

Uploading an LA-10 in DLS Gateway

Data can be entered in the LA-10 Assessment Adjustment form manually, for a small number of adjustments, or it can be uploaded from an Excel template when reporting a large number of changes.

To upload data to Gateway, first download the correct Excel template from Gateway's Certification landing page.

The Certification Module

FAQ's	
Question	
► How do I remove or update a signature?	
► Do I have to list all valuation changes on the LA-10?	
► I have no assessment adjustments to report; do I still need to submit the LA-10?	
► I uploaded the wrong Revaluation Workplan by accident. Can I delete it?	
► I want to delete an uploaded document - why don't I see a Delete button?	



Bureau of Local Assessment - Certification of Real and Personal Property Values

Fiscal 2019 Certification - please note the changes instituted in FY17:

- **New Preliminary LA-4 form**
- **New Workplan form**

Both forms must be submitted in DLS Gateway in order to receive preliminary certification approval. Contact your Bureau of Local Assessment Community Advisor for more information.

After preliminary certification approval, the Preliminary LA-4 form can be copied to the Tax Rate LA-4 and edited as necessary. The **"Copy to LA-4"** button becomes active on preliminary certification approval.

Looking for BLA's Certifications Standards booklet? [Click here for the Standards](#). Looking for BLA's Property Type Classification booklet? [Click here for the Classification book](#).

The new 5-year certification cycle began in FY 2018. To find your community's next assigned certification year, [click here](#) to download an Excel file with that information.

Fiscal 2019 Community Certification Report (Community Self-Reports): [click here for CCR Instructions](#) and [click here for the Excel CCR Report](#). These reports are optional for FY 2019.

[BLA's Property Assessment and Valuation page](#) on the DLS Web site contains a lot of useful information regarding the certification process. For further assistance, contact your community's BLA advisor or email bladata@dor.state.ma.us.

Need assistance or guidance? Click here to find contact information (email and phone number) for your community's [Bureau of Local Assessment community advisor](#).

Looking for Course 101? Go to Gateway's **Directory** module. Course 101 is listed in the Assessor Management section (contact your local Gateway administrator or call DLS IT Support at (617) 626-2350 if you don't see it listed.)

Looking for Informational Guideline Releases (IGRs) or Bulletins from DLS's Municipal Finance Law Bureau? The new public Legal Search link is on the Gateway login page.

Downloadable Template

LA-10 Assessment Change data can be uploaded using the [LA-10 Excel template](#).

	A	B	C	D	E	F	G	H
1	JUR_CODE	OWNERS_NAME	ADDRESS	PROPERTY_CLASS_CODE	PROPOSED_ASSESSMENT	FINAL_ASSESSMENT	EXPLANATION	
2	014	SMITH, JOHN & MARY	103 DEPOT RD	101	279800	271900	barn demolished	

Enter data in the Excel columns as shown. For DOR jurisdiction codes beginning with 0, make sure the leading zero appears in the column.

LA-10
Assessment Adjustment List

Status: NO STATUS FOUND Unlock for DLS Unlock for Community
 PRELIMINARY CERTIFICATION : NO STATUS FOUND
 FINAL CERTIFICATION : NO STATUS FOUND

[ASHLAND - 014 2019](#)

Jurisdiction Ashland - 014 Fiscal Year 2019 Go

☐ We have no assessment adjustment data to report; notice of public disclosure has been uploaded.

Delete	Owners Name	Address	Prop. Class Code	Proposed Assessment	Final Assessment	% Adj.	Explanation
<input type="checkbox"/>						0%	

Current Documents - [upload new documents](#)

Name	Action
No documents to display.	

Signatures
Board of Assessors

☐ Check to add signature

Save Submit Add New Row Delete Row(s) Print Upload

Why are my buttons disabled?

On the Gateway LA-10 form, click the Upload button.

LA-10
Assessment Adjustment List

Jurisdiction Ashland - 014 Fiscal Year 2019

Select Document Browse...

Back To LA10 Clear All Process Bulk Data

Use Select Document to browse to and select your completed LA-10 Excel template file. After selecting the file, click Process Bulk Data to start the upload.

Incorrect Record(s): 2

Delete	Jurisdiction Code	Owners Name	Address	Prop. Class Code	Proposed Assessment	Final Assessment	Explanation
<input type="checkbox"/>	014	BAKER FAMILY TRUST	365 HAWTHORNE ST	101	199700	201900	MISSED SHED
<input type="checkbox"/>	014	BAKER FAMILY TRUST	365 HAWTHORNE ST	101	199700	201900	MISSED SHED

Correct Record(s): 1

Jurisdiction Code	Owners Name	Address	Prop. Class Code	Proposed Assessment	Final Assessment	Explanation
014	DICKENSON, MARJORIE & DAVID	9 OAK LANE	101	210800	205000	REMOVED POOL

Processed data will appear as Correct Records or Incorrect Records. Incorrect Records can be modified and re-processed or deleted. If the Excel file contains rows with duplicated data, those rows will appear in the Incorrect Records section.

Use the Upload Data button to send all rows in the Correct Records section to the LA-10 form.

To remove all uploaded data and start over, click the Clear All button above the uploaded data. You can use Clear All if you wish to make corrections in the Excel file instead of on the screen.

Click the Back to LA-10 button to return to the LA-10 form.



DLS

DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

For more information
or assistance contact:

Bureau of Local Assessment

General information on certification and valuation:

<https://www.mass.gov/property-assessment-valuation-guidance>

BLAData@dor.state.ma.us

Click here for [BLA/BOA Community Assignments](#)

DLS Gateway Support (617) 626-2350 or email

DLSGateway@dor.state.ma.us

www.mass.gov/dls