

STATE OF NEVADA
DEPARTMENT OF TAXATION

2005-2006

REPORT OF ASSESSMENT RATIO STUDY



PREPARED BY THE
DIVISION OF ASSESSMENT STANDARDS

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Nevada Department of Taxation 2005-2006 RATIO STUDY

Purpose

In order to ensure property in the state is appraised equitably by county assessors, the Department tests a variety of information using applied statistics to determine if inequity or assessment bias exists. The Department also surveys and analyzes assessor work practices to ensure the uniform application of valuation and assessment methodology as provided by law and assessment standards. If inequity or bias is discovered, NRS 360.215 and 361.333 provide the Nevada Tax Commission the authority to pursue certain procedures designed to correct inequitable conditions.

Part I: Ratio Study

To facilitate the analysis of equitable appraisal, the Department of Taxation conducts a ratio study each year designed to measure the level of appraisal accuracy of local county assessors. Generally speaking, a “ratio study” is “designed to evaluate appraisal performance or determine taxable value through a comparison of appraised or assessed values estimated for tax purposes with independent estimates of value based on either sales prices or independent appraisals.”¹ The comparison of the estimate of assessed value produced by the assessor on each parcel in the sample to the estimate of taxable value produced by the Department is called a “ratio.”

The Department independently appraises a sample of randomly selected properties in the study areas and compares the results to the assessed values established by the county assessor. The properties comprising the sample are physically inspected by Department appraisers and valued according to statutory and regulatory requirements. The independent appraisals conducted by the Department comprise a *sample* of the *universe or population* of all properties within the jurisdiction being reviewed. From the information about the *sample*, the Department *infers* what is happening to the population as a whole.

The Department examines the ratio information for *appraisal accuracy*. Two essential elements of appraisal accuracy are *appraisal level* and *appraisal uniformity*. Appraisal level compares how close the assessor’s estimate of assessed value is to the legally mandated standard of 35% of taxable value. Appraisal level is measured by a descriptive statistic called a *measure of central tendency*. A measure of central tendency, such as the mean, median, or aggregate ratio, is a single number or value that describes the center or the middle of a set of data. In the case of this ratio study, the median describes the middle of the array of all ratios comparing the assessed value to the taxable value established for each parcel.

Assessment uniformity refers to the degree to which different properties are assessed at equal percentages of taxable value. If taxable value could be described as the center of a “target,” then assessment uniformity looks at how much variation or distance there is between each ratio and the “target.” The statistical measure known as the coefficient of dispersion measures uniformity or the distance from the “target.”

¹ International Association of Assessing Officers, Standard on Ratio Studies, (1999), P. 6.

Part II: Work Practices Survey and Analysis

NRS 361.333 (1)(b)(2) requires the Department to make a determination about whether each county has adequate procedures to ensure that all property subject to taxation is being assessed in a correct and timely manner, and to note any deficiencies. In addition, the Department reviews assessments in those areas where land and improvement factors are applied pursuant to NRS 361.260 (5) to ensure the factors are appropriately applied.

The Department staff travel to the offices of county assessors to review the procedures used to discover, value, and assess all real and personal property within the jurisdiction of the county assessor. The Department reviews the resources of the office; reviews a sample of property files; and interviews assessors and their staffs. Departures from required or accepted appraisal practices are noted and recommendations for improvement are made in the chart entitled "Summary of Study Results" accompanied by a narrative on each indicated procedure included in this study. A rating system is used as follows:

3 - *MEETS STANDARDS*: Meets the standards established by the division and complies with the statutes and regulations. Indicates efficient and effective office management and appraisal practices.

2 - *NEEDS IMPROVEMENT*: Does not fully meet the standards established by the division or fully comply with statutes and regulations. Certain aspects of office management and appraisal practice need substantial improvement.

1 - *DEFICIENT*: Deficiencies found. Does not meet the standards established by the division or comply with statutes and regulations. Office management and appraisal practice need substantial improvement.

Ratio Study Design Parameters and Standards for Analysis

NRS 361.333(2) permits the Department to conduct a ratio study on smaller groups of counties instead of the entire state in any one year. The ratio study is conducted over a three year cycle. The Division received approval from the Nevada Tax Commission in October, 2003, to expand the ratio study to include land use types in all areas of the subject counties, including both reappraisal and non-reappraisal areas. The counties reviewed for 2005-2006 are Carson City, Churchill, Elko, Lander, Pershing, Washoe and White Pine Counties.

The ratio study by law must include the overall ratio (also known as the aggregate ratio or weighted mean ratio) of the total property within each subject county and each class of property. The study must also include two comparative statistics known as the median and the coefficient of dispersion (COD) of the median, for both the total property in each subject county and for each major class of property within the county. NRS 361.333 (5) (c) defines the major classes of property as:

- I. Vacant land;
- II. Single-family residential;
- III. Multi-residential;
- IV. Commercial and industrial; and
- V. Rural

In addition, the statistics are calculated specifically for improvement, land, and total property values. The classes are further defined as those within the reappraisal area.

The Department calculates the overall or aggregate ratio by dividing the total assessed value of all the observations (parcels) in the sample by the total taxable value of all the observations (parcels) in the sample. This produces a ratio weighted by dollar value. Because of the weight given to each dollar of value, parcels with higher values exert more influence than parcels with lower values. The aggregate ratio helps identify under or over assessment of higher valued property. For instance, an unusually high aggregate ratio might indicate that higher valued property is over assessed, or valued at a rate higher than other property.

The median is a statistic describing the measure of central tendency of the sample. It is the middle ratio when all the ratios are arrayed in order of magnitude, and divides the sample into two equal parts. The median is the most widely used measure of central tendency by equalization agencies because it is less affected by extreme ratios or “outliers,” and is therefore the preferred measure for monitoring appraisal performance or evaluating the need for a reappraisal.² NRS 361.333(5)(c) states that under- or- over assessment may exist if the median of the ratios falls in a range less than 32% or more than 36%.

The COD is a measure of variability or dispersion relating to the uniformity of the ratios and is calculated for all property within the subject jurisdiction and for each class of property within the subject jurisdiction. The COD measures the deviation of the individual ratios from the median ratio as a percentage of the median and is calculated by (1) subtracting the median from each ratio; (2) taking the absolute value of the calculated differences; (3) summing the absolute differences; (4) dividing by the number of ratios to obtain the “average absolute deviation;” and (5) dividing by the median. The COD has “the desirable feature that its interpretation does not depend on the assumption that the ratios are normally distributed.”³ The COD is a relative measure and useful for comparing samples from different classes of property within counties, as well as among counties.

The IAAO also states that “the smaller the measure, the better the uniformity, although extremely low measures can signal a flawed study, non-representative appraisals, extremely homogenous properties or stable markets. As market activity changes or as the complexity of properties increase, the measures of variability usually increase, even though appraisal procedures may be equally valid.”⁴ The IAAO recommended ratio study performance standards are as follows:

² International Association of Assessing Officers, Standard on Ratio Studies, (1999), p. 23.

³ International Association of Assessing Officers, Standard on Ratio Studies, (1999), p. 24.

⁴ International Association of Assessing Officers, Standard on Ratio Studies, (1999), p. 24.

<u>Type of Property</u>	<u>COD</u>
Single-family residential	
Newer, more homogenous areas	10.0% or less
Older, heterogeneous areas	15.0% or less
Rural residential and seasonal	20.0% or less

<u>Type of Property</u>	<u>COD</u>
Income-producing properties	
Larger, urban jurisdictions	15.0% or less
Smaller, rural jurisdictions	20.0% or less
Vacant land	20.0% or less
Other real and personal property	Varies with local conditions

According to the IAAO Standard on Ratio Studies (1999), the level of appraisal uniformity for each class of property should be within 5 percent of the overall level of appraisal of the jurisdiction. For example, the median ratio for all property in Churchill County in this study is 34.4. The median ratio for each class of property should fall within 5 percent of 34.4, or between 32.68 and 36.12. In this example, each class falls within the IAAO acceptable range limits. This measure is not required by law and is not separately displayed in the study because NRS 361.333 defines the acceptable range as between 32.0 and 36.0. Examination of the median ratio table in this study, however, shows the uniformity level according to the IAAO Standard to be within the range suggested by the Standard for each class of property.

Ratio Study Conclusions

The 2005-2006 Ratio Study presentation is divided into two sections. In the past, only the reappraisal areas of counties were the subject of the study. As mentioned above, the Tax Commission approved the expansion of the scope of the study to include factored areas as well. However, NRS 361.333(1)(b)(1) requires a comparison of the median and aggregate ratios and the coefficient of dispersion (COD) of all 17 counties. Section 1 contains charts for the aggregate and median ratios and the coefficient of dispersion for the past three years.

Section 2 shows the aggregate and median ratios and the coefficient of dispersion for the subject counties for all properties studied within the seven counties reviewed. The second section is used to analyze whether approved land and improvement factors have been correctly applied, pursuant to the requirements of NRS 361.333(5)(c).

In Section 1, the aggregate (overall) and median ratios for the subject county are within the range of 32% to 36% as required by statute. We can infer the appraisal level of the entire population of properties in the reappraisal area of each county is within statutory limits, based on the results of the sample taken by the Department. In other words, the ratio of the assessed value established by the assessor measured against the taxable value established by the Department is

within statutory limits. In addition, the COD for each reappraisal area is less than 15%, indicating the appraisals are relatively uniform.

In Section 2, the chart shows that Carson City has aggregate ratios for countywide vacant land and rural land that is less than 32%. One other had an aggregate ratio lower than 32% was Churchill, for rural improvements. A low aggregate ratio might indicate that high-dollar properties might be assessed at a lower level than low-dollar properties, or low-valued properties might be over assessed. Please remember the aggregate ratio is a weighted mean average that is more sensitive to the influence of outliers.

The median of the ratios in Section 2 indicates all subject counties and classes of property within the subject counties are in compliance. Ratios of assessed value to taxable value for each class of property in each reappraisal and factored area included in this study fell between 32% and 36%. This measure indicates there is no sign of over-or-undervaluation on any type of property. As noted above, for purposes of monitoring appraisal performance and for direct equalization, the median ratio is the preferred measure of central tendency.

The calculated COD in all counties examined for 2005-2006 indicate an acceptable level of uniformity of assessments when compared to the standards listed above from the IAAO. The exceptionally low CODs for improvements reflect the fact that the assessors and the Department use the same source to value improvements, and the ratios are consistent with that fact.

In some cases minor differences exists between Division valuation conclusions and assessor valuation conclusions appears to be the practice by some assessors of using a lump-sum amount for minor improvements such as fencing or sprinkler systems, rather than itemizing and costing the individual minor improvement. In general, the Division recognizes that some counties use the lump-sum approach because of the time-consuming and inefficient nature of accounting for minor improvements.

With regard to the work practices used on validating sales data, the Division recommends that counties consider adjusting all sales for unusual financing terms, if they are used in the determination of taxable value.

Glossary of Terms

Assessed value: A value set on real and personal property by the county assessor as a basis for levying taxes. The level of appraisal or assessment, also defined as the ratio of the assessed value to taxable value, is set by NRS 361.225: "All property subject to taxation must be assessed at 35 percent of its taxable value."

Taxable value: A value determined pursuant to NRS 361.227. In the case of real property, taxable value is the sum of the full cash value of the land under certain enumerated conditions plus the replacement cost new of any improvements on the land, considering all applicable depreciation and obsolescence. In the case of personal property, taxable value is also based on replacement cost new less depreciation as determined by regulation of the Nevada Tax Commission.

Central tendency: The tendency of most kinds of data to cluster around some typical or central value, such as the mean or median.⁵

⁵ International Association of Assessing Officers, Standard on Ratio Studies (1999), p. 37.

Class: A set of items defined by common characteristics. NRS 361.333 defines the major classes subject to the ratio study as:

- I. Vacant;
- II. Single-family residential;
- III. Multi-residential;
- IV. Commercial and industrial; and
- V. Rural

Coefficient of Dispersion (COD): The average deviation of a group of numbers from the median expressed a percentage of the median. In ratio studies, the average percentage deviation from the median ratio.⁶

Median: A measure of central tendency. The value of the middle item in an uneven number of items arranged or arrayed according to size; the arithmetic average of the two central items in an even number of items similarly arranged.⁷

Outliers: Observations that have unusual values, that is, differ markedly from a measure of central tendency. Some outliers occur naturally; others are due to data errors.

Representative sample: A sample of observations from a larger population of observations, such that statistics calculated from the sample can be expected to represent the characteristics of the population being studied.⁸

⁶ Ibid, p. 38.

⁷ Ibid., p. 39.

⁸ Ibid., p. 40.

NEVADA DEPARTMENT OF TAXATION
 2005-2006 RATIO STUDY
 AGGREGATE RATIOS
 SECTION 1

SUBJECT COUNTY	STUDY YEAR	ALL PROPERTY	IMPROVEMENTS	IMPROVED LAND	VACANT LAND	SINGLE FAMILY RESIDENCE	MULTI-FAMILY RESIDENCE	COMMERCIAL INDUSTRIAL	RURAL LAND & IMPROVEMENTS
CARSON CITY	2005	34.4	35.2	34.0	31.0	35.2	34.3	34.8	31.8
CHURCHILL	2005	34.3	34.3	33.9	33.9	34.5	34.7	34.1	34.0
CLARK	2003	34.3	34.3	34.3	33.0	34.2	34.6	34.5	33.6
DOUGLAS	2004	32.3	34.5	29.7	30.7	32.9	32.3	31.4	34.9
ELKO	2005	33.9	33.7	34.6	33.7	34.6	34.5	33.6	34.6
ESMERALDA	2003	35.2	34.4	35.2	n/a	n/a	n/a	n/a	35.2
EUREKA	2003	34.5	34.7	34.5	34.2	34.7	n/a	n/a	34.5
HUMBOLDT	2004	34.5	34.7	34.3	33.4	34.7	34.6	34.7	34.4
LANDER	2005	34.2	34.1	34.3	34.5	34.5	34.4	33.8	34.7
LINCOLN	2004	34.2	34.0	35.1	31.6	34.1	35.0	33.9	34.5
LYON	2004	33.4	33.7	32.8	33.5	34.2	34.6	31.1	35.5
MINERAL	2004	34.3	34.9	34.0	31.5	34.7	33.6	34.9	33.1
NYE	2004	34.3	34.2	34.4	34.1	34.2	34.0	34.5	35.0
PERSHING	2005	33.9	33.6	34.4	34.7	33.5	34.3	34.1	34.3
STOREY	2003	33.5	33.2	33.5	34.5	33.4	n/a	n/a	n/a
WASHOE	2005	33.9	33.2	34.7	33.8	34.4	33.7	33.7	34.8
WHITE PINE	2005	34.5	37.7	34.1	34.5	33.1	35.2	35.0	35.1
STATEWIDE	2005	34.1	34.4	33.9	33.1	34.1	34.3	34.1	34.7

- NO PARCELS IN REAPPRAISAL AREA

NEVADA DEPARTMENT OF TAXATION
2005-2006 RATIO STUDY
MEDIAN RATIOS
SECTION 1

SUBJECT COUNTY	STUDY YEAR	ALL PROPERTY	IMPROVEMENTS	IMPROVED LAND	VACANT LAND	SINGLE FAMILY RESIDENCE	MULTI-FAMILY RESIDENCE	COMMERCIAL INDUSTRIAL	RURAL LAND & IMPROVEMENTS
CARSON CITY	2005	34.9	35.3	34.6	34.0	35.0	35.2	34.7	33.8
CHURCHILL	2005	34.4	34.9	34.1	33.5	34.6	34.7	34.3	35.0
CLARK	2003	34.3	34.2	34.8	33.4	34.3	34.2	34.7	34.9
DOUGLAS	2004	34.6	34.8	35.0	35.0	34.7	33.9	33.2	35.0
ELKO	2005	34.8	34.3	34.7	35.0	34.7	34.4	33.9	35.0
ESMERALDA	2003	35.0	34.2	35.0	n/a	n/a	n/a	n/a	35.0
EUREKA	2003	34.4	34.6	34.4	33.7	34.4	n/a	n/a	34.9
HUMBOLDT	2004	34.7	35.0	35.0	33.6	34.7	34.6	34.9	34.8
LANDER	2005	35.0	34.0	35.0	35.0	34.5	33.3	33.5	35.0
LINCOLN	2004	34.5	34.5	35.1	33.0	34.5	35.0	34.7	34.8
LYON	2004	34.3	34.6	34.1	32.9	34.5	34.7	33.7	35.0
MINERAL	2004	34.6	34.9	34.7	34.1	34.7	34.2	34.9	34.3
NYE	2004	34.4	34.5	34.7	33.9	34.5	34.1	34.8	35.0
PERSHING	2005	34.6	33.9	34.7	34.5	34.3	34.2	34.2	35.0
STOREY	2003	34.6	34.4	35.0	34.6	34.4	n/a	n/a	n/a
WASHOE	2005	34.4	33.9	34.7	34.7	34.3	33.5	34.5	34.9
WHITE PINE	2005	34.9	34.7	34.2	35.0	34.9	34.6	34.3	35.1
STATEWIDE	2005	34.5	34.5	34.8	34.3	34.4	34.3	34.5	35.0

