

Reappraisal Plan
Tax Years 2015 & 2016

Approved by the Board of Directors

September 15, 2014

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Introduction

The Fort Bend Central Appraisal District (FBCAD) is responsible for listing and valuing all property within the district subject to ad valorem property tax assessment as of January 1st of each year. Generally accepted mass appraisal techniques are used by the district to estimate the market value of approximately 300,000 parcels that include residential, commercial real estate, agricultural lands, industrial properties, business personal property, and oil and gas mineral interests.

Generally Accepted Appraisal Techniques (GAAT) must comply with Uniform Standard of Professional Appraisal Practice (USPAP). The district's Computer Assisted Mass Appraisal (CAMA) system also necessitates data gathering, statistical analysis, and knowledge of property classifications within our appraisal system. In accordance with Section 6.03 of the Texas Property Tax Code Fort Bend Central Appraisal District is governed by a board of directors. The board elects yearly a chairman, a vice-chair, and a secretary. The board of directors hires the chief appraiser, approves the budget, and sets overall policy for the district.

The intent of revaluation is the equalization and uniformity of market values. General reappraisal is not an option; it is a requirement of the Texas Property Tax Code. A reappraisal plan is a road map for performing the District's work. It is also a communication tool that shows the appraisal district board of directors how the appraisal district staff plans to accomplish its appraisals. The board of directors requires the chief appraiser to submit the plan for approval; the board can direct the appraisal activities by amending the reappraisal plan as needed.

Area Economies

According to Woods and Poole Economics, Inc. Fort Bend County is ranked as 2nd in growth for all U.S. counties with more than 250,000 in population for the years 2003-2025. While the state of Texas grew at a rate of 7.9%, the U.S. Bureau of Census concluded that Fort Bend County grew at a rate of 23.4% in 2000 through 2004. That growth is predicted to continue.¹ Growth has been dynamic even with the down turn in the economy. The FBCAD has faced great challenges due to the growth and changes.

The Texas State Data Center estimates that the population could reach 770,060 by the year 2020. In other words, it took 160 years for Fort Bend to gain its first 350,000 residents; yet another 350,000 residents will be added within the next 20 years. The population increases daily with the construction of new homes and subdivisions.

In 2003 the district performed appraisals for 1 county, 16 cities, 2 community colleges, 5 emergency service districts, 5 fresh water supply districts, 13 levy districts, 93 municipal utility districts, 1 drainage district, 1 road district and 7 school districts for a total of 144 entities. The number of accounts was 225,837 with a total market value of \$27,471,507,556. The number of homestead exemptions on file was 98,011 with 11,997 over 65 exemptions and 1,463 disabled exemptions.

In 2014 the district performed appraisals for 1 county, 15 cities, 2 community colleges, 6 emergency service districts, 9 fresh water supply districts, 14 levy districts, 144 municipal utility districts, 2 drainage districts, 1 special district and 6 school districts for a total of 201 entities. The number of accounts was 322,876 with a total market value of \$59,263,922,895. The number of homestead exemptions on file was 148,036 with 26,311 over 65 exemptions, 2,807 disabled person exemptions, 2,032 disabled veteran exemptions, and 736 100% disabled veteran exemptions.

¹ * 2015 projected population by Fort Bend Economic Development Council

Section 1. Market Value Appraisal Required

The Fort Bend Central Appraisal District has prepared and published this reappraisal plan and appraisal report to provide the Property Tax Division of the Texas Comptroller of Public Accounts and the taxing jurisdictions in Fort Bend County, as well as our property owners and any interested person or organization, with a comprehensive description of the district's responsibilities and activities required by law.

Section 1.1 State Administration

The appraisal of property for property tax purposes is required by the Texas Constitution and statutory law. Art. VIII. Sec. 1.(b), Texas Const:

“All real and tangible personal property in this State, unless exempt as required or permitted by this Constitution, whether owned by natural persons or corporations, other than municipal, shall be taxed in proportion to its value, which shall be ascertained as may be provided by law.”

Sec. 26.02 Property Tax Code:

“The assessment of property for taxation on the basis of a percentage of its appraised value is prohibited. All property shall be assessed on the basis of 100 percent of its appraised value.”

Sec. 23.01 (a) Property Tax Code:

“Except as otherwise provided by this chapter, all taxable property is appraised at its market value as of January 1.”

Sec 5.10 (a) Property Tax Code:

“The comptroller shall conduct an annual study in each appraisal district”

Sec. 403.301, Government Code

“It is the policy of this state to ensure equity among taxpayers in the burden of school district taxes and among school districts in the distribution of state financial aid for public education. The purpose of this subchapter is to promote that policy by providing for uniformity in local property appraisal practices and procedures and in the determination of property values for schools in order to distribute state funding equitably.”

Sec. 403.302, Government Code

“(a) The comptroller shall conduct an annual study using comparable sales and generally accepted auditing and sampling techniques to determine the total taxable value of all property in each school district.”

“(b) In conducting the study, the comptroller shall determine the taxable value of property in each school district.”

Section 1.2 Local Administration

Sec. 6.01 Property Tax Code

- (a) An appraisal district is established in each county.
- (b) The district is responsible for appraising property in the district for ad valorem tax purposes of each taxing unit that imposes ad valorem taxes on property in the district.
- (c) An appraisal district is a political subdivision of the state.

Sec. 6.03 (a) Property Tax Code

- (a) The appraisal district is governed by a board of directors. Five directors are appointed by the taxing units that participate in the district as provided by this section. ...

Sec. 6.05 (c) Property Tax Code

- (c) The chief appraiser is the chief administrator of the appraisal office. ...

Sec. 6.05 (e) Property Tax Code

- (e) The chief appraiser may delegate authority to his employees.

Sec. 23.0101 Property Tax Code

In determining the market value of property, the chief appraiser shall consider the cost, income, and market data comparison methods of appraisal and use the most appropriate method.

Passage of S.B. 1652 amended the Property Tax Code to require a written biennial reappraisal plan.

Section 1.3 Tax Code Changes

The following detail the changes to the Property Tax Code:

Section 1.3.1 Market Data Comparison Method of Appraisal

Subsection (b-1), Section 23.013, Tax Code is added as follows:

- (b-1) Notwithstanding Subsection (b), for a residential property in a county with a population of more than 150,000, a sale is not considered to be a comparable sale unless the sale occurred within 36 months of the date as of which the market value of the subject property is to be determined, regardless of the number of comparable properties sold during that period.

Section 1.3.2 Reappraisal of Property Damaged in Disaster Area

Subsection (d), Section 23.02, Tax Code is amended as follows:

- d) If property damaged in a disaster is reappraised as provided by this section, the governing body shall provide for prorating the taxes on the property for the year in which the disaster occurred. If the taxes are prorated, taxes due on the property are determined as follows: the taxes on the property based on its value on January 1 of that year are multiplied by a fraction, the

denominator of which is 365 and the numerator of which is the number of days before the date the disaster occurred; the taxes on the property based on its reappraised value are multiplied by a fraction, the denominator of which is 365 and the numerator of which is the number of days, including the date the disaster occurred, remaining in the year; and the total of the two amounts is the amount of taxes on the property for the year.

Section 1.3.3 Property Used to Provide Affordable Housing

Subsection (e), Section 23.21, Tax Code is added as follows:

(e) In appraising real property that was previously owned by an organization that received an exemption for the property under Section 11.181(a) and that was sold to a low-income individual or family meeting income eligibility standards established by the organization under regulations or restrictions limiting to a percentage of the individual's or the family's income the amount that the individual or family was required to pay for purchasing the property, the chief appraiser shall take into account the extent to which that use and limitation and any resale restrictions or conditions applicable to the property established by the organization reduce the market value of the property.

Section 1.3.4 Limitation on Appraised Value of Residence Homestead

Subsection (g), Section 23.23, Tax Code is added as follows:

(g) In this subsection, "disaster recovery program" means the disaster recovery program administered by the General Land Office that is funded with community development block grant disaster recovery money authorized by the Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009 (Pub. L. No. 110-329) and the Consolidated and Further Continuing Appropriations Act, 2012 (Pub. L. No. 112-55). Notwithstanding Subsection (f)(2), and only to the extent necessary to satisfy the requirements of the disaster recovery program, a replacement structure described by that subdivision is not considered to be a new improvement if to satisfy the requirements of the disaster recovery program it was necessary that:

- (1) the square footage of the replacement structure exceed that of the replaced structure as that structure existed before the casualty or damage occurred; or
- (2) the exterior of the replacement structure be of higher quality construction and composition than that of the replaced structure.

Section 1.3.5 Solar Energy Property.

Section 23.26, Tax Code is added as follows:

(a) In this section, "solar energy property" means a "solar energy device" as defined by Section 11.27(c)(1) that is used for a commercial purpose, including a commercial storage device, power conditioning equipment, transfer equipment, and necessary parts for the device and equipment.

(b) This section applies only to solar energy property that is constructed or installed on or after January 1, 2014.

(c) The chief appraiser shall use the cost method of appraisal to determine the market value of solar energy property.

(d) To determine the market value of solar energy property using the cost method of appraisal, the chief appraiser shall:

(1) use cost data obtained from generally accepted sources;

(2) make any appropriate adjustment for physical, functional, or economic obsolescence and any other justifiable factor; and

(3) calculate the depreciated value of the property by using a useful life that does not exceed 10 years.

(e) The chief appraiser may not in any tax year determine the depreciated value under Subsection (d)(3) to be less than 20 percent of the value computed after making appropriate adjustments under Subsection (d)(2) to the value determined under Subsection (d)(1).

Section 1.3.6 Change of Use of Land

Subsection (q), Section 23.55, Tax Code is added as follows:

(q) The sanctions provided by Subsection (a) do not apply to land owned by an organization that qualifies as a school under Section 11.21(d) if the organization converts the land to a use for which the land is eligible for an exemption under Section 11.21 within five years.

Section 1.3.7 Assessment, Definitions

Subsection (6), Section 26.012, Tax Code is amended as follows:

(1) “Current total value” means the total taxable value of property listed on the appraisal roll for the current year, including all appraisal roll supplements and corrections as of the date of the calculation, less the taxable value of property exempted for the current tax year for the first time under Section 11.31 or 11.315, except that:

(A) the current total value for a school district excludes:

(i.) the total value of homesteads that qualify for a tax limitation as provided by Section 11.26; and

(ii.) new property value of property that is subject to an agreement entered into under Chapter 313; and

(B) the current total value for a county, municipality, or junior college district excludes the total value of homesteads that qualify for a tax limitation provided by Section 11.261.

Section 1.4 Plan Review, Amendments and Alterations

The Board of Directors, acting on a request from the Chief Appraiser, may review, amend or alter this plan at the beginning of plan year two, if:

- A) The Chief Appraiser's request is made during a public Board of Directors meeting and is properly listed on the agenda for the Board meeting; and
- B) The Chief Appraiser identifies the portion of the plan to be altered or amended and substantiates the need to alter or amend the plan.

Section 1.5 Calendar Amendments and Alterations

The Chief Appraiser is authorized to administratively amend or alter the 2015 and/or 2014 Calendar of Key Events, shown in Appendix A.1 and Appendix A.2, respectively, as he deems necessary. Calendar changes can be made periodically and will not be considered alterations or amendments to the plan and do not require action by the Board of Directors.

Section 1.6 Revaluation Decision

The Fort Bend CAD by policy adopted by the Board of Directors reappraises all property in the district each year. The reappraisal year is a complete appraisal of all properties in the district. Tax years 2015 and 2016 are both reappraisal years.

Tax Year 2015

Appraised, assessed, and taxable values shall be determined as of January 1, 2015 as required by the Constitution and statutes of the State of Texas.

Tax Year 2016

Appraised, assessed, and taxable values shall be determined as of January 1, 2016 as required by the Constitution and statutes of the State of Texas.

Section 1.7 Performance Analysis

In each tax year 2015 and 2016 the previous tax year's equalized values are analyzed with ratio studies and/or comparison reports to determine overall appraisal accuracy and appraisal uniformity. Additional reports are conducted using state property reporting categories. Ratio studies are conducted in compliance with the current *Standard on Ratio Studies* published by the International Association of Assessing Officers. Mean, median, and weighted mean ratios along with standard deviation, coefficient of dispersion, coefficient of variation and price-related differential are calculated for properties in each reporting category by neighborhood or market area to measure the level of appraisal.

