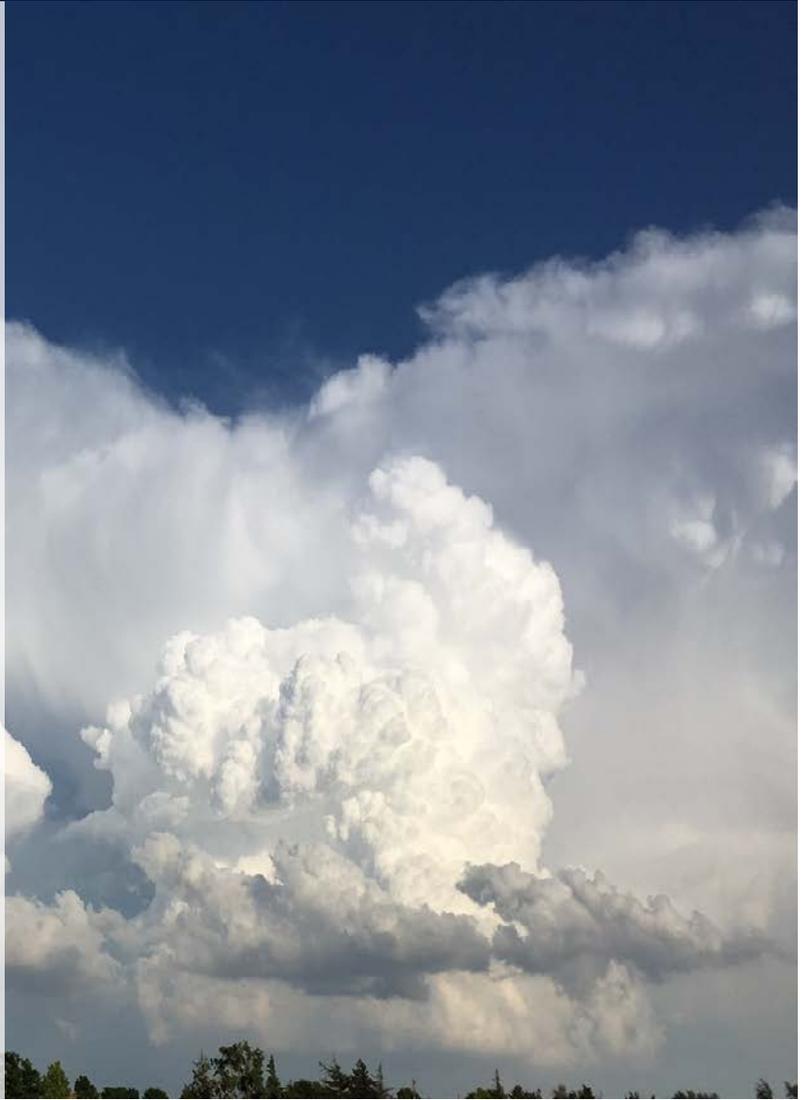


OCHILTREE APPRAISAL DISTRICT

**REAPPRAISAL PLAN AS ADOPTED BY THE
BOARD OF DIRECTORS**

2017-2018



**Ochiltree Appraisal District
825 S. Main Street Suite 100
Perryton, TX 79070**

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EXECUTIVE SUMMARY

Following is a summary of pertinent Texas Property Tax Code sections that indicate the elements required by law for a reappraisal plan.

Written Reappraisal Plan

Passage of Senate Bill 1652 79th regular session, amended Section 6.05 of the Texas Property Tax code by adding subsection (i) to read as follows:

- (i) 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 10th 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 the comptroller within 60 days of the approval date.

Plan for Periodic Reappraisal

Senate Bill 1652 amends Section 25.18, subsections (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) Identifying and updating relevant characteristics 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; legal and economic attributes; and
 - C. Easements, covenants, leases, reservations, contracts, declarations, special assessments, ordinances, or legal restrictions;
 - 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.

Ochiltree Appraisal District

2017 – 2018 Reappraisal Plan

Introduction

Scope of Responsibility

The Ochiltree Appraisal District has prepared and published this reappraisal plan and appraisal report to provide our Board of Directors, citizens, and taxpayers with a better understanding of the district's responsibilities and activities. This report has several parts: a general introduction and several sections describing the appraisal effort by the appraisal district. This document serves as a summary of the appraisal process at OCAD; details regarding the process of appraisal in the district are explained more fully in the OCAD appraisal manuals.

The Ochiltree County Appraisal District (CAD) 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 Ochiltree Appraisal District has its own board of directors, appointed by the taxing units within the boundaries of Ochiltree County, constituting the district's governing body. The chief appraiser, appointed by the board of directors is the chief administrator and chief executive officer of the appraisal district.

The appraisal district is responsible for property tax appraisal and exemption administration for nine (9) jurisdictions or taxing units in Ochiltree County. Each taxing unit, such as the county, city, school, junior college, water district, etc., sets its own tax rate to generate revenue to pay for operating budgets and public services such as police and fire protection, public schools, road maintenance, courts, and water and sewer system. Our appraisal district also administers various types of property tax exemptions such as those for homeowners, the elderly, the disabled, disabled veterans, charitable or religious organizations, pollution control, minimum value, and vehicles used to produce income that are also used for personal use. We, in addition, maintain records on abatements, tax deferrals, historical designated properties and public improvement district (PID) boundaries and Tax Increment Reinvestment Zone (TIRZ) values.

Except as otherwise provided by the Texas Property Tax Code, all taxable property is appraised at its "market value" as of January 1st. Under the tax code, Sec 1.04(7), "market value" means the price, at which a property would transfer for cash, or its equivalent, if:

- Exposed for sale in the open market with a reasonable time for the seller to find a purchaser:
- 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
- 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 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 and 23.127), nominal value (Sec 23.18) or restricted use property (Sec 23.83 and 23.93), low income housing (Sec 23.215) and allocation of interstate property (Sec 21.03). The owner of real or personal property inventory may elect to have the inventory appraised at its market value as of September 1st of the year preceding the tax year to which the appraisal applies by filing an application with Chief Appraiser before August 1 of the preceding year requesting that the inventory be appraised as of September 1st (Sec 23.12(f)).

The Texas Property Tax Code, Section 25.18, requires the appraisal district 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 boards of directors as required by Sec 6.05 in the Texas Property Tax Code. The district's current policy is to conduct a general reappraisal of real property at least every three years.

Any reference to a specific work plan contained in this document is to be considered tentative for OCAD. The work plan assumptions are made with the understanding that there are no natural disasters or new legislative requirements that will require the district to reallocate resources necessary to complete the normal work plan to address these possible high needs areas. These work plans are made under the assumption that there will be an ample supply of market data, and/or verifiable market activity in the district in order to conduct a reappraisal of properties.

Property Damaged in a Disaster Area

In the case of a disaster in which part or all of the area declared by the governor as a disaster area falls within one or more of the taxing entities in this CAD, and in the event that one or more of the entities (by vote of its board) authorizes a reappraisal pursuant to Section 23.02 of the Texas Property Code, this appraisal office will complete a reappraisal of the affected property as soon as practicable.

The following data will be included on the appraisal records in accordance with requirements of the law:

- 1) The date of the disaster;
- 2) The appraisal value of the property after the disaster; and
- 3) If not all taxing entities authorize the reappraisal, a listing of those to which the reappraisal applies.

Cost for the reappraisal will be borne by the taxing entity or entities that authorized the reappraisal. In a case in which more than one entity is involved, the cost will be charged proportionately to each based on the percentage the preceding year's total dollar amount of taxes for each entity bears to the total of all the entities' taxes which are requesting the reappraisal.

If property that is damaged in a disaster is reappraised as described above, the governing body shall provide for prorating the taxes for the year/years in which the disaster occurred according to the methods described in Section 23.02 of the Texas Property Code.

Personnel and Organization

The Chief Appraiser is primarily responsible for overall planning, organizing, staffing, coordinating, and controlling the district operations. The Ochiltree Appraisal District staff consists of 5 full-time and one part-time employee. The appraisal staff for all types of properties in the district which have not been contracted with a third party appraisal firm are as follows:

Appraisal Function:

Burton Jones – Chief Appraiser RPA (Commercial, Agricultural)
Marlee Jones- Appraiser (Residential, Business Personal, Mobile Homes)
Lorena Cenicerros- Appraiser (Residential, Mobile Homes)
Charlene Chapman – Appraisal Assistant (Part-time) RPA

Support Function (Input):

Loretta Mick, RTA—Input
Julia Morales, Receptionist--Input

The district operates with a philosophy of "team work" and our mission is to uphold and enforce the Texas Property Tax Code and to be public servants to the community in a fair and equitable manner. The district promotes the highest standard of ethical conduct as described by the Texas Department of Licensing and Regulation and maintains the confidentiality of specific information as mandated by the Texas Property Tax Code.

