

# 2021

February						
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28						

March						
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April						
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July						
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August						
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September						
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October						
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November						
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December						
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January 2021						
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30	31					

## To Do List:

Review / Develop training plan for listers.  
<https://tax.vermont.gov/municipal-officials/education>

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

Surveys - Do you have all? Do you need copies in your records?

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

Process Property Transfers - process weekly or monthly, research & make changes as appropriate.

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

Send out sales verification forms. Create sales booklet & spreadsheet.

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.

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 mapping.

Maintain files for changes

Deed Research - 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

# MARCH

***TO DO THIS MONTH:***

Sun	Mo	Tue	We	Thu	Frid	Satu
Listers Office Organization Meeting after Lister's Take Oath of Office	<b>1</b> Download HS122 (32 VSA §3756) Electronic files	<b>2</b> <b>1:00 pm (30 min)</b> KnowledgeWave webinar - <b>How to Control Freak Your Document</b> <a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a>	<b>3</b> New Listers Take Oath of Office after town meeting 32 VSA §3431  Town Meeting & Vote	<b>4</b> <b>10:00 am (30 min)</b> KnowledgeWave webinar - <b>Take Training Classes &amp; Teach What You Know</b> <a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a>	<b>5</b>	<b>6</b>
	<b>7</b>	<b>8</b> Download HS122 (32 VSA §3756) Electronic files	<b>9</b> <b>3:00 pm (30 min)</b> KnowledgeWave webinar - <b>Advanced Custom Formatting in Excel</b> <a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a>	<b>10</b> PVR New Lister Training Webinar 9am-12 Day 1 of 4	<b>11</b> <b>1:00 pm (60 min)</b> KnowledgeWave webinar - <b>Building a Story for Your Presentation</b> <a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a>	<b>12</b> PVR New Lister Training Webinar 9am-12 Day 2 of 4
<b>14</b>	<b>15</b> Download HS122 & Current Use (32 VSA §3756) Electronic files	<b>16</b> Current Use sends new maps to Towns 32 VSA §3756	<b>17</b> PVR New Lister Training Webinar 9am-12 Day 3 of 4	<b>18</b>	<b>19</b> PVR New Lister Training Webinar 9am-12 Day 4 of 4	<b>20</b>
<b>21</b> Download HS122 & Current Use Electronic files	<b>22</b> PVR Current Use Training Webinar 9am-12 Day 1 of 2	<b>23</b> <b>1:00 pm (30 min)</b> KnowledgeWave webinar - <b>Stress in a Unique Time of Work</b> <a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a>	<b>24</b> PVR Current Use Training Webinar 9am-12 Day 2 of 2	<b>25</b> <b>3:00 pm (30 min)</b> KnowledgeWave webinar - <b>Basic Formulas and Functions EXCEL</b> <a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b> Download HS122 & Current Use Electronic files	<b>30</b> Per parcel payment sent to town 32 VSA §4041,5405	<b>31</b> Check KnowledgeWave website for next month's webinars <a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a>	<b>Must do the Beginning of March:</b> -Send Request for Income/Expense to Qualified Housing if Reappraisal Town 32 VSA §3181. -Send Public Pious or Charitable Use form (where applicable).		
Inspect all properties under construction as of April 1st 32 VSA §4041						
<b>Notes:</b> Develop a system for tracking & filing HS122 information / Review your method of calculating current use excluded land - are you aware of current use legislative changes & are you doing it correctly?						

<b>Weekly HS122 Downloads</b> (Complete process)
<b>Weekly Check Current Use</b> Electronic File
<b>3/2</b> Vote at Town Meeting for expired exemptions
<b>3/4</b> Vote new Officers & All New Officers take Oath of Office after town meeting
<b>3/15</b> Current Use sends all new or changed application maps to town
<b>March</b> Posted Lister Training and Town Officers Educational Conference (TOEC's)
Look for NEMRC & VALA Trainings
<b>March</b> Listers hold Organizational meeting after Lister's Take Oath of Office
<b>March</b> New Lister's Training POSTED on website: <a href="http://tax.vermont.gov/">http://tax.vermont.gov/</a>

