

Check when Complete

Jan - March

Process splits, merges and tax map changes
Continue inspections for open building permits
Exemption processing (STAR, Aged, Vet's, Business, Wholly Exempt, etc..) **New and Renewals**
Sale Processing

March 1

Taxable Status Date (for most towns in NYS)
Exemption Application Deadline
All property is valued as of this date
Exemption Impact Reports to School Districts

March - April

Notice of Completion of Assessment Inventory & Valuation Data (**publish twice in 2 weeks and post**)
V4 - Special Franchise Values
V4 - Railroad Ceilings
V4 - New certified STAR Amounts (Run RPS349)
V4 - New Ag Amounts (Run RPS344)
V4 - Update SWIS table with LOA and Dates (Run RPS190)
V4 - Run RPS340 (Alternate Vet's)
V4 - Run Recalculate Exempts/Taxables
Enter State Owned Land Values and Conservation Easements
Print or have Printed the Tentative Roll (copy to ORPTS)
Sale Processing
Send Notice of Completion of Tentative Roll to be published **May 1**
IF APPLICABLE-WORK WITH VILLAGE ON VILLAGE PILOT BILLS

May 1

File Tentative Assessment Roll with Town Clerk (sign affidavit and place in back of roll)
Publish and Post (online) Completion of Tentative Assessment Roll (for most towns in NYS)

May

File Assessor Disclosure Statement

Mail Change of Assessment Notices at least 10 Days Before Grievance Day

Attendance with the Roll - 4 days (2 of them after May 10th including 2 hours on Saturday and 2 hours after 6pm)

Prepare for Grievance Day (notify BAR members, schedule room, print fact sheet)

Sale Processing

4th Tues in May GRIEVANCE DAY (for most towns in NYS)

June

Verified Statement of BAR Changes

Enter BAR Changes in V4

Mail BAR decisions to applicants

Sale Processing

Print or have Printed Final Roll (copy to ORPTS)

Send Notice of Completion of Final Assessment Roll to be published **July 1**

July 1

File Final Assessment Roll with Town Clerk (sign affidavit and place in back of roll)

Publish and Post (online) Completion of Final Assessment Roll (for most towns in NYS)

July

Annual Assessors' Report - Balance, send signed copy along with file to ORPTS

V4 - run Next Year Processing and Change Next Year to Current Year (run Business Exemption Update)

All processing (except corrections) to Current Year File

Sale Processing

File to Contractor for School Tax Bills

Continue inspections for open building permits

August

SCAR Hearings (decisions enter in prior and current year files)

Sale Processing
Continue updating Current Year Files
Continue inspections for open building permits
IF APPLICABLE-WORK WITH SCHOOL ON SCHOOL PILOT BILLS

September

Exemption Impact Reports to Towns
IVP Online Program Closed (all info entered by **September 1**)
STAR Spreadsheets to Mobile Home Parks
Sale Processing
Continue updating Current Year Files
Continue inspections for open building permits

October

Mail All Exemption Renewals (**Oct-Jan**)
Mail IVP Decisions
Sale Processing
Continue updating Current Year Files
Continue inspections for open building permits

Nov - Dec

Sale Processing
Continue updating Current Year Files
Continue inspections for open building permits
IF APPLICABLE-WORK WITH COMPTROLLER ON TOWN&COUNTY PILOT BILLS