OFFICE OF REAL PROPERTY TAX SERVICES

Assessor Manual

Data Collection - Residential/Farm/Vacant Land

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New York State Department of Taxation and Finance
Office of Real Property Tax Services
July 2025

Assessor Manual
Data Collection and Maintenance
of Property Inventories—RFV

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Table of Contents

Please select from the options below

INTRODUCTION

The initial phase of any appraisal program is the data collection of real property inventory data. This data is needed to value each parcel of property located within a specific assessing jurisdiction. It is very important that the data be recorded as accurately and consistently as possible as it will serve as the basis of all future appraisal activity. Not only will this information provide the specific elements needed to value each parcel of property, but it will also become a valuable record of information for future use by the assessor's office and ORPTS. Therefore, the purpose of this residential manual is as follows:

- To describe the Residential/Farm/Vacant property record card designed solely for use with the New York State Real Property System (NYSRPS).
- To describe the data collection techniques that should be used in completing these forms.
- To define the specific characteristics of real property which must be collected for Residential/Farm/Vacant (R/F/V) parcels.
- **Please note that data items in this manual are required by Subpart 8190-1.1 of the Rules for Real Property Tax Administration, *Standards for assessment inventory and valuation data*.**

Once collected, the inventory characteristics may then be processed through the maintenance, report, and valuation programs which make up the New York State Real Property System. This will enable the municipality and ORPTS to effectively store, edit, and produce values using the applicable valuation technique(s): market, income, and replacement cost.

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Collection Procedure—Section 1

It is extremely important that data collectors possess a complete understanding of what data must be collected and how best to collect it.

1.1 Dos and Don'ts of a Good Data Collector

Initial impressions are lasting:

- Dress professionally,
- introduce yourself,
- present proper identification,
- explain the purpose of your visit,
- be courteous,
- seek permission to conduct the inspection,
- be careful of furnishings and property during the inspection,
- conduct the inspection in a professional manner, and
- when the inspection is completed, thank the owner or tenant for their cooperation and leave.

Cautionary conduct, don't:

- Discuss assessment practices,
- discuss property taxes,
- comment on furnishings or personal property,
- smoke during an inspection, or
- become involved in lengthy conversations.

1.2 Collection Preparation

Prior to any collection make sure to have all the information and tools needed to make a complete and accurate collection. Before leaving for the field you, as the collector, should:

- discuss the assigned work area with your supervisor (e.g., are there any unusual situations that you should be apprised of?).
- review appropriate tax and street maps.
- review available data (known sales information, neighborhood characteristics, parcel identification) to familiarize yourself with the immediate work area.
- check equipment and supplies (blank cards, measuring devices, etc.).

1.3 General Procedure

Every effort should be made to collect and record an accurate description of all parcels to be collected. On-site inspection should be completed for all parcels, including vacant land.

Approach - Determine the general characteristics of the property (e.g., neighborhood, utilities, traffic, outbuildings) and record as much of that information as possible. Consult the tax map for any data that may have been established and recorded for you to enter on the data card.

Contact - Immediately upon arrival attempt to contact the occupant. Introduce yourself and show your identification. State your purpose and ask for permission to inspect the building. Take information from adults only. Do not enter the residence unless accompanied by an adult. If an adult family member is not home, leave a message as to when you will return, or how an adult may contact someone for an appointment. Never go through a building without permission. If no one is on the premises at the time of visitation, one return visit must be made either after 6 P.M. or on Saturday IF the data collection is related to an Article 15-B project. If after two attempts no one was found at the premises or after one attempt where entry was refused, notification should be sent to the owner in order to provide an opportunity to schedule an appointment for collection of interior information.

An assessor/data collector should not enter on private property and take measurements or photographs without first securing the permission of the landowner. As a rule, real property is private, and the owner is entitled to exclusive possession thereof. The U.S. Constitution, Fourth Amendment prohibition against unreasonable searches and seizures has been applied to administrative inspections of private and commercial property.

Thus, a landowner can deny access to property, even to government regulators. An entrance or intrusion upon the land, without a warrant or owner's permission, can result in a trespass.

Refusal - If you are not allowed to conduct an interior inspection, attempt to get as much information about the building as possible from the occupant. Request permission to measure and inspect the exterior of the building site. An attempt should also be made to obtain a signature noting the refusal. You should leave the premises immediately and note the reason for refusal in the notes area of the card. If you are confronted with a total refusal, be courteous, attempt to obtain a signature, and then leave the premises immediately.

1.4 Inspection

Ask the occupant for permission to inspect the interior. If permission is given, request that the occupant accompany you through the house. If they decline, you may proceed alone. Proceed systematically, making general observations while recording specific data items. Recording all exterior and interior data at time of collection will lead to better work quality and may save a return trip to the building for verification of building items. Again, a word of caution: ask only pertinent questions designed to get specific answers which you need. Some examples would be:

- How old is the house?
- Have any additions been built onto the house? Has there been any remodeling done?
- Have you recently purchased the property?
    - If the answer to this question is "yes," proceed with sales related questions.
    - (This question should be one of your last questions, asked only after you have established a rapport with the person being interviewed.)

Inspect the first floor noting the number of rooms, kitchen quality, bath quality, general condition, etc. Upon completion of the first floor, request permission to see the other floors and basement, again recording specific data items pertinent to each area while noting general condition. Once you have completed the interior inspection, you should inquire about any additional structures and let the person know of your intention to walk around the exterior of the house to measure the house and exterior structures.

Prior to leaving you should attempt to secure a signature from the person. Explain that the signature does not constitute agreement with what was collected but merely means that the person allowed entrance and witnessed the inspection of the property. Thank the person for their cooperation and then conduct your exterior inspection. In some cases, the person may wish to accompany you on your exterior inspection and this, of course, should be of no concern to you. When inspecting agricultural properties, it is highly desirable to have the farmer accompany you throughout your inspection. Obtain as much information as possible from them regarding the land and structures.

Now proceed to measure the building. In many cases it is advisable to record the measurements as a free-hand sketch using a blank sheet of paper. In this manner dimensions can be checked, changed, erased, etc., for the final sketch. If there are any additional structures, they should also be collected and measured. You should next proceed with a sketch of the building and appropriate structures noting the dimensions and relative position to each other. Make sure that your measurements are accurate to the nearest foot and that the recorded data agrees with the sketch; retrace your steps around each structure if necessary. If at this point you find that more information is required, don't hesitate to go back inside to obtain the additional data.

Finally, take a photograph of the parcel if you have been assigned to do so. Usually, the photo is only of the main structure. In some instances, separate crews may have this responsibility.

Departure - Prior to leaving the property you should audit your card for accuracy and completeness. The card should be completed at the site, as this will reduce the possibility of erroneous data or of data being entirely omitted. If a photo has been taken, be sure it is clear and centered before leaving the property. A second visit is not only costly but may be an inconvenience to the owner/tenant. You should be perfectly satisfied that you have done the best job possible. If you have any doubts concerning the inspection you have just completed, consult your data collection manual. If the manual does not provide a satisfactory answer, contact the field supervisor for help. If they cannot answer the question, the appropriate person will be contacted, and the correct answer will be given to you. **Do not make interpretations on your own.**

At this point, you should enter your identification number and the date on the card. Proceed to make your next inspection.

Once you have completed your assigned area, review your work to ensure consistency from property to property. Turn in all the property record cards for completed inspections and any corresponding maps or supporting materials which were originally given to you.

1.5 Data Estimates

If no one is at the site, **do not enter the residence**. Note on the card the date and time of your visit and indicate that no one was present.

If no one is at the site on callbacks, make the proper notation on the card. **No more than two visits, neither resulting in a contact should be made in one day.** The second visit should be made after 6:00 p.m. or on Saturday.

If, after two attempts, you have not made contact at the site, or one attempt was made where entry was refused at the site, estimate the interior as accurately as possible and make the proper notations on the card. In making estimates, use similar parcels in the neighborhood as a guideline.

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Property Record Card—Section 2

ORPTS specially designed Property Record Cards (PRC) to record specific items of real property inventory data.

- RP-3100: Property record card: Residential, farm, and vacant land
- RP-3105: Property record card: Commercial

Data may also be collected or updated using handheld data collection devices. A reassessment presents an opportunity for the introduction of new technologies.

A sample Real Property System Version 4 (RPSV4) card is located on pages 3 and 4. The Property Record Card (PRC) is available on RPSV4. It can be printed either as a blank card or pre-populated with data specific to individual property.

This form has been designed to facilitate the collection of:

- residential, farm, or vacant land data,
- expedite data entry for computer use,
- and to comply with existing rules and regulations governing data collection.

If more space is needed for additional land breakdowns or improvements, additional cards may be used.

The card has been divided into nine major sections, which we will explore in detail throughout the course. These sections are:

- Parcel Identification
- Audit Control
- Sales Information
- Site Information
- Land Breakdown
- Residential Building
- Residential Building Area
- Sketch
- Improvements

For filing and control purposes - the Statewide Identification System (SWIS) code, Section-Block-Lot (SBL) number, and the Card Number will appear on the front side of each card.

2.1 Site Info

This item, including the SWIS, is the parcel identification number, which is printed in the Parcel Identification Section.

2.2 Card Number

This item is used to record the card number. Spaces are provided to enter two numbers. The first number indicates the number of the card being used and the last number is used to indicate the total number of cards needed to list the property. If there is only one card, the entry would be Card No. 1 of 1.

More than one property record card will be needed if any of the following cases apply:

- There are two or more sites.
- The number of land breakdowns exceeds the space provided on the card.
- There are two or more residences on the property (multiple sites).
- The number of improvements exceeds the space provided on the card.

2.3 Using this Manual

In each section of this manual, you'll find:

- a brief introduction to the section,
- an image of the section of the property record card and
- the individual data items relevant to the section.

Included with each individual data item will be:

- a definition of the data item,
- a list of any codes and definitions for each associated data item, and
- data items are required by Subpart 8190-1.1 of the Rules for Real Property Tax Administration, "Standards for assessment inventory and valuation data."

2.4 Residential Property Record Card

Samples of the RFV property record cards may be found on the following two pages.

RP3100 REV 2/11

NEW YORK STATE
OFFICE OF REAL PROPERTY SERVICES
RESIDENTIAL, FARM AND VACANT LAND PROPERTY RECORD CARD

SWIS TAX MAP NUMBER PROP CLASS

OWNER

LOCATION SCHOOL DIST HC

SALE PRICE SALE DATE LOT SIZE

Site Information Section SWIS/SBL _____ Card No. ___ of ___

Site No. Property Class

Route No.

Nbhd. Code:				Val Dist	
Sewer Type:	1=None	2=Private	3=Comm/Public		
Water Supply:	1=None	2=Private	3=Comm/Public		
Utilities:	1=None	2=Gas	3=Electric	4=Gas & Elec	
Site Desirability:	1=Inferior	2=Typical	3=Superior		
Nbhd. Type:	1=Rural	2=Suburban	3=Urban	4=Commercial	
Nbhd Rating:	1=Below Avg	2=Average	3=Above Avg		
Road Type:	1=None	2=Unimproved	3=Improved	4=Right-of-Way	
DC Entry Type:	1=Inter Inspec	2=Inter Refuse	3=Total Refusal	4=Est 5=No Entry	
Zoning Code:					

NOTES

Audit Control Section

Collector	Date (mmddyy)	Time	Activity	Source
	/ /	:		
	/ /	:		

Audit Control Codes
Activity
N=None
M=Measured Only
L=Listed

Source
1=Owner
2=Relative
3=Tenant
4=Other
5=MOHH
6=Assess.Data

Sales Information Codes
Sales Type
1=Land Only
2=Bldg. Only
3=Land & Bldg.
4=Right-of-Way

Valid
0=Not Valid
1=Valid

Reappraisal Cycle Section

Date of Last Phy Insp. ___/___/___ Date of Reappraisal ___/___/___

Sale Date	Sales Information Section Sale Price	Sale Type	Valid
/ /			
/ /			

Land Breakdown Section

Waterfront Type: 1=Pond 2=River 3=Lake 4=Canal 5=Ocean 6=Bay

Land Type
01=Primary 05=Tillable 09=Muck 13=Vineyard
02=Secondary 06=Pasture 10=Waterfront 14=Wetland
03=Undeveloped 07=Woodland 11=Orchard 15=Leased Land
04=Residual 08=Wasteland 12=Rear

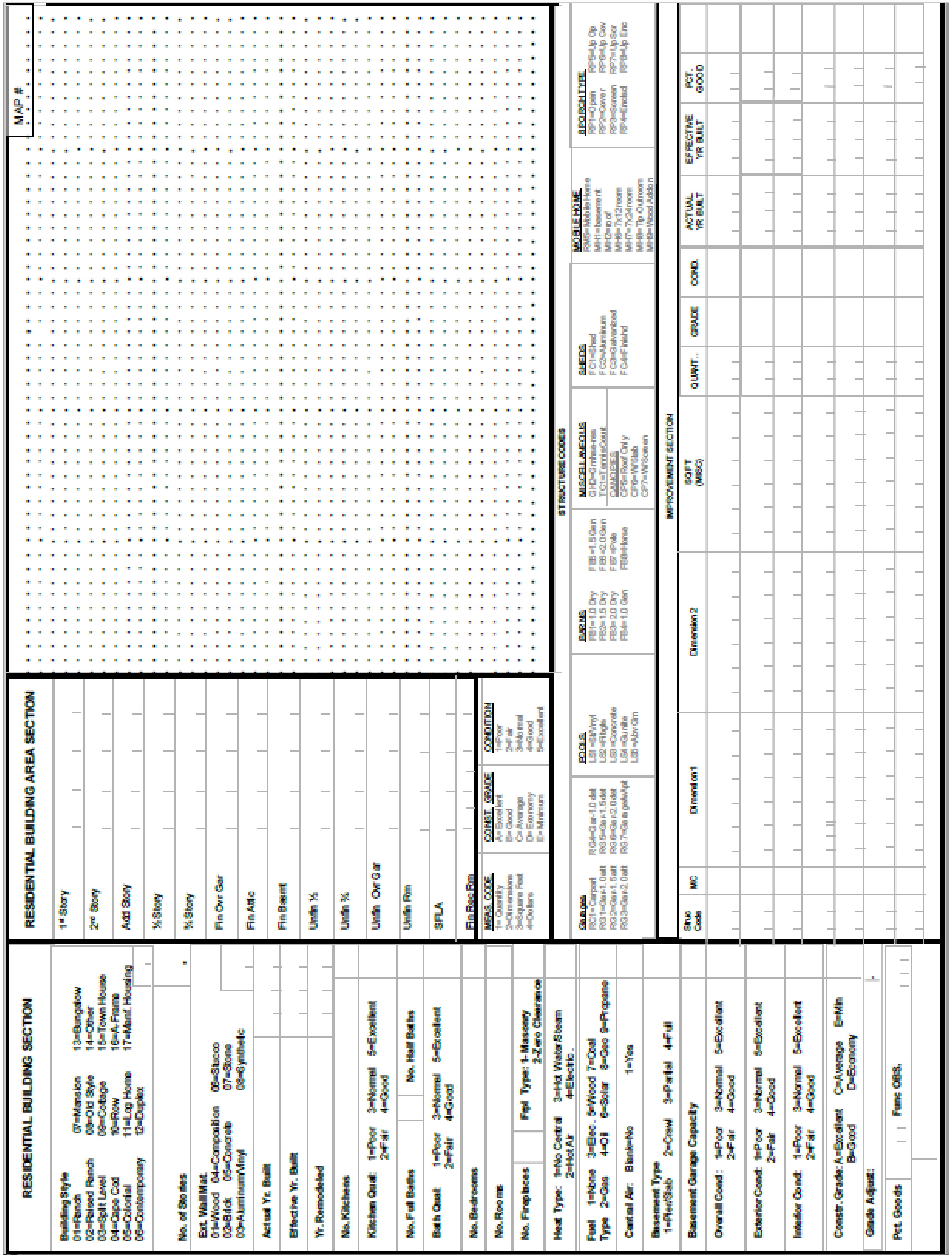
Soil Rating
P Poor (05) 01-10 (09) 01-04
N Normal (06) 01-10 (11) 01-10
G Good (07) 01-04 (13) 01-10

Influence Code
1=Topog 5=View
2=Location 6=Wetness
3=Shape 7=Environmental
4=Restricted Use 8 =Other

Land Type	Front Feet	Depth	Acres	Square Feet	Soil Rtng	Water Type	Depth Factor	Infl %	Infl Cd 1	Infl Cd 2	Infl Cd 3
	.	.	.								
	.	.	.								
	.	.	.								
	.	.	.								

Signature below does not mean contents verified, only that data was collected in your presence.

SIGNATURE _____



MAP #

RESIDENTIAL BUILDING SECTION

Building Style
01=Ranch 07=Mansion 13=Bungalow
02=Raised Ranch 08=Old Style 14=Other
03=Split Level 09=Cottage 15=Town House
04=Cape Cod 10=Row 16=A-Frame
05=Colonial 11=Log Home 17=Manf. Housing
06=Contemporary 12=Duplex

No. of Stories

Ext. Wall Mat.
01=Wood 04=Composition 06=Stucco
02=Brick 05=Concrete 07=Stone
03=Aluminum/Vinyl 08=Synthetic

Actual Yr. Built

Effective Yr. Built

Yr. Remodeled

No. Kitchens

Kitchen Qual: 1=Poor 2=Fair 3=Normal 4=Good 5=Excellent

No. Full Baths **No. Half Baths**

Bath Qual: 1=Poor 2=Fair 3=Normal 4=Good 5=Excellent

No. Bedrooms

No. Rooms

No. Fireplaces **Fpl Type: 1-Masonry 2-Zero Clearance**

Heat Type: 1=No Central 2=Hot Air 3=Hot Water/Steam 4=Electric

Fuel Type 1=None 2=Gas 3=Elec. 4=Oil 5=Wood 6=Solar 7=Coal 8=Geo 9=Propane

Central Air: Blank=No 1=Yes

Basement Type 1=Pier/Slab 2=Crawl 3=Partial 4=Full

Basement Garage Capacity

Overall Cond: 1=Poor 2=Fair 3=Normal 4=Good 5=Excellent

Exterior Cond: 1=Poor 2=Fair 3=Normal 4=Good 5=Excellent

Interior Cond: 1=Poor 2=Fair 3=Normal 4=Good 5=Excellent

Constr. Grade: A=Excellent B=Good C=Average D=Economy E=Min

Grade Adjust:

Pct. Goods **Func OBS.**

RESIDENTIAL BUILDING AREA SECTION

1st Story
2nd Story
Add Story
½ Story
¾ Story
Fin Ovr Gar
Fin Attic
Fin Bsmt
Unfin ½
Unfin ¾
Unfin Ovr Gar
Unfin Rm
SFLA
Fin Rec Rm

MEAS. CODE	CONST. GRADE	CONDITION
1= Quantity 2=Dimensions 3=Square Feet 4=Dollars	A=Excellent B=Good C=Average D=Economy E=Minimum	1=Poor 2=Fair 3=Normal 4=Good 5=Excellent

STRUCTURE CODES

Garages	POOLS	BARNS	MISCELLANEOUS	SHEDS	MOBILE HOME	RPORCH TYPE
RC1=Carport RG1=Gar-1.0 att RG2=Gar-1.5 att RG3=Gar-2.0 att RG4=Gar-1.0 det RG5=Gar-1.5 det RG6=Gar-2.0 det RG7=GaragelwApt	LS1=St/Vinyl LS2=Fibgls LS3=Concrete LS4=Gunite LS5=Abv Grn	FB1=1.0 Dry FB2=1.5 Dry FB3=2.0 Dry FB4=1.0 Gen FB5=1.5 Gen FB6=2.0 Gen FB7=Pole FB8=Horse	GH2=Grnhse-res TC1=TennisCourt CANOPIES CP5=Roof Only CP6=W/Slab CP7=W/Screen	FC1=Shed FC2=Aluminum FC3=Galvanized FC4=Finishd	RM5=Mobile Home MH1=basement MH2=roof MH6=7x12room MH7=7x24room MH8=Tip-Outroom MH9=Wood Addon	RP1=Open RP2=Cover RP3=Screen RP4=Enclsd RP5=Up Op RP6=Up Cov RP7=Up Scr RP8=Up Enc

IMPROVEMENT SECTION

Struc Code	MC	Dimension 1	Dimension 2	SQFT (MISC)	QUANT.	GRADE	COND.	ACTUAL YR BUILT	EFFECTIVE YR BUILT	PCT. GOOD

Parcel Identification—Section 3

This area lists parcel information from the assessment file such as ownership, location and the most recent sale.

RP3100 REV 1/17

NEW YORK STATE
OFFICE OF REAL PROPERTY TAX SERVICES

RESIDENTIAL, FARM AND VACANT LAND PROPERTY

SWIS	TAX MAP NUMBER		
012345	*007.-03-42.1*		
OWNER		**PROP CLASS**	**HC**
JONES, MARY		*210*	*S*
LOCATION NO.	**LOCATION**	**SCHOOL DIST**	
62	*MAIN ST*	*012345*	
SALES PRICE	**SALE DATE**	**LOT SIZE**	
398,500	*06/21*	*210 X 170*	

Parcel Identification Section Data Items

3.1 SWIS

The Statewide Identification System (SWIS) is a six-character numeric code that uniquely identifies each county, city, town, and village within the State of New York.

3.2 Tax Map Number

This can be up to a 20-character parcel identification number, which is derived from the current tax map and consists of tax map section-block-lot.

3.3 Owner

Current parcel owner for the taxable status date.

3.4 Property Class: Prop Class

This is a numeric 3-character code, that categorizes property by use. It should be the best description for the overall use of the property. Valid property class codes may be found in here.

3.5 Homestead Code: HC

This is the code used to designate the homestead class of the property. It will only appear if the assessment roll has been designated for Article 19, dual class rates.

Homestead Codes and Definitions

H Homestead: The entire parcel is designated as homestead.
N Non-homestead: No portion of the parcel is designated for homestead purposes.
S Split: The parcel is split: a portion of the parcel is designated as homestead and a portion is designated as non-homestead.

3.6 Location No.

This is the street address number of the parcel being recorded.

3.7 Location

This is the street address name on which the parcel is located.

3.8 School Dist.

This is a six-character numeric code that uniquely identifies each school district within the State of New York.

3.9 Sale Price

This is the actual amount of money, paid by the owner for the real property involved when the parcel was purchased. May display up to nine characters.

3.10 Sale Date

This is the date of purchase for the most recent sale. The format will be MMDDYY (M=Month, D=Day, Y=Year).

3.11 Lot Size

This is either the dimensions (front feet x depth) or the acreage for the entire parcel. If information in this data item is incorrect, corrections should be overwritten on the pre-printed card, with additional comments in the "Notes" section of the card.

***NOTE:** If information in one of these sale data items is incorrect, cross out the incorrect data and make the appropriate correction in the Sales Information Section of the card (refer to Section 5, *Sales Information Section*).

Subject Sales: If the parcel being collected has been sold within the valuation time frame, a complete sale card (or cards) must be filled out to describe the transfer. The sale date and price are also to be entered on the appraisal card for a subject sale.

In addition to the information which may be copied from the appraisal card (if it represents the parcel as of the sale date), the Book and Page from the RP- 5217 must be entered on the sale card in the tax map number area.

Care must be exercised to capture inventory differences between the subject and the sale inventory for each parcel.

