

Western Valuation & Consulting
Appraisal Field Manual
2022

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When appraising a property there is a process that needs to be followed to ensure that the property is correctly drawn, classed, depreciated, and described, in a safe, efficient, and respectful manner.

Proceed in the following steps:

1. Take a picture of the main structure, house, front office, trying to get as much of the front and one of the sides in the picture as you can, multiple pictures will likely be necessary to document the rest of the buildings. Having several buildings in one picture is fine if you can see them all well enough to establish condition and class. Stamp or initial each card with relevant corresponding picture number information, and notes.
2. Verify that the buildings are all drawn and measured accurately, if not, draw and measure all the buildings following the layout where each building sits in relation to the driveway. If you ever need to get out of the vehicle you must knock on the door, and attempt to reach the property owner, letting them know who you are, what you are doing on their property, and what information you are looking to verify or correct. We do not ever go into fenced backyards, or inside barns/storage buildings/outbuildings unless given specific permission from the property owner or a family member you believe to have that authority. If you can, always try to stay within eyesight of the road or driveway unless you have been given permission to do otherwise.
3. Establish the year the building was constructed, and the proper class based on quality of construction cues visible from the exterior of the buildings as best as you can. In general, our goal is to attempt to establish a year built within the correct decade, not necessarily down to the exact year, especially on older improvements.
4. Make a determination on what kind of condition the house is currently in with respect to how old the building is. How have the owners kept up with the building through the years, average or typical maintenance are assumed to be things like a new roof, paint, and property landscaping. As a control, we want to determine how the condition of the subject property compares to other similar improvements built within the same general time period. For example, what kind of condition is this 1920s house currently in compared to other houses built in the 20s.
5. The last thing we will offer the Appraisal District is information about the property that can help properly describe the building for the office to enter into the system such as features and distinguishing characteristics. Some examples of these features include mentioning, metal hipped or gable roof, asphalt hipped or gable roof, fireplace, Central Heat and Air (CHA, or HVAC) systems, outdoor kitchen, brick siding, stone siding, wood siding, metal siding, concrete foundation, pier and beam foundation. These notes are necessary to be applied to each account to help satisfy the state MAPS program conducted in the CAD office.

Step 1: Pictures and signing off on the appraisal card

- Make sure your camera always has the date time stamp turned on, so we can prove what day our appraisers were inspecting the properties.
- Try to get a picture of the main house if you can, but do not cross a locked gate, or drive back into someone's rural property without getting permission to be there. It's always better to knock when you are unsure if you are welcome or not, especially if you see surveillance cameras. Homeowners need to feel assured we are not trying to sneak around on their property.
- Try to warn people about being in the picture if you can, not everyone appreciates you taking pictures of them, especially at their own house.
- In your main picture of the house, always try to take the picture where you can see the front door, or at least the front face of the house, and one of the sides if possible.
- At a business, try and get as much of the main building in the main picture as possible, but multiple pictures will almost always be necessary.
- There are two options you can use to match the right picture number with its corresponding parcel when turning them into the appraisal district. Before you start, both options should be discussed with the Chief Appraiser and their staff as to how they want their pictures organized. The options are as follows:



First option is to take a picture of the card you are working on at the very end, after taking pictures of the property that goes with it. That way all the pictures that go with the property you are working on will precede a picture of its correlating card. The picture of the appraisal card at the end will signify to the staff in the office an “end point”, or conclusion of the photo evidence to be added to that property. The main 2 things you want to make sure you have in each card picture, are the Parcel Number, or sometimes just called Property ID, and the property owner information including their name, mailing address, and situs legal information.

Parcel Number/Property ID

CALLAHAN COUNTY APPRAISAL DISTRICT (2018)

Ownership: BALLARD D G & GENEVA REVOCABLE LIVING TRUST
509 SHALIMAR
CLYDE, TX 75510

Exemptions/Deed: [Blank]

Property ID: R000013306 Geo ID: 6635000100100

Owner name and address, legal information

LEGAL: SUDO: SHALIMAR CASTLES - CLYDE, BLK: 1, LOT: 1
SITUS: 509 SHALIMAR DR

NOT CERTIFIED

Appraisal Coding: Appr Dt: 10/17/16 Check Dt: 03/01/00

Sale Dt	Type	Vol	Page	Inst	Deed Dt	Price	Value@Sale	Grantee	Grantor
6/15/09	220	051	09-1220	6/15/09	+++++	+++++		BALLARD D G & GENEVA	BALLARD D G & GENEVA
6/15/09	220	048	09-1219	6/15/09	+++++	+++++		BALLARD D G & GENEVA	BALLARD D G & GENEVA

