

**STATE OF NEVADA**  
**DEPARTMENT OF TAXATION**

**2006-2007**

**REPORT OF ASSESSMENT RATIO STUDY**



**PREPARED BY THE**  
**DIVISION OF ASSESSMENT STANDARDS**

**May 8, 2006**

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**Nevada Department of Taxation**  
**2006-2007 RATIO STUDY**  
**Approved by the Nevada Tax Commission on May 8, 2006**

***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.”<sup>1</sup> 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.”

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<sup>1</sup> 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 2006-2007 are Clark, Eureka, Esmeralda, Lincoln, Mineral, and Storey 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.<sup>2</sup> 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.”<sup>3</sup> 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.”<sup>4</sup> The IAAO recommended ratio study performance standards are as follows:

<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

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

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

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

<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 Clark County in this study is 34.7. The median ratio for each class of property should fall within 5 percent of 34.7, or between 32.965 and 36.435. 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 2006-2007 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.

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 minimal, if any, 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 2006-2007 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 the minor differences between Division valuation conclusions and assessor valuation conclusions appears to be due to 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. The Division also recognizes the strong effort by the county assessors to conform to guidance with regard to the application of land factors to broad areas and the avoidance of "island" factoring.

## ***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.<sup>5</sup>

**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.<sup>6</sup>

**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.<sup>7</sup>

**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.<sup>8</sup>

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

<sup>6</sup> Ibid, p. 38.

<sup>7</sup> Ibid., p. 39.

<sup>8</sup> Ibid., p. 40.



NEVADA DEPARTMENT OF TAXATION  
2006-2007 RATIO STUDY  
AGGREGATE RATIOS

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	2006	34.7	34.5	34.7	35.0	34.4	34.5	34.8	32.7
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	2006	34.5	34.4	34.4	35.0	34.1	35.0	33.8	33.9
EUREKA	2006	34.0	33.1	35.0	34.8	33.9	34.6	32.2	34.9
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	2006	34.4	34.5	34.2	34.3	33.0	36.1	34.3	35.0
LYON	2004	33.4	33.7	32.8	33.5	34.2	34.6	31.1	35.5
MINERAL	2006	34.6	34.5	34.9	34.8	34.9	34.6	34.5	33.4
NYE	2004	34.3	34.2	34.4	34.1	34.2	34.0	34.5	35.0
PERSHING	2005	33.7	33.6	33.7	34.7	33.2	34.3	34.1	34.3
STOREY	2006	33.8	34.1	33.7	34.4	33.5	32.7	34.2	35.1
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	2006	34.1	34.4	33.8	34.0	34.0	34.1	34.1	34.6

- NO PARCELS IN REAPPRAISAL AREA

**NEVADA DEPARTMENT OF TAXATION**  
**2006-2007 RATIO STUDY**  
**MEDIAN RATIOS**

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	2006	34.7	34.3	35.0	35.0	34.6	34.4	34.7	34.0
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	2006	35.0	34.6	34.7	35.0	34.4	35.2	33.7	34.6
EUREKA	2006	34.8	33.7	35.0	34.8	34.3	35.0	34.0	35.0
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	2006	34.3	34.0	34.1	34.5	33.9	33.6	33.9	35.0
LYON	2004	34.3	34.6	34.1	32.9	34.5	34.7	33.7	35.0
MINERAL	2006	35.0	35.0	35.0	35.0	35.2	34.1	35.1	35.0
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	2006	34.2	34.0	34.5	34.8	33.6	33.8	33.7	35.1
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	2006	34.6	34.6	34.8	34.7	34.5	34.4	34.4	35.0

- NO PARCELS IN REAPPRAISAL AREA

**NEVADA DEPARTMENT OF TAXATION  
2006-2007 RATIO STUDY  
COEFFICIENTS OF DISPERSION**

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	2006	2.0	4.6	1.2	0.9	2.0	2.7	1.7	2.8
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	2006	2.0	3.5	2.2	1.0	2.7	1.7	2.3	1.9
EUREKA	2006	3.2	8.2	0.7	0.7	5.9	2.3	8.1	0.4
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	2006	4.2	6.2	2.8	2.1	3.6	7.2	5.7	0.1
LYON	2004	3.5	4.1	6.3	2.7	3.0	2.6	4.9	1.5
MINERAL	2006	2.2	4.4	0.5	0.6	1.7	3.2	5.3	1.9
NYE	2004	2.7	3.0	6.2	3.4	2.4	2.2	2.5	2.3
PERSHING	2005	2.6	3.5	5.8	1.3	5.4	1.5	1.4	0.3
STOREY	2006	3.5	10.6	3.0	2.8	3.4	6.5	3.1	0.0
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	2006	3.5	4.3	3.0	4.9	2.9	3.4	3.9	1.2

- NO PARCELS IN REAPPRAISAL AREA

**NEVADA DEPARTMENT OF TAXATION**  
**2006-2007 RATIO STUDY**  
**MEDIAN RELATED DIFFERENTIALS**

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	2006	1.00	0.99	1.01	1.00	1.01	1.00	1.00	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	2006	1.02	1.00	1.01	1.00	1.01	1.00	0.99	1.02
EUREKA	2006	1.03	1.02	1.00	1.00	1.01	1.01	1.06	1.00
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	2006	1.00	0.99	1.00	1.01	1.03	0.93	0.99	1.00
LYON	2004	1.03	1.03	1.04	0.98	1.01	1.00	1.08	0.99
MINERAL	2006	1.01	1.02	1.00	1.01	1.01	0.99	1.02	1.05
NYE	2004	1.00	1.01	1.01	0.99	1.01	1.00	1.01	1.00
PERSHING	2005	1.03	1.01	1.03	0.99	1.03	1.00	1.00	1.02
STOREY	2006	1.01	1.00	1.02	1.01	1.00	1.03	0.98	1.00
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	2006	1.02	1.01	1.03	1.02	1.01	1.01	1.01	1.01

