

APPRAISERS MANUAL

DEFINITIONS: These are meant for clarification but are not all inclusive.

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, used on manufactured homes that have masonry under pinning.

EARTH - No concrete footings. Used on buildings constructed on dirt with pole type construction.

PIERS – Concrete or block footings placed 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. Used in some service garages to account for pits and lifts.

SPREAD FOOTING - **Commercial** type footing used with concrete slab floor system. Can be used for residential type.

SUBFLOOR SYSTEM

EARTH - No floor system. Used on buildings with dirt or gravel floors.

SLAB 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. **Commercial.**

SLAB ON GRADE - Concrete slab poured on surface at ground level. **Residential.**

STRUCTURAL SLAB - Reinforced slab made to support a high-rise building of excessive weight.

WOOD - Wood joist and wood sheathing.

EXTERIOR WALLS

ASBESTOS-FIBER SHINGLE/CORR WALL - Refers to asbestos or fiber shingle or corrugated material laid over wood frame with sheathing. The principle composition of these materials is asbestos, fiberglass, or other mineral or organic fibers occurring in long and delicate fibers or fibrous masses. It is incombustible, non-conducting and chemically resistant. Typically, these materials 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.

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EXTERIOR WALLS, cont.

CEMENT FIBER SIDING – Siding composed of asbestos-free fiber and cement combined under pressure. This product may come in board's sheets or shingles and are usually attached over sheathing. Sheet siding may come ribbed or corrugated.

COMMON BRICK – See Face Block/Common Brick

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 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 BLOCK/COMMON BRICK - Brick commonly used for construction purposes; primarily made for buildings. They are made from clay or a clay mixture molded into blocks, which are then hardened in the sun or baked in a kiln. May be color treated, textured and finished.

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.

LOG – The exterior wall is made of logs.

MASONITE – Highly compressed wood fiber hardboard siding, may come in 6 to 12 inch boards or in sheets.

MODULAR METAL – See Prefab Metal/Modular Metal

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.

PREFAB METAL/MODULAR METAL- This refers to the type walls used in mobile homes and commercial construction and other similar prefab metal or modular metal walls.

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 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.

EXTERIOR WALLS, cont.

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SINGLE SIDING WITH WOOD FRAMING NOT SHEATHING - Denotes inexpensive wood framing without sheathing.

STONE - Refers to various good stone or stone veneers.

STONE – SYNTHETIC – A manufactured product that is lightweight, made of concrete and has been colored and formed to appear as stone.

STUCCO - 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. Stucco may be applied to block or a wire of wood lath. May be synthetic stucco which is made of synthetic plaster or stucco covering a rigid insulation board with reinforcing mesh.

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.

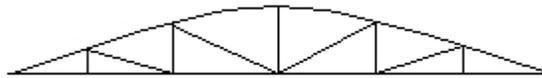
VINYL/ALUMINUM SIDING - Flat or corrugated aluminum sheets fastened to a wood or metal frame as direct replacement or cover for horizontal wood siding.

WOOD SHINGLE - These are usually cedar or redwood shingles and usually appears on expensive homes; the irregular shaped cedar shakes being the most expensive.

ROOFING STRUCTURE

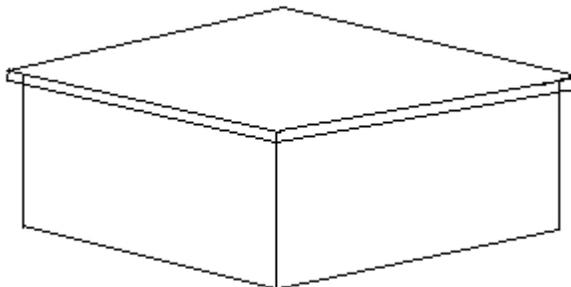
BOWSTRING TRUSS - A large curved truss common to airplane hangars and Quonset huts.

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

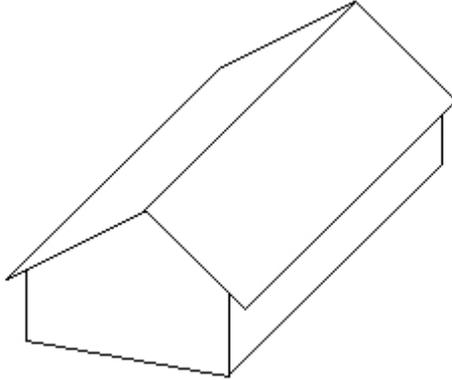


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ROOFING STRUCTURE, cont.

