WAYNE COUNTY 2025 SCHEDULES OF VALUES

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INTRODUCTION

The following 2025 revaluation manual has been developed and prepared by the Wayne County Assessor's Office Staff with the help and assistance of Piner Appraisals, JWE Services, LLC, David Ward and Gene Rountree.
This manual has been prepared to conform to professional appraisals, principals and practices, and it is designed so that all property in Wayne County, North Carolina as far as practicable, be appraised at its true market value as of January 1, 2025 in a uniform manner.

The primary purpose of real property assessment is to arrive at a fair and just valuation (market value) of all real property for use in deriving property taxes that will be as equitable as is feasible given the time, staff and money available to the assessor.

Market value as defined by "Machinery Act of North Carolina" under G.S. 105.283 Uniform Appraisal Standards is "the price estimated in terms of money at which the property would change hands between a willing and financially able buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of all the uses to which the property is adapted and for which it is capable of being used".

To determine just and equitable values the assessor must turn to mass appraisal methods and techniques based on solid appraisal principles. In mass appraising, as in any kind of appraising, the realities of the local market along with state and local laws must be considered. Also, fundamental to any mass appraisal system are knowledge, judgment and the ability to adapt a standardized system to the local market. A standardized system and method of handling both data and the application of the three basic approaches to value is necessary to achieve equalization and uniformity in the valuation process.

The three basic approaches which may be used to arrive at a fair market value are summarized as follows:

COST APPROACH

This approach consists of estimating the land value and the depreciated cost of the improvements to arrive at a value. Theoretically, the substitution principle is the basis for determining the maximum value of the property by this approach. The substitution principle assumes the value is equal to the cost of acquiring a substitution of equal utility assuming no cost delay is encountered.

The cost approach is applicable to virtually all improved parcels and, if used properly, can produce highly accurate valuations. The cost approach is more reliable for newer structures of standard materials, design, and workmanship.

Reliable cost data are imperative in any successful application of the cost approach. The data must be complete, typical and current. Current construction costs should be based on the cost of replacing a structure with one of equal utility, using current materials, design, and building standards. Costs of individual construction components and building items should also be included in order to adjust for features that differ from the base specifications. These costs should be incorporated into a construction cost manual and related computer software. The software can perform the valuation function, and the manual, in addition to providing documentation, and can be used when non-automated calculations are required.

Construction cost schedules can be developed internally, based on a systematic study of local construction costs, obtained from firms specializing in such information, or custom generated by a contractor. Cost schedules should be verified for accuracy by applying them to recently constructed improvements of known cost. Construction costs also should be updated before each assessment cycle.

MARKET APPROACH

This approach utilizes the application of prior sales data from the market and is also referred to as the sales or comparison approach. Use of this approach requires that the sales used should be analyzed to determine that the conditions of fair market value have been satisfied.

The sales comparison approach estimates the value of a subject property by analyzing the sales prices of similar properties. Mass appraisal programs should be able to adjust sales prices for date of sale. Adjustments should be considered for financing, personal property, assumed leases, delinquent taxes and special assessments. Reliability of the sales comparison approach rests on the number and quality of available sales. When sufficient valid sales are available, this approach tends to be the preferred valuation method

INCOME APPROACH

In general, for income-producing properties the income approach is the preferred valuation approach when reliable income and expense data are available, along with well-supported income multipliers, overall rates, and required rates of return on investment. Successful application of the income approach requires the collection, maintenance, and careful analysis of income and expense data.

The two most common applications of this approach in mass appraising are the capitalized net income and the gross rent multiplier.

The use of any of the three approaches requires careful consideration to be given to:

1. The relevancy of the approach applied to the property under consideration.
2. The inherent strengths and weaknesses of the approach used.
3. The amount and reliability of the data collected.
4. The effect of the local market on the data collected.

Finally, it must be remembered, the true test of a mass appraisal system rests upon its acceptance by the assessor, the taxpayers and administrative review bodies such as the Department of Revenue and the courts.

The material contained in the manual is provided to enable the user to apply standard procedures to the mass appraisal of property. In certain cases, the procedures are manually implemented and controlled; in others, the highly sophisticated data processing and appraisal systems are available to assure standard methods are employed. The principle to be recognized is that of standardization of data and operations as a vehicle to achieving the goals of the appraisal system.

ARTICLE 13.
Standards for Appraisal and Assessment

Sec.

§ 105-273(13) Real property, real estate, or land.
Defines real property, real estate, or land as any of the following: the land itself, the buildings, structures, improvements, or permanent fixtures to the land. The term also includes all rights and privileges belonging or in any way appertaining to the property. Additionally, a manufactured home as defined in G.S. 143-143.9(6), unless it is considered tangible personal property for failure to meet all of the following requirements: (1) It is a residential structure. (2) It has the moving hitch wheels and axles removed. (3) It is placed on a permanent foundation either on land owned by the owner of the manufactured home or on land in which the owner of the manufactured home has a leasehold interest pursuant to a lease with the primary term of at least 20 years and the lease expressly provides for disposition on the manufactured home upon termination of the lease.

§ 105-283. Uniform appraisal standards.
All property, real and personal, shall as far as practicable be appraised or valued at its true value in money. When used in this Subchapter, the words "true value" shall be interpreted as meaning market value, that is, the price estimated in terms of money at which the property would change hands between a willing and financially able buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of all the uses to which the property is adapted and for which it is capable of being used. For the purposes of this section, the acquisition of an interest in land by an entity having the power of eminent domain with respect to the interest acquired shall not be considered competent evidence of the true value in money of comparable land. (1939, c. 310, s. 500; 1953, c. 970, s. 5; 1955, c. 1100, s. 2; 1959, c. 682; 1967, c. 892, s. 7; 1969, c. 945, s. 1; 1971, c. 806, s. 1; 1973, c. 695, s. 11; 1977, 2nd Sess., c. 1297.)

§ 105-284. Uniform assessment standard.
(a) Except as otherwise provided in this section, all property, real and personal, shall be assessed for taxation at its true value or use value as determined under G.S. 105-283 or G.S. 105-277.6, and taxes levied by all counties and municipalities shall be levied uniformly on assessments determined in accordance with this section.
(b) The assessed value of public service company system property subject to appraisal by the Department of Revenue under G.S. 105-335(b)(1) shall be determined by applying to the allocation of such value to each county a percentage to be established by the Department of Revenue. The percentage to be applied shall be either:

(1) The median ratio established in sales assessment ratio studies of real property conducted by the Department of Revenue in the county in the year the county conducts a reappraisal of real property and in the fourth and seventh years thereafter; or
(2) A weighted average percentage based on the median ratio for real property established by the Department of Revenue as provided in subdivision (1) and a one hundred percent (100%) ratio for personal property. No percentage shall be applied in a year in which the median ratio for real property is ninety percent (90%) or greater.

If the median ratio for real property in any county is below ninety percent (90%) and if the county assessor has provided information satisfactory to the Department of Revenue that the county follows accepted guidelines and practices in the assessment of business personal property, the weighted average percentage shall be applied to public service company property. In calculating the weighted average percentage, the Department shall use the assessed value figures for real and personal property reported by the county to the Local Government Commission for the preceding year. In any county which fails to demonstrate that it follows accepted guidelines and practices, the percentage to be applied shall be the median ratio for real property. The percentage established in a year in which a sales assessment ratio study is conducted shall continue to be applied until another study is conducted by the Department of Revenue.
(c) Notice of the median ratio and the percentage to be applied for each county shall be given by the Department of Revenue to the chairman of the board of commissioners not later than April 15 of the year for which it is to be effective. Notice shall also be given at the same time to the public service companies whose property values are subject to adjustment under this section. Either the county or an affected public service company may challenge the real property ratio or the percentage established by the Department of Revenue by giving notice of exception within 30 days after the mailing of the Department's notice.

Upon receipt of such notice of exception, the Department shall arrange a conference with the challenging party or parties to review the matter. Following the conference, the Department shall notify the challenging party or parties of its final determination in the matter. Either party may appeal the Department's determination to the Property Tax Commission by giving notice of appeal within 30 days after the mailing of the Department's decision.
(d) Property that is in a development financing district and that is subject to an agreement entered into pursuant to G. S. 159-108 shall be assessed at its true value or at the minimum value set out in the agreement, whichever is greater. (1939, c. 310, s. 500; 1953, c. 970, s. 5; 1955, c. 1100, s. 2; 1959, c. 682; 1967, c. 892, s. 7; 1969, c. 945, s. 1; 1971, c. 806, s. 1; 1973, c. 695, s. 12; 1985, c. 601, s. 1; 1987 (Reg. Sess., 1988), c. 1052, s. 1; 2003-403, s.20)

§ 105-286. Time for general reappraisal of real property.

(a) Octennial Plan.--Unless the date shall be advanced as provided in subdivision (a)(2), below, each county of the State, as of January 1 of the year prescribed in the schedule set out in subdivision (a)(1), below, and every eighth year thereafter, shall reappraise all real property in accordance with the provisions of G.S. 105-283 and 105-317.M

(1) Schedule of Initial Reappraisals.--

Division One--1972: Avery, Camden, Cherokee, Cleveland, Cumberland, Guilford, Harnett, Haywood, Lee, Montgomery, Northampton, and Robeson.

Division Two--1973: Caldwell, Carteret, Columbus, Currituck, Davidson, Gaston, Greene, Hyde, Lenoir, Madison, Orange, Pamlico, Pitt, Richmond, Swain, Transylvania, and Washington.

Division Three--1974: Ashe, Buncombe, Chowan, Franklin, Henderson, Hoke, Jones, Pasquotank, Rowan, and Stokes.

Division Four--1975: Alleghany, Bladen, Brunswick, Cabarrus, Catawba, Dare, Halifax, Macon, New Hanover, Surry, Tyrrell, and Yadkin.

Division Five--1976: Bertie, Caswell, Forsyth, Iredell, Jackson, Lincoln, Onslow, Person, Perquimans, Rutherford, Union, Vance, Wake, Wilson, and Yancey.

Division Six--1977: Alamance, Durham, Edgecombe, Gates, Martin, Mitchell, Nash, Polk, Randolph, Stanly, Warren, and Wilkes.

Division Seven--1978: Alexander, Anson, Beaufort, Clay, Craven, Davie, Duplin, and Granville.

Division Eight--1979: Burke, Chatham, Graham, Hertford, Johnston, McDowell, Mecklenburg, Moore, Pender, Rockingham, Sampson, Scotland, Watauga, and Wayne.

(2) Mandatory Advancement. —A county whose population is 75,000 or greater according to the most recent annual population estimates certified to the Secretary by the State Budget Officer must conduct a reappraisal of real property when the county's sales assessment ratio determined under G.S. 105-289(h) is less than .85 or greater than 1.15 as indicated on the notice the county receives under G.S. 105-284. A reappraisal required under this subdivision must become effective no later than January 1 of the earlier of the following years:

a. The third year following the year the county received the notice.

b. The eighth year following the year of the county's last reappraisal.

(3) Optional Advancement—A county may conduct a reappraisal of real property earlier than required by subdivision (1) or (2) of this subsection if the board of county commissioners adopts a resolution providing for advancement of the reappraisal. The resolution must designate the effective date of the advanced reappraisal and may designate a new reappraisal cycle that is more frequent than the octennial cycle set in subdivision (1) of this subsection. The board of county commissioners must promptly forward a copy of the resolution adopted under this subdivision to the Department of Revenue. A more frequent reappraisal cycle designated in a resolution adopted under this subdivision continues in effect after a mandatory reappraisal required under subdivision (2) of this subsection unless the board of county commissioners adopts another resolution that designates a different date for the county's next appraisal

(b), (c) Repealed by Session Laws 2008-146, s. 1.1 Effective July 1, 2009. (1939, c. 310, s. 300; 1941, c. 282, ss. 1, 11/2; 1943, c. 634, s.1; 1945, c. 5; 1947, c. 50; 1949, c. 109; 1951, c. 847; 1953, c. 395; 1955, c. 1273; 1957, c. 1453, s. 1; 1959, c. 704, s. 1; 1971, c. 806, s. 1; 1973, c. 476, s.193; 1987, c. 45, s. 1; 2008-146, s. 1.1.)

§ 105-317. Appraisal of real property; adoption of schedules, standards, and rules.

(a) Whenever any real property is appraised it shall be the duty of the persons making appraisals:

(1) In determining the true value of land, to consider as to each tract, parcel, or lot separately listed at least its advantages and disadvantages as to location; zoning; quality of soil; waterpower; water privileges; dedication as a nature preserve; mineral, quarry, or other valuable deposits; fertility; adaptability for agricultural, timber-producing, commercial, industrial, or other uses; past income; probable future income; and any other factors that may affect its value except growing crops of a seasonal or annual nature.

(2) In determining the true value of a building or other improvement, to consider at least its location; type of construction; age; replacement cost; cost; adaptability for residence, commercial, industrial, or other uses; past income; probable future income; and any other factors that may affect its value.

(3) To appraise partially completed buildings in accordance with the degree of completion on January 1.

(b) In preparation for each revaluation of real property required by G.S. 105-286, it shall be the duty of the assessor to see that:

(1) Uniform schedules of values, standards, and rules to be used in appraising real property at its true value and at its present-use value are prepared and are sufficiently detailed to enable those making appraisals to adhere to them in appraising real property.

(2) Repealed by Session Laws 1981, c. 678, s. 1.

(3) A separate property record be prepared for each tract, parcel, lot, or group of contiguous lots, which record shall show the information required for compliance with the provisions of G.S. 105-309 insofar as they deal with real property, as well as that required by this section. (The purpose of this subdivision is to require that individual property records be maintained in sufficient detail to enable property owners to ascertain the method, rules, and standards of value by which property is appraised.)

(4) The property characteristics considered in appraising each lot, parcel, tract, building, structure and improvement, in accordance with the schedules of values, standards, and rules, be accurately recorded on the appropriate property record.

(5) Upon the request of the owner, the board of equalization and review, or the board of county commissioners, any particular lot, parcel, tract, building, structure or improvement be actually visited and observed to verify the accuracy of property characteristics on record for that property.

(6) Each lot, parcel, tract, building, structure and improvement be separately appraised by a competent appraiser, either one appointed under the provisions of G.S. 105-296 or one employed under the provisions of G.S. 105-299.

(7) Notice is given in writing to the owner that he is entitled to have an actual visitation and observation of his property to verify the accuracy of property characteristics on record for that property.

(c) The values, standards, and rules required by subdivision (b)(1) shall be reviewed and approved by the board of county commissioners before January 1 of the year they are applied. The board of county commissioners may approve the schedules of values, standards, and rules to be used in appraising real property at its true value and at its present-use value either separately or simultaneously. Notice of the receipt and adoption by the board of county commissioners of either or both the true value and present-use value schedules, standards, and rules, and notice of a property owner's right to comment on and contest the schedules, standards, and rules shall be given as follows:

(1) The assessor shall submit the proposed schedules, standards, and rules to the board of county commissioners not less than 21 days before the meeting at which they will be considered by the board. On the same day that they are submitted to the board for its consideration, the assessor shall file a copy of the proposed schedules, standards, and rules in his office where they shall remain available for public inspection.

(2) Upon receipt of the proposed schedules, standards, and rules, the board of commissioners shall publish a statement in a newspaper having general circulation in the county stating:

a. That the proposed schedules, standards, and rules to be used in appraising real property in the county have been submitted to the board of county commissioners and are available for public inspection in the assessor's office; and

b. The time and place of a public hearing on the proposed schedules, standards, and rules that shall be held by the board of county commissioners at least seven days before adopting the final schedules, standards, and rules.

(3) When the board of county commissioners approves the final schedules, standards, and rules, it shall issue an order adopting them. Notice of this order shall be published once a week for four successive weeks in a newspaper having general circulation in the county, with the last publication being not less than seven days before the last day for challenging the validity of the schedules, standards, and rules by appeal to the Property Tax Commission. The notice shall state:

a. That the schedules, standards, and rules to be used in the next scheduled reappraisal of real property in the county have been adopted and are open to examination in the office of the assessor; and

b. That a property owner who asserts that the schedules, standards, and rules are invalid may except to the order and appeal therefrom to the Property Tax Commission within 30 days of the date when the notice of the order adopting the schedules, standards, and rules was first published.

(d) Before the board of county commissioners adopts the schedules of values, standards, and rules, the assessor may collect data needed to apply the schedules, standards, and rules to each parcel in the county. (1939, c. 310, s. 501; 1959, c. 704, s. 4; 1967, c. 944; 1971, c. 806, s. 1; 1973, c. 476, s. 193; c. 695, s. 5; 1981, c. 224; c. 678, s. 1; 1985, c. 216, s. 2; c. 628, s. 4; 1987, c. 45, s. 1; c. 295, s. 1; 1997-226, s. 5.)

NOTE: The Machinery Act of North Carolina is considered an integral part of these Uniform Schedules of Value, Standards, and Rules. Any applicable law or standard not recited with this text is hereafter included by reference as part of the schedules.

SALES UTILIZATION AND FAIR MARKET VALUE

PREFACE

Sales Collection and verification is the single most important activity in the appraiser's office. There is no other activity necessary to the operation of the appraiser's office which is as important as the meticulous and regimented collection of sales data.

Ultimately, all valuation approaches, regression, cost/market, or income rely upon the analysis of VALID, QUALIFIED, SALES in order to properly value a subject property.

MEETING LEGISLATIVE REQUIREMENTS

Decisions by legislators in recent years have mandated the assessment of real property at 100% of the "fair market value". These criteria have made it imperative for the property appraiser to have an accurate and supportable sales file from which the market approach can be properly implemented.

Regardless of how well or how accurate the data about a property may be, the data is useless without sales data against which the data may be compared.

The entire premise of the computerized appraisal system is that regardless of the appraisal approach used, the analysis of sales parcels is necessary in order to do the following:

A. develops regression equations
B. set cost/market base rates
C. determines depreciation schedules
D. determines income capitalization or discount rates

Without sales, the appraiser has to depend on the Cost and Income Approach to base his decisions. Therefore, you need sales to support the Cost Approach. Sales also help to determine depreciation and obsolescence in the Cost Approach and cap rates in the Income Approach.

The basic sales information is available at the Registrar of Deeds. However, before a proper analysis can be made between the sales for the tax year and those of similar properties that did not sell, the sales must be checked or qualified to verify that an "arm's length" transaction has taken place and that the source of information is correct. The transaction must then be further checked to determine if all rights and benefits of property ownership were transferred and if any personal property was involved. This procedure is known as SALES QUALIFICATION.

STEPS IN SALES QUALIFICATION

Sales of some residential, but primarily agricultural, industrial and commercial properties often include personal property. There are also a number of intercompany or interfamily transfers "distress" sales, etc., many of which have limiting terms and conditions which affect the sales price. For these reasons and others, further qualification of sales of this type through conversations with one or more of the parties involved may be necessary to determine if the sales price should be adjusted for terms, personal property, etc., or disqualified entirely.

The Sales Qualification Form

Sales Qualification forms are a record of the sales research performed to establish the quality of a specific sale. Qualified sales are of inestimable value in establishing unit land values, base rates, depreciation schedules, and for checking the quality and degree of equalization of all work performed.

The first step in any sales qualification procedure is the deed qualification of ALL sales parcels. The sales should then be further qualified as necessary with the use of a sales qualification form.

STEP 1 DEED QUALIFICATION OF ALL SALES. This step entails examining deeds for any conditions or statements which might indicate the sale was not an "arm's length" transaction. For single family residences, this is usually all that is necessary to obtain accurate sales data.

Those deeds having ANY of the following conditions should be entered on the maintenance document with the appropriate unqualified code as listed below in Chapter 2 Page 4-5 Deed Edit Sheet-Reasons for Rejection.

1. Quit claim, corrective or tax deeds
2. Deed shows $6.00 or less in revenue stamps
3. Same family name as to grantee and grantor
4. Deeds from or to banks or loan companies
5. Deeds indicating a trade or exchange or conveying less than whole interest, i.e. life estates, etc.
6. Deeds including livestock or personal property, i.e. trucks, equipment, cattle, etc.
7. Multi-parcel sales unless the amount paid for each parcel is specified
8. Deeds including exchanges of real or personal property
9. Deeds to or from any of the following

Administrators	Clerks of Court
Executors	County Commissioners
Guardians	Counties
Receivers	Trustees of Internal Imp. Fund
Sheriffs	Cities and/or municipalities
Masters	United States of America or Federal Agencies
Churches	Utility Companies
Lodges	Educational Institutions
Fraternal Institutions	
Benevolent Institutions	

See Page 2-4 & 5 for Sale Disqualification Code Form

DEED EDIT SHEET

CODE REASONS FOR REJECTION:

A. The transaction includes the conveyance of two (2) or more parcels.

B. Sales for which the improvements sold are not included in the tax assessment or the assessment included improvements built after the sale.

C. Deed shows $6.00* or less in revenue stamps. *Transaction is for $3,000 or less.

D. The date the deed was made, entered or notarized is outside the dates of the study period. (The study period runs from January 1 to December 31.)

E. The transaction is between relatives or related businesses.

F. The grantor is only conveying an undivided or fractional interest to the grantee.

G. The deed reserves until the grantor, a life estate or some other interest.

H. The deed reserves unto the grantor the possession of, or lease of, the property for specified period following the sale.

I. One or both of the parties involved in the transaction is governmental, a public utility, lending institution, or a relocation firm.

J. The deed conveys a cemetery lot or other tax-exempt property.

K. One or both of the parties involved in the transaction is a church, school, lodge, or some other educational organization.

M. The deed indicates that the property conveyed is situated in more than one county.

N. The transaction is for minerals, timber, etc. or the rights to mine or cut same.

O. The transaction includes the conveyance of personal property, and the value of such is not specified separate from the real property value in the deed.

P. The transaction is the result of a forced sale or auction.

Q. Transaction made by the use of a Contract for Deed, the agreement for which is executed and sale actually made prior to the study.

R. The transaction involves the trade or exchange of real property.

S. The transaction is for real property, which cannot be clearly identified on the county tax record.

DEED EDIT SHEET

CODE REASONS FOR REJECTION:

X. Other (An explanation must be provided when this code is used.)

Z. Use for when the Assessed Value is unknown (such as a split or new construction).

STEP 2 SALES RESEARCH. By completing the sales qualification form, an orderly check of the sale can be performed relatively easily. The form should be completed as follows:

1. The individual qualifying the sale signs his/her name and dates the form in the upper right hand corner.
2. Then the parcel number of the sale and the sales data portion of the form, i.e. Deed Book and Page, month and year, instrument type, whether it is qualified or unqualified, vacant or improved, and the indicated sales price taken from the deed.
3. From a copy of the recording instrument obtain the name, address and telephone number of the Grantor, the Grantee, or some other interested party such as the real estate broker, the builder, the developer, the lending institution, or other informed person.
4. A check is placed in the box next to the person contacted. (Experience has shown the best source of information is the Grantor.)
5. Complete the QUALIFICATION DATA portion of the form by conversations with one or more of the principles, confirming the sale date, whether it sold vacant or improved, the actual sales price and any other property (real, tangible or intangible) which may have been included in the sale as well as an estimate of the value of the other property included in the sale. If there was a mortgage involved in the sale, confirm the amount, the interest, and the term and repayment schedule. Make any pertinent notes or comments in the comments portion of the form.
6. Also determine the type of mortgage loan; whether or not it was conventional, participating, government backed, variable interest rate, or other. THE SALES DATA CHANGE portion of the form is to be completed if any portion of the sales data is found to be in error or if there was an adjustment of the information gathered during the sales research. If an adjustment is made to the indicated sales price, the reason MUST be entered in the comments for future reference. The importance of documenting the reasons and support of any sale adjustment cannot be overemphasized.

Using the Sales Data Qualification Form

The Sales Qualification Form should be completed by departments most familiar with the type of property or area being researched; i.e. income producing properties by the income department, vacant parcels by the land department, and improved properties by the building department.

Changes in sales prices can and should be made to compensate for personal property included in the sales. Having done this, a sale can be treated as qualified and used as a guide for establishing values for similar properties. The qualification process enables the property appraiser to gather the information necessary to adjust sales prices so they will reflect "fair market" sales.

During the investigation of sales, other factors may come to light indicating that an adjustment is necessary to the sales price for what appears to be an otherwise qualified sale. These include market and economic factors. For example, if a property has to remain on the market for an excessive period of time prior to selling, an adjustment may be appropriate. The property appraiser can find himself in a most advantageous position in determining the type of adjustments required because of his familiarity with the local market conditions. Adjustments SHOULD be made for any VALID reason in order to supply qualified comparable for valuing similar properties.

It is most important to remember that the sales qualification form should be PROPERLY filled out and filed for FUTURE

REFERENCE.

BENCHMARK SALES

In large counties, sales are relatively numerous for single family properties and usually available for some commercial type properties. However, the necessity of determining "market value" for all properties complicates the task of appraising certain types of property uses with few or, more often, no "qualified" sales. In these instances CAMA is designed to utilize BENCHMARK (surrogate) SALES.

The term benchmark refers to properties which have been appraised using conventional fee appraisal techniques. When sufficient sales data is unavailable, fee appraisers have relied on the cost and income approaches to value for indications of market value. For the property appraiser faced with the wide variety of property types, the utilization of the income and cost techniques can provide supportable evidence for appraisal purposes when no "qualified" sales are available which would be applicable.

When faced with a valuation problem dealing with a property type for which there are no qualified sales, the appraiser's first step is to choose a few parcels representative of the particular type or, if there is just one property, the subject can be used. The next step, collecting pertinent data about the properties, is similar to that of the fee appraiser. Depending on available information, either the cost approach or income approach may be employed to give good value indications.

Cost Benchmarks

If the improvements under investigation are relatively new, local contractors can be consulted for estimates of the cost to replace. Also, the property appraiser can utilize such cost services as MARSHALL & SWIFT BUILDING COST SERVICE to give good cost estimates for a wide variety of building types. After a cost per square foot, unit and/or total building cost new has been estimated, it is necessary for the appraiser to review the property to determine depreciation in the case of less than new structures.
After the appropriate amount of depreciation is calculated, it is subtracted from the replacement cost new. The resulting figure is the depreciated replacement cost new to which is added the market land value. With accurate figures, this value can be utilized and entered as a benchmark sale as described on the following pages under PROCEDURE FOR ENTERING BENCHMARK SALES.

Income Benchmarks

Another useful method of deriving benchmark sales involves the income approach to value. CAMA makes available seven methods which are discussed in greater detail in a later chapter but for the purposes of benchmarking a few other comments are necessary.

The basic income data regarding income and expenses is critical and care should be taken to verify information gathered. When this is done and entered into the system using one of the seven approaches, the resultant value can be entered in the sales portion of the appraisal card. The justification for the use of the income approach in the valuation process rests with the reason the income property is used. Income property is used to generate an income stream of revenues in the form of money. It is one of the basic economic building blocks and the property can be valued in terms of its ability to generate income. Income property is held, developed and sold for the income producing potential it possesses.

The exact procedure for entering a change can be found in the chapter on procedures for completing the field data instrument.

USE OF SALES ANALYSIS REPORTS IN THE QUALIFICATION PROCESS

For counties with a large volume of sales activity, CAMA enables the property appraiser to limit his sales qualification activities to those sales which show the most extreme assessed value ratios.

Reports can be generated based on location, improvement type, model number, etc. The sales with extreme ratios can be subjected to the sales qualification procedure. The parameters for those to be analyzed can be set by the property appraiser (i.e. all ratios greater than 100 and less than 75, etc.) based on his requirements, available staff, etc.

CAMA is designed so that the property appraiser does not have to manually research his own files for various property types but can receive a computer printed worksheet detailing only those parcels he wishes to research based on the parameters he has selected (location, age, improvement type, land use,...).

SEE COUNTY MAPPING DEPARTMENT FOR MAPPING PROCEDURES

Wayne County has a separate Geographic Information Systems (GIS) Department. The GIS Department should be consulted for information concerning generally accepted mapping procedures.

LAND APPRAISAL PROCEDURES

PREFACE

LAND VALUATION TECHNIQUES

Land values are derived primarily by the sales comparison method. It is, therefore, important that certain factors be accurately shown and considered. These factors include location, size, topography, present use, highest and best use, etc. The following chapter describes procedures for recording these important elements and determining land values.

In making appraisals for Ad Valorem Tax purpose, it is generally necessary to estimate separate values for the land and the improvements on the land. In actually, the two are not separated and the final estimate of the property as a single unit must be given prime consideration. However, in arriving at that final estimate of value, aside from the requirements for property tax appraisals, there are certain other advantages in making a separate estimate of value for land,

An estimate of land value is required in the application of the cost approach.

An estimate of land is required to be deducted from the total property selling price in order to derive indications of depreciation through market-data analysis. Depreciation being equal to the difference between the replacement cost new of a structure and the actual price paid in the market place for the structure.

As land is not a depreciable item, a separate estimate of land value is required for bookkeeping and accounting purposes; likewise, the total capitalization rate applicable to land will differ from the rate applicable to the improvements on the land.

Since land may or may not be used to its highest potential, the value of land may be completely independent of the existing improvements on the land.

COMPARABLE SALES METHOD

The most frequent used method in estimating the value of land is the comparable sales method in which values are derived from analyzing the selling prices of similar sites. This method is in essence, the application of the market data approach to value and all the considerations pertaining thereto are equally applicable here.

The appraiser must select comparable and valid market transactions, and must weigh and give due consideration to all factors significant to value, adjusting each to the subject property. The comparable sites must be used in the same way as is the subject property, and subject to the same zoning regulations and restrictions. It is also preferable, whenever possible to select comparable from the same or similar neighborhood. The major adjustments will be to account for variations in time, location, and physical characteristics to include size, shape, topography, landscaping, access, as well as other factors which may significantly influence the selling price, such as the productivity of farm land.

Although it is always preferable to use sales of unimproved lots for comparable it is not always possible to do so. Older neighborhoods are not likely to yield a sufficient number of representative sales of unimproved lots to permit a valid analysis. In such cases, in order to arrive at an estimate of land values using the comparable sales approach, it is necessary to consider improved property sales and to estimate the portion of the selling price applicable to the structures.

The procedure would be to estimate the replacement cost of the building as of the date of sale, estimate the accrued depreciation and deduct that amount from the replacement cost resulting in the estimated selling price of the buildings which can be deducted from the total selling price of the property to derive the portion of the selling price which can be allocated to the land. The equation is as follows:

Selling Price of Property
-Estimated Depreciated Value of Buildings

=Indication of Land Value

In order to apply the comparable sales method, it is first necessary to establish a common unit of comparison. The units generally used in the valuation of land are per front foot, price per square foot, and price per acre. The selection of any one particular unit depends upon the type of property under appraisement, frontage being commonly used for platted, uniform type lots and square footage and acreage for larger, unplatted tracts, as well as irregularly shaped lots lacking uniformity.

The utility of a site will vary the frontage, width, depth and overall area. Similarly, the unit land values should be adjusted to account for differences in size and shape between the comparable and the subject property. Since such an adjustment is generally necessary for each lot, it is beneficial that the appraiser adopt and/or develop standardized procedures for adjusting the lot size and the unit values to account for the variations. Some of the techniques commonly employed are as follows:

Standard lot sizing techniques provide for the adjustment of the frontage, width, and depth of irregular shaped lots to make the units of measurements more comparable with uniform rectangular lots.

Stand depth tables provide for the adjustment of front foot unit values to account for variations in depth from a predetermined norm.

Frontage tables provide for the adjustment of front footage unit values to account for variations in the relative utility value of excessive or insufficient frontage as compared to a predetermined norm.

Acreage Tables provide for the adjustment of acreage unit values to account for variations in the relative utility value of excessive or insufficient acreage as compared to a predetermined norm.

During the process of adjusting the comparable sales to account for variations between them and the subject property, the appraiser must exercise great care to include all significant factors and to properly consider the impact of each of the factors upon the total value. If done properly, the adjusted selling prices of the comparable properties will establish a range in value in which the value of the subject property will fall. Further analysis of the factors should enable the appraiser to narrow the range down to the value level which is most applicable to the subject property.

LAND APPRAISAL PROCEDURES

The market or sales comparison approach is the most applicable method for the valuation of land. The income approach should also be considered for properties for which sufficient sale data are not available for vacant parcels, as often happens in the downtown area and the older subdivisions where no vacant parcels remain, value may be estimated using a land residual approach as detailed in the Income Property Valuation Chapter.

Land value is generally estimated by comparing the subject property to similar properties which have recently sold and making adjustments to the comparable for the different factors affecting land value.

Some of the factors which must be considered include: location, size, shape, topography, accessibility, present use, highest and best use, zoning, utilities, income, supply and demand for the particular type land, improvements to the land and improvements on the land. Irrigation, drainage, sea walls, sidewalks, curbs, gutter, etc. are examples of improvements to the land and are included in the value of the land. Building structures are improvements on the land and with few exceptions, (some condominium or cooperative buildings), are valued apart from the land.

LAND APPRAISAL PROCEDURE

All cutouts to the property ownership maps must be posted current to the appraisal.

All zoning and use should be shown on the property ownership maps.

Parcels should be classified as having being paved, dirt, or no road frontage, identified access, or no road and the availability of public improvements indicated on the property ownership maps as necessary.

Table of Road Classifications: (LM 4)

Nonexistent	NX
Private Drive	PD
Rural Dirt	RD
Rural Paved	RP
Rural Gravel	RG
Rural Dirt Road State Maintained	RD
Rural Dirt Road Not State Maintained	RT
Paved Road – With Public Or Community Water	PW
Paved Road – With Public Water and Sewer	PS
Interstate	IS

Wayne County uses the neighborhood concept for assigning value. By having neighborhoods defined, the County is able to closely monitor the actions of the market in each. Neighborhoods may be in a stage of growth, stability, revitalization, or decline.

Neighborhoods Consider:

1. The environment of a subject property that has a direct and immediate effect on value
2. A defined geographic area
3. Properties that are homogeneous
4. Consistent land values
5. Share important location characteristics

LAND MODELS

Currently, six different land models are used with the CAMA Appraisal System.

Land Model 0	Unit Lot Value (LT) and Acreage
Land Model 1	100 Feet Standard Depth Per Front Foot (FT)
Land Model 2	150 Feet Standard Depth Per Front Foot (FT)
Land Model 3	200 Feet Standard Depth Per Front Foot (FT)
Land Model 4	Base Price – Market Price
Land Model 5	Present Use Value Assessment by Soil Types

LOT SIZING

Unit Lot Value (LT): Will be sized as one lot. Value per lot may be used when the lots are consistent in size or qualified sales indicate that size is not the determining factor in value. Improved and vacant sales indicate whether a neighborhood may be valued by the lot instead of by acreage.

Per Square Foot (SF): Land units are sized as to the number of square feet. Land unit price is per square foot. This method is to be used when valuing Commercial and Industrial properties up to 20 acres, at the appraiser's discretion. Commercial & Industrial land may be valued by the method which the market dictates.

Per Acre (AC): To be sized as to the number of acres. Unit price per acre is used to calculate the value. All property classes may be valued using this method.

Per Front Foot (FF): Both frontage and depth must be entered. Unit price is per front foot. Only rectangular or square shape lots are to be valued using this method. Irregular shaped lots are to be priced as acreage. Market value per foot is to be used on Residential properties only. Both depth and excess frontage are considered when valuing property by the front foot method.

LAND MODEL # 1
100 Feet Standard Depth

Depth	D.F.	Depth	D.F.
10-12	.26	102-103	1.02
13-16	.33	104-106	1.03
17-20	.40	107-110	1.04
21-24	.45	111-114	1.05
25-28	.50	115-118	1.06
29-32	.55	119-122	1.07
33-36	.59	123-128	1.09
37-40	.63	129-134	1.11
41-44	.67	135-140	1.12
45-48	.70	141-146	1.14
49-52	.72	147-152	1.15
53-55	.75	153-158	1.16
56-59	.78	159-164	1.17
60-63	.81	165-169	1.18
63-67	.83	170-175	1.19
68-71	.85	176-181	1.20
72-75	.87	182-187	1.20
76-79	.89	188-193	1.21
80-83	.91	194-199	1.22
84-87	.93	200-UP	1.22
88-91	.95		
92-95	.97		
96-98	.98		
99-101	1.00		

LAND MODEL # 2
150 Feet Standard Depth

DEPTH	D.F.	DEPTH	D.F.
10-12	.18	168-172	1.04
13-17	.25	173-177	1.05
18-22	.29	178-182	1.05
23-27	.36	183-187	1.06
28-32	.41	188-192	1.07
33-37	.46	193-197	1.07
38-42	.51	198-205	1.07
43-47	.55	206-215	1.08
48-52	.59	216-225	1.09
53-57	.62	226-235	1.10
58-62	.65	236-245	1.10
63-67	.69	246-255	1.11
68-72	.72	256-265	1.12
73-77	.74	266-275	1.12
78-82	.77	276-285	1.13
83-87	.79	286-295	1.13
88-92	.81	296-310	1.14
93-97	.83	311-330	1.15
98-102	.85	331-350	1.16
103-107	.87	351-370	1.16
108-112	.89	371-390	1.17
113-117	.91	391-410	1.17
118-122	.93	411-430	1.18
123-127	.94	431-450	1.18
128-132	.96	451-470	1.18
133-137	.97	471-490	1.19
138-142	.98	491-510	1.19
143-147	.99	511-530	1.20
148-152	1.00	531-550	1.20
153-157	1.01	551-570	1.21
158-162	1.03	571-590	1.21
163-167	1.03	591-Up	1.22

LAND MODEL # 3
200 Feet Standard Depth

DEPTH	D.F.	DEPTH	D.F.	DEPTH	D.F.
10-12	.14	143-147	.89	278-282	1.07
13-17	.19	148-152	.90	283-287	1.08
18-22	.25	153-157	.92	288-291	1.08
23-27	.30	158-162	.93	293-297	1.08
28-32	.34	163-167	.94	298-305	1.08
33-37	.37	168-172	.95	306-315	1.09
38-42	.41	173-177	.96	316-325	1.09
43-47	.45	178-182	.97	326-345	1.10
48-52	.49	183-192	.98	346-355	1.11
58-62	.55	193-197	.99	356-365	1.11
63-67	.58	198-202	1.00	366-375	1.12
68-72	.60	203-207	1.01	376-385	1.12
73-77	.63	208-212	1.02	386-395	1.13
78-82	.65	213-217	1.02	396-410	1.13
83-87	.68	218-222	1.02	411-430	1.14
88-92	.70	223-227	1.03	431-450	1.14
93-97	.72	228-232	1.03	451-470	1.15
98-102	.74	233-237	1.04	471-490	1.16
103-107	.76	238-242	1.04	491-510	1.16
108-112	.78	243-247	1.05	511-530	1.16
113-117	.80	248-252	1.05	531-550	1.16
118-122	.82	253-257	1.06	551-570	1.17
123-127	.83	258-262	1.06	571-590	1.17
128-132	.85	263-267	1.06	591-UP	1.17
133-137	.86	268-272	1.07		
138-142	.88	273-277	1.07		

LAND_MARKET USE_CODE	LAND_USE_DESC	FARM USE CODE
0100	Single Family Residential	0100
0110	Undeveloped	0110
0130	Single Family Residential(Waterfront)	0130
0200	Building Site Paved (MH)	0200
0210	Mobile Home Park	0210
0220	Building Site Dirt (MH)	0220
0230	Building Site Rear (MH)	0230
1000	Commercial	6800
4000	Industrial	6800
5010	Building Site Paved	5010
5020	Building Site Dirt	5020
5030	Building Site Rear	5030
5111	Open-Good-Paved	5110
5121	Open-Good-Dirt	5120
5131	Open-Good-Rear	5130
5211	Open-Average-Paved	5210
5221	Open-Average-Dirt	5220
5231	Open-Average-Rear	5230
5311	Open-Poor-Paved	5310
5321	Open-Poor-Dirt	5320
5331	Open-Poor-Rear	5330
5411	Pasture Paved	5410
5421	Pasture Dirt	5420
5431	Pasture Rear	5430
5711	Wasteland	6610
6011	Woodland-Good-Paved	6110
6021	Woodland-Good-Dirt	6120
6031	Woodland-Good-Rear	6130
6111	Woodland-Average-Paved	6210
6121	Woodland-Average-Dirt	6220
6131	Woodland-Average-Rear	6230
6211	Woodland-Poor-Paved	6310
6221	Woodland-Poor-Dirt	6320
6231	Woodland-Poor-Rear	6330
7100	Church	6800
8600	County	6800
8700	State	6800
9010	Leasehold	9010
9900	New Parcel Not Set Up	9900

Homesite

Land Classification 0100, 0130, 0200, 0210, 0220, 0230, 5010, 5020, 5030

Acreage size adjustments and condition factors may apply.

Acreage Adjustments Rural Homesites

Acreage	Adjustment
.01-.15	Same as Size
.16-.25	50%
.26-.34	60%
.35-.45	70%
.46-.60	80%
.61-.81	90%
.82-1.00	100%

Commercial/Industrial Land

Land classification 1000 and 4000

Undeveloped

Land Classification 0110

Undeveloped land is defined as land that is currently unimproved.

Openland

For parcels greater than or equal to 10.01 acres
Land classification 5111, 5121, 5131, 5211, 5221, 5231, 5311, 5321, 5331, 5411, 5421, 5431

Openland or pastureland capable of being cropped or producing a crop. Note that a small scattering of trees for shade does not justify classifying this land as woodland.

Woodland

For parcels greater than or equal to 10.01 acres
Land classification 6011, 6021, 6031, 6111, 6121, 6131, 6211, 6221, 6231

Land capable of or used for forestry purposes. Timber value is not included in valuation in accordance with North Carolina general statutes.

Wasteland

Land Classification 5711

Other Land Codes
Land Classifications 7100 (Church), 8600 (County), 8700 (State), 9010 (Leasehold), 9900 (New Parcel)

LAND MODEL 05

NORTH CAROLINA
DEFINITIONS OF CLASSIFICATIONS

North Carolina Machinery Act-2017 p.53-54

105-277.2 Agricultural, horticultural and forestland - Definitions

For the purposes of G.S. 105-277.3 through 105.277.7 the following definitions shall apply:

(1) "Agricultural land" means land that is part of a farm unit that is actively engaged in the commercial production or growing of crops, plants, or animals under a sound management program. For the purpose of this definition, the commercial production or growing of animals includes the rearing, feeding, training, caring, and managing of horses. Agricultural land includes woodland and wasteland that is part of the farm unit, but the woodland and wasteland included in the unit must be appraised under the use-value schedules as woodland or wasteland. A farm unit may consist of more than one tract of agricultural land, but at least one of the tracts must meet the requirements in G.S. 105-277.3(a)(1), and each tract must be under a sound management program.