Section 1.7.1 Ratio Study Results

The primary tool used to measure mass appraisal performance is the ratio study. A ratio study compares appraised values to market prices. In a ratio study, market values (value in exchange) are typically represented with a range of sale prices, i.e. a sales ratio study. Independent and expert appraisals may also be used to represent market values in a ratio study, i.e. an appraisal ratio study. If there are not enough examples of market price to provide necessary representativeness, independent appraisals can be used as indicators of market value. This can be particularly useful for commercial or industrial real property for which sales are limited. In addition, appraisal ratio studies can be used for properties statutorily not assessed (taxed) at market value, but reflective of a use-value requirement. Examples of this are multi-family housing projects subject to subsidized rent provisions or other governmental guarantees as provided by constitutionally authorized legislative statutes (affordable housing) or, agricultural lands to be appraised on the basis of productivity value.

Section 1.7.2 Appraisal Accuracy and Uniformity

The Data Modeler and Appraisal Supervisors perform ratio studies and comparative analysis. Ratio studies are conducted on properties located within defined neighborhoods or districts. The sale ratio and comparative analysis of sale property to appraised property forms the basis for determining the level of appraisal and market influences and factors for the neighborhood. This information is the basis for updating property valuation for the area of property to be appraised. Appraisers, in many cases, may conduct field inspections to confirm the accuracy of the property descriptions at the time of sale for this study. This inspection is to ensure that the ratios produced are accurate for the property sold and that appraised values utilized in the study are based on accurate property data characteristics observed at the time of sale. Property inspections are also performed to discover if property characteristics had changed as of the sale date or subsequent to the sale date. Sale ratios should be based on the value of the property as of the date of sale; not after a subsequent or substantial change was made to the property after the negotiation and agreement to price was concluded. Properly performed ratio studies are a good reflection of the level of appraisal for the district.

Section 1.8 Analysis of Available Resources

Section 1.8.1 Staffing

Staffing and budget requirements for tax year 2015 will be detailed in the 2015 appraisal district budget, as adopted by the board of directors. A 2015 budget is attached to the written biennial plan. This reappraisal plan reflects the available staffing in tax year 2015 and the anticipated staffing for tax year 2016. Staffing will impact the cycle of real property inspection and personal property on-site review that can be accomplished in the 2015-2016 time period.

The Office of the Chief Appraiser is primarily responsible for the overall planning, organizing, staffing, coordinating, and controlling of district operations. The Administration Department's function is to plan, organize, direct and control the business support functions related to human resources, budget, finance, records management, purchasing, fixed assets, facilities and postal services. The Appraisal Department is responsible for the valuation of all real and personal property accounts. The property types appraised include land, commercial, residential, and business personal property.

The District's appraisers are subject to the provisions of the Property Taxation Professional Certification Act and must be duly registered with the Texas Board of Tax Professional Examiners. Customer support including information and assistance to property owners and homestead exemption administration is the responsibility of the Customer Services Department.

The chief appraiser, who is the chief executive officer of the appraisal district, manages the district. All district employees report to the chief appraiser through their immediate supervisor. The district is further subdivided into six categories. The district's appraisers are subject to the provisions of the Property Taxation Professional Certification Act and must be duly registered with The Texas Department of Licensing and Regulation.

The appraisal district staff consists of 100 employees, 1 Liaison Officer & an Engineering Firm:

2 – Official / Administrator (Executive Level Administration)

12 – Professional (Supervisory and Management)

40 – Appraisers

46 – Administrative & building support (customer service & clerical)

1 – Liaison Officer

1 – Hugh Landrum & Associates (Engineering Firm)

***Temporary Part-Time help hired as needed

Section 1.8.2 Existing Practices

Existing appraisal practices, which are continued from year to year, are identified and methods utilized to keep these practices current are specified. Real property appraisal depreciation tables and cost new tables are tested against verified sales data to ensure they represent current market data. The cap rate study by commercial real property type is updated from current market data and market rents are reviewed and updated from local and area published data. Personal property density schedules are tested and analyzed based on renditions and prior year hearing documentation.

Section 1.8.3 Information Systems

Information Systems (IS) support is detailed with year specific functions identified and system upgrades scheduled. Computer generated forms are reviewed for revisions based on year and reappraisal status. Legislative changes are scheduled for completion and testing. Refer to the incorporated budget for information systems upgrades. Reserve funds are also used when required due to rapid changes in available technology and unfunded state mandates.

Section 1.8.4 Maps and Data

Maps are maintained in an electronic format called a geographical information system (GIS). The data is made available to staff and the public through the web as well as an intranet site.

A number of projects to enhance the GIS for 2015 and 2016 are planned. Upgrades for software to improve overlays are scheduled and budgeted. The addition of Pictometry aerial photos as of January 1, 2015 will be used. Currently aeriels are done in January of each odd numbered year. The GIS system uses aerial photograph and is integrated with the CAMA system.

Section 1.9 Staff Education and Training

All appraisal district employees that perform appraisal work are subject to the provisions of the Property Tax Professional Certification Act and must be duly registered with the Texas Department of Licensing & Regulation (TDLR). This agency is responsible for ensuring appraisers are professional, knowledgeable, competent and ethical. This is accomplished through a statewide program of registration, education, experience, testing and certification for all property tax professionals for the purpose of promoting an equitable tax system.

Upon registration, appraisers registered with the Texas Department of Licensing & Regulation have up to five years to take a series of appraisal courses and exams in order to achieve certification as a Registered Professional Appraiser (RPA). During each subsequent five-year period after certification, appraisers must complete an additional 75 hours of continuing education. Failure to meet these minimum standards will result in the removal of the employee's certification and appraisal position.

Additionally, all appraisal personnel receive extensive training in the data gathering and valuation processes. Standardized manuals are provided to ensure uniform and accurate data collection. Senior personnel provide on-the-job data collection training in the office and the reappraisal field area. Managers meet regularly with staff to introduce new procedures and regularly monitor appraisal activity to ensure that all personnel are following standardized appraisal methods and techniques.

Section 2. Mass Appraisal System

Computer Assisted Mass Appraisal (CAMA) system revisions are specified and scheduled with Information Systems. All computer forms and IS procedures are reviewed and revised as required. Chapter 23 of the Texas Property Tax Code contains statutes dealing with appraisal methods and procedures. Section 23.01 was amended in 1997 to specify that appraisal districts are required to comply with the mass appraisal standards of USPAP (Standard 6) when the appraised value of a property is established using mass appraisal techniques.

The following sections detail the CAMA mass appraisal procedures as they relate to the 2015 and 2016 tax years.

Section 2.1 Real Property Valuation

Revisions to cost models, income models, and market models are specified, updated and tested each tax year.

Cost schedules are tested with market data (sales) to ensure that the appraisal district is in compliance with Section 23.011 of the Texas Property Tax Code. Replacement cost new tables as well as depreciation tables are tested for accuracy and uniformity using ratio study results and compared with cost data from recognized industry sources, such as Marshall & Swift.

Land values are updated using current market data (sales) and then tested with ratio study tools. Land to building ratios are reviewed when sufficient sales indicate a consistent ratio to use with similar parcels for a current land value.

Land is valued by different units of value such as per acre, square foot, per lot, and front foot.

Income, expense, and occupancy data is updated in the income models for each market area and cap rate studies are completed using current sales data, local and regional surveys, publications and information received in the prior year's hearings process. The resulting models are tested using ratio study tools. All apartments and hotels are valued by the income approach with other types of income producing properties when sufficient income and expense data is known.

Section 2.2 Personal Property Valuation

Personal Property is appraised using original cost less depreciation models. Depreciation is calculated on the age/life method using typical economic lives and depreciation rates based on published sources, market evidence, and the observed condition. There are many value guides used to estimate values for vehicles, aircraft, trailers and specialty equipment. Confidential renditions filed by property owners are also used for comparison purposes. Valuation procedures are reviewed modified as needed and tested.

Section 2.3 Notice Process

The form for 25.19 appraisal notices is reviewed and edited for updates and changes signed off on by appraisal district management. Updates include the latest copy of the Comptroller's *Taxpayer Remedies*, the Appraisal Review Board's Rules and Procedures, and a protest form with instructions. Any changes made by the Legislature are acted upon and tested.

Recent legislative changes require the Chief Appraiser to send appraisal notices of appraised values on single-family residential homesteads by April 1 or as soon thereafter as practicable each year. All other property types are mailed around May 1st or as soon thereafter as practicable.

An appraisal notice is mailed if the appraised value changes from the preceding year, the property is physically inspected, the owner or agent requested a notice, the ownership changed from the preceding year, or the property is rendered.

Section 2.4 Hearing Process

Protest hearing scheduling for informal and formal Appraisal Review Board (ARB) hearings is reviewed and updated as required. Standards of documentation are reviewed and amended as required. The appraisal district ARB hearing documentation is reviewed and updated to reflect the current valuation process. Production of documentation is tested to ensure compliance with Section 41.67 of the Texas Property Tax Code.

The Appraisal Review Board Rules of Procedure adopted by said board govern the hearing process. A copy of the rules is mailed to each owner or agent protesting a property and available to the public at any time.

Section 2.5 Data Collection Requirements by Tax Year

Field and office procedures are reviewed and revised as required for data collection. Activities scheduled for each year include collection of building permits for new construction, demolition and remodeling, inspection of problematic market areas, and inspection of the universe of properties, occupancy permits, vehicle registration, new sales tax permits, and various outside sources of relevant data. Properties outside permitted areas are scheduled to be inspected on a bi-annual basis.

Section 2.5.1 New Construction/Demolition/Remodeling

New construction field and office procedures are identified and revised as required. Permits for new construction and demolition are reviewed from various sources and entered into the CAMA system for active or inactive status. Each appraiser assigned a section or type of property receives appraisal cards and a copy of the permit for a field visit to verify status and completion date. Septic tank installations and electrical hook-ups are handled in the same manner for the rural areas. A review of mechanics liens and deed records can indicate a possible field review is needed.

Remodeling is more difficult to find, but some of the above mentioned items help identify possibilities. The primary identifying process for discovering property that has been remodeled is a neighborhood field inspection. Certain neighborhoods are selected for field inspections each year.

Section 2.5.2 Inspection of Problematic Market Areas

Real property market areas, by property classification, are tested for: low or high protest volumes; low or high sales ratios; or high coefficients of dispersion. Market areas that fail any or all of these tests are determined to be problematic. Field or office reviews are assigned to verify and/or correct property characteristic data. Additional sales data is researched and verified. In the absence of adequate market data, neighborhood delineation is verified and neighborhood clusters are identified.

Section 2.5.3 Inspection of Universe of Properties

The International Association of Assessing Officers, *Standard on Mass Appraisal of Real Property* specifies that the universe of properties should be inspected on a cycle of four to six years. Section 25.18 (b) of the Texas Property Tax Code states that “the plan shall provide for reappraisal of all real property in the district at least once every three years”. Fort Bend CAD’s policy is to reappraise all real property each year and to physically inspect each real parcel at least once every three years. The annual inspection requirements for tax years 2015 and 2016 are identified in the residential, commercial and land appraisal manuals.

Section 3.3.5 of the *Standard on Mass Appraisal of Real Property* (The International Association of Assessing Officers, 2002) states:

Jurisdictions may employ a set of digital image technology tools to replace a route cyclical field inspection with a computer assisted office review. This tool set should include:

- High-resolution street-view images (at a sub-inch pixel resolution that enables quality grade and physical condition to be verified, updated at least every 6 years).
- Orthophoto images (minimum 6” pixel resolution in urban/suburban and 12” pixel resolution in rural areas, updated every 2 years in rapid growth areas, or 6-10 years in slow growth areas).
- Low level oblique images capable of being used for measurement verification (four cardinal directions, minimum 6” pixel resolution in urban/suburban and 12” pixel resolution in rural areas, updated every 2 years in rapid growth areas or, 6-10 years in slow growth areas).

