



# **Houston County Appraisal District**

## **2015- 2016 Reappraisal Plan**

**Adopted by the Board of Directors  
September 15, 2014**

# Houston County Appraisal District

## Reappraisal Plan

---

### INTRODUCTION

#### *Scope of Responsibility*

The Houston County Appraisal District has prepared and published this reappraisal plan and appraisal report to provide our Board of Directors, citizens and taxpayers with a better understanding of the district's responsibilities and activities. This report has several parts: a general introduction and then, several sections describing the appraisal effort by the appraisal district.

The Houston County Appraisal District (CAD) is a political subdivision of the State of Texas created effective January 1, 1980. The provisions of the Texas Property Tax Code govern the legal, statutory, and administrative requirements of the appraisal district. A member Board of Directors, appointed by the taxing units within the boundaries of Houston County, constitutes the district's governing body. The chief appraiser, appointed by the Board of Directors, is the chief administrator and chief executive officer of the appraisal district.

The appraisal district is responsible for local property tax appraisal and exemption administration for 16 jurisdictions or taxing units in the county. The taxing entities are as follows:

Houston County  
City of Crockett  
City of Grapeland  
City of Lovelady  
City of Kennard  
Crockett I.S.D.  
Grapeland I.S.D.  
Kennard, I.S.D.  
Latexo, I.S.D.  
Lovelady I.S.D.  
Houston County Hospital District  
Grapeland Hospital District  
Houston County ESD #1  
Houston County ESD #2  
Houston County/Elkhart I.S.D.  
Houston County/Groveton I.S.D.

Each taxing unit, such as the county, a city, school district, municipal utility district, etc., sets its own tax rate to generate revenue to pay for such things as police and fire protection, public schools, road and street maintenance, courts, water and sewer systems, and other public services. Property appraisals and estimated values by the appraisal district allocate the year's tax burden on the basis of each taxable property's market value. We also determine eligibility

for various types of property tax exemptions such as those for homeowners, the elderly, disabled veterans, charitable or religious organizations and agricultural productivity valuation.

Except as otherwise provided by the Property Tax Code, all taxable property is appraised at its "market value" as of January 1<sup>st</sup>. Under the tax code, "market value" means the price at which a property would transfer for cash or its equivalent under prevailing market conditions if:

- exposed for sale in the open market with a reasonable time for the seller to find a purchaser;
- both the seller and the buyer know of all the uses and purposes to which the property is adapted and for which it is capable of being used and of the enforceable restrictions on its use, and;
- both the seller and buyer seek to maximize their gains and neither is in a position to take advantage of the other.

The Property Tax Code defines special appraisal provisions for the valuation of residential homestead property (Sec. 23.23), productivity (Sec. 23.41), real property inventory (Sec. 23.12), dealer inventory (Sec. 23.121, 23.124, 23.1241 and 23.127), nominal (Sec. 23.18) or restricted use properties (Sec. 23.83) and allocation of interstate property (Sec. 23.03). The owner of real property inventory may elect to have the inventory appraised at its market value as of September 1<sup>st</sup> of the year preceding the tax year to which the appraisal applies by filing an application with the chief appraiser requesting that the inventory be appraised as of September 1<sup>st</sup>.

The Texas Property Tax Code, under Sec. 25.18, requires each appraisal office to implement a plan to update appraised values for real property at least once every three years. The district's current policy is to conduct a general reappraisal of taxable property every year. Appraised values are reviewed annually and are subject to change. Business personal properties, minerals and utility properties are appraised every year.

The appraised value of real estate is calculated using specific information about each property. Using computer-assisted mass appraisal programs, and recognized appraisal methods and techniques, we compare that information with the data for similar properties, and with recent cost and market data. The district follows the standards of the International Association of Assessing Officers (IAAO) regarding its appraisal practices and procedures, and subscribes to the standards promulgated by the Appraisal Foundation known as the Uniform Standards of Professional Appraisal Practice (USPAP) to the extent they are applicable.

### ***Personnel Resources***

The office of the Chief Appraiser is primarily responsible for 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 commercial, residential, business personal, mineral, utilities, and industrial. 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. Support functions including records maintenance, information and assistance to property owners, and hearings are coordinated by personnel in support services.

The appraisal district staff consists of 9 employees with the following classifications:

- 2 - Official/Administrator (executive level administration)
- 1 - Professional (supervisory and management)
- 3 - Technicians (appraisers, program appraisers and mapper)
- 3 - Administrative Support (professional, customer service, clerical and other)

### ***Staff Education and Training***

All personnel that are performing appraisal work are registered with the Board of Tax Professional Examiners and are required to take appraisal courses to achieve the status of Registered Professional Appraiser within five years of employment as an appraiser. After they are awarded their license, they must receive additional training of a minimum of 30 hours of continuing education units which must include a USPAP refresher course, 2 hours of ethics and a law and rule update every 2 years. Failure to meet these minimum standards results in the termination of the employee.

Additionally, all appraisal personnel receive extensive training in data gathering processes including lap tops used in field work and statistical analyses of all types of property to ensure equality and uniformity of appraisal of all types of property. On-the-job training is delivered by department managers for new appraisers and managers meet regularly with staff to introduce new procedures and regularly monitor appraisal activity to ensure that standardized appraisal procedures are being followed by all personnel.

### ***Data***

The district is responsible for establishing and maintaining approximately 32,547 real and personal property accounts covering 1,227 square miles and approximately 808,000 acres within Houston County and several hundred square miles within adjoining counties. Portions of adjoining counties are under over-lapping taxing jurisdictions and these properties are included within this number of property accounts. The over-lapping jurisdiction enters into Trinity County.

This data includes property characteristics, ownership, and exemption information. Property characteristic data on new construction is updated through an annual field effort; existing property data is maintained through a field review. Sales are routinely validated during a separate field effort; however, numerous sales are validated as part of the new construction and field inspections. General trends in employment, interest rates, new construction trends, cost and market data are acquired through various sources, including internally generated questionnaires to buyer and sellers, university research centers, and market data centers and vendors.

The district has a geographic information system (GIS) that maintains cadastral maps and various layers of data and aerial photography. The district now has Pictometry which gives the appraiser visual access to the property. The district's website makes a broad range of information available for public access, including information on the appraisal process, property characteristics data, certified values, protests and appeal procedures. Downloadable files of related tax information and district forms, including exemption applications and business personal property renditions are also available.

### ***Information Systems***

The Systems Administrator and the computer mapping department manage and maintain the district's data processing facility, software applications, Internet website, and geographical information system. The district converted to the new Computer Assisted Mass Appraisal System, licensed, maintained, and supported by Pritchard & Abbott, Fort Worth, Texas in 2008. The software operates via local PC network maintained in house. The Software will allow the district more options. The GIS mapping system is Bentley Microstation V8 2004, also supported by Pritchard & Abbott, Fort Worth. The District now has access to Pictometry which will allow the District to check properties behind locked gates.

### **SHARED APPRAISAL DISTRICT BOUNDARIES**

The district established procedures whereby ownership and property data information are routinely exchanged within over-lapping jurisdictional boundaries. Appraisers from adjacent appraisal districts discuss data collection and valuation issues to minimize the possibility of differences in property characteristics, legal descriptions, and other administrative data. Under current State law, the County in which the property is located is responsible for appraising the property included in their county, therefore HCAD will appraise for a portion of Elkhart ISD and Groveton ISD. Trinity CAD will appraise property in Trinity County that is located in Kennard ISD, Trinity County.

### **INDEPENDENT PERFORMANCE TEST**

According to Chapter 5 of the TPTC and Section 403.302 of the Texas Government Code, the State Comptroller's Property Tax Division (PTD) conducts an annual property value study (PVS) of each Texas school district and each appraisal district. As part of this annual study, the code

requires the Comptroller to: use sales and recognized auditing and sampling techniques; review each appraisal district's appraisal methods, standards and procedures to determine whether the district used recognized standards and practices (MSP review); test the validity of school district taxable values in each appraisal district and presume the appraisal roll values are correct when values are valid; and, determine the level and uniformity of property tax appraisal in each appraisal district. The methodology used in the property value study includes stratified samples to improve sample representativeness and techniques or procedures of measuring uniformity. This study utilizes statistical analyses of sold properties (sale ratio studies) and appraisals of unsold properties (appraisal ratio studies) as a basis for assessment ratio reporting. For appraisal districts, the reported measures include median level of appraisal, coefficient of dispersion (COD), the percentage of properties within 10% of the median, the percentage of properties within 25% of the median, and price-related differential (PRD) for properties overall and by state category.

There are 5 independent school districts in Houston CAD for which appraisal rolls are annually developed. The preliminary results of this study are released February 1 in the year following the year of appraisal. The final results of this study are certified to the Education Commissioner of the Texas Education Agency (TEA) the following July of each year. This outside (third party) ratio study provides additional assistance to the CAD in determining areas of market activity or changing market conditions.

## Appraisal Activities

---

### INTRODUCTION

#### ***Appraisal Responsibilities***

The field appraisal staff is responsible for collecting and maintaining property characteristic data for classification, valuation, and other purposes. Accurate valuation of real and personal property by any method requires a comprehensive physical description of personal property, and land and building characteristics. This appraisal activity is responsible for administering, planning and coordinating all activities involving data collection and maintenance of all commercial, residential and personal property types located within the boundaries of Houston County and the jurisdictions of this appraisal district. The data collection effort involves the field inspection of real and personal property accounts, as well as data entry of all data collected into the existing information system. The goal is to periodically field inspect residential, commercial, and personal properties in the district every year. Houston CAD is on a 3-year reappraisal cycle. The last reappraisal year was 2013 with the next scheduled in 2016. The appraisers check properties and make changes whenever the market reflects a change.

#### ***Appraisal Resources***

- **Personnel** - The appraisal activities are conducted by 3 appraisers.
- **Data** - The data used by field appraisers includes the existing property characteristic information contained in Pritchard & Abbott's software program. The data is printed on a property record card (PRC), or personal property data sheets. Other data used includes maps, sales data, fire and damage reports, building permits, photos and actual cost and market information. Sources of information are gathered using excellent relationships with other participants in the real estate market place. The district gathers sources and gathers information from both buyers and sellers participating in the real estate market.

#### ***Appraisal Frequency and Method Summary***

- **Residential Property-** Residential property is physically examined at least every 3-years with appraisers measuring side of each home, noting condition of the improvement and looking for changes that might have occurred to the property

since the last on-site check. In some subdivisions where change of condition is frequent, homes are examined annually. Exterior pictures are taken of homes frequently and loaded into computer. Ratios are run yearly to check the market values and schedules are adjusted regularly to compensate for the market trends.

- **Commercial Property-** Commercial and industrial real estate is observed annually to verify class and condition. The inspection occurs as Business Personal Property appraisers are checking personal property accounts. Real estate accounts are analyzed against sales of similar properties in Houston CAD. The income approach to value is also utilized to appraise larger valued commercial properties such as shopping centers, apartment complexes, office buildings, restaurants, motels and hotels, and other types of property that typically sell based on net operating income.
- **Business Personal Property-** Business personal property is checked annually with appraisers going into businesses to develop quality and density observations. A rendition is mailed by January 1 for the business to complete and a letter is mailed explaining the 10% penalty for failure to render. Accounts are worked by using a combination of renditions and personal inspection.
- **Minerals-** Working and royalty interests of producing oil and gas wells are appraised annually. Houston CAD contracts with Pritchard & Abbot, Ft. Worth, to appraise minerals. (See attached mineral reappraisal plan.)
- **Utilities and Pipelines-** Houston CAD contracts with Pritchard & Abbott, Fort Worth, to appraiser utilities and pipelines. (See attached mineral reappraisal plan.)

## PRELIMINARY ANALYSIS

### ***Data Collection/Validation***

Data collection of real property involves maintaining data characteristics of the property on the PC Program. The information contained in computer includes site characteristics, such as land size and topography, and improvement data, such as square foot of living area, year built, quality of construction, and condition. Field appraisers are required to use a property classification system that establishes uniform procedures for the correct listing of real property. All properties are coded according to a classification system. The approaches to value are structured and calibrated based on this coding system and property description and characteristics. The field appraisers use property classification references during their initial training and as a guide in the field inspection of properties. Data collection for personal property



involves maintaining information on software designed to record and appraise business personal property. The type of information contained in the BPP file includes personal property such as business inventory, furniture and fixtures, machinery and equipment, with details such as cost and location. The field appraisers conducting on-site inspections use a personal property classification system during their initial training and as a guide to correctly list all personal property that is taxable.

The listing procedure utilized by the field appraisers is available in the district offices. Appraisers periodically update the classification system with input from the valuation group.

### ***Sources of Data***

The sources of data collection are through property inspection, new construction field effort, data review/relist field effort, data mailer questionnaires, hearings, sales validation field effort, commercial sales verification and field effort, newspapers and publications, and property owner correspondence by mail or via the Internet. A principal source of data comes from building permits received from taxing jurisdictions that require property owners to take out a building permit. Paper permits are received and matched manually with the property's tax account number for data entry. Fee appraisers and realtors in Crockett are a reliable source of data, for both property description and market sales data. Sales letters mailed to the buyer and the seller are also very valuable information. Soil surveys and agricultural surveys of farming and ranching property owners and industry professionals are helpful for productivity value calibration. Timber production information is gathered from the Texas Forest Service and furnished by the Comptroller's office. The Texas Railroad Commission is the source for mineral production data and leasing information. Improvement cost information is gathered from local building contractors and Marshall and Swift Valuation Service. Various income and rental surveys are performed by interviewing property managers and operators to determine operating income and expenses for investment and income producing real property.

Data review of entire neighborhoods is generally a good source for data collection. Appraisers walk entire neighborhoods to review the accuracy of our data and identify properties that have to be relisted. The sales validation effort in real property pertains to the collection of market data for properties that have sold. In residential, the sales validation effort involves on-site inspection by field appraisers to verify the accuracy of the property characteristics and confirmation of the sales price. In commercial, the commercial sales group is responsible for contacting sales participants to confirm sales prices and to verify pertinent data.

Property owners are one of the best sources for identifying incorrect data that generates a field check. Frequently, the property owner provides reliable data to allow correction of records. The field appraiser rechecks property at an owner's request. As the district has increased the amount of information available on the Internet, property owners have the opportunity to review information on their property and forward corrections. Reappraisal notices notify the owner of a change and provides a good opportunity for review. Property identified in this manner are

added to a work file and inspected at the earliest opportunity. Accuracy and validity in property descriptions and characteristics data is the highest goal and is stressed throughout the appraisal process from year to year.

### ***Data Collection Procedures***

The appraisers are assigned specific areas throughout the district to conduct field inspections. One appraiser is assigned Kennard & Latexo ISD and all of Crockett ISD except 4<sup>th</sup> street to the west loop and the other appraiser is responsible for Grapeland and Lovelady ISD and from 4<sup>th</sup> street to the loop. The third appraiser is assigned personal property and also helps with the City of Crockett. These geographic areas of assignment are maintained for several years to enable the appraiser assigned to that area to become knowledgeable of all the factors that drive values for that specific area. Appraisers of real estate and business personal property conduct field inspections and record information on real estate cards printed from the appraisal records on all data dealing with the property and allows for the entry of corrections and additions that the appraiser may find in his or her field inspection.

The quality of the data used is extremely important in estimating market values of taxable property. While work performance standards are established and upheld for the various field activities, quality of data is emphasized as the goal and responsibility of each appraiser. New appraisers are trained in the specifics of data collection and the classification system set forth and recognized as "rules" to follow. Experienced appraisers are routinely re-trained in listing procedures prior to major field projects such as new construction, sales validation or data review. A quality assurance process exists through supervisory review of the work being performed by the field appraisers. Quality assurance supervision is charged with the responsibility of ensuring that appraisers follow listing procedures, identify training issues and provide uniform training throughout the field appraisal staff.

### ***Data Maintenance***

The computer operator is responsible for the data entry of fieldwork into the computer file. This responsibility includes not only data entry, but also quality assurance. The majority of the data collected in the field is input by computer staff with supervision by the field appraiser. Data updates and file modification for property descriptions and input accuracy is conducted as the responsibility of the field appraiser and appraisal supervisors.

## **INDIVIDUAL VALUE REVIEW PROCEDURES**

### ***Field Review***

The date of last inspection and the CAD appraiser responsible are listed on the PC records or property card. If a property owner or jurisdiction disputes the district's records concerning this data during a hearing, via a telephone call or other correspondence received, the record may be corrected based on the evidence provided or an on-site inspection may be conducted.

Typically, a field inspection is requested to verify this information for the current year's valuation or for the next year's valuation. Every year a field review of real property located in certain areas or neighborhoods in the jurisdiction is done during the data review/re-list field effort. A field review is performed on all personal property accounts, with available situs, each year.

### ***Office Review***

Office reviews are completed on properties where update information has been received from the owner of the property and is considered accurate and correct. When the property data is verified in this manner, and considered accurate and correct, field inspections may not be required. The personal property department mails property rendition forms in January of each year to assist in the annual review of the property.

### **PERFORMANCE TEST**

The property appraisers are responsible for conducting ratio studies and comparative analysis. Ratio studies are conducted on property located within certain neighborhoods or districts by appraisal staff. 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 entire area of property to be evaluated. Field appraisers, in many cases, may conduct field inspections to insure the accuracy of the property descriptions at the time of sale for this study. This inspection is to insure 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. Also, property inspections are 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 in price was concluded. Properly performed ratio studies are a good reflection of the level of appraisal for the district.

## Residential Valuation Process

---

### INTRODUCTION

#### ***Scope of Responsibility***

The residential appraisers are responsible for estimating equal and uniform market values for residential improved and vacant property. There are approximately 11,894 single and multiple family parcels in Houston County and adjoining over-lapping jurisdictional areas.

#### ***Appraisal Resources***

- **Personnel** - The residential appraisal staff consists of 3 appraisers and one data entry employee.
- **Data** - An individualized set of data characteristics for each residential dwelling and multiple family units in this district are collected in the field and data entered to the computer. The property characteristic data drives the application of PC Package under the Cost, Market, and Income Approaches to property valuation.

### VALUATION APPROACH

#### ***Land Analysis***

Residential land valuation analysis is conducted prior to neighborhood sales analysis. 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 neighborhood. A computerized land table file stores the land information required to consistently value individual parcels within neighborhoods given known land characteristics. 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. The appraisers use abstraction and allocation methods to insure that estimated land values best reflect the contributory market value of the land to the overall property value.

#### ***Area Analysis***

Data on regional economic forces such as demographic patterns, regional locational factors, employment and income patterns, general trends in real property prices and rents, interest rate trends, availability of vacant land, and construction trends and costs are collected from private

vendors and public sources and provide the field appraiser a current economic outlook on the real estate market. Information is gleaned from real estate publications and sources such as continuing education in the form of IAAO and BTPE classes.

### ***Neighborhood and Market Analysis***

Neighborhood analysis involves the examination of how physical, economic, governmental and social forces and other influences affect property values. The effects of these forces are also used to identify, classify, and stratify comparable properties into smaller, manageable subsets of the universe of properties known as neighborhoods. Residential valuation and neighborhood analysis is conducted on various market areas within each of the political entities known as Independent School Districts (ISD). 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, neighborhood or district. 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. For multiple family properties the Income Approach to value is also utilized to estimate an opinion of value for investment level residential property.

The first step in neighborhood analysis is the identification of a group of properties that share certain common traits. A "neighborhood" for analysis purposes is defined as the largest geographic grouping of properties where the property's physical, economic, governmental and social forces are generally similar and uniform. Geographic stratification accommodates the local supply and demand factors that vary across a jurisdiction. Once a neighborhood with similar characteristics has been identified, the next step is to define its boundaries. This process is known as "delineation". Some factors used in neighborhood delineation include location, sales price range, lot size, age of dwelling, quality of construction and condition of dwellings, square footage of living area, and story height. Delineation can involve the physical drawing of neighborhood boundary lines on a map, but it can also involve statistical separation or stratification based on attribute analysis. Part of neighborhood analysis is the consideration of discernible patterns of growth that influence a neighborhood's individual market. Few neighborhoods are fixed in character. Each neighborhood may be characterized as being in a stage of growth, stability or decline. The growth period is a time of development and construction. As new neighborhoods in a community are developed, they compete with existing neighborhoods. An added supply of new homes tends to induce population shift from older homes to newer homes. In the period of stability, or equilibrium, the forces of supply and demand are about equal. Generally, in the stage of equilibrium, older neighborhoods can be more desirable due to their stability of residential character and proximity to the workplace and other community facilities. The period of decline reflects diminishing demand or desirability. During decline, general property use may change from residential to a mix of residential and commercial uses. Declining neighborhoods may also experience renewal, reorganization, rebuilding, or restoration, which promotes increased demand and economic desirability.

Neighborhood identification and delineation is the cornerstone of the residential valuation system at the district. All the residential analysis work done in association with the residential valuation process is neighborhood specific. Neighborhoods are field inspected and delineated based on observable aspects of homogeneity. Neighborhood delineation is periodically reviewed to determine if further neighborhood delineation is warranted. Whereas neighborhoods involve similar properties in the same location, a neighborhood group is simply defined as similar neighborhoods in similar locations. Each residential neighborhood is assigned to a neighborhood group based on observable aspects of homogeneity between neighborhoods. Neighborhood grouping is highly beneficial in cost-derived areas of limited or no sales, or use in direct sales comparison analysis. Neighborhood groups, or clustered neighborhoods, increase the available market data by linking comparable properties outside a given neighborhood. Sales ratio analysis, discussed below, is performed on a neighborhood basis, and in soft sale areas on a neighborhood group basis.

### ***Highest and Best Use Analysis***

The highest and best use of property is the reasonable and probable use that supports the highest present value as of the date of the appraisal. The highest and best use must be physically possible, legal, financially feasible, and productive to its maximum. The highest and best use of residential property is normally its current use. This is due in part to the fact that residential development, in many areas, through use of deed restrictions and zoning, precludes other land uses. Residential valuation undertakes reassessment of highest and best use in transition areas and areas of mixed residential and commercial use. In transition areas with ongoing gentrification, the appraiser reviews the existing residential property use and makes a determination regarding highest and best use. Once the conclusion is made that the highest and best use remains residential, further highest and best use analysis is done to decide the type of residential use on a neighborhood basis. As an example, it may be determined in a transition area that older, non-remodeled homes are economic misimprovements, and the highest and best use of such property is the construction of new dwellings. In areas of mixed residential and commercial use, the appraiser reviews properties in these areas on a periodic basis to determine if changes in the real estate market require reassessment of the highest and best use of a select population of properties.

## **VALUATION AND STATISTICAL ANALYSIS (Model Calibration)**

### ***Cost Schedules***

All residential parcels in the district are valued with a replacement cost estimated from identical cost schedules based on the improvement classification system using a comparative unit method. The district's residential cost schedules are estimated 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. The cost schedules are reviewed regularly as a result of recent state legislation requiring that the appraisal district cost schedules be within a range of plus or minus 10% from nationally recognized cost schedules.

A review of the residential cost schedule is performed annually. As part of this review and evaluation process of the estimated replacement cost, newly constructed sold properties representing various levels of quality of construction in district are considered. The property data characteristics of these properties are verified and photographs are taken of the samples. CAD replacement costs are compared against Marshall & Swift, a nationally recognized cost estimator, and the indicated replacement cost abstracted from these market sales of comparably improved structures. The results of this comparison are analyzed using statistical measures, including stratification by quality and reviewing of estimated building costs plus land to sales prices. As a result of this analysis, a new regional multiplier or economic index factor and indications of neighborhood economic factors are developed for use in the district's cost process. This new economic index is estimated and used to adjust the district's cost schedule to be in compliance with local building costs as reflected by the local market.

### ***Sales Information***

A sales file for the storage of "snapshot" sales data at the time of sale is maintained for real property. Residential vacant land sales, along with commercial improved and vacant land sales are maintained in a sales information system. Residential improved and vacant sales are collected from a variety of sources, including: district questionnaires sent to buyer and seller, field discovery, protest hearings, realtors, various sale vendors, builders, and realtors. A system of type, source, validity and verification codes has been established to define salient facts related to a property's purchase or transfer and to help determine relevant market sale prices. The effect of time as an influence on price was considered by paired comparison and applied in the ratio study to the sales as indicated within each neighborhood area. Neighborhood sales reports are generated as an analysis tool for the appraiser in the development and estimation of market price ranges and property component value estimates. 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.

Monthly time adjustments are estimated based on comparative analysis using paired comparison of sold property. Sales of the same property were considered and analyzed for any indication of price change attributed to a time change or influence. Property characteristics, financing, and conditions of sale were compared for each property sold in the pairing of property to isolate only the time factor as an influence on price.

### ***Statistical Analysis***

The residential valuation appraisers perform statistical analysis annually to evaluate whether estimated values are equitable and consistent with the market. Ratio studies are conducted on each of the residential valuation neighborhoods in the district to judge the two primary aspects of mass appraisal accuracy--level and uniformity of value. Appraisal statistics of central tendency generated from sales ratios are evaluated and analyzed for each neighborhood. The level of appraised values is determined by the weighted mean ratio for sales of individual properties within a neighborhood, and a comparison of neighborhood weighted means reflect the general level of appraised value between comparable neighborhoods.

The appraiser, through the sales ratio analysis process, reviews every neighborhood annually. The first phase involves neighborhood ratio studies that compare the recent sales prices of neighborhood properties to the appraised values of these sold properties. This set of ratio studies affords the appraiser an excellent means of judging the present level of appraised value and uniformity of the sales. The appraiser, based on the sales ratio statistics and designated parameters for valuation update, makes a preliminary decision as to whether the value level in a neighborhood needs to be updated or whether the level of market value in a neighborhood is at an acceptable level.

### ***Market and Cost Reconciliation and Valuation***

Neighborhood analysis of market sales to achieve an acceptable sale ratio or level of appraisal is also the reconciliation of the market and cost approaches to valuation. Market factors are developed from appraisal statistics provided from market analyses and ratio studies and are used to ensure that estimated values are consistent with the market and to reconcile cost indicators. The district's primary approach to the valuation of residential properties uses a hybrid cost-sales comparison approach. This type of approach accounts for neighborhood market influences not particularly specified in a purely cost model.

The following equation denotes the hybrid model used:

$$MV = LV + (RCN - AD)$$

Whereas, in accordance with the cost approach, the estimated market value (MV) of the property equals the land value (LV) plus the replacement cost new of property improvements (RCN) less accrued depreciation (AD). As the cost approach separately estimates both land and building contributory values and uses depreciated replacement costs, which reflect only the supply side of the market, it is expected that adjustments to the cost values may be needed to bring the level of appraisal to an acceptable standard as indicated by market sales. Thus, demand side economic factors and influences may be observed and considered. These market, or location adjustments, may be abstracted and applied uniformly within neighborhoods to account for locational variances between market areas or across a jurisdiction. Whereas, in accordance with the Market Approach, the estimated market value (MV) of the property equals



the basic unit of property, under comparison, times the market price range per unit for sales of comparable property. For residential property, the unit of comparison is typically the price per square foot of living area or the price indicated for the improvement contribution. This analysis for the hybrid model is based on both the cost and market approaches as a correlation of indications of property valuation. A significant unknown for these two indications of value is determined to be the rate of change for the improvement contribution to total property value. The measure of change for this property component can best be reflected and based in the annualized accrued depreciation rate. This cost related factor is most appropriately measured by sales of similar property. The market approach, when improvements are abstracted from the sale price, indicates the depreciated value of the improvement component, in effect, measuring changes in accrued depreciation, a cost factor. The level of improvement contribution to the property is measured by abstraction of comparable market sales, which is the property sale price less land value. The primary unknown for the cost approach is to accurately measure accrued depreciation affecting the amount of loss attributed to the improvements as age increases and condition changes. This evaluation of cost results in the depreciated value of the improvement component based on age and condition. The evaluation of this market and cost information is the basis of reconciliation and indication of property valuation under this hybrid model.

When the appraiser reviews a neighborhood, the appraiser reviews and evaluates a ratio study that compares recent sales prices of properties, appropriately adjusted for the effects of time, within a delineated neighborhood, with the value of the properties' based on the estimated depreciated replacement cost of improvements plus land value. The calculated ratio derived from the sum of the sold properties' estimated value divided by the sum of the time adjusted sales prices indicates the neighborhood level of appraisal based on sold properties. This ratio is compared to the acceptable appraisal ratio, 95% to 105%, to determine the level of appraisal for each neighborhood. If the level of appraisal for the neighborhood is outside the acceptable range of ratios, adjustments to the neighborhood are made.