The day-to-day operation of the district is, as stated, overseen by the Chief Appraiser with support personnel who plan, organize, direct and control the business support functions related to human resources (including staff education & training), budget, finance, records management, purchasing, fixed assets, facilities, postal services, and tax collection. The Appraisal function staff is responsible for the valuation of all real and personal property. The property types appraised include residential, commercial, business personal, and manufactured housing. As explained later in this document, industrial, and oil and gas properties are appraised by an external appraisal firm. The Information Technology function comprises systems analysis and application, records maintenance, information assistance to the public, programming, and production. During 2017 & 2018, the IT function will be outsourced. The district's appraisers are registered with the Texas Department of Licensing and Regulation, and have earned or are in the process of earning the Registered Professional Appraiser (RPA) designation. A minimum of 30 hours of continuing education units must be taken every two years which include classes on Ethics and Uniform Standards of Professional Appraisal Practices (USPAP). Additionally, all appraisal personnel receive extensive training in data gathering processes used in fieldwork and statistical analyses of all types of property to ensure equality and uniformity of appraisal of all types of property. The Chief Appraiser meets regularly with staff to introduce new procedures and regularly monitors appraisal activity to ensure that all personnel are following standardized appraisal procedures.

Field inspections are carried out by the field appraisers and or the Chief Appraiser as directed by the Chief Appraiser. The field appraisers or Chief Appraiser physically inspect areas required by the reappraisal cycle, check all existing data, work building permits, take photographs of improvements, draw plans of new improvements for entry into the computer, and recheck any property on which a question or problem has arisen. Other duties may be required and will be executed upon direction of the Chief Appraiser. Data entry of field work notes and sketches is performed by appraisal district staff.

Data

The Ochiltree Appraisal District is responsible for establishing and maintaining approximately 44,000 real, oil and gas, and personal property accounts covering 975 square miles within the Ochiltree County boundaries. This data includes property characteristics and ownership and exemption information. Property characteristic data on new construction is updated through an annual field effort and in cooperation with the code enforcement offices of the City of Perryton. Property characteristic data on existing property is maintained through a field review and inspection. Sales are researched through various means including the district's sales letter, new construction reports, account review through field inspection, telephone conversations, or visitation in the office. General trends in some classifications of property are acquired through various sources, internal surveys conducted by district personnel, questionnaires to buyer, seller, current owner and vendors.

Agricultural Valuation Process

The Texas Constitution (Art. VII, Sec. 1-d-1) provides for the special valuation of "open space land devoted to farm or ranch purposes." In 1991, legislation was passed which allowed productivity appraisal for land used to manage indigenous wildlife.

In the OCAD, agricultural or productivity value is based on the land's capacity to produce crops or livestock instead of its value on the real estate market. Although this lower value reduces the taxes on the property, a "rollback" of these taxes takes place when the land is no longer used for an agricultural purpose. The rollback recaptures with interest, the taxes saved for the five years preceding the change in use.

OCAD has an Agricultural Appraisal Advisory Board which meets annually to provide valuable information used by the Chief Appraiser in calculating 1-d-1 productivity values. Cash lease and share lease information are used to determine productivity value. This information is collected annually during the Agricultural Appraisal Advisory Board meetings. The final productivity value for any given year is based on a five-year average of cash lease and share lease information.

All applications for agricultural valuation are reviewed for accuracy and may generate a field review and inspection before being input in the software system. Additional reviews are done as needed and on a three-year rotation basis.

Approaches to Value

Cost Approach

The cost approach to value uses cost data in an appraisal of market value and is based upon the economic principle of substitution. The cost approach typically drives value by first calculating replacement cost new (RCN) and then deducts depreciation in all its forms to arrive at current market value. At OCAD, the cost approach is used for most business personal property, for industrial and utility property, for unique properties and any other property for which value can most accurately be derived by using this approach.

Market or Sales Comparison Approach

The market approach to value uses data available from actual transactions recorded in the market place itself such as sales of comparable properties from which a comparison to the subject property can be made. This approach is used in OCAD for valuation of most residential, some commercial, and most land properties. Its main drawback is that a number of reliable sales is needed in order to produce accurate comparisons. In the absence of sales, one of the other methods will need to be used instead.

Income Approach

The income approach to value is best used for any type of income producing property. It is calculated by adjusting gross rent/income from the property for vacancy and other expenses and then capitalizing the resulting net operating income. In this district, it is the approach used for mineral properties, some multi-family residences, and some commercial properties

Highest and Best Use

The concept of highest and best use, as applied at OCAD, is important and provides conclusions that guide the appraiser in applying the three approaches to value of real estate. Simply stated, the highest and best use of property is the reasonable and probable use that supports the highest present value as of the date of the appraisal. The highest and best use must be physically possible, legal, financially feasible and productive to its maximum. The highest and best use of residential property is normally its current use. (Also see note on residential homesteads and Section 23.01(c) of the TPTC under "Treatment of Residence Homesteads" in the text below.) Residential valuation undertakes reassessment of highest and best use in transition areas and areas of mixed residential and commercial use. In transition areas with ongoing change, the appraiser reviews the existing residential property use and makes a determination regarding highest and best use. Once the conclusion is made that the highest and best use remains residential, further highest and best use analysis is done to decide the type of residential use on a neighborhood basis. As an example, it may be determined in a transition area that older, non-remodeled homes are economic misimprovements, and the highest and best use of such property is the construction of new dwellings. In areas of mixed residential and commercial use, OCAD appraisers review properties on a periodic basis to determine if changes in the real estate market require reassessment of the highest and best use of a select population of properties. At present, because of the stagnant economic situation in the county, this analysis may not be mandated as often as in a growing, changing economy.

Performance Tests

Property appraisers are responsible for conducting ratio studies and comparative analysis. Ratio studies are conducted on property located within certain neighborhoods or districts by appraisal staff. Ratio studies have six basic steps:

1. Determination of the purpose and objectives
2. Data collection and preparation

3. Comparing appraisal and market data
4. Stratification
5. Statistical analysis
6. Evaluation and application of the results

In some cases, if there are not enough sales, independent appraisals may be used as indicators for the market.

Sales Ratio Studies

The sales ratio and comparative analysis of sale property to appraised property forms the basis for determining the level of appraisal and market influences and factors for a neighborhood. This information is the basis for updating property valuation for the entire area of property to be evaluated. In reappraisal it is used in the determination of the need for reappraisal, identification of problems with appraisal procedures, to calibrate models used to derive appraised values, to review and re-evaluate appraisals, and to assist in market analyses.

Field appraisers, in many cases, may conduct field inspections to ensure the accuracy of the property descriptions at the time of sale for the study. This inspection is to ensure that the ratios produced are accurate for the property sold and that appraised values utilized in the study are based on accurate property data characteristics observed at the time of the sale. Also, property inspections are performed to discover if property characteristics have changed as of the sale date or subsequent to the sale date. Sales ratios should be based on the value of the property as of the date of sale not after a subsequent or substantial change was made to the property after the negotiation and agreement in price was concluded. Properly performed ratio studies are a good reflection of the level of appraisal for the district.

In the OCAD, ratio data is generated by the software system, and these figures in conjunction with the use of MS Excel spreadsheets aid appraisers in analyzing and utilizing the data in the reappraisal process.

Independent Performance Test

The State Comptroller's Property Tax Assistance Division (PTAD) conducts a bi-annual property value study (PVS) of each of the school districts and the Appraisal District. As a part of this bi-annual study, the code also requires the Comptroller to:

- Use sales and recognized auditing and sampling techniques;
- Review the district's appraisal methods, standards and procedures to determine whether the district used recognized standards and practices;
- Test the validity of school district taxable values in the district and presume the appraisal roll values are correct when values are certified; and,
- Determine the level and uniformity of property tax appraisal in the district.

The methodology used in the property value study includes stratified samples to improve sample representativeness and techniques or procedures of measuring uniformity. This study utilizes statistical analysis of sold properties (sales ratio studies) and appraisals of unsold properties (appraisal ratio studies) as a basis for assessment ratio reporting. For the Appraisal District, the reported measures include median level of appraisal for accuracy in smaller samples; coefficient of dispersion (COD) for the measure of appraisal uniformity and equity; the percentage of properties within 10% of the median, the percentage of properties within 25% of the median, and price-related differential (PRD) for properties overall which measures bias reported by category: A - residential, B - multi-living unit property, C - unimproved land, D - value of agricultural land and F1 - commercial improved property. The study also includes L1 - business personal property.

Annual Studies are developed for the independent school district located entirely within the district boundaries and the two independent school districts located partially within the district boundaries. The preliminary results of this study are released in January in the year following the year of certification. The final results of this study are certified to the Education Commissioner of the Texas Education Agency (TEA) in the following July of each year

for the certified year under study. This outside third party ratio study provides additional assistance to the Appraisal District in determining the areas of market activity or changing market conditions.

