

Reappraisal Sales Study

In your "As Billed Grand List" go to Main Menu click option [10. State Sales Study] when sales files become available. This may be started/completed in your Working Grand List entity if you have not created a new As Billed entity and may then be completed in the "As Billed Grand List" entity.

Step 1. Get Sales Study file from State – click on button to download your sales study file.

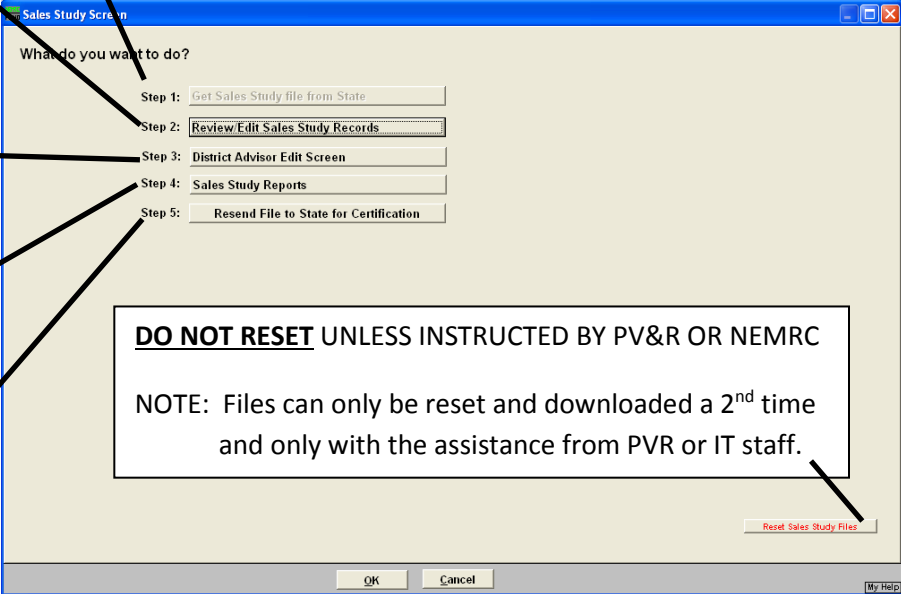
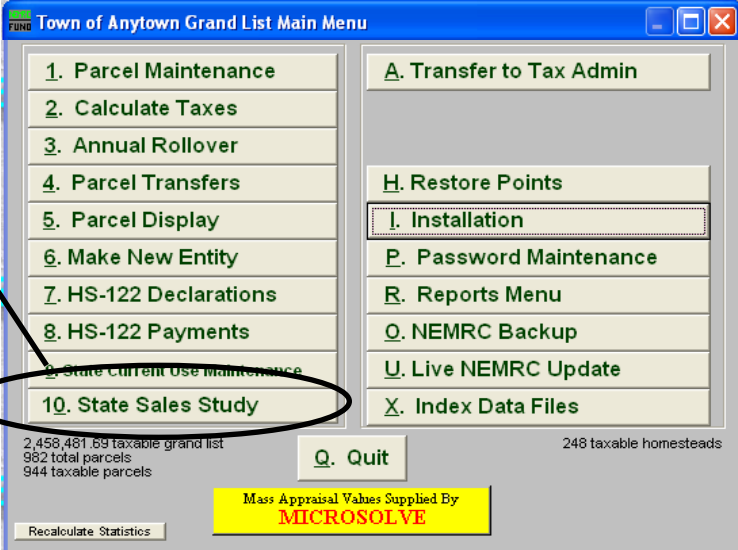
- a. If the town has completed a Partial, Rolling, or Full reappraisal the file will contain 3 years of sales

Step 2. Review/Edit Sales Study Records – click parcels in the Download Sales Study file to review and edit. See page 3 for screen details.

Step 3. District Advisor Edit screen – Fill out this report. The Sales Study file should not be sent back to PVR until your District Advisor has reviewed all questions on this screen with the Lister (see page 2 for questions).

Step 4. Sales Study Reports – Print or save various reports to keep for your physical records.

Step 5. Send file to State – Contact your PVR District Advisor to send the file to the State. The District Advisor will send the file back to the state or instruct the town to do so with the authorization code. Once the file has been sent to PVR the data cannot be further edited by the listers.



Reappraisal Sales Study

Before using the Sales Module, make sure the NEMRC program is updated to the newest version!

