

**MINIMUM AND BEST PRACTICES STANDARDS**  
(this is a working document and therefore additional standards will be added)

**GEOGRAPHIC DATA**

**Minimum:** All parcels in the county shall be properly identified on parcel maps created using software generated mapping with calculation capabilities. Parcel combination and splits are to have new parcel numbers assigned in a timely manner. Chain of title, including copy of the recorded deed with the correct legal description, Record of survey, Ancillary legal documents & surveys, Deed record numbers and recording dates, Assessment work map, Date of map's development and Gross & net acreages plus all the acreage revisions and corrections are to be maintained in a parcel record.

**Best Practice:** GIS is utilized and parcel maps are available on the Assessor's website. 12 digit APN identifiers are utilized to give best possible description of parcel's location. All parcel data listed in minimum standards is maintained in a computer database or program.

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**PROPERTY CHARACTERISTICS**

**Minimum:** Positive and negative factors that influence value is collected and maintained on a record card either within the files or on the computer. A visual inspection of each property is done on a minimum of every 5 years. A physical inspection of both the interior and exterior of all properties is done on new construction whenever possible but no less than the exterior. Detailed improvements data is to be collected and maintained on ALL aspects of all properties. Income and rent data is to be collected and maintained on income producing properties. A computerized small improvement/depreciation sheet is to be maintained on all improvements as well as a weighted age calculation sheet, if applicable, and available in the file. All depreciation is to be computerized.

**Best Practices:** Factors that could influence value such as lot size and shape, use, topography, zoning, road frontage, traffic and soil type are collected and maintained. Physical inspection of the interior, when able, and exterior of ALL properties is done on re-appraisal. Aerial photography is utilized and MLS data is collected and maintained.

**SALES DATA**

**Minimum:** All sales data is computerized and maintained and available in excel format as required by DOAS.

**VERIFICATION PROCEDURES**

**Minimum:** Sales questionnaire is sent to a sampling of ALL sales types. Declaration of Value is to be used as a supporting document only not exclusively. All sales are to be verified for arms length transaction and a validation code entered into the database for all sales. A "snapshot" of the sale is to be maintained.

**Best Practices:** Sales questionnaire is sent to new owner in every sale and title companies are utilized for verification.

### **STRATIFICATION**

**Minimum:** Stratification of sales is consistently being utilized

**Best Practices:** Sales are stratified using multiple variables for optimal results

### **ANALYSIS OF LAND SALES**

**Minimum:** Computerized analysis is done utilizing adjustments such as time and location and any other positive or negative characteristics that effect value using the comparative unit and/or base lot method

**Best Practice:** Multiple regression analysis is utilized and benchmarks are developed for commercial property business types. GIS is used to assist in quality control.

### **ALTERNATIVE METHODS OF LAND VALUATION**

**Minimum:** Abstraction and/or allocation are being used on a consistent basis using a workable model

**Best Practice:** Land residual technique, capitalization of ground rents and cost of development methods are used and the use of multiple methods is used to support, qualify and/or defend established values. Trends are monitored and compared to established values.

### **SUBDIVISION DISCOUNT**

Subdivision information is collected and verified to confirm continued eligibility and at least 1 method in NAC 361.1295 is used to adjust value.

### **COST APPROACH**

**Minimum:** Marshall & Swift is used with ALL appropriate multipliers and adjustments.

**Best Practices:** Localized costs are researched using a contractor's survey or any other reliable documentation and compared to M&S to arrive at the most accurate M&S value within the range for the area. All Director approved variances are used.

### **AGRICULTURE**

**Minimum:** Re-evaluate and update Ag status every 5 years and request documentation when questionable information is obtained or when appropriate

**Best Practice:** Water Rights information is collected and tracked.

### **PERSONAL PROPERTY**

**Minimum:** Field Audit is done on ALL questionable and/or unreasonable declarations. Procedures are in place for discovery of ALL new personal property, aircraft, billboards, mobile homes and any other non-real property using multiple sources for each.

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**Best Practice:** Field Audits are done periodically on both existing and new accounts and benchmarks are established for business types for quality control.