The Parcel Transfers/Split Process
Keep Track of Your Transactions.

To begin entering your property transactions, click on the **Parcel Transfer** button on the **Main Menu.** After the **Transfer File Maintenance** screen is displayed use this handout or the instructions on the screen to guide you through this process.

If this is a parcel transfer you will be brought to the **Parcel Maintenance** screen. Enter in the new owner information, and then click on the **Ok** button to return to this screen. Now proceed to step E.

A) When entering new Transfers/Splits leave the '**Add**' button checked as seen below. Next select the transaction type (**Transfer** or **Split**).
- ➢ Transfer is used when entire parcel is being sold.
- ➢ Split is used for sub-divisions (when only a piece of a parcel is being sold.)

Input the transaction information about the parcel in the available fields.

Transfer File Maintenance

Step 1: Choose add or edit   ◉ Add   ○ Edit

Step 2: Select Transfer or Split, then enter the transaction information below.   ○ Transfer ◉ Split

Sale/close date	01/22/2013
Date recorded	02/05/2013
LR Book	001
Page(s)	100-110
Transfer ID	2012-001
Sale Price	80,000.00 ☑ Valid

Valid/invalid Price Reason

Miscellaneous Info 1   10 AC SUBDIVISION

Miscellaneous Info 2

Step 3: Select the parcel that is being split or transferred.

Parcel #   AA0006 - 0029   [Find]

Owner 1   DEMPSI JULIUS   [Find]

To Parcel(s)

Step 4: Arrow down or click on the next available line and enter the new parcel id(s)

Parcel	ID	Name
AA0006	0029	DEMPSI JULIUS

Step 5: Arrow down or click on the parcel id above, then click on the 'Modify' button to enter the parcel data. Click on the Ok button to save your changes. To edit a parcel click on the Modify button.

[Save]   [Modify]   [Cancel]

This section only displays on the screen when you choose the **Split Parcel** option.

B) Find the parcel that you want to split or transfer.

This Step is only used when Splitting Parcels!

C) Enter the New Parcel Id in the next available space below the original Parcel id.

D) If you are doing a parcel split click on the modify button to advance to a blank **Parcel Maintenance** screen. Fill in the data and click on the **Ok** button to return to this screen.
Note: Use the modify button to return to the **Parcel Maintenance** screen if needed. This works for both Parcel Splits and Transfers.

**E)** After you have returned from the **Parcel Maintenance** screen, click on this **Save**

Dealing with Contiguous Parcels

Contiguous parcels – are defined as parcels that touch each other and the ownership is in the same name. When this happens both parcels must be combined together and taxed as one parcel. The instruction on this page shows you how to correctly use the 'Contiguous Parcel' field located on the **Parcel Maintenance** screen.

Here is a tax map where the owner of the parcel on the left is going to sell 10ac of land to the property owner of the parcel on the right. So the 10ac subdivision of land will become contiguous with parcel AA0007.0029 on the right. Below is the procedure to follow.

1. Create the new subdivided parcel
2. Then Inactivate the new parcel and combine the acreage to the parent parcel 'AA0007.0029' in this example.
3. Reduce the acreage of the original parcel 'AA0006.0029' in this example.
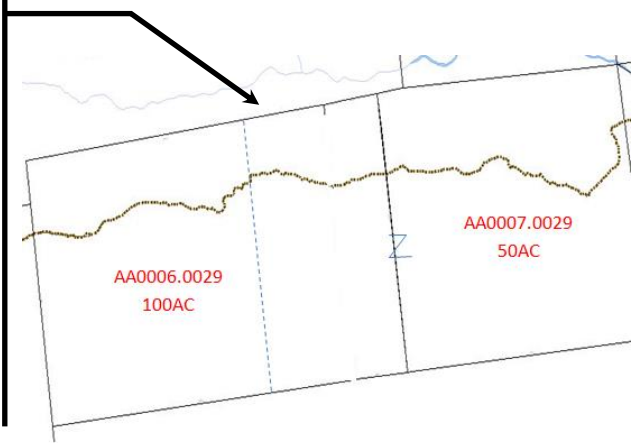
1. On the 'Main Menu' select '4. Parcel Transfers'
2. Select 'Add' and 'Split' as seen on this window.
3. Enter all of the Transfer Information

Transfer File Maintenance

Step 1: Choose add or edit   ⦿ Add ◯ Edit

Step 2: Select Transfer or Split, then enter the transaction information below.   ◯ Transfer ⦿ Split

Sale/close date	01/22/2013	Date recorded	02/05/2013	LR Book 001 Page(s) 100-110
Transfer ID	2012-001	Sale Price	80,000.00	✔ Valid

Valid/invalid Price Reason

Miscellaneous Info 1   10 AC SUBDIVISION

Miscellaneous Info 2

Step 3: Select the parcel that is being split or transferred.