(2) "Forestland" means land that is part of a forest unit that is actively engaged in the commercial growing of trees under a sound management program. Forestland includes wasteland that is part of the forest unit, but the wasteland included in the unit must be appraised under the use-value schedules as wasteland. A forest unit may consist of more than one tract of forestland, but at least one of the tracts must meet the requirements in G.S. 105-277.3(a)(3), and each tract must be under a sound management program.

(3) "Horticultural land" means land that is part of a horticultural unit that is actively engaged in the commercial production or growing of fruits or vegetables or nursery or floral products under a sound management program. Horticultural land includes woodland and wasteland that is part of the horticultural unit, but the woodland and wasteland included in the unit must be appraised under the use-value schedules as woodland or wasteland. A horticultural unit may consist of more than one tract of horticultural land, but at least one of the tracts must meet the requirements in G.S. 105-277.3(a)(2), and each tract must be under a sound management program. If the horticulture land includes less than 20 acres of woodland, then the woodland portion is not required to be under a sound management program. Also, woodland is not required to be under a sound management program if it is determined that the highest and best use of the woodland is to diminish wind erosion of adjacent horticultural land or protect water quality of adjacent horticultural land. Land used to grow horticultural crop on a rotating basis or where the horticultural crop is set out or planted and harvested within one growing season, may be treated as agricultural land as described in subdivision (1) of this section when there is determined to be no significant difference in the cash rental rates for the land.

Size Factor Acreage Adjustments
Land Model 0 & Land Model 4

Acreage Factor

0.01 - 0.25 = 200	0.26 - 0.50 = 199	0.51 - 0.75 = 198	0.76 - 1.00 = 197	1.01 - 1.25 = 196
1.26 - 1.50 = 194	1.51 - 1.75 = 192	1.76 - 2.00 = 190	2.01 - 2.25 = 188	2.26 – 2.50 = 186
2.51 - 2.75 = 184	2.76 - 3.00 = 182	3.01 - 3.25 = 180	3.26 – 3.50 = 178	3.51 - 3.75 = 176
3.76 - 4.00 = 174	4.01 - 4.25 = 172	4.26 - 4.50 = 170	4.51 - 4.75 = 168	4.76 - 5.00 = 166
5.01 - 5.25 = 164	5.26 - 5.50 = 162	5.51 - 5.75 = 160	5.76 - 6.00 = 158	6.01 - 6.25 = 156
6.26 - 6.50 = 154	6.51 - 6.75 = 152	6.76 - 7.00 = 150	7.01 - 7.25 = 148	7.26 - 7.50 = 146
7.51 - 7.75 = 146	7.76 - 8.00 = 145	8.01 - 8.25 = 144	8.26 - 8.50 = 143	8.51 - 8.75 = 142
8.76 - 9.00 = 141	9.01 - 9.25 = 140	9.26 - 9.50 = 139	9.51 - 9.75 = 138	9.76 - 10.00 = 137
10.01 - 10.25 = 136	10.26 - 10.50 = 135	10.51 - 10.75 = 134	10.76 - 11.00 = 133	11.01 -11.25 = 132
11.26 - 11.50 = 131	11.51 - 11.75 = 130	11.76 - 12.00 = 128	12.01 - 12.25 = 126	12.26 - 12.50 = 124
12.51 - 12.75 = 122	12.76 - 13.00 = 120	13.01 - 13.25 = 118	13.26 - 13.50 = 116	13.51 - 13.75 = 114
13.76 - 14.00 = 112	14.01 - 15.00 = 110	15.01 - 16.00 = 108	16.01 - 17.00 = 106	17.01 - 18.00 = 104
18.01 - 19.00 = 103	19.01 - 20.00 = 102	20.01 - 25.00 = 101	25.01 - 30.00 = 100	30.01 - 35.00 = 99
35.01 - 40.00 = 98	40.01 - 50.00 = 97	50.01 - 60.00 = 96	60.01 - 70.00 = 95	70.01 - 80.00 = 94
80.01 - 90.00 = 93	90.01 - 100.00 = 92	100.01 - 110.00 = 91	110.01 - 115.00 = 90	115.01 - 120.00 = 89
120.01 - 125.00 = 88	125.01 - 130.00 = 87	130.01 - 135.00 = 86	135.01 - 140.00 = 85	140.01 - 145.00 = 84
145.01 - 150.00 = 83	150.01 - 175.00 = 82	175.01 - 200.00 = 81	Over 200.01 = 80	

Common Area-Townhomes & Condominiums

Land Classification 0110

All land and improvements referred to as common area and so designated on a final plat duly recorded with the Wayne County Register of Deeds will not be valued when the common area is located within a condominium or townhouse complex. A site value will be assigned to each individual unit. The site value will consider all area influences that affect value within a given neighborhood, including all the apportioned common amenities within the complex. The common area and amenities for condominiums are assigned a value as an OBXF extra feature.

Open Space
Land Classification 0110

Land dedicated within a Planned Development or Subdivision for open space or recreational purposes will be designated on a final plat duly recorded with the Wayne County Register of Deeds Office. Land platted as open space shall be considered to have little to no future development potential,

Septic Lots
Land Classification 0110

A septic lot is a recorded parcel designated to be used for a septic system or repair to a septic system. Septic lots will be designated on a final plat duly recorded with the Wayne County Register of Deeds Office.

Common Space/ Recreation Area
Land Classification 0110

Land dedicated within a Planned Development or Subdivision for common or recreational space and designated as such on a final plat duly recorded with the Wayne County Register of Deeds Office.

CONSERVATION EASEMENTS

A conservation easement is a voluntary restriction of one's real property rights in favor of a tax-exempt conservancy organization for the purpose of preserving land from development and for future benefit as scenic areas, wildlife habitat, and open space for a sustainable natural environment.
Due to the uniqueness of both land and property owner, it is necessary to tailor a conservation easement equally as unique. Each conservation easement must be reviewed and analyzed to determine the relinquished rights as well as the allowable exceptions in order to equitably reflect the value for the property. The Wayne County Tax Office, with the support of the North Carolina Department of Revenue - Property Tax Division, has decided to consider the issue of conservation easements on an individual case basis working through the appraisal process, notifying the property owner of the results of the assessment and allowing an adequate period of time for both discussion and appeal of the valuation.

All pertinent data that might be shared by either the conservation easement grantor or grantee will be considered by the Wayne County Tax Office in the appraisal of any property encumbered by a conservation easement.

GS 105-317. Appraisal of real: adoption of schedules, standards, and rules. (a) Whenever any real property is appraised it shall be the duty of the persons making appraisals: (1) In determining the true value of land to consider as to each tract, parcel, or lot separately listed as least its advantages and disadvantages as to location: zoning; quality of soil; waterpower; water privileges; dedication as a nature preserve; conservation or preservation agreements; mineral, quarry, or other valuable deposits; fertility; adaptability for agricultural, timber-producing, commercial, industrial, or other uses; past income; probable future income; and any other factors that may affect its value except growing crops of a seasonal or annual nature.

The following is presented as a guide for adjusting Conservation Easements

Property Rights Given in Easement	Factor
Right to Subdivide	30%
Right to Sell	25%
Right to Build	20%
Right to Recreation	15%
Right to Harvest Timber	10%

MINERALS

Any substance obtained by mining or fracking that occurs in nature, usually comprising inorganic substances, such as quartz, feldspar, etc. as well as certain natural products of organic origin such as asphalt, coal, gas, natural gas and oil. Mining refers to the excavation made in the earth for the purpose of extracting ores, coal, and precious stones, etc. either by excavation or washing the soil. Fracking refers to the procedure of using naturally created fractures or by creating fractures in rocks and rock formations by injecting fluid into cracks to force openings to allow flow out of the formation. These natural substances of commercial value, such as iron ore, coal, quartz, feldspar, asphalt, gas, natural gas and oil, etc. that is obtained by mining, quarrying, drilling or fracking shall be valued at market value and applied to the owner for ad-valorem taxation by this schedule. Market value as far as practicable is appraised or valued at its true value in money by using at least one of the three common appraisal methods, cost approach, market approach or income approach.

All rights and interest in minerals associated in underlying land, whether owned by the land owner or created by or arising under deed, lease, reservation of rights, or otherwise, which rights or interest are owned by a person other than the owner of the land, shall be assessed and taxed separately to the owner of such rights or interest in the same manner as other real estate. The taxes on separate rights or interest in real property owned by one other than the owner of the land, whether or not listed separately from the land shall be a lien on both the separate rights and on the land.

When land is owned by one party and improvements thereon or special rights (such as mineral, timber, quarry, waterpower, or similar rights) therein are owned by another party, the parties shall list their interest separately unless, in accordance with contractual relations between them, both the land and the improvements and special rights are listed in the name of the owner of the land.

Commercial Sites

Sites that are used for commercial purposes are valued as commercial sites. Included in that category are cell tower sites and solar farms that are owned or leased for the purpose of locating a cell tower or solar farm on the property. The cell tower sites are valued at $60,000.00 per site and usually cover from ¼ acre to 1.0 acre depending on the tower and the primary and secondary land used to service the tower. Solar farms are valued up to $12,500.00 per acre depending on the location and size of the tract. Both cell tower and solar farm sites will be valued at Market Value as far as practicable using at least one of the three approaches to value cost, income and sales.

Land influence factors pertain to all those features about a piece of land that would affect its value, either adversely or advantageously.

Careful consideration should be given to "land influences" such as topo, shape, restrictions, easements, flooding, etc., and the proper adjustment made.

Note: All adjustment factors for less than one acre are positive (+) factors. If an additional adjustment is noted and is a negative (-) adjustment (topo, easement, flooding, etc.), the following rule applies: Multiply the "net factor " times the complement of the negative (-) adjustment; this will equal the % good that is entered in the condition factor for the tract being valued. Always show these adjustments under the OTHER ADJUST AND NOTES section on the Property Record Card, both reason and calculations.

Example: 03(.20%) x 04(1.50%) = .30 total land adj.

Code 03 for topography and code 04 for size adjustment are multiplied together for the net land condition adjustment

Land Influence Factor Descriptions

Power Line

Power line adjustments may be made based on the net effect of value for the entire parcel of land. Only high transmission lines qualify for a power line adjustment.

Excessive Frontage

These factors may be applied if in the appraiser's opinion the standard depth factor table is incapable of producing an accurate market value.

Topography

Topography adjustments may be applied to parcels that are swampy, severely sloped, or affected by open ditches, creeks, etc. A parcel's highest and best use is taken into consideration when determining an adjustment factor. Topography adjustments are only applied to parcels in which the conditions significantly affect the highest and best use.

Note: Adjustments are applied to lots or acreage only to the extent of the cost to cure the deficiencies.

Shape or Size

Shape Adjustments:
Lots that are irregular in shape may receive an adjustment factor. This factor may be positive or negative. Overall parcel size and highest and best use is taken into consideration when assigning an adjustment factor.

Size Adjustments:

1. Adjustments may be positive or negative. In subdivisions priced by the lot, the adjustments are typically positive.
2. Lots that are unsuitable for building sites or do not meet building code standards may receive an adjustment; provided owners produce proper documentation from the agency or agencies determining the unsuitability.
3. **Side Lot Adjustment:** Lots that do not meet required building code standards or are otherwise unusable for building sites may receive an adjustment for size if the parcel adjoins another lot of the same ownership. The unusable lot will be treated as excess land to the adjoining parcel. **Note: Adjoining land ownership does not automatically qualify a parcel for an adjustment.**
4. Appraisers may apply the Excess value rule in subdivisions that are priced by the acre and in cases where parcels vary significantly in size from the average lot in order to produce a more accurate representation of market value. This process involves subtracting the average lot value from each parcel that is significantly higher in value from the average value. This difference in value is then divided by two or multiplied by 50% resulting in the excess value. The excess is then added to the average lot value and its sum is divided by the subject parcel value which results in a factor which is then multiplied by the subject parcel. This factor is generally rounded to the nearest 5. See example on the following page.

Excess Value Example:

Subject Parcel Value- $34,565

Average Lot Value- $24,000

Calculations:

$34,565 - $24,000 = $10,562

$10,562 / 2 = $5, 283

$5,283 + $24,000= $29,283

$29,283 / $34,565 = .847

$34,565 X .85 = $29,380.25 ---------- $29,380 is the adjusted value for the subject parcel

Mis-Improvement

Mis-improvements are applicable to commercial properties only. An example of a mis-improvement is a residential structure located on commercial zoned property. This code pertains to properties that are not currently being utilized at their highest and best use. Special care is taken when applying mis-improvement adjustments. The appraised value of the structure and the land are taken into consideration. The surrounding environment is also taken into consideration when determining whether a parcel is a candidate for a mis-improvement adjustment.

Restrictions

Restrictions may indicate a loss of value attributable to physical or legal regulations restricting a parcel's use.

A. Well Lot is a lot set aside and designated or developed by the builder or subdivision for the sole purpose of supplying a water supply to a community or subdivision. Therefore, well lots should be valued at 20% of the neighborhood base rate.

B. Easements are the right of limited usage of real property owned by another person. Easements may lessen the value of a building site or limit its use. These types of easements will be utility lines, which with the exception of underground telephone or gas lines, will be visible to the naked eye. Easements may be considered minor, severe, or unusable when the easement is significant and warrants an adjustment. (Appraisers should ascertain the effect of easements on the property.)

C. Retention Ponds/Basins and Storm-water Retention Facilities
Retention ponds, basins, and storm-water retention facilities are required by ordinance or statute to lessen the flow of run-off post development. These types of properties should be valued at 10% of the neighborhood base rates. Documentation from the Wayne County Public Utilities Department or the North Carolina Department of Environment, Division of Water Quality may be required to receive the adjustment.

D. Rights of Way Easements- Parcels with no utility due to right of way easements. Appraisers should ascertain the effect of easements on the property when determining the appropriate adjustment. Example: A parcel that is entirely a road for access to another parcel of land.

Location

A unit price change or a condition adjustment that may be applied to reflect value changes which may affect property either adversely or advantageously. Location adjustments for corner/alley influence are typically associated with commercial property.

Other Land Influence Factors

A: Ponds will usually be priced the same as surrounding land.

B: Location adjustments that either adversely or advantageously affect value may be applied. These are properties where the land values are not typical for the neighborhood.

C: Conservation Easements are considered in the market value of a parcel. Adjustments for conservation easements are only applied to qualifying parcels on file with the Wayne County Tax Department. Because conservation easements restrict an owner's bundle of rights, a worksheet is used to determine a condition factor adjustment based on the level of restriction the easement dictates.

Rural Land Schedule

The Low end of each range would reflect land in which the highest and best use would be farmland mainly in rural areas. The high end of each range is land located in more suburban areas, still used for farming but is influenced by residential, commercial, or industrial development.

	PAVED	DIRT	REAR
Open Good	4200-20000	4000-18500	3800-15900
Open Average	4000-18000	3400-16500	2800-15000
Open Poor	3800-15000	3200-13500	2600-12000
Woodland Good	1800-15000	1500-14000	1200-12000
Woodland Average	1600-13000	1300-12000	1000-11000
Woodland Poor	1400-10000	1100-9000	800-8700
Pasture	3200-20000	2700-18500	2200-16000
Wasteland	150	150	150
Homesite	1500-120000	12000-100000	10000-80000

ADJUSTMENTS TO BASE RATES

The preceding base rates can be affected by several variables, and they are as follows: size, road frontage, Location, topography, soils, right of ways, accessibility, shape and any other factors that may affect the market value. Adjustments may be made up or down by the appraiser as he/she deems necessary as to arrive at true market value of each parcel.

Example Land Pricing for Residential/Rural Property:

Lot

HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH OR SIZE	LAND MODEL	COND. FACTOR	OTHER ADJUST	LAND UNIT PRICE	TOTAL LAND UNITS	UNIT TYPE	TOTAL ADJUST	ADJ UNIT PRICE	LAND VALUE
RES LOTS	0100	RES	200.00	200.00	0.80	2	1.00		150.00	200.00	FF	0.80	120.00	24000.00
												Total Land		24000.00

Acreage 4.50AC

HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH OR SIZE	LAND MODEL	COND. FACTOR	OTHER ADJUST	LAND UNIT PRICE	TOTAL LAND UNITS	UNIT TYPE	TOTAL ADJUST	ADJ UNIT PRICE	LAND VALUE
RS HS/S PAV	0200	RAG			0.44	0	0.20	06 (Well Lot)	20000.00	4.50	AC	0.09	1800.00	8100.00
												Total Land		22500.00

Acreage 61.00AC

HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH OR SIZE	LAND MODEL	COND. FACTOR	OTHER ADJUST	LAND UNIT PRICE	TOTAL LAND UNITS	UNIT TYPE	TOTAL ADJUST	ADJ UNIT PRICE	LAND VALUE
RS HS/S PAV	0200	RAG			1.00	0	1.00		20000.00	1.00	AC	1.00	20000.00	20000.00
OPNLND PAV	0500	RAG			0.93	0	1.00		5000.00	25.00	AC	0.93	4650.00	116250.00
WDLAND PAV	0600	RAG			0.93	0	0.75	01(Power Line)	3800.00	35.00	AC	0.70	2660.00	93100.00
												Total Land		229350.00

Septic Lot

HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH OR SIZE	LAND MODEL	COND. FACTOR	OTHER ADJUST	LAND UNIT PRICE	TOTAL LAND UNITS	UNIT TYPE	TOTAL ADJUST	ADJ UNIT PRICE	LAND VALUE
SEPTIC/LOT	1600	RES			1.00	0	1.00		100.00	1.00	LT	1.00	100.00	100.00
												Total Land		100.00

Lot

HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH OR SIZE	LAND MODEL	COND. FACTOR	OTHER ADJUST	LAND UNIT PRICE	TOTAL LAND UNITS	UNIT TYPE	TOTAL ADJUST	ADJ UNIT PRICE	LAND VALUE
RES LOTS	0100	RES			1.00	0	1.00		20000.00	1.00	LT	100.00	20000.00	20000.00
												Total Land		20000.00

Acreage 4.50AC

HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH OR SIZE	LAND MODEL	COND. FACTOR	OTHER ADJUST	LAND UNIT PRICE	TOTAL LAND UNITS	UNIT TYPE	TOTAL ADJUST	ADJ UNIT PRICE	LAND VALUE
RS HS/S PAV	0200	RES			0.44	0	1.00		20000.00	4.50	AC	0.44	8800.00	39600.00
												Total Land		39600.00

Residential Base Land Prices/Rate

Unit Lot Value	**$ 6,000 to $350,000**
Per Front Foot	**$ 100 to $ 6000**
Homesites Per Ac	**$ 8,600 to $400,000**
Residual Per Ac	**$ 3,600 to $ 85,000**
Undeveloped Per Ac	**$ 3,200 to $ 85,000**
Openland Per Ac	**$ 3,200 to $ 75,000**
Woodland Per Ac	**$ 2,000 to $ 60,000**
Golf Course Lots FF	**$ 535 to $ 1550**
Golf Course Lots Ac	**$ 54,000 to $500,000**
Water Front Lots FF	**$ 535 to $ 1500**
Water front Per Ac	**$ 22,000 to $600,000**
Future Development Per Ac.	**$ 8,000 to $300,000**

Commercial/Industrial Base Land Prices/Rate

Unit Lot Value	**$ 25000 to 1,750,000**
Per Front Foot	**$ 250 to 10000**
Per Ac Value	**$ 30,000 to 1,500,000**
Per Square Foot	**$ 5.00 to 35.00**

Note: All the above may be given a percent condition (positive or negative) by the appraiser to adjust for topography, size, location, shape, access, road frontage, rights of way, etc.

Commercial/Industrial Codes

Land Codes

0700 Commercial Site

0800 Industrial Site

0900 Office Site

1000 Apartment Site

Note: At the appraiser's discretion, commercial and industrial land may be valued by the method which the market dictates.

Note: All the above may be given a percent condition (positive or negative) by the appraiser to adjust for topography, size, location, shape, access, road frontage, rights of way, etc.

Definitions

Primary Site: Building Site or the portion of a tract of land that determines the classification of the property use.

Secondary Site: Land devoted to such uses as overflow parking, secondary parking, etc. Land remaining after Primary Site has been considered or that portion that is subordinate (or supporting) to the primary business use.

Residual Site: That portion of land remaining and contributes to the whole after the Primary, and Secondary have been considered.

Undeveloped Site: Land remaining after the Primary, Secondary, and Residual have been considered. Pricing examples on next page.

Open Cultivated Land: All land which highest and best use is the production of crops.
Also, all land associated with the operation of a farm but not in direct production such as areas around barns, sheds, roads, waterways, ponds, etc.

Pasture Land: All land which is being used for pasture which does not have the production capability to be used for crop production.

Timberland: Land which is used for the production of timber, cut-over land, or land in natural woodlands.

Homesites: One acre for each livable house which has indoor plumbing. Prices will be the same as homesites priced at market value

Swamp Land: Any bay land which if drained would still not have the capability pf producing crops, pasture, or timber,

DATA COLLECTION PROCEDURES IN THE FIELD

PREFACE

The application of standardized method in the appraisal of a structure requires work to be performed in three areas: fieldwork, calculation and valuation. The purpose of this chapter is to supply basic definitions and depict common situations that must be contended with in the field.

DATA COLLECTION PROCEDURES IN THE FIELD

INTRODUCTION

Fieldwork should be approached with these basic components in mind: Collection or verification of property data and correctly recording the collected information. The first two topics are discussed in this chapter; the third in the next chapter.

Data Collection
Collecting property characteristics data is a critical and expensive phase of reappraisal. A successful data collection program requires clear and standard coding and careful monitoring through a quality control program. The data collection program should result in complete and accurate data.

Initial Data Collection
A physical inspection is necessary to obtain initial property characteristics data. This inspection can be performed either by appraisers or by specially trained data collectors. In a joint approach, experienced appraisers would make key subjective decisions, such as the assignment of construction quality class or grade, and data collectors would gather all other details. Depending on the data required, an interior inspection might be necessary. At a minimum, a comprehensive exterior inspection should be conducted.

Field Data Verification/Collection

Certified appraisers employed by Wayne County reviewed property data from the public right of way.

Appraisers had access to Wayne County GIS Data, a digital rendering of each property record card, and high quality oblique imagery from Pictometry International, Inc. If there were discrepancies between the data provided on the digital record card and what the appraiser could see from the public right of way that the property information was either corrected at that time or flagged for a detailed on-site review by an appraiser.

Complete Appraisal Process Solution

Wayne County staff appraisers to perform follow-up field visits for properties inaccessible from public roads. Many of the software programs used in the tax office are enetred into one program for use on a tablet laptop. The tablet laptop allowed appraisers to write on the screen instead of using pencil and paper. The method of sketching, listing and public relations are similar to the process outlined on the next page under “Collection or verification of construction data.”

Alternative to Periodic On-Site Inspections
As long as an initial physical inspection has been completed--and the requirements of a well-maintained data collection and quality management program are achieved—jurisdictions may employ a set of digital image technology tools to replace or supplement field inspections with a computer-assisted office review. These imaging tools should include:

- Current high-resolution street-view images through Pictometry International, Inc.
- Orthophoto images (minimum 6” pixel resolution in urban/suburban and 12” resolution in rural areas)
- Low level oblique images capable of being used for measurement verification (four cardinal directions, minimum 6” pixel resolution in urban/suburban and 12” pixel resolution in rural areas)

COLLECTION OR VERIFICATION OF CONSTRUCTION DATA (using p/c tablet or a paper record card)

This involves two basic techniques. The majority of the data is confirmed by a visual inspection. It is helpful to give the area you are covering a "windshield" preview while looking for a parking spot. This gives a good indication of the typical exterior components such as roofs and exterior walls and helps develop a "feel" for the neighborhood.

As you approach each house, check your exterior walls, roof structure, roof cover; look for indications of heating type - fireplace, compressors, oil drums, etc.

Identify yourself and your purpose, remembering at all times to be polite and respectful. One approach is as follows:

"Good morning. My name is John Doe and I am with the County Revaluation office; (show your identification card) verifying data for the County Tax Reassessment. I need to ask you a few questions and walk around the outside of the house."

Usually, most people are cooperative. Remember, your job is solely to collect or verify data; not to come up with the assessment value. While you are introducing yourself, glance inside to check for interior wall construction, flooring, and indications of heating and cooling systems.

Your three questions can be asked as follows:

"What sort of floors do you have?" (Don't confuse rugs with carpet. The latter is physically secured to the floor; rugs are not.) "How do you heat and cool your house?" (If they don't know, and that happens, you can almost always see physical indications from the outside such as a chimney or an oil drum. "How many bathrooms and bedrooms do you have?" Then, "Thank you very much. Now all I need to do is take a quick look around the outside, okay?"

Sometimes, you will have to take measurements to appraise improvements. If you have to measure the whole house, just explain to the owner you are collecting and verifying building measurements.

There are a few aids to measuring that make it a little quicker and easier. A screwdriver or long nail serves as a good anchor for the tape end when you cannot get to the wall because of fences or shrubs. Despite logic, sometimes measurements will not produce a square or even sided house. Be sure to check for this before turning in the appraisal card.

It is also essential that the measurements produce an even sided structure. A simple method of checking for closure is to add all the front measurements (bottom horizontal) and add all the back measurements (top horizontal) to see if the two are equal. The same should be done for the sides of the house (left and right verticals). This is known as checking for closure. Another way to insure the proper length is to measure the length without any offsets to get the overall length. The same can be done for the width.

There are three basic steps to this process:

1. Measure each side of the structure accurately.

2. Make a diagram placing dimensions (rounded to the nearest foot) beside each line they represent.

3. Label structural variations with appropriate abbreviations (FEP, FSP, FCP, etc.). Lettering and numbers are to be neatly made with measurements written so as to read from the bottom of the card looking up.

TO CHECK FOR CLOSURE:

The basic rule is the sums of the lengths of the opposite sides must be equal to each other as follows:

The sum of the top horizontal lines, (the back of the house) should equal the sum of the bottom horizontal lines, (the front of the house). The sum of the left vertical lines, (the left side of the house) should equal the sum of the right vertical lines, (the right side of the house), in the same manner.

The following are examples depicting various types of improvements and how they should be drawn, labeled and checked for closure.

STANDARDIZED METHOD OF DRAWING STRUCTURES

A uniform method of drawing and labeling structures must be adopted. The following method is to be employed in preparing documents for use by the system.

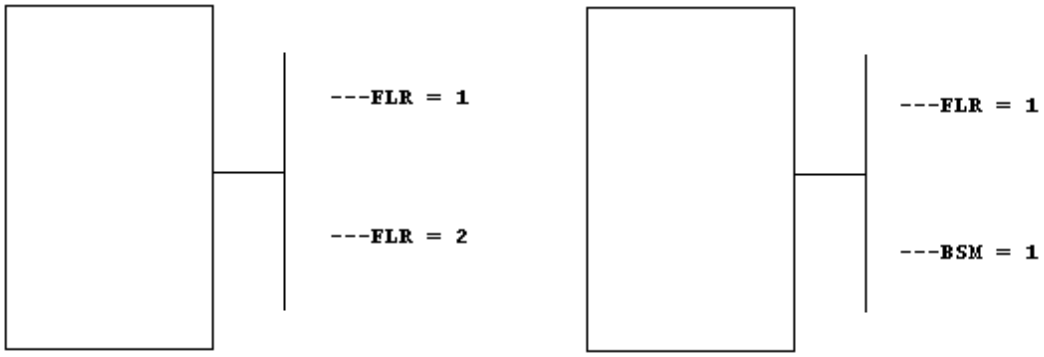
Orient your drawing so that the front of the structure is towards the bottom of the card. All labeling should be oriented in this same direction.

It is essential in drawing the structures to delineate the auxiliary areas properly in order that they can easily be distinguished from the base area.

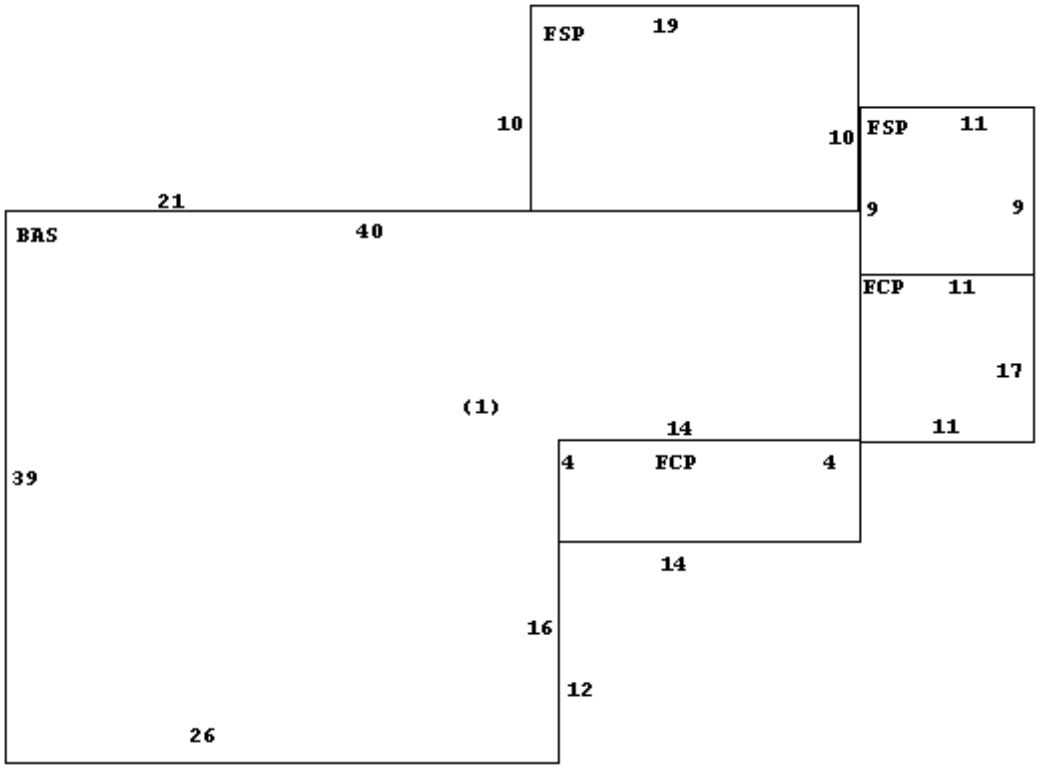
Familiarity with auxiliary area abbreviations is essential along with an understanding of the visual indications of these areas. For example: an enclosed porch which may have windows different from the base, a lower foundation than the base, or different roof cover.

If you are confronted with an exceptionally large property with many sides, a piece of graph paper used in drawing the sketch can be invaluable in preventing errors.

Special attention needs to be given multi-story buildings. A notation to denote upper stories and/or basements should be as follows



Further refinements of this situation are necessary to contend with many older, odd shaped homes often with 2 or more stories. Careful attention must be paid to auxiliary areas and whether or not they extend to all floors.



TOP HORIZONTAL LINES
(left to right)
WEST
11 + 19 + 21 = 51

BOTTOM HORIZONTAL LINES
EAST
26 + 14 + 11 = 51

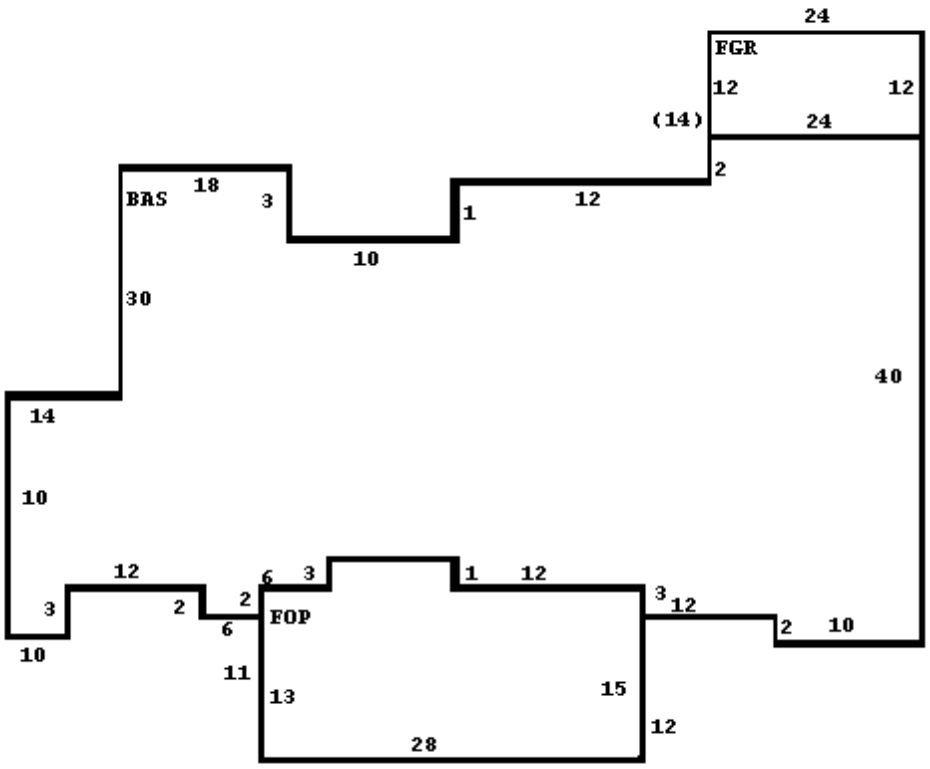
11 + 19 + 21 = 51
26 + 14 + 11 = 51

LEFT VERTICAL LINES
(top to bottom)
SOUTH
10 + 39 = 49

RIGHT VERTICAL LINES
NORTH
7 + 9 + 17 + 4 + 12 = 49

	7
10	9
39	17
49	4
	12
	49

In the above example the auxiliary areas, such as the screened porch (FSP) will prevent actual measurement of some of the walls of the base. This is overcome by recording the actual measurements of the perimeter and deriving some of the base wall measurements from them. In this example, the length of the rear wall of the base is determined by adding the length of the rear wall of the screen porch (19) to that of the accessible rear wall of the base (21).

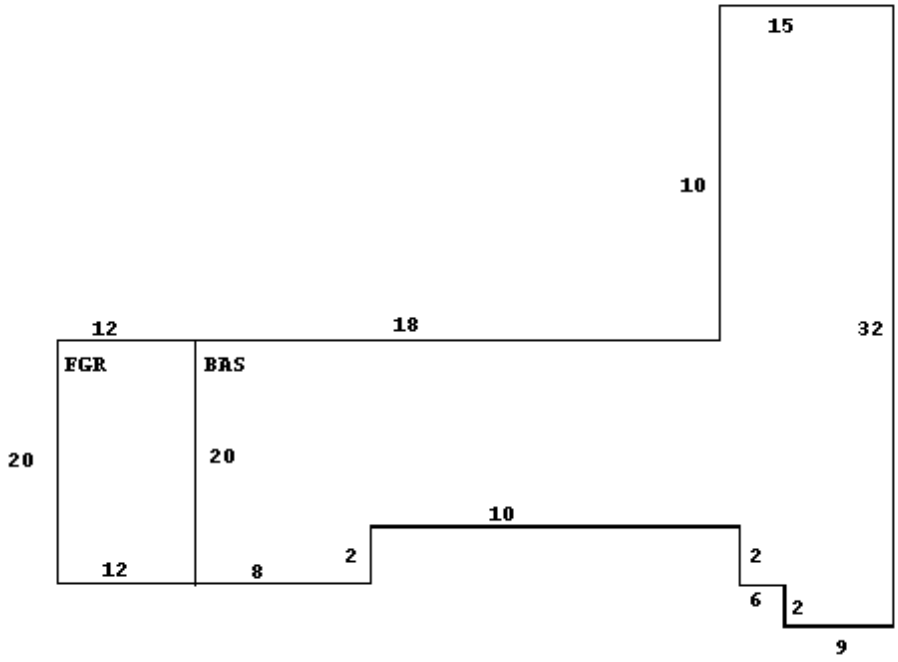


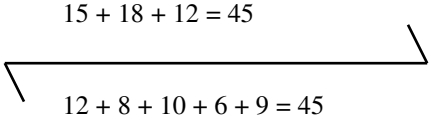
BE SURE TO GET ALL SMALL MEASUREMENTS

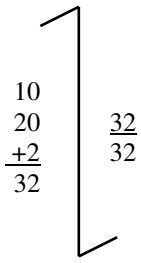
$$24 + 12 + 10 + 18 + 14 = 78$$

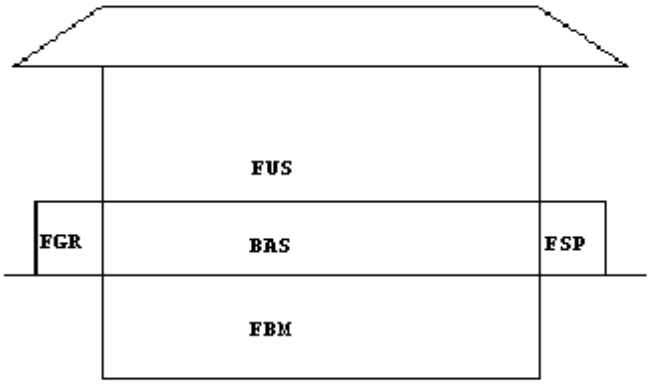
$$10 + 12 + 6 + 6 + 10 + 12 + 12 + 10 = 78$$

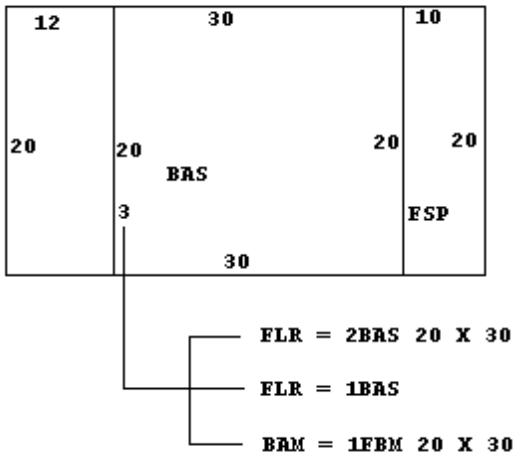
12	12
2	40
1	52
-3	
30	
10	
52	


15
10
12
18
32
FGR
BAS
20
20
10
2
2
12
8
6
2
9

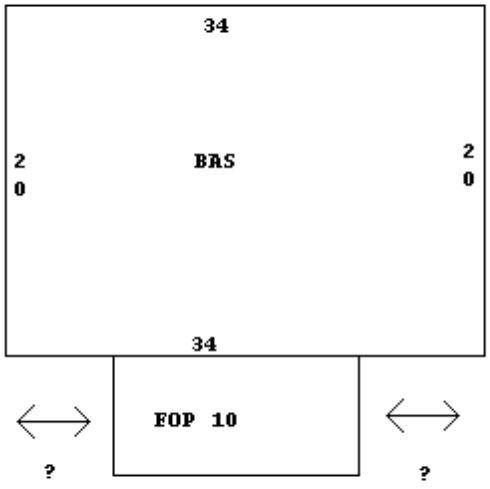

15 + 18 + 12 = 45
12 + 8 + 10 + 6 + 9 = 45

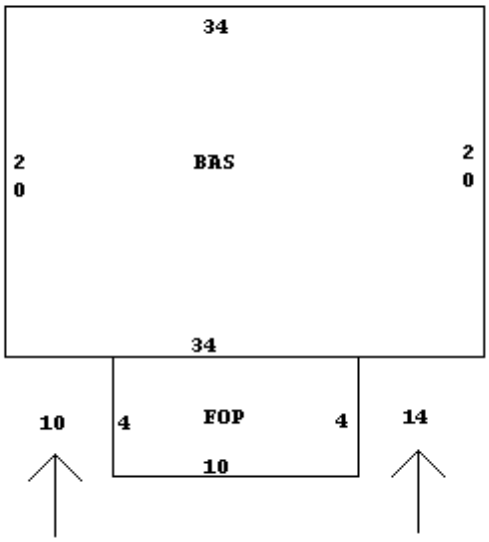

10
20
+2
32
32
32

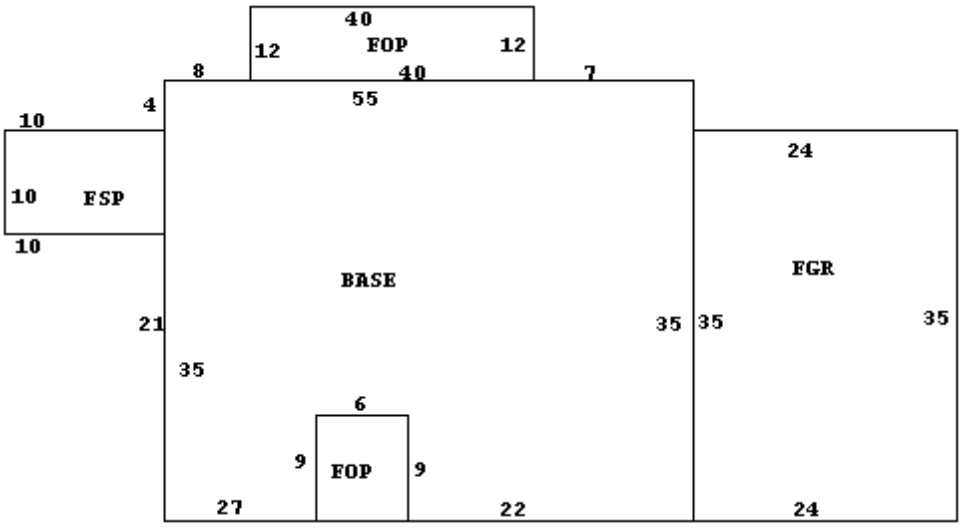




Be sure to label each side of the property, placing these dimensions to the inside which show the length. Whereas those measurements used to determine the position of auxiliary areas along the perimeter of the base should be placed on the outside of the sketch if they are not included within an auxiliary area. This is illustrated as follows:

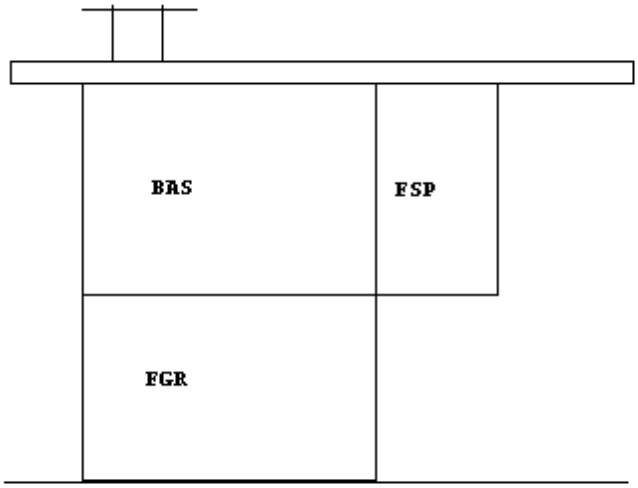


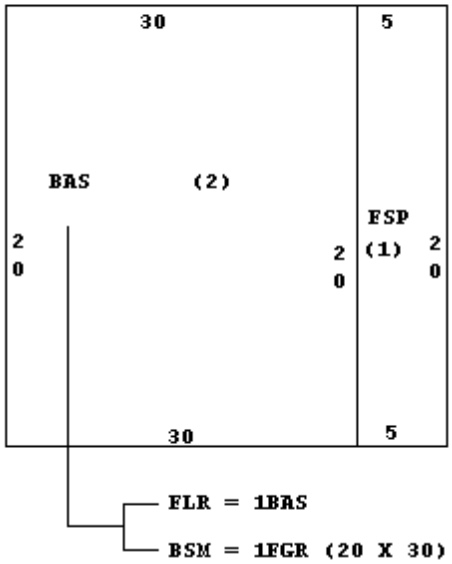




It is critical to the proper coding of structures to supply adequate measurements of the perimeter and auxiliary areas in order to determine the correct location of the auxiliary areas with respect to the base.

