156, 4157
Town Meeting & Votes new officers into office
New Officers Take Oath of Office 32 VSA § 3431
Office Organization Meeting
Upload CAMA, Download & Check HS122 32 VSA § 5410
Equalization Electronic Sales File Available for Review
Download Current Use Electronic File 32 VSA § 3756(h)
Send Business Personal Property Inventory Form 32 VSA § 4003
Send Public Pious or Charitable Use Form
Send Request for Income / Expense to Qualified Housing 32 VSA § 3481
Upload CAMA, Download & Check HS122 32 VSA § 5410
Download Current Use Electronic File 32 VSA § 3756(h)
Town Officer Education Conferences
1st Insurance Values due from "exempt from tax" property owners, 32 VSA §2802(a)
1st Effective Date for Assessment 32 VSA § 4041
1

May	
Beginning of every week	Upload CAMA, Download & Check HS122 32 VSA § 5410
Beginning of every week	Download Current Use Electronic File 32 VSA § 3756(h)
	1st Utility - Electric Inventory of Plant to Towns 32 VSA § 4452
	Veteran Exemption Deadline 32 VSA § 3802(11)
	State Land & Building Values Sent to Towns 32 VSA § 3701, 3704
<u>June</u>	
Beginning of every week	
Beginning of every week	Download Current Use Electronic File 32 VSA § 3756(h)
	If needed request Abstract Grand List Filing Extension 32 VSA § 4342
	4th File Abstract Grand List <5000 32 VSA §4111,4341,3004
	4th Same day as Abstract filing mail Change of Appraisal Notices <5000 32 VSA §4111,4341,3004
	19th Grievance Hearings begin <5000 32 VSA § 4111, 4221, 4115, 4116
	24th File Abstract Grand List >5000 32 VSA § 4111(c), 4341, 3756(d)
	24th Same day as Abstract filing mail Change of Appraisal Notices >5000
	30th Education Rates are sent to towns 32 VSA § 5402(b)
	<b>BCA</b> Appeal to BCA request deadline is 14 Calendar days from date of result of grievance notices mailed
	(start count down day after appeal 32 VSA §4404(a)
	BCA Hearing begins 14 days after the deadline to the BCA 32 VSA §4404(b)
<u>July</u>	
Beginning of every week	Upload CAMA, Download & Check HS122 32 VSA § 5410
Beginning of every week	
	Tax Bills are sent out 30 days prior to due date 32 VSA § 4772
	Download Equalization Sales Study
	1st Fiscal year Begins 32 VSA §1

July continued	
2nd	l Grievance Hearings end <5000 32 VSA § 4111, 4221, 4115, 4116
5th	Electronic Current Use File sent back 32 VSA § 3760(b)
9th	Grievance Hearings begin >5000 32 VSA § 4111, 4221, 4115, 4116, 4341
9th	Result of Grievance mailed <5000 32 VSA § 4224, 4341, 3004
22nd	Grievance Hearings end >5000 32 VSA § 4221, 4341, 3004
25th	Latest Date to File Final Grand List to Town Clerk <5000 32 VSA § 4151
29th	Result of Grievance mailed >5000 32 VSA § 4224, 4341
BCA	Appeal to BCA request deadline is 14 Calendar days from date of result of grievance notices mailed
	(start count down day after appeal 32 VSA § 4404(a)
BCA	Hearing begins 14 days after the deadline to the BCA 32 VSA § 4404(b)
BCA	Town Clerk shall schedule a meeting giving each member 5 days written notice 24 VSA § 801
BCA	Inspection committee report due 30 days after hearing on that property. 32 VSA § 4404
BCA	Decision of the BCA must be certifed and in writing within 15 days from the time of the submitted
	report from the Inspection Committee 32 VSA § 4404(c)
<u>August</u>	
Beginning of every week	Upload CAMA (BEWARE changes to 2024 GL only), Download & Check HS122 32 VSA § 5410
Beginning of every week	Download Current Use Electronic File 32 VSA § 3756(h)
	Tax Bills are sent out 30 days prior to due date 32 VSA § 4772
14th	Latest Date to File Final Grand List to Town Clerk >5000 32 VSA § 4151
	Send Electronic 411/Grand List to State 32 VSA § 5404(b)
BCA	Inspection committee report due 30 after date of hearing 32 VSA §4404
	Decision of the BCA must be ceritifed and in writing within 15 days from the time of the submitted
	report from the Inspection Committee 32 VSA § 4404(c)
State Board	The appeal to the Director or the Superior Court shall file a notice of appeal within 30 days from date of
	mailing the notice of the board's decision 32 VSA § 4461
State Board	Objections to a defective appeal to the Director, citing reasons to dismiss or other requests, must be filed
	with the Director no less then 10 days after the date the appeal is filed 32 VSA § 4463

### **September**

Beginning of every week	Upload CAMA (changes to 2024 GL only), Download & Check HS122 32 VSA § 5410
Beginning of every week	Download Current Use Electronic File 32 VSA § 3756(h)
1s	t New Current Use Application deadline 32 VSA § 3756
State Board	The appeal to the Director or the Superior Court shall file a notice of appeal within 30 days from date of mailing the notice of the board's decision 32 VSA § 4461
State Board	Objections to a defective appeal to the Director, citing reasons to dismiss or other requests, must be filed witht the Director no less then 10 days after the date the appeal is filed 32 VSA § 4463
October	
Beginning of every week	Upload CAMA(changes to 2024 GL only), Download & Check HS122 32 VSA § 5410
Beginning of every week	Download Current Use Electronic File 32 VSA § 3756(h)
	Start looking at Budget suggestions
31s	t PILOT Payments sent 32 VSA § 3706
November	
Beginning of every week	Upload CAMA(changes to 2024 GL only), Download & Check HS122 32 VSA § 5410
Beginning of every week	Download Current Use Electronic File 32 VSA § 3756(h)
	Check Exemption Expiration Dates
1s	t Current Use Hold Harmless Payments sent 32 VSA § 3760(3)
December	
Beginning of every week	Upload CAMA (changes to 2024 GL only), Download & Check HS122 32 VSA § 5410
Beginning of every week	Download Current Use Electronic File 32 VSA § 3756(h)

31rst Last Day for Errors and Ommissions to be approved by Selectboard 32 VSA § 4261	
<u>Misc</u>	
	Grand List Filing may occur any time after April 1 and prior to these dates. Read 32 V.S.A. §§ 4111 and 4341 together. The May 5 date in section 4111 is extended 30 days for those towns with a population of less than 5,000; and 50 days in towns with a population of 5,000 and over. May 5 plus 30 days is June 4. May 5 plus 50 days is June 24