OCAD's Plan for Application of Code Requirements for Reappraisal

Identifying properties to be appraised (Section 25.18(b)(1))

The code section cited above mandates that the Appraisal District adopt a reliable means of identification of all properties subject to taxation in the district. Following is a brief description of how the OCAD implements this mandate for the various types of property that we appraise.

Residential Property

This Appraisal District has several means of identifying residential properties that need to either be listed for the first time, or reappraised for one reason or another. These include examination of the following: deeds or other legal documents and surveys that are filed at the Ochiltree County Clerk's Office; building permits issued by the City of Perryton and the City of Booker; correspondence received at the district office; information gleaned from appraiser field inspections and drive-outs; information from fee appraisers; information from taxpayers themselves; and reports of new 911 addresses.

The appraisal district also has a GIS map that, in conjunction with other discovery methods, can be used to identify properties that may not be accounted for in our system and that should be considered for inspection and possible addition.

If it is discovered that a property needs to be re-evaluated and inspected, the fact is noted in the software system by showing a "task" pending on that property. This is a reminder to the appraiser that the property needs to be re-inspected for possible value adjustment/addition. The tasks in the system are reviewed before the Notices of Appraised Value are sent out and again before tax statements are prepared.

Land (Vacant Lots—Commercial and Residential and Rural Land)

There are several factors that influence land values as listed in the IAAO's *Property Assessment Valuation* manual. These include size, shape, topography, soil type, location, frontage, and zoning restrictions.

Resources that are used by the Appraisal District in identifying these properties include plat maps, GIS maps with Google Earth feature, topographical maps, information from taxpayers and deeds and other legal documents filed at the Ochiltree County Clerk's Office.

Any adjustments to the land parcels are also adjusted in the GIS mapping system so that in the future, appraisers have updated information to work from in identifying new and/or updating old properties.

Commercial Property

In terms of commercial sales data, Ochiltree Appraisal District receives a copy of the deeds recorded in Ochiltree County that convey commercially classed properties. Those deeds involving a change in commercial ownership are entered into the sales information system and researched in an attempt to obtain the pertinent sales information. Other sources are "assumed name" changes recorded by the County Clerk, local newspapers, and regional and national real estate and financial publications.

For those properties involved in a transfer of commercial ownership, a sales file is produced which begins the research and verification process. The initial step in sales verification involves a questionnaire, which is mailed to both parties in the transaction (Grantor and Grantee). If a questionnaire is answered and returned, the documented responses are recorded into the computerized sales database system. If no information is provided, verification of many transactions is then attempted via phone calls to parties thought to be knowledgeable of the specifics of the sale. Other sources contacted are the brokers involved in the sale, property managers or commercial vendors. In other instances,

sales verification is obtained from local appraisers or others that may have the desired information. Finally, closing statements are often provided during a hearings process; the actual closing statement is the most reliable and preferred method of sales verification.

Industrial and Utility Property

The OCAD has contracted with Pritchard and Abbott, Inc. to appraise industrial and utility properties within the district, and the firm is responsible for identifying properties in this category. Their reappraisal plan for these categories is added as an addendum to this document.

Business Personal Property

There are four different personal property types appraised by the district's personal property section: business personal property accounts; leased assets; vehicles and aircraft; and multi-location assets. At this writing, there are approximately 2,500 plus personal property accounts located in Ochiltree County.

Appraisers in the district identify new business personal properties by using resources such as websites for Texas Sales Tax Permits, Texas State Comptrollers Corporation search, TxDot website for heavy moving permits, telephone directories (on line and in book form), the Just Texas Commercial registry for commercial vehicles, our local newspaper *The Perryton Herald*, county filed assumed name certificates as well as information from commercial developers. Additions are also identified as the renditions are worked each year.

The information gleaned in this review of resources is then evaluated and decisions are made as to which businesses need to be marked in the computer system with a pending "task" and inspected by an appraiser.

Mobile Homes

Identification of mobile homes occurs in several ways at OCAD: by appraiser field work in which the appraiser uses the prior year's mobile home listing as a basis to verify the existing mobile homes and in the process discovers the new ones that are not listed; by sales documents received; and by information from the state web site. Appraisers field inspect all areas of the district in search of new additions as well as the movement of mobile homes that were already on the roll.

Mineral Interest Property

OCAD has contracted with Pritchard and Abbot, Inc. to appraise all mineral (category G) properties within this district. This being the case, they are responsible for identifying properties in this category. Their appraisal plan for these categories, including their identification methods, is attached to this as an addendum to this document.

Identifying and Updating Relevant Property Characteristics (Sec. 25.18(b)(2))

Residential Property

Property characteristic data on existing and new residential property is mainly obtained from field review and inspection. As pending "tasks" in the system are reviewed by the appraiser and field inspections made, characteristic data is noted on worksheets or cards. This data may include, but not be limited to construction type, quality of construction, measurement of structures, percent completion of structures, and any other characteristic that in the judgment of the appraiser, would affect the value of the property. New construction characteristics are often obtained from examination of builder blue prints.

The updated data is then entered into the software system either by the appraiser himself/herself or by support personnel tasked with data input.

Land (Vacant Lots—Commercial and Residential and Rural Land)

Land characteristics will be identified using information from legal documents and maps as well as from inspection by appraisers. Characteristics are notated on worksheets or cards or input directly in the software system, making corresponding notes in the system. Since land characteristics directly affect value, much care is taken to

correctly identify and note them. Any input necessary to make adjustments to land characteristics may be made by the appraiser or given to support staff for input.

Industrial and Utility Property

OCAD contracts with Pritchard and Abbott, Inc. to appraise industrial and utility properties in the district and they are responsible for identifying pertinent characteristics of the parcels which they appraise. The firm also makes the necessary updates for these additions/changes. At present, they make the updates in the BosaNova 400 system, then the totals from this system are electronically transferred to our software system. OCAD appraisers and support personnel make spot checks of some accounts to ascertain accuracy and integrity of data.

Commercial Property

Characteristics that affect value for commercial property include location; physical attributes such as size, age, and condition; any legal restrictions such as easements, covenants, leases, reservations, contracts etc.; and economic attributes. These may become apparent during field inspections or they may be identified by examination of legal documents, blue prints, information from taxpayers, and local area publications.

Business Personal Property

Characteristics of business personal property usually are made apparent during identification and discovery as described under the first section above, but are also noted during any field inspections that are made. Often drive-outs will indicate needed changes or additions to characteristic data. Some of the information that is needed in order to correctly value BPP (according to IAAO's *Property Assessment Valuation*) includes the type of property. BPP in this district is characterized as inventory, machinery and equipment, furniture and fixtures, vehicles, trucks, signs, communication towers, and billboards. Notation is also made as to whether part of the property is intangible in nature. Also, an appraiser must ascertain the quality, density, original cost, age, condition, year of acquisition and how long the property is expected to last. The data is collected for those properties which are taxable with procedures as outlined in OCAD's Business Personal Property Manual, and support staff input the data to the appraisal software system.

Mobile Homes

Characteristics that affect value for mobile homes include year, make, size, identifying numbers, and condition of the home. OCAD collects this information from bills of sale, the state web site, or from information provided by the taxpayer; the information is then inputted to the software system. As the field inspection is made each year, characteristic data may be corrected or added.

Mineral Interest Property

OCAD has contracted with Pritchard and Abbott, Inc. to appraise all mineral (category G) property within the district. They are responsible for identifying characteristics of mineral property as well as inputting them and maintaining ownership data. At present, they use a BosaNova 400 system to appraise and maintain mineral records, including any characteristics such as well operators, well depths, age of well, field, and formation. Values and pertinent characteristics are uploaded electronically into OCAD's software system periodically.

Defining Market Areas in the District (Sec. 25.18(b)(3))

The Texas Property Tax Code, Section 25.18, requires the appraisal district 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 boards of directors as required by Sec 6.05 in the Texas Property Tax Code. The district's current policy is to conduct a general reappraisal of real property at least every three years. The proposed reappraisals are subject to market conditions and possible unforeseen events.

