



## Reappraisal Plan 2021-2022

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## Executive Summary

Over the past few years, the Fort Bend area continued to show signs of strong growth and development. From 2010 to 2019, the population in Fort Bend County grew by almost 39%, making it one of the fastest-growing counties in the United States. As the population in the area increases, so do the number of residential and commercial developments. Much of this growth is starting to shift away from the historically-dense, urban portions of the county into the historically rural areas of the county. Some of this expansion is due to regional mobility projects and the continued use of local incentive programs.

The appraisal district continues to see positive signs from the area housing market. Even with the increased development activity, inventory levels remain relatively low. Additionally, portions of the residential market are showing short marketability time periods. The combination of these factors, along with near-historically low interest rates, results in dynamic housing values. While residential values have generally increased across the county, there are some localities that are still recovering from the area flood and weather events from 2017 through 2019. Because of this, we believe it is important to annually appraise all properties in the area.

We are seeing commercial development follow the residential trend of moving into the traditionally more rural areas. These commercial properties are built to support the needs of a growing populace and to provide services close to their homes. The increased amount of commercial development impacts the land values for these areas, especially as land previously used for agricultural purposes is converted into commercial use. Fort Bend County generally is as a commuter community for the greater Houston area, which results in small, geographically separated commercial markets. In some cases, these markets are considered comparable with each other, depending on the concentration and type of properties. With the anticipated growth of the area's population, the overall, local commercial sales volume is expected to change. This makes it especially important to monitor local trends and their effect on property values. The appraisal district will carefully evaluate the valuation components, such as market rents, capitalization rates, vacancy rates, concessions, and building costs to stay abreast of changes in the commercial sector. Translating these trends into commercial valuations is an important part of keeping values accurate and equitable in a changing market.

At the time this plan was created, the international, national, state, and local economies were impacted by a global viral pandemic and resulting downturn. Due to these shifting economic conditions, the appraisal district will continue to evaluate its processes and valuation methodologies to ensure values are accurate and equitable. Accordingly, we will review data and applicable information to determine if it is necessary to incorporate economic factors, adjustments, or other appropriate tools to account for the impact of the pandemic on values. In the event such tools are used, a property's value will be reconciled in accordance with generally accepted appraisal practices, as appropriate.

In order for the district's appraisals to accurately reflect the changes in the local real estate market over the next two years, an annual reappraisal cycle will best serve to smooth out the potential unpredictability in market trends. The decision to reappraise in each year covered by this plan will allow the district the flexibility to evaluate current market data, implement changing building costs, re-delineate neighborhood and economic boundaries, and calibrate mass appraisal models.

Under the Texas Property Tax Code, a property is reappraised when it is inspected, models are updated, and the property is appraised. The Fort Bend Central Appraisal District (FBCAD) will reappraise all taxable property in the district. Accordingly, this plan describes FBCAD's activities as annual reappraisal, and it will be the organization's policy to mail appraisal notices to all property owners every year. The Board of Directors (BOD) believes this policy encourages transparency in and public awareness of the property tax system.

## **Reappraisal Plan Overview**

The Fort Bend Central Appraisal District (District) has prepared and published this Biennial Reappraisal Plan to provide the Property Tax Division of the Texas Comptroller of Public Accounts, the taxing jurisdictions in Fort Bend County, as well as property owners and any interested party with a comprehensive description of the District's responsibilities and activities required by law.

Prior to 1979 Texas residents were facing a chronic and growing problem of inequitable and unfair taxation. The Texas Constitution required property owners to pay property taxes, with the exception of government, schools, non-profits and other properties exempted by federal law; however, each taxing agency had its own independent tax office, with each following its own standards and local practices. It was common to have properties appraised at different values with no uniformity between taxing entities.

In 1979 the 66th Texas Legislature passed Senate Bill 621 which required that a centralized agency be established in each county for the purpose of appraising property for ad valorem taxation purposes. These agencies, called Central Appraisal Districts consolidated the appraisal function of all taxing units into one office in each county and were organized to ensure that property taxation was fair, equitable, and accurate.

The District is a political subdivision of the State of Texas and was created on January 1, 1980. The provisions of the Texas Property Tax Code govern the legal, statutory, and administrative requirements of the District. Where applicable, the District also complies with the Government Code, Local Government Code, Occupations Code, and other bodies of law. A five-member Board of Directors constitutes the District's governing body. The Fort Bend County Assessor/Collector serves as an ex officio member. The Chief Appraiser, appointed by the Board of Directors, is the chief administrator and chief executive officer of the District.

The District appraises all property in the county, unless considered exempt by state or federal statute. Individual taxing units use those values to calculate tax liabilities in their jurisdiction. Each appraisal district is headed by a chief appraiser who manages staff, prepares budgets, administers applications for exemptions, and oversees the day-to-day operations of the office. The Texas Property Tax Code prescribes appraisal standards and appeal procedures and ensures regular review of each appraisal District by the Property Tax Assistance Division of the Texas Comptroller of Public Accounts. The Comptroller's office is also engaged in the setting of rules that apply to the property tax system in Texas.

The District endeavors to function as accurately, fairly, and efficiently as possible. The Texas Comptroller's Property Tax Assistance Division (PTAD) conducts a performance audit of our appraisal efforts, to determine accuracy and equity. PTAD also conducts a biennial review of the operations, practices, and procedures of the organization. To ensure that the District remains financially responsible and sound, independent auditors conduct financial audits yearly.

The District appraises all of the property within Fort Bend County. The county covers an area of approximately 873 square miles and has 372,542 property accounts as of July 27, 2020.

The District is responsible for local property tax appraisal and exemptions administration for 215 jurisdictions or taxing units in the county. A list of these jurisdictions is located in Appendix E.

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## **Section 1. INTRODUCTION**

### **General Overview of Tax Code Requirement**

Passage of Senate Bill 1652 in 2005 amended the Texas Property Tax Code (TPTC) to require each appraisal district to prepare a biennial reappraisal plan. The following details the Tax Code requirements.

### **The Written Plan**

Texas Property Tax Code Section 6.05, states:

(i) To ensure adherence with generally accepted appraisal practices, the board of directors of an appraisal district shall develop biennially a written plan for the periodic reappraisal of all property within the boundaries of the district according to the requirements of Section 25.18 and shall hold a public hearing to consider the proposed plan. Not later than the 10th day before the date of the hearing, the secretary of the board shall deliver to the presiding officer of the governing body of each taxing unit participating in the district a written notice of the date, time, and place of the hearing. Not later than September 15 of each even-numbered year, the board shall complete its hearing, make any amendments, and by resolution finally approve the plan. Copies of the approved Plan shall be distributed to the presiding officer of the governing body of each taxing unit participating in the district and to the comptroller within 60 days of the approval date.

### **Plan for Periodic Reappraisal**

Texas Property Tax Code Section 25.18(a) and (b) states:

- (a) Each appraisal office shall implement the plan for periodic reappraisal of property approved by the board of directors under Section 6.05(i).
- (b) The plan shall provide for the following reappraisal activities for all real and personal property in the district at least once every three years:
  - (1) identifying properties to be appraised through physical inspection or by other reliable means of identification, including deeds or other legal documentation, aerial photographs, land-based photographs, surveys, maps, and property sketches;
  - (2) identifying and updating relevant characteristics of each property in the appraisal records;
  - (3) defining market areas in the district;
  - (4) identifying property characteristics that affect property value in each market area, including:
    - (A) the location and market area of the property;
    - (B) physical attributes of the property, such as size, age, and condition;

- (C) legal and economic attributes; and
- (D) easements, covenants, leases, reservations, contracts, declarations, special assessments, ordinances, or legal restrictions;
- (5) developing an appraisal model that reflects the relationship among the property characteristics affecting value in each market area and determines the contribution of individual property characteristics;
- (6) applying the conclusions reflected in the model to the characteristics of the properties being appraised; and
- (7) reviewing the appraisal results to determine value.

## **Plan Review, Amendments and Alterations**

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

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

## **Calendar Amendments and Alterations**

The Chief Appraiser is authorized to administratively amend or alter the Calendar of Key Events, shown in Appendix B, as deemed necessary. Calendar changes can be made periodically, will not be considered as alterations or amendments to the plan, and do not require action by the Board of Directors.

## **Revaluation Decision**

The District, by policy, adopted by the Board of Directors, reappraises all property each year. The appraisal year is a complete appraisal of all properties. Tax years 2021 and 2022 are both appraisal years.

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

## **Section 2. Performance Analysis**

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

### **Ratio Study Results**

The primary tool used to measure mass appraisal performance is the ratio study. A ratio study compares appraised values to market prices. In a ratio study, market values (value in exchange) are typically represented with a range of sale prices. Independent and expert appraisals may also be used to represent market values in a ratio study.

If there are insufficient instances of market sales to provide a large enough sample, independent appraisals can be used as indicators of market value. This can be particularly useful for commercial or industrial real property for which sales are limited.

In addition, appraisal ratio studies can be used for properties statutorily not assessed (taxed) at market value, but reflective of a use-value requirement. Examples of this are multi-family housing projects subject to subsidized rent provisions or other governmental guarantees as provided by constitutionally authorized legislative statutes (affordable housing) or, agricultural lands to be appraised on the basis of productivity value.

### **Appraisal Accuracy and Uniformity**

Data Modelers and Analysts perform ratio studies and comparative analysis. Ratio studies are conducted on properties located within defined neighborhoods or market areas. Sales ratios form the basis for determining the level of appraisal. Market influences and factors for neighborhoods are determined through comparative analysis of recently sold properties. This information is the basis for updating property valuation for the area of property to be appraised.

Appraisers, in many cases, conduct field inspections to confirm the accuracy of the property descriptions at the time of sale for this study. The inspection of properties for appraisal purposes may be conducted in person, via documents and other recorded instruments, and through the use of aerial imagery. Inspections ensure that the ratios produced are accurate for the property sold

and that appraised values utilized in the study are based on accurate property data characteristics observed at the time of sale.

Property inspections are also performed to discover if property characteristics changed as of the sale date or subsequent to the sale date. Sale ratios should be based on the value of the property as of the date of sale; not after a subsequent or substantial change was made to the property following the negotiation and agreement to price was concluded. Properly performed ratio studies are a good reflection of the level of appraisal for the District.

## **Existing Practices**

Existing appraisal practices are continually reviewed to identify any changes with requirement techniques to keep practices current. The District utilizes a continual process improvement approach to assess practices and make modifications as necessary.

