

IREDELL COUNTY Iredell County – 2019 Reappraisal Uniform Schedule of Values, Standards, and Rules Market Value Schedule

DATA COLLECTION INSTRUMENT (FORM) COMPLETION

The proper use of the data form requires attention to conformity and standardization of recording results.

Appraisers use the data form to identify the physical characteristics which, when properly evaluated, will reflect the fair market value of that parcel.

Consistency in identifying like parcels will produce accurate results. It should be noted the form is also designed to facilitate data entry operations.

The form is divided into basic groupings of data. A discussion of how to complete the form follows.

TRAINING

Appraiser training conducted by the appraisal supervisor, will include the following procedures.

SELECTION OF SAMPLE PARCELS

The appraisal supervisor will select a cross section of approximately 20 to 30 parcels/neighborhoods in the county, preferably ones which recently sold, which cover the spectrum of housing types in the county. The field appraiser should prepare a field form for each parcel for testing purposes, noting how well each parcel fits the mathematical model and noting any adjustments to the data collection, which may be required to find more accurate results.

OFFICE INSTRUCTION

The real property (appraiser) should be instructed of the various elements of the form and how the form should be completed. Utilizing the definitions of the various elements and a slide projector, if available, various examples of the features should be shown as they appear on the form using local buildings as examples.

Using the instructions on the following pages, the appraisal supervisor should present, in order, the steps for completing the form. Upon completion, the appraisal supervisor should review any questions from the appraisers.

At this point, the appraisal supervisor should assign each appraiser a group of parcels from the previously selected sample parcels to field review and complete. Upon completion, the appraisal supervisor should review each appraiser's work and discuss the accuracy of the completed Form and address any concerns the appraiser may have.

Following review of the appraiser's documentation, the appraisal supervisor should make the decision, as whether to continue training or to begin fieldwork.

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INSTRUCTIONS FOR COMPLETING THE FIELD DATA COLLECTION INSTRUMENT

CARD NUMBER

CARD
[]

Also included with the parcel number is the CARD NUMBER, this field is required. Each appraisal card must be sequentially numbered within each parcel. That is, if a single parcel (ownership) has three buildings, it would require three field data forms to be completed - one per building. They would all have the same PARCEL NUMBER but would have card number 1, 2 and 3. Each field data form has open space on the right side to include the name, 911 address, and description of each building improvement.

APPRAISED DATE

APPR DATE
[]

The APPRAISED DATE is a required field. It is filled in to indicate the date of the most current county-wide reappraisal.
Example: 01/01/2019.

VISIT DATE

VISIT DATE
[]

The parcel VISIT DATE is a required field. It is filled in to indicate the day the property was actually visited.

APPRAISER NUMBER

APP #
[]

The APPRAISER NUMBER is a required field. It is filled in to indicate the appraiser that visited the property. This is a required two digit numeric field or two alphabetical letters, which are assigned to represent the individual appraiser.

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TOWNSHIP

TWP
[]

Enter the Township number. This is an optional two digit numeric field.

CITY

CITY
[]

Enter the city code. This is an optional two digit numeric field.

FIRE

FIRE
[]

Enter the Fire District number. This is an optional two digit numeric field.

SALES DATA

SALES DATA							
OFF. RECORD		DATE		DEED			INDICATE
BOOK	PAGE	MO	YR	TYPE	Q/U	V/I	SALES PRICE

Each sale should be thoroughly screened and the status of the parcel determined (i.e. vacant or improved) at the time of sale.

This section allows all relevant sales data to be assembled.

There are no optional fields, all fields must be marked.

BOOK – DEED BOOK may be alpha or numeric.

PAGE - Official records PAGE may be alpha or numeric.

MONTH AND YEAR - Must be a valid MONTH AND YEAR for date of sale and date recorded.

DOCUMENT TYPE/FINANCING – Initially, the type of document is entered. After sales qualifications, the type of financing is entered.

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BENCHMARK SALES - If the property is improved, you may benchmark the sale by backing out the improvement value. This includes but is not limited to the following:

1. Use the Marshall & Swift Cost Manual to verify the depreciated value of the improvements. This must be done for supporting information to keep in the neighborhood file.
2. To Benchmark the sale:
 1. Add a new sale with the same deed reference and date
 2. For the document type, use “BM”
 3. Make it Qualified / Vacant
 4. Input the adjusted sales price
 5. Add an explanation in the comment section

The screenshot shows the 'Sales' section of the application. The table below represents the data visible in the 'Sales' table.