- NO PARCELS IN REAPPRAISAL AREA

NEVADA DEPARTMENT OF TAXATION
2005-2006 RATIO STUDY
COEFFICIENTS OF DISPERSION
SECTION 1

SUBJECT COUNTY	STUDY YEAR	ALL PROPERTY	IMPROVEMENTS	IMPROVED LAND	VACANT LAND	SINGLE FAMILY RESIDENCE	MULTI-FAMILY RESIDENCE	COMMERCIAL INDUSTRIAL	RURAL LAND & IMPROVEMENTS
CARSON CITY	2005	4.1	3.9	6.0	8.1	2.3	2.4	2.8	6.6
CHURCHILL	2005	1.8	2.4	3.7	1.4	1.7	1.7	1.8	1.0
CLARK	2003	3.6	3.8	4.0	20.7	2.6	2.5	3.0	5.0
DOUGLAS	2004	5.3	2.1	15.3	8.3	3.3	7.2	7.5	1.1
ELKO	2005	2.6	4.2	5.0	2.2	2.3	2.3	4.7	0.4
ESMERALDA	2003	1.2	1.7	1.6	n/a	n/a	n/a	n/a	1.2
EUREKA	2003	2.3	3.3	2.6	2.5	1.4	n/a	n/a	2.0
HUMBOLDT	2004	2.1	2.1	5.1	3.1	1.5	1.8	1.6	1.5
LANDER	2005	4.9	7.5	6.1	5.6	3.8	4.7	9.4	0.5
LINCOLN	2004	7.5	4.4	6.8	22.8	3.1	3.3	2.8	2.2
LYON	2004	3.5	4.1	6.3	2.7	3.0	2.6	4.9	1.5
MINERAL	2004	5.1	2.7	5.8	12.8	2.1	3.3	1.5	2.9
NYE	2004	2.7	3.0	6.2	3.4	2.4	2.2	2.5	2.3
PERSHING	2005	2.1	3.5	3.3	1.3	3.6	1.5	1.4	0.3
STOREY	2003	2.9	6.0	3.6	1.1	3.8	n/a	n/a	n/a
WASHOE	2005	2.2	5.1	2.3	1.9	1.5	2.0	2.5	0.6
WHITE PINE	2005	4.5	7.2	5.7	1.2	6.4	3.6	8.1	0.4
STATEWIDE	2005	3.2	3.9	6.6	7.4	2.7	3.2	3.9	1.5

- NO PARCELS IN REAPPRAISAL AREA

NEVADA DEPARTMENT OF TAXATION
2005-2006 RATIO STUDY
MEDIAN RELATED DIFFERENTIALS
SECTION 1

SUBJECT COUNTY	STUDY YEAR	ALL PROPERTY	IMPROVEMENTS	IMPROVED LAND	VACANT LAND	SINGLE FAMILY RESIDENCE	MULTI-FAMILY RESIDENCE	COMMERCIAL INDUSTRIAL	RURAL LAND & IMPROVEMENTS
CARSON CITY	2005	1.01	1.00	1.02	1.10	0.99	1.03	1.00	1.06
CHURCHILL	2005	1.00	1.02	1.01	0.99	1.00	1.00	1.00	1.03
CLARK	2003	1.00	1.00	1.02	1.01	1.00	0.99	1.01	1.04
DOUGLAS	2004	1.07	1.01	1.18	1.14	1.05	1.05	1.06	1.00
ELKO	2005	1.02	1.02	1.00	1.04	1.00	1.00	1.01	1.01
ESMERALDA	2003	0.99	0.99	0.99	-	-	-	-	0.99
EUREKA	2003	0.99	1.00	0.99	0.99	0.99	-	-	1.01
HUMBOLDT	2004	1.01	1.01	1.02	1.01	1.00	1.00	1.01	1.01
LANDER	2005	1.02	1.00	1.02	1.01	1.00	0.97	0.99	1.01
LINCOLN	2004	1.01	1.01	1.00	1.04	1.01	1.00	1.02	1.01
LYON	2004	1.03	1.03	1.04	0.98	1.01	1.00	1.08	0.99
MINERAL	2004	1.01	1.00	1.02	1.08	1.00	1.02	1.00	1.04
NYE	2004	1.00	1.01	1.01	0.99	1.01	1.00	1.01	1.00
PERSHING	2005	1.02	1.01	1.01	0.99	1.02	1.00	1.00	1.02
STOREY	2003	1.03	1.04	1.05	1.00	1.03	-	-	-
WASHOE	2005	1.02	1.02	1.00	1.03	1.00	1.00	1.02	1.00
WHITE PINE	2005	1.01	0.92	1.00	1.01	1.06	0.98	0.98	1.00
STATEWIDE	2005	1.01	1.00	1.03	1.04	1.01	1.00	1.01	1.01

- NO PARCELS IN REAPPRAISAL AREA

NEVADA DEPARTMENT OF TAXATION
2005-2006 RATIO STUDY
SECTION 2: ALL APPRAISAL AREAS

OVERALL (AGGREGATE) RATIO

Subject County	All Property	Class of Property						
		Improvements	Improved Land	Vacant Land	Single Family Residence	Multi-Family Residence	Commercial Industrial	Rural Land & Improvements
CARSON CITY	34.4	35.2	34.0	31.0	35.2	34.3	34.8	31.8
CHURCHILL	34.3	34.3	33.9	33.9	34.5	34.7	34.1	34.0
ELKO	33.9	33.7	34.6	33.7	34.6	34.5	33.6	34.6
LANDER	34.2	34.1	34.3	34.5	34.5	34.4	33.8	34.7
PERSHING	33.9	33.6	34.4	34.7	33.5	34.3	34.1	34.3
WASHOE	33.9	33.2	34.7	33.8	34.4	33.7	33.7	34.8
WHITE PINE	34.5	37.7	34.1	34.5	33.1	35.2	35.0	35.1
ALL COUNTIES	34.1	34.4	34.4	33.3	34.4	34.3	34.0	34.4

MEDIAN RATIO

Subject County	All Property	Class of Property						
		Improvements	Improved Land	Vacant Land	Single Family Residence	Multi-Family Residence	Commercial Industrial	Rural Land & Improvements
CARSON CITY	34.9	35.3	34.6	34.0	35.0	35.2	34.7	33.8
CHURCHILL	34.4	34.9	34.1	33.5	34.6	34.7	34.3	35.0
ELKO	34.8	34.3	34.7	35.0	34.7	34.4	33.9	35.0
LANDER	35.0	34.0	35.0	35.0	34.5	33.3	33.5	35.0
PERSHING	34.6	33.9	34.7	34.5	34.3	34.2	34.2	35.0
WASHOE	34.4	33.9	34.7	34.7	34.3	33.5	34.5	34.9
WHITE PINE	34.9	34.7	34.2	35.0	34.9	34.6	34.3	35.1
ALL COUNTIES	34.6	34.5	34.6	34.7	34.5	34.4	34.3	35.0

NEVADA DEPARTMENT OF TAXATION
2005-2006 RATIO STUDY
SECTION 2: ALL APPRAISAL AREAS
COEFFICIENT OF DISPERSION (COD)

Subject County	All Property
CARSON CITY	4.1
CHURCHILL	1.8
ELKO	2.6
LANDER	4.9
PERSHING	2.1
WASHOE	2.2
WHITE PINE	4.5
ALL COUNTIES	3.1

Class of Property							
Improvements	Improved Land	Vacant Land	Single Family Residence	Multi-Family Residence	Commercial Industrial	Rural Land & Improvements	
3.9	6.0	8.1	2.3	2.4	2.8	6.6	
2.4	3.7	1.4	1.7	1.7	1.8	1.0	
4.2	5.0	2.2	2.3	2.3	4.7	0.4	
7.5	6.1	5.6	3.8	4.7	9.4	0.5	
3.5	3.3	1.3	3.6	1.5	1.4	0.3	
5.1	2.3	1.9	1.5	2.0	2.5	0.6	
7.2	5.7	1.2	6.4	3.6	8.1	0.4	
4.9	4.6	3.3	2.9	2.9	4.1	0.8	

MEDIAN RELATED DIFFERENTIAL

Subject County	All Property
CARSON CITY	1.01
CHURCHILL	1.00
ELKO	1.02
LANDER	1.02
PERSHING	1.02
WASHOE	1.02
WHITE PINE	1.01
ALL COUNTIES	1.02

Class of Property							
Improvements	Improved Land	Vacant Land	Single Family Residence	Multi-Family Residence	Commercial Industrial	Rural Land & Improvements	
1.00	1.02	1.10	0.99	1.03	1.00	1.06	
1.02	1.01	0.99	1.00	1.00	1.00	1.03	
1.02	1.00	1.04	1.00	1.00	1.01	1.01	
1.00	1.02	1.01	1.00	0.97	0.99	1.01	
1.01	1.01	0.99	1.02	1.00	1.00	1.02	
1.02	1.00	1.03	1.00	1.00	1.02	1.00	
0.92	1.00	1.01	1.06	0.98	0.98	1.00	
1.01	1.01	1.04	1.00	1.00	1.01	1.02	

CARSON CITY
2005-2006 RATIO STUDY

ALL APPRAISAL AREAS

REAL PROPERTY	AGGREGATE RATIO	MEDIAN RATIO	COD MEDIAN	SAMPLE SIZE
COUNTYWIDE TOTAL PROPERTY	34.4%	34.9%	4.1%	126
COUNTYWIDE IMPROVEMENTS	35.2%	35.3%	3.9%	91
COUNTYWIDE IMPROVED LAND	34.0%	34.6%	6.0%	96
COUNTYWIDE VACANT LAND	31.0%	34.0%	8.1%	30
SINGLE FAMILY IMPROVEMENTS	35.8%	35.5%	4.0%	30
SINGLE FAMILY LAND	34.1%	34.6%	5.8%	30
SINGLE FAMILY TOTAL PROPERTY	35.2%	35.0%	2.3%	30
MULTIPLE FAMILY IMPROVEMENTS	34.3%	35.5%	3.7%	30
MULTIPLE FAMILY LAND	34.2%	34.8%	3.8%	30
MULTIPLE FAMILY TOTAL PROPERTY	34.3%	35.2%	2.4%	30
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	35.4%	35.0%	3.8%	30
COMMERCIAL/INDUSTRIAL LAND	34.0%	34.2%	6.6%	30
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	34.8%	34.7%	2.8%	30
RURAL IMPROVEMENTS	34.6%	34.6%	0.0%	1
RURAL LAND	31.4%	33.4%	14.4%	6
RURAL TOTAL PROPERTY	31.8%	33.8%	6.6%	6
SECURED PERSONAL PROPERTY				
ALL SECURED	35.1%	35.0%	0.1%	13
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	35.1%	35.1%	0.0%	1
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	35.1%	35.1%	0.2%	5
MOBILE HOMES	35.0%	35.0%	0.0%	7
UNSECURED PERSONAL PROPERTY				
ALL UNSECURED	35.0%	35.0%	0.4%	39
AIRCRAFT	35.0%	35.0%	0.0%	9
AGRICULTURAL	33.8%	35.0%	2.0%	5
BILLBOARDS	35.0%	35.0%	0.0%	3
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.4%	13
MOBILE HOMES	35.0%	35.0%	0.0%	9
TOTAL PERSONAL PROPERTY	35.0%	35.0%	0.3%	52

**CHURCHILL COUNTY
2005-2006 RATIO STUDY**

ALL APPRAISAL AREAS

REAL PROPERTY	AGGREGATE RATIO	MEDIAN RATIO	COD MEDIAN	SAMPLE SIZE
COUNTYWIDE TOTAL PROPERTY	34.3%	34.4%	1.8%	165
COUNTYWIDE IMPROVEMENTS	34.3%	34.9%	2.4%	102
COUNTYWIDE IMPROVED LAND	33.9%	34.1%	3.7%	122
COUNTYWIDE VACANT LAND	33.9%	33.5%	1.4%	43
SINGLE FAMILY IMPROVEMENTS	34.7%	34.9%	2.2%	41
SINGLE FAMILY LAND	34.0%	34.0%	2.8%	41
SINGLE FAMILY TOTAL PROPERTY	34.5%	34.6%	1.7%	41
MULTIPLE FAMILY IMPROVEMENTS	35.1%	35.1%	1.9%	25
MULTIPLE FAMILY LAND	33.7%	33.5%	2.7%	25
MULTIPLE FAMILY TOTAL PROPERTY	34.7%	34.7%	1.7%	25
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	34.3%	34.7%	2.8%	27
COMMERCIAL/INDUSTRIAL LAND	33.7%	33.5%	3.0%	27
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	34.1%	34.3%	1.8%	27
RURAL IMPROVEMENTS	30.4%	34.4%	2.8%	9
RURAL LAND	34.5%	34.9%	2.1%	29
RURAL TOTAL PROPERTY	34.0%	35.0%	1.0%	29
SECURED PERSONAL PROPERTY				
ALL SECURED	35.3%	35.0%	0.3%	36
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	35.0%	35.0%	0.3%	13
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	35.4%	35.0%	0.3%	15
MOBILE HOMES	35.0%	35.0%	0.0%	8
UNSECURED PERSONAL PROPERTY				
ALL UNSECURED	35.0%	35.0%	0.1%	45
AIRCRAFT	35.0%	35.0%	0.1%	7
AGRICULTURAL	35.0%	35.0%	0.1%	13
BILLBOARDS	35.0%	35.0%	0.0%	1
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.2%	16
MOBILE HOMES	35.0%	35.0%	0.0%	8
TOTAL PERSONAL PROPERTY	35.2%	35.0%	0.2%	81

ELKO COUNTY
2005-2006 RATIO STUDY

ALL APPRAISAL AREAS

REAL PROPERTY	AGGREGATE RATIO	MEDIAN RATIO	COD MEDIAN	SAMPLE SIZE
COUNTYWIDE TOTAL PROPERTY	33.9%	34.8%	2.6%	147
COUNTYWIDE IMPROVEMENTS	33.7%	34.3%	4.2%	91
COUNTYWIDE IMPROVED LAND	34.6%	34.7%	5.0%	117
COUNTYWIDE VACANT LAND	33.7%	35.0%	2.2%	30
SINGLE FAMILY IMPROVEMENTS	34.8%	34.9%	2.9%	29
SINGLE FAMILY LAND	33.5%	33.3%	3.5%	29
SINGLE FAMILY TOTAL PROPERTY	34.6%	34.7%	2.3%	29
MULTIPLE FAMILY IMPROVEMENTS	34.5%	34.7%	2.8%	29
MULTIPLE FAMILY LAND	34.6%	34.3%	4.1%	29
MULTIPLE FAMILY TOTAL PROPERTY	34.5%	34.4%	2.3%	29
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	33.2%	33.7%	6.3%	30
COMMERCIAL/INDUSTRIAL LAND	34.8%	34.7%	6.0%	30
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	33.6%	33.9%	4.7%	30
RURAL IMPROVEMENTS	33.0%	33.7%	2.0%	2
RURAL LAND	35.0%	35.0%	0.5%	29
RURAL TOTAL PROPERTY	34.6%	35.0%	0.4%	29
SECURED PERSONAL PROPERTY				
ALL SECURED	37.1%	34.8%	1.5%	27
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	34.5%	34.6%	1.9%	11
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	43.0%	34.9%	1.4%	8
MOBILE HOMES	34.7%	34.8%	0.9%	8
UNSECURED PERSONAL PROPERTY				
ALL UNSECURED	35.0%	35.0%	0.5%	50
AIRCRAFT	34.7%	35.0%	1.9%	8
AGRICULTURAL	34.8%	35.0%	0.4%	14
BILLBOARDS	35.0%	35.0%	0.0%	7
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.1%	12
MOBILE HOMES	35.0%	35.0%	0.3%	9
TOTAL PERSONAL PROPERTY	35.8%	35.0%	0.9%	77

**LANDER COUNTY
2005-2006 RATIO STUDY**

ALL APPRAISAL AREAS

REAL PROPERTY	AGGREGATE RATIO	MEDIAN RATIO	COD MEDIAN	SAMPLE SIZE
COUNTYWIDE TOTAL PROPERTY	34.2%	35.0%	4.9%	116
COUNTYWIDE IMPROVEMENTS	34.1%	34.0%	7.5%	62
COUNTYWIDE IMPROVED LAND	34.3%	35.0%	6.1%	82
COUNTYWIDE VACANT LAND	34.5%	35.0%	5.6%	34
SINGLE FAMILY IMPROVEMENTS	34.6%	34.4%	4.3%	25
SINGLE FAMILY LAND	33.5%	33.6%	12.9%	25
SINGLE FAMILY TOTAL PROPERTY	34.5%	34.5%	3.8%	25
MULTIPLE FAMILY IMPROVEMENTS	34.8%	34.0%	7.2%	15
MULTIPLE FAMILY LAND	33.4%	33.6%	7.3%	15
MULTIPLE FAMILY TOTAL PROPERTY	34.4%	33.3%	4.7%	15
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	33.8%	32.9%	12.9%	18
COMMERCIAL/INDUSTRIAL LAND	34.4%	35.0%	2.8%	18
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	33.8%	33.5%	9.4%	18
RURAL IMPROVEMENTS	34.0%	33.3%	3.5%	4
RURAL LAND	35.0%	35.0%	0.4%	24
RURAL TOTAL PROPERTY	34.7%	35.0%	0.5%	24
SECURED PERSONAL PROPERTY				
ALL SECURED	35.0%	35.0%	0.2%	17
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	35.0%	35.0%	0.1%	4
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	35.2%	35.1%	0.3%	7
MOBILE HOMES	35.0%	35.0%	0.0%	6
UNSECURED PERSONAL PROPERTY				
ALL UNSECURED	34.7%	35.0%	3.7%	33
AIRCRAFT	35.0%	35.0%	0.2%	4
AGRICULTURAL	34.7%	34.9%	1.4%	6
BILLBOARDS	35.0%	35.0%	0.1%	5
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	1.1%	13
MOBILE HOMES	32.7%	35.0%	19.3%	5
TOTAL PERSONAL PROPERTY	34.8%	35.0%	2.5%	50

**PERSHING COUNTY
2005-2006 RATIO STUDY**

ALL APPRAISAL AREAS

REAL PROPERTY	AGGREGATE RATIO	MEDIAN RATIO	COD MEDIAN	SAMPLE SIZE
COUNTYWIDE TOTAL PROPERTY	33.9%	34.6%	2.1%	111
COUNTYWIDE IMPROVEMENTS	33.6%	33.9%	3.5%	57
COUNTYWIDE IMPROVED LAND	34.4%	34.7%	3.3%	79
COUNTYWIDE VACANT LAND	34.7%	34.5%	1.3%	32
SINGLE FAMILY IMPROVEMENTS	33.4%	34.3%	4.3%	32
SINGLE FAMILY LAND	34.0%	34.0%	3.8%	32
SINGLE FAMILY TOTAL PROPERTY	33.5%	34.3%	3.6%	32
MULTIPLE FAMILY IMPROVEMENTS	34.2%	34.2%	2.3%	11
MULTIPLE FAMILY LAND	34.5%	34.5%	1.6%	11
MULTIPLE FAMILY TOTAL PROPERTY	34.3%	34.2%	1.5%	11
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	33.7%	33.7%	2.5%	12
COMMERCIAL/INDUSTRIAL LAND	34.6%	35.0%	2.2%	12
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	34.1%	34.2%	1.4%	12
RURAL IMPROVEMENTS	33.8%	34.2%	1.5%	2
RURAL LAND	34.8%	35.0%	0.4%	24
RURAL TOTAL PROPERTY	34.3%	35.0%	0.3%	24
SECURED PERSONAL PROPERTY				
ALL SECURED	38.4%	35.0%	0.6%	17
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	35.0%	35.0%	0.2%	7
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	49.8%	34.5%	1.4%	4
MOBILE HOMES	35.0%	35.0%	0.2%	6
UNSECURED PERSONAL PROPERTY				
ALL UNSECURED	34.5%	35.0%	0.7%	33
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	34.0%	35.0%	1.5%	5
BILLBOARDS	35.0%	35.0%	0.0%	2
COMMERCIAL/INDUSTRIAL	34.6%	34.8%	1.9%	7
MOBILE HOMES	35.0%	35.0%	0.0%	19
TOTAL PERSONAL PROPERTY	35.8%	35.0%	0.7%	50

