



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. 38

TO: County Assessors  
FROM: JoAnn Groff  
Property Tax Administrator  
DATE: October 7, 2009

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

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
10/7/09	Personal Property Discussion Meeting	Review with interested personnel. File in Personal Property file. If you plan to participate in-person or via voice conference, please e-mail, so that we may ascertain the number of participants.
10/7/09	Administration 701-Assessor's Role in Listing Property <i>Both classes in danger of cancellation due to lack of registration.</i>	Review with interested personnel. Return registration form to Division. File in Education File.





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Property Tax Administrator

TO: ALL COUNTY ASSESSORS, STAFF, VENDORS,  
AND INDUSTRY REPRESENTATIVES

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Personal Property Discussion Meeting

DATE: October 7, 2009

DISTRIBUTION: Review with Interested Personnel. File in the Personal Property file.  
If you plan to participate in-person or via voice conference,  
please e-mail, so that we may ascertain the number of participants.

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### MEMORANDUM

An open Colorado personal property discussion meeting has been scheduled for October 20, 2009. During this meeting, we will discuss proposed changes to the Replacement Cost New (RCN) Factors and General Percent Good Tables for the 2010 tax year.

The open discussion meeting has been scheduled as follows:

**Tuesday, October 20, 2009, from 9:00 – 11:00 A.M.,  
at the Division of Property Taxation Offices  
1313 Sherman Street, Room 318  
Denver, Colorado 80203**

A voice conference call-in option will be made available for those county assessors, staff, vendors, industry representatives, and other interested parties that are located outside of a two-hour driving range of the Denver meeting location.

If you plan to participate in the meeting either in-person or via voice conference option, please e-mail the name of your organization, your contact person, and the number of participants that plan to participate or a request for the specific voice conferencing information to Kenneth Beazer at: [ken.beazer@state.co.us](mailto:ken.beazer@state.co.us). We are requesting that this information or request be e-mailed to the Division by no later than 5:00 P.M., on Friday, October 16, 2009.

If you have any questions, contact Kenneth Beazer at: [ken.beazer@state.co.us](mailto:ken.beazer@state.co.us) or (303) 866-2790.

JAG\KLB:kib

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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 701-Assessor's Role in Listing Property

DATE: October 7, 2009  
**Both classes in danger of cancellation due to lack of registrations**

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

## **Assessor's Role in Listing Property (Admin 701)**

**Five-day Course**

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

**Tested:** Yes

**Recommended Prerequisite:** Introduction to Assessment

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

- ⇒ Mapping and Land Descriptions
- ⇒ Assessment Maps and Parcel Numbering
- ⇒ Assessment Math
- ⇒ Plotting Metes and Bounds Legal Descriptions
- ⇒ Sales Confirmation Program
- ⇒ Assessment Levels, Mills, Tax Rates, and Tax Bills
- ⇒ Proration of Valuation
- ⇒ Annexations, Disconnections, Inclusions, and Exclusions
- ⇒ Abatement Process
- ⇒ Severed Minerals and Title Conveyance

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

<b>2009</b>					
11/2-6/09	Denver	Hotel VQ at Mile High	303-433-8331	1975 Mile High Stadium Circle	Renee & Janeen
11/16-20/09	Grand Jct	State Svcs Building	303-866-2376	222 S. 6 <sup>th</sup> Rm 101	Renee & Janeen





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 administrative and appraisal classes e-mail [evelyn.hernandez@state.co.us](mailto:evelyn.hernandez@state.co.us)