

FORT BEND CENTRAL APPRAISAL DISTRICT



RESIDENTIAL APPRAISAL MANUAL

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Preface

The techniques and procedures described in this Residential Appraisal manual will yield highly accurate and equitable property valuations, and will provide a sound property tax base for the Fort Bend Central Appraisal District evaluations. However, it should be noted that no reappraisal program, regardless of how carefully administered, can ever be expected to yield 100% accuracy. Each property shall be appraised based upon the individual characteristics that affect the property's market value. All property characteristics must be identified that affect the value. This includes interviewing property owners or agents. During this time, data can be gathered to better refine property detail including condition to establish proper value.

Chapter 1 Introduction

This manual is intended to be used as a reference guide. The contents are compiled solely for the purpose of ad valorem taxation within the Fort Bend Central Appraisal District (FBCAD), Texas.

The contents and data were collected from information gathered and supplied by local realtors, local builders, and from a variety of manuals used throughout the state describing recognized appraisal methods and techniques. Information was also compiled from *The Field Appraiser Guide* issued by the State Comptroller's office. The Comptroller's personal property guide has been established as the personal property manual for FBCAD.

The main objective and prime purpose of this manual is to provide uniform methods to establish fair, uniform and equitable market values for all types of residential properties located within the boundaries of FBCAD.

FBCAD's analyses, opinions and conclusions were developed in conformity with the *Uniform Standards of Professional Appraisal Practice (USPAP)*. This manual has been prepared to use as a guide to help comply with USPAP.

Chapter 2 Mass Appraisal

Mass Appraisal is the valuing of a large universe of properties as of a given date, in a uniform order, utilizing standard methodology, employing a common reference for data, and allowing for statistical testing.

The main goal is the structuring of a systematic mass appraisal program that effects the appraisal of properties in a manner that yields valid, accurate and equitable property valuation at a reasonable cost dictated by budgetary limitations, and within a time span totally compatible with assessing administration needs. To be effective the reappraisal program must:

- Incorporate the application of proven and professionally acceptable techniques and procedures.
- Provide for the compilation of complete and accurate data and the processing of that data into an indication of value approximating the prices actually being paid in the market place.
- Provide the necessary standardization measures and quality controls essential to promoting and maintaining uniformity throughout the jurisdiction.
- Provide the appropriate production controls necessary to execute each phase of the operation in accordance with a carefully planned budget and work schedule.
- Provide techniques especially designed to streamline each phase of the operation, eliminating superfluous functions, and reducing the complexities inherent in the appraisal process to simplified but equally effective procedures.

The prime objective of mass appraisals for tax purposes is uniform and equal property valuation at 100 percent of market value. The value of one residential property must be uniform and equal with another residential property. Within FBCAD all taxable property must exhibit uniform and equal valuation and market value at 100 percent in compliance with the *Uniform Standards of Professional Appraisal Practice (USPAP)* and the Texas Property Tax Code.

Regardless of whether the principle criteria are actual selling prices, income-producing capabilities, or functional usefulness, like properties must be treated alike. The various approaches to value, although valid in themselves, must be correlated on the strength of the available market data in a manner that estimates values that are not only valid and accurate, but are also equitable. The same standard of values must be applied to all properties, and must be applied by systematic and uniform procedures.

It is obvious that sales on all properties are not required to effectively apply the market-data approach. The same is true regarding any other approach. What is needed is a comprehensive record of all the significant physical and economic characteristics of each property in order to compare the properties of *unknown* values with the properties of *known* values. All significant differences between properties must be reflected in some measure, either positively or negatively, in the final estimate of value.

Each property must be given individual treatment, but the treatment must be uniform and standardized, and essentially no different than that given to any other property. All the factors affecting values must be analyzed and evaluated for each and every property within the jurisdictional boundaries of FBCAD. It is only by doing this that equalization between properties and between classes of properties can be affected.

In summary, the objective of an individual appraisal is to arrive at an opinion of value, the key elements being the validity of the approach and the accuracy of the estimate. The objective of a mass appraisal for tax purposes is essentially the same. However, in addition to being valid and accurate, the value of each property must be equitable to each other property, and these valid, accurate, and equitable valuations must be generated as economically and efficiently as possible.

Uniformity is assured by measuring central tendency (mean, median or weighted mean). The Coefficient of Dispersion (COD) provides data about the quality and uniformity of appraisal. A measure of central tendency near 1.00 or 100% indicates that properties are being appraised at or near market value. Similar measures of central tendency for different geographical areas and classes of property are utilized to ensure that appraisals are evenly distributed.

Section 23.01 of the Texas Property Tax Code states:

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

(b) 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. The same or similar appraisal methods and 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**, and all available evidence that is specific to the value of the property shall be taken into account in determining the property's market value.

Chapter 3 Appraisal Theory

An appraisal is nothing more than an opinion of value. However, one opinion is not necessarily as good as another. There are valid and accurate appraisals, and there are invalid and inaccurate appraisals. The validity of an appraisal can be measured against the actual behavior of the market. Each is fully contingent upon the ability of the appraiser to document adequate data and to interpret that data into an indication of value.

Appraising real property is an exercise in reasoning. It is a discipline and like any discipline, it is founded on fundamental, economic and social principles. From these principles evolve certain premises which, when applied to the valuation of property, serve to explain the reaction of the market. An appraisal is an art, not an exacting science. This section concerns itself with those concepts and principles basic to the property valuation process. The necessity of having a workable understanding of these concepts and principles cannot be overstated.

Chapter 4 Bundle of Rights Theory

Real estate and real property are often used interchangeably. Generally speaking, **real estate** pertains to the real or fixed improvements to land such as structures and other additives, whereas **real property** encompasses all the interests, benefits and rights enjoyed by the ownership of the real estate.

Real property ownership involves the Bundle of Rights Theory, which asserts that the owner has the right to enter or leave, use, rent or lease, give away, or sell the property, as well as the right to do none of these. Law guarantees these rights, but they are subject to certain governmental and private restrictions.

Section 4.1 Restrictions

The **Governmental** restrictions are found in its power to:

- Tax property (Taxation)
- Take property by condemnation for the benefit of the public, providing that just compensation is made to the owner (Eminent Domain).
- Police property by enforcing any regulations deemed necessary to promote the safety, health, morals and general welfare of the public (Police Power).
- Provide for the reversion of ownership to the state in cases where a competent heir to the property cannot be ascertained (Escheat).

Private restrictions imposed upon property are often in the form of agreements incorporated into the deed. The deed spells out precisely which rights of the total bundle of rights the buyer is acquiring. Since value is related to each of these rights, it benefits the appraiser to know precisely which rights are involved in his appraisal.

Appraisals for ad valorem tax purposes generally assume the property is owned in *Fee Simple*, meaning that the total bundle of rights is considered to be intact.

Fee Simple - Absolute ownership unencumbered by any other interest or estate, subject only to the limitations of eminent domain, escheat, police power, and taxation.

Section 4.2 The Nature and Meaning of Value

Since an appraisal is an opinion or estimate of value, the concept of value is basic to the appraisal process and calls for a thorough understanding.

Value is defined as:

1. The quantity of one thing that can be obtained in exchange for another.
2. The ratio of exchange of one commodity for another, e.g. one bushel of wheat in terms of a given number of bushels of corn, thus, the value of one thing may be expressed in terms of another. Money is the common denominator by which real property value is usually measured.
3. It is the power of acquiring commodities in exchange, generally with a comparison of utilities - the utility of the commodity acquired in the exchange (property).
4. Value also depends upon the relation of an object to unsatisfied needs; i.e., scarcity of supply and demand.
5. Value is the present worth of future benefits arising out of ownership to typical users or investors.

Valuation is the act or process of estimating value. It is also defined as the amount of estimated value.

From these definitions it can be seen that value is not a characteristic inherent in a commodity itself. On the contrary, value is man-made created by desire and destroyed by lack of desire. Throughout the definitions, a relationship between a purchaser and the commodity (property) is implied; this relationship is *value*.

Chapter 5 Valuation Procedures

In any determination of value, data is sought in the local market on such factors as sales and offerings of similar properties and tracts of vacant land; current cost of reproduction of the improvements; rentals of similarly improved properties; and the current rate of return on investments and comparable properties. From this data, a value can be developed for both the land and the property as a whole. For the latter, several methods may be used: the cost approach, the income approach and the market data approach.

For ad valorem tax purposes, the value sought is generally market value. The descriptive term *market* indicates the activity of buyers and sellers. **Market Value** is the justifiable price, or that price an informed and prudent buyer, fully aware of the existence of competing properties, and not being compelled to act, would be justified in paying for a particular property.

The Texas Property Tax Code Section 1.04 (7) defines market value as: the price at which a property would transfer for cash or its equivalent under prevailing market conditions if:

- (A) Exposed for sale in the open market with a reasonable time for the seller to find a purchaser;
- (B) 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
- (C) 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.

Understood in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. Buyer and seller are typically motivated.
2. Both parties are well informed or well advised, and each is acting in what he considers his own best interest.
3. A reasonable time is allowed for exposure in the open market.
4. Payment is made in cash or its equivalent.
5. Any financing is on terms generally available in the community at the specified date and typical for the property type in its locale.
6. The price represents a normal consideration for the property sold unaffected by special financing amounts and/or terms, services, fees, costs or credits incurred in the transaction.

Chapter 6 Approaches to Values

The **Cost Approach** involves making an estimate of the depreciated cost of reproducing or replacing the building and site improvements. *Reproduction cost* refers to the cost at a given point in time of reproducing a replica property, whereas *replacement cost* refers to the cost of reproducing improvements of equal utility. From this cost now is deducted any depreciation for loss in value caused by physical deterioration, and functional or economic obsolescence. To this depreciated cost is then added the estimated value of the land, resulting in an indication of value derived by the Cost Approach.

The significance of the cost approach lies in its extent of application...it is the one approach that can be used on all types of construction. It is a starting point for appraisers and therefore a very effective *yardstick* in any equalization program for ad valorem taxes. Its widest application is in the appraisal of properties where the lack of adequate market and income data prevent the reasonable application of the other traditional approaches.

The **Market Approach** involves the compiling of sales and offering of properties that are comparable to the property being appraised. These sales and offerings are then adjusted for any dissimilarity, and a value range obtained by comparison of said properties. The approach is reliable to the extent that the properties are comparable, and the appraiser's judgment of proper adjustments is sound. The procedure for using this approach is essentially the same for all types of property with the only difference being the elements of comparison.

The significance of this approach lies in its ability to produce estimates of value that directly reflect the attitude of the market within FBCAD. Its application is contingent upon the availability of comparable sales, and therefore finds its widest range in the appraisal of vacant land and residential properties.

The **Income Approach** measures the present worth of the future benefits of a property by the capitalization of the net income stream over the remaining economic life of the property. The approach involves making an estimate of the "effective gross income" of a property, derived by deducting the appropriate vacant and collection losses from its estimated economic rents, as evidence by the yield of comparable properties. From this figure then are deducted applicable operating expenses, the cost of taxes and insurance, and reserve allowance for replacements resulting in an estimate of income, which may then be capitalized into an indication of value.

The approach obviously has its basic application in the appraisals of properties universally bought and sold on their ability to generate and maintain a stream of income for their owners. The effectiveness of the approach lies in the appraiser's ability to relate to the changing economic environment and to analyze income yields in terms of their relative quality and durability within FBCAD.

Of the three approaches, the cost approach is one that lends itself best to property valuation of for tax purposes. The two principle reasons for this are that appraisals for ad valorem taxes generally separate land value estimates, and secondly, the cost approach to the exclusion of the others is contrary to the appraisal process. The approach to be taken then is an integrated one, based

essentially upon the cost approach, and incorporating the market data and income approaches whenever feasible and appropriate.

Any one or all three, of the approaches, if applied properly, should lead to a decision of market value; of primary concern is to apply the approaches on an equitable basis. Each property must be physically reviewed, during which time the reviewer must:

- Verify the accuracy of each of the characteristics recorded on the field cards.
- Certify that the proper schedules and cost tables were used in computing the replacement cost of each building and structure.
- Verify the proper quality grade and design factor to be applied to each building to account for variations from the base specifications.
- Judge the overall condition, desirability, and usefulness of each improvement in the process of verifying allowance for depreciation.
- Capitalize net income into an indication of value in order to determine the loss of value attributable to functional and economic obsolescence.
- Review the total property value in relation to the value of comparable properties.

Section 6.1 Selecting Valid Comparables

Market value has been defined as the price, which an informed and prudent buyer, fully aware of the existence of competing properties and not being compelled to act, is justified in paying for a particular property. Thus, if market value is to be derived from analyzing comparable sales, the sales must represent valid **arm's length transactions**. Due consideration must be given to the conditions and circumstances of each sale before selecting the sale for market analysis.

Some examples of sales that do not normally reflect valid market conditions are as follows:

- Sales in connection with foreclosures, bankruptcies, condemnations and other legal action.
- Sales to or by federal, state, county, and local governmental agencies.
- Sales to or by religious, charitable or benevolent tax exempt agencies.
- Sales involving intra-corporate or intra-company interests or affiliations.
- Sales involving the retention of life interests.
- Sales involving cemetery lots.
- Sales involving mineral or timber rights, and access or drainage rights.
- Sales involving the transfer of part interests.

In addition to selecting valid market transactions, it is equally important to select properties that are truly comparable to the property under appraisal.

For instance, sales involving both real property and personal property may not be used unless the sale can be adjusted to reflect only real property transaction. The comparables and subject properties must exhibit the same use, and the site and structural characteristics must exhibit an acceptable degree of comparability.

Section 6.2 Capitalization Methods

The most prominent methods of capitalization are **Direct, Straight Line, Sinking Fund,** and **Annuity**. Each of these is a valid method for capitalizing income into an indication of value. The basis for their validity, as we have seen, lies in the action in the market which indicated that the value of income producing property can be derived by equating the net income with the net return anticipated by informed investors. This can be expressed in terms of a single equation:

$$\text{Value} = \text{Net Income} \div \text{Capitalization Rate}$$

In **Direct Capitalization (Market Cap)**, the appraiser determines a single "over-all" capitalization rate. This rate is determined by analyzing actual market sales of similar types of properties available. He/she develops the net income for each property and divides the net income of the subject property by the appropriate over-all rate to provide an indication of value.

The **Straight Line** and **Sinking Fund** methods are both actually forms of Straight Capitalization with one using Straight Line recapture and the other using Sinking Fund recapture. Both methods follow the same basic principles as Direct Capitalization, differing only in that they provide for separate capitalization rates for land and buildings; the building rate differing from the land rate in that it includes an allowance for recapture.

Straight Line recapture calls for the return of investment capital in equal increments or percentage allowances spread over the estimated remaining economic life of the building.

Sinking Fund recapture calls for the return of invested capital in one lump sum at the termination of the estimated remaining economic life of the building. This is accomplished by providing for the annual return of a sufficient amount needed to invest, and annually re-invest, in "safe" interest bearing accounts, such as government bonds or regular savings accounts, which will ultimately yield the entire capital investment during the course of the building's economic life.

Annuity Capitalization lends itself to the valuation of long-term leases. In this method, the appraiser determines, by the use of annuity tables, the present value of the right to receive a certain specified income stream; the appraiser must also consider the value that the property will have once it reverts back to the owner at the termination of the lease. This reversion is valued by discounting its anticipated value against its present day worth. The total property value then is sum of the capitalized income stream plus the worth of the reversion value.

Chapter 7 Personal Contact

Each employee's manner in serving the public is very important to good public relations. Each employee should strive to do the following:

1. Acknowledge others by name and with a positive attitude. (i.e. smile)
2. Be courteous and tactful.
3. Assume an attitude of assurance and self-confidence.
4. Be precise.
5. Try to communicate with greater understanding. Use words and phrases common to all parties involved, avoiding excessive use of technical phrases.
6. Sincerely try to understand the perspective of the person being met.
7. Create an atmosphere of accessibility. Try to make a person feel that he or she is not intruding.
8. Try to make others feel important. Allow the other person to express his or her concern.
9. Be honest. If the answer to a question is unknown, excuse yourself and go find the correct answer.
10. Do not be argumentative.
11. Be willing to admit and correct errors. Do not embarrass others when they err.
12. Inform property owners of all appeal rights and provide written procedures for exercising those rights.
13. Assure the property owner that his or her problem will be investigated and appropriate action will be taken, including notification of the outcome.
14. Try to find what the real problem is and address the problem. This requires questioning and listening to the property owner.

Chapter 8 Standards on Residential Procedures

Employees must adhere to the standards described in this section while working on Residential appraisal.