1. **Reappraisal Areas - Three-Year Cycle:** The CAD is divided into three areas. Each year, all real, residential and commercial property within one of the areas will be reappraised, regardless of any ratio study report finding. These areas are identified as follows:

- a. **Area One:** All Sections of land East of Highway 83 and South of Highway 15 within Ochiltree County, including that portion of H&TC Survey Block 43 that lies West of Highway 83, and also including that portion of the City of Perryton, the City of Booker, the Town of Twichel and the Town of Huntoon that lie within these boundaries. There are approximately 2500 parcels in this area to be completed in 2017.
 - b. **Area Two:** All Sections of land West of Highway 70 and South of Highway 15 within Ochiltree County, Texas, including the strip of T&NO Survey, Block 13 that lies East of Highway 70, and also including that portion of the City of Perryton, The Town of Farnsworth and the Town of Waka that lie within these boundaries. There are approximately 3500 parcels in this area to be completed in 2018.
 - c. **Area Three:** All Sections of land North of Highway 15 within Ochiltree County, Texas including that portion of the City of Perryton and Booker that lie within these boundaries. There are approximately 2000 parcels in this area to be completed in 2019.
2. **Annual Ratio Reports:** In addition to the three year cycle stated above, ratio studies will be performed annually to determine areas or categories of properties within OCAD which need to be reappraised in the current year. If an area falls below percentages required by law, that area will be reappraised in the current year, without regard to whether it falls in the current year reappraisal area or not.

Residential Property

For residential property appraisal purposes, market areas in OCAD are as follows:

- All Rural Residential Categories D & E
- Portion of Booker that is in Ochiltree County
- City of Perryton including fringe areas
- Farnsworth
- Waka

Neighborhood analysis involves the examination of how physical, economic, governmental and social forces and other influences affect property values. The effects of these forces are also used to identify, classify, and stratify comparable properties into smaller, manageable subsets of the universe of properties known as neighborhoods. In the above listed market areas, submarkets exist and are referred to as neighborhoods. In the district, these neighborhoods often run along subdivision or addition boundaries, especially in the newer developments. Neighborhoods in rural, less populated areas are not as easily identified.

The process of setting neighborhood boundaries is known as delineation. Neighborhoods are field-inspected and delineated based on observable aspects of homogeneity. Neighborhood delineation is periodically reviewed to determine if further neighborhood delineation is warranted. It is OCAD's plan to review and possibly re-delineate portions of the three reappraisal areas during this next biennium. Whereas neighborhoods involve similar properties in the same location, a neighborhood group is simply defined as similar neighborhoods in similar locations.

Land (Vacant Lots—Commercial and Residential and Rural Land)

The market areas for vacant lots and rural land in OCAD follow the same boundaries as mentioned above under residential property. It is also true with land and vacant lots that submarkets or neighborhoods with similar characteristics will also be apparent. Commercial vacant lots may be grouped depending on how close they are to the major commercial/industrial centers of the City of Perryton; residential vacant lots will generally be grouped the same as the residential property surrounding it.

Highest and Best Use Analysis: Another major consideration in identifying market area boundaries for land is the consideration of the principle of Highest and Best Use. The highest and best use of property is the reasonable

and probable use that supports the highest present value as of the date of the appraisal. The highest and best use must be physically possible, legal, financially feasible and productive to its maximum. The highest and best use of residential property is normally its current use. Land valuation undertakes reassessment of highest and best use in transition areas and areas of mixed residential and commercial use or in areas of agricultural use that are near the city limits. The appraiser reviews properties in these areas on a periodic basis to determine if changes in the real estate market require reassessment of the highest and best use of a select population of properties.

Commercial Property

The neighborhood and market areas are comprised of commercially classed properties located within the boundaries of this appraisal district. It may be necessary in some areas of the district to break the larger market area into smaller subsets or neighborhood or economic groups. In actuality, because of the small size and limited number of commercial properties in this district, these groupings may not be practicable; they are used in this district when they add integrity to appraised values.

Economic areas, however, can be important in OCAD. Economic areas can be defined by each of the improved property use types in them (apartment, office, retail, warehouse and special use) based upon an analysis of similar economic or market forces. These include but are not limited to similarities of rental rates, classification of projects, date of construction, overall market activity or other pertinent influences. Economic area identification and delineation by each major property use type is the benchmark of the commercial valuation system. All income model valuation (income approach to value estimates) is economic area specific. Economic areas are periodically reviewed to determine if delineation is required. The geographic boundaries as well as income, occupancy and expense levels and capitalization rates by age within each economic area for all commercial use types and their corresponding income model have been estimated for these properties.

Industrial and Utility Property

The appraisal of industrial and utility property has been contracted by OCAD to Pritchard and Abbott, Inc. Market areas for utility property and pipelines are usually national in scope and are defined using sources available to our third party appraisers.

Business Personal Property

Business Personal Property market is defined as comprising all business personal property within the boundaries of the district, unless it is determined that a wider market exists (such as regional or statewide) for the particular type of property. This results because market value for business personal property is determined by the use and design of the property, using concepts such as "value in use," "value in exchange," and "trade-level values." Hence the need arises in some cases to expand the market area.

Mobile Homes

Because of the nature and mobility of mobile homes, the market area for this type of home in OCAD is the whole county.

Mineral Interest Property

Mineral Interest Property in the district is contracted to Pritchard and Abbott, Inc. to be appraised; minerals are unique and market area may be defined by irregular geographical areas.

Developing an Appraisal Model Including Identifying Property Characteristics that Affect Value in Each Market Area (Sec. 25.18(b)(4&5))

Appraisers are responsible for developing equal and uniform market values for all property taxed in the district. Because property tax appraisals are mass appraisals, some type of model must be constructed that applies to similar properties as of a common date. The model must then be calibrated or adjusted to reflect the current market. At OCAD, models are maintained and calibrated using tables and schedules that are in our software system; however, an appraiser's independent thought and judgment are needed in reviewing and updating these tables and schedules as economic dynamics change.

Residential Land Analysis

The value of the land component of residential property is estimated based on available market sales for comparable and competing land under similar usage. A comparison and analysis of comparable land sales is conducted based on a comparison of land characteristics found to influence the market price of land located in the neighborhood. A computerized land table file then stores the land information required to consistently value individual parcels within neighborhoods, given known land characteristics. Specific land influences are considered where necessary, and depending on neighborhood and individual lot or tract characteristics, adjustment is made to the neighborhood norm for such factors as access, view, shape, size and topography. Inventory lots are appraised as provided by Section 23.12 of the Texas Property Tax Code. The appraisers use abstraction and allocation methods to ensure that estimated land values best reflect the contributory market value of the land to the overall property value.

Data on regional economic forces such as demographic patterns, regional locational factors, employment and income patterns, general trends in real property prices and rents, interest rate trends, availability of vacant land, and construction trends and costs are collected from private vendors and public sources and provide the field appraiser a current economic outlook on the real estate market. Information is gleaned from real estate publications and sources such as continuing education in the form of TAAO, TAAD and IAAO classes.

Single-Family Residences

There are approximately 3,600 residential improved parcels in the district. Typically, appraisals for single residences are calculated by using the market sales approach as the model for valuation. In some instances, the cost method may be utilized, especially with new construction and for comparison with the market sales (or in cases where there are insufficient sales) in order to derive the most representative value figure. The district subscribes to resources such as Marshall and Swift, which is a nationally recognized cost estimator service and serves as a valuable comparison tool. The residential value schedule is annually updated by review of the sales for the prior twelve months. The sales are listed, non-market transactions and outliers disregarded, and this then becomes the basis for further calculations and adjustments to the value schedule.

Once sales have been evaluated and shown to be representative of the market, they are then grouped according to quality class, or neighborhood. Then, a sales ratio study is conducted for each group of sales. At OCAD, this mathematical operation is conducted electronically in our software data base system, where parameters can be designated and sales figures for specific characteristics or geographical areas obtained. The sales ratio study is basically an easy math exercise in which the prior year appraisal for each property included in the study/list is divided by the sales price of that property. The result is expressed as a percentage. The purpose of the study is to determine how accurately the appraised value from the past year reflects current market value.

The appraiser, through the sales ratio analysis process, reviews every neighborhood annually. As mentioned above, the first phase involves neighborhood ratio studies that compare the recent sales prices of neighborhood

properties to the appraised values of these sold properties. This set of ratio studies affords the appraiser an excellent means of judging the present level of appraised value and uniformity of the sales. The appraiser, based on the sales ratio statistics and designated parameters for valuation update, makes a preliminary decision as to whether the value level in a neighborhood needs to be updated or whether the level of market value in a neighborhood is at an acceptable level.

Statistical analysis continues in which these ratio studies are used to evaluate the two primary aspects of mass appraisal accuracy - level and uniformity of value. Appraisal statistics of central tendency (average ratio, median ratio, and weighted mean ratios) generated from sales ratios are evaluated and analyzed for each neighborhood. The level of appraised values is determined by the weighted mean ratio for sales of individual properties within a neighborhood, and a comparison of neighborhood weighted means reflects the general level of appraised value between comparable neighborhoods.

If the statistical analysis indicates that market values are increasing, it is necessary to adjust the master residential valuations schedule upward in order to satisfy the statutory obligation to appraise properties at 100% of market value. If statistical analysis shows market values are decreasing, it will be necessary to adjust the master residential schedule downward.