If reappraisal of the neighborhood is indicated, the appraiser analyzes available market sales, appropriately adjusted for the apparent effects of time, by market abstraction of property components. This abstraction of property components allows the appraiser to focus on the rate of change for the improvement contribution to the property by providing a basis for calculating accrued depreciation attributed to the improvement component. This impact on value is usually the most significant factor affecting property value and the most important unknown to determine by market analysis. Abstraction of the improvement component from the adjusted sale price for a property indicates the effect of overall market suggested influences and factors on the price of improvements that were a part of this property, recently sold. Comparing this indicated price or value allocation for the improvement with the estimated replacement cost new of the improvement indicates any loss in value due to accrued forms of physical, functional, or economic obsolescence. This is a market driven measure of accrued depreciation and results in a true and relevant measure of improvement marketability, particularly when based on

multiple sales that indicate the trending of this rate of change over certain classes of improvements within certain neighborhoods. Based on this market analysis, the appraiser estimates the annual rate of depreciation for given improvement descriptions considering age and observed condition. Once estimated, the appraiser recalculates the improvement value of all property within the sale sample to consider and review the effects on the neighborhood sale ratio. After an acceptable level of appraisal is achieved within the sale sample, the entire neighborhood of property is recalculated utilizing the indicated depreciation rates taken from market sales. This depreciation factor is the basis for trending all improvement values and when combined with any other site improvements and land value, brings the estimated property value through the cost approach closer to actual market prices as evidenced by recent sale prices available within a given neighborhood. Therefore, based on analysis of recent sales located within a given neighborhood, estimated property values will reflect the market influences and conditions only for the specified neighborhood, thus producing more representative and supportable values. The estimated property values calculated for each update neighborhood are based on market indicated factors applied uniformly to all properties within a neighborhood. Finally, with all the market-trend factors applied, a final ratio study is generated that compares recent sale prices with the proposed appraised values for these sold properties. From this set of ratio studies, the appraiser judges the appraisal level and uniformity in both update and non-update neighborhoods and verifies appraised values against overall trends as exhibited by the local market, and finally, for the school district as a whole.

#### **TREATMENT OF RESIDENCE HOMESTEADS**

Beginning in 1998, the State of Texas implemented a constitutional classification scheme concerning the appraisal of residential property that receives a residence homestead exemption. Under that law, beginning in the second year a property receives a homestead exemption, increases in the assessed value of that property are "capped." The value for tax purposes (assessed value) of a qualified residence homestead will be the LESSER of:

- the market value; or
- the preceding year's appraised value;  
PLUS 10 percent for each year since the property was re-appraised;  
PLUS the value of any improvements added since the last re-appraisal.

Assessed values of capped properties must be recomputed annually. If a capped property sells, the cap automatically expires as of January 1<sup>st</sup> of the year following sale of the property and the property is appraised at its market value. An analogous provision applies to new homes. While a developer owns them, unoccupied residences may be partially complete and appraised as part of an inventory. This valuation is estimated using the district's land value and the percentage of completion for the improvement contribution that usually is similar to the developer's construction costs as a basis of completion on the valuation date. However, in the year following changes in completion, occupancy, or sale, they are appraised at market value.

## **INDIVIDUAL VALUE REVIEW PROCEDURES**

### ***Field Review***

The appraiser identifies individual properties in critical need of field review through sales ratio analysis. Sold properties are field reviewed on a monthly and periodic basis to check for accuracy of data characteristics.

As the district's parcel count has increased through new home construction, and the homes constructed in the boom years of the late 70's and early 80's experience remodeling, the appraisers are required to perform the field activity associated with transitioning and high demand neighborhoods. Increased sales activity has also resulted in a more substantial field effort on the part of the appraisers to review and resolve sales outliers. Additionally, the appraiser frequently field reviews subjective data items such as quality of construction, condition, and physical, functional and economic obsolescence, factors contributing significantly to the market value of the property. After preliminary estimates of value have been determined in targeted areas, the appraiser takes valuation documents to the field to test the computer-assisted values against his own appraisal judgment. During this review, the appraiser is able to physically inspect both sold properties and unsold properties for comparability and consistency of values.

### ***Office Review***

Once field review is completed, the appraiser conducts a routine valuation review of all properties as outlined in the discussion of ratio studies and market analysis. Valuation reports comparing previous values against proposed and final values are generated for all residential improved and vacant properties. The percentage of value difference are noted for each property within a delineated neighborhood allowing the appraiser to identify, research and resolve value anomalies before final appraised values are released. Previous values resulting from a hearing protest are individually reviewed to determine if the value remains appropriate for the current year.

Once the appraiser is satisfied with the level and uniformity of value for each neighborhood within his area of responsibility, the estimates of value go to noticing.

## **PERFORMANCE TESTS**

### ***Sales Ratio Studies***

The primary analytical tool used by the appraisers to measure and improve performance is the ratio study. The district ensures that the appraised values that it produces meet the standards of accuracy in several ways. Overall sales ratios are generated for each neighborhood to allow

the appraiser to review general market trends within their area of responsibility, and provide an indication of market appreciation over a specified period of time. The PC-based ratio studies are designed to emulate the findings of the state comptroller's annual property value study for category A property.

### ***Management Review Process***

Once the proposed value estimates are finalized, the appraiser reviews the sales ratios by neighborhood and presents pertinent valuation data, such as weighted sales ratio and pricing trends, to the appraisal supervisors and the Chief Appraiser for final review and approval. This review includes comparison of level of value between related neighborhoods within and across jurisdiction lines. The primary objective of this review is to ensure that the proposed values have met preset appraisal guidelines appropriate for the tax year in question.

---

## Commercial And Industrial Property Valuation Process

---

### INTRODUCTION

#### ***Appraisal Responsibility***

This mass appraisal assignment includes all of the commercially described real property which falls within the responsibility of the commercial valuation appraisers of the Houston County Appraisal District and located within the boundaries of this taxing jurisdiction. Commercial appraisers appraise the fee simple interest of properties according to statute and court decisions. However, the affect of easements, restrictions, encumbrances, leases, contracts or special assessments are considered on an individual basis, as is the appraisal of any non exempt taxable fractional interests in real property (i.e. certain multi-family housing projects). Fractional interests or partial holdings of real property are appraised in fee simple for the whole property and divided programmatically based on their prorated interests.

#### ***Appraisal Resources***

**Personnel** - The improved real property appraisal responsibilities are categorized according to major property types of multi-family or apartment, office, retail, warehouse and special use (i.e. hotels, hospitals and, nursing homes).

**Data** - The data used by the commercial appraisers includes verified sales of vacant land and improved properties and the pertinent data obtained from each (sales price levels, capitalization rates, income multipliers, equity dividend rates, marketing period, etc.). Other data used by the appraisers includes actual income and expense data (typically obtained through the hearings process), actual contract rental data, leasing information (commissions, tenant finish, length of terms, etc.), and actual construction cost data. In addition to the actual data obtained from specific properties, market data publications are also reviewed to provide additional support for market trends.

### PRELIMINARY ANALYSIS

#### ***Market Study***

Market studies are utilized to test new or existing procedures or valuation modifications in a limited sample of properties located in the district and are also considered and become the basis of updating whenever substantial changes in valuation are made. These studies target

certain types of improved property to evaluate current market prices for rents and for sales of commercial and industrial real property. These comparable sale studies and ratio studies reveal whether the valuation system is producing accurate and reliable value estimates or whether procedural and economic modifications are required. The appraiser implements this methodology when developing cost approach, market approach, and income approach models.

Houston CAD coordinates its discovery and valuation activities with adjoining appraisal districts. Numerous field trips, interviews and data exchanges with adjacent appraisal districts have been conducted to ensure compliance with state statutes. In addition, Houston CAD administration and personnel interact with other assessment officials through professional trade organizations including the International Association of Assessing Officers, Texas Association of Appraisal Districts and its subchapter Texas Metropolitan Association of Appraisal Districts and the Texas Association of Assessing Officers. District staff strive to maintain appraisal skills and professionalism by continuing education in the form of courses that are offered by several professional associations such as International Association of Assessing Officers (IAAO), Texas Association of Assessing Officers (TA AO), Texas Association of Appraisal Districts (TAAD) and Board of Tax Professional Examiners (BTPE) courses.

## **VALUATION APPROACH**

### ***Land Value***

Commercial land is analyzed annually to compare appraised values with recent sales of land in the market area. If appraised values differ from sales prices being paid, adjustments are made to all land in that region. Generally, commercial property is appraised on a front foot basis. Factors are placed on individual properties based on corner influence, depth of site, shape of site, easements across site, and other factors that may influence value. The land is valued as though vacant at the highest and best use.

### ***Area Analysis***

Area data on regional economic forces such as demographic patterns, regional locational factors, employment and income patterns, general trends in real property prices and rents, interest rate trends, availability of vacant land, and construction trends and costs are collected from private vendors and public sources.

### ***Neighborhood Analysis***

The neighborhood and market areas are comprised of the land area and commercially classed properties located within the boundaries of this appraisal jurisdiction. These areas consist of a wide variety of property types including multiple-family residential, commercial and industrial. Neighborhood and area analysis involves the examination of how physical, economic, governmental and social forces and other influences may affect property values within subgroups of property locations. The effects of these forces are also used to identify, classify,

and organize comparable properties into smaller, manageable subsets of the universe of properties known as neighborhoods. In the mass appraisal of commercial and industrial properties these subsets of a universe of properties are generally referred to as market areas, neighborhoods, or economic areas.

Economic areas are defined by each of the improved property use types (apartment, office, retail, warehouse and special use) based upon an analysis of similar economic or market forces. These include but are not limited to similarities of rental rates, classification of projects (known as building class by area commercial market experts), date of construction, overall market activity or other pertinent influences. Economic area identification and delineation by each major property use type is the benchmark of the commercial valuation system. All income model valuation (income approach to value estimates) is economic area specific. Economic areas are periodically reviewed to determine if redelineation is required. The geographic boundaries as well as income, occupancy and expense levels and capitalization rates by age within each economic area for all commercial use types and its corresponding income model have been estimated for these properties.

Houston County is one large neighborhood inside Houston County Appraisal District. Land and buildings are analyzed using sales from each school district consisting of Crockett, Grapeland, Latexo, Lovelady, and Kennard and the land and building classes are computed using sales from the entire county. These sales are then sampled and the values are set using the same schedule for the entire county. The only exception is that the approved subdivisions have their own neighborhoods. Each subdivision uses the home and improvement values used by the entire County. However, each subdivision lot is calculated using the sales from that particular neighborhood. (See attached listing of neighborhoods.)

### ***Highest and Best Use Analysis***

The highest and best use is the most reasonable and probable use that generates the highest net to land and present value of the real estate as of the date of valuation. The highest and best use of any given property must be physically possible, legally permissible, financially feasible, and maximally productive. For improved properties, highest and best use is evaluated as improved and as if the site were still vacant. This perspective assists in determining if the existing improvements have a transitional use, interim use, nonconforming use, multiple uses, speculative use, is excess land, or a different optimum use if the site were vacant. For vacant tracts of land within this jurisdiction, the highest and best use is considered speculative based on the surrounding land uses. Improved properties reflect a wide variety of highest and best uses which include, but are not limited to: office, retail, apartment, warehouse, light industrial, special purpose, or interim uses. In many instances, the property's current use is the same as its highest and best use.

This analysis insures that an accurate estimate of market value (sometimes referred to as value in exchange) is derived.

On the other hand, value in use represents the value of a property to a specific user for a specific purpose. This perspective for value may be significantly different than market value, which approximates market price under the following assumptions: (i) no coercion of undue influence over the buyer or seller in an attempt to force the purchase or sale, (ii) well-informed buyers and sellers acting in their own best interests, (iii) a reasonable time for the transaction to take place, and (iv) payment in cash or its equivalent.

### ***Market Analysis***

A market analysis relates directly to examining market forces affecting supply and demand. This study involves the relationships between social, economic, environmental, governmental, and site conditions. Current market activity including sales of commercial properties, new construction, new leases, lease rates, absorption rates, vacancies, allowable expenses (inclusive of replacement reserves), expense ratio trends, capitalization rate studies are analyzed to determine market ranges in price, operating costs and investment return expectations.

## **DATA COLLECTION / VALIDATION**

### ***Data Collection Manuals***

Data collection and documentation for Commercial property is continually updated, providing a uniform system of itemizing the multitude of components comprising improved properties. All properties located in Houston CAD's inventory are coded according to a specific classification system and the approaches to value are structured and calibrated based on this coding system.

Annually, after the sales of property have been researched, verified, keyed into the database, and quality control has been completed, the sales data is summarized and produced into list form. The confirmed sales reports, known as the Commercial Improved and Vacant Land sales listings categorize the sales by property and use type, and sort the data by location and chronological order. Many of these sales are available to the public for use during protest hearings, and are also used by the Houston CAD appraisers during the hearings process.

### ***Sources of Data***

In terms of commercial sales data, Houston CAD receives a copy of the deeds recorded in Houston County and adjoining counties through E DOC Technical Services that convey commercially classed properties. These deeds involving a change in commercial ownership are entered into the sales information system and researched in an attempt to obtain the pertinent sale information. Other sources of sale data include the protest hearings process and local, regional and national real estate and financial publications.

For those properties involved in a transfer of commercial ownership, a sale file is produced which begins the research and verification process. The initial step in sales verification involves



a computer-generated questionnaire, which is mailed to both parties in the transaction (Grantor and Grantee). If a questionnaire is answered and returned, the documented responses are recorded into the computerized sales database system. If no information is provided, verification of many transactions is then attempted via phone calls to parties thought to be knowledgeable of the specifics of the sale. Other sources contacted are the brokers involved in the sale, property managers or commercial vendors. In other instances, sales verification is obtained from local appraisers or others that may have the desired information. Finally, closing statements are often provided during the hearings process. The actual closing statement is the most reliable and preferred method of sales verification.

## **VALUATION ANALYSIS**

Model calibration involves the process of periodically adjusting the mass appraisal formulae, tables and schedules to reflect current local market conditions. Once the models have undergone the specification process, adjustments can be made to reflect new construction procedures, materials and/or costs, which can vary from year to year. The basic structure of a mass appraisal model can be valid over an extended period of time, with trending factors utilized for updating the data to the current market conditions. However, at some point, if the adjustment process becomes too involved, the model calibration technique can mandate new model specifications or a revised model structure.

### ***Cost Schedules***

The cost approach to value is applied to improved real property utilizing the comparative unit method. This methodology involves the utilization of national cost data reporting services as well as actual cost information on local comparable properties whenever possible. Cost models are typically developed based on the Marshall Valuation Service which indicates estimated hard or direct costs of various improvement types. Cost models include the derivation of replacement cost new (RCN) of all improvements represented within the district. These include comparative base rates, per unit adjustments and lump sum adjustments for variations in property description, design, and types of improvement construction. This approach and analysis also employs the sales comparison approach in the evaluation of soft or indirect costs of construction. Evaluating market sales of newly developed improved property is an important part of understanding total replacement cost of improvements. What total costs may be involved in the development of the property, as well as any portion of cost attributed to entrepreneurial profit can only be revealed by market analysis of pricing acceptance levels. In addition, market related land valuation for the underlying land value is important in understanding and analyzing improved sales for all development costs and for the abstraction of improvement costs for construction and development. Time and location modifiers are necessary to adjust cost data to reflect conditions in a specific market and changes in costs over a period of time. Because a national cost service is used as a basis for the cost models, locational modifiers and estimates of soft cost factors are necessary to adjust these base costs specifically for various types of improvements located in Houston County. Thusly, local

modifiers are additional cost factors applied to replacement cost estimated by the national cost service. Estimated replacement cost new will reflect all costs of construction and development for various improvements located in Houston CAD as of the date of appraisal.

Accrued depreciation is the sum of all forms of loss affecting the contributory value of the improvements. It is the measured loss against replacement cost new taken from all forms of physical deterioration, functional and economic obsolescence. Accrued depreciation is estimated and developed based on losses typical for each property type at that specific age. Depreciation estimates have been implemented for what is typical of each major class of commercial property by economic life categories. Estimates of accrued depreciation have been calculated for improvements with a range of variable years expected life based on observed condition considering actual age. These estimates are continually tested to ensure they are reflective of current market conditions. The actual and effective ages of improvements are noted in the computer. Effective age estimates are based on the utility of the improvements relative to where the improvement lies on the scale of its total economic life and its competitive position in the marketplace. Effective age estimates are considered and reflected based on five levels or rankings of observed condition, given actual age.

Additional forms of depreciation such as external and/or functional obsolescence can be applied if observed. A depreciation calculation override can be used if the condition or effective age of a property varies from the norm by appropriately noting the physical condition and functional utility ratings on the property data characteristics. These adjustments are typically applied to a specific condition adequacy or deficiency, property type or location and can be developed via ratio studies or other market analyses.

The result of estimating accrued depreciation and deducting that from the estimated replacement cost new of improvements indicates the estimated contributory value of the improvements. Adding the estimated land value, as if vacant, to the contributory value of the improvements indicates a property value by the cost approach. Given relevant cost estimates and market related measures of accrued depreciation, the indicated value of the property by the cost approach becomes a very reliable valuation technique.

### ***Income Models***

The income approach to value is applied to those real properties which are typically viewed by market participants as "income producing", and for which the income methodology is considered a leading value indicator. The first step in the income approach pertains to the estimation of market rent on a per unit basis. This is derived primarily from actual rent data furnished by property owners and from local market surveys conducted by the district and by information from area rent study reviews. This per unit rental rate multiplied by the number of units results in the estimate of potential gross rent.

A vacancy and collection loss allowance is the next item to consider in the income approach.

The projected vacancy and collection loss allowance is established from actual data furnished by property owners and local market survey trends. This allowance accounts for periodic fluctuations in occupancy, both above and below an estimated stabilized level. This feature may also provide for a reasonable lease-up period for multi-tenant properties, where applicable. The market derived stabilized vacancy and collection loss allowance is subtracted from the potential gross rent estimate to yield an indication of estimated annual effective gross rent to the property.

Next, a secondary income or service income is considered and, if applicable, calculated as a percentage of stabilized effective gross rent. Secondary income represents parking income, escalations, reimbursements, and other miscellaneous income generated by the operations of real property. The secondary income estimate is derived from actual data collected and available market information. The secondary income estimate is then added to effective gross rent to arrive at an effective gross income, when applicable.

Allowable expenses and expense ratio estimates are based on a study of the local market, with the assumption of prudent management. An allowance for non-recoverable expenses such as leasing costs and tenant improvements may be included in the expenses. A non-recoverable expense represents costs that the owner pays to lease rental space. Relevant expense ratios are developed for different types of commercial property based on use and market experience. For instance, retail properties are most frequently leased on a triple-net basis, whereby the tenant is responsible for all operating expenses, such as ad valorem taxes, insurance, and common area and property maintenance. In comparison, a general office building is most often leased on a base year expense stop. This lease type stipulates that the owner is responsible for all expenses incurred during the first year of the lease. As a result, expense ratios are implemented and estimated based on observed market experience in operating various types of commercial property.

Another form of allowable expense is the replacement of short-lived items (such as roof or floor coverings, air conditioning or major mechanical equipment or appliances) requiring expenditures of lump sum costs. When these capital expenditures are analyzed for consistency and adjusted, they may be applied on an annualized basis as stabilized expenses. When performed according to local market practices by commercial property type, these expenses when annualized are known as replacement reserves. For some types of property, typical management does not reflect expensing reserves and is dependent on local and industry practices.

Subtracting the allowable expenses (inclusive of non-recoverable expenses and replacement reserves when applicable) from the annual effective gross income yields an estimate of annual net operating income to the property.

Return rates and income multipliers are used to convert operating income expectations into an estimate of market value for the property under the income approach. These include income

multipliers, overall capitalization rates, and discount rates. Each of these multipliers or return rates are considered and used in specific applications. Rates and multipliers may vary between property types, as well as by location, quality, condition, design, age, and other factors. Therefore, application of the various rates and multipliers must be based on a thorough analysis of the market for individual income property types and uses. These procedures are supported and documented based on analysis of market sales for these property types.

Capitalization analysis is used in the income approach models to form an indication of value. This methodology involves the direct capitalization of net operating income as an indication of market value for a specific property. Capitalization rates applicable for direct capitalization method and yield rates for estimating terminal cap rates for discounted cash flow analysis are derived from the market. These are posted on the Internet site in January. Sales of improved properties from which actual income and expense data are obtained provide a very good indication of property return expectations a specific market participant is requiring from an investment at a specific point in time. In addition, overall capitalization rates can be derived and estimated from the built-up method (band-of-investment). This method relates to satisfying estimated market return requirements of both the debt and equity positions in a real estate investment. This information is obtained from available sales of property, local lending sources, and from real estate and financial publications.

Rent loss concessions are estimated for specific properties with vacancy problems. A rent loss concession accounts for the impact of lost rental income while the building is moving toward stabilized occupancy. The rent loss is calculated by multiplying the rental rate by the percent difference of the property's stabilized occupancy and its actual occupancy. Build out allowances (for first generation space or retrofit/second generation space as appropriate) and leasing expenses are added to the rent loss estimate. The total adjusted loss from these real property operations is discounted using an acceptable risk rate. The discounted value (inclusive of rent loss due to extraordinary vacancy, build out allowances and leasing commissions) becomes the rent loss concession and is deducted from the value indication of the property at stabilized occupancy. A variation of this technique allows a rent loss deduction to be estimated for every year that the property's actual occupancy is less than stabilized occupancy.

### ***Sales Comparison (Market) Approach***

Although all three of the approaches to value are based on market data, the Sales Comparison Approach is most frequently referred to as the Market Approach. This approach is utilized not only for estimating land value but also in comparing sales of similarly improved properties to parcels on the appraisal roll. As previously discussed in the Data Collection / Validation section of this report, pertinent data from actual sales of properties, both vacant and improved, is pursued throughout the year in order to obtain relevant information which can be used in all aspects of valuation. Sales of similarly improved properties can provide a basis for the depreciation schedules in the Cost Approach, rates and multipliers used in the Income Approach, and as a direct comparison in the Sales Comparison Approach. Improved sales are

also used in ratio studies, which afford the appraiser an excellent means of judging the present level and uniformity of the appraised values.

### ***Final Valuation Schedules***

Based on the market data analysis and review discussed previously in the cost, income and sales approaches, the cost and income models are calibrated and finalized. The calibration results are keyed to the schedules and models in the PC system for utilization on all commercial properties in the district. Market factors reflected within the cost and income approaches are evaluated and confirmed based on market sales of commercial and industrial properties. The appraisers review the cost, income, and sales comparison approaches to value for each of the types of properties with available sales information. The final valuation of a property is estimated based on reconciling these indications of value considering the weight of the market information available for evaluation and analysis in these approaches to value.

### ***Statistical and Capitalization Analysis***

Statistical analysis of final values is an essential component of quality control. This methodology represents a comparison of the final value against the standard and provides a concise measurement of the appraisal performance. Statistical comparisons of many different standards are used including sales of similar properties, the previous year's appraised value, audit trails, value change analysis and sales ratio analysis.

Appraisal statistics of central tendency and dispersion generated from sales ratios are calculated for each property type with available sales data. These summary statistics including, but not limited to, the weighted mean, provide the appraisers an analytical tool by which to determine both the level and uniformity of appraised value of a particular property type. The level of appraised values can be determined by the weighted mean for individual properties within a specific type, and a comparison of weighted means can reflect the general level of appraised value.

The appraisers review every commercial property type annually through the sales ratio analysis process. The first phase involves ratio studies that compare the recent sales prices of properties to the appraised values of the sold properties. This set of ratio studies affords the appraiser an excellent means of judging the present level of appraised value and uniformity of the appraised values. The appraiser, based on the sales ratio statistics and designated parameters for valuation update, makes a preliminary decision as to whether the value level of a particular property type needs to be updated in an upcoming reappraisal, or whether the level of market value is at an acceptable level.

Potential gross rent estimates, occupancy levels, secondary income, allowable expenses (inclusive of non-recoverables and replacement reserves), net operating income and capitalization rate and multipliers are continuously reviewed. Income model estimates and conclusions are compared to actual information obtained on individual commercial and industrial

income properties during the protest hearings process, as well as with information from published sources and area property managers and owners.

## **INDIVIDUAL VALUE REVIEW PROCEDURES**

### ***Field Review***

The date of last inspection, extent of that inspection, and the Houston County CAD appraiser responsible are listed in the computer system. If a property owner disputes the District's records concerning this data in a protest hearing, the schedules may be altered based on the credibility of the evidence provided. Normally, a new field check is then requested to verify this information for the current year's valuation or for the next year's valuation. In addition, if a building permit is filed for a particular property indicating a change in characteristics, that property is added to a work file for review

Commercial appraisers are somewhat limited in the time available to field review all commercial properties of a specific use type. However, a major effort is made by appraisers to field review as many properties as possible or economic areas experiencing large numbers of remodels, renovations, or retrofits, changes in occupancy levels or rental rates, new leasing activity, new construction, or wide variations in sale prices. Field review of real property accounts is accomplished while business personal property is reviewed and inspected in the field. Additionally, the appraisers frequently field review subjective data items such as building class, quality of construction (known as cost modifiers), condition, and physical, functional and economic obsolescence factors contributing significantly to the market value of the property. In some cases field reviews are warranted when sharp changes in occupancy or rental rate levels occur between building classes or between economic areas. With preliminary estimates of value in these targeted areas, the appraisers test computer assisted values against their own appraisal judgment. While in the field, the appraisers physically inspect sold and unsold properties for comparability and consistency of values.

### ***Office Review***

Office reviews are completed on properties subject to field inspections and are performed in compliance with the guidelines required by the existing classification system. Office reviews are typically limited by the available market data presented for final value analysis. These reviews summarize the pertinent data of each property as well as comparing the previous value to the proposed value conclusions of the various approaches to value. These evaluations and reviews show proposed value changes, income model attributes or overrides, economic factor (cost overrides) and special factors affecting the property valuation such as new construction status, and a three years sales history (USPAP property history requirement for non residential property). The appraiser may review methodology for appropriateness to ascertain that it was completed in accordance with USPAP or more stringent statutory and district policies. This review is performed after preliminary ratio statistics have been applied. If the ratio statistics are

generally acceptable overall the review process is focused primarily on locating skewed results on an individual basis. Previous values resulting from protest hearings are individually reviewed to determine if the value remains appropriate for the current year based on market conditions. Each appraiser's review is limited to properties in their area of responsibility by property type (improved) or geographic area (commercial vacant land).

Once the appraiser is satisfied with the level and uniformity of value for each commercial property within their area of responsibility, the estimates of value go to noticing. Each parcel is subjected to the value parameters appropriate for its use type.

## **PERFORMANCE TESTS**

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 the range of sale prices, i.e. a sales ratio study. Independent, 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 for 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 appraised at market value, but reflect the use-value requirement. An example of this are multi-family housing projects subject to subsidized rent provisions or other governmental guarantees as provided by legislative statutes (affordable housing) or agricultural lands to be appraised on the basis of productivity or use value.

Houston CAD has adopted the policies of the IAAO STANDARD ON RATIO STUDIES. Ratio studies generally have six basic steps: (1) determination of the purpose and objectives, (2) data collection and preparation, (3) comparing appraisal and market data, (4) stratification, (5) statistical analysis, and (6) evaluation and application of the results.

### ***Sales Ratio Studies***

Sales ratio studies are an integral part of estimating equitable and accurate market values, and ultimately property assessments for these taxing jurisdictions. The primary uses of sale ratio studies include the determination of a need for general reappraisal; prioritizing selected groups of property types for reappraisal; identification of potential problems with appraisal procedures; assist in market analyses; and, to calibrate models used to estimate appraised values during valuation or reappraisal cycles. However, these studies cannot be used to judge the accuracy of an individual property appraised value. The Houston County Appraisal Review Board may make individual value adjustments based on unequal appraisal (ratio) protest evidence submitted on a case-by-case basis during the hearing process.

Overall sales ratios are generated by use type semi-annually (or more often in specific areas) to allow appraisers to review general market trends in their area of responsibility and for the Property Study from the Property Tax Division of the Comptroller's Office. The appraisers utilize Pritchard & Abbott software to run ratio analysis. In many cases, field checks may be conducted to insure the ratios produced are accurate and the appraised values utilized are based on accurate property data characteristics. These ratio studies aid the appraisers by providing an indication of market activity by economic area or changing market conditions (appreciation or depreciation).