Section 8.1 Dress Code

Field

1. Mandatory to wear FBCAD shirt.
2. May wear jeans or shorts (of appropriate length).
3. Must have FBCAD signs on vehicle.
4. Must have FBCAD ID badge and TDLR card.
5. Must have business cards on hand.

Office

Refer to the FBCAD employee manual for standards of dress in the office.

Section 8.2 Production Standards

Daily work production must be maintained daily. The Residential Appraisal Supervisor will provide a spreadsheet that you will fill out. The spreadsheet must be emailed to your lead appraiser weekly.

Tract homes – 12 to 20 homes per day

Custom Tract homes – 8 to 12 homes per day

Custom homes – 4 to 8 homes per day

Subject to change as technology improves to increase productivity.

Appraisers must check email correspondence daily. Email must be looked at first thing in the morning, and at the end of the day. All information given out will be handled this way. If you miss work assignments, meetings etc. because you did not look at your email, you will be written up.

Section 8.3 Chain of Command

A chain of command is established to create order in the workplace. This order allows the employees of the Fort Bend Central Appraisal District to work with as few interruptions as possible.

The Residential Appraiser's chain of command is as follows:

1. Assigned Lead Appraiser
2. Residential Supervisor
3. Assistant Chief Appraiser
4. Chief Appraiser

Ask questions or discuss concerns of your lead appraiser or the residential supervisor first. They will send you to the appropriate department supervisor when necessary. If both your lead appraiser and the residential supervisor are out, and your question or concern cannot wait, ask one of the other lead appraisers.

It is preferred that you advise the residential supervisor before speaking with the assistant chief appraiser or chief appraiser.

Chapter 9 Field Review Procedures

The law permits certain governmental employees to enter private property on official business. Our business, not being an emergency in nature, holds us to a stricter set of standards when it comes to the respect for property owner privacy.

While property owner's rights are important, your safety is also very important. Always be prepared to forego the visit or depart the property if asked to do so. Seek other listing methodology if necessary. There is no way to foresee all possible circumstances, but if we follow some basic guidelines we can minimize our liability and promote safety.

Section 9.1 Guidelines for Entering Private Property

1. Go directly to the front door and knock or ring the bell, waiting a reasonable amount of time before repeating.
2. Always knock on the front door several times. Leave a business card (possibly with a note) if no one answers and you are going to enter a side or rear yard.
3. If after entering a side or back yard, you detect someone in the house, go back to the front door and try again. If they do not respond, leave a card and depart the property.
4. If someone answers the door, identify yourself and state your business. Proceed only if you receive permission to do so. If no one is home, leave a card and proceed with the task of measuring the improvement.
5. Never enter a house if only children or employees are present.
6. If asked to leave, do so immediately, thanking the individual. Move to a safe distance off the property and estimate the measurements. Notify your supervisor of the incident at the end of the day, and make a note on the appraisal card.
7. If you encounter a difficult property owner, do not argue or lose your temper. Thank the individual and move to a safe distance and estimate the house size on your appraisal card. Be sure to note in the remarks section of your field card that "Mr./Ms. denied entry". Inform your supervisor at the end of the day.
8. If you are measuring an unoccupied house and you detect neighbors watching you, identify yourself and present a card.
9. If anything unusual happens, always inform your supervisor. Depending upon the seriousness, you might want to call or return to the office immediately. In addition, document the incident in memo form while the facts are still fresh on your mind. When you return to the office, enter your notes about the incident in the Events tab of the Property in Orion.
10. Always comply with "No Trespassing and Beware of Dog" signs. Watch for alarm systems. Do not climb over locked gates.
11. When entering an unlocked gate, rattle it and call out. Look immediately for signs of animals.

12. Be extremely careful when looking over a fence. If you see someone, call out to them and have your identification ready to present.
13. If necessary, count and measure fence pickets, bricks, siding, etc., or possibly square off the rear of the house in case of an indention. If all else fails, make an educated guess as to the measurements.
14. Always note on any account, the reason measurements are estimated.
15. Always respect the rights of a property owner with a professional attitude and with consideration for their privacy.
16. Everyone we come in contact with should be treated with dignity and respect. We will be courteous at all times.

The field appraiser is a very important person in the ad valorem tax system. Your appearance, attitude and skills have a strong influence on the public's perception of the appraisal district and tax system in general.

Every contact with a property owner can be utilized in a positive manner. It is very important that we conduct ourselves in a favorable manner. This is the policy of the Fort Bend Central Appraisal District as outlined in this appraisal manual and also in your employee handbook.

Section 9.2 Questions You Should Ask the Occupant

1. What is the property owner's name?
2. What is your mailing address?
3. What is your location address?
4. How long have you owned this property? If purchased recently, how much did you pay for your property? Have you done any remodeling or upgrades?
5. Do you have any idea what year your house was built?
6. How many bedrooms, baths and fireplaces do you have?

Note: The above questions are not meant to cover every question pertinent to field data collection. The field appraiser must use his own judgment and field work sheet guidelines to make sure there is enough data to class the house. If a For Sale sign is posted in the yard, please note all information on your field work sheet as to who is trying to sell house, telephone # etc.

Section 9.3 Questions You Should Ask Yourself

1. Do I have my identification badge where the occupant can see it?
2. Have I asked the basic questions of the owner (name, address, etc.)?
3. Have I taken a picture?
4. Is my sketch drawn neatly?
5. Have I balanced the dimensions of the improvement(s)?
6. Do I have everything marked and noted on the field card?
7. Is there any other pertinent data I need?
8. Is there anything that I need to note and discuss with my field supervisor later?

Don't be afraid to ask dumb questions. They are easier to handle than dumb mistakes!

Chapter 10 Residential Valuation Techniques

The quality and quantity of information available for analysis are as important as the methods and techniques used to process the data. **Single-family residential** improvements typically represent the majority of all properties appraised within the boundaries of the FBCAD. Accuracy to the greatest extent possible is vital to the uniformity of properties in relation to each other.

Residential property has been defined as "a property consisting of a vacant or improved parcel of land devoted to or available for use primarily as a place of abode." The first step in the appraisal of residential properties is to measure and list all improvements onto your record card.

Improvement is defined, for the use in this section, as "a building, structure, fixture, or fence erected on or affixed to land".

Section 10.1 General Field Procedures

The first step in the appraisal of a house is to sketch upon your field card or device the measurements of the dwelling and all segments. The segment components will include main body (living area), garages, carports, porches, additions, etc. *Living area* is defined as "the living area of a house includes only those parts which are heated or cooled, and which have finished interior walls."

The condition of the property and CDU should be determined at this time as well. Section 10.3 details the different elements and levels of CDU.

As you approach the dwelling, take note of all factors of construction and building attributes such as roof type and style, foundation, exterior finish, heating and cooling, story height, etc.

Go directly to the front door and knock or ring the bell. Wait a reasonable length of time before knocking again. Avoid a continuous knocking or ringing, which will only aggravate the occupants. **At no time** should you ever let yourself in or peek through doors or windows. Stay on the outside of the house when asking your field information questions.

Always remember the importance of a first impression. A field appraiser has a prime opportunity to establish a good impression and rapport between FBCAD and the property owner during the inspection. Be friendly and courteous at all times.

Greet the occupant in a polite and courteous manner as you briefly explain the nature of your business. For example you might say, "Good afternoon, my name is Sam Smith and I am from the Fort Bend Central Appraisal District. We are updating our records for the equalization of properties. I will be walking around the outside verifying our dimensions and checking the condition of your house." Every appraiser has their own style and you will develop whatever is the most comfortable for you.

Consider the type of person with whom you are conversing and ask questions accordingly. Speak slowly and plainly. Let the person being interviewed feel that they are the important person and not you. Be courteous when you are talking to a property owner. Be professional in your activity, and watch your language and your posture. These things all give the property owner the

impression that you are capable and know what you are doing. Remember the image you project of yourself is the image projected of the Chief Appraiser and the FBCAD.

Avoid unnecessary gossip or discussion of taxes and values. If the owner or occupant asks questions regarding property values, confidential information, or if you are establishing the appraised value of the property politely state, "I'm very sorry but I am merely gathering the information on this property and the value will be determined at a later date, after the data is input into the computer."

Under no circumstances should you ever argue with a property owner. If the owner is rude or obnoxious, don't force the issue, argue, or lose your temper. Thank the owner and leave immediately. Move to a safe distance off their property and estimate the house size and sketch it on your field sheet. **Be sure to note in the Comments area that the owner refused measurements and denied entry.**

Immediately upon leaving the residence, check the field work sheet to ensure that all features observed are noted on the sheet and that nothing was overlooked or not marked.

Before departing the property, verify and confirm ...

- All items are marked and noted on the field sheet. (Initialed and dated.)
- Buildings are properly sketched.
- All dimensions are listed and balance.
- Sketch is drawn neatly.
- Photo is taken.

There will be, from time to time, instances of locked gates, bad dogs, or no trespassing signs posted on a piece of property. It is advisable not to go on these types of properties. Simply make a note in the Comments area on your field sheet that the gate was locked or no trespassing signs were posted. Then, if you can observe a house or dwelling, sketch it and remark on the field work sheet that the house was estimated and the reason why.

Do not enter onto a property where you feel your safety may be jeopardized.

Residential properties that are on a slab will always be put on the land account. If the residence is on blocks and the owner requests so, these properties may be put as an improvement only account. Be sure to link the improvement only account with the land account.

Section 10.2 Property Field Sheet

1. Improvement, circle:

- R Residential
- M Mobile Home
- I Additional Improvements
- C Commercial

2. State Code

Enter the applicable State Code for the Improvement. (See Section 10.4.)

3. Homesite:

Circle yes if Improvement qualifies for Homestead.

4. Effective Status:

Leave blank until Jan 1 or later, then enter P if new construction is not 100% complete.

5. Builder:

Developer, Builder, or Construction company name. (Example: Pulte Homes, Perry Homes, etc.)

6. Model

Floor plan name or number, if applicable.

7. Comments:

Enter commentary as needed. Examples: M/H SER #; Estimated –bad dogs, owner refused permission, etc.

8. Date:

Enter month/day/year of inspection.

9. Appraiser:

Enter name of appraiser.

10. Card _____ of _____

Enter the number of this card out of the total number of cards used for this property.
Example: 1 of 4 for the first card of a set of four cards.

11. Segment Type; leave blank.

12. Method:

C	Commercial Table
F	Flat Priced
I	Miscellaneous Improvement Table
M	Mobile Home Table
R	Residential Table

13. Class or Description:

RA1, RG1, etc. (See 0 through Section 10.14.)

14. Year Built:

Enter year built for all Improvements. (Mobile Homes, Houses, etc.)

15. Percent Good; leave blank.

16. Percent Complete

Leave blank until January 1, then enter the percentage completed (10%, 25%, etc.) and enter a P in Effective Status on the left side of the field sheet.

17. COND (Condition):

1	Excellent
2	Very Good
3	Good
4	Average
5	Fair
6	Poor
7	Very Poor
8	Unsound

18. CDU:

Enter the condition, desirability and usability code. (See Section 10.3.)

19. ECO PCNT, FUNC PCNTS, and PHY PCNT:

No longer used; leave blank.

20. Mobile Homes:

This section is used for entering information for mobile homes.

Make: Manufacturer (example: Tiffany Co etc.)

Model: Name (example: 'Lakewood', 'Highland', etc.)

21. NBHD Code:

The Modeling department determines the NBHD code; leave blank.

22. Construction Style:

Check type of architectural style of the improvement (residences only). (See Section 10.5.)

Spaces for three residences are provided.

23. Foundation:

Check type of foundation, could be more than one entry. (See Section 10.5.)

24. Exterior Wall:

Check appropriate exterior wall material. (See Section 10.5.)

25. Interior Finish:

Check appropriate interior finish; may be more than one entry. (See Section 10.5.)

26. Roof Style:

Check appropriate roof style, Example: hip, gable, shed, etc. (See Section 10.5.)

Also check appropriate roof material, Example: comp shingles, metal, etc.

This block will always require two entries: one for Construction Type, one for Roofing Surface.

27. Flooring:

Check appropriate floor covering material; may be more than one entry. (See Section 10.5.)

28. Heating / AC:

Check appropriate entry (see Section 10.5). If the property has heating and/or air-conditioning check the appropriate box(es); if no heating/AC check none.

29. Fireplace:

Enter the appropriate code, i.e.: AS, ASG, etc. (See Section 10.8.)

30. Rooms:

Enter the number of bedrooms, each type of bathroom, and additional fixtures; if not known, estimate. (See Section 10.9.)

31. Utilities 0.

Check which type(s) of utilities apply. (See Section 10.5.)

PROP ID	MOBILE HOMES		MAKE	YEAR BLT		PERCENT GOOD	PERCENT COMPLETE	COND	CDU	ECO PCNT	FUINC PCNT	PHY PCNT	NBHD CODE
	MODEL												
OWNER NAME													
SITUS:	CONSTRUCTION STYLE	EXTERIOR WALL	MA	DG	ROOF STYLE	CONSTRUCTION TYPE	HEATING / AC						
	CD	ASBESTOS	AS			BUILT-UP	CENTRAL H&A						
	CL	BRICK VENEER	BV			HIP	FLOOR HEATER						
IMPROVEMENT: R M C I	CT	CONCRETE BLOCK	BL			FLAT	HEAT PUMP						
STATE CODE	CV	HB PLY	PL			GABLE	WALL HEATER						
	ET	LOG	LG			GABLE-HIP	WINDOW UNIT						
HOMESITE YES / NO	FR	MASONRY FRAME	MF			MANSARD	NONE						
	OS	METAL	MT										
EFFECTIVE STATUS	RA	STONE VENEER	SV			CONCRETE TL	FIREPLACE						
BUILDER MODEL	SL	SYNTH PLASTER	SP			CLAY TILE							
	SP	VINYL SIDING	VS			COMP SHNGL							
	SX	STONE	ST			METAL							
	UN	WOOD FRAME	WF			SHAKE	ROOMS						
COMMENTS													
	FOUNDATION	INTERIOR FINISH											
	BL	BLOCK PANEL	BP			ROLL COMP	BEDROOMS						
	CS	BRICK	BR			TAR & GRAVEL	FULL BATH						
	LS	CATH CEILING	CC			WOOD SHNGL	3/4 BATH						
	PB	PLASTER	PL			FLOORING	1/2 BATH						
	PP	SHEETROCK	SR			CARPET	ADDITIONAL FIXTURES						
	PT	WALL PAPER	WP			CERAMIC TILE	UTILITIES						
	WF	WOOD PANEL	PN			CONCRETE	ALL PUBLIC						
	WR	UNFINISHED	UNI			HARDWOOD	WELL						
	OT					MARBLE	SEPTIC						
DATE / /						PARQUET	WELL/SEPTIC						
APPRaiser						SOFTWOOD	NONE						
CARD OF						TERRAZZO	NONE						
						VINYL SHEET							
						VINYL TILE							
TYPE	YEAR	CLASS	AREA	COND	CDU	% GOOD	FLAT VALUE						

Section 10.3 Condition, Desirability and Utility

The CDU single code field is utilized to record the CDU rating of the subject property by the review appraiser. CDU is Condition, Desirability, and Utility. The condition or physical depreciation rating is based on the physical condition of the property relative to its age. The desirability rating is based on the economic obsolescence and locational desirability of the property. The utility or functional depreciation rating is based on the functional utility of the property.

The expectation of a property can vary by neighborhood and price range. The modeler will establish a base CDU for each neighborhood and possible value influences within the neighborhood.

The available **CDU codes** are 1 through 8. The description and guidelines for the CDU codes are as follows:

1. **Excellent:** The home has been totally remodeled inside and out with high quality features and positive external features and amenities. Owners upgraded or replaced all major components.
2. **Very Good:** Any or all of the following may apply: A property that has positive influences such as a superior location near water or a golf course for example. The level of maintenance and amenities are considered superior. The level of updates and or remodel would be significant. For example, a kitchen and bath remodel where fixtures and cabinetry are replaced, walls are moved/removed to cure functional obsolescence in the home. The features, fixtures, and/or amenities are higher end. A significant addition may have been added such as a master bedroom/bathroom, finishing the attic, or simply adding on to an existing room.
3. **Good:** Owners replaced major components of the home. The level of maintenance exceeds what is typical for its age. Some updating/remodeling has occurred such as a master bath or kitchen remodel.
4. **Average:** The home shows *typical maintenance* for its age. Components such as siding, windows, kitchens and baths could have minor updates, but *the house as a whole appears original to its year built*.

Note: New construction will always be average.

