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# MINNESOTA ASSESSORS' MANUAL

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# PREFACE

The 1972 edition of the Minnesota Assessors' Manual is considerably shorter than previous editions as a result of three major changes.

The first change is in the elimination of appraisal data from the manual. It was felt that this information was no longer needed in the manual since Minnesota assessors are now required to attend appraisal courses sponsored or approved by the State Board of Assessors, or to demonstrate their appraisal abilities by passing a comprehensive examination, before the State Board of Assessors will award certification or accreditation.

The second major change is in the presentation of the laws governing the assessor's powers and duties. Rather than present the laws verbatim, as has been the case in previous editions, an attempt has been made to paraphrase the laws and give a brief explanation where necessary. The citation following each statement is to be used in the event the assessor wishes to consult the statute books or the Minnesota Statutes Annotated for an Attorney General's opinion or a court decision.

The third major change is in the format of the manual. The manual has been printed in loose leaf form to enable assessors to replace pages and add supplements as laws change and new policies are developed. The initial edition does not go into depth on any one subject. Supplements, however, will contain more detailed information on particular subjects. The Documents Section of the Department of Administration will handle the distribution of these supplements on a subscription basis.

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# APPOINTMENT, COMPENSATION AND GENERAL DUTIES OF ASSESSORS

## QUALIFICATIONS

In view of the increased public interest in the administration of the property tax, assessors are going to be required by law to be better trained and more knowledgeable than ever before. Commencing December 1, 1974, all township, village, city and county assessors in Minnesota will be required to be certified assessors. The State Board of Assessors will determine what training and experience are necessary to qualify a person for the office of assessor. The Board is authorized to certify an assessor even though the individual lacks the prescribed training provided he can demonstrate his capabilities by means of an examination or proven experience. The Board is authorized to make changes in the requirements for accreditation as it sees fit. In addition to the required training and experience necessary for certification, assessors must be residents of the State of Minnesota and should possess certain attributes which contribute to public confidence in the assessor.

## TOWN, VILLAGE AND CITY ASSESSORS

### Appointment

The appointment of town, village and city assessors is made by the governing board or council of the locality. All town assessors are appointed by the town board. All village assessors are appointed by the village council or other appointing authority as provided by law. Notwithstanding any charter provision to the contrary, all city assessors are to be appointed by the city council or other appointing authority as provided by law or charter. (M.S. Section 273.05, Subd. 1)

All assessors are required to take an oath of office and to file with the county auditor their bond to the state. (M.S. Sec. 273.05, Subd. 2)

### Compensation

The minimum compensation for county assessors is established by statute. Provisions covering the compensation paid to town assessors is found in M.S. 367.05, Subd. 1.

A similar statute, M.S. Sec. 412.131, covers the compensation paid to village assessors while M.S. Sec. 273.04 establishes the minimum compensation of city assessors.

The costs incurred while attending approved training courses necessary for certification may be paid by the state under authority of M.S. Sec. 273.075. If the costs are in excess of the amount paid by the state, the town, village or city shall assume the costs of training the assessor. (M.S. Sec. 270.50)

### Duties

The primary duty of township, village and city assessors is to view and estimate the value of property. (M.S. Sec. 273.061, Subd. 7)

Depending upon the size of the city or village, the assessor may have additional duties.

In cities of the first class, (except in the case of Ramsey County) the city assessor has the powers and duties of the county assessor. In all other cities and villages having a population of 30,000 persons or more, the powers and duties of the county assessor are vested in the city and village assessor while the county assessor retains supervisory duties. (M.S. Sec. 273.063)

## THE COUNTY ASSESSOR

### Appointment

Every county in Minnesota is required by law to have a county assessor. The county assessor is appointed by the board of county commissioners and must receive the approval of the commissioner of taxation before the appointment becomes effective. (M.S. Sec. 273.061, Subd. 1)

Beginning January 1, 1973, the term of office for all county assessors will be four years. (M.S. Sec. 273.061, Subd. 2)

If a vacancy should occur in the office of the county assessor, the board of county commissioners is to fill the office by appointment, with the approval of the commissioner of taxation, within 30 days after the vacancy occurs. Between the time the vacancy occurs and the time the vacancy is filled, the deputy or chief deputy shall perform the functions of the office. (M.S. Sec. 273.061, Subd. 1 and 2)

Before the county assessor can assume the duties, he must take an oath of office and give a bond to the state. (M.S. Sec. 273.061, Subd. 3)

The county assessor may employ whatever help he deems necessary to perform the duties of the office, subject to the approval of the county board of commissioners. (M.S. Sec. 273.061, Subd. 4)

The board of county commissioners is required to provide the county assessor and his assistants with suitable office space and to provide whatever supplies are necessary to fulfill the duties of the office. (M.S. Sec. 273.061, Subd. 5)

### Compensation

Minimum salaries for the office of county assessor are determined by the population of the county and are found in M.S. Sec. 273.061, Subd. 6.

As is the case with the other assessors, when the county assessor or his deputies attend training courses approved by the state, the state may pay the tuition for the courses. (M.S. Sec. 273.075)

**Powers and Duties**

The county assessor's duties, both specific and general, are to be found in M.S. Sec. 273.061, Subd. 8 and 9.

The county assessor has the following powers and duties:

1. He is to call upon and confer with the township, borough, village and city assessors in his county, and advise and give them the necessary instructions and directions as to their duties under the laws of this state, to the end that a uniform assessment of all real property in the county will be attained.
2. He is to assist and instruct the local assessors in the preparation and proper use of land maps and record cards, in the property classification of real and personal property, and in the determination of proper standards of value.
3. He is to keep the local assessors in his county advised of all changes in assessment laws and all instructions which he receives from the commissioner of taxation relating to their duties.
4. He is to attend all county seat instructional meetings of the local assessors of his county called by the commissioner of taxation and shall assist the representatives of the commissioner in conducting those meetings.
5. He has the authority to require the attendance of groups of local assessors at sectional meetings called by him for the purpose of giving them further assistance and instruction as to their duties.
6. He is to prepare a large scale topographical land map of the county, in such form as may be prescribed by the commissioner of taxation, showing thereon the location of all railroads, highways and roads, bridges, rivers and lakes, swamp areas, wooded tracts, stony ridges and other features which might affect the value of the land. Appropriate symbols shall be used to indicate the best, the fair and the poor land of the county. For use in connection with the topographical land map, he is to prepare and keep available in his office tables showing fair average minimum and maximum market values per acre of cultivated, meadow, pasture, cutover, timber and waste lands of each township. He is to keep the map and tables available in his office for the guidance of town assessors, boards of review and the county board of equalization.
7. He is to also prepare and keep available in his office for the guidance of town assessors, boards of review and the county board of equalization, a land valuation map of the county, in such form as may be prescribed by the commissioner of taxation. This map, which should include the bordering tier of townships of each county adjoining, is to show the average market value per acre, both with and without improvements, as finally equalized in the last biennial assessment of real estate, of all land in each town or unorganized township which lies outside the corporate limits of boroughs, villages and cities.
8. He is to regularly examine all conveyances of land outside the corporate limits of cities of the first and second class, filed with the register of deeds of his county, and keep a file, by descriptions, of the considerations shown thereon. From the information obtained by comparing the considerations shown with the market values assessed, he is to make recommendations to the county board of equalization of necessary changes in individual assessments or aggregate valuations.
9. While the county board of equalization is in session, he is required to give it every possible assistance to enable it to perform its duties. He is to furnish the board with all necessary charts, tables, comparisons and data which it requires in its deliberations and make whatever investigations the board may desire.
10. He is responsible for the assessment of all personal property in his county which has not been specifically exempted by law except in cities of the first class or villages with a population in excess of 30,000 which employ their own assessors.
11. At the request of either the board of county commissioners or the commissioner of taxation, he is to investigate applications for reductions of valuation and abatements and settlements of taxes, examine the real or personal property involved, and submit written reports and recommendations with respect to the applications, in such form as may be prescribed by the board of county commissioners and commissioner of taxation.
12. He is to search each year for real and personal property which has been omitted from assessment in his county, and report all such omissions to the county auditor.
13. He should render such other services pertaining to the assessment of real and personal property

in his county as are not inconsistent with the duties set forth in this section and as may be required of him by the board of county commissioners or by the commissioner of taxation.

14. He is to make all assessments, based upon the appraised values reported to him by the local assessors or his assistants and his own knowledge of the value of the property assessed.
15. He is to personally view and determine the value of any property which because of its type or character may be difficult for the local assessor to appraise.
16. He is to make all changes ordered by the local boards of review, relative to the assessed value of the property of any individual, firm or corporation after notice has been given and hearings held as provided by law.
17. He is to enter all assessments in the assessment books, furnished him by the county auditor, with each book and the tabular statements for each book in correct balance.
18. He is to prepare all assessment cards, charts, maps and any other forms prescribed by the commissioner of taxation.
19. He is to attend the meeting of the county board of equalization; to investigate and report on any assessment ordered by said board; to enter all changes made by said board in the assessment books and prepare the abstract of assessments for the commissioner of taxation; to enter all changes made by the state board of equalization in the assessment books; to deduct all exemptions authorized by law from each assessment and certify to the county auditor the taxable value of each parcel of land, as described and listed in the assessment books by the county auditor, and the taxable value of the personal property of each person, firm or corporation assessed.
20. He is to investigate and make recommendations relative to all applications for the abatement of taxes or applications for the reduction of the assessed valuation of any property.
21. He is to perform all other duties relating to the assessment of property for the purposes of taxation which may be required of him by the commissioner of taxation.
22. He is to notify the person to be assessed (or occupant if the latter's address is unknown to the assessor) of any increase in valuation over the previous year. (M.S. Sec. 273.121)

In counties having unorganized territory divided into one or more assessment districts, the board of county commissioners may appoint the county assessor for all such districts. In such case, the assessor shall receive no compensation for performing the duties of assessor. He shall, however, be allowed his expenses for reasonable and necessary travel in the performance of his duties. Such expenses are payable out of the general revenue fund of the county. (M.S. Sec. 273.061, Subd. 10)

## JOINT ASSESSMENT

The governing bodies of cities, villages and townships may enter into agreement whereby two or more assessment districts are assessed by one assessor. (M.S. Sec. 273.072)

When taxing districts enter into agreement between themselves for joint assessment, the following provisions should be covered in the agreement:

1. The term of the agreement unless an indefinite term is desired.
2. The method of appointment to and removal from office of the assessor who is to make the assessment.
3. The amounts to be paid in salaries and for expenses and the manner in which the funds are to be provided and paid.
4. The disposition of any property acquired and the return of unexpended funds in proportion to contributions of contracting parties.

