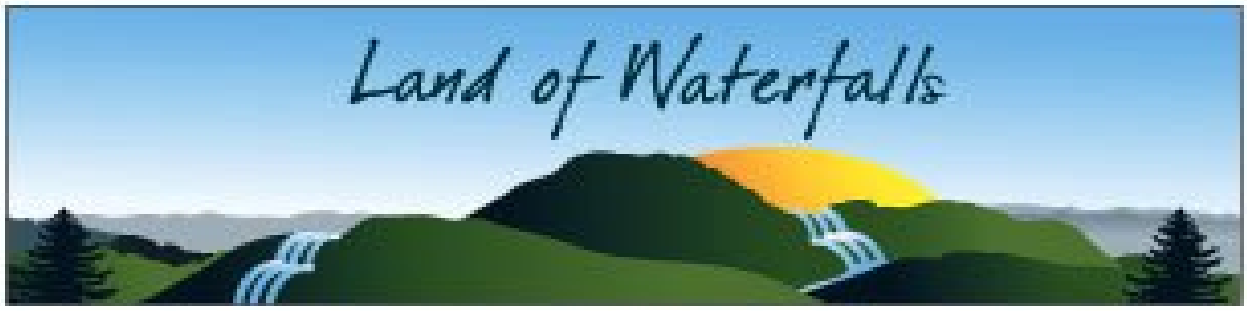
Transylvania County Tax Administration

2021 Schedule of Values



TRANSYLVANIA
COUNTY
NORTH CAROLINA

Jessica McCall
Tax Administrator

Transylvania County 2021 Appraisal Manual

INTRODUCTION

The primary purpose of real property assessment is to arrive at a true value (market value) for each real property parcel for use in deriving property taxes that will be as equitable as is feasible given the time, staff and money available to the assessor. Market value as defined by "Machinery Act of North Carolina" under G.S. 105.283 Uniform Appraisal Standards is **"the price estimated in terms of money at which the property would change hands between a willing and financially able buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of all the uses to which the property is adapted and for which it is capable of being used".**

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

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

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

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

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

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

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

This standardized system or Schedule of Values is designed and adopted to be used to establish Fair Market Value as of January 1 of the Reappraisal year. Reappraisal projects are mandated by State law to be performed every eight years unless the Board of County Commissioners desires to perform the projects more frequently. In the interest of maintaining fair and equitable values for the taxpayers of Transylvania County, the Board of County Commissioners have passed a resolution establishing a four-year reappraisal cycle for Transylvania County as required by G. S. 105-286(a) (2).

Finally, it must be remembered, the true test of a mass appraisal system rests upon its acceptance by the County Assessor, the taxpayers, and administrative review bodies such as the Board of County Commissioners, Board of Equalization and Review, Department of Revenue, and the court system.

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

The North Carolina Machinery Act

ARTICLE 13
Standards for Appraisal and Assessment.

Sec.
§ 105-283. Uniform appraisal standards.
§ 105-284. Uniform assessment standard.

§ 105-283. Uniform appraisal standards.

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

§ 105-284. Uniform assessment standard.

(a) Except as otherwise provided in this section, all property, real and personal, shall be assessed for taxation at its true value or use value as determined under G.S. 105-283 or G.S. 105-277.6, and taxes levied by all counties and municipalities shall be levied uniformly on assessments determined in accordance with this section.

(b) The assessed value of public service company system property subject to appraisal by the Department of Revenue under G.S. 105-335(b)(1) shall be determined by applying to the allocation of such value to each county a percentage to be established by the Department of Revenue. The percentage to be applied shall be either:

(1) The median ratio established in sales assessment ratio studies of real property conducted by the Department of Revenue in the county in the year the county conducts a reappraisal of real property and in the fourth and seventh years thereafter; or

(2) A weighted average percentage based on the median ratio for real property established by the Department of Revenue as provided in subdivision (1) and a one hundred percent (100%) ratio for personal property. No percentage shall be applied in a year in which the median ratio for real property is ninety percent (90%) or greater.

If the median ratio for real property in any county is below ninety percent (90%) and if the county assessor has provided information satisfactory to the Department of Revenue that the county follows accepted guidelines and practices in the assessment of business personal property, the weighted average percentage shall be applied to

public service company property. In calculating the weighted average percentage, the Department shall use the assessed value figures for real and personal property reported by the county to the Local Government Commission for the preceding year. In any county which fails to demonstrate that it follows accepted guidelines and practices, the percentage to be applied shall be the median ratio for real property. The percentage established in a year in which a sales assessment ratio study is conducted shall continue to be applied until another study is conducted by the Department of Revenue.

(c) Notice of the median ratio and the percentage to be applied for each county shall be given by the Department of Revenue to the chairman of the board of commissioners not later than April 15 of the year for which it is to be effective. Notice shall also be given at the same time to the public service companies whose property values are subject to adjustment under this section. Either the county or an affected public service company may challenge the real property ratio or the percentage established by the Department of Revenue by giving notice of exception within 30 days after the mailing of the Department's notice. Upon receipt of such notice of exception, the Department shall arrange a conference with the challenging party or parties to review the matter. Following the conference, the Department shall notify the challenging party or parties of its final determination in the matter. Either party may appeal the Department's determination to the Property Tax Commission by giving notice of appeal within 30 days after the mailing of the Department's decision.

(d) Property that is in a development financing district and that is subject to an agreement entered into pursuant to G.S. 159-108 shall be assessed at its true value or at the minimum value set out in the agreement, whichever is greater.(1939, c. 310, s. 500; 1953, c. 970, s. 5; 1955, c. 1100, s. 2; 1959, c. 682; 1967, c. 892, s. 7; 1969, c. 945, s. 1; 1971, c. 806, s. 1; 1973, c. 695, s. 12; 1985, c. 601, s. 1; 1987 (Reg. Sess., 1988), c. 1052, s. 1; 2003-403, s. 20.)

ARTICLE 14

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

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

(1) Schedule of Initial Reappraisals.-

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 19

Administration of Real and Personal Property Appraisal

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SALES UTILIZATION AND FAIR MARKET VALUE

Preface

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

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

MEETING LEGISLATIVE REQUIREMENTS

North Carolina General Statutes mandate the assessment of real property at 100% of the "fair market value". This criterion has made it imperative for the property appraiser to have an accurate and supportable sales file from which the market approach can be properly implemented.

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

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

A. develop regression equations
B. set cost/market base rates
C. determine depreciation schedules
D. determine income capitalization or discount rate

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

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

SALES QUALIFICATION

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

For this purpose, we have designed the following SALES QUESTIONNAIRE which will help standardize the procedure and build a source of useful sales data. The Sales Questionnaire is a record of sales research performed to establish the quality of a specific sale. Qualified sales are of inestimable value in establishing land values, base rates, depreciation schedules, and for checking the quality and degree of equalization of all work performed. Since recent sales are the BEST indication of MARKET VALUE and because of their effect on the entire mass appraisal process, careful handling and qualification cannot be overemphasized.

TRANSYLVANIA COUNTY
OFFICE OF THE ASSESSOR
07/31/2020

NAME
ADDRESS
CITY, STATE ZIP

Sales Price: $
Sale Date: MM/YYYY
Deed: Book & Page

Parcel:
Description:

Congratulations on your recent purchase of real property. We extend our invitation to you to contact us or visit our office if you have questions regarding your new property. In turn, we need your help. North Carolina law requires that each county conduct a sales-assessment ratio study measuring the sales price of real property in relation to the county's appraised value. This information is then used to adjust Public Service Company values for taxation and contribute to the fair and equitable assessment of all properties.

This questionnaire is strictly confidential and NOT open to public inspection. Please confirm the information above and return within ten (10) days. We have enclosed a self-addressed, stamped envelope for your convenience. Please contact Chris Owen or myself at (828) 884-3202 if you have any questions. Thank you for your assistance.

Sincerely,

Jessica McCall

Jessica McCall
Tax Administrator

1. Total Sales Price:_____
2. Type of Financing: Conventional/Bank Owner Financing_____ Other_____
   If other, please explain:_____
3. Was this an auction or short sale? Yes _____ No_____
4. Was this a foreclosure or bankruptcy sale? Yes_____No_____
5. Was this a sale between relatives or related companies? Yes_____No_____
   If yes, please explain:_____
6. Did this sale include personal property? (For example: mobile home, household furnishings, farm machinery etc.)
   Yes_____ No_____ If Yes, Estimate Value: _____
7. Is the property being used as rental property? Yes _____ No_____
   If yes, what is the monthly rent $_____
8. Property use at the time of sale
   a. Vacant Residential Land:_____ b. Vacant Commercial Land:_____
   c. Residential home:_____ d. Commercial building:_____
9. Have improvements been made to the real property since the time of sale?
   Yes_____ No_____ If yes, please explain:_____

_____ _____
Signature Date

_____
Daytime Telephone Number

TRANSYLVANIA COUNTY
OFFICE OF THE ASSESSOR
7/31/2020

NAME
ADDRESS
CITY, STATE ZIP

Sales Price: $
Sale Date: MM/YYYY
Deed: Book & Page

Parcel:
Description:

Congratulations on your recent sale of real property. We need your help. North Carolina law requires that each county conduct a sales-assessment ratio study measuring the sales price of real property in relation to the county's appraised value. This information is then used to adjust public service company values for taxation and contribute to the fair and equitable assessment of all properties.

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9. Have improvements been made to the real property since the time of sale?
   Yes_____ No_____ If yes, please explain:_____

_____ _____
Signature Date
(___)_____
Daytime Telephone Number

DEED DISQUALIFICATION SALES. This step entails examining deeds for any conditions or statements which might indicate the sale was not an "arm's length" transaction. Those deeds having ANY of the following conditions should be entered on the maintenance document as an unqualified sale using the disqualification codes found in this chapter:

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

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

SALES RESEARCH

Sales Qualification Procedures

Support staff is to qualify sales only from sales questionnaires, property owners, or information provided by appraisers and realtors. Sales qualified in this manner are to have the qualified code to Q or rejected as a sale based on the codes below. The returned sales questionnaires are then filed in the sales books by year and in PIN number order. All qualifications by deed stamps are to be made by an appraiser and the type instrument should be changed to "DS" so everyone will know that it has not been properly qualified.

For a sale is to be disqualified, use the disqualification codes as follows:

CODE REASONS FOR REJECTION:

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

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

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

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

E. The transaction is between relatives or related businesses.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Z. To use when $1 is put in the Assessed Value (for use of Access Database only).

TYPE INSTRUMENT

AF	-	Affidavit	AR	-	Additional Reference
AX	-	Annexation	BA	-	Boundary Agreement
CB	-	Corporation Book	CD	-	Corrective/Correction Deed
CV	-	Civil Action	DC	-	Death Certificate
EA	-	Easement	ED	-	Estate Deed
FC	-	Foreclosure Deed	GD	-	Guardian Deed
LA	-	Lease Agreement	MC	-	Marriage Certificate
OD	-	Original Deed	QC	-	Quit Claim Deed (Non-Warranty)
RR	-	Re-recorded Deed	RW	-	Right of Way
SD	-	Sheriffs Deed or Commissioners Deed	SP	-	Special Proceedings
TD	-	Trustees Deed	WD	-	Warranty Deed
WI	-	Will of Estate File			

EVALUATING SALES

The Sales Questionnaire and Sales Qualification Forms should be reviewed by the appraiser most familiar with the type of property or area being researched; i.e. income producing properties by the commercial/industrial appraiser and residential properties by the residential appraisers.

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

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

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

BENCHMARK SALES

The necessity of determining "market value" for all properties complicates the task of appraising certain types of property uses with few or no "qualified" sales. In these instances PASCO is designed to utilize BENCHMARK (surrogate) SALES.

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

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

Cost Benchmarks

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

Income Benchmarks

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

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

USE OF SALES ANALYSIS REPORTS IN THE APPRAISAL PROCESS:

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

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

During the Reappraisal process, sales ratio studies are normally performed by neighborhood using the sales that were recorded in the year preceding the effective date of the reappraisal. It is the intent of Transylvania County to appraise all neighborhoods within the performance standard of the Standard on Ratio Studies of the International Association of Assessing Officers (IAAO) as follows:

Type of Property	Measure of Central Tendency	Coefficient of Dispersion	PRD*
Single Family Residential			
Newer, more homogenous areas	.90 – 1.10	10.0 or less	.98 – 1.03
Older, heterogeneous areas	.90 – 1.10	15.0 or less	.98 – 1.03
Rural residential	.90 – 1.10	20.0 or less	.98 – 1.03
Income producing properties	.90 – 1.10		
Larger, urban jurisdictions	.90 – 1.10	15.0 or less	.98 – 1.03
Smaller, rural jurisdictions	.90 – 1.10	20.0 or less	.98 – 1.03
Vacant land	.90 – 1.10	20.0 or less	.98 – 1.03
Other real property	.90 – 1.10	Varies	.98 – 1.03

*The standards for the PRD are not absolute when samples are small or wide variations in price exist.

LAND RECORDS PROCEDURES

Introduction

All property within Transylvania County shall be mapped as a parcel to include all necessary attributes. These attributes shall include at minimum: PIN (or Parcel) number; Deeded or Platted Acreage; Calculated Acreage; Tax Neighborhood Designation; Subdivision Name, Lot Number, Plat Reference (when applicable); and Year Entered.

Definition of a Parcel

For the purposes of the Land Records Department, a parcel is a single tract of land as described in a deed or plat and is physically one unit of land. If more than one tract of land is on a particular deed or plat, a separate parcel shall be created for each tract described.[AB] If a parcel of land is described as one, but another parcel is split from it causing it to be non-contiguous, then each part of the parcel that is non-contiguous shall become its own parcel unless the split is right-of-way for a public road. In other words, a single parcel can be divided by a road but cannot be divided by another parcel.

Parcels that Cross the County Line

Properties that cross the county line shall be mapped to the county line, listing and assessing the acreage that is within Transylvania County limits for all surrounding counties[CD]. For parcels that do not have one acre on each side of the county line, the county that has the majority of the parcel shall assess it unless the road frontage is only in the minority county, then the minority county shall assess it. For these parcels that fall into this category, Transylvania County shall map the portion within the county limits, and assign a PIN number and calculate the acreage of the portion within the county. These shall be coded as "assessed in adjoining County" so that we have basic records of the property for internal and inventory purposes. For parcels that Transylvania County will assess, the entire parcel shall be mapped in accordance with Transylvania County policies and standards.

Acreage

All parcel records in the Land Records Department shall reflect the acreage cited in the original deed or plat unless there is no acreage cited in the original document. If there is no acreage cited, then the calculated acreage followed by "(C)" will be put as the acreage annotation in GIS. In the case of a property split, the parent tract shall reflect the original deeded acreage less the deeded acreage of the descendant parcel or parcels. If the descendant parcel does not cite acreage, then the calculated acreage shall be subtracted from the parent parcel's deeded acreage and the calculated acreage designation of "(C" shall be added to the parent and descendant parcel(s).

[A] If multiple tracts of land are described in a single deed or plat and the primary structure is located on more than one tract, all tracts in which the primary structure is situated upon shall be combined into a single parcel unless otherwise specified in the deed or plat.

[B] If multiple tracts of land are described in a single deed, the tracts may be combined into one parcel or if the deed includes language stating that the multiple tracts should be treated as one tract.

[C] A parcel that is mapped prior to the effective date of this document and that is already being assessed in its entirety by one county shall be grandfathered and can continue to be assessed as one parcel until: the county line is surveyed and reconciled with the adjacent county; a new transaction changes the property, the property owner requests it to be split by the county line, or a county department requests it to be split by the county line to resolve a problem.

[D] In dividing the parcel by the county line, Land Records staff shall consult with the other county involved to ensure that there are no overlaps or gaps in the assessment of the parcel and that the calculated acreage on each side of the line adds up to equal the deeded acreage of the original parcel.

Citing Ownership

Ownership shall be listed with the name(s) of the person(s) cited on the original deed, will, or court proceeding. The name is to be listed exactly as it is on the deed. Descriptive information about the grantee (marital status, state of incorporation, etc.) should not be listed, only the name of the owner or company that owns the property.

Changing a Name Without Transferring Ownership

Individual

A new deed filed in the Transylvania County Register of Deeds is the best way to change the name for an existing owner. Generally, a correction deed is best suited when there is an error or omission in the original document. In the case of a marriage/divorce/name change, a new deed is also needed. However, if a name change has been appropriately filed with the Clerk of Courts, it can be used.

Corporation

As with individuals, recording a new deed is preferable. However, for a corporation or business, the owner of record can be changed based on Articles of Name Change, Articles of Merger/Acquisition, or other similar documents as long as they have been appropriately filed with the North Carolina Secretary of State, Corporations Division, and/or the Transylvania County Register of Deeds.

Transferring Ownership

The only way to transfer a parcel is via a recorded, legal land record document. These are: a deed, a will, or a special proceeding/court order. These documents must be a recorded public record in Transylvania County, either in the Register of Deeds or Clerk of Courts. A document filed in another county or state cannot be used to transfer a property. To transfer a parcel, staff must first identify the property described by the deed. Once the parcel is identified, staff must then verify that the grantor has an interest in the property to transfer. If the grantor does not have an interest in the property, then the preparing attorney shall be contacted to obtain more information or to request a correction. Transylvania County Land Records can only transfer a parcel or interest in a parcel if the grantor owns interest in it. If the grantor does not have interest in a parcel, that deed reference shall be added to the parcel, but the ownership will not change. If the ownership of a parcel is in dispute, per North Carolina statute, the property should be listed to unknown owner.

Intent of a Deed

Property shall be transferred or split exactly as it is described in the deed. However, minor typographical errors in a deed can be overlooked as long as the intent of the deed is clear. If the intent is not clear, then that deed shall be held until a correction deed is recorded. For example, if the grantor owns lot 125 of XYZ subdivision and a deed is recorded from that grantor for lot 25 of that subdivision, staff shall research the situation. If we find that the grantor actually owned lot 125, the mailing address and prior deed reference reflect lot 125 and the grantor never owned lot 25, then it would be obvious that lot 25 was a typographical error omitting the "1" and they intended to transfer lot 125. The attorney and owner shall be notified of this error, but for our purposes we shall transfer lot 125 to the new owner. Another example would be if one of the deed calls is reversed, as long as we can determine what property is to be conveyed, the deed shall be mapped and/or transferred. If a deed comes through for lot 5 of ABC subdivision as recorded in plat file 105 / page 1, and that plat is a different subdivision owned by the grantor, the intent would not be clear because the grantor owns both parcels and either could be correct. This parcel would not be transferred until a correction deed is recorded. For this section, staff shall use its best judgment to determine if an error is minor enough to transfer the property or if a correction is necessary.

Property Mapping Basics

Each parcel shall be mapped in GIS according to the metes and bounds description on the original deed or plat. In the event of a conflict in a legal description, the following order should take precedence:

- ✓ Right of Possession
- ✓ Senior Right (which property/description was done first)
- ✓ Location of a natural monument
- ✓ Location of a man-made monument
- ✓ Adjoining Owners
- ✓ Direction and Distance
- ✓ Area
- ✓ Coordinates

When mapping parcels, there should be no overlaps or gaps between parcels. Gaps should be resolved via deed research to determine who owns the land between parcels if the parcels do not share a common line. Overlaps should be resolved via senior rights.

Plats

A plat is to be mapped at the time it is recorded and a separate parcel number assigned to each lot and section of common open space. In order for the plat to be mapped, the owner of record must be the owner of all of the land shown on the plat and must have signed the plat as the owner. In the case of a company owning the property, it must be signed by an authorized representative of the company in their official capacity, not as an individual. If the land shown in the plat is comprised of different tracts owned by multiple different people/entities, then the plat must be held until a deed is recorded putting the land in the names that match the owners cited on the plat.

When revisions to a lot or plat are recorded that change lot lines/sizes/etc., the affected parcel(s) shall be updated accordingly so long as the owner cited on the plat is still the owner of record. GIS shall be updated to show the new plat reference as the primary reference. When revisions change something other than the lot(s), such as a plat that is recorded after the original to show the edge of pavement, location of utilities, etc., then that plat shall be shown as an additional plat reference. The newest plat that actually shows, creates, or modifies the parcel(s) in question shall be shown as the primary plat reference in GIS.

Correction Deeds

Per North Carolina N.C. General Statute 47-36.1, a correction deed can only correct "obvious typographical or other minor error in a deed". This means that a correction deed can correct a misspelling of a person's name, plat reference, etc. "Un-recording" a parcel, transferring a different parcel than on the original deed, adding or deleting parcels to a deed, changing the grantee, etc. are not minor errors and a new deed will need to be recorded in order to change the listing.

GIS Procedures

All parcels shall be represented by one or more parcel polygons in GIS. This includes condominiums that should be represented as a small square polygon within the polygon of the parcel of land that the condominium is situated upon. All parcels shall annotate parcel dimensions for all lines in parcels 5.00 acres or smaller and road frontage for parcels larger than 5.01 acres in accordance with the North Carolina Land Records Management Program's *Technical Specifications for Base, Cadastral and Digital Mapping*. No dimensions are required for condominium polygons. Attributes shall be populated as prescribed by the current GIS data model. Easements shall be drawn in one of three categories: ingress/egress, utility, or other/misc. with the latter used for drainage easements, greenway easements, and matters of that nature.

Procedures & Data Entry Standards

A. Abbreviations

All data entered in the Land Records Map Card database shall be in compliance with the Abbreviation Standards, Appendix A of this document.

B. Names

- All names are to be entered ***Last Name***, ***First Name***. Names are to enter in proper format. No punctuation (comma, dashes, periods, etc.) is to be used. Additionally, if initials are on the deed such as "A.T. Smith", the initials are to be separated with a space and no periods are to be used.
  Example: Doe John
  Example: Smith A T
- If the property is owned by a married couple and no tenancy is specifically cited, then it reverts to Tenancy by the Entirety. In this scenario, both names can be put on the same line. They are to be separated by an ampersand "&". This holds true even if the last names are different.
  Example 1: If the deed says "John Doe and wife Jane", then it is to be keyed as: Doe John & Jane
  Example 2: If the deed says "Jane Doe and husband John", then it is to be keyed as: Doe Jane & John
  Example 3: If the deed says Jane Doe and husband John Smith, then it is to be keyed as: Doe Jane & John Smith
- If the property is owned by more than one person and they are not married or tenancy is specified other than Tenancy by the Entirety, each owner is to be placed on a separate line.
- A Life Estate holder / Life Tenant shall be designated by adding "(HLTE)" after their name(s) to signify that they are the holder of the lifetime rights. The Remainderman shall be designated by adding "(REM)" after their name. If there are multiple Life Estate holders, they can all be put on the same detail line. If there are multiple Remaindermen, they also can be put a line together as long as the Life tenant is still alive.
  Example: Doe John & Jane HLTE
  Doe Jamie REM

When a Life Estate holder passes, the property is to be keyed as a transfer to the Remainderman on a separate line or lines if multiple Remaindermen exist using the same deed reference that designated the Life Estate/Remainderman, flagging it as the current owner.

- When Land Records is notified of the death of a property owner, the transaction shall be processed as follows:
    a. If the property is owned by Tenancy by the Entirety (husband and wife), and one spouse has passed, then the property is to be transferred to the surviving spouse by the Death Certificate (DC). Date of Death shall be cited for the spouse that passed.
    b. If the property is owned by an individual or the decedent is one of multiple owners, the property is to be transferred to that person's Estate by adding "heirs" after the name. (In the case of multiple owners, the decedent's interest shall be transferred to their Estate). If there is no will or it has not been probated, the property is to remain in the name of the Estate until it is probated or a Judgment is made and filed in the Clerk of Courts office. If or when the will has been probated or a Judgment made and filed, the property will then be transferred from the Estate to the new owner(s) in accordance with the Will or Judgment. The date the estate was probated or the date the judgment was filed is the date to be used in the transfer along with the file number as the DEED BOOK/PAGE. The date can be obtained via Clerk of Court records.
- Corporate Name Change. If a company files a name change and that change is by a document filed in the Transylvania County Registry, the property is to be transferred to the new name as a normal transfer. If it is changed by a filing with the North Carolina Secretary of State, it shall be transferred to the new name using the original deed reference & date. A brief comment, the SOS ID, and date from the filing shall be cited in ACCOUNT COMMENTS.
  Example: Corporate Name Change per SOS ID 1234568 filed 1/4/2004

C. Acreage, Size, and Property Description

- Acreage is cited in the LOT SIZE/ACREAGE field, it is abbreviated as "AC" and decimal places are to be as they are on the deed or plat (rounded to two decimal places) unless it has been adjusted for Splits and/or Acreage Adjustments. In other words, if the deed says "1 acre", it should be cited as "1 AC". If the deed says "4.28745 acres, then is cited as "4.29 AC". If the acreage is calculated, "C" is to follow the acreage such as "1.5 AC C". It is a good practice to cite how the acreage was in the internal comments field in case the acreage is questioned in the future.
- PROPERTY DESCRIPTIONS are limited to 100 characters and should be entered using the format below. Abbreviations should be in accordance with the Transylvania County Land Records Abbreviation Standards, Appendix A of this document.
  Subdivision Parcel
  L (lot number)(subdivision name) BK (block), PH (phase) or S (section)
  L7 Mickey Mouse Farms S2 or
  S2 L7 Mickey Mouse Farms
  Non-Subdivision Parcel
  (directional letters) (& ADJ) [IF applicable] of/to (Road Name or names)
  N of Old Holland Rd
  SW & Adj to Cox Mill Rd

Appendix A – Abbreviation Standards

Abbreviations for Names and Property Descriptions

Deed	Tax Listing
Adj	adjacent
and	&
Husband	HSB
Wife	WF
d/b/a / Doing Business As	DBA
Trustee	Trustee
Inc / Incorporated	Inc
LLC / Limited Liability Company	LLC
Et Al / and others	Etal
Et Vir	HSB
Et Ux	WF
Acre / ACRES	AC
Plat File	PF
Highway / NC Highway	Hwy
State Highway	Hwy
State Route / State Road	SR
US Highway / US Route	Hwy
Association	Assoc
Part / Part of	Pt
Lot / Lots	LT
Tract	Tr
Business	BUS
Block	BK
Phase	PH
Section	S
Creek	Crk
Care of / In care of	%
Life Estate	HLTE
Remainderman	Rem
Subdivision	SUB
City	CTY
County	CNTY

LAND APPRAISAL PROCEDURES

PREFACE

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

LAND APPRAISAL PROCEDURES

INTRODUCTION

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

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

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

LAND APPRAISAL PROCEDURE

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

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

Roads should be classified as paved, dirt, nonexistent, etc. and the availability of public improvements indicated on the property ownership maps, as necessary.

The following table of road classifications and public improvement classifications are to be used as a note to the land data and may be inserted in the "Other Adjustments" portion of the Land Data section of the Field Data Collection Instrument:

ROAD CLASSIFICATIONS:

Nonexistent .....NX
Private Drive ..... PD
Dirt
- Rural Dirt .....RD
- Suburban Dirt ..... SD
- Urban Dirt .....UD

Paved
- Rural Paved ..... RP
- Suburban Paved .....SP
- Urban Paved ..... UP

Rural Gravel.....RG
Rural Dirt Road
Private Dirt Roads ..... RT
Paved with water ..... PW
Public or Community
Paved with water & sewer .....PS
Interstate .....IS

PUBLIC IMPROVEMENT CLASSIFICATIONS

Electric .....E
Water..... W
Sewer.....S
Curb C
Gas ..... G
Sidewalk..... K
Storm Drainage ..... D

The appraiser should also note the characteristics of the area appraised for similarities which may be encountered in other areas which have insufficient sales.

The appropriate unit values and depth table can then be posted to the property ownership map using the same format for each type of property; however, the depth table on Card 01 cc 52 will only function when the unit type in Card 02 cc 49-50 is LT or FF.

Generally residential property is valued by lot (LT), acreage (AC), or units (UT); commercial property by front foot (FF), or square foot (SF), acreage (AC), or unit (UT); industrial property by square foot (SF), or acreage (AC), or units (UT); and agricultural property by acreage (AC). (Some tracts may require two or more different land units.)

LAND MODELS

Currently there are seven different land models in use with the PASCO Appraisal System most of which when properly used should give reliable results. It has been our experience that the Somers Depth Curve gives excellent equalization and values when pricing by the front foot.

Models 1, 2 and 3 are based on the Somers curves and standard depths as follows.

LAND MODEL 00	Unit or Lot Value
LAND MODEL 01	100 Feet Standard Depth Appraised per Front Foot
LAND MODEL 02	150 Feet Standard Depth Appraised per Front Foot
LAND MODEL 03	200 Feet Standard Depth Appraised per Front Foot
LAND MODEL 04	Base Price Rural Acreage - Market Value
LAND MODEL 05	Present Use Value
LAND MODEL 06	Base Price Comm/Industrial Acreage – Market Value
LAND MODEL 07	For Future Use
LAND MODEL 08	Base Price Urban Acreage - Market Value

LAND MODEL 00 – Unit Lot/Acreage Value Pricing

Lots or acreage within a subdivision or neighborhood are assigned a base value. Adjustments are then made to each individual parcel for factors such as access, topography, location, shape, easements, right of ways, percolation, or any other factor that may positively or negatively influence the value of the parcel.

Pricing Guidelines:

Excess Land Residential Lots:

The value of excess land in residential lots varies from area to area depending on what the buyer is looking for. In many new subdivisions small lots with small yards are desirable; and in such subdivisions excessive size may yield no additional value. In subdivisions that appeal to buyers that are looking for large lots that provide more privacy and room for outdoor activities, excess land is desirable and should be reflected in the appraised value.

LAND MODEL 00 – Unit Lot Value Pricing (*Typical lot is 2 acres or less)*

Site suitability for a septic system when sewer is not available:

For parcels that do not have access to a sewer system, consideration must be given if the parcel has had a site evaluation or preliminary evaluation performed by the Health Department or a Licensed Soil Scientist which resulted in it being deemed unsuitable. Before determining the amount of adjustment to be made information must be received to determine what restrictions have been placed on the lot.

Bedroom limits may be established for lots that are found to be marginally suitable. A property owner may wish to build a 5-bedroom house on their lot, but the lot may be found suitable for no more than 3 bedrooms. In this case the lot is a suitable building lot with restrictions. In this case the adjustment could vary depending on the area the lot is located in. If building a 3-bedroom home is a reasonable highest and best use for the lot then no adjustment is required. However, if the lot is located in a subdivision that is made up of large homes with 4 and 5 bedrooms, then the use of the subject lot is impaired and consideration should be given at the determination of the appraiser.

If a lot has limited or no suitability for a conventional septic system, there are numerous options to make the lot buildable using alternative systems or proprietary systems. The following is a list of various types of septic systems and a general estimate of their average cost.

Systems that can be approved by the local Health Department:

System	Average Cost 3 BR	Soil Depth Requirement
Conventional Gravity System	$ 4,000	36 inches of suitable soil
Low Pressure System	$ 6,000	24 inches of suitable soil
Drip System	$28,000	18 inches of suitable soil
Pre-treatment Drip System	$40,000	As little as 12 inches of suitable soil

Systems that can be approved by the State of North Carolina:

System	Average Cost 3 BR	Soil Depth Requirement
Pre-treatment Surface Drip System (Requires 2 acres or more)	$45,000	As little as 6 inches of suitable soil

Adjustments for Lots Requiring Non-conventional Septic Systems: (NCSS)

Calculate an adjustment to the nearest 5% based on the cost to cure that will deduct the following values from the subject lot:

Suitable for Conventional System	No adjustment
Low Pressure System Required	$ 2,000
Drip System Required	$24,000
Pre-treatment Drip System Required	$36,000
Pre-treatment Surface Drip System Required	$41,000

Once the septic system has been installed this adjustment is to be removed.

Example: The lot has a base price of $80,000 and a 90% condition for size yielding a total land value of $72,000 and it is determined that the lot will require a Drip System, calculate the NCSS factor $24,000/$72,000 = -33% or 67% good, total adjustment for the parcel is rounded to 65% NCSS/SIZE. **Note the amount of NCSS adjustment in the land line note field, the amount of the NCSS adjustment is the difference between the original condition factor 90% and the new Condition factor 65% or 90% - 65% = 25% NCSS/SIZE.**

Adjustments for Lots Unsuitable for Septic when sewer is not available: (PERK)

No Suitable System Available	-70% of the base lot value or 30% Condition

The PERK factor should be netted against any existing condition factor. Once public sewer is available this adjustment is to be removed.

Example: The lot has a base price of $80,000 and a 110% condition for size yielding a total land value of $88,000 and it is determined that the lot is unsuitable for any type of septic system, the PERK adjustment is -70% or 30% good, total adjustment for the parcel is 30% x 110% = 33% rounded to 35% PERK/SIZE. **Note the amount of PERK adjustment in the land line note field.**

LAND MODEL 01 – 03 - Front Foot Value Pricing

CALCULATION FOR VARIOUS LOT SHAPES

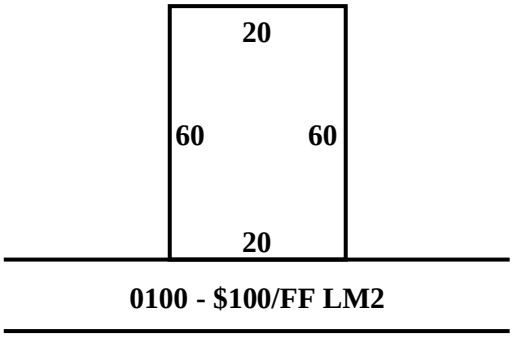
The following grouping of regular and irregular-shaped lots has been prepared to illustrate lot shapes most frequently encountered and the method of computing their value when pricing by the front foot.

Note: The Land Model 2 chart for a standard lot depth of 150 - feet and a unit front foot value of $100.00 have been used in all the calculations.

LAND MODEL 01 - 03

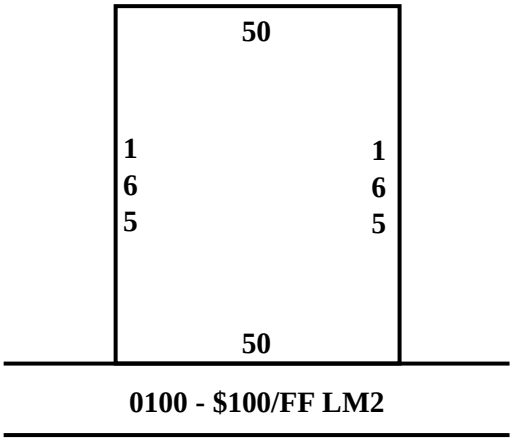
EXAMPLE 1 - (LINE 1)

RECTANGULAR LOT
RULE: Use frontage and 100% condition factor



EXAMPLE 2 - (LINE 2)

RECTANGULAR LOT
RULE: Use frontage and 100% condition factor



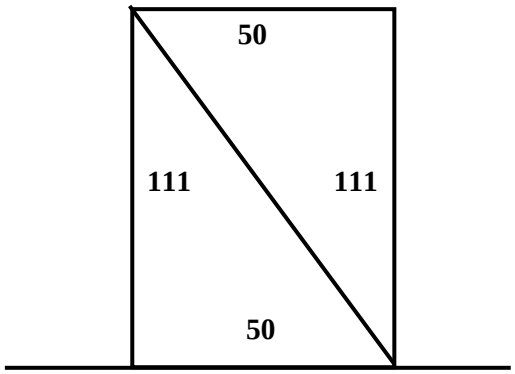
	CODE	ZONING	FRONT	DEPTH	DE/FA	L/M	CO/FA	+RF+AC+LC+T0+0T RT
1	0100	R6	20	60	0.65	2	1.00	EX.1
2	0100	R6	50	165	1.03	2	1.00	EX.2

UNIT PRICE	NO. UNITS	TY
100.00	20.00	FF
100.00	50.00	FF

LAND MODEL 01 - 03

EXAMPLE 3 - (LINE 1)

TRIANGLE WITH APEX ON STREET
RULE: Use 30% condition factor



0100 - $100/FF LM2

	CODE	ZONING	FRONT	DEPTH	DE/FA	L/M	CO/FA	+RF+AC+LC+T0+0T RT
1	0100	R6	50	111	0.89	2	.30	EX.3

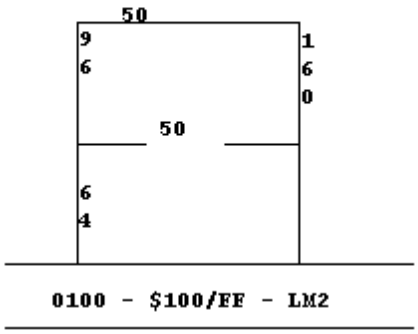
UNIT PRICE	NO. UNITS	TY
100.00	50.00	FF

LAND MODEL 01 - 03

EXAMPLE 4 - (LINE 1)

BACK LOT RULE:
Use difference between
longest depth factor and
shortest depth factor

i.e. 1.03 - .69 = .34



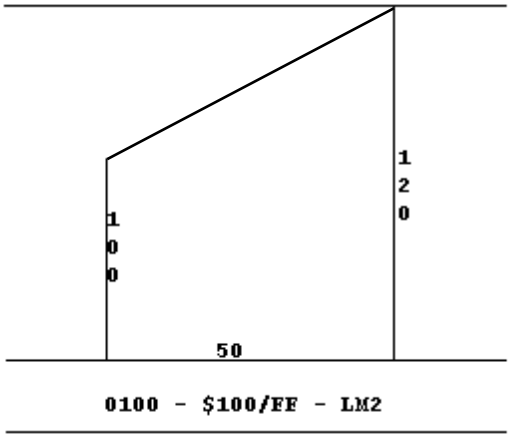
	CODE	ZONING	FRONT	DEPTH	DE/FA	L/M	CO/FA	+RF+AC+LC+T0+0T RT
1	0100	R6	50	96	1.00	0	0.34	EX.7

UNIT PRICE	NO. UNITS	TY
100.00	50.00	FF

LAND MODEL 01 - 03

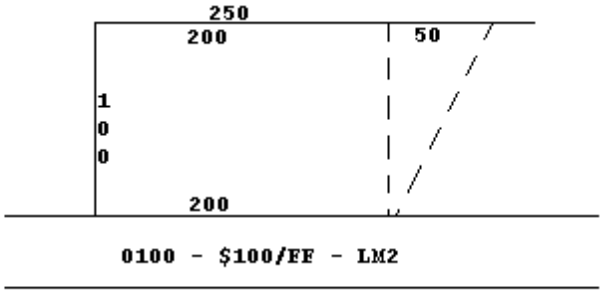
EXAMPLE 5 - (LINE 1)

PARALLEL SIDES
RULE: Use average depth
i.e. $\frac{120 + 100}{2} = \frac{220}{2} = 110$



EXAMPLE 6 - (LINES 2&3)

IRREGULAR LOT
RULE: calculate as rectangle and triangle



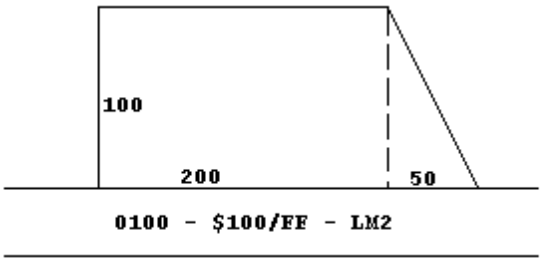
	CODE	ZONING	FRONT	DEPTH	DE/FA	L/M	CO/FA	+RF+AC+LC+T0+0T RT
1	0100	R6	50	110	0.89	2	1.00	EX.9
2	0100	R6	200	100	0.85	2	1.00	EX.10
3	0100	R6	50	100	0.85		0.30	EX.10

UNIT PRICE	NO. UNITS	TY
100.00	50.00	FF
100.00	200.00	FF
100.00	50.00	FF

LAND MODEL 01 - 03

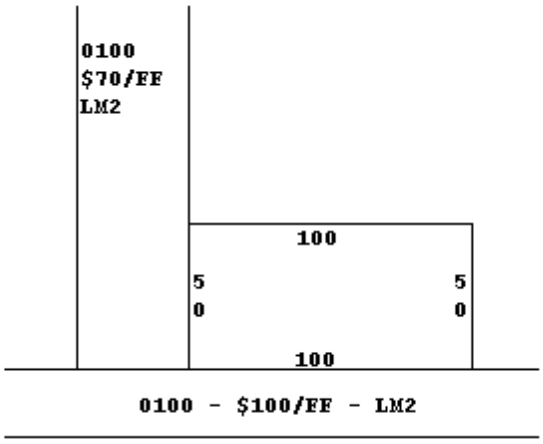
EXAMPLE 7 - (LINES 1&2)

IRREGULAR LOT
RULE: Calculate as rectangle and triangle



EXAMPLE 8 - (LINE 3)

CORNER LOT
RULE: Use sides with highest value frontage (side with highest dollar value per front foot for frontage figure)



	CODE	ZONING	FRONT	DEPTH	DE/FA	L/M	CO/FA	+RF+AC+LC+T0+0T RT
1	0100	R6	200	100	0.85	2	1.00	EX.11
2	0100	R6	50	100	0.85	2	0.70	EX.11
3	0100	R6	100	50	0.49		1.00	EX.12

UNIT PRICE	NO. UNITS	TY
100.00	200.00	FF
100.00	50.00	FF
100.00	100.00	FF

LAND MODEL #1

DEPTH FACTOR TABLE
100 FEET STANDARD DEPTH

DEPTH	D.F.	DEPTH	D.F.
10-12	.26	102-103	1.02
13-16	.33	104-106	1.03
17-20	.40	107-110	1.04
21-24	.45	111-114	1.05
25-28	.50	115-118	1.06
29-32	.55	119-122	1.07
33-36	.59	123-128	1.09
37-40	.63	129-134	1.11
41-44	.67	135-140	1.12
45-48	.70	141-146	1.14
49-52	.72	147-152	1.15
53-55	.75	153-158	1.16
56-59	.78	159-164	1.17
60-63	.81	165-169	1.18
64-67	.83	170-175	1.19
68-71	.85	176-181	1.20
72-75	.87	182-187	1.20
76-79	.89	188-193	1.21
80-83	.91	194-199	1.22
84-87	.93	200-Up	1.22
88-91	.95		
92-95	.97		
96-98	.98		
99-101	1.00		

LAND MODEL #2

DEPTH FACTOR TABLE
150 FEET STANDARD DEPTH

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

LAND MODEL #3

DEPTH FACTOR TABLE
200 FEET STANDARD DEPTH

DEPTH	D.F.	DEPTH	D.F.	DEPTH	D.F.
10-12	.14	143-147	.89	278-282	1.07
13-17	.19	148-152	.90	283-287	1.08
18-22	.25	153-157	.92	288-291	1.08
23-27	.30	158-162	.93	293-297	1.08
28-32	.34	163-167	.94	298-305	1.08
33-37	.37	168-172	.95	306-315	1.09
38-42	.41	173-177	.96	316-325	1.09
43-47	.45	178-182	.97	326-335	1.10
48-52	.49	183-187	.97	336-345	1.10
53-57	.52	188-192	.98	346-355	1.11
58-62	.55	193-197	.99	356-365	1.11
63-67	.58	198-202	1.00	366-375	1.12
68-72	.60	203-207	1.01	376-385	1.12
73-77	.63	208-212	1.02	386-395	1.13
78-82	.65	213-217	1.02	396-410	1.13
83-87	.68	218-222	1.02	411-430	1.14
88-92	.70	223-227	1.03	431-450	1.14
93-97	.72	228-232	1.03	451-470	1.15
98-102	.74	233-237	1.04	471-490	1.16
103-107	.76	238-242	1.04	491-510	1.16
108-112	.78	243-247	1.05	511-530	1.16
113-117	.80	248-252	1.05	531-550	1.16
118-122	.82	253-257	1.06	551-570	1.17
123-127	.83	258-262	1.06	571-590	1.17
128-132	.85	263-267	1.06	591-UP	1.17
133-137	.86	268-272	1.07		
138-142	.88	273-277	1.07		

LAND MODEL 04

THE BASE PRICE METHOD FOR RURAL ACREAGE

The Base Price Method of appraising land is referred to as Land Model 04. This land model is utilized to reflect market value when appraising acreage. The market indicates that land values change when properties have different amenities such as road frontage, public utilities, road types and the size of tract.

