



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. 39

TO: County Assessors
FROM: JoAnn Groff
Property Tax Administrator
DATE: October 13, 2009

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

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
10/13/09	Administration 701 – Assessor’s Role in Listing Property Denver class cancelled due to lack of registrations	Review with interested personnel. Return registration form to Division. File in Education File.





Bill Ritter, Jr.
Governor

Colorado Department of Local Affairs

Susan E. Kirkpatrick
Executive Director

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 13, 2009
Denver class cancelled 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

2009					
Cancelled	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 th 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

- 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 administrative and appraisal classes e-mail evelyn.hernandez@state.co.us