***NOTE:** Information relative to more sales can also be found or verified via the on-line Sales Web System.

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Audit Control Section—Section 4

The data contained in this section is used to control the data collection process and to record information about the status of the collection effort for the property.

Sample Audit Control Section

Audit Control Section				
Collector	Date (mmddyy)	Time	Activity	Source
	/ /	:		
	/ /	:		

Date of Last Phy Insp. __ __/__ __/__ __ Date of Reappraisal __ __/__ __/__ __

4.1 Collector
This item is used to record the initials or identification number of the person who collected the data for the property.

4.2 Date
This item is used to record the month, day, and year that the property was visited by the data collector.

4.3 Time
This item is used to record the time, to the nearest five minutes, that the property was visited by the data collector. If no one is at the site in the morning, another visit should be made during an afternoon, and vice versa. However, if contact is made, and a responsible occupant is not present, find out when that person is expected to return; make your return call at that specified time.

4.4 Activity

This item is used to record what activity was performed by the data collector at the time of the visit.

Activity Codes and Definitions

N None: This indicates that no activity was performed during a visit at the site.

M Measured Only: This should be used when the measurements are taken and interior inspection is not granted, or when the buildings are measured separately while the interior inspection is accomplished at a different time or date.

L Listed: This should be used when a parcel has been entirely collected, or on the final visit even if the interior has been estimated.

4.5 Source

This item is used to record the source of information or the person who allowed or refused entry to the property.

Source Codes and Definitions

1 **Owner**: Owner of property.

2 **Relative**: An adult directly related to the owner.

3 **Tenant**: The tenant or renter of the property.

4 **Other**: A responsible occupant not listed above. The person should be identified in the notes area.

5 **NOAH**: No One At Home. This indicates that no contact was made.

6 **Assessor Data:** Data was obtained using an alternate source, assessor or available online data.

***NOTE:** Two lines are provided on the card to allow for these data items to be recorded for both the first and the second visit if necessary.

4.6 Date of Last Physical Inspection

Record the date of your most recent physical inspection. Physical inspection means, at a minimum, observing each parcel from the public right-of-way.

4.7 Date of Reappraisal

Record the date the property was reappraised. Reappraising means developing an estimate of market value using one or more of the accepted three approaches to value (cost, market, and income).

4.8 Signature

Always offer the person who gave permission to inspect the parcel the opportunity to sign the card. This does not mean that the person agrees with the data collected, only that they allowed entry and witnessed all or part of the collection. Even if entry is refused, attempt to secure a signature and make an appropriate notation in the notes area on the card.

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Sales Information—Section 5

This section of the card is used to record information recent sales. The most recent sale for a property will be entered under the sale information in the parcel identification section. Space is provided to enter up to two sales for the property. The most recent sale should be entered first and any earlier sale should be listed on the line following. Verify all recent sales that are within your designated sales date range.

Sale Date	Sales Information Section Sale Price	Sale Type	Valid
/ /			
/ /			

Sales Information Codes **Sales Type** 1=Land Only 2=Bldg. Only 3=Land & Bldg 4=Right-of-Way	**Valid** 0=Not Valid 1=Valid

Sales Information Codes
Sale Type
1 - Land Only
2 - Building Only
3 - Land and Building

VALID
0 - Invalid
1 - Valid

5.1 Sale Date

This item is used to record the date on which the sale occurred. If there is any sale information in the Property Identification Section, it should be verified and entered in the appropriate space. The date should be entered as MMDDYY (M = Month, D = Day, Y = Year).

Example: August 15, 2021 = 081521

5.2 Sale Price

This item is used to record the sale price. Any sale price printed in the Parcel Identification Section should be verified with the responsible contact and entered in the spaces provided. The sale price for **only the real property** should be entered to the nearest one hundred dollars. The sale price entry should be right justified, without commas, decimal points, or dollar signs.
Example: $398,300 = 398300

If the person giving access to the property is unknowledgeable about the correct sales price or the circumstances surrounding the sale, make a notation in the notes area. An attempt should then be made to meet with the property owner or the real estate agent to discuss the sale information. This follow-up will usually occur through your collection supervisor.

Do not enter an asking price in the sales information section. Record such data in the notes area of the card.

5.3 Sale Type

This item is used to record what real property was included in the sale of the property.

Sale Type Codes and Definitions

1. **Land Only**: This indicates the sale of a parcel that does not contain any structures or improvements of value such as buildings, barns, or garages, etc.

2. **Building(s) Only**: This indicates the sale of a parcel that consists of a building only (usually buildings on leased land).

3. **Land and Buildings**: This indicates the sale of a parcel that consists of both land and improvements.

4. **Right of Way**: This type of sale formally conveys a right-of-way or easement previously granted or established by usage. A right-of- way is the legal right, established by usage or grant, to pass along a specific route through grounds or property belonging to another. An easement grants the right of one or more persons to use the land of another for a specific purpose.

5.4 Valuation Useable

This item is used to record whether or not the sale represents an arms- length transaction. For a sale to be considered usable, consider that the actual price paid for the real property represented what a willing buyer would pay a willing seller.

Validation Codes

0 – Not Usable

1 – Useable

In addition to sale price and date, the collector should request the following information:

- the condition of the property at the time of sale and what the sale included,
- changes or additions to the property since the purchase, including structural changes or extensive modernization (these items should be captured as the current inventory, not the sale inventory),
- any personal or non-assessable property was included in the sale price, and
- the circumstances surrounding the sale.

Reasons to exclude the sale, include the following conditions:

- more than one parcel was included in the sale (economic unit),
- one or both parties involved in the sale were not fully aware of the present or potential purposes for which the property could be used (uninformed buyer),
- one or both parties in the sale were acting under duress or coercion,
- the sale involved related individuals or corporations,
- the sale was a result of a liquidation of assets, a mortgage foreclosure, a tax sale, or a quit claim,
- the sale involved a land contract; when a buyer pays a portion of the purchase price when the contract is signed, and agrees to pay additional sums at intervals, until the total purchase price is paid and the seller gives the deed, or
- the sale included an excessive amount of personal property, the value of these **cannot** be separated from the total price paid.

If one or more of the above conditions apply, the sale should be considered unusable. If the data collector has determined that the sale is unusable for any reason, a brief description of why it was not used must be written in the notes area.

If the data collector's purpose is to solely collect sale inventory and the property inventory has changed since the purchase date the changes should be captured in the notes area. This could be considered a valid sale; the data on the sales file should reflect the property inventory at the time of the sale.

Site Information—Section 6

This section contains information describing each of the residential sites within a parcel. Characteristics, which determine the type and quality of the site and neighborhood, are collected in this section of the card. It is essential that consistency within the municipality be maintained when making the decisions necessary to complete this section.

Example of Property Record Card Site Information Section:

Site Information Section	SWIS/SBL _____				Card No. ___ of ___
			Site No.		Property Class
Route No.					
Nbhd. Code:				Val Dist	
Sewer Type:	1=None	2=Private	3=Comm/Public		
Water Supply:	1=None	2=Private	3=Comm/Public		
Utilities:	1=None	2=Gas	3=Electric	4=Gas & Elec	
Site Desirability:	1=Inferior	2=Typical	3=Superior		
Nbhd. Type:	1=Rural	2=Suburban	3=Urban	4=Commercial	
Nbhd Rating:	1=Below Avg	2=Average	3=Above Avg.		
Road Type:	1=None	2=Unimproved	3=Improved		
DC Entry Type:	1=Inter Insp	2=Inter Refuse	3=Total Refusal	4=Est.	5=No Entry
Zoning Code:					

6.1 Site Number

This item is used to record the number of the residential site being collected. A site is defined as the land and buildings, which comprise a single unit for valuation. A residential site may contain one residence, or it may be vacant land. Each residence requires a separate site. If a parcel has two residences or more, the main residence would be on site 01 and the secondary residence would be on site 02, and so on. The first or only residential site number on the parcel should be entered as *01.* Additional site numbers are recorded as *02*, *03*, and so on.

6.2 Property Class

This item is used to record the numeric code, which categorizes the property by use. This entry should be the best description of the use of each site. If there is only one site on a parcel, the property class for the site should match the property class code found in the *Parcel Identification* section of the card. For multi-purpose properties, enter the most appropriate property class code. Property class codes developed by New York State are provided here.

6.3 Route Number

A locally assigned number, in which bordering parcels with non-sequential or unrelated tax map numbers can be grouped to be sequentially inspected in the most time efficient manner. The use of route numbers enables office staff to assign field staff a pre-determined number of inspections, which can be visited without the use of a tax map. Office staff can also trace the route, and physically locate field staff at any given time of day. Use of this item is optional.

6.4 Neighborhood Code

This item is for office use only and is used to set geographic market areas within an assessing unit for valuation purposes. A unique code will be assigned for each area.

Geographical neighborhood boundaries are influenced by factors such as:

- homogeneity
- land use
- social trends
- economic trends

6.5 Valuation District

This item is available for use as another valuation tool when market conditions require additional grouping(s) of properties, by attribute, within neighborhoods. Valuation district codes help appraisers make additional adjustments to parcels, in that properties with the same district code get the same adjustment factors. The use of this item is optional.

6.6 Sewer

This item is used to record the presence and type of sewage facilities available on the site.

Sewer Codes and Definitions

1 **None**: This indicates that no provision is made for the disposal of sewage on the site.

2 **Private**: This indicates the presence of a septic tank or cesspool on the site. If a septic tank or cesspool is presently being used and a commercial or public sewer system is readily available and *could* be connected, Code 3 should be used.

- **Note:** The present use of a septic tank or cesspool should be recorded in the notes section of the card.

3 **Commercial/Public**: This indicates that a sanitary sewer system is provided by a commercial company, or the local municipality and it is connected or readily available to the site.

6.7 Water

This item is used to record the type of water supply available on the site.

Water Codes and Definitions

1 **None**: This indicates that no water is available for domestic use on the site. Use this code even **if** water is available from a neighboring site.

2 **Private**: This indicates the water supply on the site is a well, spring, lake, river, or stream. If a well or spring is presently being used and a commercial or public water supply is available and could be connected, Code 3 should be used.

- **Note:** The present use of a well or spring should be recorded in the notes section of the card.

3 **Commercial/Public**: This indicates that a water supply from a municipal or commercial water company is connected or is readily available to the site.

6.8 Utilities

This item is used to record the presence or availability of natural gas or, electric utility services to the site – typically provided by a public provider. Liquid Propane Gas (LPG) and, or a generator operated by the property owner are not considered utility services.

Note: Services are considered to be present if available to the site, even though they may not be connected.

Utility Codes and Definitions

1 **No Public**: This indicates that no natural gas or electric utilities are available to the site.

2 **Gas**: This indicates natural gas service, but not electric service, is available to the site.

3 **Electric**: This indicates that electric service, but not natural gas service, is available to the site.

4 **Gas/Electric**: This indicates that public utilities make both natural gas and electric service available to the site.

6.9 Site Desirability

This item is a rating of the desirability of a particular site in comparison to others in the neighborhood. The rating is based on items such as view, topography, landscaping, road type, traffic volume, parking, and the size and shape of the lot.

Site Desirability Codes and Definitions

1 - **Inferior** - This indicates that the site has undesirable factors that adversely affect its value. It may have negative characteristics such as poor topography, a very irregular size or shape, utility easements, or extremely poor drainage.

2 - **Typical** - This indicates that the property site is typical, and no unusual or significant factors are affecting the value of the site.

3 - **Superior** - This indicates that the site is superior because of an outstanding location, a highly desirable view, or other factors that significantly increase the value of the site.

6.10 Neighborhood Type

This item indicates the predominant type of property in the surrounding neighborhood. There must be a coordinated effort among data collectors to ensure consistent collection of this item.

Neighborhood Type Codes and Definitions

1 **Rural**: This indicates an area where most of the property is vacant, and any farms or residences are scattered. This would also include a crossroads where properties are slightly more concentrated than the surrounding rural area.

2 **Suburban**: This indicates an area on the outskirts of a city or large village. Most of the area has been developed but there may also be vacant lots, or a small number of commercial properties interspersed. Typically, this will include residential subdivisions which have been developed by single contractors.

3 **Urban**: This indicates a densely developed residential area within a city or village. Some commercial properties may be interspersed but the predominant property class is residential.

4 **Commercial**: This indicates an area which is predominantly commercial or industrial; few residences are interspersed.

6.11 Neighborhood Rating

This item indicates the desirability of the parcel's neighborhood in comparison to other neighborhoods in the municipality.

Neighborhood Rating Codes and Definitions

1. **Below Average** - This indicates the least desirable neighborhoods within the municipality. Characteristics of such a neighborhood could include condemned or abandoned buildings, or vacant land containing trash and abandoned items.,
2. **Average** - This indicates the typical neighborhood type in the municipality. Characteristics of such a neighborhood include maintained residences with no evidence of overall detrimental characteristics and well-kept vacant lots.
3. **Above Average** - This indicates the most desirable neighborhoods within the municipality. Characteristics of such a neighborhood could include well-maintained residences in pristine condition – usually with manicured lawns in attractive settings –

6.12 Road Type

This item is used to record the type and surface of the road/street that fronts or gives access to the property.

Road Type Codes and Definitions

1 **None**: This indicates a lot or parcel that is landlocked except for a right- of-way or limited access.
2 **Unimproved**: This indicates a dirt or loose gravel road.
3 **Improved**: This indicates a hard-surfaced, paved road.
4 **Right of Way/Private**: The right which one person may have of passing over the land of another in some particular line.

6.13 DC Entry Type

This item indicates what the data collector was given permission to inspect on the property. This item is utilized for the purpose of quality control. For example, if a 95% visitation rate is desired, codes one through three counts as a visit.

DC Entry Codes and Definitions

1. **Interior Inspection**: This indicates the data collector was given permission to inspect the interior and the exterior of the property.

2. **Interior Refusal**: This indicates the data collector was refused an interior inspection but was given the necessary information. The data collector was allowed to record exterior measurements and site data.

3. **Total Refusal**: This indicates the data collector was refused interior and exterior information on the property, including measurements.

4. **Estimate**: This indicates the property data was estimated after one visit where the property was inaccessible (but the data collector was not specifically refused access by the property owner), or after one return visit (either after 6 P.M. or on Saturday) when no one was on the premises, or when the site is occupied by only a vacant building(s).

5. **No Entry**: This indicates the property is unimproved (vacant land).

6.14 Zoning Code

This item is used to record a locally defined code, which describes the use and classification of the property in a specific geographic area. If local codes are used, this item allows up to 10 alphanumeric characters.

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Land Breakdown-Section7

The data contained in this section describes the individual types of land which comprise the site. The land size, plus any factors that may affect value are recorded for each land type collected.

Sample Land Breakdown Section

Land Breakdown Section				Waterfront Type					
				1=Pond	2=River	3=Lake	4=Canal	5=Ocean	6=Bay
Land Type				Soil Rating			Influence Code		
01=Primary	05=Tillable	09=Muck	13=Vineyard	P Poor	(05) 01-10	(09) 01-04	1=Topog	4=Restrict Use	
02=Secondary	06=Pastrue	10=Waterfront	14=Wetland	N Normal	(06) 01-10	(11) 01-10	2=Location	5=View	
03=Undevleoped	07=Woodland	11=Orchard	15=Leased Land	G Good	(07) 01-04	(13) 01-10	3=Shape	6=Wetness	7=Other
04=Residual	08=Wasteland	12=Rear							

Land Type	Front Feet	Depth	Acres	Square Feet	Soil Rtng	Water Type	Depth Factor	Infl %	Infl Cd 1	Infl Cd 2	Infl Cd 3

7.1 Land Type

Used to record a code which best describes the land on the site being inventoried.

Land Type Codes and Definitions

1 **Primary**: This describes the main building site for improved or vacant parcels unless they are waterfront. Improvements to the land such as water, sewer, and utilities are available. There should only be one primary land type per site, but you can have more than one primary land type per parcel. Primary site should not exceed the local zoning. Primary land types with significant water frontage should be coded as Land Type 10 – Waterfront.

2 **Secondary**: This describes land that is improved by a residential structure which lacks amenities of the primary land type, such as road frontage or a separate water supply, which may result in less value. A secondary land type cannot be recorded unless you have described a primary land type for the parcel.

***NOTE:** A secondary land type differs from a primary land type as it would be difficult to market separately.

3 **Undeveloped**: This describes land, which is presently vacant, but is a potential primary site and usually has road frontage. Water, sewer, and other utilities may not be available on site (filed subdivisions may or may not have constructed roads). This is land which is in areas where development is taking place and further development of vacant parcels is probable. Undeveloped lots should not be less than the local zoning lot size.

4 **Residual**: This describes land in excess of the primary (or undeveloped) land type. The land occupied by farm buildings (exclusive of the home site) is best described as residual.

5 **Tillable**: This describes farmland other than muck, vineyard, or orchard which is suitable for the cultivation of farm crops. Improved or seeded pasture is considered tillable land and is to be recorded as land type 05. This land type should be used only if the land is being utilized as part of a farm operation. If this code is used, a corresponding entry must be made in soil rating.

6 **Pasture**: This describes agricultural land used for open grazing and exercising of cattle. If this code is used, a corresponding entry must be made in soil rating.

7 **Woodland**: This describes areas of trees with or without marketable timber. This land type is typically used only for properties in the 100 and 900 series but may be used for wooded acreage on sites described as 240 or in the 320 property class series. If this code is used, a corresponding entry should be made in soil rating.

8 **Wasteland**: This describes land areas of little or no economic value such as swamps, ravines, flood land, etc. It would be very costly and impractical or impossible to improve the land to the point where it could be utilized.

9 **Muck**: This land type describes highly organic land of dark color and low mineral content. Muck is used to produce potatoes, onions, and truck garden crops such as lettuce, celery, radishes, etc. Muck is found only in certain areas of the state and this land type is to be used only if the site being described is recorded with a property class in the 100 or farm series. Generally, a site must have the specialized property class code of 130, truck crops to have land type 09 described. If this code is used, a corresponding entry must be made in soil rating.

10 **Waterfront**: This describes land with any significant water frontage. When the waterfront land type is used, an entry should also be made in Waterfront Type. A site may have more than one waterfront breakdown described if water frontage exists on more than one water type. The dimensions for this land type must be recorded as waterfront front-feet x depth.

11 **Orchard**: This describes land planted with fruit-bearing trees such as apples, pears, cherries, etc. This land type is to be used for farm properties and must be used if the site property class code is 151. If this code is used, a corresponding entry must be made in Soil Rating.

12 **Rear**: This describes vacant land presently without access to a public road, e.g., land-locked parcels.

13 **Vineyard**: This describes land planted with grapevines. This land type may be used only if the site being described is in the farm series and it must be used if the site property class code is 152. **If this code is used, a corresponding entry must be made in Soil Rating.**

14 **Wetland**: This describes land which has been designated and identified by the Department of Environmental Conservation (DEC) as being under restrictions and protected as wetland. This code is to be used only if the land is **positively identified,** with DEC certification or official DEC wetland maps. Do not use this for swampland.

15 **Leased Land**: This entry should be used when there is a building or other improvement which has no associated land. This should not be used to describe land which is leased to increase the productivity of a farm. An example would be a leased warehouse on railroad property.

7.2 Front Feet

This item is used to record the actual amount of front footage of the land

breakdown entry for square or rectangular shaped lots and the effective front feet on irregularly shaped lots. An entry in this field also requires an entry in depth, the entry should be to the nearest foot and should be right justified.

7.3 Depth

This item is used to record the actual depth of the land breakdown entry for **square** or **rectangular** shaped lots. An entry in Depth also requires an entry in Front Feet. The entry should be to the nearest foot and should be right justified. Irregular lots are usually measured in acres or square feet.

7.4 Acres

This item is used to record the number of acres, to the nearest hundredth of an acre (such as 1.03), of the land breakdown entry. One acre is 43,560 square feet. Acres are most often used for larger land areas or irregular shaped lots. The entry should be right justified.

7.5 Square Feet

This item is used to record the number of square feet of the land breakdown entry. The entry should be to the nearest square foot and should be right justified.

***Note:** The size of each land breakdown should be recorded as:

- Front Feet and Depth
- Acres
- Square Feet

7.6 Soil Rating

This rating is used to record the soil quality for the following agricultural land types. These ratings are usually available at the County Soil and Water Conservation Office.

Land Type	Soil Rating Codes
05—Tillable	01-10
06—Pasture	01-10
07—Woodland	01-04
09—Muck	01-04
11—Orchard	01-10
13—Vineyard	01-10

Soil Rating Codes

When the applicable soil map data is unavailable to designate the specific soil rating for tillable, pasture, orchard, or vineyard, the following codes. should be used:

Soil Rating Codes and Definitions

P -**Poor** - Land which is adversely affected by its physical characteristics (slope, wetness, layout, etc.) and on which it would be difficult to produce a normal yield of crops or upon which it would be very difficult to cultivate with modern farm machinery.

N -**Normal** - Land, average in crop production, utilizes normal farming methods, and can be cultivated with modern farm machinery.

G -**Good** - Land which is highly conducive to cultivation, and which produces a consistently high yield of crops utilizing normal farming methods.

The following is the methodology used to assign a soil rating to the indicated land types:

Tillable Pasture, **Orchard**, or **Vineyard**

The task of defining quality levels for soil classification is difficult and there is no universally accepted system of measure. Therefore, the Office of Real Property Tax Services recommends the use of a soil classification system adopted for use by the Office's Agricultural Unit in its development of agricultural value assessments. However, an important distinction must be made; the agricultural value assessments utilize an income-based valuation technique which requires a great deal of analysis and supporting documentation. ORPTS does this in conjunction with independent studies using a market base valuation technique that reflects recent agricultural land and farm sales. The classification system incorporates an index for soil productivity based on yields of the forage crops commonly grown in New York State. The following formula demonstrates how this rating is calculated for the most productive soil in each county:

Step 1: Weight the yield for each crop (hay or corn silage) by the percentage of the total years in the crop rotation cycle during which it is grown.

Step 2: Weight the resulting calculation for each of the two crops by a pre-determined conversion factor for that crop.

Step 3: Sum the results obtained in step (2).

The figure obtained in this manner for the most productive county soil represents the soil's production potential, given the yields of the two crops and their incidence in a recommended rotation. This level of production is assigned a rank of 100. A rating may then be calculated for all other county soils and the resulting estimates are divided by the production ratio for the most productive soil. Thus, all other soils are ranked in terms of the most productive one. Therefore, utilizing this system, the highest grade of soil in any county will have a productivity rating which approaches 100 and, conversely, the poorest grade of soil will have a productivity rating which approaches zero.

The following chart shows how the Productivity Rating applies to the Soil Rating when used for tillable, pasture, orchard, and vineyard land types:

Soil Rating Codes	Associated Productivity Rating
1	90-100
2	80-89
3	70-79
4	60-69
5	50-59
6	40-49
7	25-39
8	< or = 24
9	Marginal
10	Unsuitable for cultivation

As previously mentioned, if the necessary data is unavailable, a simplified coding scheme (Codes = P, N, or G) for classifying soil types in the tillable, pasture, orchard, and vineyard land types can be used.

