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## EXECUTIVE SUMMARY

### TAX CODE REQUIREMENT:

Passage of Senate Bill 1652 amended Section 6.05 of the Texas Property Tax Code by adding Subsection (i) to read as follows:

To ensure adherence with generally accepted appraisal practices, the board of directors of an appraisal district shall develop biennially a written plan for the periodic reappraisal of all property within the boundaries of the district according to the requirements of Section 25.18 and shall hold a public hearing to consider the proposed plan. Not later than the 10<sup>th</sup> day before the date of the hearing, the secretary of the board shall deliver to the presiding officer of the governing body of each taxing unit participating in the district a written notice of the date, time, and place of the hearing. **Not later than September 15 of each even-numbered year, the board shall complete its hearings, make any amendments, and by resolution finally approve the plan.** Copies of the approved plan shall be distributed to the presiding officer of the governing body of each taxing unit participating in the district and to the Comptroller within 60 days of the approval date.

#### Plan for Periodic Reappraisal Requirements:

Senate Bill 1652 amends Section 25.18, Subsection (a) and (b) to read as follows:

- (a) Each appraisal office shall implement the Plan for Periodic Reappraisal of property approved by the board of directors under Section 6.05(i).
- (b) The plan shall provide for the following reappraisal activities for all real and personal property in the district at least once every three years:
  1. identifying properties to be appraised through physical inspection or by other reliable means of identification, including deeds or other legal documentation, aerial photographs, land-based photographs, surveys, maps, and property sketches;
  2. identify and updating relevant characteristic of each property in the appraisal records;
  3. defining market areas in the district;
  4. identifying property characteristics that affect property value in each market area, including:
    - a. the location and market area of property;
    - b. physical attributes of property, such as size, age, and condition;

- c. legal and economic attributes; and
  - d. easements, covenants, leases, reservations, contracts, declarations, special assessments, ordinances, or legal restriction;
5. developing an appraisal model that reflects the relationship among the property characteristics affecting value in each market area and determines the contribution of individual property characteristics;
  6. applying the conclusions reflected in the model to the characteristics of the properties being appraised; and
  7. reviewing the appraisal results to determine value.

## USPAP

The Tax Code, Section 23.01, appraisals generally, subsection (b) states:

The market value of property shall be determined by the application of generally accepted appraisal methods and Techniques. If the appraisal district determines the appraised value of a property using mass appraisal standards, the mass appraisal standards must comply with The Uniform Standards of Professional Appraisal Practice. The same or similar appraisal methods and techniques shall be used in appraising the same or similar kinds of property. However, each property shall be appraised based upon the individual characteristics that affect the property's market value.

## **\*SCOPE OF RESPONSIBILITY**

The Foard County Appraisal District has prepared and published this reappraisal plan and appraisal report to provide the Board of Directors, taxing entities, and taxpayers with a better understanding of the district's responsibilities and activities.

The Foard County Appraisal District is a political subdivision of the State of Texas created effective January 1, 1980. The provisions of the Texas Property Tax Code govern the legal, statutory, and administrative requirements of the appraisal district. The Board of Directors, elected by the taxing units within the boundaries of Foard County, constitutes the district's governing body. The chief appraiser, appointed by the Board of Director's, is the chief administrator and chief executive officer of the appraisal district.

The appraisal district is responsible for local property tax appraisal and administration for all taxing entities in the county. The taxing entities are as follows:

Foard County & Foard County Road  
Crowell ISD  
City of Crowell  
Foard County Hospital District  
Gateway Groundwater Conservation District  
Vernon ISD

Each taxing unit sets its own tax rate to generate revenue to pay for such things as police and fire protection, public schools, road and street maintenance, courts, water and sewer systems, and other public services. Property appraisals and estimated values by the appraisal district allocate the year's tax burden on the basis of each taxable property's market value. The appraisal district also determines eligibility for various types of property tax exemptions such as those for homeowners, the elderly, disabled veterans, charitable or religious organizations and agricultural productivity valuation.

Except as otherwise provided by the Property Tax Code, all taxable property is appraised at its "market value" as of January 1 of the tax year. Under the tax code, "market value" is defined as the price at which a property would transfer for cash or its equivalent under prevailing market conditions if:

- exposed for sale in the open market with a reasonable time for the seller to find a purchaser;
- both the seller and the buyer know of all the uses and purposes to which the property is adapted and for which it is capable of being used and of the enforceable restrictions on its use, and;
- both the seller and buyer seek to maximize their gains and neither is in a position to take advantage of the other.

The Texas Property Tax Code defines special appraisal provisions for the valuation of residential homestead property (Sec. 23.23), productivity (Sec. 23.41), real property inventory (Sec. 23.12), dealer inventory (Sec. 23.121, 23.124, 23.1241, nominal (sec. 23.18) or restricted use properties (Sec. 23.83) and allocation of interstate property (Sec. 23.03). The owner of real property inventory may elect to have the inventory appraised at its market value as of September 1<sup>st</sup> of the year preceding the tax year to which the appraisal applies by filing an application with the chief appraiser requesting that the inventory be appraised as of September 1<sup>st</sup>.

The Texas Property Tax Code, under Section 25.18, requires each appraisal office to implement a plan to update appraised values for real property at least once every three years. The district's policy is to conduct a general reappraisal of taxable property every year. Appraised values are reviewed annually and are subject to change. All properties are appraised every year. Tax year 2021 and tax year 2022 are reappraisal years.

The appraised value of real estate is calculated using specific information about each property. Using computer-assisted mass appraisal programs and recognized appraisal methods and techniques, the appraisal district compares that information with the data for similar properties and with recent cost and market data. The district follows the standards of the International Association of Assessing Officers (IAAO) regarding its appraisal practices, procedures, and subscribes to the standards promulgated by the Appraisal Foundation, known as the Uniform Standards of Professional Appraisal Practice (USPAP) to the extent they are applicable.

## **PERSONNEL RESOURCES**

The office of the Chief Appraiser is primarily responsible for overall planning, organizing, staffing, coordinating, and controlling of the appraisal district operations.

The district's appraisers are subject to the provisions of the Property Taxation Professional Certification Act and must be duly registered with the Texas Department of Licensing and Regulations.

The appraisal district staff consists of 2 employees with the following classifications:

- \* Debbie Stribling, RPA Interim Chief Appriaser
- \* Holly Morton, Deputy Chief Appraiser

All personnel that are performing appraisal work are registered with the Texas Department of Licensing and Regulation and are required to take appraisal courses to achieve the status of Registered Professional Appraiser within five years of employment as an appraiser. After they are awarded their license, they must receive additional training as required to maintain certification. Failure to meet these minimum standards results in termination of employment.

Additionally, the chief appraiser ensures that personnel receives on-the-job training to ensure quality and uniformity of appraisals of all types of property and monitors appraisal activity to ensure that standardized appraisal procedures are being followed by all personnel.

## **REVALUATION DECISION (REAPPRAISAL CYCLE):**

**The Foard CAD, by policy adopted by the Board of Directors and the Chief Appraiser, reappraises all property in the district every year. The reappraisal consist of field inspections, CAMA, or both. The reappraisal year is a complete appraisal of all properties in the district according to page 45 of the Foard County Appraisal Reappraisal Plan (pertaining to which areas to be physically inspected). Tax year 2021 is a reappraisal year and tax year 2022 is a reappraisal year. Each year, Notices of Appraised Value are mailed to all property owners in the District regardless of any changes that may or may not have occurred.**

The Foard CAD, reappraises property on a three year cycle as indicated on page 45 number 1 (a) and (b) of the Reappraisal Plan. **Tax year 2021 is a reappraisal year and tax year 2022 is a reappraisal year. Each year, Notices of Appraised Value are mailed to all property owners in the District regardless of any changes that may or may not have occurred.**

Additionally, every tax year the district inspects and appraises new construction and adds those properties to the appraisal roll. The district also inspects and reappraises properties that have been remodeled or demolished, properties with additions, properties with fire damage, or properties with any change or damage. **The district staff checks the local newspaper the Foard County News for any changes that pertain to property and all district staff remains alert to visual changes in properties. Throughout the year, notes are made on those visual changes and all information is provide to the field appraiser. The field appraiser will also conduct detailed field inspections of properties if requested by the owner and reappraise these properties as necessary. These changes are found by driving the area and word of mouth, noticing where a concrete truck may be going, locating new electric polls and reviewing Google Earth for Foard CAD.**

Foard County Appraisal District compiles all sales data for use in building schedules. This data is entered into the computer and Pritchard & Abbott, Inc. then uses this data to build the appraisal schedules. **Ratio studies are ran by FCAD and Pritchard & Abbott, Inc. and this information is then reviewed and discussed between the chief appraiser and P & A. As stated on pages 9 & 16 of this Reappraisal Plan.**

## PERFORMANCE ANALYSIS

Performance Analysis – the equalized values from the previous tax year are analyzed with ratio studies to determine the appraisal accuracy and appraisal uniformity overall and by market area within property reporting categories. Ratio studies are conducted in compliance with the current Standard on Ratio Studies of the International Association of Assessing Officers. Mean, median and weighted ratios are calculated for properties in reporting categories to measure the level of appraisal accuracy. The mean ratio is calculated in each reappraised category. **In 2021, the reappraisal year, this analysis is used to develop the starting point for establishing the level and accuracy of appraisal performance. In 2021, the reappraisal year, this analysis is used to develop the starting point for establishing the level and accuracy of appraisal performance. In 2021 and 2022, any reporting category that was possibly excluded from reappraisal due to lack of data to support reappraisal will be tested and analyzed to arrive at an indication of uniformity or equity of existing appraisals.**

Ratio studies are performed by Foard County Appraisal District and Pritchard & Abbott, Inc. Sales Ratio studies are used to evaluate the district's mass appraisal performance. These studies not only provide a measure of performance, but also are an excellent means of improving mass appraisal performance.