BUILDINGS OVER ONE STORY





TWO STORY RESIDENCE

TWO STORY RESIDENCE

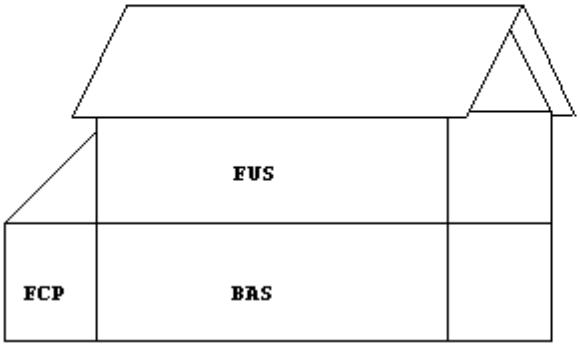
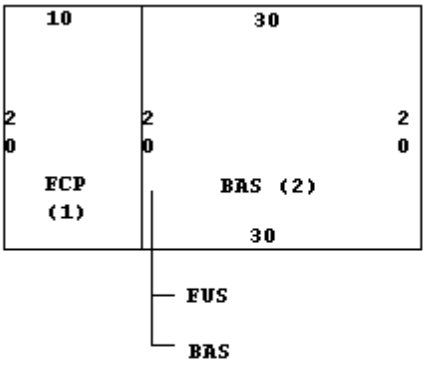


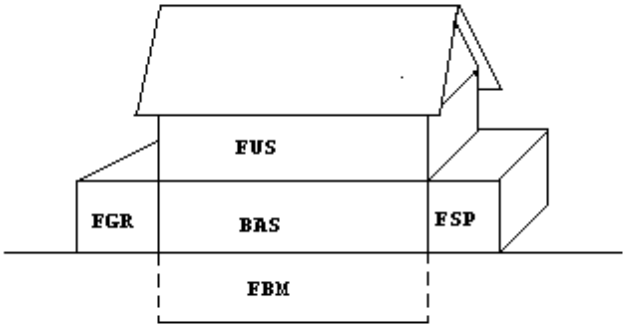
DIAGRAM AS FOLLOWS

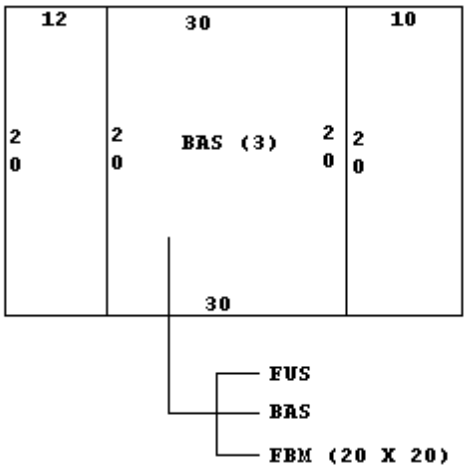


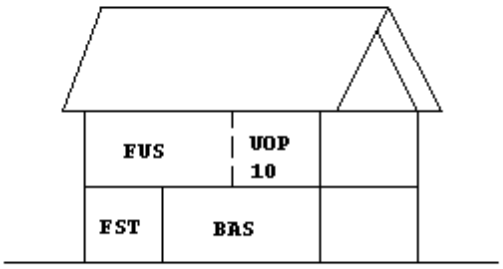
(since base measurements are shown on the diagram, they are not repeated)

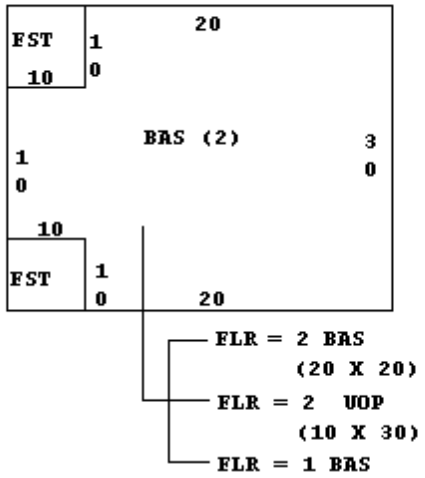
Draw 1st level plan and denote upper story dimensions as shown.

2 story continued









Drawing an Area Using Sketch Tech – PASCO

Areas can be drawn with the mouse or the keyboard. The keyboard method is the default, and recommended, drawing mode. To switch to "mouse mode", click the "Mouse" icon located on the shortcut pad.

To begin drawing, click anywhere in the grid to define the start point. The "Select Area" dialogue box will be displayed where the following attributes are selected:

- Subarea Type: Select the type of the subarea being drawn.
- Levels: Enter the floor range when the area represents more than one floor.
- Area: (Area Coding) Enter the square footage when adding an area that will not be sketched.

Click the "OK" button to open the subarea to begin drawing. The area will now be displayed in the "Subareas" pane.

TIP: Once an area is closed, the attributes can easily be changed by double clicking on the subarea label which will display the "Select Area" dialogue box.

Drawing a Line
To draw a line, type in a length and press the appropriate arrow key. This will draw an active line in the length and direction entered. If the length and/or direction is not correct, press the ESC key and re-draw the line. Once the end point is drawn as desired, press Enter to anchor the line. The current drawing point is represented by a red circle. The drawing point of the currently open area can be swapped to the opposite end point by pressing "W" or clicking on the "Swap Start Point" icon located on the shortcut pad.

TIP: Alternately, press or hold down an arrow key to draw a line. The pointer moves in one-foot increments. CTRL + the arrow key will move the pointer in .1 foot increments.

Drawing Angles
An angled wall can be drawn using one of the methods below:

- Rise/Run: Type in the length and direction for both the rise and run without pressing Enter between length and direction entries. For example, to draw an angled line with a rise and run of 2 feet each, type in "2" and the rise direction arrow, then type in "2" and the run direction arrow. The end point of the line can then be anchored by pressing the Enter key.

- Length/Direction/Angle: Without pressing Enter between these steps, type in the length of the line, then type in the direction of the angle ("L'• for left. "R" for right) then type in the degree of the angle such as 40 for a 40-degree angle. Press Enter to draw the line. The end point of the line can then be anchored by pressing the Enter key.

Curves
Once a line is drawn, but not anchored, it can be changed to a curve by pressing "V" or by clicking the "Curve" icon in the ribbon menu. This acts as a toggle that puts the tool into curve mode. Pressing "V" or the "Curve" icon again takes the tool out of curve mode. The curve is adjusted by rolling the mouse wheel or pressing the up and down arrow keys. The length of the curved line and the angle of the arc segment is displayed as the curve is adjusted. Press the Enter key to anchor the line. This will take the tool out of curve mode.

Auto Advance
A line can be using the Auto Advance feature by holding the CTRL key and pressing the appropriate arrow key. This advances the end point of the line to the next intersecting point based on the end points of existing lines. Once the desired end point is reached, press Enter to anchor the line.

Trace Feature
The trace feature is used to draw common lines for the current open area by tracing over existing lines of an adjoining area. Once the currently open area intersects with a line of an adjoining area, then press or click the Trace icon located in the Shortcut pad to draw and anchor the line.

Suspending an Area
A new area can be started before closing the currently open area by suspending the current area. Two methods can be used to suspend the currently open area.

- Starting a new area from the current drawing point: To suspend an area, press "S" or click the "New Area" icon located on the ribbon menu. Once the new area is closed, control returns to the suspended area to continue drawing. For example, when drawing a

base area and a different area is encountered, the base area can be suspended and the different area can be drawn and closed before continuing the base area.

- Suspend drawing the current area: To suspend drawing the current area. press "S" or click the "Suspend Area" (Hourglass) icon located in the shortcut pad. The current drawing point will turn blue and a new area can be started, or other actions can be performed while the suspended area is open. Once a different area is closed, control returns to the most recently suspended area.

Correcting an anchored line
Use the Delete key to remove line(s) until the incorrectly drawn line is reached. Once removed, the incorrect line can then be drawn correctly. Use the Insert key to re-draw the lines removed with the Delete key earlier.

Completing an Area
The area will be closed when the end point of the final line reaches the starting point of the first line. Once the area is closed, a label showing the subarea type and square footage is placed inside the area. Also, the "Subareas" pane will be updated with the square footage of the area.

Auto Close
Once two or more lines are drawn, the auto close features are enabled and the currently open area can be closed automatically using one of the methods below.

- Automatic closing an area drawing I line: Press "A" or click on the "Auto Close I Line" icon located in the shortcut pad. This feature is used to draw one final line of an area even when the end point of the last line and the start point of the first line are not aligned. This will result in an angled line.
- Automatic closing an area drawing 2 lines: Hold down the CTRL key and press "A" or click on the "Auto Close 2 Lines" icon located on the shortcut pad. One or two lines will be drawn to complete the area. The lines are drawn using the distances remaining to reach the starting point. The lines will be drawn in the directions that result in the largest area. This feature can be used to draw the final two lines of a rectangle once two lines have been anchored.

Drawing Additional Areas
To draw a new area, all exiting areas on the grid must be closed or suspended. (See "Suspending an Area" above.) Select any point on the grid to begin drawing as usual. The following features are useful in drawing additional areas:

- The "Jump" feature is used to start an additional area at a precise location. Press "J" to position the cursor on an existing point closest to the cursor. The "Select Area" dialogue box will be displayed.

TIP: If the desired starting point is other than the "Jump" location, press ESC to close the "Select Area" dialogue box and use the arrow keys to position the cursor to the exact location. Press Enter to display the "Select Area" dialogue box and resume drawing.

- The "Copy" feature is used to copy and existing area. Select the area to be copied by clicking inside the area on the grid or by clicking on the area in the "Subareas" pane. Once the desired area is selected, hold down CTRL and press "C" or click on the "Copy Area" icon on the shortcut pad. A copy of the area will now be attached to the cursor. Move the copied area to the desired location and click the mouse to release it.

Opening an Existing Area for Editing
To open an existing area, click on one or more adjacent lines which will change the color of the lines to green. Then press "O" or click the "Reopen Area" icon located on the shortcut pad. The selected lines will be removed and drawing can continue.

Negative Areas
In the case where an area encloses an area of a different type, the enclosed area can be place inside the enclosing area. This is done by first drawing the enclosed area separately and then moving that area inside the boundaries of the enclosing area. When the enclosed area is released inside the enclosing area, a dialogue box will be displayed prompting the user "Is the area of 'A' to be subtracted from the area of 'B'?".Click "Yes" to subtract the square footage of the enclosed area from the square footage of the enclosing area.

Labels
Once an area is closed, it will be labeled with the subarea code and total square footage. Lines are labeled with lengths as they are drawn. Drawing an area in a clockwise direction will position the length labels on the inside of the area. Drawing an area in a counter-clockwise direction will position the length labels on the outside of the area. The following features may be used with labels:

- Moving a label: A label can be moved by left clicking and dragging the label to the desired location.

- Hiding Square Footage: To hide the square footage section of the area label, select the area(s) and press ' 'H" or click the
- "Hide Area Labels" icon located on the shortcut pad. Repeat this action to show the label.

- Flipping line lengths: To flip the line lengths to the opposite side of the line, press "F" or click on the "Flip Labels" icon located on the shortcut pad.

- Hiding common line lengths: To hide line lengths of common walls, hold CTRL and press "H" or click the "Hide Common Line Length Labels" icon located on the shortcut pad.

- Hiding the line length on a selected line: To hide the line length label of a selected line, select the line by clicking it and then press Shift +"H" or click on the "Hide Line Length Label" icon located on the shortcut pad.

File Menu Items

- New (CTRL+N): Used to create a new sketch.

- Open (CTRL+O): Used to open an existing sketch file (st) document.

- Save (CTRL+S): Saves the currently open sketch. If no filename and location has been chosen, the user will be prompted.

- Save As: Prompts the user to save the currently open sketch to a specific location.

- Save as Image: Prompts the user to save the currently open sketch as a JPG file.

- Print (CTRL+P): Prompts the user to print the currently open sketch.

- Close (ALT+F4): Exits the program.

Edit Menu Items

- Undo/Redo: To undo and redo actions, click the ••Undo" or "Redo" icons.

Draw Menu Items

- New Area (N): Used to start a new area.

- Curve (V): Used to put the tool in curve mode which allows the user to change the shape of the current active line to a curve.

- Center (C): To quickly center the drawing on the screen, press "C" or click the "Center" icon.

- Zoom In / Zoom Out: This feature is used to scale the grid to make the drawing fit or to view a particular section of the drawing. Zooming can also be accomplished using the scroll wheel, keyboard, or zoom tool.

- Scroll Wheel (if so equipped): Anytime there is no active line, roll the scroll wheel forward to zoom in or backward to zoom out.

- Keyboard: Press "Z" to zoom in or "U" to zoom out.

- Zoom Tool: Click the "Zoom" icon located on the ribbon menu to activate. Then click on the grid and drag the zoom box around the area to zoom in on. Click the mouse again to zoom to the selected location.

- Pan: To move the position of the drawing on the grid, click the "Pan" icon. Then click and hold on the grid to drag the drawing as desired. Click the "Pan" icon again to de-activate.

- Fit to Screen: To center and fit the drawing on the grid, press "D" or click on the "Fit to Screen" icon.

- Flip/Rotate: To flip and/or rotate the drawing, click the "Flip/Rotate" icon.

Shortcut Pad Items

- Grid (G): Used as a toggle switch so show/hide the background grid in the drawing area.
- Keyboard (K): Selects keyboard drawing mode.
- Mouse (M): Selects mouse drawing mode.
- Quick Draw (Q): Selects Quick Draw mode which does not require Enter to be pressed to anchor a line after the distance and direction are entered.
- Flip Labels (F): Moves the line length labels to the opposite side of the lines.
- Auto Close-1 Line (A): Auto-Close the sketch drawing one line.
- Auto-Close-2 Line (CTRL+A): Auto-Closes the sketch drawing one or two lines.
- Hide Area Labels (H): Used as a toggle switch to hide/show the square footage with the area labels.
- Hide Common Length Labels (CTRL+H): Used as a toggle switch to hide/show common length labels.
- Hide Line Length Label (Shift + H): Used to hide the line length label of the selected line.
- Swap Start Point (W): Used to move the drawing point to the opposite end of the currently open area.
- Trace Line (T): Used to trace the lines on an adjoining area.
- Select All: Selects all areas of the drawing.
- Suspend Drawing (S): Used to suspend drawing of the current area leaving it open.
- Delete (Delete): To delete the selected area(s), click the delete Selected Areas Icon.
- Move Area (X): Used to move an area to a different location on the grid.
- Copy Area (CTRL+C): Used to copy an existing area.
- Reopen Area (O): Used to open a closed area for editing.
- Import Legacy Sketch (F7): To import a traverse from legacy Pasco, click the Import Legacy Sketch Icon. An input box will be displayed and the traverse, in the Pasco format, can be entered to generate a drawing.

INTRODUCTION

The proper use of this instrument is not difficult. It does, however, require attention to conformity and standardization of recording results.

The field data collection instrument may be thought of as an interview form much as you see such notable research firms as Gallup, Harris and others use when they interview a person regarding some issue.

The difference is that in our case - we are "interviewing" a structure instead of a person. Because a building cannot express any opinion of its own value we have developed a form which will allow us to identify those physical characteristics which, when properly evaluated, will predict the fair market value of that parcel.

Consistency and uniformity are two concepts which must be memorized and burned into your actions as without these it is impossible to evaluate a parcel. That is, be consistent in how you mark like parcels for, even if you do not identify an element exactly, if you mark it consistently, it can still give results which can be valid when adjusted for a consistent error.

It should be noted that the form is also designed to facilitate data entry operations. Therefore, it is doubly essential that consistency and uniformity are maintained and data is correctly entered.

We have divided the form into basic groupings of data which can be most readily collected. A discussion of how to complete the form follows:

TRAINING

Paramount in the effective and efficient use of the form is the degree of training given the field listers regarding the proper methods and judgments to be made in completing the form.

The proper training will include, as a minimum, the following procedures, which the project director is responsible for presenting to all field listers:

SELECTION OF SAMPLE PARCELS

The project director should select a cross section of parcels in the county, preferably ones which are recently sold, and select approximately 20 to 30 which cover the spectrum of housing types in the county. He should prepare a field form for each parcel for testing purposes, noting how well each parcel fits the mathematical model and noting any adjustments to the data collection which would be required to find more accurate results.

CLASSROOM INSTRUCTION

The field listers and all office personnel should attend this class which is designed to give each person a definition of the various elements on the card and how the physical card should be completed. Utilizing the definitions of the various elements and a slide projector, if available, various features should be shown as they appear on the card using local buildings as examples.

After covering the various definitions, a short test should be given to test the grasp of the material. This will help indicate the degree of instruction necessary for the instructor to achieve an acceptable level of performance.

Using the instructions on the following pages, the project director should present, in order, the steps for completing the form.

Upon completion, the project director should review any questions from the students regarding any phase covered so far.

At this point, the instructor should assign each field lister a group of about five parcels from the previously selected sample parcels to field interview.

A half day should be sufficient for this activity. Upon returning, the project director should review each lister's work with the individual explaining any errors.

A general class with the field listers should suffice to correct any errors which were made in common. All the sample parcels should be assigned to each field man and a day or two allowed for the collection of the data.

Upon returning the forms, the project director should review the work done and either make the decision to continue training, to begin field work, or to dismiss any lister not capable of performing to acceptable levels.

INSTRUCTIONS FOR COMPLETING THE FIELD DATA COLLECTION INSTRUMENT

GENERAL DATA

PARCEL NUMBER

Map Block Lot
[ ] [ ] [ ]

The parcel number is the control level of the appraisal system. All properties are identified and computer files matched based upon this control. It is of critical importance that this be filled in very carefully and in a specific manner. A specification sheet unique to each county contains the details on how to complete the parcel number field for that county. This is found in chapter 11 of this manual. The space for the parcel number appears at the top of the field data collection instrument. The parcel number must be filled in on the form.

APPRAISED DATE

APPR DAT
[ ]

The appraisal date is a required field. If it is filled in to indicate the day the property was actually visited, then that date is used in the date carried on the final card.

APPRAISED BY

AP #
[ ]

This is the code for the appraiser that visited the property. This is a required two-digit numeric field.

NEW NOTICE

NN
[ ]

The New Notice code is used by the appraiser to explain a change in the assessed value of a particular parcel of property. This is selected from a list of valid selections.

SOURCE CODE (Source of Information)

SOURCE
[ ]

This is a one-digit numeric field. County specifications may dictate this to be a required field. This code is used to show what assistance was used to determine the value of the property. The codes are as follows:

1 Owner	4 Inspection	7 Manager
2 Tenant	5 Estimated	8 Secretary
3 Agent	6 Contractor	9 Refused Information

IMPROVEMENT CODES

USE MODEL
[ ] [ ]

This is one of the most important fields on the entire card as it both identifies the use of the improvement on the land as well as the appropriate mathematical model to be used in the valuation of the structure. It is a REQUIRED ENTRY and must match a set of validated entries for acceptance. The number is a four-digit entry composed of the following two fields - use and model.

DATE VISITED / BY / REVIEW DATE

DATE VISITED should represent the last time an appraiser was physically on site at the property. That appraiser's number should be entered in the BY field. REVIEW DATE is a "date to review" such as when to review for a farm use audit.

NOTES

Four lines of notes are available. Only particularly relevant data is to be entered here. Entry is free form. Each line may contain a maximum of 25 alpha numeric characters. A typical entry in this field would be the date, the appraiser's initials and a short note (ex. 01/01/18 JB NEW SFH ADDED F-2025)

SALES DATA

Market sales represent the key to this appraisal system in that all the analysis and adjustments made in the system interact in some way with the market behavior of certain parcels.

Each sale should have been thoroughly screened and the status of the parcel (i.e. vacant or improved) at the time of sale noted.

This section allows all relevant sales data to be assembled.

There are NO OPTIONAL FIELDS, all fields must be marked.

DEED BOOK – D-BK [ ] The Deed Book may be alpha or numeric.

DEED PAGE – D-PG [ ] Official records page may be alpha or numeric.

MONTH AND YEAR - Must be a valid month [MT] and year for date of sale and date recorded.

INSTRUMENT TYPE – Selected form drop down list of valid responses. (Ex. WD Warranty Deed)

QUALIFIED /UNQUALIFIED – If the sales is a valid/qualified sale check 'qualified' box. If not, select reason form drop down list of valid responses. *Refer to the current deed edit sheet for further explanation of reasons for a sale not being qualified.*

INDICATED PRICE - Record the sales price to the nearest dollar including all commissions, etc. in this space. Do not use punctuation.

LAND DATA

Completion of the land coding is not difficult. It does, however, present more possibilities for combinations than do other sections of the form due to the OTHER ADJUSTMENTS which may be free form coded for each land use.

USE CODE
A four-digit numeric use code is always required. See chapter 11 for Use Codes.

ZONING
A six-digit position field must be a valid entry for your county and is a required field. See the specification sheet for your county for the proper coding of this item.

FRONTAGE AND DEPTH
Frontage is defined as that portion of the land on which front foot valuation would be used. Typically, waterfront and major highway frontage of commercials would be entered in this field as well as rural land with Land Model 04. Depth is normally the other dimension of the lot. If lot dimensions are not known, then this field must be zero filled. If the number of units is also entered, they will be used in the value calculation. When using "SF" units (and only then), the frontage and depth when entered will produce the total number of units IF total number of units is blank. *

DEPTH OR SIZE
The factor for depth or size should be left blank if an adjustment for depth is to be taken from a precomputed depth or size table. The depth factor should be entered with l.00 if there is to be no adjustment for depth. The depth table should be zero filled in this case.
The land model table must be 00, 02, 05. Depth tables, if used, require unit type to be "FF". The field must not be left blank. If depth table is not used, zero fill.

*The computer will not calculate frontage times depth when UT or LT is used; however, these dimensions can be printed for information only.

CONDITION FACTOR
This factor must be entered and is a decimal fraction of the form 99.9 with a decimal between the first and second digit. The condition factor times the depth factor times the unit price will give the total adjusted unit price. This calculation is done internally by the system and is not shown on the collection instrument. It is then applied to the number of units to determine land value which is shown on the final appraisal card. (When Land Model 00 is used it is the result of the size factor X all other adjustments.)

OTHER ADJUSTMENTS
This area is handled in one of two ways depending on the land model and the coding present. Refer to the specification sheet for your county to properly enter adjustments. Only one line of notes per land line is accepted by the system.

LAND UNIT PRICE
Required unless the county specification sheet indicates otherwise. However, when using land model codes 00 or 02, this field may be left blank. When assigning a value, the normal convention of dollars and cents positioning is used. This is the UNADJUSTED UNIT PRICE against which all conditions, etc., are applied. When using land use code 1500, this field must be zero filled.

NUMBER OF UNITS
This entry is always required and is the basis upon which value is extended. The field has two positions to the right of the decimal point for fractional units.

UNIT TYPE
The appropriate unit type must always be entered with unit price as checking of unit price is based upon unit type. The appropriate codes for unit type are: AC (acres), LT (lot), FF (front feet) or UT (unit).

LAND NOTES
Used for additional information pertaining to the Land Line.

OTHER BUILDINGS/EXTRA FEATURES (OB/XF)

Inclusive of the many special improvements and extra features due to the nature of the materials used or their construction would be most difficult in a static valuation model. These are handled in a separate calculation which calculates the value based on the number of units, the percent condition and a unit price taken from the cost tables in chapter 11. The use of this portion of the form to record significant items increases the utility of the models to cover more variation than would otherwise be possible.

Items commonly handled in this manner include:

OTHER BUILDINGS: Examples

Carports	Sheds	Horse Stables
Garages	Utility Buildings	Poultry Houses
Barns	Farm Buildings	Hog Houses

EXTRA FEATURES: Examples

Bank Features	Paving	Sprinkler Systems
Boat Ramps and Docks	Pools	Tanks
Elevators and Escalators	Railroad Spurs	Tennis Courts
Fences	Patios	Yard Lights

ALL FIELDS MUST BE ENTERED

CODE: You may place an appropriate code in this field and the computer will automatically fill in the description, unit price and depreciation. See chapter 11 of this manual for OBXF codes.

DESCRIPTION: Use an alpha-numeric entry, maximum of 10 characters, to describe the extra features. If your county is set up to use the table feature, it will be necessary for you to use special codes in this field. (See County Specification sheet, chapter 11, for this option.) DO NOT FILL OUT IF "CODE" IS ENTERED.

LENGTH: If available, this data should be filled in.

WIDTH: If available, this data should be filled in.

OB/XF UNITS: The total units by which the extra feature is valued must be entered here. If the length and width dimensions are entered this field must be left blank if you wish the system to calculate the number of units. If length and width are entered in addition to the total number of units, the system will not calculate the total number of units but will use the total number of units that have been entered. This field may ONLY be left blank when length and width are entered.

OB/XF UNIT PRICE: The per unit price by which the Other Building or Extra Feature is valued will be entered here from the tables in the Appendix by the computer when the CODE is given, otherwise you must fill out completely.

% COND: Percent Condition. Enter the percent good of the extra feature when it was picked up on the form. When the total of the annual depreciation is subtracted from the original, percent good gives the percent condition which is multiplied times the replacement cost to give the depreciated replacement cost.

YR.BLT: Year Built, Actual, Effective. For Actual year built, enter the year the item was initially recorded.

Effective year built indicates the year from which depreciation will be based.

DEP.RATE: An ANNUAL depreciation rate for each extra feature and special building will be entered based on the CODE. If there is no code, you must enter depreciation rate per year and it cannot exceed 99.00% per year and should be zero filled if no other entry is called for.

OVER: Override. Instead of entering information in the fields discussed above you may place a value on the OB/XF by entering a "01" in the override field, entering a "1" in the OB/XF Units field and entering the price in the OB/XF unit price field.

STRUCTURAL ELEMENTS

This section covers the structural characteristics which you are to record. Because the data applicable to commercial and industrial buildings is not necessary for the single family residence, it is contained on another part of the card. For all buildings other than those covered by "Extra Features and Other Buildings", the indicated portion of the form must be filled out. Other data which is not in the valuation model is input only when called for in the valuation model used. The exact items which must be input are referenced in the appendix of this manual. ONLY the features required may be entered, extraneous entries will create an error condition and cause a parcel to be suspended.

FOUNDATION

Foundation codes 1-3 are generally for residential type construction, while 4 & 5 describe commercial construction. Generally, wall height and type roof determine the thickness of the foundation.

SUB FLOOR SYSTEM

Residential construction generally has codes 1-5 while commercial construction is generally coded 2, 3, 6 & 7. Code 7 is for high rise buildings with basements and sub basements.

EXTERIOR WALLS

Exterior walls certainly represent the greatest portion of a structure visible from the exterior. Much of the quality and construction technique is reflected in the exterior wall type. ONE or TWO exterior wall types may be marked and entered in the appropriate spaces. Whenever possible mark only one exterior wall; however, when the structure does have relatively large areas of two distinct types of exterior walls, then mark as appropriate. If the wall type is a one-digit number it should be entered as 01, 02, etc. When only one exterior wall type is marked it must be assigned to columns 33-34 and columns 35 - 36 must be zero filled. Code 01 - 22 are generally residential while all codes are used for commercial.

ROOF STRUCTURE AND ROOF COVER

One roof structure must be picked which best corresponds to the observed roof structure. Residential codes are 1 to 6 and 8 while commercial are 7 to 13.

One roof cover must be picked which is the predominant roof cover. The cover should be evident and its condition should be of no concern. If it is very badly damaged by fire or wind, additional depreciation should be applied.

Single digit entries should be marked as 01, 02, etc.

INTERIOR WALL CONSTRUCTION

One or two items may be marked. If the interior of the structure has a large proportion of two distinct wall types (this commonly would occur when you have a paneled wall and drywall), both would be marked. If only one field is marked it must be shown in the first column and the second column must be zero filled.

INTERIOR FLOORING
Observe the predominant floor type of the structure. One or two items may be marked. If the interior flooring of the structure has a large proportion of two flooring types (e.g. vinyl and hardwood), then both would be marked. Otherwise, the second field must be zero filled. When carpet is over hardwood check code 12 (hardwood).

HEATING FUEL, HEATING TYPE AND AIR CONDITIONING TYPE
These three elements are to be marked to indicate the method and fuel used to heat or cool a structure. Only one element may be marked under each category but one must be marked.

Observation and a few simple questions will enable you to be very accurate in obtaining this data.

BEDROOMS AND BATHS – RESIDENTIAL
This field requires an entry which is based on the valuation model used. For a single family residential, the total number of bedrooms, baths, and half baths should be entered per floor.

COMMERCIAL PLUMBING
Enter the total number of restrooms per building. Enter the total number of fixtures per building.

STYLE OF DWELLING
Enter the appropriate code for the number of stories for single family properties.

FIREPLACES
Enter the appropriate code for the number of fireplaces for single family properties. Massive generally refers to those fireplaces with components such as extra-large hearths, extra-large fireplaces, decorative stone, ornamentation, and trim, etc. Fireplaces in apartments or commercials are placed in extra features.

MKT/DESIGN FACTOR
When used as a market factor it modifies cost to reflect local market conditions. When it is used as a design factor, it considers the overall quality or uniqueness of the design.

Code	Design/Market Description
~~0~~1	100% Market Factor 1
~~0~~2	102% Market Factor 2
~~0~~3	104% Market Factor 3
~~0~~4	106% Market Factor 4
~~0~~5	110% Market Factor 5
~~0~~6	115% Market Factor 6
~~0~~7	120% Market Factor 7
~~0~~8	90% Market Factor 8
~~0~~9	80% Market Factor 9
11	95% Market Factor 11
12	105% Market Factor 12

QUALITY ADJUSTMENT
This entry must be made and must be one of the allowable codes. It should be marked in accordance with the specific details given for your county specification sheet.

Code	Grade	
01	Minimum	.75
02	Minimum +	.85
03	Below Average	.90
04	Below Average +	.95
05	Average	1.00
06	Average +	1.10
07	Above Average	1.20
08	Above Average +	1.40
09	Excellent	1.60

BUILDING NAME
[ ]
This is a free form field to be used for the BUILDING NAME or Identification. This is an optional field.

BLDNG KEY
[ ]
BUILDING KEY –This field is used for reference information. Any information entered in this field will be printed on the appraisal card just above the building traverse code.

DEPRECIATION
This entry is one of the most important to the skilled data gathered in that there are four items on which much of the ability of the system to depreciate and analyze properties exists. For a guide in determining effective year, refer to appendix pages 12-45 & 12-46.

Actual Year Built: MUST be entered and must reflect the original year of construction.

Effective Year Built: MUST be entered and should reflect any modernization or refurbishing done to extend the useful life of the original structure beyond its normal life span, or for those homes located in a neighborhood or area where the market indicates less depreciation than the typical area within the county.

Economic Obsolescence: If it exists it should be entered as a percentage amount to be added to normal physical depreciation.

Functional Obsolescence: If it exists it should be entered as a percentage amount to be added to normal physical depreciation.

UNUSUAL DEPRECIATION (Special Condition Codes, Percent Condition)
These entries allow the user to indicate special conditions such as fire or weather damage or where the dwelling has not been normally maintained as depreciation amounts.
There are three Special Condition Codes which may be entered if applicable. Otherwise, they should be left BLANK.

UC = Under Construction* TE = Temporary Economic
PD = Physically Damaged* RV = Residual Value
AP = Abnormal Physical Depreciation

*UC, RV, TE and PD will over ride Normal Depreciation

PERCENT CONDITION must be used if one of the above codes (UC, PD, AP, TE, RV) is used. PERCENT CONDITION is that percent good after you apply UC, RV, TE or PD. PERCENT CONDITION is added to normal depreciation if you use code AP. NOTE: To use the Percent Condition one of the Special Condition Codes MUST BE USED. Also, care must be taken in the use of these codes as they will override the depreciation developed from the normal depreciation, economic obsolescence and functional obsolescence. AP should be entered as a percentage amount to be added to normal depreciation. When using Under Construction (UC), Physical Damage (PD), Residual Value (RV), or Temporary Economic (TE), remember, that if you assign 60% for either of these codes and the dwelling is 70 years old and should really be 30% good, it will change it to 60% good because these codes override any normal physical, functional or economic depreciation.

The following is the UNDER CONSTRUCTION COMPLETION FORM recommended for the appraiser to us as a guide to calculate the UC percent condition. This determination is subjective. Rarely does the construction process follow these steps exactly. The appraiser will need to determine which of these processes are complete based on the permit status, site inspection or other means and make a determination as to what percentage of completion the subject property is.

Wayne County Schedule of Incomplete Values as of January 1	
Foundation	5%
Partial Framing	10%-20%
Complete Framing	25%
Dried In (Doors-Windows-Sheathed-Roofed)	30%
Rough Electrical/Plumbing	40%
Exterior Siding or Brick Complete	45%
Insulation	50%
Rough Sheet Rock	55%
Finished Sheet Rock	60%
Finished Electric and Plumbing	70%
Trimmed Out	80%
Heat & A/C	90%
Carpet and Final Touch Ups	100%

CONDO AND COMMERCIAL
Data carried on this portion of the form needs to be entered on all improved properties other than single family residences and mobile homes.

COMMERCIAL HEAT AND AIR CONDITIONING
This field must be entered with a 1, 2 or 3.

FLOOR NUMBER
When used with the 03 model condominium, this is the floor number on which the unit is located. When used with all other models, this is the number of floors in the building. Enter 01 - 99.

NUMBER OF UNITS
This is the total number of units in the building. Enter 001 - 099.

LOCATION (Condominiums) *DO WE STILL USE THIS? NEED EXAMPLE*
Enter one of the following codes:
- OO - Not Applicable
- CN - Corner No View
- CV - Corner With View
- NN - No Corner, No View
- NV - No Corner With View

What percent of ownership. Example 2 l/2% would be entered as 0250.

STRUCTURAL FRAME
For most non-single family models this item MUST be completed. The nature of this item may be determined from an analysis of the characteristics of the building. See the appendix for specifics regarding the definition of this element.

CEILING AND INSULATION QUALITY
Mark one of the entries which best describes the ceiling insulation quality. First find the applicable category of ceiling (Suspended Ceiling, Not Suspended, No Ceiling) and then mark the appropriate type of insulation within that category. If there is no ceiling and no insulation the field should be zero filled.

AVERAGE NUMBER OF ROOMS PER FLOOR (Used in Model #4 only)
Enter 001 - 999. When the property has numerous floors, it is too time consuming to determine the total number of rooms for the entire structure. Therefore, investigate one or two stories to develop the approximate average. It would be advisable to check floors above the base floor as it usually contains a greater percentage of open area than the remainder of the floors. This field cannot be zero filled.

ESTIMATED PERCENT COMMON WALL
If the structure shares a party wall, enter to the nearest 5%, the total percentage of party wall shared by the improvement.

NONSTANDARD WALL HEIGHT
The height of the first floor wall should be entered to the closest foot. The program will determine if it is non-standard and mark appropriate adjustments. If the field is zero filled, the standard height for the particular model will be assumed.

The following are considered to be the standard wall heights applicable to the system models:

Model 03	8	feet
Model 04	12	feet
Model 05	8	feet
Model 06	14	feet
Model 07	12	feet

BUILDING SKETCH CODING

CAMA provides the capability to accurately calculate square foot areas for a structure using a computerized sketching program, breaking the total area down into various sub-areas which correlate with value in the appraisal process. All appraisers will be trained on how to use the sketching program. See Chapter 5 Pages 12-15 for help with sketches of buildings using Sketch-Tech.

The sketching program performs the following important functions:

* Closes the building to assure no errors were made in measurement.
* Calculates the square footage of the structure, separating out each sub-area.
* Provides a method of controlling areas for many different stories individually or in groups of stories.

DEFINITIONS

FLOOR The horizontal surface of a structure upon which one walks. Each floor is differentiated from another by differences in the elevation among them.

SUB-AREA A sub-area is any distinct portion of the floor that is differentiated in appraising as requiring special identification and valuation. The three letter, sub-area names (ID) that are to be coded and handled separately from others are listed in chapter 11 under auxiliary areas. The system requires that only sub-area names listed in the appendix are accepted by the system as valid, others are considered erroneous.

SKETCH CODING The procedure used to code the perimeter of the base and sub-areas composing a structure.

CLOSURE An area described by sketch coding closes if all distances and directions, when drawn to scale, leave no gaps or missing line segments and the last point is coincident with the first point.

SKETCHING OF OTHER FREE STANDING STRUCTURES

There are numerous utility buildings which appear around the main structure. Many of these structures do not deserve the cost and expenses of being sketched as part of the main structure. The reason for this is that a $200 utility building likely will fall into disuse and deteriorate far sooner than the main structure. Buildings of minor value and importance should be put in as other features and separately depreciated. However, for those structures which are sufficiently valuable it is proper that they be shown preferably in respect to the main structure. Typical of this variety of structure are garages, pool enclosures, cabanas, utility buildings, etc.

The system provides for the sketching of this type of structure through the use of free standing or "DETACHED" building codes.

APPRAISAL SYSTEM OVERRIDE CONTROL OR DIRECTED VALUE

OVERRIDE VALUE
[ ]

There are a few instances in which the nature of a parcel is so unique that none of the seven valuation models can be applied to give the desired results. For example, such things as an imported Spanish castle or a moon rocket assembly building cannot be readily handled by the regular methods.

Therefore, the appraiser has been given the ability to override the system and make the value adjustment necessary to achieve the proper appraisal on a specific parcel. At the bottom of the Traverse screen a place is provided to enter an override value.

It must be noted that on the final appraisal card the LAND VALUE and OB/XF VALUE will remain as they were input. The DEPRECIATED BUILDING VALUE will appear as the difference between the OVERRIDE VALUE as entered in the system override and the LAND VALUE and OB/XF VALUE as entered on the field data collection instrument. The OVERRIDE VALUE CANNOT be less than the sum of the LAND VALUE and OB/XF VALUE.

The property appraiser should utilize the system override only after careful consideration of the subject and the capabilities of the various models.

TAX EXEMPT CODES

Code 1 - Religious exemption
Code 2 - County exemption
Code 3 - State exemption
Code 4 - Federal exemption
Code 5 - Other municipal
Code 6 - Educational
Code 7 - Charitable
Code 8 - Railroads & Utilities
Code 9 - Other exempt

The codes listed above should be entered in the Card Header 00 in the field labeled Exempt.

TAX EXEMPT CODES

Code 1 (Religious)	Land
Churches and Parsonages	7100
Assemblies, Retreats, etc.	7101
Promotional Offices & Headquarters	7102
Code 2 (County)	8600
Governmental	8601
Educational	
Code 3 (State)	8700
Governmental	8701
Educational	
Code 4 (Federal)	8800
Governmental	
Code 5 (Municipal)	8900
Governmental	8901
Educational	8902
Airport Authority	8903
Housing Authority	
Code 6 (Private Educational)	8300
Schools	
Code 7 (Charitable)	
YMCA	7401
Homes For the Aged, etc.	7400
Orphanages	7500
Veteran, Patriotic and Benevolent Organizations	7700
Civic or Community Organizations	7701
Hospital Owned Property	7300
Code 8 (Utilities and Railroads)	
Code 9 (Other)	
Disabled Veterans Housing	7402
Low Income Housing	7403
Non-Profit Water & Sewer Company, Waste Disposal, Water & Air Pollution	8601
Recycling & Resource Recovery Facilities	8603
Cemeteries	7600
Owner Unknown	9800

STREET TYPES

AV	-	Avenue
BV	-	Boulevard
CR	-	Circle
CT	-	Court
DR	-	Drive
LP	-	Loop
LN	-	Lane
PK	-	Park
PL	-	Place
PT	-	Point
PW	-	Parkway
RD	-	Road
ST	-	Street
SQ	-	Square
TE	-	Terrace
TR	-	Trace
TL	-	Trail
WY	-	Way

New Notice Codes – Appraisal Department

1. New House
2. House Partially Completed
3. House Completed
4. House Remodeled
5. House Partially Remodeled
6. House Partially Completed
7. House Renovated
8. House Partially Renovated
9. House Renovation Completed
10. New Building
11. Building Partially Completed
12. Building Completed
13. Building Renovated
14. Building Partially Remodeled
15. Building Remodeling Completed
16. Building Renovated
17. Building Partially Renovated
18. Building Renovation Completed
19. Building Moved onto Site
20. Addition
21. Additions
22. Addition Partially Completed
23. Addition Completed
24. Manufactured Home
25. Masonry Underpinning
26. Heating System Added
27. Air Conditioning Added
28. Heating And Air Conditioning Added
29. Foundation
30. Fireplace
31. Porch

32. Patio
33. Stoop
34. Wood Deck
35. Pool
36. Bath House
37. Pool And Bath House
38. Gazebo
39. Canopy
40. Carport
41. Carport And Storage
42. Storage
43. Garage
44. Shop
45. Shed
46. Barn
47. Greenhouse
48. Tennis Court
49. Loading Dock
50. Paving
51. Carwash
52. Poultry House
53. Poultry Houses
54. Poultry House Partially Completed
55. Hog House
56. Hog Houses
57. Hog House Partially Completed
58. Bulk Barn
59. Bulk Barns
60. Grain Bin
61. Grain Bins
62. Exempt To Taxable
63. Adjustment To Real Estate
64. Land Value Adjustment
65. New Real Estate Purchased
66. New Siding
67. Screened Porch
68. PV On MH
69. Encl. Carport/Garage
70. Blank
71. Blank
72. Repair/Maintenance
73. Change Of Service
74. Outbuilding Addition

CALCULATION OF SYSTEM VALUES

PREFACE

Simple compilation of data is only one part of the system's function. Secondly is determination of values associated with the varied structural components of each improvement type. The following chapter details how the system makes its calculations in the derivation of property values.