**WASHOE COUNTY
2005-2006 RATIO STUDY**

ALL APPRAISAL AREAS

REAL PROPERTY	AGGREGATE RATIO	MEDIAN RATIO	COD MEDIAN	SAMPLE SIZE
COUNTYWIDE TOTAL PROPERTY	33.9%	34.4%	2.2%	190
COUNTYWIDE IMPROVEMENTS	33.2%	33.9%	5.1%	150
COUNTWIDE IMPROVED LAND	34.7%	34.7%	2.3%	157
COUNTYWIDE VACANT LAND	33.8%	34.7%	1.9%	30
SINGLE FAMILY IMPROVEMENTS	34.2%	34.1%	2.6%	60
SINGLE FAMILY LAND	34.6%	34.6%	2.4%	60
SINGLE FAMILY TOTAL PROPERTY	34.4%	34.3%	1.5%	60
MULTIPLE FAMILY IMPROVEMENTS	32.3%	31.7%	5.3%	30
MULTIPLE FAMILY LAND	34.8%	34.8%	1.6%	30
MULTIPLE FAMILY TOTAL PROPERTY	33.7%	33.5%	2.0%	30
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	33.0%	34.6%	6.0%	58
COMMERCIAL/INDUSTRIAL LAND	34.7%	34.8%	2.5%	55
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	33.7%	34.5%	2.5%	58
RURAL IMPROVEMENTS	34.1%	33.3%	3.3%	2
RURAL LAND	34.9%	34.9%	0.5%	12
RURAL TOTAL PROPERTY	34.8%	34.9%	0.6%	12
SECURED PERSONAL PROPERTY				
ALL SECURED	34.9%	35.0%	0.5%	29
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	34.7%	34.5%	1.2%	7
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.3%	11
MOBILE HOMES	35.0%	35.0%	0.0%	11
UNSECURED PERSONAL PROPERTY				
ALL UNSECURED	35.0%	35.0%	0.1%	48
AIRCRAFT	35.0%	35.0%	0.1%	7
AGRICULTURAL	35.0%	35.0%	0.3%	7
BILLBOARDS	35.0%	35.0%	0.0%	3
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.0%	8
MOBILE HOMES	35.0%	35.0%	0.1%	23
TOTAL PERSONAL PROPERTY	35.0%	35.0%	0.2%	77

**WHITE PINE COUNTY
2005-2006 RATIO STUDY**

ALL APPRAISAL AREAS

REAL PROPERTY	AGGREGATE RATIO	MEDIAN RATIO	COD MEDIAN	SAMPLE SIZE
COUNTYWIDE TOTAL PROPERTY	34.5%	34.9%	4.5%	119
COUNTYWIDE IMPROVEMENTS	37.7%	34.7%	7.2%	79
COUNTYWIDE IMPROVED LAND	34.1%	34.2%	5.7%	87
COUNTYWIDE VACANT LAND	34.5%	35.0%	1.2%	32
SINGLE FAMILY IMPROVEMENTS	32.9%	35.5%	7.2%	30
SINGLE FAMILY LAND	34.2%	33.6%	6.4%	30
SINGLE FAMILY TOTAL PROPERTY	33.1%	34.9%	6.4%	30
MULTIPLE FAMILY IMPROVEMENTS	35.5%	34.6%	4.9%	20
MULTIPLE FAMILY LAND	34.1%	34.1%	5.0%	20
MULTIPLE FAMILY TOTAL PROPERTY	35.2%	34.6%	3.6%	20
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	35.2%	34.4%	8.8%	25
COMMERCIAL/INDUSTRIAL LAND	34.0%	34.0%	5.5%	25
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	35.0%	34.3%	8.1%	25
RURAL IMPROVEMENTS	35.2%	35.0%	2.7%	4
RURAL LAND	35.0%	35.0%	0.5%	12
RURAL TOTAL PROPERTY	35.1%	35.1%	0.4%	12
SECURED PERSONAL PROPERTY				
ALL SECURED	36.3%	35.0%	0.5%	50
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	35.2%	35.1%	0.6%	16
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	36.6%	35.1%	0.5%	25
MOBILE HOMES	35.1%	35.0%	0.1%	9
UNSECURED PERSONAL PROPERTY				
ALL UNSECURED	35.0%	35.0%	0.5%	48
AIRCRAFT	35.0%	35.0%	0.0%	2
AGRICULTURAL	35.0%	35.0%	0.2%	6
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.7%	32
MOBILE HOMES	35.0%	35.0%	0.1%	8
TOTAL PERSONAL PROPERTY	35.6%	35.0%	0.5%	98

ALL COUNTIES INCLUDED IN 2005-2006 RATIO STUDY

ALL APPRAISAL AREAS

REAL PROPERTY	AGGREGATE RATIO	MEDIAN RATIO	COD MEDIAN	SAMPLE SIZE
ALL COUNTIES TOTAL PROPERTY	34.1%	34.6%	3.1%	974
ALL COUNTIES IMPROVEMENTS	34.4%	34.5%	4.9%	632
ALL COUNTIES IMPROVED LAND	34.4%	34.6%	4.6%	740
ALL COUNTIES VACANT LAND	33.3%	34.7%	3.3%	231
SINGLE FAMILY IMPROVEMENTS	34.4%	34.7%	4.0%	247
SINGLE FAMILY LAND	34.3%	34.2%	5.2%	247
SINGLE FAMILY TOTAL PROPERTY	34.4%	34.5%	2.9%	247
MULTIPLE FAMILY IMPROVEMENTS	34.3%	34.6%	4.9%	160
MULTIPLE FAMILY LAND	34.4%	34.4%	4.2%	160
MULTIPLE FAMILY TOTAL PROPERTY	34.3%	34.4%	2.9%	160
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	33.8%	34.4%	6.3%	200
COMMERCIAL/INDUSTRIAL LAND	34.5%	34.6%	4.8%	197
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	34.0%	34.3%	4.1%	200
RURAL IMPROVEMENTS	32.5%	34.3%	2.9%	24
RURAL LAND	34.8%	35.0%	1.4%	136
RURAL TOTAL PROPERTY	34.4%	35.0%	0.8%	136
SECURED PERSONAL PROPERTY				
ALL SECURED	36.1%	35.0%	0.6%	189
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	35.0%	35.0%	0.9%	59
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	37.7%	35.0%	0.6%	75
MOBILE HOMES	35.0%	35.0%	0.2%	55
UNSECURED PERSONAL PROPERTY				
ALL UNSECURED	34.9%	35.0%	0.7%	296
AIRCRAFT	35.0%	35.0%	0.5%	37
AGRICULTURAL	34.8%	35.0%	0.7%	56
BILLBOARDS	35.0%	35.0%	0.0%	21
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.6%	101
MOBILE HOMES	34.9%	35.0%	1.3%	81
TOTAL PERSONAL PROPERTY	35.4%	35.0%	0.7%	485

NEVADA DEPARTMENT OF TAXATION
Part II: 2005-06 Work Practices Survey
SUMMARY OF WORK PRACTICE RATINGS

Real Property Discovery and Valuation Work Practices	CC	CH	EL	LA	PE	WA	WP
Sales Collection	3	3	3	3	3	3	3
Sales Verification	3	3	3	3	3	3	3
Sales Data Base	3	3	3	3	3	3	3
Vacant Land (excluding agricultural property)	3	3	3	3	3	3	3
Subdivision Analysis	3	3	3	3	3	3	3
Single-family Residential Land	3	3	3	3	3	3	3
Multi-family Residential Land	3	3	3	3	3	3	3
Commercial and Industrial Land	3	3	3	3	3	3	3
Factors	3	3	3	3	3	3	3
Single-family Residential Improvements	3	3	3	3	3	3	3
Multi-family Residential Improvements	3	3	3	3	3	3	3
Commercial and Industrial Improvements	3	3	3	2	3	3	3
Minor Improvements	3	3	3	3	3	3	3
New Construction Valuation	3	3	3	3	3	3	3
Agricultural Land	2	3	3	3	3	3	3
Agricultural Land Records	3	3	3	3	3	3	3
Agricultural Land Classification Maps	3	3	3	3	3	3	3
Agricultural Bulletin Use	2	3	3	3	3	3	3
Residential Homesite Valuation	3	3	3	3	3	3	3
Agricultural Improvements	3	3	3	3	3	3	3
Deferred Taxes	3	3	3	3	3	3	3
Higher Use	3	3	3	3	3	3	3
Agricultural Land Conversions	3	3	3	3	3	3	3
Assessment Maps	3	3	2	3	3	3	3
Prescribed Parceling System	3	3	1	3	3	3	3
Personal Property Discovery and Valuation Work Practices							
Discovery	3	3	3	3	3	1	3
Record-keeping	3	3	3	3	3	3	3
Agricultural	3	3	3	3	3	3	3
Business Property	3	3	3	3	3	1	3
Manufactured Homes	3	3	3	3	3	3	3
Billboards	3	3	3	2	3	3	3
Aircraft	3	3	3	3	3	3	3
Migratory Property	3	3	3	3	3	3	3
Billing/Collection (penalties applied, seizure and sale)	3	3	3	3	3	3	3
Other Work Practices							
Possessory Interest Valuation - Real Property	3	3	3	3	3	3	3
Possessory Interest Valuation - Personal Property	3	3	3	3	3	3	3
Statutes and Regulations	3	3	3	3	3	3	3
Cost Manuals and Systems	3	3	3	3	3	3	3
Appraisal Records	3	3	3	3	3	3	3
Filing System	3	3	3	3	3	3	3
Reports	3	3	3	3	3	3	3
Appeal Preparation and Presentations	3	3	3	3	3	3	3
Reopened Roll Log	3	3	3	3	3	3	3
Obsolescence	3	3	3	3	3	3	3
New Construction	3	3	3	3	3	3	3
Land Use and Exemption Codes	3	3	3	3	3	3	3
Appraisal Cycle	3	3	3	3	3	3	3
Improvement Factoring	3	3	3	3	3	3	3
Appraiser Certifications	3	3	2	3	3	3	3
Appraisers Training Requirements	3	3	2	3	3	3	2

CARSON COUNTY
Part II:
2005-06 Work Practices Survey

ANALYSIS AND RECOMMENDATIONS

Real Property Discovery and Valuation Work Practices

Sales Collection: Copies of deeds and declarations of value sent from the recorder's office are the Assessor's main source of sales data. The Assessor follows up with review of additional data from title companies as necessary. These documents are the basis of the sales data bank.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Sales Verification: The Assessor uses the declarations of value as the primary method of verification. Sales verification letters are sent to the buyer and seller for additional information. The Assessor also establishes direct contact with buyers, sellers, and real estate professionals for specific information. The procedures are consistent with NAC 361.118 (3).
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Sales Data Base: The verified and coded sales data is entered on the primary record for each parcel book. The sales data base is used to establish land factors pursuant to NRS 361.260 (5) and to establish the value of land pursuant to NRS 361.260 (7). Although Carson City is experiencing significant growth resulting in many sales of real property, the sales database is maintained in a satisfactory manner.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Subdivision Analysis: The Assessor has analyzed all qualified subdivisions in Carson City. The Assessor's staff calculated and applied the appropriate land values as directed by NAC 361.129. A review of the data and documentation found the Assessor's methods and conclusions were supported.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Vacant Land (excluding agricultural property): The Assessor uses comparable vacant land sales to establish value. Thirty vacant land parcels were included in the study. Six of the observations were not within ratio parameters due to low land values. The Department advised the Assessor's staff about the six observations.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Single-family Residential, Multi-Family Residential, and Commercial/Industrial Land: Carson City appraisal staff apply the comparable sales methodology authorized by NAC 361.118 when there are sufficient comparable sales for an area. In areas which did not have sufficient sales, the allocation method described in NAC 361.109 is used.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Land Factors: The Assessor's large sales data bank is used in establishing land factors. The Assessor has established factor areas and has a working knowledge of the land factor program and the factoring process. The factors were correctly applied, with the exception of a factor of 1.40 applied to Book 08 Pages 07 and 77, near the Waterfall Fire area. The omission affected approximately 139 properties. The Assessor advised the Department about the affected area during the land factor review process, and the Department's chief at the time agreed the omission was appropriate.

RECOMMENDATION: Upon further review the Department now advises that the west portion of Book 8 may in the future be more appropriately included with other west side areas such as Book 7.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Single-family Residential Improvements: Thirty improved single-family residential properties were included in the study. Five properties were not within ratio parameters due to minor differences in the appraisals and none of the properties were in the reappraisal area. The Assessor's staff applies the Marshall/Swift residential cost estimator pursuant to NAC 361.128.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Multi-family Residential Improvements: Thirty improved multi-family residential properties were included in the study, including duplexes and apartment buildings. Five properties were not within ratio parameters. The discovered errors were minor in nature. The Assessor's staff applies the Marshall/Swift residential cost estimator pursuant to NAC 361.128.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Commercial and Industrial Improvements: Thirty improved commercial/industrial properties were included in the study. Three properties were not within ratio parameters. The Assessor's staff applies the Marshall/Swift commercial cost estimator pursuant to NAC 361.128.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Minor Improvements: The Assessor's staff values minor yard improvements based on a model developed from Marshall/Swift costs.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

New Construction Valuation: New construction is discovered through the use of the county building permit system. Nearly all-new construction is discovered in this manner. The Assessor has one real property appraiser that discovers and values new construction throughout the year. During the past work year 2004 there were 327 new improvements valuing approximately \$28,402,700. This volume of new construction would indicate that the Assessor should consider an additional property appraiser position. The additional position would improve the efficiency of the office. New construction that is discovered before the close of the roll in December is included at that time. New construction that is discovered after the close of the roll is included on the roll log. A review of several parcels with new construction shows that the improvements are valued and depreciated pursuant to NRS 361.227. The Assessor has established an informal policy to assure that all new construction that is at least 40 percent complete is valued and placed on the roll. However, if a new improvement is found to be less than 40 percent complete on the lien date, it is not valued for the current tax year.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land: Six parcels were included in this year's ratio study. The Assessor used the prior years Agricultural Bulletin (193) in the valuation process. The values in Bulletin 194 did not differ significantly from Bulletin 193. Three parcels were not within ratio parameters because of the use of the prior manual.

THE ASSESSOR'S PROCEDURES NEEDS IMPROVEMENT (2).

RECOMMENDATION: Order the revaluation of agricultural parcels for the 2006-07 year using the 2006-07 Agricultural Bulletin.

Agricultural Land Classification Maps: Land classification maps are available for all agricultural parcels and are accurately drawn and properly updated.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Bulletin Use: The Assessor did not use the current Bulletin (194) to value agricultural property.

RECOMMENDATION: The Assessor must check to insure that the current Agricultural Land Use Bulletin is being used by staff appraisers. The Assessor will update all current and factored agricultural parcels to ensure that current Bulletin values are included in this year's roll.
THE ASSESSOR'S PROCEDURES NEEDS IMPROVEMENT (2).

Residential Home-site Valuation: There were no residential home-sites on the sample observations selected. (NA)

Agricultural Improvements: One of the sample observations selected included improvements. The improvements were valued using a combination of the Rural Building Manual and the Marshall & Swift Manual pursuant to NAC 361.128 (2).
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Deferred Taxes: There are 49 deferred agricultural properties in Carson City. The procedures utilized by the Assessor in calculating and collecting deferred taxes are consistent with the requirements of NAC 361A.110 through NAC 361A.160.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Higher Use: Carson City has no "higher use" (multi-residential or commercial) areas on agricultural land. (NA)

Agricultural Land Conversions: The Assessor had one agricultural parcel consisting of one acre which was converted to residential use during the 2004 calendar year. The Assessor's calculation of deferred taxes was verified and found to be consistent with NAC 361A.240.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Assessment Maps: The Assessor's maps are prepared by the Assessor's mapping department. They are of very good quality and easy to use.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Prescribed Parceling System: The Assessor uses the prescribed parceling system pursuant to NRS 361.189. Summary or referral parcel numbers are not used in Carson City. However, on some parcels where an improvement is on two or more parcels the Assessor apportions the improvement value between each parcel.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

RECOMMENDATION: The apportioned value is sometimes incorrect. The Department recommends the Assessor combine these parcels under one parcel number.