## LOCAL ASSESSMENTS BY COUNTY ASSESSOR

According to Extra Session Laws 1971, Chapter 31, villages, cities, townships and boroughs with a population of 10,000 or less must certify to the commissioner of taxation its intention to employ or continue to employ an accredited assessor, either singly or jointly with one or more other subdivisions. (M.S. Sec. 270.49)

If the governing body of any township, city, village or borough, so affected, fails to make such certification with the commissioner, the county assessor shall assume the assessment duties in the local district on December 1, 1972.

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# EXEMPT PROPERTY

All property, real and personal, in the state is taxable except such as is by law exempt. Exemption laws are to be construed strictly, not broadly. The assessor has an extremely important responsibility in extending exemption to property as he makes his assessment. Each property previously listed as exempt and any property claimed to be exempt are subject to his review and determination. Ownership, use and necessity of ownership are key elements in determining exemption.

The following property is exempt by statute: (M.S. Sec. 272.02)

1. Public Burying Grounds — All public burying grounds are exempt even though the cemetery is owned by an association and operated for profit. The exemption applies only to lands currently used or acquired for current use. Also exempt are structures necessary in the operation of the cemetery.

2. Public School Houses — All property owned by the public and used for school purposes is exempt from taxation. Property owned, leased or used by any public elementary or secondary school district for a home residence or lodging house for any teacher, instructor, or administrator is not included in the exemption.

3. All Public Hospitals — Property owned and used by hospitals open to the general public and not operated for private profit is exempt from taxation. However, property owned or leased by, or loaned to, a hospital and used principally by such hospital as a recreational or rest area for employees, administrators or medical personnel is not exempt.

4. All Academies, Colleges and Universities and all Seminaries of Learning — All property owned and used for educational purposes by academies, colleges, universities and seminaries of learning is exempt from taxation, even though the institutions of learning may be privately owned and operated for profit. However, in order to have an institution receive tax exemption, the curriculum must parallel that of public education.

5. All Churches, Church Property and Houses of Worship — All churches and church property including personal property owned and used for church purposes are exempt.

Church property, including that of the parsonage, is not exempt if it is rented out to private individuals or corporations or when the property is used for purposes other than those for which the church was established. The exemption applicable to churches does not apply to the property of a clergyman nor to any property owned by an individual and used for church purposes.

6. Institutions of Purely Public Charity — Property owned by institutions of purely public charity and used in the furtherance of the purposes of such institutions is exempt. "Purely public charity" is said to be one which is administered wholly or exclusively for the benefit of the public although the property devoted to such use need not be owned by the public.

Commercial and civic organizations, clubs, fraternities, fraternal and benevolent organizations and lodges, and veterans groups are not considered institutions of purely public charity and their property should be listed for taxation. Nursing homes, rest homes and drug and alcoholic treatment centers may be institutions of purely public charity if the institution is widely held, with no gain of any kind going to any members or officers, admission must be open to all persons without regard to race, religion or financial ability and support should not rest entirely on the patients' or guests' payment, but to a substantial extent on contributions.

7. All Public Property Exclusively Used for Any Public Purposes—This includes: All property, the title to which is in the government of the United States or the State of Minnesota or its agencies or instrumentalities and all property on Indian reservations owned by the tribe or individual members of the tribe is exempt if not leased, loaned or used in any way by an outside interest.

When property owned by the government of the United States or the State of Minnesota or its agencies or subdivisions is leased, loaned or otherwise made available to persons or corporations for use in connection with a business conducted for profit, the user is assessed for the property as if he were the owner.

Property of certain federal agencies, such as national banks, is taxable upon the terms and to the extent prescribed by Congress.

All property, real and personal, the title to which is in a county, municipality or other political subdivision, is exempt if it is presently being used for a public purpose. If the property is being rented out by the municipality, it is not entitled to exemption even though the proceeds derived therefrom are used for public purposes.

(a) Property owned by a county and used in connection with holding agricultural fairs is exempt, as is property owned by a county or district agricultural society and used for holding fairs and exhibitions.

(b) All property of libraries is exempt provided such libraries are administered wholly and exclusively for the benefit of the public—public use and not ownership being the test.

(c) With a few exceptions all property connected with city, town and village halls is exempt even though a part of the hall is used for private offices or the whole is used occasionally for entertainment.

(d) Property of municipal light and water plants is exempt from taxation, unless it is leased to private individuals or companies.

(e) Publicly owned golf courses operated for the benefit of the public are exempt even though fees are charged. Municipal property leased to an individual for use as a golf course is not exempt.

(f) Although municipally owned telephone systems are exempt it is no longer true that a parcel of real estate owned by a municipality and used partly for purposes of a telephone office and partly for income purposes is entirely exempt. Only the portion used for an exempt purpose is entitled to exemption.

(g) Municipal airports established under the provisions of the uniform airports act are exempt from taxation. Such exemption includes concessions in an airport owned by the municipality but leased to private persons for operation and uses consistent with the purposes of the airport. Privately owned hangars and other privately owned buildings used for airport purposes, located on the airport property, should be assessed as personal property in Class 4. When privately owned structures located on portions of airport property are leased for terms of three or more years the tract of land and structures thereon should be assessed as real property.

(h) Municipal property leased to the United States Post Office Department is not exempt, nor are municipally owned buildings used to store grain for the Department of Agriculture.

8. All natural cheese held in storage for aging by the original Minnesota manufacturer.

9. Class 2 property of every household of the value of $100 maintained in the principal place of residence of the owner thereof. The county board of any county may exempt from taxation all class 2 property as defined in M.S. Sec. 273.13 situated within a county. See also M.S. Sec. 272.62, 272.63 and 272.66.

10. Farm machinery manufactured prior to 1930 which is used only for display purposes as collectors items.

11. All agricultural products, inventories, stocks of merchandise of all sorts, all materials, parts and supplies, furniture and equipment, manufacturers material, manufactured articles including the inventories of manufacturers, wholesalers, retailers and contractors; and the furnishings of a room or apartment in a hotel, rooming house, tourist court, mobile or trailer camp, tools and machinery which by law are considered as personal property, except personal property which is part of an electric generating, transmission or distribution system or a pipeline system transporting or distributing water, gas or petroleum products.

12. Containers of a kind customarily in the possession of the consumer during the consumption of commodities, the sale of which are subject to tax under the provisions of the excise tax imposed by Extra Session Laws 1967, Chapter 32.

13. All livestock, poultry, horses, mules and other animals used exclusively for agricultural purposes.

14. All agricultural tools, implements and machinery used by the owners in any agricultural pursuit.

15. Real and personal property used primarily for the abatement and control of air, water or land pollution to the extent that it is so used. Any taxpayer requesting exemption of all or a portion of any equipment or device, or part thereof, operated primarily for the control or abatement of air, water or land pollution shall file an application with the commissioner of taxation. Any such equipment or device shall meet standards, regulations or criteria prescribed by the Minnesota Pollution Control Agency, and must be installed or operated in accordance with a permit or order issued by that agency. The Minnesota Pollution Control Agency shall upon request of the commissioner furnish information or advice to the commissioner. If the commissioner determines that property qualifies for exemption, he shall issue an order exempting such property from taxation. Any such equipment or device shall continue to be exempt from taxation as long as the permit issued by the Minnesota Pollution Control Agency remains in effect.

16. Exemption is allowed property of a volunteer fire department used exclusively for fire defense purposes. (M.S. Sec. 272.021)

## LISTING EXEMPT PROPERTY

Every sixth year, the assessor is required to value and assess the exempt property in the same manner that other real property is valued and assessed and shall designate in each case the purpose for which the property is used. (M.S. Sec. 273.18)

In making the assessments in the year 1974, the assessor should be prepared to enter the market value of land and structures against each description of exempt property appearing in the assessment book. The assessor should enter valuations that will be comparable with other property in his assessment district and in each case, should state the purpose for which the property is used. If any description listed as exempt should be found to be no longer entitled to exemption from taxation, the fact should be called to the attention of the county auditor and the description entered on the tax rolls.

If an assessor is in doubt as to the taxable status of property of any institution or organization or even of the county or any political subdivision, he should place

the property upon the tax roll and the owner thereof may then file an application directed to the board of county commissioners and to the commissioner of taxation requesting that the property be placed upon the exempt rolls. In the case of cemetery associations, hospitals, seminaries of learning, churches and charitable institutions, the application should be accompanied by a copy of the articles of incorporation of the institution or organization. The matter can then be investigated properly and the application accepted or rejected.