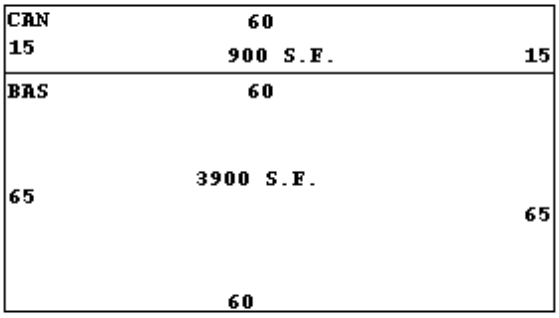
CALCULATION OF SYSTEM VALUES

CALCULATION OF INDEX VALUES

In order for the user to have a basic understanding of the operation of the SYSTEM and the computerized application of the index valuation models, the following step-by-step calculation of a sample parcel is presented. We have chosen a commercial property in order to show all the various indices. However, the procedure is identical for single family residences unless otherwise indicated.

The following graph and structural element data will be used for the purpose of example:

EXAMPLE
(Property record card on following page)



STEP 1. AREA CALCULATIONS

A. Determine the square foot area of all the sub areas. As shown on the sample card, the parcel has two sub areas:

BAS = 3,900 square feet
CAN = 900 square feet

B. Multiply each gross area by the percentages assigned to it (this percentage is located in the TABLE OF SUB AREA found in Chapter 11).

BAS 3900 SQ. FT. X 100%	=	3,900
CAN 900 SQ. FT. X 30%	=	270
TOTAL ADJUSTED AREA		4,170

NOTE: All points will be truncated after each application. For instance, if the exterior wall had 2 exterior wall points and when divided it came out 25.5, round to 25.

STEP 2. DETERMINE QUALITY INDEX (Points)

The determination of the quality index is a most important operation. It is the discriminator allowing differences and local conditions to be expressed as an index number which, when applied to a general county wide rate for a given type of improvement, will yield an adjusted base rate. This adjusted base rate simulates the per square foot rate which the market would most probably yield should that parcel sell.

A. Select the appropriate valuation mode. In the sample parcel the model is shown as "07", the model for commercial buildings.

B. Determine the points associated with the structural element data:

FOUNDATION - Spread (4)		6	points
SUB FLOOR SYSTEM - Slab on Grade (2)		6	points
EXTERIOR WALLS - Concrete Block (11)	18>		
Face Brick (21)	25>	21	points

If the subject had 2 exterior wall types the points would be added together and then divided by two and truncated.

ROOFING STRUCTURE - Bar Joist (09)	5	points
ROOF COVER - Built up Tar & Gravel (04)	7	points
INTERIOR WALL CONSTRUCTION - Drywall (5)	12	points

If the subject has 2 interior wall types, the points would be added together and divided by two and truncated.

INTERIOR FLOORING - Terrazzo, Monolithic (10)	10	points

If the subject had 2 floor types, they would be added together and divided by 2 and truncated.

HEAT FUEL - Electric (4)	1	point
HEAT TYPE - Heat Pump (10)	8	points
AIR CONDITIONING TYPE - Central (3)	12	points

Note: At this point, if the parcel were a single family residence, the next step would be to locate the table for the "01" model which assigns points for the various combinations of the number of bedrooms to the number of baths. These points are then added to the above and then multiplied by the QUALITY ADJUSTMENT to obtain the

QUALITY INDEX.

COMMERCIAL PLUMBING - 4.0 Restrooms, 8.00 fixtures (8 fixtures divided into 3,900 sq. ft. = 487.55 sq. ft. average or 6 points)	6	points
STRUCTURAL FRAME - Masonry (04)	12	points
CEILING AND INSULATION - Suspended Ceiling & Wall Insulated (03)	5	points

From the preceding figures we have obtained the following:

FOUNDATION	6	points
SUB FLOOR SYSTEM	6	points
EXTERIOR WALL CONSTRUCTION	21	points
ROOFING STRUCTURE	5	points
ROOFING COVER	7	points
INTERIOR WALL CONSTRUCTION	12	points
INTERIOR FLOORING	10	points
HEAT FUEL	1	point
HEAT TYPE	8	points
AIR CONDITIONING TYPE	12	points
COMMERCIAL PLUMBING	6	points
STRUCTURAL FRAME	12	points
CEILING AND INSULATING	5	points
TOTAL POINTS	111	points

The QUALITY INDEX is the design or height factor x the quality factor x size factor x the total points. Therefore, 1.00 (design) x 1.00 (quality) x 1.06% (size) = 1.11 x 1.06 = 1.17.66 or 1.18

STEP 3. DETERMINE EFFECTIVE BASE RATE

A. The base rate for a particular model is given. In this instance, it is $70.00 per square foot.

B. Multiply the base rate times the quality index:

$70.00 x 1.18 = $82.60
$82.60 is the effective base rate.

STEP 4. CALCULATE REPLACEMENT COST NEW

A. Replacement Cost New is the product of the effective base rate times the total adjusted area calculated earlier. In the sample parcel we have;

$82.60 x 4,170 EFF AREA = $344,442.00

STEP 5. DETERMINE DEPRECIATION AND PERCENT CONDITION OF THE SUBJECT

A. Depending on the improvement type one of two methods is used. In Chapter 11 are the appropriate tables and at the end of this chapter, a further discussion of their use.

B. The sample parcel is an improvement type 10-07 with an effective age of 10 years and is depreciated 15%.

C. To determine the percent condition, subtract the amount of depreciation from 1.0. In the sample parcel, the percent condition equals 1.0 - .15 = 85%.

STEP 6. CALCULATE THE DEPRECIATED BUILDING VALUE

A. The DEPRECIATED BUILDING VALUE is the Replacement Cost New x the Percent Condition in the sample parcel.

$344,442.00 x .85 = $292,775.70 Rounded to $292,780.00

A. To the Depreciated Building Value is added the total Depreciated OB/XF Value and Land Value.

$292,780	Depreciated Building Value
$12,310	Total Depreciated OB/XF Value
$26,000	Land value
$331,090	Total

DEPRECIATION

Find the depreciation schedule in the Appendix for the appropriate Improvement Type. For those with improvement types indicating residential and/or non-income use of average, below average and above average quality, locate the proper exterior wall type and then record the annual and initial percent depreciation rates.

Depreciation is calculated for each separate stage of the life cycle of an improvement. The tables in the appendix have five ranges of age as columns. These ages are determined differently for each improvement type and may be different for each year.

RESIDENTIAL AND/OR NON INCOME PROPERTY depreciation is also determined in the table by the row on which the exterior wall is contained. To determine the total depreciation, you must calculate each age range independently.

For example, (assume we are using the following table):

DEPRECIATION SCHEDULES

EXTERIOR WALL TYPE	INCREMENTAL AGING PERIODS				
From - To	1-2	3-11	12-19	20-34	35 & over
1 - 4	1.00	1.00	1.00	1.00	1.00
5 - 7	1.00	1.00	1.00	1.00	1.00
8 - 11	1.00	1.00	1.00	1.00	1.00
12 - 15	1.00	1.00	1.00	1.00	1.00
16 - 20	1.00	1.00	1.00	1.00	1.00
21 - 22	1.00	1.00	1.00	1.00	1.00
23 - 28	1.00	1.00	1.00	1.00	1.00

If our improvement were 24 years old, determined by subtracting the EFFECTIVE AGE from the EFFECTIVE REAPPRAISAL YEAR, we find the total depreciation by calculating each aging period separately and summing the depreciation. Using an exterior wall type 17, (CB Stucco), we calculate the total depreciation as follows:

FIRST 2 YEARS = 2.00	2 X 1.00
NEXT 22 YEARS = 22.00	22 X 1.00

24 YEARS = 24% TOTAL DEPRECIATION

The maximum normal depreciation normally allowed is 70% or a residual of 30% good. As we have not exceeded this figure, the 26% depreciation from normal physical deterioration is not over ridden.

FOR RESIDENTIAL OR INCOME PROPERTIES WITH A MINIMUM OR EXCELLENT QUALITY FACTOR another table has been constructed which bases the amount of depreciation for a particular property on its useful life, meaning that age at which a property ceases to be functional. For example, IMPROVEMENT USE CODE 25 has a typical life expectancy of 25 years. Therefore, when the building is 25 years old, it has been depreciated down to the lowest point of 30% condition or 70% depreciation.

SCHEDULE FOR DETERMINING DEPRECIATION ON BUILDINGS WITH A 25 YEAR LIFE EXPECTANCY
Schedule #9

EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT CONDITION
1	2	98
2	5	95
3	7	93
4	10	90
5	13	87
6	16	84
7	19	81
8	22	78
9	25	75
10	29	71
11	32	68
12	36	64
13	40	60
14	44	56
15	48	52
16	52	48
17	54	46
18	56	44
19	58	42
20	60	40
21	62	38
22	64	36
23	66	34
24	68	32
25	70	30

ECONOMIC OBSOLESCENCE - FUNCTIONAL OBSOLESCENCE

ECONOMIC OBSOLESCENCE is determined through rent loss due to conditions outside the property.
FUNCTIONAL OBSOLESCENCE is determined through rent loss within the property.

Economic and functional obsolescence is depreciation added to the Normal Depreciation. Therefore, if a building has 10% normal depreciation due to its age and you apply 10% Economic Obsolescence due to outside influence, the total depreciation would be 20%.

PREFACE

It should be noted that this chapter is not designed to be a comprehensive text on income properties but only a summary and outline of the income approaches to value which can be applied through the WAYNE COUNTY Appraisal System.

BASIC STEPS IN INCOME APPRAISING

In order to simplify the understanding of the basic steps of income appraising, we have briefly outlined them here before taking a more in depth look at each step.

STEP I Estimate Gross Annual Income

A. Determine type of rental unit (i.e. per apt., per sf., etc.)
B. Calculate other income (i.e. parking fees, etc.)
C. Identify vacancy and collection loss

STEP II Identify Operating Expenses

A. Fixed Expenses (Taxes and Insurance)
B. Variable Expenses
C. Repairs and Replacements
D. Sources of Operating Expense Data

STEP III Net Operating Income

STEP IV Determine Income Projection Period

A. Remaining Economic Life
B. Investment Holding Period

STEP V Determine Discount Rate; Select Method of Rate Estimation

A. Band of Investment
B. Built-Up

STEP VI Identify Method of Depreciation

A. Straight Line
B. Level Annuity

STEP VII Identify Method of Capitalization to use

A. Land Residual Straight Line
B. Land Residual Level Annuity
C. Building Residual Straight Line
D. Building Residual Level Annuity
E. Property Residual Level Annuity
F. Equity - Ellwood
G. Gross Income Multiplier

STEP VIII Excess Land is sometimes used in the income approach calculation. Excess land is the land not needed to serve or support the existing improvement. This amount is added to the Income value. Excess land could also be an out-parcel or land associated with property being valued and that land could be improved for additional income.

ESTIMATED GROSS ANNUAL INCOME

The primary measure of a commercial property's worth is the amount of income which a property can earn or command in the local market. Therefore, it is important to derive a good understanding of the rental income that the space would command on the open market.

The basic question which needs to be answered is, "What is the current market rent of the subject properties"? The gross income is what the property will produce over a period of one year or a term of a lease. It is defined as the total amount of revenue a property is capable of producing prior to the deduction for vacancy and expenses.

ESTIMATED GROSS ANNUAL MARKET RENTS BY IMPROVEMENT TYPES

Improvement types 03, 08, and 09 Apartments - Generally the market rent for apartment complexes is determined by their monthly rent per unit. The total square feet of a unit included into the monthly rent gives you a monthly square foot rate. To determine the annual rent of the entire complex you simply add up the yearly rent of each unit type.

COMMERCIAL STORES

Improvement types 10 and 11 - Generally commercial, retail outlets will rent from $3.00 to $30.00 per square foot depending on the location, age and use of the retail outlet. These rates will be developed further throughout the revaluation project and established for the County. The commercial rates are also for shopping centers.

Improvement types 17, 18 and 19 are office buildings and vary from a minimum of $4.50 to $25.00 per square foot per year. Generally high rise office buildings demand a higher rent per square foot, due to the annual expenses running close to $20.00 per square foot per year.

Improvement types 40 - 49 include industrial and manufacturing. The market rent for buildings of this nature run from $2.00 to $10.00 per square foot for typical good warehouse construction; however, the range can vary from $1.00 for mostly storage up to $15.00 for a warehouse that has more than 50% office space in a good location.

IDENTIFY VACANCY AND COLLECTION LOSS

The amount of income which can be produced is determined not only by the size of the property but also the degree to which the property is utilized. Commonly, most properties experience some vacancies throughout the year along with collection losses. This amount is usually expressed as a percentage of the possible gross.

These measures of losses from vacancies and collections are particularly applicable to multi-tenant properties. There are basically three sources of such information; past experience of the subject, market experience of similar properties, and other published studies and reports.

IDENTIFY OPERATING EXPENSES

In order to estimate a net annual income, it is necessary to calculate the amount that goes to the purchaser-investor after deductions for the actual operation of the property are made. These deductions are called operating expenses, however, these deductions DO NOT include mortgage payments and depreciation. There are three basic categories of operating expenses.

FIXED EXPENSES

These are expenses which vary very little, if at all, with occupancy from year to year and have to be paid whether the property is occupied or vacant. Taxes and Property Insurance are the two major items in this category. It must be remembered that these expenses need to be deducted only insofar as they are an expense incurred by the property.

VARIABLE EXPENSES

Included in this category are such expenditures as management fees, payroll and personnel, supplies and materials, utilities, grounds care, etc. These tend to vary, at least in part, with the percentage of occupancy. Much depends on the type of property, the climate and the landlord-tenant relationship as to expenses incurred.

REPAIRS AND REPLACEMENTS

These items vary from year to year and tend to be concentrated in some years. For valuation purposes it is necessary to spread the cost of certain major repairs and/or replacements over their useful life. Dividing the replacement cost for each category by the forecast useful life yields an annual payment to cover replacement. Some typical items would be air conditioners, heating systems and roof covers.

SOURCE OF OPERATING EXPENSE DATA

There are basically three sources for providing information on operating expenses of properties. Sources are past experience of the subject, market experience of similar properties and published studies and reports on local, regional and national fronts.

NET OPERATING INCOME

Net operating income (NOI) is the annual dollar amount that a property is capable of producing under typical conditions and is equal to the gross income less vacancy and collection losses and operating expenses.

Example:	Gross Income (20 apt. @ $1200/year)	$24,000
	Less 5% Vacancy & Collection	1,200
		$22,800
	Less 35% Operating Expenses	7,980
	Net Operating Income (NOI)	$14,820

The net operating income usually takes into consideration the lease agreement presently in force to determine the dollar amount (income) to the investor and/or owner.

The County also analyzes the leases of competitive properties to estimate contract rent, market rent, and other forms of income.

Under General Statute 105-317 (a) (2) which states in part that it shall be the duty of the persons making appraisals to determine the true value to consider in part: past income, probable future income and any other factors that may affect its value. Lease analysis is important and all characteristics of leases must be fully understood.

DETERMINE INCOME PROJECTION PERIOD

So far the emphasis has been on computing what the net annual income for a property would be. However, what must not be overlooked is that this net annual income is assumed to generate over a period of years during which the investor earns interest on his capital and also receives a proportionate return of his investment. In order to determine the duration of the income stream and/or the amount of time an investor has to recover his capital two things must be considered, the remaining economic life of the property and the typical holding or investment period depending on the valuation technique to be used.

REMAINING ECONOMIC LIFE

In order to apply any of the residual income techniques, it is necessary to estimate the remaining life of the improvements. By definition the economic life of improvements is the time period over which the improvements will be able to produce an income at a competitive rate of return on the portion of the investment represented by the improvements. Another term frequently used is capital recovery period. At the end of this time period, the improvements will be used up or depreciated to the point that they will no longer make any contribution to total property value over and above the contribution made by the site.

Remaining economic life is directly related to the effective age of a given property. This is the difference between the total economic life less the remaining economic life. Remaining economic life and its complements, effective age, are dependent on tastes, standards-customs, and the effect of competition plus, perhaps most important to the property appraiser, the observed condition of the improvements.

Elsewhere, in the discussion on depreciation, we have shown some typical building lives for various commercial improvement types. Reference to this table will give some indication as to the expected economic life new; however, the appraiser should look for buildings within the area that no longer produce income. The age of these buildings should give you some idea of the economic life of a building.

INVESTMENT HOLDING PERIOD

The Investment Holding Period is pertinent in the Ellwood or equity method; because of income tax considerations, it has been shown for instance, that most income producing properties are held by the average investor approximately twelve years. This, of course, can vary depending on specific properties and investor's requirements. A change in tax laws directly affects the holding period of all properties.

DETERMINE DISCOUNT RATE: SELECT METHOD OF RATE ESTIMATION

The Discount Rate, the basic building block in five of the income approaches, is also called a RATE OF RETURN ON INVESTMENT. It is determined by the forces of supply and demand for investment funds. A rate of return on an investment or "discount rate" is paid or offered in order to attract investment capital. The Discount Rate is generally estimated from one of two methods: Band of Investment or Build-up and the rate must compensate the investor for:

1) Overcoming time preference
2) Giving up liquidity
3) Assuming investment management burdens
4) Assuming the risks of investment and ownership

BAND OF INVESTMENT

If enough good sales cannot be found to come up with a reliable estimate of the appropriate market capitalization approach, then a theoretical/mathematical approach can be followed to come up with an appropriate capitalization rate. The Band of Investment technique is such an approach but requires the use of a market equity capitalization rate for the specific type of property valuated. This rate refers to the equity return that would be required by an investor for investing at the specific property at the given location. The estimation of an appropriate equity rate for a given property is not easy. Assuming that the analyst comes up with an estimate of such a rate that he/she feels comfortable with, then the formula for estimating the appropriate capitalization rate with this technique is:

C = (Equity Percentage X Equity Rate) + (LTV Ratio x Debt Rate)

In the formula above, LTV stands for Loan to value ratio and is calculated as the ratio of the amount of the loan over the value of the property. For example, if the loan amount is 75% of the value of the property then the LTV is .75.The equity rate is the percentage of the value of the property that is not financed by the loan, but by the investor's own money. So if the LTV is 0.75 then the equity percentage is 25 or stated as 0.25. With this being stated and for this property example we will assume the equity rate is 12%. The debt rate is the total return required by the lender and is NOT the interest rate of the loan, because it also includes the return of the lenders capital. The debt rate entering the Band of Investment approach is actually the mortgage constant. The formula for calculating mortgage constant is:

MC = i/(1-[1/(1+i) to the n power])

Where i is the loan rate and n is the term of the loan. So for a 20-year loan at an 8% interest rate the mortgage constant would be:

MC = 0.08/(1-/(1.08 to the 20^{th} power]) = 0.101852

Of course the banking and mortgage industry have developed tables for these calculations, so in the real world you would just look the mortgage constant up in a table.

Now in the above examples we have all the values we need to apply the Band of Investment technique to estimate the CAP Rate:

Capitalization Rate = (0.25 x 0.12) + (0.75 x .101852)= .03 + .076 = 0.106 or 10.6% CAP Rate

BUILT-UP METHOD

The Built-Up Method involves the "building" of a discount. The discount rate is "built" by taking the current "safe rate" or non-risk of ownership, the illiquidity of the investment, and the burden of management.

The SAFE RATE is that rate of return which can be earned annually on a risk free, highly liquid investment requiring virtually no rate which can be earned on a savings account or negotiable 1-year certificate of deposit to the prime lending rate corresponding to the size of the investment.

RISK arises from the possibility that the net income forecast will not be realized and refers to the investments continued ability to earn income caused by uncertainties and instabilities in the market place.

The allowance for ILLIQUIDITY refers to the marketability or ease with which the investment can be converted to cash. This allowance can be considerable in large or valuable parcels because substantial negotiations may be required and the number of potential local investors may be significantly reduced.

The MANAGEMENT allowance refers to the time and effort required to manage THE INVESTMENT, not the property itself. The cost of managing THE PROPERTY is an operating expense which is reflected in the net income statement.

Generally, for assessment purposes, real estate taxes are removed from expenses and the applicable county millage rates are added to the discount rate to arrive at the discount rate applicable to the subject property.

BUILT-UP METHOD OF FINDING DISCOUNT RATE

For example:

Safe Rate	4.5%
Risk	2.0%
Illiquidity	1.5%
Management	0.5%
Ad Valorem Taxes	1.5%
Total Discount Rate	10.0%

The idea of the built-up method is to load the safe rate with rates which reflect the quality of the income stream. The higher the quality, the lower the rate necessary to attract investors. Conversely, the poorer the quality, the higher the rate would be. In essence, the proper interest rate is that rate necessary to attract capital to the investment.

IDENTIFY METHOD OF DEPRECIATION

The wearing out and/or obsolescence of the improvements is reflected in the projected holding period or in the remaining life of which enables the investor to recoup or recapture his initial capital investment while also receiving a return on his capital.

Every method of providing for capital recovery can be expressed in the form of a sinking fund. A specific sum is to be recovered over a specific period of time. Periodic annual payments are made as part of NOI to cumulate to the full amount of capital to be recovered by the end of the capital recovered period.

There are basically two methods of providing for capital recovery each with specific assumptions as to the risk, timing, and stability of the net income stream.

STRAIGHT-LINE CAPITAL RECOVERY

This method consists of recovery by equal annual payments to a sinking fund which cumulate at zero compound interest. Each successive payment reduces the amount of investment remaining; each successive income payment also declines. A declining dollar return from the investment is therefore forecast. Capital recovery payments are the largest under this method.

The rate determined by dividing the amount of capital loss to be recovered (100%) by the number of years of remaining ECONOMIC LIFE.

For example: remaining Economic Life of Improvement - 25 years

100%/25 = 1.00/25 = .04%

Value of Improvements: $100,000
Annual portion of NOI required to cover capital recovery: $100,000 x .04 = $4,000

The forecast loss of 100% of the improvements is fully recovered over the Remaining Economic Life of the improvements. Hence, straight-line capital recovery always results in a lower estimate of present worth or value than does any other method. Straight-line capital recovery is widely held applicable to nearly all income flows that are not based on a long-term lease with a highly rated tenant.

LEVEL ANNUITY CAPITAL RECOVERY

This method can be described as equal annual payments to a sinking fund which are reinvested by the investor to cumulate at compound interest at the Discount Rate. The amount of capital recovery payments is relatively small compared to the straight-line method. As a result, the portion of NOI available each year as a return on the investment is larger.

The rate is calculated using the compound interest table or in the case of the capital recovery rate is internally computed saving the property appraiser from having to compute the figures manually or have on hand volumes of financial tables.

The Sinking Fund Factor Formula is included here solely for reference purposes:

$$1/SN = i/(1+i)^n 1$$

Where

1 = The number one
i = The discount rate (also the rate at which capital recovery payments are compounded).
n = The number of compounding periods (usually the remaining economic life).
1/sn = The Capital Recovery Rate

Annuity Capital Recovery can be applied to those properties that have a relatively stable income producing capability. By calculating the necessary factors internally, this saves the appraiser from many of the "mechanical" steps which would otherwise be necessary.

The preceding discussion has detailed how the net operating income is derived and also the various components of the Capitalization Rate. A Capitalization Rate can be derived arithmetically by adding together the discount rate and the capital recovery rate. It must be remembered that the central objective is the valuation of a finite income stream with the "infinite" value of the site.

IDENTIFY METHOD OF CAPITALIZATION TO USE

Capitalization is a process whereby an income stream of future payments is discounted to a figure which represents the present worth of the right to receive the income. The basic relationship between the income and value is expressed as follows:

Value = Net Operating Income/Capitalization Rate

There are seven methods in CAMA, which employ the capitalization technique to derive a value for an income producing property. Each has the same basic theory - that a right to receive a future value may be determined by discounted cash flow analysis which properly corresponds to the characteristics of the inflows and outflows of income.

Each of these methods is detailed in the following pages with specific examples.

METHODS OF CAPITALIZATION

LAND RESIDUAL

When the building is fairly new, free of obsolescence, and the replacement cost accurately determined, a land residual technique may be used to estimate the value.

Land Residual Straight Line

If economic rent is applicable (short term lease or rental or less than first class tenants), straight line technique should be used as follows:

Given:	Building Value (based on replacement cost new)	$100,000
	Net Operating Income	$15,000
	Discount Rate	10%
	Remaining Economic Life	50 years
	Straight Line Capital Recovery Rate	1/50 = 2%
	Net Operating Income	$15,000
	Less Annual Income allocated to building ($100,000 x .12)	-$12,000
Equals Income allocated to Land		$3,000

Present value of the Land equals annual income allocated to land capitalized at the discount rate.

($3,000 divided by .10)	$30,000
Plus, current building value	$100,000
Estimated value via Income Capitalization Straight Line Land Residual Technique	$130,000

LAND RESIDUAL - LEVEL ANNUITY

If contract rent is applicable (long-term lease with prime tenants) the land residual, level annuity technique should be used as follows:

Net Operating Income		$15,000
Less annual income allocated to building		
(building value divided by PW of 1 per		
annum @ 10% for 50 years)	100,000	
	9.915	- $10,086
Equals income allocated to land		$4,914

Present Value of Land equals
Annual Income allocated to land capitalized at the Discount Rate

($4,914 divided by .10)	$49,140
Plus, current building value	$100,000
Estimated Value via Income Capitalization Level	$149,140

BUILDING RESIDUAL TECHNIQUE

When the land value can be accurately estimated using the market and the improvements are older buildings or other than the highest and best use, a Building Residual Technique can be employed.

Building Residual - Straight Line

Given:	Land Value (from Market or Sales Comparison)	$30,000
	Net Operating Income	$15,000
	Discount Rate	10%
	Remaining Economic Life	50 years
	Straight Line Capital Recovery	1/50 = 2%

(Straight Line Capital Recovery assumes a declining income stream and may be appropriate when short term leases or economic rent figures are utilized.)

Net Operating Income	$15,000
Less annual income allocated to site capitalized at the DISCOUNT RATE ($30,000 X .10)	
Plus, CAPITAL RECOVERY RATE ((.02) = .12) $12,000/12) =	$100,000
Plus, current Land Value	$30,000
Straight Line Building Residual Technique	$130,000

BUILDING RESIDUAL TECHNIQUE - LEVEL ANNUITY

Again, when contract rent is applicable (long term lease with prime tenants) the level annuity technique should be used as follows:

Net Operating Income	$15,000
Less annual income allocated to land	-$3,000
Equals income allocated to improvements	$12,000
Present Worth of Improvements equals Annual Income allocated to building capitalized at the capitalization rate:	
(i.e. $12,000/.100857) =	$118,980
Plus, current land value	$30,000
Level Annuity Building Residual Technique	$148,980

PROPERTY RESIDUAL LEVEL ANNUITY

When total property income is difficult to allocate to either land or building, as in the case where building improvements are old, and where there is doubt about the land value because of location and specialized character, the property appraiser may want to use the property residual technique.

Net Annual Income is capitalized over the remaining economic life of the property. To this must be added the projected value of the land at the end of the property's expected economic life discounted at the appropriate rate. This allows the appraiser to compensate for expected growth trends in land values by entering an annual land growth rate. However, for properties with relatively long remaining economic lives, the difference is minimal.

Given: NOI, $15,000
Discount Rate, 9%
REL, 25 years
Estimated Reversionary Value of Land, $2,000

Net Operating Income	$15,000
Present Worth of Income Stream:	
NOI / (Discount Rate & Capital Recovery Rate)	
NOI / (.09 + .0118)	
$15,000 / .10181 =	$147,333
Plus, Present Worth of Reversion	
$20,000 x .115968	$2,319
Present Worth of Property	$149,652
Estimated value of Property via Property Residual Technique	$149,652

GROSS INCOME MULTIPLIER

Because of the time and expense required to determine the correct net income for use in the capitalization of income technique, the gross income multiplier has been developed into an effective mass appraisal income tool.

Since sales data is required to develop a gross income multiplier, care must be taken to use only qualified sales of COMPARABLE property types.

The key to good values using gross income multiplier is the same as any other appraisal technique, good data. Time spent qualifying the sales and determining the details of a commercial transaction is time well spent as the transaction may produce not only a useful income multiplier but also a useful sales comparable and data to derive a useful capitalization rate.

To apply a gross income multiplier, assemble the recent qualified, comparable sales and income data to determine the price at which properties comparable to the property being appraised sell and the typical sales price by the typical income, to obtain the gross income multiplier. This multiplier can then be applied to the rent being received or reasonably expected from the subject property to produce an estimate of the property value.

MONTHLY GROSS INCOME MULTIPLIER APPLICATION

Typical sale price for properties comparable to the subject property	$150,000
Typical gross monthly income for properties comparable to the subject parcel	$200
Gross Income Multiplier (GIM) (Sale/Income)	750
Subject parcel gross monthly income	$225
Estimated Value (GIM x Income)	$168,750

ANNUAL GROSS INCOME MULTIPLIER APPLICATION

Typical comparable sale price	$150,000
Typical comparable gross annual income	$2,400
Gross Income Multiplier (GIM)	62.5
Subject parcel gross annual income	$2,700
Estimated Value	$168,750

Care must be exercised in the use of gross income multiplier. This method is only applicable where there is a high degree of comparability of properties sold in the market to the property being appraised. There must also be a sufficient number of qualified sales of comparable properties since a sound multiplier cannot be determined from only one or two sales.

OVERALL RATE

This is the most applicable method to use in Revaluation Projects. The Overall Rate is the ratio of NOI to present worth of the property. Overall rates are expressed as an annual percentage rate and are most effective when derived directly from market sales.

GIVEN -	Gross Annual Income	=	$30,000
	Vacancy/Rent Loss	=	5%
	Expenses	=	30%
	OVERALL RATE FROM MARKET	=	10%

Gross Annual Income	$30,000
Less Vacancy/Rent Loss	- $1,500
Less Expenses	- $8,550
Net Annual Income	$19,950
Divided by Overall Rate	.10
Total Present Value	$199,500

INCOME APPLICATION TABLE

APPLICATION	DESCRIPTION	CODE	REQUIRED DATA	APPLICABILITY
#1	Land Residual Straight Line	LRST	1- Net Annual Income 2- Current Bldg. Value 3- Remaining Economic Life	Short-term lease & rental properties. New or nearly new buildings. (Known building value.)
#2	Land Residual Present Value or Discounted Cash Flow	LRLA	1- Net Annual Income 2- Current Bldg. Value 3- Remaining Economic Life 4- Discount Rate	Long-term lease & new or nearly new buildings. (Known building value.)
#3	Building Residual, Straight-line	BRST	1- Net Annual Income 2- Current Land Value 3- Remaining Economic Life 4- Discount Rate	Short-term lease & rental properties. (Known land value.)
#4	Building Residual Present Value	BRLA	1- Net Annual Income 2- Current Land Value 3- Remaining Economic Life 4- Discount Rate	Long-term lease & good land comparable. (Known land value.)
#5	Property Residual with land reversion at the end of period	PRLA	1- Net Annual Income 2- Current Land Value 3- Expected Land Grow Rate 4- Discount Rate 5- Remaining Economic Life	Long-term lease, overall rate obtained from comparable sales.
#6	Annual Gross Income Multiplier	AGIM	1- Gross Annual Income 2- Annual Gross Income Multiplier	Sufficient sales with a high degree of comparability to establish a reliable Annual Gross Income Multiplier

INCOME RATES

	APTS	USE CODES	MOTELS	USE CODES	REST	USE CODES	FAST FOOD	USE CODES	MINI-STORAGE	USE CODES	STRIP	USE CODES
CAP	6 TO 8.5%	03	8 TO 15%	37	6 TO 12%	74	6 TO 11%	21	7 TO 12%	29	7 TO 13%	16
VACANCY	2 TO 15%	06	30-50%	39	5 TO 15%	75	5 TO 15%	22	10 TO 20%		5 TO 50%	
EXPENSE	25 TO 50%	08	20-50%		15 TO 40%		15 TO 40%		15 TO 30%		20 TO 50%	
TAX RATE	1.0%	09	1.0%		1.0%		1.0%		1.0%		1.0%	
TOTAL CAP	7 TO 9.5%		9 TO 16%		7 TO 13%		7 TO 12%		8 TO 13%		7 TO 14%	

	WAREHOUSE	USE CODES	CONV STORE	USE CODES	SPEC PURPOSE	USE CODES	COMM/OFC	USE CODES	RETAIL	USE CODES	MH PARK	USE CODES
CAP	6 TO 11%	48	7 TO 11%	11	6 TO 13%	12	5 TO 11%	13 17	6 TO 11%	10 12 13	7 TO 15%	
VACANCY	5 TO 25%	49	5 TO 15%		10 TO40%		5 TO 30%	18	5 TO 30%	14 15 25	5 TO 30%	
EXPENSE	15 TO 50%		5 TO 40%		5 TO 50%		20-50%	224	20 TO 50%	26 27 31	20 TO 45%	
TAX RATE	1.0%	4	1.0%		1.0%		1.0%		1.0%	33 38 47	1.0%	
TOTAL CAP	7 TO 12%		8 TO 12%		7 TO 14%		7 TO 12%		7 TO 12%	57 58 77	8 TO 16%	

	INDUSTRIAL	USE CODES	HEALTHCARE	USE CODES	RV/CAMP	USE CODES	BANKS	USE CODES	PHARMACY	USE CODES		
CAP	6 TO 12%	30 40	6 TO 12%	19	6 TO 15%		6 TO 12%	23	6 TO 10%	30		
VACANCY	10 TO 30%	41 42	5 TO 30%	20	10 TO 40%		5 TO 30%		5 TO 20%			
EXPENSE	20 TO 45%	45	20 TO 40%	73	20 40%		15 TO 30%		10 TO 35%			
TAX RATE	1.0%	46	1.0%	74 75	1.0%		1.0%		1.0%			
TOTAL CAP	7 TO 13%		7 TO 13%		7 TO 16%		7 TO 13%		7 TO 11%			

NOTE 1: THE ABOVE ARE ESTIMATED RATES USED IN THE INCOME APPROACH.

NOTE 2: RESERVES ARE GENERALLY 2% FOR ALL CATEGORIES

NOTE 3: EXCESS LAND MAY BE REQUIRED TO BE USED IN SPECIAL CIRCUMSTANCES, SUCH AS THERE IS MORE LAND THAN IS REQUIRED FOR THE BUILDING TYPE

NOTE 4: VALID EXPENSE STATEMENTS MAY BE USED AND SUBSTITUTED FOR THE ABOVE ON SPECIFICALLY IDENTIFIED PARCELS

NOTE 5: THE ABOVE IS A GUIDELINE AND THE APPRAISER MAY USE RATES THAT ARE APPROPRIATE AT TIME OF APPRAISAL

NOTE 6: USE CODES ARE FOR GUIDELINES ONLY, OTHER CRITERIA MAY BE USED AS REQUIRED

VALUATION OF SPECIAL PROPERTIES

MOBILE HOME PARKS

Mobile home parks lend themselves well to classification by inside access roads, density, facilities and general appearance as follows:

CLASS 1
Narrow, unpaved roads
High density (Older Park)
No recreation hall or other facilities
Generally unattractive appearance

CLASS 2
Narrow, unpaved roads or broken pavement
High density (Older Park)
Deteriorated recreation hall and/or laundry
No curbing, no street lights
Many mobile homes without skirts
Little effort to maintain attractive appearance

CLASS 3
Average location and design
Streets paved and in at least fair condition
Medium density (10-15 sites per acre)
Adequate laundry and recreation hall
Lawns trimmed, good general appearance

CLASS 4
Good location and design
Streets wide enough for cars to pass
Curbing and sidewalks
Streets with street lights and street signs
Good recreation hall, shuffle board, swimming pool
Attractive entrance and good general appearance
(Lawns cut and edged, bushes trimmed)
Density around 8 sites per acre

CLASS 5
Excellent location and design
Attractive entrance
Wide paved and curbed streets
Street lights and street signs
Excellent recreation hall facilities
Swimming pool, shuffle board, and other leisure time equipment
Management sponsored activities
Manicured lawns and trees
Maximum density of 8 sites per acre

Average rental rate, vacancy rates and operating expenses also correlate highly within these classifications. Therefore, income data need only be gathered from a few mobile home parks to arrive at a reliable income value per space as follows:

CONTAMINATED PROPERTY VALUATION

Contaminated parcels will be viewed as special properties and valued on a case by case basis. Properties with restrictions and circumstances that negatively affect marketability may receive a value reduction based on the cost to cure if the expenses are to be paid by the property owner. Documentation from the governmental agency(s) identifying the property as contaminated must be submitted to the tax office.

INTRODUCTION TO AGRICULTURAL LAND

Although numerous publications are available from which average yields, revenues and expenses can be obtained for use in the valuation of the different agricultural lands, caution and judgment must be given to their use.

The various yield, revenue and expense items from these publications should be checked against the local market to determine if the local market varies significantly from the publication averages. Certain items may be adjusted so values will be correct for local conditions.

Data averaged over a five-year period should be used to minimize large fluctuations in agricultural values caused by good and bad years.

Market trends will be monitored in good and bad years. Remember several bad years in a row will not only decrease values due to sagging revenues but, may also indicate an increase in the risk and the capitalization rate.

The following methods of calculating agricultural values are meant to be a guide and generally speaking local conditions in individual counties will require certain of the items to be adjusted.

The net income for the age and yield group given in the reference publications can then be calculated and capitalized to get the income value. If a finer breakdown of values is required than those given by the ages and yields from the reference publications, values between those calculated can be interpolated, i.e. 10-year corn crop may give a $1,000 per acre value and 20-year corn crop may give $2,000 per acre value. By dividing the difference in ages (10 years) into the difference in values, ($1,000), a value of $100 dollars per acre for each one-year increase in can be used or, if that breakdown is too awkward to manage, you may desire to add only a 10-year grove to your schedule at $1,500 per acre

FARMLAND

Farmland can be handled with a capitalized income approach.

First the types and number of acres of the predominant crops should be determined. Next, yields, revenues and expenses can be obtained from reference publications to get the net revenues. Since more than one crop may be grown and sold, it may be desirable to take a weighted average of the values based on the average number of acres of each under cultivation.

Soil surveys are very useful for determining what adjustments, if any, should be made to yields based on local soil types and amount.

In some areas large parcels are leased for growing crops. When enough reliable rental data is available, the gross annual rental less any administrative and operating expenses will provide a net revenue which may also be capitalized to derive the income value. Although capitalization will be discussed in the income chapter, it would be well to point out that the risk, illiquidity, and taxes facing any lessor may be considerably different from those faced by an owner operator, yet the overall capitalization rate could be the same.

PASTURE LAND

Pasture land should be valued on a capitalized net revenue based on the estimated beef yield for the different pasture classifications. Pasture land has five basic classes as follows:

1. NATIVE OR RANGE PASTURE - raw, unimproved, native pasture used for grazing livestock.
2. SEMI-IMPROVED PASTURE - pasture having some improvements such as webbing, chopping or mowing which increases the grazing capacity of the land but does not include improvements such as seeding or application of fertilizer and lime.
3. IMPROVED PASTURE - land that has been cleared, fertilized, limed, drained (if needed) and seeded or sprigged with grasses such as Bahia grass, Pangola grass or Coastal Bermuda grass, which is used for grazing or is harvested as hay or silage.
4. IMPROVED IRRIGATED - clover pasture is similar to improved grass pasture described above. In addition to being seeded to clover, it may be irrigated or have water control.
5. WASTE - (nonproductive) includes acreage in depleted mines, dumps, pits, lakes, ponds, and other nonproductive land.

Publications by the Institute of Agricultural Science, the U. S. Department of Agriculture, the University of North Carolina Food and Resources Economics Department, etc. may be used as guidelines for determining soil capabilities, yields, revenues and expenses for determining the average net income for the different pasture classifications.

As with the farmland, the value may be determined by capitalizing net revenues from leases or rentals when sufficient reliable data is available. The 2025 USE-VALUE MANUAL for Agricultural, Horticultural and Forestland is adopted for use in Wayne County.

TIMBERLAND

Timberland like other agricultural properties lends itself best to a capitalized income approach to value. To determine the net income, yields may be obtained from various timber studies and compared with the local market. Average revenues and expenses may also be determined from these studies which may also require adjustment for local conditions.

If reliable rental or lease data is available, the annual revenues less any expenses which may be incurred may be capitalized as an alternate approach to the income value.

For timber, as in any valuation, the greatest weight should be given to the approach with the most reliable data.

Appraisal of Cemeteries for Tax Purposes

In appraising cemeteries, the first concern is determining the total number of acres in the ownership. This total should appear in the legal description and in the total acreage of the land lines. In other words, just because lots are sold off and become exempt, you still need to account for all the acreage within that tract.

Cemeteries are generally divided into four categories:

1. Developed acreage
2. Undeveloped acreage (future gravesites)
3. Waste land acreage (roads, gully's, etc.)
4. Deeded acreage (Exempt deeded lots)

These four categories should always total to the original acreage in the ownership or legal description.

Definitions:

DEVELOPED ACREAGE - Land prepared for immediate use of cemetery plots. This is generally two to five acres depending on the sale record of the cemetery. The acreage would generally remain the same because as soon as lots are sold they prepare the undeveloped acreage. The cost to prepare the land increases the market value of the developed acreage generally somewhere between $4,000.00 and $10,000.00 per acre.

UNDEVELOPED ACREAGE - That land in its natural state and appraised comparable to surrounding land with the same zoning. When making your annual adjustments for deeded lots, adjust this acreage down and the deeded acreage up. By doing this you are assuming that developed acreage will remain the same simply because they have to keep developed acreage available for immediate use.

WASTE LAND ACREAGE - That land not plotted or surveyed for graves due to it being a road, gully or building site. The waste land should be appraised comparable to surrounding waste lands and remain the same size and acreage unless a new survey is made adding roads or they have filled gully's and areas that can be utilized at a later date.