Agent	Mortgage	Geo Quad	Aerial	Map Id	Use
		0			

Building Code	Hs Year/Eff Yr	Class	Sqft	Cpsf	Buildings	Features	Depreciation %	Condition %	Fm% Ec%	Cpl% Loc%	Net Adj%	Value	Feature Code	Cpsf / Value
RES-RESIDENCE	Y 1980/NA	RS3M	3,692	82.13	138,964	0 DEP100	-35%	0%	0% 0%	100% 3%	-33.0%	93,037	AC	2.25/2,549
AGM-ATTACHED GARAGE	Y 1980/NA	RS3M	483	27.92	13,487	0 DEP100	-35%	0%	0% 0%	100% 3%	-33.0%	5,030	F2	1,891
EPF-ENCLOSED PORCH	Y 1980/NA	RS3M	96	24.64	2,365	0 DEP100	-35%	0%	0% 0%	100% 3%	-33.1%	1,383	SL-SLAB	0
CPM-COVERED PORCH MA	Y 1980/NA	RS3M	77	12.32	949	0 DEP100	-35%	0%	0% 0%	100% 3%	-33.0%	3,856	BR-BRICK	0
CPT2-AVERAGE QUALITY	Y 1989/NA	RS3M	576	10.00	5,760	0 DEP100	-35%	0%	0% 0%	100% 3%	-33.1%	1,935	CR-CABLE ROOF	0
CPM-OPEN PORCH MASON	Y 1980/NA	RS3M	320	9.03	2,891	0 DEP100	-35%	0%	0% 0%	100% 3%	-33.1%	1,935	CR-COMPOSITION	0
STG1F-LOW QUALITY ST	Y 1980/NA	RS3M	80	12.00	960	0 DEP100	-35%	0%	0% 0%	100% 3%	-33.1%	1,935	SR-SHEET ROCK	0
STG2S-AVERAGE QUALIT	Y 1990/NA	RS3M	288	15.00	4,320	0 DEP100	-35%	0%	0% 0%	100% 3%	-33.1%	2,892	C-CARPET	0
* EXTRA FEATURES												7362	T-TILE FLOOR	2,922
												120,974	2.0-2.0 BATHS	7,362
SQFT MA: 1692	MKT CSF MA: 77.931	CSF IMPR: 71.498												

Land Code	Units / Alt Units	Cpu	Cpu Cd	Mkt Cpu	Adjustment Codes	Adj%	Adj Amt	Hs	Mkt Value	Ptd Prd	Prod Code	Prod Use Yr	Grant	Units	Cpu	Spec Value
FF-OVR	100.0 FF/142.0 RF/180.0 DF LT 1 BLK 1	90.0		108.90		0%		Y	10,890							0

Comments

**NOTES: WAS 36/FT NOW 41/FT-2006 ADDED RV---D G BALLARD PASSED AWAY 10/3/2012, HE IS SURVIVED BY HIS WIFE, GENEVA---

	2018 Ptd	Change +/-	Prior 2017 Ptd	Entity / Description	Exemption	Txbt Value	Rate Per \$100	Frs Yr	Ext. Tax Levy	Nbh Coding	Misc Coding
Impr Homesite +	120,970	A1	4,970	030 CALLAHAN COUNTY		29,214	101.856	-4000940	2006	187.18	
Land Homesite +	10,890	A1	0	CS CLYDE ISD		35,000	96.070	1.3997000	1997	338.77	
Total Market =	131,860		4,970	C CITY OF CLYDE		5,000	126.070	-6973000	2006	489.65	
Hs Cap Loss =	790		6,950	PM FAIR ROAD		29,214	101.856	-1591720	2006	60.94	
Assessed =	131,070		11,920	** ESTIMATED TOTAL						1,076.54	

User: [Blank] Print Date: 5/17/2018 1:48:54 PM Property ID: R000013306 Geo ID: 6635000100100

Second option is to take your pictures then look at your camera display for a camera picture number. This number should be visible on your camera display in one of the corners and should be shown as a JPG number. Most importantly, this number should not reset every time you change a camera card out, but continue counting until 9,999 before ultimately resetting back to 1. This will help prevent the office ending up with multiple pictures labeled with the number 85, for example, every time you turn in a camera card.



Step 2: Inspecting the Property

- Usually you will already have all or at least some of the buildings drawn, classed, and depreciated in some way. Our job is to make sure that everything is drawn, measured, classed, and depreciated correctly. Then, we are to make sure that nothing has changed since it was last inspected, or to document what changes have been made such as a new storage building, barn, garage, replacement windows, a new porch, or new addition to the living area to the back of the house. Most of the time you will be able to see into the back yard from the road, or a public access alley, but often you may have to go knock on the door to get permission to walk around to the back and double check. Structures smaller than 20x20 can be estimated as long as you can see the structure well enough to establish a general size, but we should exhaust our options to measure anything larger than 20x20.

- It is important that we be able to pinpoint which building is which whenever we are checking them off. Moving the drawings around to where it matches the general layout of the property from the driveway is the best way to be sure that in the future you will be able to quickly check each one based on where they are sitting and how they are built from the perspective of the driveway. Although it may seem tedious, this helps us in the future to be more efficient, and in the long term working faster next time you appraise this property.

- If you do need to get out of your vehicle while appraising a property, it is always necessary to knock on the door before doing anything. Knock 2 or 3 times and wait 2 or 3 minutes before proceeding further. If you haven't gotten permission to be on the property but still need to measure a building, do so quickly and try to stay within eyesight of the road or driveway as much as possible. It never looks good when a stranger disappears behind a neighbor's house for an extended period of time. We want to stay visible as much as possible from the road. If you can, measure what you need and memorize it, then come back to the truck to draw it and class/depreciate it. If the backyard is fenced however, **do not go inside** the backyard fence, or inside barns or garages unless you are given permission. We have yet to locate the storage building that is worth being shot over.

- If you are ever asked by a property owner to leave a property, you should **leave**. Do not worry about taking pictures or drawing in missing buildings, try to remember what you saw and draw it as best as you can from the road, or ask your chief about adding missing structures as a flat value. We always need to let the Chief Appraiser know when we have an aggravated interaction with a property owner, that way they know what happened in case the angry homeowner calls the office, and make notes for the next appraiser, warning them not to go on the property in the future..

