

# Wilbarger County Appraisal District



**2015-2016**

**PLAN FOR PERIODIC REAPPRAISAL AS  
ADOPTED BY THE BOARD OF DIRECTORS**

**September 3, 2014**

**FILED**  
Jana Kennon, County Clerk  
Wilbarger County, Texas

AUG 22 2014

By Jana Kennon Deputy

## **Notice of Public Hearing Periodic Reappraisal Plan Wilbarger County Appraisal District**

The Wilbarger County Appraisal District will hold a public hearing on the development of a biennially written plan for the periodic reappraisal of property within the boundaries of Wilbarger County Appraisal District.

**Date: September 3, 2014**

**Time: 5:00 p.m.**

**Place: Wilbarger County Appraisal District**

**Location: 1800 Cumberland, Vernon, TX**

### **Tax Code Requirement:**

Sec. 6.05 (i) the board of directors of an appraisal district shall develop biennially a written plan for the periodic reappraisal of all property within the boundaries of the district according to the requirements of Sec. 251.8 and shall hold a public hearing to consider the proposed plan. Not later than the 15<sup>th</sup> of September of each even numbered year, the board shall complete its hearings\* make any amendments, and by resolution finally approve the plan. Copies of the approved plan shall be distributed to the presiding officer governing body of each taxing unit participating in the district and to the comptroller within 60 days of the approval date.

**RESOLUTION**  
**REGARDING WILBARGER COUNTY APPRAISAL DISTRICT**  
**REAPPRAISAL PLAN FOR YEARS 2015-2016**

**WHEREAS**, per Section 6.05(i) of the Texas Property Tax Code as amended states:

To ensure adherence with generally accepted appraisal practices, the Board of directors of an appraisal district shall develop biennially a written plan for the periodic reappraisal of all property within the boundaries of the district according to the requirements of Section 25.18 and shall hold a public hearing to consider the proposed plan; and

**WHEREAS**, the Tax Entities within the boundaries of the Wilbarger County Appraisal District were notified of a public hearing to be held on September 3, 2014, at 5:00 p.m.; and

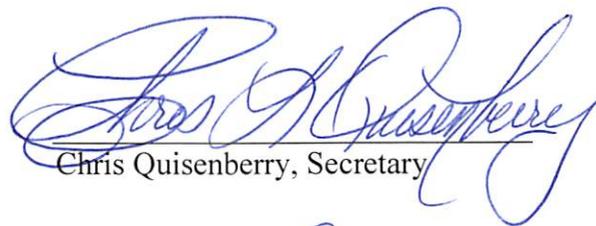
**WHEREAS**, Wilbarger County Appraisal District Board of Directors held a public hearing in accordance with section 6.05(i) of the Texas Property Tax Code; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Wilbarger County Appraisal District, pursuant to Section 6.05(i) of the Texas Property Tax Code, met in open session and approved the Reappraisal Plan for years 2015-2016.

**BE IT FURTHER RESOLVED** that copies of the approved plan shall 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.

Passed and approved this 3rd day of September, 2014.

  
\_\_\_\_\_  
Wayne Ward, Chairman

  
\_\_\_\_\_  
Chris Quisenberry, Secretary

  
\_\_\_\_\_  
Dan Buesing, Director

  
\_\_\_\_\_  
Judy Pattison, Director

  
\_\_\_\_\_  
Ruben Hinojosa, Director

# TABLE OF CONTENTS

<u>ITEM</u>	<u>PAGE</u>
Introduction	3
Executive Summary	5
Revaluation Decision (Statutory or Administrative)	7
Performance Analysis	7
Analysis of Available Resources	8
Planning and Organization	9
Calendar of Key Events - 2015	9
Calendar of Key Events - 2016	15
Mass Appraisal System	22
Data Collection Requirements by Tax Year	22
Pilot Study by Tax Year	22
Valuation by Tax Year	22
The Mass Appraisal Report by Tax Year	22
Value Defense	22
Appraisal Activities	23
Appraisal Responsibilities	23
Appraisal Resources	23
Data Collection / Validation	23
Sources of Data	24
Data Maintenance	24
Field Review	24
Performance Test	24

## **INTRODUCTION**

The Wilbarger 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.

The Wilbarger 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 Board of Directors, appointed by the taxing units within the boundaries of Wilbarger County, constitutes the district's governing body with the County Tax Assessor-collector as a voting member. 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 the 9 jurisdictions or taxing entities in the county. Each taxing unit, such as the county, city, school district, hospital district, and college, sets its own tax rate to generate revenue to pay for such things as police and fire protection, public schools, road and street maintenance, 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 persons, disabled veterans, charitable or religious organizations and agricultural productivity valuation.