# APRIL

**TO DO THIS MONTH:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Send Business Personal Property Inventory forms 32 VSA §3618 Send Public Pious or Charitable Use form if needed			Complete All PTTR's & Permits as of April 1st - stop until next grand list 32 VSA § 4041	1 Insurance Values due from "exempt from tax" property owners, 32 VSA §2802(a)	2	3
4	5 Download HS122 32 VSA §5410 & Current Use 32 VSA §3756 Electronic files	6	7	8	9	10
11 Download HS122 & Current Use Electronic files	12 TOEC 2021 8:30-10:30 am and 1:30 pm <a href="https://www.uvm.edu/extension/toec">https://www.uvm.edu/extension/toec</a>	13	14 Income Taxes filing due / Income Sensitivity filing / Timely HS122 filing due	15 TOEC 2021 8:30-10:30 am and 1:30 pm <a href="https://www.uvm.edu/extension/toec">https://www.uvm.edu/extension/toec</a>	16	17
18	19 Download HS122 & Current Use Electronic files	20 Business Personal Property forms due from property owners 32 VSA §4004	21 PVR Deed Reading & Real Estate Exemptions Webinar 9-12	22	23	24
25	26 Download HS122 & Current Use Electronic files	27	28 PVR Grand List Clean Up Webinar 9-12	29	30 Check KnowledgeWave website for next month's webinars <a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a>	Notes: Inspect all properties under construction on, or as close to, April 1st as possible

  

Weekly HS122 Downloads
Weekly Check Current Use Electronic File
4/1 Insurance Values due from "exempt from tax" property owners - if mailed by town <a href="http://tax.vermont.gov/sites/tax/files/documents/CR-001.pdf">http://tax.vermont.gov/sites/tax/files/documents/CR-001.pdf</a>
4/1 Valuation Effective date
4/15 Timely HS122 filing
4/15 Income Taxes filing due and Income Sensitivity filing due
4/20 Business Personal Property forms due from property owners
ONGOING - PTTR's Filed & Permits Completed as of April 1st
***If Town is reappraising please discuss the homestead & Current Use process with your District Advisor

# MAY

TO DO THIS MONTH:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Grand List Filing 2021 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 4111 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 towns with a population of 5,000 or more to June 24 which is a Sunday and is therefore extended to Monday June 25.						1
2 State land & bld values sent to towns 32 VSA §3701.3704 Veteran Exemption deadline 32 VSA §3802	3 Download HS122 32 VSA §5410 & Current Use 32 VSA §3756 Electronic files	4 Utility Electric Inventory of Plant to Towns 32 VSA §4452	5	6	7	8
9	10 Download HS122 & Current Use Electronic files	11	12 PVR Land Schedule Class Webinar 9-12 Day 1 of 2	13	14	15
16	17 Download HS122 & Current Use Electronic files	18	19 PVR Land Schedule Class Webinar 9-12 Day 2 of 2	20	21	22
23	24 Download HS122 & Current Use Electronic files	25	26	27	28	29
30	31	Notes: Check KnowledgeWave website for next month's webinars <a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a>				

Weekly HS122 Downloads
Weekly Check Current Use Electronic File until 100% certified
5/1 Utility Electric Inventory of Plant to Towns from state
5/1 Veterans Exemption Deadline. VOVA sends eligible veteran list to towns
May Sec Of Admin sends State Building Values (for Pilot Payment)
May Property Valuation & Review sends State Land Values for Payments in Lieu of Taxes (Pilot) Payment
***If Town is reappraising the homestead file should wait until new values are in place

