



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. 2

TO: County Assessors
FROM: JoAnn Groff
Property Tax Administrator
DATE: January 14, 2009

THE BULLETIN IS AVAILABLE ON OUR WEBSITE

New website address: <http://dola.colorado.gov>

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
1/7/09	2009 Agricultural Prices, Rental Rates, Expenses and 2009 Rural Structures Local Multipliers	Circulate to Agricultural Land and Rural Structures Appraisal Staff.
1/14/09	Forms Approval	Review with appropriate staff. File in Chapter 9, ARL Volume 2.
1/14/09	2009 Vacant/Subdivision Land Questionnaire	Circulate to Land Approval Staff. File in ARL Volume 3, Chapter 4.
1/14/09	New USPAP Update Classes	All interested personnel
1/14/09	Appraisal 607: National USPAP Update Course	Review with interested personnel. Return registration form and payment to Division. File in Education File.
1/14/09	Administration 945-Abatements Need more students for both locations	Review with interested personnel. Return registration form to Division. File in Education File.
1/14/09	Administration 100-Introduction to Assessment	Review with interested personnel. Return registration form to Division. File in Education File.
1/14/09	2009 Media Releases	Review with appropriate staff. Release to media. File in Public Relations File.





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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: 2009 Agricultural Prices, Rental Rates, Expenses and
2009 Rural Structures Local Multipliers

DATE: January 7, 2009

DISTRIBUTION: Circulate to Agricultural Land and Rural Structures
Appraisal Staff.

MEMORANDUM

On December 11, 2008, the Statutory Advisory Committee (SAC) to the Property Tax Administrator recommended the agricultural prices, rental rates, expenses and rural structures local multipliers for approval and use in both 2009 and 2010. The State Board of Equalization (SBOE) has thirty days to review SAC recommendations. If the SBOE's review results in any changes, you will be so advised in a separate memorandum. If no action is taken by the SBOE by January 12, 2009, the SAC approved changes will be automatically approved.

By no later than January 2, 2009, specific approved manual changes will be available on the Colorado Division of Property Taxation website at:

http://www.dola.state.co.us/dpt/publications/arl_index.htm

The new agricultural rates, prices, expenses and rural structure local multipliers for 2009 & 2010 can be found in the ARL Volume 3, Chapter 5 addendums 5-A and 5-G.

If you have any questions, please contact Shawn Snowden at (303) 866-2898.





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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Forms Approval

DATE: January 14, 2009

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

MEMORANDUM

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 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 procedures 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

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: 2009 Vacant/Subdivision Land Questionnaire

DATE: January 14, 2009

DISTRIBUTION: Circulate to Land Appraisal Staff.
File in ARL Volume 3, Chapter 4.

MEMORANDUM

The following are to be used for the valuation of vacant land for the 2009 assessment year.

ADDENDUM 4-A, 2009 VACANT/SUBDIVISION LAND QUESTIONNAIRE

ADDENDUM 4-B, 2009-1010 DISCOUNT RATE CALCULATION

These can be found on the Division of Property Taxation website at:

http://www.dola.state.co.us/dpt/publications/arl_index.htm

On December 12, 2008, the Statutory Advisory Committee (SAC) to the Property Tax Administrator recommended the attached vacant/subdivision land questionnaire for approval and use in 2009. The State Board of Equalization (SBOE) has thirty days to review SAC recommendations. If the SBOE's review results in changes, you will be so advised in a separate memorandum.

If you have any questions please contact Sue Dickinson at 303-866-3099.





Bill Ritter
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Colorado Department of Local Affairs
Executive Director, Susan Kirkpatrick

DIVISION OF PROPERTY TAXATION
JoAnn Groff
Property Tax Administrator

TO: All County Appraisers
West Slope County Appraisers

FROM: Curt Settle

SUBJECT: New USPAP Update Classes

DATE: January 14, 2009

MEMORANDUM

We have recently scheduled a second USPAP Update class in Grand Junction for April 16th. With the pending retirement of John Pippinger on May 31st, this will likely be the last USPAP Update class scheduled in Grand Junction in 2009. If you are on the odd year USPAP cycle you will have two opportunities to take this class in Grand Junction in 2009, February 18th and April 16th.