BOOK	PAGE	SALE DATE	INSTRUMENT TYPE	QUALIFIED/UNQUALIFIED	FINANCE TYPE	SALES PRICE	IMPROVED	TRANSFER/SPLIT	INSTRUMENT #	C	VIEW
02558	1475	5/31/2018	BM - BENCHMARK	QUALIFIED		274000	<input checked="" type="checkbox"/>	T	025581475	C (1)	
02268	1813	10/3/2013	BM - BENCHMARK	QUALIFIED		235000	<input checked="" type="checkbox"/>	T	022681813	C (0)	
02019	1555	7/27/2009	WD - WARRANTY DEED	QUALIFIED		250000	<input checked="" type="checkbox"/>	T	020191555	C (0)	
01099	0435	9/1/1998	CV - CONVENTIONAL	QUALIFIED		175000	<input checked="" type="checkbox"/>		010990435	C (0)	
01019	0890	4/1/1997	OT - OTHER	QUALIFIED		153000	<input checked="" type="checkbox"/>		010190890	C (0)	
00760	0079	12/1/1987	WD - WARRANTY DEED	X - OTHER (AN EXPLANATION MUST BE PROVIDED WHEN THIS CODE IS USED).		0	<input type="checkbox"/>		007600079	C (0)	

The 'Tracking' section shows: NO TRACKING DATA FOUND FOR THIS PARCEL.

The 'Locations' section includes a table for location categories and tax codes:

LOCATION CATEGORY	LOCATION	CATEGORY	TAX CODE	COUNT/PERCENTAGE
TOWNSHIP-TOWNSHIP	17 DAVIDSON	COUNTY	C ADV/LTAX : COUNTY	100
CITY-CITY		FIRE	FR03ADV/LTAX : MT MOURNE FIRE	100
FIRE-FIRE	62 MT MOURNE	WASTE	SW FFEFFEE : SOLID WASTE	1.00

The 'Attachments' section shows two PDF files:

- 2017073963_20170202_A_F_I_S.PDF
- 2016072343_20160113_A_F_S.PDF

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QUVI Type Q or the unqualifying code U and mark V or I.

Q= Qualified (arm's length transaction)

U= Unqualified edit code (not a valid market sale)

V= Vacant. The sale was for an unimproved parcel at time of sale.

I = Improved. The sale was for an improved parcel at time of sale.

INDICATED SALES PRICE - Record the sales price to the nearest dollar including all commissions, etc. in this space. Do not use punctuation.

Reasons for SALES DISQUALIFICATION are explained in chapter 2.

*The system ranks sales internally with the most recent qualified sale appearing first with the remainder ranked in chronological order followed by unqualified sales ranked in chronological order starting with the most recent. Therefore, new sales data is entered on line five (5) and subsequently ranked in the proper order by the System.

LAND DATA

LAND INFORMATION																	
HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJ/NOTES RF AC LC TO OT	ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNIT TYPE	TOTAL ADJST	ADJUSTED UNIT PRICE	LAND VALUE	OVERRIDE VALUE	LAND NOTES
RURAL AC	0120	R2	393	0	1.0500	4	1.1000	+00 +00 +50 -20 -20 PW SZ SH		18,000.00	18.320	AC	1.160	20,880.00	382522	0	
TOTAL MARKET LAND DATA											18.32			382522			

Completion of the land coding presents more possibilities for combinations than other sections of the form due to the OTHER ADJUSTMENTS which may be free form coded for each land use.

LAND USE CODE

A numeric use code is always required. See chapter 4 for Land Use Codes.

ZONING

LAND INFORMATION																	
HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJ/NOTES RF AC LC TO OT	ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNIT TYPE	TOTAL ADJST	ADJUSTED UNIT PRICE	LAND VALUE	OVERRIDE VALUE	LAND NOTES
RURAL AC	0120	R2	393	0	1.0500	4	1.1000	+00 +00 +50 -20 -20 SZ SH	PW	18,000.00	18.320	AC	1.160	20,880.00	382522	0	
TOTAL MARKET LAND DATA											18.32			382522			

This field must be a valid entry for the county and is a required field. See the specification sheet for the proper coding of this item.

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FRONTAGE AND DEPTH

Frontage is defined as the portion of land on which front foot valuation would be used. Typically, major highway frontage of commercial property would be entered in this field as well as rural land with Land Model 04. Depth is normally the other dimension of the lot. If lot dimensions are not known, then this field must be zero filled. If the number of units is also entered, they will be used in the value calculation. When using "SF" (Square Feet) units only for valuation of land; enter the **frontage** and **depth** in the CAMA software; which will automate the total square feet. Leave the **total number of units** blank for this feature to work properly.

DEPTH OR SIZE

The factor for depth or size should be left blank if an adjustment for depth is to be taken from a precompiled depth or size table. The depth factor should be entered with 1.00 if there is to be no adjustment for depth. The depth table should be zero filled in this case.