## **Information Technology**

Information Technology (IT) support is detailed with year specific functions identified and system upgrades scheduled. Computer generated forms are reviewed for revisions based on year and appraisal status. Following each meeting of the Texas Legislature, new law changes are scheduled for testing, review, and then production. Reserve funds may also be used when required.

## **Maps and Data**

Maps are maintained in an electronic format called a Geographical Information System (GIS). The data is made available to staff and the public through an online portal and GIS-specific applications.

The District's strategic plan contains a number of GIS-centric initiatives for the time period covered by this plan. The projects are intended to improve the functionality and accessibility of the GIS data, and will also improve the District's appraisal performance through the use of spatial valuation tools. Additionally, the organization plans to continue its program of annually purchasing orthogonal and oblique aerial imagery. Currently aerial imagery is collected close to January 1 as weather conditions, yearly ground cover, and District planning permit. Once aerial imagery is acquired, it will undergo a review process to determine year-to-year property changes. This change detection process is extremely valuable in obtaining an accurate appraisal record.

## **Staff Education and Training**

All District employees that perform appraisal work are subject to the provisions of the Property Tax Professional Certification Act and must be duly registered with the Texas Department of

Licensing & Regulation (TDLR). This agency is responsible for ensuring appraisers are professional, knowledgeable, competent, and ethical. This is accomplished through a statewide program of registration, education, experience, testing, certification, and renewal for all property tax professionals. The purpose of this licensing structure is to promote an equitable and trustworthy tax system.

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

While not required by the Texas Property Tax Code, some team members hold additional appraisal licenses and designations. These have their own certification and renewal requirements in addition to the items previously outlined. The District believes maintaining these licenses and designations is beneficial and will continue to support the acquisition and maintenance of additional programs as appropriate.

In addition to the training required as part of the licensing process, appraisal team members receive informational materials on generally accepted appraisal practices. Some of these materials may include information on *The Dictionary of Real Estate Appraisal*, *The Appraisal of Real Estate*, *The Uniform Standards of Professional Appraisal Practice*, and other documents pertaining to mass appraisal.

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

## **Mass Appraisal System**

Computer Assisted Mass Appraisal (CAMA) system revisions are specified and scheduled with Information Technology. All computer forms and IS procedures are reviewed and revised as required or as deemed necessary. Chapter 23 of the Texas Property Tax Code contains statutes dealing with appraisal methods and procedures. Section 23.01 was amended in 1997 to specify that appraisal districts are required to comply with the mass appraisal standards of USPAP (Standards 5 & 6) when the appraised value of a property is established using mass appraisal techniques.

For the time period covered by this plan, the District is considering the following projects related to the mass appraisal system:

- Conversion to new application for field-based work
- Upgrades to public-facing services and systems
- Creation of improved tools for public interaction, including electronic filings, and submissions
- Coordination with the CAMA provider on legislative mandates and other compliance items
- Continued collaboration with aerial imagery providers and integration of imagery
- Continued collaboration with aerial imagery providers on change detection services
- Period review of models
- Period review of user interface and functionality

The list above is not exhaustive and only represents a sample of some of the planned projects. The above list may be modified by the chief appraiser as needed.

## Section 3. Analysis of Available Resources

### Staffing

Staffing and budget requirements for tax year 2021 are detailed in the 2020-2021 appraisal district budget adopted by the board of directors. A summary of the fiscal year 2021 budget is attached to the written biennial plan. This reappraisal plan reflects the available staffing in tax year 2021. The plan assumes the staffing level for tax year 2022 will be similar to level in 2021. Staffing numbers will impact the volume of real property inspection and personal property on-site reviews that can be accomplished in the reappraisal plan time period.

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

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

According to the 2021 fiscal year budget, the appraisal district staff consists of the following employees:

41	Employees with RPA
32	Employees working towards RPA
29	Residential Appraisers
10	Commercial Appraisers
8	Personal Property Appraisers
6	Land Appraisers
9	Customer Service
3	GIS Staff
5	IT/IS Staff
49	Support Staff
6	Administrative Staff
1	Liaison Officer

Outside, contract appraisal and/or engineering firms, as needed.

Generally, the District also utilizes temporary, part-time workers to assist with the appeals and hearings processes.

## **Real Property Valuation**

Real property valuation is conducted by the Residential, Commercial, and Land appraisal teams. Revisions to cost models, income models, and market models are specified, updated, and tested each tax year.

Cost schedules are tested with market data (sales) to ensure that the appraisal district is in compliance with the Texas Property Tax Code. Replacement cost new tables and depreciation tables are tested for accuracy and uniformity using ratio study results. These results are compared with cost data from recognized industry sources, including but not limited to Marshall & Swift.

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

Land may be valued by different units of measure such as per acre, square foot, per lot, and front foot.

Income, expense, and occupancy data are updated in the income models for each market area. Capitalization rate studies are completed using current sales data, local and regional surveys, publications, and information received in the prior year's hearings process. Typically, apartments and hotels may be valued by the income approach. The resulting models are tested using ratio study tools.

When applicable and appropriate, other valuation methodologies may be used for different property types. If multiple methodologies are utilized, the values will be reconciled in accordance with generally accepted appraisal practices and guidelines.

## **Personal Property Valuation**

The Business Personal Property Appraisal department is responsible for developing the uniform and equal market value of all business personal property located in Fort Bend County. The department consists of appraisers and support staff. Historically, the District has contracted with independent appraisal companies to value the business industrial, minerals, and utility properties within Fort Bend County. At present, this service is performed by Hugh Landrum & Associates, but may be modified as necessary by the Board of Directors and Chief Appraiser.

Standard Industrial Classification (SIC) codes are used as the basis for classification of business personal property accounts.



Personal Property is typically appraised using original cost less depreciation. Historically, the District generally has adopted the depreciation schedule developed by the State Comptroller's Office. The depreciation schedule is adjusted to reflect the loss in value over time. Depreciation is calculated on the age-life method, using typical economic and depreciation rates. Schedules are used for furniture and fixtures, office equipment, machinery and equipment, computers, technological hardware, and vehicles. Final values may be based on the District's depreciation schedules, which are actual rendered cost values less depreciation, via field inspections, or a combination of these approaches, as applicable.

A variety of value guides may be used to estimate values for vehicles, aircraft, trailers, and specialty equipment. Confidential renditions filed by property owners may contain sales information that is also used for comparison and valuation purposes. Valuation procedures are reviewed, modified and tested as needed.

The District will continue to review generally accepted appraisal practices and make modifications to the office's practices as needed. Potential shifts in valuation approaches could involve modeled personal property values or other accepted methodologies.

When applicable and appropriate, other valuation methodologies may be used for different property types. If multiple methodologies are utilized, the values will be reconciled in accordance with generally accepted appraisal practices and guidelines.

## **Data Collection Requirements by Tax Year**

Field and office procedures are reviewed and revised as required for data collection. Activities scheduled for each year include collection of building permits for new construction, demolition and remodeling, inspection of problematic market areas, and inspection of the universe of properties, occupancy permits, vehicle registration, new sales tax permits, and various sources of relevant data.

## **Inspection of Universe of Properties**

The *Standard on Mass Appraisal of Real Property* by the International Association of Assessing Officers, specifies that the universe of properties should be inspected on a cycle of four to six years. Section 25.18 (b) of the Texas Property Tax Code states that "the plan shall provide the following reappraisal activities for all real and personal property in the district at least once every three years." The District's policy is to reappraise all real property each year and to physically inspect each real parcel at least once every three years. The annual inspection requirements for tax years 2021 and 2022 are identified in the residential, commercial, and land appraisal manuals.

The *Standard on Mass Appraisal of Real Property* by the International Association of Assessing Officers states:

Provided that initial physical inspections are timely completed and that an effective system of building permits or other methods of routinely identifying physical changes is in place, jurisdictions may employ a set of digital imaging technology tools to supplement field re-inspections with a computer-assisted office review. These imaging tools should include the following:

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

## **Field or Office Verification of Sales**

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

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

## **Pilot Study by Tax Year**

New and/or revised mass appraisal models are tested on randomly selected market areas. These modeling tests (sales ratio studies) are conducted each tax year. Actual test results are compared with anticipated results and those models not performing satisfactorily are refined and retested. The procedures used for model specification and model calibration are in compliance with *Uniform Standards of Professional Appraisal Practice* (USPAP), Standards 5 & 6.

## Valuation by Tax Year

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

The Texas Comptroller of Public Accounts Property Tax Assistance Division reviews the District's appraisal performance on a biennial basis. This process is commonly referred to as the Property Value Study. In the study, PTAD reviews the District's values utilizing appraisal-to-sales ratios and outside appraisals as needed. Currently, FBCAD is reviewed during even-numbered years.

## Inspection of Problematic Market Areas

Real property market areas, by property classification, are tested for:

- low or high protest volumes;
- low or high sales ratios; or
- high coefficients of dispersion.

Market areas that fail any or all of these tests are determined to be problematic. Field or office reviews are assigned to verify and/or correct property characteristic data. Additional sales data is researched and verified. In the absence of adequate market data, neighborhood delineation is verified, and neighborhood clusters are identified. Neighborhoods and the related models may be modified as necessary to ensure accurate, uniform, and equitable values.

## Reconciliation of External Influences on Appraisal Activities and Values

Real estate markets are highly susceptible to external influences. Shifts in monetary supply, interest rates, and many other economic and financial items may have a dramatic impact on the value of certain types of properties. Additionally, property values may be impacted by natural events and other extraordinary events. Fort Bend County has experienced a number of weather events in the past decade which have influenced appraisal values. Additionally, at the time this document was created, the local, regional, and national economies were experiencing the effects of a viral epidemic.

This variety of factors may significantly impact appraisal activities and appraisal values. To the greatest extent possible, the appraisal district will review, analyze, forecast, and determine the impact on appraisal values. If necessary, the appraisal district may utilize economic factors to adjust values to account for impact of prolonged external events.

## **Notice Process**

The appraisal district will review the Notice of Appraised Value (Tax Code Section 25.19) requirements each year to ensure the annual notice complies with all legal requirements. Changes will be coordinated by the District's management team in conjunction with the office's printing and mailing vendor. When the annual notice is sent, the latest copy of the Comptroller's *Taxpayer Rights and Remedies*, the Appraisal Review Board's Rules and Procedures, and a protest form with instructions will be included. Changes made by the Legislature are implemented as established by law.

Unless changed by law, the chief appraiser will mail notices to properties by April 1<sup>st</sup>, or as soon thereafter as practicable. Value notices may be sent out after April 1<sup>st</sup> as permitted by law.