### ***Comparative Appraisal Analysis***

The commercial appraiser performs an average unit value comparison in addition to a traditional ratio study. These studies are performed on commercially classed properties by property use type (such as apartment, office, retail and warehouse usage or special use). The objective to this evaluation is to determine appraisal performance of sold and unsold properties. Appraiser's average unit prices of sales and average unit appraised values of the same parcels and the comparison of average value changes of sold and unsold properties. These studies are conducted on substrata such as building class and on properties located within various economic areas. In this way, overall appraisal performance is evaluated geographically, by specific property type to discern whether sold parcels have been selectively appraised. When sold parcels and unsold parcels are appraised equally, the average unit values are similar. These sales and equity studies are performed prior to final appraisal and to annual noticing.

---



---

## **Business Personal Property Valuation Process**

---

### **INTRODUCTION**

#### ***Appraisal Responsibility***

Personal Property used to produce an income is appraised by Houston CAD.

- **Personnel-** Houston CAD has 1 personal property appraiser plus the assistance of HCAD staff.
- **Data** - A common set of data characteristics for each personal property account in Houston CAD is collected in the field and data entered on hard copy. The personal property appraisers collect the field data and maintain electronic property files making updates and changes gathered from field inspections, newspapers, property renditions, sales tax permit listing and interviews with property owners.

### **VALUATION APPROACH**

#### ***SIC Code Analysis***

Business personal property is classified and utilizes a four digit numeric codes, called Standard Industrial Classification (SIC) codes that were developed by the federal government to describe property. These classifications are used by Houston CAD to classify personal property by business type

SIC code identification and delineation is the cornerstone of the personal property valuation system at the district. All of the personal property analysis work done in association with the personal property valuation process is SIC code specific. SIC codes are delineated based on observable aspects of homogeneity and business use.

#### ***Highest and Best Use Analysis***

The highest and best use of property is the reasonable and probable use that supports the greatest income and the highest present value as of the date of the appraisal. The highest and best use must be physically possible, legal, financially feasible, and productive to its maximum. The highest and best use of personal property is normally its current use.

## **DATA COLLECTION/VALIDATION**

### ***Data Collection Procedures***

Personal property data collection procedures are published and distributed to all appraisers involved in the appraisal and valuation of personal property. The appraisal procedures are reviewed and revised to meet the changing requirements of field data collection.

### ***Sources of Data***

#### Business Personal Property

The district's property characteristic data was collected through a massive field data collection effort coordinated by the district over the recent past and from property owner renditions. From year to year, reevaluation activities permit district appraisers to collect new data via an annual field inspection. This project results in the discovery of new businesses, changes in ownership, relocation of businesses, and closures of businesses not revealed through other sources. Tax assessors, city and local newspapers, and the public often provide the district information regarding new personal property and other useful facts related to property valuation.

#### Vehicles

An outside vendor provides Houston CAD with a listing of vehicles within the jurisdiction. The vendor develops this listing from the Texas Department of Transportation (TxDOT) Title and Registration Division records. Other sources of data include property owner renditions and field inspections.

## **VALUATION AND STATISTICAL ANALYSIS (model calibration)**

### ***Cost Schedules***

Cost schedules are developed based on the SIC code by the Property Tax Division of the Comptroller's Office and by district personal property valuation appraisers. The cost schedules are developed by analyzing cost data from property owner renditions, hearings, state schedules, and published cost guides. The cost schedules are reviewed as necessary to conform to changing market conditions. The schedules are typically in a price per square foot format, but some exception SIC's in an alternate price per unit format, such as per room for hotels.

### ***Statistical Analysis***

Summary statistics including, but not limited to, the median, weighted mean, and standard deviation provide the appraisers a analytical tool by which to determine both the level and uniformity of appraised value by SIC code. Review of the standard deviation can discern appraisal uniformity within SIC codes.

### ***Depreciation Schedule and Trending Factors:***

#### Business Personal Property

Houston CAD 's primary approach to the valuation of business personal property is the cost approach. The replacement cost new (RCN) is either developed from property owner reported historical cost or from CAD developed valuation models. The trending factors used by the CAD to develop RCN are based on published valuation guides. The percent good depreciation factors used by Houston CAD are also based on published valuation guides. The index factors and percent good depreciation factors are used to develop present value factors (PVF), by year of acquisition, as follows:

$$PVF = INDEX FACTOR \times PERCENT GOOD FACTOR$$

The PVF<sup>1</sup> is used as an "express" calculation in the cost approach. The PVF is applied to reported historical cost as follows:

$$MARKET VALUE ESTIMATE = PVF \times HISTORICAL COST$$

This mass appraisal PVF schedule is used to ensure that estimated values are uniform and consistent within the market and reflect current economic pressures of supply and demand. Public inspection and renditions are mandatory in arriving at correct value.

#### Vehicles

Value estimates for vehicles are provided by Just Texas and are based on book values, and there are also considerations available for high mileage. Vehicles that are not valued by the vendor are valued by an appraiser using PVF schedules or published guides. Vehicles used to produce income are the only taxable vehicles.

### **INDIVIDUAL VALUE REVIEW PROCEDURES**

#### ***Office Review***

#### Business Personal Property

A district valuation computer program exists in a mainframe environment that identifies accounts in need of review based on a variety of conditions. Property owner renditions, accounts with

field or other data changes, accounts with prior hearings, new accounts, and SIC cost table changes are all considered. The accounts are processed by the valuation program and pass or fail preset tolerance parameters by comparing appraised values to prior year and model values. The appraisers review accounts that fail the tolerance parameters.

## **PERFORMANCE TESTS**

### ***Ratio Studies***

Each year the Property Tax Division of the state comptroller's office conducts a property value study (PVS). The PVS is a ratio study used to gauge appraisal district performance. Results from the PVS play a part in school funding. Rather than a sales ratio study, the personal property PVS is a ratio study using state cost and depreciation schedules to develop comparative personal property values. These values are then compared to Houston CAD's personal property values and ratios are indicated.

---

## **Minerals (Oil and Gas Reserves) Valuation Process**

---

These are covered under separate reappraisal plan (attached.)

.....

***LIMITING CONDITIONS***

The appraised value estimates provided by the district are subject to the following conditions:

1. The appraisals were prepared exclusively for ad valorem tax purposes.
2. The property characteristic data upon which the appraisals are based is assumed to be correct. Exterior inspections of the property appraised were performed as staff resources and time allowed. Some interior inspections of property appraised were performed at the request of the property owner and required by the district for clarification purposes and to correct property descriptions.
3. Validation of sales transactions was attempted through questionnaires to buyer and seller, telephone survey and field review. In the absence of such confirmation, residential sales data obtained from vendors was considered reliable.
4. I have attached a list of staff providing significant mass appraisal assistance to the person signing this certification.

***Certification Statement:***

"I, Kathryn Keith, Chief Appraiser for the Houston County Appraisal District, solemnly swear that I have made or caused to be made a diligent inquiry to ascertain all property in the district subject to appraisal by me, and that I have included in the records all property that I am aware of at an appraised value which, to the best of my knowledge and belief, was determined as required by law."

---

Kathryn Keith  
Chief Appraiser

---

---

## Personnel Assignments

**Kathryn Keith, RPA/RTA/CTA**, is the district's chief appraiser. Ms. Keith is certified by the Texas Board of Tax Professional Examiners (BPTe) as a Registered Professional Appraiser and a Registered Texas Assessor. Additionally, she is designated as a Certified Tax Administrator by the Instituted of Certified Tax Administrators, an entity of the Texas Association of Assessing Officers. Ms. Keith employs and directs the district's staff, oversees all aspects of the appraisal district's operations and performs either directly or through the district's staff a variety of operations.

The Chief Appraiser's statutory responsibilities include:

- discovering, listing and appraising;
- determining exemption and special use requests;
- organizing periodic reappraisals; and,
- notifying taxpayers, taxing units and the public about matters that affect property values.

As chief administrator of the district, Ms. Keith will supervise all of the district's activities including the supervision of all personnel and their activities. The Chief Appraiser is also the Public Information and Records Management Officer.

HCAD staff appraisers are responsible for the valuation of all real and personal property accounts. The property types appraised include commercial, residential, agricultural, and business personal property. The district has contracted the services of Pritchard & Abbott, Inc. (P&A) for the appraisal of mineral, industrial, and utility accounts. All appraisers, including those whose services are contracted to the district, are required to designated (or working toward designation) as Registered Professional Appraisers with the Texas Board of Property Tax Examiners.

**Johnny Ivy, RPA**, senior appraiser, will be responsible for appraising and overseeing the field review of all property for 2015-16. In performing scheduled field reviews, he will collect necessary data to correctly classify land and improvements according to the district's CAMA system. He will check Pictometry against appraisal records in his area for new or omitted property. He will also verify the qualifications of parcels for open space, wildlife management, and timber valuation as authorized by Article VIII, Section 1-d-1 of the Texas Constitution. He will also assist the chief appraiser in property value studies and cost schedule readjustment. He will defend the district's values informally with taxpayers and present defense testimony for the district before the Appraisal Review Board. Mr. Ivy is the personal property appraiser responsible for appraising business property. He receives and reviews all rendition statements from business owners and conducts field inspection on these accounts.

**Sue Duhon, RPA**, will perform scheduled and requested field review of parcels including the collection of data necessary to correctly classify land and structures according to the district's computer system. She will check Pictometry against records in her area for new and omitted property. She will defend the district's values informally with taxpayers and present defense testimony for the district before the Appraisal Review Board. She will perform other tasks as assigned by the chief appraiser and senior appraiser.

**Carey Minter, RPA**, serves as the Administrative Assistant to the Chief Appraiser. She will collect data and assist Chief Appraiser with property value study and sales analysis for ratio studies. She is the data entry analyst and will oversee all operations of the CAMA System. She will assist the Chief Appraiser in the Board of Review Hearings.

**Danica Saxon** serves as the district's bookkeeper and Chief Appraisers Secretary. She will review and receive all bills for the district. She will also receive all money collected by the district and make deposits to the district's depository. She will also serve as the clerk to the Appraisal Review Board (ARB). Her duties to the ARB include scheduling taxpayer protest hearings, and record keeping duties associated with these hearings. She is secretary to the Chief Appraiser and handles all correspondence and other duties required by that position. She also is responsible for helping taxpayers with phone calls and backing up the front when needed.

**Rhonda Flasowski** serves as the district's mapping coordinator. She is responsible for the maintenance of the district's GIS maps and the Pictometry Mapping as well as ownership changes to the appraisal roll. This department also performs research regarding ownership issues.

**Cynthia Turner**, serving as appraisal clerk, is the first person with whom the public has contact within the appraisal district. They serve in an informational capacity for the district where they assist the public with the completion of applications for exemptions and special use. She will answer general questions and guide the taxpaying public to the proper person regarding appraisal and ad valorem tax questions. She will receive all exemption and special use valuation applications, noting their receipt on applicable parcel records. She will "deliver" received applications to the staff member assigned to process the applications. Ms. Turner will receive and record all requests for public information.

**Joan Lucas, RTA**, serves as the collection supervisor. She oversees the collection of taxes for 9 taxing jurisdictions. She collects taxes, makes deposits, runs reports and distributes deposits to the correct jurisdictions. She is the liaison officer with the business managers of the taxing jurisdictions.

**Ruby Smith** is the tax clerk and works in the collection department accepting payments, making deposits, and balancing accounts. In her spare time she assist with data entry and deed research to help appraisers keeps maps and records current.

## **HISTORY OF HOUSTON COUNTY APPRAISAL DISTRICT PLAN**

### ***Previous Reappraisal Plan Performance (3-Year Reappraisal Cycle)***

#### ***2013 Reappraisal Year***

Per Section 25.18 (b) of the Property Tax Code, the reappraisal was completed May 2013. All schedules and properties were reviewed and adjustments made as deemed necessary. The Houston County Appraisal District mailed out notices to all taxpayers in Houston County and held 3 days of Board of Review hearings. The Board of Review approved the roll on July 16, 2013 and the Chief Appraiser certified the roll on July 23, 2013.

#### ***2014 Appraisal Year***

This is the first year in the reappraisal cycle. Houston CAD appraises each year on its own after gathering new sales information per same methods. Ratio studies are run and problem areas are targeted. Land and building schedules are adjusted per sales analysis. Agricultural and timber values are revalued yearly and are adjusted to the schedules. Reappraisal notices will be mailed in May and the roll will be certified by July 25, 2014

### ***Future Reappraisal Plan***

#### ***2015 Appraisal Year***

For 2015 the District will follow same procedures in the previous year. Ratio studies will be run and all schedules will be checked and updated against the sales analysis. All new owners will receive notices and new agricultural, timber, and homestead forms to be completed on their property. Reappraisal notices will be mailed June 2015 and the values will be certified by July 25, 2015.

#### ***2016 Reappraisal Year***

Per Section 25.18 (b) of the Texas Property Tax Code, the Houston CAD is on a 3-year appraisal cycle. The reappraisal was completed May 2013, with the next scheduled reappraisal May 2016. Although Houston CAD is on a 3-year plan, schedules and properties are reviewed yearly and adjustments made to the schedules when deemed necessary. In 2016 field appraisers will check property on appraisal cards and inspected properties, making changes when necessary in the computer system.

New construction is discovered, listed, and appraised throughout the county from personal observation of field appraisers and other reliable sources, including deeds or other legal documentation, aerial photographs, Pictometry, surveys, maps, and property sketches, building permits, utility hookups, septic tank permits, 911 address reports, Comptroller sales tax list, phone books, newspaper advertisements, subdivision maps, automobile registration lists, and mobile home location lists from the Texas Department of Housing. Reports from the Texas



Railroad Commission and owner/operators will be used for the valuation of producing oil, gas, and mineral parcels.

New property owners will be informed by mail that the previous owner had a homestead or special valuation and they were notified to file in order to qualify for the exemption in their name. Any owner who no longer qualified for a homestead or open-space valuation was sent a certified letter denying the application.

Exemption and special use valuation application forms will be made available to the public in the district's office as well as through the district's website. Taxpayers can also be able to obtain application forms from the Comptroller's website.

Sales information will be collected and ratio studies conducted. Cost schedules (appraisal models) are tested against sold properties and adjustments made as needed in order to keep them reflective of market value. (When appraisal models are reviewed and adjusted to reflect market value and are calibrated for uniformity, a reappraisal has occurred on the property whether there was actually a field inspection or not that year.) Agricultural, timber and special use valuation were recalculated and adjusted to the schedules.

Personal property owners were mailed renditions January 1 and notified of the 10% penalty for failure to render. Personal property appraiser works accounts off of renditions and visual inspections. This is done on a yearly basis with every owner receiving a notice.

Houston CAD will complete the reappraisal in May 2016 and mail notices to all of the taxpayers in Houston County.

Houston CAD staff will provide information over the phone and counter to property owners concerning their values. The employees forward sales information and comparable property examples to taxpayers. The staff continued informal meetings and then scheduled ARB for July 2016. The Board of Review will hear protests from taxpayers and approved the roll in July 2016. The Chief Appraiser will certify and delivered appraisal rolls to the 13 jurisdictions by July 25, 2016.

### ***Reappraisal Plan Requirements***

Per Sec 25.18 each appraisal office shall implement the plan for the periodic reappraisal of property approved by the Board of Directors under Sec. 6.05. The District is required to perform certain tasks in its reappraisal cycle.

#### ***A. The District will Identify, List, Discover, and Appraise all Properties to be Appraised.***

The HCAD will identify property by physical inspection or by other reliable means of identification, including deeds or other legal documentation, photographs, survey, maps, building permits utility hookups, phone books, newspaper advertisements, TDH mobile home location list or by any other means that are useful.

#### ***B. The District will Perform an on-site Inspection of Each Improvement Within its Boundaries at Least Once Every Three Years.***

The district will begin scheduled field appraisal immediately after previous years roll is certified. While inspecting the property, the appraiser will review all data on the appraisal district records and check for any changes in condition of property, as new additions, remodeling, deterioration, etc. Parcel and building characteristics include:

Physical address (911)

Road type

Building foundation, wall and roof type

Building classification

Age, condition, type, an chronological age

Fireplace, central air conditioning

Appraisers are required to re-measure two sides of existing improvements on at least  $\frac{1}{4}$  of the district's parcels each year in order to meet standards required by the PTAD and IAAO to re-measure once every four to six years.

Digital pictures are taken and attached to the parcel in the CAMA system. All scheduled field checks will be completed by April 1 of each year.

#### 1. District Scheduled Inspections

Each appraiser has their designated area that they are to appraise using county road numbers. Each are equipped with laptop computers and district maps that will enable them to locate the property and verify the characteristics. These are entered on a worksheet and will be entered into the computer when returned to the office.

#### 2. New improvements

The district will discover, inspect, measure, classify and add new improvements to the appraisal roll throughout the district annually.

#### 3. Requested Review from Property Owners

The District will recheck a parcel when requested by property owner. Property records will be flagged in the districts computer system and the property will be checked by the appraiser. The property owner will receive a reappraisal notice indicating any changes to the records.

### ***C. The District will Inspect Personal Property Accounts***

The District will inspect property that is used to produce income between Jan 1 and March 15. Renditions are mailed out to business property owners and these are also used in placing a value of the business personal property.

### ***D. Appraisal Schedule***

The District begins appraising immediately after the previous years values are certified. The County is broken down with one appraiser appraising Latexo ISD, Kennard ISD, Crockett ISD and to the East part Fourth Street of Crockett City. The other appraiser appraises Grapeland ISD, Lovelady ISD, and the W part of Crockett City and all personal property. The appraiser follows county road maps and aerial photography when mapping out inspections. The

appraiser completes their work assignment on a weekly basis and turns in to the computer operator every Friday. All field work is completed by the end of April. Addendum 1

***E. District Contracts with firm to appraiser Mineral, Industrial and Utilities***

The District has a contract with Pritchard & Abbott, Ft. Worth, Texas to appraiser these items to comply with the Uniform Standards of Professional Appraisal Practices. P & A's 2013-14 Appraisal Plan is attached.

***F. The District Collects Sales to Calibrate it Appraisal Models***

Once a deed is received in our office, sales letters are mailed to the buyers and sellers requesting sales information. Other sales information is received from realtors, appraisers, closing statements and individuals. Once these are verified we are able to calibrate an appraisal model.

***G. District will Annually Conduct a Performance Analysis of its Appraisal Models.***

The district will test its appraisal models so that all properties are appraised at a level between 95 percent and 105 percent of their current market value as of January 1 of the tax year. All properties will be appraised uniformly and used to calibrate a property manual. The district will apply the conclusion reflected in the adopted model to the characteristics of the properties being appraised to determine individual values.

***H. District will make Exemption Forms for Exemptions and Special Valuations Available to Property Owners***

Forms are located on the Comptrollers website and can also be found on HCAD website at [houstoncad.org](http://houstoncad.org). New property owners whose property had earlier been granted an exemption automatically receives an exemption in the mail in January. If the exemption is not received by May 1 they are also notified again in order to qualify for the exemption if they qualify. Exemptions are received, checked by the appraiser and either accepted or denied.

Personal property renditions are mailed Jan 1 and if a property owner fails to render, a notice is mailed informing the property owner that a penalty will be attached to the tax bill.

***I. Overlapping Jurisdictions***

HCAD appraises part of Elkhart ISD and Groveton ISD. Once these values are certified that are forwarded to the correct jurisdictions to be added to their certified roll. Trinity County Appraisal District appraiser part of Kennard ISD in Houston County. These values are certified by Trinity County and added to Kennard ISD certified tax roll.

***J. District Maintains Current Ownership Information and GIS Mapping System***

HCAD is electronically connected with the Houston County Clerk's office through EDOC Technology and deed changes are made within a two week time of being filed. When the owner is changed on the tax roll it is also changed on the GIS mapping database. Each parcel has its own unique number which is tied to the appraisal card and the GIS mapping system. The maps contain ownership names, parcel #, acreage, and survey. The maps are layered with soil types, 911 roads, aerials, entity boundary lines and utility and pipeline information. These maps are maintained on a daily basis. HCAD also has purchased software to read all old deeds archived in the County Clerks office, therefore, all deeds are accessible from our office.

The District also has two computer stations setup for public use for viewing the GIS maps. These are used extensively by oil leasers in verifying ownership. The ownerships are updated regularly.

***K. District will Deliver Notices of Appraised Value Per the Property Tax Code***

The district will prepare and deliver by U.S. Postal Service all notices of appraised value as required by Section 25.19 of the Property Tax Code. The Districts target date is April 1 or as soon thereafter as practicable.

***L. Appraisal Review Hearings***

The HCAD will meet informally with taxpayers in an effort to explain and defend the district's values. If the taxpayer and the HCAD can not come to an agreement a formal protest is filed with the HCAD Board of Review. The taxpayer and the appraiser will give evidence to the Board of Review and they will make a determination of the protest. At determination letter is sent to the taxpayer by certified mail. If the taxpayers disagrees with the finding he may file a lawsuit in District Court or file an arbitration with the Comptrollers Office.

***M. Certification***

The District will prepare appraisal rolls for each taxing unit participating in the district and certify to the taxing authorities by July 25.

***N. Policies & Procedures***

The District will strive to record all policies and procedures regarding district operations in a manner that meets the standards of IAAO and the State of Texas. The policies and procedures are located at the HCAD office for inspection.

***O. The District Will Meet all Requirements of This Reappraisal Plan***

The District will follow the Reappraisal Plan as set out and adopted by the Board of Directors of the Houston County Appraisal Dist.

This individual plan was adopted by resolution of the Houston CAD Board of Directors on September 15, 2014.

Chairman

Vice-Chairman

Dan Miller  
Secretary

TRC  
Board Member

Jimmy Lundy  
Board Member

Kate Calvert  
Board Member

---

## **Addendum 1**

# **Reappraisal Inspection Schedule**

Houston County has been divided by school districts and part of the City of Crockett. Johnny Ivy, senior appraiser, appraises Grapeland, Lovelady and Crockett Schools and part of the City of Crockett along with all personal property. Sue Duhon appraises Kennard, Latexo, Crockett ISD and part of the City of Crockett. All field work completed and turned in by April 30th of each year. (Map Attached)

These appraisers are responsible for their area. They review property characteristics and perform on-site inspections.

- Johnny Ivy appraises blue area
- Sue Duhon appraises yellow area
- New appraiser to do personal property and help appraisers



---

**Addendum 2**

**Houston County Appraisal District Organizational Structure**

**Taxing Jurisdictions**

Houston County  
City of Crockett  
City of Grapeland  
City of Lovelady  
City of Kennard  
Crockett ISD  
Grapeland ISD  
Kennard ISD

Latexo ISD  
Lovelady ISD  
Houston County Hospital District  
Grapeland Hospital District  
Houston County ESD #1  
Houston County ESD #2  
Houston County/Elkhart ISD  
Houston County/Groveton ISD

**Board of Review**

Robin Robinson – Chairman  
Horace McQueen – Secretary  
Wilson Norris  
Ronald Hill  
Gene Meyers

**Board of Directors**

Jerry Pipes – Chairman  
James Anderson – Vice Chairman  
Danette Millican - Secretary  
W. F Kitchen  
Kathi Calvert  
James Anderson

**Advisory Board**

John LaRue  
Scott Shartle  
Vacant

**Chief Appraiser**

Kathryn Keith, RPA/RTA/CTA

**Appraisal Clerk**

Cynthia Turner

**Administrative Assistant**

Carey Minter, RPA/CTA

**Collection Supervisor**

Joan Lucas, RTA

**Senior Appraiser**

Johnny Ivy, RPA

**Tax Clerk**

Ruby Smith

**Appraiser**

Sue Duhon, RPA

**Bookkeeper/Chief Appraiser Secretary**

Danica Saxon

**Mapper**

Rhonda Flasowski



## **2015 CALENDAR OF KEY EVENTS**

August 1, 2014	Begin field review of real property in Latexo, Kennard, Crockett (Sue)
August 1, 2014	Begin field review of real property in Grapeland, Lovelady, Crockett (Johnny)
December 1, 2014	Personal property appraiser conducts field inspections of property
December 1, 2014	Begin field review of business personal property
April 15, 2015	Property Rendition Deadline
May 15, 2015	Complete all field inspections
May 25, 2015	Mail Property Notice of Value
July 10, 2015	ARB Hearings
July 24, 2015	Certification of Tax Roll Value

## **2016 CALENDAR OF KEY EVENTS**

August 3, 2015	Begin field review of real property in Latexo, Kennard, Crockett (Sue)
August 3, 2015	Begin field review of real property in Grapeland, Lovelady, Crockett (Johnny)
December 1, 2015	Personal property appraiser conducts field inspections of property
December 1, 2015	Begin field review of business personal property
April 15, 2016	Property Rendition Deadline
May 13, 2016	Complete all field inspections
May 24, 2016	Mail Property Notice of Value
July 11, 2016	ARB Hearings
July 25, 2016	Certification of Tax Roll Value

**Resolution for the Reappraisal  
Plan for 2015-2016  
For Houston County Appraisal District**

**WHEREAS** Section 6.05 (i) of the Texas Property Code requires the Board to adopt its Biennial Reappraisal Plan no later than September 15 of even-numbered years to ensure adherence with generally accepted appraisal practices; and

**WHEREAS** economic growth within the District creates the necessity to review and reappraise property more frequently than once every three years;

**WHEREAS** a Reappraisal plan may only be adopted after the Board of Directors of the Appraisal District holds a public hearing to consider a proposed plan; and,

**WHEREAS** the Board of Directors did conduct such a public hearing on September 15, 2014 to receive public comment regarding said plan; and

**WHEREAS** an annual reappraisal and field review of taxable property located in the district is necessary to preserve uniformity and equality within the district; now therefore

**BE IT RESOLVED** by the Board of Directors of the Houston County Appraisal District that the District does hereby adopt the attached plan for the periodic reappraisal of property within its boundaries for the taxable years of 2015 and 2016.

Signed this 15 day of Sept, 2014.


Chairman



Vice Chairman



Member



Member



Member

Member



**PRITCHARD & ABBOTT, INC.**  
**VALUATION CONSULTANTS**

## **S.B. 1652\* BIENNIAL REAPPRAISAL PLAN**

**FOR THE ANNUAL APPRAISAL FOR  
AD VALOREM TAX PURPOSES OF  
MINERAL, INDUSTRIAL, UTILITY AND  
RELATED PERSONAL PROPERTY**

**For Tax Years:**

**2015 and 2016**

**Originally Printed: July 1, 2014**

\*Senate Bill 1652 passed by the Texas Legislature, 79th Regular Session in 2005, amending Section 6.05 of the Texas Property Tax Code, by adding Subsection (i).

## TABLE OF CONTENTS

<u>Item</u>	<u>Page</u>
P&A POLICY STATEMENT .....	2
PREAMBLE .....	4
ETHICS RULE .....	5
RECORD KEEPING RULE .....	8
SCOPE OF WORK RULE .....	9
JURISDICTIONAL EXCEPTION RULE .....	11
MASS APPRAISAL (USPAP STANDARD 6) .....	12
REAPPRAISAL OF MINERAL PROPERTY .....	15
REAPPRAISAL OF INDUSTRIAL, UTILITY AND RELATED PERSONAL PROPERTY .....	21

POLICY STATEMENT OF PRITCHARD & ABBOTT, INC., ON THE  
REAPPRAISAL OF MINERAL, INDUSTRIAL, UTILITY AND RELATED PERSONAL PROPERTY

In 2005, the Texas Legislature, in 79<sup>th</sup> Regular Session, authorized in S.B. 1652 the amending of section 6.05 of the Texas Property Tax Code by adding Subsection (i), as follows:

*"Requires the board of directors of an appraisal district (board), to ensure adherence with generally accepted appraisal practices, to develop biennially a written plan for the periodic appraisal of all property within the boundaries of the district according to the requirements of 25.18 (Periodic Reappraisals) and requires the board to hold a public hearing to consider the proposed plan. Requires the secretary of the board, not later than the 10th day before the date of the hearing, to deliver to the presiding officer of the governing body of each taxing unit participating in the district a written notice of the date, time, and place for the hearing. Requires the board, not later than September 15 of each even-numbered year, to complete its hearings, make amendments, and by resolution finally approve the plan. Requires copies of the approved plan to be distributed to the presiding officer of the governing body of each taxing unit participating in the district and to the comptroller within 60 days of the approval date." (Bill Analysis per Senate Research Center)*

Pritchard & Abbott, Inc., (P&A), a privately held company engaged primarily, but not wholly, in the ad valorem tax valuation industry endorses Uniform Standards of Professional Appraisal Practice (USPAP) as the basis for the production of sound appraisals. Insofar as the statutory requirement to appraise groups (or a "universe") of real and personal property within an established period of time using standardized procedures--and subjecting the resulting appraisals to statistical measures--is the definition of mass appraisal, P&A subscribes to USPAP Standard 6 (Mass Appraisal, Development and Reporting) whenever applicable in the development and defense of values. When circumstances clearly dictate the use of single property appraisal procedures, P&A adheres to the spirit and intent of the remaining USPAP Standards within all appropriate, practical, and/or contractual limitations or specifications.