The land model table must be 00-07. Depth must be 10' or greater if you use depth table 1-3 and 5 and 6. Depth tables, if used, require unit type to be "FF". The field must not be left blank. If depth table is not used, zero fills space.

*The CAMA software will **not** calculate frontage times depth when UT or LT is used; however, these dimensions can be printed for information only.

CONDITION FACTOR

This factor must be entered and is a decimal fraction of the form 1.00 with a decimal between the first and second digit. The condition factor times the depth factor times the unit price will give the total adjusted unit price. This calculation is done internally by the CAMA software and is not shown on the collection instrument. It is then applied to the number of units to determine land value which is shown on the final appraisal card. When Land Model 04 is used it is the result of the size factor times all other adjustments.

OTHER ADJUSTMENTS

This area is handled in one of two ways depending on the land model and the coding present. Refer to the specification sheet for the county to properly enter adjustments. Only one line of notes per land line is accepted by the system. When Land Model 04 is used a plus or minus percent is written in for RF (road frontage), AC (access), LC (location), TO (topography), RT (road type) and OT (other) such as SH (shape) or SZ (size).

LAND UNIT PRICE

This field must be entered unless the county specification sheet indicates otherwise. When assigning a value the normal convention of dollars is used. This is the UNADJUSTED UNIT PRICE against which all conditions, etc., are applied. When using land use code 9010 (No Land Interest), this field must be zero filled.

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NUMBER OF UNITS

This field is always required and is the basis upon which value is extended. The field has two positions to the right of the decimal point for fractional units.

UNIT TYPE

The appropriate unit type must always be entered with unit price as checking of unit price is based upon unit type. The appropriate codes for unit type are: AC (acres), LT (lot), SQ (square feet), or UT (unit).

LAND NOTES

Used for additional information pertaining to the Land Line.

OTHER BUILDINGS/EXTRA FEATURES (OB/XF)

CODE	DESCRIPTION	COUNT	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG #	AYB	EYB	DEP SCH	OVR	% COND	OB/XF DEPR. VALUE
10	CON PAVING		40	15	600	3.50	100	-	2018	2018	S5		100	2100
TOTAL OB/XF VALUE													2100	

Inclusive of the many special improvements and extra features due to the nature of the materials used or their construction would be most difficult in a static valuation model. These are handled in a separate calculation which calculates the value based on the number of units, the percent condition and a unit price taken from the cost tables in chapter 11. The use of this portion of the form to record significant items increases the utility of the models to cover more variation than otherwise possible.

It is not necessary to assess negligible out buildings or extra feature improvements which have depreciated to a point the item reflects no market value to the property. Make a note on the field data form that the item adds no value to the property for future reviews and concentrate on the data elements called for in the system.

Conversely, such items as boat houses, docks, pools, garages and other items of major value must be recorded to properly value the parcel.

Items commonly handled in this manner included but not limited to:

OTHER BUILDINGS:

- | | | |
|----------|-------------------|----------------|
| Carports | Sheds | Horse Stables |
| Garages | Utility Buildings | Poultry Houses |
| Barns | Farm Buildings | Green Houses |

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EXTRA FEATURES:

Boat Ramps and Docks	Outdoor Living Areas	Sprinkler Systems
Elevators and Escalators	Pools	Tanks
Fences (commercial only)	Silos	Tennis Courts
Patios	Paving	Yard Lights

ALL FIELDS MUST BE ENTERED FOR OB/XF VALUE:

CODE: Place an appropriate code in this field and the computer will automatically fill in the description and depreciation. See chapter 11 of this manual for OBXF codes.

DESCRIPTION: Use an alpha-numeric entry, maximum of 10 characters, to describe the extra features. If your county is set up to use the table feature, it will be necessary to use special codes in this field. (See County Specification sheet, chapter 11, for this option.) **DO NOT FILL OUT IF "CODE" IS ENTERED.**

COUNT: If more than one, enter number here. Leave blank if only one.

LENGTH: If available, this data should be filled in.

WIDTH: If available, this data should be filled in.

UNITS: The total units by which the extra feature is valued must be entered here. If the length and width dimensions are entered this field must be left blank for the CAMA software to calculate the number of units. If length and width are entered in addition to the total number of units, the software will not calculate the total number of units but will use the total number of units that have been entered. This field may **ONLY** be left blank when length and width are entered.

UNIT PRICE: The per unit price by which the Other Building or Extra Feature is valued will be entered here from the tables in Chapter 11.

% COND: Percent Condition. Enter the percent good of the extra feature when it was picked up on the form. When the total of the annual depreciation is subtracted from the original, percent good gives the percent condition which is multiplied times the replacement cost to give the depreciated replacement cost.

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YR.BLT: Year Built, Actual and Effective. For Actual year built, enter the year the item was initially created Effective year built indicates the year from which depreciation will be based.