# JUNE

**TO DO THIS MONTH:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
BCA - Deadline to appeal is 14 Calendar days from date of Mailing Result of Grievance Notices 32 VSA §4404			<b>Notes:</b> Develop a system to track & investigate sales throughout the year.			
BCA - Hearings begin 14 Calendar days after appeal deadline 32 VSA §4404						
		<b>1</b>  If needed request Abstract GL filing extension 32 VSA §4342	<b>2</b>	<b>3</b>	<b>4</b> HS122 Non-filer Correction Request Due File Abstract GL <5000 & Mail Change of Appraisal Notices 32 VSA §4111, 4341	<b>5</b>
<b>6</b>	<b>7</b> Download HS122 & Current Use Electronic files	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> Download HS122 & Current Use Electronic files	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Grievance Hearing Begins <5000 32 VSA §4111, 4221,4115,4116
<b>20</b>	<b>21</b> Download HS122 & Current Use Electronic files	<b>22</b>	<b>23</b>	<b>24</b> File Abstract GL >5000 & Mail Change of Appraisal Notices 32 VSA §4111,4341,3756, 3004	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b> Download HS122 & Current Use Electronic files	<b>29</b>	<b>30</b> Education Tax Rates are sent to Towns 32 VSA §5402	<b>Note: Develop a system to track &amp; investigate sales throughout the year.</b> <b>Check KnowledgeWave website for next month's webinars <a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a></b>		
<b>Weekly HS122 Downloads</b>						
<b>Weekly Check Current Use Electronic File until 100% certified</b>						
<b>6/1</b> If needed request Abstract GL filing extension						
<b>6/4</b> HS122 Correction Request Due						
<b>6/4</b> File Abstract GL <5000 population & Mail Change of Appraisal Notices -on or before						
<b>6/19</b> Grievance Hearings begin <5000 32 VSA § 4111, 4221, 4115, 4116						
<b>6/24</b> File Abstract GL >5000 population & Mail Change of Appraisal Notices -on or before						
<b>6/30</b> Education Tax Rates are sent to Towns ***If Town is reappraising please discuss the homestead & Current Use process with your District Advisor						

# JULY

**TO DO THIS MONTH:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Notes:</b> Tax Bills are sent out 30 days prior to due date 32 VSA §4772				<b>1</b> Fiscal Year Begins 32 VSA §1	<b>2</b>  <div style="background-color: yellow; padding: 2px;">Grievance Hearing Ends &lt;5000 32 VSA §4221, 4341, 3004</div>	<b>3</b>
<b>4</b>	<b>5</b> Download HS122 32 VSA §5410 & Current Use 32 VSA §3756 Electronic files	<b>6</b> Electronic Current Use file sent back to State 32 VSA §3760	<b>7</b>	<b>8</b>	<b>9</b>  <div style="background-color: yellow; padding: 2px;">Result of Grievance &lt;5000 mailed 32 VSA §4224,4341, 3004</div> <div style="background-color: yellow; padding: 2px;">Grievance Hearing Begins &gt;5000 32 VSA §4221, 4341, 3004</div>	<b>10</b>
<b>11</b>	<b>12</b> Download HS122 & Current Use Electronic files	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b> Download HS122 & Current Use Electronic files	<b>20</b>	<b>21</b>	<b>22</b>  <div style="background-color: yellow; padding: 2px;">Grievance Hearing Ends &gt;5000 32 VSA §4111,4221 4115,4116,3004</div>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b> Download HS122 & Current Use Electronic files	<b>27</b>  <div style="background-color: yellow; padding: 2px;">File Final Grand List &lt;5000 to Town Clerk 32 VSA §4151</div>	<b>28</b>	<b>29</b>  <div style="background-color: yellow; padding: 2px;">Result of Grievance &gt;5000 mailed 32 VSA §4224,4341, 3004</div>	<b>30</b> Check KnowledgeWave website for next month's webinars <a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a>	<b>31</b>
<b>BCA -</b> Deadline to appeal is 14 Calendar days from date of mailing Result of Grievance Notices 32 VSA §4404				<b>Notes:</b> Although July 5th is the Current Use statutory date (32 VSA §3760) for current use filing to state - do not wait until this date to begin processing. Process files as soon as possible as this is meant to be an ongoing exchange and will happen several times.		
<b>BCA -</b> Town Clerk shall schedule meeting giving each member five (5) days written notice 24 VSA §801						
<b>BCA -</b> Start BCA hearings 44-46 calendar days (depending on population) after deadline to file an appeal. 32 VSA §4404, 4341 <b>BCA -</b> Inspection committee report due 30 days after hearing on that property. 32 VSA § 4404						
<b>7/1 Fiscal Year begins</b>						
<b>Weekly HS122 Downloads</b>						
<b>Weekly Check Current Use Electronic File until 100% certified</b>						
<b>July Tax Bills are sent out 30 days prior to due date</b>						
<b>June/July/August Call your District Advisor for town review meeting</b>						
<b>7/2 Grievance Hearings End &lt;5000</b>						
<b>7/9 Mail Result of Grievance &lt;5000 &amp; Grievance Hearing Begins &gt;5000</b>						
<b>7/22 Grievance Hearings end &gt;5000</b>						
<b>7/26 File Final Grand List &lt;5000</b>						
<b>7/29 Mail Result of Grievance &gt;5000</b>						
<b>***If Town is reappraising please discuss the homestead &amp; Current Use process with your District Advisor</b>						