5. **Fair:** The home shows little to no updating over its life and is beginning to show signs of age and wear. Most components are original with signs of deferred maintenance; however, there could be an update to a component that does not add significant value.
6. **Poor:** The home shows a *significant amount of deferred maintenance* which could include wood rot in siding and windows, the replacement of major components is needed and a general lack of upkeep. Kitchen cabinets/counters and maybe bath fixtures are old and need to be replaced. Foundations could be bowing or cracked along with the lack of maintenance.
7. **Very Poor:** The home is in a state of disrepair. All aspects or major components or both of the home are in immediate need of attention.

8. **Unsound/Economic Mis-improvement:** The owners allowed the home or structure to deteriorate to such a decrepit state that it is no longer sanitary or safe to live in. A home or structure in this category may have been vacant for years or been in a state of remodel that has been abandoned. Essentially, the building is salvage value only and the majority of the property value is in the land.

Desirability and Utility: The review appraiser will consider the possible value influences that he/she cannot explain simply with a condition code. When the value influences of the subject property are considered significantly different than the typical property for the neighborhood, the review appraiser may choose a different CDU code than the condition code on the property. If no significant value influences exist, the review appraiser will assign the code number either the same or comparable to the condition code. The CDU and condition codes should move generally in tandem. For example, the CDU should not be rated a 6-Poor when the condition code is 2-Good. Some of the issues to be considered, but not limited to, would be:

Positive Desirability

- Green space or a park
- Lake or water feature
- Golf course
- Neighborhood
- Street
- Bike/walking trails
- View
- Site amenities/landscaping

Negative Desirability

- Commercial/Industrial
- Multifamily
- Power lines/Cell tower
- Railroad
- Floodplain
- Derelict house next door
- Overbuilt for neighborhood

Utility Issues

- Layout
- Design
- Room functionality and adequacy
- Room arrangement
- Large house on small lot
- Additions/Conformity to original structure

The appraiser should always include a comment in the property notes section regarding any CDU adjustment. The comments should be brief and informative. For example:

2015 F/C – 5 CDU per condition

CDU FIELD RATING SHEET

NBHD _____ R# or PARCEL ID _____

CONDITION – physical depreciation Best -----Worst

Comments:

Structural Integrity Rating 0 -1 -2 _____

Maintenance & Physical Condition +3 +2 +1 0 -1 -2 -3 _____

UTILITY – functional depreciation

Room arrangement: Is the room layout efficient or inefficient? +1 0 -1 _____

Adequacy: Are the size and number of Rooms so unusual as to add or detract from the value of the property? +1 0 -1 _____

Architectural attractiveness: Is the style Conventional or unusual enough to enhance or depress the value of the property? +2 +1 0 -1 -2 _____

DESIRABILITY – economic obsolescence, locational desirability

Natural beauty, topography, view: Rate the eye appeal of the property’s location. Curb appeal. +2 +1 0 -1 -2 _____

Location within the neighborhood. +2 +1 0 -1 -2 _____

UN SOUND STRUCTURE

____ Unsound Structure – Adds no value to parcel (Overall CDU Rating – Unsound) Support with comments. _____

OVERALL CDU RATING

(1) EX (2) VG (3) G (4) AV (5) FR (6) PR (7) VP (8) UN
+5 +4 +2 0 -2 -4 -7

Section 10.4 State Code List

State Code	Description
A1	Residential Single Family Houses
A2	Residential Mobile (on owners land only)
A3	Condominiums & Townhouses (individually owned)
A4	Miscellaneous Buildings on Residential Land
A5	House only on Leased Land
B1	Multi-Family (9 or more units)
B2	Duplex
B3	Triplex to Eightplex
C1	Vacant Residential Lots / Tracts Incorporated City
C2	Vacant Residential Lots / Tracts Small Towns & Village
C3	Vacant Residential Lots / Tracts Rural Subdivisions
C4	Vacant Residential Lots / Tracts Rural
C7	Private Roads on Tracts less than 5 acres
C9	Special Vacant Commercial
D1	Ranch Land
D2	Timberland
D3	Farmland
D4	Undeveloped / Non Ag Qualified Land
D5	Land with No Marketable Value (Roads, Cemeteries, Ditches)
D6	Orchards and / or Groves
D7	Public Roads and Right-a-ways
E1	Residential Farm & Ranchland, Improvements
E2	Farm, Ranchland Improvements
E3	Mobile Homes on Ag Land
F1	Real Commercial
F1H	Homeowner's Assoc. (granted special valuation only)
F1M	Mobile Home Parks
F1V	Vacant land used for Commercial Purpose
F1X	Exempt Buildings
F2	Real Industrial (Hugh Landrum & Associates only)
G1	Oil, Gas & Mineral Reserves
G2	Non Production Mineral
G3	Mineral Other
H	Personal Vehicle
J1	Real & Personal Property Water Systems
J2	Real & Personal Property Gas Companies
J3	Real & Personal Property Electric Companies
J4	Real & Personal Property Telephone Companies

State Code	Description
J5	Real & Personal Property Railroads
J6	Real & Personal Property Pipelines
J7	Real & Personal Property Communications (HLA only)
J7C	Real & Personal Property Communications (CAD only)
J8	Real & Personal Property Cable Companies (HLA only)
J8C	Real & Personal Property Cable Companies (CAD only)
L1	Tangible Personal Commercial
L1A	Tangible Personal Commercial Aircraft
L1B	Tangible Personal Commercial Billboards
L1L	Tangible Personal Commercial Leasing
L1V	Tangible Personal Commercial Vehicles
L2	Tangible Personal Industrial (HLA only)
L2C	Tangible Personal Industrial (CAD only)
L5	Tangible Personal Pollution Control
M1	Tangible Personal Mobile Homes
M2	Tangible Personal Non-Business Aircraft
M3	Tangible Personal Mobile Homes
M4	Tangible Personal Miscellaneous
N	Intangible
O	Inventory
S	Special Inventory

Section 10.5 Residential Code List

The most commonly used codes are marked with ***.

Code	Description
Construction Style	
CD	Condominium
CL	Colonial
CT	Contemporary
CV ***	Conventional
ET	English Tudor
FR	French
OS	Old Style
RA	Ranch
SL	Split Level
SP	Spanish
SX	Special
Foundation	
BL	Concrete Block
CS ***	Concrete Slab
LS	Light Steel
PB	Pier & Beam
PP	Piers/Post
PT	Post Tension
WF	Wood Frame
WP	Wood Pole
OT	Other
Exterior Wall	
AB	Adobe Brick
AS	Asbestos
BV ***	Brick Veneer
BR	Brick
FB	Face Brick
PL	HB Plywood
LG	Log
MF ***	Masonry Frame
MV	Masonry
MT	Metal
PC	Poured Concrete
ST	Stone
SB	Stone/Block
SC	Stucco
SP ***	Synth Plaster
VS	Vinyl Siding
WF ***	Wood Frame
WS	Wood Shingle
Heating A/C	
AC	Central A/C
CHA ***	Central Heat and A/C
CH	Central Heat
FH	Floor Heat
HP	Heat Pump
WH	Wall Heater
WU	Window Unit
NO	None

Code	Description
Interior Finish	
BP	Block Panel
BR	Brick
CC	Cathedral Ceiling
PI	Plaster
SR ***	Sheetrock
WP	Wallpaper
PN	Wood Panel
UN	Unfinished
Roof Style	
BU	Built-Up
FT	Flat
GA ***	Gable
GH ***	Gable-Hip
HI ***	Hip
MS ***	Mansard
Roofing Surface	
CC	Concrete Tile
CL ***	Clay Tile
CS ***	Composition Shingle
MT ***	Metal
RC	Roll Comp
SK	Shakes
TG	Tar / Gravel
WS	Wood Shingle
Flooring	
CR ***	Carpet
CT ***	Ceramic Tile
CC	Concrete
HW ***	Hardwood
MB	Marble
PQ	Parquet
SW	Softwood
TE	Terrazzo
VS	Vinyl Sheet
VT	Vinyl Tile
Utilities	
A***	All Public
E	Electricity
E2	Electric Phase 2
E3	Electric Phase 3
N	None
PW	Public Water
PS	Public Sewer
S	Septic
T	Telephone
W	Well

Section 10.6 Residential Segment Types

Code	Description
AB	Barns
AC	Attached Carport *7 ft. deep or larger
AG	Attached Garage
AHB	Horse Stables
AL	Lean-to's
AP	Shelters
ATR	Atrium
DC	Detached Carport
DG	Detached Garage
EP	Enclosed Porch
GH	Greenhouses
GZ	Gazebos
LDS	Septic System (Double)
LS	Septic System
LW	Water Well
LWS	Water Well and Septic System
MA	Main Area
MA1.5	Main Area, 1 1/2 Story
MA2	Main Area, 2 Story
MA2.5	Main Area, 2 1/2 Story
MA3	Main Area, 3 Story
MA3.5	Main Area, 3 1/2 Story
MA4	Main Area , 4 Story
MAA	Additional Main Area Rooms
OP	Open Porch
PA	Patio concrete slab *64 sq. ft. or larger
RC	Patio Covers/Pergolas
RP	Swimming Pools
RS	Residential Storage (external/detached storage shed)
SM	Mobile Home Options
SP	Screen Porch
SPA	Spa
ST	Storage
STR	Stairwell
WD	Wood Deck

Section 10.7 Residential Segment Type Examples

The following are examples for filling out data cards; those codes most commonly used.

Type	Description	StCd, HS, Type	Class
MA	Main Area	A1 Y RMS	Same class as the home
MAA	Additional Main Area	A1 Y RMS	Same class as the home
MA1.5	Main Area, 1.5 Story	A1 Y RMS	Same class as the home
MA2	Main Area, 2 Story	A1 Y RMS	Same class as the home
MA2.5	Main Area, 2.5 Story	A1 Y RMS	Same class as the home
MA3	Main Area, 3 Story	A1 Y RMS	Same class as the home
MA3.5	Main Area, 3.5 Story	A1 Y RMS	Same class as the home
NV	No Value (Stairs)	A1 Y RMS	Same class as the home
ST	Storage	A1 Y RMS	Same class as the home *In home storage
RMDG	Room Above Detached Garage	A1 Y RMS	Class Appropriate. Typically the same as the home, can be different.
GAP	Garage Apartment	A1 Y RMS	Class Appropriate. Typically the same as the home, can be different.
AG	Attached Garage	A1 Y RMS	Same class as home
DG	Detached Garage	A1 Y RMS	Same class as home
AC	Attached Carport RMS	A1 Y RMS	Same class as home *Porte Cochere 7ft. deep or larger
DC	Detached Carport RMS	A1 Y RMS	Same class as home *Porte Cochere
PA	Patio	A1 R RMS	Same class as home *64 sq. ft. or larger
OP	Open Porch	A1 Y RMS	Same class as home *Also Breezeways
WD	Wood Deck	A1 Y RMS	Same class as home
EP	Enclosed Porch	A1 Y RMS	Same class as home
SP	Screened Porch	A1 Y RMS	Same class as home
RC	Patio Cover/Pergola	A1 Y I	LRC2 (example)
MPA	Patio	A1 Y I	MPA *Patios w/o house *64 + sq. ft.
RP	Residential Pool	A1 Y RMS	GRP5 (example) ***See Pool Codes
SPA	Spa	A1 Y RMS	SPAG (example) ***See Pool Codes
GZ	Gazebo	A1 Y F	Less than 200 sq. ft. = \$400.00 More than 200 sq. ft. = \$600.00
GH	Greenhouse	A1 Y I	GH1 or GH2 or GH3 ***Flat ***See below
RS	Residential Storage	A1 Y I	RS1
I	Pre Fab Building	A1 Y F	AX1
AB	Barn	A1 Y I	AAB1 (example) ***See AG codes
AHB	Horse Stable	A1 Y I	AAHB (example) ***See AG codes
AP	Shelter	A1 Y I	AP1 or AP2 (example) ***See AG codes
AL	Lean To's	A1 Y I	AL1 or AL2 (example) ***See AG codes
	Elevator	A1 Y F	Value 10,000 per story height of structure

***Patio Covers/Pergolas (RC)

Aluminum – RC2	Wood – RC3
LRC2 – Low Quality	LRC3 – Low Quality
ARC2 – Average Quality	ARC3 – Average Quality
GRC2 – Good Quality	GRC3 – Good Quality

***Greenhouse (GH)

GH1 – Wood, Glass
GH2 – Pipe Metal, Glass
GH3 – Wood, Plastic Cover

Note: All miscellaneous improvements need to have the depreciation field keyed.

Residential Code List - Townhomes

Examples for filling out data cards - most commonly used

State Code: A3

<u>Type</u>	<u>Description</u>	<u>StCd,HS,Type</u>	<u>Class</u>	
MA	Main Area	A3 Y RMS	same class as the home	ex.) TEA2+
MAA	Additional Main Area	A3 Y RMS	same class as the home	ex.) TEA2+
MA1.5	Main Area 1.5 Story	A3 Y RMS	same class as the home	ex.) TEA2+
MA2	Main Area 2 Story	A3 Y RMS	same class as the home	ex.) TEA2+
MA2.5	Main Area 2.5 Story	A3 Y RMS	same class as the home	ex.) TEA2+
MA3	Main Area 3 Story	A3 Y RMS	same class as the home	ex.) TEA2+
MA3.5	Main Area 3.5 Story	A3 Y RMS	same class as the home	ex.) TEA2+
NV	No Value (Stairs)	A3 Y RMS	same class as the home	ex.) TEA2+
ST	Storage	A3 Y RMS	same class as the home	ex.) TEA2+
AG	Attached Garage	A3 Y RMS	same class as the home - no story height	ex.) TEA+
DG	Detached Garage	A3 Y RMS	same class as the home - no story height	ex.) TEA+
AC	Attached Carport RMS	A3 Y RMS	same class as the home - no story height	ex.) TEA+
DC	Detached Carport RMS	A3 Y RMS	same class as the home - no story height	ex.) TEA+

Residential Code List - Duplex

Examples for filling out data cards - most commonly used

State Code: B2 or A1

<u>Type</u>	<u>Description</u>	<u>StCd,HS,Type</u>	<u>Class</u>	
MA	Main Area	B2 Y RMS	same class as the home	ex.) DA2+
MAA	Additional Main Area	B2 Y RMS	same class as the home	ex.) DA2+
MA1.5	Main Area 1.5 Story	B2 Y RMS	same class as the home	ex.) DA2+
MA2	Main Area 2 Story	B2 Y RMS	same class as the home	ex.) DA2+
MA2.5	Main Area 2.5 Story	B2 Y RMS	same class as the home	ex.) DA2+
MA3	Main Area 3 Story	B2 Y RMS	same class as the home	ex.) DA2+
MA3.5	Main Area 3.5 Story	B2 Y RMS	same class as the home	ex.) DA2+
NV	No Value (Stairs)	B2 Y RMS	same class as the home	ex.) DA2+
ST	Storage	B2 Y RMS	same class as the home	ex.) DA2+
AG	Attached Garage	B2 Y RMS	same class as the home - no story height	ex.) DA+
DG	Detached Garage	B2 Y RMS	same class as the home - no story height	ex.) DA+
AC	Attached Carport RMS	B2 Y RMS	same class as the home - no story height	ex.) DA+
DC	Detached Carport RMS	B2 Y RMS	same class as the home - no story height	ex.) DA+

Section 10.8 Fireplace Codes



L = Low
S = Single

A = Average
D = Double

H = High
G = Gas

Single-Side Fireplaces		Double-Sided Fireplaces	
LS	Low Single-Sided Wood Burning	LD	Low Double-Sided Wood Burning
LSG	Low Single-Sided Gas	LDS	Low Double-Sided Gas
AS	Average Single-Sided Wood Burning	AD	Average Double-Sided Wood Burning
ASG	Average Single-Sided Gas	ADG	Average Double-Sided Gas
HS	High Single-Sided Wood Burning	HD	High Double-Sided Wood Burning
HSG	High Single-Sided Gas	HDG	High Double-Sided Gas



Low = Poor, Low and Fair Quality Homes
Average = Average, Good and Very Good Quality Homes
High = Excellent and Superior Quality Homes

Section 10.9 Bathrooms and Fixtures

Examples of Fixtures are sinks, toilets, stall shower, tub, tub with shower combo, kitchen sink, water heater, laundry hook-ups.

A kitchen sink, water heater, and laundry hook-ups are typical fixtures in a house.

Any fixture above the base is added as an additional fixture.

1/2 Bath: Base is **two** fixtures. Standard Fixtures are toilet and sink.

3/4 Bath: Base is **three** fixtures*. Standard Fixtures are toilet, sink, and bathtub or shower.

Full Bath: Base is **three** fixtures*. Standard Fixtures are toilet, sink, and bathtub or shower.