Muck - The most important characteristics of these soils are depth, drainage, and susceptibility to flooding. Depth may be determined from information contained in soil survey reports, but drainage and flooding characteristics will vary from location to location on the same type of muck. All muck land which is in crop production must be classified with the aid of both soil survey information and information provided by landowners obtained through on-site inspection. The classes used for land of this type are as follows:

Soil Rating Code	Organic Soil Group	Group Characteristics
1	A	Depth 51 inches, adequate drainage at least 10-year flood protection.
2	B	Depth 16-51 inches, adequate drainage, at least 10-year flood protection.
3	C	Depth 51 inches, inadequate drainage, or floods one year in five.
4	D	Depth 16-51 in., inadequate drainage, or floods one year in five or depth 51 inches with **both** inadequate drainage and flooding once in five years.

Woodland - For agricultural exemption purposes, farm woodland is limited to 50 acres. Farm woodland has the following attributes:

- Land of two acres or more used primarily to produce marketable woodland products (e.g., logs, lumber, posts, firewood, and maple syrup), and
- has a forest growth of suitable character and distribution to give assurance that a stand of merchantable timber will be developed within a reasonable period of time and has been divided into three classes. Woodland which is comprised mainly of non-marketable timber is in a fourth class.

Woodland classes are established according to the following criteria:

Soil Rating Code	Class Characteristics
1	Heavy saw timber of more than 10,000 board feet per acre.
2	Heavy poles, light or medium saw timber of 2,000 to 10,000 board feet per acre.
3	Seedlings, saplings, or light poles of up to 2,000 board feet per acre.
4	Non-marketable timber and/or products.

7.7 Waterfront Type

This item is used to define the body of water on which the property has frontage. This should be entered if Land Type = 10, Waterfront.

Waterfront Type Codes and Definitions

1 **Pond** - This is primarily for properties which have frontage on a pond that typically would enhance the property value.
2 **River** - The property has frontage on a river or large stream.
3 **Lake** - The property has frontage on a lake.
4 **Canal** - The property has frontage on a canal.
5 **Ocean** - The property has frontage on the ocean.
6 **Bay** - The property has frontage on a bay or inlet.

7.8 Depth Factor

A factor which represents the comparative value of a given depth of a lot with respect to the value of a lot having an accepted standard depth. This item can have positive or negative effect on value, and is usually assigned during field review, unless a jurisdiction already has Land Depth Tables to use. Use of this item is not mandatory.

7.9 Influence Percent

This item will be documented at the same time as Influence Code(s), typically during field assessment. It specifies the percentage to consider for the factor represented by the influence code. A decrease in value of 10 percent would be recorded as .90, while an increase in value of 10 percent would be documented as 1.10. When you multiply it by the land's unit value, it will produce the required percentage of value. A maximum of three distinct Influence Codes may be utilized to calculate the Influence Percent. An influence code needs to be included if an influence percent is utilized

7.10 Influence Code

This item is assigned during field review and indicates that the base land value will be affected by one of the following codes. If this item is used, a corresponding entry must be made in Influence Percent. The Data Collection Card provides space for up to three separate Influence Codes per Land Type.

Influence Codes and Definitions

1. **Topography** - This refers to the contour of the land. It is only used to indicate a value loss attributable to physical land conditions such as unacceptable grade level (steep incline) or poor accessibility.
    - *Influence Factor - Negative*

2. **Location** - This indicates a value change attributable to the parcel's specific location as compared to other parcels in the neighborhood. Typically, this could be a street in a neighborhood that is considerably superior or inferior to the other streets in the neighborhood.
    - *Influence Factor - Negative or Positive*

3 **Shape** - This refers to the configuration of the perimeter lot lines as described in the deed. It is only used to indicate a value loss attributable to an irregular shape that would reduce the utility of the parcel.
   - *Influence Factor – Negative*

4 **Restricted Use** - This indicates a value loss to the parcel due to local law or a private agreement restricting the use of the parcel which is binding on present and future owners.
   - *Influence Factor – Negative*

   Some typical restrictions may be found as follows:
   - **Easements** - Right-of-way, sewer, water, gas, or electric distribution lines.
   - **Zoning** - Restricted use or development of a parcel by type of improvement (such as single-family homes only) or by minimum lot size (frontage or depth, square foot area, or acreage).
   - **Open space or scenic** - Greenbelt or open space laws prohibiting land from being developed with improvements.

5 **View** - This indicates that the view afforded to a particular site would affect the value of the property. This influence could be **negative** as caused by an unattractive view of a junk yard, or it could be **positive** as caused by the view from the property overlooking a body of water or scenic valley.
   - *Influence Factor - Negative or Positive*

6 **Wetness** - This indicates a value loss attributable to excessive water caused by poor drainage or a high-water table. This influence code should not be confused with or used in conjunction with Land Type 14 - Wetland.
   - *Influence Factor - Negative*

7 **Environmental Impact** – The detrimental effects of chemical, radiation, noise, and other adverse contaminants on the environment.

8 **Other** - Locally defined.

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Residential Building—Section 8

This section records pertinent information, describing the residential structure.

Residential Building Section				
Building Style 01 - Ranch 02 - Raised Ranch 03 - Split Level 04 - Cape Cod 05 - Colonial 06 - Contemporary	07 - Mansion 08 - Old Style 09 - Cottage 10 - Row 11 - Log Home 12 - Duplex	13 - Bungalow 14 - Other 15 - Town House 16 - A -Frame 17 - Manf. Housing		
No. of Stories				
Ext. Wall Mat. 01 - Wood 02 - Brick 03 - Aluminum/Vinyl	04 - Composition 05 - Concrete 06 - Stucco	07 - Stone 08 - Synthetic		
Actual Yr. Built				
Effective Yr. Built				
Yr. Remodeled				
No. Kitchens				
Kitchen Qual:	1 - Poor 4 - Good	2 - Fair 5 - Excellent	3 - Normal	
No. Full Baths		**No. Half Baths**		
Bath Qual:	1 - Poor 4 - Good	2 - Fair 5 - Excellent	3 - Normal	
No. Bedrooms				
No. Rooms				
No. Fireplaces		**Firpl Type**	1 - Masonary 2 - Zero Clearance	
Heat Type	1 - No Central 2 - Hot Air	3 - Hot water/Steam 4 - Electric		
Fuel Type	1 - None 2 - Gas 3 - Electric	4 - Oil 5 - Wood 6 - Solar	7 - Coal 8 - Geo 9 - Propane	
Central Air	Blank - No	1 - Yes		
Basement Type	1 - Pier/Slab 3 - Partial	2 - Crawl 4 - Full	5 - Walk out - partial 6 - Walk out - full	
Basement Garage Capacity				
Overall Cond	1 - Poor 4 - Good	2 - Fair 5 - Excellent	3 - Normal	
Exterior Cond	1 - Poor 4 - Good	2 - Fair 5 - Excellent	3 - Normal	
Interior Cond	1 - Poor 4 - Good	2 - Fair 5 - Excellent	3 - Normal	
Constr Grade	A - Excellent B - Good	C - Average D - Economy	E - Minimum	
Grade Adjust Pct:				
Pct Good:		**Func Obs Pct.**		

8.1 Building Style

This item is used to classify the architectural style of the residence. There are 17 specific styles defined. Code 14—other style, allows for the description of a building style that does not conform to one of the 16 specific styles. When entering the building style code, be sure to enter both characters (example: enter *01*-Ranch, do not enter *1*)

Building Style Codes and Definitions

On the following pages you will find a definition for each of the building style codes, a typical floor plan diagram of the building style, and a photograph sample of the style. The floor plan diagram does not usually depict the same structure as the photograph, but both provide guidelines in selecting the appropriate building style.

Following the individual building style definitions is a chart of General Building Style Characteristics This may be helpful in determining building style as well as other data characteristics defined later in this section.

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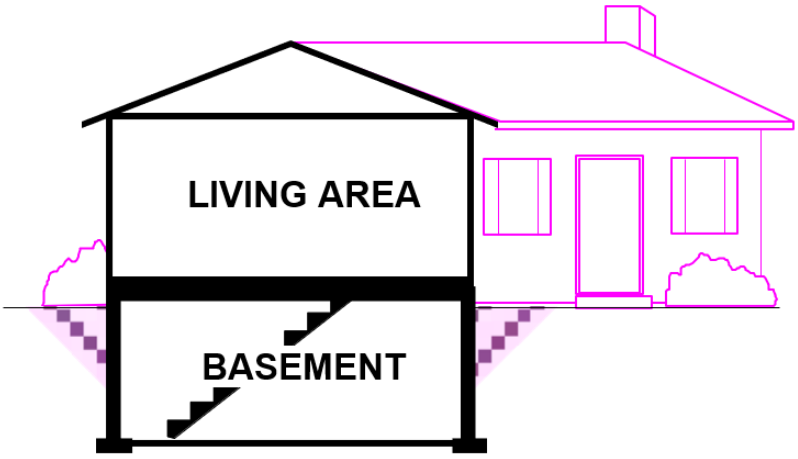
Building Style 01: Ranch

The typical Ranch is a single-story structure. There are usually three bedrooms, a kitchen, 1 or 1½ baths, and a living room. There are many variations to the standard ranch. The roofline on this style is usually a low angle gable, a hip style roof, or a flat roof.

A prefabricated, modular dwelling should be collected using this building style. The distinction between a prefabricated modular unit and a manufactured home (also known as a mobile home, doublewide, or trailer) is this: the modular home is built in a factory using similar materials and workmanship as a *stick-built* house built on the site. It is trucked to the site in individual components where it is assembled.

The manufactured home (Improvement Code MH5) is built in the factory on a steel I-beam frame, with one or more axles (including wheels and tires) attached underneath. The manufactured home is trucked to the site where the towing tongue and wheels/tires are removed after installation (the axle/axles (chassis) and steel frame remain and will be visible from the crawl space/basement).

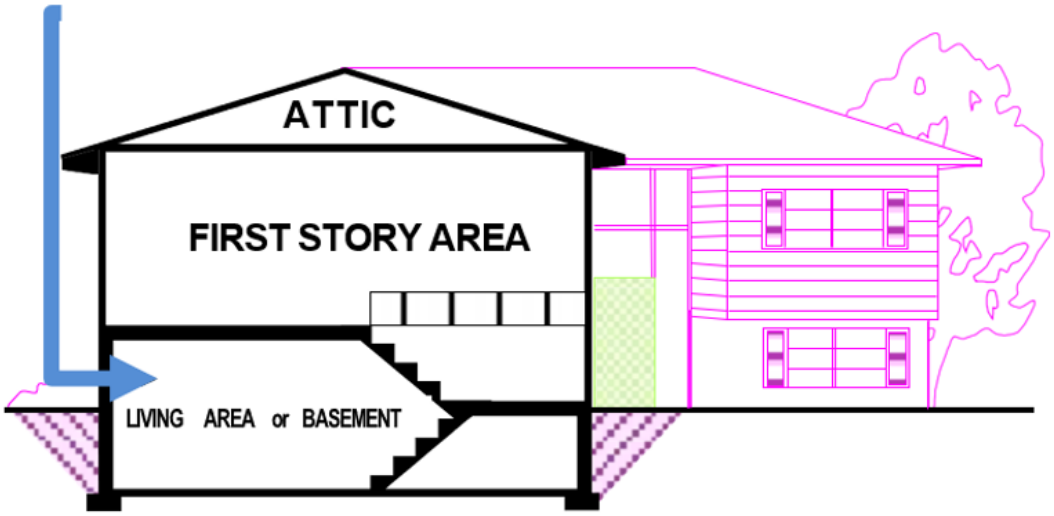


Building Style 01: Ranch

Building Style 02: Raised Ranch

The Raised Ranch is similar in appearance to the normal Ranch. It is a one-story dwelling and usually has three or more bedrooms, a kitchen, and a living room in the first story area of the residence. The major differences between this style and the normal ranch style is that the basement walls are usually elevated four feet or more above ground level with full-sized windows, and the basement level is used as living area which is usually finished similarly to the main level. This area is recorded as finished basement. These levels are accessed by a half flight of stairs as opposed to the full flight found in most other styles. Some raised ranches have their main entrance on ground/basement level and appear to be a colonial (building style 05) on slab; the difference is that a raised ranch will have the public areas of the house (i.e., kitchen, dining room, living room) above the entry point. Also, it usually includes a basement garage. This building style is commonly referred to as a bi-level, high ranch, split entry, or split foyer.

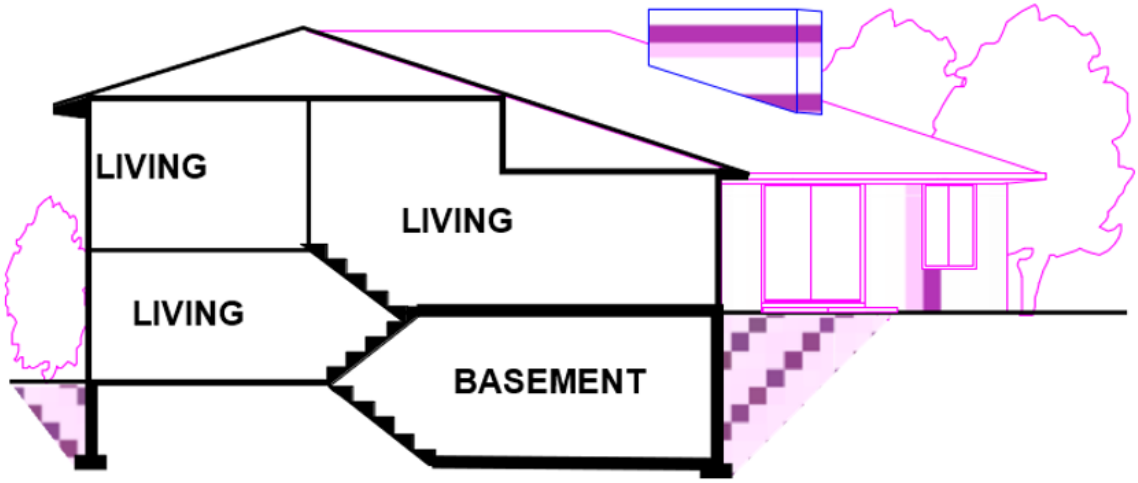
In most areas, when finished and heated, this is considered living area.



Building Style 02: Raised Ranch

Building Style 03: Split Level

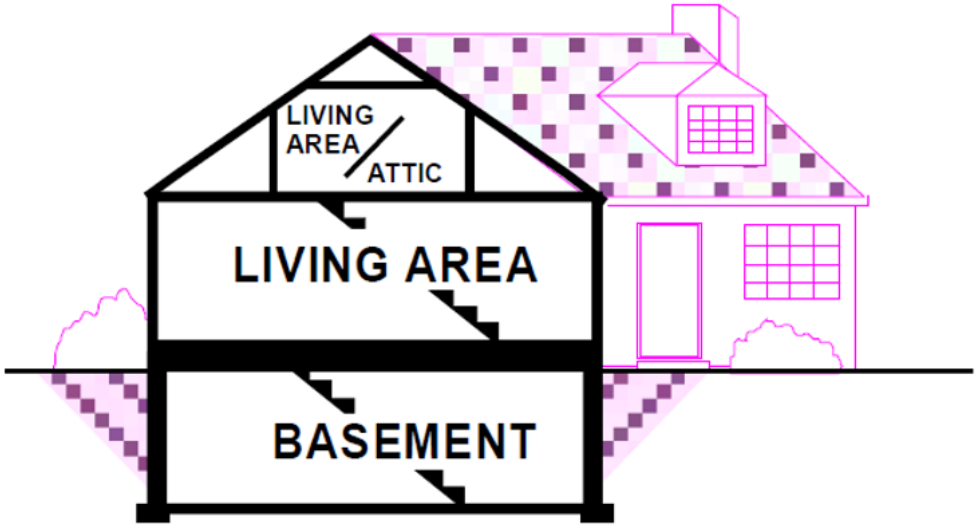
The split-level building style is like the raised ranch in that it utilizes space in the basement as living area. This area is recorded as finished basement. It normally has living area on three or more levels. The story height of a split-level residence is typically one story with an occasional 1½ or 2 story. It frequently has a basement garage with living quarters above it. Kitchen and dining areas are usually a half level above the garage and a half level below the bedrooms and bath. Usually, the levels are side by side, but they can also be front to back. These levels are accessed by a half flight of stairs as opposed to the full flight found in most other styles. This building style is also referred to as a tri-level, three-way split, or a four-way split.



Building Style 03: Split Level

Building Style 04: Cape Cod

The cape cod is a 1½ or 1¾ story dwelling with a high-pitched roof and dormers allowing for the half-story story finished area. A full shed dormer increases the 1½ story area to a 1¾-story dwelling. Principal rooms such as the kitchen, living room, bath, and one or more bedrooms are found on the first floor. Additional living area, usually bedrooms, will be found in the upper area.

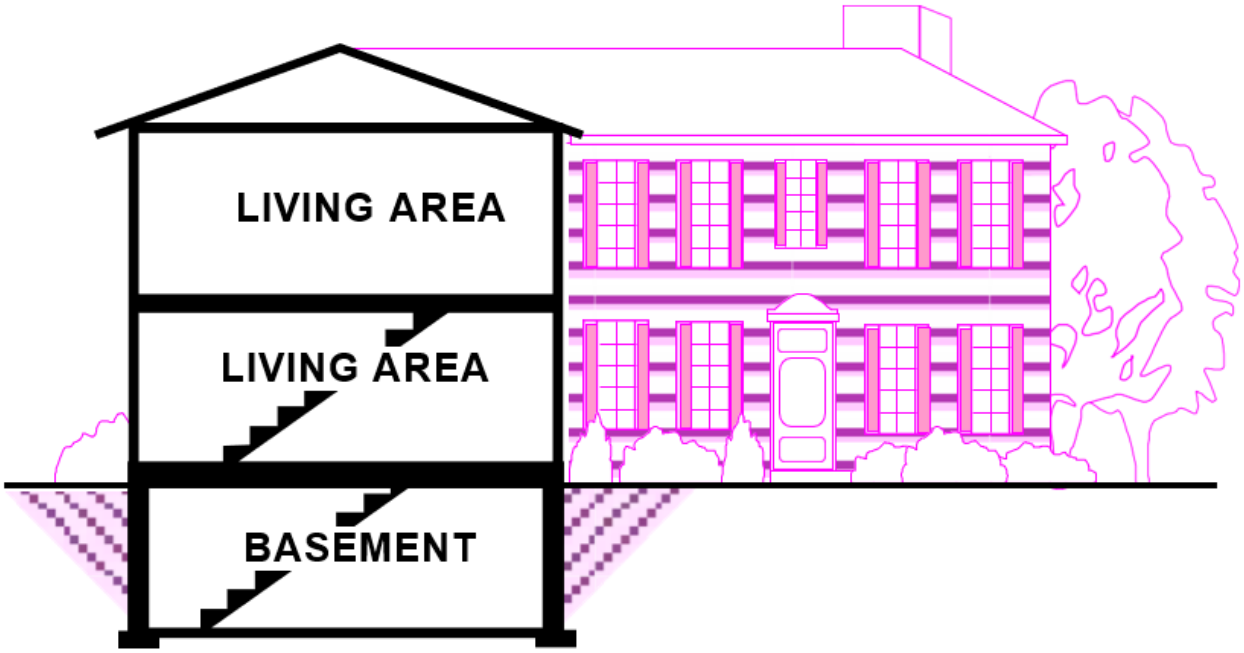


Building Style 04: Cape Cod

Building Style 05: Colonial

There are many variations to the colonial style residence. It is a style which has transcended time and has changed to meet the needs of the marketplace. The Garrison Colonial, New England Colonial, Tudor, Dutch Colonial, Salt Box, Southern, and Modern Colonials are just a few of the various colonial styles. These varied styles range anywhere from 2 to 2¾ stories with an occasional 1¾ story. The only similarities between the varied styles are a balanced floor plan, a symmetrical exterior appearance, shuttered windows, a central or offset entrance, and normally a gable roof style. In some instances, like the Dutch Colonial, the roof is a gambrel style. Newer versions of the colonial are usually two story with a covered front porch, attached garage, and a family room situated behind the garage. The second floor living area frequently extends over all or part of the garage.

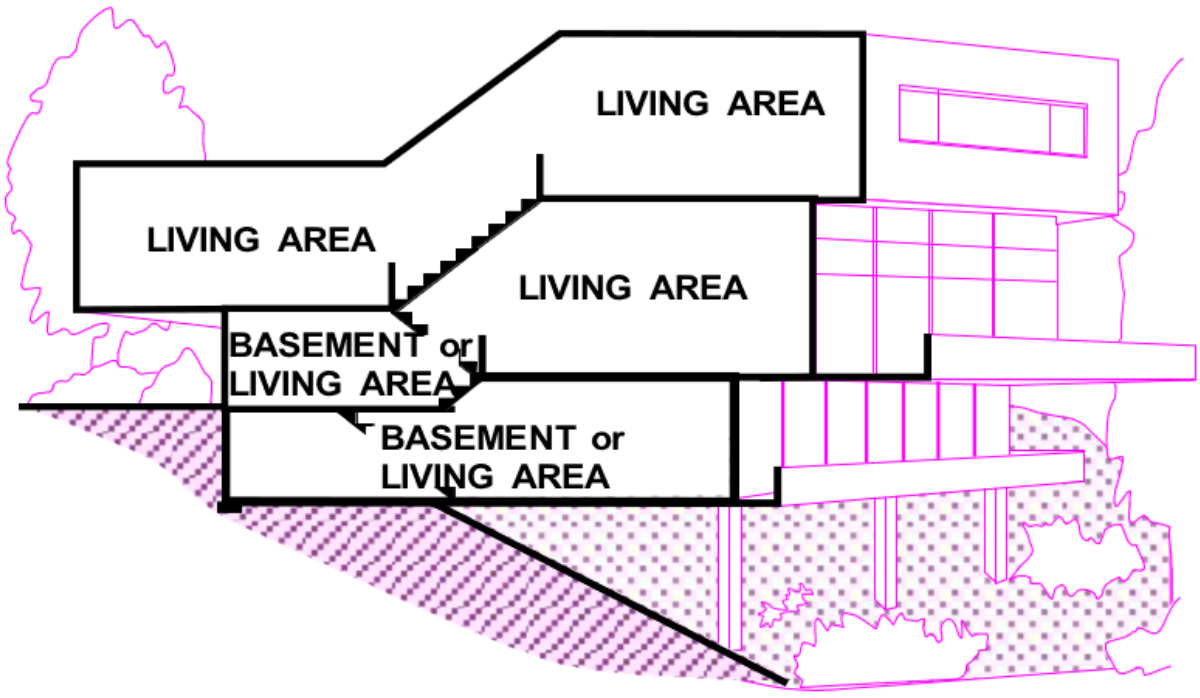
A word about transitional colonial vs. a contemporary: *transitional* colonials are a cross between traditional colonials and contemporary styles. The ultimate decision to classify this type of residence as a colonial or a contemporary rest with the assessor; the key here is to be consistent within the assessing municipality.