## **ANALYSIS OF AVAILABLE RESOURCES:**

Staffing and budget requirements for tax year 2021 are detailed in the 2021 budget, as adopted by the Board of Directors of the Foard County Appraisal District, and attached to the written biennial plan by reference. This reappraisal plan is adjusted to reflect the available staffing in tax year 2021 and anticipated staffing for tax year 2021. Budget restraints can impact the cycle of real property re-inspection and personal property on-site review that can be accomplished in the 2021-2022 time period.

Existing appraisal practices, which are continued from year to year, are identified and methods utilized to keep these practices current. In the reappraisal year, real property appraisal depreciation tables are tested against verified sales data to ensure they represent current market data. Personal property density schedules are tested and analyzed based on renditions and prior year documentation. Due to lack of sales of personal property in the district there is little change in the schedules.

Information Systems (IS) support is detailed and system upgrades are scheduled. Existing maps and data requirements are updated each quarter by sending deeds to Pritchard & Abbott, Inc. in Amarillo.

The Texas Legislature amended the appraisal review board appeal process by allowing arbitration in addition to filing suit in District court with certain limitations. It is anticipated that the number of arbitration request will increase as the public becomes more informed of this option. Time and effort expended on arbitration cases is a good indicator that additional recourses as well as an increase in staffing may become necessary as the arbitration process evolves. All appraisal companies may face arbitration or lawsuits in any appraisal year.

Existing appraisal practices, which are continued from year to year, are identified and methods utilized to keep these practices current are specified. Current cost schedules for residential and commercial real properties are derived and updated by Pritchard & Abbott, Inc. In a reappraisal year, real property appraisal depreciation tables and cost new tables are tested against verified sales data to ensure they represent current market data. Personal property density schedules are tested and analyzed based on rendition and prior year protest hearing documentation. Changes in legislation involving appraisal districts may occur when the legislature is in session. These new laws may require adjustment to the budget, staffing and programming.

## **PLANNING AND ORGANIZATION**

A calendar of key events with critical completion dates is prepared for each area of work. This calendar identifies key events for appraisal, clerical, customer service, and information systems. A calendar is prepared for tax years 2021 and 2022. Production standards for field activities are calculated and incorporated in the planning and scheduling process.

Foard County Appraisal District will begin the field inspections in January 2021, and will complete all inspections and schedules around April 1, 2021, for the 2021 tax year. Foard County Appraisal District will begin field inspections in January 2022. And will complete all inspections and schedules around April 1, 2022, for tax year 2022.

Please refer to page 49 of this reappraisal plan for the reappraisal schedule (calendar).

## **MASS APPRAISAL SYSTEM**

Computer Assisted Mass Appraisal (CAMA) system revisions are completed by the Information System Software Provider. System revisions and procedures are performed by the Provider. Foard County Appraisal District contracted with Pritchard & Abbott, Inc. for these services.

## **REAL PROPERTY VALUATION**

Revisions to cost models, income models, and market models are specified, updated, and tested each tax year.

Cost schedules are tested with market data (sales) to insure that the appraisal district is in compliance with the Texas Property Tax Code, Section 23.011. Replacement cost new tables as well as depreciation tables are tested for accuracy and uniformity using ratio study tools and compared with cost data from recognized industry leaders, such as Marshall & Swift. **The following equation is the one to be used by the district:**

$$MV = (RCNLD) MA + LV$$

**In the formula above, the replacement cost new less depreciation (RCNLD) of the improvements are multiplied by the appropriate neighborhood market adjustment factor (MA) to arrive at a current improvement value. The current improvement value is added to the land value (LV) to arrive at an estimate of market value (MV). Market adjustments will be applied uniformly within neighborhoods to account for market preferences affecting value at each location throughout the district.**

Land schedules are updated using current market data (sales) and then tested with ratio study tools. Value schedules are developed and tested on a pilot basis with ratio study tools.

**All schedules for appraising property in the Foard County Appraisal District are built and tested by Pritchard & Abbott, Inc. with the exception of the schedules for non-income producing personal property (vehicles).**

## **PERSONAL PROPERTY**

Density schedules are tested using data received during the previous tax year from renditions and hearing documentation. Valuation procedures are reviewed, modified as needed, and tested.

Income Producing Personal Property vehicles are appraised using the mass appraisal technique to arrive at market value, using price guides from the Automobile Red Book by Price Digest. This type of guide allows for the appraisal of these types of properties using a typical value for properties of the same type. The guide is updated each year and the January 1 edition is used to appraise these properties. In order to be equal and uniform the same guide is used to arrive at the market value of these types of properties. The average wholesale price is used to establish value. The list of properties with ownership, license number, title number, make and model VIN number, etc. is purchased from INFONATION, INC.

## **Noticing Process**

25.19 Appraisal Notice forms are provided by the IS Provider. The Provider reviews and edits for updates and changes required by the legislative mandates. The district publishes, in the local newspaper, information about the notices and how to protest. The district makes available the latest copy of the comptroller's pamphlet Taxpayer's rights, Remedies, and Responsibilities.

## **HEARING PROCESS**

Protest hearing scheduling for informal and formal Appraisal Review Board hearings is reviewed and updated as required. Standards of documentation are reviewed and amended as required. The appraisal district hearing documentation is reviewed and updated to reflect the current valuation process and requirements. Compliance with House Bill 201 is insured.

When a protest is filed with the district and appointment time is set up for the protesting property owner or their appointed agent. If a settlement and waiver of protest is agreed upon it so noted and this appointment time can be used for someone else.

Evidence in compliance with HB 201 may be requested by the property owner or the property owner's agent and will be made available at least 14 days prior to the scheduled protest hearing.

## **DATA COLLECTION REQUIREMENTS**

Field and office procedures are reviewed and revised as required for data collection. Activities for each tax year include new construction, demolition, remodeling, re-inspection of problematic market areas, re-inspection of the universe of properties on a specific cycle, and field or office verification of sales date and property characteristics. Schedules are built by Pritchard & Abbott, Inc. the chief Appraiser visually inspects the properties and applies the scheduled to the properties. On properties that have transferred ownership, the district will verify the sales price and individual property characteristics as of the date of the sale through field inspection and office research.

Renditions are confidential sources and cannot be used for specific information. However, data from renditions may be compared with data obtained from cost manuals and used to test schedules for accuracy.

Data on individual properties is also collected from the field, compiled, and analyzed. Buildings and other improvements are inspected in the field, measured and classified. The appraiser estimates the age and condition of the improvements. This data is used to compile depreciation tables. Any notes pertaining to the improvements are made during the inspection.

## **NEW CONSTRUCTION/DEMOLITION**

The appraiser performing the reappraisals in the field have field cards that contain specific information regarding the property to be appraised. These cards contain brief legal descriptions, ownership interests, property use codes, property addresses, land size, and sketches of improvements as well as detailed information of any improvements.

Appraisal field inspections require the appraisers to check all information on the field cards and to update the information as necessary.

New Construction field and office review procedures are identified and revised as required. The city of Crowell does not issue building permits. New construction and demolition is viewed during the year by field inspection.

## **REMODELING**

Properties with extensive improvement remodeling are identified and field inspections are scheduled to update property characteristic data. Visual sightings by District staff and property owners are key components in this area. Notes made throughout the year of remodeling projects are observed and provided by the chief appraiser.

## **RE-INSPECTION OF PROBLEMATIC MARKET AREAS**

Real property market areas, by property classification are tested for low or high ratio sales and/or high coefficients of dispersion. Market areas that fail this test are determined to be problematic. Field inspections are scheduled to verify and/or correct property characteristic data. Additional sales data is researched and verified.

## **RE-INSPECTION OF THE UNIVERSE OF PROPERTIES**

The International Association of Assessing Officers' Standard on Mass Appraisal of Real Property, specifies that the universe of properties be re-inspected on a cycle of 3 years. The re-inspection includes physically viewing the property, photographing, and verifying the accuracy of the existing data. The field appraiser has an appraisal card of each property being inspected and makes notes of changes, depreciation changes, remodeling, addition, etc. the annual re-inspection for tax years 2021 and 2022 are identified and scheduled in the written reappraisal plan.

## **FIELD OR OFFICE VERIFICATION OF SALES DATA AND PROPERTY CHARACTERISTICS**

Sales information received from deed transactions by the District will then be mailed out sales letters to the sellers and purchasers in an effort to obtain additional sales information. The sales information is entered in the computer system according to the parcel identification number. These sales are then viewable by Pritchard & Abbott, Inc. to be used in building the schedules.

When the appraiser goes out into the field working copies of appraisal cards are used. Changes to the existing cards are made concerning age and condition as well as any improvements made to the property before the sale takes place. When sales information indicates a difference in the improvement's square footage, the buildings are measured.

Sales information must be verified and property characteristic data contemporaneous with the date of sale captured. The sales ratio tools require that the property that sold must equal the property appraised in order that a statistical analysis result will be valid.

## **PILOT STUDY BY TAX YEAR**

New and/or revised mass appraisal models are tested each year. Ratio studies by market area, are conducted on proposed values each tax year. Proposed values on each category are tested for accuracy and reliability. Actual test results are compared with anticipated results and those models not performing satisfactorily are refined and retested. The procedures used for model specification and calibration are in compliance with **USPAP STANDARD RULE 6**.

Residential valuation schedules are cost-based tables modified by actual sales with the cost reflecting the actual replacement cost new of the subject property, market research indicates that the common unit of comparison for new residential construction as well as sales of existing housing is the price paid per square foot. The value of extra items are based on their contributory value to the property. This value may be estimated by the price per square foot or a value of the item as a whole. Data is extracted from the market by paired sales analysis. Schedules are formulated by Pritchard & Abbott, Inc.

The residential schedule is based on quality of construction, size of structure, condition of structures, contributory value of extra items, and land value. Each of these variables has a direct impact on the cost as well as the value of a property. Following is an example of each of the variables and how they may affect market value.