DEEDED ACREAGE - That acreage sold off into plots to individuals and recorded in the Registrar of Deeds. Plots sold on contract are not exempt until paid and recorded. Generally, a well-designed cemetery will get 900 to 1,100 graves per acre.

The owner of the cemetery should verify the number of grave sites planned for the cemetery. Take the total graves and divide by the total usable acreage to determine the average graves per acre. If the information is not available, use approximately 1,000 graves per acre. Put this in the note lines of the appraisal card. Each year you can make your adjustments when the owner sends the number of graves sold and recorded. Example: Sold 625 graves reduces the number of undeveloped acreage by .625 acres or .63 acres and increases the deeded acres by .625 or .63 acres.

Private cemeteries are income producing with a profit. To establish market value, the appraiser must consider those factors which are involved in purchasing this type of property:

(Developed) 1. How many grave sites are available for sale?
2. How many grave sites sell per year (absorption rate)?
(Undeveloped) 3. How much usable land is available that has not been surveyed and landscaped.

Once these facts have been obtained the appraiser can estimate market value and the assessor can determine how much of the cemetery is exempt. Typical ratios would be 900 to 1,000 site per acre with 2 to 5 acres surveyed and landscaped for sale. The developed acreage should be appraised higher per acre due to the cost of surveying, landscaping and permits. The absorption rate can be determined by the age of the development divided into the number of deeded lots. Cemeteries with more graves per acre are worth more, therefore an added value per gravesite is accounted for in the extra feature column. The grave sites that are undeveloped would not have the same value as the prepared and available, therefore the value is reduced based upon the absorption rate. The deeded grave sites are exempt; therefore, for every 1,000 graves deeded, one acre of land is exempt. When the owners of the cemetery report the deeded lots each year, the assessed value is adjusted. Make sure the total acreage stays the same only adjusted by use.

NOTES

1 [GRACELAND CEMETERY]
2 [1000 GRAVES PER ACRE]
3 [30 AC TOTAL ACRES]
4 [DEV IN 1970]

 # 1 LAND

CODE	ZONING	FRONT	DEPTH	DE/FA	L/M	CO/FA	+RF+AC+LC+TO+OT RT	
[7600]	[R1]	[ ]	[ ]	[1.00]	[0]	[1.00]	[DEVELOPED	[ ]
[7600]	[R1]	[ ]	[ ]	[1.00]	[0]	[1.00]	[UNDEVELOPED	[ ]
[7600]	[R1]	[ ]	[ ]	[1.00]	[0]	[1.00]	[ROADS - WASTE	[ ]
[7600]	[R1]	[ ]	[ ]	[1.00]	[0]	[1.00]	[EXEMPT	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[	[ ]

 # 2 LAND

	UNIT PRICE	NO. UNITS	TY	NOTES
1	[12000.00]	[2.00]	[AC]	[ ]
2	[3000.00]	[20.00]	[AC]	[ ]
3	[100.00]	[2.00]	[AC]	[ ]
4	[.01]	[6.00]	[AC]	[ ]
5	[ ]	[ ]	[ ]	[ ]
6	[ ]	[ ]	[ ]	[ ]

OTHER BUILDING AND EXTRA FEATURES

	CODE	DESCR	LAG	WDH	NO.UNITS	UNITPRICE	%CD	L/B	AYB	EYB	DP	O/R	
1	[59]	[CEM LOT]	[ ]	[ ]	[2000.00]	[25.00]	[1.00	]	[L]	[70]	[70]	[00.00]	
2	[ ]	[UND LOT]	[ ]	[ ]	[20000.00]	[25.00]	[0.10	]	[L]	[70]	[70]	[00.00]	
3	[ ]	[EXEMPT]	[ ]	[ ]	[6000.00]	[25.00]	[0.00	]	[L]	[70]	[70]	[00.00]	
4	[64]	[CRYPT]	[ ]	[ ]	[100.00]	[500.00]	[1.00	]	[B]	[70]	[70]	[00.00]	
5	[ ]	[EXEMPT]	[ ]	[ ]	[50.00]	[500.00]	[0.00	]	[B]	[70]	[70]	[00.00]	
6	[71]	[NICHE]	[ ]	[ ]	[200.00]	[150.00]	[1.00	]	[B]	[70]	[70]	[00.00]	
7	[ ]	[EXEMPT]	[ ]	[ ]	[75.00]	[150.00]	[0.00	]	[B]	[70]	[70]	[00.00]	

LOW INCOME HOUSING PROPERTY G. S. 105-277.16

105-277.16 (EFFECTIVE FOR TAXES IMPOSED FOR TAXABLE YEARS BEGINNING ON OR AFTER JULY 1, 2009) TAXATION OF LOW-INCOME HOUSING PROPERTY

A North Carolina low-income housing development to which the North Carolina Housing Finance Agency allocated a federal tax credit under section 42 of the Code is designated a special class of property under Article V, section 2(2) of the North Carolina Constitution and must be appraised, assessed, and taxed in accordance with this section. The assessor must use the income approach as the method of valuation for property classified under this section and must take rent restrictions that apply to the property into consideration in determining the income attributable to the property. The assessor may not consider income tax credits received under section 42 of the code or under G. S. 105-129.42 in determining the income attributable to the property. (2008-146, s. 3.1; 2008-187, s. 47.6.)

Average rental rate, vacancy rates and operating expenses also correlate highly within this classification. Therefore, income, vacancy rates, expenses and reserves data need only be gathered from a few low Income Housing Properties to arrive at a reliable income value. Cap rates associated with this type of properties range from 6% to 8% taking out taxes as an expense and including this within the cap rate.

PREFACE

Like many of the technical aspects of appraising, such as income valuation, you have to work with and use statistics before you can really begin to understand what they tell you about your data. The point is that just because you are not familiar with these tools, do not be hesitant in trying a few simple ones as you will soon gain a mastery thereof and seek out new and better tools.

STATISTICS AND THE APPRAISAL PROCESS

INTRODUCTION

Statistics offer a way for the appraiser to qualify many of the heretofore qualitative decisions which he has been forced to use in assigning values. In the process, he can learn more about how the data he uses behaves as well as how it relates to the property valuation at fair market.

This brings us to the definition of that word "STATISTICS". A statistical measure or "statistic" is a tool that helps you better describe the characteristics of a set of data, such as the relationship of sale price to appraised value.

While useful, a far more technical and comprehensive definition is appropriate rather than the more simplistic one given above, namely, "statistics is the theory and method of analyzing quantitative data obtained from samples of observations in order to study and compare sources of variance of phenomena, to help make decisions to accept or reject hypothesized relations between the phenomena, and to aid in making reliable inferences from empirical observation." The preceding, from FOUNDATIONS OF BEHAVIORAL RESEARCH by Fred N. Kerlinger, states very well what statistics are, their usefulness, and implications for our work. His book is highly recommended to all who wish to gain an understanding of many statistical tools and the requisite knowledge of the "scientific method" of constructing cases for analysis. A somewhat less advanced text for the beginner is AN INTRODUCTION TO BUSINESS AND ECONOMIC STATISTICS by John R. Stockton.

It is not our intent to try and present a programmed text to teach statistics but we will hopefully indicate which are useful where and what they tell the property appraiser about his values.

STATISTICS AND THE APPRAISAL PROCESS

Sales offer the only real set of data which can be established as indicating market value for properties. Appraisals which are done to supplement sales as parcels to which one may relate for purposes of comparison are merely attempts to predict what the sales price would be should that parcel actually sell. It is our belief that surrogates for actual sales are needed only when parcels (for a class) show a statistically insignificant number of sales.

Particularly for single family residential properties sales are usually always available and are in most cases legitimate arm's length transactions.

The most frequently asked question is usually "Where am I in relation to market?" There are ways of describing this relationship; each of which will help you understand "where" you are in relation to the market.

Level of assessment in relation to market is one part of the answer. It is usually expressed as a ratio of appraised values to sale values. Common measures of this ratio, overall, for a county are called "MEANS", "MEASURES OF CENTRAL TENDENCY", or "AVERAGE".

SIMPLE OR UNWEIGHTED MEAN

This measure is found by dividing the sum of all individual sales by the number of sales. That is, given the following hypothetical list of sales, compute the means:

OBSERVATION NUMBER	SALEPRICE	APPRAISED VALUE	SALES RATIO
1	$22,600.	$21,500.	95 %
2	31,000.	28,600.	92
3	37,800.	34,000.	90
4	38,400.	33,000.	86
5	34,300.	29,500.	86
6	20,000.	16,000.	80
7	13,000.	9,800.	75
8	18,700.	13,500.	72
9	26,900.	17,200.	64
10	40,800.	24,500.	60
	$283,500.	$227,600.	800 %

Mean Sale Ratio = 800/10 = 80%.

Mean Appraised Value = $227600/10 = $22,760.

Mean Sales Price = $283500/10 = $28,350.

As you can see, there are several "MEANS" which may be computed; each of which is an expression of central tendency.

There is another type of mean called a WEIGHTED MEAN which reflects the impact of the dollar magnitude of the values in the calculation of the mean. It is obtained by dividing the total of all appraised (or assessed) values by the total of all sales prices. For example:

$227,600/$283,500 = 8.3%

or in the previous example:

TOTAL ASSESSED VALUE/TOTAL SALES PRICE = weighted mean

This measure is affected by large values which have a proportionately greater impact on the ratio than smaller values. As a general rule, this measure is, therefore, somewhat less useful for sales ratio work than the unweighted mean.

A highly useful statistic is the MEDIAN. It is a measure which is least influenced by extreme values as it is based upon position rather than on level. That is, it is the value half-way from either end of a list of values when the list is arrayed in ascending (or descending) order. If the list contains an odd number of sales, then the median is the middle value in the list. However, if there are an even number of sales in the list then it is the average of the two values on either side of the theoretical mid-point in the list. Using our example, it is:

MEDIAN = (TOTAL NUMBER OF SALES + 1) / 2 + (10 + 1) / 2 + 5.5th item in the list

That is in our list:	Sales	Sales Ratio
	1	95%
	2	92
	3	90
	4	86
	5	86
Median 5.5 Sales---------->		
	6	80
	7	75
	8	72
	9	64
	10	60

The median is, therefore, halfway between the ratio 86 and 80 or:

MEDIAN = (86 + 80) / 2 = 166 / 2 = 83%

This statistic is generally not usable in more advanced mathematical manipulations; however, it is useful because it does enter into the total concept of data and is useful in judging uniformity and level of assessment. (Note: you may also calculate a median sales value as well as a median appraised value.)

MODE

The mode is a measure of central tendency that is easy to understand. It is the value in the set of observations which occurs most frequently. In our example, the mode of sales ratios would be 86% (occurs 2 times).

MEASURES OF VARIABILITY

A classic example of reliance on the use of the mean only as a method of description may be rather graphically illustrated by the following:

If you were fired upon one time and were missed by 100 yards and were fired upon a second time and were hit, you could conclude that you were missed by an average of 50 yards.

The point is, the mean does not tell the whole story about the data. Other tools are needed to better describe the data. These tools are measures of how much you miss the mean (in general) or in more technical terms, measures of dispersion.

RANGE

The range is simply the lowest and highest value in your set of observations subtracted from one another; although it may be reported as the minimum and maximum values themselves. In our example, you could say the range (for the sales ratios) is:

35% or from 60% to 95%

As a general statement it is not too useful in analysis due to its obvious dependence on extreme values.

MEAN DEVIATION & MEDIAN DEVIATION

This measure is the average of the difference between the mean (or median) and the individual observations.

MD = [d] / N or [x] / N

That is, the mean or median deviation is the sum of the absolute value of the differences between the mean (or median) and each observation divided by the number of observations. (Absolute value means the signs are ignored, that is assumed to be positive, when accumulating [x] or [d].)

For our example:

SALES RATIO	-	MEAN	=	[x] ([d] is used for the median)
95	-	80	=	15
92	-	80	=	12
90	-	80	=	10
86	-	80	=	6
86	-	80	=	6
80	-	80	=	0
75	-	80	=	5
72	-	80	=	8
64	-	80	=	16
60	-	80	=	20

Hence: MD = 98 / 10 = 9.8%

This ratio expresses the average amount by which the data varies from the mean (or median) in a particular set of data. It is influenced by extremes as is the mean and even when computed about the median, it is likewise influenced. It also is not useful in making further statistical analysis of the data.

STANDARD DEVIATION

To overcome the handicaps of the mean deviation, the standard deviation is used. It is a numerical measure of the degree of dispersion, variability, or non-homogeneity of the data to which it is applied.

In calculation, it is similar to the average deviation but differs in its method of averaging differences from the mean. It does this by squaring each difference and eventually summing all squared differences averaging them and taking the square root thereof giving an "average deviation" from the mean.

In practice it is quite easy to compute using a handy "working formula" to make the task easier. First the formal formula:

$$\text{STANDARD DEVIATION} = \sqrt{\frac{\sum(\frac{Ai}{Si} - \overline{A/S})^2}{n-1}}$$

$$\sqrt{\frac{\text{Sum of the individual differences squared}}{\text{number of observations}}}$$

In our example, using sales ratios it would be:

Observation	Ai/Si	(Ai/Si) - $\overline{A/S}$	((Ai/Si) - $\overline{A/S}$) ^{2}
1	95%	15	225
2	92	12	144
3	90	10	100
4	86	6	36
5	86	6	36
6	80	0	0
7	75	5	25
8	72	8	64
9	64	16	256
10	60	20	400

$\sum((\text{Ai/Si}) - \overline{A/S})^2 = 1286$

$\overline{A/S} = 800 / 10 = 80\%$

Hence: $= \sqrt{\quad}$ N-1

$= \sqrt{\frac{1286}{10-1}}$

$= \sqrt{142.89}$

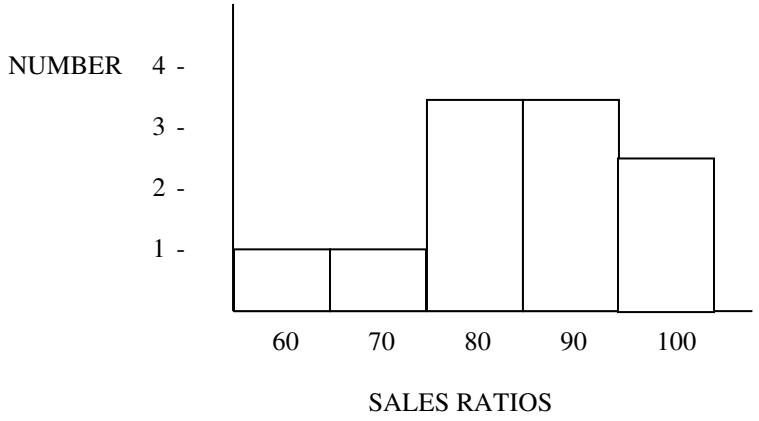
$= \sqrt{11.95}$

The standard deviation is useful in that it is logical mathematically and may hence be used satisfactorily in further calculations. This is its outstanding superiority over the other measures of dispersion.

FREQUENCY DISTRIBUTIONS

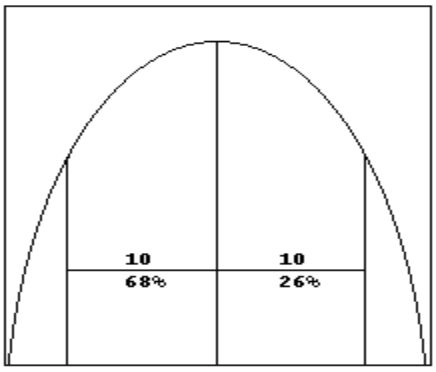
This is a good time to discuss distributions. All frequency distributions are an arrangement of numerical data according to size or magnitude. Distributions are normally presented as tables or graphs. The following table and graph is taken from our example:

SALES RATIO CLASS INTERVAL	NUMBER OF OCCURENCES
91 - 100	2
81 - 90	3
71 - 80	3
61 - 70	1
51 - 60	1
	10



When describing our observations, we really are trying to use numbers [mean, median, mode, standard deviation, average deviation, etc.] to give a mental picture of what our frequency distribution would look like if we drew it on a graph.

A particularly shaped distribution is the one from which we depart when trying to visualize the shape of a distribution when given such statistics as the mean, median and mode for information. The reference point is what is called the "NORMAL DISTRIBUTION". It has some particular features by which it is characterized and referred to. This is what it looks like:



"Normal" Distribution Showing the Percentage of the Area Included Within One Standard Deviation Measured Both Plus and Minus About the Arithmetic Mean.

The MEAN, MEDIAN, and MODE are all equal. It also possesses some traits which make it statistically useful in making decisions about differences in distributions.

One of these properties is that one may determine what percent of the observations lie within; one, two, or three times the calculated standard deviation by using pre-computed tables. (In fact, any fractional part of the standard deviation may also be used.)

The way it would likely be useful to you is in making a statement about the uniformity of your values which is in part what it measures. For instance, if you have a set of sales with a mean of 95% and a Standard Deviation of 10%, you could conclude that 95% of all sales would fall between the limits of 75% and 115%. Extrapolating that sales represent the rest of the parcels in your county (we leave the question of the validity of this assumption up to you), you could then have some mental picture of how your county roll values would distribute themselves in relation to the market values of the parcels.

For all the statistically astute, we do include two things: (1) remember that the distribution must be normal or approximately so for this to be true and (2) if there is ever a source of disagreement, sales ratio studies are surely prime material. However, we will let the relative merits of the case go untouched in this text.

One final word on the description of a distribution. When you first begin to work with these tools, please get a simple straight forward text such as one of the "cram course" texts on statistics available in any college bookstore with an appealing title such as STATISTICS MADE SIMPLE, etc. You will find it most useful in attacking problems. One we recommend is available from Barnes & Noble in their college outline series titled "STATISTICAL METHODS".

RELATIVE MEASURE OF VARIATION

Handy statistical tools are the relative measures. They are ways of relating back to the mean or median in discussing the degree of variance in a set of observations. Three common ones are:

$$\frac{\text{AVERAGE DEVIATION ABOUT THE MEAN}}{\text{MEAN}} \times 100 = \text{Coefficient of dispersion of the average deviation}$$

$$\frac{\text{STANDARD DEVIATION}}{\text{MEAN}} \times 100 = \text{Coefficient of dispersion of the standard deviation}$$

$$\frac{\text{STANDARD DEVIATION ABOUT THE MEDIAN}}{} \times 100 = \text{Coefficient of dispersion of the median deviation}$$

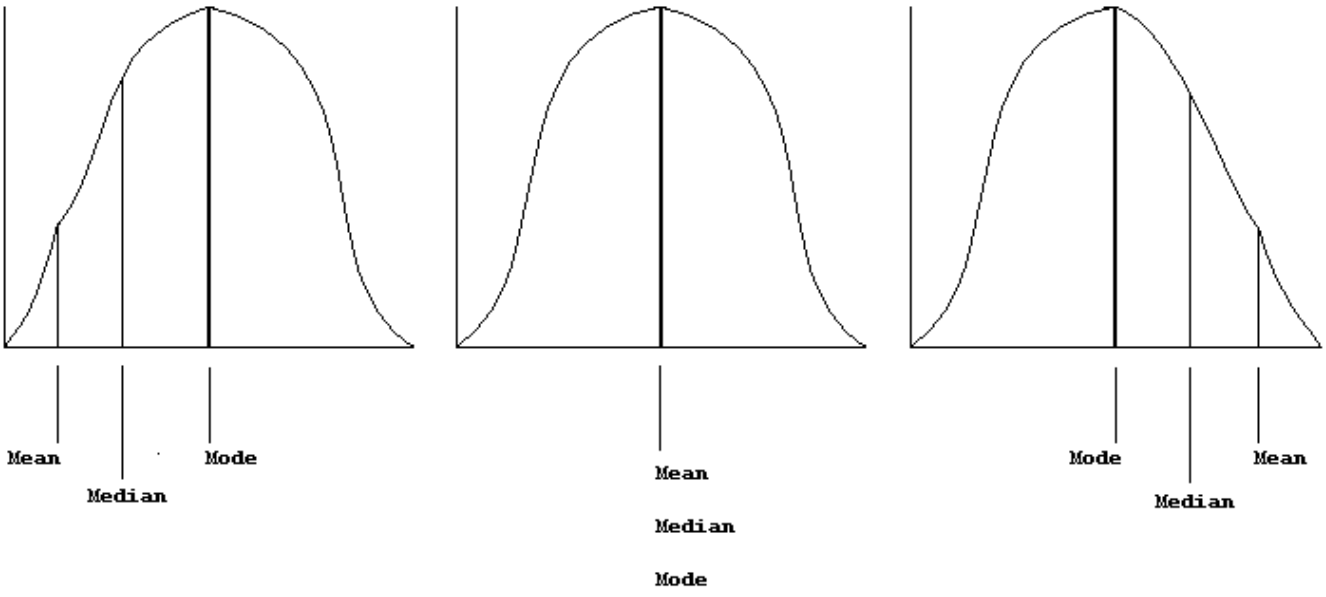
The last two yield the most useful statistic in that the standard deviation is significant in appraising in relationship to the level as there are few who would want a ratio to go consistently over 100% (which is one use of the standard deviation) or whom would want a mean of 70% with a relative error of 35% on 68% of all parcels.

SHAPE

How do you describe the shape of a distribution? Well, we have used the mean, median, mode, average and standard deviation. We also would like to be able to tell the extent to which our values were consistently biased, either high or low. The statistics measuring this are the coefficients of skewness. That is, a measure of the degree to which the distribution departs from the normal distribution.

There are three, more or less, classic shapes a distribution may take (although it may look like anything!) They are:

SKEWED LEFT NORMAL SKEWED RIGHT



Skewness is a term for the degree of distortion from symmetry exhibited by a frequency distribution. What this means is that if you were to graph the sales ratios you would expect that all errors should be random and hence symmetrical and not biased either low or high for certain properties. This can be checked by using the common measures of degree of skewness.

$$SK_1 = \frac{3\,(\text{MEAN-MODE})}{\text{STANDARD DEVIATION}}$$ Note: (Pearson's Coefficient of Skewness)

and

$$SK_2 = \frac{(Q3 - \text{MEDIAN}) - (\text{MEDIAN} - Q1)}{(Q3 - Q1)}$$

The second measure uses a "QUARTILE" which is something like the median (in fact, the median is the Q2 or second quartile or quarter, EG 50% of the way through the list, item) but is the item 25% (Q1) down the list and the 75% (Q3) item down the list of ordered observations and may be determined much as is the median.

NON PARAMETRIC STATISTICS

This class of statistics is useful in that unlike many statistical tools, they do not depend on having normally distributed values to be meaningful.

The most usable is the chi-squared statistic. It is simple and is very useful in testing a number of common questions or hypotheses which you pose formally or informally in appraising.

Suppose, for instance, you have collected a set of observations of the sale parcels in an area and you wish to compare the distribution of these sales with the distribution of all parcels for the area to see if the distributions match up and will give you some assurance that the sales are comparable to the universe of all parcels. To do this let us assume you use a single method of classification, age, and restrict the discussion to only a single exterior wall type (a good discriminator).

How do you proceed? First classify the sale parcels into groups of 5 years although the greater of lesser intervals could have been selected depending on our data. For example:

TABLE OF ACTUAL FREQUENCIES
FOR SALE PARCELS

AGE (in years) INTERVAL	FREQUENCY IN NUMBER	PERCENT OF TOTAL
1 - 5	10	13.2
6 - 10	22	28.8
11 - 15	17	22.4
16 - 20	10	13.2
21 - 25	7	9.2
26 - 30	10	13.2
	76	100.0%

Then classify all parcels for the area into groups of a like interval used with the sale parcels. For example:

TABLE OF ACTUAL FREQUENCIES
FOR SALE PARCELS

AGE (in years) INTERVAL	FREQUENCY IN NUMBER	PERCENT OF TOTAL
1 - 5	128	12.2
6 - 10	234	22.4
11 - 15	355	33.9
16 - 20	139	13.3
21 - 25	87	8.3
26 - 30	104	9.9
	1,047	100.0%

The question we really want to ask is are the two distributions the same (in the sense that the distribution of parcels by age makes them equal for purposes of judging similarities) or are the distributions different. To answer this, we must consider the element of chance. It is possible that the sales are distributed like the total area but show difference in cell frequencies due to chance alone, for as you may observe, the percentages of the total by age are indeed different.

We would expect the sales to be distributed in like frequencies as the total area was distributed unless the sales do not represent the area under study.

The use of a very handy tool, the statistic known as the CHI-SQUARE (X^2) test, is worth learning. It is useful in that it does not require that one have normally distributed data to be valid; hence it is non parametric. It is used by taking an expected frequency and comparing it to the actual or observed frequency. In our case, it is the area parameters projected upon the sales data.

We would expect the number of sale parcels per age group to be the same as the frequencies observed for the total of all parcels in the hypothetical area under consideration. Therefore, we use the percentages for the total to generate the expected number of sales for each age interval.

The CHI-SQUARE statistic expressed as a formula is:

$$x^2 = \sum [(fo-fe)2/fe]$$

where fo = frequency observed
fe = frequency expected

Example:

PERCENT OF TOTAL PARCEL	x	TOTAL SALES	=	EXPECTED NUMBER OF SALES IN EACH INTERVAL
12.2		76		9.3
22.4		76		17.0
33.9		76		25.8
13.3		76		10.1
8.3		76		6.3
9.9		76		7.5
100.0%				76.

The actual number of sales in each interval is set down. One then subtracts the estimated number from the observed number of sales, interval by interval, squaring the result and dividing by the expected number.

Example:

GROUP	OBSERVED FREQUENCY	EXPECTED FREQUENCY	OBSERVED MINUS EXPECTED	SQUARED RESULT	DIVIDED BY EXPECTED
1	10	09.3	0.70	00.49	0.053
2	22	17.0	5.00	25.00	1.471
3	17	25.8	8.80	77.44	3.002
4	10	10.1	0.10	00.10	0.010
5	07	06.3	0.70	00.49	0.053
6	10	07.5	2.50	06.25	0.833
				X^2 =	5.422

The number 5.422 is the chi-square for this comparison. It is evaluated based upon what is known as DEGREES OF FREEDOM of the problem and the use of a table of chi-square values common to most statistics texts. We may say here that "degrees of freedom" means the latitude of variation a statistical problem has. It is the number of groups (Nk) minus 3 or V = (N_k - 3). In this case V = 3.

Consulting our table, we find that the probability of having a chi-square due to chance of 5.42 is approximately .75 or sufficiently different from .95 for us to state that the sales do differ significantly from the actual distribution of all parcels. Hence, we would conclude that we should be careful in the extrapolation of sale parcel statistics to the entire distribution of all parcels.

Section 11

Contents

INTRODUCTION

This chapter contains all of the specific information which pertains directly to the County. Data contained in this chapter includes:

PARCEL NUMBER CONVENTIONS

The following is the format of the County parcel number as required for coding all input data.

This number is edited to help prevent incorrect data from reaching the Master Appraisal File. In addition, proper use of this format on the Tax Roll File will enable the Master Appraisal File and Tax Roll Files to be matched for automated transfer of data between these two computer files.

WAYNE COUNTY PARCEL NUMBER CONVENTIONS

INTERNAL REPRESENTATION

CC		LIMITATIONS
01 - 04	Map #	Numeric 01 - 50
05 - 06	Block #	Numeric 01 - 50
07 - 10	Lot #	Numeric 01 - 50

The following valuation models are the mathematical expressions of value used in determining estimated market value.

The quality factors and formulas for determining the index values of each are shown. All fields shown require an entry even though the entry may be zero or blank.

Buildings that do not conform to the description in this chapter will be priced either through the actual cost found in the area or through the use of Marshall Swift pricing service.

All buildings are not compatible to the appraisal system due to the nature of the materials, quality, and/or methods used in their construction. A few of the buildings in this category can be coded as auxiliary areas if an appropriate Improvement Use Code, Model and Base rate are available.

Neighborhoods experiencing a high number of forced sales may at the appraiser's discretion receive an adjustment to more accurately reflect the local market as of January 1, 2025.

The unit price schedule, which follows, is meant to be a guide and the total value of each extra feature/other building will be adjusted as appropriate by the appraiser for depreciation, condition and other factors that may affect the fair market value of the feature or building.

Wayne County Valuation Models

ARM NO.	DESCRIPTION	MODEL #
261	Single Family Residential	01
263	Manufactured Home Construction	02
264	Multi-Family/Condo/Hotel/Apts.	03
265	Office	04
266	Service Station	05
267	Warehouse	06
268	Commercial	07

Modular homes are built under building codes just like site built homes and will be assessed as real property and valued using Model 01 within this schedule.

MODEL 01 SINGLE FAMILY RESIDENTIAL - STRUCTURAL ELEMENT DATA

FOUNDATION	PTS
01 EARTH	0
02 PIERS	2
03 CONT FOOTING	5
04 SPREAD FTG	6
05 SPECIAL FTG	7
FLOOR SYSTEM	
01 NONE	0
02 SLAB ON GRADE	4
03 SLAB ABV GRADE	7
04 PLYWOOD	6
05 WOOD	6
06 SLAB PLT HGHT	8
07 STRUCT SLAB	9
EXTERIOR WALL	
01 SIDING MIN	6
02 CORR MET LGT	4
03 COMP OR WLBRD	8
04 SIDG NO SHTG	24
05 ASBESTOS SHNG	30
06 BRD&BAT-PLYWD	22
07 CORR ASBTS	22
08 MASONITE ON SHEATH	30
09 WOOD ON SHEAT OR P	30
10 ALUM/VINYL	30
11 CONCRETE BLOCK	22
12 STUCCO ON CB	26
13 STUCCO-TL/WDD	28
14 SIDING AVERAGE	30
15 BRD&BAT 12"	30
16 WDD SHNG/LOG	32
17 CEDAR/REDW SIDIN	34
18 SIDG MAX	34
19 CEMENT BRICK	26
20 COMMON BRICK	32
21 FACE BRICK	34
22 STONE	40
23 CORR MET-HVY	6
24 MODULAR METAL	25
25 RFCD CONCRETE	40
26 PRECAST PANEL	50
27 PRE-FIN MET	50
28 GLASS/THRML	40
ROOF STRUCTURE	
01 FLAT	2
02 SHED	3
03 GABLE	4
04 HIP	5
05 GAMBLE/MANS	5
06 IRREG/CATH	6

ROOF STRUCTURE	PTS
07 WOOD TRUSS	6
08 IRREG WD TRUS	6
09 BARJOIST	7
10 STEEL FRAME	8
11 BOWSTRING TRS	7
12 RFCD CONCRETE	9
13 PRESTRESS CONCRETE	10
ROOFING COVER	
01 CORR/SHT MET	2
02 ROLLED COMP	1
03 ASP/COMP SHNG	4
04 BLT UP T&G	2
05 ASBTS SHG/CORR	3
06 ASBTS SHG	6
07 CLAY/CON TILE	12
08 CEDAR SHAKES	10
09 COPPER/ENAML	16
10 WDD SHG/310 LB	6
11 SLATE	12
12 METAL PREFIN	3
13 ENAMEL/STNLS	13
14 CEMENT FBR SH	8
INTERIOR WALL	
01 MASNRY/MIN	8
02 WLLBRD/WDD	12
03 PLASTER	28
04 PLYWOOD PANEL	22
05 DRYWALL	27
06 CUSTOM	35
INTER FLR COVER	
01 NONE	0
02 PLYWDD/LINO	2
03 CONC FIN	7
04 CON TAPERED	17
05 ASPHALT TILE	4
06 VINYL ASBSTOS	5
07 VINYL TILE	9
08 SHEET VINYL	9
09 PINE	7
10 TERRAZZO MONOLITHI	9
11 CERAMIC TILE	22
12 HARDWOOD	12
13 PARQUET	11
14 CARPET	10
15 HARD TILE	22
16 TERRZZO STRIP	16
17 PRECAST CONC	31
18 SLATE	23
19 MARBLE	48
20 RUBBER CORK	4
21 LAMINATE WD	10

HEATING FUEL	PTS
01 NONE	0
02 OIL/WOOD/COAL	1
03 GAS	1
04 ELECTRIC	1
05 SOLAR	1
HEATING TYPE	
01 NONE	0
02 BASEBOARD	2
03 AIR-NOT DUCT	1
04 AIR-DUCTED	4
05 RADIANT CEIL	4
06 HOTWATER	5
07 STEAM	5
08 RADIANT FLR	3
09 RADIANT WTR	5
10 HEAT PUMP	4
11 HEAT PUMP LOOP SYS	7
AIR CONDITION TYPE	
01 NONE	0
02 WALL UNIT	1
03 CENTRAL	4
04 PCKD ROOF	4
05 CHILLED WATER	3
FIREPLACE (PRICE x QUALITY)	
01 NONE	
02 PREFAB	1200
03 1 STY SINGL	2000
04 2 STY SG/1DB	2500
05 2 OR MORE	4000
06 MASSIVE	4000
07 2/MORE MASS	7500
MARKET FACTOR	
01 MARKET FACTOR 1	1.00
02 MARKET FACTOR 2	1.02
03 MARKET FACTOR 3	1.04
04 MARKET FACTOR 4	1.06
05 MARKET FACTOR 5	1.08
06 MARKET FACTOR 6	1.10
07 MARKET FACTOR 7	1.15
08 MARKET FACTOR 8	1.20
09 MARKET FACTOR 9	1.25
11 MARKET FACTOR 11	1.30
12 MARKET FACTOR 12	1.35
QUALITY ADJUSTMENT	
01 MINIMUM	.75
02 MINIMUM +	.85
03 BELOW AVERAGE	.90
04 BELOW AVERAGE +	.90
05 AVERAGE	1.00
06 AVERAGE +	1.10
07 ABOVE AVERAGE	1.20
08 ABOVE AVERAGE +	1.40
09 EXCELLENT	1.60

BEDROOMS	BATHS	1/2BATHS	POINTS	XXXX	BEDROOMS	BATHS	1/2 BATHS	POINTS
1	0	0	0		4	0	0	2
1	0	1	2		4	0	1	4
1	1	0	4		4	1	0	8
1	1	1	6		4	1	1	10
2	0	0	0		4	2	0	13
2	0	1	3		4	2	1	15
2	1	0	6		4	3	0	16
2	1	1	7		4	3	1	17
2	2	0	8		5	0	0	2
2	2	1	9		5	0	1	4
3	0	0	1		5	1	0	8
3	0	1	4		5	1	1	10
3	1	0	8		5	2	0	13
3	1	1	10		5	2	1	15
3	2	0	12		5	3	0	17
3	2	1	13		5	3	1	18
3	3	0	15		5	3	2	19

If Bedroom/Bath count exceeds chart's figures, carry highest point

SIZE FACTOR CHART

Square footage comes from BAS, FUS, LLF, SFB and FAT.

SQ.FT.	SIZE FACTOR	SQ.FT.	SIZE FACTOR
0 - 600	1.25		
601 - 700	1.20		
701 - 800	1.15		
801 - 1000	1.10		
1001 - 1200	1.05		
1201 - 1500	1.00		
1501 - 2000	.98		
2001 - AND UP	.95		

MODEL 01 USE CODE 69 – SINGLE FAMILY EXCEPTION

BATHS

#OF	POINTS	#OF	POINTS
2	3	10	16
3	5	11	18
4	7	12	19
5	9	13	20
6	10	14	22
7*	12	15	23
8	13	16	25
9	15	17-UP	27

FIREPLACE

CODE	DESCRIPTION	PRICE
01	NONE	$0
02	PREFAB	$1200
01	1 STY SINGLE	$2000
01	NONE	$2500
01	NONE	$4000
01	NONE	$4000
01	NONE	$7500

SIZE FACTOR CHART – 69 USE CODE

Square footage is calculated from the BAS, FUS, LLF, FAT, and SFB sub areas

SQ. FT.	SIZE FACTOR
0 - 2199	1.25
2200 - 2399	1.23
2400 - 2599	1.21
2600 - 2799	1.20
2800 - 2999	1.18
3000 - 3199	1.17
3200 - 3399	1.16
3400 - 3599	1.15
3600 - 3799	1.14
3800 - 3999	1.13
4000 - 4199	1.12
4200 - 4399	1.11
4400 - 4599	1.10
4600 - 4799	1.09
4800 - 4999	1.08
5000 - 5199	1.07
5200 - 5399	1.06
5400 - 5599	1.05
5600 - 5799	1.05
5800 - 5999	1.04
6000 - 6399	1.03
6400 - 6799	1.02
6800 - 7199	1.01
7200 - 7599	1.00
7600 - 7999	0.99
8000 - 8599	0.98
8600 - 9199	0.97
9200 - 9799	0.96
9800 - 10399	0.95
10400 - 11199	0.94
11200 - 11999	0.93
12000 - 12799	0.92
12800 - 13599	0.91
13600 - 14499	0.90
14500 - UP	0.89

* Indicates the standard.

MODEL 02 MANUFACTURED HOME CONSTRUCTION - STRUCTURAL ELEMENT DATA

FOUNDATION	PTS	ROOF STRUCTURE	PTS	HEATING FUEL	PTS
01 EARTH	0	07 WOOD TRUSS	6	01 NONE	0
02 PIERS	2	08 IRREG WD TRUS	6	02 OIL/WOOD/COAL	1

03 CONT FOOTING	5
04 SPREAD FTG	6
05 SPECIAL FTG	7
FLOOR SYSTEM	
01 NONE	0
02 SLAB ON GRADE	4
03 SLAB ABV GRADE	7
04 PLYWOOD	6
05 WOOD	6
06 SLAB PLT HGHT	8
07 STRUCT SLAB	9
EXTERIOR WALL	
01 SIDING MIN	6
02 CORR MET=LGT	4
03 COMP OR WLBRD	8
04 SIDG NO SHTG	24
05 ASBESTOS SHNG	30
06 BRD&BAT-PLYWD	22
07 CORR ASBTS	22
08 MASONITE ON SHEATH	30
09 WOOD ON SHEAT OR P	30
10 ALUM/VINYL	30
11 CONCRETE BLOCK	22
12 STUCCO ON CB	26
13 STUCCO-TL/WDD	28
14 SIDING AVERAGE	30
15 BRD&BAT 12"	30
16 WDD SHNG/LOG	32
17 CEDAR/REDW SIDIN	34
18 SIDING MAX	34
19 CEMENT BRICK	26
20 COMMON BRICK	32
21 FACE BRICK	34
22 STONE	40
23 CORR MET-HVY	6
24 MODULAR METAL	25
25 RFCD CONCRETE	40
26 PRECAST PANEL	50
27 PRE-FIN MET	50
28 GLASS/THRML	40
ROOF STRUCTURE	
01 FLAT	2
02 SHED	3
03 GABLE	4
04 HIP	5
05 GABREL/MANS	5
06 IRREG/CATH	6
09 BARJOIST	7
10 STEEL FRAME	8
11 BOWSTRING TRS	7
12 RFCD CONCRETE	9
13 PRESTRESS CONCRETE	10
ROOFING COVER	
01 CORR/SHT MET	2
02 ROLLED COMP	1
03 ASP/COMP SHNG	4
04 BUILT UP T&G	2
05 ASBTS SHG/CORR	3
06 RUBBERIZED	6
07 CLAY/CON TILE	12
08 CEDAR SHAKES	10
09 COPPER/ENAML	16
10 WDD SHG/310 LB	6
11 SLATE	12
12 METAL PREFIN	3
13 ENAMEL/STNLS	22
14 CEMENT FBR SH	13
INTERIOR WALL	
01 MASNRY/MIN	8
02 WLLBRD/WDD	12
03 PLASTER	28
04 PLYWOOD PANEL	22
05 DRYWALL	27
06 CUSTOM	35
INTER FLR COVER	
01 NONE	0
02 PLYWDD/LINO	2
03 CONCRETE FIN	7
04 CON ABOVE GRD	17
05 ASPHALT TILE	4
06 VINYL ASBSTOS	5
07 VINYL TILE	9
08 SHEET VINYL	9
09 PINE	7
10 TERRAZZO MONOLITHI	9
11 CERAMIC TILE	22
12 HARDWOOD	12
13 PARQUET	11
14 CARPET	10
15 HARD TILE	22
16 TERRAZZO STRIP	16
17 PRECAST CONC	31
18 SLATE	23
19 MARBLE	48
20 RUBBER CORK	5
21 LAMINATE WD	13
03 GAS	1
04 ELECTRIC	1
05 SOLAR	1
HEATING TYPE	
01 NONE	0
02 BASEBOARD	2
03 AIR-NOT DUCT	1
04 AIR-DUCTED	4
05 RADIANT CEIL	4
06 HOTWATER	5
07 STEAM	5
08 RADIANT FLR	3
09 RADIANT WTR	5
10 HEAT PUMP	4
11 HEAT PUMP LOOP SYS	9
AIR CONDITION TYPE	
01 NONE	0
02 WALL UNIT	0
03 CENTRAL	4
04 PCKD ROOF	4
05 CHILLED WATER	4
FIREPLACE (PRICE x QUALITY)	
01 NONE	0
02 PREFAB	1200
03 1 STY SINGL	2000
04 2 STY SG/1DB	2500
05 2 OR MORE	4000
06 MASSIVE	4000
07 2/MORE MASS	7500
MARKET FACTOR	
01 MARKET FACTOR 1	1.00
02 MARKET FACTOR 2	1.02
03 MARKET FACTOR 3	1.04
04 MARKET FACTOR 4	1.06
05 MARKET FACTOR 5	1.08
06 MARKET FACTOR 6	1.10
07 MARKET FACTOR 7	1.15
08 MARKET FACTOR 8	1.20
09 MARKET FACTOR 9	1.25
11 MARKET FACTOR 11	1.30
12 MARKET FACTOR 12	1.35
QUALITY ADJUSTMENT	
01 MINIMUM	.75
02 MINIMUM +	.85
03 BELOW AVERAGE	.90
04 BELOW AVERAGE +	.95
05 AVERAGE	1.00
06 AVERAGE +	1.10
07 ABOVE AVERAGE	1.20
08 ABOVE AVERAGE +	1.40
09 EXCELLENT	1.60

Model 02 - MANUFACTURED HOME CONSTRUCTION

SIZE FACTOR - USE CODE 2 (DOUBLE WIDE)

Square footage comes from BAS, FUS, LLF, SFB and FAT

HEATED SQ. FT.			SIZE FACTOR
IZE FACTOR			
0	-	600	125%
601	-	700	120%
701	-	800	115%
801	-	1000	110%
1001	-	1200	105%
1201	-	1500	100%
1501	-	2000	.98%
2001	-	AND UP	.95%

MODEL 02

BEDROOMS	BATHS	1/2BATHS	POINTS	XXXX	BEDROOMS	BATHS	1/2 BATHS	POINTS
1	0	0	0		4	0	0	2
1	0	1	2		4	0	1	4
1	1	0	4		4	1	0	8
1	1	1	6		4	1	1	10
2	0	0	0		4	2	0	13
2	0	1	3		4	2	1	15
2	1	0	7		4	3	0	16
2	1	1	9		4	3	1	17
2	2	0	11		5	0	0	2
2	2	1	12		5	0	1	4
3	0	0	1		5	1	0	8
3	0	1	4		5	1	1	10
3	1	0	8		5	2	0	13
3	1	1	10		5	2	1	15
3	2	0	12		5	3	0	17
3	2	1	13		5	3	1	18
3	3	0	15		5	3	2	19

If Bedroom/Bath count exceeds chart's figures, carry highest points.