Once the statistical comparisons have been completed and the schedule is updated, further adjustments to individual neighborhoods may be necessary (at OCAD, that will generally mean individual additions or subdivisions). This can be accomplished by working through values on ratio studies within these individual neighborhoods. Depending on results of these calculations, adjustments may need to be made to the residences in specific neighborhoods. All residences in the neighborhood will receive adjustment based on the results so that the appraisal retains uniformity.

Treatment of Residence Homesteads

Beginning in 1998, the State of Texas implemented a constitutional classification scheme concerning the appraisal of residential property that receives a residence homestead exemption. Under that law, beginning in the second year a property receives a homestead exemption; any increases in the assessed value of that property are "capped." The value for tax purposes (assessed value) of a qualified residence homestead will be the LESSER of:

- the market value; or
- 110 Percent of the previous year's value (HB 438, effective January 1, 2008), PLUS the value of any improvements added since the last reappraisal.

Appraised values of capped properties must be recomputed annually. If a capped property sells, the cap automatically expires as of January 1st of the year following sale of the property and the property is appraised at its market value. An analogous provision applies to new homes. While a developer owns them, unoccupied residences may be partially complete and appraised as part of an inventory. This valuation is estimated using the district's land value and the percentage of completion for the improvement contribution that usually is similar to the developer's construction costs as a basis of completion on the valuation date. However, in the year following changes in completion, occupancy, or sale, they are appraised at market value.

It should be noted that an exception to the appraisal of residence homesteads at market value appears in the Property Tax Code Section 23.01(c) and is observed by OCAD in appraising residence homesteads: "The market value of a residence homestead shall be determined solely on the basis of the property's value as a residence homestead regardless of whether the residential use of the property by the owner is considered to be the highest and best use of the property."

Commercial Property

There are approximately 1000 commercial improved parcels and 400 vacant commercial land parcels in Ochiltree County. The three approaches to value, Cost Approach, Market Approach, and Income Approach can be used at

OCAD for commercial properties. Which of these methods is selected depends upon the type of commercial property and whether sales data are readily available. (Commercial vacant land is discussed in another section of this document.) Income producing property is typically appraised using the income approach.

In appraising commercial property at OCAD certified appraisers appraise the fee simple interest of properties according to statute and court decisions. However, the effects of easements, restrictions, encumbrances, leases, contracts or special assessments are considered on an individual basis, as is the appraisal of any non-exempt taxable fractional interests in real property (i.e. certain multi-family housing projects). Fractional interests or partial holdings of real property are appraised in fee simple for the whole property and divided programmatically based on their prorated interests.

Multi-Family Residential & Hotel/Motels

Because of the fact that most multi-family residential properties and motels/hotels are primarily used to generate income, and the net income that a property produces is an indication of its value, most of these properties are valued using income method approaches in OCAD. There are instances when these properties are best valued using the sales comparison approach, and in these cases OCAD uses sales to arrive at market value. If adequate sales or income information is not available, the cost approach to value will be used as an indication of value.

Area Analysis

A market analysis is extremely important in building a model for commercial property because the commercial property market tends to be dynamic. Market analysis relates directly to examining market forces affecting supply and demand. This study involves the relationships between social, economic, environmental, governmental, and site conditions. Current market activity including sales of commercial properties, new construction, new leases, lease rates, absorption rates, vacancies, allowable expenses (inclusive of replacement reserves), expense ratio trends, and capitalization rate studies are analyzed to determine market ranges in price, operating costs and investment return expectations.

Looking at the next two years in terms of value for commercial property in this district mandates a close look at regional economic factors that have changed drastically since the down-turn in the oil and gas industry. Commercial property in the district has been directly impacted by the economy and other regional factors such as employment and income patterns. These will be taken into consideration in selecting the appropriate model to use in appraising commercial property in the next biennial period.

Valuation analysis or model price calibration for commercial property involves adjusting the mass appraisal formula, tables and schedules to reflect current local market conditions. The basic structure of the commercial appraisal model at OCAD can continue to be valid over an extended period of time by simply changing trending factors to reflect the current market. However, at some point, if the adjustment process becomes too involved, the model calibration can mandate new or revised model structure.

Industrial and Utility Property (Including Industrial Personal Property)

OCAD has contracted with Pritchard and Abbott, Inc. to appraise all industrial and utility property in the district. They rely predominantly on the cost approach to value in the appraisal of this type of property as described fully in their reappraisal plan appended to this document.

Business Personal Property

There are four different personal property types appraised by appraisers in the district: Business Personal Property accounts; leased assets; vehicles and aircraft; and multi-location assets. There are approximately 2,500 personal property accounts located in OCAD. The reappraisal of personal property accounts is conducted annually to comply with Section 22 of the Texas Property Tax Code.

The personal property accounts are classified by the State Use Codes to describe the business type. As soon as possible after January 1st of each year, business personal property renditions with definitions for the various fields to be completed by the business owners for each account are mailed to the business owners of record. Included in the mailing is a Guide to Personal Property Rendition that explains the requirements of mandatory rendition in Senate Bill 340 and Section 22.01 of the Texas Property Tax Code.

Generally, because of the readily available information, the cost approach is used to appraise market value for business personal property, though other methods may be used as well. Property owners report historical cost of their property; the appraiser then uses this information to calculate replacement cost new less depreciation (RCNLD) using depreciation schedules that are systematically and consistently used for all business personal property. National valuation guides such as Marshall and Swift and sales information may also be used in certain situations. Cost schedules are developed generally using a cost per square method, but may use other units where indicated by industry norms or other circumstances.

In the event that a property owner fails to comply with Senate Bill 340 and does not render the business personal property for the business, the appraiser will compare the non-rendered account with comparable rendered property for an accurate appraised value to maintain the correct level of appraisal and of uniformity among the business personal property accounts. The appraiser will research the properties with current filed renditions in order to arrive at a value for the property. All non-rendered personal property accounts are reappraised with a current appraised value using this comparison prior to the printing and mailing of the business personal property rendition forms. The appraiser may place notes on each account that is reappraised that explain the changes in appraised value. New business personal property accounts follow the same procedure for the valuing process.

The district staff place account flags to identify each property that has not rendered timely as mandated in Senate Bill 340 so that the business personal property owner receives the 10 percent penalty for not filing timely. The appraiser places an account flag on each account for which the property owner files a written request for the mandatory automatic extension filing deadline date of May 15th, or an extension filing deadline date of May 30th when the owner provides good cause to the chief appraiser. The chief appraiser has the discretion to approve or deny the May 30th extension. Both extension deadlines must be filed in writing to the district prior to the rendition-filing deadline of April 15 as provided in the Texas Property Tax Code Sec 22.23.

Mobile Homes

Mobile homes are typically appraised using the cost approach to value. This is accomplished by starting with the sales price and depreciating the home over its useful life. Mobile homes are graded depending on condition, and a built-in software schedule applies a price per square foot to arrive at total value; depreciation is deducted from this figure.

Oil & Gas Property

OCAD has contracted with Pritchard and Abbott, Inc. for the appraisal of mineral properties and their reappraisal plan describing the approach to value used for minerals is described in the appended Pritchard and Abbott reappraisal plan.

Review and Appraisal Results (Sec. 25.18(b)(6-7))

Residential Property

1. **Statistical Analysis:** As a final check for level and uniformity of value, statistical tests are performed on estimated values to make sure that they are consistent with the market. Sales ratio studies may once again be utilized to derive statistics of central tendency and these are compared to the neighborhoods in the reappraisal areas as well as any other areas that were adjusted during the current period.
2. **Field Review:** Appraisers may use fieldwork to make sure that the appraisal accurately describes the value of the property and if it does not, they make any necessary adjustments. They may review items such as the quality of construction, condition, and physical, functional and economic obsolescence and verify that what is reflected in the mass appraisal of that property truly reflects market value. In this way, computer-assisted values are tested against an appraiser's own appraisal judgment.
3. **Office Review:** The appraiser may randomly review information that has been entered into the software system for consistency and accuracy. If there are values that were changed due to a protest hearing, these are reviewed to determine if the value remains appropriate for the current year.

Once the appraiser is satisfied with the level and uniformity of value for each neighborhood within his area of responsibility, the estimates of value are used to produce current year Notices of Appraised Value.

Land (Vacant Lots—Commercial and Residential and Rural Land)

Statistical analysis of final values is an essential component of quality control for land. A comparison of the final value against a standard provides a good measurement of appraisal performance. Statistical comparisons of many different standards are used including sales of similar properties, the previous year's appraised value, and sales ratio analysis.

Review of agricultural 1-d-1 values is made to ensure that correct information has been entered into the software system. Random accounts may be pulled to determine that level and uniformity of value has been achieved.

Field review of proposed values may be necessary especially in areas of the district experiencing change and new activity. Again, field review allows an appraiser to test computer assisted values against his/her own appraisal judgment and is an important tool in reviewing appraisal results.