1. **Quality of construction:** Residential construction may vary greatly in quality of construction. The type of construction affects the quality and cost of the materials used, the quality of the workmanship, as well as the attention paid to detail. The cost and value of residential property will vary greatly, depending on the quality of construction.
2. **Size of structure:** the size of a building also has a direct impact on its cost as well as its value. The larger the building, the less the cost per square foot. The district's schedules are graduated in size increments, depending on market conditions.
3. **Condition of improvements:** The District rates conditions as salvage, very poor, poor, fair, average, good, very good and excellent. Upon physical inspection the appraiser, using their own judgment of age and condition of the structure, applies a depreciation factor. The depreciation tables are calculated by Pritchard & Abbott, Inc. Properties that, in the opinion of the appraiser, are unlivable are appraised at a salvage value.

4. Age of Structure: The District's appraiser assigns an approximate effective age. This method is supported by conversations with local property owners and the appraisers own knowledge to estimate the economic life of residential properties to be approximately 50 years.
5. Older properties within an age bracket are given the maximum amount of depreciation unless remodeling or very good upkeep has allowed the structure to maintain a longer life. The effective age and chronological age may or may not be the same depending on the condition of the structure.
6. Extra Items: Extra items are valued according to their contributory value to the whole. Examples of extra items include covered porches, patios, screened or enclosed porches, storage buildings, swimming pools, etc.
7. Land Value: The district values land based on market transactions. Units of comparison depend on how the property is purchased and marketed. Large acreage tracts are usually purchased based on the price per acre. Commercial tracts are purchased based on the price per square foot, and residential properties are purchased based on price per front foot. Depth factors are used to modify values according to market indicators. Land prices vary throughout the district, therefore, their values are dependent upon homogenous areas.

Inspections of property are made by exterior perspective, so the interior finish as well as interior components are assumed and are not adjusted. The final estimate of value is a correlation of the comparable sales after net adjustments have been deducted from the sales price to equal the subject property. The value by this method is estimated by the appraiser using the schedules produced by Pritchard & Abbott, Inc.

## **VALUATION BY TAX YEAR**

Using market analysis of comparable sales and locally tested cost data, valuation models (Cost Per Square Foot Schedules) are specified and calibrated in compliance with supplemental standards from the International Association of Assessing Officers and the Uniform Standards of Professional Appraisal Practice. The calculated values are tested for accuracy and uniformity using ratio studies. Performance standards are those as established by the IAAO Standard on Ratio Studies. Property values in all market areas are updated each reappraisal year. Tax year 2021 is a reappraisal year and tax year 2022 is a reappraisal year. The district will describe its valuation methods by property types.

### **RESIDENTIAL REAL PROPERTY**

Sales Comparison Approach to Value

Cost Approach to Value

Income Approach to Value

### **SPECIAL INVENTORY RESIDENTIAL PROPERTY**

Sales Comparison Approach to Value

Cost Approach to Value

Income Approach to Value

### **MULTIFAMILY RESIDENTIAL PROPERTY**

Sales Comparison approach to Value

Cost Approach to Value

Income Approach to Value

### **COMMERICAL REAL PROPERTY**

Sales comparison Approach to Value

Cost Approach to Value

Income Approach to Value

### **VACANT REAL PROPERTY**

Sales Comparison Approach to Value

Cost Approach to Value

Income Approach to Value

**INDUSTRIAL REAL PROPERTY**

Sales Comparison Approach to Value

Cost Approach to Value

Income Approach to Value

**UTILITIES**

Sales Comparison Approach to Value

Cost Approach to Value

Income Approach to Value

**MINERAL INTEREST**

Sales Comparison Approach to Value

Cost Approach to Value

Income Approach to Value

**SPECIAL VALUATION PROPERTIES**

Agricultural Use

Wildlife Management

Timber Use

**INDUSTRIAL TANGIBLE PERSONAL PROPERTY**

Sales Comparison Approach to Value

Cost Approach to Value

Income Approach to Value

**BUSINESS TANGIBLE PERSONAL PROPERTY**

Sales comparison approach to Value

Cost Approach to Value

## **Sales Comparison Approach to Value**

The sales comparison approach to value is utilized by grouping or clustering sales within the specified neighborhoods and classification of properties. Sales are tested against appraised values to indicate a ratio for the neighborhood. A neighborhood is a grouping of complementary land uses affected equally by the four forces that influence property value: social trends, economic circumstances, governmental contracts, regulations, and environmental conditions. These factors have an impact on the value of properties within this grouping and in turn on properties appraised.

Individual neighborhoods boundaries within the district vary according to market indications and the type of property appraised. The boundaries of these neighborhoods may be physical, geographical, or political in nature. Generally, residential neighborhoods consist of individual subdivisions or clusters of subdivisions that contain similar properties located within the same school district. Commercial neighborhoods may be smaller areas within a city, an entire city, or rural area. Industrial neighborhoods may include the entire district. Defining neighborhood boundaries depends on the subject of the appraisal assignment.

If sufficient sales are lacking, then sales from competing neighborhoods are located and appropriate adjustments are made in the form of market modifiers. Modifiers are applied to cost schedules to indicate mass appraisal values for a given neighborhood. Therefore, the sales comparison approach is blended with the cost approach to create a hybrid of these two approaches to value.

## **Cost Approach to Value**

The cost model categories and values property by class, age, condition and extra items. Depreciation is derived by age/condition and any additional depreciation that may be necessary. Land value is added to indicate a preliminary market value for like properties within the subject neighborhoods. After cost schedules, depreciation and land values are applied, then a market modifier may be necessary to adjust the values to actual market conditions. These modifiers apply to improvements only and do not adjust land values. Therefore, the cost approach to value is actually a hybrid of the sales comparison and cost approaches to value.

## **Income Approach to Value**

The income approach to value or rent multipliers are currently not a reliable indicator of value for residential mass appraisal reports unless rent data can be determined. Databases or data sources for income producing residential properties are not available in the Foard County area. Therefore, the income approach to value is not used in the **residential** mass appraisal report but is used for other types of properties.

**Additional information concerning approaches to value for specific types of properties, such as minerals, utilities, industrial, pipelines, industrial personal property, etc. are found in the PLAN by Pritchard & Abbot, Inc. that performs those appraisals and builds the schedules for FCAD.**

### **Special valuation Process**

Agricultural Use: Market Value for agricultural property is established by acceptable appraisal methodology. The District also values agricultural property by the income approach as set forth in the Texas Property Tax Code. This is a special valuation process as there are parameters set forth in the Code regarding capitalization rates. Income and expenses for each different category of agricultural use is estimated from surveys, actual rental data obtained by property owners as well as conversations with local governmental agencies. The formula used is set out by the Texas Property Tax Code and is as follows: net-to-land (all ag. related income streams-all ag. related expenses) /cap rate = ag. value.

## **THE MASS APPRAISAL REPORT**

Each tax year, the required Mass Appraisal Report is prepared and certified by the Chief Appraiser at the conclusion of the appraisal phase of the ad valorem tax calendar (on or about May 15<sup>th</sup>). The Mass Appraisal Report will be completed in compliance with STANDARD rule 6-8 of the Uniform Standards of Professional Appraisal Practice. The signed certification by the chief Appraiser is compliant with STANDARD RULE 6-9 of USPAP. This written plan is attached to the report by reference.

## **CERTIFICATION STATEMENT**

### **I certify that to the best of my knowledge and belief:**

- \_ the statements of fact contained in this report are true and correct;**
- \_ the report analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, unbiased professional analyses, opinions, and conclusions.**
- \_ I have no present or prospective interest in the properties that are the subject of this report, and I have no personal interest or bias with respect to the parties involved;**
- \_ my compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the taxing jurisdiction, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event;**
- \_ my analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.**
- \_ I have made, or caused to be made a personal inspection of the properties that are the subject of this report;**
- \_ significant professional assistance was provided to me, chief appraiser of the appraisal district, by the clerk, and various representatives of Pritchard & Abbott, Inc.**
- the person signing this certification (each person providing significant professional assistance has signed below).**

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Interim Chief Appraiser, Date  
Foard County Appraisal District

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Deputy Chief Appraiser, Date

## **LIMITING CONDITIONS**

The appraised value estimates provided by the district are subject to the following conditions:

1. The appraisals were prepared exclusively for ad valorem tax purposes.
2. The property characteristic data upon which the appraisals are based is assumed to be correct. Exterior inspections of the property appraised were performed as staff resources and time allowed.
3. Validation of sales transactions were attempted through questionnaires to buyer and seller and field review.

**CERTIFICATION STATEMENT:**

“I, Debbie Stribling, Interim Chief Appraiser for the Foard County Appraisal District, solemnly swear that I have made or caused to be made a diligent inquiry to ascertain all property in the district subject to appraisal by me, and that I have included in the records all property that I am aware of at an appraised value which, to the best of my knowledge and belief, was determined as required by law.”

\_\_\_\_\_  
Interim Chief Appraiser

\_\_\_\_\_  
Date

## **Value Defense**

Evidence used by the appraisal district to meet its burden of proof for market value and equity in both informal Appraisal Review Board hearings are specified and tested. **Note: the appraisal district identifies the evidence used in informal and formal hearings by property type and the steps taken to insure compliance with House Bill 201.**

**RESIDENTIAL PROPERTY  
SPECIAL INVENTORY RESIDENTIAL PROPERTY  
MULTIFAMILY RESIDENTIAL PROPERTY  
COMMERCIAL REAL PROPERTY  
VACANT REAL PROPERTY  
INDUSTRIAL REAL PROPERTY  
UTILITIES  
MINERAL INTEREST  
SPECIAL VALUATION PROPERTIES  
BUSINESS TANGIBLE PERSONAL PROPERTY  
NON-INCOME PRODUCING PERSONAL PROPERTY VEHICLES  
INDUSTRIAL TANGIBLE PERSONAL PROPERTY**

Informal hearings will be conducted by phone, mail, or in person by the District appraisers. Appraisers may present sales data or data specific to the property in defense of the District values. If the taxpayer wishes to pursue a dispute further, the appraiser or District staff will guide them through the initial phase of the formal protest procedures.

