

2010 PROCEDURE DATES FOR 2009 TAX YEAR COLLECTIONS

JANUARY 15th	→→→	Record county liens with Clerk and Recorder
JANUARY 29th	Complete semiannual financial information
FEBRUARY 28th	→→→	Deadline to publish semiannual financial statements
FEBRUARY 28th	1st half payments due - (falls on Sunday - honor March 1st date)
MARCH 1st	1099's mailed to State of Colorado
MARCH 1st	→→→	Begin working on Senior/Veteran Exemption reports due by April 1st (March 31st)
MARCH 31st	Last day to file Senior Homestead Exemption report with State
MARCH 31st	→→→	Last day to file Tax Deferral Application
APRIL 30th	→→→	Full payments are due
JUNE 1st	→→→	Begin researching manufactures homes for liens and mineral rights for valid collectable delinquents
JUNE 15th	→→→	Second half payments due
JUNE 23rd - 30th	Prepare delinquent tax notices
JUNE 30th	→→→	Mail delinquent tax notices
JULY 15th	→→→	Deadline for taxpayers to file Exemption applications
JULY 20th	Letters to manufactured home lien holders
JULY 26th	→→→	Complete semiannual financial information
AUGUST 2nd	Endorsement letters go out.
AUGUST 2nd	→→→	Start calling past due manufactured home & personal property taxpayers to avoid advertising
AUGUST 29th	Deadline to publish semiannual financial statement
AUGUST 27th	→→→	Cash only accepted on manufactured homes
SEPTEMBER 1st	Last date to accept payment before advertising - manufactured homes & personal property
SEPTEMBER 3rd	→→→	Manufactured homes/Personal Property advertising list to DCI
SEPTEMBER 7th	Cash only on real property and mineral rights
SEPTEMBER 7th - 10th	→→→	Research & prepare notices to surface owners of mineral rights
SEPTEMBER 8th	Manufactured Homes/Personal Property advertising
SEPTEMBER 16th	→→→	Last date to accept payment before advertising - real real property and mineral rights
SEPTEMBER 17th	Real property/mineral rights advertising to DCI and copy of distraint list to Teresa/Sheriff's Department
SEPTEMBER 21st	→→→	Start preparing and mailing letters to last year's owners of manufactured homes that went to tax lien sale
SEPTEMBER 22nd	Mail mineral rights surface owner letters
SEPTEMBER 23rd - 30th	→→→	Prepare Distraints
SEPTEMBER 22nd	First Real Property/Mineral Rights advertising
SEPTEMBER 29th	→→→	Second Real Property/Mineral Rights advertising
OCTOBER 6th	Third Real Property/Mineral Rights advertising
OCTOBER 4th	→→→	Start serving Distraints (by law, can't begin serving until after October 1st)
NOVEMBER 2nd	Last date to accept any type of tax payment before sale
NOVEMBER 3rd	→→→	Tax sale preparation and staff meeting
NOVEMBER 4th	Tax Lien Sale