



Bill Ritter, Jr.
Governor

Colorado Department of Local Affairs
Susan E. Kirkpatrick
Executive Director

DIVISION OF PROPERTY TAXATION
JoAnn Groff
Property Tax Administrator

BULLETIN NO. 7

TO: County Assessors
FROM: JoAnn Groff
Property Tax Administrator
DATE: February 25, 2009

THE BULLETIN IS AVAILABLE ON OUR WEBSITE
New website address: <http://dola.colorado.gov/dpt>

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
2/25/09	2008 Colorado Assessed Values Manual	Interested Staff
2/25/09	Administration 933-Basic Title Conveyance Special Request	Review with interested personnel. Return registration form to Division. File in Education File.
2/25/09	Appraisal 010: Valuation of Vacant Land Present Worth	Review with interested personnel. Return registration form to Division. File in Education File.
2/25/09	Appraisal 510: Sales Confirmation Special Request	Review with interested personnel. Return registration form to Division. File in Education File.
2/25/09	Appraisal 207: National USPAP Update Course	Review with interested personnel. Return registration form to Division. File in Education File.





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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: 2008 Colorado Assessed Values Manual

DATE: February 25, 2009

DISTRIBUTION: Interested Staff

MEMORANDUM

The Colorado Assessed Values Manual has been updated for tax year 2008. The manual provides a 15-year history of assessed values by property class for each county. It also includes a history of state and locally assessed personal property by county and a history of actual values for residential property.

The manual can be viewed and printed for selected counties or the entire state. It is available on the Division's web site at <http://www.dola.state.co.us/dpt/publications/index.htm>. If you have questions, please contact Greg Schroeder at greg.schroeder@state.co.us or 303-866-2681.





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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 933-Basic Title Conveyance
Special Request

DATE: February 25, 2009

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Basic Title Conveyance (Admin 933)

One-day course
Education Credit: 7 Hours (**continuing education only**)
Tested: No
Recommended Prerequisite: Introduction to Assessment (Admin 100)
Cost per student: \$10.00

- ⇒ Basic title transfer issues
- ⇒ Elements of a deed
- ⇒ The bundle of rights
- ⇒ Types of ownership
- ⇒ Types of conveyance documents
- ⇒ Decedents estates
- ⇒ Assessor's role in keeping ownership records
- ⇒ Assessor's transfer process

Class times are 8:30am to 4:30pm

2009					
3/24/09	Canon City	Fremont County Administration Bldg	719-246-7310	615 Macon Avenue Rm 207	Frank





COLORADO ASSESSORS' ASSOCIATION
 DPT EDUCATION REGISTRATION FORM
 1313 Sherman Street, Room 419
 Denver, Colorado 80203
 (303) 866-2371 Telephone
 (303) 866-4000 Fax

County Name

- Assessor's Staff
- Commissioner's Staff
- Treasurer's Staff
- Clerk & Recorder's Staff
- Other

Please submit one registration form for each course title.

Course Title	
Location	
Course Date	

County Contact Person		
Work Phone Number (Include Area Code & Extension)		E-mail:

NAME	E-MAIL	SOCIAL SECURITY NO. LAST 4 DIGITS ONLY (First-time Students ONLY)	COLORADO APPRAISAL LICENSE NUMBER

For **appraisal** classes e-mail rebecca.fisk@state.co.us
 For **administrative** classes e-mail evelyn.hernandez@state.co.us



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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Appraisal 010: Valuation of Vacant Land Present Worth

DATE: February 25, 2009

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Valuation of Vacant Land Present Worth (APR 010)

Three-day Course

Education Credit: 22 Credit Hours (Continuing Education)

Tested: Mandatory

Recommended

Prerequisite(s): Basic Appraisal Principles
Basic Appraisal Procedures

Cost Per Student: \$30.00

(Please make checks payable to: Colorado Assessors' Association.)

TOPICS:

- History and Reasoning Present Worth Valuation
- Concept, Definition, and Identification of Approved Plats
- Sales Confirmation and Stratification
- Adjusted Sales Prices
- Compounded Interest Table
- Concept of Present Worth Valuation
- Vacant / Subdivided Land Questionnaire
- Discount Rate Calculation
- Application of Present Worth in a Case Study

Class time is from 8:30 a.m. to 5:00 p.m. each day, unless otherwise specified by the instructor.

2009					
March 10-12	Grand Junction	Mesa County Courthouse	550 East Rood Ave. / 241 North 6 th	970-244-1610	Kyle





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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors
FROM: JoAnn Groff
Property Tax Administrator
SUBJECT: Appraisal 510: Sales Confirmation
Special Request
DATE: February 25, 2009
DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

**Sales Confirmation Workshop
(APR 510)**

One-day Workshop

Education Credit: 7 Credit Hours (Continuing Education)

Tested: No

Recommended

Prerequisites: Basic Appraisal Principles and Basic Appraisal Procedures

Cost Per Student: \$10.00

(Please make checks payable to: Colorado Assessors' Association.)

TOPICS:

- Statutory Requirements – Sales Confirmation
- Court Case Discussion
- Title Conveyance
- Sales Confirmation Data – Implementation
- Sales Confirmation Data – Management
- Preliminary Sales Ratio Analysis
- Final Data Analysis
- Special Issues

Class time is 8:30 a.m. to 4:30 p.m.

2009					
March 25	Cañon City	Fremont County Administration Building	719-276-7310	615 Macon Avenue (Room 207)	Nancy





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Location	
Course Date	

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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors and Staff

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Appraisal 207: National USPAP Update Course

DATE: February 25, 2009

DISTRIBUTION: Review with interested personnel.
Return registration form and payment to Division.
File in Education File.

**National USPAP Update Course
(APR 607)**

One-day Course
Education Credit:
Tested:
Recommended
Prerequisite(s):
Cost per Student:

7 Credit Hours (Continuing Education)
Not for 2009
Licensed Appraisers
\$82.00 *(Please make checks payable to: Colorado Assessors' Association.)*
Cost includes the cost of the current USPAP manual and 7-hour student manual. **All student registrations and fees for these classes must be received by the Division, by the deadlines shown, to meet the ordering and shipping deadlines for material.**

TOPICS:

- Focuses on changes to the 2008-2009 edition of USPAP.
- USPAP will be applied to everyday appraiser practice.
- Aids appraisers seeking competency in the Uniform Standards of Professional Appraisal Practice (USPAP).

Class time is from 8:30 a.m. to 5:00 p.m.

2009					
April 14 Deadline Mar. 13	Denver	Wellington E. Webb Municipal Bldg.	201 West Colfax Ave. Room # 4.F.6	303-913-4038	Sue
April 16 Deadline Mar. 16	Grand Junction	Mesa County Courthouse	550 East Rood Ave. / 241 North 6 th	970-244-1610	John





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