Section 2.5.4 Field or Office Verification of Sales

Sales information must be verified and property characteristic data captured at the time of sale. The sales ratio tools require that the property that sold must equal the property appraised in order for the statistical analysis results to be valid.

Sales are verified through multiple attempts to acquire a sales price through outside sources, such as appraisers, real estate professionals, buyer and seller. Deeds are reviewed for total consideration and market data letters are mailed to buyers and sellers on a quarterly basis.

Section 2.6 Pilot Study by Tax Year

New and/or revised mass appraisal models are tested on randomly selected market areas. These modeling tests (sales ratio studies) are conducted each tax year. Actual test results are compared with anticipated results and those models not performing satisfactorily are refined and retested. The procedures used for model specification and model calibration are in compliance with *Uniform Standards of Professional Appraisal Practice* (USPAP), Standard 6, Valuation by Tax Year.

Valuation for each tax year uses market analysis of comparable sales and locally tested cost data and market-area-specific income and expense data. Valuation models are specified and calibrated in compliance with the supplemental standards from the International Association of Assessing Officers and the *Uniform Standards of Professional Appraisal Practice*. The calculated values are tested for accuracy and uniformity using ratio studies. Performance standards used are those established by the *IAAO Standard on Ratio Studies*. Property values in all market areas are updated each reappraisal year.

Section 2.7 Residential Real Property

Section 2.7.1 Identifying Properties to Be Appraised

Residential properties are identified for reappraisal as part of the appraiser's regular assignment through building permits, sales information obtained from various sources, deed information, sewer permits, new electrical hook-ups, information received from property owners, information from news articles, photographs, maps, aerial photos and other sources.

All residential properties are scheduled for inspection on a regular basis. A typical parcel count for residential property in any year is 180,000. Inspections of residential properties can create changes to characteristics of a property such as additions, condition and other such changes. These changes will be recorded in the CAMA system and impact the results of ratio studies that will determine the reappraised value of the property.

Inspections for 2015 and 2016 will be residential properties specified in the *Residential Appraisal Manual*. All properties are reappraised on a 3-year cycle.

Section 2.7.2 Identifying and Updating Relevant Characteristics

The appraiser identifies and updates relevant characteristics through the inspection process, sales data, permits, deed information, owner descriptions, maps and aerial photos. Subject property data is verified through previous existing records and through published reports. Each inspection an appraiser does is recorded on an appraisal card with required characteristics for residential real property such as, class, size, age, condition topography, access, construction style, roof style, photographs and other such attributes.

Section 2.7.3 Defining Market Areas in the District

Market areas for residential properties tend to be localized within certain boundaries like a subdivision or other geographic controls. Information from local builders and developers, realtors, appraisers, research centers and sales data are used to help define market areas.

Currently there are four market areas that have been identified that cover the entire district. The market areas are comprised of 1066 neighborhoods. The number of neighborhoods changes each year depending on new sales information. Improvement or land modifiers within each market area or neighborhood are used to refine appraised values within each. A list of market areas, neighborhoods and adjustments are listed in the *Residential Appraisal Manual*. The current market area map is shown in Appendix B. The four market areas for 2015-2016 are based on school districts within Fort Bend: 1A contains the Fort Bend and Stafford ISDs, 1B is Katy ISD, 1C is Lamar CISD, and 1D contains the Brazos, Needville, and previous-Kendleton ISDs.

Section 2.7.4 Developing an Appraisal Approach

Residential valuation is conducted by neighborhood and market area analysis. Analysis of comparable market sales forms the basis of estimating market activity and the level of supply and demand affecting market prices for any given market area or neighborhood. Market sales indicate the effects of these market forces and are interpreted by the appraiser into an indication of market price ranges and indications of property component change considering a given time period relative to the date of appraisal. Cost and Market Approaches to estimate value are the basic techniques utilized to interpret these sales.

All residential parcels in the district are valued with a replacement cost estimated from identical cost schedules based on the improvement classification system (models) using a comparative unit method. The district's residential cost schedules are developed from Marshall and Swift, a nationally recognized cost estimator service. These cost estimates are compared with sales of new improvements and evaluated from year to year and indexed to reflect the local residential building and labor market. Costs may also be indexed for neighborhood factors and influences that affect the total replacement cost of the improvements in a smaller market area based on evidence taken from a sample of market sales.

Abstraction and allocation of property components based on sales of similar property is an important analysis tool to interpret market sales under the cost and market approaches to value. These analysis tools help determine and estimate the effects of change, with regard to price, as indicated by sale prices for similar property within the current market. Characteristics such as year built, size, construction type, condition, and a classing system that groups improvements into similar groups of construction style and quality aid in comparing like properties.

The income approach is seldom used in single-family residential properties due to limited income information. Usually there are sufficient sales and cost information that results in a much more accurate market value.

Section 2.7.5 Valuation and Statistical Analysis (Model Calibration)

Residential parcels in the district are valued from building class pricing schedules. The district's base building class schedules have been developed to reflect the county's local residential market. The schedules are developed in a manner similar to the comparative unit method in that value is estimated in terms of dollars per unit of area as it generally relates to comparable properties. A review of the residential base building class schedules is performed periodically by comparing comparable building class schedules to the corresponding cost table in Marshall & Swift, a nationally recognized cost estimator. The district then calibrates the residential improvement values at the neighborhood level to arrive at equitable market values.

In aging neighborhoods, where homes have been maintained at various levels of ongoing maintenance, an effective age adjustment may be applied by the appraiser. Please refer to the effective age definition as found in the most current issue of Marshall & Swift *Residential Cost Handbook*.

The district recognizes all three approaches to value and considers the cost approach as an acceptable method. However, for residential property the district places primary emphasis *on* the market approach as it is the most viable and accurate indicator due to it being the approach that replicates the actions of both buyers and sellers. Therefore, as previously stated, residential improvement values derived from building class schedules are adjusted at the neighborhood level by utilizing market driven ratio studies.

Section 2.7.6 Comparison and Review

The appraiser considers results that best address the individual characteristics of the subject property and that are based on the most reliable data when multiple models are used. Year-to-year property value changes for the subject property are examined using computer-assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process.

Section 2.8 Special Inventory Residential Property

Section 2.8.1 Identifying Properties to Be Appraised

All special inventory residential properties are identified from annual applications from property owners. A list of prior year qualified properties is mailed an application each year.

Section 2.8.2 Identifying and Updating Relevant Characteristics

Characteristics of each property are identified and updated from applications filed each year, plats and other deed records filed and by field review. Improved properties are updated as all residential property under the residential section above.

Section 2.8.3 Developing an Appraisal Approach

The value of the land component to the property is estimated based on available market sales for comparable and competing land under similar usage. A comparison and analysis of comparable land sales is conducted based on a comparison of land characteristics found to influence the market price of land located in the neighborhoods. Specific land influences are considered, where necessary, and depending on neighborhood and individual lot or tract characteristics, to adjust parcels outside the neighborhood norm for such factors as access, view, shape, size, and topography.

Builders and land developers have assisted the district in providing information to determine that an adjustment to the market value of residential lots based on cost to establish the inventory value. A parcel with a completed improvement on January 1 meeting the above criteria is also considered and the improvement value is valued based on the cost of the inventory at that trade level. These adjustments reflect a unit value that is considered the value that a unit would sell to a purchaser that would continue the business as defined by the Property Tax Code, Section 23.12.

Section 2.8.4 Comparison and Review

The appraiser considers results that best address the individual characteristics of the subject property and that are based on the most reliable data when multiple models are used. Year-to-year property value changes for the subject property are examined using computer-assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process.

Section 2.9 Multifamily Residential Property

Section 2.9.1 Identifying Properties to Be Appraised

Appraisers identify multifamily residential properties as part of their regular assignment through building permits, sales information obtained from various sources, deed information, sewer permits, new electrical hook-ups, information received from property owners, information from news articles, new sales tax permits, photographs, maps, aerial photos, and other sources.

Coding within a CAMA system provides different means of accessing records of a particular improvement type along with characteristics of the property for analysis and identifying.

Section 2.9.2 Identifying and Updating Relevant Characteristics

The appraiser identifies and updates relevant characteristics through the inspection process, sales data, permits, deed information, owner descriptions, maps, and aerial photos. Subject property data is verified through previous existing records and through published reports.

Section 2.9.3 Defining Market Areas in the District

Market areas for multifamily residential properties tend to be localized within certain boundaries like a subdivision or other geographic controls. Information from local builders and developers, local associations, realtors, appraisers, research centers, and sales data are used to help define market areas.

Multi-family properties are divided into three market areas within the county for economic areas that match information from local surveys that aid in the providing income information such as rent rates, expenses and occupancy percentages.

Section 2.9.4 Developing an Appraisal Approach

Among the three approaches to value, multifamily residential properties are most commonly appraised using income models. Abstraction and allocation of property components based on sales of similar property is an important analysis tool to interpret market sales under the cost and market approaches to value. These analysis tools help determine and estimate the effects of change, with regard to price, as indicated by sale prices for similar property within the current market. Cost and sales approaches are used to test the income models on an annual basis.

Section 2.9.5 Comparison and Review

The appraiser considers results that best address the individual characteristics of the subject property and that are based on the most reliable data when multiple models are used. Year-to-year property value changes for the subject property are examined using computer-assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process.

Section 2.10 Special Appraisal Provisions

Section 2.10.1 Appraisal of Residential Homesteads

Article VIII, Sec. 1 (i) of the Texas Constitution allows the legislature to limit the annual percentage increase in the appraised value of residence homestead to 10% under certain conditions. This limitation is commonly referred to as a Homestead "Capped Value". Section 23.23 of the Tax Code defines the cap on increases in value. The limited value begins in the second year the property qualifies for a residential homestead exemption. The appraised value of a qualified residence homestead will be the **lesser** of:

- The market value; or
- The preceding year's appraisal value;
 - a. 10 percent of the appraised value of the property for the preceding tax year;
 - b. The appraised value of the property for the preceding tax year; and
 - c. The market value of all new improvements to the property.

Section 2.10.2 Highest and Best Use

Texas Property Tax Code Section 23.01(d): "The market value of a residence homestead shall be determined solely on the basis of the property's value as a residence homestead, regardless of whether the residential use of the property by the owner is considered to be the highest and best use of the property."

Section 2.11 Commercial Real Property

Section 2.11.1 Identifying Properties to Be Appraised

Commercial properties are identified as part of the appraiser's regular assignment through building permits, sales information obtained from various sources, deed information, sewer permits, new electrical hook-ups, information received from property owners, information from news articles, new sales tax permits, photographs, maps, aerial photos, and other sources.

Coding within a CAMA system provides different means of accessing records of a particular improvement type along with characteristics of the property for analysis and identifying. Inspections of commercial properties can create changes to characteristics of a property such as additions, condition and other such changes. These will be recorded in the CAMA system and impact the results of ratio studies and other approaches to value to determine the reappraised value of properties

Commercial and Industrial real properties to be inspected by field visits or Pictometry aerial photos in 2015 and 2016 as in detailed in the *Commercial Appraisal Manual*.

Section 2.11.2 Identifying and Updating Relevant Characteristics

The appraiser identifies and updates relevant characteristics through the inspection process, sales data, permits, deed information, owner descriptions, maps, and aerial photos. Subject property data is verified through previous existing records and through published reports.

Each inspection an appraiser does is recorded on an appraisal card with required characteristics for commercial property such as class, size, age, condition, topography, access, wall height, roof style, and other such attributes.

Section 2.11.3 Defining Market Areas in the District

Market areas for commercial properties tend to be local, by school district or city. Information from local builders and developers, realtors, appraisers, research centers and sales data are used to help define market areas.

Fort Bend County is defined as 4 commercial market areas, which are divided into 37 neighborhoods that are used to adjust commercial properties. Commercial neighborhoods are based on school district, city, and type of property. As an example, fast food restaurants in Sugar Land would compose a neighborhood. Fast food restaurants outside of Sugar Land but also in Fort Bend ISD would be another neighborhood.