## THE ASSESSMENT OF REAL PROPERTY

Real Property Defined: For the purposes of taxation, "real property" includes the land itself and all buildings, structures, and improvements or other fixtures on it, and all rights and privileges belonging or appertaining to it, and all mines, minerals, quarries, fossils and trees on or under it.

A building or structure shall include the building or structure itself, together with all improvements or fixtures annexed to the building or structure, which are integrated with and of permanent benefit to the building or structure, regardless of the present use of the building and which cannot be removed without substantial damage to itself or to the building or structure. (M.S. Sec. 272.03)

### RIPARIAN RIGHTS

Real property next to lakes or rivers includes riparian rights, which relate to the land under water or inside the high water mark. When a lake is public (navigable), riparian rights extend to the land between the highwater and the low water marks. Ownership of this land goes with the shoreland and is not absolute but subject to certain public rights. When land abuts on a private (non-navigable) lake, the riparian rights are ownership to the middle of the lake.

In either case, the assessor should consider the value of these rights. Where a private lake has been drained or has dried up, the value of the additional land should be included in the assessment of the described parcel to which the lake bed attaches.

Assessors should be aware of the provisions of M.S. Sec. 273.19 which provides for the assessment of real property, ordinarily exempt, which is held under a lease or purchase contract.

### LISTING AND VALUATION OF REAL PROPERTY

Effective January 1, 1973 all real property subject to taxation shall be listed and assessed every odd-numbered year with reference to its value on January 2. (M.S. Sec. 273.01)

When any mineral, gas, coal, oil or other similar interests in real estate are owned in the surface of such real estate, or when the right to use the air space above or subsurface area below any real estate is conveyed by an owner to another party, such rights and interests shall constitute a separate interest in real estate which may be assessed and taxed separately from other rights in such real estate. (M.S. Sec. 272.04)

When lands are conveyed or transferred to the United States, to the State of Minnesota or to any governmental subdivision of either, and the owner reserves any right or interest in the timber upon, or minerals in such land, such timber or mineral rights, along with any structures that the owner may erect on such land, shall be assessed and taxed as real estate. (M.S. Sec. 272.05)

In every even-numbered year on January 2, the assessor shall also assess all real property that may have become subject to taxation since the last previous assessment, including all real property platted since the last real estate assessment and all buildings or other structures of any kind, whether completed or in process of construction of over $100 in value, the value of which has not been previously added to or included in the valuation of the land on which they have been erected. (M.S. Sec. 273.17)

Assessors are specifically required by law to actually view each tract of real estate and to appraise its market value. The importance of this requirement cannot be emphasized too strongly. Property values change continuously with changing economic conditions. In addition to market changes, are the numerous physical changes in land and its improvements, such as drainage and clearing of land, improvement with public streets and utilities and the addition or improvement of buildings. All should be accounted for in the assessment. This cannot be done without field inspection of all real property subject to assessment. (M.S. Sec. 273.08)

#### Determination of Value

All property shall be valued at its market value. (M.S. Sec. 273.11)

"Market Value" means the usual selling price at the place where the property to which the term is applied shall be at the time of assessment; being the price which could be obtained at private sale and not at forced or auction sale. (M.S. Sec. 272.03, Subd. 8)

The assessor should estimate the market value of each tract of real estate using sound appraisal methods. Every element and factor affecting market value should

be considered and given due weight by the assessor and all land similarly located and improved should be assessed on a uniform basis.

### Platted Property

In valuing real property which is vacant, the fact that such property is platted shall not be taken into account. An individual lot of such platted property shall not be assessed in excess of the assessment of the land as if it were unplatted until the lot is improved with a permanent improvement all or a portion of which is located upon the lot, or for a period of three (3) years after final approval of said plat whichever is shorter. When a lot is sold or construction begun, the assessed value of that lot or any contiguous lot fronting on the same sheet shall be eligible for reassessment. (M.S. Sec. 273.11)

### Leasehold Estates

All property, or the use thereof, which is taxable under Sections 272.01, Subd. 2, or 273.19, shall be valued at the market value of such property and not at the value of the leasehold estate in such property, or at some lesser value than its market value. (M.S. Sec. 273.11)

### Land and Improvements Listed Separately

In assessing any tract or lot of real property, the value of the land should be estimated and listed separately from the value of the improvements upon such land and the aggregate of the two should be assessed against the tract or lot. (M.S. Sec. 273.11)

### Classification of Real Property

After each property has been appraised at its market value, the assessed value must be determined. Minnesota Statutes provide for taxation of percentages of value differing by classes of property. (M.S. Sec. 273.13)

Real property is found in several classes which are listed as follows:

| Class | Description | Percent of Market Value |
|---|---|---|
| 1 | Unmined Iron Ore | 50 |
| 1 | Low Recovery Iron Ore | 48½-30 |
| 3 | Agricultural Non-Homestead | 33⅓ |
| 3 | Seasonal Residential Recreational | 33⅓ |
| 3 | Tools, Implements and Machinery which are Fixtures to Real Property | 33⅓ |
| 3B | Agricultural Homestead | |
| | —1st $12,000 of Market Value | 20 |
| | —Excess of Market Value over $12,000 | 33⅓ |
| 3C | Homestead | |
| | —1st $12,000 of Market Value | 25 |
| | —Excess of Market Value over $12,000 | 40 |
| 3CC | Paraplegic Veterans and Blind Persons Homestead | |
| | —1st $24,000 of Market Value | 5 |
| | —Excess of Market Value over $24,000 Non-Ag. | 40 |
| | —Excess of Market Value over $24,000 Ag. | 33⅓ |
| 3D | Residential, other than Seasonal Residential Recreational and Homesteads | 40 |
| 3E | Timber Land | 20 |
| 3H | Petroleum Refineries | |
| | —1972 Assessment | 30 |
| | —1973 Assessment | 33⅓ |
| | —1975 Assessment | 38 |
| | —1977 Assessment | 43 |
| 4 | All Other Real Property | 43 |
| None | Parking Ramp Structures in First Class Cities with 400,000 or less population (At present rate or rate determined in accordance with the following schedule whichever is greater) | |
| | —1972 Assessment | 25 |
| | —1973 Assessment | 30 |
| | —1975 Assessment | 36 |
| | —1977 Assessment | 43 |

The major classes of real estate are agricultural and non-agricultural, each of which is in turn affected by the homestead classification. Agricultural real estate is assessed at 33⅓% and non-agricultural is assessed generally at 40% or 43% of market value. If classified as homestead, the first $12,000 is assessed at 20% if agricultural, and 25% if non-agricultural. Any balance over the $12,000 market value is treated as non-homestead.

"Agricultural land as used herein, and in section 124.03, shall mean contiguous acreage of ten acres or more, primarily used during the preceding year for agricultural purposes. Agricultural use may include pasture, timber, waste, unusable wild land and land included in federal farm programs.

Real estate of less than 10 acres used principally for raising poultry, livestock, fruit, vegetables or other agricultural products, shall be considered as agricultural land, if it is not used primarily for residential purposes". (M.S. Sec. 273.13, Subd. 6)

### Determination of "All Other" Classification

"All other" or Class 4 property comprises all property not specifically included in any other class.

That a property is inside or outside the corporate limits of a city or village is immaterial to its classification. Subdivision of land into official plats does not by itself affect its classification. Whether property is described by metes and bounds or by lot and block numbers has no bearing on this question. The classification depends on other factors.

Use of real property is a factor determining its classification. Use for homestead purposes; use for seasonal residential occupancy for recreational purposes; use for refining petroleum products; use for purposes of and by a church, public hospital, charitable institution, etc. owning it. Use is in each case a primary factor in classification.

Every effort should be made to classify all land correctly. Failure to classify property in accordance with the law and the Supreme Court decisions creates inequity among taxpayers. Only by accurate classification of property, through prompt recognition of changes, can equity be achieved.

### Real Estate Occupied for Seasonal-Residential-Recreational Purposes—33⅓%

Real estate used for temporary and seasonal residential occupancy for recreational purposes is assessed at 33⅓% of market value even though it is non-agricultural real estate. The limitation on mill rates in certain school districts that applies to agricultural land also applies to this class of property, if not devoted to commercial purposes. (M.S. Sec. 124.03)

Since property in this class is occupied seasonally, it is not eligible for homestead classification. If occupied as a homestead, a lake home is not in this classification but should be classified as class 3C or 3CC non-agricultural homestead. Unimproved lake lots held by the developer for sale are not in the seasonal recreational property class.

### Rural Land Used Exclusively for Growing Timber—20%

Land on which approved tree growing practices have been established, and are carried out, is entitled to this classification provided the land is rural in character and is not being used for any other purpose. Use of homestead, residential, farming, commercial, seasonal recreational, or other purpose is not used exclusively for growing timber and therefore precludes this classification. Land devoted exclusively to growing Christmas trees qualifies for this classification; land growing nursery stock does not. (M.S. Sec. 273.13, Subd. 8a)

### Minnesota Agricultural Property Tax Law (Green Acres)

Minnesota Statutes Section 273.111, commonly known as the Green Acres Law, provides for deferment of assessment and taxes payable on farm lands whose valuations have been increased by assessors to reflect prices in excess of farm land values due to potential residential or commercial land requirements. The law provides that homestead property owners, engaged in agricultural pursuit, can apply for deferment of higher valuations and consequent taxes payable, including special assessments, and continue to have the property valued based upon its valuation for farm purposes.

