DAVIE COUNTY 2021 APPRAISAL MANUAL

INSTRUMENT COMPLETION

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 correctly, 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 to the data collectors 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 data collectors:

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 data collector 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 visuals 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 data collector 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 data collectors work with the individual explaining any errors. A general class with the data collectors 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
PARCEL NUMBER

```
MAP    BLOCK    LOT    INT   C/C
[   ]   [    ]   [   ]  [  ]  [  ]
```

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. The space for the parcel number appears at the top of the field data collection instrument on both sides. The parcel number must be filled in on the form.

CARD NUMBER

```
CARD
[      ]
```

Also included with the parcel number is the CARD NUMBER. This field is REQUIRED and must always be completed. Each appraisal card must be sequentially numbered within each parcel. That is, if a single parcel (ownership) has, let us say, three buildings, it would require three appraisal cards to be completed - one card per building. They would all have the same PARCEL NUMBER but would have card number 1, 2 and 3.

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 works with the NAL file and is used by the appraiser to explain a change in the assessed value of a particular parcel of property. This may be blank or numeric 01-99. New notice codes may be found at the end of this chapter.
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. Valid improvement use codes and a list of the valid mathematical model codes can be found at the end of this chapter. The number is a four digit entry composed of the following two fields - use and model.

BUILDING NAME
[   ]

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

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

Card Notes:

Four lines of notes are available. Only particularly relevant data is to be entered here.   Entry is freeform each line may contain a maximum of 25 alpha numeric characters.

OWNERS NAME/ACCOUNT NUMBER

OWNER   [   ]   [   ]

This field contains the property owner's name and account number. The first field is for the owner's name. You may enter up to thirty-one characters. The second field is for the account number. You may enter up to eleven characters.

TOWNSHIP

TWP   [   ]

Enter the Township number. This is an optional two digit numeric field.

CITY

CITY   [   ]

Enter the city code. This is an optional two digit numeric field.

EXEMPT CODE

EX   [ ]

Enter the Exempt code. This is an optional one digit numeric field.

ACCOUNT TYPE

ACCT TP   [   ]

Enter the Account Type. This is an optional two digit field.

ADDRESS

HSE # UNIT # DR   STREET   TY

[   ] [   ] [ ]   [   ]   [ ]

The property address is a 40 character alpha-numeric field that is treated as notes, i.e. it is not edited into the system. It is not mandatory that it be completed unless the specification sheet for the county so indicates. A typical use for this is to help in locating the parcel on subsequent field trips so the address should have meaning in this regard. "SR" should be used for rural state roads and "NC" for main North Carolina highways.

The examples below indicate the correct coding for direction. Example one indicates the correct way for coding only one direction, i.e. north, south, east or west. Example two indicates the correct way for coding a combination direction, i.e. northeast, southwest, etc.

HSE #	UNIT #	DR	STREET	TY
[000252]	[A]	[N]	[MAIN]	[ST]
HSE #	UNIT #	DR	STREET	TY
[011420]	[110]	[NE]	[MOREHEAD]	[AV]

The street type (TY) is edited for consistency. The appropriate codes can be found at the end of this chapter.

V = Vacant. The sale was for an unimproved parcel at time of sale.
I = Improved. The sale was for an improved parcel at time of sale.

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

IF THE SALE IS A FAMILY SALE, A DISTRESS SALE, INCLUDES PERSONAL PROPERTY, OR HAS SPECIAL TERMS, ETC. enter as unqualified sale.

*The system ranks sales internally with the most recent qualified sale appearing first with the remainder ranked in chronological order followed by disqualified sales ranked in chronological order starting with the most recent. Therefore, new sales data is entered on line five (5) and subsequently ranked in the proper order by the System.

Market Land

Code	Zoning	Front	Depth	DE/FA	M	CO/FA	RF	AC	LC	TO	OT	AD NOTE	RT	U.Price	Units	TY	Notes	TR1	L VAL	Over

Farm Land

Code	Zoning	Front	Depth	DE/FA	M	CO/FA	RF	AC	LC	TO	OT	AD NOTE	RT	U.Price	Units	TY	Notes	TR1	L VAL	Over

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 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 commercial property 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 precompiled 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 00-07. Depth must be 10' or greater if you use depth table 1-3 and 5 and 6. 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 time's 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 04 is used it is the result of the size factor times all other adjustments.