Step 3: Estimating year built, Classing, and Depreciation

There are several things that we need to look for on the exterior of a house to better estimate when the house was built, how much it cost to build, and how well it has aged since being built.

Some cues to look for when estimating year built are:

- Siding/Brick
- Windows
- Roof

1890-1929:

Often you will find narrow horizontal wood siding, a very steep roof pitch, narrow windows and doors, with intricate wood trim brackets and spindle work finish in the eaves of the roof, and even on the porches. These houses are often remodeled and updated with new windows and roof material, but can sometimes simply be painted and maintained. Many of the masonry houses built during this time are very simple native stone construction.

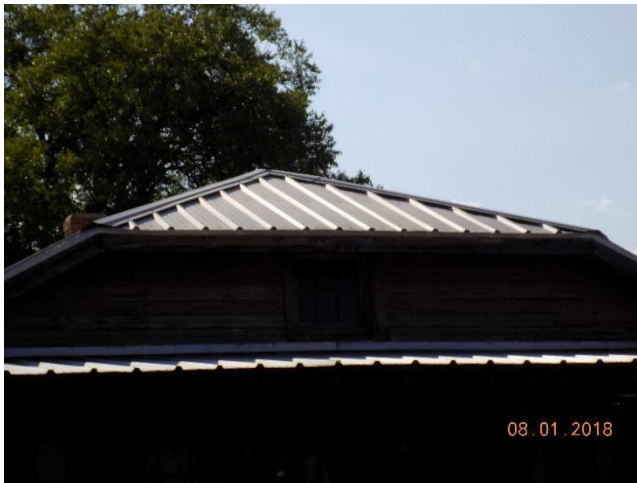






1930-1939:

Starting in the 30s the wood siding will become wider although the narrow earlier style is still very common. Very often you will find that the 1930s homes will have a mix of 1920's styles and 1940's. But a very strong indicator that a house was built in the 30's is a folded gable roof. These roofs dog ear at the peak and are usually lower pitch than roofs constructed up through the 20s. You will also find front porch supports which are half brick, and half wood, typically at an angle narrowing towards the roof line. These front porch supports and folded gable roofs were features almost exclusively, built in the 1930's.

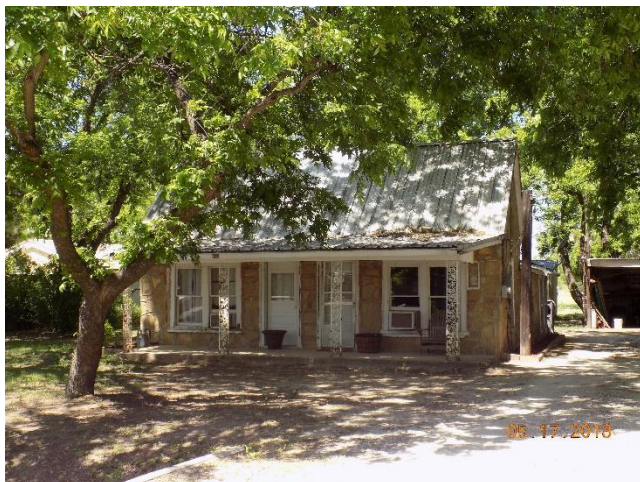


Cycle



1940-1949:

In the 40s you will begin to find large exposed “rafter tails” under the roof of the house, these were very common during the 40s and even continued into the 50s. You will begin to see less and less of the narrow siding boards you find in the 20s although many still have them. Most of the 1940s houses will start to have wide Asbestos siding which became very common in the 40s and 50s. The roofs in the 40s are very often long linear single gables, with maybe a valley for the porch only.



1950-1959:

Many 50s houses can be easily mistaken for 40s houses, because many of the same styles were continued through the 50s such as exposed “rafter tails”, wide asbestos or wood siding, although there are a few giveaways to look for. Almost all of the A-Frame style houses were built during the 50s and the 60s, with steeply pitched roofs that extend almost to the ground on 2 sides, sometimes extending all the way to the ground. A very strong indicator that a house was built in the 50s is vertical wood siding accent areas on 1950s brick homes, usually running up into the roof line, or wide horizontal wood siding that angles in towards the house at the top of each board. This was also the time period when distinct orange brick was used in the masonry houses. It is also likely you will start seeing thin aluminum windows being very common during this time, where before this time people mostly framed windows with wood trim.









1960-1979:

It is also easy to confuse 50s and 60s houses, because they share similar construction styles. Typically houses that were built in the 60s will have long narrow windows either vertically or horizontally, with the horizontal windows tending to be much higher off the ground. Ranch style houses were very popular during this time and through the 70s, and usually being long single gable low pitch roofs with several small windows. Many of these houses can easily be confused for 60s or even 80s houses, other than the postmodern style homes which are easy to pick out and seemed to be very popular during this period. With abstract modern and symmetrical designs, with tall aesthetic walls, and typically very low pitch or flat roofs. Large angled pair windows were very popular in the nicer homes during this time. Most houses during this time are typically rectangular or L-shaped, and single story.





1980-1989:

During the 80s you will find many moderate pitched single gabled roofs, a rectangular or L-shaped footprint, and the emergence of black metal framed windows.





1990-1999:

Most 90s houses will look much more like modern day houses, but might have some slight differences in brick color, such as, grey brick. Dormer windows are also very popular in 90s houses.