The law provides that real estate which qualifies will be valued and assessed with reference to its appropriate agricultural value and no added value resulting from non-agricultural factors shall be considered. However, the assessor is required to make a separate determination of the market value which shall not be greater than the actual bonafide sale price. The tax based upon the appropriate mill rate applicable to such property in the taxing district shall be recorded on the property assessment records. When such real estate is sold or no longer qualifies, the property shall be subject to the additional taxes in the amount equal to the difference between the taxes determined in accordance with the agricultural value and market value for the last 3 years of the deferment. All of the deferred special assessments plus interest shall be payable within 90 days of sale or date of disqualification.

Farm land eligible includes tracts farmed by the owner in conjunction with the homestead and upon which he resides whether contiguous or not. It also includes slough, wasteland, and woodlot contiguous to



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or surrounded by land otherwise eligible. The law states at M.S. Sec. 273.111, Subd. 3:

"Real estate consisting of ten acres or more shall be entitled to valuation and tax deferment under this section only if it is actively and exclusively devoted to agricultural use as defined in subdivision 6, and either (1) is the homestead or thereafter becomes the homestead of a surviving spouse, child, or sibling of the said owner, or is real estate which is farmed with the real estate which contains the homestead property, or (2) has been in possession of the applicant, his spouse, parent, or sibling, or any combination thereof, for a period of at least seven years prior to application for benefits under the provisions of Laws 1969, Chapter 1039".

Tracts which have been in possession of the owners for a period of seven years or more prior to the date for which application for benefits are made are also included, regardless of whether or not they are the homestead of the owner.

The law requires a minimum gross income from the property of $300 plus $10 per acre of tillable land as an annual basis of eligibility. The annual income requirements can also be met if such income constitutes at least 33⅓% of the total family income. Soil conservation and crop subsidy payments do not exclude owners from any consideration for deferment benefits. The revised law allows inclusion of rental income as agricultural income.

To qualify for agricultural use, the owners must farm or actively manage the tracts for which benefits are applied for. Property must be devoted to the production for sale of livestock, dairy animals, dairy products, poultry products, fur bearing animals, horticultural, and nursery stock which is under Sections 18.44 to 18.61, fruit of all kinds, vegetables, forage, grains, bees and apiary products by the owner. Land within 20 rods of shoreline, which is classified by the assessor as lakeshore and adaptable for development is not eligible.

### Open Space Tax Law

Minnesota Statutes Section 273.112, commonly known as the "Minnesota Open Space Property Tax Law", provides for the valuation and tax deferment of real estate used as private outdoor recreational, open space and park lands. It has specific application to lands used for golf and skiing recreational activities. The law provides that owners must make application with the assessor at least sixty days prior to the assessment date to receive the benefits of deferred valuation. Commissioner of Taxation Form 132, Application for Valuation and Tax Deferment of Private Outdoor Recreational Open Space and Parks Lands, is available to enable property owners to make proper application under provisions of the law. Annual filing is necessary because operational use of lands eligible for benefits can readily change.

The valuation in assessment and deferment of tax under the law is limited to particular properties. The basic requirements are:

"Real estate shall be entitled to valuation and tax deferment under this section only if it is:

(a) actively and exclusively devoted to golf or skiing recreational use or uses and other recreational uses carried on at such golf or skiing establishment;

(b) five acres in size or more; and

(c) (1) operated by private individuals and open to the public; or

(2) operated by firms or corporations for the benefit of employees or guests; or

(3) operated by private clubs having a membership of 50 or more"

The assessor is directed under the law to value the property in question "with reference to its appropriate private outdoor, recreational, open space and park land" use. Such value shall be determined by the assessor without consideration of its value if "converted to commercial, industrial, residential or seasonal residential use."

Limited or restricted valuation shall be made by assessors only after the filing of application for benefits has been received, and eligibility and use of the land determined. The law provides that the assessor shall make a separate determination based on actual market value and that, "The tax based on the appropriate mill rate applicable to such property in the taxing district shall be recorded on the property assessment records."

Property which has been valued and assessed under the provision of this law will be subject to additional taxes when sold or when it no longer qualifies. The additional taxes will be assessed on the difference between the valuation based on strictly recreational use, and that determined as actual market value for each year in question. Such additional taxes will be levied for the current year when the property is sold or no longer qualifies, and with respect to the last seven years that said property was valued and assessed under provisions of the Open Space Tax Law.

### Refineries, Class 3H

Refineries processing crude petroleum or any derivative of petroleum are to be assessed at the following percentages of market value: 30 in 1972, 33⅓ in 1973, 38 in 1975 and 43 in 1977. Included in Class 3H are land, structures, machinery, apparatus, storage tanks and all permanently located improvements. (M.S. 273.13, Subd. 13)

### Parking Ramps in Certain Cities

Structures used solely for public parking are classified and assessed at rates increasing with each assessment, until a maximum rate of 43% of market value is reached in 1977. This classification is restricted to parking ramps in cities of the 1st class of not more than 400,000 inhabitants. The classification applies only to structures, not to land. (M.S. 273.13, Subd. 14)

### Title II Property, National Housing Act

Minnesota Statutes 1969, Section 273.13, Subd. 17 provides that any structure, newly constructed or substantially rehabilitated, situated on real estate used for the housing of the elderly or for low or moderate income housing as defined by Title II of the National Housing Act and owned by a non-profit or limited dividend entity and financed by direct federal loan or federally insured loan pursuant to the Act, shall for **15 years** from the date of the completion of the **original construction or substantial rehabilitation,** or **for the original term of the loan,** be assessed at **20% of market value.** This applies only to municipalities **of 10,000 inhabitants or more.**

Minnesota Statutes 273.13, Subd. 17b provides that the same type Title II property located in municipalities **under 10,000 population** shall be assessed at 5% of market value for a period of 15 years. It applies only to **new construction** for 15 years.

In either case, the market value as estimated by the assessor must be based on the normal approach to value using normal unrestricted rents.

### Homestead Classification

The homestead classification is found in Subdivisions 6 and 7 of M.S. Sec. 273.13.

The mechanics, provisions and the application of the law governing the homestead classification must be fully understood. It is essential that proper explanation of the pertinent provisions be given to taxpayers to prevent a backlog of misunderstandings and additional inquiries from building up. The difference in taxes has become very substantial and the financial consideration accorded to homestead property owners should be uniformly extended by assessing authorities through proper administration of the law.

The homestead classification is based initially upon specific and timely use of the property. The benefits are extended to property based upon each owner's actual interest and his use of the property on the date of the assessment.

ONLY ONE HOMESTEAD ALLOWED — An owner may not have the benefits of the homestead classification in more than one place.

A person may have but one homestead and that must be his own place of abode by intention and in fact on January 2nd.

OWNERSHIP AND OCCUPANCY REQUIRED FOR HOMESTEAD CLASSIFICATION—In order that property may be entitled to a homestead classification it must be both owned and occupied by the owner as his homestead on January 2nd of the assessment year.

#### Ownership

The interest of a purchaser under a contract for deed entered into prior to January 2nd is sufficient to entitle the property to a homestead classification if the purchaser is in actual occupancy of the property on January 2nd.

Written instruments bearing the title "Earnest Money Contract" or "Purchase Agreement" do not ordinarily constitute purchase and establish ownership. However, situations may arise when such instruments constitute more of an interest in the property than the title indicates. In such cases, the assessor should solicit the advice of the county attorney as to the legal implications of the instrument.

Instruments for the purchase of property need not be recorded to entitle the property to the homestead classification. However, the assessor may ask to examine the instrument to enable him to determine whether or not there was a bonafide purchase prior to January 2nd.

Property occupied under an estate for life is entitled to the homestead classification even though immediately upon the death of the occupant, the title is vested in others.

#### Occupancy

The property becomes the homestead of the owner as soon as he takes possession with the intention of making it his home. However, the use for homestead purposes must be actual and substantial. A token occupancy and use, merely to obtain a tax advantage, falls short of statutory requirement.

In attempting to determine whether the property is the principal place of dwelling and abode of the owner, the assessor might investigate:

Where the taxpayer is registered to vote
Where the taxpayer has his mail delivered
Where the taxpayer's children attend school
The address on the taxpayer's drivers license

Although the above information cannot furnish a definite answer as to the taxpayer's principal residence, it can provide strong clues to the answer.

An owner of property may be away from home for a reasonable length of time without depriving

the property of its homestead classification provided he maintains the property as his home awaiting his return. He cannot maintain the property as his home awaiting his return if he rents it out while he is gone.

If the property is owned on January 2nd, and the owner has not yet moved in, but intends to move in shortly after the assessment date, the occupancy requirement is not met. The property must be occupied on January 2nd by the owner.

However, M.S. Sec. 273.13, Subd. 16 provides that any property which was not used as a homestead on the January 2nd assessment date but which was used as a homestead on June 1st, should be accorded class 3b, class 3c or class 3cc treatment, as the case may be. Such classification shall extend to one-half the valuation and the property should be accorded one-half of the homestead tax credit to which it would have been entitled had the property been so used on January 2nd. That is, the homestead classification rate is extended to a maximum market value of $6,000 under class 3b or class 3c and to a maximum of $12,000 market value under class 3cc for certain blind and disabled persons.

Owners must file applications in writing before June 15th to obtain the mid-year homestead classification. The applications are to be filed with the county assessor (or with the city assessor in cities of 30,000 or more in population) who has jurisdiction over the property.