OTHER ADJUSTMENTS

This area is handled in one of two ways depending on the land model and the coding present. Only one line of notes per land line is accepted by the system. When Land Model 04 is used a plus or minus percent is written in for RF (road frontage), AC (access), LC (location), TO (topography), SH (shape) , RT (road type) and OT (other).

LAND UNIT PRICE

Must be entered, however, when using land model codes 04 or 07 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 9010, this field must be zero.

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), SQ (square feet), FF (front feet) or UT (unit).

LAND NOTES

Used for additional information pertaining to the Land Line.

OTHER BUILDINGS/EXTRA FEATURES **(OB/XF)**

Code	Desc	Length	Width	Units	Unit Price	CO/FA	AYB	EYB	%Dep Ovr	SCH	% Net Good	APPR Value	Ovr Value	TR 1

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.

One word of caution in the use of this item, DO NOT PICK UP TRIVIA. If an item costs $150 new and is three years old and is on a $40,000 home, when new it would represent only .0037 percent of the value of the parcel; therefore, it is a waste of time to record such items. It is better to spend your time accurately determining the data elements called for in the system.

Conversely, such items as boat houses, docks, pools, garages and other items of major value must be recorded to properly value the parcel. Be sure you have a clear idea of what is to be recorded in your county and what is not before beginning with this item.

DAVIE COUNTY 2021 APPRAISAL MANUAL

Items commonly handled in this manner included but not limited to:

OTHER BUILDINGS:

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

EXTRA FEATURES:

Bank Features	Paving	Sprinkler Systems
Boat Ramps and Docks	Pools	Tanks
Elevators and Escalators	Railroad Spurs	Tennis Courts
Fences, Refrigeration	Coolers	Weigh Scales
Patios	Silos	Yard Lights (commercial)

ALL FIELDS MUST BE ENTERED

CODE: You may place an appropriate code in this field and the computer will automatically fill in the description 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. The 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 The per unit price by which the Other Building or Extra Feature is valued will be entered here from the

UNIT PRICE tables in the Chapter 11.

% 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 and 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

DAVIE COUNTY 2021 APPRAISAL MANUAL

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 Other Buildings and Extra Features (OBXF) codes, 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.

01	EARTH
02	PIERS
03	CONT FTG
04	SPREAD FTG
05	SPECIAL FTG

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.

01	NONE
02	SLAB ON GRD
03	SLAB ABV GRD
04	PLYWOOD
05	WOOD
06	PLATFORM HGT
07	STRUCT SLAB

EXTERIOR WALLS

01	SIDING MIN/NONE
02	CORR MET LGT
03	COMP OR WLBD
04	SIDG NO SHTG
05	ASBTS SHNGL/CORR
06	BRD&BAT/PLW
07	CEM FIBER SID/HARDIE BD
08	MASONITE
09	WOOD ON SHTG
10	ALUM, VINL
11	CONC BLK
12	STUCCO/BLK
13	STUCCO/TL-WD
14	SIDING/AVG
15	BRD&BAT 12"/LOG
16	SYNTHETIC STONE
17	CEDAR, RDWD
18	SIDG MAXIMUM
19	CEM BR/SPL BL
20	JUMBO/COM BRICK

21	FACE BRICK
22	STONE
23	CORR MET HVY
24	MOD METAL
25	RNFR CONC
26	PRECAST PANEL
27	PREFIN MET
28	GLASS/THRML

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 the other field must be zero filled. Code 01 - 22 are generally residential while all codes are used for commercial.