Personal Property Discovery and Valuation Work Practices

Discovery: Carson City discovers personal property within the county consistent with NRS 361.260(1) and NRS 361.265. Mobile homes are discovered through building permits, Dealer's Report of Sales (DRSs), moving permits and annual field inspections of mobile home parks and reappraisals. Also, mobile homes are discovered by real property appraisers during field work. Billboards are discovered during reappraisal and through building permits. Aircraft are discovered through FAA reports. The Assessor sends an inquiry letter to all aircraft hanger owners and asks for a list of tenants and tail numbers. The airport is visited several times each year to discover unreported aircraft. Businesses are tracked through business licenses. The Treasurer issues business licenses and distributes a copy to the Assessor. The Assessor also performs field inspections several times a year. The Assessor checks a list of businesses against the Treasurer's list of business licenses to ensure all businesses have been assessed and that all information is current.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Record-keeping: Carson City's personal property files are well organized and managed. Personal property accounts are filed in individual file folders and are easy to locate. Mobile home accounts are filed by account number. The aircraft declarations are filed by tail number. Business, Agricultural and Billboard accounts are filed in alphabetical order with current and previous year's declarations contained in the file. Inactive accounts are filed separately and maintained for several years.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Business Property: The sample observations reviewed in these categories showed some isolated rounding errors on individual line items but did not result in outliers in any account totals. All observations within the sample are being valued consistently with the Personal Property Manual authorized by NAC 361.1365(3). The county has a 90-95 percent rate of return on declarations. The high rate of return is likely due to a policy of sending multiple requests if the declarations initially sent are not returned.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Property: The sample observations of agricultural use personal property accounts were reviewed and all were done consistently with the Personal Property Manual authorized by NAC 361.1365(3).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Manufactured Housing: The Assessor values manufactured housing classified as personal property consistent with the requirements of NAC 361.1365 and the Personal Property Manual. The county maintains a separate file on every mobile home for minor improvements of real and personal property items. This study included five (5) secured mobile homes and nine (9) unsecured mobile homes. All parcels in the sample were within statutory limits. The Assessor's procedure for converting manufactured housing from personal property to real property is consistent with NRS 361.2445, NRS 361.325, and NAC 361.130.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Migratory Property: At the present time, the Assessor has a number of migratory property accounts due to new freeway construction in the county. Mobile homes that enter the county after July 1 are assessed for the first time on the following year's tax roll in accordance with NRS 361.505.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Billboards: There were three (3) Billboard accounts reviewed for this study and all were being valued consistently with the requirements of NRS 361.227 (4) and NAC 361.1305.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Aircraft: There are a substantial number of aircraft based at the Carson City airport. Nine (9) unsecured aircraft were chosen to be reviewed for this study. All observations were within acceptable ratio parameters.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Billing/Collection (penalties applied, seizure and sale) Analysis: Appropriate penalties and interest are being applied to accounts in accordance with statutes. The Assessor sent out 192 seizure notices this past year. Approximately 24 were seized; however none were sold because the taxpayer paid the taxes prior to the sale. The county experiences a low delinquency rate.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Other Work Practices

Possessory Interest Valuation - Real Property: Possessory interests valued by the Assessor in Carson City are those residences that have been purchased by the state in order to build the Carson City U.S. 395 Bypass and are currently rented out to the public on a month to month lease agreement. The Assessor applied a land and improvement value to those parcels consistent with the requirements of NRS 361.227(3), NRS 361.2275 and NRS 361.157. In addition, the outpatient facility at the hospital and the privately owned aircraft hangars are valued as possessory interests. The outpatient facility at the hospital includes a land and improvement value. This procedure is in accordance with NRS 361.157.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Possessory Interest Valuation – Personal Property: There are no personal property possessory interests in Carson City. (N/A)

Statutes and Regulations: The Nevada Revised Statutes and the Nevada Administrative Code are available in the Assessor's office. Both have been correctly updated. All staff members also have access to the internet and the Nevada Legislature website with addresses for pages located at <http://www.leg.state.nv.us/NRS/Index.cfm> and <http://www.leg.state.nv.us/NAC/CHAPTERS.HTML> saved on all computers.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Cost Manuals and Systems: The Assessor uses the module provided by Advanced Data Systems (A.D.S.) using Marshall and Swift computer cost estimator program cost data to value improvements for replacement cost value. The estimator updates are loaded into the computer once each year at the beginning of the work year as per contracted with A.D.S. The September 2003 update is used for the residential property and the October 2003 update is being used for the commercial property. The assessor has four copies of the Assessor's Handbook of Rural Building Costs, four copies of the Marshall and Swift Residential Handbook and two copies of the Marshall and Swift Commercial Handbook. All of the manuals have been updated correctly. Some local costs, which are surveyed on a yearly basis, are also used to value some minor improvements such as concrete flat work and asphalt.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraisal Records: The information in the files is maintained in a timely manner and is consistent with NAC 361.146. Each property record folder contains the most recent Marshall and Swift data entry form and computer printout as well as several older data entry forms. The files also contain a recent picture of the improvements, which are now being taken with digital cameras and a building sketch from the Apex sketch program. The files may also contain building permits, correspondence, appeal documents pertaining to the property, and a new construction breakdown sheet for those parcels having new construction. The majority of the information in the files is necessary to explain and defend the appraisals.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Filing System: The Assessor's real property record files are organized in parcel number order. This system allows for easy retrieval and is efficient to use.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Reports: The numerous reports required of the Assessor were completed consistent with the requirements of NAC 361.150, NAC 361.151, NAC 361.152, NAC 361.058, NRS 361.079, NRS 360.250, NRS 361.260; and NRS 361.310 and delivered on time, except NRS 360.250.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appeals Preparation and Presentation: For this tax year there were a total of six appeals to the Carson City Board of Equalization. There were no appeals to the State Board of Equalization.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Reopened Roll Log: The roll log required by NRS 361.310 to be received by the division on or before October 31, 2004 was received on August 4, 2004 and was completed in accordance with statutory requirements.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Obsolescence: The Assessor applies obsolescence to properties in Carson City in which taxable value exceeds full cash value. Obsolescence is measured pursuant to the requirements of NRS 361.227, using the various approaches to value. Obsolescence is applied for several reasons; individual properties have been reduced based on the property's income, long term vacancy or due to deferred maintenance.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Land Use and Exemption Codes: A review of the assessment roll revealed that the assessor is applying land use and exemption codes consistent with the requirements of NRS 361.227(1); NRS 361.260(7); and the various statutes exempting certain real and personal property.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Improvement Factoring: The Assessor applied the statewide improvement factor approved by the Nevada Tax Commission in all non-reappraisal areas of the county.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraiser Certifications: The Department has certified the Assessor and two real property appraisers to appraise for ad valorem tax purposes. In addition, the Department has certified one member of the assessor's staff in the valuation of personal property.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraisers Training Requirements: All of the Carson City staff appraisers are presently in compliance with NRS 361.223.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraisal Cycle: The Carson City assessor uses a five year reappraisal cycle, as follows:

Year of Reappraisal	Reappraisal Area	Description	% of Improved Parcels
2000	Books 4, 7	NW Rural, SE Urban	17%
2001	Book 8	NE Rural	22%
2002	Book 9	SW Rural	17%
2003	Books 1, 10	NW City; SE Rural	21%
2004	Books 2, 3	NE, SW Urban	23%

This cycle conforms to the requirements of NRS 361.260 (6) and NAC 361.144. The cycle works well for the assessor and is manageable with the available staff.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

CHURCHILL COUNTY
Part II:
2005-06 Work Practices Survey

ANALYSIS AND RECOMMENDATIONS

Real Property Discovery and Valuation Work Practices

Sales Collection: The Assessor receives copies of deeds and declarations of value from the recorder's office. The pertinent information contained in these documents is verified and input into the computer sales data bank.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Sales Verification: The Assessor uses two primary methods of verifying the accuracy of information reported on the deed and declaration of value for the purpose of obtaining additional information. Sales verification questionnaires are mailed to the grantees of all vacant sales transactions and to the grantees of those improved sales transactions that are questionable. The Assessor reports a 40% rate of return on these documents. After questionnaires are returned, the assessor verifies any remaining questionable sales at title companies and through personal conversations with buyers, sellers and real estate professionals. The procedures are consistent with NAC 361.118 (3).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Sales Data Base: Verified sales are entered into the sales data bank and plotted in the land map books with taxable values, splits, adjustments, and zoning. The Assessor maintains a 18-year sales data bank in the county computer. The assessor's sales program is well organized, comprehensive and reliable. The sales data base is used to establish land factors pursuant to NRS 361.260 (5) and to establish the value of land pursuant to NRS 361.260 (7).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Vacant Land (excluding agricultural property): The Assessor uses comparable vacant land sales to establish value. The Department found the sample of observations was all within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Subdivision Analysis: The Assessor has analyzed all potential qualified subdivisions in the county. For the fiscal year 2005-2006, there were no subdivisions that qualified for a discount.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Single-family Residential, Multi-Family Residential, and Commercial/Industrial Land:

Churchill County appraisal staff applies the comparable sales method as authorized by NAC 361.118. With an active real estate market in Churchill, sufficient sales occurred throughout the entire county.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Land Factors: The Assessor's sales data bank is used extensively when factoring land. The Assessor applies one separate land factor to each of the entire remaining non-reappraisal areas, thus avoiding island factoring. The Division staff confirmed that the land factors approved by the Nevada Tax Commission were applied to land outside the reappraisal area using a sample of randomly-drawn observations.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Single-family Residential Improvements: The Assessor's staff applies the Marshall/Swift residential

cost estimator pursuant to NAC 361.128. Forty-one improved single-family residential properties were included in the sample. There were four properties that were out of ratio tolerance in this year's study. Three of these outliers were the result of missed and/or differing minor improvements, while the other resulted in a difference in depreciation. These errors were discussed with the Assessor and her staff and corrections will be made where necessary.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Multi-family Residential Improvements: The Assessor's staff applies the Marshall/Swift residential cost estimator pursuant to NAC 361.128. Twenty-five improved multi-family residential properties were sampled in this study. There were two outliers in this category. The first outlier was a result of a difference in depreciation, while the other indicated a clerical error and differing minor improvement valuation. These errors were discussed with the Assessor and her staff and corrections will be made where necessary.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Commercial and Industrial Improvements: The Assessor's staff applies the Marshall/Swift commercial cost estimator pursuant to NAC 361.128. Twenty-seven improved commercial/industrial parcels were sampled in this study with three properties found to be outside ratio parameters. All of these properties were located in the Assessor's non-reappraisal areas. The first property had several newly added minor improvements. A staff appraiser visited the property and updated the file. The second outlier was the result of a display mezzanine being left off of the Marshall & Swift cost sheet. This was noted and will be corrected. The third outlier was the result of a steep increase in the cost of chain-link fencing since the last reappraisal. This will be corrected this year as this property falls in the current reappraisal cycle.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Minor Improvements: The minor improvements are shown on the Assessor's drawings in great detail. For the most part, minor improvements are properly identified and/or discovered. The Assessor's staff is measuring and classifying the improvements correctly; however, several clerical errors were discovered where the indicated minor improvements were not subsequently valued on the Assessor's cost sheets. These errors were generally not significant enough to cause ratio outliers, but caution needs to be exercised in the attempt to value each property thoroughly and correctly. This was discussed with the Assessor and her staff for future reference. Also, the Assessor uses lump sum values for some yard improvements. The Department's review of these lump sums found them comparable to the Department's itemized amounts.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

New Construction Valuation: New construction is discovered through the use of the county and city building permit system. New permits are organized by area, and then the improvements are inspected and valued throughout the year. New construction that is discovered before the close of the roll in December is included at that time. New construction that is discovered after the close of the roll is included on the roll log. A review of several parcels with new construction indicates the improvements are valued and depreciated pursuant to NRS 361.227. .

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land: There were twenty-nine agricultural properties in this year's study. All parcels were valued consistent with the Agricultural Land Values Bulletin #194 and were within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land Classification Maps: Land classification maps are available for all agricultural parcels and are accurately drawn and properly updated.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Bulletin Use: The correct Agricultural Land Value Bulletin (194) was used and values applied consistent with the Bulletin values.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Residential Home-site Valuation: The Assessor valued all homesites in the study consistent with the requirements of NRS 361A.140, NRS 361.227 (1) and Agricultural Bulletin 194, page 3 regarding "Farmsteads." Comparable land sales in the area were used consistent with the requirements of NAC 361.118 (1).
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Improvements: The improvements were valued using a combination of the Rural Building Manual and the Marshall & Swift Manual pursuant to NAC 361.128 (2).
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Deferred Taxes: There are 1,147 deferred agricultural parcels in Churchill County. The Assessor's files include a current agricultural application for each operator. The Assessor requires a new updated application when the ownership changes. The procedures utilized by the Assessor in calculating and collecting deferred taxes are consistent with the requirements of NAC 361A.110 through NAC 361A.160.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Higher Use: Churchill County has no "higher use" (multi-residential or commercial use) areas on agricultural land. (NA)

Agricultural Land Conversions: The Assessor listed 27 parcels totaling 336.83 acres which were converted from agricultural use to residential or commercial / industrial uses. The Assessor's calculation of deferred taxes was verified and found to be consistent with NAC 361A.240.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Assessment Maps: As of June 1, 2004 the Churchill Assessing Department has taken over the duties of maintaining the tax maps. Prior to this change the county planning department did the maintenance. The major advantage of this change is it enables the Assessor to keep maps current during high growth periods such as what is now occurring. The maps are of good quality and comply with statutes.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Prescribed Parceling System: The Assessor uses the prescribed parceling system pursuant to NRS 361.189. Summary or referral parcels are not used in Churchill County.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Personal Property Discovery and Valuation Work Practices

Discovery: Churchill County discovers personal property within the county consistent with NRS 361.260(1) and NRS 361.265. Aircraft are discovered from airport tie down reports and field inspections. Manufactured homes are found from Dealer's Report of Sales (DRSs), city and county

manufactured home setup permits, trip permits from other counties and is in contact with the state utility inspector. New businesses are found through business license reports and building permits. For convenience, the reports and licenses needed to monitor the new businesses are located on the A.D.S. program. The staff also reviews the local phone directory to locate new businesses. Farms and ranches are primarily located through deeds upon sale and field inspection.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Record-keeping: The personal property filing system continues to remain well organized and managed. The Assessor's staff has completed the process of filing all new manufactured homes in individual file folders. This project was started during the last ratio study. The preexisting accounts are filed alphabetically on cards with DRS and other documentation attached. Secured agricultural and business accounts are filed by Assessor's Parcel Number (APN). Unsecured agricultural and business accounts are filed alphabetically. Aircraft accounts are filed in alphabetical order and maintained in hanging folders.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural: The sample observations of agricultural use personal property accounts were reviewed and all were done consistently with the Personal Property Manual authorized by NAC 361.1365(3).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Business Property: All properties are being valued consistently with the Personal Property Manual authorized by NAC 361.1365(3). 15 secured (with 613 subcategories) and 16 unsecured were reviewed. A few isolated line items were outliers, principally due to these items being almost completely depreciated.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Manufactured Housing: The Assessor values manufactured housing classified as personal property consistent with the requirements of NAC 361.1365 and the Personal Property Manual. There were 16 manufactured homes reviewed, 8 unsecured and 8 secured, no outliers were found. Typical office procedure requires one person inputting file data and another staff member reviewing it to ensure accuracy. This works very well as evidenced by so few errors. Separate files for all real property items are maintained. These items are valued and depreciated yearly by the appraisers then added to the manufactured home account. The Assessor's procedure for converting manufactured housing from personal property to real property is consistent with NRS 361.2445, NRS 361.325, and NAC 361.130.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Billboards: There were no secured billboard accounts. One unsecured billboard, which included three separate billboards under this account, was reviewed. All were being valued consistently with the requirements of NRS 361.227 (4) and NAC 361.1305.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Aircraft: Seven unsecured aircraft were sampled, no outliers were found. The staff is assessing this segment of personal property consistent with the requirements of the Personal Property Manual.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Migratory Property: Churchill County Assessor and staff are aware of the correct procedure for assessing this type of property. The occurrence of migratory property is very infrequent.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Billing/Collection (penalties applied, seizure and sale): Churchill County sent out 32 seizure letters this past year but no property was actually seized. All but one centrally assessed mining account was paid prior to seizure. Appropriate penalties and interest are being applied to accounts in accordance with statutes.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Other Work Practices

Possessory Interest Valuation - Real Property: There are three areas of Churchill County where possessory interest real properties are located. One is the area used privately at the county hospital, where both the land and improvements are valued. The second area is the Churchill County Airport, where only the privately owned improvements are valued. The last area is the Naval Air Station located south of Fallon where both the land and improvements used by the contractor are valued. The Assessor applied a land and improvement value to those parcels consistent with the requirements of NRS 361.227(3), NRS 361.2275 and NRS 361.157

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Possessory Interest Valuation – Personal Property: There are no personal property possessory interests in Churchill County. (N/A)

Statutes and Regulations: The Nevada Revised Statutes and the Nevada Administrative Code are available in the Assessor's office. Both have been correctly updated.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Cost Manuals and Systems:

Analysis: The Assessor uses the Marshall and Swift computer cost estimator program to value the majority of the major improvements. The estimator updates are loaded into the computer once each year at the beginning of the work year. The September 2003 update is being used for the residential property and the October 2003 update is being used for the commercial property. Advance Data Systems (ADS) has incorporated the Marshall & Swift tables and is now or will be used shortly for valuation. The Assessor has one hardcopy of the Marshall and Swift Commercial Handbook and four hardcopies of the Marshall and Swift Residential valuation handbook available. The approved Rural Building Cost Handbook is used to value most minor and agricultural improvements.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3)

Appraisal Records: The information in the files is maintained in a timely manner and is consistent with NAC 361.146. Each property record folder contains the most recent Marshall and Swift data entry form and computer printout as well as the data entry form and computer printout from the last reappraisal.

The files also contain a recent picture and drawing of the improvements. The old data entry sheets and computer printouts are used for comparison purposes.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Filing System: The Assessor's real property files are organized in parcel number order. This system allows for easy retrieval and is efficient to use.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Reports: The numerous reports required of the Assessor were completed consistent with the requirements of NAC 361.150, NAC 361.151, NAC 361.152, NAC 361.058, NRS 361.079, NRS

360.250, NRS 361.260; and NRS 361.310 and delivered on time, including the certification required by NRS 360.250.

THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Appeal Preparation and Presentations: For this tax year, there were a total of 2 appeals to the Churchill County Board of Equalization. There were no appeals to the State Board of Equalization.

THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Reopened Roll Log: The roll log is required by NRS 361.310 to be received by the division on or before October 31, 2003. The roll log submitted by Churchill County was received on September 7, 2003 and was completed in accordance with statutory requirements.

THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Obsolescence: The Assessor applies obsolescence to properties in Churchill County in which taxable value exceeds full cash value. Obsolescence is measured pursuant to the requirements of NRS 361.227, using the various approaches to value. For instance, the Assessor maintains a data bank listing of sales of improved and vacant properties within the county. The taxable values for these properties are compared to their sales prices, then a ratio of taxable value to sales price is calculated for each property to determine if obsolescence is present. The Assessor is currently applying obsolescence to 45 properties in Churchill County. Most are the result of deferred maintenance, are in a flood zone, or are over built for the area. The data on each parcel is complete and the Division agrees with the Assessor's conclusions.

THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Land Use and Exemption Codes: A review of the assessment roll revealed that the Assessor is applying the land use and exemption codes consistent with the requirements of NRS 361.227(1); NRS 361.260(7); and the various statutes exempting certain real and personal property.

THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Appraisal Cycle: The Churchill County Assessor uses a four year reappraisal cycle, as follows:

Year of Reappraisal	Reappraisal Area	Description	% of Improved Parcels
2001	Area 3	376 agricultural parcels 3,934 non-agricultural parcels (2,230 improved) LOCATED: West of Lovelock Highway North of the City of Fallon and Reno Highway West of Sheckler Cut-Off North of Powerline Road North of Lahontan Reservoir	33%
2002	Area 4	11 agricultural parcels 3,046 non-agricultural parcels (2,793 improved)	26%
2003	Area 1	443 agricultural parcels 2,376 non-agricultural parcels (1,067 improved). LOCATED: East of Lovelock Highway East of Schurz Highway, except Fallon South of Drumm Lane	20%

2004	Area 2	West of Pasture Road. 363 agricultural parcels 2,528 non-agricultural parcels (1,927 improved) LOCATED: West of Schurz Highway; South of Sheckler and Powerline Road East of Lahontan Reservoir South of Drumm Lane West of Pasture Road South of Reno Highway East of Sheckler Cut-Off West of the City of Fallon	21%
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This cycle conforms to the requirements of NRS 361.260 (6) and NAC 361.144. The cycle works well for the assessor and is manageable with the available staff.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Improvement Factoring: The Assessor through the use of the A.D.S. system maintains a code on all improved properties that have qualified for statutory depreciation. The Assessor applies a composite improvement factor which incorporates statutory depreciation and the improvement factor approved by the Nevada Tax Commission to all improvements in non-reappraisal areas. When a property is in its 50th year a different code is issued. Then only the improvement factor plus any determined obsolescence is applied.

Appraiser Certifications: The Department has certified the Assessor and one appraiser to appraise personal property for ad valorem tax purposes. In addition, the Department has certified three appraisers to value real property.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraisers Training Requirements: All of the Churchill County appraisers are presently in compliance with NRS 361.221 and NRS 361.223. Additional training hours will be required by June 2007.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

ELKO COUNTY
Part II:
2005-06 Work Practices Survey

ANALYSIS AND RECOMMENDATIONS

Real Property Discovery and Valuation Work Practices

Sales Collection: The Assessor receives copies of deeds and declarations of value from the county recorder.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Sales Verification: The Assessor's office has worked out an arrangement with both title companies in town to report on each transaction they handle. Each title company fills out a report form on each sale and sends a copy of the report to the Assessor's office each month. Also, the Assessor's office sends out questionnaires to all parties of sales which did not go through a title company. Currently, the Assessor's office is receiving a 10 percent return on questionnaires sent out. The procedures are consistent with NAC 361.118 (3).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Sales Data Base: The Assessor's office continues to keep all sales information on a personal computer. Due to the updated procedure on storing sales information, older sales, which have been split or changed, are not lost when they receive new parcel numbers. Due to improved sales verification methods, non-market transactions in the sales data bank are infrequent.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Vacant Land (excluding agricultural property): The Assessor uses comparable vacant land sales to establish value. The square-foot method is used for urban land, and the acreage and site value methods are used for rural land. The sales verification process allows the assessor's staff to set land values in an efficient and timely manner. The Department found the sample of observations was all within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Subdivision Analysis: The assessor reviewed one subdivision that qualifies for analysis. The Assessor's staff calculated and applied the appropriate land values as directed by NAC 361.129. A review of the data and documentation found the Assessor's methods and conclusions were supported.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3)

Single-family Residential Land: Elko County appraisal staff apply the comparable sales methodology authorized by NAC 361.118 when there are sufficient comparable sales for an area. The square-foot method is used for urban land, and the acreage and site value methods are used for rural land. All observations in the sample were within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Multi-family Residential Land: Elko County appraisal staff apply the comparable sales methodology authorized by NAC 361.118 when there are sufficient comparable sales for an area. Using the square foot method. All observations in the sample are within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Commercial and Industrial Land: Elko County appraisal staff applies the comparable sales methodology authorized by NAC 361.118 when there are sufficient comparable sales for an area. One parcel was out of ratio because the wrong value was placed on the assessment roll. All other observations in the sample were within ratio parameters.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Factors: The Assessor uses validated, confirmed arms-length sales to establish land factors. In most areas there are sufficient sales each year to establish a factor. In some areas, and for commercial land, several years of sales must be used to establish a trend. The Division staff confirmed that the land factors approved by the Nevada Tax Commission were applied to land outside the reappraisal area.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Single-family Residential Improvements: Twenty-nine improved single-family residential properties were included in this study. The assessor is correctly valuing this property type. Minor differences were found which resulted in one sample being out of ratio parameters. The Assessor's staff applies the Marshall/Swift residential cost estimator pursuant to NAC 361.128.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Multi-family Residential Improvements: Thirty improved multi-family residential properties were included in this study. All of subject improvement ratios are within the statutory limits with only minor differences found. The Assessor's staff applies the Marshall/Swift residential cost estimator pursuant to NAC 361.128.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Commercial and Industrial Improvements: Thirty improved commercial / industrial properties were included in this study. The assessor is correctly valuing this property type. Six parcels were not within ratio parameters. Two of these had incorrect descriptions, two had incorrect measurements, and two were out for unknown reasons. The Assessor's staff applies the Marshall/Swift commercial cost estimator pursuant to NAC 361.128.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Minor Improvements: The Assessor discovers and costs minor improvements. All minor improvements are valued individually. The Assessor primarily uses the Rural Building Manual approved by the Tax Commission to value minor improvements in the rural areas. The Assessor's staff is identifying and exempting those items named in NAC 361.085 when valuing the minor improvements.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

New Construction Valuation: New construction is discovered through the use of the county and city building permit systems. New permits are organized by area. New improvements are inspected and valued throughout the year. New construction that is discovered before the close of the roll in December is included at that time. New construction that is discovered after the close of the roll is included on the roll log. A review of several parcels with new construction shows that the improvements are being correctly measured. The improvements are valued pursuant to NRS 361.227.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land: Twenty-nine properties were sampled for this study. The Assessor applied the values approved by the Nevada Tax Commission in Bulletin 194. All of the sample parcels were within ratio parameters.

THE ASSESSOR'S PROCEDURES OTHERWISE MEET STANDARDS (3).

Agricultural Land Records: The land records are updated and reflect the classification of all agricultural properties.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land Classification Maps: Land classification maps are available for most agricultural parcels and are updated upon reappraisal. The Assessor uses a system of scaled aerial photographs of each parcel with the various land classifications drawn on photocopies of the aerial photos.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Bulletin Use: The assessor valued all agricultural property in the using the correct Agricultural Bulletin (194).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Residential Home-site Valuation: The Assessor valued all home-sites in the study consistent with the requirements of NRS 361.227 (1) and Agricultural Bulletin 194, page 3 regarding "Farmsteads." Comparable land sales in the area were used consistent with the requirements of NAC 361.118 (1).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Improvements: Two improved agricultural properties were included in the study. Both were within ratio parameters. Diverse improvements found on agricultural parcels were valued using a combination of the Rural Building Manual and the Marshall & Swift Manual pursuant to NAC 361.128 (2).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Deferred Taxes: There are 2,741 deferred agricultural parcels in Elko County. The Assessor's files include a current agricultural application for each operator. The Assessor requires a new updated application when the ownership of the parcel changes. The procedures utilized by the Assessor in calculating and collecting deferred taxes are consistent with the requirements of NAC 361A.110 through NAC 361A.160.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Higher Use: Elko County has no "higher use" (multi-residential or commercial) areas on agricultural land. (N/A)

Agricultural Land Conversions: The Assessor listed two parcels totaling 629 acres that were converted from agricultural use to residential or commercial / industrial use during the 2004 calendar year. In both of the cases reviewed, the Assessor's calculations of deferred taxes were verified and found to be consistent with NAC 361A.240.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Assessment Maps: The assessment maps are professionally rendered but difficult to work with. The maps are poorly indexed and it is difficult to determine the location of some parcels. In many cases parcels are not contiguous, yet have the same parcel number.

This is contrary to accepted mapping standards. This situation was noted in the last four studies and has not been remedied as required by NRS 361.189. The Assessor has requested funding that would solve this deficiency.

THE ASSESSOR'S PROCEDURES NEED IMPROVEMENT (2).

RECOMMENDATION: Develop a standardized map indexing method similar to that used by other counties. Assign separate parcel numbers to non-contiguous parcels under one ownership. Currently, the assessor is trying to obtain funding that would be used for a GIS system. This would do much to standardize the mapping process.

Prescribed Parceling System: Elko County's method of assigning parcel numbers does not meet Nevada's parceling system standards pursuant to NRS 361.189. Many of these parcels are not contiguous and are separated by highways, roads, other parcels, etc. Some are miles apart. This is especially true of many agricultural parcels and makes it very difficult to determine the location of the property; the value assigned each parcel, or the location of the improvements and various forage classifications.

THE ASSESSOR'S PROCEDURES ARE DEFICIENT (1).

RECOMMENDATION: Assign an individual parcel number to each non-contiguous parcel. Refer to the Manual of Assessment Policies and Procedures, Section III, for correct methods. Ensure that improvements and appropriate land class are assigned to the correct parcel.

Personal Property Discovery and Valuation Work Practices

Discovery: The Elko County Assessor discovers personal property within the county consistent with NRS 361.260(1) and NRS 361.265. Aircraft are discovered through FAA reports and physical inspections. Manufactured homes are found in a variety of ways including monthly manufactured housing inspection lists for hookups, Dealer's Report of Sales (DRSs) sent by Nevada dealers, trip permits, field inspections by the appraisers, and inquiry letters sent to the manufactured home parks in the county on a yearly basis. New businesses are located through monthly business license lists, building permits, local newspapers and site inspections. Farms and ranches are well established. The staff reviews deed changes for new ownership information and sends out personal property declarations when a change occurs. Billboards are discovered through Department of Transportation sign permits and building permits.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Record-keeping: The filing system utilized by the Elko County assessor's office is well organized and maintained. Manufactured homes are filed alphabetically in separate file folders, with one unit per file. The DRS and other valuation documentation are maintained in the files. Aircraft are filed alphabetically in individual file folders. Agricultural personal property declarations are alphabetical in individual file folders. Business properties are filed together in folders in alphabetical order. Secured and unsecured records are filed in separate drawers. Billboards are filed in one folder per year and are in alphabetical order.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Property: The sample observations of agricultural use personal property accounts were reviewed and all were done consistently with the Personal Property Manual authorized by NAC 361.1365(3).

of 25 properties reviewed in the study, 11 secured and 14 unsecured, one outlier was found. The outlier was the result of an incorrect class life assignment. This was noted to the assessor and corrected.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Business Property: All observations within the sample are being valued consistently with the Personal Property Manual authorized by NAC 361.1365(3). There are over 2,500 businesses located in Elko County. The division sampled 24 properties, 10 secured and 14 unsecured.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Manufactured Housing: The Assessor values manufactured housing classified as personal property consistent with the requirements of NAC 361.1365 and the Personal Property Manual. The Department sampled 17 manufactured home accounts, 8 secured and 9 unsecured accounts. Of these, none were out of tolerance. The Assessor's procedure for converting manufactured housing from personal property to real property is consistent with NRS 361.2445, NRS 361.325, and NAC 361.130.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Billboards: The sample included 7 unsecured billboards, there are no secured billboards. Of the observations reviewed, none were found to be out of tolerance. The observations were valued consistently with the requirements of NRS 361.227 (4) and NAC 361.1305.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Aircraft: Of the 8 unsecured aircraft reviewed, none were out of tolerance. There are no secured aircraft in Elko County. The Assessor is assessing this segment of personal property consistent with the requirements of the Personal Property Manual.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Migratory Property: The county has several construction companies that move equipment and mobile homes in and out of the state annually. The staff is assessing this type of property consistent with the requirements of NRS 361.505., and tracks them through building permits. The county is valuing manufactured homes that arrive in the county after July 1 and are likely to remain more than one year pursuant to the provisions of the Personal Property Manual adopted by the Nevada Tax Commission.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Billing/Collection (penalties applied, seizure and sale): The county has a low delinquency rate indicating that there are appropriate procedures in place for collecting unsecured taxes. Appropriate penalties and interest have been applied to accounts in accordance with statutes. For the tax year 2003-04, there were 124 accounts in the amount of \$25,868.55. This will be the last year that the Assessor is involved with billing and collection as the County Treasurer will take over this task. All delinquent taxes were paid prior to any seizures being made. Elko County now utilizes the Internet to auction off any seized parcels that have not been made current.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Other Work Practices

Possessory Interest Valuation - Real Property: There are two areas in Elko County where possessory interest real properties are located. These properties are the cabins on U S Forest Service land at Lamoille Canyon, where both the land and improvements are valued consistent with the requirements of NRS 361.227(3), NRS 361.2275 and NRS 361.157. The other area is the Elko County Airport, where the privately owned improvements are valued in accordance with NRS 361.157.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Possessory Interest Valuation - Personal Property: There are no personal property possessory interests in Elko County. (N/A)

Statutes and Regulations: The Nevada Revised Statutes and the Nevada Administrative Code are available in the assessor's office. Both have been correctly updated.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Cost Manuals and Systems: The Assessor uses the Marshall and Swift computer cost estimator program to value the majority of the major improvements. The estimator updates are loaded into the computer once each year at the beginning of the work year. The September 2003 update is being used for the residential property and the October 2003 update is being used for the commercial property. The Assessor has five copies each of the Marshall and Swift Commercial Handbook, the Assessor's Handbook of Rural Building Costs and the Marshall and Swift Residential Handbook. All of the manuals have been correctly updated. The Assessor's miscellaneous building program, which is based on the Marshall and Swift cost manuals and the Rural Building Cost Handbook, is used to value most minor and agricultural improvements.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraisal Records: Appraisal record information files are maintained in a timely manner and is consistent with NAC 361.146. Each property record folder contains the most recent Marshall and Swift data entry form and computer printout as well as the data entry form and computer printout from the last appraisal. The files also contain a recent picture and drawing of the improvements. The old data entry sheets and computer printouts are used for comparison purposes. Only the information needed to identify the property and defend the appraisal is included.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Filing System: The assessor's real property record files are organized in parcel number order. This system is very efficient and easy to use.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Reports: The numerous reports required of the Assessor were completed consistent with the requirements of NAC 361.150, NAC 361.151, NAC 361.152, NAC 361.058, NRS 361.079, NRS 360.250, NRS 361.260; and NRS 361.310 and delivered on time, except NRS 360.250.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appeal Preparation and Presentations: For this tax year, there were a total of 13 appeals of which only were presented before the Elko County Board of Equalization.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Reopened Roll Log: The roll log required by NRS 361.310, to be received by the division on or before October 31, 2004, was received in July, 2004 and was completed in accordance with statutory requirements.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Obsolescence: The Assessor applies obsolescence to properties in Elko County in which taxable value exceeds full cash value. Obsolescence is measured pursuant to the requirements of NRS 361.227, using the various approaches to value. The Assessor maintains a list of those parcels that receive obsolescence. The Assessor applies obsolescence to predominantly multi-residential and converted mobile homes.

THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Land Use and Exemption Codes: A review of the assessment roll revealed that the Assessor is applying the land use and exemption codes consistent with the requirements of NRS 361.227(1); NRS 361.260(7); and the various statutes exempting certain real and personal property. .

THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Appraisal Cycle: The Assessor has completed the new reorganized appraisal cycle that was initiated prior to the last ratio study conducted in 2001. The parcel count is now more evenly and geographically distributed. This current ratio study indicates that this restructuring of the Elko appraisal cycle is working as intended.