When taxpayers are scheduled for formal hearings, they receive an ARB procedures pamphlet and a copy of the **Property Taxpayers Remedies** published by the State comptroller's office. If protest hearing evidence is requested, the appraisal district has 14 days prior to the protest hearing to make its evidence regarding value disputes available. Information provided, as appropriate, may include but is not limited to comparable sales and applicable schedules, depreciation tables, a copy of the discount cash flow model developed to calculate the current inventory value, income and expense information derived from the market that has been accumulated and developed into charts containing general data, applicable appraisal reports and research data applicable to the property, etc.

**At no time, except as provided by the Texas Property Tax Code, will any confidential income, expense, sales, or other information received from taxpayers on specific accounts be released.**

## **Computer Assisted Mass Appraisal System**

The Chief Appraiser will go out into the field with working copies of FCAD appraisal cards to inspect the properties appraised for the reappraisal. These cards reflect changes and notes made during the field inspection. The FCAD staff will enter the data from the cards into the computer. Pictures taken by the appraiser and submitted on a timely basis for downloading by appraisal district staff.

The appraisal district staff will be responsible for entering all name and address changes received in writing, entering any exemption changes, as well as any supplemental changes.

Pritchard & Abbott, Inc. is responsible for preparing all appraisal schedules except for non-income personal property vehicle schedules. The schedules will be developed by using sales information received by FCAD staff.

Pritchard & Abbott, Inc. are the providers of the computers and software used in the Foard County Appraisal District Office. They are responsible for providing training and assisting FCAD staff concerning use of existing and new programs.

### **ARB Appeal Procedures:**

After the Appraisal Review Board hears and determines all timely filed protests, and the district mails, by certified mail with a return receipt, the ARB orders containing the Board's decision on the protest to the property owners. Property owners have 45 days after receiving a board Order either file suit in district court or file a request for arbitration. Information on procedures for appealing and ARB order is included in the order along with a Request for Binding Arbitration form.

# **THE WRITTEN REAPPRAISAL PLAN FOR FOARD COUNTY APPRAISAL DISTRICT**

## **PLANNING A REAPPRAISAL**

Variation in reappraisal requirements requires the Foard County Appraisal District to carefully plan its work before beginning any reappraisal. Although the planning process may vary in specifics, it should involve five (5) basic steps:

1. Assess current performance.
2. Set reappraisal goals.
3. Assess available resources and determine needs.
4. Re-evaluate goals and adjust as necessary.
5. Develop a work plan.

## **STEPS IN A REAPPRAISAL**

The International Association of Assessing Officers (IAAO) textbook, Property Appraisal and Assessment Administration lists ten steps in a reappraisal. These steps outline those activities performed by Foard County Appraisal District for the completion of periodic reappraisals. Activities are listed below in the order in which they occur.

1. Performance Analysis:  
ratio study  
equity of existing values  
consistency of values with market activity
2. Revaluation Decision:  
statutory – at least once every three years  
administrative policy
3. Analysis of Available Resources:  
staffing  
budget  
existing practices  
Information system support  
existing data and maps

4. Planning and Organization:
  - target completion dates
  - identifying performance objectives
  - specific action plans and schedules
  - identify critical activities with completion date set production standards for field activities.
  
5. Mass Appraisal System:
  - forms and procedures revised as necessary CAMA (computer assisted mass appraisal) systems revisions as required.
  
6. Conduct Pilot Study:
  - test new/revised appraisal methods as applicable
  - conduct ratio studies
  - determine if values are accurate and reliable.
  
7. Data Collection
  - check for new construction
  - check properties that have undergone remodeling
  - reinspection of problematic properties
  - reinspection of universe of properties on cyclic basis
  
8. Valuation:
  - market analysis(based on ratio studies)
  - schedule development
  - application of revised schedules
  - calculation of preliminary values
  - tests of values for accuracy and uniformity
  
9. The Mass Appraisal Report:
  - establish scope of work
  - compliance with Standards Rule 6-7 of USPAP
  - signed certification by the chief appraiser as required by Standards Rule 6-8 of USPAP.
  
10. Value Defense:
  - prepare and deliver notices of value to property owners.
  - hold informal hearings
  - schedule and hold formal appeal hearings

NOTE –the burden of proof (evidence) of market values and equity falls on the appraisal district.

**REAPPRAISAL PLAN FOR TAX YEARS 2021 AND 2022  
FOR RESIDENTIAL PROPERTIES & STRUCTURES  
CATEGORIES A & E**

**Identifying Properties to be appraised:** The properties within the City of Crowell, Foard County & Road, Crowell I.S.D., Foard County Hospital District and Gateway Groundwater Conservation District will be physically inspected once every three years ( not including yearly maintenance). For 2021 and 2022 there has been some change in market values in the average home in these years. Very little new construction is taking place in the area. Sales data for the area reflects a very small turnover of properties. Sales permits aren't issued in order to build any new structures. The goal of FCAD for 2021 is to drive the city limits of Crowell including the Original Town of Crowell and all the Subdivision. Andrews I. & II., Packs Addition, Witherspoon, Orient Heights, Klepper & Beverly, Hart, Ferrel, Beverly & Martin and the rural areas (that contain residential properties A & E ) located outside the city limits of Crowell in Thalia, Margaret and Foard City. In 2022, all rural abstracts containing category A & E properties will be physically inspected . The deed records will be inspected monthly to gather ownership changes and sale letters will be sent to both the Grantor and Grantee at the time of the ownership change in order to gather sales information and enter it into the computer system for Pritchard & Abbott, Inc. to run ratio studies to build the schedules used in these appraisals.

**Identifying and updating relevant characteristics of each property in the appraisal records:** This is completed through personal inspection by the chief appraiser by verifying and completing the property record characteristic data (class of residence, square footage, age, condition, roof type, foundation, porch type, garage, storage, etc). Other sources for data collection could be mechanic liens and confidential renditions. Additional data can be gathered through neighborhood and comparable property analysis.

**Defining market areas within the district:** All of Foard CAD is a market area.

**Developing an appraisal approach that reflects the relationship among property characteristics affecting value and determining the contribution of individual property characteristics:** The appraiser must determine the "highest and best use" of all types of property within the jurisdiction.

Of the three approaches to value (cost, sales comparison and income) residential properties rely mainly on the sales comparison approach to value. The cost approach, replacement/reproduction cost new less depreciation, is to be considered in verification of local modifiers as well as physical depreciation calibration.

**Comparison and Review:** the appraiser considers results and best addresses the individual characteristics of the subject property when multiple models are used. Year to year property value changes are reviewed for reasonable confidence. Ratio studies measure the accuracy and uniformity of the results. Random samples are selected for individual sales analysis. Outliner properties are re-driven and related sales data re-confirmed, when possible. This category of properties is also reviewed by the State Comptrollers' Office through the biennial Property Value Study.

**REFER TO PAGE 45 FOR REAPPRAISAL CYCLE AND AREAS.**

**\*ALL RESIDENTIAL PROPERTY SCHEDULES ARE DEVELOPED BY PRITCHARD & ABBOTT, INC.**

**REAPPRAISAL PLAN FOR TAX YEARS 2021 AND 2022  
COMMERCIAL & INDUSTRIAL  
PROPERTIES F1 & F2**

**Identifying Properties to be appraised:** The properties within the City of Crowell, Foard County & Road, Crowell I.S.D., Foard County Hospital District and Gateway Groundwater Conservation District will be physically inspected once every three years not including yearly maintenance) or the properties appraised Pritchard & Abbott, Inc. under contract such as Crowell Contract & Design and the Grain Elevators. Other commercial properties that may be inspected are determined by the collection of data both public and confidential to assist in the identification of properties. For 2021, Commercial & Industrial F1 & F2 properties will be physically inspected inside the City Limits of the City of Crowell. In 2021, F2 Commercial & Industrial properties will be physically inspected located outside the Crowell City Limits on Rural Abstracts. These properties property characteristics will be verified and/or completed. Sales and lease data will need to be collected and verified. Also deed records will be inspected monthly to gather ownership changes and sale letters will be sent to both the Grantor and Grantee at the time of the ownership change in order to gather sales information and enter it into the computer system for Pritchard & Abbott, Inc. to run ratio studies to build the schedules used in these appraisals.

**Identifying and updating relevant characteristics of each property in the appraisal records:** This is completed through personal inspection by the chief appraiser by verifying and completing the property record characteristic data. Other sources for data collection could be mechanic liens, confidential renditions, deeds, and deeds of trust. Additional data can be gathered through neighborhood and comparable property analysis.

**\*\*Defining market areas within the district:** All of Foard CAD is a market area.

**Developing an appraisal approach that reflects the relationship among property characteristics affecting value and determining the contribution of individual property characteristics:** The appraiser must determine the “highest and best use” of all types of property within the jurisdiction.

Of the three approaches to value (cost, sales comparison and income) commercial Properties rely on the income approach to value subject to availability of relevant data. The cost approach, replacement/reproduction cost new less depreciation, is applicable and considered to assist accuracy and uniformity, in the development of local modifiers, and the calibration of tables and schedules.

Sales comparison data is utilized when available.

**Comparison and Review:** The appraiser considers results and best addresses the individual characteristics of the subject property when multiple models are used. Year to year property value changes are reviewed for reasonable confidence. Ratio studies measure the accuracy and uniformity of the results.