Section 2.11.4 Developing an Appraisal Approach

Three approaches to value commercial properties are cost, income and market methods. The cost method is the most relayed on appraisal method. This method is based on replacement/reproduction cost new less depreciation. When income or sales data is available, those appraisal models are also to be used.

Marshall & Swift Commercial computer models are used extensively for most commercial improvement types as well as sales and income information.

Section 2.11.5 Comparison and Review:

The appraiser considers results that best address the individual characteristics of the subject property and that are based on the most reliable data when multiple models are used. Year-to year property value changes for the subject property are examined using computer-assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process.

Section 2.11.6 Income Approach

The income approach is based on the principle that the value of an investment property reflects the quality and quantity of the income it is expected to generate over its life. In other words, value is the estimated present value of future benefits, namely income and proceeds from the sale of the property. The appraiser must estimate income from a property and capitalize the income into an estimate of current value. The model used to estimate the present value of income expected in the future is represented by the following formulae known as IRV:

$$\text{Value} = \text{Income}/\text{Rate or, Income} = \text{Rate} \times \text{Value or, Rate} = \text{Income}/\text{Value}$$

The income approach is most suitable for types of properties frequently purchased and held for the purpose of producing income, such as apartments, commercial buildings, and office buildings. It is not conducive to the valuation of single-family residential properties that are seldom rented, or where market demand factors such as personal preferences or location unduly influence the market.

Section 2.12 Vacant Real Property

Section 2.12.1 Identifying Properties to Be Appraised

Vacant real properties are identified as part of the appraiser's regular assignment through sales information obtained from various sources, deed information, information received from property owners, information from news articles, photographs, maps, aerial photos, and other sources.

Agricultural land will be inspected for changes in 2015 and 2016 as detailed in the *Land Appraisal Manual*.

Section 2.12.2 Identifying and Updating Relevant Characteristics

The appraiser identifies and updates relevant characteristics through the inspection process, sales data, permits, deed information, owner descriptions, maps and aerial photos. Subject property data is verified through previous existing records and through published reports.

Section 2.12.3 Defining Market Areas in the District

Market areas for vacant real properties tend to be localized within certain boundaries: major streets, highways or other such geographic controls. Information from local builders and developers, realtors, appraisers, research centers and sales data are used to help define market areas.

Currently there are four market areas that have been identified that cover the entire district. The market areas are comprised of 1066 neighborhoods. The number of neighborhoods changes each year depending on new sales information. Improvement or land modifiers within each market area or neighborhood are used to refine appraised values within each. A list of market areas, neighborhoods and adjustments are listed in the *Residential Appraisal Manual*. The current market area map is shown in Appendix B. The four market areas for 2015-2016 are based on the school districts partially or completely within Fort Bend County: 1A contains the Fort Bend and Stafford ISDs, 1B is Katy ISD, 1C is Lamar CISD, and 1D contains the Brazos, Needville, and previous-Kendleton ISDs.

Section 2.12.4 Developing an Appraisal Approach

The value of the land component to the property is estimated based on available market sales for comparable and competing land under similar usage. A comparison and analysis of comparable land sales is conducted based on a comparison of land characteristics found to influence the market price of land located in the neighborhoods. Specific land influences are considered, where necessary, and depending on neighborhood and individual lot or tract characteristics, to adjust parcels outside the neighborhood norm for such factors as access, view, shape, size, and topography.

Cost and income approaches are not used in the value of vacant real properties because of limited information available.

Section 2.12.5 Comparison and Review

The appraiser considers results that best address the individual characteristics of the subject property and that are based on the most reliable data when multiple models are used. Year-to year property value changes for the subject property are examined using computer-assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process.

Section 2.13 Industrial Real Property

Fort Bend CAD has a professional services contract with Hugh L Landrum & Associates, Inc. (HLA) to appraise these properties. HLA follows the same process on the properties that the CAD uses.

Section 2.13.1 Identifying Properties to Be Appraised

As part of the appraiser's physical inspection process each year and through submitted data by property owners FBCAD identifies Industrial properties to appraise and review. The appraiser may also refer to legal documents, photography and other descriptive items.

Section 2.13.2 Identifying and Updating Relevant Characteristics

The appraiser identifies and updates relevant characteristics through the inspection process. Confidential rendition, assets lists and other confidential data also provide additional information. Subject property data is verified through previous existing records and through published reports.

Section 2.13.3 Defining Market Areas in the District

Market areas for industrial properties tend to be regional, national and sometimes international. Published information such as prices, financial analysis and investor services reports are used to help define market areas.

Section 2.13.4 Developing an Appraisal Approach

Among the three approaches to value, industrial properties are most commonly appraised using replacement/reproduction cost new less depreciation models because of readily available cost information. If sufficient income or sales data is available, those appraisal models may also be used.

Section 2.13.5 Comparison and Review

The appraiser considers results that best address the individual characteristics of the subject property and that are based on the most reliable data when multiple models are used. Year-to year property value changes for the subject property are examined using computer-assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process.

Section 2.14 Utility, Railroad and Pipeline Property

Fort Bend CAD has a professional services contract with Hugh L Landrum & Associates, Inc. (HLA) to appraise these properties.

Section 2.14.1 Identifying Properties to Be Appraised

Utility, railroad and pipeline properties that are susceptible to inspection are identified by inspection. The appraiser may also refer to other documents, both public and confidential to assist in identification of these properties.

Section 2.14.2 Identifying and Updating Relevant Characteristics

The appraiser identifies and updates relevant characteristics through data collected as part of the inspection process and through later submissions by the property owner, sometimes including a confidential rendition. Additional data is obtained through public sources, regulatory reports and through analysis of comparable properties.

Section 2.14.3 Defining Market Areas in the District

Market areas for utility, railroad and pipeline property tend to be regional or national in scope. Financial analyst and investor service reports are used to help define market areas.

Section 2.14.4 Developing an Appraisal Approach

For all three types of property, the appraiser must first form an opinion of highest and best use. Among the three approaches to value (cost, income and market), pipeline value is calculated using a replacement/reproduction cost new less depreciation model (RCNLD). In addition to the RCNLD indicator, a unit value model may also be used if appropriate data is available. Utility and railroad property is appraised in a manner similar to pipeline except that the RCNLD model is not used.

Section 2.14.5 Comparison and Review

The appraiser considers results that best address the individual characteristics of the subject property when multiple models are used. Year-to year property value changes for the subject property are examined using computer-assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process. These types of property are also subject to review by the Property Tax Division of the Texas Comptroller's Office through their annual *Property Value Study*.

Section 2.15 Oil and Gas Property

Fort Bend CAD has a professional services contract with Hugh L Landrum & Associates, Inc. (HLA) to appraise these properties.

Section 2.15.1 Identification of New Property and Its Situs

As subsurface mineral properties lie within the earth, they cannot be physically identified by inspection like other real property. However, the inability to directly inspect does not appreciably affect the ability to identify and appraise these properties. To identify new properties, HLA obtains monthly oil and gas lease information from the Railroad Commission of Texas (RRC) to compare against oil and gas properties already identified. The situs of new properties is determined using plats and records from the RRC, as well as HLA's in-house map resources.

Section 2.15.2 Identifying and Updating Relevant Characteristics

The relevant characteristics necessary to estimate value of remaining oil or gas reserves are production volume and pattern, product prices, expense borne by the operator of the property, and the rate at which the anticipated future income should be discounted to incorporate future risk. HLA obtains information to update these characteristics annually from regulatory agencies such as the RRC, the Comptroller of Public Accounts, submissions from property owners and operators, as well as from published investment reports, licensed data services, service for fee organizations, and through comparable properties, when available.

Section 2.15.3 Defining Market Areas

Oil and gas markets are regional, national and international in scope. Therefore, they respond to market forces beyond defined market boundaries as observed among more typical real properties.

Section 2.15.4 Developing an Appraisal Approach

Among the three approaches to value, the income approach to value is most commonly used in the oil and gas industry. Through use of the discounted cash flow technique in particular, the appraiser is able to bring together relevant characteristics of production volume and pattern, product prices, operating expenses, and discount rate to determine an estimate of appraised value of an oil or gas property.

Section 2.15.5 Comparison and Review

Use of the income approach is the first step in determining an estimate of market value. After an appraiser reviews the estimated market value compared to its previous certified value and also compares it to industry expected model's value with its previous year's actual income. Typically, the value will vary within a range of 2-5 times actual annual income, provided all appropriate income factors have been correctly identified. Finally, periodic reassignment of properties among appraisers and review of appraisal by a more experienced appraiser further expand the review process.

Section 2.16 Special Valuation Properties

Section 2.16.1 Agricultural Use

Land that is devoted principally to agricultural use, such as the production of crops, livestock, poultry, fish, or cover crops can qualify for agricultural appraisal under two different state laws. One is called "open-space valuation" or "1-d-1" (after Article 8, Section 1-d-1 of the Texas Constitution). The other is "1-d" which requires the owner to show at least 50% of their income is derived from farming or ranching. Other uses that can qualify are land idle for a government program or for normal crop or livestock rotation, wildlife management, raising certain exotic animals or birds to produce human food or other items of commercial value.

Market value of agricultural land must also be recorded for each parcel along with an agricultural value when the land qualifies. Market and ag-use values are based on a per acre basis; with market value determined by sales information. When land has qualified for agricultural appraisal and the use changes to a non-agricultural purpose, the person who changes the use will owe a "rollback" tax for each of the previous five years in which the land received an agricultural value. The rollback tax is the difference between the taxes paid and what would have been paid if the land had been taxed on market value. Also, 7 percent interest is charged for each year from the date on which taxes would have been due.

Section 2.16.2 Identifying Properties to Be Appraised

Agricultural land properties are identified as part of the appraiser's regular assignment through sales information obtained from various sources including deed information, information received from property owners, information from news articles, photographs, maps, aerial photos, and other sources.

Section 2.16.3 Identifying and Updating Relevant Characteristics

The appraiser identifies and updates relevant characteristics through the inspection process, sales data, deed information, owner descriptions, maps, and aerial photos. Subject property data is verified through previous existing records and through published reports.

Section 2.16.4 Defining Market Areas in the District

Market areas for agricultural land properties tend to be defined by topography, access and amount of water, soil types, and drainage. Information from local farmers, realtors, appraisers, research centers, county and state published information, and sales data are used to help define market areas.

Currently there are four market areas that have been identified that cover the entire district. The market areas are comprised of 1066 neighborhoods. The number of market areas change each year depending on new sales information. Land modifiers within each market area or neighborhood are used to refine appraised values within each. A list of market areas, neighborhoods and adjustments are listed in the *Land Appraisal Manual*. The current market area map is shown in Appendix B. The four market areas for 2015-2016 are based on school districts within Fort Bend: 1A contains the Fort Bend and Stafford ISDs, 1B is Katy ISD, 1C is Lamar CISD, and 1D contains the Brazos, Needville, and previous-Kendleton ISDs.

Section 2.16.5 Developing an Appraisal Approach

Sales of land are reviewed on a regular basis and tested against FBCAD values through ratio studies and other market tests mentioned earlier. Agricultural values are reviewed annually based on an overall county five-year average of income, expenses and the net income to land for each category of land on a parcel. Most agricultural land in Fort Bend County is dry land row crop, pasture land and limited irrigated row cop. County wide averages of a typical farm are used rather than the information of each individual farm to eliminate inequity primarily in different management styles. Various sources of information for Fort Bend County come from state organizations to local agencies, the Ag Advisory Board and land owners. Fort Bend CAD primarily uses information from questionnaires mailed with agricultural applications sent to farmers and ranchers to derive typical income and expenses figures.

The cost approach is not relevant in appraising land.

Section 2.16.6 Comparison and Review

The appraiser considers results that best address the individual characteristics of the subject property and that are based on the most reliable data when multiple models are used. Year-to year property value changes for the subject property are examined using computer-assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process.

Section 2.17 Wildlife Management

Wildlife management evaluation requires the property to have been granted agricultural value prior to the change of use. Section 23.521 of the Texas Property Tax Code sets the standards that are required and the practices that must be done on an annual basis. With the filing of a Wildlife application, the district will apply the standards requirements as set in the Texas Property Tax Code.