Style 05: Colonial

Building Style 06: Contemporary

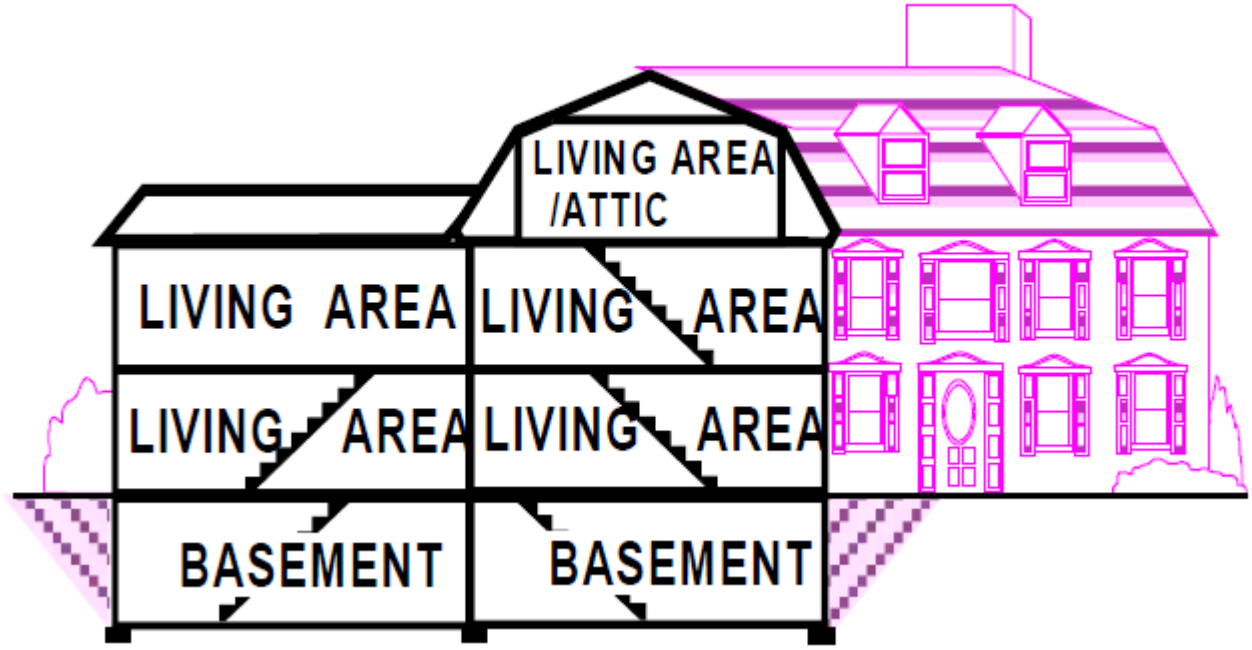
This classification is used to describe a dwelling style that is somewhat unique in structure. It is usually custom built with any variety of story heights from one-to-two, varied rooflines, and is a structure given to open living with many combinations of the traditional room layouts. Large overhangs, split and drop floor levels, large amounts of fixed glass, and unique wood and stone facings typify these homes. The roof may be traditional, shallow, or steep gable, flat, hip, mansard, or a unique combination of these.



Style 06: Contemporary

Building Style 07: Mansion

This style of dwelling is designed and built without regard to cost; the best quality materials are used throughout, and you will usually not find two structures which are identical. Normally the number of rooms in a mansion will exceed 10, with nearly one bathroom for every bedroom. Large open rooms, multiple kitchens, a large dining room, multiple entertainment rooms, cathedral ceilings, and archways are all common. Due to the design and cost of materials, this style should generally be used with the Grade *A*—excellent construction grade.

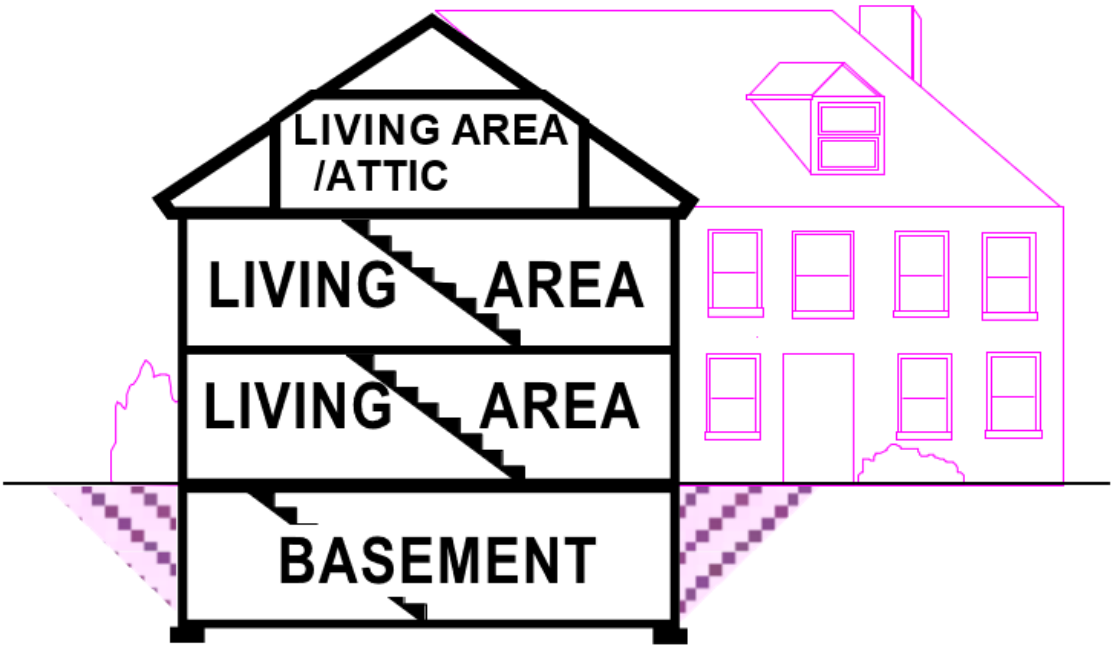


Style 07: Mansion

Building Style 08: Old Style

The old-style residence type is a complex, older structure, usually built prior to 1950 and often exceeds 100 years in age. It encompasses many varied sizes and combinations of typical dwelling styles. Both single family and multi-family residences are included in this building style. A typical old style shows signs of physical and functional obsolescence throughout and is of average construction quality. Normally there are many rooms and evidence of several expansions with little regard given to design. It is often characterized by a high-pitched roof, concrete, brick, or stone foundations, clapboard siding, and some stone or brick facing. Interiors usually contain hardwood floors and trim, lath and plaster walls, plaster, or metal ceilings, and in many cases, old style plumbing fixtures. Principal rooms such as the kitchen, living room, and dining room are on the first floor, with bath and bedrooms on the second floor. Story height may vary from 1½ stories to three or four stories. Often high interior ceilings, a complex floor plan, and lack of insulation make them difficult to heat and maintain.

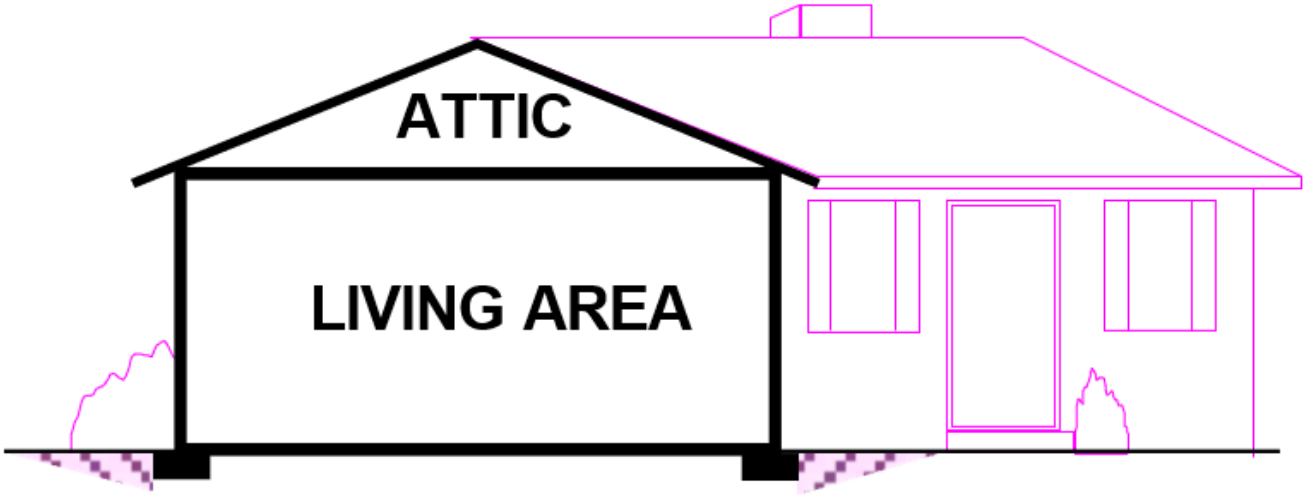
It should be noted that newer constructed houses may adopt the old-style architecture; these homes should be collected as building style 08. Care should be exercised in valuation/comp sale selection, keeping the older old styles separate from newer old styles.



Style 08: Old Style

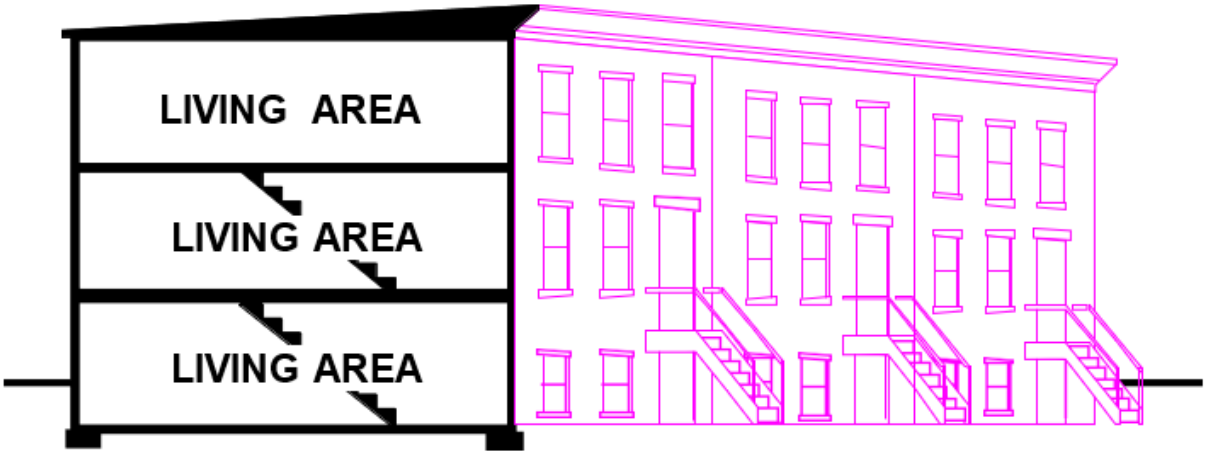
Building Style 09: Cottage

Cottage style residences will typically not exceed 1,000 square feet and will generally average 700 square feet in size, with almost square dimensions. This residence style has a low roof pitch with either a gable or hip roof. The interior is simply finished, and it may not have plumbing, electricity, or heat. There are usually four rooms in most cottages: the living room, kitchen, two bedrooms, and a bath. Normally, this residence is used as a seasonal residence or a starter residence. It is usually either a Grade *D*—Economy, or Grade *E*—Minimum construction grade, however, discretion should be exercised by the data collector.



Building Style 10: Row House

Row houses are normally older structures, built before 1950, in an urban neighborhood, which share a common wall with neighboring residences. These residence styles sometimes share an entire city block and are two-to-five stories in height. The exterior finish is typically brick or stone with a flat roof.

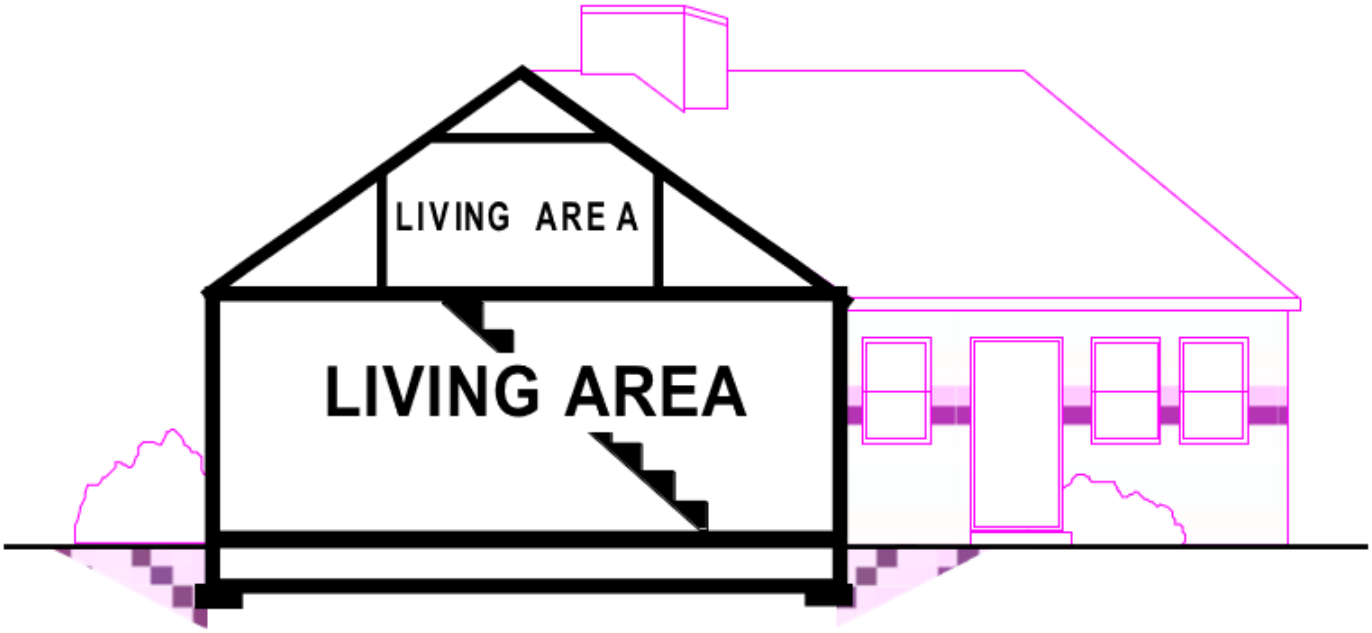


Style 10: Row House

Building Style 11: Log Cabin

This dwelling style emulates the historical log cabin dwelling. It can be constructed with any variety of design and is typified using wood logs as the primary building material.

Note: Residential dwellings with siding materials made to look like log walls should be collected as the accurate building style for the structure and the siding to be recorded as such (example: wood, composite, synthetic).

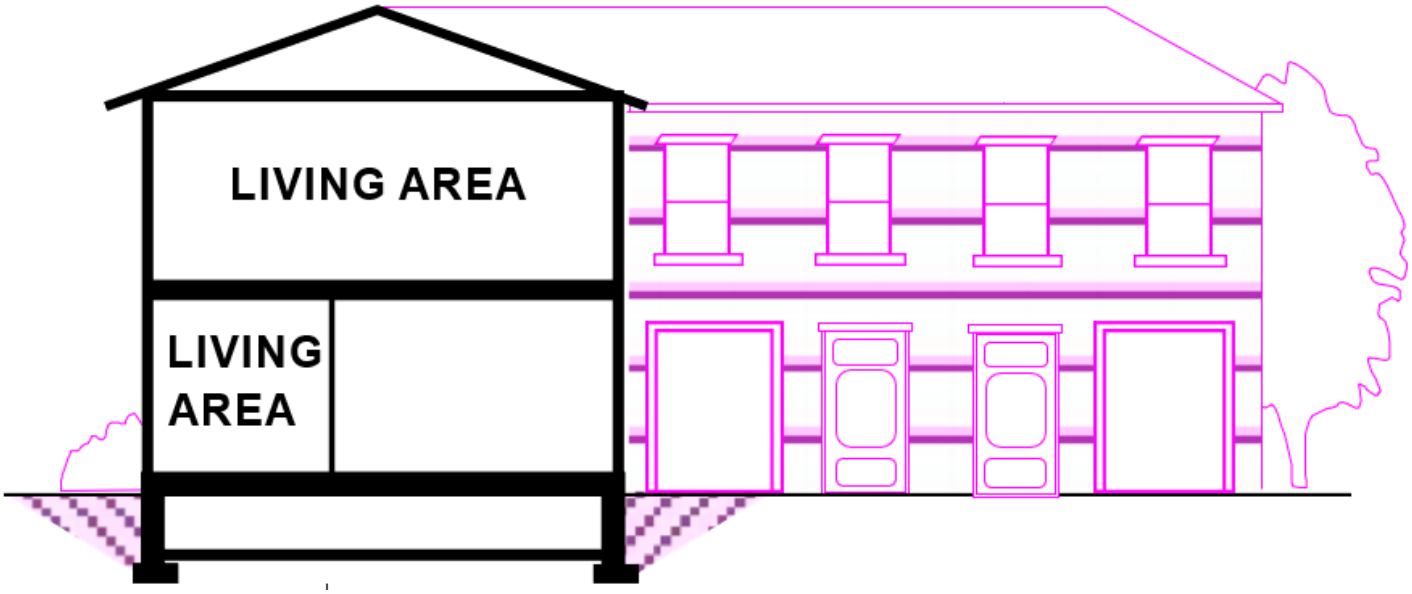


Style 11: Log Cabin

Building Style 12: Duplex

The duplex style is defined as a multi-family residence, which was built after 1950. Multi-family residences built prior to 1950 should be recorded as an old style. The duplex style is usually a horizontal, side-by-side unit. It often resembles the raised ranch, colonial or townhouse in that it is generally symmetrical with a balanced array of windows, doors, and garages on the front.

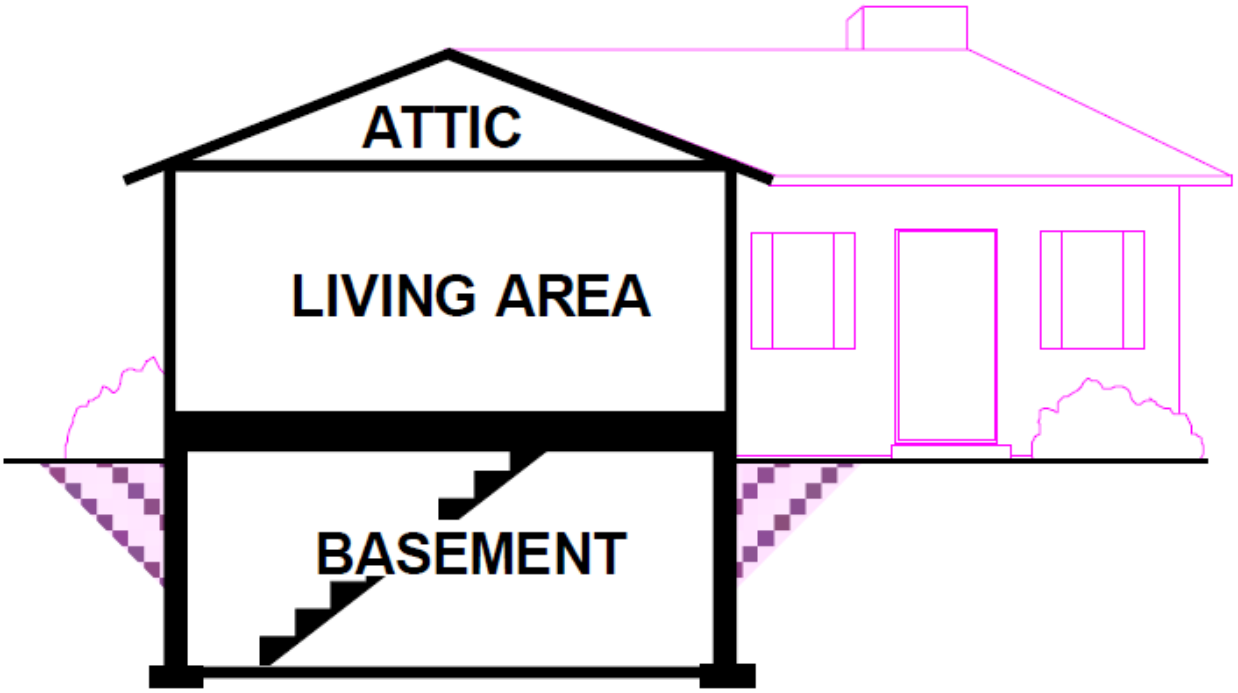
The distinction between a duplex and a townhouse (building style 15) is that the footprint of the duplex rests on one parcel, while the townhouse units are separately deeded parcels (the property line runs between the individual units).



Style 12: Duplex

Building Style 13: Bungalow

The bungalow is a small residence, usually averaging less than 1,000 square feet in size. Bungalow style homes were built most frequently in the early 1900's and reached peak popularity in the late 1920's. They were built with two or three bedrooms in a row on one side of the interior floor plan, a living room-dining room combination, and a kitchen and pantry opposite the bedrooms. This floor plan is considered outdated and as such displays some functional obsolescence. Front and rear porches (covered or enclosed) are commonly used either as an entryway or for storage in this style. In some cases, bungalows have a ½-story area or attic which is finished; this finished area is usually inferior to the first story and may not have been complete when the house was first constructed.



Building Style 13: Bungalow

Building Style 14: Other

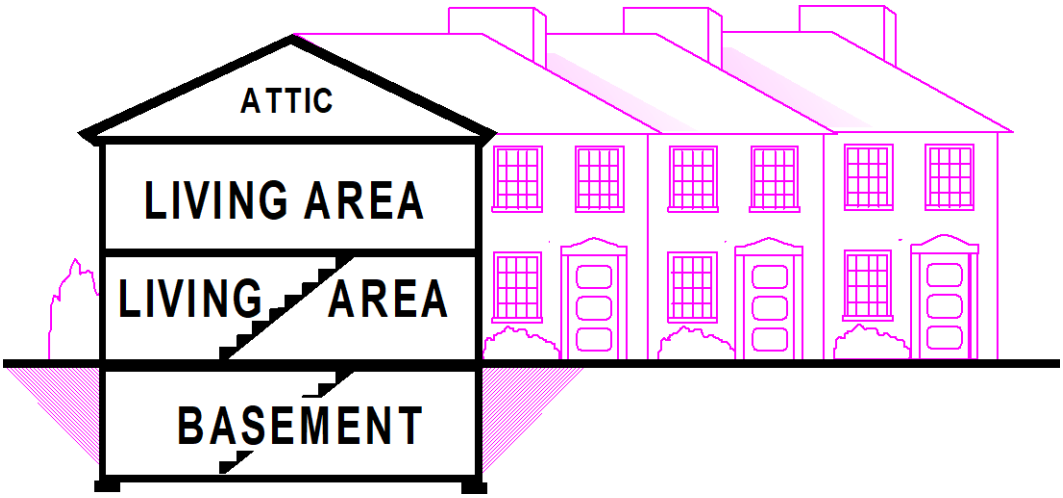
If a specific residence is not close in style to any of the other descriptions, this code should be used. Individual municipalities must determine when it is appropriate to use this building style.

Some examples may be, but are not restricted to, geodesic dome, octagon, Earth-sheltered homes, etc.

Building Style 15: Town Houses

Townhouses are multiple single-family dwellings of varied style which are typically two stories in height and share common walls. They generally have frame construction and have been built after 1950.

The distinction between a duplex (building style 12) and a townhouse is that the footprint of the duplex rests on a single parcel, while the townhouse units are separately deeded parcels (the property line runs between the individual units).



Building Style 15: Town Houses

Building Style 16: A-Frame

This triangular shaped home is named for the distinctive shape of its roofline, a steeply sloping roof that extends to the ground on two sides. The steep slope of the a-frame roof is designed to reduce heavy snow build up. The sloped roof creates a half floor at the top of the house that can be used as a loft or storage space. This roofline creates a triangular "dead space" at the base of the walls on each floor. There are usually large windows on the front and rear facades, which are usually 1½ or 2½ in story height.

