

REAL PROPERTY LISTER FUNCTIONS IN LA CROSSE COUNTY

ASSESSMENT PROCESS

RPL PRODUCES THE FOLLOWING FOR THE MUNICIPAL ASSESSOR:

UPDATED & NEW FORMS POSTED TO THE DOR WEBSITE

YEARLY REAL ESTATE ASSESSMENT LABELS (NAME CHANGES/SPLITS/COMBINATIONS THAT WERE MADE BY THE RPL WORKING THE DAILY RECORDED DOCUMENTS IN THE REGISTER OF DEEDS OFFICE/ MAILING ADDRESS CHANGES RECEIVED & MADE BY RPL)

YEARLY PERSONAL PROPERTY ASSESSMENT MAILING LABELS (FOR THE PA-003 FORM TO BE MAILED BY ASSESSOR)

REAL ESTATE WORK BOOK (BEGINNING PARCELS AND VALUES)

ELECTRONIC REAL ESTATE WORKBOOKS (BEGINNING PARCELS & VALUES – LOAD ON COUNTY’S FTP SITE FOR ASSESSORS TO RETRIEVE & ALSO LOAD TO MARKET DRIVE’S FTP SITE FOR MARKET DRIVE USERS)

PERSONAL PROPERTY WORKBOOK (BEGINNING ACCOUNTS AND VALUES)

NEW/SPLIT PARCEL LIST (COMBINATIONS/SPLITS THAT WERE MADE BY RPL WORKING DAILY RECORDED DOCUMENTS IN THE REGISTER OF DEEDS OFFICE THAT THE ASSESSOR HAS TO VALUE)

RETIRED/DELETED PARCEL LIST (DELETES THAT WERE MADE BY RPL WORKING DAILY RECORDED DOCUMENTS IN THE REGISTER OF DEEDS OFFICE)

RPL IMPORTS ASSESSOR’S NEW VALUES & PERFORMS THE FOLLOWING FUNCTIONS:

ELECTRONICALLY IMPORT REAL ESTATE VALUES AND HAND ENTER PERSONAL PROPERTY VALUES

RUN REAL ESTATE NOTICES

MAKE OPEN BOOK CHANGES IF NECESSARY

RUN REAL ESTATE & PERSONAL PROPERTY ASSESSMENT ROLLS

RUN STATEMENT OF ASSESSMENT AND ELECTRONICALLY UPLOAD TO THE STATE DOR WEBSITE (SEND PAPER COPY TO ASSESSOR & MUNICIPAL CLERK)

MAKE NECESSARY AMENDMENTS TO THE STATEMENT OF ASSESSMENT AND RESUBMIT TO THE DOR WEBSITE & REDISTRIBUTE PAPER COPIES

RPL PRODUCES & UPLOADS YEARLY TO THE DOR WEBSITE THE FOLLOWING REPORTS FOR THE

IPAS SYSTEM:

REAL ESTATE & PERSONAL PROPERTY ASSESSMENT INITIAL WORK ROLLS FOR EVERY MUNICIPALITY IN THE COUNTY

REAL ESTATE & PERSONAL PROPERTY ASSESSMENT POST BOARD OF REVIEW ROLLS FOR EVERY MUNICIPALITY IN THE COUNTY

TAX ROLL FOR EVERY MUNICIPALITY IN THE COUNTY

SPECIAL ASSESSMENT CHARGES PROCESS

SPECIAL ASSESSMENTS SUBMITTED BY CLERK FOR ENTRY ON TAX BILLS BY THE FOLLOWING OPTIONS:

SPECIAL ASSESSMENTS HAND ENTERED BY RPL

CLERK/TREASURER CONNECT TO COUNTY NETWORK AND HAND ENTER

CLERK/TREASURER SUBMITS DATA FILE TO RPL TO UPLOAD TO DATA BASE

CREATING A TAX INCREMENTAL DISTRICT

PARCELS ARE IDENTIFIED TO THE RPL – RPL CREATES A NEW TID CODE & AFFECTED PARCELS ARE UPDATED WITH THE NEW CODE

GIS SPECIALISTS CREATE A TID MAP REFLECTING THE TID PARCELS

RPL CREATES TID DISTRICT REPORTS WHICH TRACK VALUES IN RELATION TO THE TID BASE

TAX CALCULATION PROCESS

RPL PERFORMS THE FOLLOWING FUNCTIONS:

VALIDATES & UPDATES ALL MUNICIPALITY'S LOCAL TREASURER'S NAME & MAILING ADDRESS TO PRINT ON THE TAX BILL
ENTERS TAX PAYMENT SCHEDULES FOR ALL MUNICIPALITIES
ENTERS EACH TAXATION DISTRICT LEVIES & CREDITS FOR ALL MUNICIPALITIES
ENTERS ALL MUNICIPALITY'S FAIR MARKET RATES
ENTERS ALL SCHOOL DISTRICT'S EQUALIZED RATES
ENTERS ALL LOTTERY CREDITS
ENTERS ALL FIRST DOLLAR CREDITS
TOTALS ALL MUNICIPALITY'S ASSESSMENT VALUES
CALCULATES ALL MUNICIPALITY'S MILL RATES
GENERATES ALL MUNICIPALITY'S TAX BILLS
POSTS ALL MILL RATES TO COUNTY WEBSITE

WORKING OF DAILY DOCUMENTS RECORDED IN THE REGISTER OF DEEDS OFFICE THAT CREATES THE ASSESSMENT ROLLS:

RPL PERFORMS FOLLOWING FUNCTIONS ON A DAILY BASIS ACCESSING THE ROD'S OFFICE & THE DOR'S WEBSITE:

CHECKS E-RETURN ON DOR'S WEBSITE TO RETRIEVE DEEDS TAX PARCEL IDENTIFICATION NUMBER & GRANTEE'S MAILING ADDRESS FOR TAX BILL
RETRIEVE RECEPTION BOOK & DEED IMAGES FROM THE REGISTER OF DEED'S OFFICE
CREATE WORD DOCUMENT USING THE ABOVE INFORMATION
WORK DOCUMENTS ON A DAILY BASIS ALL YEAR BY PERFORMING NAME CHANGES, SPLITS, DELETES, COMBINATIONS, CREATING NEW PARCELS FOR NEW PLATS & NEW CERTIFIED SURVEY MAPS, PARCELS IN ANNEXATIONS, ETC.
RESEARCHES TITLE AND DOCUMENTS IN THE REGISTER OF DEEDS OFFICE AS NEEDED
ASSIGNS & MAINTAINS SCHOOL CODES, SPECIAL PURPOSE CODES/DISTRICTS, POSTAL DISTRICTS & SUPERVISORY DISTRICTS, ETC.
ASSIGNS PARCEL NUMBERS, ACREAGES ON ALL PARCELS, ABBREVIATES LEGAL DESCRIPTIONS UNIFORMLY
APPLIES KNOWLEDGE OF CHAIN OF TITLE, OWNERSHIP INTEREST, PROBATE & PUBLIC LAND SURVEY SYSTEM
CORRECT E-RETURNS ON DOR'S WEBSITE IF NECESSARY
MAILING ADDRESSES CHANGED ON A DAILY BASIS AS SUPPLIED TO THE RPL

GEOGRAPHIC INFORMATION MAPPING UPDATED ON A DAILY BASIS AS NEEDED BY WORKED DOCUMENTS DESCRIBED ABOVE

ZONING, ENVIRONMENTAL HEALTH & LAND CONSERVATION PERMITS ISSUED ON A DAILY BASIS BY ACCESSING THE CURRENT PARCEL INFORMATION PRODUCED BY THE ABOVE

RPL HELPS WITH THE REVIEW PROCESS OF CERTIFIED SURVEY MAPS

INFORMATION TECHNOLOGY DEPARTMENT & RPL WORK TOGETHER ON AN ONGOING BASIS TO UPDATE/IMPROVE TAX PROGRAM (WHICH IS AN INHOUSE PROGRAM PRODUCED BY RPL & IT) & TO MAKE ALL STATE MANDATED CHANGES