*Add an extra fixture if the bathtub and shower are separate.

Examples of How to List the Property:

1. A house has two full bathrooms and one 1/2 bathroom.

List as: Two Full Bathrooms, One 1/2 Bathroom and Zero Additional Fixtures.

2. A house has two full bathrooms but one bathroom has two sinks, the kitchen has an additional sink in the island, laundry hook-ups, and a wet bar in the living room, the appraiser lists the home as:

List as: Two Full Bathrooms and 3 Additional Fixtures.

3. A house has two full bathrooms and one 1/2 bath. One full bathroom has a toilet, shower tub combo and one sink. The other full bathroom has a toilet, stall shower, a separate tub, and two sinks. The master bedroom has second private laundry hook-up.

List as: Two Full Bathrooms and One 1/2 Bathroom and 3 Additional Fixtures.

4. A house has three full bathrooms and two 1/2 baths. Two full bathrooms have three fixtures. The master bathroom has two toilets, two sinks, stall shower, and a separate tub. The 1/2 bathrooms have one toilet and one sink each. There is a second water heater. There is an outdoor kitchen with a sink and dishwasher. 0.

List as: Three Full Bathrooms and Two 1/2 Bathrooms and 5 Additional Fixtures.

Section 10.10 Pool Schedules

The appraiser utilizes the general description along with the appraiser’s knowledge and expertise in determining a pool and or spa quality rating. Pictures are included for illustrative purposes only.

Type	Description	StCd, HS, Method	Class	Area	Required Data
RP	Residential Pool	A1YRMS	ARP5 (example)	28x18 (example)	Year Built and CDU
Spa	Spa	A1YRMS	SPAA (example)	# of Spa	Year Built and CDU

Pool Codes:

FRP5	Fair	Vinyl, fiberglass, or gunite, may have lighting
ARP5	Average	Gunite, typical pebble stone, modest landscaping, basic decking and coping, auto cleaner or heater, 2 underwater lights, possible modest water feature
GRP5	Good	Gunite, flagstone, pavers, moderate landscaping, decking and coping, typical heat and auto cleaner, 3 underwater lights, precast waterfall or water features
VGRP5	Very Good	Gunite, flagstone, pavers, moderate landscaping, decking and coping, typical heat and auto cleaner, 4 underwater lights, precast waterfall or water features, typical swim up bar, typical lagoon style
ERP5	Excellent	Gunite, flagstone, pavers, extensive landscaping, decking and coping, heat and auto cleaner and sanitation, 6 underwater lights, precast waterfall or water features, typical swim up bar, typical lagoon style

Spa Codes:

Spas are typically classed the same as the pool.

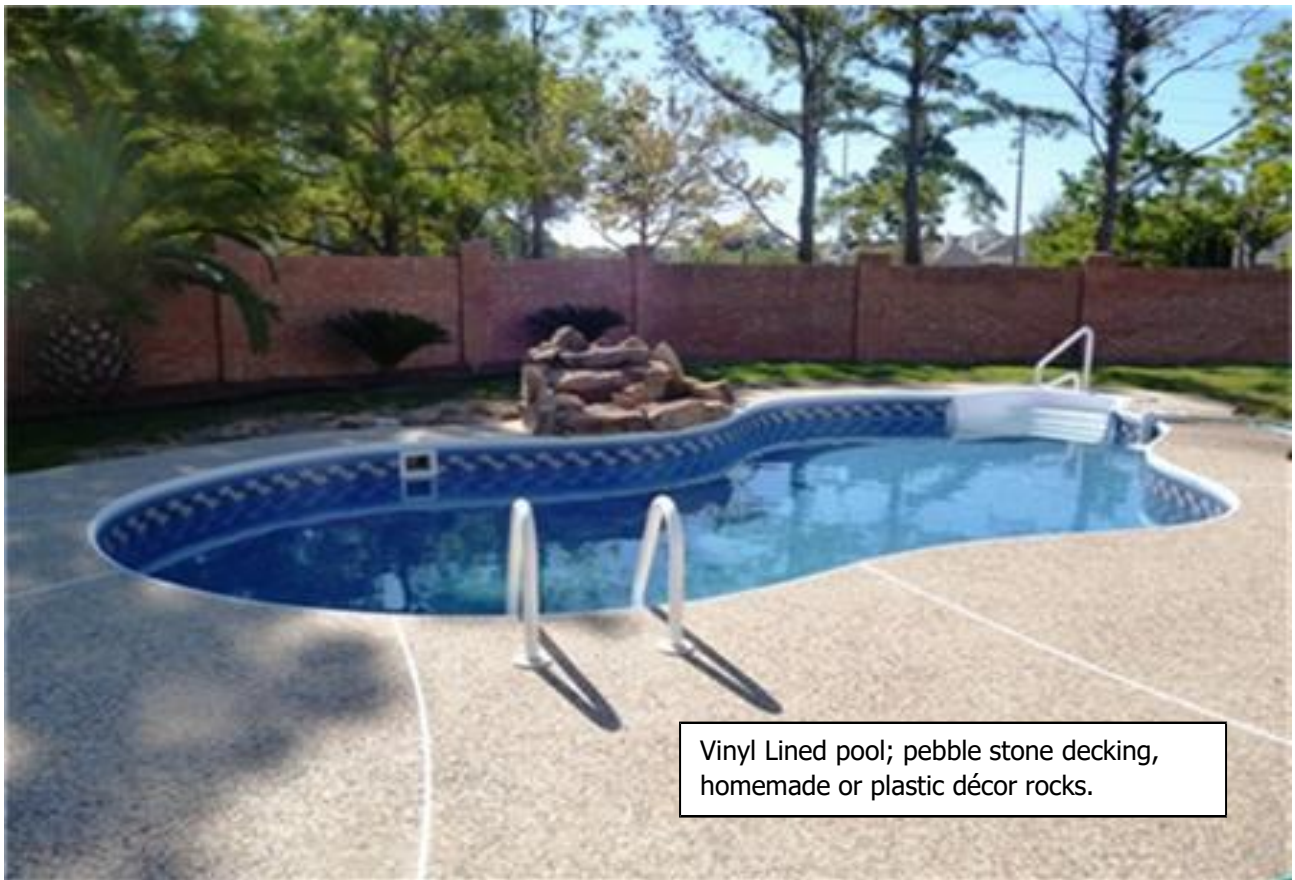
SPAF	Fair
SPAA	Average
SPAG	Good
SPAVG	Very Good
SPAE	Excellent

Pool Enclosures:

Type	Description	StCD, HS, Method	Class	Area	Required Data
PE	Pool Enclosure	A1YI	APE	28x18 (example)	Year Built & % Good
PE	Pool Enclosure	A1YI	GPE	28x18 (example)	Year Built & % Good

APE	Average Quality	Lighter weight metal frame
GPE	Good Quality	Heavier Weight Metal Frame

*FRP5 - Fair Vinyl, Fiberglass, or gunite, may or may not have lighting



*FRP5 - Fair Vinyl, Fiberglass, or gunite, may have lighting



*ARP5 - Average

Gunite, typical pebble stone, modest landscaping, basic decking and coping, auto cleaner or heater, 2 underwater lights, possible modest water feature



*ARP5 - Average

Gunite, typical pebble stone, modest landscaping, basic decking and coping, auto cleaner or heater, 2 underwater lights, possible modest water feature



*GRP5 - Good

Gunite, flagstone, pavers, moderate landscaping, decking and coping, typical heat and auto cleaner, 3 underwater lights, precast waterfall or water features



*GRP5 - Good

Gunite, flagstone, pavers, moderate landscaping, decking and coping, typical heat and auto cleaner, 3 underwater lights, precast waterfall or water features



*VGRP5 - Very Good Gunite, flagstone, pavers, moderate landscaping, decking, and coping, typical heat and auto cleaner, 4 underwater lights, precast waterfall or water features, typical swim up bar, typical lagoon style



*VGRP5 - Very Good Gunite, flagstone, pavers, moderate landscaping, decking, and coping, typical heat and auto cleaner, 4 underwater lights, precast waterfall or water features, typical swim up bar, typical lagoon style



This is a pool/swim spa with water features. It is lighted, jetted, and heated.



*ERP5 - Excellent

Gunite, flagstone, pavers, extensive landscaping, decking and coping, heat and auto cleaner and sanitation, 6 underwater lights, precast waterfall or water features, typical swim up bar, typical lagoon style



*ERP5 - Excellent

Gunite, flagstone, pavers, extensive landscaping, decking and coping, heat and auto cleaner and sanitation, 6 underwater lights, precast waterfall or water features, typical swim up bar, typical lagoon style



Both pictures are of the same pool/spa, which has multiple water features.



Section 10.11 Tennis Courts/Sport Courts

The following is a guideline for pricing based on Marshall & Swift. The range of value is determined by the type of court and the options.

An example of how to enter on your field card is as follows:

Type	Description	St Cd, HS, Type	Year Built	Value
RTC	Tennis Court	A1 Y F	as applicable	\$ xxxxx
RSC	Sport Court	A1 Y F	as applicable	\$ xxxxx

**Be sure to include the size/dimensions of the court

Tennis Courts: Regulation size 60' x 120'

Concrete court, post, net, striping, complete	\$29,000 to \$45,900
Add for lighting	\$9,950 to \$13,100
Add for fencing	\$8,150 to \$12,100
Asphalt court (2" to 4")	\$3.40 to \$5.70 per square foot
Clay court	\$3.35 to \$4.95 per square foot

Sports Courts:

Including, but not limited to, basketball, racquetball, volleyball, and badminton	\$11 to \$22 per square foot
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Section 10.12 Townhome Classes

T = Townhome

E = End Row

I = Inside Row

Class/Examples	Description
TEF1-	Townhome End Row Fair 1 Story -
TEF1	Townhome End Row Fair 1 Story
TEF1+	Townhome End Row Fair 1 Story +
TIA2-	Townhome Inside Row Average 1 Story -
TIA2	Townhome Inside Row Average 1 Story
TIA2+	Townhome Inside Row Average 1 Story +
TEG1.5-	Townhome End Row Good 1.5 Story -
TEG1.5	Townhome End Row Good 1.5 Story
TEG1.5+	Townhome End Row Good 1.5 Story +
TIVG1.5-	Townhome Inside Row Very Good 1.5 Story -
TIVG1.5	Townhome Inside Row Very Good 1.5 Story
TIVG1.5+	Townhome Inside Row Very Good 1.5 Story +
TEE2-	Townhome End Row Excellent 2 Story -
TEE2	Townhome End Row Excellent 2 Story
TEE2+	Townhome End Row Excellent 2 Story +
TIE2-	Townhome Inside Row Excellent 2 Story -
TIE2	Townhome Inside Row Excellent 2 Story
TIE2+	Townhome Inside Row Excellent 2 Story +

Follow the same format for 2.5 and 3 story townhomes.

Section 10.13 Mobile Homes Code List

Code	Description
RM1	Single Wide Mobile Home
RM2	Double Wide Mobile Home
Mobile Home Options (SM)	
SM2	Tip Outs
SM3	Expandos
SM4	Skirting
LSM4	Low Cost Light Metal Skirting
ASM4	Average Cost Steel Skirting
GSM4	Simulated Stone/Brick Skirting
SMWD	Wood Deck
SMMP	Wood Porch with Metal Roof
SMWP	Wood Porch with Wood Roof
SMSW	Screened Walls
Carports (with concrete or asphalt paving)	
Fiberglass	
GSMF8	Good Quality, Fiberglass
ASMF8	Average Quality, Fiberglass
LSMF8	Low Quality, Fiberglass
Aluminum/Wood	
GSMA9	Good Quality, Aluminum/Wood
ASMA9	Average Quality, Aluminum/Wood
LSMA9	Low Quality, Aluminum/Wood
Good Steel	
GSMS0	Good Quality, Good Steel
ASM0	Average Quality, Good Steel
LSM0	Low Quality, Good Steel

Section 10.14 Agricultural Buildings

These codes are used for various buildings of an agricultural nature.

Code	Description
Barns (AB)	L = Low Quality A = Average Quality G = Good Quality
Wood Siding	
LAB1	Board Siding on Wood Frame, Dirt Floor
AAB1	Board and Batten Siding, Wood Frame, Dirt Floor
GAB1	Lap Siding, Window, Heavy Frame and Gambrel Roof
*Average and Good Quality Barns could have concrete flooring.	
Metal Siding	
LAB2	Metal Siding on Pole Frame, Dirt Floor
AAB2	Metal Siding, Pole Frame, Few Windows, Dirt Floor
GAB2	Metal Siding, Pole Frame, Insulated and Gambrel Roof
Horse Stables (AHB)	
LAHB1	Low Quality – Low cost materials, thin concrete or dirt floor, few stalls, Possible Tack/Storage Area
AAHB1	Average Quality – Average construction materials, typically 3-6 stalls, tack room
GAHB1	Good Quality – High end materials, several stalls, tack room
VGAHB1	Very Good Quality – High end materials and finish out, several stalls, tack room, quarters
Lean To's (AL)	
AL1	Board Siding on Wood Frame, Dirt Floor
AL2	Metal Siding on Pole Frame, Dirt Floor
Shelters (AP)	
Shed Pole – Four Sides Closed	
AP1	Metal Siding on Steel Frame, Unfinished, Dirt Floor
AP2	Metal Siding on Wood Pole Frame, Unfinished, Dirt Floor
Shed Pole – One Side Open	
AP3	Metal Siding on Steel Frame, Unfinished, Dirt Floor
AP4	Metal Siding on Wood Pole Frame, Unfinished, Dirt Floor
Hay or Equipment – No Walls	
AP5	Steel Gable Roof & Truss on Steel Col., Dirt Floor
AP6	Steel Shed or Flat Roof & Girders on Steel Post, Dirt Floor
AP7	Comp. or Steel Gable Roof on Wood Rafters & Post, Dirt Floor
AP8	Steel Shed or Flat Roof on Wood Post & Girders, Dirt Floor

Section 10.15 Class Descriptions

Classes	Scale +/-	Story Heights
Poor (P)	+ or -	1, 1.5, 2
Low (L)	+ or -	1, 1.5, 2
Fair (F)	+ or -	1, 1.5, 2
Average (A)	+ or -	1, 1.5, 2
Good (G)	+ or -	1, 1.5, 2, 2.5, 3
Very Good (VG)	+ or -	1, 1.5, 2, 2.5, 3
Excellent (E)	+ or -	1, 1.5, 2, 2.5, 3
Superior	A, B, C, D, E, F	No Story Height on Superior Classes

Examples of Classing:

RP1+
RL1.5-
RF1.5+
RA2
RG1
RVG3-
RE2+
RSA
RSF

Section 10.16 Residential Stages of Completion for Improvements

The appraiser utilizes the general description along with the appraiser's knowledge and expertise in determining percent complete. The descriptions that follow are not all inclusive. Pictures are included for illustrative purposes only.

- 10% Slab only
- 25% Slab, rough-in plumbing, back fill, framing done
- 50% Slab, back fill, framing, roof, weathered in, windows and doors set, air and heat ducts installed, wiring and plumbing general rough in complete
- 66% Slab, back fill, framing, roof, weathered in, windows and doors set, air and heat ducts installed, wiring and plumbing general roughed in, sheetrock work done
- 75% Slab, back fill, framing, roof, weathered in, windows and doors set, air and heat ducts installed, wiring and plumbing general roughed in, bricked or sided, and trimmed out, sheetrock completed and painted. Plumbing fixtures set, most of the general trim work inside and outside complete
- 85% Complete except for option items such as:
 - Punch list items
 - Landscaping
- 100% Move in ready

When Driving for PCT:

Take photos of all new construction. Check camera to ensure the date stamp is on photos.

If the improvement is measured and added to Orion (the lot is shaded in), it is the responsibility of the PCT Drive-Out Appraiser to *print the PRC, add the % complete, and send the information to dataentry.*

10% Slab only



10% Framing started but not complete.



25% Slab, rough-in plumbing, back fill, framing done



50% Slab, back fill, framing, roof, weathered in, windows and doors set, air and heat ducts installed, wiring and plumbing general rough in complete



Note: The roof is on but there is no siding or sheetrock.

66% Slab, back fill, framing, roof, weathered in, windows and doors set, air and heat ducts installed, wiring and plumbing general roughed in, sheetrock work done.



Note: The exterior siding is complete, but there is no sheetrock.



Note: The exterior siding is not complete, but the sheetrock has been installed.

75%

Slab, back fill, framing, roof, weathered in, windows and doors set, air and heat ducts installed, wiring and plumbing general roughed in, bricked or sided, and trimmed out, sheetrock complete and painted. Plumbing fixtures set, most of the general trim work inside and outside complete.