We have also added a USPAP Update class for February 10th in Jefferson County. Because of the timing of scheduling this class, the 30-day registration deadline is being waived.

For more detail on either of these classes, please go to the Division web site at <http://dola.colorado.gov/dpt/index.htm>.





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Colorado Department of Local Affairs

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Executive Director

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: January 14, 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					
February 10 New class – sign up ASAP!	Golden	Jefferson County Courts & Admin. Bldg.	100 Jefferson Cty. Pkwy.	303-279-6511	Sue
February 18 Deadline Jan. 16	Grand Junction	Mesa County Courthouse	550 East Rood Ave. / 241 North 6 th	970-244-1610	John
March 18 Deadline Feb. 13	Lone Tree	Douglas County Park Meadows Facility	9350 Heritage Hills Cir.	720-733-6900	Sue
April 16 Deadline Mar. 16	Grand Junction	Mesa County Courthouse	550 East Rood Ave. / 241 North 6 th	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

- 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: Administration 945 – Abatements
Need more students for both locations
DATE: January 14, 2009
DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Abatements

(Admin 945)

One-day Course (9:00am to 3:00pm)
Education Credit: NONE as of January 1, 2009
Tested: No
Recommended Prerequisite: None
Cost per student: \$10.00 *(Please make checks payable to: Colorado Assessors Association)*

Due Process
Purpose of abatements
Clerical errors, erroneous assessments, overvaluation issues
Abatement situations
Abatement hearings
Review by Property Tax Administrator
Abatement Statutes
Case law

Class time is from 9:00am to 3:00pm

2009					
2/10/2009	Grand Jct	Mesa County Courthouse	970-248-7318	550 East Rood Avenue / 241 North 6th	Janeen
2/18/2009	Aurora	Aurora Centre Point Plaza	303-636-1100	14980 E. Alameda Drive (Littleton Room A)	Janeen





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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: Administration 100 – Introduction to Assessment
Need more students for the Longmont Location
DATE: January 14, 2009
DISTRIBUTION: Review with interested personnel. Return registration form to Division.
File in Education File

Introduction to Assessment *(Admin 100)*

Five-day Course

Education Credit: 23 hours (**continuing education only**)

Tested: Yes

Recommended Prerequisite: This course is the recommended prerequisite for all five-day courses.

Cost per student: \$50.00 (*Please make checks payable to: Colorado Assessors Association*)

Colorado History and Law
Local Government Finance in Colorado
The Assessment Function and Calendar
Geometric Shapes
Real Property Descriptions
Assessment Maps & Parcel Numbering
Real Property Appraisal
Mass Appraisal and Statistics
Personal Property Appraisal
Assessment Math
Real Property Title Conveyances
Communication and Public Relations

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

2009					
2/2-6/2009	Grand Jct	State Services Building	970-248-7318	222 S. 6 th Street, Rm 101	John & Frank
2/23-27/2009	Longmont	Southwest Weld Cty Svcs Complex	720-652-4200	4209 Weld Cty Road 24-1/2	Greg & Penny





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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
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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: 2009 Media Releases

DATE: January 14, 2009

DISTRIBUTION: Review with appropriate staff
Release to media
File in Public Relations file

MEMORANDUM

Enclosed is a suggested public notice along with suggested media releases for 2009. This year we are including an additional media release, "Real Property Reappraised for 2009/2010," that you may find useful. The notices may be used, as written, by filling in the blanks with the appropriate information, or they may be customized to meet your needs. Adjustments have been made for 2009 statutory dates that fall on a weekend or holiday. The dates for real property are set assuming that the Real Property Notices of Valuation are mailed on May 1. If the notices are mailed earlier than May 1, the date real property protests begin must be adjusted accordingly. For example, if the Real Property Notices of Valuation are mailed April 30, the protest hearings begin May 1. Section 39-5-122, C.R.S., states that the assessor will sit to hear real property protests **beginning on the first working day after Notices of Valuation are mailed.**

All counties now have the option to use the alternate protest and appeal procedures. The alternate protest and appeal procedures extend the time period assessors have to respond to protests. For real property, the deadline is extended from the last regular working day in June to the last regular working day in August; for personal property, the deadline is extended from July 10 to the last regular working day in August. The alternate protest and appeal procedures must be requested by the assessor and approved by the governing body of the county on or before May 1 of each year pursuant to § 39-5-122.7(1), C.R.S. If the county elects to use the alternate protest and appeal procedures, the dates shown in the **Real Property Taxpayer Remedies** and **Personal Property Taxpayer Remedies** media releases must be modified accordingly.