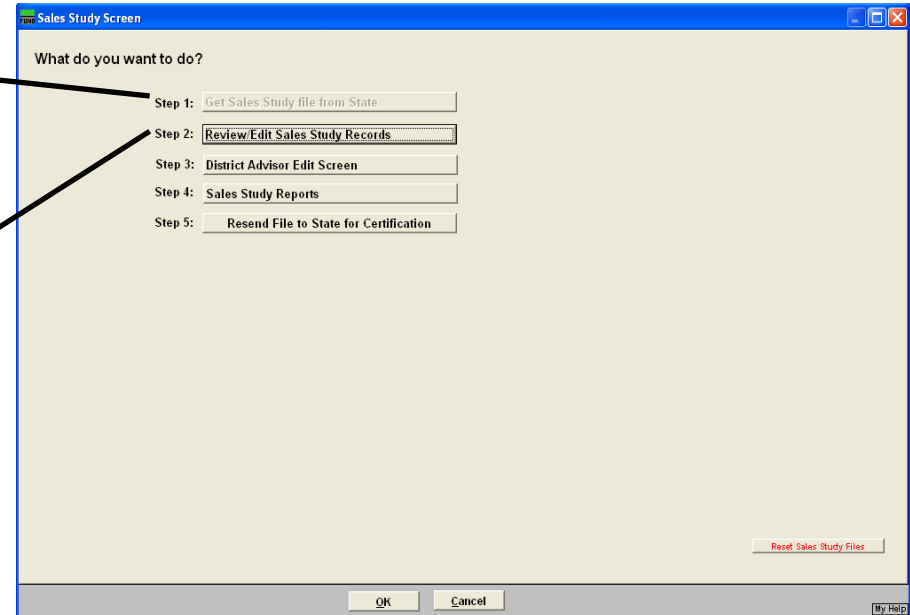
Step 1: Get Sales Study file from State – Click to download sales file from State.

Step 2: Review/Edit Sales Study Records – Users will select each parcel in the downloaded Sales Study file to review and edit.

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

Column Headers on this screen:

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



Validated	Span	Town	PID	Grantee	Grantor	Date Recorded	Sales Price	C
Yes	264-093-10944	201	0505	BARRON RICHARD ANTHONY	WOODWARD THOMAS M JR TRUST OF 1994	07/16/2008	290000.00	/
Yes	264-093-10546	320	0128	BERGER RITCHIE E	LONEGREN SALLY P REV TRUST 060799	09/12/2008	598000.00	/
No	264-093-10751	116	4130	BIDDLE SHELLI	RENAUD MICHEL G	10/20/2006	65000.00	/
No	264-093-10867	323	0042	CASPARIAN LAKE REALTY TRUST	NEWHOUSE ARTHUR N III	11/17/2006	460000.00	/
No	264-093-10727	040	0416	COUSADE CHARLENE	PERRY ALICE	07/28/2007	860000.00	/
No	264-093-10986	307	1000	DEAN SCOTT	SULLIVAN THOMAS	10/18/2006	69400.00	/
No	264-093-10395	322	0070	DONAVAN KARLEY A	HICOCK H BURTON	09/19/2006	175000.00	/
No	264-093-10846	039	1109	ESNID LLC	STONE CLARA	01/17/2008	400000.00	/
No	264-093-10393	008	1309	FRANCOEUR ANNEM A	WRIGHT MARK S	09/02/2008	270000.00	/
No	264-093-10412	023	0742	GAMBLE SARAH	REIMAN JOSHUA	10/24/2008	325000.00	/
No	264-093-10779	114	1355	GATES JAMES R	SAVIOE LEON J TRUST 120495	04/27/2007	240000.00	/
No	264-093-10920	004	1119	GOLDBERG MICHAEL	LAFLAM DYLAN	11/01/2006	91000.00	/
No	264-093-10314	406	0688	GOODBY ROBERT	GRAY SHERRARD ESTATE	10/28/2006	89500.00	/
No	264-093-10723	407	0626	HILL NANCY D	PERRY COURTLAND E JR	11/04/2008	341500.00	/
No	264-093-10346	004	0888	JENKINS PETER	HALL JOEY L	06/22/2007	115000.00	/
No	264-093-10765	023	0786	LEBEAU SCOTT E	ROMAS PETER A	06/22/2008	360000.00	/
No	264-093-10817	016	0815	LESTER SMILY	WIELA PATRICIA L	12/27/2007	80000.00	/
No	264-093-10256	209	0476	LUJASA INVESTMENTS LP	FOLINO CYNTHIA J	03/01/2007	210000.00	/
No	264-093-10246	003	4644	LUSSIER LINDA	FIELD BEULAH 1998 TRUST	01/15/2008	417500.00	/
No	264-093-10447	201	1193	MANN FREDERICK G	IGLEHART MARGARET A REV TRUST 041792	04/17/2006	295000.00	/
No	264-093-10542	413	0481	MCCOY BRENT	LINTON KATHERINE E	05/16/2008	185000.00	/
No	264-093-10039	323	0037	MCHUGO PATRICIA B	BASCOM ALAN P	07/09/2007	245000.00	/
No	264-093-10001	426	2371	MCMAHON GAIL	ORIGES PAUL	09/21/2007	292500.00	/
No	264-093-10394	060	0015	MICHAUD JEREMY J	ALKO LLC	01/24/2008	97700.00	/
No	264-093-10598	046	1000	MILLER HARRY M	MCDONALD WILLIAM F ESTATE OF	10/02/2008	67000.00	/
No	264-093-10214	322	0131	NEWHOUSE ARTHUR N III	DONAVAN KARLEY A	11/22/2006	800000.00	/
No	264-093-10872	413	1060	PETERCUSHKE JANE F	VOLK NICHOLAS J	12/22/2006	230000.00	/
No	264-093-10772	406	0686	PIELA JOSEPH J	SALLS EPHRAIM JR	12/07/2007	30000.00	/