DEP.RATE: An ANNUAL depreciation rate for each extra feature and special building will be entered based on the CODE. If there is no code you must enter depreciation rate per year and it cannot exceed 99.00% per year and should be zero filled if no other entry is called for.

OVER: Override. Instead of entering information in the fields discussed above you may place a value on the OB/XF by entering a "01" in the override field, entering a "1" in the OB/XF Units field and entering the price in the OB/XF unit price field.

STRUCTURAL ELEMENTS

This section covers the structural characteristics which must be recorded. Because the data applicable to commercial and industrial buildings is not necessary for the single family residence, it is contained on another part of the card. For all buildings other than those covered by Other Buildings and Extra Features (OBXF) codes, the indicated portion of the form must be filled out. Other data which is not in the valuation model is input only when called for in the valuation model used. The exact items which must be input are referenced in the appendix of this manual. ONLY the features required may be entered, extraneous entries will create an error condition and cause a parcel to be suspended.

FOUNDATION	
01	EARTH
02	PIERS
03	CONT FOOTING
04	SPREAD FOOTING (C)
05	SPECIAL FOOTING (C)

Foundation codes 1-3 are generally for residential type construction, while 4 & 5 describe commercial construction. Generally wall height and type roof determine the thickness of the foundation.

FLOOR SYSTEM	
01	NONE
02	SLAB ON GRADE
03	SLAB ABV GRADE (C)
04	PLYWOOD
05	WOOD
06	PLATFORM HGT (C)
07	STRUCTURAL SLAB (C)

Residential construction generally has codes 1-5 while commercial construction is generally coded 2, 3, 6 & 7. Code 7 is for high rise buildings with basements and sub basements.

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EXTERIOR WALL	
01	SIDING MINIMUM
02	CORR METAL LIGHT
03	COMP OR WALL BRD
04	SIDING NO SHTG
05	ASBTS-FIBER SHG/CORR
06	BRD&BAT/PLYWOOD
07	CEMENT/WOOD FIBER
08	MASONITE
09	WOOD ON SHTG
10	VINYL/ALUM SIDING
11	CONCRETE BLOCK
12	STUCCO
13	SYNTHETIC STONE
14	WOOD SHINGLES
15	BOARD&BAT 12"
16	LOG
17	CEDAR, REDWOOD
18	SIDING MAXIMUM
19	UTILITY BRICK (12")
20	FACE BLOCK/COM. BRICK
21	FACE BRICK
22	STONE
23	CORR METAL HEAVY
24	PREFAB METAL
25	REINFORCED CONCRETE
26	PRECAST PANEL
27	PREFINISHED METAL
28	GLASS/THERMAL

Exterior walls certainly represent the greatest portion of a structure visible from the exterior. Much of the quality and construction technique is reflected in the exterior wall type. ONE or TWO exterior wall types may be marked and entered in the appropriate spaces. Whenever possible mark only one exterior wall; however, when the structure does have relatively large areas, 25% or greater, of two distinct types of exterior walls, then mark as appropriate. If the wall type is a one digit number it should be entered as 01, 02, etc. When only one exterior wall type is marked the other field can be zero filled or left blank. Code 01 - 22 is generally residential while all other codes are used for commercial.

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ROOF STRUCTURE	
01	FLAT
02	SHED
03	GABLE
04	HIP
05	GAMBREL/MANSARD
06	IRREGULAR
07	WOOD TRUSS (C)
08	IRREGULAR WOOD TRUSS (C)
09	BAR JOIST (C)
10	STEEL FRAME OR TRUSS (C)
11	BOWSTRING TRUSS (C)
12	REINFORCED CONCRETE (C)
13	PRESTRESSED CONCRETE (C)

One roof structure must be picked which best corresponds to the observed roof structure. Residential codes are 1 to 6 and commercial codes are 7 to 13.

ROOFING COVER	
01	CORR/ SHEET METAL
02	ROLLED COMPOSITION
03	COMPOSITION SHINGLE
04	BLT UP TAR & GRAVEL
05	RUBBERIZED/RECYCLED
06	ASBTS-FIBER SHG/CORR
07	CLAY TILE
08	WOOD SHINGLE/SHAKE
09	COPPER
10	COMP. SHINGLE HEAVY
11	SLATE
12	PREFINISHED METAL
13	METAL STANDING SEAM
14	CONCRETE PLASTIC TILE
15	ENAMEL/STAINLESS SHNG
16	CEMENT FIBER SHINGLE

One roof cover must be picked which is the predominant roof cover. The cover should be evident. If it is very badly damaged by fire or wind, additional depreciation should be applied. Single digit entries should be marked as 01, 02, etc.