# AUGUST

**TO DO THIS MONTH:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<b>Notes:</b> Tax Bills are sent out 30 days prior to due date 32 VSA §4772							<b>Weekly HS122 Downloads</b>
<b>1</b>	<b>2</b> Download HS122 32 VSA §5410 & Current Use 32 VSA §3756 Electronic files	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>Weekly Check Current Use Electronic File until 100% certified</b>
			<b>PVR Sponsored IAAO 100</b>				<b>August tax bill are sent out 30 days prior to due date</b>
<b>8</b>	<b>9</b> Download HS122 & Current Use Electronic files	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> File final Grand List >5000 to Town Clerk 32 VSA §4151	<b>14</b> Send electronic 411 to PVR 32 VSA §5404	<b>8/14 File Final Grand List &gt;5000 to Town Clerk</b>
<b>15</b>	<b>16</b> Download HS122 & Current Use Electronic files	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>8/14 Electronic 411 to PVR</b>
<b>22</b>	<b>23</b> Download HS122 & Current Use Electronic files	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>Begin checking permits for next year (ongoing maintenance /checklist)</b>
<b>29</b>	<b>30</b> Download HS122 & Current Use Electronic files	<b>31</b> Check KnowledgeWave website for next month's webinars <a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a>	<b>BCA - Inspection committee report due 30 days after date of hearing 32 VSA §4404 Decision shall be certified within 15 days from time of the Inspections Committee report 32 VSA §4404</b>		<b>BCA - Objections to a defective appeal to the Director, citing reasons to dismiss or other requests, must be filed with the Director no less than 10 days after the date the appeal is filed to town clerk 32 VSA §4463</b>		<b>Once grand list is <u>completed &amp; billed</u> grand list is created begin property transfer tax returns in the Working grand list (all transfers since 4/1)</b>
							<b>BCA - An appeal to State Bd or Superior Court must be filed within 30 days after the day of mailing 32 VSA §4461</b>

# SEPTEMBER

**TO DO THIS MONTH:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Tax Bills are sent out 30 days prior to due date 32 VSA §4772	Check electronic current use for changes until 100% certified		1  New Current Use applicant deadline 32 VSA §3756	2	3	4
5	6 Download HS122 32 VSA §5410 & Current Use 32 VSA §3756 Electronic files	7	8 PVR Data Collection Webinar 9:30am-4:30pm Day 1 of 4	9	10 PVR Data Collection Webinar 9:30am-4:30pm Day 2 of 4	11
12	13 Download HS122 & Current Use Electronic files	14	15 PVR Data Collection Webinar 9:30am-4:30pm Day 3 of 4	16	17 PVR Data Collection Webinar 9:30am-4:30pm Day 4 of 4	18
19	20 Download HS122 & Current Use Electronic files	21	22	23	24	25
26	27 Download HS122 & Current Use Electronic files	28	29 VLTC Town Fair <a href="https://www.vlct.org/training-events">https://www.vlct.org/training-events</a>	30	BCA - An appeal to State Bd or Superior Court must be filed within 30 days after the day of mailing 32 VSA §4461  BCA - Objections to a defective appeal to the Director, citing reasons to dismiss or other requests, must be filed with the Director no less than 10 days after the date the appeal is filed to town clerk 32 VSA §4463	

<b>Weekly HS122 Downloads</b>
<b>Weekly Check Current Use Electronic File until 100% certified</b>
<b>Sept Tax Bills are sent out 30 days prior to due date</b>
<b>9/1 New current use applications due to PVR</b>
<b>September Send Public Pious or Charitable Use forms out 32 VSA § 3832</b>
<b>ONGOING Begin checking permits for next year</b>
<b>ONGOING Once grand list is completed &amp; billed grand list is created begin property transfer tax returns in the Working grand list (all transfers since 4/1)</b>
Check KnowledgeWave website for next month's webinars <a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a>