AREA OF HOMESTEAD — Except for the 80 acre limitation for the 35% homestead credit, there is no limitation for assessment purposes as to size of a homestead. However, the tracts of land which are being used for the purposes of a homestead must touch at some point. They must be contiguous. The only limitation on the homestead classification for tax purposes is $12,000 market value.

In the case of agricultural land, homestead property may be crossed by roads, public or otherwise, railroads, or streams without destroying the homestead classification of the entire property.

A different rule applies to urban property which is divided by streets. Two lots on different sides of a street cannot comprise one homestead. This rule does not apply to lots separated by an alley.

HOMESTEADS OF THE BLIND AND THE DISABLED VETERANS — CLASS 3CC — M.S. Sec. 273.13, Subdivision 7, provides for a lower percentage rate of assessment on homesteads of blind persons or disabled veterans than of other home owners. Veterans who served in active military or naval service of the United States qualify if:

1. they are entitled to compensation from the United States for permanent and total **service-connected** disability;
2. their disability is due to loss, or loss of use, by reason of amputation, ankylosis, progressive muscular dystrophies or paralysis of both lower extremities whereby they cannot move without aid of braces, crutches, canes or a wheel chair;
3. their homestead is a special housing unit with special fixtures or movable facilities necessitated by the disability and acquired with assistance of the Administration of Veteran's Affairs.

M.S. Sec. 256.12 Subdivision 11. Blind person. As used in sections 256.49 to 256.71, the term "blind person" means a person who has no vision or who, with the help of eye glasses or other resources, has not sufficient ocular power for the ordinary affairs of life.

A blind person is eligible for the 3cc classification if he qualifies under the following definition: "A blind person shall be one whose vision is 20/200 or less in the better eye with the Standard Snellen Chart and whose vision cannot be remedied or improved. If the vision in the better eye is more than 20/200 but is accompanied by a contraction of the peripheral field to such an extent that the widest diameter of the visual field substends an angular distance no greater than 20 degrees, it is considered as coming within the definition. Eligibility also exists for persons with an aphacic eye with a vision of 20/70 in the better eye".

Eligibility of applicants may change from year to year as corrective measures or technological advances take place. Therefore, an annual determination of the eligibility should be made for each year.

The State Services for the Blind may provide the assessor with information to review the eligibility of applicants. This agency can readily confirm the status of applicants who are permanently blind or who qualify under the definition of the law. The agency has provided for a review of opthalmological reports which are required of applicants whose eligibility might change or who are not currently registered with the service. Applicants are then placed upon the correct register and status can be readily confirmed in ensuing years.

"Declaration for Homestead Classification, Class 3cc for the Blind, Commissioner of Taxation Form 131, has been provided for the taxpayer's initial application to the assessor. This form provides for the description and location of the property, certification of extent of applicant's interest, the dates and the period during which the property has been used for homestead. The form further provides that a verification of blind eligibility be submitted to complete the application.

"Verification of Special Homestead Classification for the Blind", Commissioner of Taxation Form No. 131-V, must be filed in duplicate for each application. These forms, which provide for further identification of the applicant, should be forwarded by the applicant or assessor for completion by State Services for the Blind,

Department of Public Welfare, 1745 University Avenue, St. Paul, Minnesota 55104. State Services for the Blind will return the original copy to the county assessor's office having jurisdiction over the property, certifying whether or not the applicant qualifies.

Applicants who are not registered with State Services for the Blind are required to obtain and submit an Ophthalmologist's Report of Eye Examination to that department with the request for verification. These forms are provided by the Minnesota Department of Public Welfare and are to be completed by a qualified ophthalmologist prior to submission.

In the 3cc classification of property, the first $24,000 of the market value is assessed at 5%. The amount in excess of $24,000 is assessed at 40% or 33⅓% depending upon whether the property is urban or agricultural.

HOMESTEADS OF PERSONS IN ARMED FORCES — A serviceman is entitled to homestead classification of his property even though it remained unused or rented during his absence while on active duty provided that:

1. He actually used it as his homestead prior to entry into the service.
2. That he intends to return to it when discharged.
3. That he claims it as his homestead.

Any serviceman who disclaims legal residence in Minnesota and his obligations as a resident is not entitled to this classification. (M.S. Sec. 273.13, Subd. 10)

HOMESTEADS OF COOPERATIVES AND CHARITABLE CORPORATIONS — M.S. Sec. 273.133 provides that the homestead treatment may be accorded to the property of a cooperative or charitable corporation.

The corporation or association must be wholly owned by persons having shares entitling them to residential participation, or, in the case of a charitable corporation with no outstanding stock, the member residents of such dwelling units must have purchased and hold residential participation warrants entitling them to occupy such units.

In extending the homestead treatment, it is necessary to determine annually to what extent the total number of units are occupied by registered shareholders on the January 2nd assessment date. Each unit so occupied becomes a separate homestead. Units which are not occupied on January 2nd are assessed at 40% non-homestead. However, units which become eligible on June 1st are to be extended one-half the annual homestead consideration for such units if applications are properly filed by the owners.

HOMESTEADS LOCATED ON LEASED LANDS —Homesteads located on leased lands are assessed as Class 3F under Minnesota Statutes, Section 273.13, Subdivision 7b. This class of property consists of all buildings and appurtenances owned by the occupant and used by him as a permanent residence which are located upon land the title of which is vested in a person or entity other than the occupant. Such buildings shall be valued and assessed as if they were homestead property within the scope of Class 3b, 3c, or 3cc, whichever is applicable. These homesteads would also benefit from the 35% reduction accorded to other homestead property but not to exceed $250. On leases of **less than three years** the homestead classification applies only to the structures.

If the homestead is located on leased lands subject to property taxes (privately owned), it is assessed as real property and the taxes are extended by a split classification to the description of the land as an in rem assessment of real estate.

If the homestead is located on leased public lands, exempt lands, railroad right-of-way, etc., it should be reported **annually** on Commissioner Form 21-3F as Personal Property. This form is designed as a supplement to Personal Property Return Form 21 and provides for the listing of Class 3F property under the classification values applicable to Class 3b, 3c or 3cc. These returns provide for certification of the lease by the owner of the building, a description of the land and structures involved, the value of the buildings, the period covered by the lease and a certification of ownership and of the owner's use of the property as a permanent residence.

Under Minnesota Statutes Section 273.19, a "leasehold interest" of **three or more** years located on public or otherwise exempt lands shall for all purposes of taxation be considered as the property of the lessee and the homestead property assessment should include **both** the land and the buildings. The assessor should examine the proper legal description of this leasehold interest. Taxes under such leaseholds are extended against the leasehold description. Assessors should also establish that the residence on leased lands are used for a permanent residence of the owners of the buildings as required by law. They should require proof of separate ownership of the structures involved. In this case, the homestead assessment would include both the land and building values of a leasehold interest.

SPLIT HOMESTEADS — Where two buildings are located on the same description and one is being used as the homestead by the owner and the other is being rented out or used for purposes other than homestead, the assessor must split the valuation of land and buildings between:

1. the land and buildings used for homestead and entitled to the homestead classification, and
2. the remaining land and buildings which are non-homestead.

FRACTIONAL HOMESTEADS — Homestead property, following the death of the owner, retains the full homestead classification only if occupied by all the heirs, or if the surviving spouse retains a "life interest" and resides upon the property. If no heirs are in occupancy the property loses its homestead status. Where one or more of several heirs occupy the property, a fractional homestead should be extended, according to the extent of ownership of the heirs in occupancy.

APPORTIONING HOMESTEAD VALUE—When homestead land is located in two adjoining taxing districts or counties, the value should be apportioned between the two districts in the same ratio as the market value of the tract in each respective district bears to the total amount of the market value.

BUILDINGS USED FOR BOTH RESIDENTIAL AND COMMERCIAL PURPOSES — In situations where a building is used for both residential and commercial purposes, an apportionment of the land and building values must be made according to the respective uses. The May 1972 Minnesota Property Tax Bulletin contains a detailed explanation of the procedure used in apportioning the land and building values and also the procedure for extending the homestead classification and the homestead tax credit. Copies of the bulletin may be obtained by writing to the Department of Taxation.

Where the question of extending the homestead is in doubt, the assessor should either request the opinion of the county assessor or the tax department or classify the property as non-homestead and allow the taxpayer to make application to the county board for the relief to which he feels he is entitled.

## THE ASSESSMENT OF RAILROAD LANDS

The railroad gross earnings law provides that the payment of gross earnings taxes shall be in lieu of any ad valorem tax on property used in the operation of the railroad. In addition, some railroad rights-of-way and some railroad lands are exempted by charter grants. With the exception of lands so exempted by charter or which are used in the operation of railroads, railroad lands are subject to taxation. Lands which are rented out by the railroad to some person maintaining and operating a private business thereon are taxable inasmuch as the lands are not being used for railroad purposes. Such portions of railroad right-of-way or station grounds as may be leased to private parties for industrial or commercial purposes and occupied by improvements not owned by the railroad company, shall, while so leased, be assessed and taxed as unimproved non-operating lands, except the following:

1. Sites occupied by public grain elevators (M.S. Section 273.32),
2. Portions of right-of-way used by adjoining land owners for cultivation or pasturage,
3. Portions of right-of-way or station grounds used for public roads or parks,
4. Portions of right-of-way or station grounds occupied by pole or pipe lines, and
5. Insubstantial portions of right-of-way or station grounds covered by encroachment leases.

Buildings, structures and other improvements situated on railroad right-of-way or station grounds and not owned by the railroad company shall be assessed and taxed as personal property to the owners thereof. Railroad-owned buildings which are under lease may also be placed on the tax role.