2000-Present:

Houses built from the 2000s and forward are usually easy to pick out because of how little wear and disrepair is visible from the outside. They also tend to use contrasting colors in exterior siding and masonry. Lots of white Austin stone, and aesthetic brick work, with arched windows. This time period is also when Barndominiums or metal framed houses began to emerge as a more accepted building style.





Classing

Classing houses based on quality of construction

Things that we need to look for when classing are as follows and usually in this order:

- Pitch and Complexity of Roof
- Depth of the Roof line, and Sloped Construction
- Cuts and Complexity of Footprint
- Arches in Windows, Doors, and Walkways
- Aesthetic Brick work, and Wood Trim Finish

We use a 7-class system which covers both Wood Frame and Masonry categories.

RS1F/RS1M – Low Quality house, these are the poorest constructed houses in the county, usually being as rare to come across as a RSF7. This class should be reserved for houses which are not up to typical marketable living standards. Things such as plywood walls with no plans to add exterior siding in the near future. Patched together materials, with insulation still showing, and nothing seeming like it has been/or is intended to be finished, these are some of the things to look for when questioning if a house qualifies as a RSF1. This class will also include unlivable houses exposed to the elements with windows broken out, no doors, that are not being built or remodeled.

Roof: Flat or Single Gabled, usually 3/12 pitch or less with a near non-existent to shallow roof line



RS2F/RS2M – Fair Quality house, these are houses not quite built up to the standards of the day, based on when it was built. These can tend to change somewhat depending on how old the house is but usually they are very “boxy” with a minimal number of cuts in the footprint of the house. These houses also do not typically have a 2-car garage

Roof: Flat or Single Gabled, usually 3/12 pitch or less with a shallow roof line.



RS3F/RS3M – Average Quality house, these are the typical houses that will usually be most common in many of our counties. This is one of our broadest classes and should be set as the default when you arrive at a house to appraise. Most Average Quality homes will have a few cuts in the footprint, and usually accompanied with a semi complex roof structure with some valley lines running between different gables. For houses built after the 1950s they will typically have at least a one car garage, but more recently built houses will more likely have a two-car garage.

Roof: Average Pitch, Semi Complex roof structure, usually 3/12 to 5/12 pitch roof with a shallow to moderate roof line







RS4F/RS4M – Good Quality house, these are the houses that are built noticeably better than the average house. Most Good Quality homes will have several cuts in the footprint, and usually a much more complex roof structure with several valley lines running between different hips and gables. This is also the point at which you will begin to see aesthetic design, such as brick designs made for stylistic purposes alone. Spindle work, and carved wood designs on the exterior roof, eaves and under the porches will be common in Good Quality framed houses. Arched doors and windows will also be things to look for when determining between an Average and a Good Quality masonry house. Most of the class 4 houses built after the 1950s will have a two-car garage.

Roof: Steep Pitch, Complex roof structure, usually 4/12 pitch roof or steeper with a moderate to deep roof line









RS5F/RS5M – Very Good Quality house, these are starting to get into usually the better built houses in the county that are built much better than the average house. Typically, most Very Good Quality homes will be architecturally designed and have multiple cuts in the footprint, and usually a very complex roof structure with several valley lines running between different hips and gables. Very Good classed houses will focus much more on aesthetic design, such as brick designs, spindle work, and carved wood designs on the exterior roof, eaves and under the porches. Large arched doors and windows will also be common among Very Good houses. Almost all the houses built after the 1950s will have a two or three-car garage.

Roof: Very Steep Pitch, Complex roof structure, usually 6/12 pitch roof or steeper with a moderate to deep roof line





RS6F/RS6M – Excellent Quality house, these are some of the best built houses in the county that are built almost entirely for aesthetic appeal and much better than the average house. Most Excellent Quality homes will be architecturally designed and have multiple cuts in the footprint, and usually a very complex roof structure with several valley lines running between different hips and gables. Excellent class houses will focus much more on aesthetic design, such as brick designs, spindle work, and carved wood designs on the exterior roof, eaves and under the porches. Large arched doors and windows will also be common among Very Good houses. Almost all the houses built after the 1950s will typically have a large multiple car garage.

Roof: Very Steep Pitch, Complex roof structure, usually 6/12 pitch roof or steeper with a moderate to deep roof line





Condition

Our condition schedule contains 5 distinct tiers listed below in order:

Poor – Condition buildings are usually in bad disrepair, unable to be used as initially intended when built. Houses in poor condition will almost always be unlivable.

Fair – Condition buildings are showing signs of disrepair not typical with average depreciation for similar buildings built during the same time. Houses in Fair condition can usually be remodeled and repaired back up into normal marketable condition.

Average – Condition buildings are very near the state of its initial construction, without major remodeling to bathrooms, kitchen and exterior. Houses in Average condition are in the current condition you would expect if the house had simply been built, lived in and maintained through the years with typical light maintenance. Some of these repairs include a new roof, some replaced windows and doors, new carpet, paint, etc... If all these repairs have been done to a house you may consider bumping it up to Good condition, but a few here and there are expected through years of normal wear and tear. It is very rare that any house built after the year 2000 needs any condition other than average.

Good – Condition homes have clearly had significant remodeling work done to them over the years. You will typically see that many of the repairs that have been made will match the rest of the house, not just windows thrown in with foam insulation still showing but meaningful and marketable improvements to the property have been made. You often want to see enough work on the outside to suggest that the inside has had some significant work done to it as well before changing the condition to Good. If any of the bathrooms or kitchen have been remodeled it is justifiable to change the condition to Good.

