

We're Here To Help!



© 1995 United Feature Syndicate, Inc. (NYC)

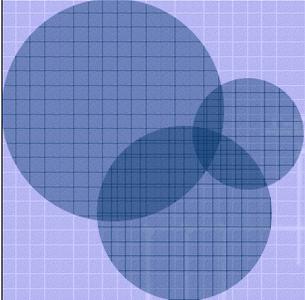
S. Adams

Quiet Please, Sick Zone Ahead!



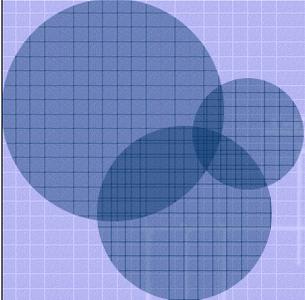
This Ought To Make Everything Clear!





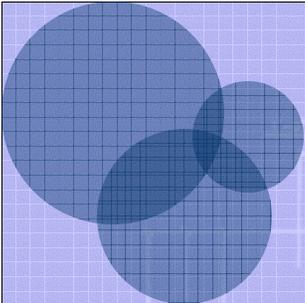
Importance Of Accurate Data:

- Quality Class, Year Built, And Square Footage Are The Three Most Significant Data Elements In Driving The Value Estimate Of A Home
- **ACCURACY, ACCURACY, ACCURACY!!!!**
- Starts With Field Inspection!



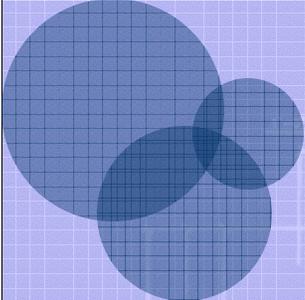
Questions To Ask The Occupant:

- Confirm Name Of Occupant And Determine If They Are Owner, Tenant, Relative, Etc.