Building Style 17: Manufactured Housing

Manufactured homes (also known as a mobile home, double-wide or trailer) are structures built as dwelling units with a permanent chassis to assure the transportability of the home. The steel chassis is generally a permanent and necessary structural component. Manufactured homes built in the U.S. after July 15, 1976, must contain a red label stating the manufacturer's certification that the home section is built in accordance with the HUD construction and safety standards. The term **manufactured housing** is used for factory-built homes produced prior to June 15, 1976, when the HUD code went into effect. Singlewide manufactured homes, typically found in manufactured home parks or as a stand-alone, should be collected as an MH5. A doublewide, found in a manufactured home park, could be collected either as a building style 17 or an MH5 at the assessor's discretion; the key here is to be consistent throughout the municipality. This code **does not** include modular housing. Modular homes can be transported on a chassis, but the undercarriage is generally **not** a permanent or necessary structural component. Modular housing should be priced the same as a home built on site (i.e., building style 01).

General Building Style Characteristics

General Residential Building Style Characteristics

BLDG Style	Story Height	Year Built	Grade	First Story Living Area	Finished Attic	Finished Basement	Finished Rec Room	Basement Type	Room Size	SFLA
01 Ranch	1	>1950	Any	700-3000	No	No	Y/N	Any	Average	700-3000
02 Raised Ranch	1	>1959	B-D	700-2000	No	Yes	No	Full Bsmt W/Garage	Average	700-3000
03 Split Level	1-2	>1950	B-D	700-2000	No	Yes	No	Partial-Full W/Bsmt Garage	Average	700-3000
04 Cape Cod	1.5-1.7	>1930	B-D	700-2000	No	No	Y/N	Any	Small-Average	700-2000
05 Colonial	2.0-2.5	Any	A-D	700-2500	Y/N	No	Y/N	Any	Average-Large	1000-4000
06 Contemprary	Any	>1960	A-C	700-3000	Y/N	No	Y/N	Any	Average-Large	700-4000
07 Mansion	Any	Any	A-B	1500-Any	Y/N	No	Y/N	Partial-Full	Average-Large	3000-Any
08 Old Style	Any	<1950	Any	500-2500	Y/N	No	No	Any	Any	700-4000
09 Cottage	1.0-1.5	Any	C-E	300-800	Y/N	No	No	Slab-Crawl	Small	300-1200
10 Row	2.0-4.0	<1950	B-D	600-1500	Y/N	No	No	Any	Small-Average	1200-4000
11 Log Cabin	1.0-2.0	>1960	B-D	600-1500	Y/N	No	No	Any	Average	600-2000
12 Duplex	Any	>1950	B-D	1000-2000	Y/N	No	Y/N	Any	Average	1000-4000
13 Bungalow	1.0-1.5	<1940	C-E	600-1000	Y/N	No	Y/N	Any	Small-Average	600-1200
14 Other	Any	Any	Any	Any	Any	Any	Any	Any	Any	Any
15 Townhouse	2	>1950	B-C	600-1000	600-1000	No	No	Full	Average	1200-2000
16 A-Frame	1.0-3.0	>1950	A-C	700-2500	700-2500	Y/N	Y/N	Any	Average-Large	700-4000

Note: This is a general guide to typical residential building style characteristics, some residences may fit a particular building style and not fall within the criteria shown in this table.

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8.2 Number of Stories

This data item is used to record the **highest** story height in the residence. To accommodate less than a full story, this item has been designated as a two-position field with one decimal place.

Following are examples of how various story heights should be recorded on the card:

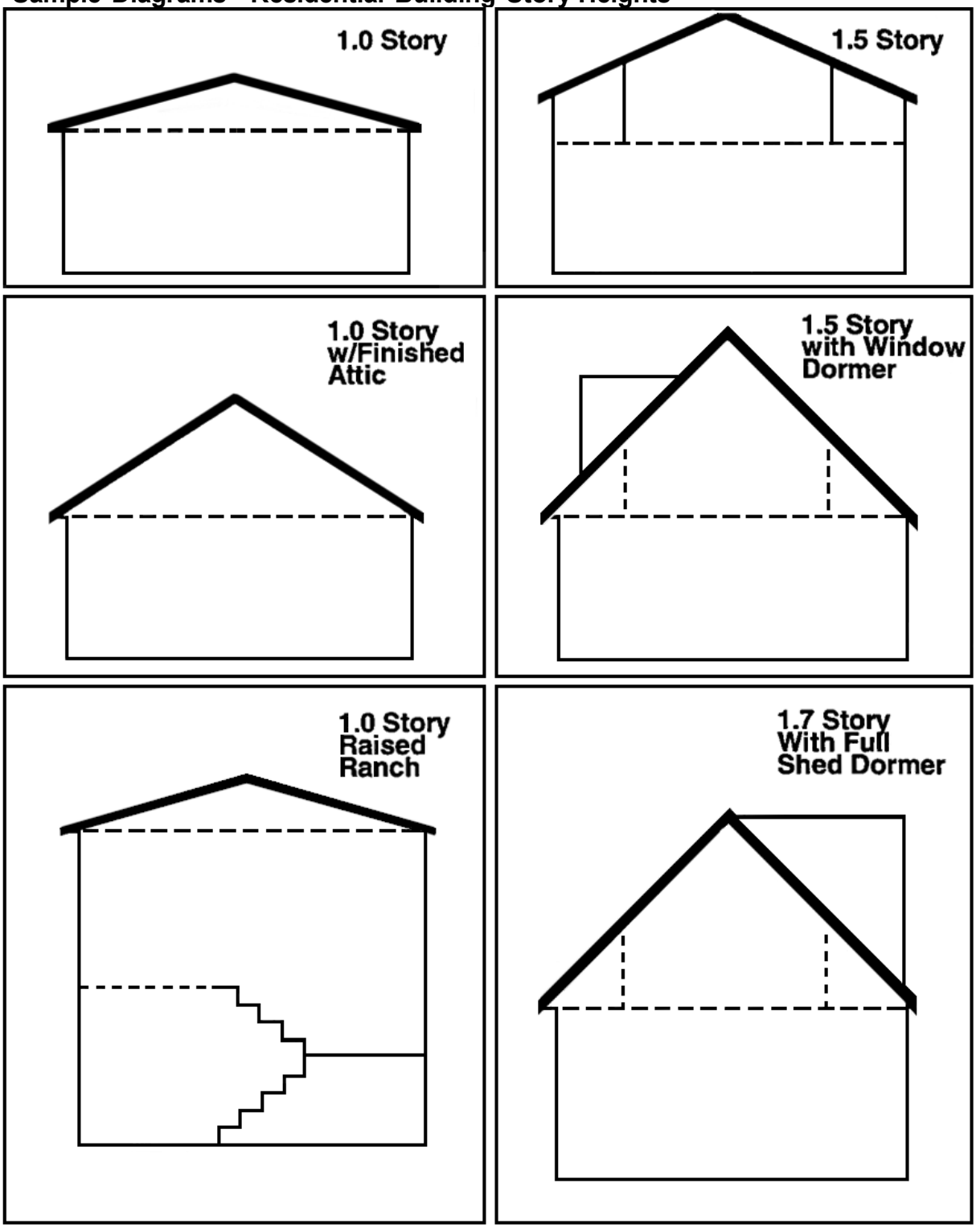
Examples

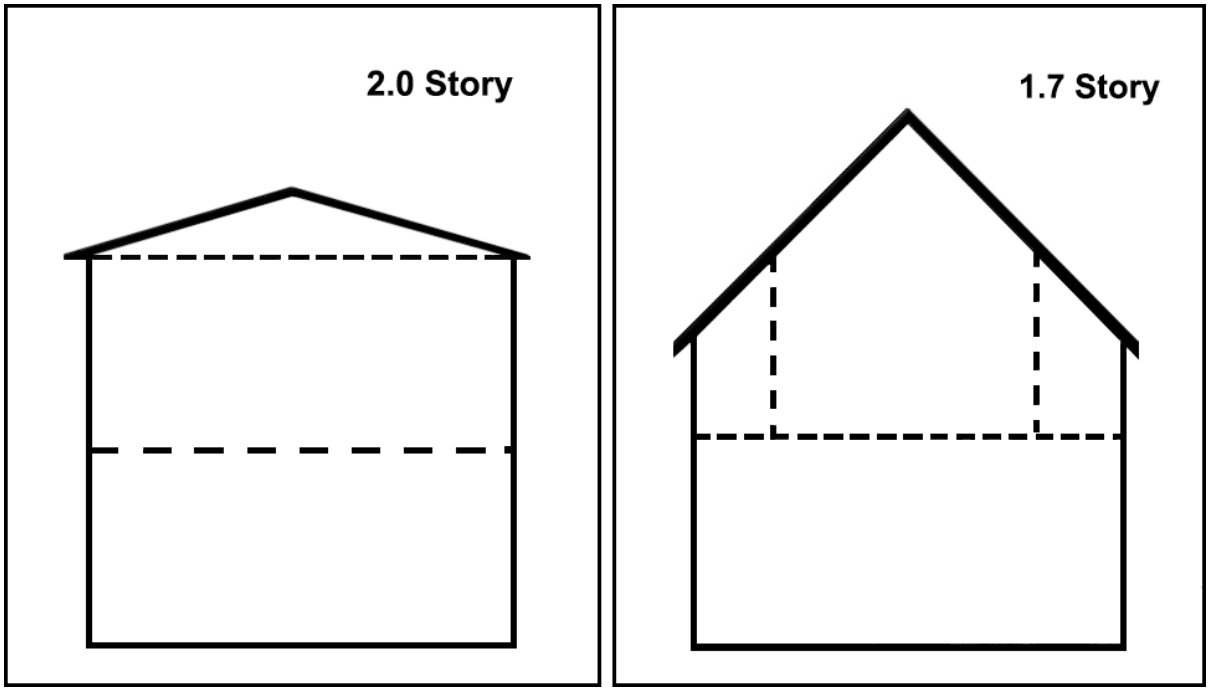
1 Story = 1.0
1 ½ Story = 1.5
1 ¾ Story = 1.7
2 Story = 2.0
2 ½ Story = 2.5
2 ¾ Story = 2.7
3 Story =3.0
3 ½ Story =3.5

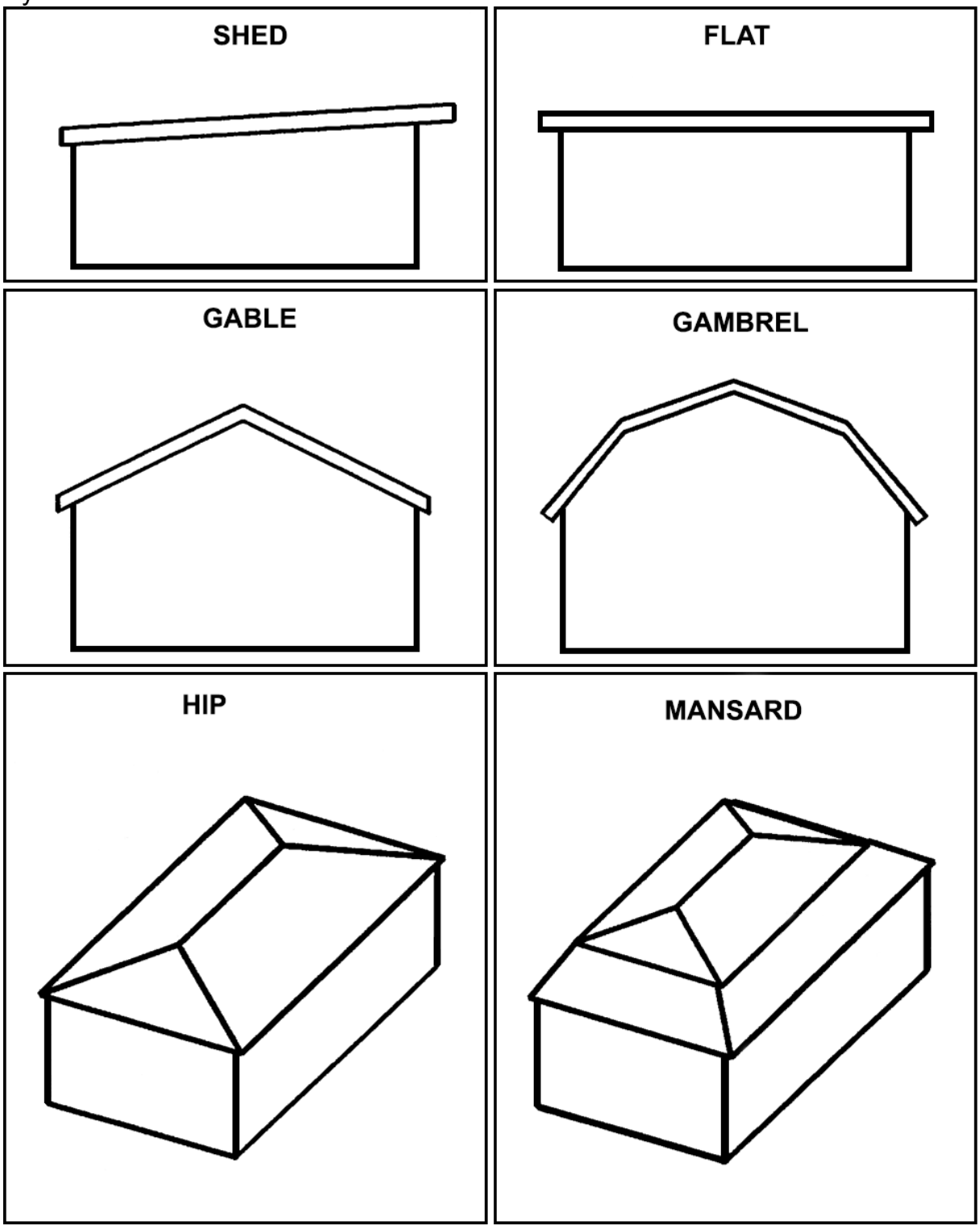
On the following three pages you will find illustrations of assorted story heights, as well as diagrams of common roof types.

NOTE: Building styles 01-Ranch and 02-Raised Ranch must be collected with a story height = 1.0.

Sample Diagrams - Residential Building Story Heights




2.0 Story
1.7 Story


SHED
FLAT
GABLE
GAMBREL
HIP
MANSARD

8.3 Exterior Wall Material

This item is used to record the **predominate** material used in the construction of the exterior walls.

Exterior Wall Material Codes and Definitions

1 **Wood**: Indicates use of any wood surface such as clapboard siding, board and batten, wood shakes or shingles; exterior wood panels (commonly referred to as Texture 111 or T-111), or logs.

2 **Brick**: Indicates use of solid brick or veneer masonry brick construction.

3 **Aluminum/Vinyl**: Indicates use of aluminum or vinyl siding.

4 **Composition**: Indicates use of asbestos shingles, asphalt shingles, Masonite siding, or insul-board.

5 **Concrete**: Indicates use of concrete block or solid concrete construction.

6 **Stucco**: Indicates use of cement stucco applied over an exterior wall of frame or masonry.

7 **Stone**: Indicates use of limestone, sandstone, or cobblestone construction.

8 **Synthetic Materials**: Produced by chemical synthesis (man-made materials) such as concrete hard board, hardy board, fiber cement siding, etc..

8.4 Actual Year Built

This is the variable for chronological age. This item is used to record the actual year in which the residence was constructed. If the owner does not know the actual year of construction, estimate to the best of your ability using the general building style characteristics chart in Section 8, on page 34 and similar properties with known ages as a guide.

8.5 Effective Year Built

This item is used to record the effective age of a building(s) on a site. Typically, effective age is determined by comparing the physical condition of one building with that of other like-use newer buildings. Effective age may or may not reflect the actual or chronological age, since maintenance and design are factors that may increase or decrease the aging process. For a complete guide to this topic and some sample calculations, see Assessor's Manual, Commercial Building Section 9.

8.6 Year Remodeled

This item is used to record the year in which the subject property was remodeled. This means that there was enough remodeling activity to affect a property value change. This item will be a factor in the calculation of **effective year built.**

8.7 Number of Kitchens

This item is used to record the number of **complete** kitchens in the residence. The facility must be equipped with, at a minimum, a functional sink, range and/or oven, and a refrigerator.

8.8 Kitchen Quality

This item records the quality of the kitchen(s) as a value determinant.

Kitchen Quality Codes and Definitions

1 **Poor**- This indicates the kitchen is of unsound condition. There are obvious signs of deterioration due to deferred maintenance over a long period of time. There may be old fixtures and appliances, no built-in cabinets, or counter-tops, and minimal electric outlets. A pantry may be the only storage area, the water heater may be in the kitchen, and the stove may be used to heat part of the house.

2 **Fair**- This indicates that the kitchen shows signs of deferred maintenance relative to its age but is usable as-is. It requires greater than normal maintenance or repairs to restore it to normal condition. There may be some homemade or cheap commercial cabinets and counter-tops, and possibly a few built-ins.

3 **Normal**- This indicates the kitchen shows normal signs of wear and tear for its age, and few signs of deferred maintenance. Usually contains a full line of commercial cabinets and countertops, and maybe even a dishwasher. There is adequate lighting and electrical outlets. Kitchen is perfectly suitable for use, even though the style and features of cabinets, flooring and appliances may be slightly out of date.

4 **Good**- This indicates the kitchen shows no signs of wear and tear due to greater than normal maintenance, partial renovation, or installation of new appliances. Contains upscale commercial cabinets, countertops, and an island. Although considered personal property, the installation of new appliances may indicate an upgrade of electrical or plumbing.

5 **Excellent**- This indicates the kitchen is in like new condition, shows no evidence of physical deterioration, and is fully equipped with the best of everything. May contain ceramic tile, marble/quartz/granite countertops, and over-sized/semi-commercial appliances. Professionally designed to be used for gourmet cooking and frequent entertainment.

8.9 Number of Baths

This item is used to record the number of full bathrooms in the residence. A full bathroom is one that consists of three or more fixtures, usually a toilet sink, and a bathtub or a shower stall. This number is recorded as a whole number.

8.10 Number of Half Baths

A half-bath is one that consists of only two fixtures, usually a toilet and a sink. This entry is recorded as a whole number.

8.11 Bath Quality

This item records the quality of the bathroom(s) as a value determinant.

Bath Quality Codes and Definitions

1 **Poor**: This indicates the bathroom is deteriorated to the point where it is unusable. There are obvious signs of deterioration due to deferred maintenance over a long period of time. There may be old fixtures on a linoleum floor, no built- in cabinets or counter-tops, and no electrical outlets or outlets that are two- phased/non-Ground Fault Circuit Interrupt (GFCI). There could be a pull chain light. There may be a claw foot tub with no shower assembly, a two-piece toilet with the tank mounted separately from the bowl, possibly near the ceiling. The sink may be cast iron and have separate non-mixing faucets. There may be no storage, and possibly a mirror with no medicine chest.

2 **Fair**: This indicates that the bathroom shows signs of deferred maintenance relative to its age but is quite usable as-is. It requires greater than normal maintenance or repairs to restore it to at least normal condition. There may be a homemade or cheap commercial vanity and counter-top, and a vinyl tile floor. The light may have a wall switch, and there may be minimal electrical outlets. The tub may have a shower assembly.

3 **Normal**: This indicates the bath shows normal signs of wear and tear for its age, and few signs of deferred maintenance. Contains a standard commercial vanity, and possibly cabinets, countertops, and ceramic tile. There is adequate lighting and two or more electrical outlets. Bath is perfectly suitable for use, even though the style and features of vanity, flooring, and fixtures may be slightly out of date.

4 **Good**: This indicates the bath shows no signs of wear and tear due to greater than normal maintenance, partial renovation, or installation of new fixtures. Contains upscale commercial vanity, cabinets, and countertops.

5 **Excellent**: This indicates the bath is in like new condition, shows no evidence of physical deterioration, and is fully equipped with the best of everything. May contain ceramic tile, marble floor, designer wallpaper, and whirlpool tub with separate shower stall. There may be a separate room for the toilet and bidet.

8.12 Number of Bedrooms

This item is used to record the number of rooms in a residence that were designed to be used primarily as a bedroom, even though they may currently be used as an office or den. The entry must be made in whole number form (e.g., 01, 02 ... 11, 12).

8.13 Number of Rooms

This item is used to record an overall room count for the total number of separate rooms in the residence. This count includes all finished and unfinished rooms located in the main living area. Bathrooms, halls, utility rooms, laundry rooms, closets, enclosed porches, and breakfast nooks or eating areas in kitchens are not to be included in the room count.

A dining area or dining room will be included in the room count only if it is separate from the living room or kitchen by some type of built-in partition or is an L shaped living room/dining room combination.

Basement rooms in raised ranch and split-level style dwellings will be included in the total room count provided they are fully finished with interior walls, ceilings, floors, heating, have adequate lighting and electrical outlets, and are finished similar in quality to the main floor. This entry must be made using a whole number (i.e., 5, 6, 7, 10). **This data item is not used in comp selection, nor will it be used in the system's cost estimate.**

8.14 Fireplace

This item is used to record the actual number of openings for functional fireplaces which exist in the residence. **Woodstoves and freestanding fireplaces are not to be recorded here**. This entry must be made in whole number form (e.g., 1, 2 . . . 11, 12). A double-faced fireplace (opens to more than one room) is counted as one.

8.15 Fireplace Type

Masonry fireplaces are those fireplaces that contain substantial brick and mortar construction both inside and outside the residence. The masonry chimney typically extends past the peak of the roof. These fireplaces burn logs, gas, or both as a fuel source. The zero-clearance fireplace usually forgoes the brick-and-mortar construction but may have minimal cosmetic masonry. These fireplaces will vent directly to the outdoors.

8.16 Heat Type

This item is used to record the presence and type of heat found in the residence (e.g., a heating unit which supplies heat to most or all the living area in the residence). If there is a secondary heating system in the residence, the central (main) system is indicated here, and the other system should be detailed as to heat type and fuel source in the notes area.

Heat Type Codes and Definitions

1 **No Central Heat** - This indicates that there is no heat source, or heat is primarily provided by stoves or space heaters.

2 **Hot Air** - This indicates that heat is primarily provided through a central forced air system.

3 **Hot Water/Steam** - This indicates that heat is provided primarily through a central hot water or steam system. This type would also include a radiant floor system.

4 **Electric** - This indicates that heat is primarily provided through an electric baseboard heating system.

8.17 Fuel Type

This item is used to indicate the primary fuel source. If a combination of fuel types is used**, select the predominant fuel source.**

Fuel Type Codes

1 - None
2 - Gas (natural or LP)
3 - Electric
4 - Oil
5 - Wood
6 - Solar
7 - Coal
8 - Geothermal heat

8.18 Central Air

This item is used to indicate whether the residence has central air conditioning. Do **not** count window mounted air conditioning units as central air.

Central Air Codes

Blank=No No central air in residence
1=Yes central air in residence

8.19 Basement Type

This item indicates the type of basement and foundation upon which the house is built.

Basement Type Codes and Definitions

1 **Pier/Slab**: This indicates a residence without a basement, that is built either on a concrete slab or on individual piers or pilings.

2 **Crawl**: This indicates a residence that has no basement as described in the following definitions, but it does have a crawl space. A crawl space consists of the area between the ground and a joisted first floor set on foundation walls.