Section 2.18 Timber Use

There are no properties appraised for timber use in Fort Bend County. Section 23.71 defined the category of land. Section 23.72 states the comptroller by rule shall develop and distribute to each appraisal office appraisal manuals setting forth this method of appraising qualified timber land, and each appraisal office shall use the appraisal manuals in appraising qualified timber land.

The district will comply with requirements when an application is filed.

Section 2.19 Business Tangible Personal Property

Section 2.19.1 Identifying Properties to Be Appraised

Through inspection the appraiser identifies personal property to be appraised.

The appraiser may also refer to other documents, both public and confidential, to assist in identification of these properties. Such documents might include but are not limited to the previous year's appraisal roll, vehicle listing services and private directories. Confidential renditions, sales tax permits, news media and various other permits issued by state or local governments are also used.

Section 2.19.2 Identifying and Updating Relevant Characteristics

Data identifying and updating relevant characteristics of the subject properties are collected as part of the inspection process through directories and listing services as well as through later submissions by the property owner, sometimes including confidential rendition. This data is verified through previously existing records and through public reports.

Section 2.19.3 Defining Market Areas in the District

Market areas for business personal property are generally either regional or national in scope. Published price sources are used to help define market areas.

Section 2.19.4 Developing an Appraisal Approach

Personal property is appraised using replacement/reproduction cost new less depreciation models. Income approach models can be used when economic and/or subject property income is available, and a market data model can be used when appropriate market sales information is available.

Section 2.19.5 Comparison and Review

The appraiser reconciles multiple models by considering the model that best addresses the individual characteristics of the subject property. Year-to year property value changes for the subject property are examined using computer- assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisal by a more experienced appraiser also contributes to the review process.

Section 2.20 Industrial Tangible Personal Property

Fort Bend CAD has a professional services contract with Hugh L Landrum & Associates, Inc. (HLA) to appraise some of these properties.

Section 2.20.1 Identifying Properties to Be Appraised

Through inspection the appraiser identifies personal property to be appraised. The appraiser may also refer to other documents, both public and confidential, to assist in identification of these properties. Such documents might include but are not limited to the previous year's appraisal roll, vehicle listing services and private directories.

Section 2.20.2 Identifying and Updating Relevant Characteristics

Data identifying and updating relevant characteristics of the subject properties are collected as part of the inspection process through directories and listing services, as well as through later submissions by the property owner, sometimes including confidential rendition. This data is verified through previously existing records and through public reports.

Section 2.20.3 Defining Market Areas in the District

Market areas for industrial tangible personal property are generally either regional or national in scope. Published price sources are used to help define market areas.

Section 2.20.4 Developing an Appraisal Approach

Industrial personal property is appraised using replacement/reproduction cost new less depreciation models. Income approach models can be used when economic and/or subject property income is available, and a market data model can be used when appropriate market sales information is available.

Section 2.20.5 Comparison and Review

The appraiser reconciles multiple models by considering the model that best addresses the individual characteristics of the subject property. Year-to-year property value changes for the subject property are examined using computer-assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process.

Appendix A Planning and Organization

The following sections provide detailed calendars for key events that are required for the 2015 and 2016 appraisal years. Each Board of Directors and Appraisal Review Board (ARB) meeting is included.

Appendix A.1 Calendar of Key Events – 2015 Appraisal

2014

- | | | |
|-----------|----|--|
| July | 30 | - Begin ratio studies by category in each neighborhood including each school district. Identify areas to be inspected and adjustments to be made. [Data Modeler] |
| August | 1 | - Designated appraisers begin preparations for the 2015 drive.
- Add rendition penalty to all accounts for which a rendition or extension request has not been received.
- Create 2015 CAMA working file. [Director of Data Processing]
- Begin field work on real residential property new construction, omitted property and partial completions. [Residential Appraisers]
- Begin field work on real land property. See the <i>Land Appraisal Manual</i> for specific areas by 3-year cycle. [Land Appraisers]
- Begin processing taxable and non-taxable leases. [Personal Property Appraisers] |
| | 3 | - Review non-rendered business personal property accounts with penalty. |
| | 4 | - Review property changes from protest hearings in 2014 by each appraiser's section. [All real and personal property supervisors and appraisers] |
| | 6 | - Begin inspection of real residential property. See the <i>Residential Appraisal Manual</i> for specific areas by 3-year cycle. [Residential Appraisers] |
| | 11 | - Begin inspection of real commercial and industrial property. See the <i>Commercial Appraisal Manual</i> for specific types by 3-year cycle. [Commercial Appraisers]
- Begin review of non-renditioned accts. [Personal Property Appraisers] |
| | 18 | - Start working old commercial permits. [Commercial Appraisers]
- Regular Board of Directors Meeting <ul style="list-style-type: none"> • Appraisal District Board of Directors adopt 2014/2015 Appraisal District budget (Code date September 15th). • Chief Appraiser recommends 2015-2016 Reappraisal Plan to Board of Directors (BOD approval by September 15). |
| | 21 | - Regular Appraisal Review Board Meeting. |
| September | 1 | - Deadline for Comptroller Property Value reports. [Director of Data Processing] |
| | 8 | - Start reappraisal of Katy, Stafford, Brazos and Needville ISD. [Commercial Appraisers] |

2014

- September 15 - Begin personal property 2015 field inspections. [Personal Property Appraisers]
- Regular Board of Directors Meeting
- 18 - Regular Appraisal Review Board Meeting
- October 1 - Begin drive of all real property sales on a monthly basis. [Designated appraisers]
13 - Update litigation file with new and settled suits. [ARB/Litigation Coordinator]
13 - Order outside manuals, listings, price guides for 2015. [Administration]
- Review all forms and renditions for changes. [Department supervisors and administrative staff]
16 Regular Appraisal Review Board Meeting
20 Regular Board of Directors Meeting
- November 17 - Regular Board of Directors Meeting.
20 - Combined November/December Appraisal Review Board Meeting.
- December 1 - Begin inspection of mobile homes in mobile home parks and subdivisions. [Designated residential appraisers]
- Request current dealer lists (motor vehicles, manufactured housing, outboard motors) [Appraisal Support Staff]
- Mail letters to warehouses for client information. [Appraisal Support Supervisor]
15 - Finalize rendition letter for 2015. [Appraisal Support Supervisor]
- Begin review of real property cost and depreciation tables. [Commercial Modeler and Commercial Supervisor]
- Request updated special inventory dealer list from appropriate state agency. [Appraisal Support Supervisor]
- Complete commercial real property inspection. [Commercial Appraisers]
- Regular Board of Directors Meeting.
22 - Begin new construction and 2014 permits. [Commercial Appraisers]

2015

- January 1 - Date that determines 2015 taxable value and exemption status. (Property Tax Code Section 23.01)
- Start collecting data for commercial modeling. [Commercial Modeler]
15 - Regular Appraisal Review Board Meeting
- Publication of rendition, market value, and open space notices. [Administration]
16 - Completion of inspection of mobile homes in mobile home parks and subdivisions. [Designated Residential appraisers]
21 - Regular Board of Directors Meeting.

2015

- January 30 - Comptroller certifies preliminary school district taxable value from 2014 Property Value Study.
- Deadline for chief appraiser to deliver applications for productivity valuation, exemptions requiring annual application, and mobile home homestead exemptions to prior year recipients. [Director of Data Processing]
 - Deadline for 2012 25.25 (d) and (h) motions.
 - Begin review of renditions and decreased value reports.
 - Completion of new business personal property accounts.
 - Mail questionnaires for agricultural information for crop year 2015. [Land Supervisor]
- February 2 - Mail homestead applications for sales through January 1. [Director of Data Processing and Senior Exemptions Clerk]
- Mail abatement applications to qualified property owners. [Director of Data Processing]
 - Mail 2015 renditions. [Director of Data Processing]
- 3 - Begin review of Comptrollers' Property Value Study.
- Deadline for special inventory declaration from dealers.
- 6 - Mail reminder notices to special inventory dealers who have not filed declarations.
- 13 - Completion of inspection of business personal property accounts. [Designated commercial/business personal property appraisers]
- 16 - Receive auto roll from outside vendor.
- Review tender of levy on appraisal lawsuits. (Property Tax Code Section 42.08) [Appraisal Support Staff]
 - Completion of testing and updates for depreciation and cost new improvement tables. [Data Modeler]
 - Regular Board of Directors Meeting
 - Begin equalization of commercial reappraisal. [Commercial Appraisers]
- 19 - Regular Appraisal Review Board Meeting
- 27 - Second publication of rendition, market value, and open space notices. [Administration]
- Completion of inspection of real residential property in designated areas. [Designated Residential appraisers]
 - Completion of field work on real residential property new construction, omitted property and partial completions. [All Residential Supervisor and Residential Appraisers]
- March 2 - Begin reviewing ratio studies by neighborhoods for final adjustments for 2015. [Data Modeler]

2015

- March
- 2 - Deadline for real property splits and new accounts. [Mapping division]
 - Residential Inventory values finalized and entered. [Land Supervisor and Land Appraisers]
 - Agricultural value tables changed and recalculated. [Land Supervisor]
 - Prepare 2015 Abatement files update exemption amounts. [Appraisal Support Staff Coordinator]
 - All field projects complete; residential, real commercial and land.
 - Last day for real residential property changes to be entered.
 - Deadline for updating agricultural land value tables.
 - Deadline for updates to multi-family income tables.
 - Real residential new construction and partial completes due to data entry.
 - 3 - Complete equalization of real commercial . [Commercial Appraisers]
 - 4 - All data entry complete, residential and commercial.
 - CAMA system locked for preliminary totals.
 - Generate various reports for proofing.
 - 9 - Deadline for school and appraisal districts to file written appeal of preliminary 2016 Property Value Study Results.
 - Leased vehicle/automotive roll completed and entered. [Appraisal Support Staff]
 - 12 - Preliminary 2016 Budget forecast packets distributed to division supervisors.
 - Publication of Notice of Protest procedures. [Administration]
 - 13 - Submit appraisal notice form changes to outside vendor. [Administration]
 - Business personal property new businesses created from field inspections complete. [Personal Property Appraisers]
 - Completion of all neighborhood and/or improvement adjustments.
 - All projects complete and entered into CAMA system.
 - Complete changes and lock CAMA system.
 - Generate 2015 appraisal notice data files.
 - 16 - Regular Board of Directors Meeting
 - 19 - Regular Appraisal Review Board Meeting
 - 26 - Mail dealer non-compliance list to respective authority on special inventory accounts. [Appraisal Support Staff Coordinator]
- April
- 1 - Last day (or as soon thereafter as practicable) for the Chief Appraiser to send notices of appraised value on single family residential homesteads.
 - Mail 25.19 Appraisal Notices for all single family residential properties. [Director of Data Processing]

2015

- April
- 1 - Deadline to file 2015 exemption application for vehicle used for personal use and income producing activity.
 - Informal hearings begin.
 - Commercial hearings with agents begin.
 - 15 - Deadline for property owners to file renditions, information reports, and decreased value reports unless extension request in writing filed by this date.
 - 16 - Regular Appraisal Review Board Meeting
 - 17 - Process and verify accounts appraised by Hugh L Landrum & Associates, Inc.
 - 20 - Regular Board of Directors Meeting
 - 30 - Chief Appraiser delivers "Estimate of Total Taxable Value" to each taxing entity.
 - All Business Personal Rendition and requested extensions are entered into CAMA system. [Commercial/Business Personal Property Appraisers]
 - Deadline for numerous reports to be filed by property owners (exemptions, ag-use, rendition extensions, freeport etc).
 - Deadline for rendition extensions granted, except for regulated utility and mineral properties (Property Tax Code Section 22.23 (b)). [Appraisal Support Staff Coordinator]
- May
- 1 Appraisal Review Board hearings begin (May 1st thru July 21st)
 - 2 - Mail notices for denial of exemptions or special valuation.
 - Publish Notice of Protest procedures.
 - Mail Appraisal Notices (second run). [Director of Data Processing]
 - Chief Appraiser submits appraisal records to the Appraisal Review Board.
 - 13 - First draft of 2015/2016 budget finalized.
 - 15 - Deadline for rendition extensions granted on regulated utility and mineral properties.
 - 2015/2016 Budget forecast packets due to Chief Appraiser.
 - 18 - Regular Board of Directors Meeting
 - 31 - Protest deadline for residential appraisal notices or 30 days after a notice was delivered, whichever is later.
- June
- 12 - Chief Appraiser mails 2015/2016 Proposed Budget to each taxing entity and each appraisal district board member.
 - 15 - Mail Appraisal Notices (third run). [Director of Data Processing]
 - Regular Board of Directors meeting.
 - 22 - Publish notice of public hearing for 2015/2016 Proposed Budget.
 - 29 - Appraisal Review Board hearing for property owners appraised by Hugh L Landrum & Associates, Inc.