85% Complete except for option items such as:
Punch list items
Landscaping



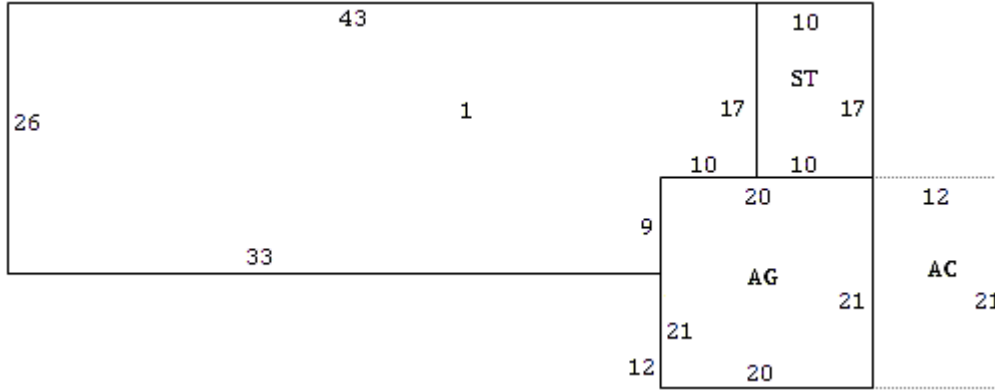
100% Move in ready



Chapter 11 Basic Measuring Procedures

Drawing Outline of House

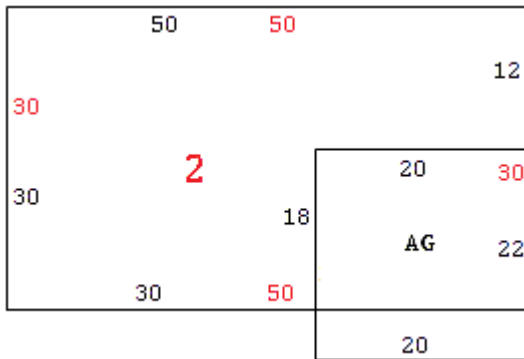
Neatly draw outline in the space provided on your field work sheet. Draw the improvement with the front of the improvement toward you, or as it faces the street. Example:



Draw the improvement in approximate proportion to the size of the structure. If the improvement is 30' wide and 50' long, draw the outline with its length approximately double its width.

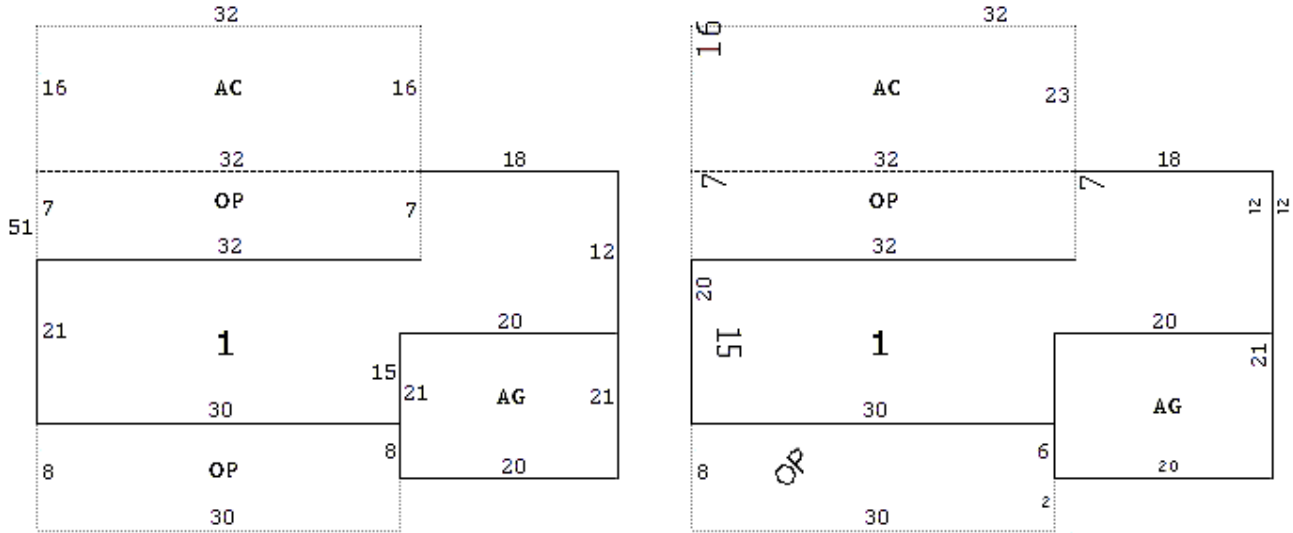
Be sure to show all changes in story heights or changes in construction. For example, an improvement may have two stories. It may have a story for living area and a garage and a second story of living area. Each measurement unit must be drawn with closed lines and have all measurements sufficient for computation of the area. Draw second story of house as shown below.

Example:



Chapter 12 Measurements

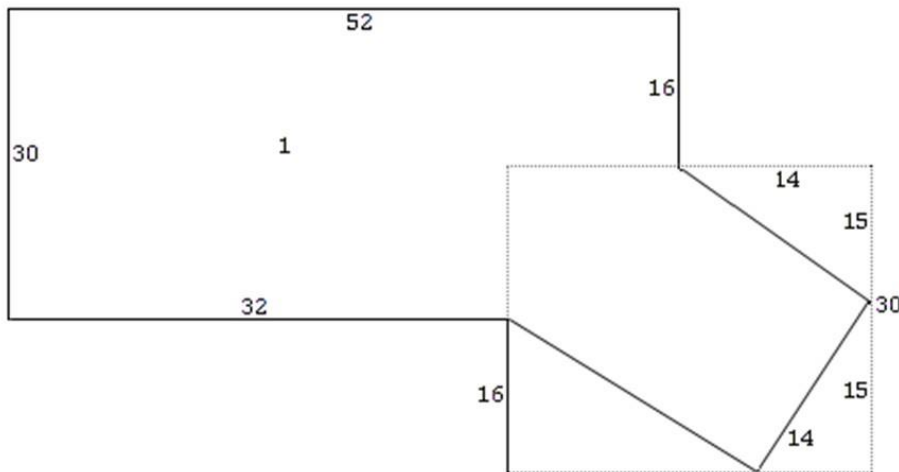
Measurements are to be written **horizontally** opposite the line representing the measurement. It is best to write measurements inside whenever possible.



Measure around the house starting at one corner. Measure completely around the building, especially if the building is irregular, i.e. not square or rectangular. Check the sum of overall measurements along the front of the house against the overall measurements of the rear; also check the measurements along one side with that of the other.

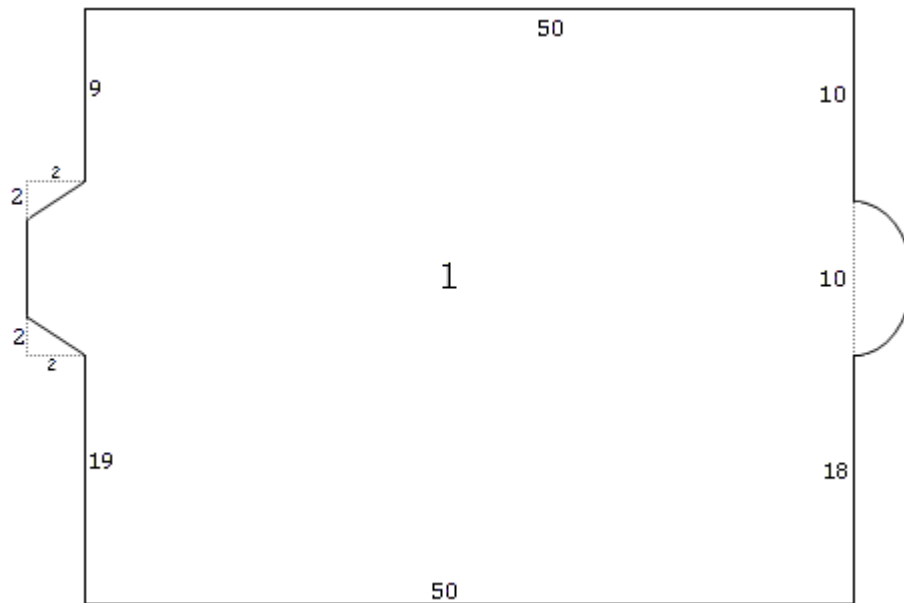
Section 12.1 Angled Houses

When measuring an angled house we need additional measurements in order to square the angled portions. Please see diagram below.



Section 12.2 Bay Windows

Draw bay windows as shown in the diagram.



Special Notes: When measuring a house always *round* your measurement figures to the nearest foot (example: 12 ft. 6 in. will be rounded to 13 ft. and 12 ft. 5 in. will be rounded to 12 feet). Also, when you are balancing dimensions, adjust your figures up or down if you are only 1 foot off. The reasoning is that you have been rounding off to the nearest foot when measuring and could have picked up 1 foot or could have lost 1 foot on one of the sides of the structure. It is always a good idea to write the feet and inches on your working copy, so that if the sketch does not square you know where to correct it. *If your dimension is off by more than one foot, go back and measure until you find your incorrect measurement.*

To avoid missing measurements, compute and balance the sides of the structure *in the field* for the main body of the structure and all separate portions of the structure. If two or more structures are on the same lot, measure and number all structures.

Always Remember: Dumb questions are less embarrassing than dumb mistakes.

Chapter 13 Types of Residences

Site-Built homes are constructed at the permanent building site, though some prefabricated construction components may be incorporated.

Manufactured housing is factory-built and transported to the site. They are built on a steel undercarriage with necessary wheel assembly for transportation to the permanent or semi-permanent site. The wheel assembly can be removed to be affixed to a permanent site.

Modular housing is factory-built and transported to the site. The steel undercarriage used in transport is NOT a permanent and necessary structural component and is typically removed when the house is placed on a permanent foundation. Modular homes are built to standard regional or state building codes and will meet most local building codes.

Condominium development is a form of ownership.

Multi-Family are single-family attached residences. These include Duplexes and Townhouses.

Townhouses are single-family attached residences. They do not have other units above or below. They do not have more than two common walls with adjacent units. They always have individual exterior entries.

Section 13.1 Single Family Detached Homes Examples

One Story: One-story homes typically have one level of finished living area. Some one story floor plans will have additional living area on the second level. This second level living area typically does not encompass more than 30% of the gross living area. Typically, the home will appear to have only one level from the street.



Two Story: Two-story homes have two levels of finished living area. The attic space is not designed or intended for living area.



One and One-Half Story: One-and-one-half story homes have two levels of living area. They are characterized by a steep roof slope and dormers. The living area is typically inside the gables. The upper level is typically 40% to 60% of the lower level.



Half Story Interior Picture: Example of second floor construction of a One-and-one-half story interior picture. Characterized with steep roof slope which usually results in less than full wall height on the second floor.



Two and One-Half Story: Two-and-one-half story homes have three levels of living area. They are characterized by a steep roof slope and dormers. The upper level is typically 40% to 60% of the lower level.



Two Story Bi-Level: Two-story, bi-level homes have two levels of living area. The lower level is typically below grade and partially unfinished. It is typically characterized with a split-foyer entry.

Split Level: Split-level homes have three levels of finished living area, an upper, lower and intermediate. The upper level is immediately above the lower level like a two story. The intermediate level is adjacent to the other levels and is typically built on a grade 4 feet higher than that of the lower level.



Three Story: Three-story homes have three levels of finished living area. The attic space is not designed or intended for living area.



Three and One-Half Story: Three-and-one-half story homes have three levels of living area. They are characterized by a steep roof slope and dormers. The living area is typically inside the gables. The upper level is typically 40% to 60% of the lower level.

Four Story: Four-story homes have four levels of finished living area. The attic space is not designed or intended for living area.



Manufactured: Manufactured homes are factory-built and transported to the site. They are built on a steel undercarriage with necessary wheel assembly for transportation to the permanent or semi-permanent site. The wheel assembly can be removed to be affixed to a permanent site.



Modular: Modular homes are factory-built and transported to the site. The steel undercarriage used in transport is NOT a permanent and necessary structural component and is typically removed when the house is placed on a permanent foundation. Modular homes are built to standard regional or state building codes and will meet most local building codes.

Section 13.2 Additional Living Areas Attached to Garages

GAP A **Garage Apartment** is a freestanding building in which the finished living area is over a garage. It will have a kitchen.

Note: The Garage Apartment (GAP) is listed on the same account, and on the same card with the Main Area segments. The living area and garage are listed together in one segment. Any bathrooms and/or additional fixtures should be listed with this improvement.



RMDG - A Room Above Detached Garage is a freestanding building in which the finished living area is over a garage. It might have a bathroom.

Note: The Room Above Detached Garage (RMDG) is listed on the same account and on the same card as the Main Area segments. The living area and garage are listed together in one segment. Any bathrooms and/or additional fixtures should be listed in the overall bathroom count.



Chapter 14 Classification of Residential Structures

Class of construction is defined as the "classification of buildings according to the fire resistant materials of which they are constructed; for example, structural steel, reinforced concrete, masonry, or frame". The *grade* denotes the quality of construction. The grade and class of construction correlate together for a quality rating. The appraiser uses these *quality ratings* to reflect a distinction between dwellings for:

- Type and quality of materials used
- Architectural design and appeal
- Craftsmanship/workmanship

In classifying dwellings it is a common error to determine classification by condition. A house could be in poor physical condition, but careful inspection will reveal the original quality of construction. Likewise, a house such as a new or remodeled dwelling could be in very good physical condition. Once again careful inspection will reveal the true quality of construction and it should be classed accordingly.

The classification of a building is a subjective opinion. The appraiser uses their knowledge, expertise, and experience as these judgments are determined.

Marshall & Swift Residential Cost Handbook is utilized as a guideline to assist the appraiser in determining the appropriate quality of construction of a property. FBCAD uses the Marshall & Swift quality descriptions along with the typical construction trends in the Fort Bend County area when determining a quality rating.

The following pages highlight general descriptions and amenities to be used when classifying a house. Using these guidelines will ensure uniformity and consistency from one house to another throughout FBCAD.

Houses, as mentioned in other sections of this manual, are classed by a combination and consideration of several elements. Within each classification of residential structures, some houses will have superior (+) or inferior (-) amenities than are typical for that quality of a dwelling.

Section 14.1 Residence: Poor Quality

Residences of poor quality are of low cost construction. Residences are usually a one-story square or rectangular building of simple design and are usually constructed for its utility with no thought given to appearance. Often residences are owner-built without formal plans. Low cost or used materials are often utilized and the building does not meet minimum requirements for loan purposes; barely meets local building codes.

Foundation	Concrete blocks, wood or concrete piers
Floor Structure	Wood structure
Floor Cover	Inexpensive flooring
Exterior Wall	Wood frame, plywood, asbestos or roll composition siding. Minimum window openings, typically with little or no sash and trim
Roof	Roll composition, metal, very light composition shingles
Interior Finish	Walls are inexpensive drywall with paint finish or low-grade plywood paneling. Wardrobe and linen closets are small, if any. Doors are low-grade hollow and low quality. Cabinets are few and paint grade with linoleum or plastic countertops.
Heating	Forced air furnace (CHA), Window units, gas or electric space heaters
Electrical	Minimum number of outlets and low-cost lighting fixtures
Plumbing	Five competitively priced plain white fixtures. These fixtures can include water heater, stall shower, toilet, lavatory, tub, with shower combo, or kitchen sink.
Insulation	None
Windows	4 (Minimal number)
Corners	4
Appliances	Stove and oven
Garage	None

*****The appraiser utilizes the general description along with the appraiser's knowledge and expertise in determining a home's quality**

Section 14.2 Residence: Low Quality

Residences of low quality are of low cost construction to meet minimum building code requirements. Interior and exterior finishes are plain and inexpensive with little attention given to detail. Architectural design is primarily concerned with function, not appearance.