Land Model 04 is also an excellent appraisal tool when utilizing the neighborhood concept for different locations within the jurisdiction being appraised.

The following is a description of how these factors affect each parcel of land:

A. **Location:**

Location is the key factor in the determination of market value in the County. Depending on market demand and sales prices, Base Price Areas were established throughout the County. Within each base price area other location factors may be applied to a given parcel. The concept of neighborhood homogeneity may tend to affect values as the parcel comes more under the influence of the neighborhood and less under the influence of the total base area. The market demands higher prices for property in or near active market areas. Desirable subdivisions, availability of water and sewer, proximity to shopping areas, higher base price areas and the existence of amenities are factors which tend to increase market demand. The inverse may be true for parcels near a declining subdivision or undesirable industrial or commercial use area. These influences must be determined and adjusted on an individual basis by the appraiser.

B. **Size:**

The size of a parcel plays a major role in determining the per acre price at which a parcel of land will sell. The total price asked for a parcel of land has an indirect correlation with the number of potential buyers in the market. This situation stimulates more price negotiation and longer turnover periods for large tracts. Consequently, the actual cash value per acre decreases as the size of the parcel increases.

The value of small lots containing less than two acres depends greatly on zoning and health department restrictions; therefore, these lots are typically priced by the lot. Tracts priced by the acre are typically priced using the base price method in conjunction with following size factor chart:

Range Low	Range High	Factor	Range Low	Range High	Factor
.00	.49	2.60	1.81	1.90	2.09
.50	.70	2.60	1.91	2.00	2.06
.71	.80	2.50	2.01	2.10	2.04
.81	1.10	2.40	2.11	2.20	2.02
1.11	1.20	2.35	2.21	2.30	2.00
1.21	1.30	2.30	2.31	2.40	1.98
1.31	1.40	2.25	2.41	2.50	1.96
1.41	1.50	2.22	2.51	2.60	1.94
1.51	1.60	2.19	2.61	2.70	1.92
1.61	1.70	2.16	2.71	2.80	1.90
1.71	1.80	2.12	2.81	2.90	1.88

Range Low	Range High	Factor
2.91	3.00	1.86
3.01	3.10	1.84
3.11	3.20	1.82
3.21	3.30	1.80
3.31	3.40	1.78
3.41	3.50	1.76
3.51	3.60	1.74
3.61	3.70	1.72
3.71	3.80	1.70
3.81	3.90	1.68
3.91	4.00	1.65
4.01	4.10	1.63
4.11	4.20	1.61
4.21	4.30	1.59
4.31	4.40	1.57
4.41	4.50	1.55
4.51	4.60	1.53
4.61	4.70	1.51
4.71	4.80	1.49
4.81	4.90	1.47
4.91	5.00	1.45
5.01	5.10	1.43
5.11	5.20	1.41
5.21	5.30	1.39
5.31	5.40	1.37
5.41	5.60	1.35
5.61	5.80	1.33
5.81	6.00	1.32
6.01	6.20	1.31
6.21	6.40	1.30
6.41	6.60	1.29
6.61	6.80	1.28
6.81	7.00	1.27
7.01	7.30	1.26
7.31	7.60	1.25
7.61	7.90	1.24
7.91	8.20	1.23
8.21	8.50	1.22
8.51	8.80	1.21
8.81	9.10	1.20
9.11	9.40	1.19
9.41	9.70	1.18
9.71	10.00	1.17
10.01	10.50	1.16
10.51	11.00	1.15
11.01	11.50	1.14
11.51	12.00	1.13
12.01	12.50	1.12
12.51	13.00	1.11
13.01	13.50	1.10
13.51	14.00	1.09
14.01	14.50	1.08
14.51	15.00	1.07
15.01	15.50	1.06
15.51	16.00	1.05
16.01	17.00	1.04
17.01	18.00	1.03
18.01	19.00	1.02
19.01	20.00	1.01
20.01	25.00	1.00
25.01	30.00	0.99
30.01	40.00	0.98
40.01	50.00	0.97
50.01	60.00	0.96
60.01	70.00	0.95
70.01	80.00	0.94
80.01	90.00	0.93
90.01	100.00	0.92
100.01	110.00	0.91
110.01	115.00	0.90
115.01	120.00	0.89
120.01	125.00	0.88
125.01	130.00	0.87
130.01	135.00	0.86
135.01	140.00	0.85
140.01	145.00	0.84
145.01	150.00	0.83
150.01	155.00	0.82
155.01	160.00	0.81
160.01	165.00	0.80

Range Low	Range High	Factor
165.01	170.00	0.79
170.01	175.00	0.78
175.01	180.00	0.77
180.01	185.00	0.76
185.01	190.00	0.75
190.01	195.00	0.74
195.01	200.00	0.73
200.01	205.00	0.72
205.01	210.00	0.71
210.01	999999.99	0.70

C. **Access:** **RURAL ACREAGE** **Land Model 04**

1. Paved - This is considered the norm and no adjustment is needed
2. Dirt - Parcel located on dirt roads is to be reduced 10% for access
3. Gravel - Dirt roads that have been improved with the addition of loose gravel are -10% for access
4. Rural Dirt Road Not State Maintained - These roads are usually maintained by a group of property owners and reduced 20% for access.
5. No State Maintained Access - Parcels having no access are useful mainly as add on property for adjoining owners which have access. Residential use is limited on these parcels; therefore, small tracts do not show the dramatic increase in per acre price. The following factors are to be applied to parcels having no access in order to reduce both the base price and size factor influence.
6. No Public Access Private Drive (PD) - Parcels have established access drive to property but no state maintained frontage.

Type Access Code	Factor	
RP	+00	Rural Paved Road - Considered normal with no adjustment required
SP	+00	Suburban Paved Road - (no water or sewer)
UP	+00	Urban Paved Road - (no water or sewer)
PW	+05	Paved with public or community water
IS	+10	Interstate
PS	+25	Paved with public water and sewer
RD	-10	Rural Dirt Road - state maintained
SD	-10	Suburban Dirt Road
UD	-10	Urban Dirt Roads
DW	-05	Rural Dirt Road - state maintained with water
RG	-10	Rural Gravel Road - state maintained
GW	-05	Rural Gravel Road - state maintained with water
RT	-20	Private Dirt Road - not state maintained.
PD		Private Drive or easement (no public access); see following chart
PR		Private Drive or easement (no public access); see following chart
NX		No legal access to property: see following chart

No Legal Access (NX)	No Public Access (PR)	No Public Access (PD)
0.01 - 1.5 Acres = -60%	0.01 - 1.5 Acres = -40%	0.01 - 1.5 Acres = -20%
1.51 - 3.0 Acres = -57%	1.51 - 3.0 Acres = -37%	1.51 - 3.0 Acres = -17%
3.01 - 4.0 Acres = -54%	3.01 - 4.0 Acres = -35%	3.01 - 4.0 Acres = -15%
4.01 - 5.0 Acres = -52%	4.01 - 5.0 Acres = -34%	4.01 - 5.0 Acres = -14%
5.01 - 6.0 Acres = -51%	5.01 - 6.0 Acres = -33%	5.01 - 6.0 Acres = -13%
6.01 - 7.0 Acres = -50%	6.01 - 7.0 Acres = -33%	6.01 - 7.0 Acres = -13%
7.01 - 8.0 Acres = -49%	7.01 - 8.0 Acres = -32%	7.01 - 8.0 Acres = -12%
8.01 - 9.0 Acres = -48%	8.01 - 9.0 Acres = -32%	8.01 - 9.0 Acres = -12%
9.01 - 10.0 Acres = -47%	9.01 - 10.0 Acres = -32%	9.01 - 10.0 Acres = -12%
10.01 - 15.0 Acres = -46%	10.01 - 15.0 Acres = -31%	10.01- 15.0 Acres = -11%
15.01 - 30.0 Acres = -45%	15.01 - 30.0 Acres = -31%	15.01- 30.0 Acres = -11%
30.01 - 50.0 Acres = -44%	30.01 - 50.0 Acres = -31%	30.01- 50.0 Acres = -11%
50.01 - 70.0 Acres = -43%	50.01 - 70.0 Acres = -30%	50.01- 70.0 Acres = -10%
70.01 - 100.0 Acres = -42%	70.01 -100.0 Acres = -30%	70.01- 100.0 Acres = -10%
100.01 -150.0 Acres = -41%	100.01 -150.0 Acres = -30%	100.01- 150.0 Acres = -10%
150.01 - Up Acres = -40%	150.01 - Up Acres = -30%	150.01 - Up Acres = -10%

*Note - This chart is in the computer and automatically applied when Land Model 04 is used.

D. **Topography**: **RURAL ACREAGE** **Land Model 04**

Land considered usable but suffering from rough topography may need further adjustment in order to achieve market value. Rough topography increases the development and building cost required to gain the optimum use from a parcel of land. The usable land on each parcel must be looked at as a whole and adjustments applied as indicated by comparable sales.

E. **Shape:**

The utility of a specific parcel may be affected by its shape. The appraiser determines what is unusable and to what extent it affects the value of the subject parcel.

F. **Right of Ways:**

Land falling within a state road right-of-way or surface assessment is to be coded 9400. These right- of-ways add no value to the property and, therefore, receive a zero unit price.

Surface easements governing power and petroleum right-of ways may have varying effects on each parcel. The extent of their liability is based mainly on their location within the parcel. Therefore, these easements are priced according to the base price and conditioned back at the discretion of the appraiser.

Typical Land Model 04 Pricing

CODE:	Land models will work with any use code.
ZONING:	Land models will work with any zoning code.
FRONTAGE:	Enter the total number of feet of road frontage is required unless the road type is NX or PD.
DEPTH:	Depth is left blank. The system will use 208 feet of depth to calculate the number of acres of frontage.
DE/FA:	The size factor is assigned by the computer from the size chart in this chapter. Enter 1.00.
L/M:	Enter Land Model 04, 06 or 08.
CO/FA:	The condition factor will be calculated by adding the factors present in the following field. Enter 1.00.
RF:	The road frontage field may be + or -. This field is entered by the computer based on the road frontage chart in this chapter.
AC:	The access factor is entered by the computer based on the road type factors in this chapter.
LC:	The location factor may be + or -. This is assigned by the appraiser through market analysis.
TO:	The topo factor may be + or -. This is assigned by the appraiser through market analysis.
OT:	The other factor may be + or -. This factor is used for all factors not previously described such as shape, right of ways, etc. This factor is assigned by the appraiser through market analysis.
RT:	The road type is used to describe the paving and utilities of the road as described in this chapter.
UNIT PRICE:	The base price used for acreage in the neighborhood is entered in this field.
NO. UNITS:	Total acreage is entered in this field.
TY:	Unit type AC (Acres) is required when using Land Model 04
NOTES:	Free form notes field.

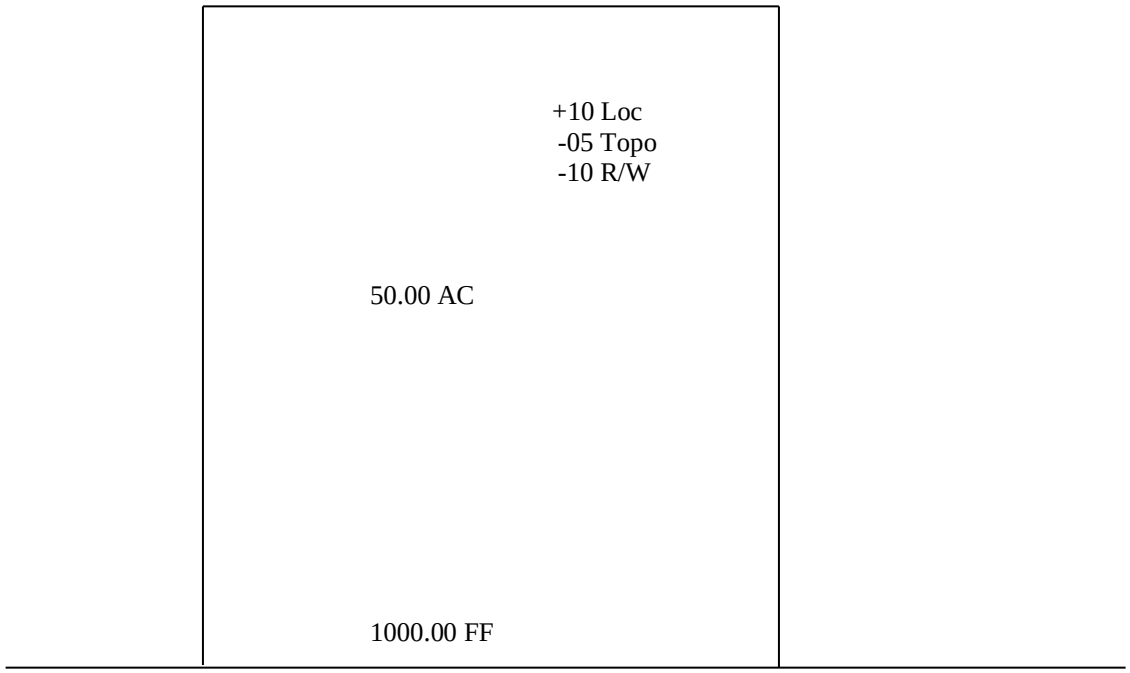
Typical Land Model 04

..... #1 LAND .....

	CODE	ZONING	FRONT	DEPTH	DE/FA	L/M	CO/FA	+RF	+AC	+LC	+TO	+0T	RT
1.	[0600]	[IND]	[1000]	[ ]	[0.99]	[04]	[0.95]	[+00	+00	+10	-05	-10	[PS]
2.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[					[ ]

..... #2 LAND .....

	UNITS	NO.UNITS	TY	NOTES
1.	[70000.0]	[50.00]	[AC]	[ ]
2.	[ ]	[ ]	[ ]	[ ]



0600 $ 70,000/AC LM 06 PS

TRANSYLVANIA COUNTY
SCHEDULE OF VALUES
LAND

		Low	High
Residential-	Acre	$1,000/AC	$200,000/AC
	Lot	$150/LT	$1,000,000/LT
Rural-	Acre	$1,000/AC	$200,000/AC
	Lot	$150/LT	$500,000/LT
Multifamily	Acre	$1,000/AC	$200,000/AC
		$150/LT	$500,000/LT
Office			
Institutional-	Acre	$1,000/AC	$2,000,000/AC
	Lot	$1,000/LT	$2,000,000/LT
	FF	$10/FF	$5,000/FF
Commercial-	Acre	$1,000/AC	$2,000,000/AC
	Lot	$1,000/LT	$2,000,000/LT
	FF	$10/FF	$5,000/FF
Industrial-	Acre	$1,000/AC	$2,000,000/AC
	Lot	$1,000/LT	$2,000,000/LT
	FF	$10/FF	$5,000/FF
Exceptional-	Acre	$10,000/AC	$500,000/AC
	Lot	$5,000/LT	$2,000,000/LT

NOTE: All the values may be given a percent condition (up or down) by the appraiser to adjust for topography, size, location, shape, access, road frontage, rights of way, etc.

LAND APPRAISAL PROCEDURES

PRESENT USE VALUE

PREFACE

Agricultural, horticultural, and forestland is designated a special class of property under the authority of Section 2(2) of Article V of the North Carolina Constitution and must be appraised, assessed, and taxed as provided in G.S 105-277.2 through G.S. 105-277.7. The values and classifications used in this section are derived from the 2020 Use-Value Manual for Agricultural, Horticultural, and Forestland developed by the North Carolina Use Value Advisory Board.

Land Model 05 - Present Use Valuation

NORTH CAROLINA

DEFINITIONS OF CLASSIFICATIONS

§ 105-277.2. Agricultural, horticultural, and forestland - Definitions.

The following definitions apply in G.S. 105-277.3 through G.S. 105-277.7:

(1) Agricultural land. - Land that is a part of a farm unit that is actively engaged in the commercial production or growing of crops, plants, or animals under a sound management program. For purposes of this definition, the commercial production or growing of animals includes the rearing, feeding, training, caring, and managing of horses. Agricultural land includes woodland and wasteland that is a part of the farm unit, but the woodland and wasteland included in the unit must be appraised under the use-value schedules as woodland or wasteland. A farm unit may consist of more than one tract of agricultural land, but at least one of the tracts must meet the requirements in G.S. 105-277.3(a)(1), and each tract must be under a sound management program. If the agricultural land includes less than 20 acres of woodland, then the woodland portion is not required to be under a sound management program. Also, woodland is not required to be under a sound management program if it is determined that the highest and best use of the woodland is to diminish wind erosion of adjacent agricultural land, protect water quality of adjacent agricultural land, or serve as buffers for adjacent livestock or poultry operations.

(1a) Business entity. - A corporation, a general partnership, a limited partnership, or a limited liability company.

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

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

(4) Individually owned. - Owned by one of the following:

a. An individual.

b. A business entity that meets all of the following conditions:

1. Its principal business is farming agricultural land, horticultural land, or forestland. When determining whether an applicant under G.S. 105-277.4 has as its principal business farming agricultural land, horticultural land, or forestland,

the assessor shall presume the applicant's principal business to be farming agricultural land, horticultural land, or forestland if the applicant has been approved by another county for present-use value taxation for a qualifying property located within the other county; provided, however, the presumption afforded the applicant may be rebutted by the assessor and shall have no bearing on the determination of whether the individual parcel of land meets one or more of the classes defined in G.S. 105-277.3(a). If the assessor is able to rebut the presumption, this shall not invalidate the determination that the applicant's principal business is farming agricultural land, horticultural land, or forestland in the other county.

2. All of its members are, directly or indirectly, individuals who are actively engaged in farming agricultural land, horticultural land, or forestland or a relative of one of the individuals who is actively engaged. An individual is indirectly a member of a business entity that owns the land if the individual is a member of a business entity or a beneficiary of a trust that is part of the ownership structure of the business entity that owns the land.
3. It is not a corporation whose shares are publicly traded, and none of its members are corporations whose shares are publicly traded.
4. If it leases the land, all of its members are individuals and are relatives. Under this condition, "principal business" and "actively engaged" include leasing.

c. A trust that meets all of the following conditions:
1. It was created by an individual who owned the land and transferred the land to the trust.
2. All of its beneficiaries are, directly or indirectly, individuals who are the creator of the trust or a relative of the creator. An individual is indirectly a beneficiary of a trust that owns the land if the individual is a beneficiary of another trust or a member of a business entity that has a beneficial interest in the trust that owns the land.

d. A testamentary trust that meets all of the following conditions:
1. It was created by an individual who transferred to the trust land that qualified in that individual's hands for classification under G.S. 105-277.3.
2. At the date of the creator's death, the creator had no relatives.
3. The trust income, less reasonable administrative expenses, is used exclusively for educational, scientific, literary, cultural, charitable, or religious purposes as defined in G.S. 105-278.3(d).

e. Tenants in common, if each tenant would qualify as an owner if the tenant were the sole owner. Tenants in common may elect to treat their individual shares as owned by them individually in accordance with G.S. 105-302(c)(9). The ownership requirements of G.S. 105-277.3(b) apply to each tenant in common who is an individual, and the ownership requirements of G.S. 105-277.3(b1) apply to each tenant in common who is a business entity or a trust.

(4a) Member. - A shareholder of a corporation, a partner of a general or limited partnership, or a member of a limited liability company.

(5) Present-use value. - The value of land in its current use as agricultural land, horticultural land, or forestland, based solely on its ability to produce income and assuming an average level of management. A rate of nine percent (9%) shall be used to capitalize the expected net income of forestland. The capitalization rate for agricultural land and horticultural land is to be determined by the Use-Value Advisory Board as provided in G.S. 105-277.7.

(5a) Relative. - Any of the following:

a. A spouse or the spouse's lineal ancestor or descendant.

b. A lineal ancestor or a lineal descendant.
c. A brother or sister, or the lineal descendant of a brother or sister. For the purposes of this sub-subdivision, the term brother or sister includes stepbrother or stepsister.
d. An aunt or an uncle.
e. A spouse of an individual listed in paragraphs a. through d. For the purpose of this subdivision, an adoptive or adopted relative is a relative and the term "spouse" includes a surviving spouse.

(6) Sound management program. - A program of production designed to obtain the greatest net return from the land consistent with its conservation and long-term improvement.

(7) Unit. - One or more tracts of agricultural land, horticultural land, or forestland. Multiple tracts must be under the same ownership and be of the same type of classification. If the multiple tracts are located within different counties, they must be within 50 miles of a tract qualifying under G.S. 105-277.3(a). (1973, c. 709, s. 1; 1975, c. 746, s. 1; 1985, c. 628, s. 1; c. 667, ss. 1, 4; 1987, c. 698, s. 1; 1995, c. 454, s. 1; 1995 (Reg. Sess., 1996), c. 646, s. 17; 1998-98, s. 24; 2002-184, s. 1; 2004-8, s. 1; 2005-313, ss. 1, 2; 2008-146, s. 2.1; 2015-263, s. 12(a).)

§ 105-277.3. Agricultural, horticultural, and forestland - Classifications.

(a) Classes Defined. - The following classes of property are designated special classes of property under authority of Section 2(2) of Article V of the North Carolina Constitution and must be appraised, assessed, and taxed as provided in G.S. 105-277.2 through G.S. 105-277.7.

(1) Agricultural land. - Individually owned agricultural land consisting of one or more tracts, one of which satisfies the requirements of this subdivision. For agricultural land used as a farm for aquatic species, as defined in G.S. 106-758, the tract must meet the income requirement for agricultural land and must consist of at least five acres in actual production or produce at least 20,000 pounds of aquatic species for commercial sale annually, regardless of acreage. For all other agricultural land, the tract must meet the income requirement for agricultural land and must consist of at least 10 acres that are in actual production. Land in actual production includes land under improvements used in the commercial production or growing of crops, plants, or animals.

To meet the income requirement, agricultural land must, for the three years preceding January 1 of the year for which the benefit of this section is claimed, have produced an average gross income of at least one thousand dollars ($1,000). Gross income includes income from the sale of the agricultural products produced from the land, grazing fees for livestock, the sale of bees or products derived from beehives other than honey, any payments received under a governmental soil conservation or land retirement program, and the amount paid to the taxpayer during the taxable year pursuant to P.L. 108-357, Title VI, Fair and Equitable Tobacco Reform Act of 2004.

(2) Horticultural land. - Individually owned horticultural land consisting of one or more tracts, one of which consists of at least five acres that are in actual production and that, for the three years preceding January 1 of the year for which the benefit of this section is claimed, have met the applicable minimum gross income requirement. Land in actual production includes land under improvements used in the commercial production or growing of fruits or vegetables or nursery or floral products. Land that has been used to produce evergreens intended for use as Christmas trees must have met the minimum gross income requirements established by the Department of Revenue for the land. All other horticultural land must have produced an average gross income of at least one thousand dollars ($1,000). Gross income includes income from the sale of the horticultural products produced from the land and any payments received under a governmental soil conservation or land retirement program.

(3) Forestland. - Individually owned forestland consisting of one or more tracts, one of which consists of at least 20 acres that are in actual production and are not included in a farm unit.

(b) Individual Ownership Requirements. - In order to come within a classification described in subsection (a) of this section, land owned by an individual must also satisfy one of the following conditions:

(1) It is the owner's place of residence.

(2) It has been owned by the current owner or a relative of the current owner for the four years preceding January 1 of the year for which the benefit of this section is claimed.

(3) At the time of transfer to the current owner, it qualified for classification in the hands of a business entity or trust that transferred the land to the current owner who was a member of the business entity or a beneficiary of the trust, as appropriate.

(b1) Entity Ownership Requirements. - In order to come within a classification described in subsection (a) of this section, land owned by a business entity must meet the requirements of subdivision (1) of this subsection and land owned by a trust must meet the requirements of subdivision (2) of this subsection.

(1) Land owned by a business entity must have been owned by one or more of the following for the four years immediately preceding January 1 of the year for which the benefit of this section is claimed:

a. The business entity.

b. A member of the business entity.

c. Another business entity whose members include a member of the business entity that currently owns the land.

(2) Land owned by a trust must have been owned by the trust or by one or more of its creators for the four years immediately preceding January 1 of the year for which the benefit of this section is claimed.

(b2) Exceptions to Ownership Requirements. - Notwithstanding the provisions of subsections (b) and (b1) of this section, land may qualify for classification in the hands of the new owner if all of the conditions listed in either subdivision of this subsection are met, even if the new owner does not meet all of the ownership requirements of subsections (b) and (b1) of this section with respect to the land.

(1) Continued use. - If the land qualifies for classification in the hands of the new owner under the provisions of this subdivision, then any deferred taxes remain a lien on the land under G.S. 105-277.4(c), the new owner becomes liable for the deferred taxes, and the deferred taxes become payable if the land fails to meet any other condition or requirement for classification. Land qualifies for classification in the hands of the new owner if all of the following conditions are met:

a. The land was appraised at its present use value at the time title to the land passed to the new owner.

b. The new owner acquires the land and continues to use the land for the purpose for which it was classified under subsection (a) of this section while under previous ownership.

c. The new owner has timely filed an application as required by G.S. 105-277.4(a) and has certified that the new owner accepts liability for any deferred taxes and intends to continue the present use of the land.

(2) Expansion of existing unit. - Land qualifies for classification in the hands of the new owner if, at the time title passed to the new owner, the land was not appraised at its present-use value but was being used for the same purpose and was eligible for appraisal at its present-use value as other land already owned by the new owner and classified under subsection (a) of this section. The new owner must timely file an application as required by G.S. 105-277.4(a).

(c) Repealed by Session Laws 1995, c. 454, s. 2.

(d) Exception for Conservation Reserve Program. - Land enrolled in the federal Conservation Reserve Program authorized by 16 U.S.C. Chapter 58 is considered to be in actual production, and income derived from participation in the federal Conservation Reserve Program may be used in meeting the minimum gross income requirements of this section either separately or in combination with income from actual production. Land enrolled in the federal Conservation Reserve Program must be assessed as agricultural land if it is planted in vegetation other than trees, or as forestland if it is planted in trees.

(d1) Conservation Exception. - Property that is appraised at its present-use value under G.S. 105-277.4(b) shall continue to qualify for appraisal, assessment, and taxation as provided in G.S. 105-277.2 through G.S. 105-277.7 as long as (i) the property is subject to a qualifying conservation easement that meets the requirements of G.S. 113A-232, without regard to actual production or income requirements of this section; and (ii) the taxpayer received no more than seventy-five percent (75%) of the fair market value of the donated property interest in compensation. Notwithstanding G.S. 105-277.3(b) and (b1), subsequent transfer of the property does not extinguish its present-use value eligibility as long as the property remains subject to a qualifying conservation easement. The exception provided in this subsection applies only to that part of the property that is subject to the easement.

(d2) Wildlife Exception. - When an owner of land classified under this section does not transfer the land and the land becomes eligible for classification under G.S. 105-277.15, no deferred taxes are due. The deferred taxes remain a lien on the land and are payable in accordance with G.S. 105-277.15.

(d3) Site Infrastructure Exception. - When an owner of land classified under this section (i) does not transfer the land and the land becomes eligible for classification under G.S. 105-277.15A or (ii) does transfer the land but the land becomes eligible for classification under G.S. 105-277.15A within six months of the transfer, no deferred taxes are due. The deferred taxes remain a lien on the land and are payable in accordance with G.S. 105-277.15A.

(e) Exception for Turkey Disease. - Agricultural land that meets all of the following conditions is considered to be in actual production and to meet the minimum gross income requirements:

(1) The land was in actual production in turkey growing within the preceding two years and qualified for present use value treatment while it was in actual production.
(2) The land was taken out of actual production in turkey growing solely for health and safety considerations due to the presence of Poult Enteritis Mortality Syndrome among turkeys in the same county or a neighboring county.
(3) The land is otherwise eligible for present use value treatment.

(f) Sound Management Program for Agricultural Land and Horticultural Land. - If the property owner demonstrates any one of the following factors with respect to agricultural land or horticultural land, then the land is operated under a sound management program:

(1) Enrollment in and compliance with an agency-administered and approved farm management plan.
(2) Compliance with a set of best management practices.
(3) Compliance with a minimum gross income per acre test.
(4) Evidence of net income from the farm operation.
(5) Evidence that farming is the farm operator's principal source of income.
(6) Certification by a recognized agricultural or horticultural agency within the county that the land is operated under a sound management program.

Operation under a sound management program may also be demonstrated by evidence of other similar factors. As long as a farm operator meets the sound management requirements, it is irrelevant whether the property owner received income or rent from the farm operator.

(g) Sound Management Program for Forestland. - If the owner of forestland demonstrates that the forestland complies with a written sound forest management plan for the production and sale of forest products, then the forestland is operated under a sound management program. (1973, c. 709, s. 1; 1975, c. 746, s. 2; 1983, c. 821; c. 826; 1985, c. 667, ss. 2, 3, 6.1; 1987, c. 698, ss. 2-5; 1987 (Reg. Sess., 1988), c. 1044, s. 13.1; 1989, cc. 99, 736, s. 1; 1989 (Reg. Sess., 1990), c. 814, s. 29; 1995, c. 454, s. 2; 1997-272, s. 1; 1998-98, s. 22; 2001-499, s. 1; 2002-184, s. 2; 2005-293, s. 1; 2005-313, s. 3; 2007-484, s. 43.7T(c); 2007-497, s. 3.1; 2008-146, s. 2.2; 2008-171, ss. 4, 5; 2011-9, s. 1; 2013-130, s. 2; 2014-3, s. 14.14(a); 2017-108, s. 3(a).)

§ 105-277.4. Agricultural, horticultural and forestland - Application; appraisal at use value; appeal; deferred taxes.

(a) Application. - Property coming within one of the classes defined in G.S. 105-277.3 is eligible for taxation on the basis of the value of the property in its present use if a timely and proper application is filed with the assessor of the county in which the property is located. The application must clearly show that the property comes within one

of the classes and must also contain any other relevant information required by the assessor to properly appraise the property at its present-use value. An initial application must be filed during the regular listing period of the year for which the benefit of this classification is first claimed, or within 30 days of the date shown on a notice of a change in valuation made pursuant to G.S. 105-286 or G.S. 105-287. A new application is not required to be submitted unless the property is transferred or becomes ineligible for use-value appraisal because of a change in use or acreage. An application required due to transfer of the land may be submitted at any time during the calendar year but must be submitted within 60 days of the date of the property's transfer.

(a1) Late Application. - Upon a showing of good cause by the applicant for failure to make a timely application as required by subsection (a) of this section, an application may be approved by the board of equalization and review or, if that board is not in session, by the board of county commissioners. An untimely application approved under this subsection applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed. Decisions of the county board may be appealed to the Property Tax Commission.

(b) Appraisal at Present-use Value. - Upon receipt of a properly executed application, the assessor must appraise the property at its present-use value as established in the schedule prepared pursuant to G.S. 105-317. In appraising the property at its present-use value, the assessor must appraise the improvements located on qualifying land according to the schedules and standards used in appraising other similar improvements in the county. If all or any part of a qualifying tract of land is located within the limits of an incorporated city or town, or is property annexed subject to G.S. 160A-37(f1) or G.S. 160A-49(f1), the assessor must furnish a copy of the property record showing both the present-use appraisal and the valuation upon which the property would have been taxed in the absence of this classification to the collector of the city or town. The assessor must also notify the tax collector of any changes in the appraisals or in the eligibility of the property for the benefit of this classification. Upon a request for a certification pursuant to G.S. 160A-37(f1) or G.S.160A-49(f1), or any change in the certification, the assessor for the county where the land subject to the annexation is located must, within 30 days, determine if the land meets the requirements of G.S. 160A-37(f1)(2) or G.S. 160A-49(f1)(2) and report the results of its findings to the city.

(b1) Appeal. - Decisions of the assessor regarding the qualification or appraisal of property under this section may be appealed to the county board of equalization and review or, if that board is not in session, to the board of county commissioners. An appeal must be made within 60 days after the decision of the assessor. If an owner submits additional information to the assessor pursuant to G.S. 105-296(j), the appeal must be made within 60 days after the assessor's decision based on the additional information. Decisions of the county board may be appealed to the Property Tax Commission.

(c) Deferred Taxes. - Land meeting the conditions for classification under G.S. 105-277.3 must be taxed on the basis of the value of the land for its present use. The difference between the taxes due on the present-use basis and the taxes that would have been payable in the absence of this classification, together with any interest, penalties, or costs that may accrue thereon, are a lien on the real property of the taxpayer as provided in G.S. 105-355(a). The difference in taxes must be carried forward in the records of the taxing unit or units as deferred taxes. The deferred taxes for the preceding three fiscal years are due and payable in accordance with G.S. 105-277.1F when the property loses its eligibility for deferral as a result of a disqualifying event. A disqualifying event occurs when the land fails to meet any condition or requirement for classification or when an application is not approved.

(d) Set Exception. - Notwithstanding the provisions of subsection (c) of this section, if property loses its eligibility for present use value classification solely due to a change in income caused by enrollment of the property in the federal conservation reserve program established under 16 U.S.C. Chapter 58, then no deferred taxes are due and the lien for the deferred taxes is extinguished.

(d1) Variable Exception. - Notwithstanding the provisions of subsection (c) of this section, if property loses its eligibility for present-use value classification because the property is conveyed to a nonprofit organization and qualifies for exclusion from the tax base pursuant to G.S. 105-275(12) or G.S. 105-275(29) or to the State, a political subdivision of the State, or the United States, then deferred taxes are due as follows:

(1) If the property is conveyed at or below present-use value, then no deferred taxes are due, and the lien for the deferred taxes is extinguished.

(2) If the property is conveyed for more than present-use value, then a portion of the deferred taxes for the preceding three fiscal years is due and payable in accordance with G.S. 105-277.1F. The

portion due is equal to the lesser of the amount of the deferred taxes or the deferred taxes multiplied by a fraction, the numerator of which is the sale price of the property minus the present-use value of the property and the denominator of which is the true value of the property minus the present-use value of the property.

(e) Repealed by Session Laws 1997-270, s. 3, effective July 3, 1997.

(f) The Department shall publish a present-use value program guide annually and make the guide available electronically on its Web site. When making decisions regarding the qualifications or appraisal of property under this section, the assessor shall adhere to the Department's present-use value program guide. (1973, c. 709, s. 1; c. 905; c. 906, ss. 1, 2; 1975, c. 62; c. 746, ss. 3-7; 1981, c. 835; 1985, c. 518, s. 1; c. 667, ss. 5, 6; 1987, c. 45, s. 1; c. 295, s. 5; c. 698, s. 6; 1987 (Reg. Sess., 1988), c. 1044, s. 13.2; 1995, c. 443, s. 4; c. 454, s. 3; 1997-270, s. 3; 1998-98, s. 23; 1998-150, s. 1; 2001-499, s. 2; 2002-184, s. 3; 2005-313, s. 4; 2006-30, s. 4; 2008-35, s. 2.3; 2015-263, s. 12(b); 2016-76, s. 1.)

§ 105-277.5. Agricultural, horticultural and forestland - Notice of change in use.

Not later than the close of the listing period following a change which would disqualify all or a part of a tract of land receiving the benefit of this classification, the property owner shall furnish the assessor with complete information regarding such change. Any property owner who fails to notify the assessor of changes as aforesaid regarding land receiving the benefit of this classification shall be subject to a penalty of ten percent (10%) of the total amount of the deferred taxes and interest thereon for each listing period for which the failure to report continues. (1973, c. 709, s. 1; 1975, c. 746, s. 8; 1987, c. 45, s. 1.)

§ 105-277.6. Agricultural, horticultural and forestland - Appraisal; computation of deferred tax.

(a) In determining the amount of the deferred taxes herein provided, the assessor shall use the appraised valuation established in the county's last general revaluation except for any changes made under the provisions of G.S. 105-287.

(b) In revaluation years, as provided in G.S. 105-286, all property entitled to classification under G.S. 105-277.3 shall be reappraised at its true value in money and at its present use value as of the effective date of the revaluation. The two valuations shall continue in effect and shall provide the basis for deferred taxes until a change in one or both of the appraisals is required by law. The present use-value schedule, standards, and rules shall be used by the tax assessor to appraise property receiving the benefit of this classification until the next general revaluation of real property in the county as required by G.S. 105-286.

(c) Repealed by Session Laws 1987, c. 295, s. 2. (1973, c. 709, s. 1; 1975, c. 746, ss. 9, 10; 1987, c. 45, s. 1, c. 295, s. 2.)

§ 105-277.7. Use-Value Advisory Board.

(a) Creation and Membership. - The Use-Value Advisory Board is established under the supervision of the Agricultural Extension Service of North Carolina State University. The Director of the Agricultural Extension Service of North Carolina State University shall serve as the chair of the Board. The Board shall consist of the following additional members, to serve ex officio:

(1) A representative of the Department of Agriculture and Consumer Services, designated by the Commissioner of Agriculture.

(2) A representative of the North Carolina Forest Service of the Department of Agriculture and Consumer Services, designated by the Director of that Division.

(3) A representative of the Agricultural Extension Service at North Carolina Agricultural and Technical State University, designated by the Director of the Extension Service.

(4) A representative of the North Carolina Farm Bureau Federation, Inc., designated by the President of the Bureau.

(5) A representative of the North Carolina Association of Assessing Officers, designated by the President of the Association.

(6) The Director of the Property Tax Division of the North Carolina Department of Revenue or the Director's designee.

(7) A representative of the North Carolina Association of County Commissioners, designated by the President of the Association.

(8) A representative of the North Carolina Forestry Association, designated by the President of the Association.

(b) Staff. - The Agricultural Extension Service at North Carolina State University must provide clerical assistance to the Board.

(c) Duties. - The Board must annually submit to the Department of Revenue a recommended use-value manual. In developing the manual, the Board may consult with federal and State agencies as needed. The manual must contain all of the following:

(1) The estimated cash rental rates for agricultural lands and horticultural lands for the various classes of soils found in the State. The rental rates must recognize the productivity levels by class of soil or geographic area, and the crop as either agricultural or horticultural. The rental rates must be based on the rental value of the land to be used for agricultural or horticultural purposes when those uses are presumed to be the highest and best use of the land. The recommended rental rates may be established from individual county studies or from contracts with federal or State agencies as needed.

(2) The recommended net income ranges for forestland furnished to the Board by the Forestry Section of the North Carolina Cooperative Extension Service. These net income ranges may be based on up to six classes of land within each Major Land Resource Area designated by the United States Soil Conservation Service. In developing these ranges, the Forestry Section must consider the soil productivity and indicator tree species or stand type, the average stand establishment and annual management costs, the average rotation length and timber yield, and the average timber stumpage prices.

(3) The capitalization rates adopted by the Board prior to February 1 for use in capitalizing incomes into values. The capitalization rate for forestland shall be nine percent (9%). The capitalization rate for agricultural land and horticultural land must be no less than six percent (6%) and no more than seven percent (7%). The incomes must be in the form of cash rents for agricultural lands and horticultural lands and net incomes for forestlands.

(4) The value per acre adopted by the Board for the best agricultural land. The value may not exceed one thousand two hundred dollars ($1,200).

(5) Recommendations concerning any changes to the capitalization rate for agricultural land and horticultural land and to the maximum value per acre for the best agricultural land and horticultural land based on a calculation to be determined by the Board. The Board shall annually report these recommendations to the Revenue Laws Study Committee and to the President Pro Tempore of the Senate and the Speaker of the House of Representatives.

(6) Recommendations concerning requirements for horticultural land used to produce evergreens intended for use as Christmas trees when requested to do so by the Department. (1973, c. 709, s. 1; 1975, c. 746, s. 11; 1985, c. 628, s. 2; 1989, c. 727, s. 218(44); c. 736, s. 2; 1997-261, s. 109; 1997-443, s. 11A.119(a); 2002-184, s. 4; 2005-313, s. 5; 2005-386, s. 1.3; 2011-145, s. 13.25(oo); 2013-155, s. 7.)

§ 105-277.15. Taxation of wildlife conservation land.

(a) Definitions. - The following definitions apply in this section:

(1) Business entity. - Defined in G.S. 105-277.2.

(2) Family business entity. - A business entity whose members are, directly or indirectly, individuals and are relatives. An individual is indirectly a member of a business entity if the individual is a member of a business entity or a beneficiary of a trust that is part of the ownership structure of the business entity.

(3) Family trust. - A trust that was created by an individual and whose beneficiaries are, directly or indirectly, individuals who are the creator of the trust or a relative of the creator. An individual is indirectly a beneficiary of a trust if the individual is a beneficiary of another trust or a member of a business entity that has a beneficial interest in the trust.

(4) Member. - Defined in G.S. 105-277.2.

(5) Relative. - Defined in G.S. 105-277.2.

(b) Classification. - Wildlife conservation land is designated a special class of property under Article V, Section 2(2) of the North Carolina Constitution and must be appraised, assessed, and taxed in accordance with this section. Wildlife conservation land classified under this section must be appraised and assessed as if it were classified under G.S. 105-277.3 as agricultural land.

(c) Requirements. - Land qualifies as wildlife conservation land if it meets the following size, ownership, and use requirements:

(1) Size. - The land must consist of at least 20 contiguous acres.

