



Bulletin

2009-11B

Sales Report Submissions

TO: Boards of Assessors & Revaluation Vendors

FROM: Marilyn H. Browne, Chief
Bureau of Local Assessment

DATE: April 22, 2009

SUBJECT: **Annual Submission of Property Sales Reports — LA-3**

This is to notify you that, beginning with the FY2010 tax rate setting process local assessors will be required to annually submit Property Sales Reports (LA-3s) to the Bureau of Local Assessment (BLA). Sales reports for communities not scheduled for triennial certification must be received at the time that assessors submit their Assessment/Classification Report, LA-4, and Tax Base Levy Growth form, LA-13, to the BLA for review and certification.

To assist you the Division of Local Services is creating an Interim Year Adjustment Report, LA-15 that will be automatically generated in the Gateway system from your Property Sales Reports. Assessors will be able to review the report and determine if any assessments need to be made prior to submission of the sales reports to BLA. Data submitted on the LA-15 will reflect the LA-3 information. Once the programming of the automated LA-15 is complete, further details will be forthcoming.

Gateway submissions of Property Sales Reports, LA-3, require that you select the proper submission category: triennial certification, equalized valuation or interim year adjustment review. Please be sure to select the proper category.