All taxable property is appraised at its "market value" as of January 1<sup>st</sup>, except as otherwise provided by the *Texas Property Tax Code*. 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 buyer and the seller 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 buyer and seller 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 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 real property every two (2) years. Appraised values are reviewed annually and are subject to change. Business personal 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 set by the Appraisal Foundation known as the Uniform Standards of Professional Appraisal Practice (USPAP) to the extent they are applicable.

This Reappraisal Plan is being submitted as a tool to organize the appraisal activities of the Wilbarger County Appraisal District. As we progress into the actual reappraisal process, we reserve the right to modify the plan as required in order to meet the requirement of this office as set for in the *Texas Property Tax Code*.

## **PERSONNEL RESOURCES**

The office of the Chief Appraiser is primarily responsible for overall planning, organizing, staff and district operations. The chief appraiser is responsible for the valuation of all business personal property. The field appraiser is responsible for the valuation of all real property accounts. The appraisal of elevators, utilities and industrial is contracted to a firm which specializes in these fields.

The district's staff is subject to the provision of the Property Taxation Professional Certification Act and must be registered with the Texas Department of Licensing and Regulation (TDLR).

The appraisal district staff consists of four(4) employees with the following classifications:

- Chief Appraiser – RPA
- Business Personal Property Organizer/GIS Coordinator
- Financial Officer/Ownership Transfer Tech working towards RPA
- Customer Relations Specialist/Exemption Clerk

After certification the Registered Professional Appraiser (RPA) must receive additional training with a minimum of 30 hours of continuing education within a two year period. The continuing education must include two hours of professional ethics, state laws and rules update course and seven hours in USPAP.

## **DATA**

The district is responsible for establishing and maintaining approximately 15,524 real and personal accounts within Wilbarger County.

The data includes property characteristics, ownership and exemption information. Ownership and legal description is maintained by processing recorded deeds. Exemption data is processed with application requirements as stipulated in the *Texas Property Tax Code*. Letters are sent to both the buyer and seller of property to acquire voluntary sale information to aid in the valuation of property.

The district has a geographic information system (GIS) that maintains cadastral maps and various layers of data and aerial photography. The district maintains a website where

public information is available concerning general tax information, values, property characteristics, tax rates and downloadable tax forms.

## **PROPERTY VALUE STUDY**

According to Section 5.10 of the *Texas Property Tax Code* and Section 403.302 of the Texas Government Code, the State Comptroller's Property Tax Assistance Division (PTAD) conducts a biennial property value study (PVS) of each Texas school district and each appraisal district. As part of this biennial study, the code requires the Comptroller to conduct a study to determine the degree of uniformity and the median level of appraisals by the appraisal district within each major category of property. 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 ratio study provides additional assistance to the CAD in determining areas of market activity of changing market conditions. After completion of the study the findings will be published. These findings will be distributed to the school districts and the appraisal district. There are four (4) independent school districts in Wilbarger County for which appraisal rolls are annually developed.

- Vernon ISD
- Harrold ISD
- Northside ISD
- Chillicothe ISD

The Property Value Study utilizes statistical analysis of sold properties (sales 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.

At least once every two years, the comptroller shall review the governance of each appraisal district, taxpayer assistance provided and the operating and appraisal standards, procedures and methodology used by each appraisal district to determine compliance with generally accepted standards, procedures and methodology. This review is the Methods and Assistance Program Review (MAP).

The property value study for Wilbarger County Appraisal District will be conducted in even numbered years. The Methods and Assistance Program Review (MAP) will be conducted in odd numbered years.

## **EXECUTIVE SUMMARY**

### **TAX CODE REQUIREMENT**

Passage of S. B. 1652 amended the Tax Code to require a written biennial reappraisal plan. The following details the changes to the Tax Code:

#### **The Written Plan**

Section 6.05, Tax Code, is amended by adding Subsection (i) to read as follows:

- (i) To ensure adherence with generally accepted appraisal practices, the board of directors of an appraisal district shall develop biennially a written plan for the periodic reappraisal of all property within the boundaries of the district according to the requirements of Section 25.18 and shall hold a public hearing to consider the proposed plan. Not later than the 10<sup>th</sup> day before the date of the hearing, the secretary of the board shall 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 of the hearing. Not later than September 15 of each even numbered year, the board shall complete its hearings, make any amendments, and by resolution finally approve the plan. Copies of the approved plan shall 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.