(2) Ownership. - The land must be owned by an individual, a family business entity, or a family trust and must have been owned by the same owner for the previous five years, except as follows:

a. If the land is owned by a family business entity, the land meets the ownership requirement if the land was owned by one or more members of the family business entity for the required time.

b. If the land is owned by a family trust, the land meets the ownership requirement if the land was owned by one or more beneficiaries of the family trust for the required time.

c. If an owner acquires land that was classified as wildlife conservation land under this section when it was acquired and the owner continues to use the land as wildlife conservation land, then the land meets the ownership requirement if the new owner files an application and signs the wildlife habitat conservation agreement in effect for the property within 60 days after acquiring the property.

(3) **(Effective for taxes imposed for taxable years beginning before July 1, 2019)** Use. - The land must meet all of the following requirements:

a. The land must be managed under a written wildlife habitat conservation agreement with the North Carolina Wildlife Resources Commission that is in effect as of January 1 of the year for which the benefit of this section is claimed and that requires the owner to do one or more of the following:

1. Protect an animal species that lives on the land and, as of January 1 of the year for which the benefit of this section is claimed, is on a North Carolina protected animal list published by the Commission under G.S. 113-333.

2. Conserve any of the following priority animal wildlife habitats: longleaf pine forest, early successional habitat, small wetland community, stream and riparian zone, rock outcrop, or bat cave.

b. It must have been classified under G.S. 105-277.3 when the wildlife habitat conservation agreement was signed or the owner must demonstrate to both the Wildlife Resources Commission and the assessor that the owner used the land for a purpose specified in the signed wildlife habitat conservation agreement for three years preceding the January 1 of the year for which the benefit of this section is claimed.

(3) **(Effective for taxes imposed for taxable years beginning on or after July 1, 2019)** Use. - The land must meet all of the following requirements:

a. The land must be managed under a written wildlife habitat conservation agreement with the North Carolina Wildlife Resources Commission that is in effect as of January 1 of the year for which the benefit of this section is claimed and that requires the owner to do one or more of the following:

1. Protect an animal species that lives on the land and, as of January 1 of the year for which the benefit of this section is claimed, is on a North Carolina protected animal list published by the Commission under G.S. 113-333.
2. Conserve any of the following priority animal wildlife habitats: longleaf pine forest, early successional habitat, small wetland community, stream and riparian zone, rock outcrop, or bat cave.
3. Create and actively and regularly use as a reserve for hunting, fishing, shooting, wildlife observation, or wildlife activities, provided that the land is inspected by a certified wildlife biologist at least quintennially to ensure that at least three of the seven activities listed in this sub-sub-subdivision are maintained to propagate a sustaining breeding, migrating, or wintering population of indigenous wild animals for human use, including food, medicine, or recreation. The Commission shall adopt rules needed to administer the inspection requirements of and activities mandated by this sub-sub-subdivision. [The activities are as follows:]
   I. Supplemental food.
   II. Supplemental water.
   III. Supplemental shelter.
   IV. Habitat control.
   V. Erosion control.
   VI. Predator control.
   VII. Census of animal population on the land.

b. For land used pursuant to sub-sub-subdivisions 1. or 2. of sub-subdivision a. of this subdivision, it must have been classified under G.S. 105-277.3 when the wildlife habitat conservation agreement was signed or the owner must demonstrate to both the Wildlife Resources Commission and the assessor that the owner used the land for a purpose specified in the signed wildlife habitat conservation agreement for three years preceding the January 1 of the year for which the benefit of this section is claimed.

(d) **(Effective for taxes imposed for taxable years beginning before July 1, 2019)** Restrictions. - The following restrictions apply to the classification allowed under this section:

(1) No more than 100 acres of an owner's land in a county may be classified under this section.

(2) Land owned by a business entity is not eligible for classification under this section if the business entity is a corporation whose shares are publicly traded or one of its members is a corporation whose shares are publicly traded.

(d) **(Effective for taxes imposed for taxable years beginning on or after July 1, 2019)** Restrictions. - The following restrictions apply to the classification allowed under this section:

(1) For land used pursuant to sub-sub-subdivision 3. of sub-subdivision a. of subdivision (3) of subsection (c) of this section, no more than 800 acres of an owner's land in a county may be classified under this section. For all other land classified under this section, no more than 100 acres of an owner's land in a county may be classified under this section.

(2) Land owned by a business entity is not eligible for classification under this section if the business entity is a corporation whose shares are publicly traded or one of its members is a corporation whose shares are publicly traded.

(e) Deferred Taxes. - The difference between the taxes that are due on wildlife conservation land classified under this section and that would be due if the land were taxed on the basis of its true value is a lien on the property. The difference in taxes must be carried forward in the records of each taxing unit as deferred taxes. The deferred taxes for the preceding three fiscal years are due and payable in accordance with G.S. 105-277.1F when the land loses its eligibility for deferral as a result of a disqualifying event. A disqualifying event occurs when the property no longer qualifies as wildlife conservation land.

(f) Exceptions to Payment. - No deferred taxes are due in the following circumstances and the deferred taxes remain a lien on the land:

(1) When the owner of wildlife conservation land that was previously classified under G.S. 105-277.3 before the wildlife habitat conservation agreement was signed does not transfer the land and the land again becomes eligible for classification under G.S. 105-277.3. In this circumstance, the deferred taxes are payable in accordance with G.S. 105-277.3.

(2) When land that is classified under this section is transferred to an owner who signed the wildlife habitat conservation agreement in effect for the land at the time of the transfer and the land remains classified under this section. In this circumstance, the deferred taxes are payable in accordance with this section.

(g) Exceptions to Payment and Lien. - Notwithstanding subsection (e) of this section, if land loses its eligibility for deferral solely due to one of the following reasons, no deferred taxes are due and the lien for the deferred taxes is extinguished:

(1) The property is conveyed by gift to a nonprofit organization and qualifies for exclusion from the tax base under G.S. 105-275(12) or G.S. 105-275(29).

(2) The property is conveyed by gift to the State, a political subdivision of the State, or the United States.

(h) Administration. - An owner who applies for the classification allowed under this section must attach a copy of the owner's written wildlife habitat agreement required under subsection (c) of this section. An owner who fails to notify the county assessor when land classified under this section loses its eligibility for classification is subject to a penalty in the amount set in G.S. 105-277.5. (2008-171, s. 1; 2018-95, s. 1.)

PRESENT-USE VALUES

AGRICULTURAL (5210)	**$835/AC**
FORESTRY (6120)	**$330/AC**
HORTICULTURE (6751)	**$1,120/AC**
WILDLIFE (6775)	**$835/AC**

DATA COLLECTION PROCEDURES IN THE FIELD

PREFACE

The application of standardized method in the appraisal of a structure requires work to be performed in three areas: fieldwork, calculation, and valuation. The purpose of this chapter is to supply basic definitions and depict common situations that must be contended with in the field. It is no longer required in North Carolina to physically inspect each property when conducting a county wide reappraisal project. Property is physically inspected when structures are first built and will be re-inspected when changes are made to the property, such as additions, deletion, remodeling, up fit, or changes in use. During the reappraisal process certain properties or neighborhoods may require physical inspections to achieve the desired results. Transylvania County uses modern technology and information, such as orthophotography, oblique imagery, street level photographs, building permits and taxpayer listing, to further ensure that our data stays current and accurate. Once the Notice of Assessed Value is sent to the property owner, the owner may request an onsite inspection.

DATA COLLECTION PROCEDURES IN THE FIELD

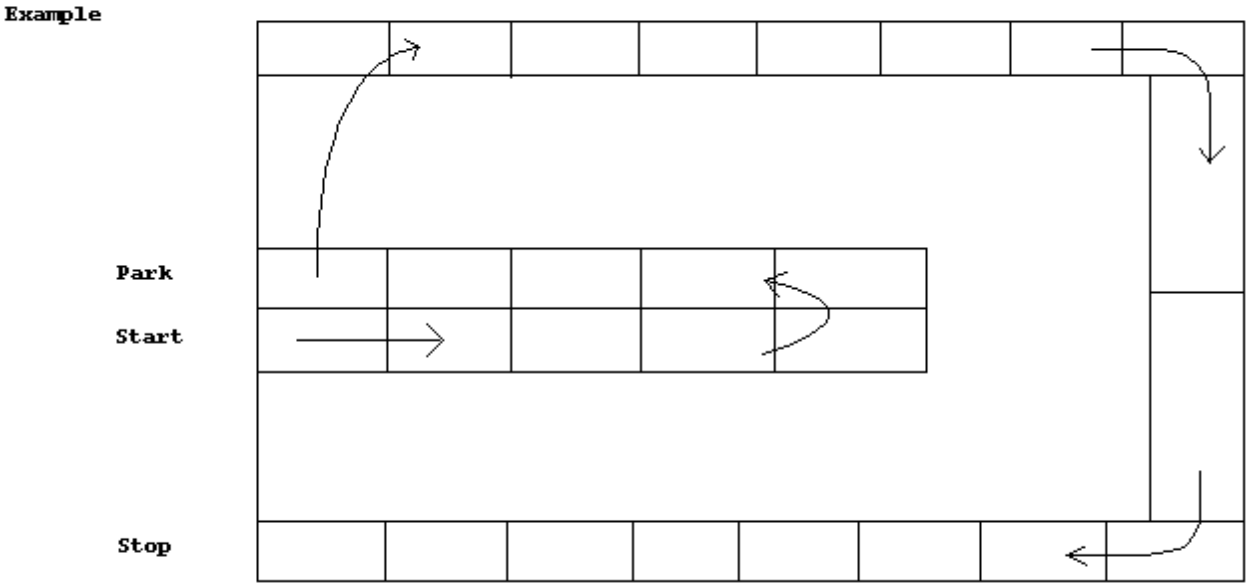
INTRODUCTION

Fieldwork should be approached with basic components in mind: collection/verification of measurements of any improvements and recording information correctly on the field data collection instrument.

COLLECTION OR VERIFICATION OF CONSTRUCTION DATA

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

To work at maximum efficiency, plan your route ahead of time. Check your map and arrange cards in the order you will want to walk; ideally stopping and starting at the same point.



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

Identify yourself and your purpose, remembering always to be polite and respectful. Your identification card should be displayed on your shirt above the waist and the identifying signs should be on each side of your car.

One approach is as follows:

"Good morning. My name is John Doe and I am with the Transylvania County Tax Administrator's office, verifying data for the County Tax Reappraisal. I need to ask you a few questions and walk around the outside of the house."

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

Your three questions can be asked as follows:

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

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

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

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

There are three basic steps to this process:

1. Measure each side of the structure accurately.

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

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

TO CHECK FOR CLOSURE:

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

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

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

STANDARDIZED METHOD OF DRAWING STRUCTURES

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

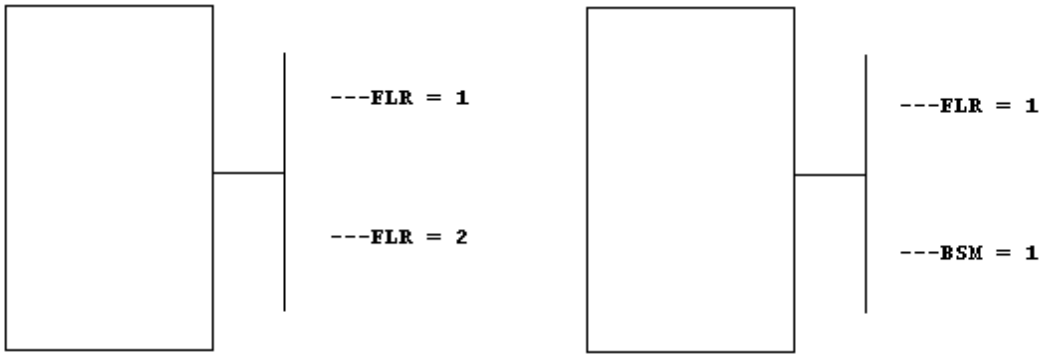
Orient your drawing so that the front of the structure is towards the bottom of the card. All labeling should be oriented in this same direction.

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

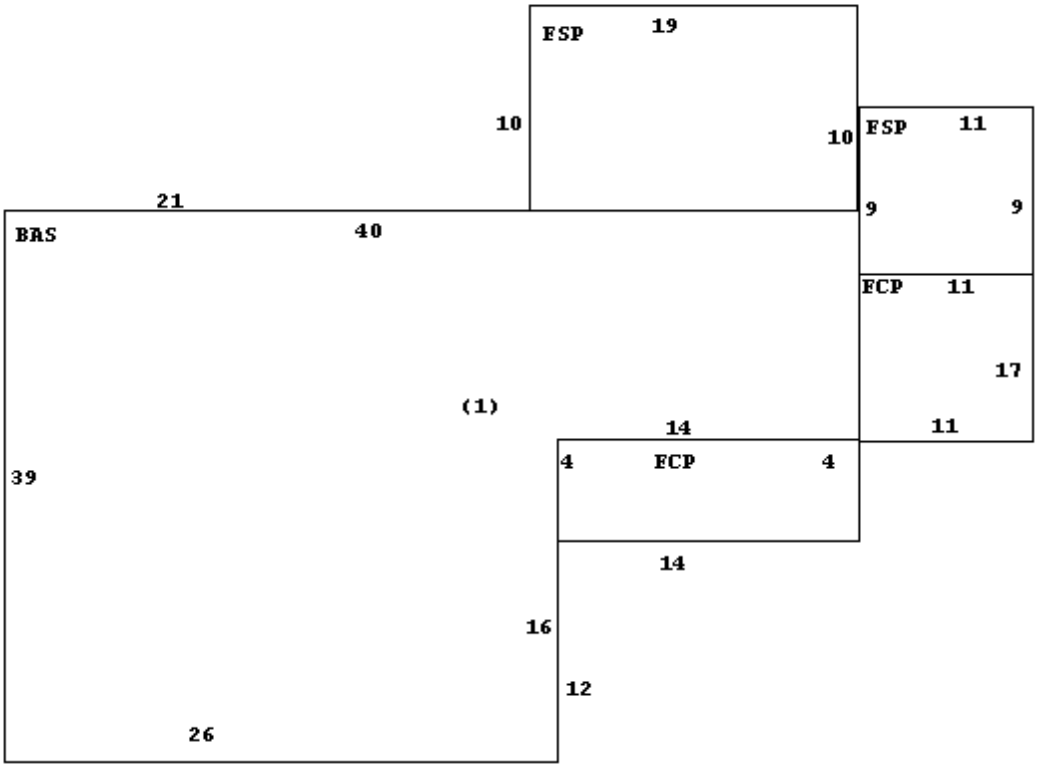
Familiarity with auxiliary area abbreviations is essential along with an understanding of the visual indications of these areas. For example: an enclosed porch which may have windows different from the base, a lower foundation than the base, or different roof cover.

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

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



Further refinements of this situation are necessary to contend with many older, odd shaped homes often with 2 or more stories. Careful attention must be paid to auxiliary areas and whether they extend to all floors.



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

BOTTOM HORIZONTAL LINES
EAST
26 + 14 + 11 = 51

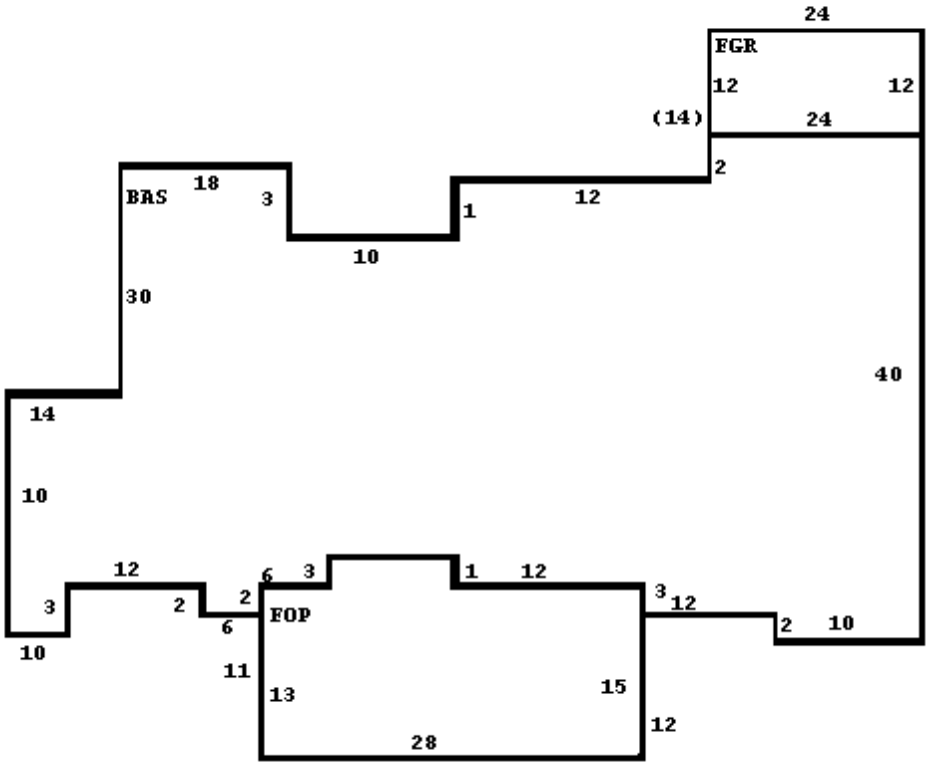
11 + 19 + 21 = 51
26 + 14 + 11 = 51

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

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

	7
10	9
39	17
49	4
	12
	49

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

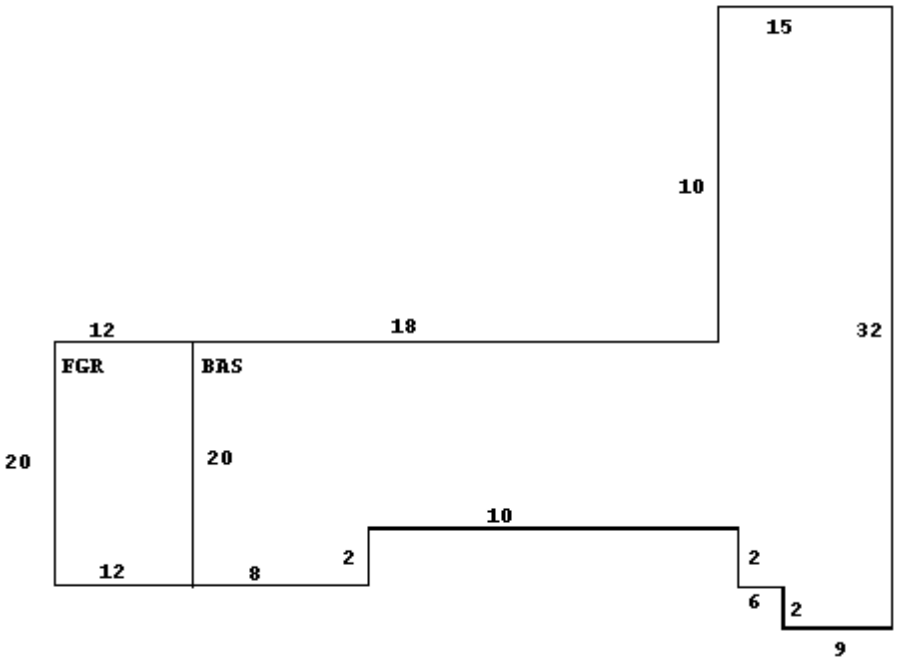


BE SURE TO GET ALL SMALL MEASUREMENTS

24 + 12 + 10 + 18 + 14 = 78

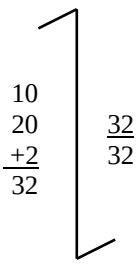
10 + 12 + 6 + 6 + 10 + 12 + 12 + 10 = 78

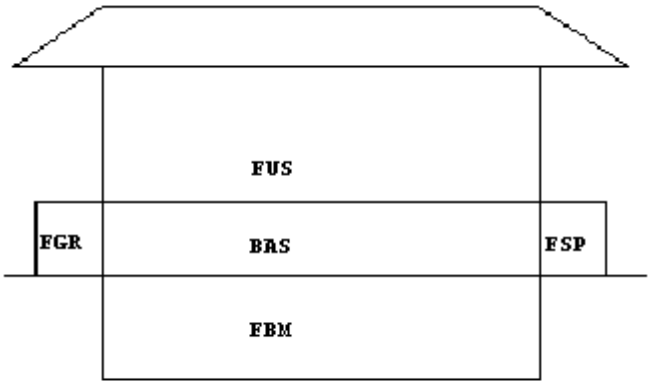
12	12
2	40
1	52
-3	
30	
10	
52	

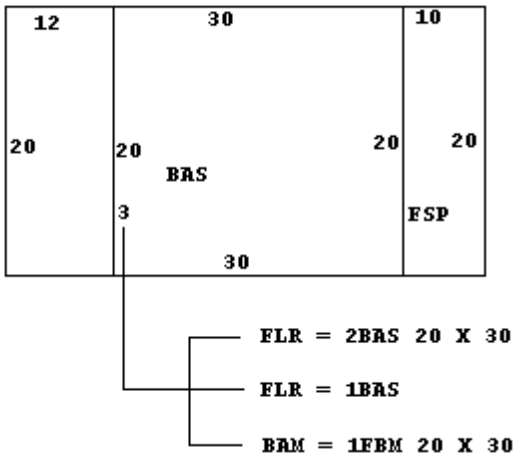


15 + 18 + 12 = 45

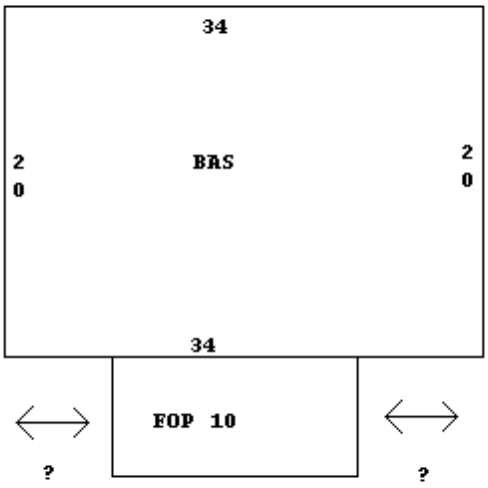
12 + 8 + 10 + 6 + 9 = 45

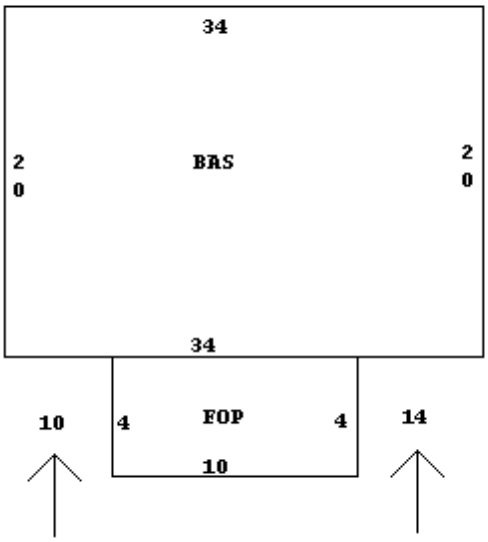


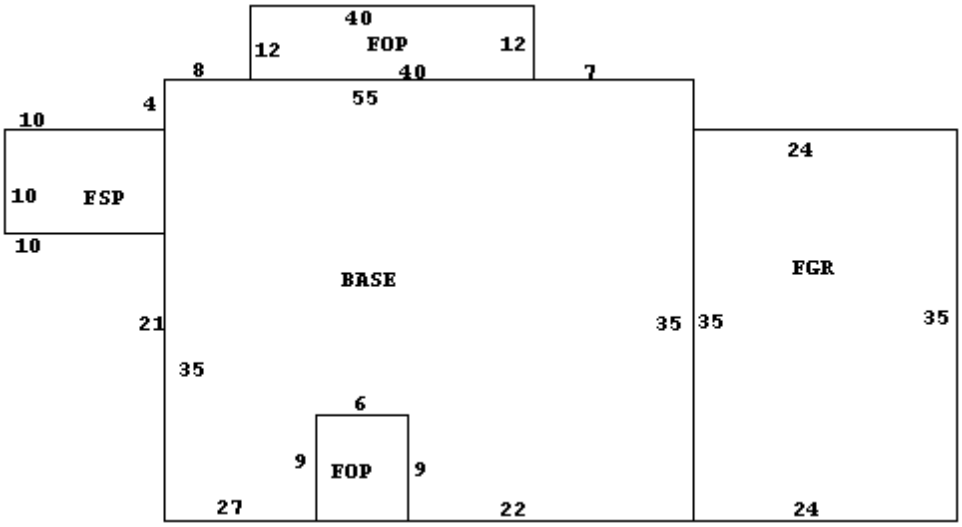




Be sure to label each side of the property, placing these dimensions to the inside which show ACTUAL length. Whereas those measurements used to determine the position of auxiliary areas along the perimeter of the base should be placed on the outside of the sketch if they are not included within an auxiliary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







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

BUILDINGS OVER ONE STORY

GARAGE APARTMENT

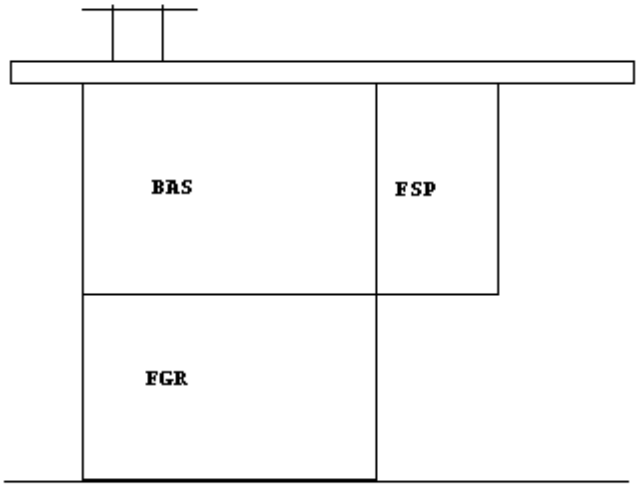
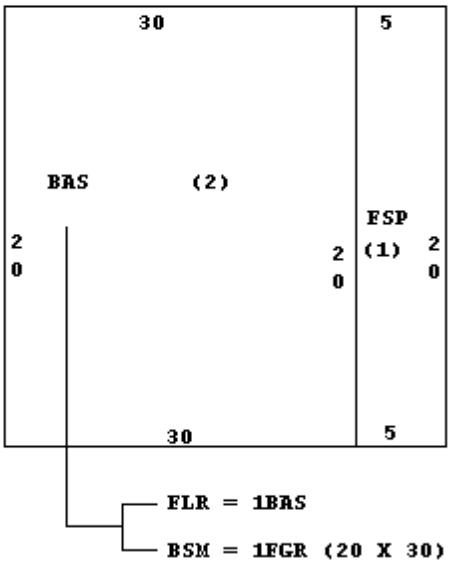


DIAGRAM AS FOLLOWS



TWO STORY RESIDENCE

TWO STORY RESIDENCE

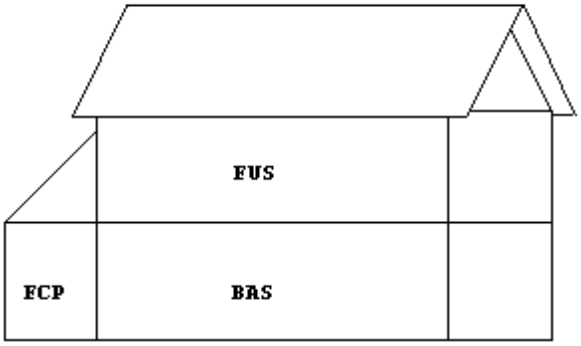
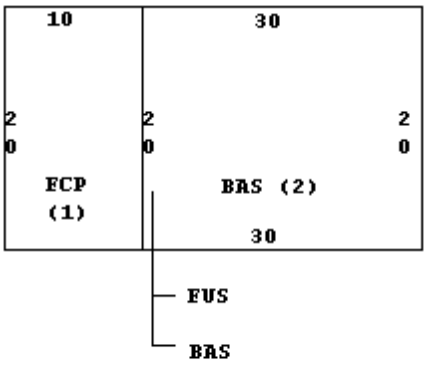


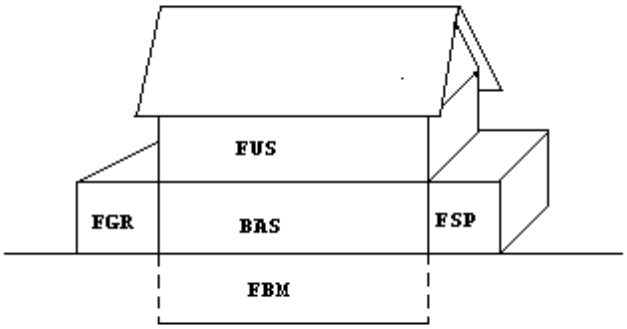
DIAGRAM AS FOLLOWS

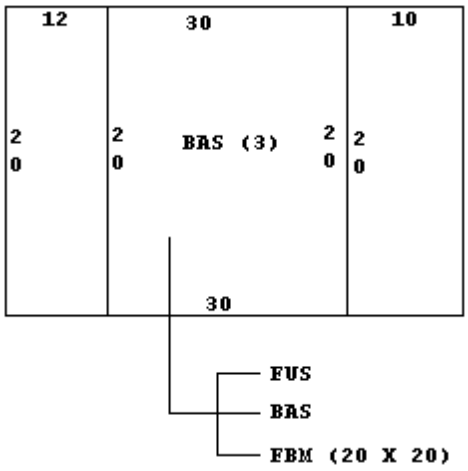


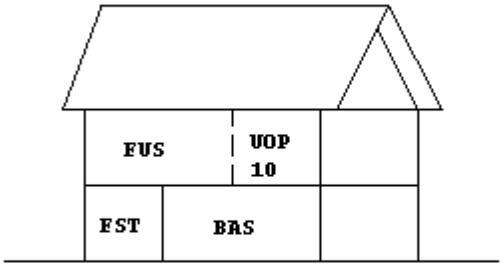
(since base measurements are shown on the diagram, they are not repeated)

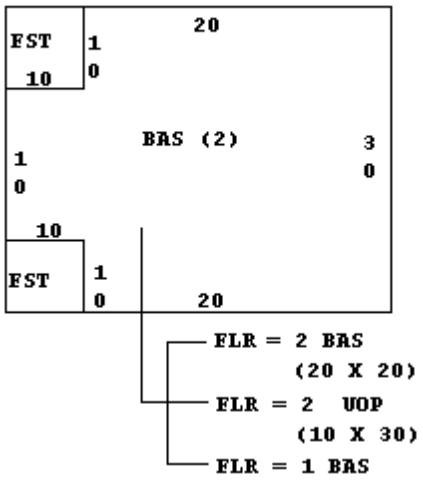
Draw 1st level plan and denote upper story dimensions as shown.

2 story continued









DATA COLLECTION AND 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 form may be thought of as an interview much as you see research firms 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, without these it is impossible to evaluate a parcel. That is, be consistent in how you mark like parcels, even if you do not identify an element exactly correct, 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:

Paramount in the effective and efficient use of the form is the degree of training given 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:

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.

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

After covering the various definitions, a short test should be given to test the grasp of the material. This will help indicate the degree of instruction necessary for the instructor to achieve an acceptable level of performance. Using the instructions on the following pages, the project director should present, in order, the steps for completing the form. Upon completion, the project director should review any questions from the students regarding any phase covered so far.

At this point, the instructor should assign each 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 Collector's 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 appraiser not capable of performing to acceptable levels.

INSTRUCTIONS FOR COMPLETING THE FIELD DATA COLLECTION INSTRUMENT

APPRAISED DATE
Appraised Date
[ ]
The appraisal date is a required field. It is filled in to indicate the day the property was appraised (date of the last Reappraisal).

VISITED DATE
Visited Date
[ ]
The visited date is recorded only if the property was physically visited.

REVIEW DATE
Review Date
[ ]
The review date is recorded when the property has been reviewed by a supervisor or when an oblique imagery review has been performed.

APPRAISED BY
VISITED BY
REVIEWED BY
AP #
[ ]
This is the code for the appraiser that performed the described function. 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. This may be blank or numeric 01-99. New notice code may be found at the end of this chapter.

SOURCE CODE (Source of Information)

SOURCE
[ ]

This is a one-digit numeric 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 or Data Collector 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.

Card Notes: 

Only particularly relevant data is to be entered here.

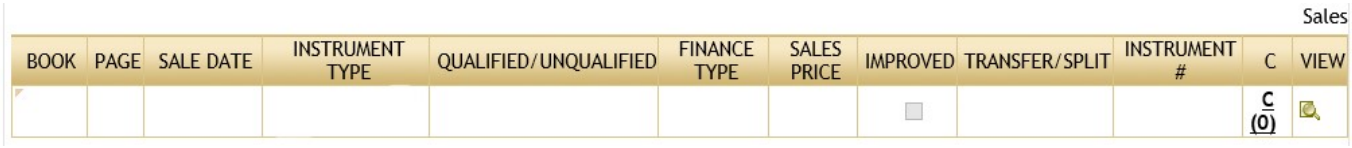
Building Notes: 

Only particularly relevant data is to be entered here.

PROPERTY ADDRESS

The property address 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.

SALES DATA



Market sales represent the key to this appraisal system in that all analysis and adjustments made in the system interact in some way with the market behavior of certain parcels. Each sale should have been thoroughly screened and the status of the parcel (i.e. vacant or improved) at the time of the sale noted.

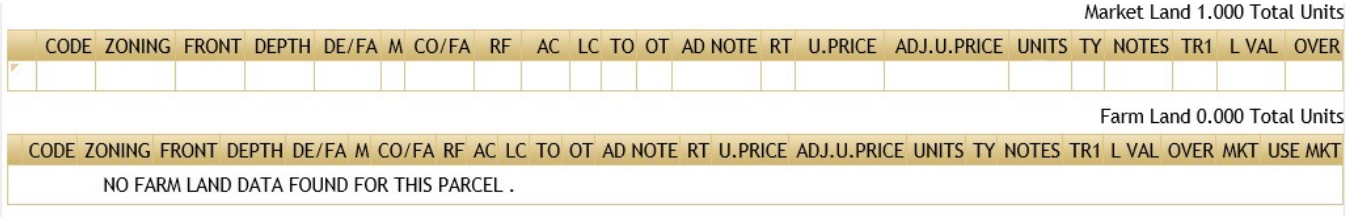
This section allows all relevant sales data to be assembled. There are NO OPTIONAL FIELDS, all fields must be marked.

BOOK - Official document book number in the Register of Deeds

PAGE - Official document book page
SALE DATE - Must be a valid month, day and year for date deed recorded
INSTRUMENT TYPE-Represents the type of document recorded
QUALIFIED
Q-Qualified sale (verified arm's length transaction)
U-unqualified sale (not an arm's length transaction) disqualified codes appear in chapter 2
SALES PRICE-Represents the sale price to the nearest whole dollar
IMPROVED
V-Vacant-unimproved parcel at the date of sale
I- Improved parcel at the date of sale
TRANSFER/SPLIT
T-Transferred the entire parcel of land
S-Transferred a portion of a parcel of land

*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 and subsequently ranked in the proper order by the System.

LAND DATA


Market Land 1.000 Total Units

CODE	ZONING	FRONT	DEPTH	DE/FA	M	CO/FA	RF	AC	LC	TO	OT	AD NOTE	RT	U.PRICE	ADJ.U.PRICE	UNITS	TY	NOTES	TR1	L VAL	OVER

Farm Land 0.000 Total Units

CODE	ZONING	FRONT	DEPTH	DE/FA	M	CO/FA	RF	AC	LC	TO	OT	AD NOTE	RT	U.PRICE	ADJ.U.PRICE	UNITS	TY	NOTES	TR1	L VAL	OVER	MKT	USE MKT
NO FARM LAND DATA FOUND FOR THIS PARCEL .																							

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

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

LOCAL ZONING
A six-digit position field must be a valid entry for our County.

FRONTAGE AND DEPTH
Frontage is defined as the number of feet of the land located on a street or road. Frontage and depth are used to calculate value when used with land models 01, 02 and 03. If lot dimensions are not known, these fields may be left blank when using Land Model 00.

DEPTH OR SIZE
The factor for depth or size is calculated from computerized depth or size tables. If no depth or size factor is used the system defaults to 1.00 for this factor

LAND MODEL
The land model table must be 0-8. Depth must be 10' or greater and land type to be "FF" if you use depth table 1-3. Land Models 4-8 work only when the land unit type is "AC". The field must not be left blank, if depth table is not used, zero fill.

CONDITION FACTOR
This factor must be entered and is a decimal fraction of the form 1.25 with a decimal between the first and second digit. The condition factor times the depth/size 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.

OTHER ADJUSTMENTS
This area is handled in one of two ways depending on the land model and the coding present. Refer to the specification sheet to properly enter adjustments. Only one line of notes per land line is accepted by the system. When Land Model 4, 6, or 8 is used a plus or minus percent is written in for RF (road frontage), AC (access), LC (location), TO (topography), SH (shape) and RT (type road).

LAND UNIT PRICE
Land unit price is required unless the county specification sheet indicates otherwise. However, when using land model code 5, this field may be left blank. When assigning a value, the normal convention of dollars positioning is used. This is the UNADJUSTED UNIT PRICE against which all conditions, etc., are applied. When using land use code 9010, this field is zero filled.

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

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

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

OUTBUILDINGS/EXTRA FEATURES (OB/XF)

Outbuilding

	CODE	DESC	COUNT	LENGTH	WIDTH	UNITS	UNIT PRICE	CO/FA	AYB	EYB	%DEP OVR	SCH	%NET GOOD	APPR VALUE	OVR VALUE	TR1	NOTES
1	01	STORAGE		12	10	120.00	10.00	1.000	2009	2009		S3	79	948	0		

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 is 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 TRIVIAL items. If an item cost $150 new and is three years old and is on a $140,000 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.

Examples of items commonly handled in this manner include:

OUTBUILDINGS:

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

EXTRA FEATURES:

Bank Features	Paving	Sprinkle Systems
Boat Ramps and Docks	Pools	Tanks
Elevators and Escalators	Railroad Spurs	Tennis Courts
Fences	Refrigeration Coolers	Weigh Scales
Patios	Silos Yard	Lights
Outdoor Fireplace	Outdoor Kitchen	

ALL FIELDS MUST BE ENTERED

CODE: You may place an appropriate code in this field and the computer will automatically populate 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. If your county is set up to use the table feature, it will be necessary for you to use special codes in this field. (See County Specification sheet, chapter 11, for this option) DO NOT FILL OUT IF "CODE" IS ENTERED.

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

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

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

OB/XF UNIT PRICE: The unit price by which the Outbuilding or Extra Feature is valued will be entered here from the tables in Chapter 11, County Specifications.

% 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.

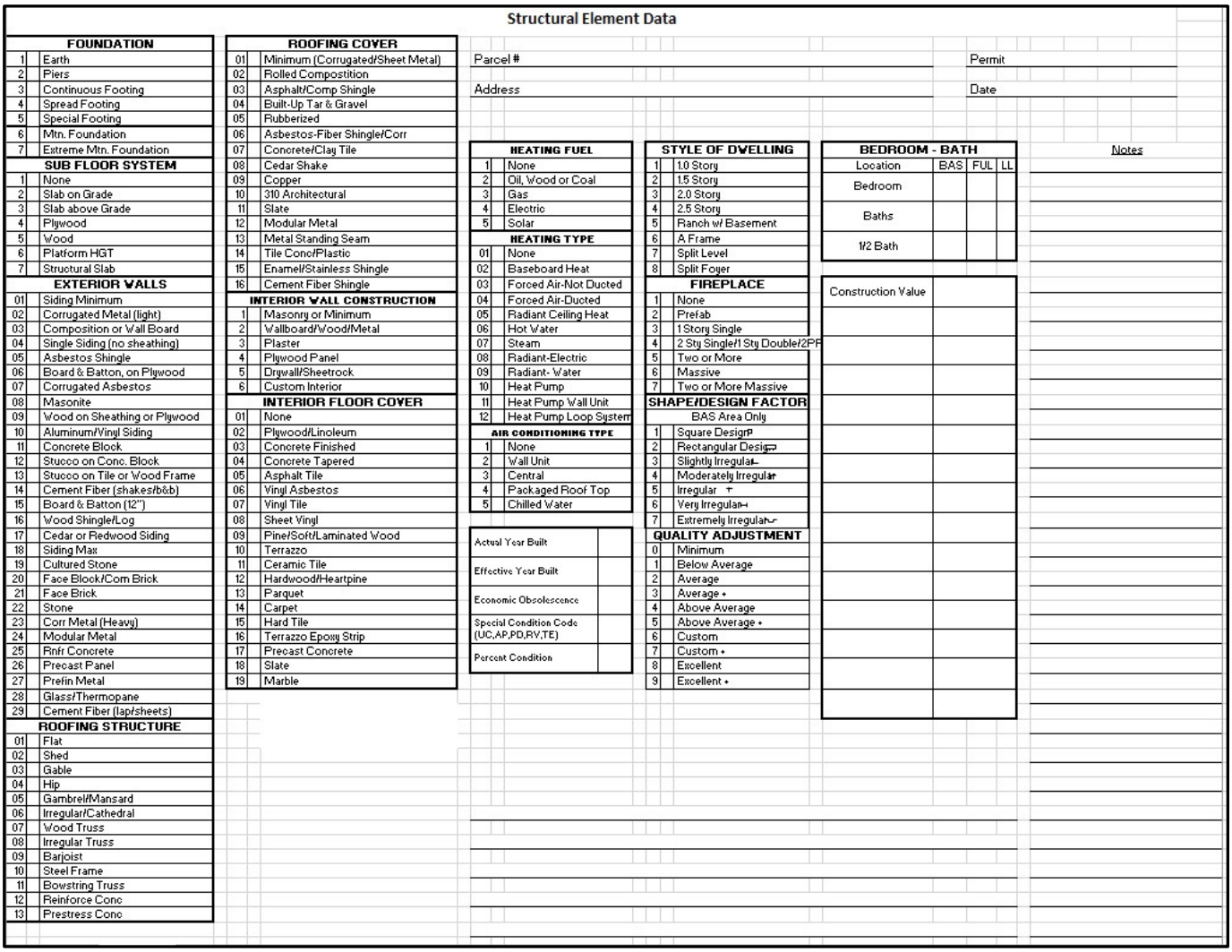
DEP.RATE: An ANNUAL depreciation rate for each extra feature and special building will be entered based on the CODE. If there is no code, you must enter depreciation rate per year, and it cannot exceed 99.00% per year and should be zero filled if no other entry is called for.