The USPAP definition of "appraiser" is one who is expected to perform valuation services competently and in a manner that is independent, impartial, and objective. USPAP Advisory Opinion 21 states that this expectation (by clients and intended users of appraisal reports) is the basis that creates an ethical obligation to comply with USPAP, even if not legally required.

The majority of property types that P&A typically appraises for ad valorem tax purposes are categorized as unique, complex, and/or "special purpose" properties (mineral interests, industrial, utility, and related personal property). These categories of properties do not normally provide sufficient market data of reliable quality and/or quantity to support the rigorous use of all USPAP-prescribed mass appraisal mandates (Standard 6), particularly with regards to some, but not all, of the model calibration and statistical performance testing confines. However, P&A does employ elements of mass appraisal techniques with regards to the definition and identification of property characteristics and model specification and application.

Residential real estate property appraisers most frequently apply mass appraisal methods within the sales comparison (market) approach to value. Through the use of standardized data collection (i.e., actual market sales), specification and calibration of mass appraisal models, tables, and schedules are possible. Through ratio study analysis and other performance measures, a cumulative summary of valuation accuracy can thus be produced in order to calibrate the appraisal model(s). Where sufficient data of reliable quality exists, mass appraisal is also used for other types of real estate property such as farms, vacant lots, and some commercial uses (e.g., apartments, offices, and small retail).

P&A will clearly state or otherwise make known all extraordinary assumptions, limiting conditions, hypothetical assumptions, and/or jurisdictional exceptions in its appraisals as they are conveyed to our clients. The client and all intended users should be aware the appraisals are by definition "limited" versus "complete." In addition, all appraisal reports, unless otherwise contracted for by the client, will be of a "summary" nature vs. "self-contained" whereas concise explanations of appraisal methods and results are emphasized for purpose of transparency, brevity and clarity. The use of limited appraisals in conjunction with summary reports in no way implies non-compliance with USPAP. P&A believes, with its vast experience and expertise in these areas of appraisal, that all values rendered are credible, competent, uniform and consistent; and most importantly for ad valorem tax purposes, achieved in a cost-efficient and timely manner.

Per previous ASB comments under Standard 6-2(b) *[scope of work... special limiting conditions]*:

*"Although appraisers in ad valorem taxation should not be held accountable for limitations beyond their control, they are required by this specific requirement to identify cost constraints and to take appropriate steps to secure sufficient funding to produce appraisals that comply with these standards. Expenditure levels for assessment administration are a function of a number of factors. Fiscal constraints may impact data completeness and accuracy, valuation methods, and valuation accuracy. Although appraisers should seek adequate funding and disclose the impact of fiscal constraints on the mass appraisal process, they are not responsible for constraints beyond their control."*

In any event, however, it is not P&A's intent to allow constraints, fiscal or otherwise, to limit the scope of work to such a degree that the mass appraisal results are not credible within the context of the intended use(s) of the appraisal.

## PREAMBLE

The purpose of USPAP is to establish requirements and conditions for ethical, thorough, and transparent property valuation services. Valuation services pertain to all aspects of property value and include services performed by appraisers and other professionals including attorneys, accountants, insurance estimators, auctioneers, or brokers. Valuation services include appraisal, appraisal review, and appraisal consulting. The primary intent of these Standards is to promote and maintain a high level of public trust in professional appraisal practice.

It is essential that professional appraisers develop and communicate their analyses, opinions, and conclusions to intended users of their services in a manner that is meaningful and not misleading. The importance of the role of the appraiser places ethical obligations upon those who serve in this capacity. These USPAP Standards reflect the current standards of the appraisal profession.

These Standards are for both appraisers and users of appraisal services. To maintain a high level of professional practice, appraisers observe these Standards. However, these Standards do not in themselves establish which individuals or assignments must comply. The Appraisal Foundation nor its Appraisal Standards Board is not a government entity with the power to make, judge, or enforce law. Compliance with USPAP is only required when either the service or the appraiser is obligated to comply by law or regulation, or by agreement with the client or intended users. When not obligated, individuals may still choose to comply.

USPAP addresses the ethical and performance obligations of appraisers through DEFINITIONS, Rules, Standards, Standards Rules, and Statements. USPAP Standards deal with the procedures to be followed in performing an appraisal or appraisal review and the manner in which each is communicated. A brief description of the USPAP Standards are as follows:

- **Standards Rules 1 and 2:** establish requirements for the development and communication of a real property appraisal.
- **Standards Rule 3:** establishes requirements for the development and communication of an appraisal review.
- **Standards Rules 4 and 5:** retired in 2014.
- **Standards Rule 6:** establishes requirements for the development and communication of a mass appraisal.
- **Standards Rules 7 and 8:** establish requirements for the development and communication of a personal property appraisal.
- **Standards Rules 9 and 10:** establish requirements for the development and communication of a business or intangible asset appraisal.

Section 23.01(b) [Appraisals Generally] of the Texas Property Tax Code states:

*"The market value of property shall be determined by the application of generally accepted appraisal methods and techniques. If the Appraisal District determines the appraised value of a property using mass appraisal standards, the mass appraisal standards must comply with the Uniform Standards of Professional Appraisal Practice..." (underline added for emphasis)*

Consequently, USPAP Standards Rule 6 is assumed to be the applicable standard for ad valorem tax purposes in Texas, if mass appraisal practices are in fact being used to appraise the subject property. USPAP Advisory Opinion 32 suggests several USPAP standards other than Standard 6 can or should apply in ad valorem tax work. However, it appears that an appraiser engaged in ad valorem tax work in Texas is not specifically required by law to follow these USPAP standards if in fact mass appraisal practices have not been used to appraise the subject property. In this case it could be deemed appropriate to invoke the Jurisdictional Exception Rule which is applicable when there is a contradiction between the requirements of USPAP and the law or regulation of a jurisdiction. Please see the P&A Policy Statement on USPAP as provided elsewhere in this report for a more detailed discussion regarding this matter.

## ETHICS RULE

Because of the fiduciary responsibilities inherent in professional appraisal practice, the appraiser must observe the highest standards of professional ethics. This Ethics Rule is divided into three sections:

- Conduct;
- Management;
- Confidentiality.

This Rule emphasizes the personal obligations and responsibilities of the individual appraiser. However, it should be noted that groups and organizations *which are comprised of individual appraisers engaged in appraisal practice* effectively share the same ethical obligations. To the extent the group or organization does not follow USPAP Standards when legally required, individual appraisers should take steps that are appropriate under the circumstances to ensure compliance with USPAP.

Compliance with these Standards is required when either the service or the appraiser is obligated by law or regulation, or by agreement with the client or intended users, to comply. Compliance is also required when an individual, by choice, represents that he or she is performing the service as an appraiser.

An appraiser must not misrepresent his or her role when providing valuation services that are outside of appraisal practice.

Honesty, impartiality, and professional competency are required of all appraisers under USPAP Standards. To document recognition and acceptance of his or her USPAP-related responsibilities in communicating an appraisal, appraisal review, or appraisal consulting assignment completed under USPAP, an appraiser is required to certify compliance with these Standards.

### CONDUCT

An appraiser must perform assignments with impartiality, objectivity, and independence, and without accommodation of personal interests.

An appraiser must perform ethically and competently in accordance with USPAP and not engage in conduct that is unlawful, unethical, or improper. An appraiser who could reasonably be perceived to act as a disinterested-third party in rendering an unbiased appraisal, review, or consulting service must perform assignments with impartiality, objectivity, and independence and without accommodation of personal interests; in short, the appraiser must not perform an assignment with bias.

An appraiser must not advocate the cause or interest of any party or issue, or accept an assignment that includes the reporting of predetermined opinions and conclusions.

An appraiser must not misrepresent his or her role when providing valuation services that are outside of appraisal practice, must not engage in criminal conduct, and must not perform an appraisal assignment in a grossly negligent manner.

An appraiser is required to avoid any action that could be considered misleading or fraudulent. In particular, it is unethical for an appraiser to use or communicate a misleading or fraudulent report or to knowingly permit an employee or other person to communicate a misleading or fraudulent report.

An appraiser must not use or rely on unsupported conclusions relating to characteristics such as race, color, religion, national origin, gender, marital status, familial status, age, receipt of public assistance income, handicap, or an unsupported conclusion that homogeneity of such characteristics is necessary to maximize value.

If known prior to accepting an assignment, and/or if discovered at any time during the assignment, an appraiser must disclose to the client, and in each subsequent report certification:



- any current or prospective interest in the subject property or parties involved; and
- any services regarding the subject property performed by the appraiser within the three year period immediately preceding acceptance of the assignment, as an appraiser or in any other capacity.

The appraiser can agree with the client to keep the mere occurrence of a prior appraisal assignment confidential. If an appraiser has agreed with the client not to disclose that he or she has appraised a property, the appraiser must decline all subsequent assignment that fall with the three year period. In assignments in which there is no report, only the initial disclosure to the client is required.

Presumably all parties in ad valorem tax appraisal will be aware of the ongoing yearly nature of the appraisal assignments performed by valuation consulting firms like Pritchard & Abbott, Inc.--i.e., it will not be confidential-- so that this particular conduct instruction is more or less a moot point (regarding the three year period discussed) if the prior service is in fact the ad valorem tax appraisals performed in previous tax years.

#### MANAGEMENT

The payment of a fee, commission, or a thing of value by the appraiser in connection with the procurement of an assignment must be disclosed. This disclosure must appear in the certification and in any transmittal letter in which conclusions of value are stated; however, the disclosure of the amount paid is not required. Intra-company payments to employees of groups or organizations involved in appraisal practice for business development do not require disclosure.

It is unethical for an appraiser to accept compensation for performing an assignment when it is contingent upon the reporting of a predetermined result, a direction in assignment results that favors the cause of the client, the amount of a value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the appraiser's opinions and specific to the assignment's purpose.

Advertising for or soliciting assignments in a manner that is false, misleading, or exaggerated is unethical. Decisions regarding finder or referral fees, contingent compensation, and advertising may not be the responsibility of an individual appraiser, but for a particular assignment it is the responsibility of the individual appraiser to ascertain that there has been no breach of ethics, that the assignment consulting assignment has been prepared in accordance with USPAP Standards, and that the report can be properly certified when required by USPAP Standards Rules 2-3, 3-3, 5-3, 6-9, 8-3, or 10-3.

An appraiser must affix, or authorize the use of, his or her signature to certify recognition and acceptance of his or her USPAP responsibilities in an appraisal, appraisal review, or appraisal consulting assignment. An appraiser may authorize the use of his or her signature only on an assignment-by-assignment basis.

In addition, an appraiser must not affix the signature of another appraiser without his or her consent. An appraiser must exercise due care to prevent unauthorized use of his or her signature. However, an appraiser exercising such care is not responsible for unauthorized use of his or her signature.

#### CONFIDENTIALITY

An appraiser must protect the confidential nature of the appraiser-property owner relationship.

An appraiser must act in good faith with regard to the legitimate interests of the client in the use of confidential information and in the communication of assignment results.

An appraiser must be aware of, and comply with, all confidentiality and privacy laws and regulations applicable in an assignment.

An appraiser must not disclose confidential factual data obtained from a property owner to anyone other than:

1. The client;
2. Persons specifically authorized by the client;

3. State appraiser regulatory agencies;
4. Third parties as may be authorized by due process of law; or
5. A duly authorized professional peer review committee except when such disclosure to a committee would violate applicable law or regulation.

It is unethical for a member of a duly authorized professional peer review committee to disclose confidential information presented to the committee.

When all confidential elements of confidential information are removed through redaction or the process of aggregation, client authorization is not required for the disclosure of the remaining information, as modified.

## RECORD KEEPING RULE

An appraiser must prepare a workfile for each appraisal, appraisal review, and consulting assignment. The workfile must include the identity, by name and type, of any intended users; true copies of any written reports, summaries of any oral reports or testimony, and all other data, information, and documentation necessary to support the appraiser's opinions and conclusions and to show compliance with this rule and all other applicable USPAP Standards.

A workfile preserves evidence of the appraiser's consideration of all applicable data and statements required by USPAP and other information as may be required to support the findings and conclusions of the appraiser.

A photocopy or an electronic copy of the entire actual written appraisal, review, or consulting report sent or delivered to a property owner or review committee satisfies the requirements of a true copy. Care should be exercised in the selection of the form, style, and type of medium for written records, which may be handwritten and informal, to ensure they are retrievable by the appraiser throughout the applicable retention period.

A workfile must be in existence prior to and contemporaneous with the issuance of a written or oral report. A written summary of an oral report must be added to the workfile within a reasonable time after the issuance of the oral report.

A workfile must be made available by the appraiser when required by due process of law. An appraiser must have custody of his or her workfile, or make appropriate workfile retention, access, and retrieval arrangements with the party having custody of the workfile. An appraiser having custody of a workfile must allow other appraisers with workfile obligations related to an assignment appropriate access and retrieval for the purpose of:

- submission to state appraiser regulatory agencies;
- compliance with due process of law;
- submission to a duly authorized professional peer review committee; or
- compliance with retrieval arrangements.

An appraiser who willfully or knowingly fails to comply with the obligations of this Record Keeping Rule is in violation of the Ethics Rule.

## SCOPE OF WORK RULE

For each appraisal, appraisal review, and appraisal consulting assignment, an appraiser must:

1. Identify the problem to be solved;
2. Determine and perform the scope of work necessary to develop credible assignment results; and
3. Disclose the scope of work in the report.

An appraiser must properly identify the problem to be solved in order to determine the appropriate scope of work. The appraiser must be prepared to demonstrate that the scope of work is sufficient to produce credible assignment results.

Scope of work includes, but is not limited to:

- the extent to which the property is identified;
- the extent to which tangible property is inspected;
- the type and extent of data researched; and
- the type and extent of analyses applied to arrive at opinions or conclusions.

Appraisers have broad flexibility and significant responsibility in determining the appropriate scope of work for an appraisal, appraisal review, and appraisal consulting assignment. Credible assignment results require support by relevant evidence and logic. The credibility of assignment results is always measured in the context of the intended use.

### PROBLEM IDENTIFICATION

An appraiser must gather and analyze information about those assignment elements that are necessary to properly identify the appraisal, appraisal review or appraisal consulting problem to be solved. The assignment elements necessary for problem identification are addressed in the Standards Rule 6-2:

- client and any other intended users;
- intended use of the appraiser's opinions and conclusions;
- type and definition of value;
- effective date of the appraiser's opinions and conclusions;
- subject of the assignment and its relevant characteristics; and
- assignment conditions.

This information provides the appraiser with the basis for determining the type and extent of research and analyses to include in the development of an appraisal. Similar information is necessary for problem identification in appraisal review and appraisal consulting assignments. Assignment conditions include:

- assumptions;
- extraordinary assumptions;
- hypothetical conditions;
- laws and regulations;
- jurisdictional exceptions; and
- other conditions that affect the scope of work.

### SCOPE OF WORK ACCEPTABILITY

The scope of work must include the research and analyses that are necessary to develop credible assignment results. The scope of work is acceptable when it meets or exceeds:

- the expectations of parties who are regularly intended users for similar assignments; and
- what an appraiser's peers' actions would be in performing the same or a similar assignment.

Determining the scope of work is an ongoing process in an assignment. Information or conditions discovered during the course of an assignment might cause the appraiser to reconsider the scope of work. An appraiser must be prepared to support the decision to exclude any investigation, information, method, or technique that would appear relevant to the client, another intended user, or the appraiser's peers.

An appraiser must not allow assignment conditions to limit the scope of work to such a degree that the assignment results are not credible in the context of the intended use. In addition, the appraiser must not allow the intended use of an assignment or a client's objectives to cause the assignment results to be biased.

#### DISCLOSURE OBLIGATIONS

The report must contain sufficient information to allow intended users to understand the scope of work performed. Proper disclosure is required because clients and other intended users may rely on the assignment results. Sufficient information includes disclosure of research and analyses performed or not performed.

### JURISDICTIONAL EXCEPTION RULE

If any applicable law or regulation precludes compliance with any part of USPAP, only that part of USPAP becomes void for that assignment. When compliance with USPAP is required by federal law or regulation, no part of USPAP can be voided by a law or regulation of a state or local jurisdiction. *When an appraiser properly follows this Rule in disregarding a part of USPAP, there is no violation of USPAP.*

In an assignment involving a jurisdictional exception, an appraiser must:

- identify the law or regulation that precludes compliance with USPAP;
- comply with that law or regulation;
- clearly and conspicuously disclose in the report the part of USPAP that is voided by that law or regulation; and
- cite in the report the law or regulation requiring this exception to USPAP compliance.

The purpose of the Jurisdictional Exception Rule is strictly limited to providing a saving or severability clause intended to preserve the balance of USPAP if one or more of its parts are determined as contrary to law or public policy of a jurisdiction. By logical extension, there can be no violation of USPAP by an appraiser who disregards, with proper disclosure, only the part or parts of USPAP that are void and of no force and effect in a particular assignment by operation of legal authority.

It is misleading for an appraiser to disregard a part or parts of USPAP as void and of no force and effect in a particular assignment without identifying the part or parts disregarded and the legal authority justifying this action in the appraiser's report.

"Law" includes constitutions, legislative and court-made law, and administrative rules (such as from the Office of the Texas Comptroller of Public Accounts) and ordinances. "Regulations" include rules or orders having legal force, issued by an administrative agency. Instructions from a client or attorney do not establish a jurisdictional exception.

A jurisdictional exception prevalent in Texas is that appraisers are seeking to establish "fair market value" as defined by the Texas Property Tax Code instead of "market value" as found in the USPAP definitions section.

## MASS APPRAISAL, DEVELOPMENT AND REPORTING (General Discussion)

In developing a mass appraisal, an appraiser must be aware of, understand, and correctly employ those recognized methods and techniques necessary to produce and communicate credible mass appraisals.

Standard 6 applies to all mass appraisals of real and personal property regardless of the purpose or use of such appraisals. It is directed toward the substantive aspects of developing and communicating competent analyses, opinions, and conclusions in the mass appraisal of properties, whether real property or personal property. Mass appraisals can be prepared with or without computer assistance. The Jurisdictional Exception Rule may apply to several sections of Standard 6 because ad valorem tax administration is subject to various state, county, and municipal laws. The reporting and jurisdictional exceptions applicable to public mass appraisals prepared for purposes of ad valorem taxation do not apply to mass appraisals prepared for other purposes.

A mass appraisal includes:

- identifying properties to be appraised;
- defining market areas of consistent behavior that applies to properties;
- identifying characteristics (supply and demand) that affect the creation of value in that market area;
- developing a model structure that reflects the relationship among the characteristics affecting value in the market area;
- calibrating the model structure to determine the contribution of the individual characteristics affecting value;
- applying the conclusions reflected in the model to the characteristics of the properties being appraised; and
- reviewing the mass appraisal results.

*The Jurisdictional Exception Rule may apply to several sections of Standard 6 because ad valorem tax administration is subject to various state, county, and municipal laws.*

As previously stated in the P&A Policy Statement (pages 2 and 3 of this report), it may not be possible or practicable for all the mass appraisal attributes listed above to be rigorously applied to the many types of complex and/or unique properties that P&A typically appraises. Often there are contractual limitations on the scope of work needed or required. More prevalently, these types of properties do not normally provide a reliable database of market transactions (or details of transactions) necessary for statistically supportable calibration of appraisal models and review of appraisal results. Generally these two functions are effectively accomplished through annual extended review meetings with taxpayers (and clients) who provide data, sometimes confidentially, that allows for appraisal models to be adjusted where necessary. Nevertheless, and notwithstanding whether P&A implicitly or explicitly employs or reports all attributes listed above, in all cases P&A at the minimum employs tenants of “generally accepted appraisal methods” which are the genesis of USPAP Standards.

Per USPAP guidelines, P&A will make known all departures and jurisdictional exceptions when invoked (if an appraisal method or specific requirement is applicable but not necessary to attain credible results in a particular assignment).

The various sections of Standard 6 are briefly summarized below:

- **Standard 6-1:** Establishes the appraiser’s technical and ethical framework. Specifically, appraisers must recognize and use established principles, methods and techniques of appraisal in a careful manner while not committing substantial errors of fact or negligence that would materially affect the appraisal results and not give a credible estimate of fair market value. To this end appraisers must continuously improve his or her skills to maintain proficiency and keep abreast of any new developments in the real and personal property appraisal profession. This Standards Rule does not imply that competence requires perfection, as perfection is impossible to attain. Instead, it requires appraisers to employ every reasonable effort with regards to due diligence and due care.
- **Standard 6-2:** Defines the introductory framework requirements of developing a mass appraisal, focusing on the identification and/or definition of: client(s), intended users, effective date, scope of work, extraordinary assumptions,

hypothetical conditions, the type and definition of value being developed (typically “fair market value” for ad valorem tax purposes), characteristics of the property being appraised in relation to the type and definition of value and intended use, the characteristics of the property’s market, the property’s real or personal attributes, fractional interest applicability, highest and best use analysis along with other land-related considerations, and any other economic considerations relevant to the property.

- **Standard 6-3:** Defines requirements for developing and specifying appropriate mass appraisal data and elements applicable for real and personal property. For real property, the data and elements include: existing land use regulations, reasonably probable modification of such regulations, economic supply and demand, the physical adaptability of the real estate, neighborhood trends, and highest and best use analysis. For personal property, the relevant data and elements include: identification of industry trends, trade level, highest and best use, and recognition of the appropriate market consistent with the type and definition of value.
- **Standard 6-4:** Further defines requirements for developing mass appraisal models, focusing on development of standardized data collection forms, procedures, and training materials that are used uniformly on the universe of properties under consideration. This rule specifies that appraisers employ recognized techniques for specifying and calibrating mass appraisal models. Model specification is the formal development of a model in a statement or mathematical equation, including all due considerations for physical, functional, and external market factors as they may affect the appraisal. These models must accurately represent the relationship between property value and supply and demand factors, as represented by quantitative and qualitative property characteristics. Models may be specified incorporating the income, market, and/or cost approaches to value and may be tabular, mathematical, linear, nonlinear, or any other structure suitable for representing the observable property characteristics. Model calibration refers to the process of analyzing sets of property and market data to determine the specific parameters of a model.
- **Standard 6-5:** Defines requirements for collection of sufficient factual data, in both qualitative and quantitative terms, necessary to produce credible appraisal results. The property characteristics collected must be contemporaneous with the effective date of the appraisal. The data collection program should incorporate a quality control procedure, including checks and audits of the data to ensure current and consistent records. This rule also calls for calls for an appraiser, in developing income and expense statement and cashflow projections, to weigh historical information and trends, current market factors affecting such trends, and reasonably anticipated events, such as competition from developments either planned or under construction. Terms and conditions of any leases should be analyzed, as well as the need for and extent of any physical inspection of the properties being appraised.
- **Standard 6-6:** Defines requirements for application of a calibrated model to the property being appraised. This rule calls for: the appraiser to recognize methods or techniques based on the cost, market, and income approaches for improved parcels; the appraiser the value sites by recognized methods or techniques such as allocation method, abstraction method, capitalization of ground rent, and land residual; the appraiser to develop value of leased fee or leasehold estates with consideration for terms and conditions of existing leases, and, when applicable by law, as if held in fee simple whereas market rents are substituted for actual contract rents; the appraiser to analyze the effect on value, if any, of the assemblage of the various parcels, divided interests, or component parts of a property; the appraiser to analyze anticipated public or private improvements located on or off the site, and analyze the effect on value, if any, of such anticipated improvements to the extent they are reflected in market actions.
- **Standard 6-7:** Defines the reconciliation process of a mass appraisal. Specifically, appraisers must analyze the results and/or applicability of the various approaches used while ensuring that, on an overall basis, standards of reasonableness and accuracy are maintained with the appraisal model selected (underline added for emphasis). It is implicit in mass appraisal that, even when properly specified and calibrated models are used, some individual value conclusions will not meet standards of reasonableness, consistency, and accuracy.
- **Standard 6-8:** Defines requirements of a mass appraisal written report (elements of which are further detailed in the next three sections of this report that discuss P&A appraisal procedures with regards to specific categories of property).
- **Standard 6-9:** Defines requirements for appraiser certification of the mass appraisal written report.



The following sections of this report discuss in detail the various elements of the mass appraisal written report as required by USPAP Standard 6-8, with regards to P&A appraisal of Mineral Interests, Industrial-Utility-Personal Property, and Real Estate.

## REAPPRAISAL OF MINERAL INTERESTS

*Note: This section, in conjunction with any attached or separately provided P&A-generated appraisal reports specific to the subject property or properties, constitutes the "mass appraisal written report" as required by USPAP Standards Rule 6-8. USPAP Standards Rule 6-9 (certification) can be found at the end of this report. USPAP Standards Rules 6-1 through 6-7 (instructions and explanations regarding the development, application, and reconciliation of mass appraisal values), as they apply to P&A mass appraisal procedures, are discussed below. USPAP DOES NOT DICTATE THE FORM, FORMAT, OR STYLE OF APPRAISAL REPORTS, WHICH ARE FUNCTIONS OF THE NEEDS OF USERS AND PROVIDERS OF APPRAISAL SERVICES. USPAP ALSO DOES NOT MANDATE THAT EACH APPRAISAL REPORT BE LENGTHY AND FULL OF DISCLAIMERS. Readers should note that all P&A reports, unless stated otherwise, are of a "summary" nature versus "self-contained," whereas additional documentation and detail may be available per certain Texas Property Tax Code provisions.*

### INTRODUCTION

Definition of Appraisal Responsibility (Scope of Effort): The Mineral Valuation Department of Pritchard & Abbott, Inc. ("P&A" hereinafter), is responsible for developing credible values for mineral interests (full or fractional percentage ownership of oil and gas leasehold interest, the amount and type of which are legally and/or contractually created and specified through deeds and leases, etal.) associated with producing (or capable of producing) leases. Mineral interests are typically considered real property because of their derivation from the bundle of rights associated with original fee simple ownership of land. Typically all the mineral interests that apply to a single producing lease are consolidated by type (working vs. royalty) with each type then appraised for full value which is then distributed to the various fractional decimal interest owners prorata to their individual type and percentage amount.

P&A's typical client is a governmental entity charged with appraisal responsibility for ad valorem tax purposes, although other types of clients (private businesses, individuals, etc.) occasionally contract for appraisal services which are strictly for various non-ad valorem tax purposes so that no conflicts of interest are created with P&A's core ad valorem tax work.

Intended users of our reports are typically the client(s) for which we are under direct contract and taxpayers or their agents who own and/or represent the subject property being appraised. Potential other users include parties involved in adjudication of valuation disputes (review board members, lawyers, judges, etc.), governmental agencies which periodically review our appraisals for various statutory purposes (such as the Texas Comptroller's Office) and private parties who may obtain copies of our appraisals through Open Records Requests made to governmental agencies.

*This section of P&A's Biennial Reappraisal Plan is not applicable to any mineral or mineral interest property that an appraisal district appraises outside of P&A's appraisal services, in which case the appraisal district's overall Biennial Reappraisal Plan should be referenced.*

P&A makes the **Extraordinary Assumption** that all properties appraised for ad valorem tax purposes are marketable whereas ownership and title to property are free of encumbrances and other restrictions that would affect fair market value to an extent not obvious to the general marketplace. If and/or when we are made aware of any encumbrances, etc., these would be taken into account in our appraisal in which case the extraordinary assumption stated above would be revoked.

P&A is typically under contract to determine current market value or "fair market value" of said mineral interests. Fair market value is typically described as the price at which a property would sell for if:

- exposed in the open market with a reasonable time for the seller to find a purchaser;
- both the buyer and seller know of all the uses and purposes to which the property is, or can be, adapted and of the enforceable restrictions on its use; and

- both the buyer and seller seek to maximize their gains and neither is in a position to take advantage of the exigencies of the other. [Exigencies are pressing or urgent conditions that leave one party at a disadvantage to the other.]