The appraisal district will continue its practice of sending a value notice to each taxable property in the appraisal district. Properties that are exempt by state or federal law are not required to be sent a notice. Accordingly, the office will not provide these properties with a value notice. District management strongly believes that annually sending value notices to property is a required step for transparency in the property tax process.

## **Appeals Process and Value Defense**

If a property owner disagrees with the value placed on their property by the appraisal district, they may file a protest with the Appraisal Review Board (ARB). Once the protest is received and processed, the District may contact the protesting party regarding a value settlement. This value settlement process, also known as an informal meeting, may be limited to certain property types or areas. If a settlement is not achieved or if the protesting party wants to bypass the informal meeting process, the protest will be scheduled for a hearing before the ARB.

Evidence to be used by the appraisal district to meet its burden of proof for market value and equity in informal meetings and formal ARB hearings will be developed and provided to the property owner or agent in compliance with the applicable Texas Property Tax Code sections. Evidence will be generated and delivered in the manner requested by the protesting party or their agent.

The evidence process is reviewed annually, especially following the biennial legislative session, to ensure compliance with all applicable laws and rules.

Each year, the Appraisal Review Board adopts Formal Hearing Procedures to comply with the law, Comptroller rules, and Comptroller handbook. A copy of the procedures is sent to each owner or agent protesting a property and is available to the public at any time. ARB members are also required to attend training developed and presented by the Property Tax Assistance Division.

This appeals process is primarily limited to the spring and summer months of the year. However, the process is continually reviewed to ensure compliance with applicable laws and to meet statutory deadlines while also providing excellent customer service.

## **Section 4. Residential Real Property**

### **Identifying Properties to Be Appraised**

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

All residential properties are scheduled for inspection on a regular basis. Inspections of residential properties can create changes to characteristics of a property such as additions, condition, and other such changes. These changes will be recorded in the CAMA system. The impact the results will influence the ratio studies that will determine the reappraised value of the property.

### **Identifying and Updating Relevant Characteristics**

The appraiser identifies and updates relevant characteristics through the inspection process, sales data, permits, deed information, owner descriptions, maps, surveys, and aerial photos. Subject property data is verified through previous existing records and through published reports. Each inspection performed by an appraiser does is recorded on an appraisal card with required characteristics for residential real property such as, class, size, age, condition, topography, access, construction style, roof style, bed/bath count, fireplaces, swimming pools, spas, and out-buildings. The appraisal card is maintained and stored with the CAMA system.

### **Defining Market Areas in the District**

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

Currently, there are four market areas that have been identified that cover the entire District. The four market areas are based on school districts within Fort Bend County and are comprised of multiple neighborhoods. The number of neighborhoods changes each year depending on new sales information. Improvement or land modifiers within each market area or neighborhood are used to refine appraised values.

### **Identifying Characteristics that Affect Property Value**

The appraiser identifies and updates relevant characteristics through the inspection process, and by reviewing sales data, permits, deed information, owner descriptions, maps, surveys, and aerial

photos. Subject property data is verified through a review of existing records published reports, and other data sources determined appropriate. Each inspection an appraiser performs is recorded with the relevant characteristics for residential real property such as, class, size, age, condition topography, access, construction style, roof style, bed/bath count, fireplaces, swimming pools, spas, and out-buildings.

## **Developing an Appraisal Approach**

Residential valuation is conducted by neighborhood and market area analysis. Analysis of comparable market sales forms the basis of estimating market activity. Additionally, the level of supply and demand affecting market prices for any given market area or neighborhood is recorded. Market sales indicate the effects of these market forces and are interpreted by the appraiser into an indication of market price ranges. The data provide indications of the impact of property components. Cost and Market Approaches to estimate value are the basic techniques utilized to interpret these sales.

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

Abstraction and allocation of property components based on sales of similar property is an important analytical tool to interpret market sales under the cost and market approaches to value. These analysis tools help determine and estimate the effects of change, with regard to price, as indicated by sale prices for similar property within the current market. The District uses this information to create a classification system that groups improvements into similar groups based on construction style, quality, age, and condition.

The income approach is seldom used in single-family residential properties due to limited income information. Additionally, it is considered atypical for most residential properties to be bought and sold based on the value of their potential income. Due to the amount and quality of sales and cost information, these approaches will be relied upon more heavily when valuing single-family residential properties

## **Valuation and Statistical Analysis (Model Calibration)**

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

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

The District recognizes all three approaches to value and considers the cost approach as an acceptable method. However, for residential property the District places primary emphasis on the sales comparison (or market approach). Generally the sales comparison approach is the most viable and accurate indicator of value due to it being the approach that best replicates the actions of both buyers and sellers.

## **Comparison and Review**

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

## **Identifying and Updating Relevant Characteristics**

Characteristics of each property are identified and updated from applications filed each year, plats, and other deed records filed and by field review. Improved properties are updated as outlined in this document.

## **Developing an Appraisal Approach**

The value of the land component to the property is estimated based on available market sales for comparable and competing land under similar usage. A comparison and analysis of comparable land sales is conducted based on a comparison of land characteristics found to influence the market price of land located in the neighborhoods. Specific land influences are considered,



where necessary, and depending on neighborhood and individual lot or tract characteristics, to adjust parcels outside the neighborhood norm for such factors as access, view, shape, size, and topography.

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

## **Comparison and Review**

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

## **Section 5. Multifamily Residential Property**

### **Identifying Properties to Be Appraised**

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

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

### **Identifying and Updating Relevant Characteristics**

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

### **Developing an Appraisal Approach**

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

Given the current economic conditions resulting from the global viral pandemic, the District may consider shifting some reliance away from the cost approach when valuing multifamily residential properties. We will continue to review the data and applicable information to determine the most accurate and equitable approach to value. If needed, the District will consider utilizing an economic factor, adjustment, or other appropriate tool to account for the impact of the pandemic on values. In the event such a tool is used, the value will be reconciled, when appropriate.

### **Comparison and Review**

The appraiser considers results that best address the individual characteristics of the subject property and that are based on the most reliable data when multiple models are used. Year-to-year property value changes for the subject property are examined using computer-assisted

statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process.

## **Section 6. Special Appraisal Provisions**

### **Appraisal of Residential Homesteads**

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

Specifically, Tax Code Section 23.23 states, “...an appraisal office may increase the appraised value of a residence homestead for a tax year to an amount not to exceed the lesser of:

- 1) the market value of the property for the most recent tax year that the market value was determined by the appraisal office; or
- 2) the sum of:
  - a. 10 percent of the appraised value of the property for the preceding tax year;
  - b. the appraised value of the property for the preceding tax year; and
  - c. the market value of all new improvements to the property.

### **Highest and Best Use**

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

This means that all properties with a residence homestead exemption must be valued as if they are actually considered to be a residential property.

Other special appraisal provisions will be considered as required by law. Many of these special appraisal requirements are discussed in more detail throughout this document (i.e. agricultural land, timber land, etc.).

## **Section 7. Commercial Real Property**

### **Identifying Properties to Be Appraised**

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

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

### **Identifying and Updating Relevant Characteristics**

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

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

### **Identifying characteristics that affect property value**

Each inspection an appraiser does is recorded on an appraisal card with required characteristics for commercial property such as class, size, age, condition, topography, access, wall height, roof style, parking covering, light poles, and other external buildings. Some relevant characteristics may vary by commercial property type. The appropriate relevant characteristics will be considered based on the type of property being appraised.

### **Defining Market Areas in the District**

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

## **Developing an Appraisal Approach**

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

Marshall & Swift Commercial Estimator is used extensively for commercial improvement types. Limited sales and income models are also utilized.

Given the current economic conditions resulting from the global viral pandemic, the District may consider shifting some reliance away from the cost approach when valuing commercial properties. We will continue to review the data and applicable information to determine the most accurate and equitable approach to value. If needed, the District will consider utilizing an economic factor, adjustment, or other appropriate tool to account for the impact of the pandemic on values. In the event such a tool is used, the value will be reconciled, when appropriate.

## **Income Approach**

In the income approach to value, the overall value is the estimated present value of future benefits, namely income and proceeds from the sale of the property. The appraiser must estimate income from a property and capitalize the income into an estimate of current value. The model used to estimate the present value of income expected in the future is represented by the following formula known as IRV:

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

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

## **Comparison and Review**

The appraiser considers results that best address the individual characteristics of the subject property and that are based on the most reliable data when multiple models are used. Year-to-year property value changes for the subject property are examined using computer-assisted statistical review. When necessary, values will be reconciled according to generally accepted appraisal practices and other applicable guidelines.

## **Section 8. Vacant Real Property**

### **Identifying Properties to Be Appraised**

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

### **Identifying and Updating Relevant Characteristics**

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

### **Identifying & Updating Relevant Characteristics That Affect Value**

When valuing vacant real property, it is essential to identify and determine the impact of relevant characteristics on value. Some of these include, but not limited to, access, drainage, easements, floodplain, amenity frontage, location, road frontage, restrictions, shape, size, topography, or utility, through the inspection process, sales data, permits, deed information, owner descriptions, maps, plats, surveys and aerial photos. Once identified, the appraiser will verify the subject property data by reviewing appropriate records, published reports, and other reputable sources.

### **Developing an Appraisal Approach**

The value of the land component to the property is estimated based on available market sales for comparable and competing land under similar usage. A comparison and analysis of comparable land sales is conducted based on a comparison of land characteristics found to influence the market price of land located in the neighborhoods. Land influences are considered, and adjustments are made according to such factors as access, view, shape, size, and topography. Cost and income approaches are not used in the value of vacant real properties.

### **Comparison and Review**

The appraiser considers results that best address the individual characteristics of the subject property and that are based on the most reliable data when multiple models are used. Year-to-year property value changes for the subject property are examined using computer-assisted statistical review.

## **Section 9. Industrial Real Property**

For the current valuation year, the appraisal district has a professional services contract with Hugh L Landrum & Associates, Inc., (HLA) to appraise these properties. This plan assumes that the District will continue to contract with HLA or another reputable, outside appraisal and engineering firm as determined and approved by the Chief Appraiser and the Board of Directors.

The current contract appraisal firm utilizes a consistent set of processes across the various property types they value.

### **Identifying Properties to Be Appraised**

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

### **Identifying and Updating Relevant Characteristics**

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

### **Developing an Appraisal Approach**

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

Given the current economic conditions resulting from the global viral pandemic, the District may consider shifting some reliance away from the cost approach when valuing industrial properties. We will continue to review the data and applicable information to determine the most accurate and equitable approach to value. If needed, the District will consider utilizing an economic factor, adjustment, or other appropriate tool to account for the impact of the pandemic on values. In the event such a tool is used, the value will be reconciled, when appropriate.