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INTERIOR WALL	
01	MASONRY/MINIMUM
02	WALLBRD/WOOD/METAL
03	PLASTER
04	PLYWOOD PANEL
05	DRYWALL/SHEETROCK
06	CUSTOM INTERIOR

One or two items may be marked. If the interior of the structure has a large proportion of two distinct wall types (this commonly would occur when you have a paneled wall and drywall), both would be marked. If only one field is marked, the second field can be zero filled or left blank.

INTERIOR FLOOR COVER	
01	NONE
02	PLYWOOD / LINOLEUM
03	FINISHED CONCRETE
04	COATED CONCRETE
05	ASPHALT TILE
06	RUBBER/CORK
07	VINYL TILE
08	SHEET VINYL/LAMINATE
09	PINE OR SOFTWOOD
10	TERRAZZO
11	CERAMIC TILE
12	HARDWD/COMP LAMINATE
13	PARQUET
14	CARPET
15	HARD TILE
16	SEAMLESS COATING
17	PRECAST CONCRETE
18	SLATE
19	MARBLE

Observe the predominant floor type of the structure. Two items may be marked. If the interior flooring of the structure has more than two floor types, list the two covering the largest proportions of flooring. (E.g. carpet and hardwood), then both would be marked. Otherwise, the second field can be zero filled or left blank. When carpet is over hardwood check code 12 (hardwood). If carpet is over plywood check code 04 in sub-floor and code 14 in floor cover.

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HEATING FUEL	
01	NONE
02	OIL/WOOD/COAL
03	GAS
04	ELECTRIC
05	SOLAR

HEATING TYPE	
01	NONE
02	BASEBOARD
03	FHA-NO-DUCT
04	FHA-DUCTED
05	RADIANT SUSPENDED
06	HOT WATER
07	STEAM
08	RADIANT ELECTRIC
09	RADIANT WATER
10	HEAT PUMP/GEOTHERMAL
11	HEAT PUMP WALL UNIT
12	HEAT PUMP LOOP SYSTEM

AIR CONDITION TYPE	
01	NONE
02	WALL UNIT
03	CENTRAL
04	PACKAGE ROOF
05	CHILLED WATER

These three elements are to be marked to indicate the method and fuels used to heat or cool a structure. Only one element may be marked under each category but one must be marked. Observation and a few simple questions will enable you to be very accurate in obtaining this data.

BEDROOM - BATHS RESIDENTIAL			
LOCATION	BAS	FUS	LL OR BASEMENT
BEDROOM			
BATHS			
1/2 BATHS			

This field requires an entry which is based on the valuation model used. For a single family residential, the total number of bedrooms, baths, and half baths should be entered per floor.

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STYLE OF DWELLING	
01	1.0 STORY
02	1.5 STORY
03	2.0 STORY
04	2.5 STORY
05	RANCH W/ BASEMENT
06	A FRAME
07	SPLIT LEVEL
08	SPLIT FOYER
09	CAPE COD

Enter the appropriate code for the number of stories for single family properties.

FIREPLACE	
01	NONE
02	PREFAB
03	1 STORY SINGLE
04	2 STY SINGLE/1 DBL /2 PREFAB
05	2 OR MORE
06	MASSIVE
07	2 OR MORE MASSIVE

Enter the appropriate code for the number of fireplaces for single family properties. Massive generally refers to those fireplaces with components such as extra large hearths, extra large fireplaces, decorative stone, ornamentation, and trim, etc. Vent-less fireplaces and gas log fireplaces are typically marked as 'Prefab'. If there are more than two or various types of fireplaces, mark the appropriate code and make appropriate notes on the field data form.

MARKET FACTOR			
01	Factor 1	09	Factor 9
02	Factor 2	10	Factor 10
03	Factor 3	11	Factor 11
04	Factor 4	12	Factor 12
05	Factor 5	13	Factor 13
06	Factor 6	14	Factor 14
07	Factor 7	15	Factor 15
08	Factor 8		

Used as a market factor to modify cost to reflect local market conditions.

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QUALITY ADJUSTMENT	
01	MINIMUM
02	BELOW AVERAGE
03	AVERAGE
04	ABOVE AVERAGE
05	ABOVE AVG / CUSTOM
06	EXCELLENT

This entry must be made and must be one of the allowable codes. It should be marked in accordance with the specific details given for your county specification sheet.

DEPRECIATION				
ACTUAL YEAR BUILT				
EFFECTIVE YEAR BUILT				
ECONOMIC OBSOLESCENCE				
FUNCTIONAL OBSOLESCENCE				
SPECIAL CONDITION CODE (UC, AP, PD, RV, TE)				
PERCENT CONDITION				

This entry is one of the most important to the skilled appraiser in that there are four items on which the ability of the CAMA software system is used to depreciate and analyze properties.