Parcel #   AA0006 - 0029   Find
Owner 1   DEMPSI JULIUS   Find

To Parcel(s)

Step 4: Arrow down or click on the next available line and enter the new parcel id(s).

Parcel	ID	Name
AA0006	0029	DEMPSI JULIUS
AA0006	0291	LAUNDRY ALFRED AND WILMA

Step 5: Arrow down or click on the parcel id above, then click on the 'Modify' button to enter the parcel data. Click on the Ok button to save your changes. To edit a parcel click on the Modify button.

Save   Modify   Cancel

Anytown As Billed Grand List

Parcel Maintenance   AA0006-0291
Total Parcels: 1   LAUNDRY ALFRED AND WILMA
Parcel last updated on: / /

| Parcel | Value/Exempt | Misc/Acres | Notes&Fees | Pmt/Tax | Chg Appr. Contracts Farm | | Contig | HS-122 | | Reapp |

Enter the new owner and parcel information as well as the acreage on the new subdivided parcel.

Inactivate this parcel because it will be taxed with the parcel it is contiguous with.

Contiguous Parcel Information
Enter the main parcel id that this parcel is contiguous with as seen here. You will see the owner, status and acres of that parcel appear.

Parcel #   AA0006 - 0291   Find Real ▼   **INACTIVE PARCEL**
Owner 1   LAUNDRY ALFRED AND WILMA   Find   Parcel Status Inactive ▼
Owner 2   Find   Tax status   T ▼
Address 1   7 ANDY AVENUE
Address 2
City/St/Zip   ANYTOWN   VT   05555
Location A   Find   Category   W ▼
Location B   Find   Owner   T ▼
Location C   Find
911 Loca.   6   ANDY AVE   ▼ Find   Tot. Acres   10.00
Tax Map   Find   **Contiguous Parcel Information**
Prop.Desc. LAND   Find   Parcel #   AA0007   0029
SPAN   Find   Owner 1   LAUNDRY ALFRED AND
                                          Parcel Status Active
                                          Tot. Acres   60.00

Save   Cancel   Close   Print   Delete

Click the Save button to save your changes and return to the **Parcel Transfer** window.

Highlight the original parcel and click on the **Modify** button. Reduce the total acreage for this parcel and save that change. In this example the original parcel was 100 acres and they sub divided 10 acres off of that. Therefore this parcel now contains 90 acres. You will have to adjust the acreage in your appraisal program manually and generate a new value for this parcel as well.

Click the **Save** button when you return to the transfer screen.
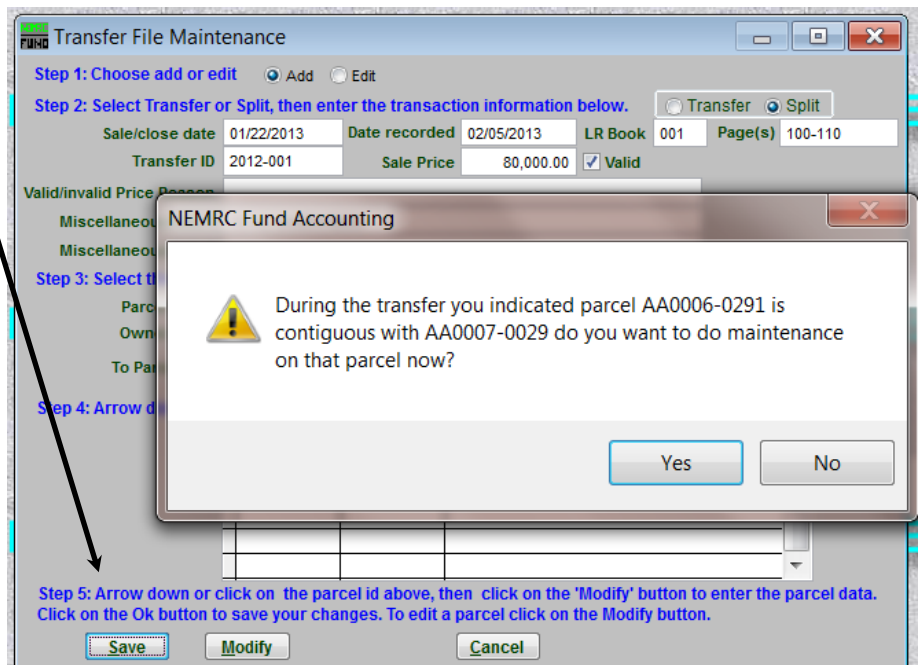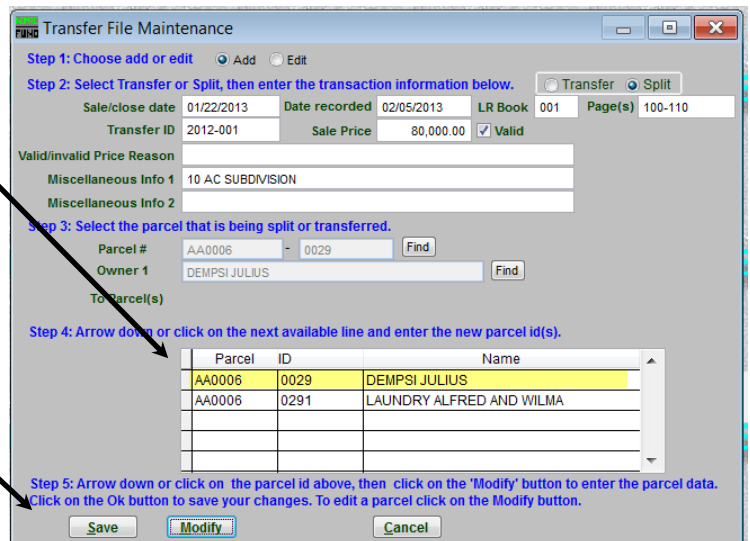
Once you finish editing your parcels, click on the **Save** button to save those changes.
The program recognizes that the new parcel is contiguous with another parcel.
Click the **Yes** button to edit that parcel and add 10 acres and Save that change. Remember you will have to change the that parcel accordingly in your appraisal software.