### **Comparison and Review**

The appraiser considers results that best address the individual characteristics of the subject property and that are based on the most reliable data when multiple models are used. Year-to-year property value changes for the subject property are examined using computer-assisted statistical review.



## **Section 10. Utility, Railroad and Pipeline Property**

For the current valuation year, the appraisal district has a professional services contract with Hugh L Landrum & Associates, Inc., (HLA) to appraise these properties. This plan assumes that the District will continue to contract with HLA or another reputable, outside appraisal and engineering firm as determined and approved by the Chief Appraiser and the Board of Directors.

The current contract appraisal firm utilizes a consistent set of processes across the various property types they value.

### **Identifying Properties to Be Appraised**

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

### **Identifying and Updating Relevant Characteristics**

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

### **Developing an Appraisal Approach**

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

### **Comparison and Review**

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

## **Section 11. Oil and Gas Property**

For the current valuation year, the appraisal district has a professional services contract with Hugh L Landrum & Associates, Inc., (HLA) to appraise these properties. This plan assumes that the District will continue to contract with HLA or another reputable, outside appraisal and engineering firm as determined and approved by the Chief Appraiser and the Board of Directors.

The current contract appraisal firm utilizes a consistent set of processes across the various property types they value.

### **Identification of New Property and Its Situs**

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

### **Identifying and Updating Relevant Characteristics**

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

### **Developing an Appraisal Approach**

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

Given the current economic conditions resulting from the global viral pandemic, the District may consider utilizing an economic factor, adjustment, or other appropriate tool to account for the impact of the pandemic on values. In the event such a tool is used, the value will be reconciled, when appropriate.

## **Comparison and Review**

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

## **Section 12. Special Valuation Properties**

### **Agricultural Use**

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

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

### **Identifying Properties to Be Appraised**

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

### **Identifying and Updating Relevant Characteristics**

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

### **Defining Market Areas in the District**

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

Using research studies to determine validity, agricultural use values in Fort Bend County do not have any defined market areas. Therefore, information from the entire county is used to determine each category's agricultural use value.

## **Identifying & Updating Relevant Characteristics That Affect Value**

The appraiser identifies and updates relevant characteristics that could affect value that may include, access, drainage, easements, floodplain, amenity frontage, location, road frontage, restrictions, shape, size, topography, or utility, through the inspection process, and by a review of sales data, permits, deed information, owner descriptions, maps, plats, surveys, and aerial photos. Subject property data is verified through previous existing records, published reports, and other sources, as necessary.

## **Developing an Appraisal Approach**

Sales of land are reviewed on a regular basis and tested against District values through ratio studies and other market tests mentioned earlier. In accordance with the Texas Property Tax Code Chapter 23, Subchapter C, agricultural values are reviewed annually based on an overall county five-year average of income, expenses, and the net income to land for each category of land on a parcel. Most agricultural land in Fort Bend County is dry land row crop, pasture land, and limited crops. County-wide averages of a typical farm are used rather than the information of each individual farm to eliminate inequity primarily in different management styles. Various sources of information for Fort Bend County come from state organizations, local agencies, the Agricultural Advisory Board, and land owners. The Agricultural Advisory Board is appointed by the Appraisal District Board of Directors and provides pertinent, local valuation information to the appraisal district. By law, the Agricultural Advisory Board is required to meet at least once per calendar year. The District primarily uses information from agricultural applications sent to farmers and ranchers to derive typical income and expenses figures. The cost approach is not relevant in appraising land.

## **Comparison and Review**

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

## **Wildlife Management**

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

## **Timber Use**

Currently there are no properties appraised for timber use in Fort Bend County. Section 23.71 defined the category of land. Section 23.72 states the comptroller by rule shall develop and distribute to each appraisal office appraisal manuals setting forth this method of appraising qualified timber land, and each appraisal office shall use the appraisal manuals in appraising qualified timber land. The District will comply with requirements when an application is filed.

## **Section 13. Business and Industrial Tangible Personal Property Including Special Inventory**

### **Identifying Properties to Be Appraised**

Through inspection, the appraiser identifies business personal and industrial properties to be appraised.

For the current valuation year, the appraisal district has a professional services contract with Hugh L Landrum & Associates, Inc., (HLA) to appraise these properties. This plan assumes that the District will continue to contract with HLA or another reputable, outside appraisal and engineering firm as determined and approved by the Chief Appraiser and the Board of Directors. When applicable, some business personal property accounts are valued by the appraisal district.

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

### **Identifying and Updating Relevant Characteristics**

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

### **Defining Market Areas in the District**

Market areas for personal property and industrial tangible personal property tend to be school districts or cities. Information from annual field inspections, commercial business owners, impact newsletter, research centers, permits, renditions, DBAs, and other various data information sources aid us in defining market areas.

### **Developing an Appraisal Approach**

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

## **Special Inventory**

Monthly and annual declaration forms for boat, heavy equipment, manufactured housing, and motor vehicle dealers (as defined by Section 23.121 of the Texas Property Code) are used for discovery and valuation of special inventory accounts. Copies of annual declarations are maintained by the District. Alternate discovery methods may sometimes be used as described in the Business Personal Property Account section.

## **Commercial and Business Aircraft**

Valuation procedures for commercial and business aircraft include information developed from local airport managers, reference material found in the "Aircraft Blue Book", owner's renditions, aircraft allocation, and the Federal Aviation Administration registry.

## **Comparison and Review**

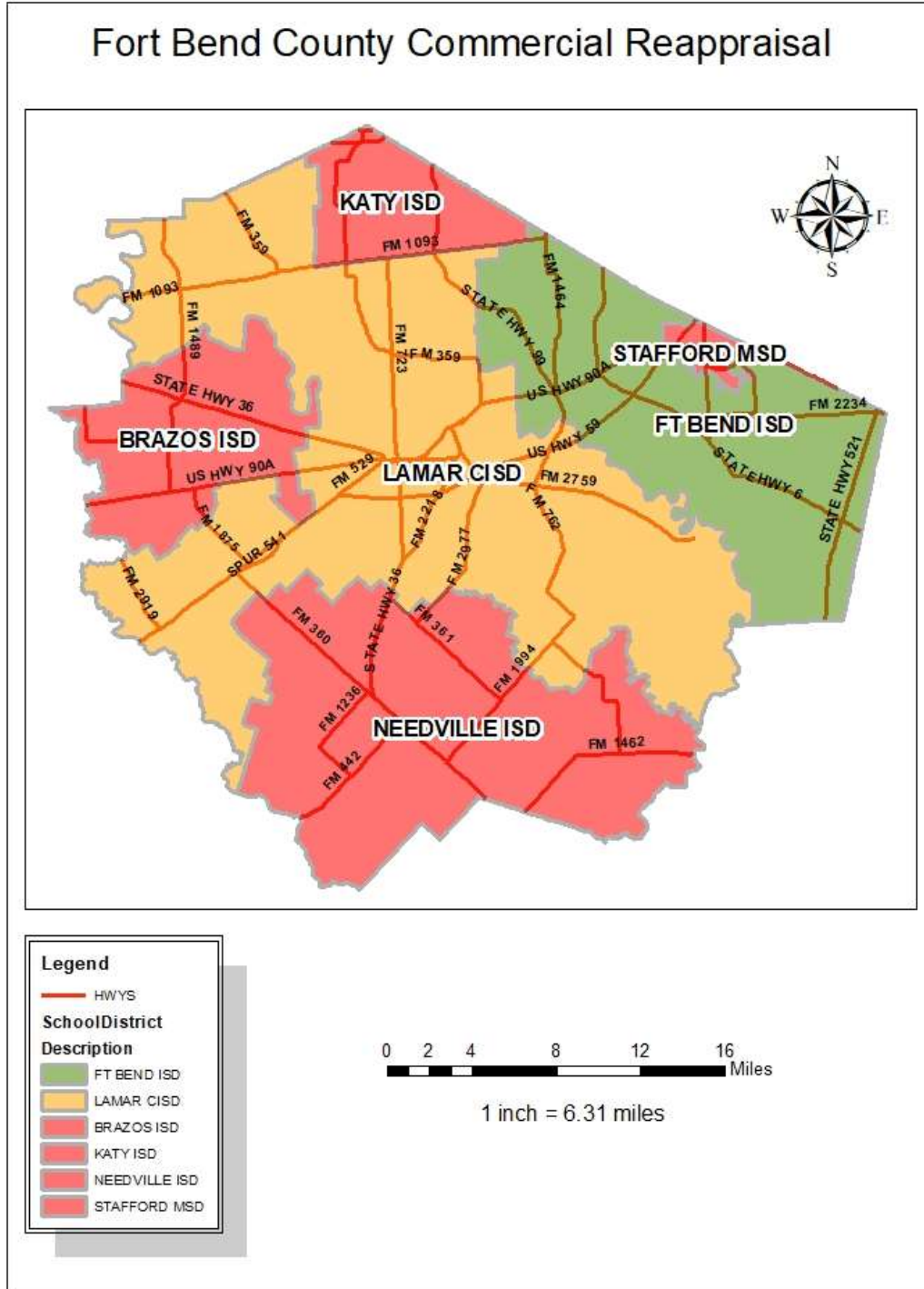
The appraiser reconciles multiple models by considering the model that best addresses the individual characteristics of the subject property. Year-to year property value changes for the subject property are examined using computer- assisted statistical review. Periodic reassignment of properties among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



## **Section 14. The Mass Appraisal Report**

Each tax year, a Mass Appraisal Report will be prepared and certified by the Chief Appraiser. The Mass Appraisal Report will be developed in compliance with STANDARD RULE 6 of the *Uniform Standards of Professional Appraisal Practice (USPAP)*. The signed certification by the Chief Appraiser will also comply with the certification requirements in STANDARD RULE 6 of *USPAP*.

# Appendix A Commercial Appraisal Department



## **Appendix A.1      Commercial Reappraisal Plan**

It is the objective of the Commercial Department to review and update as needed, commercial real properties for value and characteristics in the manner detailed as follows.

### **Tax Year 2021**

- Inspect real commercial properties within Needville ISD (906), Stafford MSD (910), Katy ISD (914) and Brazos ISD (903).
- Discover new commercial construction and review building permits.
- Review partial complete commercial properties from previous year.
- Conduct commercial Informal hearings with property tax agents.
- Participate in commercial ARB hearings.