Reappraisal Sales Study

COMPARE THESE TWO COLUMNS

From PTTR at State level From Reappraised NEMRC GL

Edit fields here

PVR Information	Edit PVR Information	Current Grand List
Document No: 201601067575791050	N/A	
Span No: 354-109-10642	354-109-10642	354-109-10642
Parcel ID: 35100237.000	35100237.000	35100237 000
Grantee: AUDY MICHAEL P	AUDY MICHAEL P	PENTKOWSKI JOAN M
Grantor: PENTKOWSKI LIVING TRUST	PENTKOWSKI LIVING TRUST	
Address: 249 MASTERSON ROAD LINCOLN	249 MASTERSON ROAD LINCOLN	249 MASTERSON RD
Property Class: 200 Secondary Residence	0 Unknown	
Closing Date: 12/31/2015	12/31/2015	
Date Recorded: 01/04/2016	01/04/2016	
Sales Price: 110,000	110,000	0
Listed Value: 171,300	171,300	171,300
Category: 2 R2	R2	R2
Acres: 22.51	22.51	22.51
Special Circ: 0 None	None	
Status:		A
PVR Letter:		
PVR Comment:		
Town Comments:		

Replace all listed values to new reappraised values.

Things to check for:

1. Make sure span number, parcel ID and owner names match.
2. Make sure Grantor in Middle column [Edit PVR Information] and right column match (if different then something is wrong). Research and correct span or name in middle column if needed. If names are the same but in different order, then no need to worry.

- ❖ Any corrections and edits **MUST** be made to the record in the **middle column**. To complete the review of every record comments are required for the use of ANY Special Circumstances Code (10,11, 18, 21 etc.).
- ❖ If any corrections are needed, click on the dropdown arrow or click in small box in the middle column. This will open the ability to edit. If the sale is already validated in myVTax then the comments and changes will be seen here. Choose the correct reason for the change then edit the appropriate change in the middle column (**don't forget the comments**).

Reappraisal Sales Study

- If you have already chosen to send a letter in the myVTax validation process you will notice that this box will already be checked.

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

Editing – individual records.

- The data on the left column is PVR Information and is read only data from the original PTTR.
- The column on the right will display the parcel information from the appropriate as billed entity for this sale. Because you have completed a reappraisal, this column should reflect your new reappraised grand list.
 - Fields highlighted in red identify data that is in your grand list that do not match the PVR information downloaded.
- Special Circumstances – This is a numeric field to allow for user input if a sale is determined to be **not** “arm’s length” PVR special circumstance codes 1-22 are provided to identify the circumstances of the sale. Any sale sent back to PVR that has a special circumstance code greater than ZERO, except for code 22 which indicates a resale, will not be included in the sales study. The Lister MUST provide an explanation in the comments box explaining the circumstances of why the sale is invalid if excluded from consideration.
- Town Comments: you will see your previous comments that you made in myVTax on any of the sales you validated for the past year
- Validate - Once a record is edited or reviewed, select the ‘Validate and Save’ button and repeat this process until all records are validated.