Excellent – Condition homes have had extensive remodeling done to them within the last 25 years. These homes will be in immaculate condition, which usually requires gutting old houses and rewiring all the electricity, plumbing, insulation, installing central heat and air, replacing or refurbishing the windows, replacing the roof, replacing the siding, and completely remodeling the bathrooms and kitchen. A long list of these repairs will need to have been done to justify an Excellent condition for a house. Newer houses will rarely get an Excellent condition because it is so unusual to need these repairs and replacements in a newer built house. Almost all our Excellent condition properties will be 1970 houses and earlier.

As a rule of thumb, it is usually safe to assume that the older the house is, the more likely it has required more repairs through the years. You should need signs of more recent repairs in order to label a newer house as Good or Excellent than a house built in the 40s or 20s.

Mobile Home Classes

Single Wide Manufactured Housing, and “Park / Tiny Homes”

MH1: Low Quality single wide metal covered with a cheap rounded or flat metal roof. Low quality, single glazed windows. Interior walls are typically 2x2 studs. Quality is very basic with low quality bath fixtures, low quality hardware, and thin masonry or plywood wall coverings. Low quality carpet and flooring.



MH2: Average single wide manufactured home. Wood or composition product siding. Gabled composition roof with 3/12 or 2/12 pitch in rectangular shape with no cuts or special design. Single glazed average quality windows or double glazed windows. Interior walls are of 2x4 studs covered in plywood or composition wall covering of average quality. Average quality plumbing fixtures and hardware. Average quality carpet and/or flooring.



MH3 & MH4: Good to Excellent Quality single wide manufactured home, including “Park Homes” and “Tiny Homes”. Special trim and aesthetic design on the exterior. Many have bay windows and aesthetic gables in roof design. Gabled roof is 3/12 to 5/12 pitch with composition shingles. Windows are average to good quality single glaze or double glazed. Interior walls are 2x4 studs with good quality paneling or wallboard. Average to good quality plumbing fixtures and hardware. Good quality carpeting and flooring.



Double Wide or Triple Wide Manufactured Housing

DW1: Double wide metal covered with almost flat roof, also metal. Low quality, single glazed windows. Interior walls are typically 2x2 studs. Quality is very basic with low quality bath fixtures, low quality hardware, and thin masonry or plywood wall coverings. Low quality carpet and flooring.



DW2: Double or triple wide manufactured home. Wood or composition product siding with rectangular roof with no cuts. Composition roof with 3/12 or 2/12 pitch. Single glazed average quality windows or double glazed windows. Interior walls are of 2x4 studs covered in plywood or composition wall covering of average quality. Average quality plumbing fixtures and hardware. Average quality carpet and/or flooring.



DW3 & DW4: Double or triple wide manufactured home. Special trim and design on the exterior. May have bay windows and/or breaks in roof design. Roof is 3/12 to 5/12 pitch with composition shingles. Windows are average to good quality single glaze or double glazed. Interior walls are 2x4 studs with good quality paneling or wallboard. Average to good quality plumbing fixtures and hardware. Good quality carpeting and flooring.



Barndominiums

Primarily barn structures with living area built inside

BAM1: Fair Quality Barndominium, these are living areas built into a barn structure and are often not quite built up to the standards of the day for a permanent living area structure. They are typically designed for temporary living or to be used as a small bunkhouse with one bathroom and a kitchenette. You will usually be able to recognize that the main functionality of the building is designed and intended to be used as a barn or workshop, with the living area added for convenience.



BAM2: Average Quality Barndominium, these are living areas built into a barn structure which are usually built up to the standards of the day as a permanent living area structure. They are typically designed with 2-3 bedrooms and 2 full bathrooms along with a fully functional kitchen. There are a few things to look for in order to differentiate between these barndominiums and metal framed houses. Such as, noticing that the outer barn structure is built with high external walls, a rectangular footprint with no cuts in the walls, which uses one single gable in it's roof as a barn would have.



BAM3: Good Quality Barndominium, these are living areas built into a barn structure which are usually built above the standards of the day as a permanent living area structure. They are typically designed with 3+ bedrooms and 2 full bathrooms along with a fully functional kitchen. There are a few things to look for in order to differentiate between these barndominiums and metal framed houses. Such as, noticing that the outer barn structure is built with high external walls, a rectangular footprint with no or few cuts in the walls, which typically still uses one single gable in it's roof as a barn would have. However, with these structures being better built with more attention towards aesthetic design, it is not uncommon to have a slightly more complex roof design than a simple barn gable.



Steel Framed Houses

Primarily constructed as residential living area, and built with steel beams with wood framing.

RS1S: Fair Quality Steel Framed House, these are houses not quite built up to the standards of the day, and constructed with steel I-beams with wood framing. These houses are generally very “boxy” with a minimal number of cuts in the footprint of the house, and often a shallow roof line with a lower pitch. These type houses will usually have 2-3 bedrooms with 1 full bathroom and a small kitchen.

Roof: Flat or single gabled, usually 3/12 pitch or less with a shallow roof line.



RS2S: Average Quality Steel Framed House, these houses are usually simplistic but generally built up to the standards of the day, and constructed with steel I-beams with wood framing. They are generally still “boxy” with a few cuts in the footprint of the house, but often enjoy a higher roof line with a more moderate pitch. These type houses will usually have 3 bedrooms with 2 full bathrooms and an average sized kitchen.