- NO PARCELS IN REAPPRAISAL AREA

**NEVADA DEPARTMENT OF TAXATION  
2006-2007 RATIO STUDY  
ALL APPRAISAL AREAS**

**OVERALL (AGGREGATE) RATIO**

Subject County	All Property
CLARK	34.7
ESMERALDA	34.5
EUREKA	34.0
LINCOLN	34.4
MINERAL	34.6
STOREY	33.8
ALL COUNTIES	34.6

Class of Property							
Improvements	Improved Land	Vacant Land	Single Family Residence	Multi-Family Residence	Commercial Industrial	Rural Land & Improvements	
34.5	34.7	35.0	34.4	34.5	34.8	32.7	
34.4	34.4	35.0	34.1	35.0	33.8	33.9	
33.1	35.0	34.8	33.9	34.6	32.2	34.9	
34.5	34.2	34.3	33.0	36.1	34.3	35.0	
34.5	34.9	34.8	34.9	34.6	34.5	33.4	
34.1	33.7	34.4	33.5	32.7	34.2	35.1	
34.5	34.7	34.9	34.3	34.5	34.7	34.4	

**MEDIAN RATIO**

Subject County	All Property
CLARK	34.7
ESMERALDA	35.0
EUREKA	34.8
LINCOLN	34.3
MINERAL	35.0
STOREY	34.2
ALL COUNTIES	34.7

Class of Property							
Improvements	Improved Land	Vacant Land	Single Family Residence	Multi-Family Residence	Commercial Industrial	Rural Land & Improvements	
34.3	35.0	35.0	34.6	34.4	34.7	34.0	
34.6	34.7	35.0	34.4	35.2	33.7	34.6	
33.7	35.0	34.8	34.3	35.0	34.0	35.0	
34.0	34.1	34.5	33.9	33.6	33.9	35.0	
35.0	35.0	35.0	35.2	34.1	35.1	35.0	
34.0	34.5	34.8	33.6	33.8	33.7	35.1	
34.2	35.0	35.0	34.5	34.5	34.5	35.0	

**NEVADA DEPARTMENT OF TAXATION  
2006-2007 RATIO STUDY  
ALL APPRAISAL AREAS  
COEFFICIENT OF DISPERSION (COD)**

Subject County	All Property
CLARK	2.0
ESMERALDA	2.0
EUREKA	3.2
LINCOLN	4.2
MINERAL	2.2
STOREY	3.5
ALL COUNTIES	2.5

Class of Property							
Improvements	Improved Land	Vacant Land	Single Family Residence	Multi-Family Residence	Commercial Industrial	Rural Land & Improvements	
4.6	1.2	0.9	2.0	2.7	1.7	2.8	
3.5	2.2	1.0	2.7	1.7	2.3	1.9	
8.2	0.7	0.7	5.9	2.3	8.1	0.4	
6.2	2.8	2.1	3.6	7.2	5.7	0.1	
4.4	0.5	0.6	1.7	3.2	5.3	1.9	
10.6	3.0	2.8	3.4	6.5	3.1	0.0	
5.6	1.6	1.4	2.8	3.2	3.0	1.2	

**MEDIAN RELATED DIFFERENTIAL**

Subject County	All Property
CLARK	1.00
ESMERALDA	1.02
EUREKA	1.03
LINCOLN	1.00
MINERAL	1.01
STOREY	1.01
ALL COUNTIES	1.00

Class of Property							
Improvements	Improved Land	Vacant Land	Single Family Residence	Multi-Family Residence	Commercial Industrial	Rural Land & Improvements	
0.99	1.01	1.00	1.01	1.00	1.00	1.04	
1.00	1.01	1.00	1.01	1.00	0.99	1.02	
1.02	1.00	1.00	1.01	1.01	1.06	1.00	
0.99	1.00	1.01	1.03	0.93	0.99	1.00	
1.02	1.00	1.01	1.01	0.99	1.02	1.05	
1.00	1.02	1.01	1.00	1.03	0.98	1.00	
0.99	1.01	1.00	1.00	1.00	1.00	1.02	

**CLARK COUNTY**  
**2006-2007 RATIO STUDY**

**ALL APPRAISAL AREAS**

<b>REAL PROPERTY</b>	<b>AGGREGATE RATIO</b>	<b>MEDIAN RATIO</b>	<b>COD MEDIAN</b>	<b>SAMPLE SIZE</b>
COUNTYWIDE TOTAL PROPERTY	34.7%	34.7%	2.0%	372
COUNTYWIDE IMPROVEMENTS	34.5%	34.3%	4.6%	300
COUNTYWIDE IMPROVED LAND	34.7%	35.0%	1.2%	302
COUNTYWIDE VACANT LAND	35.0%	35.0%	0.9%	70
SINGLE FAMILY IMPROVEMENTS	33.9%	34.2%	4.0%	132
SINGLE FAMILY LAND	34.9%	35.0%	0.8%	132
SINGLE FAMILY TOTAL PROPERTY	34.4%	34.6%	2.0%	132
MULTIPLE FAMILY IMPROVEMENTS	34.3%	34.1%	5.9%	91
MULTIPLE FAMILY LAND	34.7%	35.0%	1.2%	91
MULTIPLE FAMILY TOTAL PROPERTY	34.5%	34.4%	2.7%	91
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	34.9%	34.6%	2.7%	73
COMMERCIAL/INDUSTRIAL LAND	34.6%	34.9%	1.9%	73
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	34.8%	34.7%	1.7%	73
RURAL IMPROVEMENTS	32.6%	32.7%	2.2%	3
RURAL LAND	32.7%	34.8%	2.1%	6
RURAL TOTAL PROPERTY	32.7%	34.0%	2.8%	6
<b>SECURED PERSONAL PROPERTY</b>				
ALL SECURED	34.9%	35.0%	0.4%	50
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	34.3%	34.2%	1.6%	7
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.0%	13
MOBILE HOMES	35.0%	35.0%	0.0%	30
<b>UNSECURED PERSONAL PROPERTY</b>				
ALL UNSECURED	35.0%	35.0%	0.2%	76
AIRCRAFT	35.0%	35.0%	0.6%	19
AGRICULTURAL	35.0%	35.0%	0.5%	8
BILLBOARDS	35.0%	35.0%	0.2%	6
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.1%	12
MOBILE HOMES	35.0%	35.0%	0.0%	31
<b>TOTAL PERSONAL PROPERTY</b>	<b>35.0%</b>	<b>35.0%</b>	<b>0.3%</b>	<b>126</b>