Actual Year Built: Must be entered and must reflect the original year of construction.

Effective Year Built: Must be entered and should reflect any modernization or refurbishing done to extend the useful life of the original structure beyond its normal life span, or for those homes located in a neighborhood or area where the market indicates less depreciation than the typical area within the county.

Economic Obsolescence: Defined in Chapter 7. If it exists it should be entered as a percentage amount to be added to normal depreciation. The percentage cannot exceed 50%.

Functional Obsolescence: Defined in Chapter 7. If it exists it should be entered as a percentage amount to be added to normal depreciation. The percentage cannot exceed 50%.

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UNUSUAL DEPRECIATION (Special Condition Codes, Percent Condition)

These entries allow the user to indicate special conditions such as fire or weather damage or where the dwelling has not been normally maintained as depreciation amounts.

There are five **Special Condition Codes** which may be entered if applicable. Otherwise, they should be left BLANK.

AP = Abnormal Physical Depreciation

PD = Physically Damaged *

RV = Residual Value *

TE = Temporary Economic *

UC = Under Construction*

*** PD, RV, TE, and UC will override Normal Depreciation**

Percent Condition must be used if one of the listed codes (AP, PD, RV, TE, UC,) is used. Percent Condition is the percent good that remains after applying the PD, RV, TE or UC code. Percent Condition is added to normal depreciation if the AP code is used. NOTE: To use the Percent Condition one of the Special Condition Codes must be used. Also, care must be taken in the use of these codes as they will override the depreciation developed from the normal depreciation, economic obsolescence and functional obsolescence. AP should be entered as a percentage amount to be added to normal depreciation. When using Under Construction (UC), Physical Damage (PD), Residual Value (RV), or Temporary Economic (TE), remember, these codes override any normal, functional or economic depreciation and may restrict the improvement depreciating to 30% good.

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When calculating the under construction (UC) percentage for improvements when an addition is partially completed to an existing structure, the following calculations are determined:

1. Current House or Building value \$_____.
2. Key in addition at 100% and address the Effective Year Built. \$_____ Enter Percent Good_____.
3. Subtract #1 from #2 (Value of addition at 100%) \$_____.
4. Determine % complete of addition, then multiply times #3 \$_____.
5. Current value is #4 plus #1 \$_____.
6. Divide #5 by #2 to get current total % complete _____% x percent good in #2.
7. Apply % from #6 in Percent Condition under UC.

Example:

- Current total value = \$100,000
- Addition at 100% with adjusted Effective Year Built. \$150,000 @ 70 Percent Good.
- \$150,000 - \$100,000 = \$50,000 (Increase in value due to addition at 100% complete)
- Addition 50% complete = .50 x \$50,000 = \$25,000
- Current value = \$25,000 + \$100,000 = \$125,000
- \$125,000/\$150,000 = 83%
- The total value for the addition being 50% complete is represented with the 83% under construction percentage. (\$125,000).

CONDO AND COMMERCIAL

Data carried on this portion of the form needs to be entered on all improved properties other than single family residences and mobile homes.

COMMERCIAL HEAT & AIR CONDITIONING	
01	NONE
02	HEATING & AC PACKAGED
03	HEATING & AC SPLIT UNITS

This field must be entered with a 1, 2 or 3.

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FLOOR NUMBER		
NUMBER OF STORIES		
CONDO / COOP / APT FLOOR NO.		

When used with the 03 model condominium, this is the floor number on which the unit is located. When used with all other models, this is the number of floors in the building. Enter 01 - 99.

NUMBER OF UNITS		
NUMBER OF UNITS		

This is the total number of units in the building. Enter 001 – 999

STRUCTURAL FRAME	
01	NONE
02	WOOD FRAME
03	PREFABRICATED
04	MASONRY
05	REINFORCED CONCRETE
06	STEEL
07	FIREPROOF STEEL
08	SPECIAL

For most non-single family models, this item must be completed. The nature of this item may be determined from an analysis of the characteristics of the building. See the appendix for specifics regarding the definition of this element.

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CEILING & INSULATION		
SUSPENDED		
01	CEILING INSULATED	
02	WALL INSULATED	
03	CEILING / WALL INSULATED	
04	NO INSULATION	
NOT SUSPENDED		
05	CEILING INSULATED	
06	WALL INSULATED	
07	CEILING / WALL INSULATED	
08	NO INSULATION	
NO CEILING		
09	ROOF INSULATION	
10	WALL INSULATION	
11	RE/WL INSULATION	
12	NO CEILING INSULATION	

Mark one of the entries which best describes the ceiling insulation quality. First find the applicable category of ceiling (Suspended Ceiling, Not Suspended, No (Ceiling) and then mark the appropriate type of insulation within that category. If there is no ceiling and no insulation the field should be coded as "12".

