

STAIRSTEPS TO VALUE

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11. VALUE TO TAXPAYER

10. DEFENSE OF VALUE

- a. Defend values: Board of Revision, Board of Tax Appeals

9. INFORMAL HEARINGS

- a. Invite taxpayers to meet with appraisers to view records, verify facts and discuss values
- b. Reinspect properties, if deemed appropriate

8. D.T.E. APPROVES VALUES

7. FINAL FLIP/SPECIAL PROJECTS PHASE

- a. Final examination of cards for value, documentation and procedural checks
- b. Commercial pricing
- c. Industrial pricing and write-ups

6. SECOND PRICING/FINAL DATA ENTRY PHASE

- a. Incorporate changes made during review phase to develop final estimate of value
- b. Make final verifications of property record card completeness, accuracy, consistency in pricing, use of established procedures, etc.
- c. Value new construction
- d. Documentation of significant valuation changes

5. LAND VALUATION PHASE

- a. Based on local market transactions

4. REVIEW PHASE

- a. Experienced appraiser re-examine properties to verify: physical data, application of prices from schedules, quality grades/classes, deprecations influence factors from site analysis, procedures utilized in the listing and pricing phases

3. FIRST PRICING/DATA ENTRY PHASE

- a. Examine property record card for accuracy and completeness
- b. Price out all improvements utilizing the pricing schedule (manual) or initial data entry (computer assisted)
- c. Tag for clarification any questionable facts
- d. Commercial/Industrial listing

2. DISCOVERY AND LISTING PHASE

- a. Verify all physical data by personal inspection (interior and exterior)
- b. Measure all buildings
- c. Apply grades and field prices
- d. Apply all applicable forms of depreciation
- e. Document land data and apply necessary influence factors
- f. Note any significant data on card (additions, deletions, changes, condition and descriptive information)
- g. Obtain signature or implement callback procedures

1. MAKE READY PHASE

- a. Set up office (furniture, equipment, supplies, etc.)
- b. Recruit, select and hire office and field personnel
- c. Train office and field personnel
- d. Develop procedural manuals and S.O.P.s
- e. Obtain maps and prepare mapping programs
- f. Route parcels