ROOF STRUCTURE

01-Flat
02- Shed
03- Gable
04-Hip
05- Gabrel/Mansard
06-Irregular/Cathedral
07-Wood Truss
08-Irregular/Wood Truss
09-Bar Joist
10-Steel Frm, Truss
11-Bowstring Truss
12-Reinforce Conc
13-Prestress Con

ROOFING COVER

01	CORR/SHEET METAL
02	ROLL COMP
03	ASP COMP SHINGLE
04	BLT UP TAR&GRVL
05	RUBBERIZED
06	ASBTS SHG/COR
07	CONC TILE/CLAY
08	CEDAR SHAKE
09	COPPER/ENAMEL
10	310 LB/WD SHG
11	SLATE
12	METAL
13	MTL STNDING SEAM

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

01	MASNRY/MIN
02	WALLBRD/WD
03	PLASTER
04	PLYWOOD PANEL
05	DRYWALL/SHEETRK
06	CUSTOM INTERIOR

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, the second field must be zero filled..

INTERIOR FLOORING

01	NONE
02	PLYWD, LINM
03	CONC FINISHED
04	CONC TAPERED
05	ASPHALT TILE
06	RUBBER/CORK
07	VINYL TILE
08	SHEET VINYL
09	PINE/SOFTWOOD/LAMINATE
10	TERRAZZO MONO
11	CERAMIC TILE
12	HARDWOOD
13	PARQUET
14	CARPET
15	HARD TILE
16	TERRAZZO STRIP
17	PRE CAST CONC
18	SLATE
19	MARBLE

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). If carpet is over plywood check code 04 in sub-floor and 14 in floor cover.

HEATING FUEL

01	NONE
02	OIL/WD/COAL
03	GAS
04	ELECTRIC
05	SOLAR

HEATING TYPE

01	NONE
02	BASEBOARD
03	AIR-NO-DUCT
04	AIR-DUCTED
05	RADIANT CEILING
06	HOTWATER
07	STEAM
08	RADIANT ELEC
09	RADIANT WTR
10	HEAT PUMP
11	HEAT PUMP LOOP SYS

AIR CONDITIONING TYPE

01	NONE
02	WALL UNIT
03	CENTRAL
04	PACKAGE ROOF
05	CHILLED WATER

These three elements are to be marked to indicate the method and fuels 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

Residential Bedrooms			
Base	Finished Upper	Lower Level	
Bedrooms			
Full Baths			
Half Baths			

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.

STYLE OF DWELLING

Enter the appropriate code for the number of stories for single family properties

1-	1Story	5-	Ranch w/basement
2-	1.5 Stories	6-	A Frame
3-	2.0 Stories	7-	Split Level
4-	2.5 Stories or more	8-	Split Foyer

FIREPLACES
1-None
2-Pre Fabricated
3-1 Story Single
4-2 Story Single/1 Story Double
5- Two Massive
6- Massive
7- Two or More Massive

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

MKT/DESIGN FACTOR

1- Factor 1	5- Factor 5
2- Factor 2	6- Factor 6
3- Factor 3	7- Factor 7
4- Factor 4	8- Factor 8

Used as a market factor to modify cost to reflect local market conditions.

QUALITY ADJUSTMENT

1- MINIMUM
2- BLAVG
3- AVG
4- ABAVG
5- CUSTM
6- EXC

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.

DEPRECIATION

Actual Year Built
Effective Year Built
Ec Obs
Fu Obs
Sp Cond
%Cond

This entry is one of the most important to the skilled data collector in that there are four items on which much of the ability of the system to depreciate and analyze properties exists.

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. The percentage cannot exceed 50%.

Functional Obsolescence : If it exists it should be entered as a percentage amount to be added to normal physical depreciation. The percentage cannot exceed 50%.