2015

- July
- 1 - Deadline for Comptroller's "Test PTD file" submission (optional).
 - Secretary of the Board of Directors delivers to the presiding officer of the governing body of each taxing entity participating in the district written notice of the date, time and location of the public hearing to consider the 2015/2016 Appraisal District Budget.
 - 16 - Appraisal Review Board hearing for remaining property owners appraised by Hugh L Landrum & Associates, Inc.
 - 20 - Regular Board of Directors Meeting
 - Public hearing of 2015/2016 Budget
 - Appraisal Review Board approves the 2015 appraisal records, or as soon as less than 5% of the properties remain under review.
 - 21 - All data entry completed and proofed.
 - CAMA system locked for totals.
 - 22 - Print appraisal rolls for all entities.
 - 23 - Chief Appraiser certifies appraisal rolls to each taxing entity.
 - 24 - Create 2015 Certified Appraisal Roll.

Appendix A.2 Calendar of Key Events – 2016 Appraisal

2015

- July
- 30 - Begin ratio studies by category in each neighborhood including each school district. Identify areas to be inspected and adjustments to be made. [Data Modeler]
- August
- 3 - Designated appraisers begin preparations for the 2016 drive.
 - Create 2016 CAMA working file. [Director of Data Processing]
 - Add rendition penalty to all accounts for which a rendition or extension request has not been received. [Personal Property Appraisers]
 - Begin field work on real residential property new construction, omitted property and partial completions. [Residential Appraisers]
 - Begin field work on real land property. See the *Land Appraisal Manual* for specific areas by 3-year cycle. [Land Appraisers]
- August
- 4 - Review property changes from protest hearings in 2015 by each appraiser's section. [All real and personal property supervisors and appraisers]
 - 6 - Begin inspection of real residential property. See the *Residential Appraisal Manual* for specific areas by 3-year cycle.
 - 7 - Begin inspection of real commercial and industrial property. See the *Commercial Appraisal Manual* for specific types by 3-year cycle. [Commercial appraisers]
 - 11 - Review non-rendered business personal property accounts with penalty.

2015

- August 17 - Regular Board of Directors' meeting. Appraisal District Board of Directors adopt 2016/2017 Appraisal District budget (Code date September 15th).
- 18 - Start working old permits. [Commercial Appraisers]
- 20 - Regular Appraisal Review Board Meeting.
- September 1 - Deadline for Comptroller Property Value reports. [Director of Data Processing]
- 8 - Start reappraisal of properties in Fort Bend ISD. [Commercial Appraisers]
- 15 - Begin inspection and field work on business personal property accts. [Personal Property Appraisers]
- Regular Board of Directors meeting.
- 18 - Regular Appraisal Review Board Meeting.
- October 1 - Begin drive of all real property sales on a monthly basis. [Designated appraisers]
- 15 - Update litigation file with new and settled suits. [ARB/Litigation Coordinator]
- Order outside manuals, listings, price guides for 2016. [Administrative staff]
- Review all forms and renditions for changes. [Department supervisors and administrative staff]
- 15 - Regular Appraisal Review Board Meeting.
- 19 - Regular Board of Directors Meeting.
- 30 - Completion of inspection of commercial properties. See the *Commercial Appraisal Manual* for specific areas by 3-year cycle. [Commercial/Business Personal Property Appraisers]
- November 16 - Regular Board of Directors Meeting.
- 19 - Combined November/December Appraisal Review Board Meeting.
- December 1 - Begin inspection of mobile homes in mobile home parks and subdivisions. [Designated residential appraisers]
- Request current dealer lists (motor vehicles, manufactured housing, outboard motors) [Appraisal Support Staff]
- Mail letters to warehouses for client information. [Appraisal Support Staff Supervisor]
- 14 - Finalize rendition letter for 2016. [Appraisal Support Supervisor]
- Begin review of real property cost and depreciation tables. [Data Modeler and Commercial Supervisor]
- Request updated special inventory dealer list from appropriate state agency. [Appraisal Support Supervisor]
- 15 - Complete commercial real property inspections. [Commercial Appraisers]
- 21 - Regular Board of Directors Meeting.
- 22 - Begin working new construction and 2015 permits. [Commercial Appraisers]

2016

- January
- 1 - Date that determines 2016 taxable value and exemption status. (Property Tax Code Section 23.01)
 - Start Commercial Modeling
 - 15 - Completion of inspection of mobile homes in mobile home parks and subdivisions. [Designated residential appraisers]
 - Publication of rendition, market value, and open space notices. [Administration]
 - 19 - Deadline for chief appraiser to deliver applications for productivity valuation, exemptions requiring annual application, and mobile home homestead exemptions to prior year recipients. [Director of Data Processing]
 - Deadline for 2015 25.25 (d) and (h) motions.
 - Begin review of renditions and decreased value reports.
 - Mail questionnaires for agricultural information for crop year 2016. [Land Supervisor]
 - 20 - Regular Board of Directors Meeting.
 - 21 - Regular Appraisal Review Board Meeting.
- February
- 1 - Mail homestead applications for sales through January 1. [Director of Data Processing and Senior Exemptions Clerk]
 - Mail abatement applications to qualified property owners. [Director of Data Processing]
 - Mail 2016 renditions. [Director of Data Processing]
 - Deadline for special inventory declaration from dealers.
 - 5 - Mail reminder notices to special inventory dealers who have not filed declarations.
 - 15 - Completion of inspection of business personal property accounts. [Designated Commercial/Business Personal Property Appraisers]
 - Regular Board of Directors Meeting.
- February
- 16 - Review tender of levy on appraisal lawsuits. (Property Tax Code Section 42.08) [Appraisal Support Staff]
 - Completion of testing and updates for depreciation and cost new improvement tables. [Data Modeler]
 - Begin evaluation of commercial properties. [Commercial Appraisers]
 - 18 - Receive auto roll from outside vendor.
 - Regular Appraisal Review Board Meeting.
 - 26 - Second publication of rendition, market value, and open space notices. [Administration]

2016

- February 29 - Completion of inspection of real residential property in designated areas. [Designated residential appraisers]
- Completion of field work on real residential property new construction, omitted property and partial completions. [Supervisors and Residential Appraisers]
- March 1 - Begin reviewing ratio studies by neighborhoods for final adjustments for 2016. [Data Modeler]
- Begin working renditions on business personal property accounts. [Appraisal Support Staff and Commercial/Business Personal Property Appraisers]
 - Deadline for real property splits and new accounts. [Mapping division]
 - Residential Inventory values finalized and entered. [Land Supervisor and Land Appraisers]
 - Agricultural value tables changed and recalculated. [Land Supervisor]
 - Prepare 2016 Abatement files update exemption amounts. [Appraisal Support Staff Coordinator]
 - All field projects complete.
 - Last day for real residential property changes to be entered.
 - Deadline for updating agricultural land value tables.
 - Deadline for updates to multi-family income tables.
 - Real new residential construction and partial completes to data entry.
- 2 - Completion of real commercial. [Commercial Appraisers]
- 3 - Complete evaluation of real commercial. [Commercial Appraisers]
- 4 - All data entry complete.
- CAMA system locked for preliminary totals.
 - Generate various reports for proofing.
- 16 - Leased vehicle/automotive roll completed and entered. [Appraisal Support Staff]
- Preliminary 2016 Budget forecast packets distributed to division supervisors.
- 16 - Publication of Notice of Protest procedures. [Administration]
- 17 - Regular Appraisal Review Board Meeting.
- 18 - Submit appraisal notice form changes to outside vendor. [Administration]
- Business personal property new businesses created completed. [Personal Property appraisers]
 - Completion of all neighborhood and/or improvement adjustments.
 - All projects complete and entered into CAMA system.
 - Complete changes and lock CAMA system.
 - Generate 2016 appraisal notice data files.

2016

- March 21 - Regular Board of Directors Meeting.
- 24 - Mail dealer non-compliance list to respective authority on special inventory accounts. [Appraisal Support Staff Coordinator]
- April 1 - Last day (or as soon thereafter as practicable) for the Chief Appraiser to send notices of appraised value on single family residential homesteads.
- Mail 25.19 Appraisal Notices for all single family residential properties. [Director of Data Entry]
- Deadline to file 2016 exemption application for vehicle used for personal use and income producing activity.
- Informal hearings begin.
- Commercial hearings with agents begin.
- 15 - Deadline for property owners to file renditions, information reports, and decreased value reports unless extension request in writing filed by this date.
- 18 - Regular Board of Directors Meeting.
- 19 - Process and verify accounts appraised by Hugh L Landrum & Associates, Inc.
- 21 - Regular Appraisal Review Board Meeting.
- 29 - Chief Appraiser delivers "Estimate of Total Taxable Value" to each taxing entity.
- All Business Personal Rendition and requested extensions are entered into CAMA system. [Commercial/Business Personal Property Appraisers]
- Deadline for numerous reports to be filed by property owners (exemptions, ag-use, rendition extensions, freeport etc).
- Deadline for rendition extensions granted, except for regulated utility and mineral properties (Property Tax Code Section 22.23 (b)). [Appraisal Support Staff Coordinator]
- May 2 Appraisal Review Board hearings begin (May 1st thru July 21st)
- Mail notices for denial of exemptions or special valuation.
- Publish Notice of Protest procedures.
- Chief Appraiser submits appraisal records to the Appraisal Review Board.
- 11 - First draft of 2016/2017 budget finalized.
- 13 - 2016/2017 Budget forecast packets due to Chief Appraiser.
- 16 - Deadline for rendition extensions granted on regulated utility and mineral properties.
- Regular Board of Directors Meeting.
- June 1 - Protest deadline for residential appraisal notices or 30 days after a notice was delivered, whichever is later.

2016

- June
- 13 - Chief Appraiser mails 2016/2017 Proposed Budget to each taxing entity and each appraisal district board member.
 - 20 - Regular Board of Directors meeting.
 - 24 - Publish notice of public hearing for 2016/2017 Proposed Budget.
 - Appraisal Review Board hearing for property owners appraised by Hugh L Landrum & Associates, Inc.
- July
- 1 - Deadline for Comptroller's "Test PTD file" submission (optional).
 - Secretary of the Board of Directors delivers to the presiding officer of the governing body of each taxing entity participating in the district written notice of the date, time and location of the public hearing to consider the 2016/2017 Appraisal District Budget.
 - 12 - Public hearing of 2016/2017 Budget
 - 18 - Regular Board of Directors Meeting
 - 21 - Appraisal Review Board hearing for remaining property owners appraised by Hugh L Landrum & Associates, Inc.
 - 25 - Appraisal Review Board approves the 2016 appraisal records, or as soon as less than 5% of the properties remain under review.
 - 26 - All data entry completed and proofed.
 - CAMA system locked for totals.
 - 27 - Print appraisal rolls for all entities.
 - 28 - Chief Appraiser certifies appraisal rolls to each taxing entity.
 - 29 - Create 2016 Certified Appraisal Roll.
- August
- 1 - Add rendition penalty to all accounts for which a rendition or extension request has not been received.
 - 3 - Review non-rendered business personal property accounts with penalty.

Appendix A.3 Calendar of Key Events for 2015 by Property Type

The following tables provide a visual calendar of the key events for the 2015 appraisal year broken down by property type.