Each railroad company shall report annually to the county auditor of each county into which its line extends a list of the leases of portions of its right-of-way or station grounds in such county, in effect on the assessment date, excepting those mentioned in numbers 1, 2, 3, 4 and 5 above. Such lists shall group the leased sites by towns and shall show as to each lease the number of the lease, the name of the lessee and the area covered by the lease. For assessment purposes, such leased sites may and shall be described by number and lease, name of lessee and area. The company may not contest any assessments on the ground that the descriptions are insufficient but shall have the right to contest in the usual manner any assessed valuations thought to be excessive or to contest the taxes levied thereon upon the ground of excessive valuations.

The county auditors should list these leases in the assessment books of the proper assessment district showing also the area for the assessor to value. The description in the assessment book furnishes the assessor with the railroad company's number of the lease, the name of the party to whom the lease is made and the number of square feet leased.

## COMPLETING THE REAL ESTATE ASSESSMENT

After the assessor has entered the market value of land, of buildings and of fixtures, if any, in the section of the property appraisal card entitled "Assessment Summary", and has determined the classification of the property with reference to homestead, agricultural or non-agricultural, commercial or non-commercial seasonal recreational or any other classification, he must balance each assessment. To balance the assessment, the assessor computes the assessed value and adjusts the market value to eliminate any remainder. All assessments must be stated in dollars without any fractions.

After the assessment on each appraisal record has been balanced, the county assessor will enter the figures in the assessment summary on the appraisal card into the assessment book itself.

As the county assessor enters assessments in the assessment book, he should compare the land descriptions in the book with those on the appraisal cards very carefully. If any parcel of land is not clearly described or the description is erroneous in either the assessment book or the appraisal card, a correction should be made. To be legal, an assessment must apply to land described so that a man of ordinary intelligence can identify the land with reasonable certainty from the description given.

The law is very specific as to the assessor's final duties in completing the assessment: "The assessor shall foot each column in his assessment books, and make in each book, under proper headings, a tabular statement showing the footings of the several columns upon each page. He shall also foot the total amounts of the several columns under the respective headings. On or before the first Monday of May he shall return to the county auditor his assessment books, and deliver therewith the lists and statements of all persons assessed, all of which shall be preserved in the office of the auditor. Such return shall be verified by his affidavit." (M.S. Sec. 274.04)

## THE ASSESSMENT OF PERSONAL PROPERTY

Even though a great deal of personal property is now exempt by reason of the Class 3 exemption, assessors should nevertheless pay careful attention to those items of personal property which are still taxable and proceed to assess them in a proper and equitable manner.

All personal property is taxable except that which is by law exempt from taxation. (M.S. Sec. 272.01)

Personal property subject to taxation is to be listed and assessed annually with reference to its value on January 2. (M.S. Sec. 273.01)

### THE LISTING OF PERSONAL PROPERTY

M.S. Sec. 273.22 covers the manner in which and by whom personal property is to be listed.

Assessors should canvass their jurisdiction to make sure that all owners are reached and all taxable personal property is included in the assessment. A list of persons assessed in the previous year is helpful in accounting for all in the new assessment.

An assessor may be compelled to call on a taxpayer more than once to obtain his listing. Telephoning for an appointment or leaving a note to arrange for one is recommended. Every reasonable effort should be made to secure a listing of personal property by each owner.

### TAXPAYERS ABSENT OR SICK

If any person required to list property be sick or absent when the assessor calls for a list of the personal property, the assessor should leave a notice requiring the person to make out a list and leave it or send it to some place designated on the notice, on or before a certain date. The date of leaving such notice and the person so required to list should be noted by the assessor in his assessment book. (M.S. Sec. 273.66)

If the absent or sick person does not deliver the list by the date specified, the assessor should make an assessment of the property of such person according to his own judgment and information. In such case, the assessor should note on the list the fact that the taxpayer was absent or sick.

### REFUSAL TO LIST

When any person whose duty it is to list shall refuse or neglect to list, the assessor should make note of this fact in his assessment book. (M.S. Sec. 273.67)

The assessor should then, on the best information available and his own judgment, make an assessment of the personal property of the taxpayer refusing to list it. In such case, the assessor may, if he so desires, examine upon oath any person whom he may believe to have knowledge of the amount and value of the personal property of the person refusing to list. (M.S. Sec. 273.67)

The assessor is not bound to accept the taxpayer's statement of the amount of his personal property. The assessor may disregard any taxpayer's list found to be incomplete or misleading, and the assessor may list the property according to his best information and judgment. The authority for this is found in M.S. Sec. 273.65.

### ASSESSMENTS BY ASSESSOR ON HIS OWN INFORMATION

Where the assessor fails to obtain a statement of personal property, he must estimate the value of such property according to any and all information available to him and assess accordingly. (M.S. Sec. 273.68)

The assessor will find it necessary to do this in certain situations:

1. Where the taxpayer is absent or unable to list his property and has not delivered the list left at his place by the assessor by the date specified.
2. Where the taxpayer has either refused or ne-



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glected to list his property when called on by the assessor,

3. Where the taxpayer has listed property but the assessor is of the opinion that the taxpayer has not made a full and complete return and the taxpayer has refused to make full discovery under oath, or
4. Where the assessor determines ownership of personal property or situs of assessment where these are at issue with the taxpayer.

The assessor shall sign and deliver to the person assessed upon the latter's request a copy of the statement of personal property showing the valuation of the property listed by the assessor. (M.S. Sec. 273.68)

The assessor is authorized by statute to enter any dwelling, house, building or structure to view the same as well as any property within, when such entrance is necessary for the proper performance of his duties. (M.S. Sec. 273.20)

## SITUS

Personal property should be assessed in the town, county or district where the property is situated.

All elevators and warehouses situated on railroad land which are not owned by the railroad company are to be listed and assessed as personal property in the town or district where situated, in the name of the owner. (M.S. Sec. 273.32)

When the situs is in doubt between places in the same county, the place for listing and assessment is to be determined by the county board of equilization, and if the situs is in doubt as between different counties, the commissioner of taxation shall determine the proper place of listing and assessment. (M.S. Sec. 273.48)

## CLASSIFICATION AND VALUATION OF PERSONAL PROPERTY

All personal property is to be valued at its "Market Value". (M.S. Sec. 273.11)

| Class | Description | Percent of Market Value |
|---|---|---|
| 2A | Mobile Homes | |
| | —Homestead | 25 |
| | —Non-Homestead | 40 |
| 3 | Fixtures | 33⅓ |
| 3 | Structures on Leased Public Lands in Rural Areas | 33⅓ |
| 3F | Owner Occupied Residences on Leased Land | * |
| 4 | Structures on Leased Public Lands in Urban Areas and on Railroads Rights-of-Way | 43 |
| 4 | Systems of Electric and Gas Utility Pipelines | 43 |
| 4 | Advertising Signs and Devices | 43 |

*Buildings receive the classification rate as if they were homestead real property within the scope of Class 3b, 3c or 3cc, whichever is applicable.

### Buildings as Personal Property

Buildings are not to be assessed as personal property except in specific instances such as: privately owned buildings on land owned by the United States, State owned land leased for terms of less than three years or land leased from railroads. These are to be assessed as personal property. In all other instances of separate ownership of buildings and land, the buildings are nevertheless to be assessed to the land on which they stand.

### The Assessment of Mobile Homes

Laws of Minnesota 1971, Chapter 797 amended the previous method of taxation of mobile homes. A review of the new assessment methods follows:

DEFINED—"Mobile Home" means any trailer or semi-trailer which is designed, constructed and equipped for use as a human dwelling place, living abode or living quarters except house trailers. "House Trailers" means any trailer or semi-trailer which is not more than 8 feet in width and not more than 35 feet in length and which is designed, constructed and equipped for use as a human dwelling place, living abode or living quarters. (M.S. Sec. 168.011, Subd. 8)

ASSESSMENT—Mobile homes are to be assessed annually on January 2nd as personal property. They are to be valued at market value and a valuation guide, the Minnesota Mobile Home Appraisal Guide, is available to aid assessors in estimating the market value. (M.S. Sec. 273.13, Subd. 3)

CLASSIFICATION—Mobile homes are to be classified as Class 2a property and are to be valued and assessed at 40% of the market value. However, Class 2a property which is owned by the occupant and used for the purposes of a homestead constitutes Class 3c, and is to be valued and assessed at 25% of the market value. If the market value is in excess of $12,000, the amount in excess of that sum will be assessed at 40%. (M.S. Sec. 273.13, Subd. 3 and 7)

In some cases, mobile homes lose their identity as mobile homes because of alterations that have been made to them. When this happens, the assessor should assess the unit as an improvement to the land. A mobile home should not be assessed as real property until all four of the following criteria have been met:

1. The unit is affixed to the land, the title to which is in the same name as the owner of the unit.
2. The unit is affixed to the land by a permanent foundation or in a manner similar to other real property in the district.
3. The unit should be connected to public utilities, especially water and sewer or have its own well and septic tank system or be commensurate with other real property in the district insofar as these facilities are concerned.
4. The wheels should be removed.