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 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 CONSTRUCTION COMPLETION FORM recommended to recalculate percent condition:

	%	COMPLETE
	0%	
BUILDING SITE CLEARED		
FOOTNGS		
SEPTIC/SEWER TAP		
FOUNDATION (CRAWL OR BSMT)		
FLOOR FRAMING OR SLAB		
WALL FRAMING & SHEATHING		
ROOF FRAMING & SHEATHING		
CORNICE & FACIA		
FINISH ROOF	30%	

PLUMBING   A. ROUGH
                                B. FINISHED/FIXTURES
ELECTRICAL   A. ROUGH
                                B. FINISHED
                                C. FIXTURES
HVAC   A. ROUGH IN
                                B. FURNACE SET
                                C. COMPRESSOR

EXTERIOR DOORS & WINDOWS
EXTERIOR VENEER
INSULATION   A. WALLS
                                B. CEILING
SHEETROCK
INTERIOR TRIM, DOORS & PANELING
CABINETS/VANITIES   **65%**

TILE
INTERIOR PAINT & WALLPAPER
FIREPLACE
EXTERIOR PAINT & SHUTTERS
DRIVEWAY & WALKS
STOOPS & DECKS
ROUGH LOT GRADE
LANDSCAPING
APPLIANCES
FINISHED FLOORS
OTHER
TOTAL... **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

Commercial Heat & Air 1- none
                        2-Packaged Units
                        3-Split Units

This field must be entered with a 1, 2 or 3.

FLOOR NUMBER

CONDO/COOP/APT.
FLOOR NO.

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.

LOCATION (Condominiums)

CONDO/COOP/APT.
LOCATION

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

NUMBER OF UNITS

NO. UNITS

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

LAND TYPE

NO. UNITS

Enter one of the following codes:

	Urban	Suburban	Rural
No View	01	11	21
Canal Front	02	12	22
River or Stream View	03	13	23
Lake Front	04	14	24
Bay Front	05	15	25
Gulf Front	06	16	26
Ocean Front	07	17	27
Mountain View	08	18	28
Golf View	09	19	29
Pool View	10	20	30

OWNERSHIP % (Co-ops & Condominiums)

CONDO/COOP
OWNERSHIP %

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

STRUCTURAL FRAME

STRUCTURAL FRAME		
01	NONE	
02	WOOD FRAME	
03	PRE FAB	
04	MASONRY	
05	REINFORCED CONCRETE	
06	STEEL	
07	FIREPROOF STEEL	
08	SPECIAL	94 95

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

CEILING & INSULATION		
SUSPENDED		
01	CEILING INSULATED	
02	WALL INSULATED	
03	CEILING & WALL INS.	
04	NO INSULATION	
NOT SUSPENDED		
05	CEILING INSULATED	
06	WALL INSULATED	
07	CEILING & WALL INS.	
08	NO INSULATION	
NO CEILING		
09	ROOF INSULATED	
10	WALL INSULATED	
11	ROOF & WALL INS.	
12	NO INSULATION	96 97

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)

AVG. NO. ROOMS PER FLOOR		
	98 99 100	

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

EST. PERCENT COMMON WALL	
	101 102

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

NONSTANDARD WALL HEIGHT	
	103 104

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

Getting Started

Screen Layout

The most commonly used features are available on the screen without the need to select these features from drop-down menus.