**\*These schedules are prepared by Pritchard & Abbott, Inc.**

**REFER TO PAGE 45 FOR REAPPRAISAL CYCLE AND AREAS.**

**REAPPRAISAL PLAN FOR TAX YEARS 2021 AND 2022**  
**BUSINESS PERSONAL PROPERTIES**  
**CATEGORY L**

**Identifying Properties to be appraised:** The properties within the City of Crowell, Foard County & Road, Crowell I.S.D., Foard County Hospital District and Gateway Groundwater Conservation District will be inspected every year. All income producing personal property within CAD is appraised on an annual basis, regardless of its location. Data will be collected both public (deed records of a property transaction, going out of business or opening new business ads in the newspaper) and confidential information through renditions . Some of these properties are under contract to be appraised by Pritchard & Abbott, Inc. Business personal properties are inspected in connection with commercial real property inspections. The FCAD also subscribes to an annual vehicle report from INFONATION to aid in vehicle appraisals.

**Identifying and updating relevant characteristics of each property in the appraisal records:** This is completed through personal inspection by the chief appraiser by verifying and completing the property record characteristic data. Other sources for data collection could be directories, local advertisements, and confidential renditions. Additional data can be gathered through neighborhood and comparable property analysis.

**\*\*Defining market areas within the district:** All of Foard CAD is a market area.

**Developing an appraisal approach that reflects the relationship among property characteristics affecting value and determining the contribution of individual property characteristics:** The appraiser must determine the “highest and best use” of all types of property within the jurisdiction. Of the three approaches to value (cost, sales comparison and income) business personal properties are typically considered by the cost approach to value (replacement/reproduction cost new less depreciation). Sales and income data are considered when appropriate data is available.

**Comparison and Review:** The appraiser considers results and best addresses the individual characteristics of the subject property when multiple models are used. Year to year property value changes are reviewed for reasonable confidence. Comparative analysis of properties with similar characteristics are considered to determine accuracy and uniformity of the results.

**\* Business Personal Income producing property schedules are built by Pritchard & Abbott, Inc.**

**REFER TO PAGE 45 FOR REAPPRAISAL CYCLE AND AREAS.**

**REAPPRAISAL PLAN FOR TAX YEARS 2021 AND 2022  
NON-INCOME PRODUCING PERSONAL PROPERTY  
VEHICLES**

**Identifying Properties to be appraised:** The properties within Foard County & Road will be re-inspected every year according to the vehicle information purchased from INFORMATION each year. This property is taxed according to Section 11.17 (c) & (e) of the Texas Property Tax Code. The entity selecting to tax this property has elected to do so through the tenth year. All non-income producing personal property within CAD is appraised on an annual basis, regardless of its location. Data will be collected both public and by using INFORMATION which gathers information according to what vehicles are registered in this county for license tags and FCAD orders this information according to the address zip code) and confidential information through renditions. Non-Income Producing Personal Properties are appraised in connection with taxable situs of the owner. Being defined “as the place the property is permanently located. If this cannot be determined, personal property may be assessed at the domicile or headquarters of its owner” according to the Property Appraisal Assessment Administration, the International Association of Assessing Officers page 79.

**Identifying and updating relevant characteristics of each property in the appraisal records:** This is completed through using the information from INFORMATION. The VIN Number on each vehicle per owner which will identify characteristics of each vehicle (type of vehicle and different options included in the vehicle, such as air conditioning, power windows, sun roof, cruise control, power seats, CD player, amount of safety features, type of motor, etc). INFORMATION uses the Automobile Red Book by Price Digest for their value guide. FCAD also subscribes to this guide. When mileage is known, the appropriate adjustments can be made to the value.

**\*\*Defining market areas within the district:** All of Foard CAD is a market area.

**Developing an appraisal approach that reflects the relationship among property characteristics affecting value and determining the contribution of individual property characteristics:** The appraiser must determine the “highest and best use” of all types of property within the jurisdiction. Non-Income Producing Personal Property Vehicles are appraised using the mass appraisal technique to arrive at market value.

The average wholesale price is used to establish value. The same source of value is used on all these properties as of the value on January 1.

**Comparison and Review:** The appraiser considers results and best addresses the individual characteristics of the subject property when multiple models are used. Year to year property value changes are reviewed for reasonable confidence. Comparative analysis of properties with similar characteristics are considered to determine accuracy and uniformity of the results.

**REAPPRAISAL PLAN FOR TAX YEARS 2021 AND 2022  
FOR LAND APPRAISALS  
CATEGORIES C & D**

**Identifying Properties to be appraised:** The properties within the City of Crowell, Foard County & Road, Crowell I.S.D., Foard County Hospital District and Gateway Groundwater Conservation District will be physically inspected once every three years (not including yearly maintenance). Land parcels are inspected on a cycle according to use. Other land parcels that may be inspected are determined by the collection of data both public and confidential to assist in the identification of properties. Properties receiving productivity value are inspected for change of use. For 2021 and 2022 there has been some change in the market value of the land. Land values have gone up some. Sales data for the area reflects some turnover activity of properties. The goal of FCAD for 2021 is to drive the City Limits of Crowell including the Original Town of Crowell and all the Subdivisions of Andrews I. & II., Packs Addition, Witherspoon, Orient Heights, Klepper & Beverly, Hart, Ferrel, Beverly & Martin, The rural areas of Thalia, Margaret and Foard City (that contain lots and blocks) will be physically inspected. In 2022, all rural properties will be physically inspected. The deed records will be inspected monthly to gather ownership changes and sale letters will be sent to both the Grantor and Grantee at the time of the ownership change in order to gather sales information and enter it into the computer system for Pritchard & Abbott, Inc. to run ratio studies to build the schedules used in these appraisals.

**Identifying and updating relevant characteristics of each property in the appraisal records:** This is completed through personal inspection by the chief appraiser by verifying and completing the property record characteristic data. Additional sources for data collection include, but not limited to deed records, surveys, and confidential renditions. Additional data can be gathered through comparable property analysis. For 2021 and 2022, residential, commercial and some rural land values will be reviewed for accuracy and uniformity by the above listed sub-divisions and locations.

**\*\*Defining market areas within the district:** All of Foard CAD is a market area.

**Developing an appraisal approach that reflects the relationship among property characteristics affecting value and determining the contribution of individual property characteristics:** For all types of property, the appraiser must first determine the “highest and best use” of the property.

Of the three approaches to value (cost, sales comparison, and income) land parcels are typically considered by the comparable sales approach to value. A land residual value may also be considered when appropriate. Income data is considered when appropriate data is available.

**Comparison and Review:** The appraiser considers results and best addresses the individual characteristics of the subject property when multiple models are used. Year to year property value changes are reviewed for reasonable confidence. Comparative analysis of properties with similar characteristics and ratio studies are considered to determine accuracy and uniformity of the results.

**REFER TO PAGE 45 FOR REAPPRAISAL CYCLE AND AREAS.**

**\*ALL LAND SCHEDULES ARE BUILT BY PRITCHARD & ABBOTT, INC.**

**FOARD COUNTY APPRAISAL DISTRICT  
2021/20222 MASS APPRAISAL REPORT**

**INTRODUCTION**

The Foard County Appraisal District has prepared this report to assist the public in better understanding the methods, techniques, responsibilities and activities utilized by Foard County Appraisal District in the valuation and revaluation of taxable property within the jurisdiction of the Foard County Appraisal District. This report contains several parts: a general introduction, and then several sections describing the appraisal effort by the appraisal district.

The Foard County Appraisal District is a political subdivision of the state of Texas created by the Texas Legislature with the passing of Senate Bill 621 in 1979, effective January 1, 1980. The Texas Property Tax Code governs the legal, statutory and administrative requirements of the appraisal district. The governing body of the Foard County Appraisal District is appointed by the taxing entities within the boundaries of Foard County. The Chief Appraiser is appointed by the Board of Directors. The chief appraiser is the chief administrator and executive officer of the appraisal district.

The appraisal district is responsible for local property tax appraisal and exemption administration for six taxing units. The taxing units within the boundaries of the Foard County Appraisal District are:

Crowell Independent School District  
Foard County  
Foard County Road  
City of Crowell  
Foard County Hospital District  
Gateway Groundwater Conservation District

Each taxing unit sets its own tax rate to generate revenue to pay for such things as police protection, water and sewer systems, public schools, road and street maintenance, courts, legal services and employees of the **Crowell Independent School District, Foard County, Foard County Road, City of Crowell, Foard County Hospital District, Gateway Groundwater Conservation District.**

Each taxing unit sets its own tax rate to generate revenue to pay for such things as police protection, water and sewer systems, public schools, road and street maintenance, courts, legal services and employees of the taxing entities salaries. Appraisals established by the appraisal district allocate the year's tax burden on the basis of each taxable property's January 1<sup>st</sup> market value. The district also determines eligibility for various types of property tax exemptions such as those for homeowners, the elderly, disabled veterans, and charitable and religious organizations.

Except as otherwise provided by the Property Tax Code, taxable property will be appraised at its market value as of January 1<sup>st</sup>. The definition of “Market Value” is the price at which a property would transfer for cash or its equivalent under prevailing market conditions if:

- a. Exposed for sale in the open market with a reasonable time for the seller to find a purchaser;
- b. Both the seller and the purchaser know of all the uses and purposes to which the property is adapted and for which it is capable of being used and of the enforceable restrictions on its use; and
- c. Both the seller and purchaser seek to maximize their gains and neither is in a position to take advantage of the exigencies of the other.

The Property Tax Code defines Appraisal Methods and Procedures in Chapter 23. Subchapter A. Appraisals Generally, Subchapter B. Special Appraisals, Subchapter C. Land Designated for Agricultural Use, Subchapter D. Appraisal of Agricultural Land, Subchapter E. Appraisal of Timber Land, Subchapter F. Appraisal of Recreational, Park, and Scenic Land, Subchapter G. Appraisal of Public Access Airport Property, and Subchapter H. Appraisal of Restricted-Use Timber Land. Some of these special appraisal provisions are for the valuation of Residential Homestead Property (Sec. 23.23), Productivity (Sec. 23.41), and Dealer’s Motor Vehicle Inventory Value (23.121).