Residential

	2014				2015							
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Land Analysis												
Neighborhood Delineation												
Re-inspection/Sales Validation												
Sales Ratio Analysis/Valuation:												
Model Specification												
Model Calibration												
Final Value Review												
New Construction/Discovery												
New Construction Value Review												
Appeal of Property Value Study												
New Subdivisions												
Split-outs/Combinations												
Jurisdiction Estimates												
Prior Year Correction Hearings												
Prior Year Corrections												
Field Checks												
Current Year Hearings												

Reappraisal Plan Tax Years 2015 & 2016

Commercial

	2014				2015							
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Land Analysis												
Re-inspection												
Key Income & Expense Data												
Valuation:												
Land												
Income												
Cost												
Sales Ratio Analysis/Valuation												
Permit Research												
New Construction/Discovery												
New Construction Value Review												
Appeal of Property Value Study												
New Subdivisions												
Split-outs/Combinations												
Sales Verification												
Prior Year Correction Hearings												
Prior Year Corrections												
Current Year Hearings												

Reappraisal Plan Tax Years 2015 & 2016

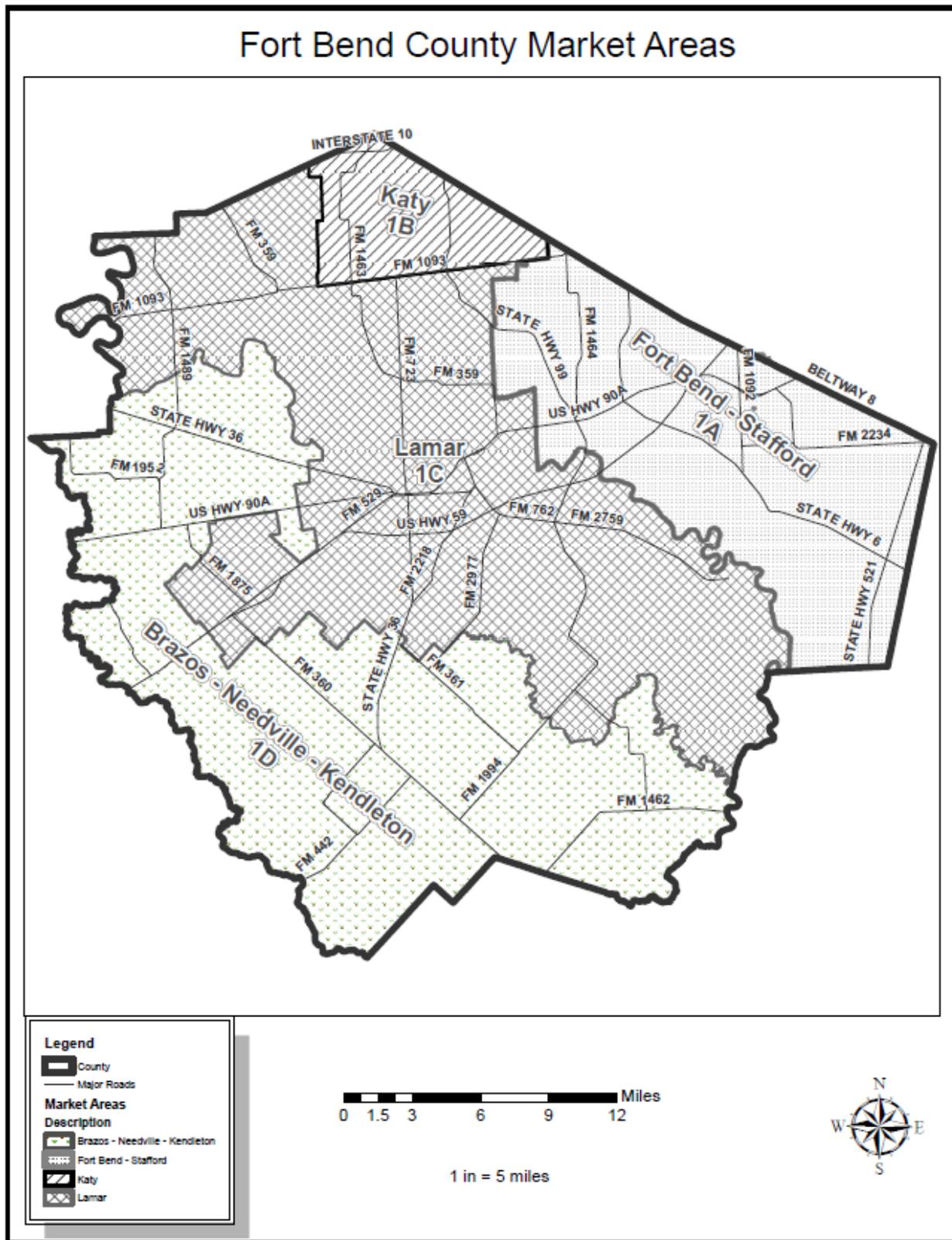
Industrial													
	2014				2015								
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
PP Rendition Penalty Waivers/Hrgs													
Appraisal Contractors:													
Negotiate Contracts													
Assign Accounts													
Deliver Estimates of Value													
Land Analysis													
Re-inspection/Discovery													
Valuation:													
Industrial Real Property													
Industrial Personal Property													
Permit Research													
New Construction/Value Review													
Prior Year Correction Hearings													
Prior Year Corrections													
Current Year Hearings													

Reappraisal Plan Tax Years 2015 & 2016

Personal Property													
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	2014				2015							
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
PP Rendition Penalty Waivers/Hrgs	■	■	■	■	■							
Appraisal Contractors:												
Negotiate Contracts	■	■										
Assign Accounts	■	■										
Mail Notices of Appraised Value										■	■	■
Begin Field Inspection/Discovery	■	■	■	■	■	■	■					
Valuation:												
CAPPA Modeling				■	■	■	■					
Rendition Rvw/Finalize Values							■	■	■			
Rendition Processing						■	■	■	■			
Prior Year Correction Hearings		■	■	■	■	■	■	■				
Process Prior Year Corrections		■	■	■	■	■	■	■				
Current Year Hearings										■	■	■

Appendix B Residential and Land Market Areas



Appendix C Inspection Area Details

Appendix C.1 Residential Reappraisal Areas by Year

Residential properties will be inspected and the pricing will be reviewed as detailed below.

Appendix C.1.1 2015 Tax Year

Brazos ISD

All Abstracts 1974

All Subdivisions 262

Fort Bend ISD

All Abstracts 5259

Katy ISD

All Abstracts 1967

Lamar CISD

All Abstracts 8862

All Subdivisions 47,623

Needville ISD

All Abstracts 6668

Stafford ISD

All Abstracts 303

All Subdivisions 3343

All mobile home subdivisions and mobile home parks

All new residential construction

Areas which have been found to have adverse conditions which have affected market values

Appendix C.1.2 2016 Tax Year

Brazos ISD	
All Abstracts	1974
All Subdivisions	262
Fort Bend ISD	
All Abstracts	5259
All Subdivisions	123,636
Katy ISD	
All Abstracts	1967
Lamar CISD	
All Abstracts	8862
Needville ISD	
All Abstracts	6668
All Subdivisions	2445
Stafford ISD	
All Abstracts	303
All Subdivisions	3343

All mobile home subdivisions and mobile home parks

All new residential construction

Areas which have been found to have adverse conditions which have affected market values

Appendix C.1.1 2017 Tax Year

Brazos ISD	
All Abstracts	1974
All Subdivisions	262
Fort Bend ISD	
All Abstracts	5259
Katy ISD	
All Abstracts	1967
All Subdivisions	39,274
Lamar CISD	
All Abstracts	8862
Needville ISD	
All Abstracts	6668
All Subdivisions	2445
Stafford ISD	
All Abstracts	303
All Subdivisions	3343

All mobile home subdivisions and mobile home parks

All new residential construction

Areas which have been found to have adverse conditions which have affected market values

Appendix C.2 Land Reappraisal Areas by Year

Land will be inspected and the pricing will be reviewed as detailed below.

Appendix C.2.1 2015 Tax Year

All newly created subdivisions

Part of Fort Bend ISD:

All Abstracts

Part of Subdivisions:

Leading Number	Description
1050	Alcorn Bend
1000	Alkire Lake
1141	Applecreek Bend
1150	Arcola Farms
1200	Arcola Heights
1271	Austin Meadow
1276	Austin Park Courtyard Homes
1272	Austin Park
1273	Autumn Ridge
1300	Barker-Bowen
1400	Barrington Place
1405	Baybridge At Sugar Lakes
1450	Belknap Acres
1500	Belknap
1550	Benchmark
1537	Bermuda Dunes Villas
1560	Black Creek Village
1620	Blakely Bend
1800	Blue Ridge Square
1750	Bluebonnet Acres
1850	Bolton Estates
1950	Bowen
1955	Bradford Park
1961	Bradford Village

Leading Number	Description
1999	Braebend Estates Addition
1804	Brazos Crossing
2175	Briar Villa
2177	Briar Villa South
2145	Briarcraft Meadows Townhomes
2150	Briargate
2151	Briarwood
2155	Bridgewater
2157	Brightwater Estates
2158	Brightwater Point Estates
2200	Brookside Addition
2300	Browning
2241	Cambridge Falls
2400	Camden Park Townhouses
2503	Chasewood Meadows
2502	Chasewood Meadows Townhomes
2500	Chasewood
2215	Chelsea At Mission Bend
2221	Chelsea Harbour
2520	Chimneystone
2305	City Plaza At Town Square
2540	Clark Plaza One
2545	Clarke Springs
2320	Clayton's Bend
2550	Cleveland Lake
2602	Colonial Lakes Office Park Condominium
2604	Colony Lake Estates
2605	Colony Lakes
2606	Colony Lakes Shopping Center
2610	Colony Bend
2603	Colony Cove
2612	Colony Creek

Leading Number	Description
2613	Colony Crossing Village Of Talbots Mill
2615	Colony Grant
2616	Colony Meadows
2614	Colony Oaks
2617	Colony Park
2411	Colony Woods
3527	Condominiums At Grants Lake
2618	Corporate Bus Park
2630	Covenant Crest
2640	Covington West
2650	Covington Woods
2700	Craven Village
2705	Creekshire
2707	Creekside At Town Center
2746	Crescent Lakes
2748	Crescent Oak Village At Lake Olympia
2747	Crescents On The Green
2754	Crestmont Place Amending Plat
2750	Crestmont Village
1018	Crestwater
2775	Dove Country
2780	Dover
2800	Dreier
2830	Eaglewood
2853	Edgewater
2854	Edo Estates
2899	Eldridge East
2891	Eldridge Lake
2895	Eldridge Park Village
9555	Eldridge Pointe Office Condominiums
2856	Englewood I
2858	Englewood Place Estates

Leading Number	Description
2857	Englewood Place
2931	Estates Of Silver Ridge
2935	Estates Of Teal Run
2948	Estates Of Waterford
2950	Executive Park
3000	Fenns
3050	Fieldcrest
3104	Fieldstone
3100	Fifth Ave Estates
3109	First Colony Commons
3107	First Colony Mall
3110	First Colony Mud
3054	Flamingo Estates At Lake Olympia
3053	Flamingo Island At Lake Olympia
3051	Fluor Central Development Tract
3999	Fondren Grove
3179	Fort Bend Town Center
3181	Foster's Green
3125	Four Hundred Oyster Creek
3150	Fresno
3200	Fresno Addition
3250	Fresno Dome
3300	Fresno Gardens
3350	Fresno Gardens Deluxe
3400	Fresno Ranchos
3425	Fuqua Ridge
3446	Gannoway Lake Estates
2989	Garden Park Village
3450	Gateway Acres
3455	Gateway Community
3518	Gessner Road Commerce Park
3517	Glen Laurel