### **Tax Year 2022**

- Inspect real commercial properties within Fort Bend ISD (907).
- Discover new commercial construction and review building permits.
- Review partial complete commercial properties from previous year.
- Conduct commercial Informal hearings with property tax agents.
- Participate in commercial ARB hearings.

### **Tax Year 2023 (Subject to the 2023-2024 Reappraisal Plan)**

- Inspect real commercial properties within Lamar CISD (901).
- Discover new commercial construction and review building permits.
- Review partial complete commercial properties from previous year.
- Conduct commercial Informal hearings with property tax agents.
- Participate in commercial ARB hearings.

Commercial Appraisal Department's Periodic Reappraisal Plan is subject to change in response to of unforeseen social, natural, and others events that may occur.

## **Appendix A.2      Commercial Reappraisal Calendar**

### **Tax Year 2021**

#### **2020**

July-Nov      Department updates field training. Begin inspection of real commercial properties within Needville ISD (906), Stafford MSD (910), Katy ISD (914) and Brazos ISD (903).

December      Begin discovery of new commercial construction and review building permits.

#### **2021**

January      Review commercial properties that were partial complete for previous year.

February      All real commercial field projects complete.

March      All data entry complete. Complete equalization of real commercial. Updated hearings training.

April-May      ARB training and preparation. Commercial Informal hearings with property tax agents begin.

June      Commercial ARB hearings begin.

### **Tax Year 2022**

#### **2021**

July-Nov      Department updates field training. Begin inspection of real commercial properties within Fort Bend ISD (907).

December      Begin discovery of new commercial construction and review building permits.

#### **2022**

January      Review commercial properties that were partial complete for previous year.

February      All real commercial field projects complete.

March      All data entry complete. Complete equalization of real commercial. Updated hearings training.

April-May      ARB training and preparation. Commercial Informal hearings with property tax agents begin.

June      Commercial ARB hearings begin.

**Tax Year 2023 (Subject to the 2023-2024 Reappraisal Plan)**

**2022**

- July-Nov Department updated field training. Begin inspection of real commercial properties within Lamar CISD (901).
- December Begin discovery of new commercial construction and review building permits.

**2023**

- January Review commercial properties that were partial complete for previous year.
- February All real commercial field projects complete.
- March All data entry complete. Complete equalization of real commercial. Updated hearings training.
- April-May ARB training and preparation. Commercial Informal hearings with property tax agents begin.
- June Commercial ARB hearings begin.

Please note, the calendar may be amended, as necessary, due to external and unforeseen factors, including weather events, economic events, health events, actions of the legislature, etc.

## Appendix A.3

## Commercial Modeling Reappraisal Calendar

### Tax Year 2021

#### 2020

August – October: Commercial Appraiser Manual and Field Procedures Update; Analyze Income Data; MVP Codes Testing; Training; Sales Entry; Monthly Sales Ratios by ISD; NBHD Review-Consolidate for MVP Status; Mobile Home Updates; Models in Orion

November – February: Income Models Analysis; Monthly Sales Ratios by ISD; NBHD Review-Consolidate for MVP Status; LIH Rate Analysis and Update Website; Income Questionnaire/District Webpage; Cost schedule review/Orion Patch updates; Review Mobile Home updates

#### 2021

March: Update Income Models; Sales Entry; Final Value Review; ARB Training; Income Model Training; MVP Conversion and account updates as needed; Review Publications (Cap rates, Commercial Property Types, all other tools)

April – July: Hearings; Commercial Appraiser Support/Training

### Tax Year 2022

#### 2021

August – October: Commercial Appraiser Manual and Field Procedures Update; Analyze Income Data; MVP Codes Testing; Training; Sales Entry; Monthly Sales Ratios by ISD; NBHD Review-Consolidate for MVP Status; Mobile Home Updates; Models in Orion

November – February: Income Models Analysis; Monthly Sales Ratios by ISD; NBHD Review-Consolidate for MVP Status; LIH Rate Analysis and Update Website; Income Questionnaire/District Webpage; Cost schedule review/Orion Patch updates; Review Mobile Home updates

**2022**

- March: Update Income Models; Sales Entry; Final Value Review; ARB Training; Income Model Training; MVP Conversion and account updates as needed; Review Publications (Cap rates, Commercial Property Types, all other tools)
- April – July: Hearings; Commercial Appraiser Support/Training

**Tax Year 2023 (Subject to the 2023-2024 Reappraisal Plan)**

**2022**

- August – October: Commercial Appraiser Manual and Field Procedures Update; Analyze Income Data; MVP Codes Testing; Training; Sales Entry; Monthly Sales Ratios by ISD; NBHD Review-Consolidate for MVP Status; Mobile Home Updates; Models in Orion
- November – February: Income Models Analysis; Monthly Sales Ratios by ISD; NBHD Review-Consolidate for MVP Status; LIH Rate Analysis and Update Website; Income Questionnaire/District Webpage; Cost schedule review/Orion Patch updates; Review Mobile Home updates

**2023**

- March: Update Income Models; Sales Entry; Final Value Review; ARB Training; Income Model Training; MVP Conversion and account updates as needed; Review Publications (Cap rates, Commercial Property Types, all other tools)
- April – July: Hearings; Commercial Appraiser Support/Training

Please note, the calendar may be amended, as necessary, due to external and unforeseen factors, including weather events, economic events, health events, actions of the legislature, etc.





## **Appendix B.1 Land Reappraisal Plan**

It is the objective of the Land Department to review and update, vacant real properties for land value and characteristics in the manor detailed as follows.

### **Tax Year 2021 (August – March)**

- All newly created subdivisions
- Areas of concern as indicated by ratio studies
- All real properties with State Code C, D, E, and O of Katy ISD, Lamar CISD South of the Brazos River, and, Needville ISD
- Real properties with State Code A, F that will be affected by the review of State Code C, D, E, and O properties.

### **Tax Year 2022 (August – March)**

- All newly created subdivisions
- Areas of concern as indicated by ratio studies
- All real properties with State Code C, D, E, and O of Brazos ISD, Fort Bend ISD North of and including the State Highway 59 commercial corridor, and Lamar CISD North of the Brazos River
- Real properties with State Code A, F that will be affected by the review of State Code C, D, E, and O properties.

### **Tax Year 2023 (August – March) (Subject to the 2023-2024 Reappraisal Plan)**

- All newly created subdivisions
- Areas of concern as indicated by ratio studies
- All real properties with State Code C, D, E, and O of Fort Bend ISD South of the State Highway 59 commercial corridor and Stafford ISD
- Real properties with State Code A, F that will be affected by the review of State Code C, D, E, and O properties.

Land Appraisal Department's Periodic Reappraisal Plan is subject to in response to of unforeseen social, natural, and others events that may occur.

## **Appendix B.2 Land Reappraisal Calendar**

### **Tax Year 2021**

#### **2020**

August – November

County wide value analysis work of real property and begin periodic review of O properties.

\*See the Land Periodic Reappraisal Plan for specific areas by 3-year cycle.

December      Begin review of State Code C properties.

#### **2021**

January      Begin review of new agriculture appraisal applications and begin review of State Code D and E properties.

Review ratio studies for additional analysis work.

February      Complete review of State Code C properties. After previous year's deeds are completed, mail agriculture appraisal applications.

Review ratio studies for additional analysis work.

March      Residential Inventory values finalized and entered.

All land value projects finalized and recalculated.

Agriculture use values finalized and recalculated.

April 30th      Deadline for agriculture appraisal applications.

May      Deadline for review of timely agriculture appraisal applications.

July      Deadline to receive late agriculture appraisal applications, before the ARB approves the Appraisal Records.

### **Tax Year 2022**

#### **2021**

August – November

County wide value analysis work of real property and begin periodic review of O properties.

\*See the Land Periodic Reappraisal Plan for specific areas by 3-year cycle.

December      Begin review of State Code C properties.

**2022**

January      Begin review of new agriculture appraisal applications and begin review of State Code D and E properties.

Review ratio studies for additional analysis work.

February      Complete review of State Code C properties. After previous year's deeds are completed, mail agriculture appraisal applications.

Review ratio studies for additional analysis work.

March      Residential Inventory values finalized and entered.

All land value projects finalized and recalculated.

Agriculture use values finalized and recalculated.

April 30th      Deadline for agriculture appraisal applications.

May      Deadline for review of timely agriculture appraisal applications.

July      Deadline to receive late agriculture appraisal applications, before the ARB approves the Appraisal Records.

**Tax Year 2023** (Subject to the 2023-2024 Reappraisal Plan)

**2022**

August – November

County wide value analysis work of real property and begin periodic review of O properties.

\*See the Land Periodic Reappraisal Plan for specific areas by 3-year cycle.

