

**Town of Vienna
Assessment Department Monthly Report
June 2024**

- The final 2024 assessment roll was uploaded to the county on June 3, 2024. No changes to the RPS database can be made until the 2024 file is returned by the county for upload to the RPS software.
- A hard copy of the 2024 final roll is filed with the Town Clerk on June 27, 2024, with a second copy in the Assessor’s office. A legal notice of final assessment roll has been posted on the Town Hall bulletin board and sent to Queen Central News for publishing in the July 1, 2024 edition of the paper.
- Processed 10 sales for entry into the RPS database and for sales transmittals using department procedure 006, RP-5217 (Sales) Review Process. All arm’s-length sale property transactions since March 1, 2024, taxable status date have been reviewed for inventory comparison between tax records and sales listings with valuation changes made where applicable.

Impact of Changes due to Sales, Splits and Merges

2025 Tax Roll	Total	Assessed Value Change	Market Value Change
Sales Reviewed	6		
Splits and Mergers	0		
Totals	6	\$41,500	\$115,278

- Valuation of closed building permits for the 2025 assessment roll has begun. Sylvan Beach valuation changes must be complete by 12/31/2024 and Town of Vienna valuations must be completed before tentative roll, and all that were completed before March 1, 2025, will be valued.

Permits – Village of Sylvan Beach (306401) and Town of Vienna (306489)

2024 Tax Roll	Closed by Codes	Valued by Assessor	Assessed Value Change	Market Value Change
Sylvan Beach	11	7	\$91,470	\$254,083
Town of Vienna	16	14	\$43,470	\$120.750
Totals	27	21	\$134,940	\$362,758

- The Assessor is required to maintain at least 12 Continuing Education Credits (CE) per year starting in October 1, 2024 through September 30, 2025.

- The Assessment Department continued work on a project to scan and upload the latest property transfer records in RPS, which includes the deed to each parcel within Town of Vienna. This work is being performed by the Assessor Clerk and is expected to complete in late 2024.

Respectfully submitted,

Phillip M. Amway, SCA

Sole Assessor

Town of Vienna

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