- **Grid:** The grid area (or sketch pad), located in the center of the screen, is where the footprint of the building is drawn. Each square in the grid represents one square foot.
- **Ribbon Menu:** Commonly used tools are located in the ribbon menu at the top of the screen.
- **Shortcut Pad:** Icons for shortcut features are located in the pad on the left of the screen.
- **Subarea:** Areas and their square foot totals are displayed in the window pane on the right side of the screen
- **Detail Areas:** Displays each subarea and the associated square foot total.
- **Summary:** Combines the like subareas and displays the square foot total of the areas of the same type.
- **Status Bar:** Located at the bottom of the screen, displays the up/down, left/right distance(s) needed to close the currently open area as well as the total square footage of the closed areas.
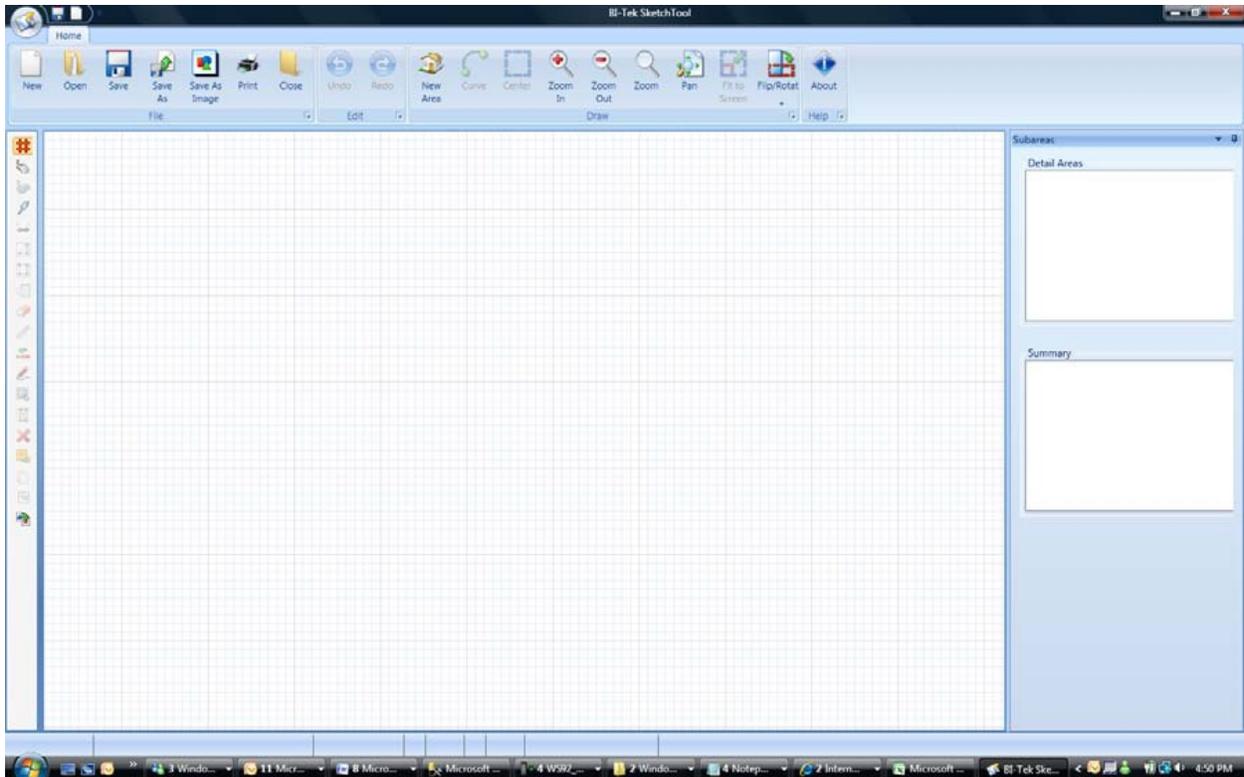
Drawing an Area

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 drawn 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 a line of an adjoining area, press "T" 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 1 line:** Press "A" or click on the "Auto Close 1 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 filp 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-closes the sketch drawing one line.
- **Auto Close - 2 Lines (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 label.
- **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 of 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 are for editing.
- **Import Legacy Sketch (F7):** To import a traverse from legacy Pasco, click the "Import Legacy Sketch" icon. An input box will be
display and the traverse, in the Pasco format, can be entered to generate a drawing.

APPRAISAL SYSTEM OVERRIDE CONTROL OR DIRECTED 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. The property appraiser should utilize the system override only after careful
consideration of the subject and the capabilities of the various models.

Code 1	-	Religious exemption	GS 105-278.3
Code 2		County exemption	GS 105-278.1
Code 3		State exemption	GS 105-278.1
Code 4		Federal exemption	GS 105-278.1
Code 5		Other municipal	GS 105-278.1
Code 6		Educational	GS 105-278.4
Code 7		Charitable	GS 105-278.7
Code 8		Railroads & Utilities	See Machinery Act
Code 9		Other exempt	See Machinery Act

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

System Exempt Codes

ECB – Circuit Breaker
EDA –Disabled
ELD – Elderly Exemption
EVET – Veteran
EBD-Builder's Inventory

The codes listed below should be entered in the Card Header 00 in the field labeled NN (New Notice).