The Texas Property Tax Code, under Section 25.18, requires each appraisal office to implement a written plan to update appraised values for real property and personal property at least once every three years. The written plan is adopted by the appraisal district’s board of directors as required by section 6.05 Texas Property Tax Code. The approved written plan for this tax year is included with this report. The District’s current policy is to conduct a general reappraisal of real property every three years. However, appraised values are reviewed annually and are subject to change for purposes of equalization. Personal property is appraised every year.

The district follows the standards of the International Association of Assessing Officers (IAAO) regarding its appraisal practices and procedures and subscribes to the standards promulgated by the Appraisal Foundation known as the Uniform Standards of Professional Appraisal Practice (USPAP) to the extent they are applicable. In cases where the appraisal district contracts for professional valuation services, the contract that is entered into by each appraisal firm requires adherence to similar professional standards.

## **PERSONNEL RESOURCES**

The Chief Appraiser is the Chief Administrative and Executive Officer of the appraisal district. The Office of the Chief Appraiser is primarily responsible for the overall planning, organizing, staffing, coordinating, and controlling of district operations. The Chief Appraiser is subject to the provisions of the Property Taxation Professional Certification Act and must be duly registered and licensed with the Texas Board of Tax Professional Examiners.

The Foard County Appraisal District is a small office consisting of the interim chief appraiser and the deputy chief appraiser. The deputy chief appraiser assists the chief appraiser. Together they will operate the district office and make decisions where applicable.

Administrative Functions of the district include planning, organizing, directing and controlling the business support functions related to human resources, budget, finance, records management, purchasing, fixed assets, facilities and postal services, assistance to property owners, and protest hearing information.

The district employs the services of Pritchard & Abbott, Inc., an appraisal firm to appraise all OIL, GAS AND OTHER MINERALS, INDUSTRIAL PLANTS, PIPELINES, INDUSTRIAL PERSONAL PROPERTY (MANUFACTURING) AND REAL & PERSONAL PROPERTIES FOR UTILITY COMPANIES within the boundaries of the appraisal district. Pritchard and Abbott, Inc. also appraises and conducts ratio studies and building the schedules on the following types of property:

**SINGLE-FAMILY RESIDENTIAL, MULTI-FAMILY RESIDENTIAL, VACANT LOTS AND TRACTS, AGRICULTURAL LAND SCHEDULES, MARKET LAND SCHEDULES, FARM AND RANCH IMPROVEMENTS, COMMERCIAL, INDUSTRIAL (MANUFACTURING), BUSINESS PERSONAL PROPERTY, MOBIL HOME SCHEDULES AND MISCELLANEOUS IMPROVEMENT SCHEDULES.**

The Foard County Appraisal District leases computer equipment from Pritchard and Abbott, Inc. for data processing and record management. The district is in contract with Pritchard and Abbott, Inc. for a mapping system that will take around three years to complete. We will also be adding digital photography to our files. This will take several years to complete.

## **DATA**

The Foard County Appraisal District is responsible for establishing and maintaining approximately over 9,000 real and personal property accounts covering around 700 square miles. This data includes property characteristic and ownership and exemption information. Property characteristic data on new construction is updated through annual field inspection; existing property data is maintained through field inspection.

## **SHARED APPRAISAL DISTRICT BOUNDARIES**

Due to passing of House Bill 1010 the appraisal of property ends at the county line.

### **AREA ANALYSIS**

The universe of properties appraised by Foard County Appraisal District Falls within the physical boundaries of Foard County.

### **AREA ANALYSIS**

The universe of properties appraised by Foard County Appraisal District Falls within the physical boundaries of Foard County.

Foard County is located approximately 80 miles west of Wichita Falls, Texas on Highway 70 in the Rolling Plains Region of the State of Texas and covers around 703 square miles. The elevation of the county seat, Crowell is 1,467 feet. It is bordered on the north by Hardeman County, east by Wilbarger County, south by Knox County and on the west is Cottle County.

Foard County's red to brown soils has loamy surface layers and clayey subsoil's. The vegetation is short to tall grasses with some mesquite and live oak trees. The winter climate tends to be cool and dry, but is extremely hot and dry in the summer. Thunderstorms, dust storms, and high winds may occur in the spring. The average annual temperature is 62 degrees Fahrenheit. Temperatures in January range from an average low of 24 degrees to an average high of 52 degrees and in July range from 72 degrees to 100 degrees. The average annual precipitation is 23 inches, with an average relative humidity of 76% at 6: a.m. and 45% at 6: p.m. The average snow falls is 7 inches. The growing season averages 220 days per year, with the last freeze in late March and early freeze in early November. The sun shines during the year on the average 72% of the daylight hours.

Foard County is a rural county with one town Crowell and several small communities. Agriculture is the main economic livelihood of the residents in the county. Approximately 95% of the land is in farms and ranches, with approximately 90% of this in harvested cropland and 1% irrigated. Primary crops are wheat, hay and some upland cotton. Primary livestock products are beef cattle. Natural resources include oil, gas, gypsum, and gravel.

The closest city of any size from Foard County is Vernon, Texas located east of the county. The closest larger urban area is Wichita Falls, Texas, located east of the county. The location of Foard County has an impact on the values of properties within the county.

**FOARD COUNTY APPRAISAL DISTRICT  
RESIDENTIAL, COMMERCIAL, RUAL, AND PERSONAL PROPERTY  
2021/2022 REAPPRAISAL PLAN**

Pursuant to Section 25.18 of the Texas Property Tax Code, the Foard County Appraisal District has established the following **physical inspection plan** to provide for the reappraisal of all property within the district at least once every three (3) years. The plan establishes a two-fold approach:

1. **Two-Year Cycle:** The CAD is divided into two areas. Each year, all real residential and commercial property within one of these areas will be reappraised or physically inspected, data updated & photographed, regardless of any ratio study/report findings. These areas are identified as follows:
  - a. **Area One:** All property located in the City Limits of Crowell. Including lots and blocks located outside the city limits in and around the area of Margaret, Thalia, Rayland and Foard City, all Crowell I.S.D. Foard County property located in the above boundaries all residential and commercial properties within these areas. All business personal property, all mineral property and agricultural values and all utilities in the Appraisal District are reappraised. **Completed in 2021.** Refer to pages 30-39 for more details about the property categories to be reappraised in this area.
  - b. **Area Two:** All Abstracts (rural land) falling outside the city limits of Crowell Texas, located within the Foard County boundary lines, all business personal property, all mineral property and agricultural values and all utilities in the Appraisal District will be reappraised. **To be completed in 2022.** Refer to pages 30-39 of this report for more details about the property categories to be reappraised in this area.

NOTE: all income producing personal property and non-income producing personal property within the CAD is appraised on an annual basis, regardless of location.

**Annual Ratio Reports:** In addition to the two cycle stated above, ratio studies shall be performed annually to determine areas or categories of properties within the CAD which need to be reappraised within the current year based on sales ratios. Any area or categories whose ratios are above or below statutory requirements shall be reappraised in the current year regardless of the area in which they are located. These ratio studies are performed both in-house and by Pritchard & Abbott, Inc. who build all of the Foard County Appraisal District schedules except for non-income producing personal property schedules.

2. **Market Areas Defined:** All of Foard CAD is a market area.

**The two –fold approach will insure not only that all residential and commercial property** within the CAD is reappraised at least once every three years. In addition, all other categories within the CAD are reviewed annually so that the appraisal district stays current with respect to market value in those areas where residential and/or commercial property values appear to be changing.

## ORGANIZATION

Field inspections are carried out by the field appraiser as directed by the chief appraiser. The field appraiser physically inspects areas required by the reappraisal cycle, checks all existing data on file, takes photographs of improvements, measures existing improvements if any changes are noted, measures new improvements, draws plans according to the measurements for computer entry.

Properties may be rechecked as needed to solve any problems that have come about. The information obtained from the field inspections is brought back to the CAD for data entry. The chief appraiser and the CAD staff work to complete the data entry.

Market analysis is performed by the chief appraiser. Sale information is gathered throughout the year by checking the deed records for ownership changes and sales confirmation letters are sent to both the grantee and grantor to try and gather information to build more accurate schedules.

Ratio studies are ran to test the appraisals and to indicate changes that may need to be made to the schedules, the existing classification system is reviewed, market schedules are updated as needed and then the market schedules are applied to the universe of properties.

Personal Property is reviewed each year. Renditions for the business personal property are mailed out annually. Non-Income Producing Personal Property Vehicles are appraised using the mass appraisal technique to arrive at market value, using price guides from the Automobile Red Book by Price Digest. This type of guide allows for the appraisal of these types of properties using a typical value for properties of the same type. In order to be equal and uniform the same guide to arrive at the market value. The average wholesale price establishes value. The list of properties with ownership, license number, title number, make, and model and **VIN number** is purchased from **INFONATION, INC**. The use of the **vehicle identification number (VIN)** is used to identify the type of vehicle and the different options included in the vehicle, such as air conditioning, power windows, sunroof, cruise control, power seats, c.d. player, etc. When mileage is known, the appropriate adjustments can be made.

The real estate, business personal, and agricultural appraisal schedules are built by Pritchard & Abbott, Inc.

The chief appraiser applies these schedules to the properties appraised by the CAD. All Oil, Gas, Utility, Factory Inventory and Elevators are appraised by Pritchard & Abbott, Inc.