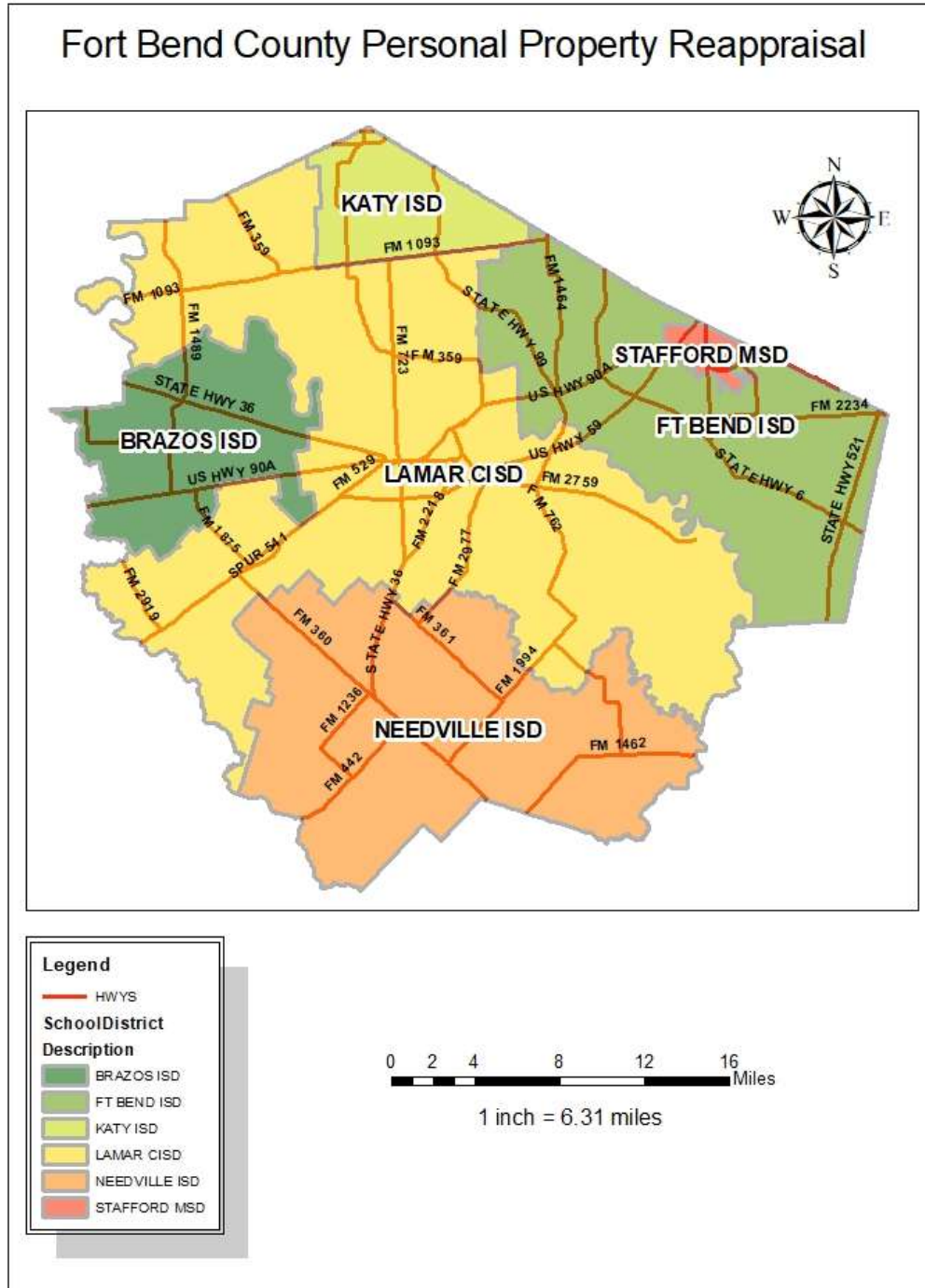
December      Begin review of State Code C properties.

**2023**

- January      Begin review of new agriculture appraisal applications and begin review of State Code D and E properties.
- Review ratio studies for additional analysis work.
- February     Complete review of State Code C properties. After previous year's deeds are completed, mail agriculture appraisal applications.
- Review ratio studies for additional analysis work.
- March        Residential Inventory values finalized and entered.
- All land value projects finalized and recalculated.
- Agriculture use values finalized and recalculated.
- April- 30th    Deadline for agriculture appraisal applications.
- May          Deadline for review of timely agriculture appraisal applications.
- July          Deadline to receive late agriculture appraisal applications, before the ARB approves the appraisal Records.

Please note, the calendar may be amended, as necessary, due to external and unforeseen factors, including weather events, economic events, health events, actions of the legislature, etc.

# Appendix C Personal Property Appraisal Department



## **Appendix C.1 Personal Property Reappraisal Schedule**

### **Tax Year 2021**

Review SIC Codes for all business personal property accounts.  
Review DBA's assumed names and withdrawal of assumed names.  
Review Impact magazine.  
Review state registration list from outside vendor.  
Begin Field Inspections for all business personal property accounts.  
Finalize cover letter for Rendition.

Mail Freeport applications with questionnaire to qualified property owners.  
Mail Abatement applications to qualified property owners.  
Mail Inventory Declarations to special inventory accounts.  
Mail 2021 Renditions to all business personal property accounts.  
Mail 2021 Aircraft Renditions.  
Mail Notices for denial of exemptions or special valuation.

Complete all field inspections for business personal property accounts.

Data entry on businesses reviewed regarding SIC codes.  
Data entry creating new accounts per DBA's or Impact magazine.  
Data entry for all business personal property accounts, inspection date and appraiser.  
Data entry for any businesses closed during field inspections.  
Data entry to create new businesses during field inspections.

Update depreciation schedule and cost schedules.  
Update all business personal property forms for website.

Begin processing renditions.  
Process all renditions submitted timely.  
Process all extension requests.

Data entry for all worked Renditions.  
Update ownerships, delete accounts and create new accounts per renditions.  
Review all returned mail.

Flag all non-rendered accounts for a 10% penalty.  
Review all non-rendered accounts.

Mail 2021 Notices.  
Review and process all protest submitted.

## **Tax Year 2022**

Review SIC Codes for all business personal property accounts.  
Review DBA's assumed names and withdrawal of assumed names.  
Review Impact magazine.  
Review state registration list from outside vendor.  
Begin Field Inspections for all business personal property accounts.  
Finalize cover letter for Rendition.

Mail Freeport applications with questionnaire to qualified property owners.  
Mail Abatement applications to qualified property owners.  
Mail Inventory Declarations to special inventory accounts.  
Mail 2022 Renditions to all business personal property accounts.  
Mail 2022 Aircraft Renditions.  
Mail Notices for denial of exemptions or special valuation.

Complete all field inspections for business personal property accounts.

Data entry for any businesses reviewed regarding SIC codes.  
Data entry for any new accounts created per DBA's or Impact magazine.  
Data entry for all business personal property accounts, inspection date and appraiser.  
Data entry for any businesses closed during field inspections.  
Data entry to create new businesses during field inspections.

Update depreciation schedule and cost schedules.  
Update all business personal property forms for website.

Begin processing renditions.  
Process all extension requests.  
Process all renditions submitted timely.

Data entry for all worked Renditions.  
Update ownerships, delete accounts and create new accounts per renditions.  
Review all returned mail.

Flag all non-rendered accounts for a 10% penalty.  
Review all non-rendered accounts.

Mail 2022 Notices.  
Review and process all protest submitted.

Business Industrial and Personal Property Department's Periodic Reappraisal Plan is subject to in response to of unforeseen social, natural, and others events that may occur.

## **Appendix C.2 Personal Property Reappraisal Calendar**

### **Tax Year 2021**

#### **2020**

August –November

- Leased vehicle/automotive roll completed and entered
- Field inspection of non-rendered accounts valued at \$100,000 and above
- Review of withdrawal of Assumed name, Assumed name (DBA)
- Review of Impact magazine
- Begin Field Inspections

December

- Mail abatement applications to qualified property owners (along with questionnaire)
- Request updated special inventory dealer list from appropriate state agency
- Finalize rendition cover letter

#### **2021**

January – February

- Mail 2021 Renditions
- Completion of testing and updates for depreciation and cost schedules
- Receive state registration from outside vendor
- Entire Month-Keying all Field Inspected data
- Deadline for 25.25(d) and 25.25(h)
- Deadline for Special Inventory Declaration from dealers
- Mail reminder notices to special inventory dealers who have not filed declarations

March

- Begin processing renditions of Business Personal Property accounts
- Mail dealer non-compliance list to respective authority on special inventory
- Complete inspection of Business Personal Property accounts

April

- All projects complete and entered into the CAMA system
- Complete changes and lock CAMA system
- Generate appraisal notice data files
- Deadline for property owners to file renditions, information reports, and decreased value reports unless extension request in writing filed by this date
- All Business Personal Property extensions are entered into CAMA system
- Deadline for applications to be filed by property owners (Freeport's and Abatements)



Deadline to file exemption application for vehicle used for personal use & income producing activity  
Application for Allocations of value for personal property used in Interstate Commerce, Commercial/Business Aircraft, motor vehicles or Rolling Stock

May - July

Mail notices for denial of exemptions or special valuation  
Deadline for rendition extensions granted  
Review non-rendered business personal property accounts with penalty  
Add rendition penalty to all accounts for which a rendition or extension request has not been received

## **Tax Year 2022**

**2021**

August –November

Leased vehicle/automotive roll completed and entered  
Field inspection of non-rendered accounts valued at \$100,000 and above  
Review of withdrawal of Assumed name, Assumed name (DBA)  
Review of Impact magazine  
Begin Field Inspections

December

Mail abatement applications to qualified property owners (along with questionnaire)  
Request updated special inventory dealer list from appropriate state agency  
Finalize rendition cover letter

**2022**

January – February

Mail 2022 Renditions  
Completion of testing and updates for depreciation and cost schedules  
Receive state registration from outside vendor  
Entire Month-Keying all Field Inspected data  
Deadline for 25.25(d) and 25.25(h)  
Deadline for Special Inventory Declaration from dealers  
Mail reminder notices to special inventory dealers who have not filed declarations

March

Begin processing renditions of Business Personal Property accounts

Mail dealer non-compliance list to respective authority on special inventory  
Complete inspection of Business Personal Property accounts

#### April

All projects complete and entered into the CAMA system  
Complete changes and lock CAMA system  
Generate appraisal notice data files  
Deadline for property owners to file renditions, information reports, and decreased value reports unless extension request in writing filed by this date  
All Business Personal Property extensions are entered into CAMA system  
Deadline for applications to be filed by property owners (Freeport's and Abatements)  
Deadline to file exemption application for vehicle used for personal use & income producing activity  
Application for Allocations of value for personal property used in Interstate Commerce, Commercial/Business Aircraft, motor vehicles or Rolling Stock

#### May - July

Mail notices for denial of exemptions or special valuation  
Deadline for rendition extensions granted  
Review non-rendered business personal property accounts with penalty  
Add rendition penalty to all accounts for which a rendition or extension request has not been received

#### **Tax Year 2023** (Subject to the 2023-2024 Reappraisal Plan)

#### **2022**

#### August –November

Leased vehicle/automotive roll completed and entered  
Field inspection of non-rendered accounts valued at \$100,000 and above  
Review of withdrawal of Assumed name, Assumed name (DBA)  
Review of Impact magazine  
Begin Field Inspections

#### December

Mail abatement applications to qualified property owners (along with questionnaire)  
Request updated special inventory dealer list from appropriate state agency  
Finalize rendition cover letter

## 2023

### January – February

- Mail 2023 Renditions
- Completion of testing and updates for depreciation and cost schedules
- Receive state registration from outside vendor
- Entire Month-Keying all Field Inspected data
- Deadline for 25.25(d) and 25.25(h)
- Deadline for Special Inventory Declaration from dealers
- Mail reminder notices to special inventory dealers who have not filed declarations

### March

- Begin processing renditions of Business Personal Property accounts
- Mail dealer non-compliance list to respective authority on special inventory
- Complete inspection of Business Personal Property accounts

### April

- All projects complete and entered into the CAMA system
- Complete changes and lock CAMA system
- Generate appraisal notice data files
- Deadline for property owners to file renditions, information reports, and decreased value reports unless extension request in writing filed by this date
- All Business Personal Property extensions are entered into CAMA system
- Deadline for applications to be filed by property owners (Freeport's and Abatements)
- Deadline to file exemption application for vehicle used for personal use & income producing activity
- Application for Allocations of value for personal property used in Interstate Commerce, Commercial/Business Aircraft, motor vehicles or Rolling Stock

### May - July

- Mail notices for denial of exemptions or special valuation
- Deadline for rendition extensions granted
- Review non-rendered business personal property accounts with penalty
- Add rendition penalty to all accounts for which a rendition or extension request has not been received.