A. Improvements

01 - New Building
02 - Building Completed Tax Year
03 - Remodeling or Addition to Improvements
04 - Building Air Conditioned
05 - Building Demolished

B. Land

06 - Combining real estate Parcels
07 - Correction of Acreage
08 - Division of Real Estate
09 - Change in Zoning or Use
10 - Land Value Adjustment
11 - Clerical Correction in Assessment
12 - Board of Equalization Adjustment in Value
13 - Exempt to Taxable Status
14 - Right of Way Acquisition
15 - Part of Improvements demolished
16 - Building Removed
17 - Building Moved onto Site
18 - Building Partially Completed
19 - Value Reduced Temporarily (Damaged by Vandalism, etc.)
20 - Discovered Property
21 - Revised Notice
22 - Agriculture Use Valuation
23 - Forest Use Valuation

24 - Horticulture Use Valuation
25 - County-Wide Revaluation
26 - Change of Ownership
27 - Reviewed - No Change in Value
28 - Mobile Home Site Added

TAX EXEMPT LAND USE CODES

	LAND
Code 1 (Religious)	
Churches and Parsonages	7100
Assemblies, Retreats, etc.	7101
Promotional Offices & Headquarters	7102
Code 2 (County)	
Governmental	8600
Educational	8601
Code 3 (State)	
Governmental	8700
Educational	8701
Code 4 (Federal)	
Governmental	8800
Code 5 (Municipal)	
Governmental	8900
Educational	8901
Airport Authority	8902
Housing Authority	8903
Code 6 (Private Educational)	
Schools	8300
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

NOTICE CODES

01-NEW BUILDING
02-BUILDING COMPLETED FOR TAX YEAR
03-REMODELING/ADDITION TO IMPROVEMENT
04-BUILDING AIR CONDITIONED
05-BUILDING DEMOLISHED
06-COMBINNING REAL ESTATE PARCELS
07-CORRECTION OF ACREAGE
08-DIVISION OF REAL ESTATE
09-CHANGE IN ZONING OR USE
10-LAND VALUE ADJUSTMENT
11-CLEICAL CORRECTION IN ASSESSMENT
12-BOARD OF EQUALIZATION ADJUSTMENT
13-EXEMPT TO TAXABLE STATUS
14-RIGHT OF WAY ACUISITION
15-PART OF IMPROVEMENTS DEMOLISHED
16-BUILDING REMOVED
17-BUILDING MOVED ONTO SITE
18-BUILDING PARTIALLY COMPLETED
19-VALUE REDUCED TEMPORARILY
20-DISCOVERED PROPERTY
21-CORRECTIVE NOTICE
22-AGRICULTURE USE VALUATION
23-FAREST USE VALUATION
24-HORTICULTURE USE VALUATION
25-COUNTY-WIDE REVALUATION
26-CHANGE OF OWNERSHIP
27-PROPERTY REVIEWED, NO CHANGE IN VALUE
28-MOBILE HOME SITE ADDED
99-NEW PARCEL

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 excise (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 unto 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 a 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 benevolent, educational, or fraternal organization.

L.   The Deed of Trust indicates an amount that is in excess of the purchase price as reflected by the excise stamps.

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.

R.   The transaction involved the trade or exchange of real property, or a loan assumption.

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

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

UNDER CONSTRUCTION PERCENT COMPLETE

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	Per Item	Accumulative
Foundation	7%	7%
Frame	6%	13%
Floor -	5%	18%
Walls -	5%	23%
Roof -	5%	28%
Exterior windows/doors	2%	30%
Roof Cover	4%	34%
Plumbing - rough-in	5%	39%
Insulation	1%	40%
Rough-in electrical/mechanical	11%	51%
Exterior	7%	58%
Interior wall/ceiling	10%	68%
Built-in cabinets/trim/doors	13%	81%
Plumbing fixtures	6%	87%
Floor covers	4%	91%
Built-in appliances	3%	94%
Light fixtures and finish hardware	2%	96%
Painting and decorating	4%	100%