**ESMERALDA COUNTY  
2006-2007 RATIO STUDY**

**ALL APPRAISAL AREAS**

<b>REAL PROPERTY</b>	<b>AGGREGATE RATIO</b>	<b>MEDIAN RATIO</b>	<b>COD MEDIAN</b>	<b>SAMPLE SIZE</b>
COUNTYWIDE TOTAL PROPERTY	34.5%	35.0%	2.0%	67
COUNTYWIDE IMPROVEMENTS	34.4%	34.6%	3.5%	36
COUNTYWIDE IMPROVED LAND	34.4%	34.7%	2.2%	40
COUNTYWIDE VACANT LAND	35.0%	35.0%	1.0%	27
SINGLE FAMILY IMPROVEMENTS	34.0%	34.5%	3.4%	19
SINGLE FAMILY LAND	34.6%	34.4%	2.6%	19
SINGLE FAMILY TOTAL PROPERTY	34.1%	34.4%	2.7%	19
MULTIPLE FAMILY IMPROVEMENTS	35.2%	35.8%	2.1%	10
MULTIPLE FAMILY LAND	34.2%	34.6%	1.5%	10
MULTIPLE FAMILY TOTAL PROPERTY	35.0%	35.2%	1.7%	10
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	33.7%	33.6%	3.0%	5
COMMERCIAL/INDUSTRIAL LAND	34.4%	35.1%	2.5%	5
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	33.8%	33.7%	2.3%	5
RURAL IMPROVEMENTS	32.7%	33.0%	1.1%	2
RURAL LAND	34.3%	35.0%	1.3%	6
RURAL TOTAL PROPERTY	33.9%	34.6%	1.9%	6
<b>SECURED PERSONAL PROPERTY</b>				
ALL SECURED	35.0%	35.0%	0.5%	19
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	35.0%	35.0%	0.8%	5
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.5%	5
MOBILE HOMES	35.0%	35.0%	0.3%	9
<b>UNSECURED PERSONAL PROPERTY</b>				
ALL UNSECURED	35.0%	35.0%	0.6%	28
AIRCRAFT	35.0%	35.3%	0.8%	2
AGRICULTURAL	35.0%	35.0%	0.2%	4
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.9%	16
MOBILE HOMES	35.0%	35.0%	0.0%	6
<b>TOTAL PERSONAL PROPERTY</b>	<b>35.0%</b>	<b>35.0%</b>	<b>0.6%</b>	<b>47</b>



**EUREKA COUNTY**  
**2006-2007 RATIO STUDY**

**ALL APPRAISAL AREAS**

<b>REAL PROPERTY</b>	<b>AGGREGATE RATIO</b>	<b>MEDIAN RATIO</b>	<b>COD MEDIAN</b>	<b>SAMPLE SIZE</b>
COUNTYWIDE TOTAL PROPERTY	34.0%	34.8%	3.2%	72
COUNTYWIDE IMPROVEMENTS	33.1%	33.7%	8.2%	40
COUNTYWIDE IMPROVED LAND	35.0%	35.0%	0.7%	48
COUNTYWIDE VACANT LAND	34.8%	34.8%	0.7%	24
SINGLE FAMILY IMPROVEMENTS	33.4%	33.1%	8.9%	24
SINGLE FAMILY LAND	34.9%	34.9%	1.2%	24
SINGLE FAMILY TOTAL PROPERTY	33.9%	34.3%	5.9%	24
MULTIPLE FAMILY IMPROVEMENTS	34.3%	35.0%	3.9%	6
MULTIPLE FAMILY LAND	35.0%	35.1%	0.2%	6
MULTIPLE FAMILY TOTAL PROPERTY	34.6%	35.0%	2.3%	6
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	31.7%	33.6%	12.2%	6
COMMERCIAL/INDUSTRIAL LAND	34.9%	34.9%	0.6%	6
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	32.2%	34.0%	8.1%	6
RURAL IMPROVEMENTS	34.3%	33.5%	2.1%	4
RURAL LAND	35.0%	35.0%	0.1%	12
RURAL TOTAL PROPERTY	34.9%	35.0%	0.4%	12
<b>SECURED PERSONAL PROPERTY</b>				
ALL SECURED	34.9%	35.0%	0.1%	15
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	35.0%	35.0%	0.1%	4
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	34.9%	35.0%	0.2%	6
MOBILE HOMES	35.0%	35.0%	0.0%	5
<b>UNSECURED PERSONAL PROPERTY</b>				
ALL UNSECURED	34.2%	35.0%	0.8%	16
AIRCRAFT	35.0%	35.0%	0.0%	1
AGRICULTURAL	33.6%	35.0%	2.1%	5
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.2%	4
MOBILE HOMES	34.9%	35.0%	0.4%	6
<b>TOTAL PERSONAL PROPERTY</b>	<b>34.5%</b>	<b>35.0%</b>	<b>0.5%</b>	<b>31</b>