3 **Partial**: This indicates a residence that has been excavated to provide a basement six or more feet in height beneath 75 percent or less of the first-floor area. The remainder of the first-floor area is over either crawl space, piers, or a slab.

4 **Full**: This indicates a residence that has been excavated to provide a basement six or more feet in height beneath more than 75 percent of the first-floor area.

5 **Partial Basement with Walkout**: Like the partial basement above (#3), with the added feature of a direct means of ingress/egress to the outside of the house, typically a standard door or sliding glass door. The partial basement may or may not be finished; the finished portion of the basement should be included in the total square footage area under finished basement. The ingress/egress does **not** include bulkhead/bilco doors. Please note this item is not currently available in RPSV4.

6 **Full Basement with Walkout**: Like the full basement above (#4), with the added feature of a direct means of ingress/egress to the outside of the house, typically a standard door or sliding glass door. The basement may or may not be finished in its totality; only the finished portion of the basement should be included in the total square footage area under finished basement. The ingress/egress does **not** include bulkhead/bilco doors. Please note this item is not currently available in RPSV4.

8.20 Basement Garage Capacity

This item is used to record the actual number of cars (usually 1 or 2) which a basement garage has been designed to hold.

8.21 Overall Condition

This item is used to record the overall physical condition of the residence. Careful consideration should be given to interior walls and ceilings, interior finish, kitchen cabinets and counters, heating, plumbing, and electrical equipment. Also considers exterior foundation, chimneys, porches, siding, and roofing.

Condition Codes and Definitions

1 **Poor**: This indicates that the structure is severely dilapidated and is badly in need of repair. This home is uninhabitable and is often found abandoned. Clutter or uncleanliness does not always indicate actual deterioration of building components.

2 **Fair**: This indicates that the structure shows definite signs of deferred maintenance. The functional utility is somewhat diminished, but the house is usable. It could be characterized as *needing work*. Clutter or uncleanliness does not always indicate actual deterioration of building components.

3 **Normal**: This indicates that the structure shows only minor signs of deterioration caused by normal *wear and tear*. The residence is usable and reflects an ordinary standard of maintenance.

4 **Good**: This indicates that the residence is in *like-new* condition. It shows limited signs of deferred maintenance and reflects above normal upkeep. Older homes may have undergone major remodeling.

5 **Excellent**: This indicates that the residence does not require any work at all and appears to be in *new* condition.

8.22 Exterior Condition

This item is used to record the extent in which exterior physical condition of the residence is used as an additional value determinant. Careful consideration should be given to exterior foundation, chimneys, porches, siding, windows, and roofing.

Exterior Condition Codes and Definitions

1 **Poor**: This indicates that the outer surfaces are severely dilapidated and are badly in need of repair. The roof may be missing shingles or have *homemade* repairs. The siding may be rotten, have pieces missing, and/or be in dire need of paint. The windows may be in poor condition, have glass panes missing, or have some boarded-up openings. The foundation may be missing pieces or be sinking noticeably, and daylight may be visible from inside. This home may be uninhabitable (depending on the interior condition) and is often found abandoned. Uncleanliness does not always indicate actual deterioration of exterior building components.

2 **Fair**: This indicates that the exterior shows definite signs of deferred maintenance. The functional utility of the exterior components is somewhat diminished, but the house is usable as is. Shingles may be curled, but in place. Siding may be warped and need painting but is firmly in place. Foundation may need pointing-up. It could be characterized as *needing work* (i.e., new paint, siding, roof, upgraded windows, etc.). Clutter or uncleanliness does not always indicate actual deterioration of exterior building components.

3 **Normal**: This indicates that the exterior shows only minor signs of deterioration caused by *normal wear and tear*. The residence is usable and reflects an ordinary standard of maintenance. Exterior needs only *patch and paint* to look like new.

4 **Good**: This indicates that the residence exterior is in *like-new* condition. It shows no signs of deferred maintenance and reflects above normal upkeep. Older homes may have undergone major exterior remodeling, such as new roof, new siding, replacement windows, etc.

5 **Excellent**: This indicates that the residence exterior does not require any work at all and appears to be in *new* condition. Usually, this condition is found in expensively constructed residences that show professional care and constant maintenance.

8.23 Interior Condition

This item is used to record the extent to which the interior physical condition of the residence is used as an additional value determinant. Careful consideration should be given to interior walls and ceilings, interior finish, kitchen cabinets and counters, heating, plumbing, and electrical equipment.

Interior Condition Codes and Definitions

1- **Poor** - This indicates that the structure's interior is severely dilapidated and is badly in need of repair. Look for sloping floors, slumping walls, and wet spots. This home is uninhabitable and is often found abandoned. Clutter or uncleanliness does not always indicate actual deterioration of interior building components.

2- **Fair** - This indicates that the structure's interior shows definite signs of deferred maintenance. The functional utility is somewhat diminished, but the house is usable. It could be characterized as *needing work*. Clutter or uncleanliness does not always indicate actual deterioration of interior building components.

3- **Normal** - This indicates that the structure's interior shows only minor signs of deterioration caused by normal *wear and tear*. The residence is usable and reflects an ordinary standard of maintenance. Interior needs only "patch and paint" to look like new.

4- **Good** - This indicates that the residence's interior is in *like-new* condition. It shows no signs of deferred maintenance and reflects above normal upkeep. Older homes may have undergone major remodeling.

5- **Excellent** - This indicates that the residence does not require any work at all and appears to be in *new* condition. Usually, this condition is found in expensively constructed residences that show professional care and constant maintenance.

8.24 Construction Grade

This item is used to record the overall construction grade of materials and quality of workmanship found in the residence.

Construction Grade Codes and Definitions

On the following pages, you will find a definition for each grade. Along with the definition, you will find photographs depicting typical residences of that grade.

Following the individual grade definitions is the Residential Grade Guide. This may be helpful in determining the grade of the residence being collected.

Grade A: Excellent

The Grade *A* residence is a unique structure which has been designed by an architect. The best quality materials and the highest level of workmanship available at the time of construction are found throughout. There will be special features such as unusual shape or design, an imposing entrance, elaborate windows or staircases, cathedral ceilings, and archways. Aesthetically pleasing or special purpose features and rooms are often included in such properties even though they add considerably to the construction cost. A residence of this quality often has almost as many bathrooms as bedrooms. Usually, this grade residence will be a building style 07 - mansion and property class 250 - Estate.

Grade B: Good

The Grade *B* residence is a well-constructed home which is usually large in size. It is typically custom built to specific plans, either individually or in a group (possibly even in a sub-division). It is usually found in a neighborhood of quality homes with larger lots. A Grade *B* home is best categorized by the utilization of very good workmanship and high-quality construction materials. It is designed with greater concern for efficiency and less concern for aesthetic qualities than the Grade *A* home. Rooms will be large and arranged in a most efficient manner. The kitchen will have abundant counter and cabinet space with built-in appliances. Also, abundant closet space, and good quality appliances, heating, and plumbing fixtures are common items in this structure.

Grade C: Average

The Grade *C* home is the most common construction grade residence. The newer Grade *C* residences are commonly subdivision homes which may be mass-produced in many areas. The construction materials and workmanship are standard for the year in which the residence was built, as are the arrangement and quality of doors, windows, plumbing, and heating. The house is generally adequate regarding reasonable comfort but there are few expenditures for purely ornamental purposes. Vinyl or ceramic floors and walls are common in kitchen and bath. Closet space is usually adequate. While these homes are generally constructed on site, they can be pre-cut or prefabricated in whole, or in part, to permit efficient construction.

Grade D: Economy

The Grade *D* residence is an economical type of housing which can be characterized using lesser quality construction materials. The design is quite basic with no expenditure for decorative detail. Lightweight materials and inexpensive exterior finish such as fiberboard, concrete block, asbestos siding, or lower grade aluminum siding with no protective backing are common. Gutters and downspouts are eliminated. Insulation is likely inadequate. Interior finish is minimal. Baths and kitchens are usually finished in low-cost materials with limited cabinet and counter space. Closet space is generally inadequate. Electricity and plumbing are barely adequate.

Grade E: Minimum

The Grade *E* residence is the poorest quality residence. It is constructed of inferior quality materials and lacks a full complement of features that are generally considered to be essential in providing year-round living accommodations. It is a structure that may have been designed without heating facilities, with few or no interior walls, single-thickness exterior walls, and floors instead of the standard double thickness. The few structures that are built in this fashion with unfinished walls and ceilings, minimal structural components, plumbing, heating, and electrical wiring, are usually seasonal or temporary residences, but some may be year-round homes.

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Residential Construction Grade Guide

	A	B	C	D	E
Construction Quality	Excellent materials and fine workmanship	Good workmanship and materials	Average workmanship and materials	Inferior workmanship andmaterials	Inferior workmanship and materials
Design	Unique, designed by an architect	Custom built to specific plans	Standard plans, often mass produced	Sketches only, cost an important consideration possibly modular	Sketches only, usually intended for seasonal use
Kitchen	Best quality, many built-ins	Good quality, several built-ins	Standard quality some built-ins	Below average quality, minimal cabinets, counler space	Minimum quality, no built-ins
Bathrooms	Best quality, usually one per bedroom	Good quality, usually one bath for each 2 bedrooms	Standard quality, usually 1 1/2 or 2 baths	Economy fixtures, 1 bath	Minimum quality, may nothave a complete 3-fixture bathroom
Closets	Usually walk-in closets, with dressing room in the main bedroom, spacious in others	Usually one walk- in, good storage space, more than adequate	Average closets and storage	Minimum closet space, overall inadequate	Minimum or none
Heating& Electricity	Best quality heating system; expensive electrical fixtures, many	Good quality heating system. Good electric fixtures; more than adequate	Standard quality heating system and electric fixtures. Adequate outlets.	Inexpensive heating system and electric fixtures. Outlets and electric service often inadequate	Minimum or no heat. Electric system often inadequate

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8.25 Grade Adjustment

If the construction grade merits an adjustment, either positive or negative, it should be noted here. **Note: This is an adjustment and will override cost estimate values by the entered percentage.** Entry is optional and can be left blank.

Suggested entries for adjustment are:

0.90 below average for grade

1.00 average for grade (no entry for adjustment required)

1.10 above average for grade

For example, if a Grade *C* house is 10% better quality than the average Grade *C* houses, the recorded grade adjustment would be 1.10.

8.26 Percent Good

This item is an estimate of the value of a property, expressed as a percentage of its *replacement cost* new *less depreciation* (RCNLD) has been deducted. This item cannot be data collected but must be calculated as part of the analysis phase of the appraisal process. For entry into the database, percent good (also known as a residual) is a whole number with a value between 10 and 100. This item will adjust the final value. Entry is optional and can be left blank.

8.27 Functional Obsolescence

This item is one of the three general causes of accrued depreciation, the other two of which are physical deterioration and economic obsolescence. More specifically, it is a loss in value due to the inability of a structure to adequately perform the function for which it is used. Functional obsolescence results from changes in demand, design, and technology, and can take the form of deficiency (e.g. - one bathroom), need for modernization (e.g., - outmoded kitchen), or super adequacy (e.g. - overly high ceilings). In any case, buyers perceive a loss in utility; therefore, the price offered is lower due to reduced demand.[1] For a complete discussion on this topic, please refer to Property Assessment Valuation, published by the International Association of Assessing Officers.

This item cannot be data collected but must be calculated as part of the analysis phase of the appraisal process.

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Residential Building Area Section—Section 9

This section is used to record the pertinent information to describe the residential structure.

RESIDENTIAL BUILDING AREA SECTION				
1st Story				
2nd Story				
Add Story				
1/2 Story				
3/4 Story				
Fin Ovr Gar				
Fin Attic				
Fin Basmt				
Unfin 1/2				
Unfin 3/4				
Unfin Rm				
SFLA				
Fin Rec Rm				

9.1 First Story Area

This item is used to record the total square footage of **all** first-floor area, including finished and unfinished areas.

9.2 Second Story Area

This item is used to record the total square footage of **all** second-floor area, including finished and unfinished areas. To be considered a second floor, the area must have full wall height at the eaves of the house. If judged from the outside of the house, the roofline at the eaves should be **above** the top of a full-sized double-hung window.

9.3 Additional Story Area

This item is used to record the square footage of **all** finished and unfinished areas above the second floor, which are not attic, half story, or three-quarter story. For example, if a four-story house has 500 square feet of area on each of the third and fourth floors 1,000 square feet would be recorded in Additional Story Area.

9.4 Half Story Area

This item is used to record one-half of the floor area (measured from eave to eave) of the half story, including all finished and unfinished areas. To qualify as a half story, there must be at least 4 feet of exterior wall height at the eaves. An exception is when there is sufficient slope of the roof for the area to be approximately 50 percent usable, as is often found in a cape cod style house. A half story should have windows of a size sufficient for light and ventilation.

9.5 Three-Quarter Story Area

This item is used to record three quarters of the floor area, (measured from eave to eave) of a three-quarter story including all finished and unfinished areas. Usually there will be 5 to 7 feet of exterior wall height at the eaves giving a usable square footage that is approximately 75 percent of the total floor area. This entry can be used to describe floor area in any dwelling style which meets the above-mentioned criteria (predominantly cape cod or old style), which have a full shed dormer or sufficient dormers to increase the usable living area.

9.6 Finished Area Over Garage

This item is used to record the **usable** interior floor area over an attached garage in those residences where this area was designed to be accessible and part of the main living area. This is usually found in newer ranch style residences.

9.7 Finished Attic Area

This item is used to record the **usable** interior floor area of a finished attic, not to exceed 40 percent of the total floor area. A finished attic would be characterized by a lack of headroom due to a low angle roof. It will have finished walls, ceilings, floors, as well as adequate heat, lighting, and electricity.

9.8 Finished Basement Area

This item is used to record the square footage of basement area that has been finished with a quality of materials and workmanship consistent with the main living area. NOTE: For Building Styles Raised Ranch (02) and Split Level (03), Finished Basement is included in the calculated SFLA. For all other building styles, Finished Basement in NOT included in the SFLA. *See Finished Recreation Room for quality of a lesser grade of materials and workmanship*.

9.9 Unfinished Half Story Floor Area

This item is used to record one-half of the floor area (measured eave to eave) of the **unfinished** half story. *See sub-section 9.4 – Half Story for a full description.*

9.10 Unfinished Three-Quarter Story Area

This item is used to record three quarters of the **unfinished** floor area (measured eave to eave). *See sub-section 9.5 – Three-Quarter Story Area for a full description.*

9.11 Unfinished Room

This item is used to record the square footage of full story area that has been left unfinished. If more than one such room exists, enter the total square footage of all unfinished rooms. The location of these unfinished areas should be described in the notes section.

9.12 Unfinished Area Over Garage

This item is used to record the unfinished interior floor area over an attached garage where this section was designed to be accessible to the main living area.

9.13 Square Foot of Living Area

This is the total square footage of finished living area. It is calculated as follows:

	1st Story				Unfin ½ Story	Fin. Attic
SFLA=	2nd Story	**+**	½ Story	**-**	Unfin. ¾ Story **+**	Fin Over Garage
	Addt'l Story		¾ Story		Unfin Full Floor	Fin Basement

See sub-section 9.15 (below) for six examples of SFLA calculations. Refer to sub-section 10.5 for common area calculation formulas.

9.14 Finished Recreation Room

This item is used to record basement area that has finished living space of a lesser quality than a Finished Basement. A finished recreation room will have finished walls, floors, ceilings, lighting, and heat, of a lesser quality of the main floor area. This will **not** be added into the square footage of living area and will not be valued when running cost estimates in the real property system.

9.15 Sample SFLA Calculations

Example 1 One story ranch house 20' wide and 40' long

Formula: A = L x W

Area = 20' x 40' = 800 square feet
First story area = 800 sq. ft.
SFLA = 800 sq. ft.

Example 2 One story raised ranch 32' wide and 40' long
finished basement 32' wide and 20' long

Formula: A = L x W

Area = 32' x 40' = 1,280 square feet
First story area = 1,280 sq. ft.
Finished basement = 32 ' x 20 ' = 640 sq. ft.
Finished basement area = 640 sq. ft.
SFLA = first story area (1280) + finished basement area (640) = 1,920 sq. ft.

Example 3

A one and one-half-story cape cod 28' wide and 36' long. The half story is finished.

Formula: A = L x W

Area = 36' x 28' = 1,008 sq. ft.
First floor area = 1,008 sq. ft.
Half story area = 504 sq. ft (1,008 x .50)
SFLA = 1,008 + half story area (504) = 1,512 sq. ft.

Example 4

Two story colonial 20' wide and 48' long with an unfinished room 12' wide by 17' long.

Formula: A = L x W

Area = 20' x 48' = 960 square feet
First story area = 960 sq. ft.
Second story = 960 sq. ft.
Unfinished room area = 12' x 17' = 204 sqft.
SFLA = (960 x2) – unfinished room area 204 = 1,716 sq. ft.

Example 5

One and three-quarter story cape cod 22' wide and 38' long. One-half of the three-quarter story area is unfinished. No interior dimensions are provided.

Formula: A = L x W

Area = 22' x 38' = 836 square feet
Three - quarter story floor area = 627 sq. ft (836 x .75)
Total main area = 836 + (627) = 1,463 sq. ft.
Unfinished area = 314 sq. ft.
SFLA = 836 + finished ¾ area ((836 x 0.75)/2)= 1,149 sq. ft.

Example 6

One-Story bungalow 16' wide and 28' long with a finished attic. 30% more living area is available due to the attic.

Formula: A = L x W

Area = 28' x 16 ' = 448 sq. ft. First
floor area = 448 sq. ft.
Finished attic area = 448 sq. ft. x .30 = 134 sq. ft.
SFLA = first floor 448 + finished attic 134 = 582 sq. ft.

Measuring, Sketch, Calculations—Section 10

Required under Subpart 8190-1.1 of the Rules for Real Property Tax Administration, assessors must include a sketch with measurements on the data collection card. This allows for a visual depiction of the written items found in other sections of the card.

Sketches may be used for multiple purposes. Accurate measurements and a neat sketch, drawn to scale, are important to the collection effort. Included in this section are basic guidelines for measuring, sketching residential structures, and fundamental rules for calculating square foot area.

10.1 Measuring Guidelines

Measuring is the first step in the sketching process. Accuracy is the key to measuring, several techniques exist to achieve this objective.

Fiberglass tape measures, wood measuring sticks, measuring wheels, and laser pointers are the most common implements used.

- Develop a standard measuring procedure using the following guidelines:
  - Always begin at the front of the structure.
  - Pursue a clockwise, or counterclockwise, course depending on obstacles encountered.
  - Once started, maintain continuity.
  - Measure adjacent sides; never measure one side, then an opposite side.

- When possible, always place the measuring instrument on the surface of the structure being measured. If a measurement cannot be obtained in this manner, place the instrument as close to the structure as possible. Always keep the instrument taut and parallel to the structure.

- Round all measurements to the nearest foot. If the measurement reads 5'6" or more, round to 6'. If the measurement reads 5'5" or less, round to 5'.

- Measurements should be taken from the exterior of the structure. Interior measurements are recommended when unfinished rooms, basement recreation rooms, and ½ or ¾ partially finished areas are encountered.

10.2 Sketching Guidelines

The sketch provides a basic layout of the structure(s) and improvements on a property.

To correctly diagram a residence and its improvements, adhere to the following guidelines:

- Use a standard scale of 1 block = 2 feet. If this scale must be adjusted, make sure the new scale is identified in the bottom right-hand corner of the sketch area.

- Always place the front of the structure being drawn at the bottom of the sketch area. Before starting the sketch, determine how the structure can best be shown in the sketch area. Center the diagram, allowing room for improvements.

- A rough sketch can be drawn on scratch paper as the measuring procedure is underway. Transfer the sketch to the property record card before leaving the site to be sure you have all necessary measurements, this process will identify errors and reduce the need to re-visit properties.

- The sketch should be completed line by line as each surface is measured. Measure the surface and then draw the line indicating that surface on the sketch grid. Make sure the line is drawn to the scale depicting the measurement.

- Use solid and dotted lines to differentiate between changes in story height, finished and unfinished areas, etc.
  - Solid lines are used to:
    - indicate differences in story height,
    - separate the main residence from attached improvements, and
    - indicate bay windows.
  - Dotted lines are used to:
    - separate finished basement areas from basement garages,
    - indicate overhangs (identified by dotted lines drawn outside the sketch perimeter), and
    - separate finished from unfinished areas in ½ or ¾ story structures.

- Use a straight edge when completing the final diagram - this assures a neat and precise sketch.
- Detached improvements don't need to be sketched.

10.3 Sketch Labeling Guidelines

Labeling of a sketch is necessary to identify specific features of the structure. The sketch must be detailed enough to achieve a basic picture of the structure.

Use the following guidelines:

- Use alpha, alphanumeric, and numeric symbols when labeling:
  - Numeric symbols are used to indicate story heights and surface measurements.
  - Alpha symbols are used to indicate exterior wall material, basement types, unfinished and finished areas, basement garages, and overhangs.
  - Alphanumeric symbols are used to identify and differentiate attached and detached improvements.

- Labels should be clear and accurate.

- Labels must be placed in their correct location on the sketch. For attached improvements place the appropriate structure code within that section of the diagram that depicts the improvement. Detached improvements will simply be identified by placing the correct structure code in the area corresponding to its location in regard to the main residence.

- Place all measurements on the inside of the sketch on the appropriate line.

- When labeling overhangs and bay windows place symbol and calculated area outside sketch. Indicate feature by drawing a line from that part of the sketch to the symbol.

- Calculated square footage will be placed in each section and circled if hand sketched or if allowed by digital software.