Commercial Property

Commercial property values are reviewed periodically during the appraisal process. In reviewing appraisal results of commercial property, statistical analysis as described above may be used if enough information exists to arrive at accurate statistical figures. In a small commercial area like that in this district, field review and observation, information from taxpayers, and office review of random parcels usually provides the best measure of appraisal level and uniformity.

For those properties where the income approach to value was most appropriate, potential gross rent estimates, occupancy levels, secondary income, allowable expenses (inclusive of replacement reserves), net operating income and capitalization rate and multipliers are continuously reviewed. Income model estimates and conclusions are compared to actual information obtained on individual commercial and industrial income properties, as well as with information from published sources and area property managers and owners.

Industrial and Utility Property (Including Pipelines)

Appraisal review of industrial and utility property is completed by Pritchard and Abbott, Inc. with whom OCAD has a contract to appraise this type of property. Appraisers at OCAD also randomly check accounts appraised by the

firm to gain a level of assurance that the appraisal is correct and complete. Large accounts may also be checked in this manner.

Business Personal Property (non-industrial)

Business Personal Property review consists primarily of making sure that proposed values agree with industry standards for the region and that they are complete. Values are checked for accuracy when rendered, then again when input is made to the software system. Appraisal district staff makes sure that business personal property values for similar types of business are equitable. Random accounts may be checked again before Notices of Appraised Value are sent out. Review is also accomplished through examination of information received from taxpayers and agents who may provide new information.

All accounts are checked for rendition information, and if no rendition was sent in, they are marked accordingly in the software system and will then be charged the no-rendition fee.

Mobile Homes

Review of mobile home appraisals is on-going throughout the appraisal period. Appraisers may randomly re-inspect mobile home areas or taxpayers may bring new information to the district office that necessitates verification and update. The appraiser may review random mobile home values as listed in the software system for correctness.

Oil & Gas Property

Appraisal review of Oil & Gas property is completed by Pritchard and Abbott, Inc. who is engaged to appraise mineral property for OCAD. Their methods of review are noted in their reappraisal plan which is appended to this document. In addition to their review of values, staff at OCAD randomly check oil and gas parcels using information from the Texas Rail Road Commission to especially check for completeness; to ascertain that no new producing wells have been omitted. OCAD staff also review accounts for duplications.

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. Some interior inspections of property appraised were performed at the request of the property owner and required by the district for clarification purposes and to correct property descriptions.
3. Validation of sales transactions was attempted through questionnaires to buyer and seller, telephone survey and field review. In the absence of such confirmation, residential sales data obtained from vendors was considered reliable.

Calendar

AUGUST 2016

- Start field work in reappraisal area, starting with Industrial Addition.
- Start discovery process for all types of properties.
- Start reviewing tasks marked in system for new appraisal year.
- Continue clean-up of data from software conversion.
- Finish Reappraisal Plan for 2017-2018.
- Collect, verify and file assumed name changes for BPP discovery.
- Collect, verify and process sales and income/expense information.
- Calculate effective and rollback tax rates--must be publicized by August 7.
- Submit EARS to PTAD - P&A.
- Submit EPTS to PTAD - P&A.
- Oil & Gas Report to State - P&A.
- Staff Continuing Ed and Training as needed.
- Review and respond to any requests for Sept. 1 inventory appraisal (Deadline August 1 to apply).
- Review public relations brochures for needed updates.

SEPTEMBER 2016

- Review building permits from the cities which arrive this month.
- Set date for Ag Board Meeting which will meet by the end of November.
- Continue field work relating to reappraisal and inspection of properties identified.
- Continue discovery of all types of property.
- Collect, verify and file assumed name changes for BPP discovery.
- Review and update any ownership changes preparatory to statements going out at beginning of October.
- Finish clean-up of conversion issues preparatory to sending statements out.
- Review agent file for correctness preparatory to sending statements out.
- Determine value of inventories from property owner's written application for Sept 1 valuation.
- BOD meeting this month.
- Approve reappraisal plan.
- Chief appraiser evaluation.
- Send reappraisal plan to entities and Comptroller within 60 days of approval.
- Clean-up budget accounts for year-end.
- Staff Education as needed.
- Make sure CAD is in receipt of first quarter fiscal year estimated payment from taxing units by Sept. 30.
- All taxing entities should have adopted rates by the later of Sept 30th or 60 days after certification.

OCTOBER 2016

- Mail tax statements by Oct. 1 or as soon thereafter as practicable (P&A).
- New Fiscal Year begins Oct. 1 for CAD Budget.
- Continue field work related to reappraisal--concentrate on inspection of real property within reappraisal district.
- Begin collection of taxes.
- Continue to collect, verify and process sales information and income and expense information.
- Collect, verify and file assumed name changes for BPP discovery.
- Continue to input ownership/address changes.
- Start to work through tasks marked in computer for the 2017 tax year.
- Staff Education as needed.
- Continue verifying sales information and inputting to computer in preparation for use in statistical analysis.
- Calculate and send letter/bills to taxing entities with their quarterly payment amount for the next fiscal year.
- Prepare annual report for prior year and post to web site.
- Continue to gather information for MAPs Review.
- BOD meeting sometime this quarter.

NOVEMBER 2016

- Continue field work in reappraisal area.
- Continue discovery of all types property.
- Continue to collect, verify and process sales information and income and expense information.
- Collect, verify and file assumed name changes for BPP discovery.
- Continue to input ownership/address changes.
- Complete calculations for the 1-d-1 agricultural values for 2017.
- Prepare for audit Nov. 7 - 11.
- Staff Education as needed.
- Work some quality control on the GIS map.
- Continue heavy collections period and customer service.
- Review and update appraisal manuals.
- Review and update Disaster Plan.
- Continue to gather information for MAPs Review.

DECEMBER 2016

- Start mobile home field work.
- Continue field work in reappraisal area.
- Review reappraisal of rural land and subdivisions.
- Continue discovery of all types of property.
- Collect, verify and file assumed name changes for BPP discovery.
- Collect, verify and process sales and income/expense information.

- Begin data entry for inspected properties including drawing improvements in software system and sending updates to GIS map firm.
- Staff Education as needed.
- Finish gathering information for MAPs Review.
- Work document retention policy with any updates.
- Work heavy collections this month/customer service.
- First fiscal quarter payments due from entities by Dec. 31.
- Chief Appraiser may conduct a mail survey to verify homestead exemption eligibility (Sec. 11.47).

JANUARY 2017

- Mail declarations to auto and heavy equipment dealers.
- Mail applications for productivity valuation and exemptions requiring annual apps.
- Mail renditions to business personal property owners (January/February)
Rendition period is up through April 15.
- Continue field work in reappraisal area as needed.
- Continue mobile home field work and input as needed.
- Continue discovery of new properties.
- Collect, verify and file assumed name changes for BPP discovery.
- Collect, verify and process sales and income/expense information.
- Staff Education as needed.
- Continue data entry on inspected properties.
- Conduct ratio studies.
- Update cost schedules as needed.
- Taxes due without penalty if paid by Jan. 31.
- Send courtesy reminders to unpaid taxpayers mid-month.
- Publish required property tax information for taxpayers in local newspaper by 31st.
- BOD meeting sometime this quarter.

FEBRUARY 2017

- Continue field work in reappraisal area as needed.
- Continue mobile home field work and input as needed.
- Continue discovery of new properties.
- Continue data entry on inspected properties.
- Collect, verify and file assumed name changes for BPP discovery.
- Collect, verify and process sales and income/expense information.
- Begin review of business personal property renditions as received.
- Begin inspections of productivity valuation applications to verify compliance.
- Continue to work with ratio studies & statistical analysis.
- Send sales submission to Comptroller.
- Schedule ARB training.
- Staff Education as needed.

- Dealer's inventory declarations must be filed by 1st.
- Start major review of GIS map - ongoing until completed.

MARCH 2017

- Continue field work in reappraisal area as needed.
- Continue mobile home field work and input as needed.
- Continue discovery of new properties.
- Continue data entry on inspected properties.
- Collect, verify and file assumed name changes for BPP discovery.
- Collect, verify and process sales and income/expense information.
- Continue review of business personal property renditions and input new values in software system.
- Wind up ratio and statistical studies.
- Determine what schedule changes are needed if any.
- Mail proposed 2018 budget to taxing entities and board members by March 15th.
- Deadline to file appeal of PVS findings March 10.
- Second fiscal quarter payments due from entities by the 31st.
- Staff Education as needed.

APRIL 2017

- Conclude field work relating to reappraisal.
- Conclude discovery of all types of property.
- Collect, verify and process sales and income/expense information.
- Wrap-up collection and filing of assumed name changes for BPP discovery for year.
- Complete data entry for inspected properties.
- Wrap-up renditions review -- Due April 15 unless apply for extension.
- Inform tax entities regarding the form in which roll will be delivered by April 1.
- Work through exemptions for vehicle used for personal and income-producing activities and enter in software system--last day to apply for exemption April 1.
- Consult with third-party appraisers on their reappraisal efforts.