# OCTOBER

**TO DO THIS MONTH:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Any Changes to 411 must be submitted for equalization	<b>Notes:</b> Start looking at & preparing your Budget and your Annual Report				1	2	<b>Weekly HS122 Downloads</b>
<b>3</b>	<b>4</b> Download HS122 32 VSA §5410 & Current Use 32 VSA §3756	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>Weekly Check Current Use Electronic File until 100% certified</b>
<b>10</b>	<b>11</b> Download HS122 & Current Use Electronic files	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> HS122 Received after this date are late	<b>16</b>	<b>October Check elect current use for changes</b>
<b>17</b>	<b>18</b> Download HS122 & Current Use Electronic files	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>ONGOING Do the PTTR's and Permits</b>
<b>24</b>	<b>25</b>  Download HS122 & Current Use Electronic files	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>Current Use - check and correct current use files as needed until 100% certified</b>
<b>31</b>  Pilot Payment sent to Town 32 VSA §3706	<b>NOTES: Check KnowledgeWave website for next month's webinars <a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a></b>						<b>10/31 Payment in lieu of taxes (PILOT) sent to towns</b>
							<b>Any Changes to 411 must be submitted to be reflected in equalization</b>

# NOVEMBER

**TO DO THIS MONTH:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Check Voted Exemption Expiration Dates	<b>1</b>	<b>2</b>	<b>3</b> Current use hold harmless payments sent 32 VSA §3760	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> Download HS122 32 VSA §5410 & Current Use 32 VSA §3756 Electronic files	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> Download HS122 & Current Use Electronic files	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b> Download HS122 & Current Use Electronic files	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b> Download HS122 & Current Use Electronic files	<b>30</b>	<b>Notes: Budget and Annual Report</b> <b>Check KnowledgeWave website for next month's webinars</b> <b><a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a></b>			

<b>Weekly HS122 Downloads</b>
<b>Weekly Check Current Use</b> Electronic File until 100% certified
<b>November Check electronic</b> current use for changes
<b>ONGOING Check your</b> PTTR's and Permits
<b>November Check Voted</b> Exemption Expiration dates for town warning
<b>11/3 Current Use Hold</b> Harmless Payments Sent to towns

# DECEMBER

**TO DO THIS MONTH:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Notes:</b> Is the Budget and Annual Report ready?			1	2	3	4
5	6 Download HS122 32 VSA §5410 & Current Use 32 VSA §3756 Electronic files	7	8	9	10	11
12	13 Download HS122 & Current Use Electronic files	14	15	16	17	18
19	20 Download HS122 & Current Use Electronic files	21	22	23	24	25
26	27 Download HS122 & Current Use Electronic files	28	29	30 Last Day for Errors & Omissions to be approved by Selectboard 32 VSA §4261	31 Check KnowledgeWave website for next month's webinars <a href="https://www.knowledgewave.com/">https://www.knowledgewave.com/</a>	

<b>Weekly HS122 Downloads</b>
<b>Weekly Check Current Use Electronic File until 100% certified</b>
<b>12/31 Last Day - Errors &amp; omissions of Real Value changes are sent to selectboard at last December Selectboard meeting.</b>
<b>ONGOING Check your PTTR's and Permits</b>
<b>Late December early January PVR Certifies Equalization Study results to Towns</b>

# JANUARY

**TO DO THIS MONTH:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Notes:</b> Late December early January PVR Certifies Equalization Study results to Towns 32 VSA § 5407, 5406, 5408 (Be aware of Appeal deadline).						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 File Final Paper & Electronic 411 w/State	20	21	22
23	24	25	26	27	28	29
30	31					

<b>January PVR Certifies</b> Equalization Study
<b>1/19</b> File Final Electronic 411 w/State for final reconciliation of previous grand list
<b>Late December early</b> <b>January PVR Certifies</b> Equalization Study results to Towns 32 VSA § 5407, 5406, 5408 (Be aware of Appeal deadline)
<b>ONGOING</b> Check your PTTR's and Permits
Check KnowledgeWave website for next month's webinars <a href="https://www.knowledgewave.com/">https://www.knowledgewave.c            om/</a>

# FEBRUARY

**TO DO THIS MONTH:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> Certify "No Appeals Pending" (Form 4155) with	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> Download HS122 (32 VSA §3756) Electronic files	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> Download HS122 Electronic files	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b> Download HS122 Electronic files	<b>NOTES:</b>				

<b>Weekly HS122 Downloads</b> (Complete process)
<b>2/1</b> Certify "No Appeals Pending" (Form 4155) with Selectboard -on or after the 1rst Tuesday of February
<b>2/14</b> HS122 Download starts (32 VSA § 4155, 4156 & 4157)
<b>ONGOING</b> Check your PTTR's and Permits
Monthly Process: Property Transfers, research & make changes as appropriate.