Please note, the calendar may be amended, as necessary, due to external and unforeseen factors, including weather events, economic events, health events, actions of the legislature, etc.



## Appendix D.1 Residential Reappraisal Plan

### Tax Year 2021

All residential abstract properties will be reviewed in the following areas:  
1B AND 1D

All residential properties will be reviewed in the following neighborhood groups:

200	252	287	826	909
211	263	295	850	910
213	264	302	851	911
216	265	335	901	912
217	268	820	902	913
218	269	821	904	915
220	270	822	905	920
226	279	823	906	
229	280	824	907	
244	286	825	908	

All residential properties will be reviewed in the following neighborhoods:

4085	8201	8202	8560	8561	9350	9351
------	------	------	------	------	------	------

All mobile home parks will be reviewed in the following market areas:  
1A, 1B, 1C, AND 1D

All new construction will be worked in the following market areas:  
1A, 1B, 1C, AND 1D

As time permits, abstract accounts in all other market areas will be reviewed.

**Tax Year 2022**

All residential abstract properties will be reviewed in the following areas:

1C

All residential properties will be reviewed in the following neighborhood groups:

❖ Excluding neighborhood 4085

100	110	120	130	140	151	161	173	914
101	111	121	131	141	152	162	174	
102	112	122	132	143	153	163	175	
103	113	123	133	144	154	164	177	
104	114	124	134	145	155	167	281	
105	115	125	135	146	156	168	284	
106	116	126	136	147	157	169	800	
107	117	127	137	148	158	170	801	
108	118	128	138	149	159	171	900	
109	119	129	139	150	160	172	903	

All residential properties will be reviewed in the following neighborhoods:

1991	1992	8030	8040
------	------	------	------

All mobile home parks will be reviewed in the following market areas:

1A, 1B, 1C, AND 1D

All new construction will be worked in the following market areas:

1A, 1B, 1C, AND 1D

As time permits, abstract accounts in all other market areas will be reviewed.

**Tax Year 2023** (Subject to the 2023-2024 Reappraisal Plan)

All residential abstract properties will be reviewed in the following areas:

1A

All residential properties will be reviewed in the following neighborhood groups:

201	228	240	251	262	282	298	330
210	230	241	253	266	288	299	340
212	232	242	254	267	289	300	600
214	233	243	255	271	290	303	601
215	234	245	256	273	291	304	602
222	235	246	257	274	292	306	603
223	236	247	258	275	293	308	604
224	237	248	259	276	294	309	605
225	238	249	260	277	296	310	
227	239	250	261	278	297	311	

All residential properties will be reviewed in the following neighborhoods:

4981	4982	6200	6201
------	------	------	------

All mobile home parks will be reviewed in the following market areas:

1A, 1B, 1C, AND 1D

All new construction will be worked in the following market areas:

1A, 1B, 1C, AND 1D

As time permits, abstract accounts in all other market areas will be reviewed.

The Residential Property Department’s Periodic Reappraisal Plan is subject to in response to of unforeseen social, natural, and others events that may occur.

## **Appendix D.2 Residential Reappraisal Calendar**

### **Tax Year 2021**

#### **2020**

August

Begin field work on new construction, field inspections, and partial completes

December

Begin field work for Mobile Home Parks

#### **2021**

January

Drive for Percent Complete on New Construction  
Completion of Mobile Home Parks

February

Complete field work on all new construction, field inspections and partial complete  
Begin working accounts in Changefinder

January – April

Review Real Renditions received

### **Tax Year 2022**

#### **2020**

August

Begin field work on new construction, field inspections, and partial completes

December

Begin field work for Mobile Home Parks

#### **2021**

January

Drive for Percent Complete on New Construction  
Completion of Mobile Home Parks

February

Complete field work on all new construction, field inspections and partial complete  
Begin working accounts in Changefinder

January – April



Review Real Renditions received

**Tax Year 2023**

**2020**

August

Begin field work on new construction, field inspections, and partial completes

December

Begin field work for Mobile Home Parks

**2021**

January

Drive for Percent Complete on New Construction  
Completion of Mobile Home Parks

February

Complete field work on all new construction, field inspections and partial complete  
Begin working accounts in Changefinder

January – April

Review Real Renditions received

*Please see the Residential Appraisal Plan for specific areas by a 3-year cycle*

Please note, the calendar may be amended, as necessary, due to external and unforeseen factors, including weather events, economic events, health events, actions of the legislature, etc.

## **Appendix D.3 Residential Modeling Appraisal Calendar**

### **2021**

August

Begin monthly ratio studies by ISD; Sales Entry

September – December

Neighborhood Review; Sales Entry

December – January

Cost schedule review and updates; Sales Entry

February - March

Model Calibration and Final Value Reviews; Sales Entry

### **2022**

August

Begin monthly ratio studies by ISD; Sales Entry

September – December

Neighborhood Review; Sales Entry

December – January

Cost schedule review and updates; Sales Entry

February - March

Model Calibration and Final Value Reviews; Sales Entry

### **2023**

August

Begin monthly ratio studies by ISD; Sales Entry

September – December

Neighborhood Review; Sales Entry

December – January

Cost schedule review and updates; Sales Entry

February - March

Model Calibration and Final Value Reviews; Sales Entry

Please note, the calendar may be amended, as necessary, due to external and unforeseen factors, including weather events, economic events, health events, actions of the legislature, etc.

# Appendix E 2020 Entities

2020 Entities

Sorted by Name

8/12/2020

M62	BIG OAKS MUD	L	R53	FT BEND ESD 8	C	M217	FT BEND MUD 159	A	W36	FT BEND WCID 8	U
M23	BLUERIDGE WEST MUD	L	W25	FT BEND FWS DIST 1	C	M215	FT BEND MUD 162	C	W03	FT BEND WKCD 2	C
M194	BRAZORIA FT BEND MUD 1	A	W29	FT BEND FWS DIST 2	C	M236	FT BEND MUD 163	T	M260	FT BEND-WALLER MUD 2	T
M300	BRAZORIA FT BEND MUD 3	U	W43	FT BEND IMPRVMT DIST 24	E	M213	FT BEND MUD 165	L	M275	FT BEND-WALLER MUD 3	A
M276	BRAZORIA MUD 22	A	W06	FT BEND LID 6	A	M218	FT BEND MUD 167	U	M245	FULSHEAR MUD 1	L
S03	BRAZOS ISD		W26	FT BEND LID 10	T	M230	FT BEND MUD 169	A	M264	FULSHEAR MUD 2	L
M98	BURNEY RD MUD	W	W28	FT BEND LID 11	T	M231	FT BEND MUD 170	A	M287	FULSHEAR MUD 3A	U
M73	CHELFORD CITY MUD	L	W16	FT BEND LID 12	C	M232	FT BEND MUD 171	A	M120	GRAND LAKES MUD 1	A
M177	CIMARRON MUD	L	W30	FT BEND LID 14	C	M233	FT BEND MUD 172	A	M121	GRAND LAKES MUD 2	W
M108	CINCO MUD 1	W	W35	FT BEND LID 15	C	M234	FT BEND MUD 173	A	M123	GRAND LAKES MUD 4	W
M139	CINCO MUD 10	W	W39	FT BEND LID 17	T	M290	FT BEND MUD 174	A	W18	GRAND LAKES WCID	B
M141	CINCO MUD 12	W	W41	FT BEND LID 19	C	M227	FT BEND MUD 176	T	M125	GRAND MISSION MUD 1	T
M143	CINCO MUD 14	W	W01	FT BEND LID 2	L	M226	FT BEND MUD 182	A	M216	GRAND MISSION MUD 2	T
M109	CINCO MUD 2	C	W42	FT BEND LID 20	T	M266	FT BEND MUD 184	A	M261	HARRIS COUNTY MUD 393	A
M110	CINCO MUD 3	W	W13	FT BEND LID 7	A	M228	FT BEND MUD 185	L	M91	HARRIS FT BEND MUD 3	W
M112	CINCO MUD 5	C	M222	FT BEND MUB 161	T	M246	FT BEND MUD 187	A	R33	HARRIS-FT BEND ESD 100	C
M113	CINCO MUD 6	W	M170	FT BEND MUD 116	W	M237	FT BEND MUD 189	T	M89	HARRIS-FT BEND MUD 1	E
M114	CINCO MUD 7	C	M171	FT BEND MUD 115	T	M37	FT BEND MUD 19	E	M162	HARRIS-FT BEND MUD 5	B
M115	CINCO MUD 8	B	M172	FT BEND MUD 118	L	M248	FT BEND MUD 190	A	J07	HCC - MISSOURI CITY	C
M116	CINCO MUD 9	C	M175	FT BEND MUD 119	W	M255	FT BEND MUD 192	T	J03	HCC - STAFFORD	C
M211	CINCO SW MUD 1	U	M174	FT BEND MUD 121	T	M238	FT BEND MUD 194	T	M244	IMPERIAL REDEV DIST	T
M212	CINCO SW MUD 2	U	M178	FT BEND MUD 122	T	M253	FT BEND MUD 199	T	S13	KATY ISD	C
M223	CINCO SW MUD 3	U	M179	FT BEND MUD 123	T	M29	FT BEND MUD 2	A	M92	KATY MANAGEMENT DIST 1	T
M224	CINCO SW MUD 4	U	M180	FT BEND MUD 124	A	M263	FT BEND MUD 206	L	M77	KINGSBRIDGE MUD	L
C01	CITY OF ARCOLA	C	M221	FT BEND MUD 128	T	M273	FT BEND MUD 207	A	S01	LAMAR CISD	C
C03	CITY OF BEASLEY	C	M188	FT BEND MUD 129	C	M272	FT BEND MUD 213	B	M17	MEADOW CREEK MUD	A
C04	CITY OF FULSHEAR	C	M183	FT BEND MUD 130	T	M277	FT BEND MUD 215	T	M94	MEMORIAL MUD	L
C05	CITY OF HOUSTON		M183A	FT BEND MUD 130 DEFINED AREA	T	M285	FT BEND MUD 218	A	M81	MISSION BEND MUD 1	A
C06	CITY OF KATY	C	M195	FT BEND MUD 131	T	M291	FT BEND MUD 220	T	SM107	MISSION CITY MGNT DIST 1	B
C07	CITY OF KENDLETON	C	M181	FT BEND MUD 132	A	M295	FT BEND MUD 225	U	M19	N MISSION GLEN MUD	A
C08	CITY OF MEADOWS PLACE	C	M182	FT BEND MUD 133	A	M40	FT BEND MUD 23	A	S05	NEEDVILLE ISD	C
C09	CITY OF MISSOURI CITY	C	M242	FT BEND MUD 134 B	C	M297	FT BEND MUD 233	A	M83	PALMER PLAN MUD 1	A
C11	CITY OF NEEDVILLE	C	M243	FT BEND MUD 134 C	C	M42	FT BEND MUD 24	A	M84	PALMER PLAN MUD 2	A
C13	CITY OF ORCHARD	C	M278	FT BEND MUD 134 D	T	M41	FT BEND MUD 25	A	M21	PECAN GROVE MUD	T
C41	CITY OF PEARLAND	C	M279	FT BEND MUD 134 E	T	M43	FT BEND MUD 26	U	M03	PLANTATION MUD	U
C15	CITY OF RICHMOND	C	M204	FT BEND MUD 136	T	M49	FT BEND MUD 30	U	M87	RENN ROAD MUD	L
C17	CITY OF ROSENBERG	C	M205	FT BEND MUD 137	T	M52	FT BEND MUD 34	L	W05	SIENNA PLAN LID	T
C18	CITY OF SIMONTON	C	M206	FT BEND MUD 138	T	M44	FT BEND MUD 35	T	M189	SIENNA PLAN MUD 10	T
C21	CITY OF SUGAR LAND	C	M207	FT BEND MUD 139	T	M53	FT BEND MUD 37	E	M186	SIENNA PLAN MUD 12	T
M75	CORNERSTONE MUD	L	M187	FT BEND MUD 140	U	M48	FT BEND MUD 41	C	M165	SIENNA PLAN MUD 2	T
W07	FIRST COLONY LID	L	M196	FT BEND MUD 141	A	M55	FT BEND MUD 42	A	M166	SIENNA PLAN MUD 3	T
W22	FIRST COLONY LID 2	C	M192	FT BEND MUD 142	W	M96	FT BEND MUD 46	C	M167	SIENNA PLAN MUD 4	T
M197	FIRST COLONY MUD 10	L	M190	FT BEND MUD 143	T	M50	FT BEND MUD 47	L	M169	SIENNA PLAN MUD 6	T
M16	FIRST COLONY MUD 9	T	M193	FT BEND MUD 144	W	M54	FT BEND MUD 48	L	SM105	SIENNA PLANTATION MGNT	T
S07	FORT BEND ISD	C	M225	FT BEND MUD 145	A	M58	FT BEND MUD 49	L	SM109	SIMONTON MGNT DIST 1	B
D01	FT BEND CO DRNG	C	M191	FT BEND MUD 146	T	M30	FT BEND MUD 5	T	S11	STAFFORD MSD	C
G01	FT BEND CO GEN FUND	C	M198	FT BEND MUD 147	T	M02	FT BEND MUD 50	T	M296	VILLAGE AT KATY DEVELOPMENT	T
R37	FT BEND ESD 1	C	M199	FT BEND MUD 148	A	M20	FT BEND MUD 57	A	M163	WEST HARRIS CO MUD 4	L
R41	FT BEND ESD 2	C	M235	FT BEND MUD 149	T	M22	FT BEND MUD 58	A	W24	WEST KEGANS BAYOU	L
R07	FT BEND ESD 3	C	M201	FT BEND MUD 151	T	M76	FT BEND MUD 66	A	J01	WHARTON CO JR COLLEGE	C
R05	FT BEND ESD 4	C	M208	FT BEND MUD 152	T	M107	FT BEND MUD 81	E	M289	WILLIAMS RANCH MUD 1	A
R50	FT BEND ESD 5	C	M209	FT BEND MUD 155	C	M136	FT BEND MUD 94	L	M239	WILLOW CREEK FARMS MUD	U
R51	FT BEND ESD 6	C	M262	FT BEND MUD 156	A	SM100	FT BEND MUN MGNT DIST 1	T	M150	WILLOW POINT MUD	U
R52	FT BEND ESD 7	C	M210	FT BEND MUD 158	T	W03A	FT BEND WCID 2 AREA 1	C	W20	WILLOW-FORK DRNG	C
						W32	FT BEND WCID 3	L	M185	WOODCREEK RESERVE MUD	T