When labeling your sketch use the common these abbreviations:

Common Abbreviations for Labeling Sketches

Exterior Wall	**Building Features**
Wood =WD	Finished = FIN
Brick = BR	Unfinished = UNF
Concrete = CC	1st Fl Overhang = 1OH
Composition = CO	2nd Fl Overhang = 2OH
Stucco = SC	Finished Attic = FINATC
Stone = ST	Finished Rec RM = FINREC
Alum/Vinyl = AV	Half-Story Area = ½
	Three-Quarter Story Area = ¾
	Basement Garage = BG

Basement Type	**Attached & Detached Improvements**
Pier or Slab = P or S	Used Standard ORPTS Structure Codes, Appendix A
Crawl = C	
Full = B	

Note: See the following sample sketches for instruction on labelling story (lowercase s)

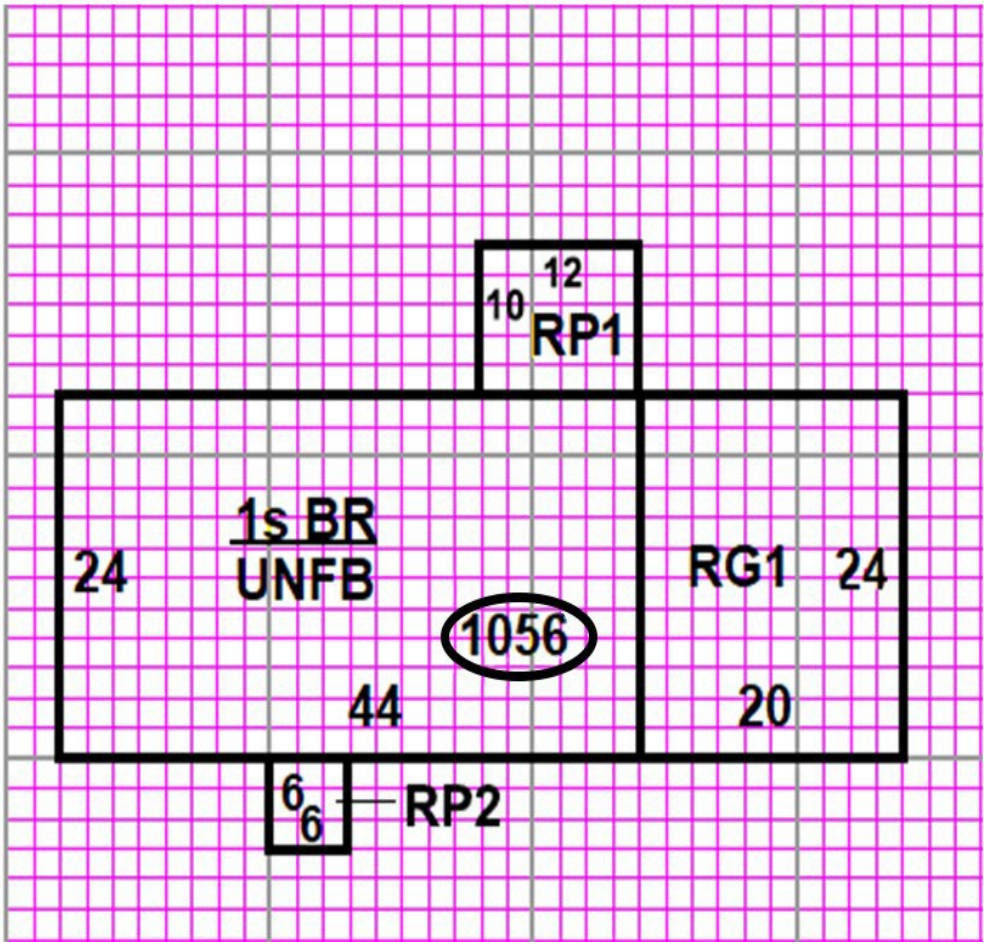
10.4 Sample Sketches

Following are nine sample sketches for various residential dwellings. On the page facing each sketch you will find the *Residential Building Area* section of the card as it should be collected for the example shown. Also provided is the *Improvement* section of the card as it would be completed for any attached improvements in the sample sketch.

Example 1

This is a one-story brick ranch with a full-unfinished basement (44 x 24). An attached one-story brick garage (20 x 24) was added in 1999. There is a deck (12 x 10) off the rear of the house (added in 1999) and a covered porch (6 x 6) in the front.

Grade - Good
Built - 1979
Exterior Condition – Normal



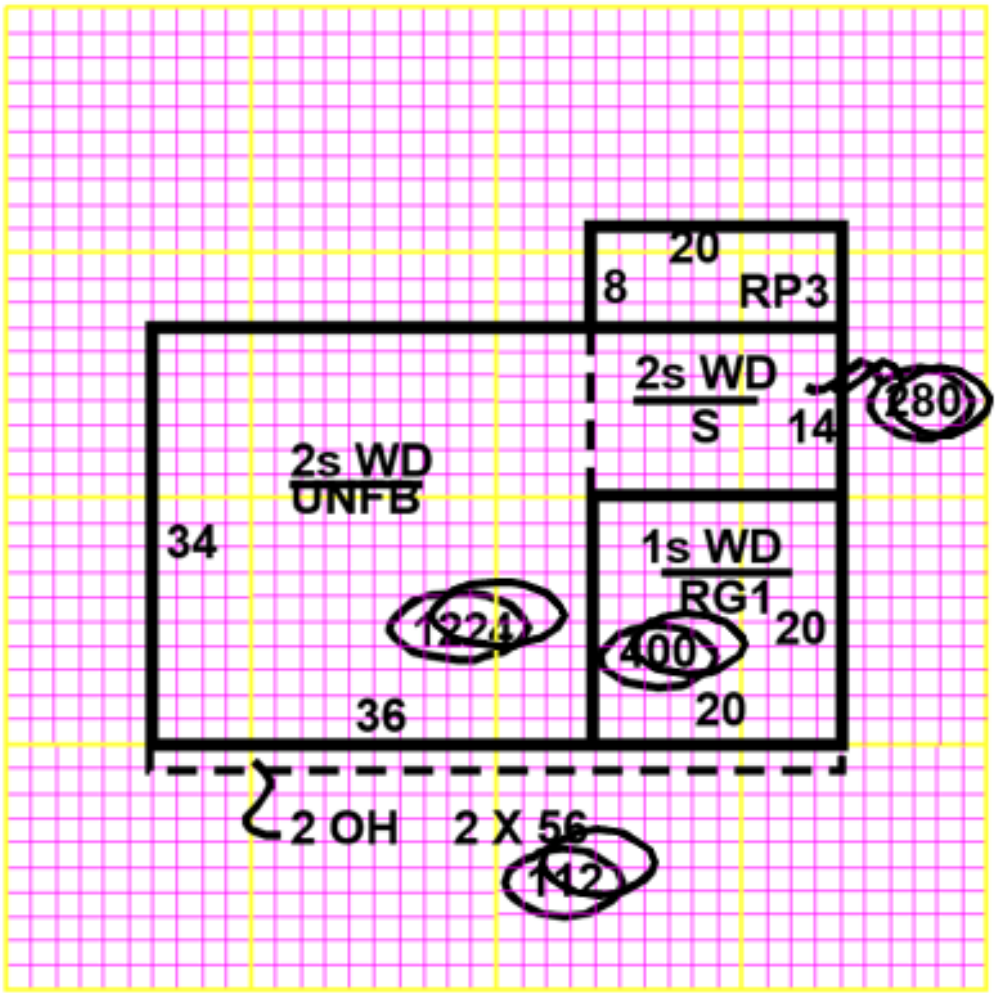
Residential Building Area Section	
First Story	1056
Second Story	
Addl Story	
Half Story	
Three Qtr Story	
Fin Over Garage	
Fin Attic	
Fin Basement	
Unfin Half Story	
Unfin 3 Qtr Story	
Unfin Room	
Unfin Over Garage	
SFLA	1056
Fin Rec Room	

IMPROVEMENT SECTION							
STRUC CD	MC	DIMENSION 1	DIMENSION 2	QUANTITY	GR	CD	YEAR BUILT
RP2	2	6	6	1	C	3	1979
RG1	2	20	24	1	C	3	1979
RP1	2	12	10	1	C	3	1979

Example 2

This is a two-story wood colonial house (36 x 34) with an attached garage (20 x 20), a family room behind the garage (20 x 14), and second floor living area above the garage and family room. There is a second-floor overhang (2') which extends for the whole length of the house. There is an unfinished basement under the main area of the house, but the garage area is on concrete slab. The screened porch (20 x 8) which extends off the family room and the gunite pool (40 x 20) in the back yard were both built in 2019.

Grade - Average
Built - 2017
Exterior Condition - Normal



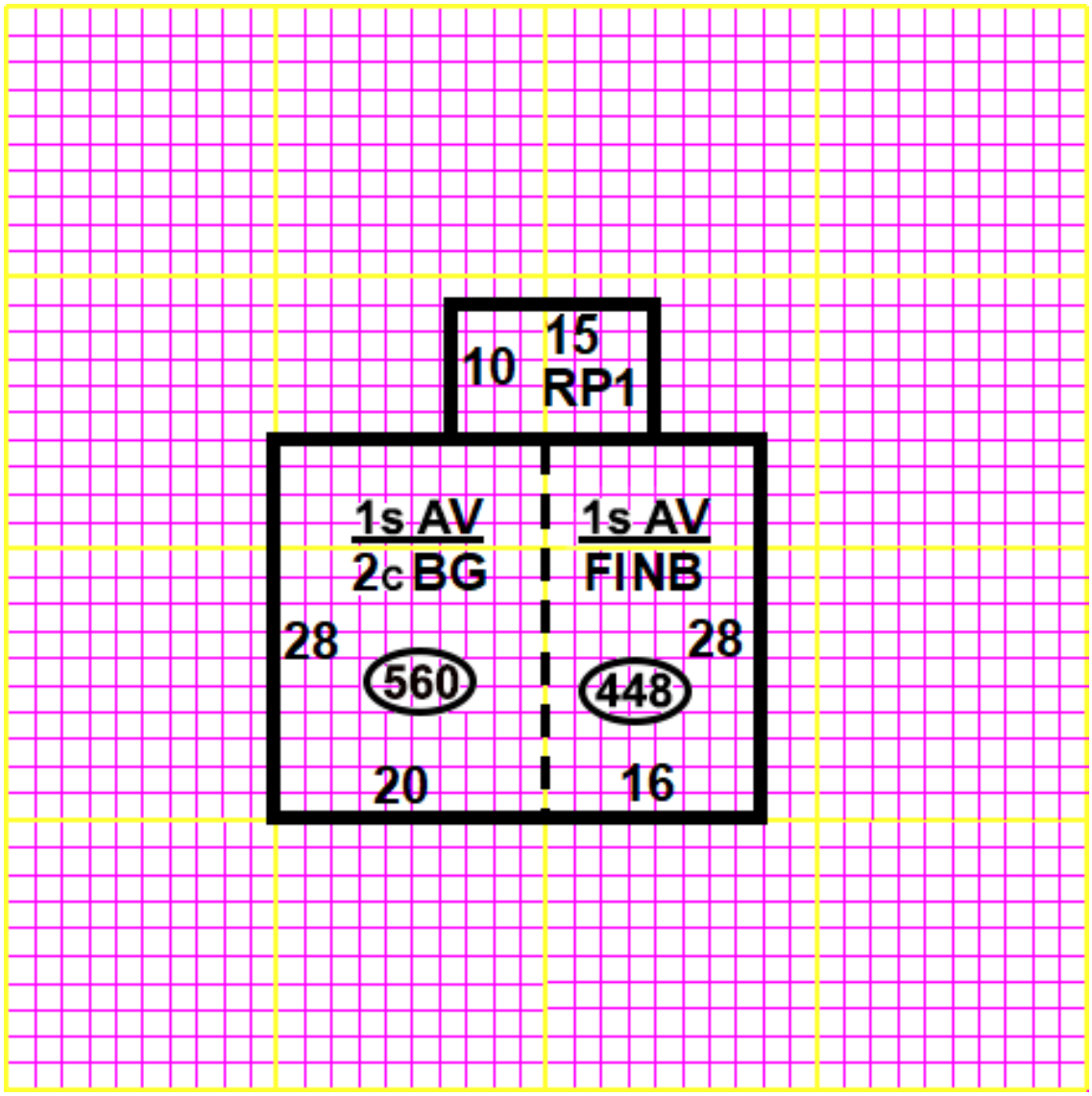
Residential Building Area Section	
First Story	1504
Second Story	2016
Addl Story	
Half Story	
Three Qtr Story	
Fin Over Garage	
Fin Attic	
Fin Basement	
Unfin Half Story	
Unfin 3 Qtr Story	
Unfin Room	
Unfin Over Garage	
SFLA	3520
Fin Rec Room	

IMPROVEMENT SECTION							
STRUC CD	MC	DIMENSION 1	DIMENSION 2	QUANTITY	GR	CD	YEAR BUILT
RP3		20	8	1	C	4	2019
LS4		20	40	1	C	4	2019
RG1		20	20	1	C	4	2017

Example 3

This is a raised ranch style home (36 x 28) with aluminum siding. There is a two-car basement garage (20 x 28) with living area in the remaining basement area. There is a deck (15 x 10) extending off the rear of the house.

Grade - Average
Built - 2018
Exterior Condition - Normal



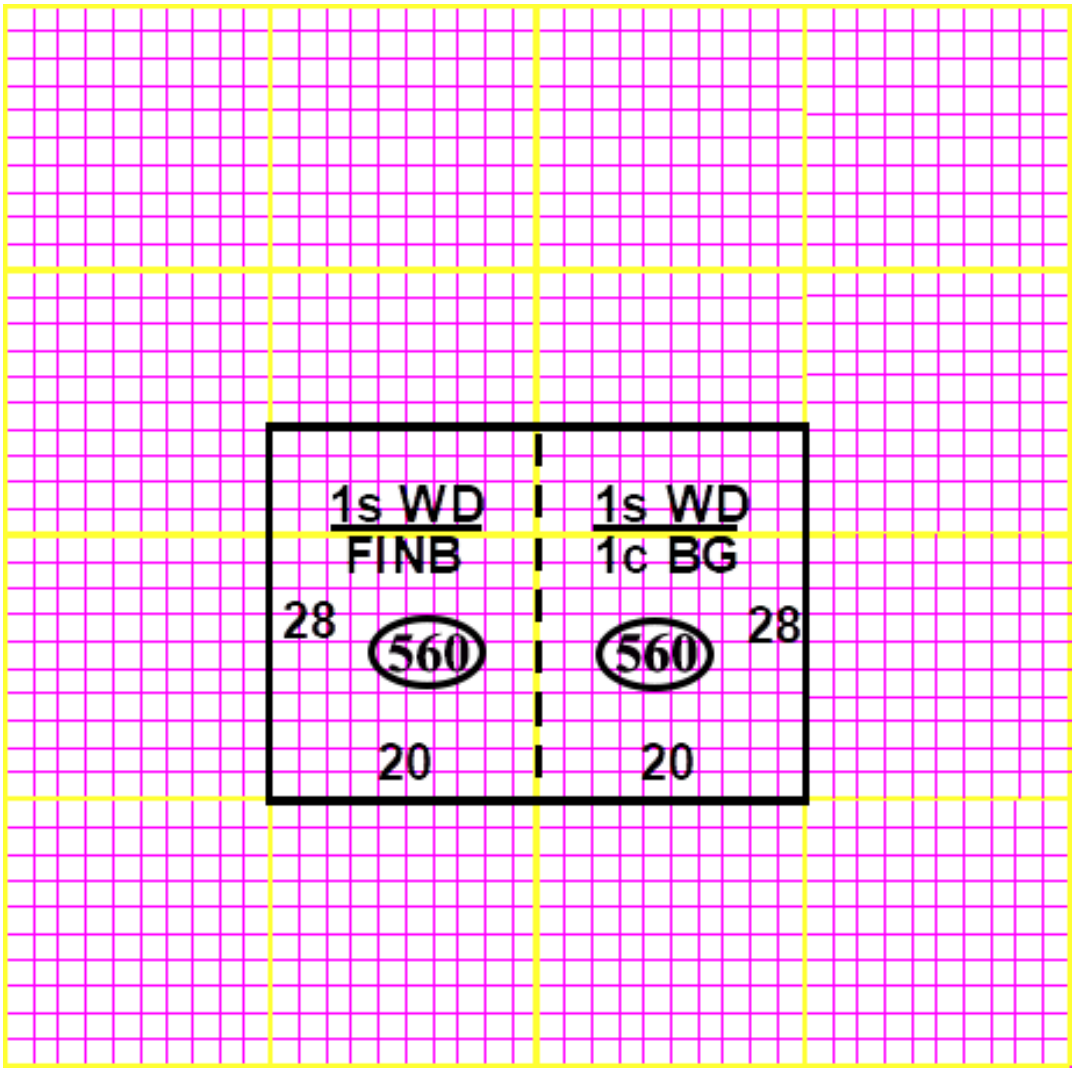
Residential Building Area Section	
First Story	1008
Second Story	
Addl Story	
Half Story	
Three Qtr Story	
Fin Over Garage	
Fin Attic	
Fin Basement	448
Unfin Half Story	
Unfin 3 Qtr Story	
Unfin Room	
Unfin Over Garage	
SFLA	1456
Fin Rec Room	

IMPROVEMENT SECTION							
STRUC CD	MC	DIMENSION 1	DIMENSION 2	QUANTITY	GR	CD	YEAR BUILT
RP1	2	15	10	1	C	4	2018

Example 4

This is a wood split-level home (40 x 28) with four levels, the bottom two of which are at least partially below ground level. One of the lower levels is a garage (20 x 28) and the other is finished living area.

Grade - Average
Built - 1986
Exterior Condition – Normal



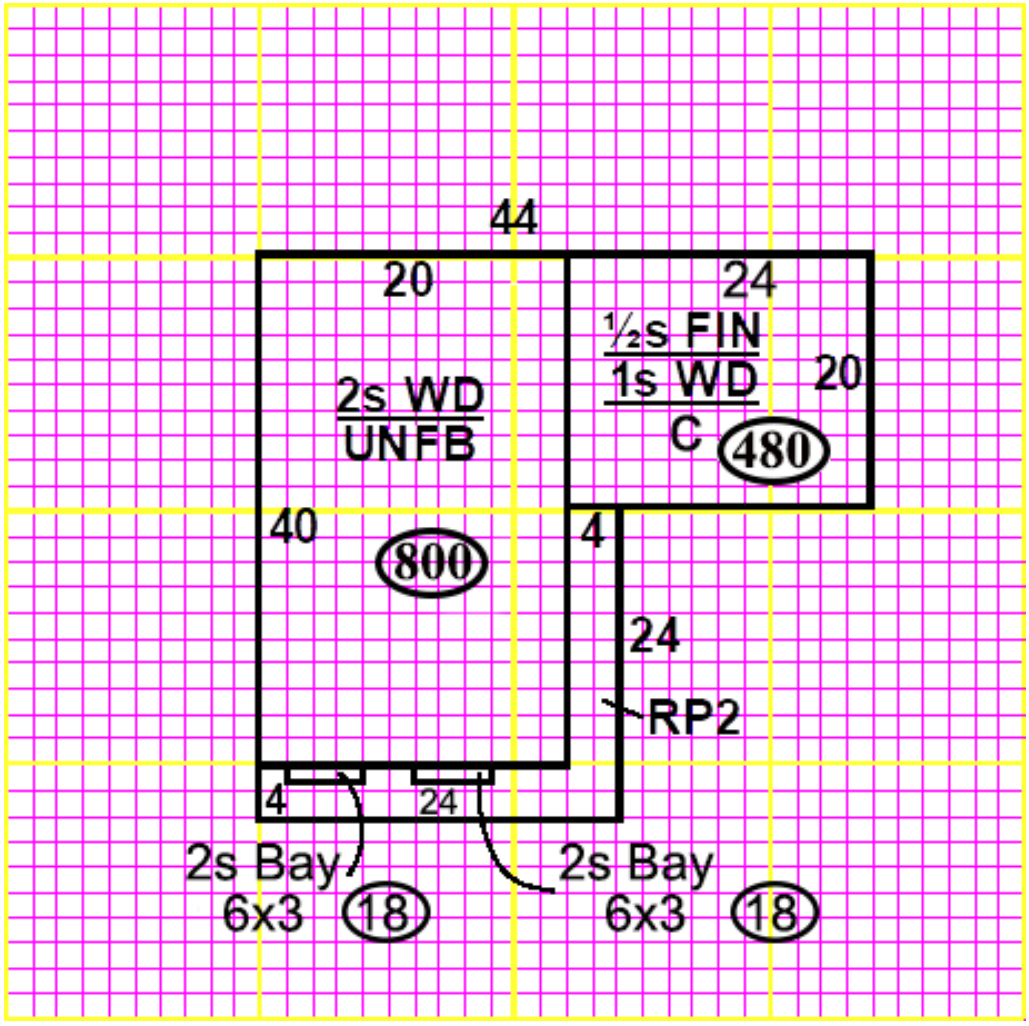
Residential Building Area Section	
First Story	1120
Second Story	
Addl Story	
Half Story	
Three Qtr Story	
Fin Over Garage	
Fin Attic	
Fin Basement	560
Unfin Half Story	
Unfin 3 Qtr Story	
Unfin Room	
Unfin Over Garage	
SFLA	1680
Fin Rec Room	

NOTE: There are no improvements in this example.

Example 5

This is a two story, wood old style house (20 x 40) with two bay windows (6 x 3) on each floor. There is a 1½-story addition (24 x 20) with a completely finished half story area. The two-story section is over an unfinished basement and the 1½ story has crawl space beneath it. A covered porch extends across the front (20 x 4) and partially around the side (4 x 24) of the two-story section. The two- story detached wood garage (24 x 24) has a finished, heated room upstairs which contains a sink and toilet; the garage is average grade, normal condition, and was built in 1958.

Grade - Average
Built - 1915
Exterior Condition – Fair



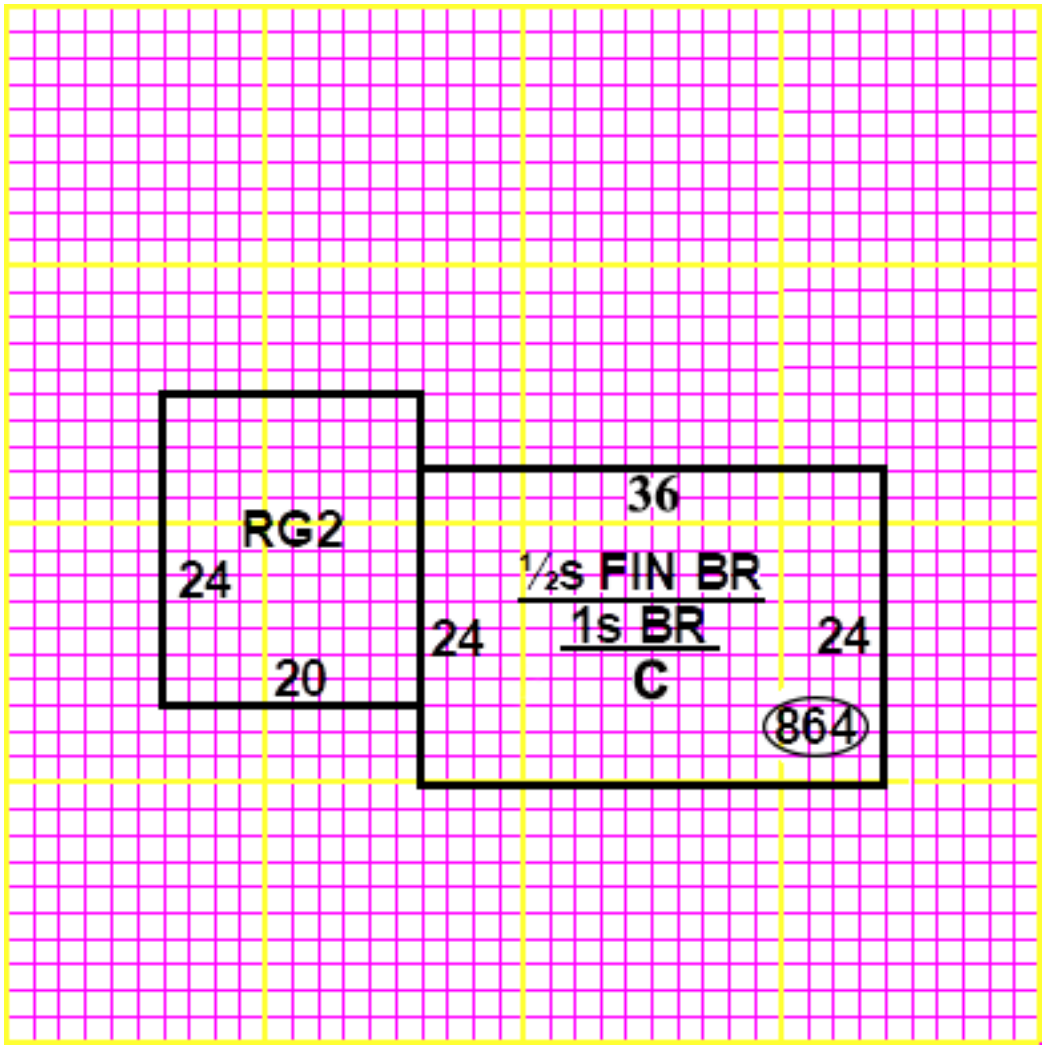
Residential Building Area Section	
First Story	1310
Second Story	836
Addl Story	
Half Story	240
Three Qtr Story	
Fin Over Garage	
Fin Attic	
Fin Basement	
Unfin Half Story	
Unfin 3 Qtr Story	
Unfin Room	
Unfin Over Garage	
SFLA	2392
Fin Rec Room	

IMPROVEMENT SECTION							
STRUC CD	MC	DIMENSION 1	DIMENSION 2	QUANTITY	GR	CD	YEAR BUILT
RP2	3	140		1	C	3	1915
RG7	2	24	24	1	C	3	1958

Example 6

This is a 1½-story, brick cape, cod house (36 x 24) over a crawl space. There is an attached 1½-story garage (20 x 24). The half story area in the residence is finished, but the area over the garage is unfinished and not accessible to the main living area.