Reappraisal Sales Study

Listed Value	211,000	N/A	211,000	225,900
Category	2 R2	<input type="checkbox"/>	R2	R2
Acres	4.60	N/A	4.60	4.60
Special Circ	0 None	<input type="checkbox"/>	None	
Status				A

- ✓ Check Listed Value – it should match the current reappraised Grand List. If different, why? If the value changed because of a material change, (i.e. a garage was added after the sale but before the new reappraised assessment) eliminate the sale and enter a comment about the elimination of the sale. Remember you will use the current grand list's value because you **Reappraised**.
- ✓ Check acreage to verify that the acreage is what sold at time of sale. Compare to the Reappraised grand list, then if the acreage does not match change it and explain why in the comment box (this may happen if the sale is an abutter).
- ✓ If the sale was from a subdivision, that sale will be added back into the study for the listers to review. Make sure what sold and what was reappraised are the same (if different mark as invalid and explain why in comments). Make sure all the information is from the new reappraised grand list.
- ✓ If the sale is not valid then click on the small box beside the label Special Circumstance in the middle column. Click on the dropdown box and choose from the list the codes. **You must explain each circumstance. Have Documentation available and ready for your District Advisor.**
- ✓ There are always a few that are not listed so use Code **19**
(If you use code 19 you MUST explain the reason to invalidate the sale)
 - Abutter (Enter the parcel span from the abutting property)
 - Any sale you cannot find the reason to invalidate but have a valid reason to remove. Be sure to explain clearly why this sale is invalid. Please become familiar with all of the codes and use the appropriate code rather than over relying on code 19.

Reappraisal Sales Study

1. VALID SALE – **For the purpose of the study, all sales are considered valid until invalidated**
2. STRAW TRANSFER – **PVR use only**
3. IN LIEU OF FORECLOSURE **PVR use only**
4. TIME SHARE – **District Advisor will correct after sent**
5. ONE OF SEVERAL RETURNS FOR ONE PROPERTY – **PVR use only**
6. CONTRACT SALES – **PVR use only**
7. BURNED UP BUILDINGS – **PVR use only**
******* PVR USE ONLY CODES 1 – 7 ABOVE *******
8. SALES BETWEEN MEMBERS OF THE IMMEDIATE FAMILY – **State Relationship**
9. SALES BETWEEN A CORPORATION AND A STOCKHOLDER
10. TAX SALES: SHERIFF'S SALES; BANKRUPTCIES, RECEIVERSHIP, DISSOLUTION OR LIQUIDATIONS
11. SALES BY AND TO GUARDIANS, TRUSTEES, EXECUTORS AND ADMINISTRATORS
 - a. **ESTATE SALES SHOULD REMAIN IN STUDY UNLESS DEEMED INVALID**
12. SALES TO OR FROM THE US GOVERNMENT, STATE OF VT OR ANY POLITICAL DIVISION OF VT
13. SALES TO OR FROM ANY CHARITABLE, RELIGIOUS OR BENEVOLENT ORGANIZATION
14. SALES WHERE UNUSUAL FINANCING SIGNIFICANTLY AFFECTED SALES PRICE
 - a. **Seller financing may NOT invalidate a sale. Verify the terms.**
 - b. **If buyer formerly was a tenant, verify if there were extenuating circumstances.**
15. SALES WHERE ALL ASSESSED INTEREST WERE NOT SOLD, THEREBY AFFECTING SALE PRICE
 - a. LIFE ESTATE RETAINERS (**Specify**)
 - b. EASEMENTS (**Specify**)
 - c. ½ INTEREST (**Specify**)
16. SALES OF PROPERTY ASSESSED IN MORE THAN ONE TOWN
17. ANY SALES THAT INCLUDE PERSONAL PROPERTY UNLESS THE AMOUNT OF THE PROPERTY CAN BE DETERMINED AND REPORTED
18. SALES OF PROPERTY CONVEYING ONLY A PORTION OF THE ASSESSED UNIT, SUCH AS A LOT OR LOTS SOLD OFF FROM A LARGER PARCEL (Subdivision).
19. OTHER REASONS (**MUST HAVE EXPLANATION NOTED**). Examples: Abutters that have not had market exposure; Sales of Mobile Homes to be moved off site; Boundary adjustments; Property swaps or exchanges. **REVIEW ALL DOCUMENTATION INCLUDING MAPS, DEEDS, P&S ETC.**
20. **PVR USE ONLY**
21. SALES WHERE THE PROPERTY WAS SUBSTANTIALLY IMPROVED AFTER ASSESSMENT BUT BEFORE TRANSFER **REQUIRES COMMENT**
22. RESALE (THIS CODE IS INFORMATIONAL ONLY) **NOTE BUYER/SELLER AND DATE OF PREVIOUS SALE**