### **Plan for Periodic Reappraisal**

Subsections (a) and (b), Section 25.18, Tax Code, are amended to read as follows:

- (a) Each appraisal office shall implement the plan for periodic reappraisal of property, approved by the board of directors under Section 6.05 (i).
- (b) The plan shall provide for the following reappraisal activities for all real and personal property in the district at least once every three years:
  - (1) Identifying properties to be appraised through physical inspection or by other reliable means of identification, including deeds or other legal documentation, aerial photographs, land-based photographs, surveys, maps, and property sketches;
  - (2) Identifying and updating relevant characteristics of each property in the appraisal records;
  - (3) Defining market areas in the district;
  - (4) Identifying property characteristics that affect property value in each market area, including:
    - (A) The location and market area of the property;
    - (B) Physical attributes of property, such as size, age, and condition;
    - (C) Legal and economic attributes; and
    - (D) Easements, covenants, leases, reservations, contracts, declarations, special assessments, ordinances, or legal restrictions;
  - (5) Developing an appraisal model that reflects the relationship among the property characteristics affecting value in each market area and determines the contribution of individual property characteristics;
  - (6) Applying the conclusions reflected in the model to the characteristics of the properties being appraised; and

- (7) Reviewing the appraisal results to determine value.

## **REVALUATION DECISION**

### ***REAPPRAISAL CYCLE***

The Wilbarger CAD, by policy adopted by the Chief Appraiser, and approved by the Board of Directors, reappraises all property in the district every two (2) years. The reappraisal years are complete appraisals of all rural or city properties in the district. The non-reappraisal year is used to identify new construction, adjust for changes in property characteristics that affect value, and adjust previous year values for equalization. Exceptions or adjustments to the annual reappraisal plan may occur when there is a lack of data in specific property classifications and marketing areas, time restraints, shortage of staff and budget constraints.

All taxable property will be appraised at its market value as of January 1, except as otherwise provided by the *Texas Property Tax Code*. The market value of property shall be determined by the application of generally accepted appraisal techniques, and the same or similar appraisal techniques shall be used in appraising the same or similar kinds of property. However, each property shall be appraised based upon the individual characteristics that affect the property's market value (Sec. 23.01, *Texas Property Tax Code*).

Productivity values will be recalculated on a yearly basis as required by Sec 23.51, *Texas Property Tax Code*.

Personal property will be reviewed each year. Business Personal Renditions, for the use of the commercial property owner, are mailed no later than January 1.

### **2015**

Tax year 2015 is a reappraisal year for City of Vernon.

### **2016**

Tax year 2016 is a non-appraisal year.

## **PERFORMANCE ANALYSIS**

In each tax year, 2015 and 2016, the previous tax year's equalized values are analyzed with ratio studies to determine appraisal accuracy and appraisal uniformity overall and by market area within state property reporting categories. Ratio studies are conducted in compliance with the current *Standard on Ratio Studies* from the International Association of Assessing Officers. Mean, median, and weighted mean ratios are calculated for properties in each reporting category to measure the level of appraisal (appraisal accuracy). The mean ratio is calculated in each market area to indicate the level of appraisal (appraisal accuracy) by property reporting category. In 2015, the reappraisal year, this analysis is used to indicate the uniformity or equity of existing appraisals. In 2016, the non-reappraisal year, this analysis is used to develop the starting point for establishing the level and accuracy of appraisal performance.

## **ANALYSIS OF AVAILABLE RESOURCES**

For reappraisal purposes, WCAD will contract the services of Pritchard & Abbott, Inc. for appraising real and commercial properties within Wilbarger County.

Existing appraisal practices, which are continued from year to year, are identified, and methods utilized, to keep these practices current are specified. In the reappraisal year, real property appraisal depreciation tables are tested against verified sales data to ensure they represent current market data. Personal property depreciation schedules are tested and analyzed based on rendition and prior year hearing documentation.

Data collection for real properties that are being appraised are recorded in our computer assisted mass appraisal system, referred to as PA PC Program. PA PC Program is developed and maintained by Pritchard & Abbott, Inc. A diligent effort is made to make sure the characteristics accurately reflect the current status of a property. The information included in PA PC Program include site characteristics, such as land size and improvement data, such as square foot of improvement area, year built, quality of construction (classification) and condition. Additional characteristics such as number of baths, heating and air conditioning or fireplace will be considered.

The Business Personal Property information that is recorded will be the doing business as name as well as inventory, furniture and fixtures, equipment and machinery and commercial vehicles. A Business Personal Property Rendition is mailed to each existing business by January 1 of each calendar year

# Planning and Organization

## Calendar of Key Events

### 2015

#### JULY 2014

Strategic Planning

Print Appraisal Cards in Geographical Order

Homestead exemption applications mailed to property owners when a deed transfer occurs

#### AUGUST 2014

##### *Residential*

Sales Letters and Verification

Homestead exemption applications mailed to property owners when a deed transfer occurs

##### *Commercial*

Sales Letters and Verification

##### *Agriculture*

Sales Letters and Verification

#### SEPTEMBER 2014

##### *Residential*

Sales Letters and Verification

Homestead exemption applications mailed to property owners when a deed transfer occurs

##### *Commercial*

Sales Letters and Verification

##### *Agriculture*

Sales Letters and Verification

##### *Business Personal Property*

September 1 - Statutory appraisal date for certain inventory properties (Sec. 23.12)