**LINCOLN COUNTY  
2006-2007 RATIO STUDY**

**ALL APPRAISAL AREAS**

<b>REAL PROPERTY</b>	<b>AGGREGATE RATIO</b>	<b>MEDIAN RATIO</b>	<b>COD MEDIAN</b>	<b>SAMPLE SIZE</b>
COUNTYWIDE TOTAL PROPERTY	34.4%	34.3%	4.2%	58
COUNTYWIDE IMPROVEMENTS	34.5%	34.0%	6.2%	39
COUNTYWIDE IMPROVED LAND	34.2%	34.1%	2.8%	44
COUNTYWIDE VACANT LAND	34.3%	34.5%	2.1%	14
SINGLE FAMILY IMPROVEMENTS	32.7%	34.2%	4.5%	17
SINGLE FAMILY LAND	33.8%	33.4%	3.2%	17
SINGLE FAMILY TOTAL PROPERTY	33.0%	33.9%	3.6%	17
MULTIPLE FAMILY IMPROVEMENTS	36.7%	33.6%	10.1%	8
MULTIPLE FAMILY LAND	34.2%	33.3%	2.7%	9
MULTIPLE FAMILY TOTAL PROPERTY	36.1%	33.6%	7.2%	9
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	34.3%	33.9%	6.3%	12
COMMERCIAL/INDUSTRIAL LAND	33.4%	34.1%	2.0%	12
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	34.3%	33.9%	5.7%	12
RURAL IMPROVEMENTS	n/a	n/a	n/a	-
RURAL LAND	35.0%	35.0%	0.1%	6
RURAL TOTAL PROPERTY	35.0%	35.0%	0.1%	6
<b>SECURED PERSONAL PROPERTY</b>				
ALL SECURED	35.0%	35.0%	0.1%	39
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	35.0%	35.0%	0.1%	8
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.3%	11
MOBILE HOMES	35.0%	35.0%	0.0%	20
<b>UNSECURED PERSONAL PROPERTY</b>				
ALL UNSECURED	34.7%	35.0%	0.9%	44
AIRCRAFT	35.0%	35.0%	0.0%	3
AGRICULTURAL	34.2%	35.1%	1.6%	10
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	34.9%	35.0%	1.3%	11
MOBILE HOMES	34.9%	35.0%	0.4%	20
<b>TOTAL PERSONAL PROPERTY</b>	<b>34.9%</b>	<b>35.0%</b>	<b>0.5%</b>	<b>83</b>

**MINERAL COUNTY  
2006-2007 RATIO STUDY**

**ALL APPRAISAL AREAS**

<b>REAL PROPERTY</b>	<b>AGGREGATE RATIO</b>	<b>MEDIAN RATIO</b>	<b>COD MEDIAN</b>	<b>SAMPLE SIZE</b>
COUNTYWIDE TOTAL PROPERTY	34.6%	35.0%	2.2%	41
COUNTYWIDE IMPROVEMENTS	34.5%	35.0%	4.4%	25
COUNTYWIDE IMPROVED LAND	34.9%	35.0%	0.5%	29
COUNTYWIDE VACANT LAND	34.8%	35.0%	0.6%	12
SINGLE FAMILY IMPROVEMENTS	34.9%	35.5%	2.3%	11
SINGLE FAMILY LAND	34.8%	34.8%	0.7%	11
SINGLE FAMILY TOTAL PROPERTY	34.9%	35.2%	1.7%	11
MULTIPLE FAMILY IMPROVEMENTS	34.5%	33.6%	4.5%	6
MULTIPLE FAMILY LAND	34.9%	34.8%	0.2%	6
MULTIPLE FAMILY TOTAL PROPERTY	34.6%	34.1%	3.2%	6
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	34.4%	35.1%	7.1%	6
COMMERCIAL/INDUSTRIAL LAND	35.0%	35.0%	0.3%	6
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	34.5%	35.1%	5.3%	6
RURAL IMPROVEMENTS	33.2%	33.0%	1.7%	2
RURAL LAND	35.1%	35.1%	0.4%	6
RURAL TOTAL PROPERTY	33.4%	35.0%	1.9%	6
<b>SECURED PERSONAL PROPERTY</b>				
ALL SECURED	35.0%	35.0%	0.5%	32
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	35.0%	35.0%	0.1%	4
BILLBOARDS	35.0%	35.0%	0.0%	4
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.9%	16
MOBILE HOMES	35.0%	35.0%	0.0%	8
<b>UNSECURED PERSONAL PROPERTY</b>				
ALL UNSECURED	34.9%	35.0%	0.7%	31
AIRCRAFT	35.0%	35.0%	0.0%	4
AGRICULTURAL	34.0%	34.3%	0.9%	4
BILLBOARDS	35.1%	35.0%	0.6%	4
COMMERCIAL/INDUSTRIAL	34.8%	34.8%	0.9%	9
MOBILE HOMES	35.0%	35.0%	0.0%	10
<b>TOTAL PERSONAL PROPERTY</b>	<b>35.0%</b>	<b>35.0%</b>	<b>0.6%</b>	<b>63</b>

