



PDC 1- 2 - 3

Level of Assessment

A Quick Guide to Pre-Decisional Collaboration

This document will help assessors understand the Pre-Decisional Collaboration (PDC) process, prepare for PDC, and assist both the assessor and ORPTS in determining the level of assessment for an assessing unit.

PDC is meant to encourage a collaborative effort between ORPTS and local assessment officials to analyze the marketplace and condition of assessments by **sharing** the results of their respective systematic analyses. It is a **process**, not a single **meeting**. This process is meant to enable ORPTS and local officials to come to an agreement on the municipality's level of assessment (LOA) and confirm the stated LOA as the equalization rate.

Probably the most important step you can take to ensure an accurate level of assessment measurement is to verify that the sales used to determine the level of assessment are **VALID**. This applies to **ALL** sales. If a sale comes through as valid but does not appear to be arms-length, or if a change in use has occurred or is anticipated, you should correct that sale and make sure that ORPTS gets that correction. If a correction is necessary, **DO IT**. This will eliminate the use of a questionable sale when running the level of assessment analysis. If for some reason ORPTS does not agree with the correction, contact your Customer Relations Manager (CRM). Issues involving sales corrections should be resolved **BEFORE** the final analysis is completed. Generally, one or two sales being contested will not create a problem. However, in smaller communities with very few sales, it may be an issue. When contesting a sale's validity, you must be able to prove your case. You must **document** the reason for your challenge.

It is advisable to analyze your sales at least twice during the cycle, and more than twice is recommended. Once you have entered your sales onto your computer system and ensured that they are valid sales, it takes only 2-3 minutes to run the report necessary to estimate your level of assessment. Much of the state uses ORPTS-supported RPSV-4. If you use V-4, there is a series of simple steps to run your sales analysis. (If you have another vendor, contact them for instructions.)

For V-4 communities follow these steps:

Click on REPORTS
STANDARD REPORTS, Click OK

RPS V-4 REPORTS MODULE

Click on Sales
Click on Sales analysis COD Report
Click on Standard options

NEW SCREEN

Click on Option #1
Select Your Town/SWIS
Select Roll Year (generally the current year)
Select Sales by date you want to analyze

EXAMPLE

July 1, 2019 thru January 1, 2020

Using the dates listed above would analyze sales for a six-month period. Should you desire other sort options, click on Options shown on the top of the screen. Generally, Option #1 is standard.

Click sales status, include "H" sales

Click on Use Original Sales Price

Click on Sales Analysis with all Information

Click on the BLUE RUNNING MAN (Upper left corner)

YOU NOW HAVE THE REPORT.

Go to the Sale Analysis Totals tab and look at the **Median Av/Sp Ratio**. This is the ratio you will be working with as you develop your level of assessment. To estimate a trend, go through the same procedure using your sales and assessments from the previous year. Select the 2018 roll year and sales during that rate period. Then compare the results to the current roll year and current sales.

It's a good idea to quickly look over the sales to ensure no invalid sales are on the report. If a sale shows up that is invalid or that you have previously corrected, go to that parcel and Click on Sale, then on Condition Code. Correct the sale by checking the appropriate condition code. Add a note if necessary. Update and click Re-submit. Be sure to re-transmit the sale to ORPTS for their records.

It is suggested that each time you run this report, print it and save it. You may want to present it to your CRM **prior** to your PDC meeting.

Normally ORPTS CRM's run this same report to estimate your level of assessment. They also place a great deal of weight on a software program called SPSS. If you do not have SPSS, this procedure should get you in the ballpark. With ORPTS and the local assessor being on the same page, the results should be the same or very similar. If your level estimate and ORPTS' estimate concur, this number (assessment level) will become your equalization rate.

There are many ways to analyze your sales. This is a simple way without going through all kinds of hieroglyphics. For more details, please refer to the Guidelines for Pre-Decisional Collaboration on the ORPTS website.

If you have any suggestions or comments regarding this, or if there is any other topic you would like to see addressed on our NYSAA website, please let us know. Your input would be greatly appreciated.