Collect data from assumed name filings, sales tax permits and verify new accounts

#### October 2014

Residential

Sales Letters and Verification

Homestead exemption applications mailed to property owners when a deed transfer occurs

##### *Commercial*

Sales Letters and Verification

***Agriculture***

Sales Letters and Verification

Ag Advisory Board Meeting

Agricultural Surveys

Taxing Units mail 2014 tax bills - Appraisal support for property owner inquiries

**NOVEMBER 2014**

***Residential***

Sales Letters and Verification

Homestead exemption applications mailed to property owners when a deed transfer occurs

*Reappraisal Field Work*

***Commercial***

Sales Letters and Verification

*Reappraisal Field Work*

***Agriculture***

Sales Letters and Verification

***Business Personal Property***

Field Work

**DECEMBER 2014**

***Residential***

Sales Letters and Verification

Homestead exemption applications mailed to property owners when a deed transfer occurs

Sales Ratios for all Category A1, A2 and M1 Parcels

*Reappraisal Field Work*

***Commercial***

Sales Letters and Verification

Sales Ratios for all F1 and F2 Category Parcels

Field Work

***Agriculture***

Sales Letters and Verification

Sales Ratios for all D1 Category Parcels

*Reappraisal Field Work*

***Business Personal Property***

Field Work

## **JANUARY 2015**

January 1 - Statutory appraisal date for most categories of taxable property

Business Personal Property Renditions mailed

Dealer Declarations mailed

Surveys mailed: mini warehouse, apartments, and motels

Exemption applications mailed to property owners receiving exemptions in the prior tax year where annual application is required

Agriculture Special Appraisal applications mailed to property owners where deed transfer occurred in prior year and property previously had agriculture special appraisal. Also request for Wildlife Management Reports

### ***Residential***

*Reappraisal Field Work*

Sales Letters and Verification

Homestead exemption applications mailed to property owners when a deed transfer occurs

On-site inspection and review of sales data

Category A1, A2 and M1 Ratio Study

### ***Commercial***

Sales Letters and Verification

On-site inspection and review of sales data

Category F1 and F2 Ratio Study

Reappraisal Field Work

### ***Agriculture***

Sales Letters and Verification

Mail 1D1 Ag applications

Sales Ratios for all D1 Category Parcels

Reappraisal Field Work

### ***Business Personal Property***

Field Work

Process Renditions

## **FEBRUARY 2015**

### ***Residential***

Sales Letters and Verification

Homestead exemption applications mailed to property owners when a deed transfer occurs

## Category A1, A2 and M1 Ratio Study

Prepare ratio studies, analyze results and apply applicable adjustments

Review appraisal values after adjustments

Reappraisal Field Work

### ***Commercial***

Sales Letters and Verification

Prepare ratio studies, analyze results and apply applicable adjustments

Review appraisal values after adjustments

Review Income models for appropriate categories

Reappraisal Field Work

### ***Agriculture***

Sales Letters and Verification

Process 1D1 Applications

Sales Ratios for all D1 Category Parcels

Reappraisal Field Work

### ***Business Personal Property***

Vehicle Inventory values

Review of vehicle information from Just Texas

Process Renditions

Field Work

## **MARCH 2015**

### ***Residential***

Sales Letters and Verification

Homestead exemption applications mailed to property owners when a deed transfer occurs

Review appraisal values after adjustments

Prepare final ratio studies

### ***Commercial***

Sales Letters and Verification

Review appraisal values after adjustments

Prepare final ratio studies

Analysis of Income and Expense Data on Motels, Apartments, and Mini Storage Units

Income Approach Values Calculated for Motels, Apartments, and Mini Storage Unit

### ***Agriculture***

Sales Letters and Verification

Process 1D1 Applications

Review appraisal values after adjustments

Prepare final ratio studies

Analysis of Ag Surveys

Review Data from the National Agricultural Statistical Service, Extension Service, Federal Crop Insurance Corporation, and Local Sources

***Business Personal Property***

Process Renditions

**APRIL 2015**

***Residential***

Homestead exemption applications mailed to property owners when a deed transfer occurs

Finalize reappraisal process

Parcel Edits of Category A, A2, and M1 Parcels

***Commercial***

Finalize reappraisal process

Parcel Edits of Category B, F1 and F2 Parcels

***Agriculture***

Calculate the 5 Year average Net to Land for Irrigated, Dry Cropland, Improved Pasture and Native Pastureland using budgets developed for the years of 2009, 2010, 2011, 2012, and 2013

Stratify the 5 year Average Net to Land to each class and sub class of the productivity schedule

***Business Personal Property***

Process Renditions

Appraisal of Personal Property Parcels

April 15 deadline for business personal property renditions to be filed with appraisal district