Year of Reappraisal	Area	Reappraisal Description	% of Improved Parcels
2004		4504 non-agricultural parcels (2460 improved)	
		816 agricultural parcels	18%
		LOCATED:	
	002-210	Elko City	
	002-220	Carlin City	
	083	Crestview Sub	
	003-601-549	Gold Circle (Midas)	
	092	Goldview Estates	
	006-09J	Government Tracts	
	029	Jackcreek Subdivision	
	003-401-436	Mountain City	
	036	Meadow Valley Ranchos Unit #4	
	037	Meadow Valley Ranchos Unit #5	
	Various	Ranches N of Oasis, N of Metropolis Including Jarbridge, Pilot Valley Patented mining	
	091	Sundance Estates Unit #1 Sundance Estates Unit #3	
	021	Tuscarora	
	073	Wild Horse Estates	
	085	Wild Horse Estates #1	
	090	Wild Horse Estates #2	
	068	Special lands; Thousand Springs Sub Unit #1 AG, Thousand Springs Sub Unit #2	

THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Improvement Factoring: The Assessor applied the statewide improvement factor approved by the Nevada Tax Commission in all non-reappraisal areas of the county.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraiser Certifications: The Department has certified the assessor and six real property appraisers to appraise for ad valorem tax purposes. In addition, three of those appraisers are also certified in the valuation of personal property.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraisers Training Requirements: All of the Elko County staff appraisers are presently in compliance with NRS 361.221 and NRS 361.223.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

LANDER COUNTY
Part II:
2005-06 Work Practices Survey

ANALYSIS AND RECOMMENDATIONS

Real Property Discovery and Valuation Work Practices

Sales Collection: The Assessor receives copies of recorded deeds and declarations of value from the Recorder's office and receives data sheets from all area title companies. The pertinent information contained in these documents is verified and input into the computer sales data bank.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Sales Verification: The Assessor uses two primary methods of verifying the accuracy of information reported on the deed and declaration of value for the purpose of obtaining information. Sales questionnaires are mailed to the grantees and grantors of all sales transactions. The assessor is receiving an 80 percent return rate on the questionnaires. A second and third mailing is required for unreturned questionnaires. The Assessor is able to verify nearly all sales using this method. The procedures are consistent with NAC 361.118 (3).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Sales Database: The sales data base is used to establish land factors pursuant to NRS 361.260 (5) and to establish the value of land pursuant to NRS 361.260 (7). The Assessor's data bank is continually improving in both content and accuracy. The comments portion provides more useful information for confirming sales verifications, information concerning terms of sale, motives of buyers and sellers, multi-parcel sales, and grantor/grantee relationships, any of which could affect the validity of sales.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Vacant Land (excluding agricultural property): The Assessor uses comparable vacant land sales to establish value. Thirty-four vacant properties were sampled in this study and two were found to be out of ratio parameters. Both are in the factored area and were last appraised by a county-hired independent appraiser. Due to the area maps at the time, the parcels were incorrectly located and values were determined based on an incorrect inspection. These parcels were discussed with the Assessor and will be corrected during the next reappraisal cycle. The Assessor will also appraise all the land in the Kingston area in 2005 to ensure all parcels are properly valued. There were very few recent sales in the reappraisal area resulting in little or no change from last year's values; however, the Assessor and staff continue to diligently research and study land values in the reappraisal area.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Subdivision Analysis: The assessor has analyzed all potential qualified subdivisions in Lander County. For the 2005-2006 fiscal year, there are 13 subdivision ownerships that qualify for a discount. The Assessor's staff calculates and applies the appropriate land values as directed by NAC 361.129. A review of the data and documentation found the Assessor's methods and conclusions were supported.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Single-family Residential, Multi-Family Residential, and Commercial/Industrial Land: The Assessor applies the comparable sales methodology authorized by NAC 361.118 when there are sufficient comparable sales for an area. In areas that exhibit insufficient verified sales data the Assessor has been applying a factor of one. The Assessor has been made aware of NAC 361.118. The process of abstraction and allocation has not proven to be viable due to extreme variation in sales. The Division

developed a proposed method of land valuation based upon a numeric grading system and this was discussed with the Assessor. Twenty-five improved single-family residential land parcels, twenty-five multi family land parcels and eighteen commercial/industrial land parcels were sampled in this study. One single family residential land value was found to be outside the ratio parameters. This was discussed with the assessor and was corrected. Fifteen improved multi-family residential land parcels were sampled in this study. The Division's appraiser agreed with the land values assigned to the parcels by the Assessor for this property type. Eighteen improved commercial/industrial land parcels were sampled in this study. The Division's appraiser agreed with all land values assigned by the assessor for this property type.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Land Factors: The Assessor uses the sales data bank in correlation with an Excel spreadsheet when establishing land factors. Due to the limited number of sales each year, the Assessor must use several years of sales to develop a factor trend, consistent with NAC 361.118(1)(f)(2). The Division staff confirmed that the land factors approved by the Nevada Tax Commission were applied to land outside the reappraisal area using a sample of randomly-drawn observations.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Single-family Residential Improvements: The Assessor applies the Marshall/Swift residential cost estimator pursuant to NAC 361.128. Twenty-five improved single-family residential properties were studied this year. Twenty-two were within ratio parameters. Of the three that were out of tolerance, one was in the county's reappraisal area and was due to a simple clerical error of using the conversion date instead of the age-weighted date when calculating the depreciation. This will be corrected on the open roll. The next outlier was due to completed construction of the home and added improvements since the last appraisal of the property. The Assessor is aware of the changes and plans to re-appraise the new construction of the property. The third will be included in the 2005 re-appraisal year, but due to a land use code change, should have been done in 2004. There were several small improvement differences in size as well as missing items. These were discussed with the Assessor and will be corrected.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Multi-family Residential Improvements: The Assessor applies the Marshall/Swift residential cost estimator pursuant to NAC 361.128. Fifteen improved multi-family residential properties were studied, ten were within ratio parameters. All five properties that were out of ratio tolerance will be included in the 2005 re-appraisal cycle. One was discovered to be a clerical error in the construction year of the improvements and will be corrected on the open roll. Two have improvements that were added since the last reappraisal and did not require permits. Two have description errors which affected the costing of the improvements. These outliers were discussed with the Assessor and will be corrected.

ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Commercial and Industrial Improvements: The Assessor applies the Marshall/Swift commercial cost estimator pursuant to NAC 361.128. Eighteen improved commercial and industrial properties were included in the study. Nine were found to be within ratio parameters. Of the nine outliers, one was due to a well that was last valued using a local well survey which has since been valued using the Marshall and Swift cost manual. Five were due to occupancy and/or improvement changes that did not require permits since last reappraisal. One was due to an addition to "heating and air" options in the Marshall and Swift manual that were not available when last valued. One was due to incorrect age-weighting and improvement differences that will be corrected on the open roll. One included a number of improvement differences on an exempt property. The commercial and industrial portion of Battle Mountain will be reappraised in 2005. The Assessor has agreed to pay particular attention to this category in order to discover any and all improvement changes since last reappraisal. All of these items have been discussed

with the Assessor and will be corrected during reappraisal in 2005 unless otherwise specified.
THE ASSESSOR'S PROCEDURES NEED IMPROVEMENT (2).

Minor Improvements: The minor improvements attached to the home are shown on the Assessor's drawings in detail. Items such as sheds and other out-buildings do not always appear on the drawing but are reflected on the small improvements sheet (square footage and construction year). The Assessor's method is consistent and easy to follow.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

New Construction Valuation: The Assessor discovers new construction using the county building permits that are received on a monthly basis. Nearly all new construction is discovered in this manner. New construction that is discovered before the close of the roll in December is included at that time. New construction that is discovered after the close of the roll, but before July 1st, is included on the roll log. However, because of the rural nature of the county, many improvements are put in place without the need or use of a county permit and therefore are not discovered until reappraisal. A review of several parcels with new construction shows that the improvements are valued and depreciated pursuant to NRS 361.227.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land: Agricultural land was valued consistent with the Agricultural Land Values Bulletin #194. Twenty-four agricultural land parcels were included in this study. All samples were within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land Records: The land records are accurate and reflect the new appraisals.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land Classification Maps: Lander has made great strides in this category, having undertaken a complete revision of these maps over the past five years. Many of the old land maps had been lost, were decaying from age or were not properly updated. The new maps correctly reflected the current crop and forage potential of each parcel.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Bulletin Use: The correct Agricultural Land Value Bulletin (194) was used and values applied consistent with the Bulletin values.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Residential Home-site Valuation: The Assessor valued all homesites in the study consistent with the requirements of NRS 361A.140, NRS 361.227 (1) and Agricultural Bulletin 194, page 3 regarding "Farmsteads." Comparable land sales in the area were used consistent with the requirements of NAC 361.118 (1).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Improvements: Four of the twenty-four parcels in this study had improvements. Upon field inspection and valuation, all parcels were found to be inventoried and valued using a combination of the Rural Building Manual and the Marshall & Swift Manual pursuant to NAC 361.128 (2).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Deferred Taxes: The procedures utilized by the Assessor in calculating and collecting deferred taxes are consistent with the requirements of NAC 361A.110 through NAC 361A.160.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Higher Use: There were no value changes due to higher use during this past calendar year for the 2005-2006 tax cycle. (NA)

Assessment Maps: Geo Graphics of Nebraska prepares the Assessor's maps. They are of good quality and conform with Nevada Revised Statutes.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Prescribed Parceling System: The Assessor uses the prescribed parceling system pursuant to NRS 361.189, except summary parcels are used on a very limited basis and only for billing purposes. The summary parcels are used for the convenience of the taxpayer so that they may receive only one tax bill. The Assessor maintains an individual value for each parcel that is associated with the summary parcel.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Personal Property Discovery and Valuation Work Practices

Discovery: The Assessor discovers personal property within the county consistent with NRS 361.260(1) and NRS 361.265. Business licenses are required by the county for all new businesses. The FAA report is the main tool used to discover aircraft located within the county. By monitoring all new manufactured home hook-up permits issued by the county, D.R.S's from manufactured home dealers, discovering homes in the field, and trip permits from other counties, the Assessor accomplishes both timely and accurate discovery and assessment of new mobile homes. Since the county is relatively small in population, the staff is informally informed of most changes or additions in the county. The county staff did not use the Department of Transportation Highway Report on billboard location. They are planning to get a copy in the near future and incorporate this information in their discovery process. In addition, the staff is now conducting a physical search to verify the total number of billboards in the county.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Record-keeping: This category has improved a great deal since the last ratio study. All of the records are now being filed numerically which increases speed and convenience. The manufactured home accounts have individual file folders with the Dealer's Report of Sale and other pertinent information included. The ranch and business declarations are now filed individually in separate file folders arranged in numeric order. The files have been purged of old declarations and other outdated material from the system.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural: There were no secured agricultural parcels on the tax roll. Six unsecured agricultural parcels were reviewed and all were inventoried and all were done consistently with the Personal Property Manual authorized by NAC 361.1365(3).
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Business Property: All observations within the sample are being valued consistently with the Personal Property Manual authorized by NAC 361.1365(3). Seven secured and thirteen unsecured business properties were reviewed. While there were no individual parcels out of compliance there were a few

individual line items that were outliers. The reason for this was that these “outliers” were either entirely depreciated to the maximum limit or nearly so and mathematical rounding was the cause for these being outside of the limits.

THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Manufactured Housing: The Assessor values manufactured housing classified as personal property consistent with the requirements of NAC 361.1365 and the Personal Property Manual. There were six secured and five unsecured manufactured homes reviewed in this study. The Dealer’s Report of Sale information and other original value documentation is available for all mobile homes and all accounts are filed numerically. The Assessor and staff have a separate file folder for deactivated accounts in place and all files look neat and orderly. Real property improvements are kept in separate files and calculated properly. The Assessor’s procedure for converting manufactured housing from personal property to real property is consistent with NRS 361.2445, NRS 361.325, and NAC 361.130.

THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Billboards: Five unsecured billboard accounts were reviewed and all were inventoried and valued consistently with the requirements of NRS 361.227 (4) and NAC 361.1305. When the original tax roll was sampled there appeared to be an inordinate number of billboard accounts in proportion to total parcel and land use counts. Upon office inspection it was determined that most signage from business and commercial accounts were erroneously categorized and labeled as billboards. This was brought to the Assessor’s attention and is being corrected. The Department suggested the use of the Department of Transportation report that identifies signs and billboards located on Interstate 80. The Assessor intends to obtain and use this report.

THE ASSESSOR’S PROCEDURES NEEDS IMPROVEMENT (2).

Aircraft: There are very few unsecured and no secured aircraft located in Lander County. The county has aggressively discovered, valued, and taxed them consistent with the requirements of the Personal Property Manual. The Department reviewed four samples in this category. Of these, none were discovered to be out of tolerance.

THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Migratory Property: The Assessor and her staff continue to use a system that was implemented several years ago to ensure that these types of migratory properties are discovered and assessed in accordance with NRS 361.505. Manufactured homes in Lander County are treated correctly as it pertains to migratory property. All manufactured homes entering the county after July 1st are correctly classified as non-migratory and are placed on the next succeeding tax roll. Manufactured and portable offices are correctly classified as migratory.

THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Billing/Collection (penalties applied, seizure and sale): The Treasurer is responsible for the collection of delinquent accounts and this has dramatically improved in Lander County from the previous study. Unsecured personal property tax uncollected prior to the 2005-2006 billing cycle, including penalties and interest, is approximately \$2,000.

Appropriate penalties and interest are being applied to accounts in accordance with statutes. Although the assessor posted four seizure notices in the past year, no seizures occurred.

THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Other Work Practices

Possessory Interest Valuation - Real Property: The only possessory interests valued by the Assessor in Lander County are the privately owned hangers at the Kingston airport. The hangars at the airport have only an improvement value which is correctly applied in accordance with NRS 361.157.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Possessory Interest Valuation - Personal Property: There is no personal property possessory interest in Lander County. (N/A)

Statutes and Regulations: The Nevada Revised Statutes and the Nevada Administrative Codes are available in the assessor's office. Both have been correctly updated.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Cost Manuals and Systems: The Assessor uses the 2003 Marshall and Swift computer estimator programs to value most major improvements. The estimator updates are loaded into the computer annually at the beginning of the work year. The September 2003 update is used for the residential property. The October 2003 update is used for the commercial property and the assessor has one copy each of the Marshall and Swift Residential and Commercial Cost Manuals and two copies of the Assessor's Handbook of Rural Building Costs. The Assessor's miscellaneous building program which is based on the Marshall and Swift cost manuals and the Handbook of Rural Building Costs are used to value most minor agricultural improvements.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraisal Records: The information in the files is maintained in a timely manner and is consistent with NAC 361.146. Each property record file contains a drawing and picture of the improvements, a Marshall and Swift data entry form and printout, and a miscellaneous building sheet. In addition, some information from the previous appraisals may be included for comparison purposes. Only the information needed to identify the property and defend the appraisal is included.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Filing System: The assessor's real property files are well organized by parcel number.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Reports: The numerous reports required of the Assessor were completed consistent with the requirements of NAC 361.150, NAC 361.151, NAC 361.152, NAC 361.058, NRS 361.079, NRS 360.250, NRS 361.260; and NRS 361.310 and delivered on time, except NRS 360.250.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appeal Preparation and Presentation: For this tax year there were three appeals to the Lander County Board of Equalization and none of these continued on to the State Board.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Reopened Roll Log: The roll log required by NRS 361.310 to be received on or before October 31, was received on October 26, 2004. This report was completed in accordance with statutory requirements.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Obsolescence: The Assessor reviews sale prices and compares taxable value to determine whether obsolescence is necessary. Obsolescence has not been applied to any parcels in Lander County.
 THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Land Use and Exemption Codes: A review of the assessment roll revealed that the Assessor is correctly applying the land use and exemption codes
 THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Appraisal Cycle: The Lander County Assessor uses a five year reappraisal cycle, as follows:

Year of Reappraisal	Reappraisal Area	Description	% of Improved Parcels
2000	1	1063 non-agricultural parcels (968 improved) LOCATED: Districts 2, 5, & 7, Battle Mountain Town, Multi-family Residential, Commercial, Antelope Reese Road Battle Mountain Road (Books 2 and 7)	29%
2001	2	102 agricultural; 1359 non-agricultural parcels (273 improved) LOCATED: Districts 3, 4, 6, Kingston Town, Gillman Springs Ranch, Austin Road (Books 3, 4, and 6)	20%
2002	3	147 agricultural; 463 non-agricultural parcels (297 improved) LOCATED: Districts 1, 5, 6, Austin Town Antelope Reese Road, Austin Road (Books 1 and 5)	9%
2003	4	415 agricultural parcels; 1506 non-agricultural parcels (572 improved) LOCATED: District 8, Battle Mountain Road Hilltop Muleshoe (Book 10 & 11)	27%
2004	5	1064 non-agricultural parcels (975 improved) LOCATED: District 2, Battle Mountain SFR	15%

This cycle currently does not work well for the Assessor. The Assessor will be submitting a letter requesting suggested changes.
 THE ASSESSOR’S PROCEDURES MEET STANDARDS (3).

Improvement Factors: The Assessor uses a composite improvement factor which incorporates statutory depreciation and the improvement factor approved by the Nevada Tax Commission for all improvements under 50 years of age in non-reappraisal areas, and the trended improvement factor alone on all improvements over 50 years of age. The Assessor applies a numeric code system of 10 and 50 to

track the improvements (10 being less than 50 years old and 50 for those properties 50 years old and older). When an improvement reaches 50 years, it is flagged and the numeric code changed.

Appraiser Certification: At this time, the Assessor is the only certified real property and personal property appraiser in the office. There is one employee with a Temporary Appraiser's Certificate pending successful completion of the Appraiser Certification Exam and one data collector. Both of these employees are new to the office.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraiser Training Requirements: The Lander County Assessor is presently in compliance with NRS 361.221 and NRS 361.223.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

PERSHING COUNTY
Part II:
2005-06 Work Practices Survey

ANALYSIS AND RECOMMENDATIONS

Real Property Discovery and Valuation Work Practices

Sales Collection: The Assessor receives copies of recorded deeds and declarations of value from the recorder's office. These documents are the basis of the sales data bank.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Sales Verification: The verification of sales is accomplished primarily through declarations of value and questionnaires sent to both grantor and grantee. Sales verification letters are sent to the buyer and seller for additional information. The assessor also uses direct contact with buyers, sellers, and real estate professionals for specific information. When there is a failure to respond on the part of the grantor/grantee, the assessing department attempts to further make contact to verify sales data. The procedures are consistent with NAC 361.118 (3).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Sales Database: The sales database is maintained in a satisfactory manner, and is improving in both content and accuracy. The comments portion of the questionnaire provides further opportunity to include additional information for confirming sales validity, the terms of the sale, motives of buyers and sellers, multi-parcel sales and grantor/grantee relationships, any of which could affect the validity of sales. The sales data base is used to establish land factors pursuant to NRS 361.260 (5) and to establish the value of land pursuant to NRS 361.260 (7).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Vacant Land (excluding agricultural property): The Assessor uses comparable vacant land sales to establish value. Thirty-two (32) vacant properties were sampled throughout the county in this year's study and all were within ratio parameters. As in prior years, valid verified sales occur infrequently. Recent positive economic indicators show a slight positive growth since the study.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Subdivision Analysis: For the 2005-2006 study cycle there were no subdivisions that would qualify for a subdivision discount.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Single-family Residential, Multi-Family Residential, and Commercial/Industrial Land: The Assessor applies the comparable sales methodology authorized by NAC 361.118 when there are sufficient comparable sales for an area. Thirty-two (32) vacant properties were sampled throughout the county and all were within ratio parameters. Eleven (11) improved multi-family residential land parcels were sampled in this study and all were within ratio parameters. Twelve (12) improved commercial/industrial land parcels were sampled in this study and all were within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Land Factors: The assessor has compiled an extensive verified vacant land sales data bank. Valid sales in Pershing County for several years has been very sparse. In order to develop any trending the assessor has to use several years' worth of sales to obtain reasonable factoring values, consistent with NAC 361.118(1)(f)(2). The Division staff confirmed that the land factors approved by the Nevada Tax Commission were applied to land outside the reappraisal area using a sample of randomly-drawn observations. Of the thirty-two parcels reviewed all were within ratio parameters.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Single-family Residential Improvements: Thirty-two (32) improved single-family residential properties were included in the study. One parcel was outside of the ratio parameters. This parcel was a converted manufactured home that is now on the Secured Real Property Roll. The County Board of Equalization ordered a reduction of assessed value on this parcel prior to its conversion. The Assessor applies the Marshall/Swift residential cost estimator pursuant to NAC 361.128.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Multi-family Residential Improvements: The Assessor applies the Marshall/Swift residential cost estimator pursuant to NAC 361.128. Twelve (12) improved multi-family residential properties were selected for review. All twelve appraised parcels were within acceptable ratio standards.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Commercial and Industrial Improvements: The Assessor applies the Marshall/Swift commercial cost estimator pursuant to NAC 361.128. Twelve (12) improved commercial/industrial properties were included in the study. There was one outlier. The reason for this one parcel being out of ratio was a result of the Division using the Marshall & Swift valuation guide software and the county appraiser using the Rural Building Manual. It was determined that the Rural Building Manual was the more accurate valuation guide, and the parcel was revalued. The results were within ratio standards.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Minor Improvements: The Division occasionally noticed some differences in the number of minor improvements observed from those valued by the assessor's staff. This was especially true with fencing. These small errors have not resulted in values being out of ratio. The staff applies the Marshall & Swift cost handbook or the Rural Building Cost Manual for the valuation of the minor improvements.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