Roof: Average pitch, sometimes a more complex roof structure, usually 3/12 to 5/12 pitch roof with a moderate roof line.



RS3S: Good Quality Steel Framed House, these are customized homes generally built up to surpass the standards of the day, and constructed with steel I-beams with wood framing. They are generally still “boxy” with a few cuts in the footprint of the house, but often enjoy a higher roof line with a more moderate pitch. These type houses will usually have 3 bedrooms with 2 full bathrooms and an average sized kitchen.

Roof: Average pitch, sometimes a more complex roof structure, usually 3/12 to 5/12 pitch roof with a moderate roof line.



Commercial Schedules

Classing: The first two letters of the classification suggest the highest and best use of the original building. For example: PO represents a “Personal Office” class. Although a different use may be currently reflected, the cost approach seeks to establish the original construction type. The third letter in the classification suggests the construction materials. For example: “M” implies masonry construction, “F” implies wood frame or stucco, and “S” implies steel frame. The original majority type of construction should be the determining factor. For instance, if the front of a building is masonry construction, but the rest of the building is metal, then the structure should be classed as steel construction, not masonry. The number at the end of the class indicates the quality of the construction, and represent as follows:

- (1) Below average quality construction
- (2) Average/typical quality construction
- (3) Above average quality construction
- (4) Excellent or Super Adequate quality construction

This categorization is used for construction quality only. Current condition will be described and assessed through the condition factor.

Condition: The condition noted by the appraiser should be based on the condition of the building using its original age, not effective age. For instance, if the property is an old structure built in 1920 but still in good shape and usable, a Good or Excellent condition would likely be needed to compensate for all of the work the building has required since the time it was built to keep it in such good shape today. Most newer structures will need to be described as Average, because they have not experienced depreciation yet to require repairs and remodeling that must be accounted for. The appraiser should note the condition based on how the property compares with other similar properties of similar age. Overall, there are 5 total possible conditions to use in describing the current condition of the building, and represent as follows:

- **Excellent)** Extensive remodeling and repairs have been made since original construction.
- **Good)** Some or light remodeling and repairs have been made since original construction.
- **Average)** Generally unchanged since construction, older structures may need work.
- **Fair)** Disrepair, problems are being neglected, the structure will lose value faster than typical for its age
- **Poor)** Abandoned structures, busted out windows, and typically exposed to the elements. These structures will likely require more investment than they would be worth, after being rehabilitated.

	1	2	3	4
Apartment (Multi-Family)				
RMF	\$ 57.86	\$ 65.98	\$ 76.59	
RMM	\$ 60.43	\$ 69.22	\$ 80.43	
Asphalt Paving				
PVA	\$ 2.80	\$ 6.40		
Auto Dealership				
MAF	\$ 65.50	\$ 96.00	\$ 134.00	\$ 192.00
MAM	\$ 70.00	\$ 102.00	\$ 140.00	\$ 198.00
MAS	\$ 62.00	\$ 92.50	\$ 131.00	\$ 185.00
Automotive Repair				
SRF	\$ 37.50	\$ 51.00	\$ 69.50	
SRM	\$ 41.75	\$ 57.50	\$ 79.50	\$ 113.00
SRS	\$ 34.50	\$ 47.50	\$ 66.00	
Bank				
PFF	\$ 159.00	\$ 206.00	\$ 283.00	
PFM	\$ 166.00	\$ 215.00	\$ 294.00	
PFS	\$ 151.00	\$ 194.00		
Bars / Taverns				
EEF	\$ 74.50	\$ 97.50	\$ 128.00	
EEM	\$ 79.50	\$ 104.00	\$ 136.00	
EES	\$ 71.50	\$ 94.50		
Barber Shop (Beauty Salon)				
MHF	\$ 71.50	\$ 99.00	\$ 129.50	
MHM	\$ 71.50	\$ 107.00	\$ 133.00	
MHS	\$ 67.50	\$ 94.50	\$ 124.00	
(Portable Bldg) MHP	\$ 34.50	\$ 47.50		
Big Box Retail (Wal-Mart, etc.)				
MBM	\$ 37.50	\$ 49.00	\$ 64.00	\$ 75.00
MBS	\$ 36.25	\$ 46.75	\$ 60.50	\$ 71.00
Bowling Alley				
EBF	\$ 57.50	\$ 77.00	\$ 102.00	\$ 125.00
EBM	\$ 63.00	\$ 83.00	\$ 108.00	\$ 132.00
EBS	\$ 54.50	\$ 72.50	\$ 96.00	
Canopy (Fuel Station)				
CNF	\$ 18.00	\$ 27.50	\$ 38.75	\$ 51.25
CNS	\$ 16.25	\$ 23.50	\$ 34.50	
CNM	\$ 27.50	\$ 34.25	\$ 42.75	
Car Wash (Automatic)				
CAF	\$ 85.50	\$ 116.00	\$ 157.00	\$ 208.00
CAM	\$ 90.50	\$ 122.00	\$ 165.00	\$ 217.00
CAS	\$ 83.00	\$ 113.00	\$ 155.00	\$ 206.00
Car Wash (Self Serve Bays)				
CWM	\$ 59.50	\$ 75.00	\$ 97.00	\$ 121.00
CWS	\$ 52.25	\$ 68.50	\$ 91.00	\$ 102.00