Leading Number	Description
3515	Glen Park
3500	Golden Hwy Prop
3528	Grand Mission Estates
3523	Grand Mission
3522	Grand Park Center
3530	Grants Lake Condo
3533	Grants Lake Patio Homes
3525	Grants Lake
3535	Grants Lake Tempos
3537	Grants Lake Townhomes
3538	Graystone Park At South Gessner
3043	Great Oaks
3040	Great Oaks South
3540	Green Valley Estates
3550	Greenbriar Addition
3570	Greens At Pecan Grove Plantation
3725	Gulf Coast
3750	Gulf View Acres
3710	Hall Lake
3964	Harbor View Village At Lake Olympia
4006	Heritage Colony
3765	Hidden Lake Estates
4010	High Meadows
3797	Highlands Square
3798	Highway 6/Murphy
3800	Horseshoe Lake
4155	Houstonian Golf Club
3853	Hunters Glen National Child Care
3850	Hunters Glen
3855	Hunters Green
3860	Hunters Park
3861	Hunters Point Estates

Leading Number	Description
3859	Hunters Point Park
3862	Hunters Square Phase I
3925-	Huntington Village Patio Homes
3900	Huntington Village
4045	Hwy 90a Commercial Park
4100	Imperial Estates
4110	Imperial Woods
4115	Ingco Business Park
4160	Jade Island At Lake Olympia
4180	Jensen Tract
4200	Jewel Park
8200	Jim Townsend
4236	Keats Homes
4237	Keegans Ridge
4240	Keegans Wood
4250	Kelly's Corner
4275	Kendallwood Farms
4279	Kingbell Shopping Center
4295	Kingsbridge Commerce Park
4294	Kingsbridge Court
4290	Kingsbridge Crossing
4283	Kingsbridge Estates
4293	Kingsbridge Meadow
4296	Kingsbridge Park
4297	Kingsbridge Place
4299	Kingsbridge Plaza
4298	Kingsbridge Village
4349	Kirkwood Park
4515	Knanaya Homes
4783	Lake Bend Condominium
4752-	Lake Colony
4803	Lake Pointe Office Condominiums

Leading Number	Description
4755-	Lake Pointe
4778	Lake Pointe Tract 2
4781	Lake Pointe Village Unrestricted Reserve "B"
4786	Lake Pointe Village West
4795	Lake Shore Harbour
4400	Lake Village
4758	Lakebend At Sugar Creek
4762	Lakefield
4767	Lakes Of Austin Park
4768	Lakes Of Edgewater
4766	Lakes Of West Airport
4764	Lakeshore At Brightwater
4771	Lakeshore Forest At Lake Olympia
4776	Lakeshore Forest Estates At Lake Olympia
4772	Lakeshore Park At Brightwater
4773	Lakeshore Point At Brightwater
4759	Lakeside Estates At Lake Olympia
4775	Lakeside Meadow
4769	Lakeside Village At Lake Olympia
4789	Lakeview Business Park
4782	Lakeview Subdivision
4761	Lakeway
4820	Landing At Grants Lake
4848	Lantern Lane Addition
4880	Lexington Colony
4883	Lexington Grove
4882	Lexington Meadows
4885	Lexington Place
4881	Lexington Point
5005	Lexington Settlement
5007	Lexington Square
5122	Long Meadow Farms Commercial Reserve

Leading Number	Description
5121	Long Meadow Farms
5162	Lowes At Missouri City
2250	M N Brown
4600	Magnolia Place
4601	Magnolia Plantation
4888	Manors At Riverstone
4884	Manors At Silver Ridge
4690	Maranatha Farms
4750	Marbill Estates
4751	Market Place At Sugar Land
4800	Maxwell Heights
4850	Mayfair Park
4900	Mayfield Park
5300	McIntyre Acres
5295	McCourt Plaza
4963	Meadow Crest
4971	Meadow Lakes
4970	Meadow Park Res A
4960	Meadowcreek
4962	Meadowcreek Townhouses
4966	Meadowglen
4950	Meadows
4968	Meadowvale
5018	Midtown Market
5024	Mission Bend North
5030	Mission Bend San Miguel
5020	Mission Bend
5026	Mission Bend South (Retail)
5025	Mission Bend South
5032	Mission Gardens
5037	Mission Glen East
5038	Mission Glen Estates

Leading Number	Description
5036	Mission Glen Reserves
5035	Mission Glen
5039	Mission Green North
5043	Mission Oaks
5047	Mission Sierra
5040	Mission West
5050	Missouri City
5101	Missouri City Walmart
5200	Monterrey Addition
5204	Morningside
5355	Mustang Crossing At Lake Olympia
6010	Newpoint Estates
5390	Niagara Subdivision
5400	Normayburn Estates
5610	Oak Bend Forest
5611	Oak Hollow
5613	Oak Lake Court
5612	Oak Lake Estates
5614	Oak Pointe Subdivision
5617	Oakland
5618	Oaks At Riverbend
5619	Oaks Of Alcorn
5550	Office Bldg Site On Cartwright Rd
5600	Offset Property
5650	Oil Center
5652	Old Mill Park
5653	Old Mill Retail Park
5658	Old Orchard
5661	Olde Missouri City Market Place
5681	Olympia Estates Phase 1
5680	Olympia Estates
5670	Orchard Lake Estates

Leading Number	Description
5700	Our Prize Property
5704	Oxford
5705	Oyster Bay
5715	Oyster Creek Country
5716	Oyster Creek Place At Lake Olympia
5710	Oyster Creek Plantation
5717	Oyster Creek Village At Lake Olympia
5718	Oyster Point
5719	Palmer Plantation At Lake Olympia
5728	Pamela Lane
5721	Paradise Point
5723	Park At Mission Glen
5726	Park Gate
5725	Park Glen
5727	Park Lake Condo
5730	Park Meadow Townhouses
6136	Park Pointe Center
6137	Park Pointe Commons
6135	Park Pointe
6442	Park West
5735	Parkview Village At Lake Olympia
5743	Parkway Plaza Shopping Center
5742	Parkway Trails
5738	Pearl Pointe At Lake Olympia
5737	Pebble Beach
6540	Pecan Meadow Estates
6560	Peninsulas At Lake Olympia
5785	Pheasant Creek
5790	Pike Road Industrial Park
5800	Pine Island Addition
5825	Pine Meadow
5826	Pine Meadow Court

Leading Number	Description
5850	Pinedale Manor
6705	Plantation Bend
6708	Plantation Colony
6710	Plantation Creek
6718	Plantation Lakes
6724	Plantation Park
6726	Plantation Settlement At First Colony
6727	Plantation Trails At First Colony
6842	PMSI Dove Country R/P
6850	Point Royale
5855	Providence
5857	Quail Bridge Gardens
5856	Quail Bridge
5860	Quail Glen
5862	Quail Green
5864	Quail Green South
5863	Quail Green West
5870	Quail Park Patio Homes
5890	Quail Run
5897	Quail Valley Car Care Center
5900	Quail Valley Cottages
5910	Quail Valley East
5902	Quail Valley Eldorado
5907	Quail Valley Glenn Lakes
5904	Quail Valley La Quinta
5913	Quail Valley North Sec
5903	Quail Valley Patio Homes
5922	Quail Valley Thunderbird North
5916	Quail Valley Thunderbird Patio Homes
5915	Quail Valley Thunderbird
5920	Quail Valley Thunderbird W
5921	Quail Valley Thunderbird West Courtyard Homes

Leading Number	Description
5925	Quail Valley Townhomes
5926	Quail Valley Townhouses
5955	Quail Village
5960	Quail Village Townhouses
5880	Quailridge
6000	Ragus Lake Estates
7130	Randalls Center-Quail Valley
6025	Res A Of Cartwright Rd Off
6100	Richmond Road Farms (Gardens)
6200	Ridgegate
6250	Ridgemont
6400	Ridgewood Estates
6447	Riverbend North
6448	Riverbend South
6450	Rivercrest
7612	Riverway Estates
7630	Robinson Landing
7657	Rocky Creek Crossing
6600	Rosedale Addition
6650	Rustlers Crossing
6651	Rustlers Crossing Replat #1 Slide 1600 B
8032	Sanders Ridge
2350	Sec C North, Fresno
6660	Sedona Creek
6672	Settlers Grove
6700	Settlers Park
6800	Seventh Street
6905	Shiloh Lake Estates
6900	Shopping Center FM 1092 At NO
8125	Silver Ridge
7000	Skyview Farms
7139	Soldiers Field Court

Leading Number	Description
7141	South Gessner Road Industrial Park
7150	South Main Plaza
7138	Southern Colony
7185	Southshore At Brightwater
7200	Southside Addition
7225	Southwest Crossing
8382	Spencer's Glen
7240	Stafford Corner
7300	Stafford Oaks
7440	Staffordshire Rd Bus Center
7490	Stephens Grant
7500	Steven Estates
7510	Stonehaven
7515	Stratford Park Village Five
7555	Sugar Creek Center
7549	Sugar Creek Office Condominiums
7550	Sugar Creek
7556	Sugar Crossing
7559	Sugar Grove
7560	Sugar Lakes
7562	Sugar Land Central
7565	Sugar Land Office Park
7579	Sugar Land Town Square Parking Condominium
7578	Sugar Land Town Square
7570	Sugar Landing
7571	Sugar Lane Business Park 2nd Replat
7600	Sugar Mill
7557	Sugarfield
7700	Sugarwood
8283	Summerfield
8285	Summerhill
8287	Sunrise Bay At Lake Olympia

Leading Number	Description
8292	Sutton Forest
8293	Sutton Park
7765	Swan Isle At Lake Olympia
7791	Sweetbriar At Riverstone
7790	Sweetbriar
7802	Sweetwater Court Townhomes
7805	Sweetwater Estates
7812	Sweetwater Village
7900	Tang City Plaza
8704	Teal Run
7980	Tealbriar
2862	The Enclave At Lake Pointe
3770	The Highlands
4749	The Market At First Colony
4745	The Market At Town Center
5360	The Oasis Medical Campus
5640	The Offices At Lake Pointe
5589	The Offices At Riverstone
5677	The Orchard
5852	The Promenade At Stafford Run
7214	The Reserve At Glen Laurel
6910	The Shops At Riverstone
8090	The Towns Of Grants Lake
8089	The Township
8510	The Village On Royal Oak
9560	The Woods
8080	Town Center Square
8100	Townewest
8840	Txdot Tract 5
8500	Venetian Estates
8499	Venus Lake
8908	Vicksburg Village

Leading Number	Description
8995	Villa Del Lago
9000	Villa Maria
8502	Village Of Oak Lake
7810	Villas Of Sweetwater
8913	Walker Station
9010	Waterbrook
9162	Waterford Park Townhomes
8960	Water's Edge At Colony Lakes
9175	Waterview Estates
8924	West Airport Commercial Subdivision
9200	West Bend Addn
9260	West Oaks Village
9301	Westbury Village
9300	Westenfeld
9400	Westmount Square Townhouses
9304	Westpoint Estates
9500	Wildflower Addition
9510	Wilkins Crossing
9524	Williams Glen
9550	Willow Park
9556	Withers Ridge
9700	Woodland
9701	Woodstream

Appendix C.2.2 2016 Tax Year

All newly created subdivisions

All of Lamar CISD except the old Kendleton ISD area

Katy ISD subdivisions

Appendix C.2.3 2017 Tax Year

All newly created subdivisions

All of Brazos ISD

All of Needville ISD

All of old Kendleton ISD area

Part of Fort Bend ISD:

Aliana

Avalon

Brazos Landing

Creekmont

Commonwealth

New Territory

Pecan Grove

Riverstone

Shadow Creek

Sienna

TelFair

Twin Oaks

Waterside

Winfield Lakes

Woodbridge

Appendix C.3.1 2015 Tax Year

Brazos ISD	
Real Commercial	48
Real Apartments	0
Real Industrial	2
Katy ISD	
Real Commercial	474
Real Apartments	20
Real Industrial	5
Needville ISD	
Real Commercial	249
Real Apartments	4
Real Industrial	25
Stafford ISD	
Real Commercial	596
Real Apartments	15
Real Industrial	25

All new construction started as of 1/1/2015.

Appendix C.3.2 2016 Tax Year

Fort Bend ISD	
Real Commercial	2431
Real Apartments	49
Real Industry	119

All new construction started as of 1/1/2016.

Appendix C.3.3 2017 Tax Year

Lamar CISD	
Real Commercial	1924
Real Apartments	88
Real Industry	52

All new construction started as of 1/1/2017.