C=County A=ASW L=Leared

T=TaxTech W=Wheeler

E=Equitax B=BA Muni U=Utility Tax

## Appendix F Texas Comptroller Important Events

This calendar is subject to change by action of the Texas Legislature.

### ▼ January

January	
	<ul style="list-style-type: none"> <li>• Appraisal district public information packet release</li> <li>• Appraisal Review Board (ARB) training registration concludes</li> <li>• Methods and Assistance Program (MAP) final reports released for prior calendar year</li> <li>• MAP referrals to the Texas Department of Licensing and Regulation of appraisal districts that failed to complete recommendations included in their final MAP report published two years' prior</li> <li>• MAP reviews begin for current calendar year</li> <li>• Operations survey sent to chief appraisers</li> </ul>
1	Chief appraiser eligibility notification due.
31	<ul style="list-style-type: none"> <li>• Certification of preliminary Property Value Study (PVS) results.</li> </ul>

### ▼ February

February	
	<ul style="list-style-type: none"> <li>• ARB survey summary issued</li> <li>• ARB training begins</li> </ul>
1	<ul style="list-style-type: none"> <li>• Electronic Property Transaction Submission (EPTS) due.</li> <li>• Application period opens for local governments seeking disabled veterans assistance payments.</li> </ul>
February-May	ARB training takes place each calendar year.

### ▼ March

March	
	<ul style="list-style-type: none"> <li>• ARB training continues</li> <li>• Operations survey data due</li> <li>• Publication of legal requirements for rendition statements and availability of forms</li> <li>• PVS preliminary results protest deadline (not later than 40 days after certification of preliminary PVS results)</li> <li>• School district tax rates and levies posted</li> </ul>
	ARB training

### ▼ April

April	
	<ul style="list-style-type: none"> <li>• ARB training continues</li> <li>• Request special district market and taxable values and effective, rollback, M&amp;O and I&amp;S tax rates.</li> </ul>
1	Deadline for qualified local governments to file applications seeking disabled veterans assistance payments.

▼ May

<b>May</b>	
	ARB training concludes

▼ June

<b>June</b>	
	Oil and Gas data submission requested.

▼ July

<b>July</b>	
	<ul style="list-style-type: none"> <li>• City, county and special district tax rates and levies posted</li> <li>• Truth-in-taxation website, forms and videos updated</li> </ul>
<b>26</b>	Railroad rolling stock values certified.

▼ August

<b>August</b>	
	Utility Data Report requested.
<b>1</b>	<ul style="list-style-type: none"> <li>• Electronic Appraisal Roll Submission (EARS) due for any appraisal district with fewer than 200,000 taxable parcels but more than 10,000 parcels, excluding Category G parcels.*</li> <li>• EPTS due.</li> <li>• Oil and Gas data submission due.</li> </ul>
<b>On or about 15</b>	PVS final results certified to Commissioner of Education.

▼ September

<b>September</b>	
	<ul style="list-style-type: none"> <li>• Utility Data Report due.</li> <li>• Farm and Ranch Survey released.</li> <li>• MAP Preliminary reports released to chief appraisers for current calendar year.</li> </ul>
<b>1</b>	EARS due for any appraisal district with fewer than 10,000 or more than 200,000 taxable parcels, excluding Category G parcels.*
<b>15</b>	Reappraisal plans due in even-numbered years.

▼ October

October	
	<ul style="list-style-type: none"> <li>Adjusted limit on gross receipts published</li> <li>Farm and Ranch Survey due</li> <li>MAP review notice and data request for next calendar year sent</li> <li>Operations survey data posted</li> </ul>

▼ November

November	
1	Remaining data from appraisal districts due for final MAP reports for the current calendar year.

▼ December

December	
	<ul style="list-style-type: none"> <li>ARB training registration begins</li> <li>PVS pre-preliminary data release (Corrections requested by appraisal districts or school districts made no later than three weeks after this release.)</li> </ul>
1	Electronic responses to Comptroller's ARB survey due.
31	<ul style="list-style-type: none"> <li>Biennial property tax report issued in even-numbered years.</li> <li>Comments and suggestions received by taxpayer liaison officers outside of the Comptroller's ARB survey due.</li> </ul>

\* After acceptance of an appraisal district's EARS, the following forms and data must be submitted:

- [Form 50-251, School District Report of Property Value--Short Form \(PDF\)](#)
- [Form 50-253, Report on Value Lost Because of the School Tax Limitation on Homesteads of the Elderly/Disabled \(PDF\)](#)
- [Form 50-755, Report on Value Lost Because of School District Participation in Tax Increment Financing \(TIF\) \(PDF\)](#)
- [Form 50-767, Report on Value Lost Because of Value Limitations under Tax Code Chapter 313 \(PDF\)](#)
- A listing by account of unpaid deferred taxes for the previous PVS year that does not include penalties or interest
- [Form 50-250, County Report of Property Value--Short Form \(PDF\)](#)
- [Form 50-255, City Report of Property Value--Short Form \(PDF\)](#)

## Appendix G Fort Bend Central Appraisal District Budget 2020-2021 Budget Summary

Budget Center	Budget Center Descriptions	Budget 2020-2021
100.00	Staff Salaries	\$6,900,467
200.00	Professional Services	\$837,552
300.00	Data Processing Section	\$693,535
400.00	Building & Facilities Expenses	\$692,904
500.00	Office Supplies and Appraisal Materials	\$58,720
600.00	Mapping Supplies, Services & Contracts	\$55,855
700.00	Reproduction & Copy Expense	\$70,080
800.00	Postage & Mailing Expense	\$594,998
900.00	Vehicle Mileage Expense	\$607,320
1000.00	Training, Subscriptions, Per Diem, & Dues	\$238,006
1100.00	Bonding & Board of Directors Expenses	\$20,030
1200.00	Insurance & Retirement Expenses	\$3,127,533
1300.00	Capital Expenditures	\$665,527
1400.00	Contingency Fund	\$0
1500.00	Appraisal Review Board Expenses	\$1,090,446
	<b>TOTALS</b>	<b>\$15,652,973</b>