MODEL 03, 08 & 09 CONDOMIUIUMS & APARTMENTS - STRUCTURAL ELEMENT DATA

FOUNDATION	PTS	ROOF STRUCTURE	PTS	HEATING FUEL	PTS
01 EARTH	0	07 WOOD TRUSS	3	01 NONE	0
02 PIERS	2	08 IRREG WD TRUS	5	02 OIL/WOOD/COAL	0
03 CONT FOOTING	5	09 BARJOIST	4	03 GAS	1
04 SPREAD FTG	6	10 STEEL FRAME	5	04 ELECTRIC	1

05 SPECIAL FTG	10

FLOOR SYSTEM

01 NONE	0
02 SLAB ON GRADE	6
03 SLAB ABV GRADE	7
04 PLYWOOD	3
05 WOOD	7
06 SLAB PLT HGHT	8
07 STRUCT SLAB	15

EXTERIOR WALL

01 SIDING MIN	6
02 CORR MET-LGT	6
03 COMP OR WLBRD	9
04 SIDG NO SHTG	14
05 ASBESTOS SHNG	24
06 BRD&BAT-PLYWD	25
07 CORR ASBTS	21
08 MASONITE ON SHEATH	26
09 WOOD ON SHEAT OR P	26
10 ALUM/VINYL	27
11 CONCRETE BLOCK	20
12 STUCCO ON CB	21
13 STUCCO-TL/WDD	22
14 SIDING AVERAGE	26
15 BRD&BAT 12"	26
16 WDD SHNG/LOG	27
17 CEDAR/REDW SIDIN	30
18 SIDING MAX	30
19 CEMENT BRICK	25
20 COMMON BRICK	29
21 FACE BRICK	30
22 STONE	35
23 CORR MET-HVY	10
24 MODULAR METAL	30
25 RFCD CONCRETE	40
26 PRECAST PANEL	40
27 PRE-FIN MET	50
28 GLASS/THRML	60

ROOF STRUCTURE

01 FLAT	1
02 SHED	1
03 GABLE	2
04 HIP	3
05 GAMBREL/MANS	4
06 IRREG/CATH	5
11 BOWSTRING TRS	4
12 RFCD CONCRETE	5
13 PRESTRESS CONCRETE	6

ROOFING COVER

01 CORR/SHT MET	1
02 ROLLED COMP	1
03 ASP/COMP SHNG	2
04 BUILT UP T&G	2
05 CORR ASBTS	3
06 ASBTS SHG	5
07 CLAY/CON TILE	6
08 CEDAR SHAKES	8
09 COPPER ENAML	12
10 WDD SHG/310 LB	4
11 SLATE	9
12 METAL PREFIN	4
13 ENAMEL/STNLS	9
14 CEMENT FBR SH	5

INTERIOR WALL

01 MASNRY/MIN	8
02 WLLBRD/WDD	12
03 PLASTER	27
04 PLYWOOD PANEL	22
05 DRYWALL	27
06 CUSTOM	35

INTER FLR COVER

01 NONE	0
02 PLYWDD/LINO	1
03 CONCRETE FIN	4
04 CON ABOVE GRD	11
05 ASPHALT TILE	3
06 VINYL ASBSTOS	4
07 VINYL TILE	5
08 SHEET VINYL	5
09 PINE	6
10 TERRAZZO MONOLITHI	5
11 CERAMIC TILE	14
12 HARDWOOD	12
13 PARQUET	10
14 CARPET	10
15 HARD TILE	14
16 TERRAZZO STRP	11
17 PRECAST CON	20
18 SLATE	14
19 MARBLE	30
20 RUBBER CORK	3
21 LAMINATE WD	8
05 SOLAR	1

HEATING TYPE

01 NONE	0
02 BASEBOARD	2
03 AIR-NOT DUCT	2
04 AIR-DUCTED	3
05 RADIANT CEIL	3
06 HOTWATER	4
07 STEAM	4
08 RADIANT FLR	2
09 RADIANT WTR	6
10 HEAT PUMP	2
11 HEAT PUMP LOOP SYS	7

AIR CONDITION TYPE

01 NONE	0
02 WALL UNIT	1
03 CENTRAL	9
04 PCKD ROOF	9
05 CHILLED WATER	5

STRUCTURAL FRAME

01 NONE	0
02 WOOD FRAME	3
03 PRE-FAB	2
04 MASONRY	4
05 RFCD CONCRETE	11
06 STEEL	16
07 FIREPRF STEEL	12
08 SPECIAL	16

CEILING & INSULATION

01 SUSP-CEIL INS	1
02 SUSP-WALL INS	1
03 SUSP-WAL&CEIL	2
04 SUSP-NO INS	0
05 NOT SUSP-CEIL	1
06 NOT SUSP-WALL	1
07 NOT SUSP-C&W	2
08 NT SUS-NO INS	0
09 NO CL-RF INS	0
10 NO CL-WL INS	0
11 NO CL-R/W INS	0
12 NO CL-NO INS	0

FIREPLACE (PRICE x QUALITY)

01 NONE	0
02 PREFAB	$1200
03 1 STY SINGL	$2000
04 2 ST SG/1DB	$2500
05 2 OR MORE	$4000
06 MASSIVE	$4000
07 2/MORE MASS	$7500

MODEL 03 CONDOMINIUMS

BEDROOMS	BATHS	1/2 BATHS	POINTS	XXXX	BEDROOMS	BATHS	1/2 BATHS	POINTS
1	0	0	0		4	0	0	1
1	0	1	2		4	0	1	4
1	1	0	4		4	1	0	8
1	1	1	6		4	1	1	10
2	0	0	1		4	2	0	13

2	0	1	3	4	2	1	15
2	1	0	6	4	3	0	16
2	1	1	7	4	3	1	17
2	2	0	8	5	0	0	2
2	2	1	9	5	0	1	4
3	0	0	1	5	1	0	8
3	0	1	4	5	1	1	10
3	1	0	8	5	2	0	13
3	1	1	10	5	2	1	15
3	2	0	12	5	3	0	17
3	2	1	13	5	3	1	18
3	3	0	15	5	3	2	19

If Bedroom/Bath count exceeds chart's figures, carry highest points

SIZE FACTOR

Square footage comes from BAS, FUS, LLF, SFB, AND FAT.

Square Footage	Factor	Square Footage	Factor
0 - 600	1.25	941 - 960	1.07
601 - 620	1.24	961 - 980	1.06
621 - 640	1.23	981 - 1000	1.05
641 - 660	1.22	1001 - 1020	1.04
661 - 680	1.21	1021 - 1040	1.03
681 - 700	1.20	1041 - 1060	1.02
701 - 720	1.19	1061 - 1100	1.01
721 - 740	1.18	1101 - 1150	1.00
741 - 760	1.17	1151 - 1200	.99
761 - 780	1.16	1201 - 1300	.98
781 - 800	1.15	1301 - 1400	.97
801 - 820	1.14	1401 - 1500	.96
821 - 840	1.13	1501 - UP	.95
841 - 860	1.12		
861 - 880	1.11		
881 - 900	1.10		
901 - 920	1.09		
921 - 940	1.08		

MARKET FACTOR

01	MARKET FACTOR 1	1.00
02	MARKET FACTOR 2	1.02
03	MARKET FACTOR 3	1.04
04	MARKET FACTOR 4	1.06
05	MARKET FACTOR 5	1.08
06	MARKET FACTOR 6	1.10
07	MARKET FACTOR 7	1.15
08	MARKET FACTOR 8	1.20
09	MARKET FACTOR 9	1.25
10	MARKET FACTOR 11	1.30
11	MARKETFACTOR 12	1.35

QUALITY ADJUSTMENT

01	MINIMUM	.75
02	MINIMUM +	.85
03	BELOW AVERAGE	.90
04	BELOW AVERAGE +	.95
05	AVERAGE	1.00
06	AVERAGE +	1.10
07	ABOVE AVERAGE	1.20
08	ABOVE AVERAGE +	1.40
09	EXCELLENT	1.60

MODEL 04 OFFICE CONSTRUCTION – STRUCTURAL ELEMENTS

	FOUNDATION	PTS		ROOF STRUCTURE	PTS		HEATING FUEL	PTS
01	EARTH	0	07	WOOD TRUSS	3	01	NONE	0
02	PIERS	2	08	IRREG WD TRUS	5	02	OIL/WOOD/COAL	0
03	CONT FOOTG	3	09	BAR JOIST	5	03	GAS	1
04	SPREAD FTG	4	10	STEEL FRAME	7	04	ELECTRIC	1
05	SPECIAL FTG	12	11	BOWSTRING TRS	7	05	SOLAR	1

FLOOR SYSTEM

01	NONE	0
02	SLAB ON GRADE	5
03	SLAB ABV GRADE	7
04	PLYWOOD	5
05	WOOD	7
06	SLAB PLT HGHT	10
07	STRUCT SLAB	15

EXTERIOR WALL

01	SIDING MIN	3
02	CORR MET LGT	2
03	COMP OR WLBRD	4
04	SIDG NO SHTG	6
05	ASBEST0S SHNG	16
06	BRD&BAT/PLWWD	17
07	CORR ASBTS	18
08	MASONITE ON SHEATH	18
09	WOOD ON SHEAT OR P	19
10	ALUM/VINYL	20
11	CONCRETE BLOCK	18
12	STUCCO/BLK	19
13	STUCCO/TL-WDD	19
14	SIDING AVERAGE	18
15	BRD&BAT 12"	18
16	WD SHNG, LOG	20
17	CEDAR, RDWD	22
18	SIDG MAX	22
19	UTILITY BRICK	20
20	COMMON BRICK	23
21	FACE BRICK	25
22	STONE	30
23	CORR MET HVY	4
24	MODULAR METAL	5
25	RRFCD CONCRETE	30
26	PRECAST PANEL	20
27	PREFIN MET	30
28	GLASS/THRML	35

ROOF STRUCTURE

01	FLAT	2
02	SHED	2
03	GABLE	3
04	HIP	4
05	GAMBREL/MANS	5
06	IRREG/CATH	5
12	RFCD CONCRETE	6
13	PRESTRESS CONCRETE	8

ROOFING COVER

01	CORR/SHT MET	1
02	ROLLED COMP	2
03	ASP/COMP SHNG	4
04	BUILT UP T&G	5
05	ASBTS SHG/CORR	6
06	RUBBERIZED	6
07	CLAY/CON TILE	7
08	CEDAR SHAKES	14
09	COPPER ENAML	15
10	WDD SHG/310 LB	12
11	SLATE	15
12	METAL PREFIN	8
13	ENAMEL/STNLS	9
14	CEMENT FBR SH	5

INTERIOR WALL

01	MASNRY/MIN	8
02	WLLBRD/WDD	10
03	PLASTER	24
04	PLYWOOD PANEL	19
05	DRYWALL	24
06	CUSTOM	32

INTER FLR COVER

01	NONE	0
02	PLYWD, LINO	1
03	CONCRETE FIN	1
04	CON TAPERED	2
05	ASPHALT TILE	3
06	VINYL ASBSTOS	4
07	VINYL TILE	5
08	SHEET VINYL	5
09	PINE	9
10	TERRAZO MONOLITHI	4
11	CERAMIC TILE	20
12	HARDWOOD	10
13	PARQUET	7
14	CARPET	6
15	HARD TILE	22
16	TERRAZO STRP	12
17	PRECAST CON	2
18	SLATE	25
19	MARBLE	30
20	RUBBER CORK	7
21	LAMINATE WD	8

HEATING TYPE

01	NONE	0
02	BASEBOARD	5
03	AIR-NOT DUCT	8
04	AIR-DUCTED	10
05	RADIANT CEIL	11
06	HOTWATER	13
07	STEAM	13
08	RADIANT FLR	8
09	RADIANT WTR	20
10	HEAT PUMP	8
11	HEAT PUMP LOOP SYS	7

AIR CONDITION TYPE

01	NONE	0
02	WALL UNIT	1
03	CENTRAL	12
04	PCKD ROOF	10
05	CHILLED WATER	6

STRUCTURAL FRAME

01	NONE	0
02	WOOD FRAME	5
03	PRE-FAB	4
04	MASONRY	6
05	RFCD CONCRETE	15
06	STEEL	9
07	FIREPRF STEEL	16
08	SPECIAL	23

CEILING & INSULATION

01	SUSP-CEIL INS	2
02	SUSP-WAL INS	3
03	SUSP-CL/WAL&CEIL	5
04	SUSP-NO INS	1
05	NOT SUSP-CEIL	1
06	NOT SUSP-WALL	3
07	NOT SUSP-C&W	4
08	NT SUS-NO INS	0
09	NO CL-RF INS	1
10	NO CL-WL INS	2
11	NO CL-R/W INS	3
12	NO CL-NO INS	0

COMMERCIAL HEAT & AIR

01	NONE	0
02	PACKAGE	1
03	SPLIT	2

MODEL 04 OFFICE CONSTRUCTION

SIZE FACTORS TO BE APPLIED TO TOTAL HEATED AREA

1	- 1000	125%	10001	- 12000	98%
1001	- 1500	120%	12001	- 14000	97%
1501	- 2000	116%	14001	- 16000	96%
2001	- 3000	112%	16001	- 20000	95%
3001	- 4000	109%	20001	- 25000	94%
4001	- 5000	105%	25001	- 30000	93%
5001	- 6000	102%	30001	- 40000	92%
6001	- 8000	100%	40001	- 50000	91%
8001	- 10000	99%	50001	- OVER	90%

REST ROOM - PLUMBING POINT SCHEDULE

AREA PER FIXTURE			POINTS
0	-	99	14
100	-	149	13
150	-	189	12
190	-	229	11
230	-	269	10
270	-	309	9
310	-	349	8
350	-	449	7
450	-	559	6
560	-	759	5
760	-	869	4
870	-	1159	3
1160	-	1759	2
1760	-	Up	1

MARKET FACTOR

01	MARKET FACTOR 1	1.00
02	MARKET FACTOR 2	1.02
03	MARKET FACTOR 3	1.04
04	MARKET FACTOR 4	1.06
05	MARKET FACTOR 5	1.08
06	MARKET FACTOR 6	1.10
07	MARKET FACTOR 7	1.15
08	MARKET FACTOR 8	1.20
09	MARKET FACTOR 9	1.25
10	MARKET FACTOR 11	1.30
11	MARKET FACTOR 12	1.35

QUALITY ADJUSTMENT

01	MINUMIM	.75
02	MIMIMUM	.85
03	BELOW AVERAGE	.90
04	BELOW AVERAGE +	.95
05	AVERAGE	1.00
06	AVERAGE +	1.10
07	ABOVE AVERAGE	1.20
08	ABOVE AVERAGE +	1.40
09	EXCELLENT	1.60

MODEL 05 SERVICE STATION - STRUCTURAL ELEMENT DATA

FOUNDATION	PTS
01 EARTH	0
02 PIERS	2
03 CONT FOOTG	4
04 SPREAD FTG	5
05 SPECIAL FTG	13
FLOOR SYSTEM	
01 NONE	0
02 SLAB ON GRADE	6
03 SLAB ABV GRADE	8
04 PLYWOOD	6
05 WOOD	7
06 SLAB PLT HGHT	11
07 STRUCT SLAB	16
EXTERIOR WALL	
01 SIDING MIN	5
02 CORR MET-LGT	2
03 COMP OR WLBD	10
04 SIDG NO SHTG	13
05 ASBESTOS SHNG	14
06 BRD&BAT-PLYWD	10
07 CORR ASBTS	20
08 MASONITE ON SHEATH	20
09 WOOD ON SHEAT OR P	18
10 ALUM/VINYL	19
11 CONCRETE BLOCK	23
12 STUCCO ON CB	24
13 STUCCO-TL/WDD	17
14 SIDING AVERAGE	14
15 BRD&BAT 12"	13
16 WDD SHNG/LOG	16
17 CEDAR/ REDW SIDIN	28
18 SIDING MAX	28
19 CEMENT BRICK	28
20 COMMON BRICK	31
21 FACE BRICK	36
22 STONE	39
23 CORR MET-HVY	3
24 MODULAR METAL	23
25 RFCD CONCRETE	37
26 PRECAST PANEL	46
27 PRE-FIN MET	34
28 GLASS/THRML	90
ROOF STRUCTURE	
01 FLAT	15
02 SHED	15
03 GABLE	15
04 HIP	17
05 GAMBREL/MANS	20
06 IRREG/CATH	30

ROOF STRUCTURE	PTS
07 WOOD TRUSS	28
08 IRREG WD TRUS	30
09 BAR JOIST	30
10 STEEL FRAME	32
11 BOWSTRING TRS	30
12 RFCD CONCRETE	38
13 PRESTRESS CONCRETE	45
ROOFING COVER	
01 CORR/SHT MET	5
02 ROLLED COMP	9
03 ASP/COMP SHNG	14
04 BLT UP T&G	14
05 ASBSTS SHG/CORR	15
06 RUBBERIZED	15
07 CLAY/CON TILE	21
08 CEDAR SHAKES	23
09 COPPER/ENAML	25
10 WDD SHG/310 LB	19
11 SLATE	25
12 METAL PREFIN	20
13 ENAMEL/STNLS	9
14 CEMENT FBR SH	5
INTERIOR WALL	
01 MASNRY/MIN	4
02 WLLBRD/WDD	4
03 PLASTER	11
04 PLYWOOD PANEL	7
05 DRYWALL	11
06 CUSTOM	15
INTER FLR COVER	
01 NONE	0
02 PLYWD/LINO	3
03 CONCRETE FIN	9
04 CON TAPERED	21
05 ASPHALT TILE	5
06 VINYL ASBSTOS	6
07 VINYL TILE	11
08 SHEET VINYL	11
09 PINE	9
10 TERRAZZO MONOLITHI	11
11 CERAMIC TL	28
12 HARDWOOD	13
13 PARQUET	13
14 CARPET	13
15 HARD TILE	28
16 TERRAZZO STRP	23
17 PRECAST CON	39
18 SLATE	29
19 MARBLE	60
20 RUBBER CORK	7
21 LAMINATE WD	8

HEATING FUEL	PTS
01 NONE	0
02 OIL/WOOD/COAL	0
03 GAS	1
04 ELECTRIC	1
05 SOLAR	1
HEATING TYPE	
01 NONE	0
02 BASEBOARD	3
03 AIR-NOT DUCT	4
04 AIR-DUCTED	5
05 RADIANT CEIL	5
06 HOTWATER	6
07 STEAM	6
08 RADIANT FLR	4
09 RADIANT WTR	10
10 HEAT PUMP	4
11 HEAT PUMP LOOP SYS	6
AIR CONDITION TYPE	
01 NONE	0
02 WALL UNIT	1
03 CENTRAL	6
04 PCKD ROOF	6
05 CHILLED WATER	4
STRUCTURAL FRAME	
01 NONE	0
02 WOOD FRAME	5
03 PRE-FAB	4
04 MASONRY	6
05 RFCD CONCRETE	15
06 STEEL	9
07 FIREPRF STEEL	16
08 SPECIAL	23
CEILING & INSULATION	
01 SUSP-CEIL INS	2
02 SUSP-WALL INS	3
03 SUSP-WAL&CEIL	5
04 SUSP-NO INS	1
05 NOT SUSP-CEIL	1
06 NOT SUSP-WALL	3
07 NOT SUSP-C&W	4
08 NT SUS-NO INS	0
09 NO CL-RF INS	1
10 NO CL-WL INS	2
11 NO CL-R/W INS	3
12 NO CL-NO INS	0
COMMERCIAL HEAT & AIR	
01 NONE	0
02 PACKAGE	1
03 SPLIT	2

MODEL 05 – SERVICE STATION CONSTRUCTION – CON'T

RESTROOM - POINTS SCHEDULE

Fixture	INDEX	Enter total fixtures for entire building
0	0	
1	6	
2	12	
3	14	
4	18	
5 & UP	20	

WALL HEIGHT FACTOR

LESS THAN 10	1.00
10 – 11	1.02
12 – 13	1.04
14 – 15	1.06
16 & UP	1.06

MARKET FACTOR

01	MARKET FACTOR 1	1.00
02	MARKET FACTOR 2	1.02
03	MARKET FACTOR 3	1.04
04	MARKET FACTOR 4	1.06
05	MARKET FACTOR 5	1.08
06	MARKET FACTOR 6	1.10
07	MARKET FACTOR 7	1.15
08	MARKET FACTOR 8	1.20
09	MARKET FACTOR 9	1.25
10	MARKET FACTOR 11	1.30
11	MARKET FACTOR 12	1.35

QUALITY ADJUSTMENT

01	MINIMUM	.75
02	MINIMUM +	.85
03	BELOW AVERAGE	.90
04	BELOW AVERAGE +	.95
05	AVERAGE	1.00
06	AVERAGE +	1.10
07	ABOVE AVERAGE	1.20
08	ABOVE AVERAGE +	1.40
09	EXCELLENT	1.60

MODEL 03 MOTEL/HOTEL - STRUCTURAL ELEMENT DATA

FOUNDATION	PTS
01 EARTH	0
02 PIERS	2
03 CONT FTG	5
04 SPREAD FTG	6
05 SPECIAL FTG	10
FLOOR SYSTEM	
01 NONE	0
02 SLAB ON GRADE	6
03 SLAB ABV GRADE	7
04 PLYWOOD	3
05 WOOD	7
06 SLAB PLT HGHT	8
07 STRUCT SLAB	15
EXTERIOR WALL	
01 SIDING MIN	6
02 CORR MET-LGT	6
03 COMP OR WLBD	9
04 SIDG NO SHTG	14
05 ASBESTOS SHNG	24
06 BRD&BAT-PLYWD	25
07 CORR ASBTS	21
08 MASONITE ON SHEATH	26
09 WOOD ON SHEAT OR P	26
10 ALUM/VINYL	27
11 CONCRETE BLK	20
12 STUCCO ON CB	21
13 STUCCO-TL/WDD	22
14 SIDING AVERAGE	26
15 BRD&BAT 12"	26
16 WDD SHNG/LOG	27
17 CEDAR/ REDW SIDIN	30
18 SIDING MAX	30
19 CEMENT BRICK	25
20 COMMON BRICK	29
21 FACE BRICK	30
22 STONE	35
23 CORR MET-HVY	10
24 MODULAR METAL	30
25 RFCD CONCRETE	40
26 PRECAST PANEL	40
27 PRE-FIN MET	50
28 GLASS/THRML	60
ROOF STRUCTURE	
01 FLAT	1
02 SHED	1
03 GABLE	2
04 HIP	3
05 GAMBREL/MANS	4
06 IRREG/CATH	5

ROOF STRUCTURE	PTS
07 WOOD TRUSS	3
08 IRREG WD TRUS	5
09 BAR JOIST	4
10 STEEL FRAME	5
11 BOWSTRING TRS	4
12 RFCD CONCRETE	5
13 PRESTRESS CONCRETE	6
ROOFING COVER	
01 CORR/SHT MET	1
02 ROLLED COMP	1
03 ASP/COMP SHNG	2
04 BLT UP T&G	2
05 ASBSTS SHG/CORR	8
06 RUBBERIZED	5
07 CLAY/CON TILE	6
08 CEDAR SHAKES	8
09 COPPER/ENAML	12
10 WDD SHG/310 LB	4
11 SLATE	9
12 METAL PREFIN	4
13 ENAMEL/STNLS	9
14 CEMENT FBR SH	5
INTERIOR WALL	
01 MASNRY/MIN	8
02 WLLBRD/WDD	12
03 PLASTER	27
04 PLYWOOD PANEL	22
05 DRYWALL	27
06 CUSTOM	35
INTER FLR COVER	
01 NONE	0
02 PLYWD/LINO	1
03 CONCRETE FIN	4
04 CON TAPERED	11
05 ASPHALT TILE	3
06 VINYL ASBSTOS	4
07 VINYL TILE	5
08 SHEET VINYL	5
09 PINE	6
10 TERRAZZO MONOLITHI	5
11 CERAMIC TILE	14
12 HARDWOOD	12
13 PARQUET	10
14 CARPET	10
15 HARD TILE	14
16 TERRAZZO STRP	11
17 PRECAST CON	20
18 SLATE	14
19 MARBLE	30
20 RUBBER CORK	7
21 LAMINATE WD	8

HEATING FUEL	PTS
01 NONE	0
02 OIL/WOOD/COAL	0
03 GAS	1
04 ELECTRIC	1
05 SOLAR	1
HEATING TYPE	
01 NONE	0
02 BASEBOARD	2
03 AIR-NOT DUCT	2
04 AIR-DUCTED	3
05 RADIANT CEIL	3
06 HOTWATER	4
07 STEAM	4
08 RADIANT FLR	2
09 RADIANT WTR	6
10 HEAT PUMP	2
11 HEAT PUMP LOOP SYS	6
AIR CONDITION TYPE	
01 NONE	0
02 WALL UNIT	1
03 CENTRAL	9
04 PCKD ROOF	9
05 CHILLED WATER	5
STRUCTURAL FRAME	
01 NONE	0
02 WOOD FRAME	3
03 PRE-FAB	2
04 MASONRY	4
05 RFCD CONCRETE	11
06 STEEL	16
07 FIREPRF STEEL	12
08 SPECIAL	16
CEILING & INSULATION	
01 SUSP-CEIL INS	1
02 SUSP-WALL INS	1
03 SUSP-WAL&CEIL	2
04 SUSP-NO INS	0
05 NOT SUSP-CEIL	1
06 NOT SUSP-WALL	1
07 NOT SUSP-C&W	2
08 NT SUS-NO INS	0
09 NO CL-RF INS	0
10 NO CL-WL INS	0
11 NO CL-R/W INS	0
12 NO CL-NO INS	0
COMMERCIAL HEAT & AIR	
01 NONE	0
02 PACKAGE	1
03 SPLIT	2

PLUMBING - REST ROOM - POINTS SCHEDULE

Area per Fixture	Points
0 - 50	14
51 - 60	12
61 - 70	11
71 - 80	10
81 - 100	9
101 - 120	8
121 - 130	7
131 - 150	6
151 - UP	5

Area per fixture = Total Heated Area divided by Total Number of Fixtures

IMPROVEMENT TYPES 37 & 39

MARKET FACTOR

01	MARKET FACTOR 1	1.00
02	MARKET FACTOR 2	1.02
03	MARKET FACTOR 3	1.04
04	MARKET FACTOR 4	1.06
05	MARKET FACTOR 5	1.08
06	MARKET FACTOR 6	1.10
07	MARKET FACTOR 7	1.15
08	MARKET FACTOR 8	1.20
09	MARKET FACTOR 9	1.2
10	MARKET FACTOR 11	1.30
11	MARKET FACTOR 12	1.35

QUALITY ADJUSTMENT

01	MINIMUM	.75
02	MINIMUM +	.85
03	BELOW AVERAGE	.90
04	BELOW AVERAGE +	.95
05	AVERAGE	1.00
06	AVERAGE +	1.10
07	ABOVE AVERAGE	1.20
08	ABOVE AVERAGE +	1.40
09	EXCELLENT	1.60

MODEL 06 WAREHOUSE/INDUSTRIAL CONSTRUCTION - STRUCTURAL ELEMENT DATA

FOUNDATION	PTS
01 EARTH	1
02 PIERS	3
03 CONT FTG	6
04 SPREAD FTG	7
05 SPECIAL FTG	12
FLOOR SYSTEM	
01 NONE	0
02 SLAB ON GRADE	16
03 SLAB ABV GRADE	22
04 PLYWOOD	16
05 WOOD	21
06 SLAB PLT HGHT	30
07 STRUCT SLAB	45
EXTERIOR WALL	
01 SIDING MIN	7
02 CORR MET-LGT	5
03 COMP OR WLBD	6
04 SIDG NO SHTG	7
05 ASBESTOS SHNG	14
06 BRD&BAT-PLYWD	10
07 CORR ASBTS	19
08 MASONITE ON SHEATH	19
09 WOOD ON SHEAT OR P	19
10 ALUM/VINYL	19
11 CONCRETE BLK	18
12 STUCCO ON CB	19
13 STUCCO-TL/WDD	19
14 SIDING AVERAGE	18
15 BRD&BAT 12"	18
16 WDD SHNG/LOG	20
17 CEDAR/ REDW SIDIN	32
18 SIDING MAX	35
19 CEMENT BRICK	30
20 COMMON BRICK	34
21 FACE BRICK	35
22 STONE	40
23 CORR MET-HVY	10
24 MODULAR METAL	18
25 RFCD CONCRETE	34
26 PRECAST PANEL	30
27 PRE-FIN MET	50
28 GLASS/THRML	60
ROOF STRUCTURE	
01 FLAT	4
02 SHED	4
03 GABLE	8
04 HIP	9
05 GAMBREL/MANS	12
06 IRREG/CATH	15

ROOF STRUCTURE	PTS
07 WOOD TRUSS	8
08 IRREG WD TRUS	10
09 BAR JOIST	14
10 STEEL FRAME	16
11 BOWSTRING TRS	10
12 RFCD CONCRETE	16
13 PRESTRESS CONCRETE	24
ROOFING COVER	
01 CORR/SHT MET	3
02 ROLLED COMP	6
03 ASP/COMP SHNG	8
04 BLT UP T&G	8
05 ASBSTS SHG/CORR	9
06 ASBTS SHG	21
07 CLAY/CON TILE	24
08 CEDAR SHAKES	29
09 COPPER/ENAML	26
10 WDD SHG/310 LB	20
11 SLATE	37
12 METAL PREFIN	7
13 ENAMEL/STNLS	16
14 CEMENT FBR SH	9
INTERIOR WALL	
01 MASNRY/MIN	2
02 WLLBRD/WDD	2
03 PLASTER	5
04 PLYWOOD PANEL	4
05 DRYWALL	5
06 CUSTOM	7
INTER FLR COVER	
01 NONE	0
02 PLYWD/LINO	1
03 CONCRETE FIN	1
04 CON TAPERED	2
05 ASPHALT TILE	3
06 VINYL ASBSTOS	4
07 VINYL TILE	4
08 SHEET VINYL	5
09 PINE	3
10 TERRAZZO MONOLITHI	5
11 CERAMIC TILE	20
12 HARDWOOD	10
13 PARQUET	10
14 CARPET	8
15 HARD TILE	20
16 TERRAZZO STRP	15
17 PRECAST CON	10
18 SLATE	35
19 MARBLE	50
20 RUBBER CORK	5
21 LAMINATE WD	13

HEATING FUEL	PTS
01 NONE	0
02 OIL/WOOD/COAL	0
03 GAS	1
04 ELECTRIC	1
05 SOLAR	1
HEATING TYPE	
01 NONE	0
02 BASEBOARD	3
03 AIR-NOT DUCT	4
04 AIR-DUCTED	6
05 RADIANT CEIL	6
06 HOTWATER	5
07 STEAM	5
08 RADIANT FLR	4
09 RADIANT WTR	6
10 HEAT PUMP	4
11 HEAT PUMP LOOP SYS	8
AIR CONDITION TYPE	
01 NONE	0
02 WALL UNIT	1
03 CENTRAL	8
04 PCKD ROOF	6
05 CHILLED WATER	4
STRUCTURAL FRAME	
01 NONE	0
02 WOOD FRAME	9
03 PRE-FAB	7
04 MASONRY	11
05 RFCD CONCRETE	27
06 STEEL	16
07 FIREPRF STEEL	29
08 SPECIAL	41
CEILING & INSULATION	
01 SUSP-CEIL INS	15
02 SUSP-WALL INS	15
03 SUSP-WAL&CEIL	18
04 SUSP-NO INS	12
05 NOT SUSP-CEIL	8
06 NOT SUSP-WALL	8
07 NOT SUSP-C&W	10
08 NT SUS-NO INS	5
09 NO CL-RF INS	3
10 NO CL-WL INS	3
11 NO CL-R/W INS	6
12 NO CL-NO INS	0
COMMERCIAL HEAT & AIR	
01 NONE	0
02 PACKAGE	1
03 SPLIT	2

MODEL 06 WAREHOUSE/INDUSTRIAL CONSTRUCTION

SIZE FACTORS

AREA	FACTOR	AREA	FACTOR
1 - 1,000	130%	20,001 - 25,000	102%
1,001 - 1,500	128%	25,001 - 30,000	101%
1,501 - 2,000	125%	30,001 - 35,000	100%
2,001 - 3,000	121%	35,001 - 40,000	99%
3,001 - 4,000	119%	40,001 - 50,000	98%
4,001 - 5,000	116%	50,001 - 60,000	97%
5,001 - 6,000	115%	60,001 - 70,000	96%
6,001 - 7,000	114%	70,001 - 80,000	94%
7,001 - 8,000	112%	80,001 -100,000	92%
8,001 - 10,000	110%	100,001 -120,000	90%
10,001 - 12,000	109%	120,001 -140,000	88%
12,001 - 14,000	107%	140,001 -180,000	86%
14,001 - 16,000	105%	180,001 -225,000	84%
16,001 - 18,000	104%	225,001 -400,000	82%
18,001 - 20,000	103%	400,001 - UP	80%

REST ROOM - PLUMBING POINT SCHEDULE

AREA PER FIXTURE	POINTS
0 - 1159	5
1160 - 2249	4
2250 - 3249	3
3250 - 4999	2
5000 - UP	1

QUALITY ADJUSTMENT

01 MINIMUM	.75
02 MINIMUM +	.85
03 BELOW AVERAGE	.90
04 BELOW AVERAGE +	.95
05 AVERAGE	1.00
06 AVERAGE +	1.10
07 ABOVE AVERAGE	1.20
08 ABOVE AVERAGE +	1.40
09 EXCELLENT	1.60

HEIGHT FACTOR

HEIGHT	FACTOR
8 - 9.9	.95
10 - 11.9	.96
12 - 13.9	.98
14 - 15.9	1.00
16 - 17.9	1.02
18 - 19.9	1.04
20 - 21.9	1.06
22 - 23.9	1.08
24 - 25.9	1.10
26 - 27.9	1.15
28 - 29.9	1.20
30 - 34.9	1.25
35 - 39.9	1.30
40 - 44.9	1.35
45 - 49.9	1.40
50 - 54.9	1.45
55 - 59.9	1.50
60 - 69.9	1.52
70 - 79.9	1.54
80 - 89.9	1.56
90 - 98.9	1.58
99 - UP	1.60

(HEIGHT FACTOR X QUALITY FACTOR) X SIZE FACTOR

MODEL 07 COMMERCIAL - STRUCTURAL ELEMENT DATA

FOUNDATION	PTS
01 EARTH	0
02 PIERS	2
03 CONT FTG	5
04 SPREAD FTG	6
05 SPECIAL FTG	10
FLOOR SYSTEM	
01 NONE	0
02 SLAB ON GRADE	6
03 SLAB ABV GRADE	7
04 PLYWOOD	3
05 WOOD	7
06 SLAB PLT HGHT	8
07 STRUCT SLAB	15
EXTERIOR WALL	
01 SIDING MIN	13
02 CORR MET-LGT	12
03 COMP OR WLBD	14
04 SIDG NO SHTG	16
05 ASBESTOS SHNG	16
06 BRD&BAT-PLYWD	17
07 CORR ASBTS	18
08 MASONITE ON SHEATH	18
09 WOOD ON SHEAT OR P	19
10 ALUM/VINYL	20
11 CONCRETE BLOCK	18
12 STUCCO ON CB	19
13 STUCCO-TL/WDD	19
14 SIDING AVERAGE	18
15 BRD&BAT 12"	18
16 WDD SHNG/LOG	20
17 CEDAR/ REDW SIDIN	22
18 SIDING MAX	22
19 CEMENT BRICK	20
20 COMMON BRICK	22
21 FACE BRICK	25
22 STONE	30
23 CORR MET-HVY	4
24 MODULAR METAL	5
25 RFCD CONCRETE	30
26 PRECAST PANEL	20
27 PRE-FIN MET	30
28 GLASS/THRML	35
ROOF STRUCTURE	
01 FLAT	2
02 SHED	2
03 GABLE	3
04 HIP	4
05 GAMBREL/MANS	5
06 IRREG/CATH	5

ROOF STRUCTURE	PTS
07 WOOD TRUSS	5
08 IRREG WD TRUS	5
09 BAR JOIST	5
10 STEEL FRAME	7
11 BOWSTRING TRS	6
12 RFCD CONCRETE	6
13 PRESTRESS CONCRETE	8
ROOFING COVER	
01 CORR/SHT MET	2
02 ROLLED COMP	2
03 ASP/COMP SHNG	5
04 BLT UP T&G	7
05 ASBSTS SHG/CORR	8
06 ASBTS SHG	6
07 CLAY/CON TILE	7
08 CEDAR SHAKES	14
09 COPPER/ENAML	15
10 WDD SHG/310 LB	12
11 SLATE	15
12 METAL PREFIN	16
13 ENAMEL/STNLS	14
14 CEMENT FBR SH	8
INTERIOR WALL	
01 MASNRY/MIN	8
02 WLLBRD/WDD	10
03 PLASTER	10
04 PLYWOOD PANEL	12
05 DRYWALL	12
06 CUSTOM	24
INTER FLR COVER	
01 NONE	0
02 PLYWD/LINO	1
03 CONCRETE FIN	1
04 CON TAPERED	2
05 ASPHALT TILE	7
06 VINYL ASBSTOS	8
07 VINYL TILE	10
08 SHEET VINYL	10
09 PINE	12
10 TERRAZZO MONOLITHI	10
11 CERAMIC TILE	30
12 HARDWOOD	20
13 PARQUET	22
14 CARPET	14
15 HARD TILE	32
16 TERRAZZO STRP	22
17 PRECAST CON	40
18 SLATE	35
19 MARBLE	40
20 RUBBER CORK	8
21 LAMINATE WD	10

HEATING FUEL	PTS
01 NONE	0
02 OIL/WOOD/COAL	0
03 GAS	1
04 ELECTRIC	1
05 SOLAR	1
HEATING TYPE	
01 NONE	0
02 BASEBOARD	5
03 AIR-NOT DUCT	8
04 AIR-DUCTED	10
05 RADIANT CEIL	10
06 HOTWATER	13
07 STEAM	12
08 RADIANT FLR	8
09 RADIANT WTR	20
10 HEAT PUMP	8
11 HEAT PUMP LOOP SYS	8
AIR CONDITION TYPE	
01 NONE	0
02 WALL UNIT	1
03 CENTRAL	12
04 PCKD ROOF	10
05 CHILLED WATER	6
STRUCTURAL FRAME	
01 NONE	0
02 WOOD FRAME	10
03 PRE-FAB	7
04 MASONRY	12
05 RFCD CONCRETE	17
06 STEEL	12
07 FIREPRF STEEL	36
08 SPECIAL	20
CEILING & INSULATION	
01 SUSP-CEIL INS	2
02 SUSP-WALL INS	3
03 SUSP-WAL&CEIL	5
04 SUSP-NO INS	1
05 NOT SUSP-CEIL	1
06 NOT SUSP-WALL	3
07 NOT SUSP-C&W	4
08 NT SUS-NO INS	0
09 NO CL-RF INS	1
10 NO CL-WL INS	2
11 NO CL-R/W INS	3
12 NO CL-NO INS	0
COMMERCIAL HEAT & AIR	
01 NONE	0
02 PACKAGE	1
03 SPLIT	2

MODEL 07 - COMMERCIAL

REST ROOM - PLUMBING POINT SCHEDULE

AREA PER FIXTURE			POINTS
0	-	99	14
100	-	149	13
150	-	189	12
190	-	229	11
230	-	269	10
270	-	309	9
310	-	349	8
350	-	449	7
450	-	559	6
560	-	759	5
760	-	869	4
870	-	1159	3
1160	-	1759	2
1760	-	UP	1

Height Factor

Height	Factor
0 – 9.9	1.00
10 – 11.9	1.02
12 – 13.9	1.04
14 – Up	1.06

MARKET FACTOR

01	MARKET FACTOR 1	1.00
02	MARKET FACTOR 2	1.02
03	MARKET FACTOR 3	1.04
04	MARKET FACTOR 4	1.06
05	MARKET FACTOR 5	1.08
06	MARKET FACTOR 6	1.10
07	MARKET FACTOR 7	1.15
08	MARKET FACTOR 8	1.20
09	MARKET FACTOR 9	1.25
10	MARKET FACTOR 11	1.30
11	MARKET FACTOR 12	1.35

QUALITY ADJUSTMENT

01	MINIMUM	.80
02	MINIMUM +	.90
03	BELOW AVERAGE	1.00
04	BELOW AVERAGE +	1.05
05	AVERAGE	1.00
06	AVERAGE +	1.10
07	ABOVE AVERAGE	1.20
08	ABOVE AVERAGE +	1.40
09	EXCELLENT	1.60

WAYNE COUNTY IMPROVEMENT USE CODES AND BASE RATES

DEPRECIATION EXPECTED LIFE*	USE CODE	MODEL NUMBER	BASE RATE	DESCRIPTION
70	01	01	125.00	Single Family. Residential
35	02	01	85.00	Manufactured Home (Double Wide)
40	03	03	115.00	Garden Apartment
70	04	03	120.00	Condominium
70	05	01	125.00	Patio Homes
70	06	01	97.00	Duplex/Triplex
70	07	01	125.00	Split Level
70	08	03	115.00	Multiple Residence
70	09	03	115.00	Townhouse Apartments
40	10	07	124.00	Commercial
40	11	07	137.00	Convenience Store
40	12	05	110.00	Carwash
40	13	07	76.00	Dept. Store
40	14	07	124.00	Super Market
40	15	07	121.00	Shopping Center Mall
40	16	07	124.00	Shopping Center-Strip
40	17	04	148.00	Office
40	18	04	149.00	Office- 5 Stories
40	19	04	204.00	Medical Office
40	20	04	153.00	Medical Condo
40	21	07	193.00	Restaurants
40	22	07	205.00	Fast Foods
40	23	04	214.00	Banks
40	24	04	112.00	Office Condo
40	25	06	92.00	Service/Repair Bldg.
40	26	05	110.00	Service Station
40	27	06	71.00	Shop/Garage/Auto Rep
40	28	01	55.00	Mobile Home Personal
40	29	06	46.00	Mini-Warehouses
40	30	04	212.00	Laboratories/Pharmaceutical
40	31	04	158.00	Day Care Center
40	32	07	144.00	Theaters
40	33	07	128.00	Night Club/Bar
40	34	07	110.00	Bowl Alley/Arena
40	35	07	100.00	Skating Rink
40	36	06	123.00	Armory
40	37	04	174.00	Hotel/Motel High Rise > 3
40	38	07	81.00	Furniture Store
40	39	03	137.00	Hotel/Motel 3 Stories
40	40	06	92.00	Industrial Bldgs.
40	41	06	66.00	Industrial Light Mfg.
40	42	06	125.00	Industrial Heavy Mfg.
40	43	06	25.00	Lumber Yard Bldg.
40	44	06	97.00	Packing Plant Food
40	45	07	46.00	Building Supply
40	46	06	46.00	Bottler/Brewery
40	47	07	128.00	Showroom
40	48	06	56.00	Warehouse
40	49	06	82.00	Steel Frame Warehouse
A-70	50	01	125.00	Rural Sing. Family Res.