GABLE - A gable roof is pitched (pitch is the slope of the roof) in two directions.

GABLE

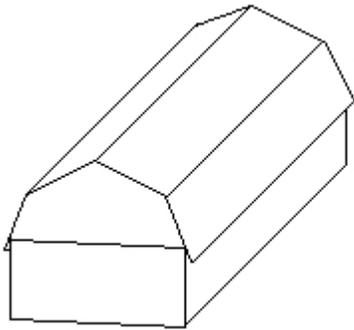


GAMBREL/MANSARD –

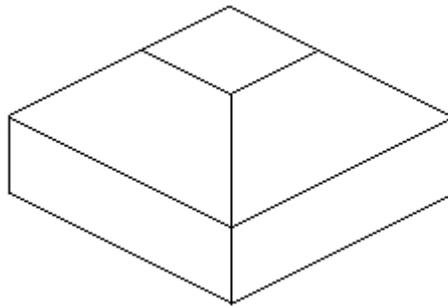
GAMBREL - A type of roof which has its slope broken by an obtuse angle so that the lower slope is steeper than the upper slope; a roof with two pitches such as is common on a barn.

MANSARD - A roof with two slopes on all four sides; the lower slope very steep, the upper slope almost flat.

GAMBREL

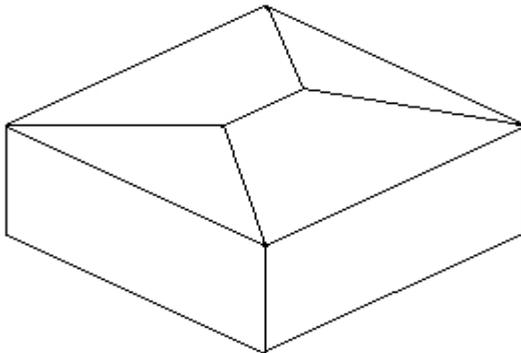


MANSARD



HIP ROOF - The hip roof is usually pitched in four directions.

HIP



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ROOFING STRUCTURE, cont.

IRREGULAR ROOF - Any of a variety of unusual slopes, which do not have the same rise per foot, run throughout.

PRESTRESSED CONCRETE - Roofs that are made up of concrete, which has been made up elsewhere, pre-stressed, and erected in place with cranes. Pre-stressing 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.

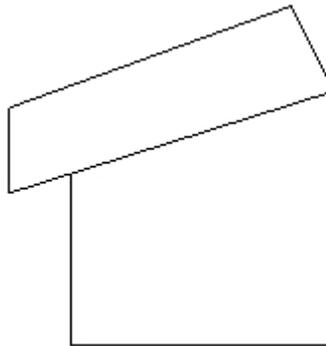
SAW TOOTH ROOF - A roof, which is formed of a number of trusses having unequal slopes. When viewed from the end, such a roof presents a serrated profile similar to the teeth of a saw.

SAWTOOTH



SHED ROOF - Similar to Flat roof except that it has a noted slope in one direction.

SHED

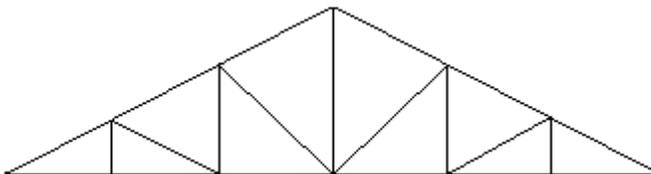


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ROOFING STRUCTURE, cont.

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 OR FIBER SHINGLE OR CORRUGATED - Made of rigid products, which come in individual shingles or sheets and are, fastened down in the same manner as wood or composition. Includes products such as Ondura.

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.

COMPOSITION SHINGLE - Refers to shingles made from felt or fiberglass saturated with asphalt and surfaced with mineral or ceramic granules 235 lb. or less. These are pliable shingles, which are fastened down by nailing to some type of sheathing.

COMPOSITION SHINGLE – HEAVY - Refers to shingles made from felt or fiberglass saturated with asphalt and surfaced with mineral or ceramic granules greater than 235 lb. These are pliable shingles, which are fastened down by nailing to some type of sheathing.

CEDAR SHAKES - Comes in random widths, lengths and very expensive. These are pliable shingles, which are fastened down by nailing to some type of sheathing.

CEMENT FIBER SHINGLES - Shingles composed of asbestos-free fiber and cement combined under pressure.

COPPER – Various types of copper roofing; flat, standing seam or batten seam.