Foundation	Concrete perimeter foundation, concrete block, wood or concrete piers.
Floor Structure	Wood structure and sub-floor
Floor Cover	Inexpensive flooring
Exterior Wall	Wood frame, asbestos and composition siding. Minimum window openings with low-grade sash and little or no trim. Low quality materials and workmanship are used.
Roof	Rafters or pre-fabricated trusses with low-grade plywood or other wood sheathing. Lightweight composition shingle or built up roofing with gravel. Average roof slope is less than 4 in 12 (M&S guide) with no eaves.
Interior Finish	Base wall height is 8 foot (except for excellent quality). Walls are inexpensive drywall with paint finish or textured finish, or low-grade plywood paneling. Wardrobe and linen closets are small. Doors are low grade with hollow cores. Moldings, casings and hardware are inexpensive and of low quality. Cabinets are paint grade wood or vinyl veneer. Countertops are linoleum or low-cost laminated plastic.
Heating	Forced air furnace (CHA), Window units, gas or electric space heaters
Electrical	Minimum number of outlets and low-cost lighting fixtures
Plumbing	Five competitively priced plain white fixtures and one plumbing rough-in. These fixtures can include water heater, laundry tray, stall shower, toilet, lavatory, tub, tub with shower combo, or kitchen sink.
Insulation	None
Windows	4 (Minimal number)
Corners	4
Appliances	Stove and oven
Garage	None

*****The appraiser utilizes the general description along with the appraiser's knowledge and expertise in determining a home's quality**

Section 14.3 Residence: Fair Quality

Residences of fair quality frequently are mass produced with low-cost production being the primary consideration. Although overall quality of materials and workmanship is below average, these homes are not substandard and will meet minimum requirements of lending institutions, mortgage insuring agencies, and building codes. Designs are typically from stock plans. Architectural detail is limited by its low cost. Interior finish is plain with few refinements.

Foundation	Continuous concrete perimeter foundation and piers. Concrete slab, or concrete blocks.
Floor Structure	Wood structure and sub-floor on first and upper story. Concrete slab.
Floor Cover	Carpet, asphalt or vinyl composition tile
Exterior Wall	Brick veneer, wood frame, asphalt siding. Moderate windows with inexpensive sash and some inexpensive trim. Below average quality materials and workmanship are used.
Roof	Rafters or pre-fabricated trusses with plywood or other inexpensive sheathing cover of lightweight composition shingle, or built up roofing with small rock. Roof slope is usually 4 in 12 (M&S guide) with minimal eaves.
Interior Finish	Base wall height is 8 foot (except for excellent quality). Walls are taped and painted drywall. Inexpensive stock cabinets of paint grade, wood or vinyl veneer. Bathrooms may have a small vanity. Countertops are laminated plastic, with a small area of backsplash. Hollow core doors are used with inexpensive hardware. Wardrobe and linen closets are of moderate amount.
Heating	Forced air furnace (CHA) with minimum output and ductwork
Electrical	Minimum number of outlets with minimum amount of fixtures
Plumbing	Six competitively priced plain white fixtures and one plumbing rough-in. Fixtures can include water heater, laundry tray, heater, stall shower, toilet, lavatory, tub, tub with shower combo, or kitchen sink.
Insulation	Moderate climate wall and ceiling insulation
Appliances	Stove and over, range hood and fan
Windows	6 to 8
Corners	6
Appliances	Stove and oven, range hood and fan
Garage	Unfinished interior

*****The appraiser utilizes the general description along with the appraiser's knowledge and expertise in determining a home's quality**

Section 14.4 Residence: Average Quality

Residences at the average quality level are usually mass-produced. They will meet or exceed modern construction requirements of lending institutions, mortgage insuring agencies, and building codes. The quality of materials and workmanship are acceptable, but do not reflect custom craftsmanship. Cabinets, doors, hardware, and plumbing are usually stock items. Architectural design will include ample appointment and distribution of windows, and some ornamentation will be found on the front elevation.

Foundation	Continuous concrete perimeter foundation or piers under interior bearing wall. Concrete slab.
Floor Structure	Wood structure and subfloor on first and upper story. (The exception is the bi-level with a concrete slab on the lower level). Concrete slab.
Floor Cover	Carpet, hardwood, vinyl composition, tile or sheet vinyl (3/4 carpet, 1/4 vinyl sheet)
Exterior Wall	Brick veneer, concrete block, wood frame, asbestos, synthetic plaster. Moderate window openings with standard aluminum sash and trim. Average quality materials and workmanship are used
Roof	Rafters or prefabricated trusses with exterior grade plywood or wood sheathing. Medium weight composition shingles or built up roofing with rock surface. Roof slope is usually 5 inches in 12 or less (M&S guide).
Interior Finish	Base wall height is 8 foot (except for excellent quality). Painted or inexpensive wallpapered drywall or inexpensive paneling. Bathrooms may have a small vanity. Cabinets are prefinished plywood. Countertops are laminated plastic or ceramic tile with a small area of backsplash. Medium grade hollow core doors are used with standard grade hardware. Closets have an adequate amount of space.
Heating & Cooling	Forced air furnace (CHA) with adequate output and ductwork
Electrical	Adequate number of outlets and some luminous fixtures in the kitchen and bathroom. Fixtures are average quality.
Plumbing	Eight average white or colored fixtures and one plumbing rough-in. These fixtures may include water heater, laundry tray, tiled or modular plastic stall shower, toilet, lavatory, tub, tub with shower combo, or kitchen sink. Two full baths.
Insulation	Wall and ceiling insulation based on moderate climate
Windows	7 to 9
Corners	6 to 8
Appliances	Stove and oven, hood and fan, dishwasher, garbage disposal.
Garage	Unfinished interior

***The appraiser utilizes the general description along with the appraiser's knowledge and expertise in determining a home's quality

Section 14.5 Residence: Good Quality

Residences at the good quality level may be mass produced in above average residential developments, or built for an individual owner. Good quality standard materials are used throughout. Generally exceed the minimum building requirements of lending institutions, mortgage-insuring agencies and building codes. Some attention is given to architectural design in both refinements and detail. Interiors are well finished, usually having some good wallpapering and or wood paneling. Exteriors have good design, appointment and distribution of windows.

Foundation	Continuous reinforced concrete perimeter foundation, and foundation or pier under interior bearing wall. Heavy concrete slab.
Floor Structure	Wood structure and sub-floor on first and upper story. The exception is the bi-level with a concrete slab. Concrete slab.
Floor Cover	Good quality carpet, hardwood, sheet vinyl, vinyl tile or linoleum
Exterior Wall	Brick veneer, concrete block, wood frame, asbestos, synthetic plaster, stone veneer. Good windows designs using good quality sash. Ornamental trim.
Roof	Wood rafters and sheathing with medium weight composition shingles
Interior Finish	Base wall height is 8 foot (except for excellent quality). Walls are taped and painted drywall with some good wallpaper or wood paneling. Ample amount of cabinets with natural wood veneer finish. Countertops and back splash are laminated plastic, ceramic tile or simulated marble. Bathrooms have vanities. Cathedral or vaulted ceilings may be present in some of the smaller areas. Good quality hollow core doors with attractive hardware. Baseboards and casing are hardwood or softwood with mitered corners. Walk-in closets or large sliding-door wardrobes are typical with ample linen and storage closets. Workmanship is of good quality throughout.
Heating & Cooling	Forced air furnace (CHA) with adequate output and ductwork
Electrical	Good amount of convenience outlets and luminous fixtures in kitchen and bath areas. Fixtures are of good quality.
Plumbing	Eleven good quality white or colored plumbing fixtures and one plumbing rough-in. These fixtures may include water heater, laundry tray, tiled or modular plastic stall shower, toilet, lavatory, tub, tub with shower combo, or kitchen sink.
Insulation	Moderate climate wall and ceiling insulation
Windows	10 to 14
Corners	8
Appliances	Range and oven, range hood and fan, dishwasher, garbage disposal.
Garage	Finished interior

***The appraiser utilizes the general description along with the appraiser's knowledge and expertise in determining a home's quality

Section 14.6 Residence: Very Good

Residences at the very good quality level are individually designed and located in high quality tract developments. Attention has been given to architectural design, and in both exterior and interior refinements and detail. Exteriors have good design, appointment and distribution of windows, and some custom ornamentation.

Foundation	Continuous reinforced concrete perimeter and interior bearing wall foundation. Heavy concrete slab.
Floor Structure	Wood structure or steel floor joists and subfloor on first and upper story. The exception is the bi-level with a concrete slab. Concrete slab.
Floor Cover	High quality carpet, hardwood, parquet, best vinyl tile, or ceramic tile
Exterior Wall	Brick veneer, synthetic plaster, stone veneer. Windows are well designed with high quality sash and custom ornamentation and trim.
Roof	Heavy wood rafters and sheathing. Heavy wood shakes, heavy weight composition shingle, clay tile, with good gutter and downspouts.
Interior Finish	Base wall height is 8 foot (except for excellent quality). Walls are taped and painted with high-grade paper vinyl wall covering or hardwood paneling. Good quality block paneling. Abundant natural wood cabinetry and specialty cabinets such as cooking island, bar, etc. Solid surface or highest quality laminated plastic countertops and splash. Vaulted or cathedral ceilings are common in master bedrooms, and entries. Hardwood veneer or enameled doors with good quality hardware. Base, casings and moldings with well-mitered corners. Spacious walk-in closets or large sliding-door wardrobes are typical with ample linen storage closets.
Heating & Cooling	Forced air furnace (CHA) with ample capacity and insulated ductwork.
Electrical	Outlets are well positioned with high quality fixtures throughout. Good luminous fixtures in kitchen and bath.
Plumbing	Fourteen high quality white or colored fixtures with one plumbing rough in. Fixtures can include water heater, laundry tray, tiled shower, toilet, lavatory, tub, tub with shower combo, kitchen sink, or wet bar.
Insulation	Moderate climate wall and ceiling insulation
Windows	12 to 14
Corners	10 to 12
Appliances	Range and oven, range hood and fan, dishwasher, garbage disposal, trash compactor, 2 bath heaters.
Garage	Finished interior

*****The appraiser utilizes the general description along with the appraiser's knowledge and expertise in determining a home's quality**

Section 14.7 Residence Excellent Quality

Residences at the excellent quality level are individually designed. They are characterized by the high quality of workmanship, finishes, and appointments with considerable attention given to detail. Although residences at this quality level are of high quality material and workmanship, and are somewhat unique in their design, these costs do not represent the highest cost in residential construction.

Foundation	Continuous reinforced concrete perimeter and interior bearing wall foundation. Heavy concrete slab.
Floor Structure	Wood structure and subfloor on first and upper stories. Concrete slab.
Floor Cover	High quality carpet or hardwood, parquet or plank, terrazzo or ceramic or quarry tile.
Exterior Wall	Best brick, cut stone, half-timber, synthetic plaster, brick veneer, stone veneer, etc. Windows are well designed with high quality sash and custom ornamentation and trim.
Roof	Heavy wood rafters and sheathing with clay tile or slate cover. Large eaves, and high quality gutters and downspouts.
Interior Finish	Base wall height is 10 foot. Walls are taped and painted drywall with high-grade paper or vinyl wall covering, hardwood paneling or ceramic tile. High quality block paneling. Abundant natural wood custom cabinetry, custom built-ins, and specialty cabinets such as cooking island, bar, desk, etc. are common. Solid surface Corian, tile, and/or granite countertops and splash. High quality Pullman or vanity cabinets in bath and dressing area. Vaulted or cathedral ceilings are commonly found in master bedrooms, living rooms, family areas, dining and entries. Raised panel hardwood veneer or enameled doors with good hardware. Base, casings and moldings have tight mitered corners. Spacious walk-in closets or wardrobes with built-in features. Large linen closets and fully shelved pantries.
Heating & Cooling	Forced air furnace (CHA) with multiple controls. Large capacity with insulated ductwork.
Electrical	Numerous outlets are well positioned with high quality fixtures throughout. Large luminous fixtures in kitchen, bath and dressing areas.
Plumbing	Seventeen high quality white or colored plumbing fixtures with one plumbing rough in. The fixtures can include water heater, laundry tray, tiled shower stall, toilet, bidet, lavatory, tub, tub with shower combo, kitchen sink, wet bar, or "Jacuzzi".
Windows	14 to 16
Corners	10 to 12
Appliances	Range and oven, range hood and fan, trash compactor, garbage disposal, 3 bath heaters and fans.
Garage	Finished walls and ceiling

*****The appraiser utilizes the general description along with the appraiser's knowledge and expertise in determining a home's quality**

*****The appraiser utilizes the general description along with the appraiser's knowledge and expertise in determining a home's quality**

Section 14.8 Residence Superior Quality

Residences at the superior quality level are individually designed. They are characterized by the highest quality of workmanship, finishes, and appointments with considerable attention given to detail and finish items. Residences at this quality level are of the highest quality material and workmanship, and are somewhat unique in their design; these costs do not represent the highest in residential construction.

Foundation	Continuous reinforced concrete perimeter and interior bearing wall foundation. Heavy concrete slab.
Floor Structure	Wood structure and subfloor on first and upper stories. Concrete slab.
Floor Cover	Highest quality carpet or hardwood, parquet or plank, terrazzo, or ceramic or quarry tile.
Exterior Wall	Best brick, cut stone, half-timber, synthetic plaster, brick veneer, stone veneer, etc. Custom windows are well designed with high quality sash. Ample custom ornamentation and trim.
Roof	Heavy wood rafters and sheathing. Clay tile, slate or heavy metal cover. Large eaves, and high quality gutters and downspouts.
Interior Finish	<p>Base wall height is 10 foot. Walls are taped and painted drywall with high-grade paper or vinyl wall covering, hardwood paneling or ceramic tile. High quality custom paneling. Abundant natural wood custom cabinetry, custom built-ins, and custom specialty cabinets such as cooking island, bar, desk, etc. are common. Custom solid-surface granite, quartz, marble, Corian, or tile countertops and back splash. High quality cabinets, built-ins and vanities in bath and dressing areas.</p> <p>Vaulted cathedral ceilings are commonly found in master bedrooms, living rooms, family areas, dining and entries. Coffered ceilings are commonly found throughout. Raised panel hardwood veneer or enameled doors with highest quality hardware. Base, casings and moldings have tight mitered corners and are of highest quality. Spacious walk-in closets or wardrobes with built-in features and large linen closets and fully shelved pantries.</p>
Heating & Cooling	Forced air furnace (CHA) with multiple controls. Large capacity with insulated ductwork.
Electrical	Numerous outlets are well positioned with high quality fixtures throughout. Large luminous fixtures in kitchen, bath and dressing areas.
Plumbing	Seventeen high quality white or colored plumbing fixtures with one plumbing rough in. The fixtures can include water heater, laundry tray, tiled shower stall, toilet, bidet, lavatory, tub, tub with shower combo, kitchen sink, wet bar, or "Jacuzzi".
Insulation	Moderate climate wall and ceiling insulation
Windows	14 to 16
Corners	10 to 12
Appliances	Range and oven, range hood and fan, trash compactor, garbage disposal, 3 bath heaters and fans.
Garage	Finished walls and ceiling

Chapter 15 Depreciation

Depreciation can be simply defined as “a loss in value from all causes.” As applied to real estate, it represents the loss in value between market value and the sum of the replacement cost new of the improvements plus the land value as of a given time. The causes for the loss in value may be divided into three broad classifications:

Physical Depreciation pertains to the wearing out of the various building components, referring to both short-life and long-life items, through the actions of the elements of age and use. The condition may be considered either “curable” or “incurable”, depending upon whether it may or may not be practical and economically feasible to cure the deficiency by repair or replacement.

Functional Obsolescence results from conditions caused by either inadequacies or over-adequacies in design, style, composition, or arrangement inherent to the structure itself, which tends to lessen its usefulness. Like physical deterioration, the condition may be considered either curable or incurable. Some of the more common examples of functional obsolescence are excessive wall and ceiling heights, excessive structural construction, surplus capacity, ineffective layouts, and inadequate building services.

Economic Obsolescence results from conditions caused by factors not related to the property itself, such as changes in population characteristics and economic trends, encroachment of non-agreeing land uses, excessive taxes, or governmental restrictions. The condition is generally incurable in that the causes lie outside the property owner’s realm of control.

The economic and functional conditions can be utilized in both a positive and negative manner. FBCAD delineates market and geographic areas into neighborhoods. A ratio study is performed on each neighborhood to determine the level and uniformity of the appraisals. A negative or positive economic factor (as indicated by the ratio study) is then applied to the entire neighborhood to index upward or downward to reach a level of market of 100%.

As houses grow older, they wear out. They become less desirable, less useful. This universal decline in value is called depreciation, and appraisers are required to determine the degree of this loss in each property they examine.

If all buildings deteriorated at the same rate, this decline in value would be a simple function of the age of the structure - a certain percentage per year. However, buildings depreciate at varying rates depending on a number of variables.

A new house - or any type of structure for that matter - has its greatest value at the moment of completion. Its expectancy of life, both physical and economic is longest on the day the key is handed over by the builder. The building is most desirable. It is most useful. The future benefits that the occupant may expect to enjoy are at the maximum. From that day forward, however, decay and wear and tear act to lessen the value of the structure by curtailing its remaining capacity for use.