DEPRECIATION EXPECTED LIFE*	USE CODE	MODEL NUMBER	BASE RATE	DESCRIPTION
70	51	01	115.00	Modular Homes Off Frame
70	52	01	115.00	Modular Homes On Frame
40	53	06	71.00	Service Garage
40	54	06	48.00	Office/Warehouse
40	55	06	38.00	Materials Storage
40	56	07	125.00	Pharmacy
40	57	07	105.00	Beauty/Barber Shop
40	58	07	109.00	Laundry/Dry Cleaners
40	59	04	179.00	Post Office
40	60	04	174.00	Veterinary Hospital
40	63	05	125.00	High Rise Apartment
40	64	07	100.00	Mini Lube
40	65	06	75.00	Stable
40	67	01	120.00	Comm. Res House
40	69	01	150.00	Bed & Breakfast/Exceptional Residential
40	70	07	145.00	Institutional
40	71	07	177.00	Churches
40	72	07	180.00	Private School, Colleges
40	73	04	170.00	Hospital-Private
40	74	03	190.00	Nursing Home/Assisted/Homes for the Aged
40	75	04	180.00	Orphanages
40	76	04	153.00	Funeral Home/Mortuary
40	77	07	180.00	Clubs/Lodges & Halls
40	78	07	184.00	Country Club House
40	79	07	130.00	Airport (Private)
40	80	04	179.50	Police Station/Jail
70	81	07	70.00	Military
70	82			Forest, Park, etc.
70	83	07	180.00	Public Schools
70	84	07	180.00	Public Colleges
45	85	04	170.00	Public Hospitals
70	86	04	130.00	County Bldgs.
70	87	04	130.00	State Bldgs.
70	88	04	130.00	Federal Bldgs.
70	89	04	130.00	Municipal Bldgs.
70	90			Leasehold Interest
70	91	06	120.00	Utilities
70	92	04		Mining
70	93	04		Gas Petrol
	94	07	110.00	Fire Station/Rescue
40	95			Submerged Land
	96	07	174.00	Library
40	97	06	152.00	Gymnasium
40	98			Valueless Improvement
	99			New Parcel*

*When new parcel numbers are added through real property update, they are automatically assigned use code 99.

70 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #1/A

EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD		EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD
1	1%	99%		36	36%	64%
2	2%	98%		37	37%	63%
3	3%	97%		38	38%	62%
4	4%	96%		39	39%	61%
5	5%	95%		40	40%	60%
6	6%	94%		41	41%	59%
7	7%	93%		42	42%	58%
8	8%	92%		43	43%	57%
9	9%	91%		44	44%	56%
10	10%	90%		45	45%	55%
11	11%	89%		46	46%	54%
12	12%	88%		47	47%	53%
13	13%	87%		48	48%	52%
14	14%	86%		49	49%	51%
15	15%	85%		50	50%	50%
16	16%	84%		51	51%	49%
17	17%	83%		52	52%	48%
18	18%	82%		53	53%	47%
19	19%	81%		54	54%	46%
20	20%	80%		55	55%	45%
21	21%	79%		56	56%	44%
22	22%	78%		57	57%	43%
23	23%	77%		58	58%	42%
24	24%	76%		59	59%	41%
25	25%	75%		60	60%	40%
26	26%	74%		61	61%	39%
27	27%	73%		62	62%	38%
28	28%	72%		63	63%	37%
29	29%	71%		64	64%	36%
30	30%	70%		65	65%	35%
31	31%	69%		66	66%	34%
32	32%	68%		67	67%	33%
33	33%	67%		68	68%	32%
34	34%	66%		69	69%	31%
35	35%	65%		70	70%	30%

IMPROVEMENT CODES
DEPRECIATED BY THIS SCHEDULE

Types 01, 04, 05, 06, 07, 50 With Below Average – Quality 3 thru Above Avg. – Quality 8 Maximum Dep. Is 70%
For Excellent Quality (9) See Table # 2
For Minimum (1) and Minimum + (2) See Table #9

60 YEAR LIFE EXPECTANCY-DEPRECIATION SCHEDULE #2

1	0%	100%		31	30%	70%
2	2%	98%		32	31%	69%
3	3%	97%		33	31%	69%
4	4%	96%		34	32%	68%
5	5%	95%		35	32%	68%
6	6%	94%		36	33%	67%
7	7%	93%		37	33%	67%
8	8%	92%		38	34%	66%
9	9%	91%		39	34%	66%
10	10%	90%		40	35%	65%
11	11%	89%		41	35%	65%
12	12%	88%		42	36%	64%
13	13%	87%		43	36%	64%
14	14%	86%		44	37%	63%
15	15%	85%		45	37%	63%
16	16%	84%		46	38%	62%
17	17%	83%		47	38%	62%
18	18%	82%		48	39%	61%
19	19%	81%		49	39%	61%
20	20%	80%		50	40%	60%
21	21%	79%		51	41%	59%
22	22%	78%		52	42%	58%
23	23%	77%		53	43%	57%
24	24%	76%		54	44%	56%
25	25%	75%		55	45%	55%
26	26%	74%		56	46%	54%
27	27%	73%		57	47%	53%
28	28%	72%		58	48%	52%
29	29%	71%		59	49%	51%
30	30%	70%		60	50%	50%

IMPROVEMENT CODES
DEPRECIATED BY THIS SCHEDULE
Excellent Quality 9

All Qualities Below

01 Single Family Residential
03 Garden Apartments
04 Condominium
05 Patio Homes
06 Duplex
07 SFR Split Level
08 Multiple Residence
09 Townhouse SFR
69 Sgl Family Exceptional
50 Single Family Residential - Rural

55 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #3

EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD		EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD
1	1%	99%		29	29%	71%
2	2%	98%		30	30%	70%
3	3%	97%		31	31%	69%
4	4%	96%		32	32%	68%
5	5%	95%		33	33%	67%
6	6%	94%		34	34%	66%
7	7%	93%		35	36%	64%
8	8%	92%		36	38%	62%
9	9%	91%		37	40%	60%
10	10%	90%		38	42%	58%
11	11%	89%		39	44%	56%
12	12%	88%		40	46%	54%
13	13%	87%		41	48%	52%
14	14%	86%		42	51%	49%
15	15%	85%		43	53%	47%
16	16%	84%		44	56%	44%
17	17%	83%		45	58%	42%
18	18%	82%		46	60%	40%
19	19%	81%		47	62%	38%
20	20%	80%		48	64%	36%
21	21%	79%		49	66%	34%
22	22%	78%		50	68%	32%
23	23%	77%		51	68%	32%
24	24%	76%		52	68%	32%
25	25%	75%		53	69%	31%
26	26%	74%		54	69%	31%
27	27%	73%		55	70%	30%
28	28%	72%				

IMPROVEMENT CODES
DEPRECIATED BY THIS SCHEDULE

50 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #4

EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD		EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD
1	1%	99%		26	33%	67%
2	2%	98%		27	35%	65%
3	3%	97%		28	36%	64%
4	4%	96%		29	37%	63%
5	5%	95%		30	39%	61%
6	7%	93%		31	40%	60%
7	8%	92%		32	41%	59%
8	9%	91%		33	43%	57%
9	11%	89%		34	44%	56%
10	12%	88%		35	45%	55%
11	13%	87%		36	47%	53%
12	15%	85%		37	48%	52%
13	16%	84%		38	49%	51%
14	17%	83%		39	51%	49%
15	19%	81%		40	52%	48%
16	20%	80%		41	53%	47%
17	21%	79%		42	55%	45%
18	23%	77%		43	56%	44%
19	24%	76%		44	58%	42%
20	25%	75%		45	60%	40%
21	27%	73%		46	62%	38%
22	28%	72%		47	64%	36%
23	29%	71%		48	66%	34%
24	31%	69%		49	68%	32%
25	32%	68%		50	70%	30%

IMPROVEMENT CODES
DEPRECIATED BY THIS SCHEDULE

Custom Quality

All Qualities

45 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #5

EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD		EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD
1	1%	99%		24	34%	66%
2	2%	98%		25	35%	65%
3	3%	97%		26	36%	64%
4	4%	96%		27	38%	62%
5	5%	95%		28	39%	61%
6	7%	93%		29	41%	59%
7	8%	92%		30	43%	57%
8	10%	90%		31	44%	56%
9	11%	89%		32	46%	54%
10	13%	87%		33	47%	53%
11	14%	86%		34	49%	51%
12	16%	84%		35	50%	50%
13	17%	83%		36	52%	48%
14	19%	81%		37	54%	46%
15	20%	80%		38	56%	44%
16	22%	78%		39	58%	42%
17	23%	77%		40	60%	40%
18	25%	75%		41	62%	38%
19	26%	74%		42	64%	36%
20	28%	72%		43	66%	34%
21	29%	71%		44	68%	32%
22	31%	69%		45	70%	30%
23	32%	68%				

IMPROVEMENT CODES
DEPRECIATED BY THIS SCHEDULE

40 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #6

EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD		EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD
1	1%	99%		21	37%	63%
2	2%	98%		22	39%	61%
3	3%	97%		23	41%	59%
4	4%	96%		24	43%	57%
5	5%	95%		25	45%	55%
6	7%	93%		26	47%	53%
7	9%	91%		27	49%	51%
8	11%	89%		28	51%	49%
9	13%	87%		29	53%	47%
10	15%	85%		30	55%	45%
11	17%	83%		31	57%	43%
12	19%	81%		32	59%	41%
13	21%	79%		33	61%	39%
14	23%	77%		34	63%	37%
15	25%	75%		35	65%	35%
16	27%	73%		36	66%	34%
17	29%	71%		37	67%	33%
18	31%	69%		38	68%	32%
19	33%	67%		39	69%	31%
20	35%	65%		40	70%	30%

IMPROVEMENT CODES
DEPRECIATED BY THIS SCHEDULE
All Qualities Commercials

10 Commercial
18 Office-5 Stories
38 Furniture Store
15 Shop Ctr. Mall
26 Service Station
48 Warehouse
60 Veterinary Hosp.
70 Institutional
71 Churches
73 Private Hospitals
74 Homes for Aged
75 Orphanages
76 Funeral Home
77 Clubs/Lodges
78 Country Clubs
84 Public Colleges
88 Federal Bldgs.
96 Library
12 Car Wash
37 Hotel/Motel>3
14 Super Market
23 Bank
47 Showroom
19 Medical Bldg.
20 Medical Condo
24 Office Condo
25 Service/Repair Bldg.
27 Shop/Garage/Auto Repair
28 Mobile Home (Personal)
29 Mini-Warehouse
35 Skating Rink
36 Armory
79 Airports
85 Public Hospitals
89 Municipal Bldgs.
97 Gymnasium
30 Laboratories/Pharmaceutical
13 Dept. Store
22 Fast Food Restaurant
41 Light Mfg.
17 Office
32 Theater
33 Night Club
34 Bowling Alley
39 Hotel/Motel-High Rise
42 Heavy Mfg.
43 Lumber Yard
44 Packing Plant/Food Proc.
45 Bottle /Brewer
58 Laundry /Dry Cleaners
80 Police Stations
86 County Bldgs.
91 Utilities
11 Conv. Store
21 Restaurant
40 Industrial
16 Shop Ctr. Strip
31 Daycare Center
49 Steel Frame Warehouse
52 Truck Terminal
53 Service Garage
54 Office/Warehouse
57 Beauty/Barber Shop
59 Post Office
64 Mini-Lube
72 Pvt. School, College
81 Military
83 Public Schools
87 State Bldgs.
94 Fire/Rescue

35 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #7

EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD		EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD
1	1%	99%		19	36%	64%
2	2%	98%		20	39%	61%
3	4%	96%		21	42%	58%
4	5%	95%		22	45%	55%
5	6%	94%		23	48%	52%
6	8%	92%		24	52%	48%
7	10%	90%		25	55%	45%
8	11%	89%		26	58%	42%
9	13%	87%		27	61%	39%
10	15%	85%		28	62%	38%
11	17%	83%		29	63%	37%
12	19%	81%		30	64%	36%
13	22%	78%		31	65%	35%
14	24%	76%		32	66%	34%
15	26%	74%		33	67%	33%
16	28%	72%		34	69%	31%
17	31%	69%		35	70%	30%
18	34%	66%				

IMPROVEMENT CODES
DEPRECIATED BY THIS SCHEDULE

All Qualities
02 Manufactured Homes

30 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #8

EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD		EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD
1	2%	98%		16	39%	61%
2	3%	97%		17	42%	58%
3	4%	96%		18	46%	54%
4	7%	93%		19	49%	51%
5	9%	91%		20	50%	50%
6	11%	89%		21	52%	48%
7	14%	86%		22	54%	46%
8	16%	84%		23	56%	44%
9	18%	82%		24	58%	42%
10	21%	79%		25	60%	40%
11	24%	76%		26	62%	38%
12	26%	74%		27	64%	36%
13	29%	71%		28	66%	34%
14	32%	68%		29	68%	32%
15	35%	65%		30	70%	30%

IMPROVEMENT CODES
DEPRECIATED BY THIS SCHEDULE

All Qualities

25 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #9

EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD		EFFECTIVE AGE	AMOUNT OF DEPRECIATION	PERCENT GOOD
1	2%	98%		14	44%	56%
2	5%	95%		15	48%	52%
3	7%	93%		16	52%	48%
4	10%	90%		17	54%	46%
5	13%	87%		18	56%	44%
6	16%	84%		19	58%	42%
7	19%	81%		20	60%	40%
8	22%	78%		21	62%	38%
9	25%	75%		22	64%	36%
10	29%	71%		23	66%	34%
11	32%	68%		24	68%	32%
12	36%	64%		25	70%	30%
13	40%	60%				

IMPROVEMENT CODES
DEPRECIATED BY THIS SCHEDULE

Minimum and Minimum + Quality

01 SFR	03 Garden Apts.
04 Condo's	05 Patio Homes
06 Duplex	07 SFR Split Level
08 Multiple Residence	09 Townhouse Apts.
50 Rural SFR	

Note: The typical life expectancy is given as a guideline only. All depreciation consideration will be supplied as deemed necessary by the appraiser within all classes, grades and types of property. All year life expectancy tables are given as a guide and the property will be adjusted according to the appraiser reviewing the property.

AUXILIARY AREA ADJUSTMENTS

DESCRIPTION	CODE	MODEL						
		SFR	MH	CONDO	OFFICE	SS	WHSE	COMM
		01	02	03	04	05	06	07
Apartment	APT*	100	100	100	080	120	200	120
Attic, Unfinished	UAT	010	10	010	010	010	010	010
Attic, Fin.	FAT*	050	050	050	50	50	50	50
Base	BAS*	100	100	100	100	100	100	100
Base, Semi-Fin. (HEATED)	SFB*	080	080	080	080	085	085	085
Non-Heated SFB	NSB	065	065	065	065	065	065	065
Basement, Fin.	FBM*	060	060	050	060	070	070	070
Basement, Semi-Fin.	SBM	040	040	035	040	050	060	050
Basement, Unfinished	UBM	020	020	020	020	030	050	030
Basement, Open Enclosed	OEB	060	060	050	060	070	070	070
Service Canopy	SCN	020	020	020	030	040	050	040
Canopy	CAN	010	010	010	010	015	020	020
Carport, Fin.	FCP	025	030	025	030	030	050	030
Carport, Unfinished	UCP	020	025	020	025	025	045	025
Garage, Fin.	FGR	035	040	035	035	050	075	055
Garage, Fin. with Door	FGD	040	045	040	040	055	080	060
Garage, Unfinished	UGR	030	035	030	030	045	070	050
Garage, Unfinished with Door	UGD	035	040	035	035	050	075	050
Laboratory/Scientific	LAB*	N/A	N/A	N/A	N/A	N/A	300	N/A
Loading Platform, Cover.	CLP	N/A	N/A	N/A	025	025	055	025
Loading Platform, Uncovered	ULP	N/A	N/A	N/A	015	015	040	015
Lower Level, Unfinished.	LLU	015	015	015	015	015	015	015
Lower Level, Semi-Fin.	LLS*	050	050	050	050	050	050	050
Lower Level, Fin.	LLF*	090	090	090	090	090	090	090
Mezzanine	MEZ*	N/A	N/A	N/A	050	050	050	060
Office, Excellent	EOF*	120	120	120	120	130	250	140
Office, Good	GOF*	110	110	110	110	120	200	130
Office, Average	AOF*	100	100	100	100	110	180	120
Office, Below Average	BOF	075	075	075	080	080	140	085
Patio	PTO	005	005	005	005	005	005	005
Porch, Enclosed, Fin. Heat	FEP*	070	070	070	070	080	080	080
Porch, Enc. Unfin. No Heat	UEP	050	040	040	040	045	060	045
Porch, Fin Enc. (No Heat)	NEP	060	060	060	060	N/A	N/A	N/A
Porch, Open, Fin.	FOP	035	035	030	030	035	055	035
Porch, Open, Unfin.	UOP	020	025	020	025	025	045	025
Porch, Screen, Fin.	FSP	035	040	035	035	040	060	040
Porch, Screen, Unfin.	USP	025	030	030	030	035	055	035
Porch, Screen, Fin., Det.	FDS	040	045	040	050	050	060	050

AUXILIARY AREA ADJUSTMENTS

DESCRIPTION	CODE	MODEL						
		SFR	MH	CONDO	OFFICE	MF	WHSE	COMM
		01	02	03	04	05	06	07
Porch, Screen, Unfin., Det.	UDS	030	030	030	040	040	050	040
Service Production Area	SPA*	N/A	N/A	N/A	075	075	100	065
Terrace	TER	020	030	025	020	N/A	N/A	N/A
Stoop	STP	010	015	015	010	015	020	015
Storage, Fin.	FST	035	040	035	035	050	075	055
Storage, Unfin.	UST	030	035	030	030	045	070	050
Store Display Area	SDA*	N/A	N/A	N/A	100	100	160	100
Upper Story, Fin.	FUS*	090	090	090	100	100	100	100
Upper Story, Unfinished	UUS	040	040	040	040	050	050	050
Upper Bonus Room Finished	FUB	075	075	075	075	075	075	075
Upper Bonus Room Unfinished	UUB	050	050	050	050	050	050	050
Utility, Fin.	FUT	035	040	035	035	050	075	055
Utility, Fin., Det.	FDU	060	065	060	055	055	075	065
Utility, Unfin.	UUT	030	035	030	030	045	070	050
Utility, Unfin., Det.	UDU	050	055	050	050	050	070	060
Wood Deck	WDD	015	020	020	015	020	030	020

* HEATED AREA or BLDG AREA

VALUATION MODELS

ARM NO.	DESCRIPTION	MODEL
261	SINGLE FAMILY RESIDENTIAL	01
263	MANUFACTURED HOME CONSTRUCTION	02
264	MULIT-FAMILY/CONDO/HOTEL	03
265	OFFICE	04
266	SERVICE STATION	05
267	WAREHOUSE	06
268	COMMERCIAL	07

Modular homes are built under building codes just like site built homes and will be assessed as real property and valued using Model 01 within this schedule.

LAND USE CODES

CODE	DESCRIPTION
0100	RESIDENTIAL SINGLE FAMILY
0110	UNDEVELOPED
0130	RESIDENTIAL SINGLE FAMILY (WATERFRONT)
0200	BUILDING SITE PAVED (MH)
0210	MOBILE HOME PARK
0220	BUILDING SITE DIRT (MH)
0230	BUILDING SITE REAR (MH)
1000	COMMERCIAL
4000	INDUSTRIAL
5010	BUILDING SITE PAVED
5020	BUILDING SITE DIRT
5030	BUILDING SITE REAR
5111	OPEN – GOOD – PAVED
5121	OPEN – GOOD – DIRT
5131	OPEN – GOOD – REAR
5211	OPEN – AVERAGE – PAVED
5221	OPEN - AVERAGE – DIRT
5231	OPEN – AVERAGE – REAR
5311	OPEN – POOR – PAVED
5321	OPEN – POOR – DIRT
5331	OPEN – POOR – REAR
5411	PASTURE PAVED
5421	PASTURE DIRT
5431	PASTURE REAR
5711	WASTELAND
6011	WOODLAND – GOOD – PAVED
6021	WOODLAND – GOOD – DIRT
6031	WOODLAND – GOOD – REAR
6111	WOODLAND – AVERAGE – PAVED
6121	WOODLAND – AVERAGE – DIRT
6131	WOODLAND – AVERAGE – REAR
6211	WOODLAND – POOR – PAVED
6221	WOODLAND – POOR – DIRT
6231	WOODLAND – POOR – REAR
7100	CHURCH
8600	COUNTY
8700	STATE
9010	LEASEHOLD
9900	SUD

OTHER BUILDINGS

All buildings are not compatible to the appraisal system due to the nature of the materials, quality and/or methods used in their construction. A few of the buildings in this category can be coded as auxiliary areas if an appropriate Improvement Use Code, Model and Base Rate are available.

This section will contain a range of typical special buildings which may not exactly describe a specific building; however, it will closely resemble one listed and direct substitution can be made to arrive at the proper value.

A separate price schedule follows with the listing of each type arranged by three general grades and seven common sizes. Interpolation of buildings fitting between the sizes or with varying specifications is more easily facilitated.

First, here are some general definitions of Other Buildings and their grades to be used as guidelines for obtaining unit prices from the Other Building Unit Price Tables.

Boat Houses - Both dry and wet used for boat storage.

Carport - Used for parking of automobiles or storage of other items, open on three or four sides.

Commercial Hot Houses - Used for the growing of plants and flowers, for profit.

Farm Shop Buildings - Used for doing maintenance on farm machinery

Garage - Used for parking of automobile(s) or storage of other items, may be open on one or two ends.

High Barn - Used for dairy and/or livestock housing with loft feed storage. The cubic foot area would be minimum of 50 percent of the first level.

Horse Stables - Used for the housing and storage of horses.

Implement Sheds - Used as protection from the elements for the seasonal storage of equipment.

Low Barn - One story building used for cattle housing and feed storage, normally inexpensive construction.

Utility Buildings - With utilities and semi-finished interior.

These are the general specifications for the three major grading categories: 1 – Below Average; 2 - Average; 3 – Above Average with various materials listed for each.

Inexpensive: 1-Below Average Grade 75%

Roof - The roof may be of composition roll or sheet galvanized iron or aluminum.

Ceiling - Unfinished

Exterior Walls - Eight to ten feet in height, framing either on poles or cheapest framing, covered with either composition roll or sheet galvanized iron or aluminum.

Interior finish - Unfinished

Partitions - Typical for intended use

Floors - Earth. Foundation: poles in ground.

Features - Doors, windows, electricity, plumbing - minimum quantity and grade.

Average: 2-Average Grade 100%

Roof - The roof can be either composition, wood or galvanized iron shingles, or built-up.

Ceiling - Painted under roof and insulated for poultry and animals.

Exterior Walls - Eight to ten feet in height - of either wood siding, wood stucco, concrete block, concrete block stucco, or shingles of wood, composition or asbestos.

Interior Finish - Painted.

Partitions - Typical of type and grade.

Floors - Concrete, foundation - slab

Features - Doors, windows, electricity, plumbing, average quantity and grade.

Expensive: 3-Above Average Grade 125%

Roof - The roof should be of asbestos, cement or clay tile shingles.

Ceiling - Finished and insulated for poultry and animals.

Exterior Walls - Common or face brick, stone or clay tile stucco.

Interior Finish - Finished, painted and insulated for poultry or animals.

Partitions - Typical for use.

Floors - Concrete or good wood. Foundation: footings

Features - Doors, windows, electricity, plumbing, and built-in features. Quantity and quality adequate to use and of very good quality.

GARAGE AND CARPORTS

INEXPENSIVE:	3-Above Average	2-Average	1-Below Average
FLOOR	Dirt	Dirt	Dirt
FRAME	Wood, Steel or Aluminum Poles or Concrete Block	Wood Poles	Wood Poles
INTERIOR	Minimum-None	Minimum-None	Minimum-None
ELECTRICAL	Light with few outlets	Lights	Lights
PLUMBING	None	None	None
EXTERIOR	Brick, Wood or Good Metal Siding with Sheathing, Few Windows or Doors	Poor Quality Wood or Tin No Sheathing No Windows No Doors	Poor Quality Wood or Tin No sheathing No Windows No Doors
ROOF	Asphalt Shingle or Heavy Metal	Roll Asphalt or Tin	Roll Asphalt or Tin

AVERAGE: QUALITY	3-Above Average	2-Average	1-Below Average
FLOOR	Concrete	Concrete	Concrete
FRAME	Wood, Steel or Concrete Block	Wood, Steel or Concrete Block	Wood, Steel or Concrete Block
INTERIOR	Finished Good	Finished	No Finish
ELECTRICAL	Lights with Good Outlets	Lights with Minimum Outlets	Lights with Minimum Outlets
PLUMBING	None	None	None
EXTERIOR	Brick or Good Siding on Sheathing, Windows and Doors, Gutters	Brick or Good Siding on Sheathing Doors and some Windows, Boxing	Brick or Good Heavy Metal Doors, Few Windows, Boxing
ROOF	Asphalt Shingle or Heavy Metal	Asphalt Shingle or Heavy Metal	Asphalt Shingle or Heavy Metal

GARAGES AND CARPORTS (continued)

EXCELLENT: QUALITY	3-Above Average	2-Average	1-Below Average
FLOORS	Concrete	Concrete	Concrete
FRAME	Wood, Steel or Reinforced Concrete	Wood, Steel or Reinforced Concrete	Wood, Steel or Reinforced Concrete
INTERIOR	Ceiling & Walls Finished Excellent Quality	Ceiling & Walls Finished Excellent Quality	Ceiling &Walls Finished Excellent Quality
ELECTRICAL	Good Lights Good Outlets Heat	Good Lights Good Outlets Heat	Good Lights Good Outlets Heat
PLUMING	Bathroom	Half Bath	Minimum
EXTERIOR	Brick or Expensive Siding on Sheathing Many Good Quality Windows, Gutters Trim, Automatic Doors	Brick or Expensive Siding on Sheathing Many Good Windows, Gutters Trim, Automatic Doors	Brick or Expensive Siding on Sheathing Some Windows Gutters, Trim Automatic Door
ROOF COVER	Heavy Asphalt Shingle or Better	Heavy Asphalt Shingle or Better	Heavy Asphalt Shingle or Better

UTILITY AND STORAGE BUILDING

INEXPENSIVE: QUALITY	3-Above Average	2-Average	1-Below Average
FLOOR	Dirt	Dirt	Dirt
FRAME	Wood Pole or Concrete Block	Wood Pole	Wood Pole
INTERIOR	Unfinished	Unfinished	Unfinished
ELECTRICAL PLUMBING	Minimum-None None	Minimum-None None	Minimum-None None
EXTERIOR	Wood Siding on Sheathing or Concrete Block	Poor Quality Wood or Metal No Sheathing	Minimum
ROOF	Asphalt Shingle or Aluminum	Poor Quality or Tin	Minimum or Tin

AVERAGE: QUALITY	3-Above Average	2-Average	1-Below Average
FLOOR	Concrete or Wood	Concrete or Wood	Concrete Wood
FRAME	Wood, Steel or Concrete Block	Wood, Steel or Concrete Block	Wood Pole Prefab Metal
INTERIOR	Minimum Finish	Unfinished	Unfinished
ELECTRICAL	Lights with Minimum Outlets	Lights or None	Light or None
PLUMBING EXTERIOR	None Brick or Good Siding on Sheathing, Few Windows with Boxing	None Brick or Siding on Sheathing or Heavy Metal	None Fair Siding with or without Sheathing
ROOF	Asphalt Shingle or Aluminum	Asphalt Shingle or Aluminum	Roll Asphalt or Tin

UTILITY AND STORAGE BUILDINGS (continued)

EXCELLENT: QUALITY	3-Above Average	2-Average	1-Below Average
FLOORS	Concrete or Wood	Concrete or Wood	Concrete or Wood
FRAME	Wood, Steel or Reinforced Concrete	Wood, Steel or Reinforced Concrete	Wood, Steel or Reinforced Concrete
INTERIOR	Finished Excellent Quality	Finished Excellent Quality	Finished Good Quality
ELECTRICAL	Good Lights Good Outlets Heat	Good Lights Good Outlets	Good Lights Good Outlets
PLUMBING	Bathroom	Half Bath	Minimum
EXTERIOR	Brick or Expensive Siding on Sheathing Many Good, Quality	Brick or Expensive Siding on Sheathing Many Good	Brick or Good Siding on Sheathing Some Windows
	Windows, Gutter Trim, High Pitched Roof	Windows, Gutter Trim High Pitched Roof	Gutters, Trim High Pitched Roof
ROOF COVER	Heavy Asphalt Shingle or Better	Heavy Asphalt Shingle or Better	Heavy Asphalt Shingle or Better

Golf Courses

Class 1	Minimum quality, simply developed, budgeted course on open natural or flat terrain, few bunkers, small trees And greens. $10,000-$25,000 per hole
Class 2	Simply designed course on relatively flat terrain, natural rough, few bunkers, small built up tees and greens, some small trees. $25,000-$50,000 per hole.
Class 3	Typical private-type club on undulating terrain, bunkers on most greens, average elevated tees and greens, some large trees moved in or clearing of some wooded areas, driving range. $50,000-$75,000 per hole.
Class 4	Better championship-type course on good undulating terrain, fairway and greens bunkered and contoured, large trees and greens, large trees transplanted, driving range, may have architect. $75,000-$100,000 per hole.

OB/XF NUMERICAL ORDER

CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION		

01	STORAGE	40	LOADING DOCK (UNCOVERED)	79	BOILER ROOM			
02	GARAGE	41	LOADING DOCK	80	VINYL FENCE L/F			
03	CARPORT	42	SPRINKLER (WET)	81	RESIDENTIAL ELEV			
04	PATIO/APRON/SF	43	RAIL SIDE/LF					
05	WOOD FENCE/SF	44	SERVICE STATION					
06	CL FENCE/SF	45	SHOP		GRAVES			
07	POOL (CONCRETE)	46	MATERIAL SHED		NICHE (MAUSOLEUM)			
08	POOL (VINYL)	47	QUONSET					
09	ASPHALT PAVING	48	METAL BLDG.					
10	CONCRETE PAVING	49	OFFICE					
11	DECK/STOOP	50	LAUNDRY					
12	TENNIS COURT	51	CLUB HOUSE					
13	GREEN HOUSE	52	PARKING DECK					
14	DOCK/PIER	53	UTILITY BLDG.					
15	MOBLIE HOME SITE	54	PHOTO MAT					
16	MOBILE HOME ADDITION	55	GAZEBO					
17	MOBLIE HOME OPEN PORCH	56	FIREPLACE					
18	MOBILE HOME ENCL PORCH	57	BRICK WALL					
19	SPA/TUB	58	BLOCK WALL					
20	TOBACCO BARN	59	HOG STATION					
21	GRAIN BINS	60	BATH HOUSE					
22	STABLES	61	HOG NURSERY					
23	PACK BARN	62	HOG BREEDING					
24	STORAGE SHED	63	HOG GESTATION					
25	BARN (GENERAL PURPOSE)	64	HOG FARROWING					
26	POULTRY (BROODER)	65	GUARD HOUSE					
27	POULTRY (GROW OUT)	66						
28		67	HOG FINISHING					
29	IMP. SHED (WD POLES & TIN)	68	HOG-SHED INEXPENSIVE					
30	POLE SHELTER	69	METAL BLDG (WOOD FRAME)					
31	COMMON AREA	70	HANGAR					
32	GOLF GREEN	71	BOOTH					
33		72	BRICK BLDG					
34		73	CLASSROOM					
35	WATER TANK	74	REC BLDG					
36	FUEL TANK	75	CAR WASH (AUTO)					
37	ELEV. TANK	76	GARAGE APART.					
38		77	BOAT HOUSE					
39	CANOPY/LEAN TO	78	TRUCK WELL					

WAYNE COUNTY OB/XF RATES AND DEPRECIATION

CODE	DESCRIPTION	1	2	3	DEPRECIATION %
1	STORAGE BUILDING	$ 10.00	$ 20.00	$ 30.00	3%
2	GARAGE	$ 15.00	$ 25.00	$ 40.00	3%
3	CARPORT	$ 10.00	$ 20.00	$ 30.00	3%
4	PATIO/APRON/SF	$ 6.00	$ 7.50	$ 9.00	3%
5	WOOD FENCE/SF	$ 4.00	$ 4.50	$ 5.00	3%
6	CL FENCE/SF	$ 3.50	$ 4.00	$ 4.50	3%
7	POOL (CONCRETE)	$ 75.00	$ 85.00	$ 95.00	5%
8	POOL (VINYL)	$ 40.00	$ 50.00	$ 60.00	5%
9	ASPHALT PAVING	$ 2.00	$ 2.25	$ 2.75	3%
10	CONCRETE PAVING	$ 6.00	$ 7.50	$ 9.00	3%
11	DECK/STOOP	$ 15.00	$ 18.00	$ 25.00	3%
12	TENNIS COURT	$ 6.00	$ 7.00	$ 8.00	3%
13	GREEN HOUSE	$ 10.00	$ 17.00	$ 21.00	3%
14	DCOK/PIER	$ 25.00	$ 30.00	$ 35.00	3%
15	MOBILE HOME SITE	$ 2,000.00	$ 1,700.00	$ 1,400.00	N/A
16	MOBILE HOME ADDITION	$ 16.00	$ 20.00	$ 24.00	3%
17	MOBILE HOME OPEN PORCH	$ 8.00	$ 9.00	$ 10.00	3%
18	MOBILE HOME ENCL PORCH	$ 12.00	$ 14.00	$ 16.00	3%
19	SPA/TUB	$ 1,000.00	$ 1,500.00	$ 2,000.00	3%
20	TOBACCO BARN	$ 4.00	$ 5.00	$ 6.00	3%
21	GRAIN BIN	$ 1.00	$ 1.20	$ 1.40	3%
22	STABLES	$ 20.00	$ 30.00	$ 50.00	3%
23	PACK BARN	$ 10 .00	$ 15.00	$ 20.00	3%
24	STORAGE SHED	$ 10.00	$ 15.00	$ 25.00	3%
25	BARN (GENERAL PURPOSE)	$ 20.00	$ 28.00	$ 39.00	3%
26	POULTRY (BROODER)	$ 8.00	$ 10.00	$ 12.00	3%
27	POULTRY (GROW OUT)	$ 6.00	$ 7.00	$ 8.00	3%
28					
29	IMP. SHED (WD POLES & TIN)	$ 6.00	$ 10.00	$ 15.00	3
30	POLE SHELTER	$ 7.00	$ 9.00	$ 12.00	N/A
31	COMMON AREA	N/A	N/A	N/A	N/A
32	GOLF GREEN	N/A	N/A	N/A	N/A
33					
34					
35	WATER TANK	N/A	N/A	N/A	N/A
36	FUEL TANK	N/A	N/A	N/A	N/A
37	ELEV. TANK	N/A	N/A	N/A	N/A
38					
CODE					
39	CANOPY/LEAN TO	$ 4.00	$ 5.00	$ 6.00	3%
40	LOADING DOCK (UNCOVERED)	$ 12.00	$ 15.00	$ 18.00	3%

41	LOADING DOCK (COVERED)	$	18.00	$	22.00	$	25.00		3%
42	SPRINKLER (WET SYSTEM)	$	1.50	$	2.00	$	2.50		2%
43	RAIL SIDE/LF	$	50.00	$	60.00	$	70.00		2%
44	SERVICE STATION CANOPY	$	15.00	$	25.00	$	40.00		3%
45	SHOP	$	25.00	$	30.00	$	45.00		3%
46	MATERIAL SHED	$	9.00	$	13.00	$	18.00		3%
47	QUONSET	$	15.00	$	22.00	$	30.00		3%
48	METAL BLDG. (PRE FAB)	$	20.00	$	30.00	$	45.00		3%
49	OFFICE	$	50.00	$	60.00	$	80.00		2%
50	LAUNDRY	$	50.00	$	60.00	$	70.00		2%
51	CLUB HOUSE	$	50.00	$	70.00	$	90.00		2%
52	PARKING DECK	$	25.00	$	30.00	$	35.00		3%
53	UTILITY BUILDING	$	15.00	$	20.00	$	25.00		3%
54	PHOTO MAT	$	50.00	$	60.00	$	70.00		4%
55	GAZEBO	$	10.00	$	12.00	$	14.00		5%
56	FIREPLACE	$	2,000.00	$	3,000.00	$	4,000.00		1%
57	BRICK WALL	$	16.00	$	20.00	$	24.00		3%
58	BLOCK WALL	$	12.00	$	14.00	$	16.00		3%
59	HOG ISOLATION	$	15.00	$	18.00	$	22.00		3%
60	BATH HOUSE	$	30.00	$	60.00	$	80.00		3%
61	HOG NURSERY	$	42.00	$	48.00	$	50.00		3%
62	HOG BREEDING	$	20.00	$	26.00	$	31.00		3%
63	HOG GESTATION	$	20.00	$	26.00	$	31.00		3%
64	HOG FARROWING	$	26.00	$	30.00	$	40.00		3%
65	GUARD HOUSE	$	60.00	$	80.00	$	120.00		3%
66									
67	HOG FINISHING	$	14.00	$	20.00	$	24.00		3%
68	HOG-SHED-INEXPENSIVE	$	11.00	$	14.00	$	17.00		4%
69	METAL BLDG. (WOOD FRAME)	$	15.00	$	20.00	$	25.00		3%
70	HANGAR	$	40.00	$	50.00	$	60.00		5%
71	BOOTH	$	90.00	$	100.00	$	120.00		5%
72	BRICK BLDG.	$	50.00	$	60.00	$	70.00		2%
73	CLASSROOM	$	75.00	$	85.00	$	95.00		2%
74	RECREATION BLDG.	$	70.00	$	85.00	$	100.00		2%
75	CAR WASH (DRIVE THRU)	$	40.00	$	50.00	$	60.00		5%
76	GARAGE APARTMENT	$	30.00	$	40.00	$	70.00		3%
77	BOAT HOUSE	$	15.00	$	18.00	$	20.00		3%
78	TRUCK WELL	$	8.00	$	10.00	$	12.00		3%
Code									Depreciation %
79	BROILER ROOM	$	10.00	$	15.00	$	20.00		3%
80	VINYL FENCE L/F	$	30.00	$	32.00	$	34.00		3%

81	RESIDENTIAL ELEVATOR	$ 15,000.00
	GRAVES	$ 25.00
	NICHE (MAUSOLEUM)	$ 50.00

Buildings that do not conform to the Wayne County Appraisers Manual will be priced either through the actual cost found in the area or through the use of Marshall Swift pricing service.

All buildings are not compatible to the appraisal system due to the nature of the materials, quality and/or methods in their construction. A few of the buildings in this category can be coded as auxiliary areas if an appropriate Use Code, Model, and Base Rate are available.

The Unit price schedule, in this manual, is meant to be a guide and the total value of each extra feature/other building will be adjusted as appropriate by the appraiser for depreciation and the current condition of the actual feature or building. Items not included in this manual will be priced either through the actual cost found in the area or through the use of Marshall Swift pricing service.

Personal Property Commonly Associated with Swine and Poultry Operations

Feeders	Drinkers/Waters	Water Lines	Gas and Plumbing
Medicator System	Auger Feed System	Nest System	Egg Collector
Penning & Stalls	Farrowing Crates	Flush Floor System	Recycle System
Loading Chute	Feed Bins	Curtain Machines	Environmental Lighting System
Ventilation Controls & Fans	Heating	Fogging System	Alarm System
Thermostats	Timers	Water Pumps	Generators
Cool Cells (Crude Air Condition)	Winching Equipment		

Swimming Pools

Cost Includes:
- Pump and Filter
- Walk in Steps
- 4’ Concrete Apron on Sides
- 8’ Concrete Apron on Ends
- Diving Board
- Fencing – See Chain Link Fence

Tennis Courts

Cost Includes:
- Concrete/Asphalt Court
- Post
- Net
- Striping
- Fencing – See Chain Link Fence
- For 2 or More Courts Deduct 10%

Contents

DEFINITIONS

FOUNDATIONS

CONTINUOUS FOOTING - A concrete footing poured continuously around the perimeter foundation of a building. Used on buildings that have a crawl space or basement.

EARTH - No concrete footings. Used on buildings constructed on dirt floors with pole type construction.

PIERS - Concrete footings poured under pier locations only.

SPECIAL FOOTING - Any expensive foundation not described in the other four choices. Used mostly on high rise buildings which are taller than four (4) floors.

SPREAD FOOTING - Commercial type footing used with concrete slab floor system.

SUBFLOOR SYSTEM

NONE - No floor system. Used on buildings with dirt or gravel floors.

PLATFORM HEIGHT - A precast deck with precast or steel joist elevated to a loading dock height.

PLYWOOD - Wood joist and plywood sheathing.

SLAB ABOVE GRADE - Concrete slab poured on a built-up surface above ground level.

SLAB ON GRADE - Concrete slab poured on surface at ground level.

STRUCTURAL SLAB - Reinforced slab made to support a high rise building.

WOOD - Wood joist and wood sheathing.

EXTERIOR WALLS

ALUMINUM SIDING - Flat or corrugated aluminum sheets fastened to a wood or metal frame as direct replacement or cover for horizontal wood siding.