**STOREY COUNTY**  
**2006-2007 RATIO STUDY**

**ALL APPRAISAL AREAS**

<b>REAL PROPERTY</b>	<b>AGGREGATE RATIO</b>	<b>MEDIAN RATIO</b>	<b>COD MEDIAN</b>	<b>SAMPLE SIZE</b>
COUNTYWIDE TOTAL PROPERTY	33.8%	34.2%	3.5%	84
COUNTYWIDE IMPROVEMENTS	34.1%	34.0%	10.6%	51
COUNTWIDE IMPROVED LAND	33.7%	34.5%	3.0%	55
COUNTYWIDE VACANT LAND	34.4%	34.8%	2.8%	29
SINGLE FAMILY IMPROVEMENTS	33.3%	33.7%	5.1%	30
SINGLE FAMILY LAND	34.0%	34.1%	2.9%	30
SINGLE FAMILY TOTAL PROPERTY	33.5%	33.6%	3.4%	30
MULTIPLE FAMILY IMPROVEMENTS	32.2%	33.5%	15.9%	6
MULTIPLE FAMILY LAND	34.1%	34.0%	2.3%	6
MULTIPLE FAMILY TOTAL PROPERTY	32.7%	33.8%	6.5%	6
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	34.9%	34.1%	22.3%	13
COMMERCIAL/INDUSTRIAL LAND	33.1%	33.7%	3.8%	13
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	34.2%	33.7%	3.1%	13
RURAL IMPROVEMENTS	n/a	n/a	n/a	-
RURAL LAND	35.1%	35.1%	0.0%	6
RURAL TOTAL PROPERTY	35.1%	35.1%	0.0%	6
<b>SECURED PERSONAL PROPERTY</b>				
ALL SECURED	35.0%	35.0%	0.1%	16
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	n/a	n/a	n/a	-
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.1%	9
MOBILE HOMES	35.0%	35.0%	0.1%	7
<b>UNSECURED PERSONAL PROPERTY</b>				
ALL UNSECURED	35.0%	35.0%	0.4%	17
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	n/a	n/a	n/a	-
BILLBOARDS	n/a	n/a	n/a	-
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.6%	9
MOBILE HOMES	35.0%	35.0%	0.1%	8
<b>TOTAL PERSONAL PROPERTY</b>	<b>35.0%</b>	<b>35.0%</b>	<b>0.2%</b>	<b>33</b>

**ALL COUNTIES INCLUDED IN  
2006-2007 RATIO STUDY**

**ALL APPRAISAL AREAS**

<b>REAL PROPERTY</b>	<b>AGGREGATE RATIO</b>	<b>MEDIAN RATIO</b>	<b>COD MEDIAN</b>	<b>SAMPLE SIZE</b>
ALL COUNTIES TOTAL PROPERTY	34.6%	34.7%	2.5%	694
ALL COUNTIES IMPROVEMENTS	34.5%	34.2%	5.6%	491
ALL COUNTIES IMPROVED LAND	34.7%	35.0%	1.6%	518
ALL COUNTIES VACANT LAND	34.9%	35.0%	1.4%	176
SINGLE FAMILY IMPROVEMENTS	33.8%	34.2%	4.6%	233
SINGLE FAMILY LAND	34.9%	35.0%	1.5%	233
SINGLE FAMILY TOTAL PROPERTY	34.3%	34.5%	2.8%	233
MULTIPLE FAMILY IMPROVEMENTS	34.3%	34.2%	6.4%	127
MULTIPLE FAMILY LAND	34.7%	35.0%	1.4%	128
MULTIPLE FAMILY TOTAL PROPERTY	34.5%	34.5%	3.2%	128
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	34.8%	34.4%	6.1%	115
COMMERCIAL/INDUSTRIAL LAND	34.6%	34.7%	2.2%	115
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	34.7%	34.5%	3.0%	115
RURAL IMPROVEMENTS	33.4%	33.2%	2.0%	11
RURAL LAND	34.6%	35.0%	0.7%	42
RURAL TOTAL PROPERTY	34.4%	35.0%	1.2%	42
<b>SECURED PERSONAL PROPERTY</b>				
ALL SECURED	35.0%	35.0%	0.3%	171
AIRCRAFT	n/a	n/a	n/a	-
AGRICULTURAL	34.7%	35.0%	0.8%	28
BILLBOARDS	35.0%	35.0%	0.0%	4
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.4%	60
MOBILE HOMES	35.0%	35.0%	0.1%	79
<b>UNSECURED PERSONAL PROPERTY</b>				
ALL UNSECURED	35.0%	35.0%	0.5%	212
AIRCRAFT	35.0%	35.0%	0.5%	29
AGRICULTURAL	34.8%	35.0%	1.3%	31
BILLBOARDS	35.0%	35.0%	0.4%	10
COMMERCIAL/INDUSTRIAL	35.0%	35.0%	0.8%	61
MOBILE HOMES	35.0%	35.0%	0.2%	81
<b>TOTAL PERSONAL PROPERTY</b>	<b>35.0%</b>	<b>35.0%</b>	<b>0.4%</b>	<b>383</b>

