

ASSESSORS

Report	Affidavit (NRS 361.310(1))	Certificate of Compliance (NRS 360.250)	NRS/NAC	Request Sent by LGS	Assessor's Due Date	Statutory Due Date	Contact	Contact E-Mail	Contact Phone #
Ag Property New Owner Report (names, mailing addresses) (Assists Local Assessed in conducting the annual Ag Survey)			N/A	1-Aug	1-Sep		Victoria Salas Supervisor, Local Assessed	vsalas@tax.state.nv.us	(775)684-2034
Annual Report of Appraisals		x	NAC 361.150		1-Apr	1-Apr	Hector Sepulveda, Admin Assistant IV - LGS	hsepulveda@tax.state.nv.us	(775)684-2159
Billing Cost Exemption Report (Cost of Collecting PP Taxes)			NRS 361.068(2)	1-Dec	15-Jan	15-Jan	Victoria Salas Supervisor, Local Assessed	vsalas@tax.state.nv.us	(775)684-2034
Expenditure Report (AB466) (Guidance Letter 16-003)			NRS 360.137	1-Jul	30-Aug Data Compile 10-Sept Guidance ltr	10-Nov	Neysa Maano, Management Analyst II - Publications	nmaano@tax.state.nv.us	(775)684-2032
Heating & Cooling Qualified Systems (Guidance Letter 12-001)		x	NAC 361.058 / NRS 701A.200		1-Apr	1-Apr	Hector Sepulveda, Admin Assistant IV - LGS	hsepulveda@tax.state.nv.us	(775)684-2159
Improvement Factor Approval			NRS 361.261(1) / NRS 361.260(5)	1-Feb	15-Apr	15-May	Cheryl Erskine, Coordinator of Assessment Standards	cerskine@tax.state.nv.us	(775)684-2038
Open Roll Log (Secured Roll Only)	x	x	NRS 360.250(3) / NRS 361.310(4) / NAC 361.154		31-Oct	31-Oct	Hector Sepulveda, Admin Assistant IV - LGS	hsepulveda@tax.state.nv.us	(775)684-2159
Ratio Study Personal Property Data Request			NRS 361.333	1-Jan	25-Jan		Cheryl Erskine, Coordinator of Assessment Standards	cerskine@tax.state.nv.us	(775)684-2038
Ratio Study Real Property Data Request			NRS 361.333	1-Apr	30-Apr		Cheryl Erskine, Coordinator of Assessment Standards	cerskine@tax.state.nv.us	(775)684-2038
Sales Data Report (Guidance Letter 16-005)		x	NAC 361.151, NRS 360.250(2)(d), NAC 361.661		1-Apr 5-Jul	1-Apr 5-Jul	Hector Sepulveda, Admin Assistant IV - LGS	hsepulveda@tax.state.nv.us	(775)684-2159
SAR (Secured) Reports			NRS 361.390(3)	1-Jul	10-Aug	10-Aug	Cheryl Erskine, Coordinator of Assessment Standards	cerskine@tax.state.nv.us	(775)684-2038
SAR (Unsecured & Secured) Reports			NRS 361.390(3)	30-Sep	31-Oct	31-Oct	Cheryl Erskine, Coordinator of Assessment Standards	cerskine@tax.state.nv.us	(775)684-2038
SAR (Unsecured) Reports			NRS 361.390(3)	30-Mar	5-May	5-May	Cheryl Erskine, Coordinator of Assessment Standards	cerskine@tax.state.nv.us	(775)684-2038

SEG Reports (Final Actual)			NRS 361.390(2)	30-Sep	31-Oct	31-Oct	Cheryl Erskine, Coordinator of Assessment Standards	cerskine@tax.state.nv.us	(775)684-2038
SEG Reports (Final Projection Incl Ma-Pa) Final Prior Year Unsecured/ Final Current Year Secured			NRS 361.390(2)	14-Feb	5-Mar	5-Mar	Cheryl Erskine, Coordinator of Assessment Standards	cerskine@tax.state.nv.us	(775)684-2038
SEG Reports (Preliminary Projection Incl Ma-Pa)			NRS 361.390(2)	31-Dec	31-Jan	31-Jan	Cheryl Erskine, Coordinator of Assessment Standards	cerskine@tax.state.nv.us	(775)684-2038
Summary Reports of Taxes Billed (Secured) Abatement Report		x	NAC 361.609 / NRS 361.068(2)			1-Sep	Kelly Langley, Supervisor - Local Government Finance	klangley@tax.state.nv.us	(775)684-2073
Summary Reports of Taxes Billed (Unsecured) Abatement Report		x	NAC 361.609 / NRS 361.068(2)			1-Jun	Kelly Langley, Supervisor - Local Government Finance	klangley@tax.state.nv.us	(775)684-2073
Tax Roll Assessment Roll Secured (Closes in December after publication of roll and can be re-opened the following day until June 30th) & Unsecured (May 1 to April 30))	x	x	NRS 361.300 / NRS 361.310 / NAC 361.152 / NRS 361.260(1) / NRS 360.250(3)		1-Jan on or before	1-Jan on or before	Hector Sepulveda, Admin Assistant IV - LGS	hsepulveda@tax.state.nv.us	(775)684-2159
Tax Roll (after CBE) Assessment Roll (after CBE) filed to Secretary of SBE	x	x	NRS 361.390(1) / NAC 361.154		10-Mar	10-Mar	Christina Griffith, Supervisor - Boards & Commissions	cmgriffith@tax.state.nv.us	(775)684-2041
Top Ten Taxpayers			NRS 350A.140(2)(g)	15-Sep	15-Oct	15-Nov	Neysa Maano, Management Analyst II - Publications	nmaano@tax.state.nv.us	(775)684-2032
Veterans Report (AB62) (Guidance Letter 16-002)			NRS 417.0194	1-Sep	30-Sep	30-Nov	Neysa Maano, Management Analyst II - Publications	nmaano@tax.state.nv.us	(775)684-2032

More information on reports can be found on pg 74 at:
Assessor Timelines can be found on pages 34 and 35 at:
Guidance Letters can be found at:
LGS Contact information can be found at:
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Form prescribed by Department