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

TR1: Use this field if this value will be counted on the TR1 Report

STRUCTURAL ELEMENTS

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



Structural Element Data

FOUNDATION	
1	Earth
2	Piers
3	Continuous Footing
4	Spread Footing
5	Special Footing
6	Mtn. Foundation
7	Extreme Mtn. Foundation
SUB FLOOR SYSTEM	
1	None
2	Slab on Grade
3	Slab above Grade
4	Plywood
5	Wood
6	Platform HGT
7	Structural Slab
EXTERIOR WALLS	
01	Siding Minimum
02	Corrugated Metal (light)
03	Composition or Wall Board
04	Single Siding (no sheathing)
05	Asbestos Shingle
06	Board & Batton, on Plywood
07	Corrugated Asbestos
08	Masonite
09	Wood on Sheathing or Plywood
10	Aluminum/Vinyl Siding
11	Concrete Block
12	Stucco on Conc. Block
13	Stucco on Tile or Wood Frame
14	Cement Fiber (shakes/b&b)
15	Board & Batton (12")
16	Wood Shingle/Log
17	Cedar or Redwood Siding
18	Siding Max
19	Cultured Stone
20	Face Block/Com Brick
21	Face Brick
22	Stone
23	Corr Metal (Heavy)
24	Modular Metal
25	Rnfr Concrete
26	Precast Panel
27	Prefin Metal
28	Glass/Thermopane
29	Cement Fiber (lap/sheets)
ROOFING STRUCTURE	
01	Flat
02	Shed
03	Gable
04	Hip
05	Gambrel/Mansard
06	Irregular/Cathedral
07	Wood Truss
08	Irregular Truss
09	Barjoist
10	Steel Frame
11	Bowstring Truss
12	Reinforce Conc
13	Prestress Conc

ROOFING COVER	
01	Minimum (Corrugated/Sheet Metal)
02	Rolled Compostition
03	Asphalt/Comp Shingle
04	Built-Up Tar & Gravel
05	Rubberized
06	Asbestos-Fiber Shingle/Corr
07	Concrete/Clay Tile
08	Cedar Shake
09	Copper
10	310 Architectural
11	Slate
12	Modular Metal
13	Metal Standing Seam
14	Tile Conc/Plastic
15	Enamel/Stainless Shingle
16	Cement Fiber Shingle
INTERIOR WALL CONSTRUCTION	
1	Masonry or Minimum
2	Wallboard/Wood/Metal
3	Plaster
4	Plywood Panel
5	Drywall/Sheetrock
6	Custom Interior
INTERIOR FLOOR COVER	
01	None
02	Plywood/Linoleum
03	Concrete Finished
04	Concrete Tapered
05	Asphalt Tile
06	Vinyl Asbestos
07	Vinyl Tile
08	Sheet Vinyl
09	Pine/Soft/Laminated Wood
10	Terrazzo
11	Ceramic Tile
12	Hardwood/Heartpine
13	Parquet
14	Carpet
15	Hard Tile
16	Terrazzo Epoxy Strip
17	Precast Concrete
18	Slate
19	Marble

Parcel # Permit

Address Date

HEATING FUEL	
1	None
2	Oil, Wood or Coal
3	Gas
4	Electric
5	Solar
HEATING TYPE	
01	None
02	Baseboard Heat
03	Forced Air-Not Ducted
04	Forced Air-Ducted
05	Radiant Ceiling Heat
06	Hot Water
07	Steam
08	Radiant-Electric
09	Radiant- Water
10	Heat Pump
11	Heat Pump Wall Unit
12	Heat Pump Loop System
AIR CONDITIONING TYPE	
1	None
2	Wall Unit
3	Central
4	Packaged Roof Top
5	Chilled Water

Actual Year Built	
Effective Year Built	
Economic Obsolescence	
Special Condition Code (UC,AP,PD,RV,TE)	
Percent Condition	

STYLE OF DWELLING	
1	1.0 Story
2	1.5 Story
3	2.0 Story
4	2.5 Story
5	Ranch w/ Basement
6	A Frame
7	Split Level
8	Split Foyer
FIREPLACE	
1	None
2	Prefab
3	1 Story Single
4	2 Sty Single/1 Sty Double/2PF
5	Two or More
6	Massive
7	Two or More Massive
SHAPE/DESIGN FACTOR	
	BAS Area Only
1	Square Design
2	Rectangular Design
3	Slightly Irregular
4	Moderately Irregular
5	Irregular
6	Very Irregular
7	Extremely Irregular
QUALITY ADJUSTMENT	
0	Minimum
1	Below Average
2	Average
3	Average +
4	Above Average
5	Above Average +
6	Custom
7	Custom +
8	Excellent
9	Excellent +

BEDROOM - BATH			
Location	BAS	FUL	LL
Bedroom			
Baths			
1/2 Bath			

Construction Value	

Notes

FOUNDATION

FOUNDATION		
1		Earth
2		Piers
3		Continuous Footing
4		Spread Footing
5		Special Footing
6		Mountain Foundation
7		Extreme Mountain Foundation

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

SUB FLOOR SYSTEM

SUB FLOOR SYSTEM		
1		Earth/No Sub Floor
2		Slab on Grade
3		Slab Above Grade
4		Plywood
5		Wood
6		Slab Platform HGHT
7		Structural Slab

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 or other buildings with special slab requirements.

EXTERIOR WALLS

EXTERIOR WALLS		
01		Siding Minimum
02		Corrugated Metal (light)
03		Composition or Wall Board
04		Single Siding (no sheathing)
05		Asbestos Shingle
06		Board & Batton, on Plywood
07		Corrugated Asbestos
08		Masonite
09		Wood on Sheathing or Plywood
10		Aluminum/Vinyl Siding
11		Concrete Block
12		Stucco on Conc. Block
13		Stucco on Tile or Wood Frame
14		Cement Fiber (shakes/b&b)
15		Board & Batton (12")
16		Wood Shingle/Log
17		Cedar or Redwood Siding
18		Siding Max
19		Cultured Stone
20		Face Block/Com Brick
21		Face Brick
22		Stone
23		Corr Metal (Heavy)
24		Modular Metal
25		Rnfr Concrete
26		Precast Panel
27		Prefin Metal
28		Glass/Thermopane
29		Cement Fiber (lap/sheets)

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.

ROOF STRUCTURE AND ROOF COVER

ROOFING STRUCTURE		
01		Flat
02		Shed
03		Gable
04		Hip
05		Gambrel/Mansard
06		Irregular/Cathedral
07		Wood Truss
08		Irregular/Wood Truss
09		Rigid Frame W/ Bar Joist
10		Steel Frame or Truss
11		Bowstring Truss
12		Reinforced Concrete
13		Prestress Concrete

ROOFING COVER		
01		Min. Roofing (Corr. Or Sh. M.)
02		Rolled Composition
03		Asphalt or Composition Shingle
04		Built Up Tar & Gravel
05		Rubber
06		Asbestos Shingle/Corr
07		Concrete/Clay Tile
08		Cedar Shake
09		Enamel Metal Shingle/Copper
10		Wood Shingle/310 Shingle
11		Slate
12		Metal
13		Metal Standing Seam
14		Tile Conc/Plastic
15		Enamel/Stainless Shingle
16		Cement Fiber Shingle

One roof structure must be picked which best corresponds to the observed roof structure. 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

INTERIOR WALL CONSTRUCTION		
1		Masonry or Minimum
2		Wall Board or Wood Wall
3		Plastered
4		Plywood Panel
5		Drywall/Sheetrock
6		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 it must be shown in column 41 and column 42 must be zero filled.

INTERIOR FLOORING

INTERIOR FLOOR COVER		
01		None
02		Minimum,Plywood,Linoleum
03		Concrete Finish
04		Concrete Tapered
05		Asphalt Tile
06		Vinal Asbestos
07		Cork or Vinyl Tile
08		Sheet Vinyl
09		Pine or Soft Woods
10		Terrazzo Monolithic
11		Ceramic Clay Tile
12		Hardwood
13		Parquet
14		Carpet
15		Quarry or Hard Tile
16		Terrazzo Epoxy Strip
17		Precast Concrete
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 two flooring types (i.e. vinyl and hardwood), then both would be marked). Otherwise, the second field, column 45-46 must be zero filled. When carpet is over hardwood check code 05 in sub-floors 14 (carpet) in floor covering. If carpet is over plywood check code 04 in sub-floor and 14 in floor cover.

HEATING FUEL, HEATING TYPE AND AIR CONDITIONING TYPE

HEATING FUEL		
1		None
2		Oil, Wood, or Coal
3		Gas
4		Electric
5		Solar
HEATING TYPE		
01		None
02		Baseboard Heat
03		Forced Air-Not Ducted
04		Forced Air-Ducted
05		Radiant Ceiling Heat
06		Hot Water
07		Steam
08		Radiant - Electric
09		Radiant - Water
10		Heat Pump
11		Heat Pump Wall Unit
12		Heat Pump Loop System
AIR CONDITIONING TYPE		
1		None
2		Wall Unit
3		Central
4		Packaged Roof Top
5		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

BEDROOM - BATH RESIDENTIAL			
Location	BAS	FUL	LL
Bedroom			
Baths			
1/2 Bath			

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

COMMERCIAL PLUMBING

COMMERCIAL PLUMBING			
Restroom			
Total Fixt.			

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

STYLE OF DWELLING

STYLE OF DWELLING		
1		1.0 Story
2		1.5 Story
3		2.0 Story
4		2.5 Story
5		Ranch w/ Basement
6		A Frame
7		Split Level
8		Split Foyer

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

FIREPLACES

FIREPLACE		
1		None
2		Prefab
3		1 Sty Single
4		2 Sty Single/1 Dbl.
5		2 or More
6		Massive
7		2 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 extra-large hearths, extra-large fireplaces, decorative stone, ornamentation, and trim, etc. Fireplaces in apartments or commercials are placed in extra features.

SHAPE/DESIGN/MARKET FACTOR

SHAPE/DESIGN FACTOR		
BAS Area Only		
1		Square Design ▫
2		Rectangular Design ▭
3		Slightly Irregular ∟
4		Moderately Irregular ⊢
5		Irregular +
6		Very Irregular ⊢
7		Extremely Irregular ⌙

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

QUALITY ADJUSTMENT

QUALITY ADJUSTMENT		
0		Minimum
1		Below Average
2		Average
3		Average +
4		Above Average
5		Above Average +
6		Custom
7		Custom +
8		Excellent
9		Excellent +

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	
Economic Obsolescence	
Functional Obsolescence	

This entry is one of the most important to the appraisal. These four items allow the system to depreciate and analyze properties.

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)

Special Condition Code	
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 five 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 override Normal Depreciation

PERCENT CONDITION must be used if one of the above codes (UC, PD, AP, TE, and RV) is used. PERCENT CONDITION is the percent good after you apply UC, RV, TE or PD. If you use code AP, PERCENT CONDITION is added to normal depreciation. 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.

Use the CONSTRUCTION COMPLETION CHART located at the end of this chapter to recalculate percent condition:

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

CONDO & COMMERCIAL		
1		None
2		Heating & Air Cond. Packaged
3		Heating & Air Cond. Split

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

FLOOR NUMBER

CONDO/COOP/APT. LOCATION	

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. OF UNITS	

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

LAND TYPE

CONDO/COOP/APT. LAND TYPE	

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

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		
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 Insulated
12		No Insulation

Mark one of the entries which best describes the ceiling insulation quality. First find the applicable category of ceiling (Suspended Ceiling, Not Suspended, or 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)

AVERAGE NO. ROOMS PER FLOOR	

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	

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	

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 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

PERMIT DATA

Parcel Permits

Permits

CODE	DATE	NOTE	PERMIT NUMBER	AMOUNT	WORK TYPE	C	A
NO PERMIT DATA FOUND FOR THIS PARCEL.							

Codes:

A-Addition
D-Demolition
N-New
R-Remodel
U-Upfit

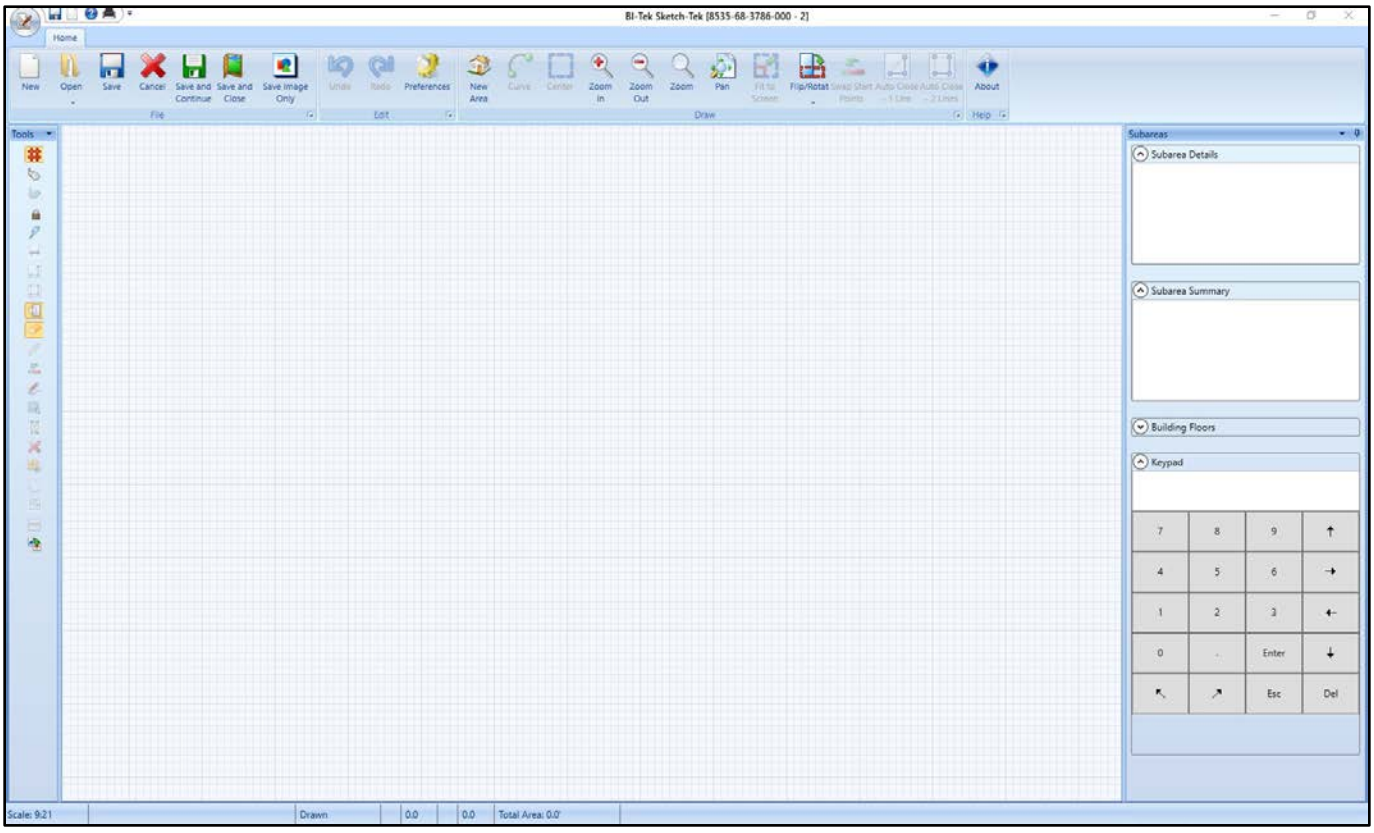
BUILDING SKETCH CODING

Getting Started

Screen Layout

The most 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 in the ribbon menu at the top of the screen.
- **Shortcut Pad:** Icons for shortcut features are in the pad on the left of the screen.
- **Subarea:** Areas and their square foot totals are displayed in the windowpane 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



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 segments are 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 placed 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 counterclockwise 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 document.
- **Save (CTRL+S):** Saves the currently open sketch. If no filename and location has been chosen, the user will be prompted.
- **Save As:** Prompts the user to save the currently open sketch to a specific location.
- **Save As Image:** Prompts the user to save the currently open sketch as a JPG file.
- **Print (CTRL+P):** Prompts the user to print the currently open sketch.
- **Close (ALT+F4):** Exits the program.

Edit Menu Items

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

Draw Menu Items

- **New Area (N):** Used to start a new area.
- **Curve (V):** Used to put the tool in curve mode which allows the user to change the shape of the current active line to a curve.
- **Center (C):** To quickly center the drawing on the screen, press "C" or click the "Center" icon.

- **Zoom In / Zoom Out:** This feature is used to scale the grid to make the drawing fit or to view a particular section of the drawing. Zooming can also be accomplished using the scroll wheel, keyboard, or zoom tool.
    - **Scroll Wheel (if so equipped):** Anytime there is no active line, roll the scroll wheel forward to zoom in or backward to zoom out.
    - **Keyboard:** Press "Z" to zoom in or "U" to zoom out.
    - **Zoom Tool:** Click the "Zoom" icon located on the ribbon menu to activate. Then click on the grid and drag the zoom box around the area to zoom in on. Click the mouse again to zoom to the selected location.

- **Pan:** To move the position of the drawing on the grid, click the "Pan" icon. Then click and hold on the grid to drag the drawing as desired. Click the "Pan" icon again to de-activate.
- **Fit to Screen:** To center and fit the drawing on the grid, press "D" or click on the "Fit To Screen" icon.
- **Flip/Rotate:** To flip and/or rotate the drawing, click the "Flip/Rotate" icon.

Shortcut Pad Items

- **Grid (G):** Used as a toggle switch so show/hide the background grid in the drawing area.
- **Keyboard (K):** Selects keyboard drawing mode.
- **Mouse (M):** Selects mouse drawing mode.
- **Quick Draw (Q):** Selects "Quick Draw" mode which does not require "Enter" to be pressed to anchor a line after the distance and direction are entered.
- **Flip Labels (F):** Moves the line length labels to the opposite side of the lines.
- **Auto Close - 1 Line (A):** Auto-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.

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.

TAX EXEMPT CODES

1 – Religious Exemption
- Churches and Parsonages
- Assemblies, Retreats, etc.
- Promotional Offices & Headquarters

2 – County Exemption
- Governmental
- Educational

3 – State Exemption
- Governmental
- Educational

4 – Federal Exemption
- Governmental

5 – Municipal
- Governmental
- Educational
- Airport Authority
- Housing Authority

6 – Private Education
- Schools

7 – Charitable
- YMCA

8 – Utilities

9 – Other

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

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

01 Building Added
02 Building Completed For Tax Year
03 Remodeling or Addition to Improvements
04 Structural Elements Changed
05 Mobile Home Added
06 Combining Real Estate Parcels
07 Correction of Acreage
08 Division of Real Estate
09 Changes in Zoning or Use
10 Land Value Adjustment
11 Clerical Error Corrected
12 Board of E & R
13 Building Value Adjusted
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
20 Discovered Property
21 Corrected Notice
22 Agriculture Use Valuation
23 Forest Use Valuation
24 Horticulture Use Valuation
25 County Wide Valuation
26 Addition of Land
27 Property Reviewed No Change in Value
28 New Tax Parcel
29 Extra Features Added
30 See Attached Notice
31 Property Annexed
32 Extra Features Removed
33 Property Reviewed, Value Change
34 Road Type Change
35 Heating/Cooling Change
36 Conservation Easement
37 Historic Exemption
38 Wildlife Conservation
99 Reflects change, Notice will not be mailed

INSTRUMENT TYPE

AF	-	Affidavit	AR	-	Additional Reference
AX	-	Annexation	BA	-	Boundary Agreement
CB	-	Corporation Book	CD	-	Corrective/Correction Deed
CV	-	Civil Action	DC	-	Death Certificate
EA	-	Easement	ED	-	Estate Deed
GD	-	Guardian Deed	LA	-	Lease Agreement
MC	-	Marriage Certificate	OD	-	Original Deed
QC	-	Quit Claim Deed (Non-Warranty)	RR	-	Re-recorded Deed
RW	-	Right of Way	SD	-	Sheriffs Deed or Commissioners Deed
SP	-	Special Proceedings	TD	-	Trustees Deed
WI	-	Will of Estate File			

UNDER CONSTRUCTION PERCENT COMPLETE

	Per Item	Accumulative
Foundation	14%	14%
Frame	21%	35%
Floor - 6%		
Walls- 8%		
Roof - 7%		
Exterior windows/doors	2%	37%
Roof Cover	3%	40%
Plumbing - rough-in	4%	44%
Insulation	1%	45%
Rough-in electrical/mechanical	11%	56%
Exterior	6%	62%
Interior wall/ceiling	8%	70%
Built-in cabinets/trim/doors	13%	83%
Plumbing fixtures	5%	88%
Floor covers	3%	91%
Built-in appliances	3%	94%
Light fixtures and finish hardware	2%	96%
Painting and decorating	4%	100%

NEW CONSTRUCTION/SPLIT PROCEDURES

Beginning a new year's work:

1. Run a list of all buildings with a UC code.
   A. Update all that you can and change the new notice code to the appropriate new notice code.
   B. Make sure the remainder have 97 or 99 new notice codes.

2. Run list of all OBXF with a UC code.
   A. Update all that you can and change the notice code to the appropriate new notice code.
   B. Make sure the remainder have 97 or 99 new notice codes.

3. Any parcels pulled from last year's work should be flagged with 97 or 99 new notice code.

4. Flag all building permits with a 97 on even years or 99 on odd years new notice code.

5. Flag all splits and combinations with a 95 on odd years or 96 on even years new notice code.

6. Run list of special condition codes; PD, TE, and RV

Ending a year's work:

1. Run list of all 95 or 96 and 97 or 99 notice codes.
   A. If any exist complete and change the notice code to the appropriate code.

2. Run list of all 9900 land use codes.
   A. If any exist complete and change the notice code to the appropriate code.

3. Run a special use acreage mismatch report.

4. Check land units errors from the DB Check.

5. Run Over/Under Report
   A. OBXF
   B. Land

Transylvania County 2021 Appraisal Manual

CALCULATION OF SYSTEM VALUES

PREFACE

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

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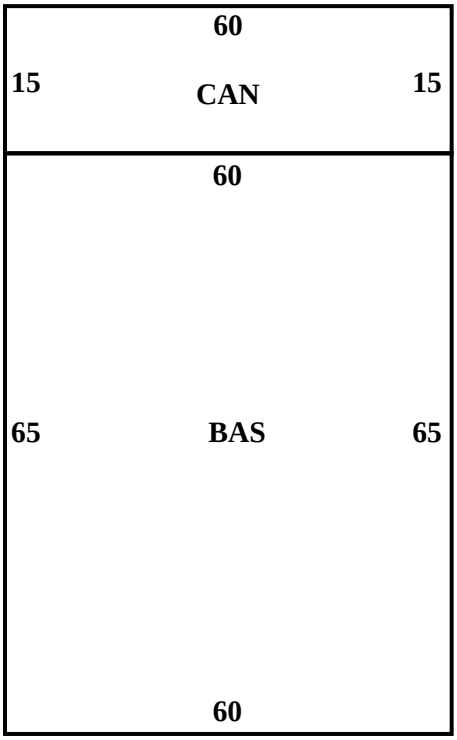
CALCULATION OF INDEX VALUES

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

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

EXAMPLE



BUILDING SKETCH

STEP 1 AREA CALCULATIONS

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

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

B. Multiply each gross area by the percentages assigned to it (this percentage is in the TABLE OF SUB AREA found in the Chapter 11 of this manual) to arrive at the effective area of the building.

BAS 3,900 Sq Ft X 100%	= 3,900
CAN 900 Sq Ft X 25%	= 225
Total Effective Area	4,125

STEP 2 DETERMINE QUALITY INDEX (Points)

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

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

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

FOUNDATION - Spread Footing (4)		6	points
SUB FLOOR SYSTEM - Slab on Grade (2)		6	points
EXTERIOR WALLS - Concrete Block (11)	18>		
Face Brick (21)	25>	22	points
(If the subject property has 2 exterior wall types the points would be added together and then divided by two and truncated.)			
ROOFING STRUCTURE - Bar Joist (09)		10	points
ROOF COVER - Built up Tar & Gravel (04)		4	points

INTERIOR WALL CONSTRUCTION - Drywall (5) (If the subject has 2 interior wall types, the points would be added together and divided by two and truncated.)	8	points
INTERIOR FLOORING – Vinyl Tile (7) 6> Carpet (14) 7> (If the subject had 2 floor types, they would be added together and divided by 2 and truncated.)	7	points
HEAT FUEL - Electric (4)	1	point
HEAT TYPE - Heat Pump (10)	6	points
AIR CONDITIONING TYPE - Central (3)	6	points
(Note: At this point, if the parcel were a single family residence, the next step would be to locate the table for the "01" model which assigns points for the various combinations of the number of bedrooms to the number of baths. These points are then added to the above and then multiplied by the sum of the Quality x Market x Size ADJUSTMENT to obtain the QUALITY INDEX.)		
STRUCTURAL FRAME - Masonry (04)	12	points
CEILING AND INSULATION -Suspended Ceiling and Wall Insulated (03)	7	points
COMMERCIAL PLUMBING – 4.0 Restrooms, 8.00 fixtures (8 fixtures divided into 3,900 sq. ft. = 487.55 sq ft/average or 6 points)	6	points

From the preceding figures we have obtained the following:

Foundation-4	
Spread Footing	6.00
Sub Floor System-2	
Slab on Grade	6.00
Exterior Walls-11	
Concrete Block	22.00
Exterior Walls-21	
Face Brick	0.00
Roofing Structure-9	
Bar Joist	10.00
Roofing Cover-4	
Built Up Tar and Gravel	4.00
Interior Wall Construction-5	
Drywall/Sheetrock	8.00
Interior Floor Cover-7	
Vinyl Tile/Cork	7.00
Interior Floor Cover-14	
Carpet	0.00
Heating Fuel-04	
Electric	1.00
Heating Type-10	
Heat Pump	6.00
Air Conditioning Type-03	
Central	6.00
Commercial Heat & Air	
Packaged Units	0.00
Structural Fram-04	
Masonry	12.00
Ceiling & Insulation-03	
Suspended- Ceiling and Wall Insulated	7.00
Commercial Plumbing Fixtures	
8.00	6.00
Total Point Value	101.00

Building Adjustments

Size	Size	Size	1.06
Shape/Design	2	Rectangle	1.00
Quality	3	Average	1.00
Total Adjustment Factor			1.06
Total Quality Index			1.07

The QUALITY INDEX is the design/market x height factor x the quality factor x size factor x the total points. This property has no height factor therefore, 1.00 (design) x 1.00 (quality) x 1.06% (size) = 1.06 x 101(point value) = 1.0706 or 107.

STEP 3 DETERMINE EFFECTIVE BASE RATE

A. The base rate for a particular model is given. In this instance, it is $74.00 per square foot.

B. Multiply the base rate times the quality index:

$74.00 x 1.07 = $79.18
$79.18 is the effective base rate.

STEP 4 CALCULATE REPLACEMENT COST NEW

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

$79.18 x 4,125 Effective Area = $326,620

STEP 5 DETERMINE DEPRECIATION AND PERCENT CONDITION OF THE SUBJECT

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

B. The sample parcel is an improvement type 10 with an effective age of 9 years and is depreciated 13%.

C. To determine the percent condition, subtract the amount of depreciation from 1.0. In the sample parcel, the percent condition equals 1.0 - .13 = 87%.

STEP 6 CALCULATE THE DEPRECIATED BUILDING VALUE

A. The Depreciated Building Value is the Replacement Cost New x the Percent Condition in the sample parcel.

$326,620 x .87 = $284,159 Rounded to $284,160

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

B. In the same, this is as follows:

$284,160	Depreciated Building Value
$22,240	Total Depreciated OB/XF Value
$300,000	Land value
$606,400	Total

DEPRECIATION

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

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

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

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

DEPRECIATION SCHEDULES

EXTERIOR WALL TYPE	INCREMENTAL AGING PERIODS				
From - To	1-2	3-11	12-19	20-34	35 & over
1 - 4	2.00	1.00	1.00	1.00	1.00
5 - 7	2.00	1.00	1.00	1.00	1.00
8 - 11	2.00	1.00	1.00	1.00	1.00
12 - 15	2.00	1.00	1.00	1.00	1.00
16 - 20	2.00	1.00	1.00	1.00	1.00
21 - 22	2.00	1.00	1.00	1.00	1.00
23 - 29	2.00	1.00	1.00	1.00	1.00

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

FIRST 2 YEARS =	4.00	2 X 2.00
NEXT 22 YEARS =	22.00	22 X 1.00

24 YEARS = 26% TOTAL DEPRECIATION

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

FOR RESIDENTIAL OR INCOME PROPERTIES WITH A MINIMUM OR EXCELLENT QUALITY FACTOR another table has been constructed which bases the amount of depreciation for a particular property on its useful life, meaning that age at which a property ceases to be functional. For example, IMPROVEMENT USE CODE 23 has a typical life expectancy of 25 years. Therefore, when the building is 25 years old, it has been depreciated down to the lowest point of 30% condition or 70% depreciation.

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

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

Economic/Functional Obsolescence

Economic Obsolescence is determined through value loss due to conditions outside the property.
Functional Obsolescence is determined through value loss within the property.

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

INCOME PROPERTY VALUATION

PREFACE

It should be noted that this chapter is not designed to be a comprehensive text on income properties but only a summary and outline of the income approaches to value which can be applied through the PASCO Appraisal System. This capability enables mass property appraisers to apply techniques which proved too time consuming for mass appraisal. However, we would like to recommend further study with such text as that by Dr. William N. Kinnard, *Income Property Valuation*, to familiarize the property appraiser with some of the more subtle but important points of income property appraising.

INCOME PROPERTY VALUATION

BASIC STEPS IN INCOME APPRAISING

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

STEP I Estimate Gross Annual Income

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

STEP II Identify Operating Expenses

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

STEP III Net Operating Income

STEP IV Determine Income Projection Period

A. Remaining Economic Life
B. Investment Holding Period

STEP V Determine Discount Rate; Select Method of Rate Estimation

A. Band of Investment
B. Built-Up

STEP VI Identify Method of Depreciation

A. Straight Line
B. Level Annuity

STEP VII Identify Method of Capitalization to use

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

ESTIMATED GROSS ANNUAL INCOME

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

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

ESTIMATED GROSS ANNUAL MARKET RENTS BY IMPROVEMENT TYPES

Improvement types 60 - 63 Apartments - Generally the market rent for apartment complexes is determined by their monthly rent per unit. The total square feet of a unit divided into the monthly rent gives you a monthly square foot rate. To determine the annual rent of the entire complex you simply add up the yearly rent of each unit type.

COMMERCIAL / INDUSTRIAL

Improvement types used with Model 07 - Generally your commercial, retail outlets will rent from $3.00 to $28.00 per square foot depending on the location, age, and use of the retail outlet.

Improvement types used with Model 04 are office buildings and vary from a minimum of $4.50 to $20.00 per square foot per year. Generally high-rise office buildings demand a higher rent per square foot, due to the annual expenses running close to $25.00 per square foot per year.

Improvement types used with Model 06 are typically industrial, manufacturing, distribution, or storage facilities. The market rent for buildings of this nature run from $1.00 to $15.00 per square foot for typical good warehouse construction; however, the range can vary from $1.00 for mostly storage up to $18.00 for a warehouse that has more than 50% office space in a good location.

These rates will be developed further throughout the revaluation project and established for the County.

IDENTIFY VACANCY AND COLLECTION LOSS

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

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

IDENTIFY OPERATING EXPENSES

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

FIXED EXPENSES

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

VARIABLE EXPENSES

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

REPAIRS AND REPLACEMENTS

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

SOURCE OF OPERATING EXPENSE DATA

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

NET OPERATING INCOME

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

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

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

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

DETERMINE INCOME PROJECTION PERIOD

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

REMAINING ECONOMIC LIFE

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

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

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

INVESTMENT HOLDING PERIOD

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

DETERMINE DISCOUNT RATE: SELECT METHOD OF RATE ESTIMATION

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

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

BAND OF INVESTMENT

The Band of Investment method recognizes the Discount Rate as the weighted average of mortgage interest rate(s) based on typical financing; and the equity yield rate, derived from market data. It is based on the premise that investments in income-producing properties are usually financed with a mortgage at the best available terms. The weighting factor is the percentage of the total investment represented by each component contributing thereto. The procedure involved in the Band of Investment method is illustrated as follows:

Assume a property is financed with an 80% mortgage at 5 1/2% interest; Equity investors are seeking a 15% return on this type of investment. The indicated Discount Rate would be developed as follows:

BAND OF INVESTMENT

METHOD FOR DISCOUNT RATE

	RATE		WEIGHT		WEIGHTED RATE
First Mortgage:	.05500	x	.80	=	.0440
Equity Investment:	.1500	x	.20	=	.0300
Indicated Discount Rate					.0740

BUILT-UP METHOD

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

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

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

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

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

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

BUILT-UP METHOD OF FINDING DISCOUNT RATE

For example:

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

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

IDENTIFY METHOD OF DEPRECIATION

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

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

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

STRAIGHT-LINE CAPITAL RECOVERY

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

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

For example: remaining Economic Life of Improvement - 25 years

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

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

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

LEVEL ANNUITY CAPITAL RECOVERY

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

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

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

$$1/SN = i/ (1+i)^{n1}$$

Where

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

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

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

IDENTIFY METHOD OF CAPITALIZATION TO USE

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

Value = Net Operating Income/Capitalization Rate

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

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

METHODS OF CAPITALIZATION

LAND RESIDUAL

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

Land Residual Straight Line

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

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

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

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

LAND RESIDUAL - LEVEL ANNUITY

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

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

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

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

BUILDING RESIDUAL TECHNIQUE

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

Building Residual - Straight Line

Given:	Land Value (from Market or Sales Comparison)	$30,000
	Net Operating Income	$15,000
	Discount Rate	10%
	Remaining Economic Life	50 years
	Straight Line Capital Recovery	1/50 = 2%
	(Straight Line Capital Recovery assumes a declining income stream and may be appropriate when short term leases or economic rent figures are utilized.)	

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

BUILDING RESIDUAL TECHNIQUE - LEVEL ANNUITY

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

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

PROPERTY RESIDUAL LEVEL ANNUITY

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

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

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

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

ELLWOOD MORTGAGE EQUITY

Where applicable, this technique is the superior method as it most accurately simulates investor behavior. It is applicable when sufficient qualified data is available concerning the present, the future and behavior of typical investors in the market.

In addition to discounted cash flows, reversion and required yields by investors which can be accounted for in residual techniques, the Ellwood techniques takes into account leverage, appreciation or depreciation of the property (based on the expectations of the investor) and the investment holding periods based on the behavior of typical investors in the local market.

The whole analysis focuses on the development of an overall rate as a weighted average of the several claims against Net Operating Income that must be met to make the investment competitively attractive. Either Market Value or Investment Value can be estimated through the Ellwood formula, depending upon the data used in the analysis.

In deriving an overall capitalization rate using the Ellwood Mortgage Equity Technique there are several variables which must be supplied by the appraiser. They are as follows:

Investment Holding Period
Mortgage Loan Term
Mortgage Loan Rate
Loan to value Percentage
Equity Yield Rate
Plus or Minus Appreciation or Depreciation at the end of the holding period

Given these, the method utilizes the necessary calculations to determine the overall rate which is divided into the Net Operating Income. The result is the present worth estimate of value based on knowledgeable investment criteria.

For a more thorough discussion and mathematical explanation of the technique the appraiser should consult one of the more detailed texts such as Dr. Wm N. Kinnard's *Income Property Valuation*.

GROSS INCOME MULTIPLIER

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

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

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

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

MONTHLY GROSS INCOME MULTIPLIER APPLICATION

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

ANNUAL GROSS INCOME MULTIPLIER APPLICATION

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

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

OVERALL RATE

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

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

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

INCOME APPLICATION TABLE

APPLICATION	DESCRIPTION	CODE	REQUIRED DATA	APPLICABILITY
#1	Land Residual Straight Line	LRST	1- Net Annual Income 2- Current Bldg.Value 3- Remaining Economic Life	Short-term lease & rental properties. New or nearly new buildings. (Known building value)
#2	Land Residual Present Value or Discounted Cash Flow	LRLA	1- Net Annual Income 2- Current Building Value 3- Remaining Economic Life 4- Discount Rate	Long-term lease & new or nearly new buildings (Known building value.)
#3	Building Residual, Straight-line	BRST	1- Net Annual Income 2- Current Land Value 3- Remaining Economic Life 4- Discount Rate	Short-term lease & rental properties (Known land value)
#4	Building Residual Present Value	BRLA	1- Net Annual Income 2- Current Land Value 3- Remaining Economic Life 4- Discount Rate	Long-term lease & good land comparables (Known land value)
#5	Property Residual with land reversion at the end of period	PRLA	1- Net Annual Income 2- Current Land Value 3- Expected Land Grow Rate 4- Discount Rate 5- Remaining Economic Life	Long-term lease, overall rate obtained from comparable sales.
#6	Ellwood Mortgage Equity	EQTY	1- Net Annual Income 2- Investment Period 3- Mortgage Term 4- Annual Mortgage Rate 5- Loan to Total Ratio 6- Desired Yield 7- Expected Appreciation (+) Or Depreciation (-)	Sophisticated, short-term (5-10 yr.), investors, recent refinancing and current dependable growth forecast.
#7	Annual Gross Income Multiplier	AGIM	1- Gross Annual Income 2- Annual Gross Income Multiplier	Sufficient sales with a high degree of comparability to establish a reliable Annual Gross Income Multiplier

VALUATION OF SPECIAL PROPERTIES

MOBILE HOME PARKS

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

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

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

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

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

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

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

INCOME VALUATION OF A MOBILE HOME PARK

Gross Monthly rent	Gross Annual Rent
$150/space x 12	$1,800.00/space
Less:	
Vacancy rate as a % of gross @ 10%	$180.00
Operating Expenses as a % of gross @ 55%	$990.00
	$1,170.00
Net Operating Revenue	$630.00/space
Capitalized at the Discount Rate (11%)	$5727.00/space

Appraisal of Cemeteries for Tax Purposes

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

Cemeteries are generally divided into four categories:

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

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

Definitions:

DEVELOPED ACREAGE - Land prepared for immediate use of cemetery plots. This is generally two to five acres depending on the sale record of the cemetery. The acreage would generally remain the same because as soon as lots are sold, they prepare the undeveloped acreage. The cost to prepare the land increases the market value of the developed acreage, generally $8,000 to $20,000 per acre.

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

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

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

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

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

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

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

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

 # 1 LAND

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

 # 2 LAND

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

OTHER BUILDING AND EXTRA FEATURES

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

Assessment of Low-Income (Section 42) Housing Property

§ 105-277.16. Taxation of low-income housing property.

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

These special properties are assessed using the capitalization of net income method, as are other multi-family properties in the county. The difference will be that instead of establishing a market derived Potential Gross Income for the property, the Actual Rent Restricted Income will be used in calculating the net income to be capitalized.

STATISTICS AND THE APPRAISAL PROCESS

PREFACE

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

STATISTICS AND THE APPRAISAL PROCESS

INTRODUCTION

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

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

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

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

STATISTICS AND THE APPRAISAL PROCESS

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

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

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

Level of assessment in relation to market is one part of the answer. It is usually expressed as a ratio of appraised values to sale values. Common measures of this ratio, overall, for a county are "MEAN", MEDIAN, "MEASURES OF CENTRAL TENDENCY", and "PRICE RELATED DIFFERENTAL".

SIMPLE OR UNWEIGHTED MEAN

This measure is the average ratio. It is found by summing the ratio and then dividing by the number of ratios. That is, given the following hypothetical list of sales, compute the means:

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

Mean Sale Ratio = 800/10 = 80%

Mean Appraised Value = $227,600/10 = $22,760

Mean Sales Price = $283,500/10 = $28,350

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

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

$227,600/$283,500 = 80.3%

TOTAL ASSESSED VALUE/TOTAL SALES PRICE = WEIGHTED MEAN

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

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

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

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

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

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

This statistic is the one normally used in judging uniformity and level of assessment. (Note: you may also calculate a median sales value as well as a median appraised value.)

MODE

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

MEASURES OF VARIABILITY

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

If you were fired upon one time and were missed by 100 yards and were fired upon a second time and were hit, you could conclude that you were missed by an average of 50 yards. The point is the mean does not tell the whole story about the data. Other tools are needed to better describe the data. These tools are measures of how much you miss the mean (in general) or in more technical terms, measures of dispersion.

RANGE

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

35% (from lowest 60% to highest 95%)

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

MEAN DEVIATION & MEDIAN DEVIATION

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

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

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

For our example:

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

Hence: MD = 98 / 10 = 9.8%

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

STANDARD DEVIATION

To overcome the handicaps of the mean deviation, the standard deviation is used. It is a numerical measure of the degree of dispersion, variability, or non-homogeneity of the data to which it is applied. In calculation, it is similar to the average deviation but differs in its method of averaging differences from the mean. It does this by squaring each difference and eventually summing all squared differences averaging them and taking the square root thereof giving an "average deviation" from the mean.

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

STANDARD DEVIATION = $\sqrt{\frac{\Sigma(X-U)^2}{N}}$ or $\sqrt{\frac{\Sigma(x-u)}{N-1}}$ Where u = "mu" (arithmetic mean)

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

Number of observations

The second formula using N-1 is most often used when dealing with sample data and is used in our sales ratio reports.