April 30 deadline to file annual exemption applications including but not limited to Abatement, Freeport and Goods in Transit

Real property data to vendor for printing of appraisal notices

Target April 1, 2015 or as soon as thereafter as possible- real property notices mailed

Target April 29, 2015 - mineral notices mailed by Pritchard & Abbott

***Preliminary values to taxing jurisdictions by April 30***

**MAY 2015**

***Residential***

Homestead exemption applications mailed to property owners when a deed transfer occurs

Informal value discussions with property owners

Prepare for ARB hearings

***Commercial***

Informal value discussions with property owners

Prepare for ARB hearings

***Agriculture***

1D1 Ag Applications processed on or before May 1

***Business Personal Property***

Personal property rendition review complete for renditions filed by April 15<sup>th</sup> deadline

Quality control of personal property data

Personal property data to vendor for printing of appraisal notices

Target April 30, 2015 personal property notices mailed for property rendered by April 15<sup>th</sup> deadline and those that did not render and did not request extension

May 15 Extension deadline for business personal property renditions

Personal property rendition review complete for renditions filed by May 15<sup>th</sup> extension

Quality control of personal property data

Target May 24, 2015 personal property notices mailed for property rendered by May 15<sup>th</sup> extension deadline

May 31, 2015 additional 15-day deadline for personal property rendition if granted for good cause

Informal value discussions with property owners

***Prepare for ARB hearings***

Chief Appraiser submits appraisal records to the ARB

Target May 21, 2015 last day to protest real property and Personal Property for notices mailed on

Target of April 30, 2015

Prepare for ARB hearings

Chief Appraiser submits appraisal records to the ARB

Target May 31, 2015 last day to protest real property and Personal Property where notices were mailed on

Target of April 30, 2015

**JUNE 2015**

***Residential***

Homestead exemption applications mailed to property owners when a deed transfer occurs

Informal value discussions with property owners

Prepare and present evidence at ARB hearings

***Commercial***

Informal value discussions with property owners

Prepare and present evidence at ARB hearings

***Business Personal Property***

Informal value discussions with property owners

Prepare and present evidence at ARB hearings

Impose penalty for failure to file, late filing of BPP renditions

Target June 21, 2015 last day to protest personal property noticed on May 24.

Target hearings for protests beginning June 4, 2015 with hearings scheduled throughout the month and into July as needed

**JULY 2015**

***Residential***

Homestead exemption applications mailed to property owners when a deed transfer occurs

ARB Hearings

Target July 9, 2015 last day for ARB hearings

Target July 8 & 9, 2015 ARB quorum meeting

July 25, 2015 Deadline to certify appraisal roll to taxing units

**2016**

**JULY 2015**

Strategic Planning

Print Appraisal Cards in Geographical Order

Homestead exemption applications mailed to property owners when a deed transfer occurs

**AUGUST 2015**

***Residential***

Homestead exemption applications mailed to property owners when a deed transfer occurs

Sales Letters and Verification

***Commercial***

Sales Letters and Verification

***Agriculture***

Sales Letters and Verification

## **SEPTEMBER 2015**

Sales Letters and Verification

Homestead exemption applications mailed to property owners when a deed transfer occurs

### ***Commercial***

Sales Letters and Verification

Business Personal accounts set up for recheck for new owners, new businesses, or any changes

### ***Agriculture***

Sales Letters and Verification

### ***Business Personal Property***

**September 1** - Statutory appraisal date for certain inventory properties (Sec. 23.12)

Collect data from assumed name filings, sales tax permits and verify new accounts

## **OCTOBER 2015**

### ***Residential***

Sales Letters and Verification

Homestead exemption applications mailed to property owners when a deed transfer occurs

### ***Commercial***

Sales Letters and Verification

### ***Agriculture***

Sales Letters and Verification

Ag Advisory Board Meeting

Agricultural Surveys

**Taxing Units mail 2015 tax bills – Appraisal support for property owner inquiries**

## **NOVEMBER 2015**

### ***Residential***

Sales Letters and Verification

Homestead exemption applications mailed to property owners when a deed transfer occurs

### ***Commercial***

Sales Letters and Verification

### ***Agriculture***

Sales Letters and Verification

### ***Business Personal Property***

Field Work

## **DECEMBER 2015**

### ***Residential***

Sales Letters and Verification

Homestead exemption applications mailed to property owners when a deed transfer occurs

Sales Ratios for all Category A1, A2 and M1 Parcels

### ***Commercial***

Sales Letters and Verification

Sales Ratios for all F1 and F2 Category Parcels

### ***Agriculture***

Sales Letters and Verification

Sales Ratios for all D1 Category Parcels

### ***Business Personal Property***

Field Work

## **JANUARY 2016**

January 1 - Statutory appraisal date for most categories of taxable property

Business Personal Property Renditions mailed

Dealer Declarations mailed

Survey mailed: mini warehouse, apartments, and motels

Exemption applications mailed to property owners receiving exemption in the prior tax year where annual application is required

Agriculture Special Appraisal applications mailed to property owners where deed transfer occurred in prior year and property previously had agriculture special appraisal.