Church/Religious Bldg				
ERF	\$ 93.50	\$ 130.00	\$ 180.00	\$ 240.00
ERM	\$ 98.00	\$ 137.00	\$ 191.00	\$ 255.00
ERS	\$ 89.50	\$ 123.00	\$ 168.00	\$ 220.00
Concrete Paving				
PVC	\$ 4.95	\$ 6.10		
Convenience Store				
MCF	\$ 68.50	\$ 85.50	\$ 107.00	\$ 128.00
MCM	\$ 73.50	\$ 91.00	\$ 113.00	\$ 135.00
MCS	\$ 65.00	\$ 82.00	\$ 103.00	\$ 125.00
Country Club				
ECF	\$ 103.00	\$ 139.00	\$ 185.00	\$ 247.00
ECM	\$ 109.00	\$ 145.00	\$ 190.00	\$ 250.00
ECS	\$ 93.50	\$ 127.00		
Day Care Centers				
EIF	\$ 86.50	\$ 108.00	\$ 142.50	\$ 187.50
EIM	\$ 89.00	\$ 112.00	\$ 150.00	\$ 165.00
EIS	\$ 78.00	\$ 101.50		
Discount Stores (Dollar General)				
MTF	\$ 47.50	\$ 63.00	\$ 81.00	\$ 102.00
MTM	\$ 52.50	\$ 68.00	\$ 86.00	\$ 106.00
MTS	\$ 44.00	\$ 59.50	\$ 78.00	\$ 98.50
Drug Store (Pharmacy)				
MSF	\$ 84.00	\$ 100.00	\$ 120.00	\$ 144.00
MSM	\$ 89.00	\$ 106.00	\$ 126.00	\$ 151.00
MSS	\$ 80.50	\$ 95.50		
Fast Food (Chain Franchise)				
EDF	\$ 128.00	\$ 168.00	\$ 220.00	\$ 291.00
EDM	\$ 138.00	\$ 179.00	\$ 232.00	\$ 303.00
EDS	\$ 84.50	\$ 122.00	\$ 164.00	\$ 226.00
Fraternal/Government				
EYF	\$ 87.00	\$ 122.00	\$ 171.00	
EYM	\$ 92.50	\$ 129.00	\$ 178.00	\$ 237.00
EYS	\$ 83.50	\$ 117.00		
Grocery Market				
MGF	\$ 72.00	\$ 82.00	\$ 101.00	\$ 121.00
MGM	\$ 74.00	\$ 88.00	\$ 108.00	\$ 128.00
MGS	\$ 64.50	\$ 78.00	\$ 98.00	\$ 116.00
Health Club				
EFF	\$ 88.00	\$ 121.00	\$ 168.00	
EFM	\$ 96.00	\$ 126.00	\$ 173.00	
EFS	\$ 81.50	\$ 113.00		
Heavy Industrial				
WIF	\$ 80.50	\$ 104.00		
WIM	\$ 84.50	\$ 117.00	\$ 157.00	
WIS	\$ 79.00	\$ 103.00	\$ 146.00	
Hospital				
IHM	\$ 162.00	\$ 217.00	\$ 289.00	\$ 368.00
IHS	\$ 150.00	\$ 211.00		

Hotels (3 or more floors)					
	THF	\$ 101.00	\$ 128.00	\$ 133.00	\$ 160.00
	THM	\$ 106.00	\$ 134.00	\$ 140.00	\$ 167.00
Laundromat (Dry Cleaners)					
	MLF	\$ 77.00	\$ 103.00		
	MLM	\$ 79.50	\$ 106.00		
	MLS	\$ 72.50	\$ 94.50		
Menu Restaurant					
	EMF	\$ 85.50	\$ 120.00	\$ 156.00	\$ 203.00
	EMM	\$ 94.00	\$ 129.00	\$ 166.00	\$ 213.00
	EMS	\$ 78.50	\$ 114.00	\$ 151.00	
Mini-Warehouse Rentals					
	WMF	\$ 25.75	\$ 34.50	\$ 76.25	
	WMM	\$ 27.75	\$ 37.00	\$ 49.75	
	WMS	\$ 18.35	\$ 24.70	\$ 33.00	\$ 44.25
Mortuaries					
	MOF	\$ 79.50	\$ 112.00	\$ 152.00	\$ 209.00
	MOM	\$ 84.50	\$ 117.00	\$ 157.00	\$ 214.00
	MOS	\$ 72.50	\$ 102.00		
Motels (Single story and 2 story)					
	TMF	\$ 68.00	\$ 80.00	\$ 92.00	\$ 127.00
	TMM	\$ 69.50	\$ 81.50	\$ 93.50	\$ 129.00
Nursing Home					
	INF	\$ 105.00	\$ 138.00	\$ 183.00	\$ 232.00
	INM	\$ 110.00	\$ 144.00	\$ 191.00	\$ 252.00
	INS	\$ 101.00	\$ 131.00		
Office (General)					
	POF	\$ 71.50	\$ 107.00	\$ 151.00	\$ 216.00
	POM	\$ 76.00	\$ 113.00	\$ 159.00	\$ 227.00
	POS	\$ 65.50	\$ 97.00	\$ 141.00	
	(Portable Bldg) POP	\$ 34.50	\$ 47.50		
Office (Medical-Dental)					
	PMF	\$ 103.00	\$ 135.00	\$ 179.00	\$ 225.00
	PMM	\$ 108.00	\$ 142.00	\$ 187.00	\$ 247.00
	PMS	\$ 93.50	\$ 123.00	\$ 168.00	\$ 210.00
Post Office					
	PPF	\$ 130.00	\$ 170.00	\$ 194.00	
	PPM	\$ 139.00	\$ 183.00	\$ 248.00	
	PPS	\$ 128.00	\$ 158.00		
Parking Garage					
	WPM	\$ 50.29	\$ 64.78		
	WPS	\$ 36.24			
Retail (General)					
	MRF	\$ 57.00	\$ 80.00	\$ 106.00	\$ 144.00
	MRM	\$ 61.00	\$ 85.00	\$ 112.00	\$ 151.00
	MRS	\$ 53.00	\$ 76.00	\$ 102.00	\$ 120.00
Retirement Center					
	RCF	\$ 92.00	\$ 123.00	\$ 164.00	\$ 178.00
	RCM	\$ 96.00	\$ 127.00	\$ 168.00	\$ 184.00