Reappraisal Sales Study



The image shows a screenshot of a web form with three input fields: 'Status', 'PVR Letter', and 'PVR Comment'. A blue checkmark is positioned to the right of the 'PVR Letter' field. A black arrow points from the text below to the 'PVR Letter' field.

Click on the new field “PVR Letter []” if you wish to have a verification form sent from the state to buyer and seller. The letter should be utilized for those sales needing further clarification and /or documentation not for every sale.

Verify the sales price and the listed value. When the sale price or listed value is different between the PV&R data and the Grand List data, the Grand List values will display in red. Changes to sale price or listed value will require a comment. The listed value should be the reappraised Grand List declared at PV&R or a change to the property requiring an explanation.

Fill out the District Advisor Questionnaire. Click on [Save & Return to Main Menu]. You are ready to meet with your District Advisor!

Here is a review! Did you do everything before the meeting with your District Advisor?

- **Before using the Sales Module, make sure the NEMRC program is updated to the newest version!**
- In the Review and Edit section (#2), verify that the Reappraised Grand List data is displaying in the right column. If no data shows in the right column, manually look up the information in the reappraised grand list.
- Verify SPAN (School Property Account Number) for accuracy and completeness. Editing the SPAN will cause the left column to display the corresponding Grand List data and will require a comment.
- Review and correct Parcel ID, names of Grantor/Grantee and Property Address
- Make sure the closing date and the date the deed was recorded are entered properly.

Reappraisal Sales Study

- Verify the sales price and the listed value. When the sale price or listed value is different between the PV&R data and the Grand List, the Grand List values will display in red. Changes to sale price or listed value will require a comment. If the town has declared a reappraisal to PVR then listed value **must** be the reappraised grand list.
- Review the Category Codes (R1, R2...) This follows the highest and best use of the property at the time of sale i.e. is this a single family year-round residential property (R1, R2), is it a camp seasonal property (S1, S2) or working Farm (F)... Changes to category code will require a comment. Since the categories should not change based on a sale, the category for the sale should match the category at time of sale unless there was an error that needed to be corrected or a subdivision.
- **If you are using the “Other” Category, there must be an explanation in the District Advisor Information (Section #3). Do not* use the ‘other’ category for those few properties that don’t quite fit into the residential or commercial categories. It is essential for PVR to understand what type of property is listed in this category. If you have questions regarding which properties can be included there, call your District Advisor.
- Review the land size for accuracy and report any missing acreage. For differences between the PV&R and Grand List figures, the Grand List figures will display in red.
- Verify Special Circumstances Code If you indicate that a sale is invalid, it must fall under one of the codes provided and you must provide a complete explanation for its invalidation. ***It is imperative to include as many valid sales as possible.** See attached special circumstance codes as well as the corresponding dropdown menu. If you need to change an invalid sale to valid, this will require that you change the special circumstance code to “0” and write a comment.
- Add Comments which are pertinent to the sale. Pay attention to estate sales. Most estates now pass through probate court and could be arms-length transactions, as well as some bankruptcies. Note if any properties have resold within the past three years (Special Circumstance Code #22).

Reappraisal Sales Study

Step 3: District Advisor Edit Screen – District Advisor Sales Study Checklist screens. Once this data has been entered, click on the [Save and Return to Main Menu] button to save your changes. Some of the information will copied from one year to the next. The District Advisors or the Listers may print out a copy of the District Advisor Checklist by clicking on the button labeled [Print DAEQ Study Checklist]. You must click on “Save & Return to Main Menu” in order for the report to save the information.