PUBLIC NOTICE

Pursuant to § 39-5-122(1), C.R.S., public notice shall be given that the assessor will sit to hear all objections and protests concerning classification and valuation of taxable real and personal property determined by the assessor for the current year. The notice must be published in at least one issue of a newspaper published in the county. Or, if there is no



newspaper, the notice must be posted in the office of the assessor, the treasurer, the county clerk and recorder, and in at least two other public places in the county seat. Also, the notice must be sent to radio stations, television stations, and newspapers of general circulation in the county. The attached public notice is an example of the information that should be conveyed to the public. Proof of publication (proof of payment for publication) is recommended.

Subject Title	Release
Real and Personal Property Protest Deadlines	Required on or before May 1

MEDIA RELEASES

The following media releases and their respective release dates are suggested for 2009. The releases may be amended and/or personalized as necessary to meet your needs.

Subject Title	Suggested Release
Senior Citizen and Disabled Veteran Property Tax Exemptions	January 1 through July 1
Personal Property Declaration Schedule	January, after declarations are mailed
Personal Property Declaration Filing Reminder	March 15 through April 15
Real Property Taxpayer Remedies	April 1 through May 31
Personal Property Taxpayer Remedies	June 10 through July 7
Real Property Reappraised for 2009/2010	April 1 through May 31

Electronic copies of the attached documents, in Microsoft Word format, are available upon request. Please direct questions regarding the public notice and media releases to Janeen Ogden at 303-866-2134 or janeen.ogden@state.co.us.

REAL PROPERTY AND PERSONAL PROPERTY PROTEST DEADLINES

(Public Notice)

NAME AND ADDRESS OF CONTACT:

TELEPHONE NUMBER: _____

SUGGESTED RELEASE: Required on or before May 1.

PUBLIC NOTICE

Colorado law requires the county assessor to hear objections to real property classification and valuation beginning no later than May 4, 2009. Objections to the valuation or classification of real property must be postmarked, delivered, or presented in person to the county assessor's office no later than June 1, 2009. Contact the county assessor's office for more information.

Colorado law requires the county assessor to begin hearing objections to personal property valuations no later than June 15, 2009. Objections to personal property valuations must be postmarked or presented in person to the county assessor's office no later than June 30, 2009. Contact the county assessor's office for more information.

**PROPERTY TAX EXEMPTION
FOR QUALIFYING SENIOR CITIZENS AND DISABLED VETERANS
(Media Release)**

NAME AND ADDRESS OF CONTACT:

TELEPHONE NUMBER: _____

SUGGESTED RELEASE: January 1 through July 1

The Colorado Constitution establishes a property tax exemption for senior citizens, surviving spouses of senior citizens, and for disabled veterans. For those who qualify, 50 percent of the first \$200,000 in actual value of their primary residence is exempted, for a maximum exemption amount of \$100,000 in actual value. The State of Colorado pays the property taxes on the exempted value.

SENIOR CITIZEN EXEMPTION:

Basic Qualifications - Generally, each of the following statements must be true to qualify. The qualifying senior:

- ◆ Must be at least 65 years old on January 1 of this year; and
- ◆ Must be the current owner of record, and listed as the owner of record for at least ten consecutive years prior to January 1; and
- ◆ Must occupy the property as his/her primary residence, and must have done so for at least ten consecutive years prior to January 1.