In our example, using sales ratios it would be:

Observation	X	U	(X-u)	$(X-u)^2$
1	95%	80%	15	225
2	92%	80%	12	144
3	90%	80%	10	100
4	86%	80%	6	36
5	86%	80%	6	36
6	80%	80%	0	0
7	75%	80%	5	25
8	72%	80%	8	64
9	64%	80%	16	256
10	60%	80%	20	400
	800%			1286

$X = 800\%$ $(X-u)^2 = 1286$

Arithmetic Mean (u) Sales Ratio = 800 / 10 = 80%

Hence: $SD = \sqrt{\frac{(X-u)^2}{N}}$ OR $SD = \sqrt{\frac{\sum(X-u)^2}{N-1}}$

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

$\sqrt{128.6} = \sqrt{142.89}$

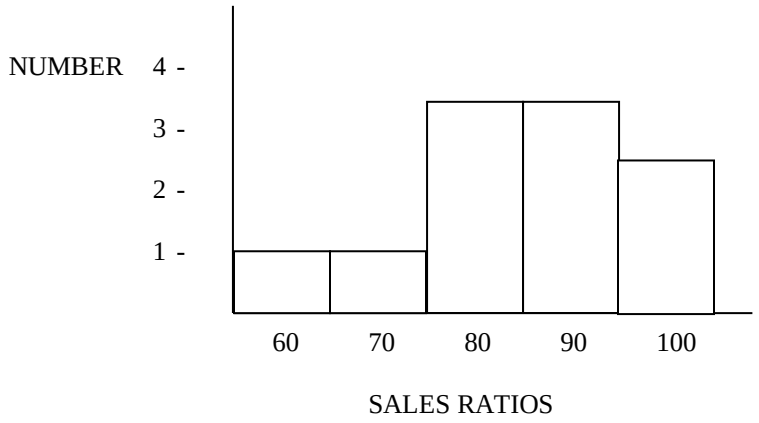
$\sqrt{11.34} = \sqrt{11.95}$

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

FREQUENCY DISTRIBUTIONS

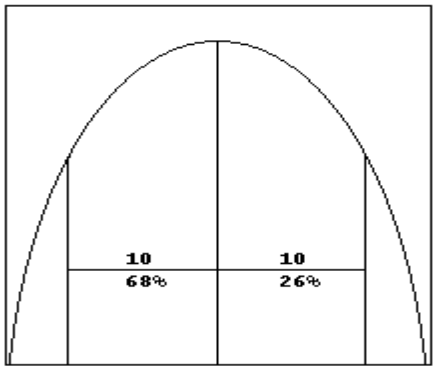
This is a good time to discuss distributions. All frequency distributions are an arrangement of numerical data according to size or magnitude. Distributions are normally presented as tables or graphs. The following table and graph are taken from our example:

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



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

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



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

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

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

The way it would likely be useful to you is in making a statement about the uniformity of your values which is in part what it measures. For instance, if you have a set of sales with a mean of 87% and a Standard Deviation of 10%, you could conclude that 95.46% of all sales would fall between the limits of 75.46% and 115.46%. Extrapolating that sales represent the rest of the parcels in your county (we leave the question of the validity of this assumption up to you), you could then have some mental picture of how your county roll values would distribute themselves in relation to the market values of the parcels.

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

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

RELATIVE MEASURE OF VARIATION

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

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

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

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

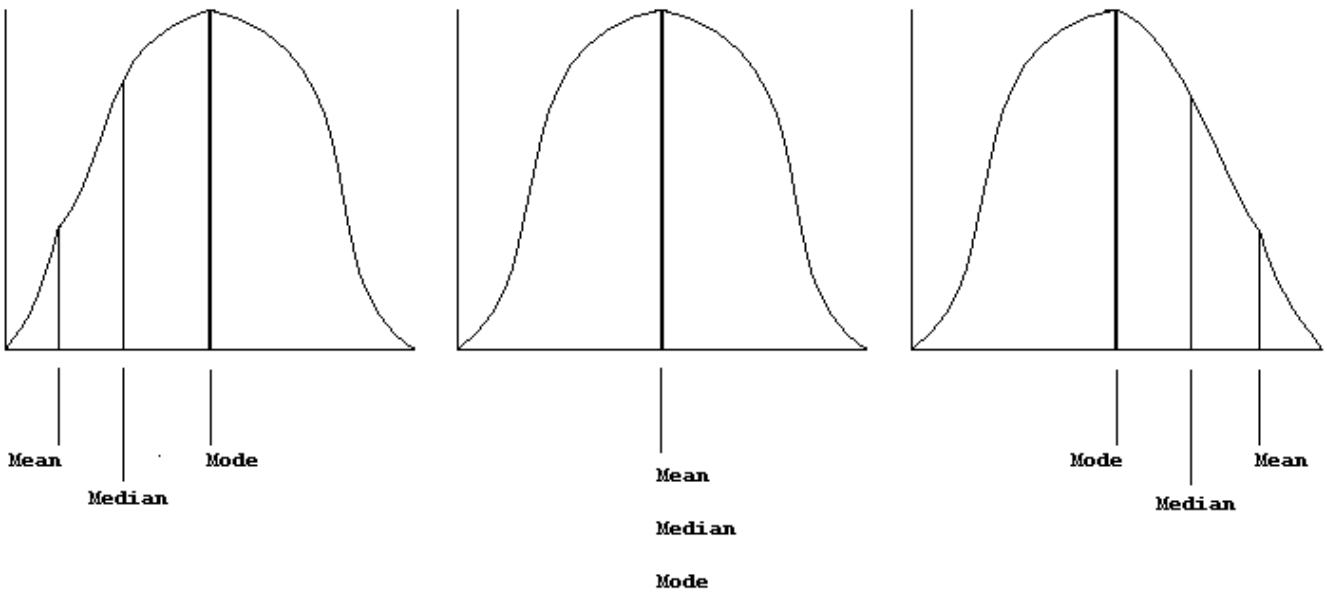
The last two yield the most useful statistic in that the standard deviation is significant in appraising in relationship to the level as there are few who would want a ratio to go consistently over 100% (which is one use of the standard deviation) or whom would want a mean of 70% with a relative error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

SHAPE

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

There are three classic shapes a distribution may take (although it may look like anything!). They are:

SKEWED LEFT NORMAL SKEWED RIGHT



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

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

and

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

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

NON-PARAMETRIC STATISTICS

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

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

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

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

TABLE OF ACTUAL FREQUENCIES
FOR SALE PARCELS

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

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

TABLE OF ACTUAL FREQUENCIES
FOR SALE PARCELS

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

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

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

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

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

The CHI-SQUARE statistic expressed as a formula is:

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

Where fo = frequency observed
fe = frequency expected

Example:

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

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

Example:

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

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

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

Transylvania County 2021 Appraisal Manual

COUNTY SPECIFICATIONS

INTRODUCTION

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

Parcel Number Conversions
Valuation Models
Improvement Base Rate Schedules
Improvement Depreciation Schedules
Auxiliary Area Codes
Land Use Codes
Other Building Schedules
Extra Feature Schedules
Overview of the Appeals Process

PARCEL NUMBER CONVERSIONS

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

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

TRANSYLVANIA COUNTY PARCEL NUMBER CONVERSIONS
INTERNAL REPRESENTATION
LIMITATIONS

01 - 04	Sheet	Digit (7499, 8503, 9505, 9527 etc.)
05 - 06	Block	Digit (00-99)
07 - 10	Parcel	Digit (0000-9999)
11 - 13	Divided Interest	Alpha / Digit; 000-999

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

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

Buildings that do not conform to the description defined in this chapter will be priced either through the actual cost found in the area or using Marshall Swift Pricing Service adjusted to the appraisal date.

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MODEL 01 SINGLE FAMILY RESIDENTIAL STRUCTURAL ELEMENT DATA

	Foundation	Pts		Roof Structure	Pts		Heating Type	Pts
1	Earth	0	12	Reinforced Concrete	18	5	Radiant Ceiling Heat	4
2	Piers	2	13	Prestress Concrete	20	6	Hot Water	5
3	Continuous Footing	5		**Roofing Cover**		7	Steam	5
4	Spread Footing	6	01	Corrugated/Sheet Metal	2	8	Radiant – Floor	3
5	Special Footing	10	02	Rolled Composition	1	9	Radiant – Water	8
6	Mountain Foundation	10	03	Asphalt or Composition Shingle	3	10	Heat Pump	4
7	Extreme Mountain Foundation	15	04	Built-up Tar & Gravel/Rubber	3	11	Heat Pump Wall Unit	2
	Sub-Floor System		05	Rubber	12	12	Heat Pump Loop System	7
1	None	0	06	Asbestos Shingle	7		**Air Condition Type**	
2	Slab on Grade	8	07	Concrete Tile/Clay	10	1	None	0
3	Slab Above Grade	10	08	Cedar Shake	9	2	Wall Unit	1
4	Plywood	9	09	Copper/Enamel	20	3	Central	4
5	Wood	10	10	310 Architectural Shingle	5	4	Packaged Roof Top	4
6	Slab Platform Height	11	11	Slate	14	5	Chilled Water	3
7	Structural Slab	12	12	Mod Metal/Metal	5		**Fireplace**	
	Exterior Wall		13	Metal Standing Seam	10	1	None	0
01	Siding Minimum/None	6	14	Tile Concrete/Plastic	9	2	Prefabricated	3,000
02	Corrugated Metal (Light)	4	15	Enamel/Stainless Shingle	13	3	1 Story Single	5,000
03	Composition or Wall Board	10	16	Cement Fiber Shingle	8	4	2 Story Single/1 Story Double	6,500
04	Single Siding (No Sheathing)	19		**Interior Wall**		5	Two or More	10,000
05	Asbestos Shingle	27	1	Masonry/Minimum	6	6	Massive	15,000
06	Board & Batten on Plywood	21	2	Wall Board or Wood Wall	9	7	Two or More Massive	22,000
07	Corrugated Asbestos	22	3	Plastered	20		**Shape/Design Factor**	**Adjmt**
08	Masonite on Sheathing	29	4	Plywood Panel	16	1	Square	.95
09	Wood on Sheathing or Plywood	30	5	Drywall/Sheetrock	20	2	Rectangle	1.00
10	Aluminum/Vinyl Siding	30	6	Custom Interior	38	3	Slightly Irregular	1.10
11	Concrete Block	21		**Interior Floor Cover**		4	Moderately Irregular	1.15
12	Stucco on Concrete Block	30	01	None	0	5	Irregular	1.20
13	Stucco on Tile or Wood Frame	33	02	Plywood/Linoleum	2	6	Very Irregular	1.25
14	Cement Fiber (Shakes/B&B)	33	03	Concrete Finished	1	7	Extremely Irregular	1.30
15	Board & Batten (12” Boards)	31	04	Concrete Tapered	2		**Quality Adjustment**	**Adjmt**
16	Wood Shingle/Log	33	05	Asphalt Tile	2	0	Minimum	.75
17	Cedar or Redwood Siding	32	06	Vinyl Asbestos	3	1	Below Average	.90
18	Siding Max	40	07	Vinyl Tile	6	2	Average	1.00
19	Cultured Stone	35	08	Sheet Vinyl	6	3	Average +	1.10
20	Common Brick	33	09	Pine/Soft/Laminated Wood	10	4	Above Average	1.20
21	Face Brick	35	10	Terrazzo Monolithic	18	5	Above Average +	1.30
22	Stone	45	11	Ceramic Clay Tile	18	6	Custom	1.40
23	Corrugated Metal (Heavy)	6	12	Hardwood	14	7	Custom +	1.50
24	Modular Metal	15	13	Parquet	12	8	Excellent	1.60
25	Reinforced Concrete	40	14	Carpet	6	9	Excellent +	1.70
26	Precast Panel	36	15	Hard Tile	15			
27	Prefinished Metal	43	16	Terrazzo Strip	11			
28	Glass/Thermopane	50	17	Precast Concrete	1			
29	Cement Fiber (Lap/Sheets)	32	18	Slate	23			
	Roof Structure		19	Marble	48			
01	Flat	4		**Heating Fuel**				
02	Shed	6	01	None	0			
03	Gable	8	02	Oil, Wood or Coal	0			
04	Hip	9	03	Gas	1			
05	Gambrel/Mansard	10	04	Electric	1			
06	Irregular/Cathedral	14	05	Solar	1			
07	Wood Truss	8		**Heating Type**				
08	Irregular/Wood Truss	14	1	None	0			
09	Bar Joist	12	2	Baseboard Heat	2			
10	Steel Frame	14	3	Forced Air – Not Ducted	2			
11	Bowstring Truss	10	4	Forced Air – Ducted	4			

MODEL 01 SINGLE FAMILY RESIDENTIAL

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

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

SIZE FACTOR CHART

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

Square Ft	Size Factor	Square Ft	Size Factor
0-600	1.30%	941-960	1.12%
601-620	1.29%	961-980	1.11%
621-640	1.28%	981-1000	1.10%
641-660	1.27%	1001-1020	1.09%
661-680	1.26%	1021-1050	1.08%
681-700	1.25%	1051-1100	1.07%
701-720	1.24%	1101-1150	1.06%
721-740	1.23%	1151-1200	1.05%
741-760	1.22%	1201-1250	1.04%
761-780	1.21%	1251-1300	1.03%
781-800	1.20%	1301-1350	1.02%
801-820	1.19%	1351-1450	1.01%
821-840	1.18%	1451-1800	1.00%
841-860	1.17%	1801-1900	.99%
861-880	1.16%	1901-2000	.98%
881-900	1.15%	2001-2100	.97%
901-920	1.14%	2101-2200	.96%
921-940	1.13%	2201-2300	.95%
		2301-999999	.94%

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MODEL 02 MANUFACTURED HOME CONSTRUCTION STRUCTURAL ELEMENT DATA

	Foundation	Pts		Roof Structure	Pts		Heating Type	Pts
1	Earth	0	12	Reinforced Concrete	18	5	Radiant Ceiling Heat	7
2	Piers	5	13	Prestress Concrete	20	6	Hot Water	9
3	Continuous Footing	8		**Roofing Cover**		7	Steam	9
4	Spread Footing	9	01	Corrugated/Sheet Metal	2	8	Radiant – Floor	5
5	Special Footing	12	02	Rolled Composition	2	9	Radiant – Water	15
			03	Asphalt or Composition Shingle	3	10	Heat Pump	5
			04	Built-up Tar & Gravel/Rubber	5	11	Heat Pump Wall Unit	2
	Sub-Floor System		05	Rubber	16	12	Heat Pump Loop System	9
1	None	0	06	Asbestos Shingle	12		**Air Condition Type**	
2	Slab on Grade	7	07	Concrete Tile/Clay	27	1	None	0
3	Slab Above Grade	12	08	Cedar Shake	13	2	Wall Unit	3
4	Plywood	11	09	Copper/Enamel	33	3	Central	5
5	Wood	12	10	310 Architectural Shingle	5	4	Packaged Roof Top	5
6	Slab Platform Height	12	11	Slate	30	5	Chilled Water	4
7	Structural Slab	14	12	Mod Metal/Metal	3		**Fireplace**	
	Exterior Wall		13	Metal Standing Seam	17	1	None	0
01	Siding Minimum/None	8	14	Tile Concrete/Plastic	15	2	Prefabricated	1,500
02	Corrugated Metal (Light)	9	15	Enamel/Stainless Shingle	22	3	1 Story Single	2,500
03	Composition or Wall Board	15	16	Cement Fiber Shingle	13	4	2 Story Single/1 Story Double	4,000
04	Single Siding (No Sheathing)	21		**Interior Wall**		5	Two or More	6,000
05	Asbestos Shingle	26	1	Masonry/Minimum	8	6	Massive	9,000
06	Board & Batten on Plywood	26	2	Wall Board or Wood Wall	12	7	Two or More Massive	12,000
07	Corrugated Asbestos	27	3	Plastered	28		**Shape/Design Factor**	**Adjmt**
08	Masonite on Sheathing	30	4	Plywood Panel	24	1	Square	.95
09	Wood on Sheathing or Plywood	34	5	Drywall/Sheetrock	28	2	Rectangle	1.00
10	Aluminum/Vinyl Siding	32	6	Custom Interior	35	3	Slightly Irregular	1.10
11	Concrete Block	31		**Interior Floor Cover**		4	Moderately Irregular	1.15
12	Stucco on Concrete Block	36	01	None	0	5	Irregular	1.20
13	Stucco on Tile or Wood Frame	38	02	Plywood/Linoleum	2	6	Very Irregular	1.25
14	Cement Fiber (Shakes/B&B)	35	03	Concrete Finished	3	7	Extremely Irregular	1.30
15	Board & Batten (12” Boards)	34	04	Concrete Tapered	5		**Quality Adjustment**	**Adjmt**
16	Wood Shingle/Log	35	05	Asphalt Tile	3	0	Minimum	.75
17	Cedar or Redwood Siding	39	06	Vinyl Asbestos	5	1	Below Average	.90
18	Siding Max	45	07	Vinyl Tile	8	2	Average	1.00
19	Cultured Stone	38	08	Sheet Vinyl	8	3	Average +	1.10
20	Common Brick	44	09	Pine/Soft/Laminated Wood	13	4	Above Average	1.20
21	Face Brick	47	10	Terrazzo Monolithic	19	5	Above Average +	1.30
22	Stone	58	11	Ceramic Clay Tile	22	6	Custom	1.40
23	Corrugated Metal (Heavy)	13	12	Hardwood	14	7	Custom +	1.50
24	Modular Metal	27	13	Parquet	13	8	Excellent	1.60
25	Reinforced Concrete	45	14	Carpet	8	9	Excellent +	1.70
26	Precast Panel	42	15	Hard Tile	22			
27	Prefinished Metal	55	16	Terrazzo Strip	17			
28	Glass/Thermopane	50	17	Precast Concrete	6			
29	Cement Fiber (Lap/Sheets)	33	18	Slate	30			
	Roof Structure		19	Marble	62			
01	Flat	4		**Heating Fuel**				
02	Shed	6	01	None	0			
03	Gable	9	02	Oil, Wood or Coal	0			
04	Hip	10	03	Gas	1			
05	Gambrel/Mansard	12	04	Electric	1			
06	Irregular/Cathedral	14	05	Solar	1			
07	Wood Truss	8		**Heating Type**				
08	Irregular/Wood Truss	14	1	None	0			
09	Bar Joist	12	2	Baseboard Heat	3			
10	Steel Frame	14	3	Forced Air – Not Ducted	5			
11	Bowstring Truss	10	4	Forced Air – Ducted	7			

SIZE FACTOR - USE CODE 2 (Multi-Sectional)

Heated Square Ft	Size Factor	Heated Square Ft	Size Factor
0 - 600	1.30%	941 – 960	1.07%
601 - 610	1.29%	961 – 980	1.06%
611 - 620	1.28%	981 – 1000	1.05%
621 - 630	1.27%	1001 – 1020	1.04%
631 - 640	1.26%	1021 - 1040	1.03%
641 - 650	1.25%	1041 - 1080	1.02%
651 - 660	1.24%	1081 - 1120	1.01%
661 - 670	1.23%	1121 - 1160	1.00%
671 - 680	1.22%	1161 - 1200	.99%
681 - 690	1.21%	1201 - 1240	.98%
691 - 700	1.20%	1241 - 1280	.97%
701 - 720	1.19%	1281 - 1320	.96%
721 - 740	1.18%	1321 - 1360	.95%
741 - 760	1.17%	1361 - 1400	.94%
761 - 780	1.16%	1401 - 1440	.93%
781 - 800	1.15%	1441 - 1480	.92%
801 - 820	1.14%	1481 - 1520	.91%
821 - 840	1.13%	1521 - 1560	.90%
841 - 860	1.12%	1561 - 1600	.89%
861 - 880	1.11%	1601 - 1650	.88%
881 - 900	1.10%	1651 - 1700	.87%
901 - 920	1.09%	1701 - 1800	.86%
921 - 940	1.08%	1801 - UP	.85%

SIZE FACTOR - USE CODE 03 (SINGLE WIDE)

Heated Square Ft	Size Factor	Heated Square Ft	Size Factor
0 - 200	1.30%	626 - 650	.99%
201 - 225	1.26%	651 - 675	.98%
226 - 250	1.24%	676 - 700	.97%
251 - 275	1.22%	701 - 725	.96%
276 - 300	1.20%	726 - 750	.95%
301 - 325	1.18%	751 - 800	.94%
326 - 350	1.16%	801 - 850	.93%
351 - 375	1.14%	851 – 900	.92%
376 - 400	1.12%	901 - 950	.91%
401 - 425	1.10%	951 - 1000	.90%
426 - 450	1.08%	1001 - 1050	.89%
451 - 475	1.06%	1051 - 1100	.88%
476 - 500	1.04%	1101 - 1150	.87%
501 - 550	1.02%	1151 - 1200	.86%
551 - 600	1.01%	1201 – UP	.85%
601 - 625	1.00%		

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MODEL 03 CONDOMINIUMS STRUCTURAL ELEMENT DATA

	Foundation	Pts		Roof Structure	Pts		Heating Type	Pts
1	Earth	0	12	Reinforced Concrete	18	05	Radiant Ceiling Heat	3
2	Piers	2	13	Prestress Concrete	20	06	Hot Water	4
3	Continuous Footing	4		**Roofing Cover**		07	Steam	4
4	Spread Footing	5	01	Corrugated/Sheet Metal	1	08	Radiant – Floor	2
5	Special Footing	10	02	Rolled Composition	1	09	Radiant – Water	6
6	Mountain Foundation	10	03	Asphalt or Composition Shingle	3	10	Heat Pump	4
7	Extreme Mountain Foundation	15	04	Built-up Tar & Gravel/Rubber	2	11	Heat Pump Wall Unit	2
	Sub-Floor System		05	Rubber	8	12	Heat Pump Loop System	7
1	None	0	06	Asbestos Shingle	5		**Air Condition Type**	
2	Slab on Grade	8	07	Concrete Tile/Clay	9	1	None	0
3	Slab Above Grade	10	08	Cedar Shake	8	2	Wall Unit	1
4	Plywood	9	09	Copper/Enamel	18	3	Central	5
5	Wood	10	10	310 Architectural Shingle	5	4	Packaged Roof Top	5
6	Slab Platform Height	11	11	Slate	12	5	Chilled Water	5
7	Structural Slab	15	12	Mod Metal/Metal	3		**Structural Frame**	
	Exterior Wall		13	Metal Standing Seam	7	01	None	0
01	Siding Minimum/None	6	14	Tile Concrete/Plastic	6	02	Wood Frame	3
02	Corrugated Metal (Light)	6	15	Enamel/Stainless Shingle	9	03	Prefabricated	1
03	Composition or Wall Board	9	16	Cement Fiber Shingle	5	04	Masonry	4
04	Single Siding (No Sheathing)	14		**Interior Wall**		05	Reinforced Concrete	8
05	Asbestos Shingle	24	1	Masonry/Minimum	6	06	Steel	5
06	Board & Batten on Plywood	25	2	Wall Board or Wood Wall	9	07	Fireproof Steel	10
07	Corrugated Asbestos	21	3	Plastered	22	08	Special	14
08	Masonite on Sheathing	24	4	Plywood Panel	18		**Ceiling & Insulation**	
09	Wood on Sheathing or Plywood	26	5	Drywall/Sheetrock	22	01	Suspended-Ceiling Insulated	4
10	Aluminum/Vinyl Siding	25	6	Custom Interior	30	02	Suspended–Wall Insulated	4
11	Concrete Block	20		**Interior Floor Cover**		03	Suspended-Ceiling & Wall Ins.	5
12	Stucco on Concrete Block	21	01	None	0	04	Suspended-No Insulation	3
13	Stucco on Tile or Wood Frame	22	02	Plywood/Linoleum	2	05	Not Suspended-Ceiling Ins.	3
14	Cement Fiber (Shakes/B&B)	33	03	Concrete Finished	1	06	Not Suspended-Wall Insulated	3
15	Board & Batten (12” Boards)	26	04	Concrete Tapered	1	07	Not Suspended-Ceiling/Wall Ins	4
16	Wood Shingle/Log	27	05	Asphalt Tile	2	08	Not Suspended-No Insulation	2
17	Cedar or Redwood Siding	28	06	Vinyl Asbestos	3	09	No Ceiling – Roof Insulated	1
18	Siding Max	40	07	Vinyl Tile	5	10	No Ceiling – Wall Insulated	1
19	Cultured Stone	35	08	Sheet Vinyl	5	11	No Ceiling-Roof & Wall Ins.	2
20	Common Brick	28	09	Pine/Soft/Laminated Wood	8	12	No Ceiling – No Insulation	0
21	Face Brick	30	10	Terrazzo Monolithic	15			
22	Stone	45	11	Ceramic Clay Tile	15			
23	Corrugated Metal (Heavy)	10	12	Hardwood	12			
24	Modular Metal	20	13	Parquet	10			
25	Reinforced Concrete	40	14	Carpet	5			
26	Precast Panel	40	15	Hard Tile	14			
27	Prefinished Metal	50	16	Terrazzo Strip	9			
28	Glass/Thermopane	60	17	Precast Concrete	1			
29	Cement Fiber (Lap/Sheets)	32	18	Slate	20			
	Roof Structure		19	Marble	40			
01	Flat	4		**Heating Fuel**				
02	Shed	6	01	None	0			
03	Gable	8	02	Oil, Wood or Coal	0			
04	Hip	10	03	Gas	1			
05	Gambrel/Mansard	12	04	Electric	1			
06	Irregular/Cathedral	14	05	Solar	1			
07	Wood Truss	8		**Heating Type**				
08	Irregular/Wood Truss	14	01	None	0			
09	Bar Joist	12	02	Baseboard Heat	2			
10	Steel Frame	14	03	Forced Air – Not Ducted	2			
11	Bowstring Truss	10	04	Forced Air – Ducted	4			

MODEL 03 CONDOMINIUM

BEDROOMS	BATHS	1/2 BATHS	POINTS
1	0	0	0
1	0	1	2
1	1	0	4
1	1	1	6
2	0	0	1
2	0	1	2
2	1	0	4
2	1	1	6
2	2	0	8
2	2	1	10
3	0	0	1
3	0	1	3
3	1	0	5
3	1	1	7
3	2	0	9
3	2	1	11
3	3	0	13

BEDROOMS/BATHS	1/2 BATHS	POINTS
4	0	1
4	0	1	3
4	1	0	5
4	1	1	7
4	2	0	9
4	2	1	11
4	3	0	13
4	3	1	15
5	0	0	1
5	0	1	3
5	1	0	5
5	1	1	7
5	2	0	9
5	2	1	11
5	3	0	13
5	3	1	15
5	3	2	17

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

SIZE FACTOR

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

Square Ft	Size Factor	Square Ft	Size Factor
0 - 600	1.25%	901 - 920	1.09%
601 - 620	1.24%	921 - 940	1.08%
621 - 640	1.23%	941 - 960	1.07%
641 - 660	1.22%	961 - 980	1.06%
661 - 680	1.21%	981 - 1000	1.05%
681 - 700	1.20%	1001 - 1002	1.04%
701 - 720	1.19%	1021 - 1040	1.03%
721 - 740	1.18%	1041 - 1060	1.02%
741 - 760	1.17%	1061 - 1100	1.01%
761 - 780	1.16%	1101 - 1150	1.00%
781 - 800	1.15%	1151 - 1200	.99%
801 - 820	1.14%	1201 - 1300	.98%
821 - 840	1.13%	1301 - 1400	.97%
841 - 860	1.12%	1401 - 1500	.96%
861 - 880	1.11%	1501 - UP	.95%
881 - 900	1.10%		

Shape/Design Factor			Fireplace			Quality Adjustment		
01	Square	.95	01	None	0	0	Minimum	.75
02	Rectangle	1.00	02	Prefabricated	3,000	1	Below Average	.90
03	Slightly Irregular	1.10	03	1 Story Single	5,000	2	Average	1.00
04	Moderately Irregular	1.15	04	2 Story Single/1 Story Double	6,500	3	Average +	1.10
05	Irregular	1.20	05	2 or More	10,000	4	Above Average	1.20
06	Very Irregular	1.25	06	Massive	15,000	5	Above Average +	1.30
07	Extremely Irregular	1.30	07	2 or More Massive	22,000	6	Custom	1.40
						7	Custom +	1.50
						8	Excellent	1.60
						9	Excellent +	1.70

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MODEL 04 OFFICE CONSTRUCTION – STRUCTURAL ELEMENT DATA

	Foundation	Pts		Roof Structure	Pts		Heating Type	Pts
1	Earth	0	12	Reinforced Concrete	10	05	Radiant Ceiling Heat	5
2	Piers	2	13	Prestress Concrete	11	06	Hot Water	9
3	Continuous Footing	4		**Roofing Cover**		07	Steam	6
4	Spread Footing	6	01	Corrugated/Sheet Metal	1	08	Radiant – Floor	5
5	Special Footing	12	02	Rolled Composition	1	09	Radiant – Water	12
			03	Asphalt or Composition Shingle	3	10	Heat Pump	5
			04	Built-up Tar & Gravel/Rubber	3	11	Heat Pump Wall Unit	3
	Sub-Floor System		05	Rubber	5	12	Heat Pump Loop System	7
1	None	0	06	Asbestos Shingle	6		**Air Condition Type**	
2	Slab on Grade	5	07	Concrete Tile/Clay	4	1	None	0
3	Slab Above Grade	11	08	Cedar Shake	7	2	Wall Unit	1
4	Plywood	9	09	Copper/Enamel	11	3	Central	6
5	Wood	11	10	310 Architectural Shingle	5	4	Packaged Roof Top	6
6	Slab Platform Height	16	11	Slate	8	5	Chilled Water	6
7	Structural Slab	16	12	Mod Metal/Metal	2		**Structural Frame**	
	Exterior Wall		13	Metal Standing Seam	8	01	None	0
01	Siding Minimum/None	3	14	Tile Concrete/Plastic	6	02	Wood Frame	5
02	Corrugated Metal (Light)	5	15	Enamel/Stainless Shingle	9	03	Prefabricated	4
03	Composition or Wall Board	10	16	Cement Fiber Shingle	5	04	Masonry	6
04	Single Siding (No Sheathing)	16		**Interior Wall**		05	Reinforced Concrete	15
05	Asbestos Shingle	16	1	Masonry/Minimum	8	06	Steel	9
06	Board & Batten on Plywood	17	2	Wall Board or Wood Wall	11	07	Fireproof Steel	16
07	Corrugated Asbestos	18	3	Plastered	22	08	Special	23
08	Masonite on Sheathing	18	4	Plywood Panel	18		**Ceiling & Insulation**	
09	Wood on Sheathing or Plywood	25	5	Drywall/Sheetrock	22	01	Suspended-Ceiling Insulated	4
10	Aluminum/Vinyl Siding	25	6	Custom Interior	30	02	Suspended–Wall Insulated	4
11	Concrete Block	18		**Interior Floor Cover**		03	Suspended-Ceiling & Wall Ins.	5
12	Stucco on Concrete Block	22	01	None	0	04	Suspended-No Insulation	3
13	Stucco on Tile or Wood Frame	25	02	Plywood/Linoleum	2	05	Not Suspended-Ceiling Ins.	3
14	Cement Fiber (Shakes/B&B)	33	03	Concrete Finished	1	06	Not Suspended-Wall Insulated	3
15	Board & Batten (12” Boards)	26	04	Concrete Tapered	2	07	Not Suspended-Ceiling/Wall Ins	4
16	Wood Shingle/Log	28	05	Asphalt Tile	2	08	Not Suspended-No Insulation	2
17	Cedar or Redwood Siding	28	06	Vinyl Asbestos	3	09	No Ceiling – Roof Insulated	1
18	Siding Max	45	07	Vinyl Tile	5	10	No Ceiling – Wall Insulated	1
19	Cultured Stone	32	08	Sheet Vinyl	5	11	No Ceiling-Roof & Wall Ins.	2
20	Common Brick	23	09	Pine/Soft/Laminated Wood	8	12	No Ceiling – No Insulation	0
21	Face Brick	25	10	Terrazzo Monolithic	11		**Fireplace**	
22	Stone	40	11	Ceramic Clay Tile	13	1	None	0
23	Corrugated Metal (Heavy)	10	12	Hardwood	14	2	Prefabricated	3,000
24	Modular Metal	12	13	Parquet	9	3	1 Story Single	5,000
25	Reinforced Concrete	27	14	Carpet	5	4	2 Story Single/1 Story Double	6,500
26	Precast Panel	20	15	Hard Tile	13	5	Two or More	10,000
27	Prefinished Metal	30	16	Terrazzo Strip	12	6	Massive	15,000
28	Glass/Thermopane	45	17	Precast Concrete	1	7	Two or More Massive	22,000
29	Cement Fiber (Lap/Sheets)	32	18	Slate	15			
	Roof Structure		19	Marble	30			
01	Flat	5		**Heating Fuel**				
02	Shed	6	01	None	0			
03	Gable	7	02	Oil, Wood or Coal	0			
04	Hip	8	03	Gas	1			
05	Gambrel/Mansard	9	04	Electric	1			
06	Irregular/Cathedral	10	05	Solar	1			
07	Wood Truss	7		**Heating Type**				
08	Irregular/Wood Truss	10	01	None	0			
09	Bar Joist	9	02	Baseboard Heat	2			
10	Steel Frame	10	03	Forced Air – Not Ducted	3			
11	Bowstring Truss	8	04	Forced Air – Ducted	5			

MODEL 04 - OFFICE CONSTRUCTION

Size Factors to be Applied to Total Heated Area

Heated Square Ft	Size Factor	Heated Square Ft	Size Factor
0-500	1.25%	3601-3900	1.07%
501-600	1.24%	3901-4200	1.06%
601-700	1.23%	4201-4500	1.05%
701-800	1.22%	4501-4800	1.04%
801-900	1.21%	4801-5200	1.03%
901-1000	1.20%	5201-5600	1.02%
1001-1100	1.19%	5601-6000	1.01%
1101-1200	1.18%	6001-8000	1.00%
1201-1400	1.17%	8000-10000	0.99%
1401-1600	1.16%	10001-12000	0.98%
1601-1800	1.15%	12001- 14000	0.97%
1801-2000	1.14%	14001 -16000	0.96%
2001-2200	1.13%	16001- 20000	0.95%
2201-2400	1.12%	20001- 25000	0.94%
2401-2700	1.11%	25001- 30000	0.93%
2701-3000	1.10%	30001- 40000	0.92%
3001-3300	1.09%	40001- 50000	0.91%
3301-3600	1.08%	50001-UP	0.90%

Bathroom/Plumbing Point Schedule	
Area Per Fixture	**Points**
0 – 99	14
100 – 149	13
150 – 189	12
190 – 229	11
230 – 269	10
270 – 309	9
310 – 349	8
350 – 449	7
450 – 559	6
560 – 759	5
760 – 869	4
870 – 1,159	3
1,160 – 1,759	2
1,760 - Up	1

Enter total fixtures for entire building.
Area Per Fixture = Total Heated Area
Divided by Total Number of Fixtures.

Shape/Design Factor		
1	Square	.95
2	Rectangle	1.00
3	Slightly Irregular	1.10
4	Moderately Irregular	1.15
5	Irregular	1.20
6	Very Irregular	1.25
7	Extremely Irregular	1.30
Quality Adjustment		
0	Minimum	.75
1	Below Average	.90
2	Average	1.00
3	Average +	1.10
4	Above Average	1.20
5	Above Average +	1.30
6	Custom	1.40
7	Custom +	1.50
8	Excellent	1.60
9	Excellent +	1.70

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MODEL 05 APARTMENTS STRUCTURAL ELEMENT DATA

	Foundation	Pts		Roof Structure	Pts		Heating Type	Pts
1	Earth	0	12	Reinforced Concrete	18	05	Radiant Ceiling Heat	3
2	Piers	2	13	Prestress Concrete	20	06	Hot Water	4
3	Continuous Footing	4		**Roofing Cover**		07	Steam	4
4	Spread Footing	5	01	Corrugated/Sheet Metal	1	08	Radiant – Floor	2
5	Special Footing	10	02	Rolled Composition	1	09	Radiant – Water	6
6	Mountain Foundation	10	03	Asphalt or Composition Shingle	3	10	Heat Pump	3
7	Extreme Mountain Foundation	15	04	Built-up Tar & Gravel/Rubber	2	11	Heat Pump Wall Unit	2
	Sub-Floor System		05	Rubber	8	12	Heat Pump Loop System	6
1	None	0	06	Asbestos Shingle	5		**Air Condition Type**	
2	Slab on Grade	5	07	Concrete Tile/Clay	9	1	None	0
3	Slab Above Grade	10	08	Cedar Shake	8	2	Wall Unit	1
4	Plywood	9	09	Copper/Enamel	18	3	Central	6
5	Wood	10	10	310 Architectural Shingle	5	4	Packaged Roof Top	6
6	Slab Platform Height	11	11	Slate	12	5	Chilled Water	6
7	Structural Slab	15	12	Mod Metal/Metal	3		**Structural Frame**	
	Exterior Wall		13	Metal Standing Seam	8	01	None	0
01	Siding Minimum/None	6	14	Tile Concrete/Plastic	6	02	Wood Frame	3
02	Corrugated Metal (Light)	6	15	Enamel/Stainless Shingle	9	03	Prefabricated	1
03	Composition or Wall Board	9	16	Cement Fiber Shingle	5	04	Masonry	4
04	Single Siding (No Sheathing)	14		**Interior Wall**		05	Reinforced Concrete	8
05	Asbestos Shingle	24	1	Masonry/Minimum	6	06	Steel	5
06	Board & Batten on Plywood	25	2	Wall Board or Wood Wall	9	07	Fireproof Steel	10
07	Corrugated Asbestos	21	3	Plastered	22	08	Special	14
08	Masonite on Sheathing	24	4	Plywood Panel	18		**Ceiling & Insulation**	
09	Wood on Sheathing or Plywood	26	5	Drywall/Sheetrock	22	01	Suspended-Ceiling Insulated	4
10	Aluminum/Vinyl Siding	25	6	Custom Interior	30	02	Suspended–Wall Insulated	4
11	Concrete Block	20		**Interior Floor Cover**		03	Suspended-Ceiling & Wall Ins.	5
12	Stucco on Concrete Block	21	01	None	0	04	Suspended-No Insulation	3
13	Stucco on Tile or Wood Frame	22	02	Plywood/Linoleum	2	05	Not Suspended-Ceiling Ins.	3
14	Cement Fiber (Shakes/B&B)	33	03	Concrete Finished	1	06	Not Suspended-Wall Insulated	3
15	Board & Batten (12” Boards)	26	04	Concrete Tapered	2	07	Not Suspended-Ceiling/Wall Ins	4
16	Wood Shingle/Log	27	05	Asphalt Tile	2	08	Not Suspended-No Insulation	2
17	Cedar or Redwood Siding	28	06	Vinyl Asbestos	3	09	No Ceiling – Roof Insulated	1
18	Siding Max	45	07	Vinyl Tile	5	10	No Ceiling – Wall Insulated	1
19	Cultured Stone	30	08	Sheet Vinyl	5	11	No Ceiling-Roof & Wall Ins.	2
20	Common Brick	28	09	Pine/Soft/Laminated Wood	8	12	No Ceiling – No Insulation	0
21	Face Brick	30	10	Terrazzo Monolithic	9		**Fireplace**	
22	Stone	40	11	Ceramic Clay Tile	14	1	None	0
23	Corrugated Metal (Heavy)	10	12	Hardwood	12	2	Prefabricated	3,000
24	Modular Metal	20	13	Parquet	8	3	1 Story Single	5,000
25	Reinforced Concrete	40	14	Carpet	5	4	2 Story Single/1 Story Double	6,500
26	Precast Panel	40	15	Hard Tile	14	5	Two or More	10,000
27	Prefinished Metal	50	16	Terrazzo Strip	9	6	Massive	15,000
28	Glass/Thermopane	60	17	Precast Concrete	1	7	Two or More Massive	22,000
29	Cement Fiber (Lap/Sheets)	32	18	Slate	20			
	Roof Structure		19	Marble	40			
01	Flat	4		**Heating Fuel**				
02	Shed	6	01	None	0			
03	Gable	8	02	Oil, Wood or Coal	0			
04	Hip	10	03	Gas	1			
05	Gambrel/Mansard	12	04	Electric	1			
06	Irregular/Cathedral	14	05	Solar	1			
07	Wood Truss	8		**Heating Type**				
08	Irregular/Wood Truss	14	01	None	0			
09	Bar Joist	12	02	Baseboard Heat	2			
10	Steel Frame	14	03	Forced Air – Not Ducted	2			
11	Bowstring Truss	10	04	Forced Air – Ducted	4			

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MODEL 05 - MULTI FAMILY

USE CODES 60, 61, 62, & 63 APARTMENTS

Bathroom/Plumbing Point Schedule	
Area Per Fixture	**Points**
0 – 99	14
100 – 149	13
150 – 189	12
190 – 229	11
230 – 269	10
270 – 309	9
310 – 349	8
350 – 449	7
450 – 559	6
560 – 759	5
760 – 869	4
870 – 1,159	3
1,160 – 1,759	2
1,760 - Up	1

Enter total fixtures for entire building.
Area Per Fixture = Total Heated Area
Divided by Total Number of Fixtures.