**STATEWIDE  
2003-2006 RATIO STUDIES**

**ALL APPRAISAL AREAS**

<b>REAL PROPERTY</b>	<b>AGGREGATE RATIO</b>	<b>MEDIAN RATIO</b>	<b>COD MEDIAN</b>	<b>SAMPLE SIZE</b>
STATEWIDE TOTAL PROPERTY	34.1%	34.5%	3.7%	3,253
STATEWIDE IMPROVEMENTS	34.4%	34.5%	3.9%	2,545
STATEWIDE IMPROVED LAND	33.9%	34.8%	6.7%	2,711
STATEWIDE VACANT LAND	33.1%	34.3%	7.4%	538
SINGLE FAMILY IMPROVEMENTS	34.2%	34.4%	3.4%	1,535
SINGLE FAMILY LAND	33.9%	34.8%	6.5%	1,535
SINGLE FAMILY TOTAL PROPERTY	34.1%	34.4%	2.7%	1,535
MULTIPLE FAMILY IMPROVEMENTS	34.7%	34.6%	3.7%	431
MULTIPLE FAMILY LAND	33.2%	34.5%	8.4%	431
MULTIPLE FAMILY TOTAL PROPERTY	34.3%	34.3%	3.2%	432
COMMERCIAL/INDUSTRIAL IMPROVEMENTS	34.1%	34.6%	5.1%	492
COMMERCIAL/INDUSTRIAL LAND	34.1%	34.7%	7.6%	489
COMMERCIAL/INDUSTRIAL TOTAL PROPERTY	34.1%	34.5%	3.9%	492
RURAL IMPROVEMENTS	34.1%	34.7%	4.5%	80
RURAL LAND	34.8%	35.0%	2.0%	256
RURAL TOTAL PROPERTY	34.7%	35.0%	1.5%	256
<b>SECURED PERSONAL PROPERTY</b>				
ALL SECURED	35.5%	35.0%	0.5%	458
AIRCRAFT	35.0%	35.0%	0.0%	3
AGRICULTURAL	35.0%	35.0%	0.5%	113
BILLBOARDS	35.0%	35.0%	0.0%	3
COMMERCIAL/INDUSTRIAL	36.2%	35.0%	0.6%	173
MOBILE HOMES	35.0%	35.0%	0.2%	166
<b>UNSECURED PERSONAL PROPERTY</b>				
ALL UNSECURED	35.0%	35.0%	0.7%	753
AIRCRAFT	35.0%	35.0%	0.3%	121
AGRICULTURAL	34.9%	35.0%	0.5%	93
BILLBOARDS	34.9%	35.0%	0.3%	42
COMMERCIAL/INDUSTRIAL	35.1%	35.0%	0.5%	292
MOBILE HOMES	34.7%	35.0%	1.2%	205
<b>TOTAL PERSONAL PROPERTY</b>	<b>35.2%</b>	<b>35.0%</b>	<b>0.6%</b>	<b>1,211</b>

**NEVADA DEPARTMENT OF TAXATION**  
**Part II: 2006-07 Work Practices Survey**  
**SUMMARY OF WORK PRACTICE RATINGS**

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

**CLARK COUNTY**  
**Part II:**  
**2006-07 Work Practices Survey**

It has been eight years since Clark County initiated an annual county-wide re-appraisal rather than the five year re-appraisal cycle that had been in place prior years. This was done primarily to keep up with the increased growth. This growth cycle has continued. The current assessment roll is approaching 650,000 parcels. Clark County's ability to accomplish a yearly reappraisal is rooted in a well organized and staffed appraisal section coupled with the use of a technology based system utilizing good property discovery procedures, aerial photos and computer assisted land abstraction methods. The replacement cost of all the improvements in the assessor's records are revalued by the mainframe computer loaded with the current Marshall & Swift cost tables. Clark County is aided in the valuation and discovery process by a very comprehensive building permit reporting system that includes all of the city and county building departments. The Assessor and his staff are using this technology and these procedures to inspect and value the tremendous volume of new construction in Clark County, as well as update and revalue all the existing parcels within the county. Clark County initiated a complete revision of its data handling methods. Intense work began on the Comprehensive Assessment Program CAP in 1999/2000. This CAP system is 50% complete and continues to be a priority to finish. This year's ratio study sample includes parcels from randomly selected areas throughout Clark County. Geographically, these areas encompass the cities of Las Vegas, North Las Vegas, Summerlin/Sun City, Henderson/Green Valley, and all of the outlying areas such as Mesquite, Logandale, Overton, Boulder City, Laughlin, Searchlight, Sandy Valley, Good Springs, and Mt. Charleston.

**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 pertinent information contained in these documents is verified and input into the computer sales data bank. This collection process includes approximately 50,000 sales annually, most of which are improved sales. The Assessors office has devoted staff analysts dedicated to the collection, verification and analysis of sales data. The data from the sales bank is readily available to the appraisers, and is also integrated with the Geographical Information System (GIS). By using the GIS, detailed maps can be produced plotting sales on parcel maps arrayed in a variety of combinations, such as market areas, assessed value, land use codes, etc.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Sales Verification:** The appraisal staff uses several methods to verify sales in Clark County. Questionnaires are sent to buyer/seller requesting sales data along with follow-up letters should it be deemed necessary. After questionnaires are returned, the assessor verifies any remaining questionable sales with title companies and through personal contact with buyers, sellers and real estate professionals. Verification is vital in determining vacant land values since nearly all of the verified improved sales are used in land abstraction programs to determine land value. This is especially true in neighborhoods where there are improved parcels. In addition, a questionnaire is sent for all commercial sales, as well as all mobile home sales. There has been a 70% return rate reported by the assessor. The assessor's staff places a number of distinctive codes on the verified sales to indicate conditions of sale. Only those sales determined to be arms length transactions are coded with an "R" indicating a reliable sale.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).



**Sales Data Base:** Sales data is entered into the primary record for each parcel on the mainframe computer. This data is also maintained in a historical database that can be easily accessed by the assessor's staff. The appraisal staff has made use of several software programs to improve access and use of sale information, including the recent development of the land module of the CAP system. By using a personal computer that is networked to the mainframe computer, an appraiser can quickly print a small map of any area with the sales listed and identified on the map. Also, as previously mentioned, the current GIS system has the capability of producing many different color coded maps of any section in the county with sales information plotted on them. The assessor uses other sources to supplement the sales information contained in the database. These include commercial property information services such as Property Line, the Multiple Listing Service, and other information sources, including market rental rate information in the Las Vegas area