Exceptions to Basic Qualifications - The applicant may still qualify if one or more of the following statements are true:

- ◆ Ownership is in the spouse's name, and the spouse also occupies the property;
- ◆ Ownership has been transferred to or purchased by a trust, corporate partnership or other legal entity solely for estate planning purposes;
- ◆ The qualifying senior or his/her spouse was or is confined to a health care facility;
- ◆ The applicant was forced to move when the prior residence was condemned in an eminent domain proceeding.
- ◆ The applicant is the surviving spouse of a senior who met the requirements on January 1, 2002, or on any January 1 thereafter.

How to Apply - To apply, you must complete the appropriate application form and return it to the assessor, postmarked no later than July 15. Late applications may be accepted until September 15 if the applicant can show good cause for missing the July 15 deadline. Two application forms are used for the exemption. The "Short Form" is for a qualifying senior citizen who meets each of the basic requirements. The "Long Form" is used when the applicant falls within one or more of the exceptions to the basic qualifications. If you would like to receive an application form or brochure, or if you have questions about the exemption, please call the assessor's office at _____ (telephone number).

DISABLED VETERAN EXEMPTION:

Basic Qualifications – Generally, each of the following statements must be true to qualify:

- ◆ The applicant must be a veteran who sustained a service-connected disability while serving on active duty in the Armed Forces of the United States. This includes members of the National Guard and Reserves who sustained their injuries during a period in which they were called to active duty;
- ◆ The applicant must have been honorably-discharged;
- ◆ The United States Department of Veterans Affairs has rated the applicant's service-connected disability as 100 percent permanent and total;
- ◆ The applicant must be the owner of record and must have been the owner of record since January 1 of the current year; and
- ◆ The applicant must have occupied the property as his/her primary residence since January 1 of the current year.

Exceptions to Basic Qualifications – The applicant may still qualify if one or more of the following statements are true:

- ◆ Ownership is in the spouse's name, and the spouse also occupies the property;
- ◆ Ownership has been transferred to or purchased by a trust, corporate partnership or other legal entity solely for estate planning purposes;
- ◆ The qualifying disabled veteran or his/her spouse was or is confined to a health care facility.
- ◆ The applicant was forced to move when the prior residence was condemned in an eminent domain proceeding.

How to Apply - To apply, you must file a completed application with the Colorado Division of Veterans Affairs, postmarked no later than July 1. Late applications may be accepted until September 1 if the applicant can show good cause for missing the July 1 deadline. If you would like to receive an application form or brochure, or if you have questions about the exemption, please call the assessor's office at _____ (telephone number).

PERSONAL PROPERTY DECLARATION SCHEDULE
(Detailed Media Release)

NAME AND ADDRESS OF CONTACT:

TELEPHONE NUMBER: _____

SUGGESTED RELEASE: January, after the declaration schedules are mailed

Shortly after the first of the year, the assessor's office mails Personal Property Declaration Schedules to every person, business, or company known to own, possess, or control taxable personal property in the county. Non-receipt of a declaration schedule DOES NOT excuse taxpayers from declaring taxable personal property to the assessor. All persons owning, possessing, or controlling taxable personal property with a total actual value greater than \$4,000 (per owner, per county) on January 1, 2009, are required to report the personal property to the assessor by April 15, 2009.

What must be declared?

All personal property is taxable unless specifically exempt by law.

Taxable personal property includes:

- ◆ All residential household furnishings used to produce income
- ◆ Equipment, furniture, and machinery used by commercial, industrial, and natural resource operations
- ◆ Property used in an agribusiness that does not qualify as agricultural pursuant to § 39-1-102(1.6(a), C.R.S.
- ◆ Expensed assets
- ◆ Fully depreciated assets
- ◆ Personal property in storage that is subject to IRS depreciation
- ◆ Leasehold improvements

Equipment licensed as a motor vehicle (SMM plate or Z-Tab) should not be reported on the Personal Property Declaration Schedule.

How do you file?

Complete the declaration schedule by providing property information including description, model number, capacity, year acquired, new or used status, original installed cost, and month and year first placed into service. If you did not receive a declaration schedule, please call the assessor's office. First-time filers may want to contact the assessor's office for assistance in completing the declaration schedule.