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

Year: 2018
Town / City: ANYTOWN
Date: 9/1/2018
Begin Sales Date: 4/1/2014 End Sales Date: 3/31/2018

1. Does the town name print on top of the 411 (check town name on log entries)? Yes No
2. Are there any voted exemptions? Yes No Have they been checked for category and dates or validity? N/A
3. Are all non-taxable properties checked and verified? Yes No
Do any have extra land? Yes No
Do they all have categories and appropriate values? Yes No
4. Has the electronic 411 been sent to PVR? Yes No Has the printed 411 been mailed to PVR? Yes No
5. Are any sales missing? Yes No (If missing, copy PTTR for DA)
6. Is every current use record rechecked (none are red) and resent to PVR? Yes No
7. What cama system is used? Microsolve CAMA
8. When was the last FULL reappraisal completed? 2005
Who did the Full reappraisal? ANYTOWN ASSESSMENT CO
9. Has a partial or statistical reappraisal been done since the full reappraisal? Yes No
10. Does the town tax personal property? Yes No
Equipment? N/A Inventory? N/A
11. Was the cable exemption amount (if voted) and coding checked? Yes No
12. What is the Veterans Exemptions amount? 40,000 How many Veterans? 5
13. Was the Inventory of Plant for the Electric Utility companies used for this current year? Yes No
(Print list with Owner, Ac, Land Value & Real Value)?
14. Does your town have any Hydroelectric facilities? Yes No
15. What is in the UO category? None Attached List
16. What is in the Other Category? Residential
17. Who is the District Advisor? Roger Kilbourn

Print DAEQ Study Checklist
Save & Return to Main Menu.

My Help

Reappraisal Sales Study

Step 4. Sales Study Reports – Print or save various reports to keep for your physical records.

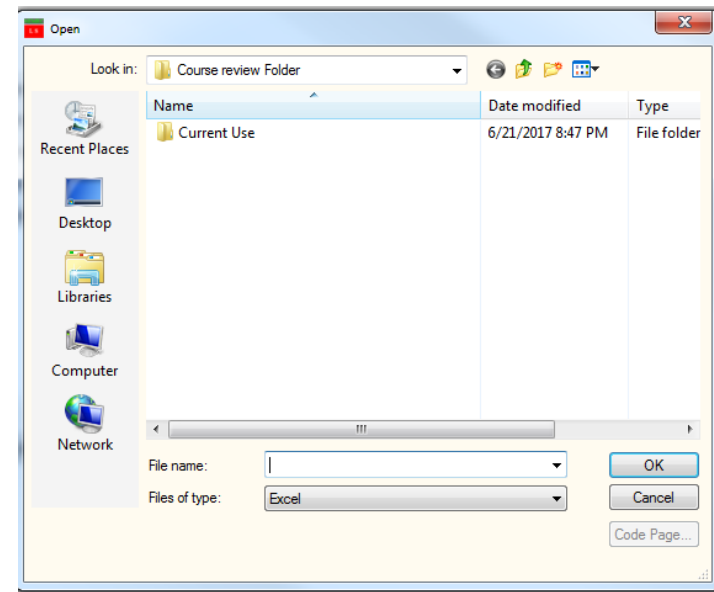
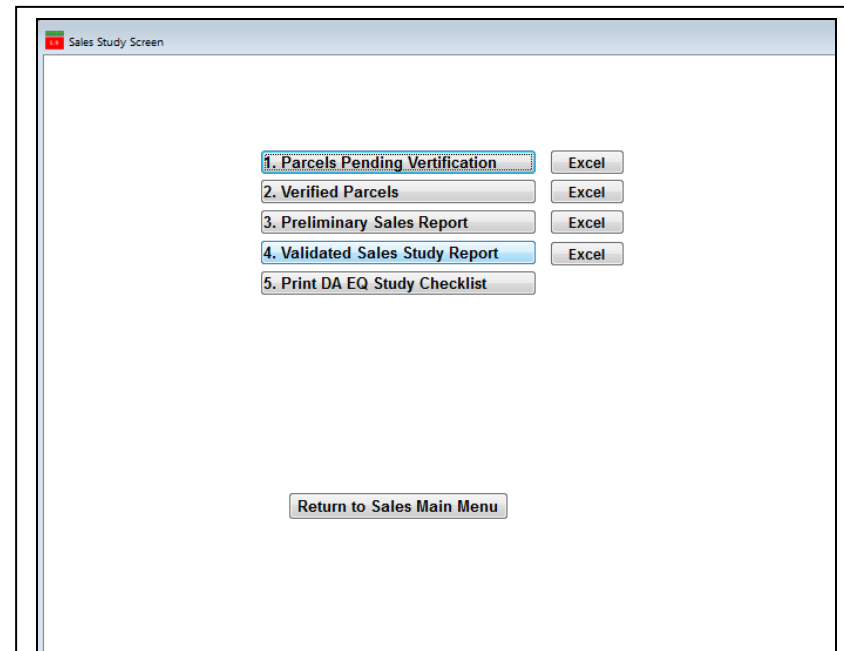
1. Parcels Pending Verification – this report would be printed for parcels that were not checked [Validate and Save] and needed more research.
2. Verified Parcels – this report would be printed on all parcels that were [Validated and Saved].
3. Preliminary Sales Report – this report would be printed on all sales prior to any changes.
4. Validated Sales Study Report – this report would be printed on all sales that are sent back to the State.
5. Print DA EQ Study Checklist – this report is the questionnaire filled out for the District Advisor.