During the transfer you indicated parcel AA0006-0291 is contiguous with AA0007-0029 do you want to do maintenance on that parcel now?

When you return to the **Transfer** screen select **Save** and decide whether or not to record another transfer.
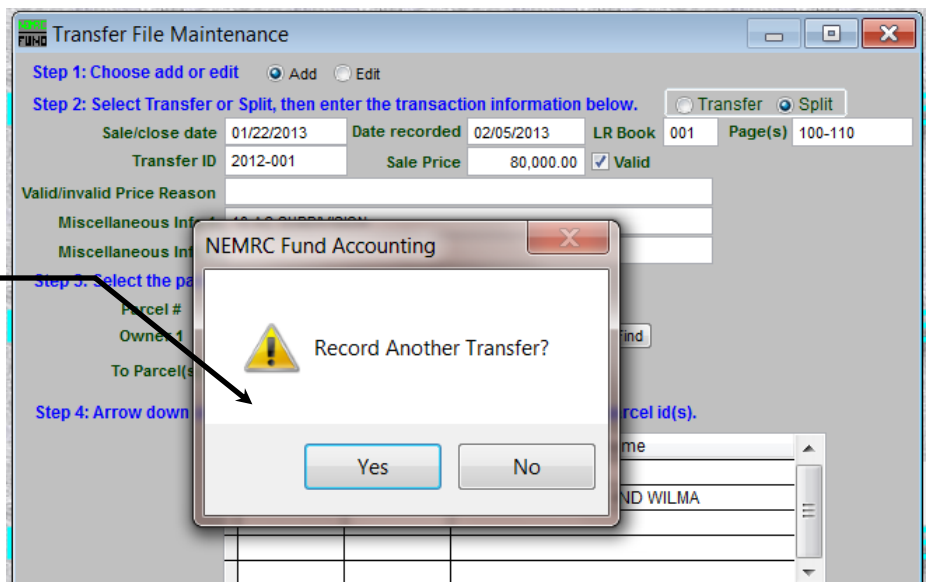
Record Another Transfer?

Anytown As Billed Grand List

Parcel Maintenance
Total Parcels: 3611

AA0006-0291
LAUNDRY ALFRED AND WILMA
Parcel last updated on: 02/05/2013

| Parcel | Value/Exempt | Misc/Acres | Notes&Fees | Pmt/Tax | Chg Appr. Contracts Farm | Xfers | Contig | HS-122 | | Reapp. |

INACTIVE PARCEL

Parcel #   AA0006 - 0291 [Find] Real ▼

Owner 1   LAUNDRY ALFRED AND WILMA   [Find]   Parcel Status Inactive ▼

Owner 2   [Find]   Tax status   T ▼

Address 1   7 ANDY AVENUE

Address 2

City/St/Zip ANYTOWN   VT   05555

Location A   [Find]   Category   W ▼

Location B   [Find]   Owner   T ▼

Location C   [Find]

