CHECKLIST FOR COMPLETING ANNUAL RECAPITULATIONS

FIRST RECAP

___ 1. Telecom Assessment. Telecommunications Assessment should be included in your commercial total but also needs to be broken out for tracking purposes.

___ 2. Amount Deferred under Agricultural Land Use Act. Be sure to include this information.

___ 3. Record of Additions and Deletions filled in completely. Taxable and Fair Cash Value columns should both be completed. The totals will likely be the same in the Residential and Commercial property classes.

___ 4. Property Valuation Administrator’s Signature. Email submission is acceptable as long as it includes PVA signature.

SUMMARY OF REAL PROPERTY TAX ROLL CHANGES (FINAL RECAP)

___ 1. PVA’s Recapitulation Totals. Column 1 should equal your First Recap numbers.

___ 2. Increases and Decreases. Make sure Column 2, 3 and 4 calculate and equal Column 5.

___ 3. Parcel Count. Number of parcels by property class should be included on the Final Recap.

___ 4. Amount Deferred under Agricultural Land Use Act. Be sure to include this information.

___ 5. Fair Cash Value of Farm Residences. Be sure to include this information.

___ 6. Number of Taxpayers with Homestead Exemptions. The total number of taxpayers with HEX and the total number of all taxpayers with DEX.

___ 7. Record of Addition and Deletions filled in completely. Taxable and Fair Cash Value columns should both be completed. The totals will likely be the same in the Residential and Commercial property classes.

___ 8. Net Exonerations from Real & Tangible Property Assessments. Indicate if numbers are + or -. 

___ 9. Complete Addition/Deletion Listing. A complete listing of Additions and Deletions should accompany your Final Recap. The numbers on your final recap should be the same as your listing.

___ 10. School Districts. If you have more than one school district then there should be a Summary of Real Property Tax Roll Changes (Final Recap) for each school district. All school districts should Total to the Grand Total Recap.

___ 11. Property Valuation Administrator’s Signature. Email submission is acceptable as long as it includes PVA signature.

___ 12. Call or e-mail Laura Steele to close Tangibles.

For additional information, forms, updates, etc. visit the PVA Network: http://revenue.ky.gov/PVANetwork/ 

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