At the same time the house is “wearing out,” it is also “going out of style.” It is becoming less desirable. It is progressively becoming less useful both from the effect of force within the property (obsolescence) and outside of it as well (encroachment of undesirable influences).

Rather than estimating depreciation, FBCAD appraisers assign a CDU rate to each residential improvement. See Section 10.3 for details on determining CDU.

Once CDU is assigned, the CAMA system determines the depreciation percent based on this table:

Age	CDU								
	1	2	3	4	5	6	7	8	
<= 2	99	99	99	99	92	85	75	53	PctGood
<= 4	98	98	97	95	90	82	72	51	PctGood
<= 6	98	97	96	93	88	79	69	49	PctGood
<= 8	97	96	93	90	85	75	66	47	PctGood
<= 10	97	96	91	87	82	72	63	45	PctGood
<= 12	96	94	90	85	79	69	60	43	PctGood
<= 15	95	92	88	83	76	67	57	41	PctGood
<= 18	94	90	86	81	73	63	55	39	PctGood
<= 20	93	88	84	79	71	60	52	35	PctGood
<= 23	92	87	82	77	69	57	49	29	PctGood
<= 27	91	86	80	75	66	55	46	27	PctGood
<= 30	90	84	78	72	63	52	44	25	PctGood
<= 35	88	82	76	69	61	49	41	19	PctGood
<= 40	87	80	74	67	58	47	39	12	PctGood
<= 45	86	79	73	65	55	45	37	9	PctGood
<= 50	84	78	72	63	53	43	35	5	PctGood
<= 55	82	77	71	62	52	42	33	5	PctGood
<= 60	81	76	70	61	51	41	31	5	PctGood
<= 65	80	75	69	60	50	40	29	5	PctGood
<= 70	79	74	68	59	49	39	27	5	PctGood
70	78	73	67	58	48	38	25	5	PctGood

Chapter 16 Neighborhood Analysis

Neighborhood analysis involves the examination of how physical, economic, governmental and social forces, and other influences affect property values. The effects of these forces are also used to identify, classify and organize comparable properties into smaller, manageable subsets of the universe of properties known as neighborhoods.

A neighborhood is a section of a community, subdivision or area that is identifiable by certain distinguishing characteristics. A neighborhood has direct and immediate effects on value. A neighborhood for analysis purposes is defined as the largest geographic grouping of properties where the physical, economic, governmental and social forces on the properties are generally uniform.

In geographic stratification, boundaries are drawn to delineate specific areas. This will group similar or like properties in a given area together where characteristics may differ from surrounding areas. Geographic stratifications will reflect market influences and conditions in each given area so more accurate and supportable models are produced.

Neighborhood codes are used to identify homogeneous market areas and provide geographic control for valuation. In mass appraisal applications, neighborhood ratings develop factors used to index each neighborhood in a positive or negative direction. This will achieve a level of market for each property located within the boundaries of a particular neighborhood in a uniform manner.

The first step in neighborhood analysis at the FBCAD is to identify a group of properties that share certain common traits. Once a potential neighborhood has been identified the next step is to define its boundaries. This process is known as *delineation*. Some factors used in neighborhood delineation include location, sales price range, lot size, age of dwelling, quality of construction, condition of dwellings, square footage of living area, and story height. Delineation can involve the physical drawing of neighborhood boundary lines on a map. It can also involve statistical separation or stratification based on attribute analysis. Part of neighborhood analysis is the consideration of discernible patterns of growth that will influence the neighborhood.

Few neighborhoods are fixed in character; each neighborhood may be characterized as being in a stage of growth, stability or decline. The growth period is a time of development and construction. As new neighborhoods in our community are developed, they compete with existing neighborhoods. An added supply of new homes tends to induce population shift from older homes to newer homes. In the period of stability, or equilibrium, the forces of supply and demand are about equal. Generally, in the stage of equilibrium, older neighborhoods can be more desirable due to their stability of residential character and proximity to the workplace and other community facilities.

The period of decline reflects diminishing demand or desirability. During decline, general property use may change from residential to a mix of residential and commercial uses; this is very common in certain areas of Fort Bend County. Declining neighborhoods may also experience renewal, reorganization, rebuilding, or restoration, which promotes increased demand and economic desirability.

Neighborhood identification and delineation is the cornerstone of the residential valuation system at the FBCAD. All the residential analysis work done in association with the residential valuation process is neighborhood specific. There are over 1,000 FBCAD residential valuation neighborhoods. At FBCAD, neighborhoods are *field inspected* and delineated based on observable aspects of homogeneity. Neighborhood delineation is periodically reviewed to determine if further neighborhood delineation is warranted. Whereas neighborhoods involve similar properties in the same location, a neighborhood group is simply defined as similar neighborhoods in similar locations. Each residential neighborhood is assigned to a neighborhood group based on observable aspects of homogeneity between neighborhoods. Neighborhood grouping is highly beneficial in cost analysis areas of limited or no sales, or in use in a direct sales comparison analysis. Sales ratio analysis is performed on a neighborhood basis and in some cases on a neighborhood group basis.

Highest and Best Use Analysis: The highest and best use of property is the reasonable and probable use that supports the highest present value as of the date of the appraisal. The highest and best use must be physically possible, legal, financially feasible, and productive to its maximum. The highest and best use of residential property is normally its current use. This is due in part to the fact that residential development in many areas, through use of deed restrictions and zoning, precludes other land uses. Residential valuation undertakes reassessment of highest and best use in transition areas and areas of mixed residential and commercial use. In transition areas with ongoing gentrification, residential valuation reviews the existing residential property use and makes a determination regarding highest and best use. Once the conclusion is made that the highest and best use remains residential, further highest and best use analysis is done to decide the type of residential use on a neighborhood basis.

Chapter 17 Performance Tests

The primary tool used to measure mass appraisal performance is the **ratio study**. Every neighborhood is reviewed annually by utilizing the sales ratio analysis process. The first phase involves neighborhood ratio studies, which compare the recent sales prices of neighborhood properties to the appraised values of these sold properties. This set of ratio studies affords the appraiser an excellent means of judging the present level of appraised value and uniformity of the sales. The appraiser, based on the sales ratio statistics and designated parameters for valuation update, makes a preliminary decision as to whether the value level in a neighborhood needs to be updated in the upcoming year, or whether the level of market value in a neighborhood is at an acceptable level. This is produced prior to the setting of preliminary values and the certification of values. A ratio study compares appraised values to market values.

In a ratio study, market values are typically represented by sales prices. Independent, expert appraisals may also be used to represent market values in a ratio study. If there are not enough sales to provide a necessary representative sample, independent appraisals can be used as indicators for market value. In addition, appraisal ratio studies can be used for properties statutorily not appraised at market value, but reflect the *use-value requirement*. An example of this are multi-family housing projects subject to subsidized rent provisions or other governmental guarantees as provided by legislative statutes (affordable housing) or agricultural lands to be appraised on the basis of productivity *or use value*.

FBCAD has adopted the policies of the IAAO *Standard on Ratio Studies*, January 2010 regarding its ratio study standards and practices. Ratio studies generally have six basic steps:

1. Determination of the purpose and objectives
2. Data collection and preparation
3. Comparing appraisal and market data
4. Stratification
5. Statistical analysis
6. Evaluation and application of the results

Sales ratio studies are an integral part of establishing equitable and accurate market value estimates, and ultimately assessments for the taxing jurisdiction. The primary uses of sale ratio studies include the determination of a need for general reappraisal; prioritizing selected groups of property types for reappraisal; identification of potential problems with appraisal procedures; assist in market analyses; and to calibrate models used to derive at appraised values during valuation or reappraisal cycles. In many cases, field checks may be conducted to ensure the ratios produced are accurate and the appraised values utilized are based on accurate property data characteristics. These ratio studies aid the appraiser by providing an indication of market activity by economic area or changing market conditions (appreciation or depreciation).

Ratio studies are conducted on each of the over 1000 residential neighborhoods in the district to judge the two primary aspects of mass appraisal accuracy, *level and uniformity of value*, and to evaluate whether values are equitable and consistent with the market. These statistics, including the median, coefficient of dispersion, weighted mean, standard deviation and coefficient of variation, provide the appraiser an analytical tool by which to determine both the level and uniformity of appraised values on a stratified neighborhood basis. The level of appraised values can be determined by the median for individual properties within a neighborhood, and a comparison of neighborhood-weighted means can reflect the general level of appraised value between comparable neighborhoods. Review of the standard deviation, the coefficient of dispersion, price related differential, and the coefficient of variation can discern appraisal uniformity within and between stratified neighborhoods.

Market adjustment factors are developed from appraisal statistics provided from ratio studies and are used to ensure that estimated values are consistent with the market. The district's primary approach to the valuation of residential properties uses a hybrid cost-sales comparison approach. This type of approach accounts for neighborhood market influences not specified in the cost model. The following equation denotes the hybrid model used:

$$MV = MA \times ((LV + (RCN - D)))$$

Where the market value (MV) equals the market adjustment factor (MA) times the land value (LV) plus the replacement cost new (RCN) less depreciation (D). As the cost approach separately estimates both land and building values and uses depreciated replacement costs, which reflect only the supply side of the market, it is expected that adjustments to the cost values are needed to bring the level of appraisal to an acceptable standard.

If a neighborhood is to be updated, the modeler uses a cost ratio study that compares recent sales prices of properties within a delineated neighborhood with the properties' actual cost values. The calculated ratio derived from the sum of the sold properties' cost values divided by the sum of the sales prices indicates the neighborhood level of value based on the unadjusted cost value for the sold properties. This cost-to-sale ratio is compared to the appraisal-to-sale ratio to determine the market adjustment factor for each neighborhood. This market adjustment factor is needed to trend the values obtained through the cost approach closer to the actual market evidenced by recent sales prices within a given neighborhood.

The market adjustment factor calculated for each update neighborhood is applied uniformly to all properties within a neighborhood. Once the market-trend factors are applied, a second set of ratio studies is generated that compares recent sale prices with the proposed appraised values for these sold properties. From this set of ratio studies, the modeler judges the appraisal level and uniformity in both update and non-update neighborhoods, and finally, for the school district as a whole. It is the strict policy of the FBCAD to treat unsold properties in the same manner as sold properties. At no time will it be accepted to appraise a property on the pretense of its sale price, in a method different from unsold properties.

Chapter 18 Mobile Homes

Mobile Homes are manufactured or pre-fab type, year around, single-family dwellings. The unique type of construction is built on a steel undercarriage with necessary wheel assembly to be transported to a permanent or semi-permanent location site.

Mobile homes present a special challenge in mass appraisal due to their mobility coupled with having similar characteristics of site built, single-family residences.

There are basically two categories of manufactured housing. The first and most common is the mobile home. These are mobile component housing, molded on carriages. The second type is a manufactured home. These are built to state adopted building codes and include shell homes, modular homes and sectional homes.

Mobile homes are considered personal property if not permanently affixed to and owned together with land. If a mobile home is owned by an individual other than the owner of the land, the mobile home is considered personal property and is categorized as an improvement only. The proper state code is "M1".

Mobile homes owned by the same person that owns the land is considered a fixture to the land. The mobile home and the land are considered real property. The correct state category code to use in this case is "A2".

- Evaluate the property to determine the appropriate class.
- Measure the subject, listing width and length. L
- List the age and additional features. The appraiser must always list the serial number or label number of every mobile home into the appraisal records.
- Calculate accrued depreciation using depreciation guidelines and the *Mobile Home Depreciation* schedule in your manual.
- Record the brand and model name, along with the color.

Section 18.1 Mobile Home Low Quality

Mobile homes of low quality are designed to meet minimum manufactured home code requirements. The overall quality of materials and workmanship is below average. The floor plan is simple with plumbing wet wall on a single outside wall.

Foundation	Set up on steel concrete piers/blocks
Frame	Light steel beam undercarriage with outriggers and cross members
Floor Structure	Wood floor joists with particleboard or plywood decking, waterproofing and insulation
Floor Cover	Inexpensive carpet and pad, asphalt or vinyl composition.
Exterior Wall	Exterior finish is prepainted or prefinished, lightweight corrugated aluminum, with exposed fasteners. Minimum window openings using economy-grade windows.
Roof	Engineered trusses and sheathing with corrugated or ribbed metal roofing. Roofs are flat or slightly arched with no overhang.
Interior Finish	Low-quality printed hardboard or plywood 2" x 4" studs. Small wardrobes. Economy-grade hollow core doors. Paint-grade or vinyl-covered particleboard kitchen cabinets and bathroom vanity. Ceiling height is typically less than 8 foot.
Heating	A forced-air furnace based on a moderate climate.
Electrical	Minimum number of electrical outlets. Low-cost lighting fixtures.
Plumbing	Five plumbing fixtures and one plumbing rough in are included in the base cost. The fixtures can include any of the following: lavatory, toilet, tub, tub with shower over, kitchen sink and water heater. All fixtures are usually located along one side of the house (wet wall) with minimal runs.
Insulation	Floor, wall and ceiling insulation for a moderate climate are included in the basic residence cost.

Section 18.2 Mobile Home Average Quality

Mobile homes of average quality are designed to meet manufactured home code requirements. The overall quality of materials and workmanship is average and of standard grade. The front elevation will often have some ornamentation.

Foundation	Setup on steel or concrete piers/blocks.
Frame	Medium-weight steel beam undercarriage with outriggers and cross members.
Floor Structure	Wood floor joists with particleboard or plywood decking, waterproofing and insulation.
Floor Cover	Lightweight carpet and pad, asphalt or vinyl composition tile.
Exterior Wall	Exterior finish is aluminum vinyl or hardboard lap siding on 2" x 4" studs. Adequate window openings with some trim around aluminum windows.
Roof	Engineered trusses and sheathing with corrugated or ribbed metal roofing. Roofs are typically sloped or arched with front overhang.
Interior Finish	Medium-quality pre-finished plywood paneling on 2" x 4" studs. Adequate wardrobe closets and storage. Laminated plastic countertops and backsplash. Standard-grade hollow-core doors. Paint-grade, vinyl covered particleboard or inexpensive wood veneer kitchen cabinets and bathroom vanity. Ceiling height is typically 7 or 8 foot.
Heating	A forced-air furnace based on a moderate climate with adequate ductwork is included.
Electrical	Ample number of convenience outlets. Some luminous fixtures in the kitchen and bath areas.
Plumbing	Seven plumbing fixtures and one plumbing rough in. The fixtures can include any of the following: lavatory, toilet, and tub with shower over, tiled or modular stall shower, kitchen sink, laundry tray and water heater.
Insulation	Floor, wall, and ceiling insulation for a moderate climate are included in the basic residence cost.

Section 18.3 Mobile Homes Good Quality

Good-quality mobile homes will generally exceed the minimum manufactured home code requirements. Exterior design and interior finishes will include some detail and ornamentation. Connection seams will be somewhat apparent on multi-sectional houses.

Foundation	Setup on steel or concrete piers/blocks.
Frame	Rigid steel beam undercarriage with outriggers and cross members.
Floor Structure	Wood floor joists with particleboard or plywood decking, waterproofing, and insulation.
Floor Cover	Good-quality, medium-weight carpet and vinyl composition tile.
Exterior Wall	2" x 4" studs. Exterior finish is hardboard sheet siding. Ample window openings with aluminum windows and a sliding glass door. Exterior finish often will include some ornamentation.
Roof	Engineered truss system, sheathing and composition shingles. Roof slope is typically 3 in 12 with a minimal overhang.
Interior Finish	Good-quality pre-finished plywood paneling, natural wood veneer, or vinyl wall covering on 2'x4' studs. Large wardrobe closets and ample storage space. Laminated plastic or simulated marble countertops and backsplash. Veneered hollow-core doors. Paint-grade, vinyl-covered particleboard or inexpensive wood veneer kitchen cabinets and bathroom vanity. Ceiling height is typically 8 feet and where practical, sloped or cathedral with exposed beams.
Heating	A forced-air furnace based on a moderate climate with adequate ductwork is included.
Electrical	Ample number of convenience outlets. Some fluorescent fixtures in kitchen and bath areas.
Plumbing	Seven plumbing fixtures and one plumbing rough in are included in the base cost. The fixtures can include any of the following: lavatory, toilet, and tub with shower over, tiled or modular stall shower, kitchen sink, laundry tray and water heater.
Insulation	Floor, wall, and ceiling insulation for a moderate climate are included in the basic residence cost.

Section 18.4 2014 Mobile Home Depreciation Table

Year Built	Percent Good
2015-2014	98%
2013-2011	95%
2010-2008	90%
2007-2006	85%
2005-2004	80%
2003-2002	75%
2001-2000	70%
1999-1998	65%
1997-1996	60%
1995-1994	55%
1993-1992	50%
1991-1990	45%
1989-1988	40%
1987-1986	35%
1985-1984	30%
*	<30%

* Only if unoccupied or abandoned, and condition warrants.