For ad valorem tax purposes the effective date is usually legislatively specified by the particular State in which we are working - for example, in Texas the lien date is January 1 per the Texas Property Tax Code. For ad valorem tax purposes, the date of the appraisals and reports are typically several months past the effective date, thereby leaving open the possibility that a retrospective approach is appropriate under limited and prescribed circumstances (information after the effective date being applicable only if it confirms a trend or other appraisal condition that existed and was generally known as of the effective date).

P&A believes this section of this report, in conjunction with any attached or separately provided P&A-generated report(s), meets the USPAP definition of "typical practice"; i.e., it satisfies a level of work that is consistent with:

- the expectations of participants in the market for the same or similar appraisal services; and
- what P&A's peers' actions would be in performing the same or similar appraisal services in compliance with USPAP.

Legal and Statutory Requirements: In Texas, the provisions of the Texas Property Tax Code and other relevant legislative measures involving appraisal administration and procedures control the work of P&A as an extension of the Appraisal District. Other states in which P&A is employed will have similar controlling legislation, regulatory agencies, and governmental entities. P&A is responsible for appraising property on the basis of its fair market value as of the stated effective date (January 1 in Texas) for ad valorem tax purposes for each taxing unit that imposes ad valorem taxes on property in the contracted Appraisal District. All mineral properties (interests) are reappraised annually. The definition of Fair Market Value is provided and promulgated for use in ad valorem tax work in Texas by the Texas Property Tax Code, and therefore as a Jurisdictional Exception supercedes the definition of "market value" as found in USPAP definitions.

NOTE: IN TEXAS, P&A BELIEVES THE PROPERTY BEING APPRAISED AND PLACED ON THE TAX ROLL IS THE INTEREST AND NOT THE OIL OR GAS MINERAL ITSELF, PER PROPERTY TAX CODE SECTION 1.04(2)(F). WHILE OIL AND GAS RESERVES CERTAINLY HAVE VALUE, THE FACT IS THAT IT IS THE INTERESTS IN THESE MINERALS THAT ARE BOUGHT AND SOLD, NOT THE MINERALS THEMSELVES. THE SALE OF MINERALS AS THEY ARE EXTRACTED FROM THE SUBSURFACE OF THE LAND WHERE THEY RESIDE AS MINERALS IN PLACE "MONETIZES" THE INTEREST AND THUS GIVES THE INTEREST ITS VALUE. WHENEVER P&A REFERS TO "MINERAL PROPERTIES" IN THIS REPORT OR IN ANY OTHER SETTING, IT IS THE MINERAL INTEREST, AND NOT THE MINERAL ITSELF, THAT IS THE SUBJECT OF THE REFERENCE.

Administrative Requirements: P&A endorses the principals of the International Association of Assessing Officers (IAAO) regarding its appraisal practices and procedures. P&A also endorses, and follows when possible, the standards promulgated by the Appraisal Foundation known as the Uniform Standards of Professional Appraisal Practice (USPAP). In all cases where IAAO and/or USPAP requirements cannot be satisfied for reasons of practicality or irrelevancy, P&A subscribes to "generally accepted appraisal methods and techniques" so that its value conclusions are credible and defensible. P&A submits annual or biannual contract bids to the Appraisal District Board of Directors or the Office of the Chief Appraiser and is bound to produce appraisal estimates on mineral properties within the cost constraints of said bid. Any appraisal practices and procedures followed by P&A not explicitly defined or allowed through IAAO or USPAP requirements are specified by the Texas Property Tax Code or at the specific request or direction of the Office of the Chief Appraiser.

#### Appraisal Resources

Personnel: The Mineral Valuation Division staff consists of competent Petroleum Engineers, Geologists, and Appraisers. All personnel are Registered Professional Appraisers with the State of Texas, or are progressing towards this designation within the allowable time frames prescribed by the Texas Department of Licensing and Regulation (TDLR) and/or other licensing and regulatory agencies as applicable.

Data: For each mineral property a common set of data characteristics (i.e. historical production, price and expense data) is collected from various sources and entered into P&A's mainframe computer system. Historical production data and price data is available through state agencies (Texas Railroad Commission, Texas Comptroller, et al.) or private firms who gather, format and repackage such data for sale commercially. Each property's characteristic data drives the computer-assisted mass appraisal approach to valuation.

Information Systems: The mainframe systems are augmented by the databases that serve the various in-house and 3<sup>rd</sup>-party applications on desktop personal computers. In addition, communication and dissemination of appraisals and other information is available to the taxpayer and client through electronic means including internet and other phone-line connectivity. The appraiser supervising any given contract fields many of the public's questions or redirects them to the proper department personnel.

## VALUATION APPROACH (MODEL SPECIFICATION)

Concepts of Value: The valuation of oil and gas properties is not an exact science, and exact accuracy is not attainable due to many factors. Nevertheless, standards of reasonable performance do exist, and there are usually reliable means of measuring and applying these standards.

Petroleum properties are subject to depletion, and capital investment must be returned before economic exhaustion of the resource (mineral reserves). The examination of petroleum properties involves understanding the geology of the resource (producing and non-producing), type of reservoir energy, the methods of secondary and enhanced recovery (if applicable), and the surface treatment and marketability of the produced petroleum product(s).

Evaluation of mineral properties is a continuous process; the value as of the lien date merely represents a "snapshot" in time. The potential value of mineral interests derived from sale of minerals to be extracted from the ground change with mineral price fluctuation in the open market, changes in extraction technology, costs of extraction, and other variables such as the value of money.

### Approaches to Value for Petroleum Property

Cost Approach: The use of cost data in an appraisal for market value is based upon the economic principle of substitution. The cost approach typically derives value by a model that begins with replacement cost new (RCN) and then applies depreciation in all its forms (physical depreciation, functional and economic obsolescence). This method is difficult to apply to oil and gas properties since lease acquisition and development may bear no relation to present worth. Though very useful in the appraisal of many other types of properties, the cost approach is not readily applicable to mineral properties. [Keep in mind that the property actually being appraised is the mineral interest and not the oil and gas reserves themselves. Trying to apply the cost approach to evaluation of mineral interests is like trying to apply the cost approach to land; it is a moot point because both are real properties that are inherently non-replaceable.] **As a general rule, and for the reasons stated above, Pritchard & Abbott, Inc., does not employ the cost approach in the appraisal of mineral interests.**

Market Approach: This approach may be defined as one which uses data available from actual transactions recorded in the market place itself; i.e., sales of comparable properties from which a comparison to the subject property can be made. Ideally, this approach's main advantage involves not only an opinion but an opinion supported by the actual spending of money. Although at first glance this approach seems to more closely incorporate the aspects of fair market value per its classical definition, there are two factors that severely limit the usefulness of the market approach for appraising oil and gas properties. First, oil and gas property sales data is seldom disclosed (in non-disclosure states such as Texas); consequently there is usually a severe lack of market data sufficient for meaningful statistical analysis. Second, all conditions of each sale must be known and carefully investigated to be sure one does have a comparative indicator of value per fair market value prerequisites.

Many times when these properties do change hands, it is generally through company mergers and acquisitions where other assets in addition to oil and gas reserves are involved; this further complicates the analysis whereby a total purchase price must be allocated to the individual components - a speculative and somewhat arbitrary task at best. In the case of oil and gas

properties, a scarcity of sales requires that every evidence of market data be investigated and analyzed. Factors relative to the sale of oil and gas properties are:

- current production and estimated declines forecast by the buyer;
- estimated probable and potential reserves;
- general lease and legal information which defines privileges or limitation of the equity sold;
- undeveloped potential such as secondary recovery prospects;
- proximity to other production already operated by the purchaser;
- contingencies and other cash equivalents; and
- other factors such as size of property, gravity of oil, etc.

In the event that all these factors are available for analysis, the consensus effort would be tantamount to performing an income approach to value (or trying to duplicate the buyer's income approach to value), thereby making the market approach somewhat moot in its applicability. As a general rule, and for the reasons stated above, Pritchard & Abbott, Inc., rarely employs a rigorous application of the market approach in the appraisal of mineral interests.

Income Approach: This approach to value most readily yields itself to the appraisal of mineral interests. Data is readily available whereby a model can be created that reasonably estimates a future income stream to the property. This future income may then be converted (discounted) into an estimate of current value. Many refer to this as a capitalization method, because capitalization is the process of converting an income stream into a capital sum (value). As with any method, the final value is no better than the reliability of the input data. The underlying assumption is that people purchase the property for the future income the property will yield. If the land or improvements are of any residual value after the cessation of oil and gas production, that value should also be included (if those components are also being appraised).

The relevant income that should be used is the expected future net income. Assumptions of this method are:

- Past income and expenses are not a consideration, except insofar as they may be a guide to estimating future net income.
- That the producing life as well as the reserves (quantity of the minerals) are estimated for the property.
- Future income is less valuable than current income, and so future net income must be discounted to make it equivalent to the present income. This discount factor reflects the premium of present money over future money, i.e., interest rate, liquidity, investment management, and risk.

As a general rule, and for the reasons stated above, Pritchard & Abbott, Inc., relies predominantly on the income approach to value in the appraisal of mineral interests.

## DATA COLLECTION/VALIDATION

Sources of Data: The main source of P&A's property data is data from the Railroad Commission of Texas as reported by operators. As a monthly activity, the data processing department receives data tapes or electronic files which have updated and new well and production data. Other discovery tools are fieldwork by appraisers, financial data from operators, information from chief appraisers, tax assessors, trade publications and city and local newspapers. Other members of the public often provide P&A information regarding new wells and other useful facts related to property valuation.

Another crucial set of data to obtain is the ownership of these mineral interests. Typically a mineral lease is fractionated and executed with several if not many owners. This information is typically requested (under a promise of confidentiality concerning owners' personal information) from pipeline purchasers and/or other entities (such as operators) who have the responsibility of disbursing the income to the mineral interest owners. Another source of ownership information is through the taxpayers themselves who file deeds of ownership transfer and/or correspond with P&A or the appraisal district directly.

Data Collection Procedures: Electronic and field data collection requires organization, planning and supervision of the appraisal staff. Data collection procedures for mineral properties are generally accomplished globally by the company; i.e., production and price data for the entire state is downloaded at one time into the computer system. Appraisers also

individually gather and record specific and particular information to the appraisal file records, which serves as the basis for the valuation of mineral properties. P&A is divided into four district offices covering different geographic areas. Each office has a district manager, appraisal and ownership maintenance staff, and clerical staff as appropriate. While overall standards of performance are established and upheld for the various district offices, quality of data is emphasized as the goal and responsibility of each appraiser.

#### VALUATION ANALYSIS (MODEL CALIBRATION)

Appropriate revisions and/or enhancements of schedules or discounted cash flow software are annually made and then tested prior to the appraisals being performed. Calibration typically involves performing multiple discounted cash flow tests for leases with varying parameter input to check the correlation and relationship of such indicators as: Dollars of Value Per Barrel of Reserves; Dollars of Value Per Daily Average Barrel Produced; Dollars of Expense Per Daily Average Barrel Produced; Years Payout of Purchase Price (Fair Market Value). In a more classical calibration procedure, the validity of values by P&A's income approach to value is tested against actual market transactions, if and when these transactions and verifiable details of these transactions are disclosed to P&A. Of course these transactions must be analyzed for meeting all requisites of fair market value definition. Any conclusions of this analysis are then compared to industry benchmarks for reasonableness before being incorporated into the calibration procedure.

#### INDIVIDUAL VALUE REVIEW PROCEDURES

Individual property values are reviewed several times in the appraisal process. P&A's discounted cashflow software dynamically generates various benchmark indicators that the appraiser reviews concurrent with the value being generated. These benchmarks often prompt the appraiser to reevaluate some or all of the parameters of data entry so as to arrive at a value more indicative of industry standards. Examples of indicators are dollars of value per barrel of oil reserve, years payout, etc. In addition to appraiser review, taxpayers are afforded the opportunity to review the appraised values, either before or after Notices of Appraised Value are prepared. Operators routinely meet with P&A's appraisers to review parameters and to provide data not readily available to P&A through public or commercial sources, such as individual lease operating expense and reserve figures. And of course, all property values are subject to review through normal protest and Appraisal Review Board procedures, with P&A acting as an extension of the Office of the Chief Appraiser.

#### PERFORMANCE TESTS

An independent test of the appraisal performance of properties appraised by P&A is conducted by the State of Texas Comptroller's Office through the annual Property Value Study for school funding purposes. This study determines the degree of uniformity and the median level of appraisal for mineral properties. School jurisdictions are given an opportunity to appeal any preliminary findings. After the appeal process is resolved, the Comptroller publishes a report of the findings of the study, including in the report the median level of appraisal, the coefficient of dispersion around the median level of appraisal and any other standard statistical measures that the Comptroller considers appropriate.

#### CALENDAR OF EVENTS/DELIVERABLES TO CLIENT

As an appraisal contractor, the calendar of events and/or deliverables is largely dependent upon the client's needs and requirements. That said, P&A generally follows the property tax calendar as promulgated by the Property Tax Assistance Division (PTAD) whereas certain work activities must be accomplished by certain deadlines as specified by the Property Tax Code. P&A's contracts typically involve compensation being received from the client only after completion of certain events or deliverables. For example, the CAD may make quarterly payments per the following schedule:

- February, after completion of personal property field inspections;
- May, after completion and mailing of Notices of Appraised Value;
- August, after completion of Appraisal Review Board hearings; and

- November, after Certification of values.

The timetable regarding the sections described above is generally as follows:

- Data Collection/Validation occurs beginning in the Fall (October) prior to a tax year and continues into the Spring of that same tax year;
- Valuation Analysis (Model Calibration) occurs in the Spring (March - May) of a tax year and continues into the Summer (June - August) of that same tax year;
- Individual Value Review Procedures occurs concurrent, more or less, with Valuation Analysis; and
- Performance Tests occurs later in the tax year after certification of values.

## REAPPRAISAL OF INDUSTRIAL, UTILITY, AND RELATED PERSONAL PROPERTY

*Note: This section, in conjunction with any attached or separately provided P&A-generated appraisal reports specific to the subject property or properties, constitutes the "mass appraisal written report" as required by USPAP Standards Rule 6-8. USPAP Standards Rule 6-9 (certification) can be found at the end of this report. USPAP Standards Rules 6-1 through 6-7 (instructions and explanations regarding the development, application, and reconciliation of mass appraisal values), as they apply to P&A mass appraisal procedures, are discussed below. USPAP DOES NOT DICTATE THE FORM, FORMAT, OR STYLE OF APPRAISAL REPORTS, WHICH ARE FUNCTIONS OF THE NEEDS OF USERS AND PROVIDERS OF APPRAISAL SERVICES. USPAP ALSO DOES NOT MANDATE THAT EACH APPRAISAL REPORT BE LENGTHY AND FULL OF DISCLAIMERS. Readers should note that all P&A reports, unless stated otherwise, are of a "summary" nature versus "self-contained," whereas additional documentation and detail may be available per certain Texas Property Tax Code provisions.*

### INTRODUCTION

Definition of Appraisal Responsibility: The Engineering Services Department of Pritchard & Abbott, Inc. (P&A) is responsible for developing fair and uniform market values for industrial, utility and personal properties.

P&A's typical client is a governmental entity charged with appraisal responsibility for ad valorem tax purposes, although other types of clients (private businesses, individuals, etc.) occasionally contract for appraisal services which are strictly for various non-ad valorem tax purposes so that no conflicts of interest are created with P&A's core ad valorem tax work.

Intended users of our reports are typically the client(s) for which we are under direct contract and taxpayers or their agents who own and/or represent the subject property being appraised. Potential other users include parties involved in adjudication of valuation disputes (review board members, lawyers, judges, etc.), governmental agencies which periodically review our appraisals for various statutory purposes (such as the Texas Comptroller's Office) and private parties who may obtain copies of our appraisals through Open Records Requests made to governmental agencies.

P&A believes this section of this report, in conjunction with any attached or separately provided P&A-generated report(s), meets the USPAP definition of "typical practice"; i.e., it satisfies a level of work that is consistent with:

- the expectations of participants in the market for the same or similar appraisal services; and
- what P&A's peers' actions would be in performing the same or similar appraisal services in compliance with USPAP.

*This section of P&A's Biennial Reappraisal Plan is not applicable to any Industrial, Utility, or related Personal Property that an appraisal district appraises outside of P&A's appraisal services, in which case the appraisal district's overall Biennial Reappraisal Plan should be referenced.*

P&A makes the **Extraordinary Assumption** that all properties appraised for ad valorem tax purposes are marketable whereas ownership and title to property are free of encumbrances and other restrictions that would affect fair market value to an extent not obvious to the general marketplace. If and/or when we are made aware of any encumbrances, etc., these would be taken into account in our appraisal in which case the extraordinary assumption stated above would be revoked.

Legal and Statutory Requirements: The provisions of the Texas Property Tax Code and relevant legislative measures involving appraisal administration and procedures control the work of P&A as a subcontractor to the Appraisal District. P&A is responsible for appraising property on the basis of its market value as of January 1 for ad valorem tax purposes for each taxing unit that imposes ad valorem taxes on property in the contracted Appraisal District. All industrial, utility and personal



properties are reappraised annually. The definition of Fair Market Value is provided and promulgated for use in ad valorem tax work in Texas by the Texas Property Tax Code, and therefore as a Jurisdictional Exception supercedes the definition of "market value" as found in USPAP definitions.

Administrative Requirements: P&A follows generally accepted and/or recognized appraisal practices and when applicable, the standards of the International Association of Assessing Officers (IAAO) regarding its appraisal practices and procedures. P&A, when applicable, also subscribes to the standards promulgated by the Appraisal Foundation known as the Uniform Standards of Professional Appraisal Practice (USPAP). P&A submits annual or biannual contract bids to the Office of the Chief Appraiser and is bound to produce appraisal estimates on industrial, utility and personal properties within the cost constraints of said bid. Any appraisal practices and procedures followed by P&A not explicitly defined through IAAO or USPAP requirements are specified by the Texas Property Tax Code and/or at the specific request or direction of the Office of the Chief Appraiser.

#### Appraisal Resources

Personnel: The Engineering Services Department and P&A's appraisal staff consists of appraisers with degrees in engineering, business and accounting. All personnel are Registered Professional Appraisers with the State of Texas, or are progressing towards this designation as prescribed by the Texas Department of Licensing and Regulation (IDLR).

Data: A set of data characteristics (i.e. original cost, year of acquisition, quantities, capacities, net operating income, property description, etc.) for each industrial, utility and personal property is collected from various sources. This data is maintained in either hard copy or computer files. Each property's characteristic data drives the appropriate computer-assisted appraisal approach to valuation.

Information Systems: P&A's mainframe computer system is composed of in-house custom software augmented by schedules and databases that reside as various applications on personal computers (PC). P&A offers a variety of systems for providing property owners and public entities with information services.

#### VALUATION APPROACH (MODEL SPECIFICATION)

Concepts of Value: The valuation of industrial, utility and personal properties is not an exact science, and exact accuracy is not attainable due to many factors. These are considered complex properties and some are considered Special Purpose properties. Nevertheless, standards of reasonable performance do exist, and there are reliable means of measuring and applying these standards.

The evaluation and appraisal of industrial, utility and personal property relies heavily on the discovery of the property followed by the application of recognized appraisal techniques. The property is subject to inflation and depreciation in all forms. The appraisal of industrial and personal property involves understanding petroleum, chemical, steel, electrical power, lumber and paper industry processes along with a myriad of other industrial processes. Economic potential for this property usually follows either the specific industry or the general business economy. The appraisal of utility properties involves understanding telecommunications, electrical transmission and distribution, petroleum pipelines and the railroad industry. Utility properties are subject to regulation and economic obsolescence. The examination of utility property involves the understanding of the present value of future income in a regulated environment.

The goal for valuation of industrial, utility and personal properties is to appraise all taxable property at "fair market value". The Texas Property Tax Code defines Fair Market value as the price at which a property would transfer for cash or its equivalent under prevailing market conditions if:

- exposed for sale in the open market with a reasonable time for the seller to find a purchaser;
- both the seller and the purchaser know of all the uses and purposes to which the property is adapted and for which it is capable of being used and of the enforceable restrictions on its use; and

- both the seller and purchaser seek to maximize their gains and neither is in a position to take advantage of the exigencies of the other.

### Approaches to Value for Industrial, Utility, and Personal Property

Cost Approach: The use of cost data in an appraisal for market value is based upon the economic principle of substitution. This method is most readily applicable to the appraisal of industrial and personal property and some utility property. Under this method, the market value of property equals the value of the land plus the current cost of improvements less accrued depreciation. An inventory of the plant improvements and machinery and equipment is maintained by personally inspecting each facility every year. As a general rule, and for the reasons stated above, Pritchard & Abbott, Inc., relies predominantly on the cost approach to value in the appraisal of industrial, utility, and personal property.

Market Approach: This approach is characterized as one that uses sales data available from actual transactions in the market place. There are two factors that severely limit the usefulness of the market approach for appraising industrial, utility and personal properties. First, the property sales data is seldom disclosed; consequently there is insufficient market data for these properties available for meaningful statistical analysis. Second, all conditions of sale must be known and carefully investigated to be sure one does have a comparative indicator of value. Many times when these properties do change hands, it is generally through company mergers and acquisitions where other assets and intangibles in addition to the industrial, utility and personal property are involved. The complexity of these sales presents unique challenges and hindrances to the process of allocation of value to the individual components of the transaction.

In the case of industrial, utility and personal properties, a scarcity of sales requires that all evidence of market data be investigated and analyzed. Factors relative to the sale of these properties are:

- plant capacity and current production; terms of sale, cash or equivalent;
- complexity of property;
- age of property;
- proximity to other industry already operated by the purchaser; and
- other factors such as capital investment in the property.

As a general rule, and for the reasons stated above, Pritchard & Abbott, Inc., rarely employs a rigorous application of the market approach in the appraisal of industrial, utility, and personal property.

Income Approach: This approach to value most readily yields itself to all income generating assets, especially utility properties. Data for utility properties is available from annual reports submitted to regulatory agencies whereby future income may be estimated, and then this future income may be converted into an estimate of value. The valuation of an entire company by this method is sometimes referred to as a Unit Value. Many refer to this as a capitalization method, because capitalization is the process of converting an income stream into a capital sum (value). As with any method, the final value estimate is no better than the reliability of the input data. The underlying assumption is that people purchase the property for the future income the property will yield.

The relevant income that should be used in the valuation model is the expected future net operating income after depreciation but before interest expense (adjustments for Federal Income Taxes may or may not be required). Assumptions of this method are:

- Past income and expenses are a consideration, insofar as they may be a guide to future income, subject to regulation and competition.
- The economic life of the property can be estimated.
- The future production, revenues and expenses can be accurately forecasted. Future income is less valuable than current income, and so future net income must be discounted to make it equivalent to the present income. This discount factor reflects the premium of present money over future money, i.e., interest rate, liquidity, investment management, and risk.

As a general rule, and for the reasons stated above, Pritchard & Abbott, Inc., employs the income approach in the appraisal of industrial and utility property only when quantifiable levels of income are able to be reliably determined and/or projected for the subject property. P&A does not employ the income approach in the appraisal of personal property.

#### DATA COLLECTION/VALIDATION

Sources of Data: The main source of P&A's property data for industrial and personal property is through fieldwork by the appraisers and commercially/publicly available schedules developed on current costs. Data for performing utility appraisals is typically provided by the taxpayer or is otherwise available at various regulatory agencies (Texas Railroad Commission, Public Utilities Commission, FERC, et al.). Other discovery tools are financial data from annual reports, information from chief appraisers, renditions, tax assessors, trade publications and city and local newspapers. Other members of the public often provide P&A information regarding new industry and other useful facts related to property valuation.

Data Collection Procedures: Electronic and field data collection requires organization, planning and supervision of the appraisal staff. Data collection procedures have been established for industrial and personal properties. Appraisers gather and record information in the mainframe system, where customized programs serve as the basis for the valuation of industrial, utility and personal properties. P&A is divided into multiple district offices covering different geographic zones. Each office has a district manager and field staff. While overall standards of performance are established and upheld for the various district offices, quality of data is emphasized as the goal and responsibility of each appraiser. Additionally, P&A's Engineering Services Department provides supervision and guidance to all district offices to assist in maintaining uniform and consistent appraisal practices throughout the company.

#### VALUATION ANALYSIS (MODEL CALIBRATION)

The validity of the values by P&A's income and cost approaches to value is tested against actual market transactions, if and when these transactions and verifiable details of the transactions are disclosed to P&A. These transactions are checked for meeting all requisites of fair market value definition. Any conclusions from this analysis are also compared to industry benchmarks before being incorporated in the calibration procedure. Appropriate revisions of cost schedules and appraisal software are annually made and then tested for reasonableness prior to the appraisals being performed.

#### INDIVIDUAL VALUE REVIEW PROCEDURES

Individual property values are reviewed several times in the appraisal process. P&A's industrial, utility, personal property programs and appraisal spreadsheets afford the appraiser the opportunity to review the value being generated. Often the appraiser is prompted to reevaluate some or all of the parameters of data entry so as to arrive at a value more indicative of industry standards. Examples of indicators are original cost, replacement cost, service life, age, net operating income, capitalization rate, etc. In addition to appraiser review, taxpayers are afforded the opportunity to review the appraised values either before or after Notices of Appraised Value are prepared. Taxpayers, agents and representatives routinely meet with P&A's appraisers to review parameters and to provide data not readily available to P&A through public or commercial sources, such as investment costs and capitalization rate studies. And of course, all property values are subject to review through normal protest and Appraisal Review Board procedures, with P&A acting as a representative of the Office of the Chief Appraiser.

#### PERFORMANCE TESTS

An independent test of the appraisal performance of properties appraised by P&A is conducted by the State of Texas Comptroller's Office through the annual Property Value Study for school funding purposes. This study determines the degree of uniformity and the median level of appraisal for utility properties. School jurisdictions are given an opportunity to appeal

any preliminary findings. After the appeal process is resolved, the Comptroller publishes a report of the findings of the study, including in the report the median level of appraisal, the coefficient of dispersion around the median level of appraisal and any other standard statistical measures that the Comptroller considers appropriate.

#### CALENDAR OF EVENTS/DELIVERABLES TO CLIENT

As an appraisal contractor, the calendar of events and/or deliverables is largely dependent upon the client's needs and requirements. That said, P&A generally follows the property tax calendar as promulgated by the Property Tax Assistance Division (PTAD) whereas certain work activities must be accomplished by certain deadlines as specified by the Property Tax Code. P&A's contracts typically involve compensation being received from the client only after completion of certain events or deliverables. For example, the CAD may make quarterly payments per the following schedule:

- February, after completion of personal property field inspections;
- May, after completion and mailing of Notices of Appraised Value;
- August, after completion of Appraisal Review Board hearings; and
- November, after Certification of values.

The timetable regarding the sections described above is generally as follows:

- **Data Collection/Validation** occurs beginning in the Fall (October) prior to a tax year and continues into the Spring of that same tax year;
- **Valuation Analysis (Model Calibration)** occurs in the Spring (March - May) of a tax year and continues into the Summer (June - August) of that same tax year;
- **Individual Value Review Procedures** occurs concurrent, more or less, with Valuation Analysis; and
- **Performance Tests** occurs later in the tax year after certification of values.