AVERAGE NUMBER OF ROOMS PER FLOOR			
AVERAGE NUMBER OF ROOMS PER FLOOR			

(Used in Building Model #4 only)

Enter 001 - 999. When the property has numerous floors, it is too time consuming to determine the total number of rooms for the entire structure. Therefore, investigate one or two stories to develop the approximate average. It would be advisable to check floors above the base floor as it usually contains a greater percentage of open area than the remainder of the floors. This field cannot be zero filled.

ESTIMATED PERCENT COMMON WALL		
ESTIMATED PERCENT COMMON WALL		

If the structure shares a party wall, enter to the nearest 5%, the total percentage of party wall shared by the improvement.

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PERMIT DATA

The permit data is located directly above the Sales Data Information on the property record card.

PERMIT			
CODE	DATE	NO.	AMT.

Permit Data Abbreviations:

- “A” – Addition
- “B” – Relocate Dwelling/Structure
- “D” - Demolition
- “N” - New Construction
- “R” - Remodel
- “U”- Up fit – Commercial
- “X” - OBXF, show in note line – ex-pool
- “Z” - Other

TAX EXEMPT CODES

<u>Exemption</u>	<u>Statute Granting Exemption</u>
Code 1 – Government (Federal, State & Local)	GS 105-278.1
Code 2 – Educational (Non-Governmental)	GS 105-278.4, GS 105-278.7(f) (1)
Code 3 – Educational (Religious)	GS 105-278.5
Code 4 – Religious	GS 105-278.3
Code 5 – Charitable – Hospital Properties	GS 105-278.8
Code 6 – Charitable – Homes for the Aged, Sick and Infirm	GS 105-278.6(a) (2)
Code 7 – Charitable – Low and Moderate Income Housing	GS 105-278.6(a) (8)
Code 8 – Charitable – All Others	GS 105-278.6(a) (1, 3,4,5,6 & 7), 1050278.7(f) (4)
Code 9 – Scientific or Literary	GS 105-278.7(f) (2), 105-278.7 (f) (3)
Code E – All Other Exemptions	Any Not Listed Above

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Exclusions

Code C – Continuing Care Retirement Centers
Code H – Home Owners Associations
(Common Areas)
Code L – Lodges, American Legion, DAV, etc
Code R – Recycling & Pollution Abatement

Statute Granting Exemption

GS 105-278.6A
GS 105-277.8
GS 105-275(17, 18 & 19)
GS 105-278

System Exempt Codes

ECB Circuit Breaker
EDA Disabled
ELD Elderly Exemption
EVET Veteran
HP Historical Property
EBX Builder Property Tax Exemption GS 105-277.02

*Code “P” is used to identify Public Service Company property, this property is assessed by the NC Department of Revenue.

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TAX EXEMPT LAND USE CODES

Code 1	Governmental	Code	Governmental	Code
	County:		Federal:	
	Governmental	8600	Governmental	8800
	Educational	8300	Municipal:	
	State:		Governmental	8900
	Governmental	8700	Educational	8901
	Educational	8400	Airport Authority	8902
			Housing Authority	8903
Code 2	Educational Non-Governmental			
	Schools	7200		
Code 3	Educational Religious			
	Schools	7200		
Code 4	Religious			
	Churches and Parsonages	7100		
	Assemblies, Retreats, etc.	7101		
	Promotional Offices & Headquarters	7102		
Code 5	Charitable - Hospital	8500		
Code 6	Charitable–Home for the Aged, Sick, or Infirm	7400		
	Disabled Veterans Housing	7402		
Code 7	Charitable–Low and Moderate Income Housing			
Code 8	Charitable–All Others			
	YMCA	7401		
	Orphanages (Use/Model: Group Care Homes)	7500		
	Veteran, Patriotic and Benevolent Organizations	7700		
	Civic or Community Organizations	7701		
Code 9	Scientific or Literary			
Code E	All Other			
	Cemeteries	7600		
Exclusions:				
Code C	Continuing Care Retirement Centers			
Code H	Home Owners Association			
Code L	Lodges, American Legion, DAV & etc.			
Code R	Recycling & Pollution Abatement			
Code EBX	Builder Property Tax Exemption			

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SPLIT CODES AND STREET TYPES

TOWNSHIPS

1	Statesville
3	Coddle Creek
4	New Hope
5	Union Grove
6	Eagle Mills
7	Turnersburg
8	Olin
9	Sharpesburg
10	Concord
11	Bethany
12	Cool Spring
13	Chambersburg
14	Shiloh
15	Fallstown
16	Barringer
17	Davidson