## 2021 REAPPRAISAL SCHEDULE

### Mid December 2020

Begin planning sales ratio studies for all areas within the CAD.  
Gather current sale data from sales confirmation letters and deed records.  
Have appraisal cards put into Lot & Block order for properties inside the City Limits of Crowell and for all sub-divisions including Lots & Blocks located in Margaret, Rayland, Thalia and Foard City for **Area One** on Reappraisal Plan.  
**For 2021 compile appraisal cards in map number order 1-21 for abstracts for Area One on Reappraisal Plan.**

### January to March 2021

Begin fieldwork for reappraisal checking property (on-site inspections). Fieldwork usually begins around January 4<sup>th</sup> or 5<sup>th</sup> and is completed in about three weeks for driving. Usually completing the fieldwork around January 25<sup>th</sup> or 27<sup>th</sup>.  
**Area One on Reappraisal Plan:** start North with Block 1 Original Town of Crowell driving checking the whole block moving east and west checking each block, reviewing the appraisal cards until you have completed Block 1-174. Then select the sub-division you will work in the same pattern as working a block at a time. Andrews I. then Witherspoon. Packs, Hart and Orient Heights, Then go to Margaret working a block at a time, Rayland, Thalia and Foard City. **Appraisal cards are brought back to the office and are work by the office staff trying to complete data entry around February 21<sup>st</sup> or March 31<sup>st</sup>.**

Work non-income producing personal property accounts.  
Mail homestead applications, special-use valuation applications, personal Property renditions, exemption applications and any other required forms.  
Complete field inspections as provided by the reappraisal plan area.  
Stay in touch with Pritchard & Abbott, Inc. about sales ratio studies and schedules.  
Comptroller Office will audit FCAD.

Begin update of the USPAP report (Mass Appraisal Report)  
Begin working renditions.  
Publish required advertisements in the local newspaper concerning homestead applications, renditions, 1-d-1 applications and any other required forms.  
Mail ARB notice of appointment letters.

### **March through April, 2021**

Continue staying in touch with P&A about ratio studies and schedules.  
Refine sales analysis and mass appraisal schedules.  
Fieldwork should be completed.  
Complete data entry of all reappraisals, maintenance changes, and all property changes and additions.  
Finalize all fieldwork and data collection activities.  
Prepare for mailing 2021 Notices of Value (Thirty Day Notices).  
Mail appropriate letter concerning homesteads, special-use appraisals, etc.  
Continue working renditions.

### **May through June, 2021**

Mail out 30-Day Notices (Notices of Appraised Value).  
Meet with property owners about their values (informal hearings).  
Respond to property owners' inquiries, protests, and questions from mailing notices.  
Provide certified estimated values to the taxing entities.  
Mail Protest Hearing reminder letters to ARB.  
Hold ARB Hearings.  
Mail ARB certified change/no change orders.  
Mail appropriate ARB pending decision letters.  
Mail appropriate penalty letter on non-rendered personal property.

### **July 2021**

Complete the process of mailing certified ARB orders.  
Enter into the computer all changes as ordered by the ARB and notify other CAD's if the ordered change falls into an overlapping area.  
ARB approval of appraisal records by July 20<sup>th</sup> .  
Certification of appraisal records and values to taxing units by July 25<sup>th</sup> .  
Maintain list of exempted, partial exempted properties.  
Maintain lists for homesteads, over-sixty-five, disabled, tax deferrals and disabled veterans.

### **As Needed throughout the year 2021**

Handle any outstanding protest by scheduling ARB hearings.  
Additionally, work outside of the appraisal process, must be completed on a timely basis. Foard County Appraisal district is a small district, with limited staff, therefore departments are not designated. The district staff must complete, in a timely manner, the work assigned by the chief appraiser. The work schedule, in addition to the above scheduled calendar, is as follows:

#### **Daily**

Tax master maintenance (name, address, legal, value, etc.) data entry.  
Drawing maintenance data entry.  
Maintain exempt & frozen accounts.  
Mobile Home data entry.  
Residential, commercial, personal property, industrial, mineral changes data entry.  
Agricultural changes data entry.  
Maintaining appraisal roll and tax roll changes.  
Download pictures provided by the appraiser.

#### **Weekly:**

Run real estate totals following roll certification to verify any change in values.  
Run change reports for account/geo. Changes, address changes, deleted/undeleted parcels, deleted ownership, history change report and ownership change report.

#### **As Needed**

Make changes for supplemental accounts and update tax master.  
Have P&A update previous year's appraisal files.  
Create new reports.  
Mail letters on properties receiving over-sixty exemption where the property owner is now deceased.

Homestead letters.  
Agricultural Appraisal letters and forms.  
Notices of change.  
Maintain records retention (scan, store, etc.)

While the scope of work is not limited to the scheduled tasks, the district has endeavored to identify the **main** yearly tasks. To further pinpoint scheduled tasks, the following calendar has been implemented for District staff, but the work is not limited to the tasks contained in this calendar.

## **2022 REAPPRAISAL SCHEDULE AREA TWO**

### **Mid December 2021**

Begin planning sales ratio studies for all areas within the CAD.  
Gather current sale data from sales confirmation letters and deed records.  
Have appraisal cards put into **map number order 1-21 for abstracts for Area Two on Reappraisal Plan.**

### **January to March 2022**

Begin fieldwork for reappraisal checking property (on-site inspections). Fieldwork usually begins around January 4<sup>th</sup> or 5<sup>th</sup> and completed in about three weeks for driving. Usually completing the fieldwork around January 25<sup>th</sup> or 27<sup>th</sup>.  
Area Two on the Reappraisal Plan: All abstracts falling outside the city limits of Crowell. Having appraisal cards in map number order starting with map number 21 driving east on highway 70 turning south on CR 229 using the map to check map number 21 driving east on highway 70 turning south on CR 229 using the map to check map number 21, then move north on CR 229 working map number's 8, 7, 6, 9, 20, 5, 10, 18, 17B, 17A, 16, 15, 11, 4, 2, 1, 3, 12, 13 & 14. Completing one map number at a time. Appraisal cards are brought back to the office and are worked by the office staff trying to complete data entry around February 21<sup>st</sup>.

Work non-income producing personal property accounts.  
Mail homestead applications, special-use valuation applications, personal property renditions, exemption applications and any other required forms.  
Complete field inspections as provided by the reappraisal plan area.  
Stay in touch with Pritchard & Abbott, Inc. about sales ratio studies and schedules.  
Comptroller Office will audit FCAD.

Begin update of the USPAP report (Mass Appraisal Report)  
Begin working renditions.  
Publish required advertisements in the local newspaper concerning homestead applications, renditions, 1-d-1 applications and any other required forms.  
Mail ARB notice of appointment letters.

### **March through April, 2022**

Continue staying in touch with P&A about ratio studies and schedules.  
Refine sales analysis and mass appraisal schedules.  
Fieldwork should be completed.  
Complete data entry of all reappraisals, maintenance changes, and all property changes and additions.  
Finalize all fieldwork and data collection activities.  
Prepare for mailing **2022** Notices of Value (Thirty Day Notices).  
Mail appropriate letter concerning homesteads, special-use appraisals, etc.  
Continue working renditions.

### **May through June, 2022**

Mail out 30-Day Notices (Notices of Appraised Value).  
Meet with property owners about their values (informal hearings).  
Respond to property owners' inquiries, protests, and questions from mailing notices.  
Provide certified estimated values to the taxing entities.  
Mail Protest Hearing reminder letters to ARB.  
Hold ARB Hearings.  
Mail ARB certified change/no change orders.  
Mail appropriate ARB pending decision letters.  
Mail appropriate penalty letter on non-rendered personal property.

### **July, 2022**

Complete the process of mailing certified ARB orders.  
Enter into the computer all changes as ordered by the ARB and notify other CAD's if the ordered change falls into an overlapping area.  
ARB approval of appraisal records by July 20<sup>th</sup>.  
Certification of appraisal records and values to taxing units by July 25<sup>th</sup>.  
Maintain list of exempted, partial exempted properties.  
Maintain lists for homesteads, over-sixty-five, disabled, tax deferrals and disabled veterans.

**As Needed throughout the year 2022**

Handle any outstanding protest by scheduling ARB hearings.  
Additionally, work outside of the appraisal process must be completed on a timely basis. Foard County Appraisal district is a small district with limited staff, therefore, departments are not designated. The district staff must complete, in a timely manner, the work assigned by the chief appraiser. The work schedule, in addition to the above scheduled calendar, is as follows:

**Daily**

Tax master maintenance (name, address, legal, value, etc.) data entry.  
Drawing maintenance data entry.  
Maintain exempt & frozen accounts.  
Mobil Home data entry.  
Residential, commercial, personal property, industrial, mineral changes data entry.  
Agricultural changes data entry.  
Maintaining appraisal roll and tax roll changes.  
Download pictures provided by the appraiser.

**Weekly:**

Run real estate totals following roll certification to verify any change in values.  
Run change reports for account/geo. changes, address changes, deleted/undeleted parcels, deleted ownership, history change report and ownership change report.

**As Needed**

Make changes for supplemental accounts and update tax master.  
Have P&A update previous year's appraisal files.  
Create new reports.  
Mail letters on properties receiving over-sixty exemption where the property owner is now deceased.  
Homestead letters.  
Agricultural Appraisal letters and forms.  
Notices of change.  
Maintain records retention (scan, store, etc.)

While the scope of work is not limited to the scheduled tasks, the district has endeavored to identify the **main** yearly tasks. To further pinpoint scheduled tasks, the following calendar has been implemented for District staff, but the work is not limited to the tasks contained in this calendar.

**January 2021 and 2022:**

All personal property renditions are mailed.  
Continue with data entry of completed field work cards.  
Prepare and key in data on all splits and combines.  
Prepare monthly reports.  
Maintain records management program.  
Mail various applications.  
Mail new special-use (agricultural) application due to change of ownership.  
Notify taxing entities of any refund forms filed.  
Hold ARB meeting to receive the supplemental records, complete the Statement of Officer form, administer Oaths of Office, elect officers, and make sure all ARB members have viewed the Open Records/Open Meetings DVD and received their certificate.  
Schedule ARB members to attend the required ARB Seminars.  
Prepare and have available for inspection by the Board of Directors and the ARB the 25.25 (b) change reports.  
Publish the quarter - page ad on availability of exemptions, rendition requirements, special appraisal, and tax deferrals.  
Publicize the uniform procedure to appraise inventory.  
Approve or ratify contracts with vendors and taxing entities if necessary.  
Schedule BOD meeting and include executive session if necessary.  
Obtain "cap rate" to be used in 2011 appraisals.  
Request license information from Texas DPS to obtain birth date information to automatically grant over-sixty homestead exemptions.  
Maintain for entity use an updated current appraisal roll.  
Continue data entry of name/address changes, splits and combines, subdivision information, and personal property into the current file.  
Complete "end-of-year clean-up" in the computer and set the computer to accept current year information. This is maintained by Pritchard & Abbott, Inc. as FCAD has a data processing contract and a mapping contract with them and lease the software, computers, printers and scanner from P&A.  
P&A also trains FCAD staff on the use of any changes to computer programs.  
Continue to obtain deed changes and key in ownership changes and parcel changes and create new accounts as needed.  
Continue to provide assistance to property owners and the general public by answering phone calls and assisting with walk-in customers, real estate agents, landman, etc.  
Make sure maps are updated and maintained by P&A.  
Process and sell data as requested (open record requests, maps, appraisal cards, CD's of appraisal rolls & tax rolls).