911 Loca.   6   ANDY AVE   ▼ [Find]   Tot. Acres   10.00

Tax Map   [Find]

Prop.Desc. LAND   [Find]

SPAN   639-201-14059   [Find]

[Change Parcel ID]

Contiguous Parcel Information

Parcel #   AA0007   0029

Owner 1   LAUNDRY ALFRED AND

Parcel Status   Active

Tot. Acres   60.00

[Save] [<< Prev] [Next >>] [Cancel] [Close] [Print]   [Delete]

Parcel Transfer/Split Cont.
Review Data Entry with Transfer Report.

   Once you have entered some of your property transactions, you can run the **Parcel Transfer** report to help you track the parcels that have been entered into the computer. From the **Reports Menu** select the **Transfer Report** button. The **Transfer Report Options** window will come into view. This report is driven by the **Date to Record Transfer** field located on the **Transfer File Maintenance** window (refer to the illustration on the previous page). Therefore, you could run this report daily, weekly, or monthly depending on how many transactions you have to deal with. Enter a handful of transfers, then run this report on a small date range. Next, compare the report against the property transfer cards to ensure that there were no data entry errors. If you do find discrepancies between the property cards and the transfer report you can correct the error immediately. Below is an illustration of the **Transfer Report Options** window. Simply enter a date range and select **Detail** or **Summary**. After you have made your selections you can click on the **Print** button.
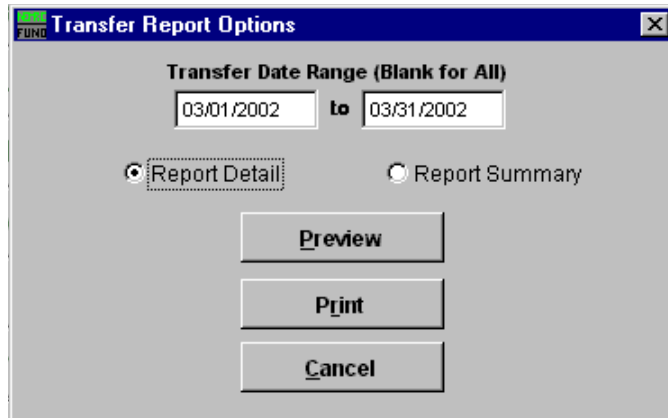
Below is an example of a Detailed Transaction Report for one parcel.

Editing Parcel Transfers / Splits

1) Select '**Edit**' as seen below to edit a property transfer that you previously entered.

2) Enter the sequence number of the transfer below. The Sequence Number must be obtained from the '**Parcel Maintenance**' '**Transfer**' Tab or the '**Property Transfer**' report at this time. The illustrations on the next page will show you where you can find the sequence numbers.

Grand List-NEMRC
File Edit Window Help

Transfer File Maintenance

Step 1: Choose add or edit   ○ Add   ● Edit   **then select a sequence number** [9   ]

Step 2: Select Transfer or Split, then enter the transaction information below.

● Transfer Parcel	**Date to Record Transfer** [03/18/2002]	**Land Record Book** [215] **Page** [44]
○ Split Parcel	**Transfer ID** [234]	**Sale Price** [110,000] ☑ **Valid**
	Miscellaneous Info 1 [ ]	
	Miscellaneous Info 2 [ ]	

Step 3: Select the parcel that is being split or transferred.

Parcel # [0ST01005] - [1] [Find]
Owner 1 [SHUFELT JAMES L JR] [Find]

To Parcel(s)   0ST01005-1
                    TAYLOR JAMES

3) Edit any of the fields on this screen that might be incorrect or press the '**Modify**' button to correct any parcel information that might need to be corrected. Press the '**Ok**' button to save your changes.

Click on the Ok button to save your changes. To edit a parcel click on the Modify button.

[OK]   [Modify]   [Cancel]

4) If this is a current transaction you are editing you will be asked the following question seen below. '**Yes**' will update your current Grand List with the changes you are making. '**No**' will update the historical Grand List file and not change the current Grand List'

NEMRC Fund Accounting

⚠ Do you want to send your changes to the Current Grand List?

[Yes]   [No]

Locating Sequence Numbers for Parcel Transfers

A) From the Parcel Maintenance window, click on the "**Transfer**' tab. The sequence number is located on the left side. Also note the date the transfer was recorded to make sure you get the correct transfer sequence number to edit.

B) From the '**Reports**' menu select the '**Transfers Report**'. The sequence number is located on the upper left corner of each