TAXES—Although the assessor is not concerned with the determination or collection of taxes, he should be aware of the procedure of levying and collecting the tax on mobile homes since it is different from other personal property taxes. The taxes on mobile homes will become due in the year of the assessment and the county treasurer is to mail the tax statement not later than August 1st in the year of the assessment. The tax is comptued by applying the rate of levy of the preceding year. Taxes on mobile homes which remain unpaid on September 1st in the year of the assessment are deemed to be delinquent and a penalty of 8% is imposed. (M.S. Sec. 273.13, Subd. 3)

REGISTRATION AND MOVEMENT OF MOBILE HOMES—The assessor may receive inquiries from taxpayers regarding the registration and movement of mobile homes and should be aware of the following facts:

Registration

All mobile homes are to be registered by deputy registrars for the commissioner of public safety on or before October 1st of each year. The registration fee is $3.00 plus 25¢ for a reflectorized number plate. However, the deputy registrars are not to register any mobile home or issue any number plates until all taxes have been paid.

If the ownership of a mobile home changes during a year, or a portion of a year, for which registration has been made, such change of ownership is to be recorded in the office of the deputy registrar. (M.S. Sec. 168.012, Subd. 9)

Movement

Prior to each movement of a mobile home from one location to another using a public street or highway, the dealer or other person transporting the mobile home is to obtain a permit from the deputy registrar authorizing movement from one location to another. The permit is to show the places of origin and destination and within 10 days after it is issued, the commissioner of public safety is to send a copy to the county assessors of the county of origin and the county of destination. (M.S. Sec. 168.012, Subd. 9)

**Billboards and Advertising Signs**

The individual circumstances which surround the assessment of signs, billboards and advertising devices make the classification of the property as real or personal property a problem for the assessor. In order to provide for some degree of consistency throughout the state in classifying this kind of property, assessors should follow the guidelines outlined below:

1. Signs and advertising devices of substantial size that are permanently affixed to land or buildings and identify the building or use of the building or business should be assessed as part of the real estate. These signs and advertising devices usually include elaborate electrical or mechanical systems. The sign or advertising device may be owned by any one of a number of parties; the building owner, a tenant or an advertising company. Examples of this type of sign or advertising device are found at department stores, banks, hotels, service stations, car dealers, motels, supermarkets or drive-in restaurants.
2. Signs and advertising devices affixed to land or buildings that are not associated with the use of the property should be assessed as personal property to the owner of the sign or advertising device. Examples of this type of sign are signs owned by advertising companies on vacant parts of lots or on rooftops or along highways. These should be in Class 4.
3. Small signs advertising ice cream, beer, soft drinks, etc. found on retail establishments are usually impractical to assess. Frequently, these signs are given to a retailer by his supplier. These signs are usually of insufficient value to warrant an assessment.

All signs and advertising devices fall into 1 of the 3 categories and should be assessed accordingly.

**Electric Distribution and Transmission Lines**

Electric distribution and transmission lines located in townships or outside the limits of incorporated areas are assessed by the commissioner of taxation. Such lines are referred to as rural distribution and transmission lines. All transmission or distribution lines in a city or village are to be assessed as personal property, Class 4, by the county or local assessor on Form 21UT.

### Pipelines

Pipeline systems of pipeline companies or others engaged in transporting natural gas, gasoline, petroleum products or crude oil are assessed by the commissioner of taxation. Gas distribution systems, however, are to be assessed by the county or local assessor as Class 4 personal property.

### Cooperative Electric Light and Power Companies

Distribution and transmission systems of cooperative power associations are assessed as Class 4 personal property by the county or local assessor if located within the corporate limits of a city or village. The assessment of transmission lines and the collection of the membership tax in lieu of assessment of rural distribution systems of cooperative associations in townships are handled by the commissioner of taxation.

### Telephone Companies

Telephone companies pay a gross earnings tax in lieu of the property tax. Both real and personal property owned and used by telephone companies in connection with their operations are exempt from the ad valorem tax.

### Cable TV

The cables, lead-ins, connectors and other similar equipment owned and used by cable TV companies should be listed and assessed as Class 4 personal property.

### COMPLETING THE PERSONAL PROPERTY ASSESSMENT

In order to complete the assessment, the assessor should transcribe the valuations from the personal property return to the assessment book and then balance the pages in the assessment book.

## BOARDS OF REVIEW AND EQUALIZATION

The work of the assessor is subject to review and correction by three different boards. These are (1) the town, village or city board of review, (2) the county board of equalization, and (3) the commissioner of taxation sitting as the state board of equalization.

### LOCAL BOARD OF REVIEW

All local boards of review are composed of the members of the town board of each township and the council or other governing body of each village, city or borough, except in cities whose charters provide for a city board of equalization.

The day on which each board of review and city board of equalization is to convene is to be fixed by the county assessor and he must give written notice of the day fixed to the clerk of each board on or before April 1st. (M.S. Sec. 274.01) In turn, the clerk must give published as well as posted notice of the meeting at least ten days before the date set. (Failure of the clerk to give such notice does not vitiate any assessment, except that in excess of the full and true value of the property. M.S. Sec. 274.03.) The day for each local board to convene must be fixed on a day between May 1st and June 30th and each board is required to complete its work and adjourn within 20 days after the day fixed for each board to convene. No valid action may be taken after the 20 day period has elapsed. (M.S. Sec. 274.01)

The board is to review the assessment of property in the town or district and has the authority to place on the assessment lists any real or personal property which may have been omitted. However, the board cannot raise the assessment of any person until that person has been notified of the intent of the board to do so. Any person feeling aggrieved may make application to the board, and the board is to review the assessment and correct it as appears just. Non-residents may file written objections to assessments with the county assessor prior to the meeting of each board, and the county assessor must present such written objection to each board for consideration.

The county assessor or an assistant is required to attend the meetings of each local board of review or equalization. The proceedings of each board must be entered on a form appended to the assesment book, and the county assessor must enter all changes in the book. (M.S. Sec. 274.01)

Although the local board of review or equalization has the authority to increase or reduce assessments, the total of such adjustments must not reduce the aggregate assessment made by the county assessor by more than one percent of said aggregate assessment. If the total of such adjustments does lower the aggregate assessment made by the county assessor by more than one percent, none of the adjustments will be allowed. However, any double assessments or clerical errors discovered and corrected by the county assessor does not affect the one percent referred to above. (M.S. Sec. 273.061, Subd. 9)

One member of each local board of review along with the local assessor (if any) is required to attend the meeting which is held annually in each county for the purpose of receiving instructions as to their duties. (M.S. Sec. 273.03)

## COUNTY BOARD OF EQUALIZATION

The county board of equalization is made up of the county commissioners or a majority of them, along with the county auditor. The board meets annually on July 1st at the office of the county auditor and after having taken an oath to be fair and impartial in the performance of their duties, the members begin the task of examining, comparing and equalizing the returns of the assessment of property in the several towns and districts in the county. (M.S. Sec. 274.13)

### Duties of County Assessors

The county assessor is required to attend the meeting of the county board of equalization and should be prepared to assist the board in any way possible. He should have available for the board's use maps, tables and charts relating to land values in various districts of the county. The county assessor is also required to familiarize himself with the values of the different items of personal property. Finally, the county assessor is required to enter all changes made by the board in the assessment books and prepare the abstract of assessments for the commissioner of taxation. (M.S. Sec. 273.061)

### Powers and Duties of the County Board of Equalization

The powers of the county board of equalization are set forth generally at M.S. Sec. 274.13. The board may raise the valuation of all land in any taxing district which, in its opinion, is regarded below its market value, by applying a percentage increase. Such increase may be limited to the land alone or structures alone or may be made on the land and improvements in any particular taxing district. Where the increase is a percentage increase, it is not necessary to give notice.

The board may make individual increases of the assessment of individual tracts or lots of real property which, in its opinion, are returned below market value. In such case, it is necessary to give notice to the owner and fix a time and place for hearing.

The board may, subject to the overall valuation restrictions, reduce the valuation of all land in any taxing district which, in its opinion, is returned above market value. In such case, it is not necessary to give notice to the owner.

The board may raise the valuation of any class of personal property in any particular taxing district or in the entire county which, in its opinion, is returned below its market value, by applying a percentage increase. It is not necessary to give notice in such cases.

The board may make an individual increase of the assessment of any individual, firm or corporation to such figure as it thinks proper. In such case, the board must give notice and fix a time and place for hearing.

The board may, subject to the overall valuation restrictions, reduce the valuation of any class or item of personal property in any particular taxing district or in the entire county to such figure as it thinks proper, by applying a percentage decrease. In such case, a notice is not necessary.

**The board may not reduce the aggregate value of real property or the aggregate value of the personal property of the county below the aggregate value thereof as reported by the assessors.**

The board may not exempt property from taxation.

The board may not place omitted property on the assessment books. This power is vested only in the local boards of review and in the county auditor. However, when it comes to the attention of the board that any property subject to taxation has not been assessed, the board may, by resolution, request the auditor to place such property on the tax rolls.

The board has no authority to make original assessments. Its duties are restricted to review and equalization of assessments already made.

The board of county commissioners has no right to change assessments after the board of equalization has adjourned. (M.S. Sec. 274.13)

### Length of Session: Record

The county board of equalization may continue in session and adjourn from time to time commencing on July 1st and ending on or before July 15th. No action taken after July 15th is valid.

The county auditor is to keep a record of the proceedings and orders of the board and the record is to be published in the same manner as other proceedings of the county commisioners. A copy of the published record is to be forwarded to the commissioner of taxation along with the abstract of assessment. (M.S. Sec. 274.14)

## STATE BOARD OF EQUALIZATION

The commissioner of taxation constitutes the state board of equalization. The board meets annually on August 15th at the office of the commissioner of taxation and may adjourn from day to day.

When the board believes that the aggregate valuation of real property of any county is above or below the market value, the board is empowered to add or deduct from the aggregate valuation such percent as will bring the valuation to market value.

