

OKLAHOMA TAX COMMISSION



Date: June 25, 2010

Bulletin Number 10-13

Subject: 2011-2014 Visual Inspection Plan

Dear County Assessor,

Ad Valorem Statutes (68 O.S. 2001, § 2820 (C)) require that a new 2011-2014 Visual Inspection Plan for your county be submitted to the Ad Valorem Division by Monday October 4, 2010.

The Ad Valorem Division has prepared a template file for your use in completing the new Visual Inspection Plan. This template is in Microsoft Word format, and contains some Microsoft Excel worksheets and tables for ease of data entry.

The template can be accessed and downloaded from the Tax Commission web site at the following web address: <http://www.tax.ok.gov/AssessorSite/AVAMenu.html>. This is the assessor log in portion of the ad valorem web page. The template is named "Visual Inspection Plan Template." In order to use this template, you must have the Microsoft Office software installed in your county.

After opening the Visual Inspection Plan Template Word file, to enter data into the embedded Excel worksheets, simply "**double-click**" in the worksheet area. After completing data entry in a particular Excel worksheet in the document, make sure the "scroll bar" at the right of the worksheet is all the way up to the top of the worksheet. This will ensure that you will be able to view and print all the data contained in the embedded worksheet.

The Ad Valorem Division will conduct a session on the Visual Inspection Plan at the Annual Educational Conference Friday, August 13 which will cover all aspects of properly completing and submitting the plan, including a question and answer session.

Please complete the Visual Inspection Plan template, ***print it out, sign and date it, and submit the printed plan along with the required color-coded map of properties to be inspected during the four-year cycle.***

If you have any questions regarding this bulletin, please call Joe Hapgood at (405) 319-8200.

Sincerely,

OKLAHOMA TAX COMMISSION

Jeff Spelman, CAE, Director
Ad Valorem Division

JS:jh