

## STANDARD REVIEW PROCEDURES

<u>Level of Value</u> - Acceptable Range	2009 Sales	95% - 105%
	2004 Sales	105% - 110%
	2003 Sales	110% - 115%
	2002 Sales	115% - 120%

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

Appraisal Date - Target date is January 1, 2009.

All sales data, building ages, depreciation, etc. is to be measured from January 1, 2009.

Sales Analysis Sheets - A sales analysis will be maintained, completed and turned in with each completed map by the reviewer. Sales sheets will be kept by map number and class of property i.e., Residential, Commercial, Etc.

Maps - All field maps are to be kept up to date by the reviewer, including street prices, land influences, acreage rates, corner influence, etc. No pre-priced land or street prices are to be changed without consultation with your supervisor.

New Construction Encountered on Review - It is the responsibility of the reviewer to measure and list all residential new construction encountered during the review phase. If the improvement cannot be finalized because construction is incomplete, the reviewer is responsible to:

1. Measure and list what is there at the time.
2. Complete the property record card as far as possible including, class, land value, depreciation, etc.
3. Enter note in the remarks area describing the status of the new construction.

Examples: Dwelling under construction as of 10-01-04  
(50%+- complete)  
Dwelling under construction as of 10-01-04  
(foundation only)

4. Treat all new construction which cannot be finalized as not reviewed.
5. Maintain a list of all incomplete new construction by map number on the appropriate new construction form. This list should include the complete parcel number and brief remarks similar to the notes on the property record card.
6. Enter code 98 CIP in SUMMARY OF OTHER BUILDINGS AND YARD ITEMS field.

## 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 10-01-04

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 really fit the definition and are not simply a house similar to the last 50 he/she reviewed with a beauty shop in the basement. Don't interpret this instruction to mean the residential reviewer should attempt to review legitimate commercial or industrial parcels, vacant or improved. Try to use common sense. When in doubt. ASK!

Error Sheets - As a result of several clerical operation, we have listings of errors, omissions, inaccuracies, etc., which need correction. It will be the responsibility of each reviewer to correct and complete any card with errors. These errors may be noted on the error listing or they may be observed errors.

They may be as simple as completing the property factor checklist or as major as a noted request to re-measure and re-list the property. You are asked to act in a professional manner and do the right thing mainly because you know it needs to be done. You are asked to initial the error list to indicate the problem has been corrected.

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. Sales Analysis Sheets - To be maintained, completed and turned in by map number. Completed packs will not be accepted without a completed sales analysis.
3. Error Listing Sheets - Treat similar to sales analysis.
4. New Construction List - Treat similar to sales analysis.
5. Production Control Form - To be maintained on an ongoing basis per your detailed instructions.

Main Elements - Cards not listed or reviewed.

Reviewer's number 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. The main indicator for these should be the land pricers' instructions. 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 good rating! As a sidelight, 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.

### **NEW CONSTRUCTION PERCENTAGE OF COMPLETION GUIDE**

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

#### **PERCENT COMPLETION GUIDE**

<b>FOUNDATION ONLY.....</b>	<b>10%</b>
<b>FRAMING IN PLACE.....</b>	<b>25%</b>
<b>SHELL COMPLETED.....</b>	<b>35%</b>
<b>ROUGH INTERIOR.....</b>	<b>50%</b>
<b>FINISH INTERIOR.....</b>	<b>75%</b>
<b>INTERIOR &amp; EXTERIOR DECORATION.....</b>	<b>90%</b>
<b>WORKING UTILITIES, BUILDING COMPLETE... ..</b>	<b>100%</b>

#### **SPECIFIC REVIEW PROCEDURES**

1. Take the following materials to the field.
  - a. Full size map
  - b. Property cards
  - c. Neighborhood maps/land pricing sheets
  - d. Sales print out
  - e. Sales analysis sheets
2. Familiarize yourself with the review area.
3. Review all sales within your map and complete the sales analysis sheet.
4. Property location - Check property location and provide street numbers if missing.

5. Area - Check for proper neighborhood code, change if not correct. If you feel that there should be a major neighborhood change 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 bases on project guidelines.
10. Year built - Confirm or correct actual year built and effective year built.
11. Depreciation - Assign CDU rating to dwelling based on age and CDU rating.
12. Parcel summary - Check indicated value and enter estimated value (+-) bases on changes you make to records.
13. Mapping problems - Complete mapping problem forms, included detailed description of problems.