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Vacant Land (excluding agricultural property):** Seventy-three vacant land parcels were sampled in this study and were found to be within ratio parameters. The aggressive appraisal review procedures enacted by the Clark County assessor has helped to reduce any valuation issues before publication.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Subdivision Analysis:** The assessor's staff properly reviews the subdivisions that are eligible for analysis based on the Nevada Revised Statutes. As a result of the rapid growth and active real estate market in the Las Vegas area, most subdivisions tend to sell out within a one to two year period, and therefore, do not require analysis. The Division conducted a review of the assessor's methods and analysis, and confirmed them to be thorough and accurate.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Single-family Residential Land:** One hundred and thirty-five parcels were in this study. There were two parcels that were outside of the ratio limits. The Division reviewed these with the assessor's staff for remediation.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Multi-family Residential Land:** There were ninety-seven parcels selected for review in this study. The assessor's staff uses various methods to value multi-family properties in Clark County. The same land abstraction techniques that are used to estimate land values for single family residences are implemented for multi-family residential parcels that are held in condominium ownership. This appraisal method is also applicable for this property category since vacant land sales in this use class are virtually non-existent, and condominium ownership requires that a land value be assigned to each individual unit within a complex. Both large and medium sized apartment buildings were included in the ratio study. The assessor's staff used a per-unit value to establish the land value on apartment properties. A few good sales exist on larger projects. These are used to set an average-per-unit value. All of the land sales were reviewed and determined to be correctly analyzed and appropriate per-unit land values as assigned. The Division agrees with the methods used, and no outliers were discovered for this type of multi-family residential unit.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Commercial and Industrial Land:** There were seventy-three parcels selected for this study. The business and commercial property values have been rising rapidly with the continually growing and evolving market that now exists in the Las Vegas area. The appraisal staff uses vacant land sales of similar type usage and similar size when available and the abstraction process when current sales are not available in the establishment of land values for commercial properties. In addition, appropriate adjustments are made for major highway influence, corner locations, etc. as required. Typically commercial property is valued using a square foot method. The Division approves of this method, and the assessor does an excellent job of verifying commercial land sales and monitoring the new

developments and changes as they occur.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Factors:** Clark County re-appraises on an annual basis and therefore does not use a factoring process to keep up with the market.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (N/A).

**Single-family Residential Improvements:** Clark County, in particular the areas in and around metro regions, are continuing to show large growth in new housing starts. One hundred and thirty-five parcels in this category were selected for review. This was deemed to be a statistically viable number to ensure accurate statistical analysis. There were four outliers. Most outliers are not significantly out of statutory tolerance, and are related to the different methods used by the Division versus Clark County with respect to the costing of additional exterior improvements such as paving, irrigation and patio structures commonly referred to as "flatwork". Due to the rapid growth, and available resources, Clark County initiated a "lump sum" approach to the collection of minor improvements. In several isolated cases, the Division discovered an addition or a detached garage that the assessor was unaware of, and therefore did not value. In all cases, these were items that did not have building permits, or were not able to be identified by aerial photos. These isolated occurrences were brought to the attention of the appraiser and corrected.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Multi-family Residential Improvements:** There were ninety-seven Multi-family residential classified parcels in this study. The study included a variety of multi-family residences such as duplexes, triplexes, four-plexes. Somewhat different methods between the Division and the county are employed when valuing condominium ownership. The usual method of costing the apartment/condominium buildings employed by the Division, and by other counties in the state, is to develop a multi-family residential estimator cost run for each building, identify differences in units, and apportion the value accordingly. However, Clark County has a combination costing system that employs the commercial manual cost tables and quality ranking to value the structure, while also using the residential cost table to cost the appliances, floor cover, plumbing, stairs, and other separate items for each individual unit. It is recommended that the county be consistent by using the residential cost tables, and not the commercial cost tables, to value these multi-family residential buildings. In addition, the appraisers continue the practice of costing all the square footage of an entire multi-family complex, rather than costing each apartment structure separately. The square footage of all of the buildings in a complex are put into one lump sum, and then a square foot cost is calculated as if these buildings are a single large structure. The typical method, as outlined by Marshall & Swift, is to cost each building separately. The method currently employed by the assessor results in a lower cost per square foot. Although the assessor has been costing these improvements using different methods than the Division, the resulting value difference does not seem to be substantial because only a few outliers were discovered.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Commercial and Industrial Improvements:** Seventy-three commercial and industrial parcels were studied. There were only a few outliers in this category. Some examples of errors that occurred were a difference in occupancy, input errors on property records, low value for minor improvements, differences in the type of structure, and differences in quality class or commercial ranking. The assessor and his appraisal staff are using correct methods and practices in the appraisal of commercial improvements in Clark County.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Minor Improvements:** There continues to be a difference in method on the valuation of Minor Improvements between Clark County and the Division. As a result a significant number of outliers were created. The Division still had outliers in all three major property categories (single-family residential, multi-family residential, and commercial/industrial), but the property type that had the most problem with minor improvement valuation was the multi-family category. This problem seems to exist with almost every residential property in the ratio study sample. Even though many samples did not become outliers, the absence of these improvements in the valuation had an overall effect of lowering the median and average ratios in the residential property category. The most frequent types of improvements that were not valued were lawn sprinklers, yard lighting, concrete flatwork, and especially fencing. The reason for the differences in minor improvement values is appears to be inadequate lump sum values assigned to minor improvements by the appraisal staff. In large rapid growth urban areas such as Clark County, it is quite common to develop lump sum values for minor improvements. The Division agrees with this approach to minor improvements, and realizes that it would be virtually impossible for the county assessor and his staff to measure and value all of the individual improvements. The Assessor's Office will be initiating a plan to further define and improve the current lump sum method for minor improvements.

THE ASSESSOR'S PROCEDURES NEEDS IMPROVEMENT (2).

**Recommendation:** The Division recommends that the appraisal staff review and increase the lump sum amounts being used in valuing minor improvements. The assessor and his staff should continue to train appraisers to be more diligent in the inspection and valuation of minor improvements. The Division recognizes the improvement made in this category, and expects that the appraisal staff will continue its effort in this area.