Also requires for Wildlife Management Reports

### ***Residential***

Homestead exemption applications mailed to property owners when a deed transfer occurs

Sales Letters and Verification

On-site inspection and review of sales data

Category A1, A2 and M1 Ratio Study

### ***Commercial***

Sales Letters and Verification

On-site inspection and review of sales data

Category F1 and F2 Ratio Study

### ***Agriculture***

Sales Letters and Verification

Sales Ratios for all D1, D2 and E1 Category Parcels

***Business Personal Property***

Process Renditions

Field Work

**FEBRUARY 2016**

***Residential***

Homestead exemption applications mailed to property owners when a deed transfer occurs

Sales Letters and Verification

Prepare ratio studies, analyze results and apply applicable adjustments

Review appraisal values after adjustments

***Commercial***

Sales Letters and Verification

Prepare ratio studies, analyze results and apply applicable adjustments

Review appraisal values after adjustments

Review Income models for appropriate categories

***Agriculture***

Sales Letters and Verification

Sales Ratios for all D1 Category Parcels

***Business Personal Property***

Vehicle Inventory values

Review of vehicle information from Just Texas

Process Renditions

Field Work

**MARCH 2016**

***Residential***

Homestead exemption applications mailed to property owners when a deed transfer occurs

Review appraisal values after adjustments

Sales Letters and Verification

Prepare final ratio studies

***Commercial***

Sales Letters and Verification

Review appraisal values after adjustments

Prepare final ratio studies

Analysis of Income and Expense Data on Motels, Apartments, and Mini Storage Units

Income Approach Values Calculated for Motel, Apartments, and Mini Storage Units

***Agriculture***

Sales Letters and Verification

Analysis of Ag Surveys

Review Data from the National Agricultural Statistical Service, Extension Service, Federal Crop Insurance Corporation, and Local Sources

Review appraisal values after adjustments

Prepare final ratio studies

***Business Personal Property***

Process Renditions

**APRIL 2016**

***Residential***

Homestead exemption applications mailed to property owners when a deed transfer occurs

Finalize reappraisal process

Parcel Edits of Category A, A2, and M1 Parcels

***Commercial***

Finalize reappraisal process

Parcel Edits of Category B, F1 and F2 Parcels

***Agriculture***

Process Finalization of 1D1 Applications

Calculate the 5 Year average Net to Land for Irrigated, Dry Cropland, Improved Pasture and Native Pastureland using budgets developed for the years of 2010, 2011, 2012, 2013, and 2014

Stratify the 5 year Average Net to Land to each class and sub class of the productivity schedule

***Business Personal Property***

Process Renditions

April 15 deadline for business personal property renditions to be filed with appraisal district; unless extension is filed

April 30 deadline to file annual exemption applications including but not limited to Abatement, Freeport and Goods in Transit

Real property data to vendor for printing of appraisal notices

Target April 1, 2016 or as soon as thereafter as practicable - real property notices mailed

Target April 29, 2016 - mineral notices mailed by Pritchard & Abbott

Certify estimate of the taxable value to taxing jurisdictions

## **MAY 2016**

Homestead exemption applications mailed to property owners when a deed transfer occurs

Informal value discussions with property owners

Prepare for ARB hearings

### ***Commercial***

Informal value discussions with property owners

Prepare for ARB hearings

### ***Agriculture***

1D1 Ag Applications processed on or before May 1

### ***Business Personal Property***

Personal property rendition review complete for renditions filed by April 15<sup>th</sup> deadline

Quality control of personal property data

Personal property data to vendor for printing of appraisal notices

Target April 30, 2016 personal property notices mailed for property rendered by April 15<sup>th</sup> deadline and those that did not render and did not request extension

May 15 Extension deadline for business personal property renditions

Personal property rendition review complete for renditions filed by May 15<sup>th</sup> extension

Target May 23, 2016 personal property notices mailed for property rendered by May 15<sup>th</sup> extension deadline

May 30, 2016 additional 15-day deadline for personal property rendition if granted for good cause

Informal value discussions with property owners

### ***Preparation for ARB hearings***

Chief Appraiser submits appraisal records to the ARB

Target May 30, 2016 last day to protest real property and Personal Property for notices mailed on

Target of April 30, 2016

Prepare to present evidence at ARB hearings

Chief Appraiser submits appraisal records to the ARB

## **JUNE 2016**

### ***Residential***

Homestead exemption applications mailed to property owners when a deed transfer occurs

Informal value discussions with property owners

Prepare to present evidence at ARB hearings

***Commercial***

Informal value discussions with property owners

Prepare to present evidence at ARB hearings

***Business Personal Property***

Informal value discussions with property owners

Prepare to present evidence at ARB hearings

Impose penalty for failure to file, late filing of BPP renditions

Target June 24, 2016 last day to protest personal property noticed on May 23.