MAY 2017

- Change and recalculate agricultural value tables.
- Complete data entry for business personal property.
- Review random appraisals done by OCAD and P&A.
- Collect, verify and process sales and income/expense information.
- Collect, verify and file assumed name changes for BPP discovery.
- Publish Notice of Protest procedures.
- Mail appraisal Notices of Appraised Value (P&A).
- Begin OCAD informal hearings.
- Make sure dates for ARB hearings have been set.
- Start the paperwork processing of protests.
- Prepare materials for ARB hearings.
- Make clerical corrections for returned addresses.

JUNE 2017

- Collect, verify and process sales and income/expense information.
- Collect, verify and file assumed name changes for BPP discovery.
- Continue informal hearings with property owners and agents.
- Continue clerical updates to appraisal records.
- Correct records with any information resulting from the Notices of Appraised Value.
- Chief Appraiser delivers to presiding office of each entity written notice of the date, time and location of public hearing to consider 2018 Appraisal District Budget.
- Conduct safety meeting with staff.
- Adopt 2018 budget by the 15th.
- Select depository bank.
- Third fiscal quarter payments due from entities by the 31st.
- BOD meeting sometime this quarter

JULY 2017

- Collect, verify and process sales and income/expense information.
- Collect, verify and file assumed name changes for BPP discovery.
- Conclude informal hearings with property owners and agents.
- Appraisal Review Board hearings begin and end.
- Appraisal Review Board approves the 2017 appraisal records by the 20th if 95% complete.
- Appraisal Review Board approves clerical changes.
- Chief appraiser certifies the roll by the 25th.
- Start review of Sept. 1 inventory appraisal applications--due by the 1st.
- Mail delinquent statements (P&A).
- Penalty added to accounts for delinquency July 1.

AUGUST 2017

- Start field work in reappraisal area.
- Start discovery process for all types of properties.
- Start reviewing tasks marked in system for new appraisal year.
- Collect, verify and file assumed name changes for BPP discovery.
- Collect, verify and process sales and income/expense information.
- Calculate effective and rollback tax rates must be publicized by August 7.
- Submit EARS to PTAD - P&A.
- Submit EPTS to PTAD - P&A.
- Oil & Gas Report to State - P&A.
- Staff Continuing Education and Training as needed.
- Review and respond to any requests for Sept. 1 inventory appraisal (Deadline August 1 to apply).
- Review public relations brochures for needed updates.

SEPTEMBER 2017

- Review building permits from the cities which arrive this month.
- Set date for Ag Board Meeting which will meet by the end of November.
- Continue field work relating to reappraisal and inspection of properties identified.
- Continue discovery of all types of property.
- Collect, verify and file assumed name changes for BPP discovery.
- Review and update any ownership changes preparatory to statements going out at beginning of October.
- Review agent listings for correctness preparatory to sending statements out.
- Determine value of inventories from property owner's written application for Sept 1 valuation.
- Chief appraiser evaluation sometime in this quarter.
- Clean-up budget accounts for year-end.
- Staff Education as needed.
- Make sure CAD is in receipt of first quarter fiscal year estimated payment from taxing units by Sept. 30.
- All taxing entities should have adopted rates by later of Sept 30th or 60 days after certification.

OCTOBER 2017

- Mail tax statements by Oct.1 or as soon thereafter as practicable (P&A).
- New Fiscal Year begins Oct.1 for CAD budget.
- Continue field work related to reappraisal--concentrate on inspection of real property within reappraisal district.
- Begin collection of taxes.
- Continue to collect, verify and process sales information and income and expense information.
- Collect, verify and file assumed name changes for BPP discovery
- Continue to input ownership/address changes.
- Start to work through tasks marked in computer for the 2018 tax year.
- Staff Education as needed.
- Continue verifying sales information and inputting to computer in preparation for use in statistical analysis.
- Calculate and send letter/bills to taxing entities with their quarterly payment amount for the next fiscal year.
- Prepare annual report for prior year and post to web site.
- BOD meeting sometime this quarter.

NOVEMBER 2017

- Continue field work in reappraisal area.
- Continue discovery of all types property.
- Continue to collect, verify and process sales information and income and expense information.
- Collect, verify and file assumed name changes for BPP discovery.
- Continue to input ownership/address changes.
- Complete calculations for the 1-d-1 agricultural values for 2018.

- CAD Audit this quarter--probably this month.
- Staff Education as needed.
- Work some quality control on the GIS map.
- Continue heavy collections period and customer service.
- Review and update appraisal manuals.
- Review and update Disaster Plan.

DECEMBER 2017

- Start mobile home field work.
- Continue field work in reappraisal area.
- Review reappraisal of rural land and subdivisions.
- Continue discovery of all types of property.
- Collect, verify and process sales and income/expense information.
- Collect, verify and file assumed name changes for BPP discovery.
- Begin data entry for inspected properties including drawing improvements in software system and sending updates to GIS map firm.
- Staff Education as needed.
- Finish gathering information for MAPs Review.
- Work document retention policy with any updates.
- Work heavy collections this month/customer service.
- First fiscal quarter payments due from entities by Dec. 31.
- Chief Appraiser may conduct a mail survey to verify homestead exemption eligibility (Sec. 11.47).

JANUARY 2018

- Mail declarations to auto and heavy equipment dealers.
- Mail applications for productivity valuation and exemptions requiring annual apps.
- Mail renditions to business personal property owners (January/February)
Rendition period is up through April 15.
- Continue field work in reappraisal area as needed.
- Continue mobile home field work and input as needed.
- Continue discovery of new properties.
- Collect, verify and process sales and income/expense information.
- Collect, verify and file assumed name changes for BPP discovery.
- Staff Education as needed.
- Conduct ratio studies.
- Update cost schedules as needed.
- Taxes due without penalty if paid by Jan. 31.
- Send courtesy reminders to unpaid taxpayers mid-month.
- Publish required property tax information for taxpayers in local newspaper by the 31st.
- BOD meeting sometime this quarter.

FEBRUARY 2018

- Continue field work in reappraisal area as needed.
- Continue mobile home field work and input as needed.
- Continue discovery of new properties.
- Continue data entry on inspected properties.
- Collect, verify and process sales and income/expense information.
- Collect, verify and file assumed name changes for BPP discovery.
- Begin review of business personal property renditions as received.
- Begin inspections of productivity valuation applications to verify compliance.
- Continue to work with ratio studies & statistical analysis.
- Send sales submission to Comptroller.
- Schedule ARB training.
- Staff Education as needed.
- Dealer's inventory declarations must be filed by 1st.

MARCH 2018

- Continue field work in reappraisal area as needed
- Continue mobile home field work and input as needed.
- Continue discovery of new properties.
- Continue data entry on inspected properties.
- Collect, verify and process sales and income/expense information.
- Collect, verify and file assumed name changes for BPP discovery.
- Continue review of business personal property renditions and input new values in software system.
- Wind up ratio and statistical studies.
- Determine what schedule changes are needed if any.
- Mail proposed 2019 budget to taxing entities and board members by March 15th.
- Second fiscal quarter payments due from entities by the 31st
- Staff Education as needed.

APRIL 2018

- Conclude field work relating to reappraisal.
- Conclude discovery of all types of property.
- Collect, verify and process sales and income/expense information.
- Wrap-up collection and filing of assumed name changes for BPP discovery for year.
- Complete data entry for inspected properties .
- Wrap-up renditions review -- Due April 15 unless apply for extension.
- Inform tax entities regarding the form in which roll will be delivered by April 1.
- Work through exemptions for vehicle used for personal and income-producing activities and enter in software system--last day to apply for exemption April 1.
- Consult with third-party appraisers on their reappraisal efforts.
- BOD meeting sometime this quarter.

MAY 2018

- Change and recalculate agricultural value tables.
- Complete data entry for business personal property.
- Review random appraisals done by OCAD and P&A.
- Collect, verify and process sales and income/expense information.
- Collect, verify and file assumed name changes for BPP discovery.
- Publish Notice of Protest procedures.
- Mail appraisal Notices of Appraised Value (P&A).
- Begin OCAD informal hearings.
- Make sure dates for ARB hearings have been set.
- Make updates to website (P&A).
- Start the paperwork processing of protests.
- Prepare materials for ARB hearings.
- Make clerical corrections for returned addresses.

JUNE 2018

- Collect, verify and process sales and income/expense information.
- Collect, verify and file assumed name changes for BPP discovery.
- Continue informal hearings with property owners and agents.
- Continue clerical updates to appraisal records.
- Correct records with any information resulting from the Notices of Appraised Value.
- Chief Appraiser delivers to presiding office of each entity written notice of the date, time and location of public hearing to consider 2019 Appraisal District Budget.
- Conduct safety meeting with staff.
- Adopt 2019 budget by the 15th.
- Third fiscal quarter payments due from entities by the 31st.