SIZE FACTOR INDEX

HEATED AREA / NUMBER OF UNITS = AVERAGE SIZE FACTOR

Average Size Unit

No. of Unit Per Card	**0 to 599**	**600 to 799**	**800 to 999**	**1000 to 1199**	**1200 to MAX**
2	1.20	1.15	1.10	1.08	1.06
3	1.18	1.13	1.08	1.06	1.05
4	1.16	1.11	1.06	1.04	1.03
5	1.14	1.09	1.04	1.02	1.01
6	1.11	1.07	1.02	1.00	.99
7	1.08	1.05	1.00	.98	.97
8	1.05	1.03	.98	.96	.95
9	1.02	1.00	.96	.94	.93
10 & up	.99	.97	.94	.92	.91

Shape/Design Factor		
1	Square	.95
2	Rectangle	1.00
3	Slightly Irregular	1.10
4	Moderately Irregular	1.15
5	Irregular	1.20
6	Very Irregular	1.25
7	Extremely Irregular	1.30

Quality Adjustment		
0	Minimum	.75
1	Below Average	.90
2	Average	1.00
3	Average +	1.10
4	Above Average	1.20
5	Above Average +	1.30
6	Custom	1.40
7	Custom +	1.50
8	Excellent	1.60
9	Excellent +	1.70

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MODEL 05 MOTEL/HOTEL - STRUCTURAL ELEMENT DATA

	Foundation	Pts		Roof Structure	Pts		Heating Type	Pts
1	Earth	0	12	Reinforced Concrete	18	05	Radiant Ceiling Heat	3
2	Piers	2	13	Prestress Concrete	20	06	Hot Water	4
3	Continuous Footing	4		**Roofing Cover**		07	Steam	4
4	Spread Footing	5	01	Corrugated/Sheet Metal	1	08	Radiant – Floor	2
5	Special Footing	10	02	Rolled Composition	1	09	Radiant – Water	6
6	Mountain Foundation	10	03	Asphalt or Composition Shingle	3	10	Heat Pump	3
7	Extreme Mountain Foundation	15	04	Built-up Tar & Gravel/Rubber	2	11	Heat Pump Wall Unit	2
	Sub-Floor System		05	Rubber	8	12	Heat Pump Loop System	6
1	None	0	06	Asbestos Shingle	5		**Air Condition Type**	
2	Slab on Grade	5	07	Concrete Tile/Clay	9	1	None	0
3	Slab Above Grade	10	08	Cedar Shake	8	2	Wall Unit	1
4	Plywood	9	09	Copper/Enamel	18	3	Central	6
5	Wood	10	10	310 Architectural Shingle	5	4	Packaged Roof Top	6
6	Slab Platform Height	11	11	Slate	12	5	Chilled Water	6
7	Structural Slab	15	12	Mod Metal/Metal	3		**Structural Frame**	
	Exterior Wall		13	Metal Standing Seam	8	01	None	0
01	Siding Minimum/None	6	14	Tile Concrete/Plastic	6	02	Wood Frame	3
02	Corrugated Metal (Light)	6	15	Enamel/Stainless Shingle	9	03	Prefabricated	1
03	Composition or Wall Board	9	16	Cement Fiber Shingle	5	04	Masonry	4
04	Single Siding (No Sheathing)	14		**Interior Wall**		05	Reinforced Concrete	8
05	Asbestos Shingle	24	1	Masonry/Minimum	6	06	Steel	5
06	Board & Batten on Plywood	25	2	Wall Board or Wood Wall	9	07	Fireproof Steel	10
07	Corrugated Asbestos	21	3	Plastered	22	08	Special	14
08	Masonite on Sheathing	24	4	Plywood Panel	18		**Ceiling & Insulation**	
09	Wood on Sheathing or Plywood	26	5	Drywall/Sheetrock	22	01	Suspended-Ceiling Insulated	4
10	Aluminum/Vinyl Siding	25	6	Custom Interior	30	02	Suspended–Wall Insulated	4
11	Concrete Block	20		**Interior Floor Cover**		03	Suspended-Ceiling & Wall Ins.	5
12	Stucco on Concrete Block	21	01	None	0	04	Suspended-No Insulation	3
13	Stucco on Tile or Wood Frame	22	02	Plywood/Linoleum	2	05	Not Suspended-Ceiling Ins.	3
14	Cement Fiber (Shakes/B&B)	33	03	Concrete Finished	1	06	Not Suspended-Wall Insulated	3
15	Board & Batten (12” Boards)	26	04	Concrete Tapered	2	07	Not Suspended-Ceiling/Wall Ins	4
16	Wood Shingle/Log	27	05	Asphalt Tile	2	08	Not Suspended-No Insulation	2
17	Cedar or Redwood Siding	28	06	Vinyl Asbestos	3	09	No Ceiling – Roof Insulated	1
18	Siding Max	45	07	Vinyl Tile	5	10	No Ceiling – Wall Insulated	1
19	Cultured Stone	30	08	Sheet Vinyl	5	11	No Ceiling-Roof & Wall Ins.	2
20	Common Brick	28	09	Pine/Soft/Laminated Wood	8	12	No Ceiling – No Insulation	0
21	Face Brick	30	10	Terrazzo Monolithic	9		**Fireplace**	
22	Stone	40	11	Ceramic Clay Tile	14	1	None	0
23	Corrugated Metal (Heavy)	10	12	Hardwood	12	2	Prefabricated	3,000
24	Modular Metal	20	13	Parquet	8	3	1 Story Single	5,000
25	Reinforced Concrete	40	14	Carpet	5	4	2 Story Single/1 Story Double	6,500
26	Precast Panel	40	15	Hard Tile	14	5	Two or More	10,000
27	Prefinished Metal	50	16	Terrazzo Strip	9	6	Massive	15,000
28	Glass/Thermopane	60	17	Precast Concrete	1	7	Two or More Massive	22,000
29	Cement Fiber (Lap/Sheets)	32	18	Slate	20			
	Roof Structure		19	Marble	40			
01	Flat	4		**Heating Fuel**				
02	Shed	6	01	None	0			
03	Gable	8	02	Oil, Wood or Coal	0			
04	Hip	10	03	Gas	1			
05	Gambrel/Mansard	12	04	Electric	1			
06	Irregular/Cathedral	14	05	Solar	1			
07	Wood Truss	8		**Heating Type**				
08	Irregular/Wood Truss	14	01	None	0			
09	Bar Joist	12	02	Baseboard Heat	2			
10	Steel Frame	14	03	Forced Air – Not Ducted	2			
11	Bowstring Truss	10	04	Forced Air – Ducted	4			

Plumbing/Restroom Points Schedule	
Area Per Fixture	**Points**
0 – 50	16
51 – 60	15
61 – 70	14
71 – 80	13
81 – 100	12
101 – 120	11
121 – 130	10
131 – 150	9
151 – Up	8

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

Shape/Design Factor			Quality Adjustment		
1	Square	.95	0	Minimum	.75
2	Rectangle	1.00	1	Below Average	.90
3	Slightly Irregular	1.10	2	Average	1.00
4	Moderately Irregular	1.15	3	Average +	1.10
5	Irregular	1.20	4	Above Average	1.20
6	Very Irregular	1.25	5	Above Average +	1.30
7	Extremely Irregular	1.30	6	Custom	1.40
			7	Custom +	1.50
			8	Excellent	1.60
			9	Excellent +	1.70

AVERAGE SIZE UNIT	SIZE FACTOR
0 - 200 SF	108%
201 - 300 SF	104%
301 - 500 SF	100%
501 - 800 SF	97%
801 – UP SF	95%

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MODEL 06 WAREHOUSE/INDUSTRIAL CONSTRUCTION STRUCTURAL ELEMENT DATA

	Foundation	Pts		Roof Structure	Pts		Heating Type	Pts
1	Earth	1	12	Reinforced Concrete	18	05	Radiant Ceiling Heat	7
2	Piers	3	13	Prestress Concrete	20	06	Hot Water	10
3	Continuous Footing	6		**Roofing Cover**		07	Steam	7
4	Spread Footing	8	01	Corrugated/Sheet Metal	3	08	Radiant – Floor	6
5	Special Footing	13	02	Rolled Composition	3	09	Radiant – Water	14
			03	Asphalt or Composition Shingle	3	10	Heat Pump	5
			04	Built-up Tar & Gravel/Rubber	5	11	Heat Pump Wall Unit	3
	Sub-Floor System		05	Rubber	10	12	Heat Pump Loop System	8
1	None	0	06	Asbestos Shingle	11		**Air Condition Type**	
2	Slab on Grade	8	07	Concrete Tile/Clay	15	1	None	0
3	Slab Above Grade	15	08	Cedar Shake	16	2	Wall Unit	1
4	Plywood	14	09	Copper/Enamel	26	3	Central	8
5	Wood	17	10	310 Architectural Shingle	5	4	Packaged Roof Top	8
6	Slab Platform Height	22	11	Slate	19	5	Chilled Water	8
7	Structural Slab	22	12	Mod Metal/Metal	6		**Structural Frame**	
	Exterior Wall		13	Metal Standing Seam	14	01	None	0
01	Siding Minimum/None	5	14	Tile Concrete/Plastic	11	02	Wood Frame	11
02	Corrugated Metal (Light)	7	15	Enamel/Stainless Shingle	16	03	Prefabricated	8
03	Composition or Wall Board	14	16	Cement Fiber Shingle	9	04	Masonry	13
04	Single Siding (No Sheathing)	18		**Interior Wall**		05	Reinforced Concrete	33
05	Asbestos Shingle	22	1	Masonry/Minimum	2	06	Steel	15
06	Board & Batten on Plywood	18	2	Wall Board or Wood Wall	5	07	Fireproof Steel	36
07	Corrugated Asbestos	27	3	Plastered	10	08	Special	45
08	Masonite on Sheathing	27	4	Plywood Panel	7		**Ceiling & Insulation**	
09	Wood on Sheathing or Plywood	30	5	Drywall/Sheetrock	10	01	Suspended-Ceiling Insulated	6
10	Aluminum/Vinyl Siding	29	6	Custom Interior	20	02	Suspended–Wall Insulated	7
11	Concrete Block	29		**Interior Floor Cover**		03	Suspended-Ceiling & Wall Ins.	8
12	Stucco on Concrete Block	30	01	None	0	04	Suspended-No Insulation	5
13	Stucco on Tile or Wood Frame	31	02	Plywood/Linoleum	6	05	Not Suspended-Ceiling Ins.	5
14	Cement Fiber (Shakes/B&B)	29	03	Concrete Finished	2	06	Not Suspended-Wall Insulated	6
15	Board & Batten (12" Boards)	31	04	Concrete Tapered	4	07	Not Suspended-Ceiling/Wall Ins	7
16	Wood Shingle/Log	31	05	Asphalt Tile	5	08	Not Suspended-No Insulation	4
17	Cedar or Redwood Siding	37	06	Vinyl Asbestos	5	09	No Ceiling – Roof Insulated	1
18	Siding Max	40	07	Vinyl Tile	10	10	No Ceiling – Wall Insulated	2
19	Cultured Stone	31	08	Sheet Vinyl	10	11	No Ceiling-Roof & Wall Ins.	3
20	Common Brick	35	09	Pine/Soft/Laminated Wood	11	12	No Ceiling – No Insulation	0
21	Face Brick	38	10	Terrazzo Monolithic	20		**Fireplace**	
22	Stone	47	11	Ceramic Clay Tile	30	1	None	0
23	Corrugated Metal (Heavy)	16	12	Hardwood	18	2	Prefabricated	0
24	Modular Metal	20	13	Parquet	18	3	1 Story Single	0
25	Reinforced Concrete	38	14	Carpet	13	4	2 Story Single/1 Story Double	0
26	Precast Panel	30	15	Hard Tile	30	5	Two or More	0
27	Prefinished Metal	50	16	Terrazzo Strip	24	6	Massive	0
28	Glass/Thermopane	60	17	Precast Concrete	2	7	Two or More Massive	0
29	Cement Fiber (Lap/Sheets)	30	18	Slate	35			
	Roof Structure		19	Marble	70			
01	Flat	5		**Heating Fuel**				
02	Shed	6	01	None	0			
03	Gable	11	02	Oil, Wood or Coal	0			
04	Hip	12	03	Gas	1			
05	Gambrel/Mansard	14	04	Electric	1			
06	Irregular/Cathedral	16	05	Solar	1			
07	Wood Truss	14		**Heating Type**				
08	Irregular/Wood Truss	16	01	None	0			
09	Bar Joist	16	02	Baseboard Heat	2			
10	Steel Frame	18	03	Forced Air – Not Ducted	3			
11	Bowstring Truss	15	04	Forced Air – Ducted	7			

SIZE FACTORS

Area	Size Factor	Area	Size Factor
1 - 1,000	1.30%	20,001 - 25,000	1.02%
1,001 - 1,500	1.28%	25,001 - 30,000	1.01%
1,501 - 2,000	1.25%	30,001 - 35,000	1.00%
2,001 - 3,000	1.21%	35,001 - 40,000	0.99%
3,001 - 4,000	1.19%	40,001 - 50,000	0.98%
4,001 - 5,000	1.16%	50,001 - 60,000	0.97%
5,001 - 6,000	1.15%	60,001 - 70,000	0.96%
6,001 - 7,000	1.14%	70,001 - 80,000	0.94%
7,001 - 8,000	1.12%	80,000 – 100,000	0.92%
8,001 - 10,000	1.10%	100,001 - 120,000	0.90%
10,001 - 12,000	1.09%	120,001 - 140,000	0.88%
12,001 - 14,000	1.07%	140,001 - 180,000	0.86%
14,001 - 16,000	1.05%	180,001 - 225,000	0.84%
16,001 - 18,000	1.04%	225,001 - 400,000	0.82%
18,001 - 20,000	1.03%	400,001 - UP	0.80%

Rest Room – Plumbing Point Schedule	
Area Per Fixture	**Points**
0 – 1,159	5
1,160 – 2,249	4
2,250 – 3,249	3
3,250 – 4,999	2
5,000 – Up	1

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

Quality Adjustment		
0	Minimum	.75
1	Below Average	.90
2	Average	1.00
3	Average +	1.10
4	Above Average	1.20
5	Above Average +	1.30
6	Custom	1.40
7	Custom +	1.50
8	Excellent	1.60
9	Excellent +	1.70
Shape/Design Factor		
1	Square	.95
2	Rectangle	1.00
3	Slightly Irregular	1.10
4	Moderately Irregular	1.15
5	Irregular	1.20
6	Very Irregular	1.25
7	Extremely Irregular	1.30

Height Factor	
Height	**Factor**
8 – 9.9	.89
10 – 11.9	.92
12 – 13.9	.96
14 – 15.9	1.00
16 – 17.9	1.04
18 – 19.9	1.08
20 - 21.9	1.13
22 – 23.9	1.18
24 – 25.9	1.23
26 – 27.9	1.28
28 – 29.9	1.33
30 – 34.9	1.38
35 – 39.9	1.51
40 – 44.9	1.64
45 – 49.9	1.77
50 – 54.9	1.90
55 – 59.9	2.03
60 – 69.9	2.16
70 – 79.9	2.42
80 – 89.9	2.68
90 – 98.9	2.84
99 - Up	2.84

Height Factor X Quality Factor X Size Factor X Market Factor

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MODEL 07 COMMERCIAL - STRUCTURAL ELEMENT DATA

	Foundation	Pts		Roof Structure	Pts		Heating Type	Pts
1	Earth	0	12	Reinforced Concrete	11	05	Radiant Ceiling Heat	6
2	Piers	2	13	Prestress Concrete	12	06	Hot Water	10
3	Continuous Footing	4		**Roofing Cover**		07	Steam	7
4	Spread Footing	6	01	Corrugated/Sheet Metal	2	08	Radiant – Floor	6
5	Special Footing	10	02	Rolled Composition	2	09	Radiant – Water	14
			03	Asphalt or Composition Shingle	3	10	Heat Pump	6
			04	Built-up Tar & Gravel/Rubber	4	11	Heat Pump Wall Unit	3
	Sub-Floor System		05	Rubber	9	12	Heat Pump Loop System	8
1	None	0	06	Asbestos Shingle	6		**Air Condition Type**	
2	Slab on Grade	6	07	Concrete Tile/Clay	9	1	None	0
3	Slab Above Grade	12	08	Cedar Shake	10	2	Wall Unit	1
4	Plywood	10	09	Copper/Enamel	16	3	Central	6
5	Wood	12	10	310 Architectural Shingle	5	4	Packaged Roof Top	6
6	Slab Platform Height	17	11	Slate	12	5	Chilled Water	6
7	Structural Slab	17	12	Mod Metal/Metal	6		**Structural Frame**	
	Exterior Wall		13	Metal Standing Seam	12	01	None	0
01	Siding Minimum/None	3	14	Tile Concrete/Plastic	9	02	Wood Frame	10
02	Corrugated Metal (Light)	5	15	Enamel/Stainless Shingle	14	03	Prefabricated	7
03	Composition or Wall Board	10	16	Cement Fiber Shingle	8	04	Masonry	12
04	Single Siding (No Sheathing)	16		**Interior Wall**		05	Reinforced Concrete	29
05	Asbestos Shingle	16	1	Masonry/Minimum	2	06	Steel	14
06	Board & Batten on Plywood	17	2	Wall Board or Wood Wall	4	07	Fireproof Steel	31
07	Corrugated Asbestos	18	3	Plastered	8	08	Special	35
08	Masonite on Sheathing	18	4	Plywood Panel	6		**Ceiling & Insulation**	
09	Wood on Sheathing or Plywood	25	5	Drywall/Sheetrock	8	01	Suspended-Ceiling Insulated	5
10	Aluminum/Vinyl Siding	25	6	Custom Interior	16	02	Suspended–Wall Insulated	6
11	Concrete Block	18		**Interior Floor Cover**		03	Suspended-Ceiling & Wall Ins.	7
12	Stucco on Concrete Block	22	01	None	0	04	Suspended-No Insulation	4
13	Stucco on Tile or Wood Frame	25	02	Plywood/Linoleum	3	05	Not Suspended-Ceiling Ins.	4
14	Cement Fiber (Shakes/B&B)	33	03	Concrete Finished	1	06	Not Suspended-Wall Insulated	5
15	Board & Batten (12" Boards)	25	04	Concrete Tapered	2	07	Not Suspended-Ceiling/Wall Ins	6
16	Wood Shingle/Log	28	05	Asphalt Tile	3	08	Not Suspended-No Insulation	3
17	Cedar or Redwood Siding	28	06	Vinyl Asbestos	4	09	No Ceiling – Roof Insulated	1
18	Siding Max	40	07	Vinyl Tile	6	10	No Ceiling – Wall Insulated	2
19	Cultured Stone	25	08	Sheet Vinyl	6	11	No Ceiling-Roof & Wall Ins.	3
20	Common Brick	22	09	Pine/Soft/Laminated Wood	8	12	No Ceiling – No Insulation	0
21	Face Brick	25	10	Terrazzo Monolithic	14		**Fireplace**	
22	Stone	35	11	Ceramic Clay Tile	18	1	None	0
23	Corrugated Metal (Heavy)	10	12	Hardwood	10	2	Prefabricated	3,000
24	Modular Metal	12	13	Parquet	10	3	1 Story Single	5,000
25	Reinforced Concrete	27	14	Carpet	7	4	2 Story Single/1 Story Double	6,500
26	Precast Panel	20	15	Hard Tile	18	5	Two or More	10,000
27	Prefinished Metal	30	16	Terrazzo Strip	14	6	Massive	15,000
28	Glass/Thermopane	40	17	Precast Concrete	1	7	Two or More Massive	22,000
29	Cement Fiber (Lap/Sheets)	32	18	Slate	20			
	Roof Structure		19	Marble	40			
01	Flat	6		**Heating Fuel**				
02	Shed	7	01	None	0			
03	Gable	8	02	Oil, Wood or Coal	0			
04	Hip	9	03	Gas	1			
05	Gambrel/Mansard	11	04	Electric	1			
06	Irregular/Cathedral	12	05	Solar	1			
07	Wood Truss	8		**Heating Type**				
08	Irregular/Wood Truss	12	01	None	0			
09	Bar Joist	10	02	Baseboard Heat	3			
10	Steel Frame	11	03	Forced Air – Not Ducted	4			
11	Bowstring Truss	9	04	Forced Air – Ducted	6			

MODEL 07 - COMMERCIAL

Rest Room – Plumbing Point Schedule	
Area Per Fixture	**Points**
0 - 99	14
100 – 149	13
150 – 189	12
190 – 229	11
230 – 269	10
270 – 309	9
310 – 349	8
350 – 449	7
450 – 559	6
560 – 759	5
760 – 869	4
870 – 1,159	3
1,160 – 1,759	2
1,760 - Up	1

Quality Adjustment		
0	Minimum	.75
1	Below Average	.90
2	Average	1.00
3	Average +	1.10
4	Above Average	1.20
5	Above Average +	1.30
6	Custom	1.40
7	Custom +	1.50
8	Excellent	1.60
9	Excellent +	1.70
Shape/Design Factor		
1	Square	.95
2	Rectangle	1.00
3	Slightly Irregular	1.10
4	Moderately Irregular	1.15
5	Irregular	1.20
6	Very Irregular	1.25
7	Extremely Irregular	1.30

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

Size Factors to be Applied to Total Heated Area

Heated Square Ft	Size Factor	Heated Square Ft	Size Factor
1-500	1.15%	7001- 8000	0.99%
501-700	1.14%	8001-10000	0.98%
701-900	1.13%	10001-12000	0.97%
901-1200	1.12%	12001-14000	0.96%
1201-1600	1.11%	14001-16000	0.95%
1601-2000	1.10%	16001-18000	0.94%
2001-2500	1.09%	18001-20000	0.93%
2501-3000	1.08%	20001-25000	0.92%
3001-3500	1.07%	25001-30000	0.91%
3501-4000	1.06%	30001-40000	0.90%
4001-4500	1.05%	40001-60000	0.89%
4501-5000	1.04%	60001-80000	0.88%
5001-5500	1.03%	80001-120000	0.87%
5501-6000	1.02%	120001-175000	0.86%
6001-6500	1.01%	175001- UP	0.85%
6501-7000	1.00%		

Note: Malls, Shopping Centers and other income producing properties, leased as white boxes, are priced on the real property card as minimal interior finish. In the case of an enclosed mall, such as Concord Mills Mall or Carolina Mall the interior finish on the property record card reflects the finish of the common area as the base rate is derived by calculating the stores as white boxes (concrete floors, drywall, no ceiling, heat/ac, and some electrical). All leasehold improvements to the real property are to be listed on the business listing form by year of acquisition at 100% of the cost by the lessee as personal property or leasehold improvements to real property to be taxed as personal property. These include fixtures, attached to real property as white box improvements that are generally acquired or installed by the Tenant, and may be financed through allowances by the Lessor. These assets will be valued by the County Tax Administrators Office.

Transylvania County 2021 Appraisal Manual

IMPROVEMENT USE CODES AND BASE RATES

DEPRECIATION EXPECTED LIFE	USE CODE	MODEL NUMBER	DESCRITION	BASE RATE
45-60	01	01	SINGLE FAMILY RESIDENTIAL	$71.00 – $150.00
45-60	01M	01	SINGLE FAMILY MODULAR	$71.00 – $150.00
30-55	02	02	MANUFACTURED HOME (DW)	$37.00 – $65.00
20-45	03	02	MOBILE HOME (SINGLE WIDE)	$46.00
45-60	04	03	CONDOMINIUM	$56.00 – $300.00
45-60	05	01	PATIO HOME	$71.00 – $85.00
45-60	06	03	CONDOMINIUM EXCEPTIONAL	$56.00 - $300.00
45-60	07	01	SINGLE FAMILY EXCEPTIONAL	$125.00 - $400.00
45-60	08	01	CAMP	$25.00
45-60	09	03	TOWNHOUSE SINGLE FAMILY	$71.00 - $80.00
40	10	07	COMMERCIAL	$74.00
40	10D	07	DISCOUNT STORE	$68.70
40	10H	07	HOME IMPROVEMENT STORE	$54.50
40	10P	07	PHARMACY	$97.60
40	11	07	CONVENIENCE STORE	$85.00
40	11M	07	MINI-MART CONVENIENCE	$125.00
25	12	06	CAR WASH-SELF SERVE	$62.00
25	12A	06	CAR WASH-AUTOMATIC	$88.50 - $255.00
25	12D	06	CAR WASH-DRIVE THRU	$77.00
40	13	07	DEPARTMENT STORE	$90.00
40	13D	07	DISCOUNT DEPARTMENT STORE	$78.50 - $140.00
40	13W	07	DISCOUNT WAREHOUSE STORE	$52.30
40	14	07	SUPER MARKET	$85.00
40	15	07	SHOPPING CENTER-MALL	$100.00
40	16	07	SHOPPING CENTER-STRIP	$85.00
40	17	04	OFFICE	$84.00
55	18	04	OFFICE HIGH RISE > 4	$92.00
40	19	04	MEDICAL BUILDING	$110.00
40	19V	04	VETERINARIAN'S OFFICE	$115.00
40	20	04	MEDICAL CONDO	$123.00
35	21	07	RESTAURANT	$100.00
35	21C	07	CAFETERIA	$95.00
35	22	07	FAST FOOD	$119.00
35	22C	07	FAST FOOD/CONVENIENCE	$99.00
55	23	04	BANK	$125.00
40	24	04	OFFICE CONDO	$88.00 - $140.00
40	25	07	COMMERCIAL/SERVICE	$65.00
35	26	07	SERVICE STATION	$65.00
40	27	06	AUTO SALES	$65.00

DEPRECIATION EXPECTED LIFE	USE CODE	MODEL NUMBER	DESCRIPTION	BASE RATE
40	27D	06	DEALERSHIP SHOWROOM	$94.80
40	27M	06	MINI SPECIALITY AUTOMOTIVE	$73.00
40	27S	06	AUTO SERVICE CENTER	$55.50
40	28	06	PARKING GARAGE	$55.00
40	29	06	MINI-WAREHOUSE	$29.00
40	30	04	LABORATORY/RESEARCH	$110.00
30	31	04	DAY CARE CENTER	$100.00
45	32	07	THEATER	$88.00
35	32A	07	AUDITORIUM	$140.00
35	33	07	LOUNGE/NIGHTCLUB	$90.00
30	34	07	BOWLING ALLEY/ARENA	$69.00
30	34F	07	FITNESS CENTER	$85.00
30	34R	07	RECREATION CENTER	$135.00
40	35	07	COMMERCIAL CONDOMINIUM	$78.00
40	36	04	BUSINESS PARK	$97.00
50	37	05	HOTEL/MOTEL HIGH RISE > 4	$95.00
40	38	07	FURNITURE SHOWROOM	$75.00
40	39	05	HOTEL/MOTEL < 4 FLOORS	$80.00
40	40	06	INDUSTRIAL	$50.00
40	41	06	LIGHT MANUFACTURING	$40.00
45	42	06	HEAVY MANUFACTURING	$80.00
45	42F	06	FIBER OPTICS MANUFACTURING	$81.00
25	43	06	LUMBER YARD	$25.00
45	44	06	PACKING PLNT/FOOD PROCESS	$69.00
45	45	06	CIGARETTE MFG	$80.00
40	46	06	BOTTLER/BREWERY	$77.00
40	47	06	WAREHOUSE CONDOMINIUM	$41.00
40	48	06	WAREHOUSE	$35.00
40	48D	06	WAREHOUSE-DISTRIBUTION	$37.00
40	48M	06	WAREHOUSE-MEGA	$31.00
35	49	06	PREFAB WAREHOUSE	$26.00
45-60	50	01	RURAL HOME SITE	$71.00
40	51	06	COLD STORAGE/FREEZER	$50.00
40	52	06	TRUCK TERMINAL	$50.00
40	53	06	SERVICE GARAGE	$50.00
40	54	06	FLEX WAREHOUSE	$36.00
40	55	06	GRANITE SHED	$30.00
	56		BLANK	
40	57	06	MOTOR SPORTS GARAGE	$50.00
	58		BLANK	
	59		BLANK	

DEPRECIATION EXPECTED LIFE	USE CODE	MODEL NUMBER	DESCRIPTION	BASE RATE
30-55	60	05	GARDEN APARTMENT	$60.00
30-55	61	05	TOWNHOUSE APARTMENT	$60.00
30-55	62	01	DUPLEX/TRIPLEX	$65.00 - $120.00
30-55	63	05	HIGH RISE APARTMENT	$75.00
40	64	06	RETAIL WAREHOUSE	$43.00
35	65	06	STABLE	$67.00
	66		BLANK	
35	67	06	GYMNASIUM	$100.00
35	68	06	CLASSROOM	$125.00
30-60	69	01	GROUP HOME	$87.00
70	70	04	INSTITUTIONAL	$100.00
70	71	04	CHURCH	$115.00
70	71F	04	FELLOWSHIP HALL	$90.00
40	72	04	SCHOOL/COLLEGE-PRIVATE	$120.00
40	72C	04	COLLEGE-PRIVATE	$130.00
45	73	04	HOSPITAL - PRIVATE	$165.00
45	73S	04	SURGICAL CENTER	$165.00
45	74	05	HOME FOR THE AGED	$97.00
45	74A	05	ASSISTED LIVING	$70.00
45	74C	05	CONVALESCENT/NURSING HOME	$123.00
45	74R	05	RETIREMENT/CONTINUING CARE	$105.00
45	75	05	ORPHANAGE	$97.00
50	76	04	MORTUARY, CEMETERY, ETC.	$91.00
45	77	07	CLUB, LODGE, HALL	$91.00
50	78	04	COUNTRY CLUB	$120.00
50	79	04	AIRPORT - PRIVATE	$35.00 – $100.00
30	80	06	MARINA	$35.00
40	81	06	MILITARY	$35.00
40	81H	06	AIRCRAFT HANGER	$35.00
40	81M	06	AIRCRAFT MAINT HANGER	$45.00
40	82	06	FOREST, PARK, ETC.	$96.00
40	82B	06	BANQUET HALL	$95.00
70	83	04	SCHOOL - PUBLIC	$120.00
70	84	04	COLLEGE - PUBLIC	$134.00
45	85	04	HOSPITAL - PUBLIC	$165.00
70	86	04	COUNTY	$115.00
70	86L	04	LIBRARY	$115.00
70	87	04	STATE	$115.00
70	88	04	FEDERAL	$115.00
70	89	04	MUNICIPAL	$115.00
40	90	06	FIRE STATION	$64.00

DEPRECIATION EXPECTED LIFE	USE CODE	MODEL NUMBER	DESCRIPTION	BASE RATE
70	91	04	UTILITY	$91.00
40	92	06	MINING	$85.00
40	93	06	PETROLEUM AND GAS	$88.00
40	94	06	JAIL-CORRECTIONAL	$150.00
40	95	06	SUBMERGED LAND	$0.00
	96		USE CODE 96	$0.00
	97	00	VACANT	$0.00
40	98	06	VALUELESS IMPROVEMENT	$0.00
*	99	00	NEW PARCEL	$0.00

*When new parcel numbers are added through real property updates, they are automatically assigned use code 99.

Base rates may vary from one neighborhood to another depending on the market. Some use/model codes have a price range instead of a set unit price, to account for the difference in the market from one neighborhood to another.

70 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #1

EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD	EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD
1	0	100	36	25	75
2	0	100	37	26	74
3	1	99	38	27	73
4	1	99	39	28	72
5	2	98	40	29	71
6	2	98	41	30	70
7	3	97	42	31	69
8	3	97	43	32	68
9	4	96	44	33	67
10	4	96	45	34	66
11	5	95	46	35	65
12	5	95	47	36	64
13	6	94	48	37	63
14	6	94	49	38	62
15	7	93	50	39	61
16	7	93	51	40	60
17	8	92	52	41	59
18	8	92	53	42	58
19	9	91	54	43	57
20	9	91	55	44	56
21	10	90	56	45	55
22	11	89	57	46	54
23	12	88	58	47	53
24	13	87	59	48	52
25	14	86	60	50	50
26	15	85	61	52	48
27	16	84	62	54	46
28	17	83	63	56	44
29	18	82	64	58	42
30	19	81	65	60	40
31	20	80	66	62	38
32	21	79	67	64	36
33	22	78	68	66	34
34	23	77	69	68	32
35	24	76	70	70	30

60 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #2

EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD	EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD
1	0	100	31	21	79
2	1	99	32	22	78
3	1	99	33	23	77
4	2	98	34	24	76
5	2	98	35	25	75
6	3	97	36	26	74
7	3	97	37	27	73
8	4	96	38	28	72
9	4	96	39	29	71
10	5	95	40	30	70
11	5	95	41	31	69
12	6	94	42	32	68
13	6	94	43	33	67
14	7	93	44	34	66
15	7	93	45	35	65
16	8	92	46	36	64
17	8	92	47	37	63
18	9	91	48	38	62
19	9	91	49	39	61
20	10	90	50	40	60
21	11	89	51	41	59
22	12	88	52	42	58
23	13	87	53	43	57
24	14	86	54	44	56
25	15	85	55	45	55
26	16	84	56	46	54
27	17	83	57	47	53
28	18	82	58	48	52
29	19	81	59	49	51
30	20	80	60	50	50

55 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #3

EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD	EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD
1	1	99	31	31	69
2	2	98	32	32	68
3	3	97	33	33	67
4	4	96	34	34	66
5	5	95	35	36	64
6	6	94	36	38	62
7	7	93	37	40	60
8	8	92	38	42	58
9	9	91	39	44	56
10	10	90	40	46	54
11	11	89	41	48	52
12	12	88	42	51	49
13	13	87	43	53	47
14	14	86	44	56	44
15	15	85	45	58	42
16	16	84	46	60	40
17	17	83	47	62	38
18	18	82	48	64	36
19	19	81	49	66	34
20	20	80	50	68	32
21	21	79	51	70	30
22	22	78	52	70	30
23	23	77	53	70	30
24	24	76	54	70	30
25	25	75	55	70	30
26	26	74			
27	27	73			
28	28	72			
29	29	71			
30	30	70			

50 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #4

EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD	EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD
1	1	99	26	33	67
2	2	98	27	35	65
3	3	97	28	36	64
4	4	96	29	37	63
5	5	95	30	39	61
6	7	93	31	40	60
7	8	92	32	41	59
8	9	91	33	43	57
9	11	89	34	44	56
10	12	88	35	45	55
11	13	87	36	47	53
12	15	85	37	48	52
13	16	84	38	49	51
14	17	83	39	51	49
15	19	81	40	52	48
16	20	80	41	53	47
17	21	79	42	55	45
18	23	77	43	56	44
19	24	76	44	58	42
20	25	75	45	60	40
21	27	73	46	62	38
22	28	72	47	64	36
23	29	71	48	66	34
24	31	69	49	68	32
25	32	68	50	70	30

45 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #5

EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD	EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD
1	1	99	26	36	64
2	2	98	27	38	62
3	3	97	28	39	61
4	4	96	29	41	59
5	5	95	30	43	57
6	7	93	31	44	56
7	8	92	32	46	54
8	10	90	33	47	53
9	11	89	34	49	51
10	13	87	35	50	50
11	14	86	36	52	48
12	16	84	37	54	46
13	17	83	38	56	44
14	19	81	39	58	42
15	20	80	40	60	40
16	22	78	41	62	38
17	23	77	42	64	36
18	25	75	43	66	34
19	26	74	44	68	32
20	28	72	45	70	30
21	29	71			
22	31	69			
23	32	68			
24	34	66			
25	35	65			

40 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #6

EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD	EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD
1	1	99	21	37	63
2	2	98	22	39	61
3	3	97	23	41	59
4	4	96	24	43	57
5	5	95	25	45	55
6	7	93	26	47	53
7	9	91	27	49	51
8	11	89	28	51	49
9	13	87	29	53	47
10	15	85	30	55	45
11	17	83	31	57	43
12	19	81	32	59	41
13	21	79	33	61	39
14	23	77	34	63	37
15	25	75	35	65	35
16	27	73	36	66	34
17	29	71	37	67	33
18	31	69	38	68	32
19	33	67	39	69	31
20	35	65	40	70	30

35 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #7

EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD	EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD
1	1	99	21	42	58
2	2	98	22	45	55
3	4	96	23	48	52
4	5	95	24	52	48
5	6	94	25	55	45
6	8	92	26	58	42
7	10	90	27	61	39
8	11	89	28	62	38
9	13	87	29	63	37
10	15	85	30	64	36
11	17	83	31	65	35
12	19	81	32	66	34
13	22	78	33	67	33
14	24	76	34	69	31
15	26	74	35	70	30
16	28	72			
17	31	69			
18	34	66			
19	36	64			
20	39	61			

30 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #8

EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD	EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD
1	2	98	16	39	61
2	3	97	17	42	58
3	4	96	18	46	54
4	7	93	19	49	51
5	9	91	20	50	50
6	11	89	21	52	48
7	14	86	22	54	46
8	16	84	23	56	44
9	18	82	24	58	42
10	21	79	25	60	40
11	24	76	26	62	38
12	26	74	27	64	36
13	29	71	28	66	34
14	32	68	29	68	32
15	35	65	30	70	30

25 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #9

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

20 YEAR LIFE EXPECTANCY - DEPRECIATION SCHEDULE #10

EFFECT AGE	AMOUNT OF DEPR	PERCENT GOOD
1	3	97
2	7	93
3	10	90
4	14	86
5	18	82
6	22	78
7	26	74
8	30	70
9	35	65
10	40	60
11	45	55
12	50	50
13	55	45
14	58	42
15	60	40
16	62	38
17	64	36
18	66	34
19	68	32
20	70	30

AUXILIARY AREA ADJUSTMENTS

DESCRIPTION	CODE	MODEL						
		SFR	MH	CONDO	OFFICE	MF	WHSE	COMM
		01	02	03	04	05	06	07
Apartment	APT*	100	N/A	100	080@	100@	200@	120@
Attic, Unfinished	UAT	010	N/A	010	010	010	010	010
Attic, Finished	FAT*	050@	050@	050	050@	050@	050@	050@
Base	BAS*	100@	100@	100@	100@	100@	100@	100@
Base, Semi-Finished	SFB*	080@	080@	080@	080@	080@	085@	085@
Basement, Finished	FBM*	045	050@	045	060@	070@	070@	060@
Basement, Open-End(Fin.)	OEB*	055	060@	055	070@	080@	080@	070@
Basement, Semi-Finished	SBM	030	035	030	040	050	060	040
Basement, Unfinished	UBM	020	025	020	025	025	050	030
Basement, Cellar	CBM	010	015	010	015	015	040	025
Basement, Apartment	APB*	070	070	070	065	080@	120@	075@
Cabana, Encl, Finished	FCB	N/A	090	N/A	N/A	N/A	N/A	N/A
Cabana, Encl, Unfinished	UCB	N/A	070	N/A	N/A	N/A	N/A	N/A
Canopy	CAN	020	020	020	025	025	030	025
Canopy, Detached	CDN	025	025	025	030	030	035	030
Carport, Finished	FCP	025	030	025	030	030	040	030
Carport, Finished, Detached	FDC	030	035	030	035	035	045	035
Carport, Unfinished	UCP	015	020	015	020	020	030	020
Carport, Unfin, Detached	UDC	020	025	020	025	025	035	025
Garage, Fin.	FGR	040	045	040	050	060	070	060
Garage, Fin. with Door	FGD	045	050	045	055	065	075	065
Garage, Finished Detached	FDG	045	050	045	055	065	075	065
Finished Area Over Garage	FOG*	085@	085@	085@	090@	090@	090@	090@
Garage, Unfinished	UGR	030	035	030	040	050	060	050
Garage, Unfin with Door	UGD	035	040	035	045	055	065	055
Garage, Unfin Basement	UGB	025	030	025	035	040	050	040
Garage, Finished Basement	FGB	035	040	035	045	050	060	050
Garage, Unfinished Detached	UDG	035	040	035	045	055	065	055
Garage, Unfin Area Over	UOG*	035	035	035	040	040	040	040
Laboratory	LAB*	N/A	N/A	N/A	150@	N/A	300@	175@
Loading Platform, Cover.	CLP	N/A	N/A	N/A	030	040	070	040
Loading Platform with Can	ALP	N/A	N/A	N/A	020	025	050	025
Loading Platform, Uncov	ULP	N/A	N/A	N/A	010	015	030	015
Loft	LFT*	070	N/A	070	030	N/A	N/A	N/A
Lower Level, Unfinished	LLU	025	030	025	030	030	N/A	030
Lower Level, Unfin Garage	LUG	030	035	030	040	050	060	050
Lower Level, Semi- Finished	LLS*	050	055@	050	050@	070@	N/A	070@
Lower Level, Fin.	LLF*	085@	090@	085@	090@	090@	N/A	090@
Lower Level, Fin Garage	LFG	040	045	040	050	060	070	060
Manufacturing-Min	MFM*	N/A	N/A	N/A	N/A	N/A	130@	N/A
Manufacturing-Fair	MFF*	N/A	N/A	N/A	N/A	N/A	160@	N/A
Manufacturing-Avg	MFA*	N/A	N/A	N/A	N/A	N/A	200@	N/A
Manufacturing-Good	MFG*	N/A	N/A	N/A	N/A	N/A	250@	N/A
Mezzanine	MEZ*	N/A	N/A	N/A	090@	050@	050@	060@
Office, Fair	FOF*	100	N/A	100	110@	110@	150@	115@
Office, Average	AOF*	110	N/A	110	120@	120@	200@	130@
Office, Good	GOF*	120	N/A	120	130@	130@	250@	140@
Patio	PTO	005	005	005	005	005	010	005

AUXILIARY AREA ADJUSTMENTS

DESCRIPTION	CODE	MODEL						
		SFR	MH	CONDO	OFFICE	MF	WHSE	COMM
		01	02	03	04	05	06	07
Porch,Enclosed,Fin.,Heat	FEP*	070	070@	070	080@	080@	080@	080@
Porch,Enc.,Unfin.,No Heat	UEP	050	050	050	060	060	060	060
Porch, Open, Finished	FOP	035	040	035	030	040	050	040
Porch, Open, Unfinished	UOP	020	025	020	020	030	040	030
Porch, Screen, Finished	FSP	040	045	040	050	050	060	050
Porch, Screen, Unfinished	USP	030	030	030	040	040	050	040
Porch, Screen, Finished, Det	FDS	040	045	040	050	050	060	050
Porch, Screen, Unfin, Det	UDS	030	030	030	040	040	050	040
Service Production Area	SPA*	N/A	N/A	N/A	075@	075@	100@	065@
Stoop	STP	020	025	020	020	020	030	020
Storage, Finished	FST	050	055	050	050	050	070	060
Storage, Unfinished	UST	040	045	040	040	040	060	050
Store Display Area	SDA*	N/A	N/A	N/A	100@	100@	160@	100@
Sunroom Heated	SRH*	090	090	090	090	090	090	090
Sunroom Unheated	SRU	080	080	080	080	080	080	080
Terrace	TER	020	025	020	015	020	050	020
Upper Story, Finished	FUS*	090@	090@	090@	090@	090@	090@	090@
Upper Story, Unfinished	UUS	050	060	050	050	050	050	050
Utility, Finished	FUT	055	060	055	050	050	070	060
Utility, Finished, Detached	FDU	060	065	060	055	055	075	065
Utility, Unfinished	UUT	045	050	045	045	045	065	055
Utility, Unfinished Detached	UDU	050	055	050	050	050	070	060
Wood Deck	WDD	020	025	020	015	020	050	020

* HEATED AREA or BLDG AREA

@ SIZE FACTOR

Note:
Basement, Open-End – Finished (OEB) – Describes a basement finished as living area with either the front or back out of the ground with doors and windows and both sides partially out of the ground (Sometimes called a daylight basement). If an Open-End Basement is unfinished it is to be coded a SBM – Semi-finished basement.