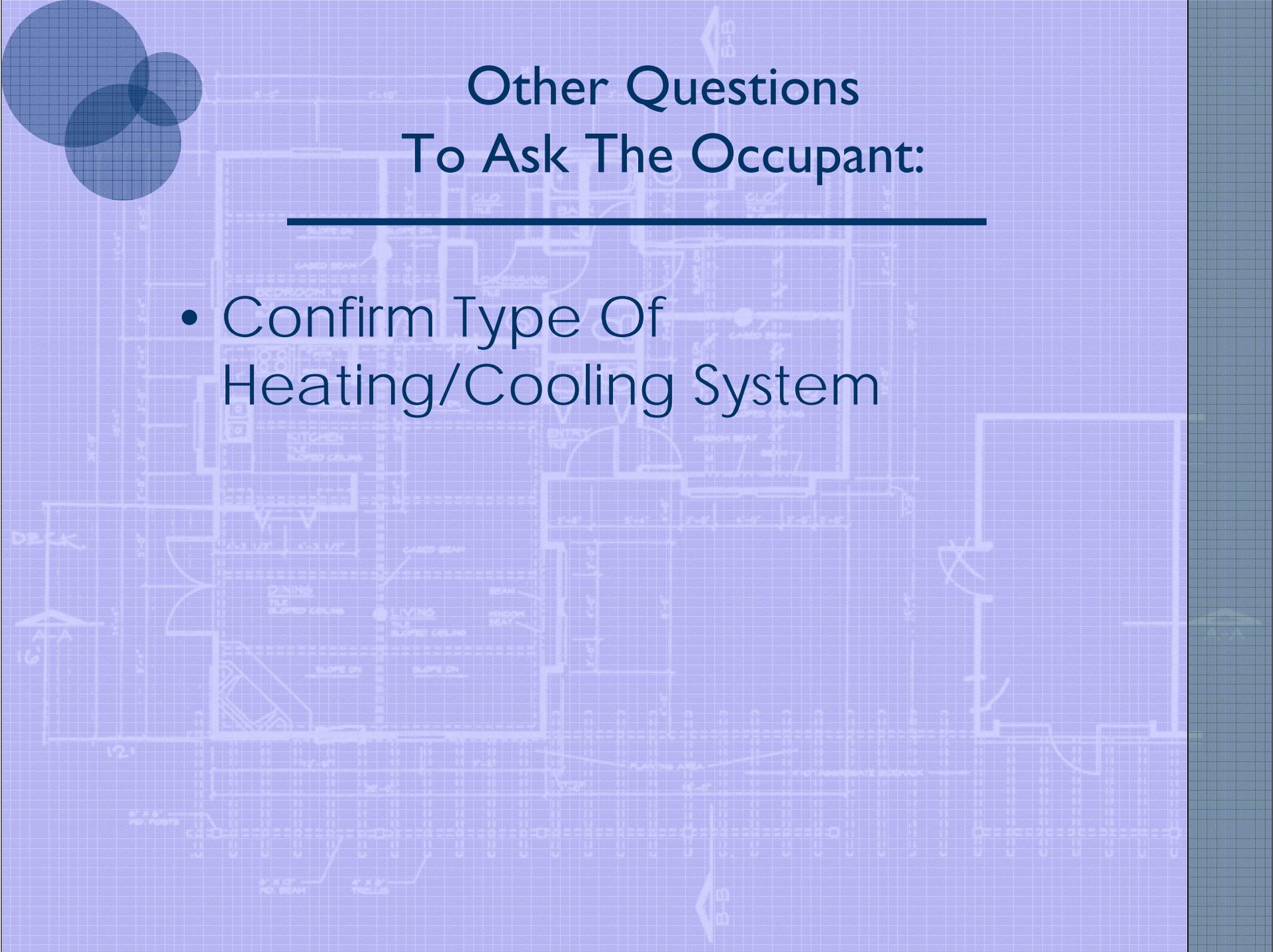


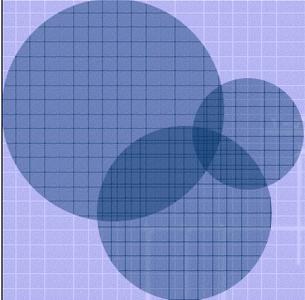
Questions To Ask The Occupant:

- Confirm Year Dwelling Was Built, And Year Remodeled If Applicable



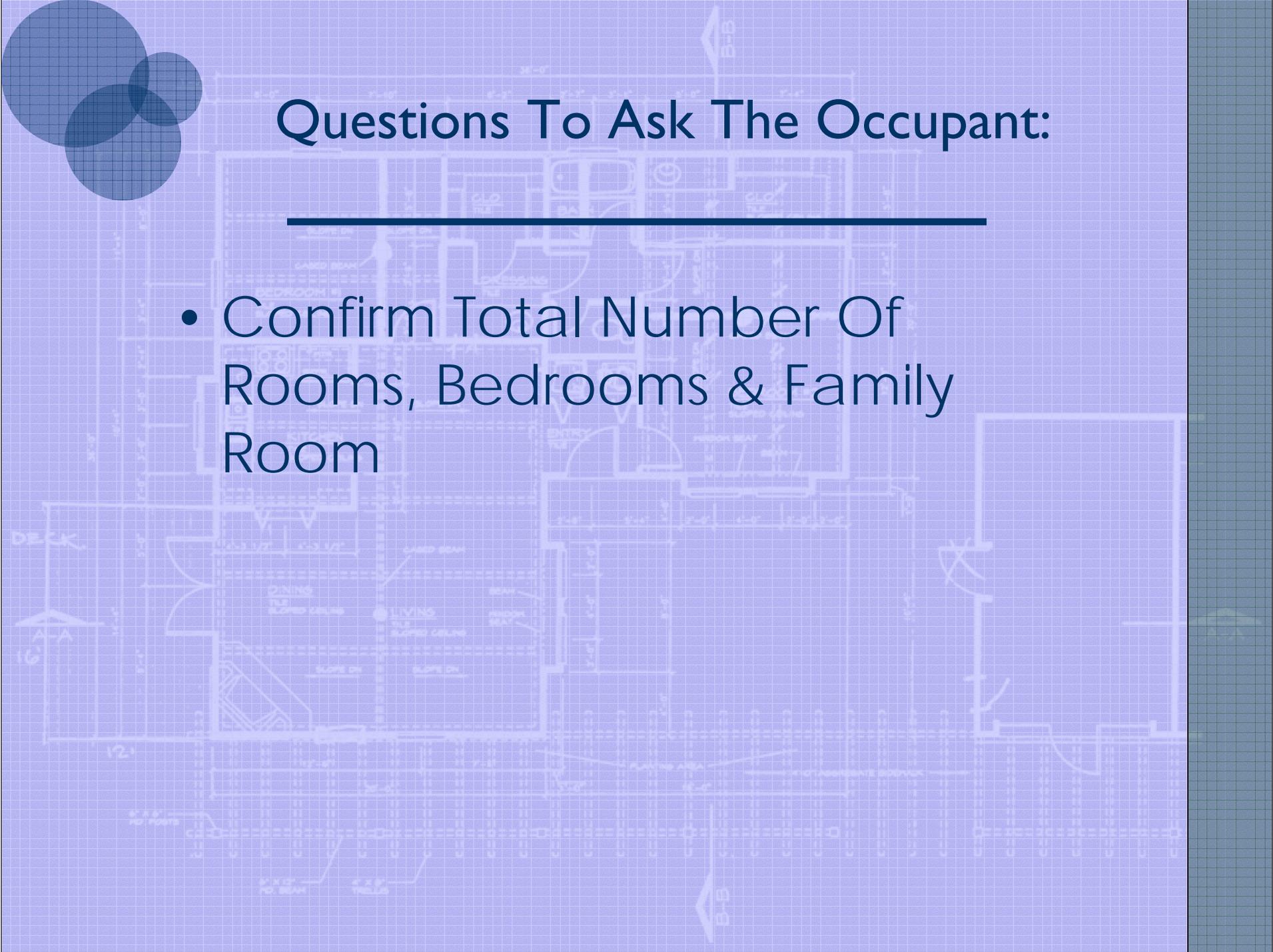
Other Questions To Ask The Occupant:

- Confirm Type Of Heating/Cooling System
- 

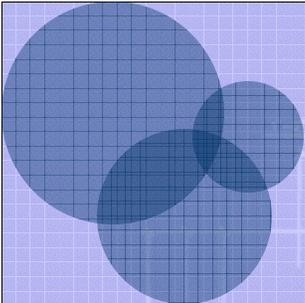


Questions To Ask The Occupant:

- Confirm Total Number Of Rooms, Bedrooms & Family Room

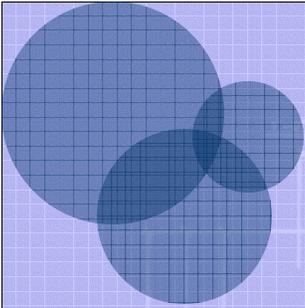


DECK
16' A A



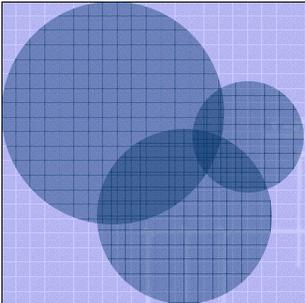
Statements Of The Obvious:





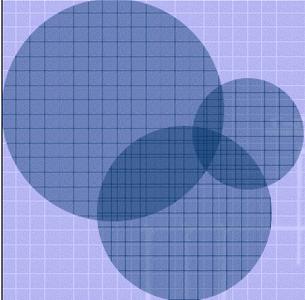
Statements Of The Obvious, II:





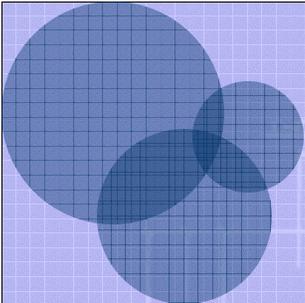
“Top Ten” Things **NOT** To Do In Data Collection:

- Number 10:
 - **DO NOT** Attempt To Give An *Appraisal* Estimate While Performing A Visual Inspection Of A Property



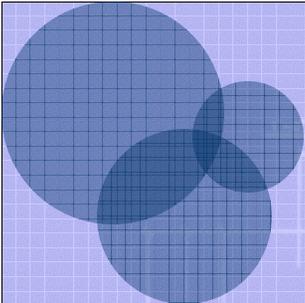
“Top Ten” Things **NOT** To Do In Data Collection

- Number 9:
 - **DO NOT** Damage Lawns Or Shrubs



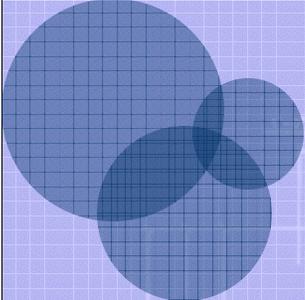
“Top Ten” Things **NOT** To Do In Data Collection