Chapter 19 Appraiser Informal Hearing Checklist

1. Check All Flags on Account(s)
2. Check Ownership tab for Agent Coded
3. Go over data card
 - a. Owner
 - b. Address
 - c. Does the owner live at the property?
 - d. Check Exemption Status
 - e. Go over data card with property owner - square footage, year built, bed/bath/fireplace count, etc.
 - f. Field checks for square footage require the difference in square footage to be in excess of 10% or 500 square feet. If it does not meet this threshold, no field check will be initiated.
4. Listen to property owner and go over any documentation brought in.
5. Questions regarding land values on a residential account will be answered by the residential appraiser. Under no circumstances should the property owner be taken to the land department.
6. Go over Comps and Equity when necessary
7. Documentation - Pictures must be date stamped (on the front of the photo). Repair invoices must be on company letterhead, dated and signed. Pictures & repair invoices need to be within 6 months. If the property has had a condition adjustment for three consecutive years or the property is located in a gated community, a current year field check must be scheduled to determine if an adjustment is warranted. See Irene to schedule the field check.
8. If a change is necessary, make the change and the appropriate comments. Sign off.

If after certification, changes need to be applied to the future tax year. Turn into data entry a property record card with the changes needed and the appraiser's initials.

**Put a comment on the top of the Data Card regarding the change needed.

Ex. Per P/O at "Year" informal, 3 baths
9. If an agreement is not reached at the informal hearing, an ARB hearing appointment will be set up the same day, unless one has already been scheduled.
10. If the property owner wants to have an ARB hearing without 15 day notice, the property owner must sign a 15 day waiver.
11. If the property owner has documentation they want to bring in, they can bring it on the day of their ARB hearing. An ARB hearing will be set up before leaving that day.

12. If the property owner does not agree to a value and refuses to sign and refuses to set up an ARB hearing, an ARB hearing will be set up for them. The appointment letter will be mailed to the address on file.
13. All accounts being scheduled for an ARB hearing must have a total of (2) two copies to be made by the appraiser and given to the ARB scheduling clerk at the time the hearing is scheduled. One copy is for the property owner and the other is to be put in the ARB folder.
14. Give the property owner a survey upon leaving.
15. Be sure to have all information scanned into the account.

Chapter 20 Online Hearing Procedure

1. Texas Tax Code Sec. 41.415. The online protest process is made available to the owners of all residential homestead properties located in homogeneous areas. The instructions for filing the online protest are mailed to the property owner with the notice of appraised value.
2. The property owner files a protest online.
3. An email is sent to the email address on file notifying the property owner that an online protest has been submitted.
4. The online protest is assigned to an appraiser.
5. The appraiser assigned to the online protest reviews the notice of protest and any documents submitted.
6. The appraiser requests documentation from the property owner, if needed. If the property owner does not submit the requested documentation within 7 days of the request, the online protest is closed out and the account is scheduled for an ARB hearing.
7. The appraiser makes a settlement offer based on the type of protest and the documentation submitted. All documents used to support the settlement offer must be scanned or attached into the account.
8. An email is sent to the email address on file notifying the property owner that a settlement offer has been made. If the property owner calls in stating they do not have their online ID, a written request must be submitted and the appraisal notice will be mailed to the mailing address on file.
9. The property owner has 7 days to accept or reject the settlement offer.
 - If the settlement offer is accepted, the online protest is closed and the value is set at the agreed upon value. If this occurs after certification, the account will be supplemented.
 - If the settlement offer is rejected, the online protest is closed and the account is scheduled for an ARB hearing. If after certification, the online box can be checked, but the appeal cannot be closed until the formal hearing is ready to be scheduled or the account will be included in the supplement. Route the account to the ARB scheduler. The ARB scheduler will close the online and open a formal hearing in mass.
 - If the property owner does not respond to the settlement offer within 7 days, the online protest is closed and scheduled for an ARB hearing. If after certification, the online box can be checked, but the appeal cannot be closed until the formal hearing

is ready to be scheduled or the account will be included in the supplement. Route the account to the ARB scheduler. The ARB scheduler will close the online and open a formal hearing in mass.

- If the property owner cancels the online protest, the online protest is closed. If this occurs after certification, the account will be supplemented.
- If the property owner files an online appeal and then comes into the Fort Bend Central Appraisal District wanting to continue their appeal in office, the property owner will have to cancel their online protest in writing. The online appeal will be closed out and an informal appeal opened.

Chapter 21 Quality Assurance

1. It is the responsibility of the supervisor and/or lead appraiser to ensure that the employees assigned to them receive the appropriate training to produce quality work.
2. Each employee will have their work audited by a lead appraiser and/or supervisor for accuracy at least once a year. Audits will be completed using a review form.
3. Review forms completed by lead appraisers will be turned into the supervisor to be evaluated.
4. All reviews will be discussed with each employee.
5. Review forms will be signed by all parties.
6. A supervisor or lead appraiser will conduct a secondary audit on those employees that were given a sub-standard review within an appropriate timeframe.
7. CRS queries will be run periodically on neighborhoods to check for any inconsistencies in quality of construction, square footage, exterior finish, etc.....
8. Each supervisor is responsible for maintaining the employee's audits.

Appendix A Glossary

Abstract of Title (abstract): A summary of all conveyances, such as deeds or wills, and all legal proceedings relating to ownership of the property, arranged to show the history of ownership; giving description of the land and names of past and present owner(s). A "history of titles".

access: The means of ingress to or egress from a property.

access rights: The legal right of ingress to or egress from a property.

accessibility: Relative ease of reaching or entering a property.

account number: A numerical designation assigned for identification purposes to real or personal property.

actual age: (historical age, chronological age): Years from time of construction to present.

adjoin (abut) (contiguous): Share a border with another property.

adjustment: (1) Increase or decrease in sale price of a comparable property to account for a feature in which the comparable property differs from the subject property; (2) increase or decrease of the estimate of market value based on factors which are relevant but which were not considered in the method used to arrive at the estimate.

adverse land use: A use which decreases the market value of nearby properties.

allocation: Generally, the process of apportioning a property's value among its components, as in allocating the value of an improved property into value of land and value of improvement. Specifically, allocation or the allocation methods of apportioning value between land and improvement, either by computing the ratio of land to improvement value (called allocation by ratio) or by subtracting the known value of one component from the sale price to estimate the unknown value of the other component (called allocation by abstraction).

allocation factor: Allocation factors take various forms and can be constructed in various ways. They help to express the market value of a fractional part of a unit. A typical allocation factor is constructed by dividing the cost of the fractional parts by the cost of the total unit.

alphabetical index: An appraisal district record which lists, alphabetically, the names of all property owners in the district and the account numbers for their property.

apartment house: Structures containing five or more living units, each of which is designed for single family occupancy.

appraisal: (1) An estimate or opinion of value, (2) the process of arriving at the estimate or (3) the report stating and justifying the estimate.

appraised value: The estimate by the appraiser of the market value of a property.

appreciation: Increase in property value from causes other than addition to the property.

appurtenance (Appurtenant Structure): An item added to a property and becoming a part of the property.

arm's length transaction: A transaction resulting from normal competitive negotiation and unaffected by abnormal pressure on seller or buyer.

asset: Owned property which has value. Normally refers to business, real or personal property.

broker: A person who buys or sells for another person on a commission basis.

building codes: Ordinances which require and specify minimum construction standards.

Bundles of Rights: All of the rights of ownership of real property.

chronological age: The age of a structure in years counting from the year of construction to the present.

comparables: Properties that are equivalent to the subject property in terms of selected variables.

comparative method: A method of estimating replacement cost new by calculating the area or volume of the subject property and multiplying by a cost per square or cubic foot to get total replacement cost, also called the square foot method. There are two variations; the appraiser may make a direct comparison with the cost per square foot of an actual new building comparable to the subject, or, more commonly, the appraiser uses statistically produced costs.

comparison factor: An element which adds to or takes from the results of comparing two properties.

condominium: Residential units owned individually built together on land owned by owners of the units.

consumptive value: The worth of a property in terms of its capacity to produce personal satisfaction for the owner, expressed in monetary terms.

contract rent: Payment for the use of property as specified in a lease agreement. Contract rent may be more or less than current economic rent.

contributory value: The dollar value of a feature of an improvement in terms of what it adds to or takes away from the market value of the whole property.

corner influence: The effect on market value of location at or near the intersection of two streets.

cost: The price paid or obligated for anything, usually expressed as the dollar loss incurred by a

buyer of property.

Cost Approach: (1) With real estate, estimating the market value of a property by adding estimated replacement or reproduction cost of improvements, less estimated depreciation, to the estimated land value; (2) with personal property, estimating the market value of an item or a group of like items by estimating replacement cost new and deducting an amount for depreciation.

covenant: An agreement written into deed and conveyances stipulating certain uses or non-uses of a property.

cul-de-sac: A dead end street with a circular turn-around for vehicles.

deed: A legal, written instrument that conveys title to or an interest in real estate.

deed restrictions: Clauses in a deed that limit future uses of the property.

demand: The quantity of an economic good which will be bought at a specific price in a given market at a specific time.

demographic: Related to the study of human populations, especially with reference to size, density, distribution and vital statistics.

depreciation: The loss of usefulness of a property which results in a loss of market value. Loss of value of real or personal property from any cause.

diminished utility: The difference in utility between a new improvement representing the highest and best use of the site and the subject improvement in its present condition.

direct comparison: In the comparable sales method, comparing selected sold properties directly to a subject property to estimate the market value of the subject.

direct cost: Definable costs of direct labor and materials incurred to complete a unit of work.

duplex: A structure containing two separate dwelling units each designed for single family occupancy.

easement: A right to use land owned by another for a specific purpose.

economic life (Useful Life): The period over which improvements to real estate contribute to the value of the property or the period over which personal property retains usefulness for producing income.

economic obsolescence: The loss of desirability or useful life of a property due to factors which are external to the property itself such as economic or environmental influences.

effective age: The age of a structure that is indicated by its condition and usefulness. Effective age may be less than chronological age due to superior maintenance or renovation; it can be more than chronological age due to poor maintenance or structural problems.

estate: The presence or absence of the ownership rights of a property owner.

expected life: The number of years in which a structure should perform adequately the economic function for which it was intended.

factored historical method: A method of calculating replacement cost new which uses the actual cost of the subject and an index factor or multiplier to translate the cost to current costs.

fixture: An article which may be classified as either real or personal property on the applicability of rules relating to attachment, removal and owner rent.

forces: In appraisal and market analysis, basic courses of change classified as physical, social, economic and governmental.

fourplex: A structure containing four separate dwelling units each designed for a single family occupancy.

functional obsolescence: The loss in utility resulting in a loss of value due to the inability of a structure to perform adequately the functions for which it was built or for which it is currently being employed; usually this is brought about by overcapacity, inadequately, or change in popular tastes.

government powers: In appraisal, powers held by government which limit property ownership rights and thus affect property values.

highest and best use: The most reasonable and probable use of land that will generate the highest return to the property over a period of time.

historical cost: The actual or first cost of a property at the time it was originally constructed and placed in service.

improvements: Generally, building or other more or less permanent structures or developments located upon or attached to land.

improvements-on-land: Any structures built on a site to utilize that site for specific purposes (buildings, houses, driveways, parking areas, etc.).

income approach: Converting anticipated monetary benefits from ownership of a property to an estimate of its current market value.

inventory: A designation of all types of current, physical assets which are customarily listed by quantities, descriptions and values.

investment value: The worthy of a property based on its potential to appreciate in monetary value.

legal description: A statement of location factors which serve to identify a parcel of land, and which is accepted by government officials and courts.

liability: Any debt or legal obligation.

listing: A written contract between a broker and an owner, in which the broker will attempt to sell real estate belonging to the owner.

living area: Those portions of a house which are heated and/or cooled, and which have finished interior walls.

mandate: A mandate is a command or a legal requirement.

market approach: The market approach is one of the three major methods of appraising property; it bases estimates of value on information concerning actual sales of comparable properties. Included under the general heading of the market approach are the comparable sales method, the stock-and-debt approach, the development method, allocation by abstraction, allocation by ratio, and the gross rent multiplier method.

mass appraisal: Mass appraisal refers to the process of valuing, in a manner that can be tested, all properties in a fixed geographic or political area. Usually, it involves that construction of value schedules for each category of typical property in the district.

median: To find the median number of a group of numbers, rank the numbers from highest to the lowest. The middle number is the median. If the sequence of numbers has an even number of entries, you average the two middle numbers to get the median.

neighborhood: A neighborhood is a land area defined by predominant land use and delineated by natural or man-made boundaries. Neighborhoods are generally homogeneous as to land use and property values; location affects all properties in a neighborhood in the same way.

obsolescence: One type of depreciation. It is the impairment of desirability and usefulness brought by new inventions, current changes in design, and improved process for production (functional); or from external influencing factors which make a property less desirable and valuable for continued use (economic).

parcel: Piece of land, regardless of size, which is owned by one owner.

personal property: Generally, all property that is not real estate.

physical deterioration: A reduction in utility resulting in a loss of value either through ordinary wear and tear or through more severe problems such as rotting, sagging and cracking.

plat: Map that shows the location and boundaries of individual properties.

private restrictions: Restrictions on ownership rights established by agreements between private parties.

property: (1) (Property Tax Code Sec 1.04) Any matter or thing capable of private ownership.
(2) (General) Rights associated with the ownership of tangible or intangible things. See Real Property; Personal Property.

quantity survey method: A method of calculating replacement cost new by calculating the individual cost of all direct and indirect costs incurred in construction.

real estate: Land and all things permanently attached thereto.

real property: (1) (Property Tax Code Sec 1.04) *Real property* means (A) land, (B) an improvement, (C) a mine or quarry, (D) a mineral in place, (E) standing timber, (F) an estate or interest...in a property enumerated in paragraphs (A) through (F). (2) Traditionally, many appraisers distinguish between real property (the rights of ownership in real estate) and real estate (land and the things attached to it).

remaining economic life: The number of years remaining in the economic life or useful life of a structure, a structural component, or an item of personal property from the date of appraisal.

replacement cost: The cost, in current prices, of building a desirable substitute property having utility equal to that of an existing structure but which uses currently accepted materials, designs and quality of construction and workmanship.

replacement cost new: The cost in current prices of replacing an improvement or an item of personal property having usefulness which is equal to that of the existing improvement or item but which uses currently accepted materials, design and workmanship.

reproduction cost: The cost of reproducing a new duplicate or replica property at current prices using the same materials, design and quality of construction and workmanship.

residual: In appraisal, the dollar value of a component remaining after the dollar values of all components have been deducted.

right-of-way: The right to pass across the land of another (similar to easement).

sale conditions (Conditions of Sale): As used with the market approach, conditions or circumstances which indicate that a sale was or was not a true market value transaction.

sale price (Selling Price): The amount that a buyer actually pays for a property.

sale terms (Terms of Sale): As used with the market approach, specifics related to price and financing in a real estate transaction.

single family residential property: Dwellings designed for occupancy by one family.

site: Land suitable for adding improvements; usually made suitable by the construction of streets and utilities.

subdivision: A tract of land divided by the owner into streets, blocks and lots. A subdivision map, or plat, is filed with the local government.

supply: The quantity of a particular type of property that is made available at given price levels.

title: Legal evidence of property ownership.

topography: The relief features or surface configurations of land area such as slopes, hills, valleys, lakes and rivers.

townhouse: A residential unit, usually with two or three floors, having a common wall with one or more other living units.

trends: In appraisal and market analysis, a series of broad changes in a noticeable direction, with a limit, and with an influence on the market values of properties.

trended historical cost (Cost Indexing): An estimate of the reproduction cost of an improvement arrived at by updating the original construction cost on the basis of cost trends.

triplex: A structure containing three separate dwelling units each designed for single family occupancy.

under-improvement: Adding improvements to land which do not present the highest and best use of the land.

unit-in-place: A method of calculating replacement cost new by calculating the individual cost of systems or components installed in the structure. Typical components are roof structure, roof cover, exterior walls, supporting frame, interior walls and partitions, foundation, electrical components, plumbing, etc.

urban land: Land used primarily for residential, commercial or industrial purposes and located within or near municipal boundaries.

useful life: The period of time during which a structure or an item of personal property may be used for the function for which it was designed. Also referred to as "economic life" and "service life".

variance: An exception to the provisions of a zoning ordinance permitted by a governing body.

zoning: Regulations by a municipal government of the use of real property, generally by limiting specific uses to specific zones.