

## Section 2—Ratio activities timeline

### Sales collection year

The sales collection year begins January 1 and ends December 31. Sales information is collected, confirmed, sorted, determined to be usable or unusable, and the condition (reject) code is entered into the sales file. Periodically, the volume of sales data is checked and a plan is developed for additional studies, if necessary.

### Ratio study year

#### ORS 309.200

The ratio study year begins immediately following the previous study year and continues until all processes are complete with the certified ratio study (see section 4). Sales analysis may be started earlier than the assessment date (see section 5). Sales listings are produced (see section 4). Sales ratios are computed and the sales

data are analyzed (see section 7); change adjustments are established, if appropriate (see section 6). Additional studies are prepared as necessary (see section 10), and ratio study reports are completed (see section 10). Some important dates to consider are:

- **By February 15:** All sales should be entered into the database.
- **On or before July 1:** Certified copies of the ratio study are filed with the Department of Revenue for review.
- **On or before September 1:** The Department of Revenue provides written findings and recommendations to the assessor. A copy is sent to the county governing body. The assessor acts on recommendations of the department or provides written objections to the Department of Revenue.
- **September 25:** Assessment rolls are finalized.
- **October 15:** The assessor files a certified copy of the ratio study with the clerk of the board of property tax appeals.