New Construction Valuation: New construction is discovered through the use of the county and city building permit systems. All new construction is discovered in this manner. New construction that is discovered before the close of the roll in December is included at that time. New construction discovered after the close of the roll is included on the roll log. A review of two parcels that exhibited new construction shows that the improvements are valued and depreciated pursuant to NRS 361.227
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land: Agricultural land was valued consistent with the Agricultural Land Values Bulletin #194. There were twenty-four agricultural parcels sampled in this study. All of the parcels were within ratio parameters.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land Records: The land records are accurately updated during reappraisal and accurately reflect the agricultural classifications of each property.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land Classification Maps: The Assessor's files contain maps of each agricultural property. The maps are updated during each reappraisal and accurately reflect the various land classifications of the parcel.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Bulletin Use: The assessor valued all agricultural parcels using the current Agricultural Bulletin (194).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Residential Home-site Valuation: The Assessor valued all home-sites in the study consistent with the requirements of NRS 361A.140, NRS 361.227 (1) and Agricultural Bulletin 194, page 3 regarding "Farmsteads." Comparable land sales in the area were used consistent with the requirements of NAC 361.118 (1).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Improvements: Two improved agricultural properties were included in the study. Both properties were within ratio parameters and valued correctly using the Rural Building Manual.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Deferred Taxes: There are 1,812 deferred agricultural parcels in Pershing County. The Assessor's files include a current agricultural application for each operator. The Assessor requires a new application when the ownership changes. The procedures utilized by the Assessor in calculating and collecting deferred taxes are consistent with the requirements of NAC 361A.110 through NAC 361A.160.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Higher Use: Pershing County has one higher use area on agricultural land. This higher use area, which is commercial in nature, has a land value similar to comparable commercial properties in the area.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land Conversions: For the calendar year 2004 the Assessor had 26 parcels totaling 16,640 acres converted from agricultural use to residential or commercial / industrial use. A review of the Assessor's calculation for deferred taxes are consistent with the requirements of NAC 361A.110 through NAC 361A.160.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Assessment Maps: The Assessor's maps are prepared by Desert Mountain Surveying in Winnemucca. They are of good quality and easy to use.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Prescribed Parceling System: The Assessor uses the prescribed parceling system pursuant to NRS 361.189. Summary or referral parcels are no longer used in Pershing County.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Personal Property Discovery and Valuation Work Practices

Discovery: The Assessor discovers personal property within the county consistent with NRS 361.260(1) and NRS 361.265. Manufactured home owners are required to obtain a building permit and inspection prior to the hookup of utilities. The Assessor obtains a building permit listing from the building department on a regular basis. Manufactured homes are also discovered using Dealer's Report of Sale (DRS), trip permits from other counties and discovery in the field. The county requires business licenses for all businesses and this information is transmitted to the assessor's office. Most agricultural use properties have been in operation for some time.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Record-keeping: The Pershing County's record keeping system displayed some weaknesses during the 2002-03 ratio studies, with respect to manufactured housing records. During the current study of 2005-06, the record keeping system shows no deficiencies. Business and ranch declarations are filed in individual folders with present and past years declarations enclosed. Manufactured home records are also kept in individual folders and filed numerically by account number.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Property: Pershing County has a significant amount of ranch and farm equipment for its size. Seven Secured and five unsecured agricultural accounts were reviewed and valued consistently with the Personal Property Manual authorized by NAC 361.1365(3). None of these accounts were out of tolerance.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3)

Business Property: All observations within the sample are being valued consistently with the Personal Property Manual authorized by NAC 361.1365(3). The samples consisted of six secured and seven unsecured accounts. There were no outliers.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Manufactured Housing: The Assessor values manufactured housing classified as personal property consistent with the requirements of NAC 361.1365 and the Personal Property Manual. Based on the ratios found in this study of six secured manufactured home accounts and nineteen unsecured accounts, there were no outliers.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Billboards: Two billboard accounts were reviewed and values were within ratio limits. The billboards are valued consistently with the requirements of NRS 361.227 (4) and NAC 361.1305.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Aircraft: No aircraft accounts were reported being present in Pershing for this study. The Division, after doing a search of the FAA registry determined that there were at least 6 aircraft listed as having a Pershing County address. The Web Site for the FAA was given to the assessor for future use. Upon recommendation the Assessor did send out letters of inquiry. The Assessor received two valid replies. The rest of the aircraft had either been destroyed or were no longer operable. For this study it could not be determined if there are any aircraft escaping valuation. The Division will be reviewing this category during the next ratio study.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Billing/Collection (penalties applied, seizure and sale): In Pershing County, the Treasurer is responsible for the collection of both secured and unsecured accounts. Penalties have been applied to all delinquent accounts and collected from the taxpayer. The Assessor had sent twenty-six seizure notices out this year and of these, two might be seized before the end of fiscal year 2004.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Migratory Property: The Assessor reported that there was no migratory property in Pershing County (N/A)

Other Work Practices

Possessory Interest Valuation - Real & Personal Property: The only possessory interests valued by the Assessor in Pershing County are the privately owned hangers at the county owned airport. The hangers at the airport have only an improvement value, which is calculated in accordance with NRS 361.157.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Statutes and Regulations: The Nevada Revised Statutes and Nevada Administrative Codes are available in the assessor's office. Both have been correctly updated.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Cost Manuals and Systems: The Assessor uses the Marshall and Swift computer estimator programs to value most major improvements. The estimator updates are loaded into the computer once each year at the beginning of the work year. The October 2003 update is currently being used for the commercial program and the September 2003 update is being used for the residential program. The Assessor has a copy of the Rural Building Cost Handbook and copies of the Marshall and Swift residential and commercial cost manuals. All of the manuals have been correctly updated. The Assessor's miscellaneous building program which is based on the Marshall and Swift cost manuals and the Rural Building Cost Handbook is used to value most minor and agricultural improvements.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraisal Records: The information in the files is maintained in a timely manner and is consistent with NAC 361.146.. The assessor is taking new pictures and making new drawings as needed. The files include a picture and drawing of the improvements, a Marshall and Swift data entry sheet and printouts, miscellaneous building sheets and some information from the previous appraisals may also be included. Only the information needed to identify the property and defend the appraisal is included.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Filing System: The assessor's real property files are organized in parcel number order. The agricultural parcels that are maintained in a separate summary file, along with a summary index that cross references all pertinent information such as ag applications. The assessor is in the process of updating agricultural applications to replace those that are deteriorating.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Reports: The numerous reports required of the Assessor were completed consistent with the requirements of NAC 361.150, NAC 361.151, NAC 361.152, NAC 361.058, NRS 361.079, NRS 360.250, NRS 361.260; and NRS 361.310 and delivered on time, except NRS 360.250.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appeal Preparation and Presentations: For this tax year there were seven appeals to the Pershing County Board of Equalization.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Reopened Roll Log: The roll log required by NRS 361.310 to be received by the division on or before October 31, 2004, this was received on time. This report was completed in accordance with statutory requirements.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Obsolescence: There are currently no properties in Pershing County that have obsolescence applied.
(N/A)

Land Use and Exemption Codes: The assessor uses and correctly applies the approved land use and exemption codes.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraisal Cycle: The Assessor uses a five year appraisal cycle.

Year of Reappraisal	Reappraisal Area	Description	% of Improved Parcels
2000	1	Imlay, Outside Imlay, Grass Valley	28%
2001	2	Vacant lands	52%
2002	3	Outside City of Lovelock	6%
2003	4	City of Lovelock	8%
2004	5	600 agricultural, 109 Rural Improved, 20 Rural Improved LOCATED: Western half, SE County	6%

This cycle conforms to the requirements of NRS 361.260 (6) and NAC 361.144. The cycle works well for the Assessor and is manageable with the available staff.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Improvement Factoring: When factoring improvements, the assessor uses a composite factor which incorporates statutory depreciation and the improvement factor approved by the Nevada Tax Commission.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraiser Certifications: The Assessor and one real property appraiser are certified.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraisers Training Requirements: The two real property appraisers are in compliance with NRS 361.221 and NRS 361.223.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

WASHOE COUNTY
Part II:
2005-06 Work Practices Survey
ANALYSIS AND RECOMMENDATIONS

Real Property Discovery and Valuation Work Practices

Sales Collection: All real property transfers are obtained from the recorder's office by members of the Assessor's staff. Copies of sales documents such as deeds and declarations of value are kept on file in the Assessor's office by year.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Sales Verification: Sales data is verified by examination of data maintained by title companies with regard to price, terms and conditions of the sales. The county staff sends out verification letters to buyers and sellers as well as making personal contact by phone in many cases in order to identify whether the parties involved in the sales conducted the transactions at arms-length. After determining the validity of the sales, the staff then assigns various codes to the sales which show the confidence level and type of verification completed. The procedures are consistent with NAC 361.118 (3).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3)

Sales Data Base: The verified and coded sales are entered into the computer database where they can be accessed by appraisers and other workers in the assessor's office. The sales data base is used to establish land factors pursuant to NRS 361.260 (5) and to establish the value of land pursuant to NRS 361.260 (7). The sales database is maintained in a satisfactory manner.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Vacant Land (excluding agricultural property): The Assessor uses comparable vacant land sales to establish value. The Division staff examined a large sample of 30 properties, including unimproved land, ranchettes, single-family residential, multi-family residential, commercial, retail and industrial lots. The ratios of the observations were within the statutory parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3)

Subdivision Analysis: The County has assigned this specialized task to a senior appraiser. There are currently five subdivisions that have qualified for a discount pursuant to NAC 361.1295. The discounts allowed range from 20 to 40 percent. A review of the data and documentation found the Assessor's methods and conclusions were supported.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Single-family Residential, Multi-Family Residential, and Commercial/Industrial Land: Washoe County appraisal staff applied the comparable sales methodology authorized by NAC 361.118 when there were sufficient comparable sales for an area. In areas which did not have sufficient sales, the allocation method described in NAC 361.109 was used.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Observation: The County has established a system in which a set of parcel maps for the reappraisal area are put in one centrally located file. Within these maps the land value for each parcel is written on the parcel and a list of comparable sales which were used in setting these values are included.

Land Factors: The Washoe County appraisal staff uses validated, confirmed arms'-length sales to

establish land factors. The land factors were applied by reappraisal area in an effort to avoid island factoring. The Assessor's staff takes a very conservative approach when applying land factors. The statutes allow a median ratio between 30 and 35 percent and the Assessor generally recommends factors which result in a median on the low end of this range. The Division staff confirmed that the land factors approved by the Nevada Tax Commission were applied to land outside the reappraisal area.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Single-family and Multi-family Residential Improvements: This property category contained the majority of the Division's sample for this ratio study. The property types included minor improved properties, mobile homes, converted mobile homes, condominiums, single-family "stick" built houses, duplexes, condominiums, and apartment complexes. The tables in the Marshall/Swift Cost Handbook are applied, however, at present the county does not have the ability to use the computerized Marshall and Swift tables for manufactured houses, therefore, a cost run on a standard "stick" built house of low quality is modified by the computer using a list of reducing factors. This is a viable approach but a computer error caused some incorrect valuations on other improvements associated with converted mobile homes. It was discovered that the computer was incorrectly applying the reduction factor used on converted mobile homes to all the other improvements on the parcel. The county staff has decided to calculate the costs for all converted mobile homes manually using the appropriate Marshall and Swift manuals until this computer problem can be corrected or a new computerized costing system can be obtained.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Commercial and Industrial Improvements: The commercial and industrial samples included a wide range of improvements and property types, including small retail stores, "big box" retail outlets such as WalMart, steel fabrication plant, and a chocolate manufacturing plant, among others. Most of the subjects in this category were within ratio study parameters. The outliers in this area were generally due to valuation of car wash, occupancy valuation changes since the last reappraisal, or missed improvements such as a second floor office mezzanine. One commercial sample was found to have a large square foot difference (1,750) due to one incorrect measurement. The county staff corrected this parcel before the close of the tax roll and sent the taxpayer a new valuation notice. In fact, the county staff attempted to correct all of the errors found during the ratio study, including all property categories, in time that new valuations could be sent out to the taxpayers.

In general, building classifications and other major value criteria were appropriately used by the county. One of the samples in this category pointed to a difference in cost values produced by the county computer and those produced by the Division's estimator program. The sample in question had identical valuation criteria as did the Division but the cost run produced by the county was a slightly lower than that of the Division. A different version of the commercial estimator caused this discrepancy. The Assessor and his staff are working on a better system of in-house costing which will improve this situation.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Minor Improvements: The Assessor's staff develops a model for yard improvements based on Marshall/Swift costs and further supported by a local study. Units of improvements are applied using mass appraisal techniques. Minor improvements are routinely discovered and valued using the units of improvements methodology.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

New Construction Valuation: The main method of discovery is through city and county building permits. After inputting these permits into the computer, a special team is assigned the task of appraising these new properties throughout the year. The Assessor also has additional staff work on new construction just prior to the lien date in an attempt to discover and value all of the existing improvements. These new construction parcels are placed on the proper roll by using the reopened roll log option now available to the assessor. A review of several parcels with new construction indicates the improvements are valued and depreciated pursuant to NRS 361.227.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land: Twelve agricultural parcels were sampled for this ratio study. All parcels were valued consistent with the Agricultural Land Values Bulletin #194 and were within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land Records: The agricultural land records are updated and reflect the various land classifications for each parcel.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land Classification Maps: Land classification maps are available for agricultural parcels and are updated upon reappraisal.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Bulletin Use: The assessor used the current Agricultural Bulletin 194 to value agricultural land.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Residential Home-site Valuation: None of the agricultural samples had a home-site. (NA)

Agricultural Improvements: Two of the ratio study samples had improvements. Both were valued by the Assessor using the Rural Building Manual or the Marshall Swift manual pursuant to NAC 361.128 (2), and were within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Deferred Taxes: There were 1204 deferred agricultural parcels in Washoe County. The procedures utilized by the Assessor in calculating and collecting deferred taxes are consistent with the requirements of NAC 361A.110 through NAC 361A.160.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land Conversions: The Assessor listed forty parcels totaling 1,469 acres which were converted from agricultural use to residential or commercial use during the 2004 calendar year. The Assessor's calculation of deferred taxes was verified and found to be consistent with NAC 361A.240.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Assessment Maps: The Assessor's maps are prepared by the county mapping department. The Assessor continues to work on remapping the county on the new GIS mapping system. The new maps are of very good quality and comply with statutory requirements.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Prescribed Parceling System: The assessor uses the state prescribed parceling system pursuant to NRS 361.189. Summary or referral parcels are not used in Washoe County.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Personal Property Discovery and Valuation Work Practices

Discovery: Washoe County discovers personal property within the county consistent with NRS 361.260(1) and NRS 361.265. Mobile homes are discovered through building permits, Dealer's Report of Sales (DRS's), moving permits and field inspections which are ongoing during the year. Approximately twice each year the assessor's office sends out an inquiry letter to the mobile home parks located in the county. The parks reply with a list of all the mobiles located in the park. This list was then verified through field inspections. This audit process is ongoing and conducted on a daily basis. Billboards are discovered during reappraisal and through building permits.

Aircraft are discovered through the department of taxation sales tax reports. The Assessor sends an inquiry letter to the larger aircraft hangar owners and asks for a list of tenants and tail numbers. In prior years an on-site visit of the airports in Washoe County was made to verify what existed and to discover aircraft that might not have been reported previously. The aircraft owners were then sent an inquiry letter and declaration. The Federal Aviation Administration's aircraft registry indicates approximately 1,100 private aircraft that are registered in Washoe County. The personal property data base submitted to the Division for sample selection indicated slightly over 300. The FAA Web site address was given to the Assessor's office to aid in future discovery efforts.

Businesses are tracked through business licenses that are issued by the various county authorities. Copies of those licenses that are issued outside of Reno proper are transmitted to the assessor's office.

This year upon review of office procedures it was determined that there were some deficiencies in the discovery process which in turn translates over to the valuation end of the process. Methods of improving the discovery process are under review and have been discussed with the Division and will be implemented in the very near future. Currently Washoe County has around 20,000 personal property accounts to manage. After discussing the methods employed with the appraiser it was determined that the current staff size was too small to service the number of accounts that needed to be maintained and valued. At the time of the Division's review, it was noted that substantial amounts of accounts had not yet been entered in the database. In recent times field auditors/appraisers that left the Assessor's office were not replaced. The Assessor's office has recognized the need to improve efficiency and undertaken a plan that will cross train real and personal property appraisers. With an increase in cross-trained staff the discovery process should improve.

THE ASSESSOR'S PROCEDURES ARE DEFICIENT (1).

Record-keeping: Washoe County's personal property files are organized and managed. Personal property accounts are filed in individual file folders and are easy to locate. Mobile home accounts are filed by account number. The aircraft declarations are filed by tail number. Business accounts are filed in alphabetical order with current and previous year's declarations contained in the file. Agricultural and billboard accounts are filed in alphabetical order. Inactive accounts are filed separately and maintained for several years.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Property: There were ten secured agricultural personal property accounts and seven unsecured agricultural property accounts that were reviewed. Nearly all were done consistently with the Personal Property Manual authorized by NAC 361.1365 (3). There were a few sub-items within the

main account that were out of ratio and these were due to the items being almost fully depreciated. No major account was out of compliance
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Business Property: There were thirty-two secured and fourteen unsecured business accounts reviewed. Upon review of the individual signed declarations, it was determined that there were a disproportionate number of older accounts (some dating back to the 1970's) that reported "same as last year" or "no change." The authenticity of these declarations of personal property items are insufficiently reviewed by the county. Of the other samples reviewed in these categories, a few incorrect class life assignments and some input errors were found. The declaration is designed for class life reporting by year on the front and for itemization of additions and deletions on the back. On many of these declarations it was impossible to determine the "type or category" of item being valued as they were "lump summed" and hence impossible to assign correct depreciation lives. The county has an 85-90 percent rate of return on declarations but many of these are inadequately filled out to allow for accurate valuation. All commercial accounts are initially sent a declaration. If the owner does not respond, a second declaration is sent.