LAND USE CODES
RESIDENTIAL

CODE	DESCRIPTION
0100	SINGLE FAMILY RESIDENTIAL
0101	SINGLE FAMILY RESIDENTIAL CREEK
0108	SINGLE FAMILY RESIDENTIAL CAMPS
0111	SINGLE FAMILY RESIDENTIAL COMMON AREA
0112	SINGLE FAMILY RESIDENTIAL CANAL
0113	SINGLE FAMILY RESIDENTIAL RIVER
0114	SINGLE FAMILY RESIDENTIAL INLAND WATERWAY
0115	SINGLE FAMILY RESIDENTIAL 2ND ROW
0116	SINGLE FAMILY RESIDENTIAL 3RD ROW
0117	SINGLE FAMILY RESIDENTIAL OCEAN
0118	SINGLE FAMILY RESIDENTIAL MARSH
0119	SINGLE FAMILY RESIDENTIAL RIPARIAN RIGHTS
0120	SINGLE FAMILY RESIDENTIAL RURAL ACREAGE
0121	SINGLE FAMILY RESIDENTIAL MOUNTAIN VIEW
0122	SINGLE FAMILY RESIDENTIAL WATER FRONTAGE
0123	SINGLE FAMILY RESIDENTIAL GOLF COURSE FRONTAGE
0124	SINGLE FAMILY RESIDENTIAL WATER ACCESS
0125	SINGLE FAMILY RESIDENTIAL WATERFALLS
0126	SINGLE FAMILY RESIDENTIAL SHOALS
0127	SINGLE FAMILY RESIDENTIAL SOUND
0128	SINGLE FAMILY RESIDENTIAL BEACH
0129	SINGLE FAMILY RESIDENTIAL BAY
0150	PATIO HOMES
0151	PATIO HOMES COMMON AREA
0152	PATIO HOMES CANAL
0153	PATIO HOMES RIVER OR CREEK
0154	PATIO HOMES INLAND WATERWAY
0155	PATIO HOMES 2ND ROW
0156	PATIO HOMES 3RD ROW
0157	PATIO HOMES OCEAN
0158	PATIO HOMES MARSH
0159	PATIO HOMES RIPARIAN RIGHTS
0160	PATIO HOMES RURAL ACREAGE
0161	PATIO HOMES MOUNTAIN VIEW
0162	PATIO HOMES WATER FRONTAGE
0163	PATIO HOMES GOLF COURSE FRONTAGE
0164	PATIO HOMES WATER ACCESS
0165	PATIO HOMES WATERFALLS
0166	PATIO HOMES SHOALS
0167	PATIO HOMES SOUND
0168	PATIO HOMES BEACH
0169	PATIO HOMES BAY
0200	MOBILE HOME SUBDIVISION
0201	MOBILE HOMESITE
0210	MOBILE HOME PARK
0220	RECREATIONAL VEHICLE PARK I
0221	RECREATIONAL VEHICLE PARK II

LAND USE CODES
CONDOMINIUM

CODE	DESCRIPTION
0300	CONDOMINIUM
0306	CONDOMINIUM HIGH RISE
0311	CONDOMINIUM COMMON AREA
0312	CONDOMINIUM CANAL
0313	CONDOMINIUM RIVER OR CREEK
0314	CONDOMINIUM INLAND WATERWAY
0315	CONDOMINIUM 2ND ROW
0316	CONDOMINIUM 3RD ROW
0317	CONDOMINIUM OCEAN
0318	CONDOMINIUM MARSH
0319	CONDOMINIUM RIPARIAN RIGHTS
0320	CONDOMINIUM RURAL ACREAGE
0321	CONDOMINIUM MOUNTAIN VIEW
0322	CONDOMINIUM WATER FRONTAGE
0323	CONDOMINIUM GOLF COURSE FRONTAGE
0324	CONDOMINIUM WATER ACCESS
0325	CONDOMINIUM WATERFALLS
0326	CONDOMINIUM SHOALS
0327	CONDOMINIUM SOUND
0328	CONDOMINIUM BEACH
0329	CONDOMINIUM BAY
0309	TOWN HOUSE SFR
0371	TOWN HOUSE COMMON AREA
0372	TOWN HOUSE CANAL
0373	TOWN HOUSE RIVER OR CREEK
0374	TOWN HOUSE INLAND WATERWAY
0375	TOWN HOUSE 2ND ROW
0376	TOWN HOUSE 3RD ROW
0377	TOWN HOUSE OCEAN
0378	TOWN HOUSE MARSH
0379	TOWN HOUSE RIPARIAN RIGHTS
0380	TOWN HOUSE RURAL ACREAGE
0381	TOWN HOUSE MOUNTAIN VIEW
0382	TOWN HOUSE WATER FRONTAGE
0383	TOWN HOUSE GOLF COURSE FRONTAGE
0384	TOWN HOUSE WATER ACCESS
0385	TOWN HOUSE WATERFALLS
0386	TOWN HOUSE SHOALS
0387	TOWN HOUSE SOUND
0388	TOWN HOUSE BEACH
0389	TOWN HOUSE BAY

LAND USE CODES
OFFICE

CODE	DESCRIPTION
0400	OFFICE
0418	OFFICE > 4 STORY
0419	MEDICAL OFFICE
0420	MEDICAL CONDOMINIUM
0424	OFFICE CONDOMINIUM
0431	DAY CARE CENTERS
0481	OFFICE COMMON AREA

LAND USE CODES
MULTI - FAMILY

CODE	DESCRIPTION
0500	MULTI FAMILY
0501	MULTI FAMILY COMMON AREA
0502	MULTI FAMILY CANAL
0503	MULTI FAMILY RIVER OR CREEK
0504	MULTI FAMILY INLAND WATERWAY
0505	MULTI FAMILY 2ND ROW
0506	MULTI FAMILY 3RD ROW
0507	MULTI FAMILY OCEAN
0508	MULTI FAMILY MARSH
0509	MULTI FAMILY RIPARIAN RIGHTS
0510	MULTI FAMILY RURAL ACREAGE
0511	MULTI FAMILY VIEW
0513	MULTI FAMILY GOLF COURSE FRONTAGE
0514	MULTI FAMILY WATER ACCESS
0515	MULTI FAMILY WATERFALLS
0516	MULTI FAMILY SHOALS
0517	MULTI FAMILY SOUND
0518	MULTI FAMILY BEACH
0519	MULTI FAMILY BAY
0560	MULTI FAMILY GARDEN
0561	MULTI FAMILY TOWN HOUSE
0562	MULTI FAMILY DUPLEX/TRIPLEX
0563	MULTI FAMILY HIGH RISE

LAND USE CODES
INDUSTRIAL

CODE	DESCRIPTION
0600	INDUSTRIAL
0628	MINI - WAREHOUSE
0630	LABORATORY/RESEARCH
0640	INDUSTRIAL PARK
0641	LIGHT MANUFACTURING
0642	HEAVY MANUFACTURING
0643	LUMBER YARDS
0644	PACKING PLANTS
0645	CIGARETTE MANUFACTURERS
0646	BREWERIES, BOTTLERS, CANNERIES, WINERIES
0647	WAREHOUSE CONDOMINIUM
0648	WAREHOUSING
0649	STEEL FRAME WAREHOUSE
0651	COLD STORAGE/FREEZER
0652	TRUCK TERMINAL
0653	SERVICE GARAGE

LAND USE CODES
COMMERCIAL

CODE	DESCRIPTION
0700	COMMERCIAL
0701	COMMERCIAL WATER FRONTAGE
0702	CELL PHONE TOWERS
0703	BILLBOARD
0710	CONVENIENCE/FAST FOOD STORE
0711	CONVENIENCE STORES
0712	CAR WASH
0713	DEPARTMENT STORE
0714	SUPERMARKET
0715	SHOPPING CENTER (MALL)
0716	SHOPPING CENTER (STRIP)
0717	PHARMACY
0721	RESTAURANTS
0722	FAST FOODS
0723	BANKS
0725	COMMERCIAL SERVICE (LAUNDRIES, TV & RADIO REPAIR, ELECTRIC REPAIR, ETC.)
0726	SERVICE STATION
0727	AUTO SALES & SERVICE
0728	PARKING
0731	COMMERCIAL CONDOMINIUM COMMON AREA
0732	THEATERS
0733	LOUNGES, NIGHT CLUBS, BARS
0734	BOWLING ALLEYS, SKATING RINKS, ARENAS
0735	COMMERCIAL CONDOMINIUM
0736	BUSINESS PARK
0737	HOTELS, MOTELS - > 3 FLOORS
0738	FURNITURE STORES
0739	MOTELS, HOTELS - < 3 FLOORS
0780	MARINA LAND
0781	COMMERCIAL COMMON AREA

LAND USE CODES
MISCELLANEOUS

CODE	CLASS	
5000	RURAL HOMESITE	
5100	OPEN AND CULTIVATED	GOOD
5200	OPEN AND CULTIVATED	FAIR
5300	OPEN AND CULTIVATED	POOR
5400	PASTURELAND	GOOD
5500	PASTURELAND	FAIR
5600	PASTURELAND	POOR
5900	SWAMPLAND	
6000	TIMBERLAND	GOOD
6100	TIMBERLAND	FAIR
6200	TIMBERLAND	POOR
6201	CHRISTMAS TREES (NOT IN THE PRESENT USE PROGRAM)	
6202	TROUT FARM (NOT IN THE PRESENT USE PROGRAM)	
6203	ORNAMENTAL SHRUBBERY (NOT IN THE PRESENT USE PROGRAM)	
6204	PRODUCE FARM (NOT IN THE PRESENT USE PROGRAM)	
9500	POND / LAKE	

PRESENT USE CODES

CODE	CLASS
5110	AGRICULTURAL I
5210	**AGRICULTURAL II**
5310	AGRICULTURAL III
5410	AGRICULTURAL IV
5510	AGRICULTURAL V
5610	AGRICULTURAL VI
6110	FORESTRY I
6120	**FORESTRY II**
6310	FORESTRY III
6410	FORESTRY IV
6510	FORESTRY V
6610	FORESTRY VI
6711	HORTICULTURAL I
6721	HORTICULTURAL II
6731	HORTICULTURAL III
6741	HORTICULTURAL IV
6751	**HORTICULTURAL V**
6761	HORTICULTURAL VI
6775	**WILDLIFE PROGRAM**
6800	FARM-MARKET
6810	FARM-SINGLE FAMILY RESIDENTIAL
6820	FARM-MOBILE HOME
6830	FARM-CONDO
6840	FARM-OFFICE
6850	FARM-M/FAM
6860	FARM-INDUS
6870	FARM-COMM
6900	TOBACCO ALLOTMENT

LAND USE CODES
INSTITUTIONAL/SPECIAL PURPOSE

CODE	DESCRIPTION
7000	INSTITUTIONAL
7100	CHURCHES
7200	SCHOOLS, COLLEGES, PRIVATE
7300	HOSPITALS, PRIVATE
7400	HOMES FOR THE AGED
7500	ORPHANAGES
7600	FUNERAL (MORTUARIES, CEMETERIES, CREMATORIUM, MAUSOLEUMS)
7700	CLUBS, LODGES, UNION HALLS
7710	YACHT CLUBS
7720	RETREATS
7721	CONSERVATION EASEMENT
7730	CAMPS
7800	COUNTRY CLUBS
7801	GOLF COURSES
7802	MINIATURE GOLF COURSES
7803	PUBLIC GOLF COURSES – REGULATION
7900	AIRPORTS
8000	MARINAS

LAND USE CODES
GOVERNMENT OWNED

CODE	DESCRIPTION
8100	MILITARY
8200	REC AREA
8300	SCHOOLS (PUBLIC)
8400	COLLEGES (PUBLIC)
8500	HOSPITALS (PUBLIC)
8600	COUNTY PROPERTY
8601	WATER PLANTS
8602	FIRE DEPARTMENTS
8603	RECYCLING
8604	DISPOSAL
8700	STATE
8701	STATE PORTS
8800	FEDERAL
8900	MUNICIPAL
8901	MUNICIPAL EDUCATION
8902	MUNICIPAL AIRPORT
8903	MUNICIPAL HOUSING AUTHORITY

LAND USE CODES
MISCELLANEOUS

CODES	DESCRIPTION
9000	LEASEHOLD INTEREST
9010	NO LAND INTEREST
9100	UTILITY (GAS, ELECTRIC, TELEPHONE, TELEGRAPH, RAILROAD)
9101	UTILITY/PRIVATE
9200	MINING
9300	PETROLEUM AND GAS
9400	RIGHT OF WAY
9500	SUBMERGED LAND, RIVERS AND LAKES
9501	ISLAND
9600	WASTELAND, GULLIES, ROCK OUTCROP
9601	NO PERK LOTS
9611	WETLAND
9612	FLOOD PLAIN
9700	MINERAL RIGHTS
9710	LESS MINERAL RIGHTS (MINERAL RIGHTS TAXED ELSEWHERE)
9800	OWNER UNKNOWN
9900	NEW PARCEL
9910	DELETED PARCEL (VOID)

TRANSYLVANIA COUNTY APPRAISAL MANUAL

OTHER BUILDINGS AND EXTRA FEATURES (OBXF)

Introduction

All buildings are not compatible to the appraisal system due to the nature of the materials, quality and/or methods used in their construction. A few of the buildings in this category can be coded as auxiliary areas if an appropriate improvement use code, model, and base rate are available. This section will contain a range of typical, special buildings and extra features which may not exactly describe a specific improvement; however, it will closely resemble one listed and direct substitution can be made to arrive at the proper value. Any improvement that cannot be appropriately valued from this manual may be valued either using the actual cost or using Marshall Swift Pricing Service adjusted to the appropriate appraisal date. A separate price schedule follows with the listing of each type arranged by general grades and common sizes. Interpolation of buildings fitting between the grades or sizes or with varying specifications is appropriate.

The following are some general definitions of other buildings and their grades to be used as guidelines for obtaining unit prices from the other building unit price tables.

Boat Houses - Both dry and wet used for boat storage

Carport - Used for parking of automobiles or storage of other items, open on three or four sides

Commercial Hot Houses - Used for growing of plants and flowers, for profit

Farm Shop Buildings - Used for doing maintenance on farm machinery

Garage-Used for parking of automobile(s) or storage of other items, may be open on one or two ends

High Barn-Used for dairy and/or livestock housing with loft feed storage. The cubic foot area would be a minimum of 50 percent of the first level.

Horse Stables - Used for the housing and storage of horses

Implement Sheds - Used as protection from the elements for the seasonal storage of equipment

Low Barn - One story building used for cattle housing and feed storage, normally inexpensive construction

Residential Hot Houses - Used for growing of plants and flowers, not for profit

Utility Buildings - With utilities and semi-finished interior

These are the general specifications for the three major grading categories: I-inexpensive, A-average, E-expensive with various materials listed for each.

Inexpensive:

- Roof - The roof may be of composition, roll, or sheet galvanized iron or aluminum
- Ceiling - unfinished
- Exterior Walls - Eight to ten feet in height, framing either on poles or cheapest framing, covered with either composition roll or sheet galvanized iron or aluminum
- Interior Finish - Unfinished
- Partitions - Typical for intended use
- Floors - Earth
- Foundation pole in ground
- Features - Doors, windows, electricity, plumbing-minimum quality, and grade

Average:

- Roof - The roof may be of composition, wood, or galvanized iron shingles or built-up
- Ceiling - Painted under roof and insulated for poultry and animals
- Exterior Walls - Eight to ten feet in height, of either wood siding, wood stucco, concrete block, concrete block stucco, or shingles of wood, composition, or asbestos
- Interior Finish - Painted
- Partitions - Typical for intended use
- Floors - Concrete
- Foundation - Slab
- Features - Doors, windows, electricity, plumbing-average quality, and grade

Expensive

- Roof - The roof may be of asbestos, cement, or clay tile shingles
- Ceiling - Finished and insulated for poultry and animals
- Exterior Walls - Common or face brick, stone, or clay tile stucco
- Interior Finish - Finished, painted, and insulated for poultry and animals
- Partitions - Typical for intended use
- Floors - Concrete or good wood.
- Foundation - footings
- Features - Doors, windows, electricity, plumbing and built-in features-Quantity and quality adequate to use and of very good quality

COMMONLY USED OTHER BUILDINGS AND EXTRA FEATURES CODES

Code	Description	Page	Code	Description	Page
62	Air Condition	44	84	Hangar	54
A1	Backstop	44	27	Hog Parlor	54
A2	Ball Court	44	B1	Kennel	54
C9	Barbeque	45	E2	Lounge Barn	54
25	Barn	44	82	Milk Barn	55
60	Bath House	45	85	Miniature Golf	53
B4	Bathroom/Restroom	45	M1	Mobile Home Park Class 1	55
96	Boat Covered Pier	46	M2	Mobile Home Park Class 2	55
68	Boat Dock	45	M3	Mobile Home Park Class 3	55
67	Boat Pier	46	D8	Mobile Home Site	55
81	Boat Ramp	46	15	Mobile Home Space	55
95	Boat Slip – Covered	45	OK1	Outdoor Kitchen	55
94	Boat Slip – Uncovered	45	52	Parking Deck	55
77	Boathouse	46	PP1	Parking Pad	55
D5	Boathouse w/Deck	46	04	Patio	56
A4	Booth – Gas Station/Various	46	E9	Pavilion	56
T1	Bridge	46	09	Paving – Asphalt	57
86	Camp/RV Site	46	10	Paving – Concrete	57
39	Canopy	47	T4	Pool House	46
75	Car Wash	47	26	Poultry – Dark	57
03	Carport	48	29	Poultry House	57
64	Cemetery – Crypt	48	69	Prefab Metal Utility Building	58
71	Cemetery – Niche	48	47	Quonset	58
59	Cemetery – Plot	48	B5	Runway	58
C10	Climbing Wall	48	24	Shed	59
73	Cooler	48	97	Shelter	59
76	Craneway	48	B6	Shop Building	60
92	Crib	48	28	Silo	60
88	Deck	49	42	Sprinkler	60
93	Dock Board	49	99	Stable	61
41	Dock Levelers	49	36	Steel Tank – Welded Fuel Tank	62
A7	Driving Range	49	35	Steel Tank – Welded Water Tank	61
EG	Electric Gate	49	37	Steel Tank – Welded, Elevated	62
45	Elevator – Freight	49	01	Storage	63
46	Elevator – Passenger	49	56	Bulk Storage	
46R	Elevator – Residential	49	E3	Swim Platform	46
53	Escalator	50	07	Swimming Pool – Concrete	64
06	Fence – Chain Link	50	08	Swimming Pool – Vinyl	64
E7	Fence – Masonry	51	F7	Swimming Pool – Above Ground	64
E6	Fence - Metal	50	89	Swimming Pool – Concrete Apron	64
E5	Fence – Vinyl/PVC	50	12	Tennis Court	64
05	Fence – Wood	50	87	Terrace	56
70	Fire Escape	51	78	Train/Truck Well	64
14	Fireplace	51	T5	Trout Farm	64
G1	Res Generator	52	T6	Trout Runs	64
G2	Comm Generator	52	V1	Vacuum Car/Wash	64
E1	Game Court	45	33	Vault – Money	64
02	Garage	51	34	Vault – Records	64
55	Gazebo	52	C5	Vault Door	
32	Golf Green	52	58	Wall – Block	65
21	Grain Bin	53	57	Wall – Brick	65
13	Greenhouse – Commercial	53	F2	Wall – Stone	65
13	Greenhouse - Residential	54	T8	Waterfall/Landscape Ponds	65
65	Guard House	54	44	Yard Lights	65

The unit price schedule which follows is meant to be a guide and the total value of each extra feature/other building will be adjusted as appropriate by the appraiser for normal depreciation and the current condition of the actual feature or building. Items not included in this section will be priced either using the actual cost or using Marshall Swift Pricing Service either adjusted to the appropriate appraisal date.

62 AIR CONDITION (5% Depreciation)

	Cost Range/Sq Ft
Low	$1.85 - $2.75
Medium	$3.00 - $4.50
High	$5.00 - $8.00

25 BARNS – General and Special Purpose (30 Year Life Expectancy)

	Square Footage	Excellent	Custom	Average	Bl. Avg.
Masonry	< 5,000	$50.00	$32.00	$24.00	$19.00
	5001 – 15,000	$46.00	$29.00	$22.00	$17.00
	15,001 & Up	$39.00	$25.00	$19.00	$14.50
Frame	< 5,000	$47.00	$29.00	$22.00	$14.00
	5001 – 15,000	$43.00	$26.00	$20.00	$13.00
	15,001 & Up	$37.00	$22.00	$17.00	$11.00
Pole	< 5,000		$24.00	$17.00	$12.50
	5001 – 15,000		$22.00	$15.50	$11.25
	15,001 & Up		$19.00	$13.00	$7.50
Metal	< 5,000		$26.00	$19.25	$13.75
	5001 – 15,000		$24.00	$17.50	$12.50
	15,001 & Up		$20.00	$15.00	$10.50

Add for Upper Story - 70%
Add for ½ stories - 35%
Add for Sheds: Good $.75, Average $.45, Fair $.20 (per square foot)

Excellent: Strong frame; masonry siding; high quality roof cover, dormers, cupolas, wainscot, concrete, or wood floors; good electrical and plumbing.
Custom: Strong frame; good siding and roof cover; windows; some wainscot; floors; good stalls; adequate electrical and plumbing.
Average: Wood frame; average siding and roof; few windows; some flooring and patricians; limited electrical and plumbing.
Below Average: Light frame; cheap siding; shed or gable roof; dirt floor; cheap stalls; little or no electrical or plumbing.

A2 BALL COURT (5% Depreciation)

	Cost Range/sq ft	
Low	$2.50	$3.80
Medium	$3.80	$5.75
High	$6.25	$10.85

A1 BACKSTOP (5% Depreciation)

	Cost Range/Each	
Baseball Backstop	$1,950	$3,660
Basketball Backstop	$670	$1,320

E1 GAME COURT (5% Depreciation)

	Cost Range/sq ft	
Low	$4.35	$6.25
Medium	$5.90	$8.55
High	$8.10	$10.85

C9 BARBEQUE (5% Depreciation)

	Custom	Average	Below Average
Steel	$ 1,400	$ 1,100	$ 800
Custom	$150,000	$75,000	$25,000

60 BATH HOUSE /T4 POOL HOUSE (3% Depreciation)

Excellent	Custom	Average	Below Average
$120.00 - $150.00/sq ft	$80.00-$110.00/sq ft	$50.00-$75.00/sq ft	$27.00-$45.00/sq ft

B4 RESTROOM (3% Depreciation)

94-95 BOAT SLIPS (5% Depreciation)

ENCAPSULATED FOAM

	Wood/Painted Metal*	Galvanized	Alum/Stainless
95 Covered Slip	$32.00 - $60.00	$34.00 - $63.50	$35.50 - $65.00
94 Uncovered Slip	$19.50 - $23.25	$21.00 - $25.25	$22.50 - $27.25
E3 Swim Platform/68 Floating Dock	$24.00 - $29.00	$26.00 - $31.00	$29.00 - $35.00
C2 Walkway	$17.75 - $21.30	$19.50 - $23.25	$22.00 - $26.00

FOAM BILLETS

	Wood/Painted Metal*	Galvanized	Alum/Stainless
95 Covered Slip	$24.00 - $53.50	$26.00 - $56.50	$29.00 - $63.00
94 Uncovered Slip	$14.75 - $17.75	$16.00 - $19.25	$17.25 - $20.75
E3 Swim Platform/68 Floating Dock	$18.50 - $25.50	$19.75 - $23.75	$22.00 - $26.50
C2 Walkway	$17.75 - $21.25	$19.25 - $23.25	$21.75 - $26.00

* Add for composition or concrete fiber board - $3.50 per sq. ft.

PWC DOCK - (Personal Watercraft Dock) Personal Property

D7 HYDRA HOIST - (Personal Property)

77 BOAT HOUSE (30 Year Life Expectancy)

D5 BOAT HOUSE W/DECK (30 Year Life Expectancy)

	Sq Ft	Excellent	Custom	Above Avg.	Average	Below Avg.	Minimum
Masonry	< 500	$200.00	$175.00	$150.00	$100.00	$75.00	$50.00
	500-800	$180.00	$150.00	$125.00	$75.00	$50.00	$25.00
	> 1000	$175.00	$135.00	$100.00	$65.00	$45.00	$20.00
Frame	< 500	$200.00	$175.00	$150.00	$100.00	$75.00	$50.00
	500-800	$180.00	$150.00	$125.00	$75.00	$50.00	$25.00
	> 1000	$175.00	$135.00	$100.00	$65.00	$45.00	$20.00

68 BOAT DOCK (30 Year Life Expectancy)

		<100 Sq Ft	100 – 300 Sq Ft	>300 Sq Ft
Treated	No Rails	$29.00	$25.00	$ 22.00
	With Rails	$32.00	$28.00	$ 25.00
Composite	No Rails	$50.00	$40.00	$ 30.00
	With Rails	$55.00	$45.00	$35.00

81 BOAT RAMPS & 67, 96 PIERS (Per Square Foot) (5% Depreciation)

81 Boat Ramps	Custom	Average	Below Average
	$16.00	$9.00	$2.00

	Square Footage	Good Rail	Avg Rail	No Rail
67 Boat Piers:	<100	$25.00	$20.00	$16.00
	100 – 300	$23.25	$18.75	$15.00
	>300	$21.50	$17.75	$13.75
96 Covered Pier	<100	$53.00	$36.50	$30.00
	100 – 300	$43.50	$33.25	$25.50
	>300	$34.00	$30.00	$21.00

A4 BOOTH (3% Depreciation) (Per Square Foot)

	Sq Ft	Custom	Average	Below Average
Gas Station				
Steel /Glass/Masonry	<75	$320	$225	$130
	75 - 125	$270	$165	$95
	>125	$210	$130	$75
Various				
Prefab	<20	$230	$210	$150
	20 - 50	$170	$155	$110
	50 - 100	$140	$125	$85
	100 - 200	$100	$90	$60
	> 200	$70	$60	$43
A3 Bank (2% Depreciation)				
ATM	<75	$590	$560	$370
	75 - 150	$340	$320	$210
	> 150	$210	$175	$140

Add 25% for bullet-proof glass.
Add 25% for heat and A/C.

T1 BRIDGE (2% Depreciation)

$15,000-$150,000

86 CAMP/RV SITES (0% Depreciation)

	Full-Service	Water/Electric	Electric Only	No Service
High	$10,000	$7,600	$5,300	$3,300
Low	$6,000	$4,700	$2,600	$ 300

39 CANOPIES (Per Square Foot) (5% Depreciation)

	SqFt	Excellent	Custom	Average	Below Average
Steel	< 1,000	$50.00	$30.00	$23.00	$18.00
	1,000 – 10,000	$34.00	$27.00	$21.00	$16.50
	> 10,000	$29.00	$23.00	$18.00	$14.00
Wood	< 1,000	$31.00	$24.00	$20.00	$16.00
	1,000 – 10,000	$28.00	$22.00	$18.00	$14.50
	> 10,000	$24.00	$18.75	$15.25	$ 8.00
Concrete	< 1,000	$33.00	$29.00	$24.00	$21.00
	1,000 – 10,000	$30.00	$26.00	$22.00	$19.00
	> 10,000	$26.00	$22.00	$18.75	$16.00

Note: Add 10% for Gable or Gambrel Roofs. Add 25% for round.

75 CAR WASH (5% Depreciation)

Car Washes-Self Service

	Cost Range/Square Foot	
Low	$25.00	$28.75
Average	$27.30	$37.25
High	$35.40	$52.20

Car Washes-drive thru

	Cost Range/Square Foot	
Low	$30.70	$40.95
Average	$38.90	$51.65
High	$49.05	$100.00

Car Washes-Automatic

	Cost Range/Square Foot	
Low	$33.70	$44.95
Average	$42.70	$64.50
High	$61.25	$150.00

03 CARPORTS (30-year life expectancy)

Detached carports that are built to the exact specifications of the dwelling should be sketched on the property record card as an auxiliary area. All other carports may be priced from this schedule using the same quality judgment used to rate dwellings.

	Square Ft.	Excellent	Custom	Above Avg.	Average	Below Avg.	Minimum
Masonry	< 500	$60.00	$34.00	$27.00	$19.50	$15.00	$12.00
	500-800	$35.00	$29.00	$23.00	$17.50	$13.00	$10.00
	> 1000	$30.00	$25.00	$20.00	$15.00	$11.00	$9.00
Masonry Veneer	< 500	$38.00	$32.50	$25.00	$19.00	$14.00	$11.00
	500-800	$34.50	$28.50	$23.00	$17.00	$12.00	$9.50
	> 1000	$30.50	$26.00	$20.00	$15.00	$11.00	$9.00
Frame	< 500	$33.00	$28.50	$22.00	$16.00	$12.50	$9.75
	500-800	$30.00	$25.50	$20.00	$14.00	$11.00	$8.50
	> 1000	$27.00	$22.00	$17.50	$13.00	$9.75	$7.80
Metal (Heavy)	< 500			$18.75	$12.25	$11.00	$8.50
	500-800			$17.00	$11.00	$9.75	$7.00
	> 1000			$15.00	$9.75	$9.00	$6.50

Metal (Light) $6.00 (con) $4.50 (asp) $1.50 (no floor)

Pole	< 500	$9.75
	500-800	$8.50
	> 1000	$7.50

CEMETERY (0% Depreciation)

	Low	High
59 Plot	$500	$4,000
64 Crypt	$750	$2,350
71 Niche	$65	$95

C10 CLIMBING WALL (5% Depreciation)

$25,000-$75,000

73, 74 COOLERS/FREEZERS (5% Depreciation)

Movable coolers are to be listed as personal property. If coolers or freezers are constructed in a building type that does not normally have them, add them from this schedule. Built-in coolers located in buildings that normally have them such as restaurants, convenience stores, and fast-food restaurants, are priced in the base price of the building and are not to be listed separately.

	<50sf	50 – 125sf	126 – 250sf	251 – 350sf	>350sf
73 Coolers	$200.00	$145.00	$100.00	$85.00	$70.00
74 Freezers	$230.00	$165.00	$115.00	$98.00	$80.00

76 CRANEWAYS - Personal Property

92 CRIB (3% Depreciation)

	Cost Range/Square Foot	
Low	$3.00	$4.75
Average	$4.75	$9.50
High	$9.50	$15.00

88 **DECKS** (Per Square Foot) (3% Depreciation)

		<100 Sq Ft	100 – 300 Sq Ft	>300 Sq Ft
Treated	No Rails	$15.00	$11.00	$ 7.00
	With Rails	$18.00	$13.40	$ 8.25
Cedar, Redwood, Metal – NR		$16.80	$12.75	$ 9.00
	With Rails	$21.00	$15.50	$10.25
Composite	No Rails	$19.50	$14.50	$ 9.25
	With Rails	$23.50	$17.50	$10.75
Vinyl	No Rails	$18.50	$14.00	$ 9.50
	With Rails	$23.00	$17.00	$11.25

93 **DOCK BOARD** – Personal Property

41 **DOCK LEVELERS - HYDRAULIC** - Personal Property

A7 **DRIVING RANGE** (3% Depreciation)

	Low	Average	High
Per Station	$3,890	$4,840	$6,000
Add for cover	$1,200	$1,500	$1,900

EG **ELECTRIC GATES** (5% Depreciation)

	Cost Range	
One Way	$3,000	$4,000
Two Way	$3,500	$4,500
With Card	$4,000	$5,000

45, 46 **ELEVATORS - Hydraulic** (Per Floor) (2% Depreciation)

	46-Passenger *	45-Freight
2 to 3 Stops	18,500/Stop	16,000/Stop
4 to 6 Stops	17,000/Stop	15,000/Stop
7 Stops and Up	16,000/Stop	14,000/Stop

*These prices are for small office type elevators typically found in Transylvania County. For more sophisticated elevators refer to the Marshall Swift pricing manual.

46R-Residential $11,000 plus $1,650 per stop

53 **ESCALATORS** (2% Depreciation)

Rise	32" Width	48" Width
10Ft	$76,470	$83,190
12Ft	$79,020	$85,510
14Ft	$81,340	$88,760
18Ft	$85,510	$94,550
22Ft	$90,610	$101,270
25Ft	$94,550	$105,900

06 **FENCE - CHAIN LINK** (Per Lineal Foot) (3% Depreciation)

	11 Gauge	9 Gauge	Add For: Slats	Add For: Coating
Four Feet	$7.25	$8.40	$4.90	$1.00
Six Feet	$10.45	$12.25	$7.45	$1.60
Eight Feet	$13.75	$16.20	$10.00	$2.15
Ten Feet	$17.00	$20.00	$12.90	$2.75
Twelve Feet	$20.25	$23.65	$15.45	$3.35

Add for Barbed Wire $2.00 per Lineal Foot.
Add for Barbed Coils $9.00 per Lineal Foot.

E5, E6 **FENCE - PVC** (Per Lineal Foot) (4% Depreciation)

		1 x 6	2 x 8
Rail	2 Rails	$8.50	$12.55
	3 Rails	$10.80	$14.60
	4 Rails	$11.40	$16.35
Picket	3 Foot	$ 12.20	
	4 Foot	$ 21.60	

	Full Privacy	Semi-Privacy	Basket Weave
4 Foot	$18.00	$17.00	
5 Foot	$25.00	$24.00	$30.00
6 Foot	$27.00	$26.00	

05 **FENCE -WOOD** (Per Lineal Foot) (5% Depreciation)

Wood Rail	2 Rails:	$7.00 per lineal foot
	3 Rails:	$7.70 per lineal foot
Split Rail	2 Rails:	$7.85 per lineal foot
	3 Rails:	$8.70 per lineal foot
Privacy Fence	5 Feet:	$14.55 per lineal foot
	6 Feet:	$15.95 per lineal foot
	7 Feet:	$21.60 per lineal foot
	8 Feet:	$24.15 per lineal foot
Picket Fence	4 Feet:	$8.60 per lineal foot

E6 **FENCE - METAL** (Per Lineal Foot) (4% Depreciation)

Low	$9.45	$15.75
Average	$14.95	$27.80
High	$49.10	$109.80

E7 **FENCE – MASONRY** (Per Lineal Foot) **(4**% Depreciation)

Low	$12.00	$20.00
Average	$19.00	$33.35
High	$31.70	$86.45

70 FIRE ESCAPES (2% Depreciation)

	Low	High
Two-Story with Ladder to Roof	$3,200	$4,080
Add for Counterbalance	$1,740	$2,620
Add for Additional Story	$1,740	$2,330

14 FIREPLACES (30 Year Life Expectancy)

	Low	Excellent
Prefab	$1,000	$3,000
1 Style Single	$1,500	$10,000
2 Style Single/1 Double	$2,000	$15,000
2 or More	$3,000	$25,000
Massive	$5,500	$50,000
>2 Massive	$11,000	$250,000

G7 FOUNTAINS (5% Depreciation)

Excellent	Custom	Average	Below Average
$25,000	$10,500	$5,000	$2,000

02 GARAGES - Detached Residential (30 Year Life Expectancy)

Detached garages that are built to the exact specifications of the dwelling or built with apartments in the upper floor should be sketched on the property record card as an auxiliary area. All other garages may be priced from this schedule using the same quality judgment used to rate dwellings.

	Sq Ft	Excellent	Custom	Above Avg.	Average	Below Avg.	Minimum
Masonry	< 500	$62.00	$52.00	$41.00	$30.00	$23.00	$18.00
	500-800	$54.00	$45.00	$36.00	$27.00	$20.00	$16.00
	> 1000	$47.00	$39.00	$31.00	$23.00	$17.00	$14.00
Masonry Veneer	< 500	$59.00	$50.00	$39.00	$29.00	$22.00	$17.00
	500-800	$53.00	$44.00	$35.00	$26.00	$19.00	$15.00
	> 1000	$47.00	$40.00	$31.00	$23.00	$17.00	$14.00
Frame	< 500	$51.00	$44.00	$34.00	$25.00	$19.00	$15.00
	500-800	$46.00	$39.00	$31.00	$22.00	$17.00	$13.00
	> 1000	$41.00	$34.00	$27.00	$20.00	$15.00	$12.00
Metal	< 500			$29.00	$19.00	$17.00	$13.00
	500-800			$26.00	$17.00	$15.00	$11.00
	> 1000			$23.00	$15.00	$14.00	$10.00
Pole	< 500						$15.00
	500-800						$13.00
	> 1000						$12.00

Add 25% for finished interior.
Deduct 5% for lack of overhead door.
Add 70% for Upper Floor.
Add 35% for ½ Upper Floors

55 GAZEBOS (30 Year Life Expectancy)

Gazebos may be priced from this schedule using the same quality judgment used to rate dwellings.

Sq Ft	Excellent	Custom	Above Avg.	Average	Below Avg.	Minimum
< 100	$100.00	$85.00	$56.00	$49.00	$37.00	$29.00
100-200	$90.00	$77.00	$50.00	$44.00	$33.00	$26.00
> 200	$80.00	$68.00	$45.00	$39.00	$30.00	$23.00

G1 RESIDENTIAL GENERATOR (30 Year Life Expectancy)

Typically < 15kw: $5,000.00

G2 COMMERCIAL GENERATOR (30 Year Life Expectancy)

Typically > 15kw: 15,000.00

32 GOLF COURSES (Greens) (0% Depreciation)
Price includes normal grading, sprinkler systems, service roads, cart paths, and architect fees.

Class I - Championship: Average - $175,000 - $275,000 per hole
Good - $245,000 - $380,000 per hole
Excellent -$475,000 - $750,000 per hole
Typical Features:
160 to 200 acres
6,700 to 7,000 yards long
Bunkered and contoured greens and fairways
Good undulating terrain with many large trees
Driving range
Name architect
Automatic sprinklers for greens and fairways
Paved cart paths

Class II - Private Club: $150,000 - $225,000 per hole
Typical Features:
120 to 160 acres
6,400 yards to 6,700 yards
Bunkered at most greens
Undulating terrain with large trees
Driving range
Sprinklers manual or automatic
Paved cart paths

Class III - Semi-Private and Municipal Clubs: $115,000 - $170,000 per hole
Typical Features:
100 to 120 acres
6,000 yards to 6,400 yards
Bunkered at most greens
Undulating terrain and some large trees
Greens sprinkled
Paved cart paths

Class IV - Minimum Quality: $40,000 - $112,000 per hole
Typical Features:
80 to 100 acres
5,600 yards to 6,000 yards
Open flat terrain
Few bunkers
Gravel or some paving cart paths

85 MINIATURE GOLF COURSES (0% Depreciation)

Minimum Quality	$1,300 - $4,000 per hole
Typical Features:	.25 acres
	Simple course, prepackaged, flat terrain, includes lighting
Average Quality	$5,200 - $16,200 per hole
Typical Features:	.25 to .5 acres
	Professionally designed and installed, includes plumbing and lighting
Good Quality	$17,000 - $38,000 per hole
Typical Features:	.50 to 1.00 acres
	Custom course, extensive themes with major elevation, rock, and waterscape layout

These prices do not include buildings and parking.

21 GRAIN BINS FARM (Per Bushel) (5% Depreciation)

Metal on Slab/Ventilated Floor

Bushels	Price Per Bu	Subtract No Floor	Add Unloaders	Add For Drying Units
0-3,000	$2.18	$0.25	$0.25	$1.00
3,001-4,500	$1.74	$0.17	$0.19	$0.79
4,501-6,000	$1.52	$0.17	$0.16	$0.69
6,001-7,500	$1.37	$0.16	$0.13	$0.63
7,501-9,000	$1.34	$0.14	$0.11	$0.59
9,001-12,000	$1.17	$0.14	$0.09	$0.53
12,001-15,000	$1.14	$0.14	$0.09	$0.52
15,001-20,000	$1.05	$0.14	$0.07	$0.48
20,001-30,000	$0.92	$0.14	$0.05	$0.42
30,001-And Up	$0.89	$0.13	$0.05	$0.40

Formula for calculating bushels from dimensions:
[(Diameter x Diameter x .77) x Height] x .82 = Total Bushels
For Commercial Grain Bins Use Harvester Price

13 GREENHOUSES - COMMERCIAL (5% Depreciation)

	Excellent	Custom	Average	Below Avg.	Minimum
Wood Frame	$10.30	$7.85	$5.00	$3.30	$3.00
Metal Frame	$21.00	$16.00	$7.50	$5.00	$3.50

For Hoop construction deduct 30%.

Size Factor:	<5,000 Sq Ft = 120%
	5,000 - 20,000 Sq Ft = 100%
	20,001 - 50,000 Sq Ft = 85%
	50,001 – Up = 60%

Excellent:	Best frame; sandwich panels; venting; concrete floors; drains; good electrical and plumbing
Custom:	Heavy frame; sandwich panels or tempered glass; venting; concrete walks; adequate electrical and plumbing
Average:	Good frame; glass or fiberglass; gravel and some concrete; adequate electrical; hose bibs
Below Average:	Metal or wood frame; polyethylene arched roof; dirt floor; minimum electrical and plumbing
Minimum:	Light post or tubular frame; polyethylene arched roof; dirt floor; no electrical and hose bib

13 GREENHOUSES RESIDENTIAL (5% Depreciation)

	Cost Range/Sq Ft	
Low	$8.35	$16.75
Average	$15.90	$26.15
High	$24.85	$58.75

65 GUARD HOUSE (3% Depreciation) (Per Square Ft)

	Good	Average	Below Avg.
<20 Sq Ft	$230	$210	$150
20 - 50 Sq Ft	$170	$155	$110
50 - 100 Sq Ft	$140	$125	$85
100 - 200 Sq Ft	$100	$90	$60
> 200 Sq Ft	$70	$60	$43

84 HANGER (3% Depreciation)

	Cost Range/Sq ft	
Low	$15.00	$19.75
Average	$38.00	$45.00
High	$50.00	$100.00

27 HOG PARLORS (5% Depreciation)

Hog Sheds	Cost Range/Sq ft	
Low	$4.45	$6.05
Average	$6.05	$9.25
High	$9.25	$15.65

Hog Barns	Cost Range/Sq ft	
Low	$6.30	$9.15
Average	$9.15	$17.75
High	$17.75	$28.20

B1 KENNEL BUILDINGS (5% Depreciation)

AA	A	B	C	D	E
Excellent	Custom	Above Avg	Average	Below Avg	Minimum
$135	$92	$69	$49	$34	$20

E2 LOUNGE BARN (3% Depreciation)

	Custom	Average	Below Avg
Frame	$17.00	$12.50	$9.00
Pole	$14.50	$10.50	$7.80
Metal	$16.50	$12.00	$9.00

Add for Concrete Floor - $1.75

82 **MILK BARN** (3% Depreciation) **

	Custom	Average	Below Avg
Masonry	$41.00	$31.00	$23.50
Frame	$37.00	$26.00	$19.00
Pole	$33.00	$24.00	$17.50
Metal	$36.50	$26.50	$19.50

****Size Factor to be used on Hog Parlors and Dairy Barns:**

Size Factor:	<5,000	Sq Ft - 100%
	5,000 – 15,000	Sq Ft - 90%
	15,001 – Up	Sq Ft - 78%

D8 **MOBILE HOME SITE** - $6,500 (0% Depreciation)

15, M1, M2, M3 **MOBILE HOME PARKS** (0% Depreciation)

Class 1	$2,000 - $2,500 per space
Class 2	$3,000 - $4,500 per space
Class 3	$3,900 - $6,500 per space
Class 4	$6,300 - $8,100 per space
Class 5	$9,050 - $15,000 per space

16 **MOBILE HOME ADDITIONS** (3% Depreciation)

Excellent	$63.00 Sq Ft
Custom	$54.60 Sq Ft
Above Average	$46.20 Sq Ft
Average	$42.00 Sq Ft
Below Average	$37.80 Sq Ft
Minimum	$31.50 Sq Ft

OK1 **OUTDOOR KITCHEN** (30 Year Life Expectancy)

Minimal	$500 - $1,200
Average	$1,200 - $5,000
Good	$5,000 - $10,000
Excellent	$10,000 - $50,000

52 **PARKING DECK** (Per Space) (2% Depreciation)

	Cost Range/Sq ft
Fireproof Steel	$9,250 - $15,000
Reinforced Concrete	$7,000 - $11,250
Steel Frame	$6,000 - $7,000

PP1 **PARKING PAD** (50 Year Life Expectancy)

$4.00 per square foot-concrete
$5.00 if colored
$7.00 if cut or stamped
$15.00 for pavers/stone

04 **PATIOS** (3% Depreciation)**, 87 TERRACE** (2% Depreciation)

	<500 Sq Ft	500 – 1000 Sq Ft	> 1000 Sq Ft
Concrete 4"	$4.30	$3.85	$3.45
Add or subtract per inch of depth	$0.38	$0.34	$0.30
Add for: Stamped Finish	$6.00	$5.40	$4.80
Color	$0.80	$0.72	$0.65
Epoxy with stone/shell	$4.35	$3.90	$3.50
Brick Flat on Concrete*	$9.90	$8.90	$7.90
On Edge	$16.00	$14.40	$12.80
Stone on Concrete*	$13.50	$12.10	$10.80
Tile on Concrete*	$10.60	$9.50	$8.50
*Deduct for Sand Base	$3.00	$2.70	$2.40
Open Blocks on Grass or Sand	$5.90	$5.30	$4.70
Add for Roofs Fair	$6.50	$5.85	$5.20
Average	$12.00	$10.80	$9.60
Good	$24.00	$21.60	$19.20

Add for lighting $65.00 per fixture.
Add fences and walls from the schedules in this chapter.