- Number 8:
 - **DO NOT** Discuss Or Make Statements To Neighbors Regarding Adjoining Properties Or Personalities



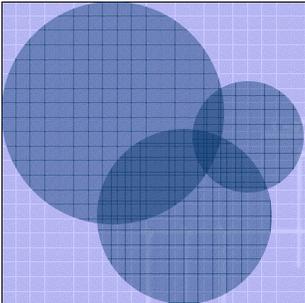
“Top Ten” Things **NOT** To Do In Data Collection

- Number 7:
 - **DO NOT** Bring Up Voluntarily In Your Conversation References To Previous Appeals To Board Of Equalization Or Complaints



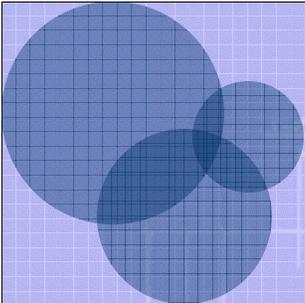
“Top Ten” Things **NOT** To Do In Data Collection

- Number 6:
 - **DO NOT** Voluntarily Make Statements Regarding Merits Or Possible Discrepancies In Previous Appraisal



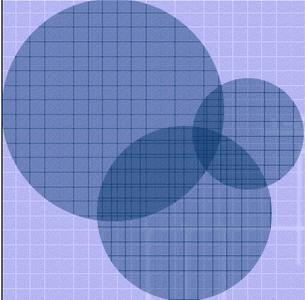
“Top Ten” Things **NOT** To Do In Data Collection

- Number 5:
 - **DO NOT** Answer Questions About Various Matters Or Programs Pertaining To Assessment If You Do Not Know The Correct Answers



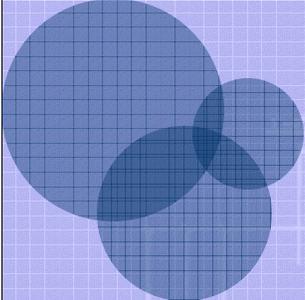
“Top Ten” Things **NOT** To Do In Data Collection

- Number 4:
 - **DO NOT** Quarrel With The Occupant If He/She Will Not Permit An Inspection



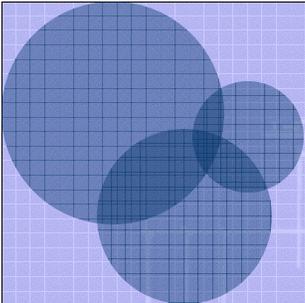
“Top Ten” Things **NOT** To Do In Data Collection

- Number 3:
 - **DO NOT** Enter A Residence When A Minor Is The Only One At Home



“Top Ten” Things **NOT** To Do In Data Collection

- Number 2:
 - **DO NOT** Joke Or Be Argumentative With Anyone About Any Issue

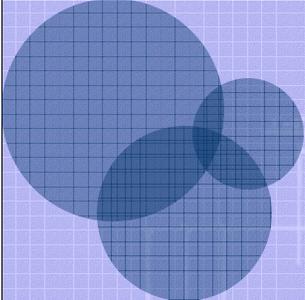


“Top Ten” Things **NOT** To Do In Data Collection

- Number 1:
 - **DO NOT** Have A “Know-It-All” Attitude

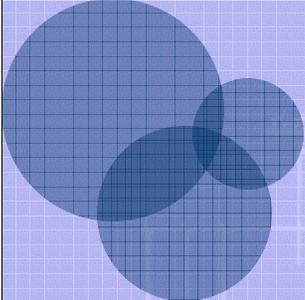
Statements Of The Obvious, III:





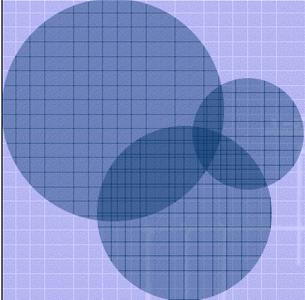
“Top Ten” Things You **SHOULD** **Do** In Data Collection