Grade - Average
Built - 1988
Exterior Condition – Good



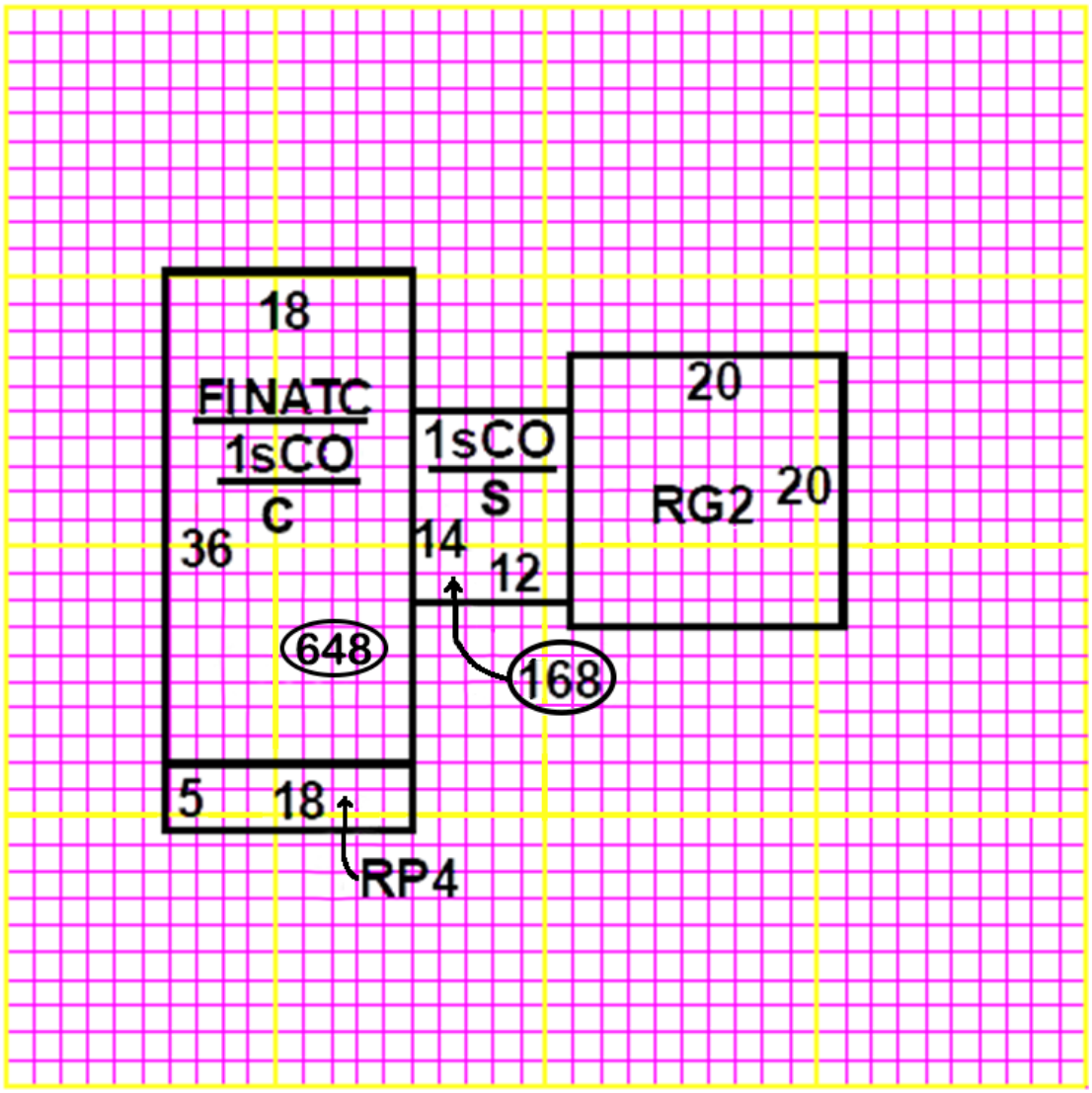
Residential Building Area Section	
First Story	864
Second Story	
Addl Story	
Half Story	432
Three Qtr Story	
Fin Over Garage	
Fin Attic	
Fin Basement	
Unfin Half Story	
Unfin 3 Qtr Story	
Unfin Room	
Unfin Over Garage	
SFLA	1296
Fin Rec Room	

IMPROVEMENT SECTION							
STRUC CD	MC	DIMENSION 1	DIMENSION 2	QUANTITY	GR	CD	YEAR BUILT
RG2	2	20	24	1	C	3	1988

Example 7

This is a one story, composition sided bungalow (18 x 36) with a finished attic. The attic allows about 30 percent of the floor area to be used as living area. The small, one story addition (12 x 14) which connects the main area to a 1½-story garage is of economy grade, was built in 1940, and is in normal condition. The main area is built over crawl space and the addition and garage on a cement slab. There is an enclosed porch (18 x 5) on the front of the house.

Grade - Economy
Built - 1925
Exterior Condition - Fair



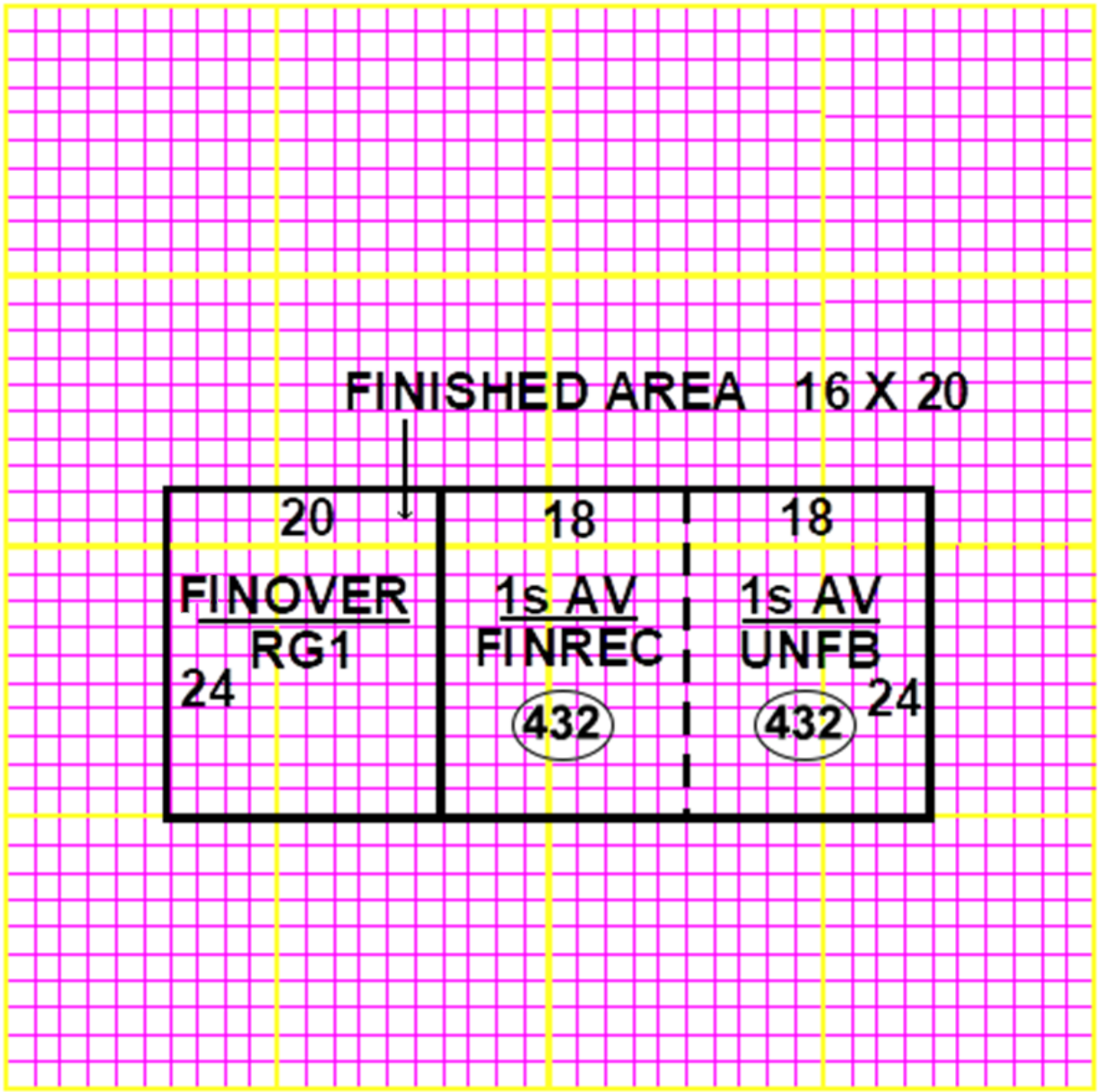
Residential Building Area Section	
First Story	816
Second Story	
Addl Story	
Half Story	
Three Qtr Story	
Fin Over Garage	
Fin Attic	194
Fin Basement	
Unfin Half Story	
Unfin 3 Qtr Story	
Unfin Room	
Unfin Over Garage	
SFLA	1056
Fin Rec Room	

IMPROVEMENT SECTION							
STRUC CD	MC	DIMENSION 1	DIMENSION 2	QUANTITY	GR	CD	YEAR BUILT
RP4	2	18	5	1	D	2	1925
RG2	2	20	20	1	D	3	1940

Example 8

This is an aluminum sided ranch (36 x 24) with a full basement, half of which is a finished REC room. There is an attached garage (20 x 24) over which is living area accessible from the main living area. The usable area over the garage measured by the interior walls, is 16 x 20.

Grade - Average
Built - 2017
Exterior Condition - Good



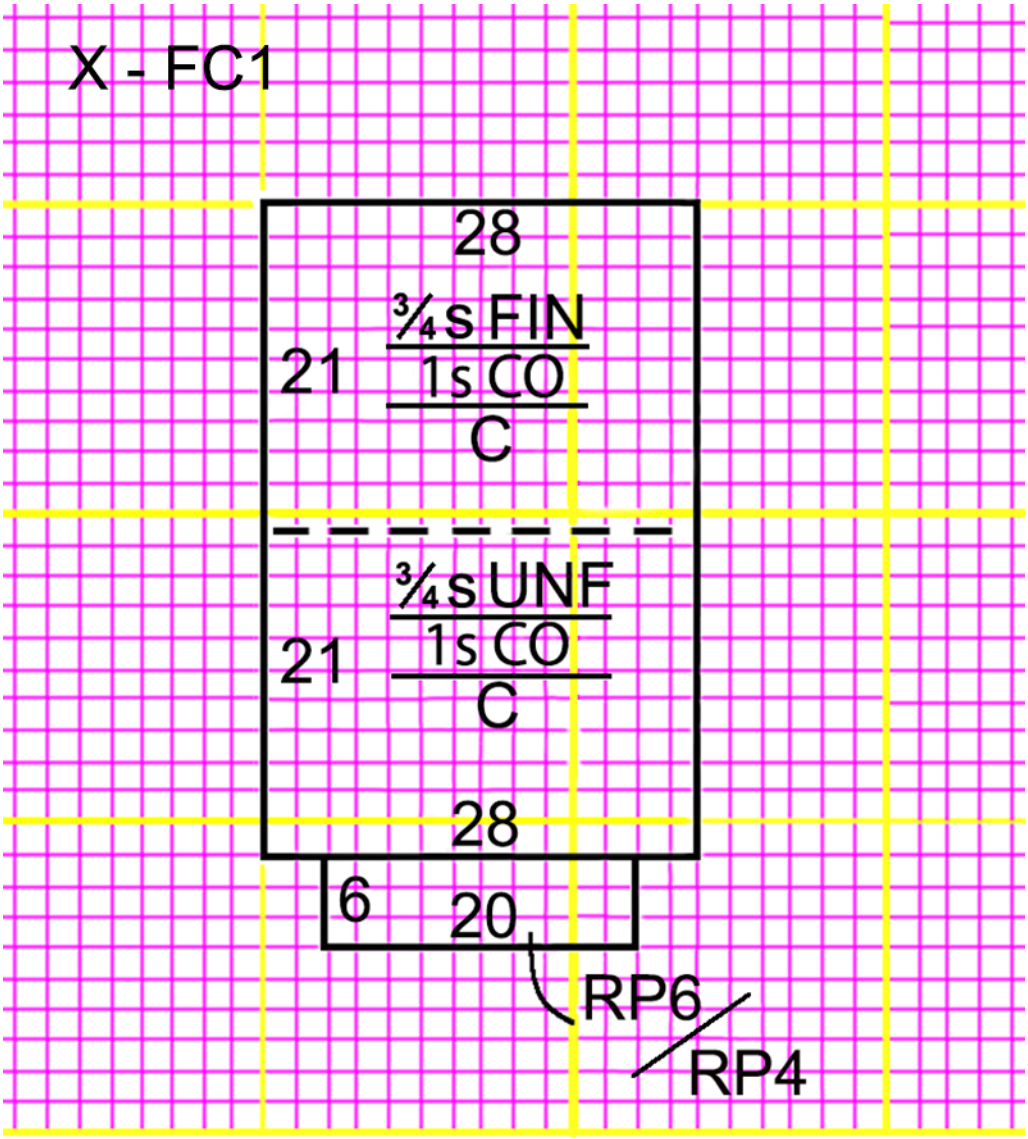
Residential Building Area Section	
First Story	864
Second Story	
Addl Story	
Half Story	
Three Qtr Story	
Fin Over Garage	320
Fin Attic	
Fin Basement	
Unfin Half Story	
Unfin 3 Qtr Story	
Unfin Room	
Unfin Over Garage	
SFLA	1184
Fin Rec Room	432

IMPROVEMENT SECTION							
STRUC CD	MC	DIMENSION 1	DIMENSION 2	QUANTITY	GR	CD	YEAR BUILT
RG1	2	20	24	1	C	3	2017

Example 9

This is a 1¾ story, composition sided old style house (28 x 42) built over a crawl space. The upstairs area is half finished. There is a upper covered porch (20 x 6) over an enclosed porch (20 x 6) in front of the house. The wood framed shed (8 x 12) is economy grade, was built in 1950, and is in fair condition.

Grade - Average
Built - 1910
Exterior Condition – Normal



Residential Building Area Section	
First Story	1176
Second Story	
Addl Story	
Half Story	
Three Qtr Story	882
Fin Over Garage	
Fin Attic	
Fin Basement	
Unfin Half Story	
Unfin 3 Qtr Story	441
Unfin Room	
Unfin Over Garage	
SFLA	1617
Fin Rec Room	

IMPROVEMENT SECTION							
STRUC CD	MC	DIMENSION 1	DIMENSION 2	QUANTITY	GR	CD	YEAR BUILT
RP6	2	20	6	1	C	3	1910
FC1	2	–8	12	1	D	2	1950
RP4	2	20	6	1	C	3	1910

10.5 Common Area Calculations

The following formulas can be used to calculate area size for the basic geometric shapes encountered during data collection.

A = L x W [Area equals length multiplied by width]. This formula will be used when calculating area size for rectangular shaped structures.

Example
A = L x W
A = 20 x 10
A = 200 Square Feet

$A = s^2$ or A = s x s [Area equals one side squared (multiplied by itself)] This formula will be used to calculate area size for a square shaped structure.

Example
$A = s^2$
A = 10 x 10
A = 100 Square Feet

A = ½ (B x H) [Area equals one-half the base times the height]. This formula will be used to calculate area size for a triangular shaped structure.

Example
A = ½ (B x H)
A = ½ (20 x 15)
A = ½ (300)
A = 150 Square Feet

$A = \pi R^2$ [Area equals Pi (3.14) times the radius squared] This formula is used to calculate the area of a circle.

Example
$A = \pi R^2$
A = 3.14 x 400
A = 1256 Square Feet

10.6 Sketching Guidelines (Digital)

There are software programs available to the assessor and their staff for the completion of inventory sketches. Programs are designed to sketch the property and accurately calculate square footage of living area or gross floor area.

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Improvement Section—Section 11

This section is used to record improvements to the residence and other structures (improvements) on the site.

As many as eight separate improvements may be entered on each data collection card. Improvements attached to the residence should be listed first (e.g., porches and carports). Next, any detached improvements such as sheds, barns, and swimming pools. Finally, list any miscellaneous improvements which are not covered by a more specific code with the MS1 structure code.

Example: Improvement Section of the property record card

IMPROVEMENT SECTION										
Struc Code	MC	Dimension 1	Dimension 2	SQ FT (MISC)	Quant	Con Grade	Over. Cond.	Actual Yr Blt	Effective Yr Blt	Pct Good

11.1 Structure Code

This item is used to record the three-digit alphanumeric structure code used to indicate the type of improvement being described. A list of valid structure codes and definitions can be found on the webpage for assessors manuals. Commonly used residential structure codes are listed on the data collection card. The measurement criteria for each improvement code is found in the structure codes appendix under each improvement and can also be found on the quick reference guide for common codes.

Enter the measure code and dimension fields using the following guidelines in section 11.2.

11.2 Measure Code

This item is used to record the measurement code that indicates how the measurements of a structure are recorded in the dimension 1, dimension 2, and quantity fields. See the webpage for assessors manuals for appropriate measure codes to be used with each structure code.

Measure Codes and Definitions

1 **Quantity**: This indicates that no physical measurements will be entered in dimension 1 or dimension 2. When a measure code of 1 is used, an entry must be made in quantity.

2 **Dimensions**: This indicates that there will be some type of measurement entry in both dimension 1 and dimension 2. In most cases, the entries will comprise the length and width of the structure, but they could indicate other measurement data (e.g., the length and height of a fence). When a measure code of *2* is used, an entry must be made in both dimension 1 and dimension 2.

3 **Square Feet**: This indicates that the measurement will be entered in square feet. This is useful for odd-shaped improvements, where use of dimensions 1 & 2 would give misleading or inaccurate answers.

4 **Dollars**: This indicates that the item has been manually valued and that a dollar entry has been made in dimension 1. When a measure code of 4 is used, a dollar amount must be entered in dimension 1 field.

Note: For use of structure code MS1. A measure code of 4 (dollars) should be applied and the structure should be manually valued by entering the dollar amount of a single structure in dimension 1.

11.3 Dimension 1

Used only in conjunction with measure codes 2 (dimensions) and 4 (dollars).

11.4 Dimension 2

This item is used to record the second measurement of a structure requiring two measurements. **This is only used with a measure code of 2.**

11.5 Square Feet (Miscellaneous)

This item is used to record the square footage of improvements from the structure code list. This item is useful for odd-shape improvements whereby length times width would give an inaccurate answer. See the webpage for assessors manuals for a list of qualifying improvement structure codes.

11.6 Quantity

This item is used to record the number of identical units that are being accounted for by a single structure code. If there are two identical sheds, for example, quantity will be 2 and a cost for two identical sheds will be produced. This is also required when a measure code of 1 is used to indicate that quantity is the only measurement required.

11.7 Grade

This item is used to record the quality of materials and workmanship for the structure. For attached improvements, the grade is normally the same as the residence.

Grade Codes and Definitions

A - **Excellent** - This indicates the use of excellent quality materials and fine workmanship throughout.

B - **Good** - This indicates the use of above average materials and workmanship.

C - **Average** - This indicates the use of standard materials and workmanship.

D - **Economy** - This indicates the use of lightweight, inexpensive materials and average workmanship.

E - **Minimum** - This indicates the use of inferior materials and poor workmanship.

11.8 Condition

This item is used to record the physical condition of the structure.

Condition Codes and Definitions

1 **Poor:** This indicates the item shows obvious signs of excess deterioration for its age. One possible cause is deferred maintenance over a long period of time Another is heavy wear and tear from extremely heavy use or extreme reaction to the elements (outside improvements only). To return it to normal condition, the item would need renovating or overhauling.

2 **Fair:** This indicates the item shows some signs of excess deterioration for its age. One possible cause is deferred maintenance over a short period of time. Another cause is greater than normal wear and tear from heavy use or poor reaction to the elements (outside improvements only). To return it to normal condition, the item would need considerable work.

3 **Normal:** This indicates the item shows signs of age and deterioration proportional to its age and has received normal use and maintenance.

4 **Good:** This indicates the item shows less deterioration, relative to its age than normal. It has less wear and tear than normal from either light use, minimal reaction to the weather (outside improvements only), or partial renovation or overhaul.

5 **Excellent:** This indicates the improvement is in like new condition, or that the improvement has had major renovations.

11.9 Actual Year Built

This item is used to record the year built (chronological age) of the improvement. In many cases the date will be the same for the main structure, but it could be different, especially in the case of yard improvements.

11.10 Effective Year Built

This item is used to record the effective age of the improvements on site. They may be attached to the main structure, or they may be stand-alone improvements. Effective age is determined by comparing the physical condition of one improvement with that of other like-use newer improvements. Effective age may or may not reflect the actual or chronological age, since maintenance and design are factors that may increase or decrease the aging process. For a complete guide to this topic and some sample calculations, see Assessor's Manual, Commercial Building Section 9.

11.11 Percent Good

Percent Good is an estimate of the value of a property, expressed as a percentage of its *replacement cost*, after *depreciation (RCNLD)* of all kinds has been deducted.[2] This item cannot be data collected, but has to be calculated as part of the analysis phase of the appraisal process. For entry into the database, percent good (also known as a *residual*) is a whole number with a value between 10 and 100 (used as a factor, example 10 = 0.10). This item will adjust the final value. Entry is optional and can be left blank.

11.12 Functional Obsolescence

This item is one of the three general causes of accrued depreciation, the other two of which are physical deterioration and economic obsolescence. It is a loss in value due to the inability of a structure to adequately perform the function for which it is used. Functional obsolescence results from changes in demand, design, and technology, and can take the form of deficiency (one bathroom), need for modernization (outmoded kitchen), or super adequacy (overly high ceilings). Buyers perceive a loss in utility; therefore, the price offered is lower due to reduced demand.[3] For a complete discussion on this topic, please refer to "Property Appraisal and Assessment Administration," 1990 Edition, Chapter 8, published by the International Association of Assessing Officers.

This item cannot be data collected but must be calculated as part of the analysis phase of the appraisal process.

2 "Property Appraisal and Assessment Administration," 1990 edition, IAAO, pg. 656.
3 "Property Appraisal and Assessment Administration", 1990 Edition, IAAO, pp. 220-21