## CODES

## CATEGORY CODE TABLE

Cat Code Pri	A1	Cat Desc Pri	REAL RES SINGLE FAMI	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	6/3/1983 12:00:00AM
Last User ID	DATASLOW				
<hr/>					
Cat Code Pri	A1M	Cat Desc Pri	MH RES	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	11/25/2013 12:00:00AM
Last User ID	SECOFR-PC				
<hr/>					
Cat Code Pri	B1	Cat Desc Pri	REAL RES MULTIFAMILY	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	6/3/1983 12:00:00AM
Last User ID	DATASLOW				
<hr/>					
Cat Code Pri	C1	Cat Desc Pri	REAL VACANT LOT/TRAC	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	6/27/1995 12:00:00AM
Last User ID	HOUSCMIN				
<hr/>					
Cat Code Pri	D1A	Cat Desc Pri	ACREAGE WITH AG PROD	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	6/27/2002 12:00:00AM
Last User ID	DATASLOW				
<hr/>					
Cat Code Pri	D1C	Cat Desc Pri	CROPLAND WITH PRODUC	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	6/27/2002 12:00:00AM
Last User ID	DATASLOW				
<hr/>					
Cat Code Pri	D1T	Cat Desc Pri	TIMBER - PRODUCTIVIT	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	6/27/2002 12:00:00AM
Last User ID	DATASLOW				
<hr/>					
Cat Code Pri	D2A	Cat Desc Pri	ACREAGE - NO PRODUCT	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	6/27/2002 12:00:00AM
Last User ID	DATASLOW				
<hr/>					
Cat Code Pri	D2C	Cat Desc Pri	CROPLAND - NO PRODUC	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	6/27/2002 12:00:00AM
Last User ID	DATASLOW				
<hr/>					
Cat Code Pri	D2T	Cat Desc Pri	TIMBER - NO PRODUCTI	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	6/27/2002 12:00:00AM
Last User ID	DATASLOW				
<hr/>					
Cat Code Pri	E1	Cat Desc Pri	REAL FARM & RANCH IM	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	6/3/1983 12:00:00AM
Last User ID	DATASLOW				

## CATEGORY CODE TABLE

Cat Code Pri	E1M	Cat Desc Pri	RURAL MH	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	11/25/2013 12:00:00AM
Last User ID	SECOFR-PC				
Cat Code Pri	EF1	Cat Desc Pri	COMMERCIAL ON LAND W	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	5/6/2003 12:00:00AM
Last User ID	DATASLOW				
Cat Code Pri	F1	Cat Desc Pri	REAL COMMERCIAL	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	6/3/1983 12:00:00AM
Last User ID	DATASLOW				
Cat Code Pri	F1L	Cat Desc Pri	REAL COMMERCIAL LAND	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	F2	Cat Desc Pri	REAL INDUSTRIAL IMPR	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	F2L	Cat Desc Pri	REAL INDUST LAND	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	G1	Cat Desc Pri	MIN PRODUCING OIL &	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	J2	Cat Desc Pri	GAS COMPANIES	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	J3	Cat Desc Pri	ELECTRIC COMPANIES	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	J4	Cat Desc Pri	TELEPHONE COMPANIES	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	J5	Cat Desc Pri	RAILROAD	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM

CATEGORY CODE TABLE

Last User ID	DATAJHOU				
Cat Code Pri	J6	Cat Desc Pri	PIPELINES	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	J6A	Cat Desc Pri	PIPELINES - OTHER PE	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	J7	Cat Desc Pri	CABLE TV	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	J9	Cat Desc Pri	ROLLING STOCK	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L1	Cat Desc Pri	TANGIBLE PERSONAL CO	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	6/3/1983 12:00:00AM
Last User ID	DATASLOW				
Cat Code Pri	L1A	Cat Desc Pri	COMM VEHICLES, 1 TON	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L1C	Cat Desc Pri	COMM INVENTORY & MAT	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L1D	Cat Desc Pri	COMM TRAILERS	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L1G	Cat Desc Pri	COMM MACHINERY & EQU	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L1H	Cat Desc Pri	COMM LEASED EQUIPMEN	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				



**CATEGORY CODE TABLE**

Cat Code Pri	L1J	Cat Desc Pri	COMM FURNITURE & FIX	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L1M	Cat Desc Pri	COMM VEHICLES, TO 1	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L1Q	Cat Desc Pri	RADIO TOWER EQUIPMEN	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L2A	Cat Desc Pri	INDUS VEHICLES, 1 TO	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L2B	Cat Desc Pri	INDUS PIPESTOCK	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L2C	Cat Desc Pri	INDUS INVENTORY & MA	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L2D	Cat Desc Pri	INDUS TRAILERS	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L2E	Cat Desc Pri	INDUS WELL SERV & WO	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L2F	Cat Desc Pri	INDUS DRILLING RIGS	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L2G	Cat Desc Pri	INDUS MACHINERY & EQ	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L2H	Cat Desc Pri	INDUS LEASED EQUIPME	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				

## CATEGORY CODE TABLE

Cat Code Pri	L2J	Cat Desc Pri	INDUS FURNITURE & FI	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L2L	Cat Desc Pri	INDUS STORAGE TANKS	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L2M	Cat Desc Pri	INDUS VEHICLES, TO 1	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	L2T	Cat Desc Pri	INDUS SALT WATER DIS	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	8/9/1996 12:00:00AM
Last User ID	DATAJHOU				
Cat Code Pri	M1	Cat Desc Pri	MOBILE HOMES	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	6/27/1995 12:00:00AM
Last User ID	DATASLOW				
Cat Code Pri	O	Cat Desc Pri	RESIDENTIAL INVENTOR	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	7/18/2000 12:00:00AM
Last User ID	HOUSCMIN				
Cat Code Pri	S	Cat Desc Pri	SPECIAL INVENTORY TA	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	7/18/2000 12:00:00AM
Last User ID	HOUSCMIN				
Cat Code Pri	X1	Cat Desc Pri	RELIGIOUS IMPROVEMEN	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	7/26/1991 12:00:00AM
Last User ID	DATASLOW				
Cat Code Pri	X2	Cat Desc Pri	EXEMPT VACANT LAND	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	7/26/1991 12:00:00AM
Last User ID	DATASLOW				
Cat Code Pri	X3	Cat Desc Pri	US CITY COUNTY STATE	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	7/26/1991 12:00:00AM
Last User ID	DATASLOW				
Cat Code Pri	X4	Cat Desc Pri	SCHOOLS & OTHER ORGA	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	7/26/1991 12:00:00AM

**CATEGORY CODE TABLE**

Last User ID      DATASLOW					
<hr/>					
Cat Code Pri	X5	Cat Desc Pri	BUSINESS PERSONAL PR	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	7/26/1991 12:00:00AM
Last User ID	DATASLOW				
<hr/>					
Cat Code Pri	X6	Cat Desc Pri	BUSINESS LOGGING EQU	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	5/11/2004 12:00:00AM
Last User ID	HOUSCMIN				
<hr/>					
Cat Code Pri	XE	Cat Desc Pri	COMM HOUSE DEV ORGN	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	12/4/2013 12:00:00AM
Last User ID	Carey				
<hr/>					
Cat Code Pri	XI	Cat Desc Pri	YOUTH DEV ORNG	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	12/4/2013 12:00:00AM
Last User ID	Carey				
<hr/>					
Cat Code Pri	XJ	Cat Desc Pri	PRIVATE SCHOOLS	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	12/4/2013 12:00:00AM
Last User ID	Carey				
<hr/>					
Cat Code Pri	XU	Cat Desc Pri	MISC EXEMPT	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	12/4/2013 12:00:00AM
Last User ID	Carey				
<hr/>					
Cat Code Pri	XV	Cat Desc Pri	RELG & CHAIR	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	12/4/2013 12:00:00AM
Last User ID	Carey				
<hr/>					
Cat Code Pri	XVS	Cat Desc Pri	STRUCK OFF PROPERTY	Cat Code Sec	
Cat Desc Sec		Cat Prop Type	B	Last User Date	3/21/2014 12:00:00AM
Last User ID	Carey				
<hr/>					

## schedules

commercial and residential  
1/1/2014

## subject to change

printed 9/8/2014

<u>caphpvq</u>	<u>low</u>	\$	1.00	<u>asphalt</u>
<u>caphpvq</u>	<u>avg</u>	\$	1.25	<u>asphalt</u>
<u>caphpvq</u>	<u>good</u>	\$	1.50	<u>asphalt</u>
<u>captc</u>	<u>low</u>	\$	22.63	<u>apartment</u>
<u>captc</u>	<u>avg</u>	\$	30.53	<u>apartment</u>
<u>captc</u>	<u>good</u>	\$	39.07	<u>apartment</u>
<u>captd</u>	<u>low</u>	\$	20.40	<u>apartment</u>
<u>captd</u>	<u>avg</u>	\$	27.58	<u>apartment</u>
<u>captd</u>	<u>good</u>	\$	35.38	<u>apartment</u>
<u>capts</u>	<u>avg</u>	\$	26.48	<u>apartment</u>
<u>capts</u>	<u>good</u>	\$	34.23	<u>apartment</u>
<u>cashs</u>	<u>low</u>	\$	31.51	<u>auto showroom</u>
<u>cashs</u>	<u>avg</u>	\$	46.79	<u>auto showroom</u>
<u>cashe</u>	<u>excl</u>	\$	54.90	<u>auto showroom</u>
<u>cashd</u>	<u>low</u>	\$	33.01	<u>auto showroom</u>
<u>cashd</u>	<u>avg</u>	\$	43.18	<u>auto showroom</u>
<u>cashd</u>	<u>good</u>	\$	48.43	<u>auto showroom</u>
<u>cashc</u>	<u>low</u>	\$	35.00	<u>auto showroom</u>
<u>cashc</u>	<u>avg</u>	\$	50.69	<u>auto showroom</u>
<u>cashc</u>	<u>good</u>	\$	70.14	<u>auto showroom</u>
<u>cashb</u>	<u>excl</u>	\$	54.90	<u>auto showroom</u>
<u>catcd</u>	<u>low</u>	\$	26.10	<u>auto center</u>
<u>catcd</u>	<u>avg</u>	\$	35.82	<u>auto center</u>
<u>catcc</u>	<u>low</u>	\$	30.65	<u>auto center</u>
<u>catcc</u>	<u>avg</u>	\$	38.10	<u>auto center</u>
<u>cbanks</u>	<u>low</u>	\$	57.96	<u>bank</u>
<u>cbanks</u>	<u>avg</u>	\$	75.90	<u>bank</u>
<u>cbanks</u>	<u>good</u>	\$	100.30	<u>bank</u>
<u>cbankd</u>	<u>low</u>	\$	60.03	<u>bank</u>
<u>cbankd</u>	<u>avg</u>	\$	79.51	<u>bank</u>
<u>cbankd</u>	<u>good</u>	\$	110.06	<u>bank</u>
<u>cbankd</u>	<u>excl</u>	\$	151.14	<u>bank</u>
<u>cbankc</u>	<u>low</u>	\$	62.49	<u>bank</u>
<u>cbankc</u>	<u>avg</u>	\$	83.66	<u>bank</u>
<u>cbankc</u>	<u>good</u>	\$	115.29	<u>bank</u>
<u>cbankc</u>	<u>excl</u>	\$	158.29	<u>bank</u>
<u>cbankb</u>	<u>low</u>	\$	81.34	<u>bank</u>
<u>cbankb</u>	<u>avg</u>	\$	102.70	<u>bank</u>
<u>cbankb</u>	<u>good</u>	\$	131.22	<u>bank</u>
<u>cbanka</u>	<u>low</u>	\$	85.07	<u>bank</u>
<u>cbanka</u>	<u>avg</u>	\$	106.84	<u>bank</u>
<u>cbanka</u>	<u>good</u>	\$	135.66	<u>bank</u>
<u>bths</u>	<u>low</u>	\$	1,500.00	<u>bath house</u>
<u>bths</u>	<u>avg</u>	\$	2,500.00	<u>bath house</u>
<u>bthsnl</u>	<u>good</u>	\$	3,500.00	<u>bath house</u>
<u>bthswl</u>	<u>good</u>	\$	4,500.00	<u>bath house</u>
<u>bths</u>	<u>excl</u>	\$	9,500.00	<u>bath house</u>

<u>cbsmnt</u>	<u>low</u>	\$	17.16	<u>basement</u>
<u>cbsmnt</u>	<u>avg</u>	\$	29.98	<u>basement</u>
<u>cbsmnt</u>	<u>good</u>	\$	39.57	<u>basement</u>
<u>cbwas</u>	<u>low</u>	\$	26.35	<u>bowling alley</u>
<u>cbwas</u>	<u>avg</u>	\$	35.21	<u>bowling alley</u>
<u>cbwad</u>	<u>low</u>	\$	27.73	<u>bowling alley</u>
<u>cbwad</u>	<u>avg</u>	\$	37.01	<u>bowling alley</u>
<u>cbwad</u>	<u>good</u>	\$	48.86	<u>bowling alley</u>
<u>cbwac</u>	<u>low</u>	\$	30.14	<u>bowling alley</u>
<u>cbwac</u>	<u>avg</u>	\$	39.72	<u>bowling alley</u>
<u>cbwac</u>	<u>good</u>	\$	51.83	<u>bowling alley</u>
<u>cabinl</u>	<u>low</u>	\$	10.00	<u>cabin</u>
<u>cabinf</u>	<u>fair</u>	\$	12.00	<u>cabin</u>
<u>cabina</u>	<u>avg</u>	\$	14.00	<u>cabin</u>
<u>cabinq</u>	<u>good</u>	\$	16.00	<u>cabin</u>
<u>cabine</u>	<u>excl</u>	\$	18.00	<u>cabin</u>
<u>cabins</u>	<u>supr</u>	\$	20.00	<u>cabin</u>
<u>cabins+</u>	<u>sup+</u>	\$	25.00	<u>cabin</u>
<u>cabinu</u>	<u>unq</u>	\$	30.00	<u>cabin</u>
<u>cabinu+</u>	<u>unq+</u>	\$	35.00	<u>cabin</u>
<u>ccpys</u>	<u>low</u>	\$	8.45	<u>canopy</u>
<u>ccpys</u>	<u>avg</u>	\$	11.02	<u>canopy</u>
<u>ccpys</u>	<u>good</u>	\$	15.39	<u>canopy</u>
<u>ccpyd</u>	<u>low</u>	\$	7.75	<u>canopy</u>
<u>ccpyd</u>	<u>avg</u>	\$	10.08	<u>canopy</u>
<u>ccypd</u>	<u>good</u>	\$	14.18	<u>canopy</u>
<u>ccpyc</u>	<u>low</u>	\$	9.62	<u>canopy</u>
<u>ccpyc</u>	<u>avg</u>	\$	12.72	<u>canopy</u>
<u>ccpyc</u>	<u>good</u>	\$	17.86	<u>canopy</u>
<u>ccwss</u>	<u>low</u>	\$	26.68	<u>car wash</u>
<u>ccwss</u>	<u>avg</u>	\$	34.58	<u>car wash</u>
<u>ccwss</u>	<u>good</u>	\$	46.03	<u>car wash</u>
<u>ccwsd</u>	<u>low</u>	\$	27.86	<u>car wash</u>
<u>ccwsd</u>	<u>avg</u>	\$	35.30	<u>car wash</u>
<u>ccwsd</u>	<u>good</u>	\$	45.93	<u>car wash</u>
<u>ccwsd</u>	<u>excl</u>	\$	48.38	<u>car wash</u>
<u>cchcs</u>	<u>low</u>	\$	43.77	<u>church</u>
<u>cchcs</u>	<u>avg</u>	\$	60.94	<u>church</u>
<u>cchcd</u>	<u>low</u>	\$	45.97	<u>church</u>
<u>cchcd</u>	<u>avg</u>	\$	65.08	<u>church</u>
<u>cchcd</u>	<u>good</u>	\$	94.36	<u>church</u>
<u>cchcd</u>	<u>excl</u>	\$	124.25	<u>church</u>
<u>cchcc</u>	<u>low</u>	\$	48.04	<u>church</u>
<u>cchcc</u>	<u>avg</u>	\$	67.85	<u>church</u>
<u>cchcc</u>	<u>good</u>	\$	95.16	<u>church</u>
<u>cchcc</u>	<u>excl</u>	\$	129.23	<u>church</u>
<u>chic</u>	<u>avg</u>	\$	1.98	<u>chicken houses</u>
<u>ccblk</u>	<u>low</u>	\$	10.00	<u>cinder block</u>
<u>ccblk</u>	<u>avg</u>	\$	20.00	<u>cinder block</u>

<u>cclbs</u>	<u>low</u>	\$	28.92	<u>club house</u>
<u>cclbs</u>	<u>avg</u>	\$	41.44	<u>club house</u>
<u>cclbs</u>	<u>good</u>	\$	58.20	<u>club house</u>
<u>cclbd</u>	<u>low</u>	\$	31.72	<u>club house</u>
<u>cclbd</u>	<u>avg</u>	\$	45.59	<u>club house</u>
<u>cclbd</u>	<u>good</u>	\$	64.55	<u>club house</u>
<u>cclbd</u>	<u>excl</u>	\$	89.39	<u>club house</u>
<u>cclbc</u>	<u>low</u>	\$	33.94	<u>club house</u>
<u>cclbc</u>	<u>avg</u>	\$	48.01	<u>club house</u>
<u>cclbc</u>	<u>good</u>	\$	67.00	<u>club house</u>
<u>cclbc</u>	<u>excl</u>	\$	91.55	<u>club house</u>
<u>ccncpvq</u>	<u>low</u>	\$	2.50	<u>concrete</u>
<u>ccncpvq</u>	<u>avg</u>	\$	2.50	<u>concrete</u>
<u>ccncpvq</u>	<u>good</u>	\$	2.50	<u>concrete</u>
<u>ccqmd</u>	<u>low</u>	\$	4.75	<u>corrugated metal blq</u>
<u>ccqmd</u>	<u>avg</u>	\$	6.11	<u>corrugated metal blq</u>
<u>ccqmd</u>	<u>good</u>	\$	7.19	<u>corrugated metal blq</u>
<u>ccdcf</u>	<u>low</u>	\$	63.94	<u>day care</u>
<u>ccdcf</u>	<u>avg</u>	\$	87.51	<u>day care</u>
<u>ccdcf</u>	<u>good</u>	\$	114.74	<u>day care</u>
<u>ccdcf</u>	<u>excl</u>	\$	151.41	<u>day care</u>
<u>deck</u>	<u>avg</u>	\$	4.25	<u>deck</u>
<u>deck</u>	<u>good</u>	\$	6.38	<u>deck</u>
<u>deck</u>	<u>excl</u>	\$	8.50	<u>deck</u>
<u>deck</u>	<u>supr</u>	\$	10.50	<u>deck</u>
<u>cdens</u>	<u>low</u>	\$	48.28	<u>dentist</u>
<u>cdens</u>	<u>avg</u>	\$	64.46	<u>dentist</u>
<u>cdens</u>	<u>good</u>	\$	85.74	<u>dentist</u>
<u>cdend</u>	<u>low</u>	\$	52.64	<u>dentist</u>
<u>cdend</u>	<u>avg</u>	\$	69.26	<u>dentist</u>
<u>cdend</u>	<u>good</u>	\$	90.83	<u>dentist</u>
<u>cdend</u>	<u>excl</u>	\$	118.76	<u>dentist</u>
<u>cdenc</u>	<u>low</u>	\$	54.49	<u>dentist</u>
<u>cdenc</u>	<u>avg</u>	\$	71.58	<u>dentist</u>
<u>cdenc</u>	<u>good</u>	\$	93.74	<u>dentist</u>
<u>cdenc</u>	<u>excl</u>	\$	122.41	<u>dentist</u>
<u>cdptc</u>	<u>avg</u>	\$	55.67	<u>department store</u>
<u>cdptc</u>	<u>good</u>	\$	69.91	<u>department store</u>
<u>cdptc</u>	<u>excl</u>	\$	92.01	<u>department store</u>
<u>cdptb</u>	<u>avg</u>	\$	64.69	<u>department store</u>
<u>cdcts</u>	<u>low</u>	\$	22.70	<u>discount store</u>
<u>cdcts</u>	<u>avg</u>	\$	30.72	<u>discount store</u>
<u>cdctd</u>	<u>low</u>	\$	24.30	<u>discount store</u>
<u>cdctd</u>	<u>avg</u>	\$	32.16	<u>discount store</u>
<u>cdctc</u>	<u>low</u>	\$	26.16	<u>discount store</u>
<u>cdctc</u>	<u>avg</u>	\$	33.97	<u>discount store</u>
<u>cdctc</u>	<u>good</u>	\$	42.91	<u>discount store</u>

<u>cftrtd</u>	<u>avg</u>	\$	28.77	<u>freight-trans</u>
<u>cftrtd</u>	<u>good</u>	\$	31.25	<u>freight-trans</u>
<u>cftrts</u>	<u>avg</u>	\$	30.51	<u>freight-trans</u>
<u>cftrts</u>	<u>good</u>	\$	43.65	<u>freight-trans</u>
<u>cfrtc</u>	<u>avg</u>	\$	34.47	<u>freight-trans</u>
<u>cfrtc</u>	<u>good</u>	\$	49.12	<u>freight-trans</u>
<u>cgrms</u>	<u>low</u>	\$	29.66	<u>grocery market</u>
<u>cgrms</u>	<u>avg</u>	\$	39.49	<u>grocery market</u>
<u>cgrms</u>	<u>good</u>	\$	51.25	<u>grocery market</u>
<u>cgrmd</u>	<u>low</u>	\$	31.56	<u>grocery market</u>
<u>cgrmd</u>	<u>avg</u>	\$	41.16	<u>grocery market</u>
<u>cgrmd</u>	<u>good</u>	\$	52.46	<u>grocery market</u>
<u>cgrmc</u>	<u>low</u>	\$	33.40	<u>grocery market</u>
<u>cgrmc</u>	<u>avg</u>	\$	43.32	<u>grocery market</u>
<u>cgrmc</u>	<u>good</u>	\$	54.92	<u>grocery market</u>
<u>cqvts</u>	<u>low</u>	\$	46.71	<u>government blq</u>
<u>cqvts</u>	<u>avg</u>	\$	64.25	<u>government blq</u>
<u>cqvtd</u>	<u>low</u>	\$	48.35	<u>government blq</u>
<u>cqvtd</u>	<u>avg</u>	\$	66.72	<u>government blq</u>
<u>cqvtd</u>	<u>good</u>	\$	93.73	<u>government blq</u>
<u>cqvtc</u>	<u>low</u>	\$	51.83	<u>government blq</u>
<u>cqvtc</u>	<u>avg</u>	\$	72.79	<u>government blq</u>
<u>cqvtc</u>	<u>good</u>	\$	96.54	<u>government blq</u>
<u>cqvtb</u>	<u>avg</u>	\$	88.34	<u>government blq</u>
<u>cqvtb</u>	<u>good</u>	\$	119.61	<u>government blq</u>
<u>chspd</u>	<u>low</u>	\$	77.72	<u>hospital</u>
<u>chspd</u>	<u>avg</u>	\$	102.84	<u>hospital</u>
<u>chspd</u>	<u>good</u>	\$	136.42	<u>hospital</u>
<u>chspc</u>	<u>low</u>	\$	79.70	<u>hospital</u>
<u>chspc</u>	<u>avg</u>	\$	106.93	<u>hospital</u>
<u>chspc</u>	<u>good</u>	\$	142.41	<u>hospital</u>
<u>chspc</u>	<u>excl</u>	\$	190.18	<u>hospital</u>
<u>chspb</u>	<u>low</u>	\$	106.70	<u>hospital</u>
<u>chspb</u>	<u>avg</u>	\$	138.48	<u>hospital</u>
<u>chspb</u>	<u>good</u>	\$	180.10	<u>hospital</u>
<u>chspb</u>	<u>excl</u>	\$	234.97	<u>hospital</u>
<u>clmts</u>	<u>low</u>	\$	26.54	<u>laundermat</u>
<u>clmts</u>	<u>avg</u>	\$	38.47	<u>laundermat</u>
<u>clmtd</u>	<u>low</u>	\$	27.92	<u>laundermat</u>
<u>clmtd</u>	<u>avg</u>	\$	40.47	<u>laundermat</u>
<u>clmtc</u>	<u>low</u>	\$	29.71	<u>laundermat</u>
<u>clmtc</u>	<u>avg</u>	\$	43.07	<u>laundermat</u>
<u>clbys</u>	<u>low</u>	\$	46.71	<u>library</u>
<u>clbys</u>	<u>avg</u>	\$	62.04	<u>library</u>
<u>clbys</u>	<u>good</u>	\$	83.97	<u>library</u>
<u>clbyd</u>	<u>low</u>	\$	50.00	<u>library</u>
<u>clbyd</u>	<u>avg</u>	\$	66.32	<u>library</u>
<u>clbyd</u>	<u>good</u>	\$	89.56	<u>library</u>
<u>clbyc</u>	<u>low</u>	\$	52.20	<u>library</u>
<u>clbyc</u>	<u>avg</u>	\$	68.95	<u>library</u>
<u>clbyc</u>	<u>good</u>	\$	92.66	<u>library</u>

<u>cdck</u>	<u>low</u>	\$	9.52	<u>loading dock</u>
<u>cdck</u>	<u>avg</u>	\$	11.59	<u>loading dock</u>
<u>cdck</u>	<u>good</u>	\$	17.21	<u>loading dock</u>
<u>clmbd</u>	<u>low</u>	\$	6.56	<u>lumber yard</u>
<u>clmbd</u>	<u>avg</u>	\$	9.61	<u>lumber yard</u>
<u>clmbd</u>	<u>good</u>	\$	14.12	<u>lumber yard</u>
<u>clmrd</u>	<u>low</u>	\$	27.41	<u>lumber yard retail</u>
<u>clmrd</u>	<u>avg</u>	\$	39.10	<u>lumber yard retail</u>
<u>clmrd</u>	<u>good</u>	\$	52.67	<u>lumber yard retail</u>
<u>cmeds</u>	<u>low</u>	\$	46.92	<u>medical</u>
<u>cmeds</u>	<u>avg</u>	\$	61.47	<u>medical</u>
<u>cmeds</u>	<u>good</u>	\$	84.00	<u>medical</u>
<u>cmedd</u>	<u>low</u>	\$	51.34	<u>medical</u>
<u>cmedd</u>	<u>avg</u>	\$	67.33	<u>medical</u>
<u>cmedd</u>	<u>good</u>	\$	88.84	<u>medical</u>
<u>cmedd</u>	<u>excl</u>	\$	112.02	<u>medical</u>
<u>cmedc</u>	<u>low</u>	\$	53.26	<u>medical</u>
<u>cmedc</u>	<u>avg</u>	\$	69.89	<u>medical</u>
<u>cmedc</u>	<u>good</u>	\$	92.25	<u>medical</u>
<u>cmedc</u>	<u>excl</u>	\$	121.39	<u>medical</u>
<u>cmez</u>	<u>low</u>	\$	9.68	<u>mezzanine-retail</u>
<u>cmez</u>	<u>avg</u>	\$	15.27	<u>mezzanine-retail</u>
<u>cmez</u>	<u>good</u>	\$	21.82	<u>mezzanine-retail</u>
<u>cmwhse</u>	<u>low</u>	\$	6.47	<u>mini-warehouse</u>
<u>cmwhse</u>	<u>avg</u>	\$	9.78	<u>mini-warehouse</u>
<u>cmwhse</u>	<u>good</u>	\$	13.09	<u>mini-warehouse</u>
<u>cmtys</u>	<u>avg</u>	\$	48.70	<u>mortuary</u>
<u>cmtyd</u>	<u>low</u>	\$	36.95	<u>mortuary</u>
<u>cmtyd</u>	<u>avg</u>	\$	51.49	<u>mortuary</u>
<u>cmtyd</u>	<u>good</u>	\$	69.77	<u>mortuary</u>
<u>cmtyc</u>	<u>low</u>	\$	39.39	<u>mortuary</u>
<u>cmtyc</u>	<u>avg</u>	\$	54.11	<u>mortuary</u>
<u>cmtyc</u>	<u>good</u>	\$	72.39	<u>mortuary</u>
<u>cmtl</u>	<u>low</u>	\$	33.86	<u>motel</u>
<u>cmtl</u>	<u>avg</u>	\$	46.61	<u>motel</u>
<u>cmtl</u>	<u>good</u>	\$	57.37	<u>motel</u>
<u>cmtl</u>	<u>excl</u>	\$	67.98	<u>motel</u>
<u>cnhms</u>	<u>low</u>	\$	51.33	<u>nursing home</u>
<u>cnhms</u>	<u>avg</u>	\$	66.88	<u>nursing home</u>
<u>cnhmd</u>	<u>low</u>	\$	52.45	<u>nursing home</u>
<u>cnhmd</u>	<u>avg</u>	\$	68.54	<u>nursing home</u>
<u>cnhmd</u>	<u>good</u>	\$	91.07	<u>nursing home</u>
<u>cnhmd</u>	<u>excl</u>	\$	115.74	<u>nursing home</u>
<u>cnhmc</u>	<u>low</u>	\$	54.42	<u>nursing home</u>
<u>cnhmc</u>	<u>avg</u>	\$	70.95	<u>nursing home</u>
<u>cnhmc</u>	<u>good</u>	\$	94.10	<u>nursing home</u>
<u>cnhmc</u>	<u>excl</u>	\$	124.26	<u>nursing home</u>