JULY 2018

- Collect, verify and process sales and income/expense information.
- Collect, verify and file assumed name changes for BPP discovery.
- Conclude informal hearings with property owners and agents.
- Appraisal Review Board hearings begin and end.
- Appraisal Review Board approves the 2018 appraisal records by the 20th if 95% complete.
- Appraisal Review Board approves clerical changes.
- Chief appraiser certifies the roll by the 25th.
- Start review of Sept. 1 inventory appraisal applications--due by the 1st.
- Mail delinquent statements (P&A).
- Penalty added to accounts for delinquency July 1.
- BOD meeting this quarter.

Certification Statement

"I, Burton Jones, Chief Appraiser for the Ochiltree 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."

Burton Jones
Chief Appraiser

Date

Approved by _____
Chairman Date Vice-Chairman Date

Appendix

Addition/Subdivision Listing by Reappraisal Area

ALLEN	Area #1
ALLRED	Area #1
ANDERSON	Area #1
B J HUGHES	Area #1
BEST WESTERN	Area #1
BEST WESTERN #2	Area #1
BOOKER W IND - S HWY 15	Area #1
BLAIR IN OUTLOT 27	Area #1
CALDWELL	Area #1
CATALINA	Area #1
CENICEROS	Area #1
CENICEROS 3	Area #1
CNTRY CLUB	Area #1
CRANFILL	Area #1
DIEHL	Area #1
FAIRWAY OAKS	Area #1
FAIRWAY PK	Area #1
FARIES	Area #1
FIRST E OF MAIN	Area #1
FIRST NATIONAL	Area #1
FULTZ	Area #1
GOLDEN SPR	Area #1
GRACO	Area #1
HOLDEMAN	Area #1
HUNTOON S OF HWY 15	Area #1
IND 1	Area #1
IND 2	Area #1
IND 3	Area #1
IND 4	Area #1
IND 5	Area #1
IND 6	Area #1
IND 8	Area #1
MALLET	Area #1
MC GIBBON	Area #1
MEDINA	Area #1
MEWBOURNE	Area #1
MURPHY	Area #1
NABORS WELL SVS	Area #1
NEWTON	Area #1
NORRIS IND	Area #1
NORTH	Area #1
ORIVISTA	Area #1
OT EAST OF MAIN	Area #1

OUTLOT 19	Area #1
OUTLOT 20	Area #1
OUTLOT 21	Area #1
OUTLOT 28	Area #1
OUTLOT 29	Area #1
OUTLOT 33	Area #1
OUTLOT 36	Area #1
OUTLOT 39	Area #1
OUTLOT 41	Area #1
OUTLOT 42	Area #1
OUTLOT 43	Area #1
OUTLOT 44	Area #1
OUTLOT 45	Area #1
OUTLOT 46	Area #1
OUTLOT 47	Area #1
OUTLOT 49	Area #1
PATTON	Area #1
PCDC 5	Area #1
PER HOSPITALITY	Area #1
PERR CLUB	Area #1
PERRYTON SQUARE	Area #1
RAWLINS	Area #1
SAN HOSP	Area #1
SC-HCREST	Area #1
SHAFFER	Area #1
SOUTH PARK	Area #1
SUNNY SIDE	Area #1
SWNG-CTTR	Area #1
THE RIGHT PLACE	Area #1
TREGELLAS	Area #1
TUCKER	Area #1
TWICHEL SD	Area #1
WAKA TOWN N of HWY 15	Area #1
WALLACE	Area #1
WINTERS SD	Area #1
BARLOW	Area #2
BAUMANN	Area #2
BENTREE #1	Area #2
BENTREE #2	Area #2
BENTREE #3	Area #2
BENTREE #4	Area #2
BENTREE #5	Area #2
BENTREE #6	Area #2
CENICEROS 2	Area #2
COOK	Area #2
ESTACADO	Area #2

EZZELL	Area #2
FARNSWORTH S OF HWY 15	Area #2
FIRST W OF MAIN	Area #2
FIRST ASSEM	Area #2
FIRST BAPT	Area #2
FORBES	Area #2
FPC	Area #2
FULL GOSPEL	Area #2
FULL GOSPEL 2	Area #2
FULTON	Area #2
GLENDALE	Area #2
GONZALEZ	Area #2
GOOD	Area #2
HANSFORD IMPLEMENT C	Area #2
HIGHSCHOOL	Area #2
HOOVER 1	Area #2
IND SOUTH	Area #2
J A WRIGHT	Area #2
J L BRYAN	Area #2
J L BRYAN #2	Area #2
KENT	Area #2
KLAPP	Area #2
LAMASTER 1	Area #2
LAMASTER 2	Area #2
LAMASTER 3	Area #2
LAMASTER 4	Area #2
MACIAS	Area #2
MC GREGOR	Area #2
MORMON	Area #2
OT WEST OF MAIN	Area #2
OUTLOT 11	Area #2
OUTLOT 12	Area #2
OUTLOT 13	Area #2
OUTLOT 18	Area #2
OUTLOT 22	Area #2
OUTLOT 4	Area #2
OUTLOT 5 & 6	Area #2
PCDC 3	Area #2
PCDC 6	Area #2
PEAR BROWN	Area #2
PEAR MCCOY	Area #2
PEARSON	Area #2
PER VIEW 1	Area #2
PER VIEW 2	Area #2
PFI	Area #2
PUGH	Area #2
RIDGELAWN	Area #2

ROOSEVELT	Area #2
S WOOD 1	Area #2
S WOOD 2	Area #2
SAGE RIDGE	Area #2
SAMMONS	Area #2
SANTA ROSA	Area #2
SIEWERT	Area #2
STARK 1	Area #2
STARK 2	Area #2
STARK COMM	Area #2
STARK PK 1	Area #2
STARK PK 2	Area #2
STARK PK 3	Area #2
STK ANX 1	Area #2
STK ANX 2	Area #2
STK ANX 3	Area #2
STK PKSD 1	Area #2
STK PKSD 2	Area #2
STK TER 1	Area #2
STK TER 2	Area #2
STK TER 3	Area #2
STK TER 4	Area #2
STK TER 5	Area #2
STK TER 6	Area #2
STK TER 7	Area #2
STK TER 8	Area #2
SUN SOUTH	Area #2
SW SCHOOL	Area #2
TARANGO	Area #2
TEVIS HGHT	Area #2
TEVIS LAWN	Area #2
W HEART 1	Area #2
W HEART 2	Area #2
W HEART 3	Area #2
W HEART 4	Area #2
W HEART 5	Area #2
W HEART 6	Area #2
W Heart 7	Area #2
W WOOD 1	Area #2
W WOOD 2	Area #2
W WOOD 3	Area #2
W WOOD 4	Area #2
W WOOD 5	Area #2
W WOOD 6	Area #2
WAGNER	Area #2
WAKA TOWN S of HWY 15	Area #2
WATERHOLE	Area #2

WESTLAWN	Area #2
WHEART 4EX	Area #2
WHIPPO PARK	Area #2
WHIRL WEST	Area #2
WHRT COM 1	Area #2
WHT HOUSE	Area #2
YMCA	Area #2
BELMONT	Area #3
BENTLEY	Area #3
BIRD DUVAL	Area #3
BOOKER W IND - N HWY 15	Area #3
BLAIR	Area #3
BLODGETT	Area #3
BOZEMAN	Area #3
BRYAN	Area #3
CITY IND 1	Area #3
CITY IND 2	Area #3
CITY IND 3	Area #3
CITY IND 4	Area #3
CITY IND 5	Area #3
CITY OF PERRYTON TRA	Area #3
ELLIS IND	Area #3
ESLIN	Area #3
FARNSWORTH N OF HWY 15	Area #3
H&W SD	Area #3
HARGUES	Area #3
HUNTOON N OF HWY 15	Area #3
IND 7	Area #3
JERRY L FARNEY	Area #3
JOHNSON SD	Area #3
KEY HGHTS	Area #3
LEATHERMAN	Area #3
LEMON IND	Area #3
LILLY	Area #3
MC LAIN	Area #3
MUNGER	Area #3
NORTH PARK	Area #3
NW FLATS	Area #3
OUTLOT 27	Area #3
OUTLOT 3	Area #3
PANHANDLE HOT OIL	Area #3
PARKER	Area #3
PCDC 4	Area #3
PER IND PK	Area #3
PLAINVIEW CROSSING	Area #3
POWERS	Area #3
SAMCO	Area #3

SCHOOL
SILVERDALE
TODD SD
VILLAGRAN
W PLACE
WARREN

Area #3
Area #3
Area #3
Area #3
Area #3
Area #3