Target hearings for protests beginning June 4, 2016 with hearings scheduled throughout the month and into July as needed

**JULY 2016**

***Residential***

Homestead exemption applications mailed to property owners when a deed transfer occurs

**ARB approves appraisal records**

**ARB hearings**

- Prepare and present evidence at ARB hearings for all properties
- Target July 7 & 8, 2014 ARB quorum meeting
- Target July 7 & 8, 2014 ARB quorum meeting and last day for ARB hearings

July 25, 2016 Deadline to certify appraisal roll to taxing units

## **MASS APPRAISAL SYSTEM**

Computer Assisted Mass Appraisal (CAMA) system revisions are completed and scheduled with Pritchard & Abbott, Inc.

## **DATA COLLECTION REQUIREMENTS**

Field and office procedures are reviewed and revised as required for data collection. Activities scheduled for each tax year include new construction, demolition, remodeling, re-inspection of problematic market areas, and re-inspection of the universe of properties on a specific cycle of at least every three (3) years, as specified by the International Association of Assessing Officers, *Standard on Mass Appraisal of Real Property*. The re-inspection includes the physical viewing of the property and verifying the accuracy of the existing data. The field appraiser has an appraisal card for each property and makes notes of changes in condition, depreciation, additions or demolitions.

## **PILOT STUDY**

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

## **VALUATION BY TAX YEAR**

Using market analysis of comparable sales, valuation models are specified and calibrated in compliance with the supplemental standards from the International Association of Assessing Officers and the *Uniform Standards of Professional Appraisal Practice*. The calculated values are tested for accuracy and uniformity using ratio studies, a generic term for sales-based studies designed to evaluate appraisal performance. Performance standards are those as established by the *IAAO Standard on Ratio Studies*. Property values in all market areas are updated each reappraisal year. Tax year 2013 is not a reappraisal year. Tax year 2014 is a reappraisal year.

## **THE MASS APPRAISAL REPORT**

Each tax year the USPAP required Mass Appraisal Report is prepared and certified by the Chief Appraiser at the conclusion of the appraisal phase of the ad valorem tax calendar (on or about May 15th). The Mass Appraisal Report is completed in compliance with STANDARD RULE 6-8 of the *Uniform Standards of Professional Appraisal Practice*. The signed certification by the Chief Appraiser is compliant with STANDARD RULE 6-9 OF USPAP.

## **VALUE DEFENSE**

### ***NOTICE PROCESSING***

In compliance with Sec 25.19 of the Texas Property Tax Code, Appraisal Notices are sent to owners of single-family residences by April 1, or as soon as practicable and all other

property owners by May 1, or as soon thereafter as practicable. Pritchard & Abbott, Inc. provides the notice forms with updates and changes required by legislative mandate.

Wilbarger CAD publishes, in county newspapers, information about the notices and how to protest. The district makes available the latest copy of the Comptroller's pamphlet *Property Tax Basics*.

## **HEARING PROCESS**

Protest hearing scheduling for Appraisal Review Board hearings are reviewed and updated as required. Standards of documentation are reviewed and amended as required. The appraisal district hearing documentation is reviewed and updated to reflect the current valuation process and requirements.

## **APPRAISAL ACTIVITIES**

### **APPRAISAL RESPONSIBILITIES**

The field appraiser is responsible for collecting and maintaining property characteristic data for classification, valuation, and other purposes. For all types of property, the appraiser must determine the "highest and best use" of the property. The market value of a residence homestead shall be determined on the basis of the value as a residence, regardless of what is considered to be the "highest and best use" of the property. Accurate valuation of real and personal property by any method requires a comprehensive physical description of personal property, land and building characteristics. 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 appraisal opinion of value, for all property located in the district, is reviewed and evaluated each year.

### **APPRAISAL RESOURCES**

Contracted inspections are performed by appraisers who are employed by Pritchard & Abbott, INC. specializing in the appraisal of real estate, utilities, railroad, industrial and elevators.

Data – The data used by the field appraiser includes the existing property characteristic information contained in CAMA (Computer Assisted Mass Appraisal System) from the districts computer system. The data is printed on a property record card. Property characteristic data on new construction is updated through an annual field effort; existing property data is maintained through a field review. Other data used includes maps, sales data, photos and market information. The district gathers information from both buyers and sellers participating in the real estate market.