COUNTY LINE SPLITS

20	County Line	Yadkin
21	County Line	Davie
22	County Line	Rowan
23	County Line	Cabarrus
24	County Line	Mecklenburg
25	County Line	Alexander
26	County Line	Wilkes

CITY CODES

1	Statesville
2	Troutman
3	Mooresville
5	Harmony
6	Love Valley
7	Davidson

STREET TYPES

ALY	Alley	PKWY	Parkway
AVE	Avenue	PL	Place
BLVD	Boulevard	PT	Point
CIR	Circle	RD	Road
CT	Court	ST	Street
DR	Drive	TER	Terrace
HWY	Highway	TRCE	Trace
LN	Lane	TRL	Trail
LOOP	Loop	WAY	Way
PK	Park		

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NEW NOTICE CODES

1	NEW BUILDING		33	DUPLICATE NOTICE
2	BUILDING COMPLETED FOR TAX YEAR		34	PIER/DOCK ADDED OR RECONDITIONED
3	REMODELING/ADDITION TO IMPROVEMENT		35	PAVING ADDED OR UPDATED
4	BUILDING AIR CONDITIONED		36	POOL ADDED OR UPDATED
5	BUILDING DEMOLISHED		37	ACCESSORY BUILDING ADDED OR UPDATED
6	COMBINING REAL ESTATE PARCELS		38	TAXABLE VALUE TO EXEMPT STATUS
7	CORRECTION OF ACREAGE		39	ACCESSORY IMPROVEMENT PARTIALLY COMPLETE
8	DIVISION OF REAL ESTATE		40	MOBILE HOME CONVERTED TO REAL OR PERSONAL PROPERTY
9	CHANGE IN ZONING OR USE		41	COUNTY LINE SPLIT COMPLETED
10	LAND VALUE ADJUSTMENT		42	LEASEHOLD TO REAL PROPERTY
11	BUILDING VALUE ADJUSTED		43	FIELD REVIEWED, NO CHANGE
12	BOARD OF EQUALIZATION ADJUSTMENT		44	MH SITE REMOVED
13	EXEMPTION TO TAXABLE VALUE		45	DECK, PATIO, PORCH, ADDED/ADJUSTED
14	RIGHT OF WAY ACQUISITION		46	IMP MOVED TO/FROM ANOTHER PARCEL
15	PART OF IMPROVEMENTS DEMOLISHED			
16	BUILDING REMOVED		50	PICTOMETRY REVIEW CHANGE TO VALUE
17	BUILDING BUILT OR MOVED ONTO SITE		60	EXEMPTION REMOVED NOT ELIGIBLE
18	BUILDING PARTIALLY COMPLETED		70	DELETE CARD
19	VALUE REDUCED TEMPORARILY		71	COUNTY LINE SPLIT TO BE WORKED
20	BOAT SLIP TO HOA		75	RE-INSPECT REQUIRED
21	REVIEWED-VALUE CHANGE		79	MULTI-FAMILY WORK TO BE COMPLETED
22	AGRICULTURE USE VALUATION		89	COMM WORK TO BE COMPLETED
23	FOREST USE VALUATION		90	BOARD OF E&R
24	HORTICULTURE USE VALUATION		91	PTC APPEAL
25	2015 COUNTYWIDE REAPPRAISAL		92	COURT OF APPEALS
26	ACCESSORY IMPROVEMENT REMOVED		93	SUPREME COURT OF APPEALS
27	REVIEWED-NO VALUE CHANGE TO APPEAL		94	REVIEW FOR NEXT REAPPRAISAL
28	MOBILE HOME SITE STATUS UPDATED		95	SPLIT/COMBINATION/AC CORRECTION
29	ROOF COVER UPDATED		96	SPLIT/COMB-RETIRED CODE-NOT USED
30	EXTERIOR SIDING UPDATED		97	ASSESSMENT AGREEMENT
31	HEAT/AIR CONDITION UPDATED		98	INFORMAL APPEAL
32	ACCESSORY IMPROVEMENT ADDED/ADJUSTED		99	RESIDENTIAL WORK TO BE COMPLETED

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UNDER CONSTRUCTION PERCENT COMPLETE

Developed by the Iredell County appraisal staff based on data collected.

	Per Item	Cumulative
Foundation	10%	10%
Framing	15%	25%
Roof Cover	5%	30%
Exterior Windows/Doors	5%	35%
Plumbing Rough-in	5%	40%
Electrical/Mechanical Rough-in	10%	50%
Insulation	5%	55%
Exterior	10%	65%
Interior Wall/Ceiling	10%	75%
Built-in Cabinets/Trim/Doors	5%	80%
Painting	5%	85%
Floor Covers	5%	90%
Plumbing Fixtures/Appliances	5%	95%
County Certificate of Occupancy	5%	100%