The board is authorized to add or subtract from the aggregate valuation of any class of personal property



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which it believes to be valued below or above market value, in order to bring the valuation to market value.

The board may not reduce the aggregate valuation of all the property of the state, as returned by the several county auditors, more than one percent on the whole valuation thereof.

The board may consider and equalize assessments of real and personal property owned by individuals, firms, or corporations, and may increase such assessments above the amount returned by the county board of equalization when it appears that the property is undervalued. However, the board must give notice of its intention to the party owning the property and the notice must fix a time and place of hearing. (M.S. Sec. 270.12)

The commissioner of taxation may decrease an assessment below the valuation placed by the county board of equalization by virtue of M.S. Sec. 270.11, Subd. 6.

The changes ordered by the state board of equalization are transmitted to each county on or before October 15th each year. (M.S. Sec. 270.13)

The county assessor enters all changes made by the state board of equalization in the assessment books. (M.S. Sec. 270.061)

## THE ASSESSMENT OF PUBLIC UTILITIES

### PERSONAL PROPERTY OF UTILITIES

Previous assessments often included tools and machinery of the public utility which were not yet operational. The best example of this was the assessment of pipes, poles and wires lying in the field, not yet assembled or connected to the system. However, Extra Session Laws 1971, Chapter 31, provides for the assessment of only that personal property which is part of an electric generating, transmission or distribution system or a pipeline system transporting or distributing water, gas or petroleum products. Thus, only that personal property which is operational and part of the utility's system is taxable. (M.S. Sec. 272.02)

### ELECTRIC LIGHT AND POWER UTILITIES REAL PROPERTY

All real property of electric light and power utilities should be assessed by the city, village, borough, or township assessor of the taxing district where the real property is located.

Where structures are situated on land owned by the utility, both the land and structures should be assessed as real estate. The same rule applies where the structures are situated upon land held by the utility by virtue of a lease for a term of three or more years from the state or from any religious, scientific or benevolent society or institution and where the structures are situated upon land held by the utility by virtue of a lease for any period from a private individual or private corporation. It is only when the structures are situated on a leased portion of railroad right-of-way or on land leased from the state for a term of less than three years that the structures should be assessed as personal property.

The term "structures" includes all buildings, fences, concrete foundations, substation poles and supporting frames. It also includes all electric substations, generating stations, transformer stations, and switching stations. All such structures should be assessed as real estate. If the land upon which the structures are situated is leased from the state or federal government and is rural in character and adaptability the land and structures should be assessed at 33⅓%. If on the other hand, structures on land leased from the state or federal government is adaptable to non-rural use and its location is not isolated from other non-rural land, the land and structures should be assessed at 43% of its market value together with steel framework, footings, substation poles and fences. All other properties should be assessed at 43%. M.S. Sec. 273.13, Subd. 4.

#### Fixtures to Real Property

All tools, implements and machinery which are fixtures to real property should be assessed as part of the real estate. However, these items must always be assessed at 33⅓% of market value regardless of whether the land and structures are assessed as rural or as non-rural property or as real or personal property. (M.S. Sec. 273.13, Subd. 4)

#### Personal Property

All gas, electric and water mains, pipes, conduits, subways, poles and wires of electric light, heat or power companies are classified as personal property. (M.S. Sec. 272.03, Subd. 2)

The responsibility for the assessment of personal property of electric light and power utilities is divided between the local assessors and the commissioner of taxation.

Personal property of electric light and power companies which is located within a city, village or borough is assessed where located by the local assessor. (M.S. Sec. 273.36)

The personal property of electric light and power companies having a fixed situs outside the corporate

limits of a city, village or borough are listed and assessed where situated. (M.S. Sec. 273.37)

All transmission and distribution lines and equipment attached to them, having a fixed situs outside the corporate limits of cities, villages and boroughs, with the exception of distribution lines taxed under M.S. Sec. 273.40 and 273.41, are listed and assessed by the commissioner of taxation. (M.S. Sec. 273.37)

The assessment by the commissioner of taxation of privately owned distribution lines used primarily for supplying electricity to farmers at retail is made under M.S. Sec. 273.38 using a 5% classification ratio.

## ASSESSMENT OF COOPERATIVE ELECTRIC LIGHT AND POWER ASSOCIATIONS

The majority of cooperatively owned electric utilities are financed by the federal government under the Rural Electrification Administration. These R.E.A. cooperatives are not exempt from taxation by reason of being federally financed and their property should be assessed on the same basis as that of other cooperative electric light and power associations.

All real and personal property of cooperative electric light and power associations, which is located within the boundaries of any incorporated city, village or borough, is subject to assessment in the same manner as the real and personal property of privately owned electric light and power utilities.

The membership tax of $10 per one hundred members and fraction thereof which these cooperatives pay annually to the commissioner of taxation is in lieu only of all personal property taxes "upon distribution lines and the attachments and appurtenances thereto of such associations located in rural areas." (M.S. Sec. 273.41)

A rural area is defined for this purpose by statute to mean "any area of the state not included within the boundaries of any incorporated city, village or borough." (M.S. Sec. 273.39)

All of the property of such cooperatives, including both transmission and distribution lines, located within the corporate limits of cities, villages and boroughs, continues to be subject to ad valorem assessment by the local assessor. (M.S. Sec. 273.36)

All real property of cooperative electric light and power associations situated in rural areas should be assessed by the township or county assessor in the same manner as such real property is assessed in the case of privately owned electric light and power utilities.

The township or county assessor should not assess the transmission and distribution lines and equipment attached thereto of cooperative electric light and power associations in rural areas. (See definition above.) The distribution lines are taxable under the annual tax of $10 per one hundred members and the transmission lines are assessed directly by the commissioner of taxation. The township assessor should assess all other personal property which is part of an electric generating transmission or distribution system located in his township owned by cooperative electric light and power associations. (M.S. Sec. 273.36 and 273.37)

The city, village and borough assessor should assess all property, both real and personal, of cooperative light and power associations situated within their taxing districts. The township or county assessors should assess all real property, including substation generating stations, transformer stations and switching stations, of these associations situated within their taxing districts. The township or county assessors should also assess the personal property of such associations located within townships, except transmission and distribution lines.

## ASSESSMENT OF PRIVATELY OWNED GAS, WATER, SEWER AND CENTRAL HEATING SYSTEMS

All real property of privately owned gas, water, sewer and heating systems should be assessed by the city, village, borough, township or county assessor of the taxing district where the property is located.

The taxable personal property of privately owned gas, water, sewer and central heating systems includes all gas and water mains, pipes, conduits and subways which are part of a transportation or distribution system. Although gas, water and heating mains and appurtenances are of a stationary nature, they are classified by statute as personal property and not as real property. (M.S. Sec. 272.03, Subd. 2)

These items of personal property should be assessed in the taxing district where located. (M.S. Sec. 273.35)

## ASSESSMENT OF MUNICIPALLY OWNED LIGHT, HEAT, POWER, GAS AND WATER SYSTEMS

The properties of the majority of municipally owned utilities are exempt from taxation, both real and personal, as "public property used exclusively for any public purpose". (Minnesota Constitution, Article 9, Section 1)

Numerous municipally owned utilities extend their lines outside the boundaries of the municipality for the purpose of serving private customers. Such lines are held to be exempt from taxation if they convey electricity, heat, gas or water, which is surplus, and the sale of which is incidental to the public purpose of supplying the municipality. Such lines may be subject to assessment if used to convey utility services to a substantial extent to customers outside the corporate limits.

Municipally owned property leased to private parties loses its exempt status and becomes subject to tax.

## ASSESSMENT OF NATURAL GAS AND PETROLEUM PIPELINES

All real property of natural gas pipeline, crude oil pipeline and petroleum pipeline companies should be assessed by the city, village, borough, or township assessor of the taxing district in which the real property is located. Real property includes not only the land but also all structures on the land such as pumping stations, terminal stations, meter stations, fences, foundations and supporting bases and tanks. It does not include the pipelines themselves.

The pumps, motors, control equipment and associated pipe on the site of the pumping or terminal station are considered to be fixtures to real property, assessable at 33⅓% of market value regardless of whether the land and structures are assessed as rural or non-rural property.

### Personal Property

The pipelines for the transportation of natural gas, gasoline or other petroleum products are classified as personal property and are assessed directly by the commissioner of taxation in each taxing district where located. The local assessor should not assess gas or petroleum pipelines, unless the lines are local distribution gas lines, or are owned by a consumer for his own use. (M.S. Sec. 273.33) In recognition of the fact that the valuation of property of utilities differs substantially from the normal work of assessors, the commissioner of taxation maintains a Utilities Section which makes and keeps up-to-date appraisals of all public utilities property in the state. Assessors may, by inquiry, secure full information regarding the valuing of utilities property within their jurisdiction and are urged to avail themselves of this service.

## REASSESSMENT PROCEDURE

The commissioner of taxation is authorized by law to order a reassessment in any year of any taxing district or county when in his judgment such a reassessment is necessary to correct a grossly unfair and inequitable assessment in any district as compared with like property in the same county or in the state. The need for such a reassessment may become apparent to the commissioner by reason of his own investigation, the meetings of the state board of equalization, the findings of a court or legislative body or the complaints of taxpayers. (M.S. Sec. 270.11, Subd. 3 and M.S. Sec. 270.16)

The appointment of the special assessor for the reassessment and the procedure he is to follow is outlined in M.S. 270.17 and M.S. Sec. 270.18.

## INFORMATION RELATING TO SUPPLEMENTS

Supplements to the Minnesota Assessors Manual will be published as necessary.

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