- Number 10:
 - **DO** Be Courteous And Show Your ID Badge



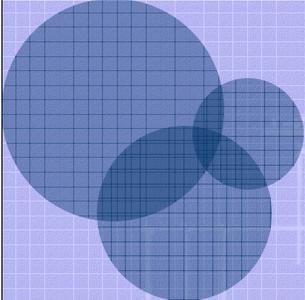
“Top Ten” Things You **SHOULD** **Do** In Data Collection

- Number 9:
 - **DO** Be Neat In Dress And Appearance



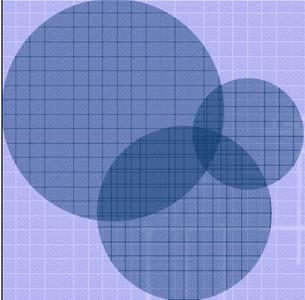
“Top Ten” Things You **SHOULD** **Do** In Data Collection

- Number 8:
 - **DO** Review The Appraisal Record To Acquaint Yourself With The Property You Are About To Inspect



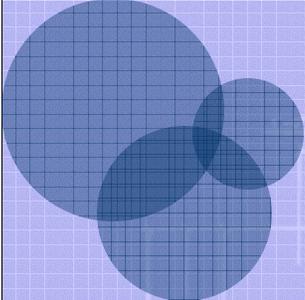
“Top Ten” Things You **SHOULD** **Do** In Data Collection :

- Number 7:
 - **DO** Obtain As Much Information As Possible At The Door



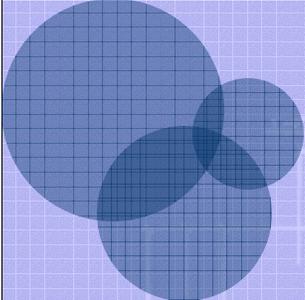
“Top Ten” Things You **SHOULD** **Do** In Data Collection :

- Number 6:
 - **DO** Limit The Amount Of Time Spent At A Property



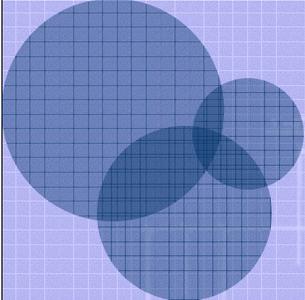
“Top Ten” Things You **SHOULD** **Do** In Data Collection :

- Number 5:
 - **DO** Advise Taxpayer To Call Office In January For Valuation On The Current Inspection You Are Making



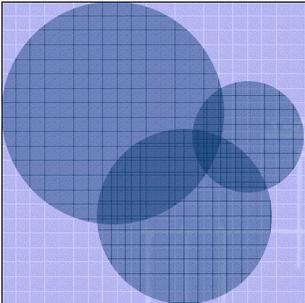
“Top Ten” Things You **SHOULD** **Do** In Data Collection :

- Number 4:
 - **DO** Advise That A Value Notice Will Be Sent If An Increase Of Assessment Occurs



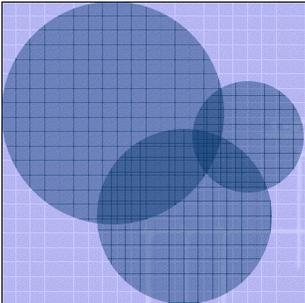
“Top Ten” Things You **SHOULD** **Do** In Data Collection :

- Number 3:
 - **DO** Listen If The Conversation Is Pertinent To Inspection, While Minimizing Your Comments



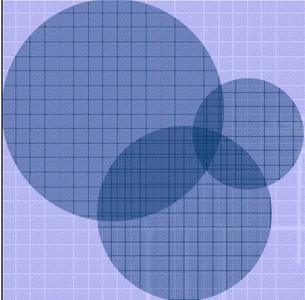
“Top Ten” Things You **SHOULD** **Do** In Data Collection :

- Number 2:
 - **DO** Listen Respectfully To Comments Or Valid Complaints Without Prolonging Conversation-- Use Tact And Patience



“Top Ten” Things You **SHOULD** **Do** In Data Collection :

- Number 1:
 - **DO** Make Sure Information On **ALL** Property Characteristics Is Accurate On **EACH** Property Inspected
 - Data Accuracy Is Most Important Job Of Data Collector!



Final Important Thought
While You're In The Field:



**BEWARE OF
ATTACK JACKASS.**