Schools					
	ESF	\$ 110.00	\$ 136.00	\$ 167.00	\$ 211.00
	ESM	\$ 116.00	\$ 142.00	\$ 174.00	\$ 218.00
	ESS	\$ 105.00	\$ 131.00	\$ 162.00	
Service Station w/ Bays					
	SSF	\$ 72.00	\$ 88.50	\$ 105.00	\$ 126.00
	SSM	\$ 106.00	\$ 128.00	\$ 154.00	\$ 192.00
	SSS	\$ 103.00	\$ 125.00	\$ 150.00	\$ 181.00
Skating Center					
	EKF	\$ 60.00	\$ 88.00	\$ 121.00	
	EKM	\$ 64.50	\$ 93.50	\$ 127.00	
	EKS	\$ 57.00	\$ 84.50	\$ 117.00	
Storage					
	STF	\$ 4.68	\$ 7.69	\$ 9.34	
	STM	\$ 7.46	\$ 10.35	\$ 13.76	
	STS	\$ 6.45	\$ 8.89	\$ 10.67	
Theaters					
	ETF	\$ 68.50	\$ 87.00	\$ 104.00	\$ 147.00
	ETM	\$ 73.00	\$ 92.50	\$ 109.00	\$ 155.00
	ETS	\$ 65.50	\$ 84.00	\$ 100.00	\$ 144.00
Urgent Care Facilities					
	IDF	\$ 101.00	\$ 129.00	\$ 169.00	
	IDM	\$ 106.00	\$ 137.00	\$ 178.00	
	IDS	\$ 93.50			
Veterinary Hospital					
	IVF	\$ 100.00	\$ 134.00	\$ 172.00	\$ 226.00
	IVM	\$ 105.00	\$ 139.00	\$ 179.00	\$ 234.00
	IVS	\$ 90.00	\$ 122.00		
Warehouse (Distribution)					
	WDF	\$ 34.00	\$ 45.75	\$ 67.00	\$ 90.00
	WDM	\$ 36.50	\$ 51.00	\$ 74.50	\$ 108.00
	WDS	\$ 31.75	\$ 44.50	\$ 65.50	\$ 96.50
Warehouse (General)					
	WHF	\$ 28.00	\$ 39.50	\$ 56.50	
	WHM	\$ 31.25	\$ 44.00	\$ 62.50	\$ 97.00
	WHS	\$ 27.00	\$ 38.50	\$ 55.50	\$ 87.50
Warehouse (Showroom)					
	MWF	\$ 34.00	\$ 45.75	\$ 67.00	\$ 90.00
	MWM	\$ 36.50	\$ 51.00	\$ 74.50	\$ 108.00
	MWS	\$ 31.75	\$ 44.50	\$ 65.50	\$ 96.50
Winery (Tasting Room)					
	EWF	\$ 64.50	\$ 107.00	\$ 182.00	\$ 313.00
	EWM	\$ 70.00	\$ 115.00	\$ 191.00	\$ 325.00
	EWS	\$ 61.50	\$ 101.00		

Ending the Appraisal Year

Maintenance

Towards the end of the appraisal year, we will offer to assist the district pick up new construction and buildings that we previously labeled as partially complete in previous years. During this time, we typically only bid our contract with 5 days of Maintenance work included. We are happy to help them for longer than that, but we need to remind them that those days will have to be added to the contract for the current year to add additional work for each county. The Chief Appraisers should contact Richard or Bill to discuss adding additional Maintenance days. Our goal every year should be to finish all the field work including maintenance in every county by April 15th at the latest.

Assessment

After all the field work has been turned in, we are happy to help our Appraisal Districts with their assessment process. Richard, Bill, or Brad would be glad to sit down with them and discover neighborhood and economic adjustments based on recent local sales from each area. Chief Appraisers should contact our office to schedule a time to meet.

Protest Season

Typically, during the months of May through July we offer to help counties to support their values whenever homeowners want to come in and review evidence supporting the value of their property. This can often be resolved in an informal setting or over the phone, however, in all our contracts we usually only include 5 days of Informal Meetings with homeowners. After attempts to agree on a fair market value in informal meetings have failed, we are willing to assist our districts in defending the value further in ARB. The amount of days we allocate to each county for Appraisal Review Board Hearings will vary largely from county to county. Scheduled ARB days should never exceed 5 days without notifying the office to make sure we have enough budget to justify adding more than 5 days.