When finished click on [Return to Sales Main Menu]

*You may view the report and then save to a file on your computer.

- When each report is chosen the report opens up to view. The report may print at this point.
- When **[Excel]** is clicked the computer needs to know where to save the file for future view. You may print at this point also.

Once you and your district advisor are ready to send the file you or your district advisor will contact the NEMRC helpdesk to assist you in the transmitting the file

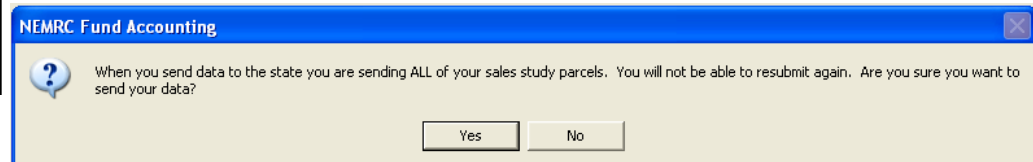
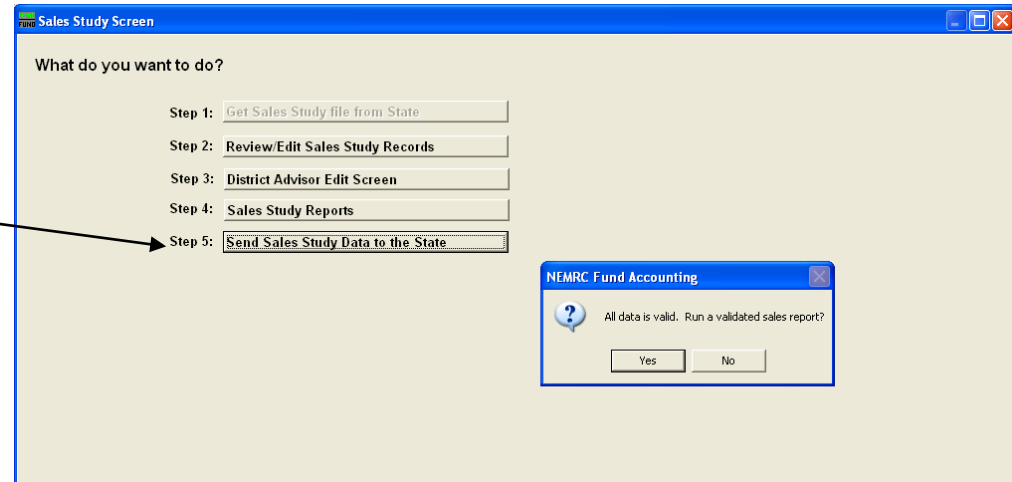


Reappraisal Sales Study

Step 5: Send Sales Study Data to the State – The District Advisor will select this option (or instruct the town to do so) when all the sales have been validated and are ready to be sent to PVR. The program will prompt you to print or save a 'Validated Sales Report' for your records.

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

At this point contact your district advisor for further assistance on sending the file.



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