Property Value Appraisal Freeze Program

Internal FAQs and Procedures

Enabling statute: 32 V.S.A. Chapter 125, Subchapter 3; (Sec. 80, Act 181, 2024)

FAQs and Procedures regarding the Tax Department

1. Q: Who provides property SPAN and exemption amounts to the Tax Department?

   A: A list of eligible properties by SPAN with the correct exemption amount (if available) for each parcel. This data is similar to the information currently provided to the Tax Department by other exempt property owners.

2. Q: Can/should the Tax Department be involved in applying the property value freeze or is this done at the municipal level?

   A. The same process will be followed as is used for any other property tax exemption – it is handled at the municipal level. Municipalities, not the State, handle almost all property valuation as well as the property tax billing and collection tasks.

3. Q: What role does the Tax Department play?

   A: The Property Valuation and Review (PVR) District Advisors will run a report during the equalization study that cross references exemptions each year and can address any issues that arise as appropriate. Additionally, the District Advisors are generally available to provide guidance to municipalities and their listers.

4. Q: How can the Tax Department help municipalities administer the property value freeze?

   A: The Tax Department is working on guidance for municipalities.

5. Q: What if an applicant qualifies for the State property valuation freeze but the municipality doesn't adopt and approve a corresponding freeze of the Municipal property tax?

   A: If two different valuations are applied, the following steps would be taken:

   i. There would be one valuation for the State education property tax and a different one for the Municipal property tax. (This is not unusual. Towns often enact local property tax exemptions that do not exempt a property from the State education tax. The town then bills the property owner based on different values for the State versus the Municipal property tax. This same process would be followed by any towns that do not adopt the exemption.)

ii. For the property value freeze, Act 181 specifically requires towns to indicate on their grand lists whether a property is exempt from only the State education property tax or both the State and municipal property taxes. *See* Sec. 81 of Act 181 amending 32 V.S.A. § 4152(a)(6).

FAQs and Procedures regarding the Agency of Commerce and Community Development

1. Q: How are the applications/certifications tracked internally?

   A: ACCD will notify applicants within 60 days of receipt of an application and maintain a spreadsheet to track all applications.

2. Q: How will ACCD notify a Municipality and the Tax Department concerning approved applications?

   A: ACCD will develop a separate spreadsheet and/or list to provide the Tax Department.

3. Q: How will ACCD handle the denial of an application?

   A. ACCD will deny applications if they are incomplete or if there is information which contradicts the requirements of the program (*e.g.* the property address is outside a qualifying county).

4. Q: What happens when an application is denied?

   A: ACCD will provide written notice of application denials to the applicant and the Municipality with the reasons for its decision.