### **DATA COLLECTION / VALIDATION**

Data collection of real property involves maintaining data characteristics of the property on CAMA. The information contained in CAMA includes site characteristics, such as land size and improvement data, such as square footage of living area, year built (if available), 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 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 business personal property file includes personal property such as business inventory, furniture and fixtures, machinery and equipment, with details such as cost and year acquired.

### ***SOURCES OF DATA***

The sources of data collection are through property inspection, new construction field effort, hearings, sales validation surveys and property owner correspondence.

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 without having to send an appraiser on-site. 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 via e-mail. For the property owner without access to the internet, letters are sometimes submitted notifying the district of inaccurate data. Properties 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 process from year to year. Appraisal opinion quality and validity relies on data accuracy as its foundation.

### ***DATA MAINTENANCE***

The field appraisers are responsible for the delivery of the data to be entered into the computer file. This responsibility includes not only the data to be entered, but quality assurance. Data updates and file modification for property descriptions and input accuracy is the responsibility of the data entry clerk and appraisal supervisor.

### ***FIELD REVIEW***

The date of last inspection and the appraiser responsible are listed on the CAMA record or property card. If a property owner, or jurisdiction, dispute 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.

### ***PERFORMANCE TEST***

The property appraisers are responsible for conducting ratio studies and comparative analysis. Ratio studies are conducted on property located within cities, school districts or subdivisions by appraisal staff. The sale ratio and comparative analysis forms the basis for determining the level of appraisal and market influences and factors for the area. This information is the basis for updating property valuation for the entire area of property to be evaluated. A field appraiser, 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.

# WCAD 2015 Adopted Budget

		2015
Category		Adopted Budget
<b>Appraisal</b>		
	Formatted CD from Co. Clerk's Office-Deeds	480.00
	Newspaper Legal Notices	1,000.00
<b>Board</b>		
	Board of Directors	300.00
<b>Board of Review (ARB)</b>		
	per diem	3,000.00
	Training	500.00
	Travel	500.00
	Legal Services	500.00
	Arbitration	3,000.00
<b>Contractual &amp; Consultant Services</b>		
	Services rendered from Pritchard & Abbott, Inc.	
	Mineral Appraisal	31,150.00
	Real Estate Appraisal	78,930.00
	Ag Schedules/Audit	
	Computer Software	16,700.00
	Notice Service	4,000.00
	Website	1,750.00
<b>Computer</b>		
	Supplies	1,000.00
	Maintenance	3,000.00
<b>Educational</b>		
	Membership-Dues/Tuition	2,200.00
	Travel/Meals/Motel	7,000.00
<b>Employees</b>		
	Salaries Full time Positions	159,087.49
	CAD Auto Allowance (CA)	
	Longevity	
	Benefits (FICA/ Health Ins/Retirement)	65,646.46
<b>Insurance</b>		
	Facility/Contents/Liability for Board	5,000.00
	Workmans Compensation	500.00
	BCBS Maintenance - County	2,400.00
<b>Janitorial Services</b>		
	Janitor	
	Janitor Supplies	600.00
<b>Legal Services</b>		1,000.00
<b>Mapping Maintenance</b>		2,500.00
<b>Office Equipment</b>		
	Telephone/Fax/Internet	4,900.00
	Equipment Maintenance	800.00
	Copier-Lease	3,000.00
<b>Office Expenditures</b>		
	Rent	3,600.00
	Utilities	7,000.00
	Building Maintenance	1,500.00
	ADT Services (Security for 36 months)	0.00

<b>Office Materials</b>		
Supplies		3,000.00
Library		1,800.00
Equipment		2,800.00
<b>Contingency</b>		
<b>Postal</b>		
Postage Meter		1,100.00
Post Office Box Rent		130.00
Postage		4,000.00
<b>Professional Services</b>		
Auditors		5,000.00
<b>Total Proposed Budget</b>		<b>\$430,373.95</b>
2013 unobligated funds as of 12-31-2013 allocated to 2015 budget		<b>\$29,021.00</b>
<b>TOTAL 2015 PROPOSED EXPENDITURES</b>		<b>\$401,352.95</b>
2013 Unobligated Funds	(this amount includes Emergency Reserve)	\$79,021.00
Emergency Reserve Operating Expenditures	2015	\$50,000.00
Applied to 2015 allocations		<b>\$29,021.00</b>





**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).



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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;

**REAPPRAISAL PLAN OF MINERAL, INDUSTRIAL, UTILITY AND RELATED PERSONAL PROPERTY  
PRITCHARD & ABBOTT, INC.  
TAX YEARS 2015 AND 2016**

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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 not withstanding 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.

**REAPPRAISAL PLAN OF MINERAL, INDUSTRIAL, UTILITY AND RELATED PERSONAL PROPERTY  
PRITCHARD & ABBOTT, INC.  
TAX YEARS 2015 AND 2016**

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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 perquisites.

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 reasonable 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 (TDLR).

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.