<u>coffs</u>	<u>low</u>		\$	22.06	<u>office</u>
<u>coffs</u>	<u>avg</u>		\$	33.42	<u>office</u>
<u>coffs</u>	<u>good</u>		\$	49.26	<u>office</u>
<u>coffs</u>	<u>excl</u>		\$	71.71	<u>office</u>
<u>coffd</u>	<u>lowc</u>		\$	25.06	<u>office</u>
<u>coffd</u>	<u>low</u>		\$	25.29	<u>office</u>
<u>coffd</u>	<u>avg</u>		\$	36.13	<u>office</u>
<u>coffd</u>	<u>good</u>		\$	53.77	<u>office</u>
<u>coffd</u>	<u>excl</u>		\$	75.99	<u>office</u>
<u>coffc</u>	<u>low</u>		\$	28.50	<u>office</u>
<u>coffc</u>	<u>avg</u>		\$	38.01	<u>office</u>
<u>coffc</u>	<u>good</u>		\$	56.30	<u>office</u>
<u>coffc</u>	<u>excl</u>		\$	79.39	<u>office</u>
<u>coffc</u>	<u>supr</u>		\$	113.67	<u>office</u>
<u>pier</u>		<u>1</u>	\$	500.00	<u>pier</u>
<u>pier</u>		<u>2</u>	\$	1,000.00	<u>pier</u>
<u>pier</u>		<u>3</u>	\$	1,500.00	<u>pier</u>
<u>pier</u>		<u>4</u>	\$	2,500.00	<u>pier</u>
<u>pier</u>		<u>5</u>	\$	3,500.00	<u>large pier w deck</u>
<u>pier</u>		<u>6</u>	\$	4,500.00	<u>large pier w/deck/lift</u>
<u>pier</u>		<u>7</u>	\$	7,500.00	<u>large pier w/deck/lifts</u>
<u>pier</u>		<u>8</u>	\$	9,500.00	<u>small boathse w/lift</u>
<u>pier</u>		<u>9</u>	\$	12,000.00	<u>small boathse w/lifts</u>
<u>pier</u>		<u>10</u>	\$	15,000.00	<u>large boathse w/lifts</u>
<u>pier</u>		<u>11</u>	\$	18,000.00	<u>large boathse w/lifts</u>
<u>pier</u>		<u>12</u>	\$	20,000.00	<u>large boathse w/lifts</u>
<u>pier</u>		<u>13</u>	\$	25,000.00	<u>large boathse w/lifts</u>
<u>pier</u>		<u>14</u>	\$	30,000.00	<u>large boathse w/lifts</u>
<u>pier</u>		<u>15</u>	\$	35,000.00	<u>large boathse w/lifts</u>
<u>pier</u>		<u>16</u>	\$	40,000.00	<u>large boathse w/lifts</u>
<u>pier</u>		<u>17</u>	\$	45,000.00	<u>large boathse w/lifts</u>
<u>pier</u>		<u>18</u>	\$	50,000.00	<u>large boathse w/lifts</u>
<u>pole</u>		<u>a</u>	\$	1.75	<u>polebarn</u>
<u>pole</u>		<u>g</u>	\$	2.75	<u>pole barn</u>
<u>pole</u>		<u>e</u>	\$	3.62	<u>pole barn</u>
<u>pole</u>		<u>s</u>	\$	4.72	<u>pole barn</u>
<u>pbqmd</u>		<u>0</u>	\$	2.75	<u>pole barn corrugated roof only</u>
<u>pbqmd</u>		<u>1</u>	\$	3.00	<u>pole barn corrugated 1-2-sides</u>
<u>pbqmd</u>		<u>2</u>	\$	3.50	<u>pole barn corrugated 1-2-sides</u>
<u>pbqmd</u>		<u>3</u>	\$	4.25	<u>pole barn corrugated 3 sided</u>
<u>pbqmd</u>		<u>4</u>	\$	4.75	<u>pole barn corrugatedlow 4-sides</u>
<u>pbqmd</u>		<u>5</u>	\$	5.80	<u>pole barn low 4-sided</u>
<u>pbqmd</u>		<u>6</u>	\$	7.00	<u>pole barn low 4-sided</u>
<u>pbqmd</u>		<u>7</u>	\$	7.50	<u>pole barn low 4-sided</u>
<u>pool</u>	<u>avg</u>		\$	15.00	<u>pool</u>
<u>pool</u>	<u>good</u>		\$	20.00	<u>pool</u>
<u>pool</u>	<u>exl</u>		\$	25.00	<u>pool</u>
<u>pool</u>	<u>spr</u>		\$	30.00	<u>pool</u>
<u>pool</u>	<u>spr2</u>		\$	35.00	<u>pool</u>

<u>cptbl</u>	<u>lowc</u>	\$	5.00	<u>portable blg</u>
<u>cptbl</u>	<u>low</u>	\$	10.00	<u>portable blg</u>
<u>cptbl</u>	<u>avg</u>	\$	15.00	<u>portable blg</u>
<u>cptbl</u>	<u>excl</u>	\$	20.00	<u>portable blg</u>
<u>cpsts</u>	<u>avg</u>	\$	57.98	<u>post office</u>
<u>cpstd</u>	<u>low</u>	\$	43.29	<u>post office</u>
<u>cpstd</u>	<u>avg</u>	\$	60.29	<u>post office</u>
<u>cpstd</u>	<u>good</u>	\$	80.57	<u>post office</u>
<u>cpstc</u>	<u>low</u>	\$	44.09	<u>post office</u>
<u>cpstc</u>	<u>avg</u>	\$	61.67	<u>post office</u>
<u>cpstc</u>	<u>good</u>	\$	81.58	<u>post office</u>
<u>cpstb</u>	<u>avg</u>	\$	95.83	<u>post office</u>
<u>cpstb</u>	<u>good</u>	\$	126.77	<u>post office</u>
<u>cpol</u>	<u>low</u>	\$	3.24	<u>poultry houses</u>
<u>cpol</u>	<u>avg</u>	\$	5.42	<u>poultry houses</u>
<u>cpol</u>	<u>good</u>	\$	6.35	<u>poultry houses</u>
<u>cpfms</u>	<u>low1</u>	\$	6.47	<u>pre-fab metal</u>
<u>cpfms</u>	<u>avg2</u>	\$	8.83	<u>pre-fab metal</u>
<u>cpfms</u>	<u>gd3</u>	\$	9.90	<u>pre-fab metal</u>
<u>cpfms</u>	<u>exl4</u>	\$	11.10	<u>pre-fab metal</u>
<u>cpfms</u>	<u>sup5</u>	\$	12.90	<u>pre-fab metal</u>
<u>cpfms</u>	<u>sup6</u>	\$	14.50	<u>pre-fab metal</u>
<u>cpfms</u>	<u>sup7</u>	\$	16.25	<u>pre-fab metal</u>
<u>cpfms</u>	<u>sup8</u>	\$	18.04	<u>pre-fab metal</u>
<u>cpfms</u>	<u>sup9</u>	\$	20.15	<u>pre-fab metal</u>
<u>cpfms</u>	<u>sup10</u>	\$	22.50	<u>pre-fab metal</u>
<u>crsld</u>	<u>low</u>	\$	37.43	<u>restaurant-local</u>
<u>crsld</u>	<u>avg</u>	\$	57.07	<u>restaurant-local</u>
<u>crsld</u>	<u>good</u>	\$	79.51	<u>restaurant-local</u>
<u>crsld</u>	<u>excl</u>	\$	113.64	<u>restaurant-local</u>
<u>crslc</u>	<u>low</u>	\$	40.24	<u>restaurant-local</u>
<u>crslc</u>	<u>avg</u>	\$	60.06	<u>restaurant-local</u>
<u>crslc</u>	<u>good</u>	\$	82.27	<u>restaurant-local</u>
<u>crslc</u>	<u>excl</u>	\$	115.58	<u>restaurant-local</u>
<u>crsts</u>	<u>low</u>	\$	40.35	<u>restaurant</u>
<u>crsts</u>	<u>avg</u>	\$	58.54	<u>restaurant</u>
<u>crsts</u>	<u>good</u>	\$	78.03	<u>restaurant</u>
<u>crstd</u>	<u>low</u>	\$	43.55	<u>restaurant</u>
<u>crstd</u>	<u>avg</u>	\$	61.22	<u>restaurant</u>
<u>crstd</u>	<u>good</u>	\$	79.50	<u>restaurant</u>
<u>crstd</u>	<u>excl</u>	\$	103.40	<u>restaurant</u>
<u>crstc</u>	<u>low</u>	\$	46.85	<u>restaurant</u>
<u>crstc</u>	<u>avg</u>	\$	68.60	<u>restaurant</u>
<u>crstc</u>	<u>good</u>	\$	90.50	<u>restaurant</u>
<u>crstc</u>	<u>excl</u>	\$	108.25	<u>restaurant</u>

<u>crtls</u>	<u>low</u>	\$	27.41	<u>retail</u>
<u>crtls</u>	<u>avg</u>	\$	39.10	<u>retail</u>
<u>crtls</u>	<u>good</u>	\$	52.67	<u>retail</u>
<u>crtld</u>	<u>low</u>	\$	29.18	<u>retail</u>
<u>crtld</u>	<u>avg</u>	\$	40.76	<u>retail</u>
<u>crtld</u>	<u>good</u>	\$	53.92	<u>retail</u>
<u>crtld</u>	<u>excl</u>	\$	72.50	<u>retail</u>
<u>crtlc</u>	<u>low</u>	\$	30.54	<u>retail</u>
<u>crtlc</u>	<u>avg</u>	\$	42.37	<u>retail</u>
<u>crtlc</u>	<u>good</u>	\$	55.78	<u>retail</u>
<u>crtlc</u>	<u>excl</u>	\$	75.60	<u>retail</u>
<u>crtlb</u>	<u>good</u>	\$	87.46	<u>retail</u>
<u>crtmd</u>	<u>low</u>	\$	37.89	<u>retirement center</u>
<u>crtmd</u>	<u>avg</u>	\$	47.66	<u>retirement center</u>
<u>crtmd</u>	<u>good</u>	\$	58.14	<u>retirement center</u>
<u>csvqs</u>	<u>low</u>	\$	17.49	<u>serv-garage</u>
<u>csvqs</u>	<u>avg</u>	\$	24.09	<u>serv-garage</u>
<u>csvqs</u>	<u>good</u>	\$	33.33	<u>serv-garage</u>
<u>csvqd</u>	<u>low</u>	\$	18.94	<u>serv-garage</u>
<u>csvqd</u>	<u>avg</u>	\$	25.75	<u>serv-garage</u>
<u>csvqd</u>	<u>good</u>	\$	35.17	<u>serv-garage</u>
<u>csvqc</u>	<u>low</u>	\$	20.86	<u>serv-garage</u>
<u>csvqc</u>	<u>avg</u>	\$	28.70	<u>serv-garage</u>
<u>csvqc</u>	<u>good</u>	\$	39.68	<u>serv-garage</u>
<u>cstbl</u>	<u>low</u>	\$	8.00	<u>stable</u>
<u>cstbl</u>	<u>fair</u>	\$	10.00	<u>stable</u>
<u>cstbl</u>	<u>avg</u>	\$	13.92	<u>stable</u>
<u>cstbl</u>	<u>good</u>	\$	15.80	<u>stable</u>
<u>cstbl</u>	<u>excl</u>	\$	19.20	<u>stable</u>
<u>cstbl</u>	<u>sup</u>	\$	25.21	<u>stable</u>
<u>cstbl</u>	<u>unq</u>	\$	29.73	<u>stable</u>
<u>csqrs</u>	<u>avg</u>	\$	24.45	<u>stg-garage</u>
<u>csqrd</u>	<u>avg</u>	\$	26.11	<u>stg-garage</u>
<u>csqrc</u>	<u>avg</u>	\$	28.57	<u>stg-garage</u>
<u>csqrc</u>	<u>good</u>	\$	37.01	<u>stg-garage</u>
<u>cscmd</u>	<u>low</u>	\$	21.01	<u>strip-comm</u>
<u>cscmd</u>	<u>avg</u>	\$	23.09	<u>strip-comm</u>
<u>cscmd</u>	<u>good</u>	\$	29.02	<u>strip-comm</u>
<u>cscmd</u>	<u>excl</u>	\$	36.48	<u>strip-comm</u>
<u>cscmc</u>	<u>low</u>	\$	32.06	<u>strip-comm</u>
<u>cscmc</u>	<u>avg</u>	\$	34.57	<u>strip-comm</u>
<u>cscmc</u>	<u>good</u>	\$	43.99	<u>strip-comm</u>
<u>cscmc</u>	<u>excl</u>	\$	53.21	<u>strip-comm</u>
<u>cthrs</u>	<u>low</u>	\$	31.86	<u>theater</u>
<u>cthrs</u>	<u>avg</u>	\$	48.50	<u>theater</u>
<u>cthrd</u>	<u>low</u>	\$	33.03	<u>theater</u>
<u>cthrd</u>	<u>avg</u>	\$	49.80	<u>theater</u>
<u>cthrd</u>	<u>good</u>	\$	71.01	<u>theater</u>
<u>cthrc</u>	<u>low</u>	\$	44.24	<u>theater</u>
<u>cthrc</u>	<u>avg</u>	\$	52.43	<u>theater</u>
<u>cthrc</u>	<u>good</u>	\$	74.42	<u>theater</u>

<u>cvtvs</u>	<u>low</u>	\$	<u>45.33</u>	<u>veterinary</u>
<u>cvtys</u>	<u>avg</u>	\$	<u>61.47</u>	<u>veterinary</u>
<u>cvtyd</u>	<u>low</u>	\$	<u>50.01</u>	<u>veterinary</u>
<u>cvvtd</u>	<u>avg</u>	\$	<u>66.47</u>	<u>veterinary</u>
<u>cvytd</u>	<u>good</u>	\$	<u>85.84</u>	<u>veterinary</u>
<u>cvtyc</u>	<u>low</u>	\$	<u>51.90</u>	<u>veterinary</u>
<u>cvytc</u>	<u>avg</u>	\$	<u>68.70</u>	<u>veterinary</u>
<u>cvytc</u>	<u>good</u>	\$	<u>88.40</u>	<u>veterinary</u>
<u>cvytc</u>	<u>excl</u>	\$	<u>115.31</u>	<u>veterinary</u>
<u>cwhds</u>	<u>low</u>	\$	<u>16.06</u>	<u>warehouse-dist</u>
<u>cwhds</u>	<u>avg</u>	\$	<u>22.58</u>	<u>warehouse-dist</u>
<u>cwhds</u>	<u>good</u>	\$	<u>33.62</u>	<u>warehouse-dist</u>
<u>cwhdd</u>	<u>low</u>	\$	<u>14.64</u>	<u>warehouse-dist</u>
<u>cwhdd</u>	<u>avg</u>	\$	<u>20.29</u>	<u>warehouse-dist</u>
<u>cwhdd</u>	<u>good</u>	\$	<u>33.71</u>	<u>warehouse-dist</u>
<u>cwhdc</u>	<u>low</u>	\$	<u>18.26</u>	<u>warehouse-dist</u>
<u>cwhdc</u>	<u>avg</u>	\$	<u>25.53</u>	<u>warehouse-dist</u>
<u>cwhdc</u>	<u>good</u>	\$	<u>37.17</u>	<u>warehouse-dist</u>
<u>cwhdc</u>	<u>excl</u>	\$	<u>54.00</u>	<u>warehouse-dist</u>
<u>cwhss</u>	<u>low</u>	\$	<u>13.63</u>	<u>warehouse-stq</u>
<u>cwhss</u>	<u>avg</u>	\$	<u>19.49</u>	<u>warehouse-stq</u>
<u>cwhss</u>	<u>good</u>	\$	<u>28.10</u>	<u>warehouse-stq</u>
<u>cwhsd</u>	<u>low</u>	\$	<u>14.07</u>	<u>warehouse-stq</u>
<u>cwhsd</u>	<u>avg</u>	\$	<u>19.96</u>	<u>warehouse-stq</u>
<u>cwhsd</u>	<u>good</u>	\$	<u>28.53</u>	<u>warehouse-stq</u>
<u>cwhsc</u>	<u>low</u>	\$	<u>15.53</u>	<u>warehouse-stq</u>
<u>cwhsc</u>	<u>avg</u>	\$	<u>21.99</u>	<u>warehouse-stq</u>
<u>cwhsc</u>	<u>good</u>	\$	<u>31.35</u>	<u>warehouse-stq</u>
<u>cwhsc</u>	<u>excl</u>	\$	<u>48.22</u>	<u>warehouse-stq</u>
<u>cwsbn</u>	<u>low</u>	\$	<u>8.74</u>	<u>wood sided barn</u>
<u>cwsbn</u>	<u>avg</u>	\$	<u>12.08</u>	<u>wood sided barn</u>
<u>cwsbn</u>	<u>good</u>	\$	<u>16.72</u>	<u>wood sided barn</u>
<u>cwsbn</u>	<u>supr</u>	\$	<u>23.53</u>	<u>wood sided barn</u>
<u>cwsbn</u>	<u>excl</u>	\$	<u>31.84</u>	<u>wood sided barn</u>
<u>mhml</u>	<u>low</u>	\$	<u>14.00</u>	<u>mobil home</u>
<u>mhmf</u>	<u>fair</u>	\$	<u>18.00</u>	<u>mobil home</u>
<u>mhma</u>	<u>avg</u>	\$	<u>20.00</u>	<u>mobil home</u>
<u>mhmq</u>	<u>good</u>	\$	<u>24.00</u>	<u>mobil home</u>
<u>mhmv</u>	<u>very gd</u>	\$	<u>27.00</u>	<u>mobil home</u>
<u>mhme</u>	<u>excl</u>	\$	<u>31.00</u>	<u>mobil home</u>
<u>mhms</u>	<u>supr</u>	\$	<u>35.00</u>	<u>mobil home</u>
<u>mhs1</u>	<u>sup 1</u>	\$	<u>39.00</u>	<u>mobil home</u>

## Current Land &amp; Ag Costs Schedules

## HOUSTON CAD

LAND CLASS	Area From	Area To	Market Cost	Interp	Ag Class	Ag Cost	Land Type	Soil Type	Description	Flat Value
AWLPS2	0	9999999	198	A	AWLPS2	198	WDLF	2	WILDLIFE	0
AWLPS213	0	9999999	90	A	AWLPS213	90	WDLF		WL TRANS PS	0
AWLPS3	0	9999999	110	A	AWLPS3	110	WDLF	3	WILDLIFE	0
FF33	0	9999999	270	F		0			C BERT DICKENS 0-86	0
FF33A	0	9999999	270	F		0			C BERT DICKENS 87+12	0
FF33B	0	9999999	230	F		0			C BERT 125' +	0
FF33C	0	9999999	160	F		0			DICKSON S/D	0
FF5000	0	9999999	270	F		0			WTR FRT LOTS ON WTR	0
FF5000A	0	9999999	75	F		0			PINE ISLAND COVE WTR	0
FF5020	0	9999999	40	F		0			ALDRICH CROOK	0
FF5030	0	9999999	30	F		0			HATTIE ARLEDGE	0
FF5040	0	9999999	30	F		0			BARBEE HEIGHTS	0
FF5050	0	9999999	35	F		0			BARTEE ADDN	0
FF5060	0	9999999	40	F		0			CARVER BARNES ADDN	0
FF5070	0	9999999	40	F		0			BEASLEY ADDN	0
FF5080	0	9999999	35	F		0			N BEAZLEY INLAND LOT	0
FF5080A	0	9999999	250	F		0			N BEAZLEY WTR FRT	0
FF5090	0	9999999	300	F		0			BRIAR COVE .00-.80	0
FF5090A	0	9999999	290	F		0			BRIAR COVE .81-.91	0
FF5090B	0	9999999	270	F		0			BRIAR COVE .91-1.00	0
FF5100	0	9999999	40	F		0			BRUNER ADDN	0
FF5110	0	9999999	40	F		0			CANNON ADDN	0
FF5110A	0	9999999	30	F		0			CANNON - OVER 2.00 A	0
FF5120	0	9999999	40	F		0			CAPONY ADDN	0
FF5130	0	9999999	40	F		0			CARVER ADDN	0
FF5140A	0	9999999	35	F		0			TOWN & COUNTRY VILLA	0
FF5140B	0	9999999	30	F		0			TOWN & COUNTRY VILLA	0
FF5140C	0	9999999	20	F		0			TOWN & COUNTRY VILLA	0
FF5150	0	9999999	30	F		0			CARVER HEIGHTS	0
FF5160	0	9999999	25	F		0			COLLINS ADDN	0
FF5170	0	9999999	45	F		0			CRESTWOOD	0
FF5180	0	9999999	50	F		0			CROCKETT HEIGHTS	0
FF5190	0	9999999	65	F		0			CROCKETT OT	0
FF5220	0	9999999	35	F		0			DARSEY ADDN	0
FF5220A	0	9999999	55	F		0			DARSET ADDN	0
FF5230	0	9999999	15	F		0			DEER PARK	0
FF5250	0	9999999	25	F		0			DEPOT ADDN	0
FF5260A	0	9999999	220	F		0			DOGWOOD	0
FF5270	0	9999999	35	F		0			DOWNS ADDN	0
FF5280	0	9999999	45	F		0			DUITCH ADDN	0
FF5290	0	9999999	45	F		0			GRAPELAND EAST-BACK	0
FF5290A	0	9999999	65	F		0			GRAPELAND EAST MAIN	0
FF5310	0	9999999	40	F		0			EDENS ADDN	0
FF5320	0	9999999	25	F		0			A W ELLIS	0
FF5330	0	9999999	25	F		0			C M ELLIS	0
FF5340	0	9999999	20	F		0			EL MONTE	0
FF5360	0	9999999	40	F		0			GOLDEN ACRES WATER V	0
FF5360A	0	9999999	35	F		0			GOLDEN ACRES BACK LO	0
FF5360B	0	9999999	400	F		0			GOLDEN ACRES .00-1.9	0

## Current Land &amp; Ag Costs Schedules

## HOUSTON CAD

LAND CLASS	Area From	Area To	Market Cost	Interp	Ag Class	Ag Cost	Land Type	Soil Type	Description	Flat Value
FF5360C	0	9999999	390	F		0			GOLDEN ACRES OVER 10	0
FF5380	0	9999999	45	F		0			GRAPELAND OT	0
FF5390	0	9999999	35	F		0			B F HILL ADDN	0
FF5400	0	9999999	45	F		0			HILLCREST	0
FF5420	0	9999999	30	F		0			J W HOGG	0
FF5430	0	9999999	65	F		0			HOMESTEAD VILLAGE	0
FF5440	0	9999999	45	F		0			C L HOOKS	0
FF5450	0	9999999	40	F		0			HORTON S/D	0
FF5460	0	9999999	35	F		0			NOLAN HUFF	0
FF5480	0	9999999	30	F		0			KENNARD OT	0
FF5490	0	9999999	30	F		0			KENNARD OT	0
FF5510	0	9999999	40	F		0			LAKE FOREST	0
FF5510W	0	9999999	400	F		0			LAKE FOREST WATER FR	0
FF5520	0	9999999	40	F		0			J W LANCASTER	0
FF5530	0	9999999	45	F		0			KELLY S/D	0
FF5540	0	9999999	30	F		0			E M LAND	0
FF5550	0	9999999	30	F		0			H C LANGRUM	0
FF5560	0	9999999	200	F		0			LAKE COUNTRY	0
FF5580	0	9999999	40	F		0			LINWOOD ESTATES	0
FF5580A	0	9999999	220	F		0			LINWOOD ESTATES EXCE	0
FF5580D	0	9999999	250	F		0			LINWOOD	0
FF5590	0	9999999	45	F		0			LOCUST	0
FF5600	0	9999999	40	F		0			LOVELADY OT	0
FF5610	0	9999999	30	F		0			MAINER	0
FF5620	0	9999999	60	F		0			E W MARTIN	0
FF5630	0	9999999	50	F		0			WM MCCONNELL	0
FF5640	0	9999999	50	F		0			MEADOWCREST	0
FF5660	0	9999999	40	F		0			MILLER HEIGHTS	0
FF5670	0	9999999	40	F		0			MUNSINGER	0
FF5680	0	9999999	40	F		0			L L MURRAY	0
FF5690	0	9999999	40	F		0			NELMS ADDN	0
FF5710	0	9999999	40	F		0			GRAPELAND NORTH	0
FF5720	0	9999999	40	F		0			NORTHVIEW	0
FF5730	0	9999999	55	F		0			NOTTINGHAM WOODS	0
FF5750	0	9999999	40	F		0			OLDHAM LATEXO	0
FF5760	0	9999999	40	F		0			OZIER ADDN	0
FF5770	0	9999999	50	F		0			PARK TERRACE	0
FF5775	0	9999999	50	F		0			FAIR PLACE	0
FF5780	0	9999999	50	F		0			VILLAGE NORTH	0
FF5785	0	9999999	50	F		0			PECAN HILLS	0
FF5790	0	9999999	65	F		0			PINECREST	0
FF5810	0	9999999	50	F		0			PINEVIEW	0
FF5820	0	9999999	30	F		0			PINEY POINTS BACK LO	0
FF5820A	0	9999999	330	F		0			PINEY POINTS 00-85 F	0
FF5820B	0	9999999	290	F		0			PINEY POINT 86-99 FT	0
FF5820C	0	9999999	270	F		0			PINEY POINTS 100 FT	0
FF5830	0	9999999	50	F		0			PLANTATION ACRES	0
FF5840	0	9999999	35	F		0			QUAIL TRAIL	0
FF5850	0	9999999	45	F		0			REDWOOD ESTATES	0
FF5860	0	9999999	50	F		0			ROLLING ACRES	0
FF5870	0	9999999	30	F		0			ROSEDALE	0
FF5880	0	9999999	30	F		0			ROSEWOOD	0
FF5890	0	9999999	25	F		0			SAND HILL MANOR	0

## Current Land &amp; Ag Costs Schedules

## HOUSTON CAD

LAND CLASS	Area From	Area To	Market Cost	Interp	Ag Class	Ag Cost	Land Type	Soil Type	Description	Flat Value
FF5900	0	9999999	30	F		0			SANDY OAKS	0
FF5900B	0	9999999	25	F		0			SANDY OAKS	0
FF5910	0	9999999	40	F		0			SELKIRK	0
FF5925	0	9999999	35	F		0			W C SHIVERS	0
FF5950	0	9999999	40	F		0			SMITH ADDN	0
FF5960	0	9999999	40	F		0			SMITH BROTHERS ESTAT	0
FF5970	0	9999999	40	F		0			SMITH-FORD ADDN	0
FF6000	0	9999999	35	F		0			SOUTHSIDE OFF WATER	0
FF6000A	0	9999999	360	F		0			SOUTHSIDE WTR 0-.70	0
FF6000B	0	9999999	270	F		0			SOUTHSIDE WTR .71-90	0
FF6000C	0	9999999	250	F		0			SOUTHWIDE WTR .91-10	0
FF6000D	0	9999999	240	F		0			SOUTHSIDE WTR 1.01+	0
FF6020	0	9999999	25	F		0			ST JOHN ADDN	0
FF6030	0	9999999	60	F		0			STOKE MANOR	0
FF6040	0	9999999	35	F		0			SWEETGUN VALLEY	0
FF6050	0	9999999	45	F		0			GRAPELAND SYCAMORE A	0
FF6060	0	9999999	40	F		0			TEJAS SHORES WATER V	0
FF6060A	0	9999999	20	F		0			TEJAS SHORES BACK LO	0
FF6060B	0	9999999	30	F		0			TEJAS SHORES COVE LO	0
FF6060C	0	9999999	300	F		0			TEJAS SHORES 0 - 110	0
FF6060D	0	9999999	270	F		0			TEJAS SHORES 111' +	0
FF6070	0	9999999	55	F		0			THOMASSON ACARES	0
FF6080	0	9999999	50	F		0			ROBERTA MASON	0
FF6090	0	9999999	25	F		0			SADDLER CREEK	0
FF6100	0	9999999	45	F		0			LEO KNOX S/D	0
FF6110	0	9999999	45	F		0			TURNER TERRACE	0
FF6120	0	9999999	20	F		0			WELDON	0
FF6130	0	9999999	31.75	F		0			WHEELER S/D	0
FF6140	0	9999999	40	F		0			WOODLAND ACRES	0
FF6140A	0	9999999	380	F		0			WOODLAND ACRES.00-.8	0
FF6140B	0	9999999	340	F		0			WOODLAND ACRES .86-.9	0
FF6140C	0	9999999	320	F		0			WOODLAND AC 1.00+	0
FF6140D	0	9999999	260	F		0			WOODLAND ACR 200+FT	0
FF6150	0	9999999	45	F		0			WOOTERS S/D	0
FF6160	0	9999999	35	F		0			W J WOOD	0
FF6170	0	9999999	45	F		0			E M YOUNG	0
FF6180	0	9999999	40	F		0			E M CULLEY	0
FF6191	0	9999999	35	F		0			SOUTHGATE	0
FF6193	0	9999999	40	F		0			CEDAR HILL	0
FF6220	0	9999999	90	F		0			WALLER ADDN	0
FF6300	0	9999999	35	F		0			PATTERSON HEIGHTS	0
FF6420	0	9999999	250	F		0			GLENBROOK	0
FF6450C	0	9999999	250	F		0			ENCHANTED ESTATES SE	0
FF6460	0	9999999	45	F		0			STERLING #1	0
FF6470	0	9999999	45	F		0			STERLING #2	0
FF6550	0	9999999	50	F		0			J C WELLS	0
FF6600	0	9999999	60	F		0			WILLOWBEND	0
FF6750	0	9999999	50	F		0			STERLING HILLS	0
FF6900	0	9999999	45	F		0			WESTSIDE TERRACE	0
FV53	0	9999999	12000	0		0			HARRISON ADDN	0
FV6450	0	9999999	20000	0		0			ENCHANTED ESTS	0
FVTA01	0	9999999	32000	A		0			TRIPLE ARROW S/D 1ST	0