If you have previously filed a complete itemized listing of your personal property with the assessor, you may update the list by providing changes that occurred during the prior year. Changes may include items you acquired last year (including the original installed cost of each) and any items traded, sold, destroyed, or deleted from your list of personal property.

You should review the assessor's record of your account every year to verify its accuracy. Please sign and date the schedule before mailing!

When do you file?

The county assessor must receive your declaration schedule by April 15, 2009. There is a penalty for not meeting the deadline: \$50 or 15 percent of the tax due, whichever is less. If you cannot meet the deadline, you may apply for an extension of either 10 or 20 days. The request for extension must be:

- 1) Written
- 2) Postmarked or delivered to the assessor on or before April 15, and
- 3) Accompanied by a check in the amount of \$20 for a 10-day extension or \$40 for a 20-day extension.

What if you don't file?

If you have taxable personal property and fail to file your declaration schedule, the assessor will establish a taxable value based on the "best information available" and attach a non-filing penalty to your account. The Colorado Supreme Court ruled that values established using the "best information available" cannot be adjusted at a later time if the taxpayer did not file a declaration schedule and also did not protest the assessor's value.

PERSONAL PROPERTY DECLARATION FILING REMINDER
(Media Release)

NAME AND ADDRESS OF CONTACT:

TELEPHONE NUMBER: _____

SUGGESTED RELEASE: March 15 through April 15

The _____ County Assessor reminds all persons, businesses, and companies that own, possess, or control taxable personal property (furnishings, equipment and other movable personal property) that the deadline for filing a Personal Property Declaration Schedule is April 15. All persons who own, possess, or control taxable personal property with a total actual value greater than \$4,000 per owner, per county, are required to report the personal property to the county assessor. Failure to declare your personal property each year by the deadline will result in the assessor valuing your property using the "best information available" and attaching a penalty to your tax bill. If you did not receive a declaration schedule, you may request one from the county assessor by calling (telephone number).

All personal property is taxable unless specifically exempt by law.

Taxable personal property includes:

- ◆ All residential household furnishings used to produce income
- ◆ Equipment, furniture, and machinery used by commercial, industrial, and natural resource operations
- ◆ Property used in an agribusiness that does not qualify as agricultural pursuant to § 39-1-102(1.6(a), C.R.S.
- ◆ Expensed assets
- ◆ Fully depreciated assets
- ◆ Personal property in storage that is subject to IRS depreciation
- ◆ Leasehold improvements

Equipment licensed as a motor vehicle (SMM plate or Z-Tab) should not be reported on the Personal Property Declaration Schedule.

If you own taxable personal property with a total actual value greater than \$4,000 per county, you **must** file a declaration schedule, even if you did not receive one from the county assessor.

If you have questions about the Personal Property Declaration Schedule, please contact the assessor's office at _____ (telephone number).

REAL PROPERTY TAXPAYER REMEDIES

(Media Release)

Assessors, please note: If you are using the standard protest and appeal procedures, please delete dates for the alternate protest and appeal procedures before submitting this document for publication.

If your county has elected to use the alternate protest and appeal procedures, please replace the standard dates below with the alternate dates shown in parentheses.

NAME AND ADDRESS OF CONTACT:

TELEPHONE NUMBER: _____

TELEPHONE NUMBER: _____

SUGGESTED RELEASE: April 1 through May 31

For tax year 2009, the county assessor is required by law to reappraise all real property to a June 30, 2008 level of value. Notices of Valuation reflecting the 2009 values will be sent to owners of real property by May 1. The information used by the assessor to value your property is available for your review.

From May 4 through June 1, owners of real property may protest the value or the classification established by the assessor. This protest period provides an opportunity for taxpayers to inform the assessor of errors in classification, property description, or other discrepancies that may result in a reduction in value or change in classification.

Objections must be filed with the assessor's office by mail or in person by June 1. Upon review of your protest, the assessor may need to physically inspect your property to confirm that the property characteristics are accurate.

The assessor must make a decision concerning your protest and mail you a written Notice of Determination on or before the last working day in June (***August – for alternate protest and appeal procedures***). If you are satisfied with the assessor's determination, the tax bill you receive next January will be based on the value and classification reflected on the Notice of Determination.

