



DOV Process Changes

**Fall School of
Instruction
October 6, 2020**



Purpose of New Process

Purpose and Goal

Speed up timing for receipt and processing of DOV documents

Allows for completion of sales lists in the January February time frame

Places destiny for having final sales list complete in assessors hands

Purpose and Goal

Accommodates completion of commercial appraisals to be included on “final” sales list in the February-March time frame

Plan is to also accommodate the MR modeled appraisals in the March-April time frame if at all possible. This will depend upon assessors completion of all MR sales and data gathering in the January-February time frame.

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How can this be?

How? & When?

- Control # on Page 1 of DOV Document
 - Required November 15, 2020
 - Will search online DOV program via
 - control #
 - book page
 - instrument number
 - instrument date
 - Worklists

How? & When?

– Worklists

- DOV's mailed to Department
- Processed page 1 DOV's appear on Assessor worklist
- Assessor enters page 2 data
- When complete goes off of assessor worklist

How? & When?

- Sales comments
 - Search for the record you want to make a sales comment
 - Once online application live all comments will be through the online program
 - When assessor completes transaction on worklist it will go to IDR for their review

How? & When?

- Beginning January 1st 2021 Rules
 - Prompt submission of DOV from Recorder to Assessor
 - Prompt submission of DOV from Assessor to Department

Form Completion Instructions

- Will be published after conclusion of Fall School
- Will clarify dates for requirements
- Will clarify who is responsible
- Will direct assessors to complete Page 2 online DOV application
- Will provide an instructional manual for use of DOV online application



DOV New Software Application Demonstration

Conclusion

- DOV processing procedures are changing
- Beginning November 15 Control # is required
- After adoption of effective date of ARC 5184C assume late December
- Beginning in January online processing of page 2 required

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