ENAMEL METAL SHINGLE - This refers to metal shingles with a heat-bonded enamel glazed coating. This type of shingle is usually predrilled and fastened down by nailing to some type of sheathing on strips.

METAL PREFINISHED – Metal roofing that comes in sheets or shingles and has a baked on paint finish.

METAL – STANDING SEAM – Metal roofing that comes in sheets, has standing seams and has a baked on paint finish

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.

ROLLED OR BUILT-UP COMPOSITION - A roof consisting of felt saturated with asphalt and assembled with asphalt cement, which comes in rolls and is fastened over decking with tar and nails

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ROOFING COVER, cont.

STAINLESS STEEL SHINGLES – Any shingle constructed of stainless steel.

TILE - CLAY OR BERMUDA - 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 lightweight cement and or gypsum products to give the appearance of a heavy, wide lapped roof.

TILE - CONCRETE - A cement product in either flat or half-round form, which is laid over a built-up surface and painted.

TILE - PLASTIC - A plastic product in either flat or half-round form, which is laid over a built-up surface and is available in a variety of colors.

WOOD SHINGLE - These are usually cedar or redwood shingles and usually appears 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", plasterboards, 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 wallpapers or very high-grade moldings, trims, doors or any combination, which creates an expensive interior finish.

FLOORING

ASPHALT TILE - This applies to the various composition tiles 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 TILE - Refers to hard burned high gloss ceramic tile set in grout.

CONCRETE COATED - Same as finished concrete that has had a surface treatment applied.

CONCRETE FINISHED - A floor finish where the concrete is troweled and a hardener applied with no other floor covering.

HARDWOOD - A layer of hard wood usually over subflooring.

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 SOFTWOOD - Floor finish of pine or other similar soft woods.

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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 pre-stressed or poured concrete floors, which are suspended as in multi-story commercial buildings.

QUARRY OR HARD TILE - Refers to hard burned tiles, which are machine made and glazed.

RUBBER TILE/SHEET - A fibrous rubber floor covering.

SEAMLESS COVERING - A coating that is sprayed or troweled, generally with colored chips added.

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 - A ground and polished terrazzo where metal strips with a finite modular spacing are incorporated in the poured terrazzo.

VINYL ASBESTOS - A tough, strong, non-crystalline, thermoplastic tile.

VINYL TILE - All types of vinyl 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 and is ducted throughout the structure.

HEAT PUMP WALL UNIT - A reverse cycle refrigeration unit which can be used for heating or cooling and is not ducted.

HEAT PUMP LOOP SYSTEM - A reverse cycle refrigeration unit, which can be used for heating or cooling and is ducted throughout the structure. The unit uses water looped through the ground or well to extract heating or cooling.

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RADIANT SUSPENDED - A heating system, which heats a space by use of suspended radiant unit heaters, which may be connected to a continuous loop system and uses reflectors.

RADIANT ELECTRIC - A heating system, which heats a room by use of concealed resistance wires. Most contemporary radiant-heating systems have extensive wires in the floor structure or in the walls and ceilings which are to be used as heating panels.

RADIANT WATER - A heating system, which heats a room by use of concealed hot water heating coils. 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 ductwork, 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 wall unit built into the wall or as part of a wall unit heat pump.

QUALITY ADJUSTMENT

MINIMUM - 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.

BELOW AVERAGE - 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 - 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 - 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.

ABOVE AVERAGE/CUSTOM - 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. Some luxury items will be present.

EXCELLENT - 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.

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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.

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 - AP - Abnormal Physical Depreciation

PD - Physically damaged
RV - Residual Value
TE - Temporary Economic
UC - Under construction

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.

MARKET FACTOR - Once an improvement has been listed and appraised in accordance with the schedule of values, the correct Market Factor must then be determined. If the Market sales in the area indicate that the Schedules of Values is arriving at a value that is less than or greater than the Fair Market Value of the property, the appropriate Market Factor should be applied.

01	Factor 1	.90
02	Factor 2	.95
03	Factor 3	1.00
04	Factor 4	1.05
05	Factor 5	1.10
06	Factor 6	1.15
07	Factor 7	1.20
08	Factor 8	1.25

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

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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 that 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/CO-OP/APT

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.

OWNERSHIP % - The percentage of common land, recreational building, golf privileges, etc., which are available to the unit owner.

STRUCTURAL FRAME

WOOD FRAME - Wooden structural frame supporting the floors, walls, roofs and partitions.

PREFAB - Lightweight steel frame used mostly in pre-manufactured buildings.