ASBESTOS SHINGLE WALL - Refers to asbestos shingle laid over wood frame with sheathing. The principle composition of these shingles is asbestos which is a mineral fiber occurring in long and delicate fibers or fibrous masses. It is incombustible, non-conducting and chemically resistant. Typically, these shingles are hard and brittle in nature with a noticeable grain or texture.

BOARD AND BATTEN ON PLYWOOD WITH STRIPS - Sheeting placed on walls in a vertical position with the joints covered by narrow wooden strips called battens.

BOARD AND BATTEN 12" BOARDS - With 12" boards nailed to sheathing in a vertical position and the joints covered by battens (which are narrow wooden strips). This form of siding is commonly used on small buildings.

CEDAR OR REDWOOD SIDING - Horizontal cedar or redwood lap siding or panel siding normally unfinished or naturally stained which is desirable because of color and maintenance free characteristics. Usually the lap siding has above average excellent type construction.

HARDIPLANK – Siding composed of asbestos-free fiber and cement combined under pressure. This product may come in

boards, sheets, or shingles, and is attached over sheathing. Sheet siding may come ribbed or corrugated.

COMMON BRICK - Brick commonly used for construction purposes; primarily made for buildings and not specially treated for color. They are made from clay or a clay mixture molded into blocks which are then hardened in the sun or baked in a kiln.

COMPOSITION OR WALL BOARD - Refers to composition siding which comes in varied thickness and rolls, and is usually fastened over wood framing by nailing. Can be any of the various man-made materials on wood or metal framing such as "Homosote", or "Cleotex", or other trade name products. These must be treated or painted to withstand weather. Generally inexpensive construction.

CONCRETE OR CINDER BLOCK - The standard concrete or cinder block which can range in size from 8 to 16 inches.

CORRUGATED ASBESTOS - Sometimes called by trade names such as "Transite", this is asbestos manufactured in corrugated sheets which can be fastened to wood or metal framing.

CORRUGATED METAL (LIGHT) - An inexpensive steel or galvanized siding with minimum thickness. This is usually manufactured in sheets which can be fastened to wood or metal framing.

CORRUGATED METAL (HEAVY) - An expensive steel or galvanized siding generally used for commercial construction

FACE BRICK - The better quality of brick such as that used on exposed parts of a building and is usually color treated and finished.

GLASS/THERMOPLANE - A glass sandwich designed for use on exterior walls. Usually tinted and with an aluminum or metal framing system. This normally occurs only on large commercial office buildings.

MASONITE – Highly compressed wood fiber hardboard siding. Siding may come in 6 to 12 inch boards or in sheets.

MODULAR METAL - This refers to the type walls used in mobile homes and commercial construction and other similar prefab metal walls.

PRECAST PANEL - A modular construction material usually with a washed pebble finish. Such panels are pre-cast and brought to the site to be erected. Normally used as the major exterior wall finish, it is most often found on commercial buildings.

PREFINISHED METAL - This refers to the enameled or anodized metal which is commonly used on service stations and other metal, commercial structures.

REINFORCED CONCRETE - Structural frame of concrete which has been reinforced with steel bars and used as exterior walls.

SIDING AVERAGE - Used to describe infrequent or unusual combinations not otherwise described, and reflects average quality material of workmanship.

SIDING MAXIMUM - A mixture of expensive siding or a siding put on in an unusual fashion.

SIDING MINIMUM - Used to describe infrequent or unusual combinations not otherwise described and reflects very low quality materials.

SINGLE SIDING WITH WOOD FRAMING NOT SHEATHING - Denotes inexpensive wood framing without sheathing.

STONE - Refers to various good stone or stone veneers, usually on masonry.

STUCCO ON CONCRETE BLOCK - A wall of concrete block with cement stucco applied to the exterior creating a textured surface.

STUCCO ON TILE OR WOOD FRAME - Tile stucco refers to terra cotta tile with cement stucco applied to the exterior. Wood frame stucco is a type of wall which is formed by applying cement stucco to a framework of wood with wire or wood lath. (Stucco is a coating in which cement is used for covering walls and is put on wet, but when dry it becomes exceedingly hard and durable.

UTILITY BRICK - Utility brick or jumbo brick is normally a 4" brick wall backed with masonry or wood.

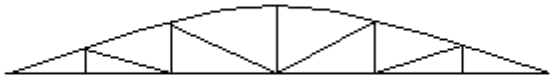
WOOD ON SHEATHING OR PLYWOOD - Wood is either lapped or 4 x 8 panels. Horizontal wood siding which is normally lapped over the sheathing and painted or a wood paneled (plywood) nailed to the sheathing.

WOOD SHINGLE - These are usually cedar or redwood shingles and usually appear on expensive homes; the irregular shaped cedar shakes being the most expensive.

ROOFING STRUCTURE

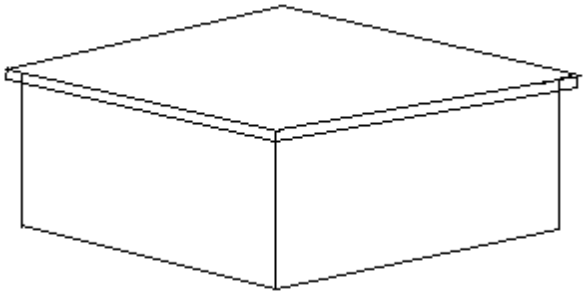
BOWSTRING TRUSS - A large curved truss common to airplane hangars and Quonset huts.

BOWSTRING



FLAT ROOF - A flat roof refers to a structural material which spans a horizontal or nearly horizontal position from wall-to-wall or beam-to-beam.

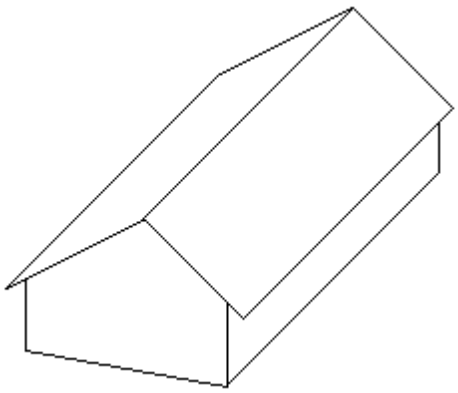
FLAT



ROOFING STRUCTURE, cont.

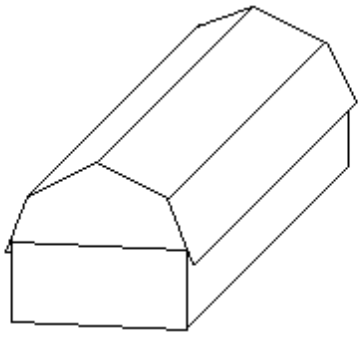
GABLE - A gable roof is pitched (pitch is the slope of the roof) in two directions.

GABLE



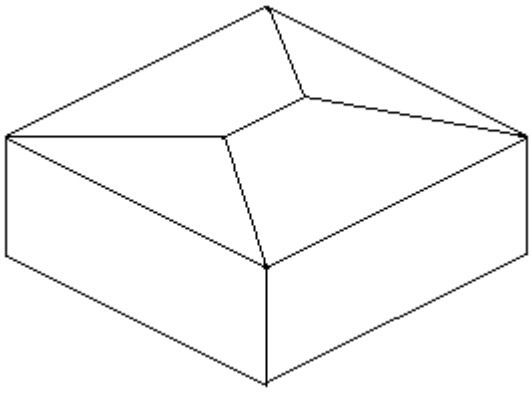
GAMBREL - A type of roof which has its slope broken by an obtuse angle so that the lower slope is steeper than the upper slope; a roof with two pitches such as is common on a barn.

GAMBREL



HIP ROOF - The hip roof is usually pitched in four directions.

HIP

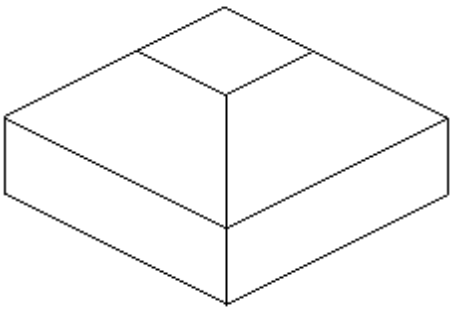


ROOFING STRUCTURE, cont.

IRREGULAR ROOF - Any of a variety of unusual slopes which do not have the same rise per foot run throughout.

MANSARD - A roof with two slopes on all four sides; the lower slope very steep, the upper slope almost flat.

MANSARD



PRESTRESSED CONCRETE - Roofs which are made up of concrete which has been made up elsewhere, prestressed, and erected in place with cranes. Prestressing makes it possible to use less steel and usually less bulky than reinforcing.

REINFORCED CONCRETE ROOF - Roof framing where concrete is formed and poured in place with a system of steel rods or mesh for absorbing tensile and shearing stresses. Roof framing of this type has been formed and poured on the ground, and, through a system of hydraulic jacks, raised to proper position.

RIGID FRAME WITH BAR JOIST - Bar joists are fabricated steel open trusses which have been set close together, and serve as roof beams or ceiling joists. The span of these is limited due to their lightness and depth. Bar joists limit roof shape to flat or shed and is to be used in place of flat or shed roofs on commercial buildings with medium spans.

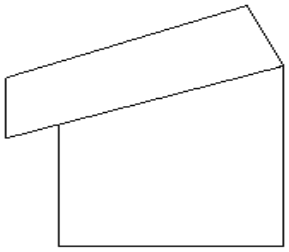
SAW TOOTH ROOF - A roof which is formed of a number of trusses having unequal slopes. When viewed from the end, such a roof presents a serrated profile similar to the teeth of a saw.

SAWTOOTH

ROOFING STRUCTURE, cont.

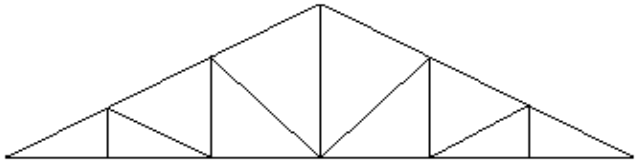
SHED ROOF - Similar to Flat roof except that it has a noted slope in one direction.

SHED



STEEL FRAME OR TRUSS - A truss made up of various shapes of steel members either bolted or welded together and which can, due to strength of steel and depth of truss, cover large spans in either flat, shed, hip, gable, mansard, or gambrel shapes and is to be used on commercial buildings with heavy loads or wide spans in place of flat, shed, gable, hip, mansard or gambrel shapes.

STEEL TRUSS



WOOD TRUSS - This is made up of various size lumber or timber such as beams, bars, and ties, usually arranged in triangular units to form a rigid framework and may be flat, shed or pitched. Spans are limited due to the strength of the material. This is to be used in place of the flat or shed on commercial buildings with limited spans.

ROOFING COVER

ASBESTOS SHINGLE - Shingles made of rigid, fireproof asbestos products which come in individual shingles and are fastened down in the same manner as wood or composition.

ASPHALT OR COMPOSITION SHINGLE - Refers to shingles made from asbestos felt saturated with asphalt. These are pliable shingles which are fastened down by mailing to some type of sheathing.

BUILT UP TAR AND GRAVEL - Gravel embedded in tar is hot mopped over various types of composition concrete, metal or gypsum roofing. This product requires a very low pitched or flat roof shape. Built up refers to the building up of waterproof layers with the mopped tar.

CEDAR SHAKES - Comes in random widths, lengths and very expensive.

CEMENT FIBER SHINGLES – Shingles composed of asbestos-free fiber and cement combined under pressure.

CLAY OR BERMUDA TILE - Clay tile is usually a half-round clay product which has been kiln baked to a hardness which gives a wearing surface that needs no paint. Bermuda roofing is formed from light weight cement and or gypsum products to give the appearance of a heavy, wide lapped roof.

CONCRETE TILE - A cement product in either flat or half-round form which is laid over a built-up surface and painted.

CORRUGATED ASBESTOS - This is asbestos manufactured in sheets which can be fastened to either wood or metal.

ENAMEL STAINLESS SHINGLE - This refers to metal shingles with an enamel coating. This type of shingle is usually

predrilled and fastened down by nailing to some type of sheathing on strips.

MINIMUM ROOFING, CORRUGATED OR SHEET METAL - Sheet metal is either flat, corrugated or V-crimp metal of either aluminum or steel products, and is fastened over wood or steel framing.

METAL PRE-FINISHED – Metal roofing that comes in sheets or shingles and has a baked on paint finish.

ROLLED OR BUILT-UP COMPOSITION - A roofing consisting of asbestos felt saturated with asphalt and assembled with asphalt cement, which comes in rolls and is fastened down to a wood, composition or gypsum decking with tar and nails.

RUBBERIZED - All of the new lines of rubber, composition or plastic roofing materials used on flat roof surfaces.

SLATE - Shingles made of slate fastened down to sheathing or strips.

WOOD SHINGLE - These are usually cedar or redwood shingles and usually appear on expensive homes.

INTERIOR WALL CONSTRUCTION

DRYWALL - A sandwich of plaster with paper surfaces normally available in 4' x 8' sheets which are cut to fit. It is fastened to studding or furring strips, and requires a seal where joints occur, and only paint as finish. It has become popular due to ease of installation and also to the fact that no plastering, as such, is necessary.

MASONRY INTERIOR WALL - Normally exterior walls which serve as an interior wall face usually of brick or block material which are usually unfinished although they may be painted.

PLASTERED - This refers to all plaster on lath interior walls.

PLYWOOD PANEL - These are mostly inexpensive 4' x 8' plywood panels which are decorative in nature and characteristically a veneer.

WALL BOARD OR WOOD WALL - Wall boards come in many marks or trade names, but all are made up of a composition of materials to form boards which are usually 4' x 8' in size. These are treated paper such as "Celotex", plaster boards, or other paper products pressed together.

CUSTOM - Very high grade plywood veneers or solid hardwoods in tongue and groove which are used as interior finish. Very high grade of wall paper or very high grade moldings, trims, doors or any combination which creates an expensive interior finish.

INTERIOR FLOORING

ASPHALT TILE - This applies to the various composition tile that are laid over wood or concrete floors, and includes the concrete or wood.

CARPET - Carpeting is the floor finish where the base is prepared and the carpet acts as the finish, and includes the underlay. Carpet is fastened to the floor.

CERAMIC CLAY TILE - Refers to ceramic or baked clay tile set in grout or concrete.

CONCRETE TAPERED - Same as finished concrete except tapered for special purpose uses such as food processing.

CONCRETE FINISHED - A floor finish where the concrete is troweled or a hardener applied with no other floor covering.

CORD OR VINYL TILE - All types of solid vinyl or cork tile.

HARDWOOD - A layer of hard wood usually over subflooring.

LAMINATE – A multi-layer synthetic flooring product, fused together to simulate wood.

PARQUET - Refers to a wearing surface made up of small pieces of hardwood set in patterns or designs over a subflooring. Can also be made up in blocks and laid in mastic over concrete.

PINE OR SOFT WOODS - Floor finish of pine or other similar soft woods.

PLYWOOD, LINOLEUM - A single layer of light wood, usually of small thickness laid on floor joists; a composition material known as linoleum, which comes in sheets or tiles and is used as a floor covering.

PRECAST CONCRETE - Applies in this case to either prestressed or poured concrete floors which are suspended as in multi-story commercial buildings.

QUARRY OR HARD TILE - Refers to tiles which are machine made and unglazed.

RUBBER/CORK – Flooring produced from recycled rubber and cork, which is resilient, flexible, anti-slip, and impact absorptive.

SHEET VINYL - A smooth, seamless floor covering material, manufactured with a resilient backing usually to either concrete or wood subflooring.

SLATE FLOOR - Refers to cut or random broken slate set in grout over concrete.

TERRAZZO EPOXY STRIP - A ground and polished terrazzo where metal strips with a finite modular spacing are incorporated in the poured terrazzo.

TERRAZZO MONOLITHIC - A ground and polished floor finish of terrazzo bed without joints or strips.

VINYL ASBESTOS - A tough, strong, noncrystalline, thermoplastic tile.

HEATING FUEL

ELECTRIC - Electrical

GAS - Natural or manufactured gas

OIL - Oil fired

SOLAR - Use of sun's radiation to heat

HEATING TYPE

BASEBOARD - Electric heat which radiates from baseboard heating units mounted in each room and usually controlled in each room.

FORCED AIR (DUCTED) - A central type heating system that provides for the distribution of the air through ducts or conduits to the various parts of the building.

FORCED AIR (NOT DUCTED) - A heating element and fan and/or blower enclosed in a common housing for circulating the heated air but no ducted distribution system.

HEAT PUMP - A reverse cycle refrigeration unit which can be used for heating or cooling.

HEAT PUMP LOOP SYSTEM – A reverse cycle refrigeration unit, which can be used for heating and cooling and is ducted throughout the structure. The unit uses water looped through the ground or well to extract heating or cooling.

RADIANT FLOOR/CEILING - A heating system which heats a room only by use of the floor, ceiling or walls as heating panels. Most contemporary radiant-heating systems have extensive pipe coils in the floor structure or in the walls and ceilings which are to be used as heating panels.

HOT WATER - A heating system which circulates hot water through baseboard units in each room (usually residential).

DIRECT STEAM HEAT - This heating system uses radiators in the rooms to be heated; the steam or vapor being delivered from boiler to radiators through one of several arrangements of piping. The one-pipe gravity vapor system is used for larger installations.

AIR CONDITIONING TYPE

CENTRAL - Refers to a central cooling system with duct work, thermostats and forced cold air.

CHILLED WATER - Usually a commercial air conditioning system utilizing a cooling tower as a heat exchanger and associated compressors with ducting.

PACKAGED ROOF TOP - Usually found in commercial buildings. The air conditioning unit is located on the roof of the property.

WALL UNIT – A unit built into the wall or as part of a wall unit heat pump.

QUALITY ADJUSTMENT

MINIMUM ALL GRADES - To be used on the lowest quality of construction in use. These buildings were built before building codes were established. Building materials are sub-standard and many components are nonexistent. Appliances and fixtures are of minimum quality or nonexistent. Interior and exterior finish is very plain with very little attention given to detail. Design is primarily for functional use and little else.

BELOW AVERAGE ALL GRADES - To be used on construction which is not quite average. These buildings are built to conform to the very minimum building codes or are frequently mass produced or modular homes. Interior finish and exterior ornamentation are plain with few refinements. Building materials, appliances and fixtures are below average.

AVERAGE ALL GRADES - To be used on average construction as prevalent and general throughout the particular county. These buildings are built slightly above the building codes and are built of average quality materials. Appliances and fixtures are of average quality stock items with no luxury items.

ABOVE AVERAGE ALL GRADES - To be used on construction which is slightly above average. Above average buildings will have many components which are average as well as many which are above average. Many of the materials used will be of better than average quality as will some of the appliances and fixtures. Some luxury items may be present and generally exceed building codes for local governments and lending institutions.

ABOVE AVERAGE/CUSTOM ALL GRADES - To be used on construction that is truly above average. These homes are usually individually designed and decorated. Most all materials used are top quality. Much attention has been given to interior refinements and detail. Luxury items will be present and usually custom built by individuals.

EXCELLENT ALL GRADES - To be used on the best quality of construction. Excellent quality buildings will be custom or architecturally designed and have much ornamentation and special design. Most materials used will be of top quality and items not accounted for in the point system such as appliances, lighting, fixtures, wiring, bathroom fixtures, etc.,

will be of top quality. Many luxury items will be present such as central vacuum systems, intercom systems, hot tubs, spas, saunas, etc. Attention to detail and finish work as well as good quality building materials are incorporated in this grade of home.

DEPRECIATION

ACTUAL YEAR BUILT - The last two digits of the Actual Year Built. To be used if the actual year built can be determined and the same as the Effective Year if the Actual Year Built cannot be determined. Zero filled if built before 1900.

EFFECTIVE YEAR BUILT - To be used to adjust the age of an improvement when extensive remodeling has taken place or to reflect a slower depreciation in an area.

ECONOMIC OBSOLESCENCE - A percentage to be added to the normal depreciation to account for increased depreciation due to the impairment of desirability or useful life of the property from an external factor such as changes in the neighborhood.

FUNCTIONAL OBSOLESCENCE - A percentage to be added to the normal depreciation to account for increased depreciation due to the impairment of desirability or usefulness brought about by changes in design, art or construction techniques and including zoning over present use.

SPECIAL CONDITION CODE –

UC	-	Under construction
PD	-	Physically damaged
AP	-	Abnormal Physical Depreciation
TE	-	Temporary Economic
RV	-	Residual Value

PERCENT CONDITION - The actual total percent condition of the improvement after depreciation reflected by one of the Special Condition Codes. NOTE: To use the Percent Condition, one of the Special Condition Codes must be used. Also, care must be taken in the use of these codes as they will override the depreciation developed from the normal depreciation, economic obsolescence and functional obsolescence.

SHAPE/DESIGN FACTOR

The Shape/Design Factor may be used in two ways: 1) as a shape factor which will describe the number of turns in the roof and perimeter of the buildings; or, 2) as a design factor which will work as a supplement to the quality adjustment when the market indicates that added value is needed. Codes 1-4 pertain to shape. Codes 5-9 pertain to market design.

Code	Factor	Type
1	1.00	Market Factor 1
2	1.02	Market Factor 2
3	1.04	Market Factor 3
4	1.06	Market Factor 4
5	1.10	Market Design 5
6	1.15	Market Design 6
7	1.20	Market Design 7
8	.90	Market Design 8
9	.80	Market Design 9
11	.95	Market Design 11
12	1.05	Market Design 12

BATHS OR RESTROOMS

NUMBER OF BATHROOMS - The total number of bathrooms in the building. A full bath consists of a bath or shower, bowl

and basin. A half bath is any lesser combination having a bowl and one other feature.

NUMBER OF FIXTURES - Models 04, 05, 06, and 07 require that the total number of bathroom fixtures for the entire building be entered.

MISCELLANEOUS

NUMBER OF BEDROOMS - Check the appropriate number of bedrooms for single family homes.

NUMBER OF SINGLE FAMILY RESIDENTIAL STORIES - Check the appropriate number of stories for single family homes.

FIREPLACES -

01	None.
02	Prefab outlet and stack.
03	One story single stack with one outlet.
04	Two story single stack or a double fireplace outlet with a single story stack.
05	Two or more fireplaces.
06	Massive: A large hearth and stack with stone or brick usually wider than six feet.
07	Two or more massive fireplaces.

COMMERCIAL HEATING & AIR CONDITIONING

HEATING & AIR CONDITIONING PACKAGE - Provides for heating and cooling together. The distribution of the air is provided through ducts or conduit leading from the unit to the various parts of the building. The source of supply normally is a single reverse cycle unit.

HEATING & AIR CONDITIONING SPLIT - A system which provided for both the heating and cooling of the building. This distribution system includes ducts for distributing the air to the rooms. The source of supply is normally two separate units; one for heating and one for cooling.

CONDO/COOP

FLOOR - The floor level the subject unit is on.

LOCATION - Use the following two digit codes:

CN:	Corner, no view
CV:	Corner, with view
NV:	No corner, with view
NN:	No corner, no view

NUMBER OF UNITS - The total number of units in the condominium or cooperative.

CONDO/COOP, cont.

LAND TYPE - Use the following two digit codes:

	Urban	Suburban	Rural
Non waterfront	01	11	21
River Front	03	13	23
Lake Front	04	14	24

OWNERSHIP % - The percentage of common land, recreational building, golf privileges, etc. which are available to the unit owner.

STRUCTURAL FRAME

FIREPROOF STEEL - A steel structural frame which has been encased in fire resistive material.

MASONRY - Structural frame of stone, brick, cement, concrete, etc., which is not reinforced.

PREFAB - Light-weight steel frame used mostly in pre-manufactured buildings.

REINFORCED CONCRETE - Structural frame of concrete which has been reinforced with steel bars.

SPECIAL - Used where the structural frame is more cost due to complicated combinations or uses of any of the structural frames.

STEEL - Structural frame of steel.

WOOD FRAME - Wooden structural frame supporting the floors, walls, roofs and partitions.

CEILING AND INSULATION QUALITY

CEILING INSULATED ONLY

1 Suspended Acoustical Ceilings
5 Non-suspended Ceilings
9 No finished Ceiling

WALLS INSULATED ONLY

2 Suspended Acoustical Ceilings
6 Non-suspended Ceilings
10 No Finished Ceiling

CEILING AND WALLS INSULATED

3 Suspended Acoustical Ceilings
7 Non-suspended Ceilings
11 No Finished Ceiling

CEILING AND INSULATION QUALITY, CONT.

NO INSULATION

4 Suspended Acoustical Ceilings
8 Non-suspended Ceilings
12 No Finished Ceiling

AVERAGE NUMBER OF ROOMS PER FLOOR - For commercial buildings, determine the average number of rooms per floor and enter here. A room is defined as any area having three or more sides in the form of walls reaching to the ceiling of the room. Enter as 01, 02, etc.

ESTIMATED PERCENT COMMON WALL - Estimate the percentage of shared wall to the nearest 5% based upon the perimeter of the wall.

NONSTANDARD WALL HEIGHT - Record the height in feet of all non-single-family residential walls in excess of 10 feet in height. The height of the base area only is to be recorded.

Classifications of Real -VS- Personal Property

In general, machinery and equipment used primarily as part of a manufacturing process (process equipment) is valued as Personal Property.

Item	Real	Personal
Above ground pools (decking only)	XX	
Acoustical fire resistant drapes & curtains		XX
Air conditioning- built in or central	XX	
Air conditioning- window units, package units, including data processing rooms and manufacturing processing		XX
Airplanes		XX
Asphalt plants- batch mix, moveable, etc.		XX
Auto exhaust systems- flexible tube types		XX
Auto exhaust system- built in floor or ceiling	XX	
Automated Teller Machines		XX
Bar and bar equipment		XX
Boat and motors- All		XX
Boiler- primarily for process		XX
Boiler- for service of building	XX	
Bowling alley lanes		XX
Bulk tobacco barns		XX
Burglar alarms		XX
Canopies	XX	
Car wash- all equipment		XX
Chairs		XX
Cold Storage- built in cold storage rooms	XX	
Cold Storage- refrigeration equipment		XX
Compressed air systems		XX
Computer- all		XX
Concrete plant- electronic mixing, conveyors, tanks, etc.		XX
Construction and grading equipment		XX
Control systems- electronic		XX
Conveyor systems		XX
Coolers (walk in)- prefab, portable		XX
Coolers (walk in)- permanent		XX
Cooling towers- primary use in manufacturing		XX
Cooling towers- primary use for building	XX	
Cooking equipment- restaurants, etc.		XX
Item	**Real**	**Personal**

Cranes- (tower) and bridge cranes (overhead, gantry, jib, monorail)		XX
Dairy processing plants- all process items		XX
Data processing equipment- all items		XX
Desks- all		XX
Diagnostic center equipment (automotive)		XX
Dock levelers		XX
Drinking fountains		XX
Drive-thru Windows		XX
Drying systems (special heating in process systems		XX
Dumpsters		XX
Dust catchers, control systems, etc.		XX
Electronic control systems (weighing, mixing, etc.)		XX
Elevator/Escalator	XX	
Fans- freestanding		XX
Farm equipment- all		XX
Fencing inside		XX
Fencing outside	XX	
Fire alarm system		XX
Floor, computer room		XX
Foundation for machinery and equipment		XX
Furnaces- steel mill process, foundry, etc.		XX
Furniture and fixtures		XX
Golf Carts		XX
Golf Course and Improvements	XX	
Grain bins (commercial)	XX	
Grain bins (farm)		XX
Greenhouses- if permanently affixed	XX	
Greenhouses, heating systems, etc.		XX
Hangars (aircraft)	XX	
Heating systems, process		XX
Hog house equipment- excluding walls, floors, ceiling, and roof		XX
Hoppers- meta bin type		XX
Hospital systems- oxygen, public address, emergency electric, closed TV call system, autoclave, etc.		XX
Hot air balloons, blimps		XX
Hot tubs		XX
Hotel/Motel furniture and fixtures		XX
Humidifiers process		XX
Item	**Real**	**Personal**
Ice machines		XX

Incinerators- movable, metal type		XX
Industrial piping, process		XX
Inventories		XX
Irrigation equipment		XX
Kilns- metal tunnel, movable		XX
Kilns heating system		XX
Kiosks (Indoor/Outdoor)		XX
Laboratory equipment		XX
Leased equipment- lessor or lessee possession		XX
Leasehold improvements- owner and/or lessee	XX	XX
Lifts- other than elevator		XX
Lighting- yard lighting	XX	
Machinery and equipment		XX
Milk handling- milk, cooling, piping storage		XX
Mobile Homes- singlewides (excluding additions), Doublewides, doublewide leaseholds	CHAPTER 11	
Newspaper stands, dispensers		XX
Night Depository		XX
Office equipment- all		XX
Office supplies		XX
Oil company equipment- pumps, supplies, etc.		XX
Ovens- food processing		XX
Package and labeling equipment		XX
Paint spray booths		XX
Piping systems- process piping		XX
Playground equipment		XX
Pneumatic tube systems		XX
Pools- In ground swimming	XX	
Portable buildings		XX
Poultry house equipment- excluding walls, floors, ceiling, roof		XX
Power generator system (auxiliary, emergency, etc.		XX
Professional Libraries		XX
Public address system (intercom, music, etc.)		XX
Railroad sidings (other than railroad owned)	XX	
Refrigeration system- compressors etc.		XX
Repairs- building	XX	
Repairs- Equipment		XX
Item	**Real**	**Personal**
Restaurant equipment		XX
Rock crusher		XX

Scales (truck/weigh station)		XX
Scale houses (unless portable)	XX	
Screen, movie- indoor		XX
Seats- theatre		XX
Service station equipment- pumps, tanks, lifts		XX
Shelving		XX
Silos (tower, concrete stave, bunker)	XX	
Spare Parts- list as supplies		XX
Software- capitalized		XX
Sound projection equipment		XX
Sound system		XX
Speakers (at drive-ins) all types		XX
Spray booths (unless built-in)		XX
Sprinkler system- fire protection	XX	
Switchboard (motel, etc.)		XX
Tanks- if permanently affixed to structure, etc. (e.g. bulk plant)	XX	
Tanks- manufacturing, process, etc.		XX
Tanks- service station underground gasoline		XX
Telephone system- private		XX
Towers- TV, radio, CATV, 2 way radio, etc.		XX
Towers- microwave and equipment, cell		XX
Transformer banks		XX
Tunnels- unless part of process system	XX	
Upgrades to equipment		XX
Utility system- (other than in state assessed utilities, and other than central heating and cooling for buildings, etc. e.g. motel owned switchboard system, private railroad sidings, private water systems, emergency power generating equipment, etc.)		XX
Utility system-building for private system	XX	
Vacuum system process		XX
Vaults	XX	
Vault doors		XX
Vending Machines		XX
Vent fans- freestanding		XX
Ventilation system- building		XX
Ventilation system- manufacturing, process, etc.		XX
Walk-in coolers portable or prefab		XX
Item	**Real**	**Personal**
Walls- partitions, portable		XX
Water lines- for process above or below		XX
Water tanks, process equipment		XX

Water coolers- electric		XX
Wells- pumps, motors, equipment		XX
Wiring- power for machinery and equipment		XX

General Commercial & Industrial Schedule – Explanation of Properties

Group I

Apartments & Townhouses	Dwelling units containing 4 or more units, two stories in height containing kitchen facilities.
Condominiums	Name describes a type of ownership only.

Group II

Mobile Homes	Majority of these units will be classified as personal property. All mobile homes listed as real property (as defined by the Tax Administrator's Office) shall be priced from the Mobile Home Schedule.
Bowling Alleys	Includes electrical and plumbing connections, snack bar and seating area, and some interior offices.
Discount Stores	Normally quite large with spacious open areas with some partitions for storage and offices.
Retail Stores	All buildings with design features for retail sales and display, normally having decorative or display fronts. Will include one or more level of commercial structures designed for general occupancy.
Service Stations	"Excellent" Grade – Brick or equal structure with good plumbing fixtures, garage doors, excellent workmanship with ample attention to detail with 12' to 14' height. "Above Average" Grade – Brick or porcelain steel, good to adequate plumbing, sectional doors, good workmanship. Typical of what oil companies build today with 12' to 13' height. "Average" Grade – Steel or equal with painted walls, low cost, low cost commercial plumbing, little overhang with 10' to 11' height. This is typical of current, lower quality oil company construction. "Below Average" Grade – Painted steel walls, inexpensive plumbing, little or no overhang, 9' to 10' height. Typical older localized station. "Minimum" Grade – Wood or equal. Cheap plumbing, little lighting.

Beauty/Barber Shops	Includes electrical and plumbing. Does not include cabinets.
Laundromats	Includes electrical and plumbing for operation. Special design for washers and dryers or dry cleaning machines.
Supermarkets	Normally are retail food sales with some other merchandise. Costs include built-in refrigerated rooms or machines, usually with ancillary cooling equipment. Costs do not include display equipment or fixtures.
Convenience Stores	Generally will be same as supermarkets.
Group III	
Rest Homes	Generally will be single story dormitory type construction. Therapy and exercise rooms are included, but not surgical or treatment facilities.
Armories	Generally will be heavy construction, few partitions and constructed for military training.
Classroom Buildings	Cost includes some bookshelves, cabinets, blackboards, and numerous interior partitions.
Gymnasiums	Cost include some office space, shower facilities, and all built-in equipment except lockers and seating.
Fire Stations	Construction includes some kitchen facilities, sleeping quarters, and vehicle storages.
Dormitories	Generally will resemble apartment type construction, including dining facilities and lounge.
Hotels	Costs include dining room and kitchen, lounge and lobby areas. Will be separate sleeping rooms with 3 or more floors.
Restaurants	Special purpose buildings designed for preparation and sale of food and beverages. Costs include plumbing, electrical. Fast food beverages are included in this group. No kitchen equipment included.
Libraries	Single purpose building, cost includes shelving.
Country Clubs	Costs include locker rooms, small kitchen facilities, dining areas, etc. mainly designed for entertainment and recreation.
Fraternal Building	Generally will have kitchen, dining, meeting, office and game rooms.

Group IV

Apartments, Flats	Will be priced in the same manner as a single family residence.
Department Stores	Will be structures of 2 or more levels divided into separate sales areas, usually located in downtown or shopping centers.
Cafeterias	Will be priced similar to restaurants, usually in a lower grade.
Motels	Are constructed with separate sleeping areas. Cost generally includes meeting rooms, lobby, office area, restaurant, etc. Building will be 1 to 3 levels.
Offices	Structures that are specifically designed for commercial use divided in relatively small sections.
Duplexes/Triplexes	Will generally be the same as apartments.

Group V

Funeral Homes	Contains work areas and laboratories. Usually will have sleeping and living areas also.
Auditoriums	Designed for visual/noise presentations usually seating large groups. Costs Includes stage or floor areas, and large open areas, but no seats.
Churches	Normally will contain special lighting, some stained glass, plumbing, and some kitchen facilities.
Theaters	Contains stage area, partitions, soundproofing, lighting and plumbing.

Group VI

Radio/TV Stations	Construction will be heavy wiring and conduit used in operation, plumbing, and heating. Broadcasting equipment is not included in costs.
Medical Offices	Designed for out-patient and examinations for medical/dental services with office space.
Laboratories	Heavy concentration of wiring, sprinklers, plumbing, and safety features included in construction.
Convalescent Homes	Resembles rest homes with considerable plumbing and wiring and office equipment.

Banks	Will be building constructed and designed as a bank, including saving and loan, etc. Costs include vaults, but not safe deposit boxes, vault doors or equipment. Night deposits, drive up windows, and security systems are not included.
Government Buildings	Courthouses, City Offices, etc.

Group VII

Hanger Buildings	Normally are designed for aircraft storage or service areas, with limited or no office space.
Loft Buildings	Will be industrial type buildings with display areas and moderate interior partitions.
Service Garages	Constructed for repair and service work on vehicles.
Auto Show Rooms	Construction includes showroom, sales and service areas and garage space.
Car Wash	Will consist of two – coin operated and automatic washes. Prices do not include equipment.
Industrial	Specifically constructed for manufacturing. Cost included small office area, power to buildings, industrial drain lines and sewer lines. Costs do not include power wiring or industrial piping to equipment in plant.
Warehouse	Primarily constructed as storage. Cost included small office area, limited lighting, electrical and plumbing.
Shipping Docks	Includes heavy wood frame or equal, heavy duty floor and supports, lighting and minimum plumbing.
Rigid Steel Frame	Will be pre-fabricated galvanized steel structures, few windows and doors, on concrete footings.

Group VIII

Hospitals	Special purpose buildings designed for medical treatment.

Research and Development Resembles laboratory with heavy emphasis on electrical, plumbing, and super adequate construction for safety to occupants.

BASIC SPECIFICATIONS

G.S. 105-273(13) Effective July 1, 2008 "Real Property," "real estate" and "land" mean not only land itself, but also buildings, structures, improvements and permanent fixtures on the land and all rights and privileges belonging or in any way appertaining to the property. These terms also mean a manufactured home as defined in G.S. 143-143.9(6) if it is a residential structure; has the moving hitch, wheels, and axles removed; and is placed upon a permanent foundation on the land owned by the owner of the manufactured home or on land in which the owner of the manufactured home has a leasehold interest pursuant to a lease with a primary term of at least 20 years for the real property on which the manufactured home is affixed and where the lease expressly provides for disposition of the manufactured home upon termination of the lease. A manufactured home as defined in G.S. 143-143.9(6) that does not meet all of these conditions is considered tangible personal property.

G.S. 143-143.9(6) "Manufactured home" or "Mobile home" means a structure, transportable in one or more sections, which, in traveling mode, is eight feet or more in width or is 40 feet or more in length, or when erected on site is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein.

All manufactured homes, which meet the four requirements, are real:

1. It must be a residential unit.
2. It must have the moving hitch, wheels and axles removed.
3. It must be placed on a permanent foundation
4. It must be located on land owned by the owner of the unit

Note: A manufactured home that does not meet these conditions is considered tangible personal property.
If it has commercial use it is personal property.
The only foundation required by the building code for a manufactured home is footings and piers. The footings are either of poured concrete type or a pre-cast solid concrete pad.

Modular homes are built under North Carolina Building Code just like site built homes and should be assessed as real property. Even those that may be on the land of someone other than the owner of the home should be considered real property.

WAYNE COUNTY, NC

2025 LAND USE SCHEDULE

2025 USE-VALUE MANUAL FOR AGRICULTURAL, HORTICULTURAL AND FORESTLAND-WAYNE COUNTY, NC

NORTH CAROLINA

DEFINITIONS OF CLASSIFICATIONS

105-277.2 Agricultural, Horticultural and Forestland - Definitions

For the purposes of G.S. 105-277.3 through 105.277.7 the following definitions shall apply:

(1) "Agricultural land" means land that is part of a farm unit that is actively engaged in the commercial production or growing of crops, plants, or animals under a sound management program. For the purpose of this definition, the commercial production or growing of animals includes the rearing, feeding, training, caring, and managing of horses. Agricultural land includes woodland and wasteland that is part of the farm unit, but the woodland and wasteland included in the unit must be appraised under the use-value schedules as woodland or wasteland. A farm unit may consist of more than one tract of agricultural land, but at least one of the tracts must meet the requirements in G.S. 105-277.3(a)(1), and each tract must be under a sound management program.

(2) "Forestland" means land that is part of a forest unit that is actively engaged in the commercial growing of trees under a sound management program. Forestland includes wasteland that is part of the forest unit, but the wasteland included in the unit must be appraised under the use-value schedules as wasteland. A forest unit may consist of more than one tract of forestland, but at least one of the tracts must meet the requirements in G.S. 105-277.3(a)(3), and each tract must be under a sound management program.

(3) "Horticultural land" means land that is part of a horticultural unit that is actively engaged in the commercial production or growing of fruits or vegetables or nursery or floral products under a sound management program. Horticultural land includes woodland and wasteland that is part of the horticultural unit, but the woodland and wasteland included in the unit must be appraised under the use-value schedules as woodland or wasteland. A horticultural unit may consist of more than one tract of horticultural land, but at least one of the tracts must meet the requirements in G.S. 105-277.3(a)(2), and each tract must be under a sound management program. If the horticulture land includes less than 20 acres of woodland, then the woodland portion is not required to be under a sound management program. Also, woodland is not required to be under a sound management program if it is determined that the highest and best use of the woodland is to diminish wind erosion of adjacent horticultural land or protect water quality of adjacent horticultural land. Land used to grow horticultural crop on a rotating basis or where the horticultural crop is set out or planted and harvested within one growing season, may be treated as agricultural land as described in subdivision (1) of this section when there is determined to be no significant difference in the cash rental rates for the land.

LAND USE SCHEDULE MODEL 05

USE CODE		LAND TYPE			SOIL TYPE	APPRAISED VALUE
MKT	FARM	MARKET	FARM		CLASS	PER ACRE
5111	5110	OPEN-G-P	AGRI	1	1	1200.00
5121	5120	OPEN-G-D	AGRI	1	1	1200.00
5131	5130	OPEN-G-R-	AGRI	1	1	1200.00
5211	5210	OPEN-A-P	AGRI	11	2	895.00
5221	5220	OPEN-A-D	AGRI	11	2	895.00
5231	5230	OPEN-A-R	AGRI	11	2	895.00
5311	5310	OPEN-P-P	AGRI	111	3	670.00
5321	5320	OPEN-P-D	AGRI	111	3	670.00
5331	5330	OPEN-P-R	AGRI	111	3	670.00
5411	5410	PASTURE-P	AGRI	I	1	1200.00
5421	5420	PASTURE-D	AGRI	II	2	895.00
5431	5430	PASTURE-R	AGRI	III	3	670.00
6011	6110	WOOD-G-P	FRST	1	1 & 2	340.00
6021	6120	WOOD-G-D	FRST	1	1 & 2	340.00
6031	6130	WOOD-G-R	FRST	1	1 & 2	340.00
6111	6210	WOOD-A-P	FRST	11	3 & 4	255.00
6121	6220	WOOD-A-D	FRST	11	3 & 4	255.00
6131	6230	WOOD-A-R	FRST	11	3 & 4	255.00
6211	6310	WOOD-P-P	FRST	111	4 & 5	220.00
6221	6320	WOOD-P-D	FRST	111	4 & 5	220.00
6231	6330	WOOD-P-R	FRST	111	4 & 5	220.00
5711	6610	WASTE LD.	WASTE LD.		6	40.00

USE VALUE ON IMPROVED BUILDING SITES WILL BE THE SAME AS MARKET VALUE.