09 **PAVING - ASPHALT** (Per Square Foot) (3% Depreciation)

Parking Lots:

Lightweight	
Under 10,000 Square Feet	$3.50
10,000 to 100,000 Square Feet	$2.65
Over 100,000 Square Feet	$1.80

Medium	
Under 10,000 Square Feet	$4.75
10,000 to 100,000 Square Feet	$3.50
Over 100,000 Square Feet	$2.50

Heavy	
Under 10,000 Square Feet	$6.30
10,000 to 100,000 Square Feet	$4.60
Over 100,000 Square Feet	$3.00

Add $ .22 per square foot for curbing.

10 **PAVING - CONCRETE** (Per Square Foot) (30 Year Life Expectancy)

Sidewalks $3.60

	4"	6"	4 " Reinforced	6" Reinforced
Under 5,000 Square Feet	$5.80	$8.70	$8.00	$10.00
5,000 to 100,000 Square Feet	$4.60	$7.00	$6.40	$8.00
Over 100,000 Square Feet	$3.20	$5.00	$4.40	$6.40

Add $ .22 per Square for Curbing
Add for Stamped Surface $4.00, Color $.75, Epoxy w/stone or shell $3.60

E9 **PAVILION** (30 Year Life Expectancy)

	Square Ft.	Excellent	Custom	Above Avg	Average	Below Avg	Minimum
Masonry	< 500	$60.00	$34.00	$27.00	$19.50	$15.00	$12.00
	500-800	$35.00	$29.00	$23.00	$17.50	$13.00	$10.00
	> 1000	$30.00	$25.00	$20.00	$15.00	$11.00	$9.00
Frame	< 500	$60.00	$54.50	$48.00	$40.00	$28.50	$9.75
	500-800	$55.00	$48.50	$42.00	$36.00	$26.00	$8.50
	> 1000	$48.00	$42.00	$36.50	$28.00	$18.75	$7.80
Metal (Heavy)							
	< 500	$18.75	$12.25	$11.00	$8.50		
	500-800	$17.00	$11.00	$9.75	$7.00		
	> 1000	$15.00	$9.75	$9.00	$6.50		
Metal (Light)		$6.50 (con)	$6.00 (asp)	$3.00 (no floor)			
Pole	<500				$9.75		
	500-800				$8.50		
	>1000				$7.50		

11 **PORCH**

***** Use same chart as deck, add 50% for covered and 75% for enclosed.

26/29 **POULTRY HOUSE** (4% Depreciation)

	Breeder Hens/Pullet/Layer				Broiler	
QUALITY	**AA**	**A**	**B**	**C**	**D**	**E**
Code	Above Avg.	Average	Below Avg.	Above Avg.	Average	Below Avg.
26(DK)	$7.60	$6.90	$6.20	$5.00	$4.50	$4.00
29	$12.50	$10.50	$8.50	$7.00	$6.00	$5.00

Add to the Original % Condition for concrete floor: + 40%
Add to the Original % Condition for asphalt floor: + 20%
Slats and Curtains included

78 **TRAIN OR TRUCK WELL** (5% Depreciation) $8.60

47 & 69 PREFAB METAL UTILITY BUILDINGS (47 - 3% Depreciation; 69 – 5% Depreciation)

	Square Foot	Custom	Average	Below Avg.
69 Vertical Wall	<5,000	$19.80	$15.40	$12.10
	5,000 – 15,000	$18.00	$14.00	$11.00
	>15,000	$15.30	$12.00	$9.30
69 Leaning Wall	<5,000	$17.50	$13.75	$11.25
	5,000 – 15,000	$16.00	$12.50	$10.25
	>15,000	$13.50	$10.50	$8.75
47 Quonset	<5,000	$25.00	$13.00	
	5,000 – 15,000	$12.00	$9.50	
	>15,000	$9.00	$6.00	

Deduct for No Floor - $1.75 per square foot
Deduct for Lack of Lighting - $1.30 per square foot
Add for Insulation - $1.30 per square foot
Add for Sprinklers - $1.25 per square foot
Add for Overhead Doors, if more than 2 doors - $1,150.00 per door
Add for Heat -$1.75 per square foot

Custom – The structure is built with above average materials, partitions, plumbing and electrical.
Average – The structure is built with average materials, partitions, plumbing and electrical.
Below Average– The structure is built with below average materials, patricians, plumbing and electrical.

B5 **RUNWAY** (Per Square Foot) (2% Depreciation)

Lightweight	
Under 10,000 Square Feet	$1.78
10,000 to 100,000 Square Feet	$1.62
Over 100,000 Square Feet	$1.46
Medium	
Under 10,000 Square Feet	$2.75
10,000 to 100,000 Square Feet	$2.50
Over 100,000 Square Feet	$2.25
Heavy	
Under 10,000 Square Feet	$4.00
10,000 to 100,000 Square Feet	$3.38
Over 100,000 Square Feet	$3.04

24 **SHED** (30 Year Life Expectancy) (One open side, dirt floor)

	Sq Ft	Custom	Average	Below Avg.
Concrete Block	<5,000	$20.00	$9.90	$8.80
	5,000 - 15,000	$10.00	$9.00	$8.00
	>15,000	$8.50	$7.65	$6.80
Frame	<5,000	$7.00	$6.25	$5.60
	5,000 - 15,000	$6.35	$5.70	$5.10
	>15,000	$5.40	$4.85	$4.30
Pole	<5,000	$5.10	$4.50	$4.10
	5,000 - 15,000	$4.60	$4.15	$3.70
	>15,000	$3.90	$3.50	$2.00
Metal	<5,000	$6.70	$6.05	$5.40
	5,000 - 15,000	$6.10	$5.50	$4.90
	>15,000	$5.20	$4.70	$4.20

Add for Concrete Floor - $1.75 Add for Electrical - $1.30 Add for Plumbing - $1.30

Custom – The structure is built with above average materials, partitions, plumbing and electrical.
Average – The structure is built with average materials, partitions, plumbing and electrical.
Below Average – The structure is built with below average materials, partitions, plumbing and electrical.

97 **SHELTER** (3% Depreciation) (No Walls)

	Sq Ft	Custom	Average	Below Avg.
Frame	<5,000	$5.40	$3.85	$3.00
	5,000 – 15,000	$4.90	$3.50	$2.70
	>15,000	$4.20	$3.00	$2.30
Pole	<5,000	$4.10	$3.00	$2.40
	5,000 – 15,000	$3.70	$2.75	$2.15
	>15,000	$3.15	$2.30	$1.80
Metal	<5,000	$7.00	$5.00	$3.60
	5,000 – 15,000	$6.40	$4.50	$3.25
	>15,000	$5.40	$3.80	$2.75

Add for Concrete Floor - $1.75 Add for Electrical - $1.30 Add for Plumbing - $1.30

Custom – The structure is built with above average materials, partitions, plumbing and electrical.
Average – The structure is built with average materials, partitions, plumbing and electrical.
Below Average– The structure is built with below average materials, partitions, plumbing and electrical.

28 SILOS - Farm

Upright (5% Depreciation)

Harvester: DIA X HEIGHT X $84.00 Concrete Stave: DIA X HEIGHT X $29.00

Slurry Storage same as above
Price includes un-loaders – Note: Some of the Harvesters are no longer in use due to the expense replacing the un-loaders, these units will need functional obsolescence added – 30% Original Percent Condition.

Trench (5% Depreciation)

Concrete Floor:	$5.40 per square foot
Concrete Floor and walls:	$8.12 per square foot
Dirt Floor and Walls:	$1.50 per square foot
Block or Wood Walls & Concrete Floor:	$6.85 per square foot.

42 SPRINKLERS (Per Square Foot) (2% Depreciation)

Commercial and Industrial	Finished Ceiling		Unfinished Ceiling	
	Wet	Dry	Wet	Dry
10,000 or Less	$2.53	$3.21	$2.20	$2.92
10,000 to 20,000	$2.23	$2.80	$1.94	$2.55
20,000 to 50,000	$1.93	$2.40	$1.69	$2.18
50,000 to 100.000	$1.65	$2.01	$1.44	$1.83
100,000 and Up	$1.37	$1.63	$1.19	$1.49

99 STABLES (30 Year Life Expectancy)

Large commercial stables should be sketched and priced on the property record card. All other stables may be priced from this schedule.

	Square Footage	Excellent	Custom	Ab Avg	Average	Bl Avg	Minimum
Masonry	< 5,000	$ 94.00	$54.00	$37.00	$26.00	$18.75	
	5001 – 15,000	$ 85.00	$49.00	$34.00	$24.00	$17.00	
	15,001 & Up	$ 72.00	$42.00	$29.00	$20.00	$14.50	
Frame	< 5,000	$ 91.00	$52.00	$33.00	$21.00	$13.75	
	5001 – 15,000	$ 83.00	$47.00	$30.00	$19.00	$12.50	
	15,001 & Up	$ 71.00	$40.00	$25.50	$16.00	$10.60	
Pole	< 5,000		$46.00	$30.00	$19.25	$12.50	$10.00
	5001 – 15,000		$42.00	$27.00	$17.50	$11.25	$9.00
	15,001 & Up		$36.00	$23.00	$15.00	$9.50	$7.50
Metal	< 5,000		$50.00	$32.00	$21.00	$13.50	
	5001 – 15,000		$45.00	$29.00	$19.00	$12.25	
	15,001 & Up		$38.00	$25.00	$16.00	$10.40	

Add for Upper Story - 70%
Add for ½ stories - 35%
Add for Sheds: Good $.75, Average $.45, Fair $.20 (per square foot)

Excellent: Custom masonry veneer siding; trim and roof; insulated; custom finish in stalls, lounge, and restrooms; high level electrical and plumbing with dressing rooms.
Custom: Good siding; trim and roof; insulated; good finish in stalls, lounge, and restrooms; high level electrical and plumbing with dressing rooms.
Above Average: Very good siding and roofing, some windows, good quality stall and tack room finish, good electrical, plumbing with restroom
Average: Good siding and roofing, some concrete floors, wainscot stalls, adequate electrical and plumbing.
Below Average: Low cost siding, post and beam construction, dirt floors, open stalls, little or no electrical and plumbing.
Minimum: Low cost siding, pole construction, shed roof, dirt floors, open stalls, little or no electrical and plumbing.

56 **Bulk Storage** (3% Depreciation) Price/Gallon

Gallons	Horizontal	Vertical
1,000	$2.44	$3.60
2,000	$1.53	$2.26
3,000	$1.27	$1.81
4,000	$1.11	$1.55
5,000	$1.03	$1.39
6,000	$0.96	$1.31
7,500	$0.93	$1.19
10,000	$0.88	$1.10
12,500	$0.84	$1.06
15,000	$0.81	$0.98
20,000	$0.79	$0.97
30,000	$0.75	$0.92
40,000	N/A	$0.90
50,000	N/A	$0.87
60,000	N/A	$0.81

Welded Steel Pressure Tanks (Personal Property)

35 **Welded Steel Water Tanks** (3% Depreciation)

Gallons	Price/Gallon
10,000	$2.44
20,000	$1.95
30,000	$1.71
50,000	$1.40
75,000	$1.22
100,000	$1.11
125,000	$0.96
150,000	$0.86
200,000	$0.73
250,000	$0.66
300,000	$0.61
400,000	$0.60
500,000	$0.54
750,000	$0.46
1,000,000	$0.40
2,000,000	$0.34

36 **Welded Steel Tanks - Fuel** (2% Depreciation)

Barrels	Price/Barrel	Barrels	Price/Barrel
2,000	$39.48	75,000	$8.24
3,000	$29.69	100,000	$7.95
4,000	$25.26	125,000	$7.73
5,000	$22.33	150,000	$7.55
7,500	$17.26	200,000	$6.91
10,000	$15.95	250,000	$6.32
15,000	$13.36	300,000	$6.18
20,000	$11.83	350,000	$5.88
30,000	$11.06	400,000	$6.12
50,000	$8.84	500,000	$5.83

Add $1,400 Per Foot of Diameter for floating roof or double deck roof. Price includes distribution system, foundation, and cone roof.

37 Elevated Steel Tanks (3% Depreciation)

	Tower Height			
Gallons	50'	75'	100'	150'
25,000	$6.80	$7.56	$8.76	$11.36
50,000	$3.65	$4.57	$4.62	$5.98
75,000	$2.90	$3.22	$3.61	$4.47
100,000	$2.36	$2.59	$2.90	$3.56
150,000	$1.93	$2.11	$2.31	$2.76
200,000	$1.92	$2.10	$2.26	$2.58
300,000	$1.61	$1.76	$1.88	$2.10
400,000	$1.42	$1.55	$1.63	$1.80
500,000	$1.27	$1.47	$1.49	$1.75
750,000	$1.11	$1.28	$1.30	$1.47
1,000,000	$1.05	$1.13	$1.24	$1.39
1,500,000	$1.04	$1.05	$1.22	$1.30
2,000,000	$1.00	$1.01	$1.17	$1.26

B6 SHOP BUILDINGS (3% Depreciation)

	Square Feet	Custom	Average	Below Avg.
Masonry	< 2,000	$25.00	$19.00	$13.00
	2001 - 10,000	$21.00	$16.00	$11.00
	10,001 & Up	$17.50	$13.50	$9.50
Frame	< 2,000	$20.00	$14.00	$10.00
	2001 – 10,000	$17.00	$12.00	$8.50
	10,001 & Up	$14.50	$10.00	$7.25
Pole	< 2,000	$18.00	$12.50	$9.00
	2001 - 10,000	$15.00	$10.50	$7.50
	10,001 & Up	$12.75	$8.90	$6.50
Metal	< 2,000	$19.50	$13.50	$10.00
	2001 – 10,000	$16.50	$11.50	$8.50
	10,001 & Up	$14.00	$9.75	$7.25

Add for Upper Story - 70% Add for ½ upper story - 35%
Add for Sheds: Good $.75, Average $.45, Fair $.20 (per square foot)

01 STORAGE (30-year life expectancy)

Detached storage buildings that are built to the exact specifications of the dwelling should be sketched on the property record card as an auxiliary area. All other storage buildings may be priced from this schedule using the same quality judgment used to rate dwellings.

	Sq Ft	Excellent	Custom	Above Avg	Average	Below Avg	Minimum
Masonry	<500	$62.00	$52.00	$41.00	$30.00	$23.00	$18.00
	500-800	$54.00	$45.00	$36.00	$27.00	$20.00	$16.00
	>1000	$47.00	$39.00	$31.00	$23.00	$17.00	$14.00
Masonry	<500	$59.00	$50.00	$39.00	$29.00	$22.00	$17.00
Veneer	500-800	$53.00	$44.00	$35.00	$26.00	$19.00	$15.00
	>1000	$47.00	$40.00	$31.00	$23.00	$17.00	$14.00
Frame	<500	$51.00	$44.00	$34.00	$25.00	$19.00	$15.00
	500-800	$46.00	$39.00	$31.00	$22.00	$17.00	$13.00
	>1000	$41.00	$34.00	$27.00	$20.00	$15.00	$12.00
Metal	<500			$29.00	$19.00	$17.00	$13.00
	500-800			$26.00	$17.00	$15.00	$11.00
	>1000			$23.00	$15.00	$14.00	$10.00
Low Cost	<500					$9.00	$6.50
Metal/Vinyl	500-800					$7.50	$5.50
	>1000					$6.75	$4.75
Pole	<500						$15.00
	500-800						$13.00
	>1000						$12.00

Add 25% for finished interior
Add for Upper Story - 70%
Add for ½ stories - 35%

07, 08 SWIMMING POOLS (POOL) (07 – 30 Year Life Expectancy; 08 – 3% Depreciation)

Note: Price includes Ladder, Filter and Max Depth 6 - 9 Ft.

Residential

	07 Concrete/Granite		08 Vinyl		08 Fiberglass	
Area	Oval	Irregular/Rectangle	Oval	Irregular/Rectangle	Oval	Irregular/Rectangle
300	$55.00	$61.00	$46.00	$52.00	$50.60	$57.20
450	$45.30	$49.10	$34.00	$38.40	$37.40	$42.25
525	$41.10	$47.80	$32.00	$36.10	$34.10	$38.50
650	$36.90	$42.30	$28.15	$31.80	$31.00	$35.00
800	$34.10	$37.30	$25.10	$28.30	$27.60	$31.20
1000	$30.50	$34.60	$23.50	$26.50	$25.80	$29.20

Custom free-form pools add 50% to 100%.

Commercial - Poured Concrete Pools

1,000 - 4,000 Sq Ft	$61.00
4,001 - 8,000 Sq Ft	$57.00
8,001 - Up Sq Ft	$52.00

89 Concrete Apron (5% Depreciation): $3.10 Per Square Foot Add for; Stamped Surface $3.90, Color $.75, Epoxy w/stone or shell $3.50
F7 Vinyl Pools above Ground (5% Depreciation): $5.00 to $15.00 per Square Foot
Wading Pools: $26.00 per square foot
Add for Tiling: $10.00 per square foot
All other features may be priced from Marshall Swift Pricing Service

12 TENNIS COURTS (Per Court) (5% Depreciation)

	Low	Average	High
Asphalt	$18,420	$24,210	$30,000
Concrete	$22,200	$27,630	$33,060
Clay	$17,580	$21,990	$26,400

Add for cushioned layer - $2.00/SF
Add lighting and fencing separately
Note: Deduct 5% For More Than 2 Courts.

T6 TROUT RUNS/T5 TROUT FARMS (5% Depreciation)

	Cost Range/Sq ft	
Low	$10.02	$21.60
Average	$19.08	$16.68
High	$29.82	$50.40

V1 VACUUM CAR/WASH (3% Depreciation)

Low: $750.00 Average: $2,000.00 High: $4,5000

33, 34 VAULT (Per Square Foot) (2% Depreciation)

Movable vaults are to be listed as personal property. If vaults are constructed in a building type that does not normally have them, add them from this schedule. Vaults located in banks are priced in the base price of the building and are not to be listed separately.

	Custom	Average	Below Avg
33 Money Vault	$200	$160	$120
34 Record Vault	$68	$60	$50

WALLS

Retaining walls are typically built to correct topographical problems with the lot, therefore they are a land feature and priced with the lot price. All other walls may be priced from the following schedules.

58 WALL - BLOCK (Per Lineal Foot) (5% Depreciation)

Four Inch:	Height x $6.75
Six Inch:	Height x $7.80
Eight Inch:	Height x $8.30
Add for Brick Facing	Height x $6.00
Add for Stucco	Height x $1.95
Add for Split Face Block	Height x $1.15

57 WALL - BRICK (Per Lineal Foot) (5% Depreciation)

Eight Inch:	Height x $14.95
Twelve Inch:	Height x $18.90

F2 WALL – STONE (50 Year Life Expectancy)

Length x Width x Height x $28.00

SEPTIC TANK

	Cost Range/Sq ft	
Low	$500	$1,000
Average	$1,000	$4,000
High	$3,600	$10,000

T8 WATERFALLS/LANDSCAPE PONDS (3% Depreciation)

	Low	Average	High
Complete per square foot of face surface	$25.00	$150.00	$500.00

44 YARD LIGHTS (3% Depreciation)

Residential: $425.00 (stone pillar or light post)

Commercial

Minimum:	$1,200.00 (wood pole, 1-2 lights, aerial wiring, >12')
Below Avg:	$2,000.00 (wood/light metal pole, 1-2 lights, underground/aerial wiring, <18')
Average:	$2,800.00 (wood/metal/fiberglass pole, 1-2 lights, underground wiring, 18')
Abv Avg:	$3,600.00 (metal/fiberglass pole, 2 or more lights, underground wiring, >18')
Custom:	$4,400.00 (heavy metal pole, more than 2 lights, underground wiring, 30')

The following is a list of items that are classified as personal property and should be listed on the business or personal property listing form. This list is to be used as a guide. If an item does not appear on this list it does not mean that the item is excluded from taxation. Items not named in this list must be classified using normal procedures.

Air conditioning – process related, window unit
Airplanes
Alarm systems (security or fire) & wiring
Appliances – List only refrigerators & washer/dryers in apartment properties. List all appliances in all other commercial types of property.
Asphalt plants
ATM – All equipment & freestanding booths
Auto exhaust systems for equipment
Awnings
Balers (paper, cardboard, etc.)
Bank teller counters – (service area and related)
Bank teller lockers – moveable or built in
Bar and bar equipment – moveable or built-in
Billboards
Boats and motors – all
Boiler – primarily for process
Bowling alley – lanes and equipment
Broadcasting equipment
CIP Equipment
Cable TV distribution systems
Cable TV equipment and wiring
Cable TV subscriber connections
Camera equipment
Canopies – that service equipment
Car wash – all equipment, filers, tank
Catwalks for machinery & equipment
Cellular site improvements
Cement plants
Chairs
Closed circuit TV
Cold storage – equipment/rooms/partitions
Compressed air or gas system (other than building heat)
Computer room A/C
Computer room raised floor
Computerized scanning equipment
Computers and data lines
Concrete plants
Construction and grading equipment
Control systems – building and equipment
Conveyor & material handling systems
Coolers – walk-in or self-standing
Cooling towers – primary use in manufacturing
Counters / reception desks – moveable or built-in
Cranes and crane ways
Data processing equipment
Deli equipment
Desks
Diagnostic center equipment – moveable or built-in
Display cases – moveable or built-in
Playground equipment
Pneumatic tube system
Dock levelers
Drapes, curtains, blinds, etc.
Drying systems – process or product
Dumpsters
Dust catchers, control systems, etc.
Electrical service to equipment
Electronic control systems
Equipment - production
Expensed items
Farm equipment – used for production of income
Freezers – walk-in or self-standing
Fencing - inside
Flagpole
Floor finishes – process related
Foundations for machinery and equipment
Freight charges
Fuels – not for sale (list as supplies)
Furniture and fixtures
Grain hopper
Greenhouse benches, heating systems, etc.
Hoppers – metal bin type
Hospital systems, equipment, and piping
Hot air balloons
Hotel/Motel televisions and wiring
Humidifiers - process
Incinerators – equipment and/or moveable
Industrial piping - process
Installation cost
Irrigation equipment
Kiln heating system
Kilns – metal tunnel or moveable
Laboratory equipment
Lifts – other than elevator
Lighting
Machinery & equipment
Medical supplies
Milk handling – milking, cooling, piping
Mirror (other than bathroom)
Monitoring systems – building or equipment
Newspaper stands
Night depository
Office equipment
Office supplies (list as supplies)
Oil company equipment – pumps, supplies
Ovens – processing/manufacturing
Overhead conveyor system
Package and labeling equipment
Paging system
Paint spray booths
Partitions - moveable

Portable generator (emergency)
Power transformers - equipment
Public address systems (intercom, music)
Refrigerators
Refrigeration systems (compressors, etc.)
Repairs – equipment (capitalized)
Restaurant furniture (including attached to floor)
Restaurant / kitchen – equipment vent hoods
Returnable containers
Room dividers/partitions – moveable
Room's self-contained or special purpose
Safe – wall or self-standing
Sales/Use tax
Satellite dishes (all wiring & installation)
Scales
Security systems
Service station equipment – pumps, tanks
Shelving
Signs – all types including attached to building
Sinks – specialty/restaurant
Software – capitalized
Sound system & projection equipment
Spare parts – list as supplies
Speakers – built-in or freestanding
Spray booths
Sprinkler system – attached to product storage
Supplies (office & other)
Tanks – all above and below ground (except elevated water and petroleum farms)
Telephone systems & wiring
Theater screens – indoor
Theater seats
Tooling, dies, molds
Towers – microwave, equipment, wiring
Towers – TV, radio, CATV, two-way radio
Transportation cost
Upgrades to equipment
Vacuum system – process
Vault units
Vault doors, inner gates, vents & equipment
Vending Machines
Vent fans
Ventilation systems 0 needed for manufacture
Video tapes / movies / reel movies
Walls – partitions, moveable
Water coolers
Water lines – for process above or below ground
Water tanks & systems – not listed as real estate
Whirlpool / Jacuzzi / hot tubs
Wiring – power wiring for machinery & equipment

****Note:** Malls, Shopping Centers and other income producing properties that are leased as white boxes are priced on the real property card as minimal interior finish. In the case of an enclosed mall, such as Concord Mills Mall or Carolina Mall, the interior finish on the property record card reflects the finish of the common area as the base rate and is derived by calculating the stores as white boxes (concrete floors, drywall, no ceiling, heat/ac, and some electrical). All leasehold improvements to the real property are to be listed on the business listing form by year of acquisition at 100% of the cost by the lessee as personal property or leasehold improvements to real property to be taxed as personal property. These include fixtures, attached to real property/white box improvements that are generally acquired or installed by the tenant, and may be financed through allowances by the Lessor. These assets will be valued by the County Tax Administrator's Office.

THE APPEALS PROCESS

Transylvania County Assessor Informal Review

Taxpayers wishing to request an informal review of their value must complete the Informal Review Form in its entirety and return it to the Tax Administration Office within **30 days of the date of the notice**. Any form post marked the 31st day will be accepted as timely filed. If a postmark cannot be read or is not present the form will be considered received on the date of arrival in our office. Once a taxpayer files an Informal Review Form one of our appraisers will review the value and send the taxpayer a new notice. Taxpayers receiving a second notice and still do not agree with the assessed value may file an appeal to the Board of Equalization and Review.

Transylvania County Board of Equalization and Review

These appeals may be filed any time prior to the adjournment of the Board of Equalization and Review. Adjournment date of the Board of Equalization and Review will be advertised in the local newspaper. Anyone that requests to appeal to the Board may obtain an Application for Hearing from the Tax Administrator's Office. The form must be filled out in its entirety and returned to the Tax Administrator's Office. The taxpayer will be notified of the date and time of the hearing. At the hearing, the taxpayer will be able to present their evidence and testimony to the Board. A County Appraiser will present the county's evidence. Within 30 days after the Boards adjournment, the taxpayer will receive a Notice of Decision from the Board indicating the Board's decision. The taxpayer has 30 days from the date of the Notice of the Board of Equalization and Review's decision to file an appeal with the N.C. Property Tax Commission.

North Carolina Property Tax Commission (PTC)

These appeals must be filed within 30 days of the date of the Notice of Decision from the Transylvania County Board of Equalization and Review. These appeals are typically heard in Raleigh. The PTC is made up of 5 members appointed by the Governor and the Legislature. An individual taxpayer may present evidence to the PTC without the assistance of an attorney. Non-individual owners must have an attorney represent them. These appeals may take months or years to schedule and hear. Prior to the hearing, representatives of the Department of Revenue will meet with the County and the taxpayer to review the merits of the case and resolve them when possible. The taxpayer or the County may appeal the decision of the PTC to the Court of Appeals.

North Carolina Court of Appeals

The Court of Appeals hears appeals from the Property Tax Commission. The taxpayer or the County may appeal the decision of the Court of Appeals to the N.C. Supreme Court.

North Carolina Supreme Court

The N.C. Supreme Court hears appeals from the Court of Appeals. There are no appeals of the decision of the Supreme Court.

APPENDIX

DEFINITIONS

FOUNDATIONS

CONTINUOUS FOOTING - A concrete footing poured continuously around the perimeter foundation of a building. Used on buildings that has a crawl space or basement, used on manufactured homes that have masonry under pinning.

EARTH - No concrete footings (Used on buildings constructed with dirt floors and 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 and industrial buildings with special foundation requirements.

SPREAD FOOTING - Commercial type footing used with concrete slab floor system.

MOUNTAIN FOUNDATION – Used primarily on residential construction when the foundation is 10-15 feet out of the ground.

EXTREME MOUNTAIN FOUNDATION – Used primarily on residential construction when the foundation is more than 15 feet out of the ground.

SUBFLOOR SYSTEM

NONE - No floor system-Used on buildings with dirt or gravel floors

PLATFORM HEIGHT - A pre-cast deck with pre-cast or steel joist elevated to a loading dock height.

PLYWOOD - Plywood sheathing on joist.

SLAB ABOVE GRADE - Concrete slab poured on a built-up surface above ground level.

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

STRUCTURAL SLAB - Reinforced slab made to support a high-rise building or certain industrial buildings of excessive weight or special requirements.

WOOD - Wood sheathing on joist.

EXTERIOR WALLS

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

ASBESTOS-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 - 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.

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

COMMON BRICK - Brick commonly used for construction purposes; primarily made for buildings and not specially treated for color. They are made from clay or a clay mixture molded into blocks, which are then hardened in the sun or baked in a kiln.

COMPOSITION OR WALL BOARD - Refers to composition siding, which comes in varied thickness and rolls, and is usually fastened over wood framing by nailing. These must be treated or painted to withstand weather. (Generally inexpensive construction)

CONCRETE OR CINDER BLOCK - The standard concrete or cinder block, which can range in size from 8 to 16 inches.

CORRUGATED ASBESTOS - Sometimes called by trade names such as "Transite", this is asbestos manufactured in corrugated sheets, which can be fastened to wood or metal framing.

CORRUGATED METAL (LIGHT) - inexpensive steel or galvanized siding with minimum thickness. This is usually manufactured in sheets, which can be fastened to wood or metal framing.

CORRUGATED METAL (HEAVY) - An expensive steel or galvanized siding generally used for commercial construction

FACE BRICK - The better quality of brick such as that used on exposed parts of a building and is usually color treated and finished.

FACE BLOCK - The better quality of block such as that used on exposed parts of a building and is usually color treated, textured and finished.

GLASS/THERMOPLANE - A glass sandwich designed for use on exterior walls (usually tinted, 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 - This refers to the common pre-finished metal walls used in warehouses, older mobile homes, commercial construction and other similar prefab metal walls.

PRECAST PANEL - A modular construction material usually with a washed pebble finish. Such panels are pre-cast and brought to the site to be erected or pored in place and tilted up. Normally used as the major exterior wall finish, it is most often found on commercial and industrial buildings.

PREFINISHED METAL - This refers to the enameled or anodized metal, which is commonly used on service stations, convenience stores and other metal, commercial structures.

REINFORCED CONCRETE - Concrete which has been reinforced with steel bars and pored in place as exterior walls.

SIDING MAXIMUM - A mixture of expensive siding or a siding put on in an unusual fashion.

CULTURED STONE – A manufactured stone made of a mixture of concrete and other materials.

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

STONE - Refers to various good stone or stone veneers.

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.

STUCCO SYNTHETIC - Exterior wall consisting of rigid insulation board, reinforcing mesh and synthetic plaster or stucco covering.

UTILITY BRICK - Utility brick or jumbo brick is normally a 4" brick wall backed with masonry or wood.

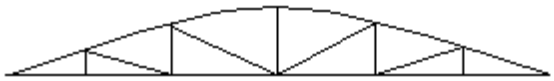
WOOD ON SHEATHING OR PLYWOOD - Wood is either lapped or 4 x 8 panels. Horizontal wood siding, which is normally lapped over the sheathing and painted, or a wood paneled (plywood) nailed to the sheathing.

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

ROOFING STRUCTURE

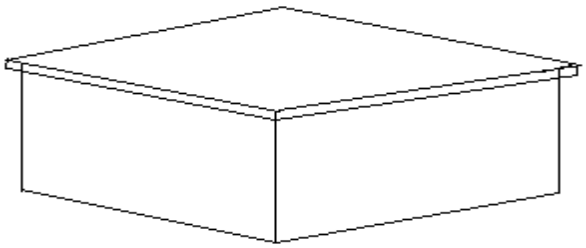
BOWSTRING TRUSS - A large curved truss common to airplane hangars and Quonset huts

BOWSTRING



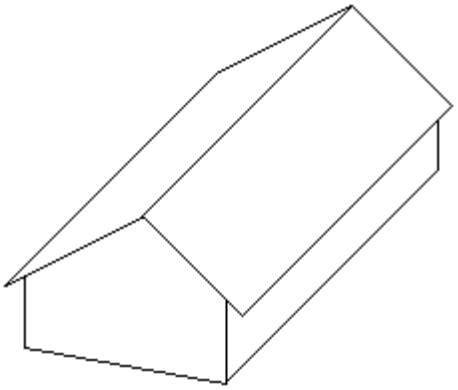
FLAT ROOF - A flat roof refers to a structural material, which spans a horizontal or nearly horizontal position from wall-to-wall or beam-to-beam.

FLAT



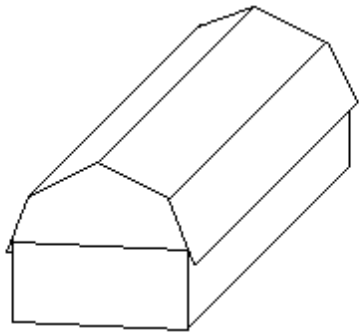
GABLE - A gable roof is pitched (pitch is the slope of the roof) in two directions.

GABLE



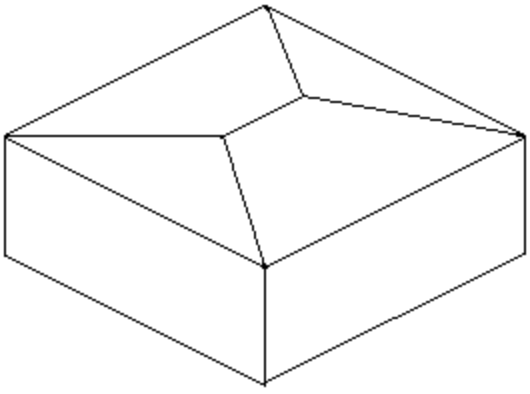
GAMBREL - A type of roof which has its slope broken by an obtuse angle so that the lower slope is steeper than the upper slope; a roof with two pitches such as is common on a barn.

GAMBREL



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

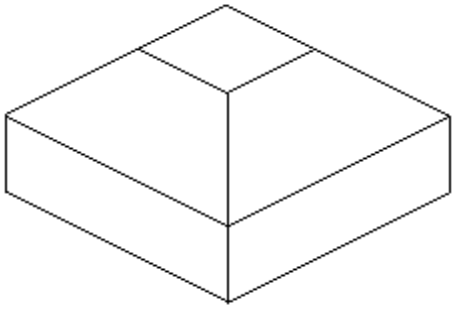
HIP



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

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

MANSARD



PRESTRESSED CONCRETE - Roofs 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.

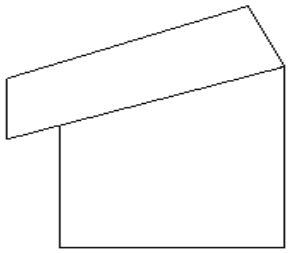
RIGID FRAME WITH BAR JOIST - Bar joists are fabricated steel open trusses, which have been set close together, and serve as roof beams or ceiling joists. The span of these is limited due to their lightness and depth. Bar joists limit roof shape to flat or shed and is to be used in place of flat or shed 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

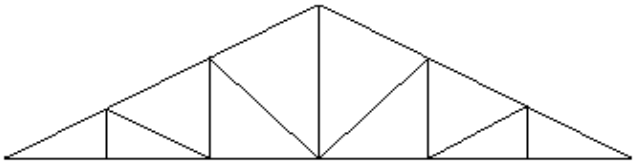
SHED ROOF - Similar to Flat roof except that it has a noted slope in one direction.

SHED



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 - Siding 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.

RUBBERIZED - All of the lines of rubber, composition or plastic roofing materials used on flat roof surfaces.

SLATE - Shingles made of slate fastened down to sheathing or strips.

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. Wood Wall is used for older painted board walls.

CUSTOM - Very high grade plywood veneers or solid hardwoods in tongue and groove, which are used as interior finish. (Very high-grade moldings, trims, doors or any combination, which creates an expensive interior finish)

INTERIOR FLOORING

ASPHALT TILE - This applies to the various composition 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 sub-flooring.

PARQUET - Refers to a wearing surface made up of small pieces of hardwood set in patterns or designs over sub-flooring. 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.

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 sub-flooring.

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 through out the structure. The unit uses water looped through the ground or well to extract heating or cooling.

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 - 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 - 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 - used on construction that is not 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 - used on construction that is average (as prevalent and general throughout the Transylvania 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.

AVERAGE (+) - blend of average and above average features.

ABOVE AVERAGE - used on construction 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 (+) - blend of above average and custom features.

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.

CUSTOM (+) - blend of custom and excellent features.

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.

EXCELLENT (+) - any home that would exceed excellent features.

DEPRECIATION

ACTUAL YEAR BUILT - The last two digits of the Actual Year Built

EFFECTIVE YEAR BUILT - To be used to adjust the age of an improvement when remodeling/renovations have taken place or to reflect a well maintained home with little deferred maintenance.

ECONOMIC OBSOLESCENCE - A percentage added to the normal depreciation to account for increased depreciation due to the impairment of desirability or useful life of the property from an external factor such as changes in the neighborhood.

FUNCTIONAL OBSOLESCENCE - A percentage to be added to the normal depreciation to account for increased depreciation due to the impairment of desirability or usefulness brought about by changes in design, art or construction techniques and including zoning over present use.

SPECIAL CONDITION CODE -
- UC - Under construction
- PD - Physically damaged
- AP - Abnormal Physical Depreciation
- TE - Temporary Economic
- RV - Residual Value

PERCENT CONDITION - The actual total percent condition of the improvement after depreciation reflected by one of the special condition codes. NOTE: To use the Percent Condition, one of the Special Condition Codes must be used. Also, care must be taken in the use of these codes, as they will override the depreciation developed from the normal depreciation, economic obsolescence and functional obsolescence.

SHAPE/DESIGN FACTOR

The most important factor when determining shape/design is the footprint or shape of the home. Houses with various turns and angles will be more costly to build than a home that is more rectangular or square. The foundation of a home typically makes up around 10 to 15 percent of the construction value. In addition to the footprint, variations in the roofline will also account for the shape/design factor.

SQUARE/RECTANGLE – The square code is seldom used except for poor quality homes. Rectangle is frequently used for homes with four corners.

SLIGHTLY IRREGULAR – Describes a home with more than four corners but only a small variation in the footprint.

MODERATELY IRREGULAR – Describes a home with at least two substantial variations in the footprint. Some angles may not be 90°. May also have numerous roofline changes.

IRREGULAR – Describes a home that has angles that are not 90°. There will be at least 3 or more substantial variations in the footprint. Could also have an abnormal roof structure.

VERY IRREGULAR – Describes a home with multiple angles that are not 90°. More than four variations in the footprint and could have a custom roof structure.

EXTREMELY IRREGULAR – Describes a home that does not conform to normal building standards. Multiple 90° angles and 5 or more variations in the footprint. Could have a custom roofing structure and abundant ornamentation.

BATHS OR RESTROOMS

NUMBER OF BATHROOMS - The total number of bathrooms in the building. A full bath consists of a bath or shower, bowl and basin. A half bath is any lesser combination having a bowl and one other feature.

NUMBER OF FIXTURES - Models 04, 05, 06, and 07 require that the total number of bathroom fixtures for the entire building be entered.

MISCELLANEOUS

NUMBER OF BEDROOMS - Check the appropriate number of bedrooms for single family homes.

NUMBER OF SINGLE FAMILY RESIDENTIAL STORIES - Check the appropriate number of stories for single family homes.

FIREPLACES –

01	None.
02	Prefab outlet and stack.
03	One story single stack with one outlet.
04	Two story single stack or a double fireplace outlet with a single story stack.
05	Two or more fireplaces.
06	Massive: A large hearth and stack with stone or brick usually wider than six feet.
07	Two or more massive fireplaces.

COMMERCIAL HEATING & AIR CONDITIONING

HEATING & AIR CONDITIONING PACKAGE - Provides for heating and cooling together. The distribution of the air is provided through ducts or conduit leading from the unit to the various parts of the building. The source of supply normally is a single reverse cycle unit.

HEATING & AIR CONDITIONING SPLIT - A system which provided for both the heating and cooling of the building. This distribution system includes ducts for distributing the air to the rooms. The source of supply is normally two separate units; one for heating and one for cooling.

NONE – Used for buildings with no heat or cooling systems or buildings that have heat only.

CONDO/COOP

FLOOR - The floor level the subject unit is on.

LOCATION - Use the following two digit codes:

CN: Corner, no view
CV: Corner, with view
NV: No corner, with view
NN: No corner, no view

NUMBER OF UNITS - The total number of units in the condominium or cooperative.

LAND TYPE - Use the following two digit codes:

	Urban	Suburban	Rural
Non waterfront	01	11	21
Canal Front	02	12	22
River Front	03	13	23
Lake Front	04	14	24
Bay Front	05	15	25
Gulf Front	06	16	26
Ocean Front	07	17	27

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

STRUCTURAL FRAME

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

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

PREFAB - Light-weight steel frame used only in low cost pre-manufactured buildings, Improvement Type 49.

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

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

STEEL - Structural frame of steel.

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

CEILING AND INSULATION QUALITY

CEILING INSULATED ONLY

1 Suspended Acoustical Ceilings
5 Non-suspended Ceilings
9 No finished Ceiling

WALLS INSULATED ONLY

2 Suspended Acoustical Ceilings
6 Non-suspended Ceilings
10 No Finished Ceiling

CEILING AND WALLS INSULATED

3 Suspended Acoustical Ceilings
7 Non-suspended Ceilings
11 No Finished Ceiling

CEILING AND INSULATION QUALITY, cont.

NO INSULATION

4 Suspended Acoustical Ceilings
8 Non-suspended Ceilings
12 No Finished Ceiling

AVERAGE NUMBER OF ROOMS PER FLOOR - For commercial buildings, determine the average number of rooms per floor. 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. The height of the base area only is to be recorded. Height is to be estimated from the floor to the bottom of the roof structure (usable height). If the building has multiple heights use the average height based on the percentage of square footage covered by each height.