MASONRY - Structural frame of stone, brick, cement, concrete, etc., which is not reinforced.

REINFORCED CONCRETE - Structural frame of concrete, which has been reinforced with steel bars.

STEEL - Structural frame of steel.

FIREPROOF STEEL - A steel structural frame, which has been encased in fire resistive material.

SPECIAL - Used where the structural frame is more costly due to complicated combinations or uses of any of the structural frames.

CEILING AND INSULATION QUALITY

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

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.

OBXF FEATURES

This is a partial list and is not intended to be all inclusive of all OBXF features.

CABIN - Designed for summer or weekend use, and not constructed to be average residential structure. Construction is considered to be amateur in the lower qualities, materials frequently used or recycled.

Below Average – Design and insulation are minimal, and may have no heat system, minimal kitchen with few or no cabinets. This category has poor quality workmanship and was designed for weekend or overnight use, possibly without plumbing. Exterior walls are exposed on the interior.

Average – Better insulation and design, has plumbing, basic kitchen, possibly a few partitions. This category may have fireplace or electric heat and some finished interior walls.

Above Average – This category will have finished interior partitions of wood or drywall, finished bathroom, and the kitchen has cabinets. There will be a central heat source, insulation and better quality workmanship and materials.

CLUB/REC BUILDING – General purpose building detached from other structures and typically of simple design. There usually is a basic kitchen, general purpose room and multiple restrooms in higher valued structures.

Fair - a plain frame structure with minimal or no trim, minimal lighting, plumbing and kitchen with few or no partitions.

Average - includes adequate plumbing, average kitchen and restrooms with minimal decorative trim. There may be a few partitions.

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Above Average - may be brick or good siding with appropriate trim, kitchen with upgraded appliances and equipment, many partitions and good ornamentation.

OUTDOOR LIVING AREA - areas outside the heated living area of the home. They will contain some or all of the following: appliances, sinks, fireplaces, walls (stone or brick), water features, covered or uncovered sitting areas. If the area is under an FOP attached to the home this should be taken into account when pricing. The area should then be looked at as uncovered with the cover being included in the BAS as the FOP. The flooring should also be taken into account when pricing if it is not under an FOP.

If the area contains only a free standing fireplace and patio these should be priced separately.
Freestanding appliances and cabinetry which is portable should not be included as real property.

PATIO - detached from the house, and is minimally raised from the ground and has no railings. Typically made of concrete, plain or stamped.

POOL ENCLOSURE –

Average quality will have plastic, screened or frame walls and roof with no bath facilities with minimal quality finishes
Above average quality will have good curtain walls, plastic or glass roof, and basic bath facilities.
Good quality will have complete swimming facilities of the other qualities plus a full bath.

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POOL/GUEST HOUSE - detached structure used in conjunction with a larger main house and/or adjacent to swimming pools, typically not intended to be used as a permanent residence, particularly in the lower values. Structures that are of the quality of the house on subject property should be entered as a card two for the appropriate value.

Fair - a basic structure that consists primarily of a minimal bath/changing area. Exterior will typically be of siding and interior with concrete flooring. Structure will stand alone with minimal covered areas attached. May house pool equipment.

Average - structure will consist of finished bath/changing area but no kitchen. Exterior will usually be brick or siding. Finishes will be average with basic entertaining area and covered area or deck on outside.

Above Average - structure will be brick, stucco or high quality siding with interior entertainment area, bath, and workable kitchen. Interior finishes and quality of workmanship will be of good quality. Exterior will have covered entertainment areas or decks.

TERRACE - detached from the house and raised several steps up from the ground. They are composed of higher end products than patios, such as slate, flagstone or brick and should be priced accordingly.

REAL ESTATE DEFINITIONS

CONDOMINIUM –

1. A form of fee ownership of separate units or portions of multi-unit buildings that provides for formal filing recording of a divided interest in real property. *
2. A multi-unit structure or property in which persons hold fee simple title to individual units and an undivided interest in common areas. *
3. There is no fee simple interest in the land of a condominium development.

TOWNHOUSE –

1. A single-family, attached dwelling unit with party walls; usually an individual unit in a series of five to ten houses, with common walls between the units and side yards on the end units only; may have one to three stories and all necessary facilities and amenities. *
2. Owners have an undivided interest in the common areas.
3. Owners have a fee simple interest in the deeded site of unit.

* *The Dictionary of Real Estate Appraisal*, Appraisal Institute, 3rd Edition 1993

APPRAISERS MANUAL