What is a reappraisal and what does it do?

A reappraisal is a mass appraisal of all real property within an assessment jurisdiction.

A reappraisal program seeks to eliminate any assessment inequities that may have developed since the implementation of a previous reappraisal.

Real property should reflect the current fair market value as of a specific date.
The tax office is **responsible** for reassessing real property at least every 8 years.

The tax office **implements** the project using in-house staff or contracted staff.

The tax office **manages** the reappraisal project from start to finish.

What role does the tax office play in a reappraisal?
The Secret to a Successful Reappraisal

Start Early!

Get Organized!

Be Transparent!
Start Early and Create a Timeline

Use your timeline to stay on schedule

Allow enough time for a quality project

Send your RFPs with enough response time allotted for companies to submit quality bids (start 2.5-3 years in advance)

Allow time for a thorough interview process

Allowing ample time reduces the risk of errors and bad data

Allow extra time for unexpected clean up projects
Being Transparent

Communicate with your Board members
Communicate with your County Manager
Communicate with the public

Advertise
Update Website Information
Update Social Media
Timeline

- Appeals
- Research the Reappraisal Needs
- Needs
- Send RFP
- Interview And Selection Process
- Create Project Plan
- Field/Data Work
- Quality Control Measures
- Schedule of Values
- Valuation Notices
- Clean Up and Final Ratio Check
- Value Review
- Clean Up and Final Ratio Check
- Valuation Notices
- Schedule of Values
- Quality Control Measures
- Field/Data Work
- Create Project Plan
- Interview And Selection Process
- Needs
- Research the Reappraisal Needs
- Appeals
### Reappraisal Research

<table>
<thead>
<tr>
<th>Activity</th>
<th>Details</th>
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| Review Current Data (Random Sample)                                      | • Analyze data by Neighborhoods and Areas  
• Analyze data by Value, Grade and Condition  
• Analyze Commercial Property Data |
| What type of reappraisal is needed?                                      | • Full List and Measure  
• Walk Around  
• Drive By  
• Desktop |
| Are there funds for the project?                                         | • Budgeted Funds  
• AV-8  
• Communicate with Finance Department and Other County Officials |
| Evaluate Staffing Needs                                                  | • Staff requirements to complete the project goals on time |
| Determine Outsourcing Needs                                              | • Partial (joint effort)  
• Full outsource |
| What other projects may need to be completed simultaneously with the reappraisal project? | • Pictures  
• Mapping Projects  
• Clean Up Projects |
<table>
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<tr>
<th>Preparing a RFP</th>
<th>Request for Proposal</th>
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- Background of your County
- Scope of Work
- Bid Conditions
- Insurance Requirements
- Billing and Payment Expectations
- Timeline with Start and Finish Date Requirements
- List of items provided by the County
- Outline of the Selection Process
- Submittal Instructions
### Questions for Interview

- Staffing Levels
- Previous Reappraisal experience
- Reappraisal process
- Quality Control Measures
- Tax Software Experience
- Experience with property types that may be specific to your area
- Appraiser’s Certifications
- Other Projects

### Recommendation to the Board

- Compare the companies interviewed
- Show each company’s strengths and weaknesses
- Give your recommendation and explanation of why
- Remain Transparent

**Interview & Selection Process**
Meet with reappraisal staff to design project plan

Specify each parties' responsibilities

Define project goals and responsibilities

Create a clear understanding of the project and deadlines
Field Work & Data Input

- Residential Data Collection
- Commercial Data Collection
- Technology in the Field
- Production and Accountability
- Photos
- Quality Control Program
Data Accuracy Reports

In field Quality Control

Consistency
Building a Schedule of Values

- Land Valuation
- Building Components
- Miscellaneous Structure Values
- Cost, Income and Market Approach
- Sales Validation
- Check Rates, Sales Ratios, Regression
Value Review

IN FIELD OR IN OFFICE

REVIEWING BY PROPERTY TYPE OR NEIGHBORHOOD

PROPER UNIFORM APPLICATION OF SOV, APPRAISAL METHODOLOGY

PARCEL SUMMARY REPORT

CHECK SALES FIRST, MODEL REVIEW FROM SALES

PARCEL BY PARCEL TO CHECK IMPORTANT PARCEL CHARACTERISTICS

CHECK FOR OUTLIERS
Clean Up and Final Ratio Reports

- Bathrooms Greater than 10
- Fireplaces Greater than 5
- 2000 sf and less houses with A or greater grade
- Ratio by Neighborhood, Property Type, Market area, Land Size, Grade, Condition
Valuation Notices

- Design
- Timing
- Land Use Parcels
- Attached appeal forms
Appeals

- 10-10-10
- Communication and Listening
- Education
- Intake and review process
- Time Management
Key Take A Ways