THE ASSESSOR'S PROCEDURES ARE DEFICIENT (1).

Manufactured Housing: There were eleven secured and twenty-three unsecured manufactured homes accounts reviewed. None of the properties in these two categories were found to be out of range. The county maintains a separate file on every mobile home for minor improvements of real and personal property items. The Assessor values manufactured housing classified as personal property consistent with the requirements of NAC 361.1365 and the Personal Property Manual. The Assessor's procedure for converting manufactured housing from personal property to real property is consistent with NRS 361.2445, NRS 361.325, and NAC 361.130.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Billboards: Five unsecured billboard accounts were reviewed and no outliers were found. There no secured billboard accounts. All were being valued consistently with the requirements of NRS 361.227 (4) and NAC 361.1305.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Aircraft: In this years' ratio study it was determined that a sample size of six accounts would be accurate enough to determine if correct procedures and valuation methods were being applied to this property type. The staff is assessing this segment of personal property consistent with the requirements of the Personal Property Manual. All observations were within standards.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Migratory Property: Migratory property is assessed in accordance with NRS 361.505. All businesses or other personal property which are likely to leave the county during the tax year, are categorized as migratory and are monitored and appropriately valued depending upon length of time situated within Washoe County.

THE ASSESSOR'S PROCEDURES MEETS STANDARDS (3).

Billing/Collection (penalties applied, seizure and sale): The county has a low delinquency rate indicating that there are appropriate procedures in place for collecting unsecured taxes. Appropriate penalties and interest are being applied to accounts in accordance with statutes. The Assessor sent out between 50-75 seizure notices this past year. Approximately 5 were seized, however, none were sold because the taxpayers paid the taxes prior to the sale.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Other Work Practices

Possessory Interest Valuation - Real Property: There are a few accounts in which Real Property possessory interest are valued. The Assessor applied a land and improvement value to those parcels consistent with the requirements of NRS 361.227(3), NRS 361.2275 and NRS 361.157. The income approach is applied when necessary. Expense rates and capitalization rates are market developed.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Possessory Interest Valuation – Personal Property: The Assessor did not report any personal property possessory interests. N/A

Statutes and Regulations: Several copies of the Nevada Revised Statutes and the Nevada Administrative Codes are available in the assessor's office. Both have been correctly updated.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Cost Manuals and Systems: During the past several years Washoe County has been actively developing an “in-house” valuation program that incorporates the Marshall & Swift Valuation Schedules. This will provide a standard costing system that will yield an improvement value once all the data has been entered. The assessor also uses the Marshall and Swift commercial estimator program to value commercial/industrial improvements. Some unique localized improvements are valued manually using the approved Rural Building Manual. Agricultural type improvements are valued using the Rural Building Cost Handbook published by the Division. The Assessor has several copies of the Rural Building Cost Handbook and several copies of the Marshall and Swift residential and commercial cost manuals. All manuals have been correctly updated.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

RECOMMENDATION: The Assessor should review the cost system to ensure the modifiers reflect the current Washoe County building codes.

Appraisal Records: The sample of observations indicates the information in the files is maintained in a timely manner and is consistent with NAC 361.146. The Assessor is taking new pictures and making new sketches as they are needed. The files include an appraisal record, building and land data, a valuation history, the owner's name and property address, the appraiser's initials and the date of the last appraisal visit. Included in the folder is an activity log. The folder may also contain a new construction worksheet, any correspondence relating to the property and data from the previous appraisal which is used for comparison purposes.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Filing System: The Assessor's real property record files are organized in parcel number order.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Reports: The numerous reports required of the Assessor were completed consistent with the requirements of NAC 361.150, NAC 361.151, NAC 361.152, NAC 361.058, NRS 361.079, NRS 360.250, NRS 361.260; and NRS 361.310 except NRS 360.250.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appeals Preparation and Presentation: For this tax year there were a total of 1350 appeals to the

Washoe County Board of Equalization. No observations were made of presentations to the County Board of Equalization.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Reopened Roll Log: The roll log, required by NRS 361.310 to be received by the Department on or before October 31, 2004 was received in a timely manner and was completed in accordance with statutory requirements.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Obsolescence: Obsolescence is measured pursuant to the requirements of NRS 361.227, using the various approaches to value. The county studies market and economic conditions continuously. Any property that exhibits a loss in value for what ever reason is adjusted.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Land Use and Exemption Codes: The Assessor uses and correctly applies the approved land use and exemption codes consistent with the requirements of NRS 361.227(1); NRS 361.260(7); and the various statutes exempting certain real and personal property.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraisal Cycle: The Washoe County Assessor uses a five year reappraisal cycle, as follows:

Year of Reappraisal	Reappraisal Area	Description	% of Improved Parcels
2000	4	NW, NE Reno and Sparks	28%
2001	5	North County Suburban, Valleys & Rural	21%
2002	1	South County, Lake Tahoe	15%
2003	2	SW, SE Reno, airport, McQueen, Mogul-Verdi	23%
2004	3	Reno Central Core	13%

This cycle works well for the assessor and is manageable.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Improvement Factoring: The Assessor applied the statewide improvement factor approved by the Nevada Tax Commission in all non-reappraisal areas of the county.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraiser Certifications: All appraisers involved with the valuation of taxable properties are certified. In addition, several of the real property appraisers are being cross-trained to value personal property.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraisers Training Requirements: All of the Washoe County staff appraisers are presently in compliance with NRS 361.223. THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

WHITE PINE COUNTY
Part II:
2005-2006 Work Practices Survey

ANALYSIS AND RECOMMENDATIONS

Real Property Discovery and Valuation Work Practices

Sales Collection: The Assessor's main source of sales data is copies of deeds and declarations of value sent from the recorder's office. These documents are the basis of the sales data bank.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Sales Verification: The Assessor uses the declaration of value as the primary method of verification. Sales verification letters are sent to the buyer and seller for additional information. The Assessor also uses direct contact with buyers, sellers and real estate professionals for specific information. The procedures are consistent with NAC 361.118 (3).
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Sales Database: The sales data are entered into the computer on the primary record for each parcel. Sales data are included for years 1999 through 2004. The sales data base is used to establish land factors pursuant to NRS 361.260 (5) and to establish the value of land pursuant to NRS 361.260 (7).
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Vacant Land (excluding agricultural property): The Assessor uses comparable vacant land sales to establish value. Thirty two vacant properties were sampled for this study; all were within ratio parameters.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Subdivision Analysis: Nevada Revised Statute 361.227 (2) (b) directs assessors to value qualified subdivisions using the appraisal methods set out in NAC 361.229 and NAC 361.1295. There are no subdivisions in White Pine County that qualify for subdivision analysis.

Single-family Residential, Multi-Family Residential, and Commercial/Industrial Land: The Assessor applies the comparable sales methodology authorized by NAC 361.118 when there are sufficient comparable sales for an area. Thirty improved single-family residential parcels were included in the study; there was only one parcel that was out of tolerance. Twenty improved multi-family residential land parcels were included in the study; all were within ratio parameters. Twenty five improved commercial/industrial land parcels were included in the study; all were within ratio parameters.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Land Factors: The Assessor's sales data bank is used when establishing land factors. The Assessor has established factored areas and has a working knowledge of the factoring process. Due to the limited number of sales each year, the Assessor must use several years of sales to develop a factor trend, consistent with NAC 361.118(1)(f)(2).

The Division staff confirmed that the land factors approved by the Nevada Tax Commission were applied to land outside the reappraisal area using a sample of randomly-drawn observations.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Single-family Residential Improvements: The Assessor's staff applies the Marshall/Swift residential cost estimator pursuant to NAC 361.128. Thirty two improved single-family residential properties were included in the study. There were two parcels in the Assessors physical reappraisal area that were out of tolerance. Also there were ten parcels out of tolerance in the old non-reappraisal areas. These twelve parcels were out of tolerance because of minor differences in calculating the minor improvements and the differences in the year to year values with Marshall and Swift.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Multi-family Residential Improvements: The Assessor's staff applies the Marshall/Swift residential cost estimator pursuant to NAC 361.128. Twenty improved multi-family residential properties were included in this study. Four of these parcels in the Assessors non-reappraisal areas were out of tolerance due to valuing the minor improvements and the year differences with the Marshall and Swift valuations.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Commercial and Industrial Improvements: The Assessor's staff applies the Marshall/Swift commercial cost estimator pursuant to NAC 361.128. Twenty five improved commercial/industrial properties were included in the study. A total of five parcels were out of tolerance. Three were in the Assessor's non-reappraisal area, due to the year difference with Marshall and Swift valuation and a State Board of Equalization value change. The two parcels out of parameters in the reappraisal area were due to obsolescence.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Minor Improvements: Generally the assessor's staff are identifying and correctly valuing minor improvements in the reappraisal area, the only problem is in the non-reappraisal areas, when the Department values the minor improvements with more recent costs and the Assessors costs are three or four years older.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

New Construction Valuation: New construction is discovered through the use of county and city building permit system. New permits are organized by areas; then, the improvements are inspected and valued throughout the year. New construction that is discovered before the close of the roll in December is included at that time. New construction that is discovered after the close of the roll is included on the roll log. A review of several properties with new construction revealed that the improvements are being correctly measured and valued and depreciated pursuant to NRS 361.227.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land: Agricultural land was valued consistent with the Agricultural Land Values Bulletin #194. Twelve agricultural parcels were sampled for this study. All parcels were within ratio parameters.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land Records: The land records are updated and reflect the classification of all agricultural properties.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Land Classification Maps: The agricultural maps are updated during each reappraisal and accurately reflect the various land classifications of each parcel.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Agricultural Bulletin Use: The correct Agricultural Land Value Bulletin (194) was used and values applied consistent with the Bulletin values.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Residential Home-site Valuation: There were no home-sites on agricultural parcels selected for the ratio study. (NA)

Agricultural Improvements: The improvements were valued using a combination of the Rural Building Manual and the Marshall & Swift Manual pursuant to NAC 361.128 (2). Four improved parcels were included in the ratio study. All were within ratio parameters.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Deferred Taxes: White Pine County has 1016 deferred agricultural parcels. A review of the procedures used by the assessor in calculating and collecting deferred taxes are consistent with the requirements of NAC 361A.110 through NAC 361A.160.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Higher Use: White Pine County has no "higher use" areas (multi-residential or commercial) on agricultural land. (NA)

Agricultural Land Conversions: Forty two parcels totaling 413 acres were converted from agricultural use to residential use for calendar year 2004. The Assessor's calculation of deferred taxes was verified and found to be consistent with NAC 361A.240.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Assessment Maps: At present the maps are being maintained in house by existing staff. The maps that are produced are of good quality and easy to use.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Prescribed Parceling System: The Assessor uses the prescribed parceling system pursuant to NRS 361.189. The Assessor uses summary parcels on a very limited basis and only on agricultural parcels. The referral parcels are used for the convenience of the taxpayer so that they may receive only one tax bill. The Assessor maintains an individual value for each parcel that belongs to the referral parcel.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Personal Property Discovery and Valuation Work Practices

Discovery: The Assessor discovers personal property within the county consistent with NRS 361.260(1) and NRS 361.265. Aircraft are primarily tracked through the Federal Aviation tail number reports furnished by the federal government. Occasional inspections of the airport help ensure that any owner of aircraft located in this area is sent a declaration form. The Assessor's office is aided in the discovery of businesses by the business license department of the city. In addition, the staff makes an effort to find all business operations through newspapers and periodic drive-by inspections of the city. Manufactured homes are required to have an inspection from the city building department before any hookups can be

turned on. This information is used by the Assessor's office to locate and assess all manufactured homes within the county. Only a handful of billboard and agricultural equipment accounts exist within the county and the staff is aware of them.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Record-keeping: The personal property records have continued to improve over the past two ratio studies. The files are kept in a very neat and orderly fashion. All of the personal property accounts are kept in individual folders. Aircraft are filed by tail numbers and contain the latest information on the correct acquisition cost and acquisition year of each aircraft. Business declarations are filed alphabetically with the current years and past year's declarations enclosed. Manufactured homes are placed in individual envelopes and are filed alphabetically. The division found it very easy to locate and examine the samples included in the ratio study.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Business Property: This remains the largest property category in the county and demands a great deal of time to manage. All observations within the sample are being valued consistently with the Personal Property Manual authorized by NAC 361.1365(3). The Assessor uses an itemized declaration that is sent to each taxpayer for review and correction. Of 68 business accounts sampled, 26 secured and 42 unsecured, all are within ratio tolerance.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Manufactured Housing: The Assessor values manufactured housing classified as personal property consistent with the requirements of NAC 361.1365 and the Personal Property Manual. Of 115 homes sampled, 61 secured and 54 unsecured, three were found to be out of tolerance. These were due to minor errors such as setup fees and profits not included in the original retail-selling price. The staff discovers real property items during field inspections, and is depreciates these items in accordance with regulatory requirements. The value is then added to the manufactured home accounts prior to billing. A separate file is maintained on all manufactured home accounts. During each of the five reappraisal cycles, the appraisal staff updates these minor improvement sheets.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Billboards: White Pine County has only one billboard account in the reappraisal area. The assessor valued this property consistently with the requirements of NRS 361.227 (4) and NAC 361.1305.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Aircraft: White Pine county has a relatively small number of aircraft. Four of the twelve aircraft in the county were included in the ratio study and no errors were found. The aircraft were valued consistent with the requirements of the Personal Property Manual.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Migratory Property: The Assessor and his staff are handling migratory property in accordance with NRS 361.505. All businesses or other personal property, which are likely to leave the county during the tax year, are designated migratory and are assessed immediately.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Billing/Collection (penalties applied, seizure and sale): All appropriate penalties and late fees are applied to delinquent accounts and collected from the taxpayer. The number of delinquent personal property accounts is very small. The staff and assessor are diligent in the billing and collection of taxes.

Although the county has not seized any personal property in the past few years, the Assessor has an adequate procedure in place. Following the fourth quarter March billing, a seizure notice is sent to the taxpayer. A notice to the taxpayer's lien holder is sent if the taxpayer has not responded.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Other Work Practices

Possessory Interest Valuation - Real & Personal Property: Possessory interests valued by the assessor in White Pine County include the three cabins on Forest Service land in Sagehen Canyon. The Assessor applied a land and improvement value to those parcels consistent with the requirements of NRS 361.227(3), NRS 361.2275 and NRS 361.157.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Possessory Interest Valuation- Personal Property: There are no personal property possessory interests in White Pine County. (N/A)

Statutes and Regulations: The Nevada Administrative Codes are available in the assessor's office. The Nevada Revised Statutes are available in the commissioner's chambers for the Assessor's use. Both have been correctly updated.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Cost Manuals and Systems: The Assessor uses the Marshall and Swift computer estimator program to value most major improvements. The estimator program is updated annually at the beginning of the work year. The October 2003 update is used for the commercial property and the September 2003 update is used for the residential property. The Assessor has two copies of the Assessor's Handbook of Rural Building Costs, two copies of the Marshall and Swift Residential handbook and two copies of the Marshall and Swift Commercial cost manuals. All of the manuals have been correctly updated.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraisal Records: The information in the files is maintained in a timely manner and is consistent with NAC 361.146. Each property record file contains a drawing and picture of the improvements, a Marshall and Swift data entry form and printout, and a miscellaneous building sheet. In addition, some information from the previous appraisals may be included. Only the information needed to identify the property and defend the appraisal is included.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Filing System: The Assessor's real property record files are organized in parcel number order. This system allows for easy retrieval and is efficient to use.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Reports: The numerous reports required of the Assessor were completed consistent with the requirements of NAC 361.150, NAC 361.151, NAC 361.152, NAC 361.058, NRS 361.079, NRS 360.250, NRS 361.260; and NRS 361.310 and delivered on time, except NRS 360.250.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appeal Preparation and Presentations: There were three appeals to the White Pine County Board of Equalization for this tax year.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Reopened Roll Log: The roll log required by NRS 361.310 to be received on or before October 31, 2004 was received on September 29, 2004. This report was completed in accordance with statutory requirements.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Obsolescence: The Assessor applies obsolescence to properties in which taxable value exceeds full cash value. Obsolescence is measured pursuant to the requirements of NRS 361.227, using the various approaches to value. The Assessor keeps a list of those properties receiving obsolescence. There are currently nine properties in White Pine County receiving obsolescence. Most are the result of deferred maintenance. The data on each parcel is complete and the Department found the Assessor's conclusions were supported.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Land Use and Exemption Codes: The Assessor uses and applies the land use and exemption codes consistent with the requirements of NRS 361.227(1); NRS 361.260(7); and the various statutes exempting certain real and personal property.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraisal Cycle: The Assessor uses a five year reappraisal cycle, as follows:

Year of Reappraisal	Reappraisal Area	Description	% of Improved Parcels
2000	Area 2	Books 4, 5 McGill, 804 parcels Gleason Creek Estates Gate of Hercules Cross Timbers	14%
2001	Area 1	Book 2 East Ely, 915 parcels Town of Ruth, 311 parcels	22%
2002	Area 5	Book 1, Ely, 1375 parcels	24%
2003	Area 4	Book 5, Ag land, Baker, School of Natural Order, Cherry Creek 325 parcels	6%
2004	Area 3	Books 6, 7, 8, 9, 10, 11, 12 General County, Town of Lund, Preston 1,895 non-ag (788 improved)	34%

This cycle conforms to the requirements of NRS 361.260 (6) and NAC 361.144. The cycle works well for the assessor and is manageable with the available staff.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Improvement Factoring: The Assessor applied the statewide improvement factor approved by the Nevada Tax Commission in all non-reappraisal areas of the county.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

Appraiser Certifications: The Assessor and four real property appraisers are all certified. There are no certified personal property appraisers on staff.
THE ASSESSOR'S PROCEDURES NEEDS IMPROVEMENT (2).

Appraisers Training Requirements: The White Pine Assessor's has new staff that will require certification if they are involved with valuation. Currently the Assessor is in compliance with NRS 361.221 and NRS 361.223. Additional training hours will be needed in the year 2006.
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).