Send sales information and deed transfer information to the State Comptroller's Office by **February 1**.

Work with Pritchard & Abbott, Inc to determine possible dates for Ag. Advisory Board meetings and set those meetings up.

**February 2021 and 2022:**

Continue keying in changes and recheck notes.

Continue downloading pictures provided by the appraiser.

Proof changes keyed in.

Continue data entry of sketched/drawings.

Set up new accounts.

Research returned mail.

Maintain records management program.

Prepare all changes for the ARB meeting.

Set up dates for protest hearings.

Start the ordering process for appraisal notices and other forms.

Prepare for possible appeal of Comptroller's ratio study.

Notify entities of any changes that may require refunds.

Set up ARB meeting to approve all changes, approve supplemental accounts, and hold hearings on substantial error motions.

Ensure that all lawsuits have complied with Section 42.8 payment requirements.

Review revisions needed for ARB programs, documents, and order necessary supplies.

Maintain an updated current appraisal roll for the entities. Copies on request of the entities.

Continue data entry of changes and updates.

Prepare annual mailouts.

Continue to obtain deed records and make changes to appropriate parcels.

Continue with customer service (phone calls, walk-ins, etc.)

Continue to maintain maps. P&A will maintain them.

**March 2021 and 2022:**

If necessary, continue to work with P&A on appeal of comptroller's ratio study.

Continue updating USPAP (Mass Appraisal Report).

Continue data entry of fieldwork.

Continue downloading pictures provided by the appraiser.

Continue to research returned mail.

Maintain records management.

Prepare recap of values for supplemental accounts for ARB.

Prepare and key-in new tax agent codes and update changes to existing agent codes.

Prepare and mail reminders to those who failed to return homestead applications and or agricultural applications.  
Order envelopes for bulk mail-outs.  
Notify entities of any changes that may require refunds.  
Proof of agent forms will need to be mailed out and submitted to FCAD.  
Be sure all ARB members attend the mandatory training courses.  
Process rendition extension request, print, and mail letters granting or denying requests.  
Ratio studies should be ran by P&A.  
Schedules from P & A should be updated.  
Continue to obtain and process deed records.  
Continue to provide customer service assistance.  
Continue to have maps maintained by P&A.

**April 2021 and 2022:**

Complete data entry of changes.  
Begin preparation of Notices of Value.  
Mail Notices of Value by May 1.  
Begin compiling information for evidence packets for property owners filing protest and requesting evidence.  
Continue data entry process.  
Continue to research returned mail.  
Continue to maintain records management.  
Prepare change reports for ARB and BOD.  
Purchase sufficient postage for mailing Notice of Value if not mailed by P&A.  
Continue to obtain sales information.  
Notify entities of any changes that may require refunds.  
Prepare and submit 25.25 (b) reports to the BOD and ARB.  
Continue to receive and process rendition extension requests and prepare and mail letters granting or denying the request.  
Print edits before notices are printed.  
Have Notices of Value printed.  
Could mail notices of value.  
Continue to develop reports as needed.  
Continue to obtain deed records and make changes as indicated.  
Continue to provide customer service.  
Continue to have maps maintained by P&A.

**May 2021 and 2022:**

Mail Notices of Value if not mailed in April. These notices will also indicated any penalty for not rendering personal property.  
Continue to work renditions and new personal property accounts.

Begin working with property owners regarding proposed values and protest filed.  
The appraiser could hold informal hearings with protesting property owners.  
Provide evidence to property owners submitting evidence requests for protest hearings.  
Prepare monthly reports,  
Continue to research returned mail.  
Continue to maintain records management.  
Notify entities of any changes that may require refunds.  
Process and determine requests for additional 15 days to file renditions (May 30<sup>th</sup> deadline) and mail determinations.  
By May 15<sup>th</sup> submit preliminary estimates of value to taxing units.  
By May 15<sup>th</sup> submit appraisal records to ARB.  
Ensure that all ARB members have attended the mandatory training courses and that certificates of completion are on file.  
Publicize protest procedures and deadlines in ¼ page ad in local newspaper.  
Begin scheduling protest hearings and mail Notice of Protest letters.  
Prepare new reports as needed.  
Obtain deed records and process changes.  
See that maps are updated and reflect changes of ownership, splits, combines, etc.  
Continue to provide customer service to the general public as required by law.

**June 2021 and 2022:**

Continue working with property owners regarding proposed values.  
Continue to provide evidence to property owners submitting evidence requests for protest hearings.  
Prepare monthly reports.  
Continue to research returned mail.  
Continue to maintain records management.  
Notify entities of any changes that may require refunds.  
ARB hearings will begin or continue as needed.  
Mail ARB certified orders on change, or no change determinations.  
Ensure that all entities has estimates of value.  
Prepare the proposed AD Budget for the following year and submit to BOD.  
Continue to schedule protest hearings and mail letters of these appointments.

Prepare folders for hearings.  
Post hearings agendas as necessary.  
Continue to send out sales letters.  
Continue to obtain deed records and process ownership changes, splits, combines, etc. and ensure that maps are updated to reflect these changes.  
Continue to provide customer service to the general public.

**July 2021 and 2022:**

Mail all ARB certified orders and any other necessary correspondence.  
Hold late protest hearings as necessary.  
Prepare monthly reports.  
Prepare monthly reports.  
Continue to research returned mail.  
Continue records management.  
Ensure that all ARB changes have been keyed into computer.  
By July 20<sup>th</sup>, ARB approves the appraisal records for the current year.  
Run edits and recaps to check for errors.  
Provide certified values and recaps to all taxing entities by July 25<sup>th</sup>.  
A certified appraisal roll is printed for each entity upon request.  
Notify entities of any changes that may require refunds.  
Prepare and submit 25.25 (b) quarterly reports to BOD and ARB.  
Obtain deed records, make ownership changes, splits and combines, and update parcels and maps.  
Continue to provide customer service to the general public.

**August, 2021 and 2022:**

Prepare reports for the State comptroller's Office.  
Prepare monthly reports. Continue to provide customer service to the general public.  
Continue to provide customer service to the general public.  
Continue to maintain records management.  
Run edits and recaps to re-check for errors.  
Generate report of sales information on sales that occurred January 1 through the end of July to be sent to the Comptroller's office August 1<sup>st</sup>.  
Notify entities of any changes that may require refunds.  
After certification of rolls, send to the Texas Department of Economic Development a listing of all sites with values greater than or equal to \$100 million, in compliance with Section 23.23 of the Texas Property Tax Code.  
Contact entities on primarily charitable organization exemptions to see if renewal of exemption is needed.  
Have BOD schedule the budget hearing.  
Publicize the budget and budget hearing date.  
Compile all necessary information for calculating of tax rates and begin calculation process.  
Obtain deed records, make ownership changes, splits and combines, and update parcels and maps.  
Continue to provide customer service to the general public.

**September 2021 and 2022:**

Complete effective tax rate calculations, publish effective rates and assist taxing units in adopting tax rates.

Order tax roll.

Ensure that sufficient envelopes, forms, paper, postage, etc. are on hand for printing and mailing statements.

Prepare Property Value Reports for the State comptroller's office.

Prepare monthly reports.

Run listing of all category A1, A2, E1, E3 and M1 to check for property owners that do have homestead exemptions so they can be mailed one the following year.

Notify entities of any changes that may require refunds.

BOD must adopt the following year's budget by September 15<sup>th</sup>.

Send State Reports to the Property Tax Division.

Obtain deed records, make ownership changes, splits and combines, and update parcels and maps.

Continue to provide customer service to the general public.

Check discount information.

Order tax statements.

Mail tax statements.

**October 2021 and 2022:**

Begin working with comptroller's office regarding ratio study.

Mail completed Reports of Property Value to the State comptroller's office.

Prepare monthly reports.

Notify entities of any changes that may require refunds.

Prepare and submit 25.25(b) change report to BOD and ARB.

Notify appropriate taxing units of any current year lawsuits.

Obtain deed records, make ownership changes, splits and combines, and update parcels and maps.

Continue to provide customer service to the general public.

**November 2021 and 2022:**

Prepare monthly reports.

Obtain deed records, make ownership changes, splits and combines, and update parcels and maps.

Continue to provide customer service to the general public.

Prepare new homestead exemption applications for mail-out during the first part of January. Monthly homesteads and applications for 1-d-1 appraisal are mailed when changing the deed records.

Prepare renditions for mail-out during the first part of January.

Notify entities of any changes that may require refunds.

BOD appoints the following years Ag. Advisory Board Members at a regular meeting.

BOD appoints ARB members for the following year at a regular meeting.  
Obtain deed records; make ownership changes, splits and combines, and update parcels and maps.  
Continue to provide customer service to the general public.

**December 2021 and 2022**

Begin working on the reappraisal calendar for the following year.  
Prepare appraisal cards for the appropriate reappraisal area for the appraiser.  
Prepare monthly reports.  
Obtain deed records, make ownership changes, splits and combines, and update parcels and maps.  
Continue to provide customer service to the general public.  
Prepare all homestead exemption applications to surviving spouse of deceased for mail out on January 1<sup>st</sup>.