

3RD Interim Year “Check-In” Procedure

Assessors in communities that are mid-way through their five-certification cycle, will receive an email from the Bureau of Local Assessment directing them to provide a status update on their “Certification Directives”. These Directives are based on findings from their last certification review. The request for an update of the community’s efforts on their Certification Directives is sent in the 3rd year following their last Certification. For example:

EX. Certified in the base year (FY20) ; Next Certification is base year plus 5 years (FY25); we will check in during base year plus 3 years (FY23) .

The email will provide Assessors with directions on locating the Directive Progress option within DLS Gateway as well as directions on how to complete the form.

The Directive Progress reporting option is located on the Certification tab under BLA Directives:

Menu Option: Directive Progress



Once selected the Directive Progress Screen will appear:

BLA Directive Progress
BLA Directive Progress

CERTDIR002 | Fiscal Year has been automatically changed to the certification year that the most recently approved Directives apply to.

Status: PROCESS INITIATED

Jurisdiction Fiscal Year

Directive Type	Directive	Comment(s)
Exempt Property	All the exempt real property in the community should be reviewed, updated as needed, and valued using the municipality's computer based mass appraisal system, and be completed by the FY2025 certification.	<input type="button" value="Comments..."/>
Cyclical Reinspection	Cyclical inspections of property descriptions for all should be continued and fully completed by the FY2025 certification process (For further information on cyclical reinspection programs and data quality analysis please refer to the "Certification Standards.")	<input type="button" value="Comments..."/>

On this screen, assessors are asked to provide the following information:

- A brief status update on the progress the assessing office has made in addressing each “Certification Directive”. To report the status for each directive listed, click on the “Comments” button next to each Directive:
- A summary of how the major classes of property have been adjusted in the interim years in the Summary section.

Other Directives	The newly elected member of the Board of Assessors should complete Course 101 and classification training as soon as possible.	Comments...
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Progress Summary

Provide a brief summary of how the major classes of property have been adjusted in the interim years.

BLA Comments

Optional Uploads: Current Visit History or Last Inspected Report; Excel version of the LA3 including the sales sample for the upcoming fiscal year and current assessments.
[Current Documents](#) - [upload new documents](#)

Optional documents maybe uploaded on the screen as part of the submission. Examples of suggested optional reports are as follows:

- A current “Visit History” or “Last Inspected” report.
- An Excel version of a “preliminary LA3”, which includes the sales sample for the upcoming fiscal year and the existing assessments.

Signatures Board of Assessors <input type="checkbox"/> Check to add signature
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Save Submit
Why are my buttons disabled?

Lastly, once completed, the assessors must **“Sign”, “Save”, and “Submit”** their Directive Progress.

The BLA representative assigned to the community will review the directive updates as well as any submitted reports and be in contact with the assessor's office in the spring to discuss the community's general situation as you work progresses toward the next certification review.

Please note that if you do not have access to the new Directive Progress screen, you should contact your local Gateway administrator, or contact DLS Gateway Support at dlsgateway@dor.state.ma.us.