## Current Land &amp; Ag Costs Schedules

## HOUSTON CAD

LAND CLASS	Area From	Area To	Market Cost	Interp	Ag Class	Ag Cost	Land Type	Soil Type	Description	Flat Value
FVTA02	0	9999999	32000	A		0			TRIPLE ARROW S/D 2ND	0
R39	0	9999999	5200	A		0			AB 39 HWY 21 PVD S/D	0
R39A	0	9999999	4200	A		0			AB 39 HWY 21 DIRT S/	0
R39B	0	9999999	3800	A		0			AB 39 HWY 21 1.01+	0
R423	0	9999999	5000	A		0			GOOD TOWN ACREAGE	0
R423A	0	9999999	25000	A		0			6.00+ 21-FM 2022	0
R423AA	0	9999999	30000	A		0			LESS THAN 1.00	0
R423B	0	9999999	18500	A		0				0
R423C	0	9999999	32000	A		0			0-5.99 AC 21-N 4TH	0
R423D	0	9999999	80000	A		0			1.00-4.99 MAIN LOOP	0
R423E	0	9999999	18000	A		0			6.01 FM 2022-N 4TH	0
R423G	0	9999999	60000	A		0			5+ 21-E GOLIAD MAIN	0
R423H	0	9999999	170000	A		0			.01-.25 AC 21-E GOLI	0
R423I	0	9999999	130000	A		0			.26-.99 AC 21-E GOLI	0
R423J	0	9999999	25000	A		0			0-5.99 N4TH -FM 2022	0
R45	0	9999999	5000	A		0			LAND IN TOWN	0
R46	0	9999999	5000	A		0				0
R46A	0	9999999	26000	A		0			0-1.99 AC S 5TH-AUST	0
R46B	0	9999999	20500	A		0			2 - 4.99 AC S 5TH AU	0
R46C	0	9999999	18000	A		0			5.00 + S 5TH-AUSTIN	0
R46D	0	9999999	15000	A		0			10.01+S 5TH-AUSTIN	0
R46L	0	9999999	9500	A		0			LOOP WITH LIMITED AC	0
R5200A	0	9999999	7500	A		0			MARTINS LAKE	0
R5200B	0	9999999	5500	A		0			MARTINS LAKE	0
R5300	0	9999999	4700	A		0			EAST RIDGE EST 0-4.0	0
R5300A	0	9999999	4200	A		0			EAST RIDGE EST 4.01	0
R5350	0	9999999	3000	A		0			FOREST COUNTRY O TO	0
R5350A	0	9999999	2500	A		0			FOREST CTRY 4.01-10.	0
R5350B	0	9999999	2250	A		0			FOREST CTRY 10.01 +	0
R53A	0	9999999	35000	A		0			1.01-9.99 E GOLIAD-S	0
R53B	0	9999999	36000	A		0			0-1 AC E GOLIAD-S 5T	0
R53C	0	9999999	20000	A		0			10+ E GOLIAD-S 5TH	0
R5410	0	9999999	12500	A		0			HILLTOP 0 TO 1.00	0
R5410A	0	9999999	8000	A		0			HILLTOP 1.01 TO 3.00	0
R5410B	0	9999999	5000	A		0			HILLTOP 3.01 TO 11.0	0
R5410C	0	9999999	4000	A		0			HILLTOP 11.01 +	0
R5560D	0	9999999	3000	A		0			LAKE COUNTRY OFF WAT	0
R5570	0	9999999	1000	A		0			LATIGO	0
R5650	0	9999999	4500	A		0			MEADOWOOD 0 TO 2.00	0
R5650A	0	9999999	4000	A		0			MEADOWOOD 2.01 TO 4.	0
R5650B	0	9999999	3500	A		0			MEADOWOOD 4.01 TO 6.	0
R5650C	0	9999999	3400	A		0			MEADOWOOD 6.01 TO 8.	0
R5650D	0	9999999	3400	A		0			MEADOWOOD 8.01 TO 10	0
R5740	0	9999999	4000	A		0			OAK RIDGE ESTATE	0
R5920	0	9999999	10000	A		0			MOORE S/D	0
R6090	0	9999999	1500	A		0			SADDLER CREEK	0
R6120	0	9999999	2000	A		0			WELDON	0
R6192A	0	9999999	4500	A		0			FOXWOOD 1 AC TO 3.50	0
R6192B	0	9999999	3400	A		0			FOXWOOD 3.51 AC TO 9	0
R6192C	0	9999999	2900	A		0			FOXWOOD 9.01 AC TO 3	0
R6192D	0	9999999	2600	A		0			FOXWOOD 30.00 AC +	0
R6194	0	9999999	4500	A		0			OAK FOREST 1.00 TO 1	0



## Current Land &amp; Ag Costs Schedules

## HOUSTON CAD

LAND CLASS	Area From	Area To	Market Cost	Interp	Ag Class	Ag Cost	Land Type	Soil Type	Description	Flat Value
R6194A	0	9999999	3500	A		0			OAK FOREST 15.01 & U	0
R6195	0	9999999	2000	A		0			J W LANCASTER	0
R6200	0	9999999	3200	A		0			COUNTRY PLACE 1 AC -	0
R6200A	0	9999999	3000	A		0			COUNTRY PLACE 2.01 -	0
R6350A	0	9999999	3900	A		0			BUTTER FARM ACRES 1.	0
R6350B	0	9999999	3200	A		0			BUTTER FARM ACRES 2-	0
R6350C	0	9999999	2650	A		0			BUTTER FARM ACRES 6.	0
R6400	0	9999999	3000	A		0			COUNTRY HAVEN	0
R6420	0	9999999	25000	A		0			GLENBROOK VALLEY	0
R6450	0	9999999	25000	A		0			ENCHANTED ESTATES	0
R6480A	0	9999999	4000	A		0			WELLS LAND 0-10.00 A	0
R6480B	0	9999999	4000	A		0			WELLS LAND 10.01-20.	0
R6480C	0	9999999	4000	A		0			WELLS LAND 20.01-30.	0
R6500	0	9999999	4500	A		0			QUAIL RUN 0-.99	0
R6500A	0	9999999	4000	A		0			QUAIL RUN 1 TO 4.00	0
R6500B	0	9999999	3400	A		0			QUAIL RUN 5 AC TO 8.	0
R6520A	0	9999999	3800	A		0			TANTABOGUE ACRES 0-3	0
R6520B	0	9999999	3000	A		0			TANTABOGUE ACRES 3.0	0
R6520C	0	9999999	2650	A		0			TANTABOGUE A 6.01-10	0
R6520D	0	9999999	2500	A		0			TANABOGUE ACRES 10.5	0
R6700	0	9999999	8000	A		0			JAKE ACRES	0
R6800A	0	9999999	4000	A		0			WHISPERING OAKS 0-1.	0
R6800B	0	9999999	3700	A		0			WHISPERING OAKS 2-3.	0
R6800C	0	9999999	3000	A		0			WHISPERING OAKS 4-5.	0
R6800D	0	9999999	2850	A		0			WHISPERING OAKS 6-12	0
R6910A	0	9999999	4200	A		0			PAT LAND CO 0-5 ACRE	0
R6910B	0	9999999	4000	A		0			PAT LAND CO 5.01-10	0
R6910C	0	9999999	3600	A		0			PAT LAND CO 10.01+ A	0
R6920A	0	9999999	7000	A		0			0-2.30 AC	0
R6920B	0	9999999	5500	A		0			2.31AC +	0
R6950	0	9999999	3000	A		0			B & T S/D	0
RGR002	0	9999999	4200	A		0				0
RGR004	0	9999999	3500	A		0				0
RGR006	0	9999999	3200	A		0				0
RGR008	0	9999999	3200	A		0				0
RGR010	0	9999999	3000	A		0				0
RGR015	0	9999999	2800	A		0				0
RGR020	0	9999999	2800	A		0				0
RGR025	0	9999999	2800	A		0				0
RGR030	0	9999999	2700	A		0				0
RGR035	0	9999999	2600	A		0				0
RGR040	0	9999999	2600	A		0				0
RGR045	0	9999999	2500	A		0				0
RGR050	0	9999999	2500	A		0				0
RGR075	0	9999999	2500	A		0				0
RGR100	0	9999999	2400	A		0				0
RGR125	0	9999999	2100	A		0				0
RGR150	0	9999999	2100	A		0				0
RGR175	0	9999999	2100	A		0				0
RGR200	0	9999999	2000	A		0				0
RGR250	0	9999999	2000	A		0				0
RGR300	0	9999999	2000	A		0				0
RGR350	0	9999999	2000	A		0				0

## Current Land &amp; Ag Costs Schedules

HOUSTON CAD

LAND CLASS	Area From	Area To	Market Cost	Interp	Ag Class	Ag Cost	Land Type	Soil Type	Description	Flat Value
RGR400	0	9999999	2000	A		0				0
RGR450	0	9999999	2000	A		0				0
RGR500	0	9999999	2000	A		0				0
RGU002	0	9999999	4700	A		0				0
RGU004	0	9999999	4200	A		0				0
RGU006	0	9999999	3400	A		0				0
RGU008	0	9999999	3400	A		0				0
RGU010	0	9999999	3400	A		0				0
RGU015	0	9999999	3400	A		0				0
RGU020	0	9999999	3000	A		0				0
RGU025	0	9999999	3000	A		0				0
RGU030	0	9999999	2900	A		0				0
RGU035	0	9999999	2900	A		0				0
RGU040	0	9999999	2900	A		0				0
RGU045	0	9999999	2900	A		0				0
RGU050	0	9999999	2900	A		0				0
RGU075	0	9999999	2900	A		0				0
RGU100	0	9999999	2900	A		0				0
RGU125	0	9999999	2900	A		0				0
RGU150	0	9999999	2100	A		0				0
RGU175	0	9999999	2700	A		0				0
RGU200	0	9999999	2600	A		0				0
RGU250	0	9999999	2500	A		0				0
RGU300	0	9999999	2400	A		0				0
RGU350	0	9999999	2400	A		0				0
RGU400	0	9999999	2400	A		0				0
RGU450	0	9999999	2400	A		0				0
RGU500	0	9999999	2400	A		0				0
RPR001	0	9999999	12000	A		0				0
RPR002	0	9999999	4500	A		0				0
RPR004	0	9999999	4000	A		0				0
RPR006	0	9999999	3400	A		0				0
RPR008	0	9999999	3400	A		0				0
RPR010	0	9999999	3400	A		0				0
RPR015	0	9999999	3100	A		0				0
RPR020	0	9999999	3100	A		0				0
RPR025	0	9999999	3100	A		0				0
RPR030	0	9999999	2900	A		0				0
RPR035	0	9999999	2900	A		0				0
RPR040	0	9999999	2900	A		0				0
RPR045	0	9999999	2600	A		0				0
RPR050	0	9999999	2600	A		0				0
RPR075	0	9999999	2600	A		0				0
RPR100	0	9999999	2550	A		0				0
RPR1000	0	9999999	1900	A		0				0
RPR125	0	9999999	2200	A		0				0
RPR150	0	9999999	2200	A		0				0
RPR1500	0	9999999	1900	A		0				0
RPR175	0	9999999	2200	A		0				0
RPR200	0	9999999	2200	A		0				0
RPR250	0	9999999	2200	A		0				0
RPR300	0	9999999	2200	A		0				0
RPR3000	0	9999999	1900	A		0				0

## Current Land &amp; Ag Costs Schedules

## HOUSTON CAD

LAND CLASS	Area From	Area To	Market Cost	Interp	Ag Class	Ag Cost	Land Type	Soil Type	Description	Flat Value
RPR350	0	9999999	2200	A		0				0
RPR400	0	9999999	2200	A		0				0
RPR423	0	9999999	7000	A		0				0
RPR450	0	9999999	2000	A		0				0
RPR46	0	9999999	9000	A		0				0
RPR46A	0	9999999	10000	A		0				0
RPR500	0	9999999	1900	A		0				0
RPR53	0	9999999	10000	A		0				0
RPR53A	0	9999999	10000	A		0				0
RPU001	0	9999999	12000	A		0				0
RPU002	0	9999999	5300	A		0				0
RPU004	0	9999999	4400	A		0				0
RPU006	0	9999999	3600	A		0				0
RPU008	0	9999999	3600	A		0				0
RPU010	0	9999999	3600	A		0				0
RPU015	0	9999999	3600	A		0				0
RPU020	0	9999999	3200	A		0				0
RPU025	0	9999999	3200	A		0				0
RPU030	0	9999999	3000	A		0				0
RPU035	0	9999999	3000	A		0				0
RPU040	0	9999999	3000	A		0				0
RPU045	0	9999999	3000	A		0				0
RPU050	0	9999999	3000	A		0				0
RPU075	0	9999999	3000	A		0				0
RPU100	0	9999999	3000	A		0				0
RPU125	0	9999999	3000	A		0				0
RPU150	0	9999999	3000	A		0				0
RPU170A	0	9999999	30000	A		0			.50-1.00 BYPASS	0
RPU170AA	0	9999999	15000	A		0			.00-.50 OFF BYPASS	0
RPU170B	0	9999999	12000	A		0			1.00-3.00 BYPASS	0
RPU170C	0	9999999	50000	A		0			.00-.50 BYPASS	0
RPU170D	0	9999999	6000	A		0			BYPASS OVER 10.00	0
RPU170E	0	9999999	7500	A		0			GRAPELAND NOT BYPASS	0
RPU175	0	9999999	2800	A		0				0
RPU200	0	9999999	2700	A		0				0
RPU250	0	9999999	2600	A		0				0
RPU300	0	9999999	2500	A		0				0
RPU350	0	9999999	2500	A		0				0
RPU400	0	9999999	2500	A		0				0
RPU423	0	9999999	10000	A		0				0
RPU423A	0	9999999	7000	A		0			OVER 20 AC TRCT	0
RPU423AA	0	9999999	9000	A		0			OVER 10 AC	0
RPU423B	0	9999999	12000	A		0			OLD S.A./WEST AUSTIN	0
RPU423BB	0	9999999	30000	A		0			.00-.49 AC E HO	0
RPU425	0	9999999	5000	A		0			LATEXO CITY LOTS	0
RPU450	0	9999999	2500	A		0				0
RPU46	0	9999999	10000	A		0				0
RPU46A	0	9999999	7000	A		0			20.00 AC +	0
RPU46I	0	9999999	10000	A		0			INDUSTRIAL PARK	0
RPU46S	0	9999999	12500	A		0			SPECIAL VALUE	0
RPU500	0	9999999	2500	A		0				0
RPU53	0	9999999	10000	A		0				0

## Current Land &amp; Ag Costs Schedules

## HOUSTON CAD

LAND CLASS	Area From	Area To	Market Cost	Interp	Ag Class	Ag Cost	Land Type	Soil Type	Description	Flat Value
RPUS3A	0	9999999	28000	A		0			1.01-9.99 E GOLIAD-S	0
RSFR001	0	9999999	10000	A		0				0
RSFR002	0	9999999	9000	A		0				0
RSFR003	0	9999999	8000	A		0				0
RSFR004	0	9999999	7000	A		0				0
RSFR005	0	9999999	6000	A		0				0
RSFR006	0	9999999	14000	A		0				0
RUN002	0	9999999	2800	A		0				0
RUN004	0	9999999	2700	A		0				0
RUN006	0	9999999	2500	A		0				0
RUN008	0	9999999	2500	A		0				0
RUN010	0	9999999	2400	A		0				0
RUN015	0	9999999	2400	A		0				0
RUN020	0	9999999	2200	A		0				0
RUN025	0	9999999	2200	A		0				0
RUN030	0	9999999	2000	A		0				0
RUN035	0	9999999	1950	A		0				0
RUN040	0	9999999	1950	A		0				0
RUN045	0	9999999	1950	A		0				0
RUN050	0	9999999	1950	A		0				0
RUN075	0	9999999	1950	A		0				0
RUN100	0	9999999	1950	A		0				0
RUN1000	0	9999999	1400	A		0				0
RUN125	0	9999999	1600	A		0				0
RUN150	0	9999999	1600	A		0				0
RUN175	0	9999999	1600	A		0				0
RUN200	0	9999999	1350	A		0				0
RUN250	0	9999999	1350	A		0				0
RUN300	0	9999999	1350	A		0				0
RUN350	0	9999999	1350	A		0				0
RUN400	0	9999999	1350	A		0				0
RUN450	0	9999999	1350	A		0				0
RUN500	0	9999999	1350	A		0				0
RUR001	0	9999999	10000	A		0				0
RUR002	0	9999999	3900	A		0				0
RUR004	0	9999999	3200	A		0				0
RUR006	0	9999999	2900	A		0				0
RUR008	0	9999999	2900	A		0				0
RUR010	0	9999999	2900	A		0				0
RUR015	0	9999999	2650	A		0				0
RUR020	0	9999999	2650	A		0				0
RUR025	0	9999999	2650	A		0				0
RUR030	0	9999999	2550	A		0				0
RUR035	0	9999999	2500	A		0				0
RUR040	0	9999999	2500	A		0				0
RUR045	0	9999999	2500	A		0				0
RUR050	0	9999999	2500	A		0				0
RUR075	0	9999999	2500	A		0				0
RUR100	0	9999999	2200	A		0				0
RUR1000	0	9999999	1700	A		0				0
RUR125	0	9999999	2200	A		0				0
RUR150	0	9999999	2200	A		0				0
RUR1500	0	9999999	1500	A		0				0

## Current Land &amp; Ag Costs Schedules

## HOUSTON CAD

RUR175	0	9999999	2200	A	0			0
RUR200	0	9999999	1800	A	0			0
RUR250	0	9999999	1800	A	0			0
RUR300	0	9999999	1800	A	0			0
RUR3000	0	9999999	1500	A	0			0
RUR350	0	9999999	1800	A	0			0
RUR400	0	9999999	1800	A	0			0
RUR450	0	9999999	1800	A	0			0
RUR500	0	9999999	1800	A	0			0
RUR650	0	9999999	1800	A	0			0
RUU002	0	9999999	4100	A	0			0
RUU004	0	9999999	3500	A	0			0
RUU006	0	9999999	3100	A	0			0
RUU008	0	9999999	3100	A	0			0
RUU010	0	9999999	3050	A	0			0
RUU015	0	9999999	3050	A	0			0
RUU020	0	9999999	2800	A	0			0
RUU025	0	9999999	2800	A	0			0
RUU030	0	9999999	2750	A	0			0
RUU035	0	9999999	2650	A	0			0
RUU040	0	9999999	2650	A	0			0
RUU045	0	9999999	2650	A	0			0
RUU050	0	9999999	2650	A	0			0
RUU075	0	9999999	2550	A	0			0
RUU100	0	9999999	2400	A	0			0
RUU125	0	9999999	2300	A	0			0
RUU150	0	9999999	2300	A	0			0
RUU175	0	9999999	2300	A	0			0
RUU200	0	9999999	2100	A	0			0
RUU250	0	9999999	2050	A	0			0
RUU300	0	9999999	2000	A	0			0
RUU350	0	9999999	2000	A	0			0
RUU400	0	9999999	2000	A	0			0
RUU423	0	9999999	5000	A	0			0
RUU450	0	9999999	2000	A	0			0
RUU500	0	9999999	2000	A	0			0
RWF1	0	9999999	30000	A	0		ON WATER +1	0
RWF3	0	9999999	5000	A	0		UNDEVELOPED WTR	0
RWF4	0	9999999	42000	A	0		ON WTR 0 - .60	0
RWF5	0	9999999	40000	A	0		ON WTR .61 - 1.0	0
RWF6	0	9999999	36000	A	0		ON WTR 1.01 - 2.00	0
RWF8	0	9999999	30000	A	0		ON WTR 2.01 +	0

LAKE PARKS OWNED BY THE LAKE OWNERS ASSOCIATION TO BE USED BY THEIR OWNERS ARE TAXED AS FOLLOWS:

WATER FRONT LOTS ARE 5% GOOD

INLAND LOTS 15% GOOD (MIN \$500.00)

## EXPLANATION OF THE CLASSING SYSTEM

### **\*RESIDENTIAL – SINGLE FAMILY\***

In order to read our classing system, you need to know the following code interpretations:

- L: Low Quality
- F: Fair Quality
- A: Average Quality
- A+: Average + Quality
- G: Good Quality
- G+: Good + Quality
- V: Very Good Quality
- V+: Very Good + Quality
- S: Superior
- SP: Special Good Quality
- SP+: Special Good + Quality
- E: Excellent Quality
- E+: Excellent + Quality
  
- W: Wood Exterior
- M: Masonry (Brick) Exterior
- ST: Stone Veneer Exterior
- MT: Metal Exterior
  
- 1 - One Story
- 2 - Split Level
- 3 - One and Half Story
- 4 - Two Story

#### **For example:**

- LM1: Low, Masonry, One Story Structure
- AW2: Average, Wood Siding, Split Level Structure
- OFM1: Old, Fair Masonry, One and One Half Story Structure
- VM3: Very Good, Masonry, One and One Half Story Structure

Current Building Cost Schedule

HOUSTON CAD

TYPE	Class	Area From	Area To	Method	Cost per SqFt	Reference Percent	Description	Flat Value	Flat Cost	Living SqFt	Map Symbol	Affected by Neighborhood Code?
BTHS	AVG	0	9999999	H	2500	0		0	0	-1		-1
BTHS	EXL	0	9999999	H	9500	0		0	0	-1		-1
BTHS	LOW	0	9999999	H	1500	0		0	0	-1		-1
BTHSNL	GOOD	0	9999999	H	3500	0		0	0	-1		-1
BTHSWL	GOOD	0	9999999	H	4500	0		0	0	-1		-1
CABINA	A	0	9999999	H	14	0		0	0	-1		-1
CABINE	E	0	9999999	H	18	0		0	0	-1		-1
CABINF	F	0	9999999	H	12	0		0	0	-1		-1
CABING	G	0	9999999	H	16	0		0	0	-1		-1
CABINL	L	0	9999999	H	10	0		0	0	-1		-1
CABINS	S	0	9999999	H	20	0		0	0	-1		-1
CABINS	SUP+	0	9999999	H	25	0		0	0	-1		0
CABINU	UNQ	0	9999999	H	30	0		0	0	-1		0
CABINU	UNQ+	0	9999999	H	35	0		0	0	-1		0
CAPHPVG	AVG	0	9999999	H	1.25	0		0	0	-1		-1
CAPHPVG	GOOD	0	9999999	H	1.5	0		0	0	-1		-1
CAPHPVG	LOW	0	9999999	H	1	0		0	0	-1		-1
CAPTC	AVG	0	9999999	H	30.53	0		0	0	-1		-1
CAPTC	GOOD	0	9999999	H	39.07	0		0	0	-1		-1
CAPTC	LOW	0	9999999	H	22.63	0		0	0	-1		-1
CAPTD	AVG	0	9999999	H	27.58	0		0	0	-1		-1
CAPTD	GOOD	0	9999999	H	35.38	0		0	0	-1		-1
CAPTD	LOW	0	9999999	H	20.4	0		0	0	-1		-1
CAPTS	AVG	0	9999999	H	26.48	0		0	0	-1		-1
CAPTS	GOOD	0	9999999	H	34.23	0		0	0	-1		-1
CASHB	E	0	9999999	H	54.9	0		0	0	-1		-1
CASHC	AVG	0	9999999	H	50.69	0		0	0	-1		-1
CASHC	GOOD	0	9999999	H	70.14	0		0	0	-1		-1
CASHC	LOW	0	9999999	H	35	0		0	0	-1		-1
CASHD	AVG	0	9999999	H	48.43	0		0	0	-1		-1
CASHD	GOOD	0	9999999	H	43.18	0		0	0	-1		-1
CASHD	LOW	0	9999999	H	33.01	0		0	0	-1		-1
CASHE	EXL	0	9999999	H	54.9	0		0	0	-1		-1
CASHS	AVG	0	9999999	H	46.79	0		0	0	-1		-1
CASHS	LOW	0	9999999	H	31.51	0		0	0	-1		-1
CATCC	AVG	0	9999999	H	38.1	0		0	0	-1		-1
CATCC	LOW	0	9999999	H	30.65	0		0	0	-1		-1

Current Building Cost Schedule

HOUSTON CAD

TYPE	Class	Area From	Area To	Method	Cost per SqFt	Reference Percent	Description	Flat Value	Flat Cost	Living SqFt	Map Symbol	Affected by Neighborhood Code?
CATCD	AVG	0	9999999	H	35.82	0		0	0	-1		-1
CATCD	LOW	0	9999999	H	26.1	0		0	0	-1		-1
CBANKA	AVG	0	9999999	H	106.84	0		0	0	-1		-1
CBANKA	GOOD	0	9999999	H	135.66	0		0	0	-1		-1
CBANKA	LOW	0	9999999	H	85.07	0		0	0	-1		-1
CBANKB	AVG	0	9999999	H	102.7	0		0	0	-1		-1
CBANKB	GOOD	0	9999999	H	131.22	0		0	0	-1		-1
CBANKB	LOW	0	9999999	H	81.34	0		0	0	-1		-1
CBANKC	AVG	0	9999999	H	83.66	0		0	0	-1		-1
CBANKC	EXCL	0	9999999	H	158.29	0		0	0	-1		-1
CBANKC	GOOD	0	9999999	H	115.29	0		0	0	-1		-1
CBANKC	LOW	0	9999999	H	62.49	0		0	0	-1		-1
CBANKD	AVG	0	9999999	H	79.51	0		0	0	-1		-1
CBANKD	EXCL	0	9999999	H	151.14	0		0	0	-1		-1
CBANKD	GOOD	0	9999999	H	110.06	0		0	0	-1		-1
CBANKD	LOW	0	9999999	H	60.03	0		0	0	-1		-1
CBANKS	AVG	0	9999999	H	75.9	0		0	0	-1		-1
CBANKS	GOOD	0	9999999	H	100.3	0		0	0	-1		-1
CBANKS	LOW	0	9999999	H	57.96	0		0	0	-1		-1
CBSMNT	AVG	0	9999999	H	29.98	0		0	0	-1		-1
CBSMNT	GOOD	0	9999999	H	39.57	0		0	0	-1		-1
CBSMNT	LOW	0	9999999	H	17.16	0		0	0	-1		-1
CBWAC	AVG	0	9999999	H	39.72	0		0	0	-1		-1
CBWAC	GOOD	0	9999999	H	51.83	0		0	0	-1		-1
CBWAC	LOW	0	9999999	H	30.14	0		0	0	-1		-1
CBWAD	AVG	0	9999999	H	37.01	0		0	0	-1		-1
CBWAD	GOOD	0	9999999	H	48.86	0		0	0	-1		-1
CBWAD	LOW	0	9999999	H	27.73	0		0	0	-1		-1
CBWAS	AVG	0	9999999	H	35.21	0		0	0	-1		-1
CBWAS	LOW	0	9999999	H	26.35	0		0	0	-1		-1
CCBLK	AVG	0	9999999	H	20	0		0	0	-1		-1
CCBLK	LOW	0	9999999	H	10	0		0	0	-1		-1
CCDCF	EXL	0	9999999	H	151.2	0		0	0	-1		-1
CCGMD	AVG	0	9999999	H	6.11	0		0	0	-1		-1
CCGMD	GOOD	0	9999999	H	7.19	0		0	0	-1		-1
CCGMD	LOW	0	9999999	H	4.75	0		0	0	-1		-1
CCHCC	AVG	0	9999999	H	67.85	0		0	0	-1		-1