

MASS APPRAISAL EXPERIENCE LOG FORM INSTRUCTIONS

Experience listed must comply with the Uniform Standards of Professional Appraisal Practice (USPAP)

Appraisal Assignment: Identify the assignment. ID may be by street address, legal description, neighborhood designation, addition, class of properties, or any other appropriate means to specify the assignment.

Type: Classify the type properties in the assignment by one of the following: RA-Rural Agricultural, RR-Rural Residential, RC-Rural Commercial, UA-Urban Agricultural, UR-Urban Residential, or UC-Urban Commercial.

Mass appraisal experience is awarded based upon tasks performed within six broad categories in the mass appraisal process. The following is a list of the six categories and an identification of tasks within them.

Data Collection includes, but is not limited to the following tasks.

Identify collection requirements based on statutory requirements, sales, building permits, reports, observations, and internal ratio studies. Collect and verify such data as is necessary and appropriate to estimate cost new of improvements and accrued depreciation, estimate value by sales of comparable properties, and estimate value by capitalization of income including rentals, expenses, interest rates, capitalization rates and vacancy data.

Field check properties, conduct standardized data collection tasks, compare observations to previously collected data. Data collected may include, but is not limited to: quality; condition; measurements; age; type construction; use; number of stories, rooms or bathrooms; site characteristics; and observable physical or functional characteristics or economic factors influencing value.

Enter data into database.

Construct techniques and conduct data sampling to verify quality of information collected and accuracy of data entry.

Study characteristics and socio-economic factors including sales, resales, and vacancies to determine neighborhood boundaries. Delineate neighborhoods taking into consideration physical characteristics, architectural style, transitional properties and other aspects.

Sales Verification includes, but is not limited to the following tasks.

Establish a system to identify all real property sales recorded within the jurisdiction.

Research documentation to determine rights being transferred, and parcel splits or consolidations.

Verify sales data with buyer, seller and/or other knowledgeable sources by mail, telephone or personal interview.

Analyze sales to determine qualification for use as comparable, any personal property included, or income data obtainable.

Model Specification includes, but is not limited to the following tasks.

Identify the appropriate procedures and market information required to perform the appraisal to include physical, functional and external market factors which affect values.

Develop mathematical models which, with reasonable accuracy, represent the relationship between property value and market supply and demand, represented by quantitative and qualitative property characteristics.

Specify models using cost, sales comparison or income approaches to value.

Represent the relationship between market value and observable property characteristics using a specification format which may be tabular, mathematical, linear, non-linear or other structure as appropriate.

Model Calibration includes, but is not limited to the following tasks.

Analyze market and property data to determine specific parameters of a model including table entries and coefficients.

Apply appropriate calibration to the model to value land as though vacant and available for development by accepted and appropriate methods and techniques including, but not limited to, the sales comparison approach, the allocation method, the abstraction method, capitalization of ground rent, and the land residual technique.

Apply appropriate calibration to the model to value improvements by accepted and appropriate methods and techniques based on the cost approach, sales comparison approach and income approach, as applicable.

Devise and implement statistical testing procedures to validate the calibrations.

Final Review includes, but is not limited to the following tasks.

Employ generally accepted mass appraisal testing procedures and techniques to ensure that standards of accuracy are maintained.

Evaluate the performance of calibrated models using techniques including, but not limited to, goodness-of-fit statistics, hold-out samples, analysis of residuals, and appraisal to sale ratios.

Review individual value estimates before use.

Defense of Values includes the following tasks.

Prepare single-parcel appraisals for use in value defense using cost, sales comparison and income approaches to value.

Defend appraised values at the informal level with the taxpayer or his representative.

Defend appraised values at the formal level, before the Board of Equalization.

Defend appraised values in District Court.