



# Assessor Calendar: Key Dates & Tasks (July 1st–June 30th)

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## JULY

### ✓ Key Dates

July 1- Qualification date for Real Estate Exemptions.

*(See January for Personal Property Exemption info.)*

July 15- Deadline to appeal centrally valued pipeline & telephone values to the Appellate Tax Board (ATB).

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## AUGUST

### ✓ Key Dates

August 1- Boat Excise File received from Environmental Police.

August 10- Deadline to appeal EQV (Equalized Valuations) to the ATB *(even-numbered years only)*.

Deadline to appeal State-Owned Land (SOL) valuations.

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## SEPTEMBER

### ✓ Key Dates

September 15- Submit 2nd Quarter Tax File with updated deed/ownership data.

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## OCTOBER

### ✓ Key Dates

October 1- Interim year adjustment (FY26-FY29) date to submit (LA3) Sales Report and (LA15) Interim Year Adjustment Forms.

October 15- Submit (LA4) Classification Report and (LA13) New Growth Report.

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## NOVEMBER

### ✓ Key Dates

November 1- Date to hold Tax Classification Hearing

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## DECEMBER

### ✓ Key Dates

December 1- Chapter land classification application due date.

December 30th - Mail FOL (Forms of List), I&E (Income and Expense) and 3ABC reminders.

December 30th - Mail 121A Letters to State & Entities.

December 30th - Post and advertise FOL, I&E and form 3ABCs on community website.

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## 1 JANUARY

### ✓ Key Dates

January 1<sup>st</sup> - Property tax Assessment date for the following fiscal year.

January 1<sup>st</sup> - Qualification date for Personal Property tax exemptions.

January 1<sup>st</sup> - Ensure property tax abatement applications are on the Assessor's webpage.

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## 1 FEBRUARY

### ✓ Key Dates

February 1- Due date for actual tax bills - both real and personal property.

February 1st - Real estate Abatement application deadline. Reminder: In communities that use a quarterly billing cycle, if the actual tax bills are mailed after December 31, however, it is May 1, or 30 days after the bills are mailed if that date is later.

February 21st - Annual Motor Vehicle Excise 1<sup>st</sup> Commitment usually prepared & mailed.

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## 1 MARCH

### ✓ Key Dates

March 1- Due date for FOL (Forms of List)

March 1- Deadline for SOL (State Owned Land) acquisitions into Gateway.

March 15th - Prepare 4th quarter tax file with owner updates.

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## 1 APRIL

### ✓ Key Dates

April 1<sup>st</sup> - Due date for I&E (Income & Expense) forms

April 1<sup>st</sup> - Due date for Senior and Veteran Exemptions.

April 15th - Send I&E (Income & Expense) non-filers certified mail request for compliance.

April 30th - MDM-1 and MVE Reimbursement forms due in Gateway.

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## 1 MAY

### ✓ Key Dates

May 15th - Start preparing Quarter 1 tax file, new parcels and deletions.

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## 1 JUNE

### ✓ Key Dates

June 1- Update Assessors Certification under the Directory tab in Gateway.

June 1- DLS Notification of Proposed EQV's (equalized valuations) (even years only).

June 1- DLS Notification of SOL (state owned land) values.

June 15th - DLS determines and certifies pipeline and telephone valuations.

June 20th - Last day to Commit Omitted/Revised Assessments to Collector.

June 30th - Due Date for submitting Omitted/Revised Assessment Form and LA13A in Gateway.

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