



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. 9

TO: County Assessors  
FROM: JoAnn Groff  
Property Tax Administrator  
DATE: March 11, 2009

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

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
3/11/09	<b>Final Notice</b> – Forms Approval	Review with appropriate staff. File in Chapter 9, ARL Volume 2.
3/11/09	Appraisal 607 – National USPAP Update Course	Review with interested personnel. Return registration form and Payment 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: **FINAL NOTICE** - Forms Approval

DATE: March 11, 2009

DISTRIBUTION: Review with appropriate staff.  
File in Chapter 9, ARL Volume 2

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**MEMORANDUM**

If you have already submitted your 2009 forms for approval, thank you! You may disregard this reminder. If you have not submitted your 2009 forms, please continue reading as the deadline is fast approaching.

The Property Tax Administrator is required by statute to approve all forms and notices furnished or sent to owners of taxable property. Chapter 9 of ARL Volume 2 (revised 12/08) sets forth the standards for many of the forms used in the assessor's office. **New forms for oil and gas leaseholds and lands and producing mines are included in the 12/08 revision of Chapter 9.**

If you elect to use forms that are identical to the sample forms shown in Chapter 9, the forms do not need to be submitted to the Division for approval. Please notify Penny Lowenthal if you will be using forms that are identical to the sample forms.

If you elect to use forms that differ from the sample forms in design or content, the forms must be submitted to the Division for approval. Forms that require Division approval should be faxed or e-mailed to Penny at 303-866-4000 or [Penny.Lowenthal@state.co.us](mailto:Penny.Lowenthal@state.co.us) by **March 31, 2009**.

The dates for the standard and alternate protest and appeal procedures are shown in Addendum 9-A of ARL Volume 2. If your county elects to use the alternate protest and appeal procedure pursuant to § 39-5-122.7(1), C.R.S., notice of the election must be provided to the Board of Assessment Appeals and to the district court.

If you have any questions, please contact Penny at (303) 866-2135.





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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 607: National USPAP Update Course  
DATE: March 11, 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:** 7 Credit Hours (Continuing Education)

**Tested:** Not for 2009

**Recommended**

**Prerequisite(s):** Licensed Appraisers

**Cost per Student:** \$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					
<b>April 14</b> <i>Deadline Mar. 13</i>	Denver	Wellington E. Webb Municipal Bldg.	201 West Colfax Ave. Room # 4.F.6	303-913-4038	Sue
<b>April 16</b> <i>Deadline Mar. 16</i>	Grand Junction	Mesa County Courthouse	550 East Rood Ave. / 241 North 6 <sup>th</sup>	970-244-1610	John





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

*Please submit one registration form for each course title.*

<b>Course Title</b>	
<b>Location</b>	
<b>Course Date</b>	

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

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](mailto:rebecca.fisk@state.co.us)  
 For **administrative** classes e-mail [evelyn.hernandez@state.co.us](mailto:evelyn.hernandez@state.co.us)