



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. 17

TO: County Assessors
FROM: JoAnn Groff
Property Tax Administrator
DATE: May 6, 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>
5/6/09	Out-of-State Ownership List–Due June 1, 2009	Review with staff. File in Chapter 3, ARL Volume 2
5/6/09	National USPAP Update Course Appraisal 607	Review with interested personnel. Return registration form and payment to Division. File in Education File.
5/6/09	Administration 920 Assessment Appeals Process Workshops	Review with interested staff. File in Education File. Return registration form and fees to Division.
5/6/09	Administration 941 Presenting Your Best Case	Review with interested personnel. Return registration form to Division. File in Education File.





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Property Tax Administrator

TO: County Assessors
FROM: JoAnn Groff
Property Tax Administrator
SUBJECT: Out-of-State Ownership List - Due June 1, 2009
DATE: May 6, 2009
DISTRIBUTION: Review with staff
File in Chapter 3, ARL Volume 2

MEMORANDUM

The deadline for submitting the out-of-state ownership list to the Department of Revenue is **June 1**, 39-5-102(3), C.R.S. The Department of Revenue requests that the data be submitted electronically, in an Excel spreadsheet.

The requested format is detailed below.

County	Schedule # or Parcel #	Property Subclass Code	Owner 1	Owner 2	Address 1	Address 2	City	State	Physical Address	City	Actual Value
					Mailing Address						

The data may be e-mailed to Richard Pond at rpond@spike.dor.state.co.us. The security on the Department of Revenue's e-mail server prevents automatic receipt of large files. Please notify Richard via a separate e-mail prior to sending the data so he can inform the IT Department. If you plan to send the data in a zip file, please telephone Richard at (303) 355-0400, Ext. 4631 to discuss procedures.

If you plan to mail a CD or disk containing the data, please send it to Richard at the following address:

Department of Revenue
Attn: Richard Pond
400 South Colorado Blvd., Suite 400
Denver, CO 80246

Please contact Penny Lowenthal at (303) 866-2135 if you require any additional information.





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JoAnn Groff
Property Tax Administrator

TO: All County Appraisers
FROM: JoAnn Groff
Property Tax Administrator
DATE: May 6, 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					
June 17 Deadline May 15	Sterling	Logan County Social Services Dept.	508 South 10 th Ave.	970-522-2194	Sue
September 16 Deadline Aug. 14	Eagle	Eagle County Bldg.	500 Broadway Garden Level Classroom	970-328-8657	Sue





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: County Assessors, Commissioners, County Attorneys, Hearing Officers, Arbitrators, Referees, Administrators, Support Staff, Annual Study Auditors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 920-Assessment Appeals Process Workshops

DATE: May 6, 2009

DISTRIBUTION: Review with interested staff
File in Education File
Return registration form and fees to Division

Assessment Appeals Process (Admin 920)

One-day Workshop

Education Credit: 7 hours (continuing education only)

Tested: No

Recommended Prerequisites: None

Cost per student: \$10.00 *(Please make checks payable to: Colorado Assessors Association)*

- ⇒ Appraisal Process
- ⇒ Appeals Process
- ⇒ Arbitration Procedures
- ⇒ Functions of the County Board of Equalization
- ⇒ Supreme Court/Court of Appeals Issues and Case Analysis

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

JUNE 2009					
6/17/09	Grand Jct	State Svcs Building	970-248-7318	222 S 6 th Street Rm 101	Frank & John
6/23/09	Centennial	DEM	720-852-6600	9195 E Mineral Ave	Frank & Renee





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JoAnn Groff
Property Tax Administrator

TO: All County Assessors
FROM: JoAnn Groff
Property Tax Administrator
SUBJECT: Administration 941 Presenting Your Best Case
DATE: May 6, 2009
DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Presenting Your Best Case (Admin 941)

Two-day Workshop

Education Credit: 14 hours (*continuing education only*)

Tested: No

Recommended Prerequisites: None

Cost per student: \$20.00 (*Please make checks payable to: Colorado Assessors Association*)

- ⇒ Assessor's/Appraiser's Preparation
- ⇒ Appraisal Requirements
- ⇒ County Attorney's Involvement
- ⇒ Presentation
- ⇒ Direct Examination and Cross Examination
- ⇒ Preservation of the Record
- ⇒ Exhibits

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

June 2009					
6/24-25/09	Centennial	DEM	720-852-6600	9195 East Mineral Avenue	Frank & Renee





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