If you disagree with the assessor's decision, you may file an appeal with the county board of equalization. An appeal to the county board of equalization must be postmarked or hand-delivered by July 15 (***September 15 – for alternate protest and appeal procedures***). The county board will notify you by mail of the hearing date, time, and place where you may present evidence to substantiate your case. Evidence includes documentation such as the sales prices of properties similar to yours that sold during the time frame specified on your Real Property Notice of Valuation. The county board will conclude hearings and render decisions by the close of business on August 5 (***October 30 – for alternate protest and appeal procedures***). The county board must mail you a decision within five business

days of the date of its decision. If you are satisfied with the county board's decision, the tax bill you receive next January will be based on the valuation and classification reflected in the county board's decision.

If you disagree with the action of the county board, you may file an appeal with the state Board of Assessment Appeals, district court, or request a binding arbitration hearing. Your appeal must be made within 30 days of the county board's decision.

For additional information regarding the protest and appeal process, contact your county assessor at (*telephone number*).

PERSONAL PROPERTY TAXPAYER REMEDIES
(Media Release)

Assessors, please note: If you are using the standard protest and appeal procedures, please delete dates for the alternate protest and appeal procedures before submitting this document for publication.

If your county has elected to use the alternate protest and appeal procedures, please replace the standard dates below with the alternate dates shown in parentheses.

NAME AND ADDRESS OF CONTACT:

TELEPHONE NUMBER: _____

SUGGESTED RELEASE: June 10 through June 30

From June 15 to June 30, 2009, owners of taxable personal property (furniture, equipment, etc.) may challenge the county assessor's valuation of their property. The value determined by the assessor is based on information submitted on your Personal Property Declaration Schedule. If you failed to file a declaration schedule, the value was determined using the "best information available."

Taxpayers who disagree with their personal property valuations may object by mail or in person by June 30. Once an objection has been filed, the assessor will review your account and mail you a Notice of Determination by July 10 (***August 31 – for alternate protest and appeal procedures***).

If you disagree with the assessor's decision, you may file an appeal with the county board of equalization. The appeal to the county board of equalization must be postmarked or hand-delivered by July 20 (***September 15 – for alternate protest and appeal procedures***). The county board will notify you by mail of the hearing date, time, and place where you may present evidence in support of your case. The county board will conclude hearings and render decisions by the close of business on August 5 (***October 30 – for alternate protest and appeal procedures***). The county board must mail you a decision within five business days of the date of its decision. If the county board adjusts your value, the tax bill you receive next January will be based on the adjusted value.

If you disagree with the county board's decision, you may file an appeal with the state Board of Assessment Appeals, district court, or request a binding arbitration hearing within 30 days of the county board's decision.

For additional information regarding the protest and appeal process, contact your county assessor at (***telephone number***).

REAL PROPERTY REAPPRAISED FOR 2009/2010

(Media Release)

NAME AND ADDRESS OF CONTACT:

TELEPHONE NUMBER: _____

SUGGESTED RELEASE: April 1 – May 31

For tax year 2009, county assessors throughout Colorado are required by law to reappraise all real property to reflect a June 30, 2008 level of value. For tax years 2007 and 2008, property values reflected a June 30, 2006 level of value.

By May 1, 2009, the assessor will mail Notices of Valuation to all real property owners in the county. The notices will list the 2009 reappraised actual values as well as the prior year's actual values. Properties are classified and valued according to the use and status of property characteristics that existed as of January 1, 2009. Residential property values are derived strictly from the market approach to valuation. Generally, all other property values are based on consideration of the market, cost, and income approaches to value.

Property owners are encouraged to carefully review their 2009 Notice of Valuation, keeping in mind that the 2009 actual values reflect the June 30, 2008 level of value, NOT current market values. In many cases, current market values may be lower than the actual values listed on the Notice of Valuation due to the market fluctuations that occurred after June 30, 2008.

Property owners who disagree with the classification or actual value of their real property may present oral or written objections to the assessor between May 4 and June 1, 2009. Instructions for filing an objection will be included in the Notice of Valuation.