

STANDARD REVIEW PROCEDURES

<u>Level of Value</u> - Acceptable Range	2022 Sales	95% - 105%
	2021 Sales	110% - 130%
	2020 Sales	125% - 150%

There is a broader range in older sale years due to the economic variations in sales price in different locations of property in the county.

Remember our primary concern is to have equalization and consistency for all property.

Appraisal Date - Target date is January 1, 2023.

All sales data, building ages, depreciation, etc., is to be measured from January 1, 2023.

Incorrect data elements encountered on review - It is the responsibility of the reviewer to list all incorrect measurements or new attachments or new outbuildings on the pre-review form.

Demolished or Razed Building Encountered on Review

Procedure:

1. Delete building sketch and all information on card.
2. Change occupancy from Improved to Vacant.
3. Put proper note in sketch area.

Example: Dwelling razed as of 10-01-20

Commercial/Industrial Parcels - It is the reviewer's responsibility to look and verify that all parcels not reviewed, because they are coded commercial or industrial, fit the definition and are not simply a house similar to the last 50 parcels reviewed with a beauty shop in the basement. Do not interpret this instruction to mean the residential reviewer should attempt to review legitimate commercial or industrial parcels, vacant or improved.

Record Keeping - One of the objectives of the project is to keep paperwork and accounting to a bare minimum. The records you will maintain are important and mandatory for a successful operation. Unless directed otherwise by future policy change, the reviewer is responsible for the following:

1. Individual Production Record - To be maintained on a daily basis.
2. Incorrect Data List - List all data changes that need to be measured on an incorrect data log by neighborhood.
3. Production Control Form - To be maintained on an ongoing basis per your detailed instructions.

Main Elements - Cards not listed or reviewed.

Reviewer's initials and date completed.

Total card count.

Dwelling In Commercial Areas - You are requested to not review those parcels affected by a commercial or industrial land value influence. If he/she has entered a residential street price you are to review all parcels on that block except individual commercial or industrial parcels. This

usually will be a spot zoning or non-conforming zoning situation. In most of the situations, the commercial reviewer will establish a land value based on commercial use and zoning and will treat the dwelling as a mis-improvement to the land. It makes a big difference in the condition rating! Remember that, for a multiple sequence of cards on one parcel, no cards are considered reviewed if all cards in the sequence, including the land value, are completed. If you had a gas station and a dwelling on the same parcel, leave all cards alone and indicate all cards not reviewed.

All buildings not complete by January 1st 2023 must be valued as a percent complete.

This guide is to be used in estimating the percentage of completion of both residential and commercial buildings under construction.

PERCENT COMPLETION GUIDE

FOUNDATION ONLY.....	10%
FRAMING IN PLACE.....	25%
ROUGH INTERIOR.....	50%
FINISH INTERIOR.....	75%
INTERIOR & EXTERIOR DECORATION.....	90%
WORKING UTILITIES, BUILDING COMPLETE... ..	100%

SPECIFIC REVIEW PROCEDURES

1. Take the following materials to the field.
 - a. Computer listed property cards
 - b. Neighborhood maps/land pricing sheets
 - c. Laptop with mapping and photo file
 - d. Camera
 - e. Measuring Device
2. Familiarize yourself with the review area.
3. Property location - Check property location and provide street numbers if missing; note on address mismatch document if address is not accurate.
4. Change property use codes to reflect the actual use of the property.
5. Area - Check for proper neighborhood code; change if not correct. If you feel there should be major neighborhood changes, consult your supervisor.
6. Parcel number - Make sure that you are reviewing the proper dwelling or lot by comparing the parcel I.D. on the card with the parcel I.D. on the map.
7. Land data - Check for accuracy of lot size or land breakdown and correct if necessary. Check for influence factor (i.e. topography or size) and adjust if necessary. Check unit price to be sure that all parcels in neighborhood group are being priced consistently. Do not attempt to change any land rates until you consult your supervisor.
8. Listing data - Review all dwelling and other buildings for accuracy and adequacy of data. Make necessary corrections to sketches or characteristics.
9. Grade - Assign a quality grade to the structure based on project guidelines.
10. Year built - Confirm or correct actual year built and effective year built.

11. Depreciation - Assign condition rating to dwelling based on age and condition. Add function or economic depreciation if required.
12. Parcel summary - Check indicated value in comparison with sales in neighborhood.
15. Photo – Check photo of building to make sure it is correct and looks like the current condition of building.
16. Mapping problems – Notify mapping department of mapping problem.