

## What's New on the New DOV - Webinar Q & A June 14, 2016

### One Page or Two?

Q: Is the recorder required to forward both pages to the Assessor? We are only getting one page.

A: IDR needs both pages. If you don't have page 2, take a new form, fill out page 2, and send it with page 1. Put Page 1 on top.

### Staple Pages Together?

Q: Should I staple the pages together or leave them separate for scanning?

A: You can staple the pages together.

Q: Can I paper clip the pages together?

A: Staples are better than paper clips.

### Completing Page 2:

Q: I just use the fillable form to fill in page 2. Is that OK?

A: That is a great idea!

Q: I have seen numerous DOVs where the page 2 boxes are too light to be seen.

A: If you can't see the boxes on page 2, take a new form, fill out page 2, and send it with page 1. Put Page 1 on top.

### Multi-Parcel Sales:

Q: I only need to list the parent parcel on a multi parcel sale? I add all the values together and log them on the line of its class, right?

A: On a multi-parcel sale you add the values together and enter them on the appropriate class line. You can still provide the additional parcel number(s) either at the bottom under comments or on an additional page.

### Leading Zeros:

Q: On the occupancy and NUTC areas do you need leading zeros or can you put your codes to the left or right like the township field?

A: We do not need leading zeros for the NUTC and Occupancy Codes. They can be entered left to right or right to left.

Q: Our city/township numbers are only 8-10 digits so are we to fill in the number with 2 or 3 blank boxes at the beginning of that line?

A: That is fine. We do not need leading zeros on any entry except Jurisdiction.

### Boxes

Q: Some of our new DOV's are poor quality copies such as whole lines of the boxes to fill in are missing. Are we just to fill these in as best we can? Can our Recorder demand a better quality of copy when they come into their office?

A: IDR needs both pages. If you don't see the boxes on page 2, take a new form, fill out page 2, and send it with page 1. Put Page 1 on top.

Q: Is an update planned to change the color of the boxes so they print on the forms?

A: No. The boxes are intentionally light grey. They are guidelines to define the area to enter information.

### Other:

Q: Why is the "Building Value" line not grayed out on the Residential line like the "Dwelling value" is on the Commercial and Industrial lines?

A: Building value for a residential property could be a garage or other building on the property.