**New Construction Valuation:** The Division's sample of new construction indicated that the assessor correctly values and depreciates new improvements. Even with aerial photography, the assessor and his staff are unable to discover every improvement that was completed without a construction permit. By using the available tools of discovery, the Division believes that the assessor and his appraisal staff are making reasonable efforts to discover and assess new construction property, and place it on the tax roll in a timely manner.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Land:** There were six agricultural land parcels in the Clark County sample. All of the samples were within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Land Records:** The land records are updated and accurately reflect the agricultural classifications of each property.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Land Classification Maps:** Land classification maps are available for each agricultural parcel and are updated upon reappraisal. The assessor uses aerial photographs of each parcel to delineate each agricultural land class. All land classifications were properly valued.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Bulletin Use:** The assessor valued all agricultural parcels using the current Agricultural Bulletin (195).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Residential Home-site Valuation:** One of the agricultural samples had a residential home-site. The assessor correctly identified and valued the residential home-site as required in NRS 361A.140.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Improvements:** Three of the samples had agricultural improvements. The assessor used the current Rural Building Manual and Marshall & Swift costs when valuing improvements. All of the samples were within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Deferred Taxes:** There are 237 deferred agricultural parcels in Clark County. A review of the procedures utilized by the assessor in calculating and collecting deferred taxes indicates that the proper methodology is being applied.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Higher Use:** Clark County had nine parcels that converted to a higher use" (multi-residential or commercial / industrial) area on agricultural land.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Land Conversions:** Clark County had nine parcels totaling 107.43 acres converted from agricultural to higher use in 2005. The assessors' calculations of deferred taxes were correct.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Assessment Maps:** The Assessor's Office continues to create and maintain the assessment maps using their in-house mapping staff and resources. This is a state of the art system that encompasses a sophisticated GIS (Geographic Information System). The maps that can be produced are of high quality and detail. All or selected categories of individual parcel information can be transferred from the Assessor's CAP program and/or mainframe system onto the GIS maps. This is of extreme value when constructing marketing areas and doing a variety of analyses. The assessment maps are also available to the public via the internet.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Prescribed Parceling System:** Clark ascribes to the standard parcel numbering system.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

### **Personal Property Discovery and Valuation Work Practices**

**Discovery:** Clark County's personal property discovery system is well thought out. Business licenses are required for all businesses. This is a primary method by which new businesses are discovered. Personal Property declarations by statute are sent out annually and the return rate is extremely high, with follow-up contact to those that fail to respond. FAA reports, tenant lists from the airports, physical inspection at the airport, and the use of a Federal Aviation Administration Web Site that allows searches by aircraft registration numbers are tools used to identify aircraft located in the county.

Dealer's Report of Sale (DRS) and mobile home permits are the primary methods of discovering mobile homes. In addition, the personal property staff physically visits all mobile homes (30,000+) each year. Aerial photos are also used to locate mobile homes in the outlying areas.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Record-keeping:** The personal property filing system continues to remain well organized and managed. With the implementation of the Kovich document scanning module, all declarations are scanned and are readily available electronically. Secured agricultural and business accounts are filed by Assessor's Parcel Number (APN). Unsecured agricultural and business accounts along with Aircraft accounts are scanned and retrievable by name or identification number.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural:** Fifteen agriculturally classified properties were reviewed, seven (7) of these were secured properties and eight (8) were unsecured. All parcels were accurately valued using the appropriate depreciation schedules. All necessary paper work was available. Clark County has implemented the process of scanning all received declarations so that they will be available electronically.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Business Property:** Twenty-five business properties included in this study, thirteen (13) secured and twelve (12) unsecured. There were a few outliers within the sub-line items. These outliers appeared on items reaching the end of their expected lives.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Mobile Homes:** Sixty-one (61) manufactured homes were reviewed, thirty-one (31) unsecured and thirty (30) 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. 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 PROCEDURES MEET STANDARDS (3).

**Billboards:** Six billboards, all unsecured made up this study. The accounts were reviewed and have been assessed correctly.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Aircraft:** There were nineteen (19) unsecured aircraft sampled, no outliers were found. The staff is assessing this segment of personal property correctly.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Migratory Property:** Clark County Assessor and staff are aware of the correct procedure for assessing this type of property although it is a rare occurrence. There were no instances where this occurred during this ratio study year.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Billing/Collection (penalties applied, seizure and sale):**

Billing/Collection (penalties applied, seizure and sale): Clark County's collection program is excellent. All penalties and interest are being correctly levied on delinquent accounts. Clark County continues to be very aggressive in the collection of delinquent taxes. If collection efforts are not successful within the prescribed time frames, the county will seize and sell the personal property for the collection of taxes. The county sent approximately 3,004 "Intent to Seize" letters in the 2005-2006 tax cycle. There were 1,605 actual notices of seizure, with 3 sales of seized property. The county has three collectors who spend nearly 80% of their time in the field posting seizure notices and checking on other delinquent accounts. Several members of the staff are responsible for monitoring past due accounts.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Other Work Practices**

**Possessory Interest Valuation - Real Property:** Possessory interests valued by the assessor in Clark County include those hangars that are leased by private entities at the main Las Vegas county airport as well as the north Las Vegas airport; several areas that are privately used at the St. Rose Dominican Hospital, and several areas on Forest Service and BLM land. Those possessory interests that are located upon or within the limits of the Clark County Airport include only an improvement value, and those outside of the airport limits include both land and improvement values. The assessments at the St. Rose Dominican Hospital, and those involving Forest Service and BLM lands, include both a land and

improvement value. There are fourteen possessory interest accounts at the time of this study.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Possessory Interest Valuation - Personal Property:** The assessor is valuing all personal property possessory interests of the contractors that use government property on federal facilities such as Nellis Air Force Base, the Nevada Test Site, and Indian Springs. The assessor also continues to value those personal property possessory interests at the Lake Mead Recreation area.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3)

**Statutes and Regulations:** The Nevada Revised Statutes and the Nevada Administrative Code are available in the assessor's office. There are several copies of both, in addition there is Internet access on almost all computer stations which allows a direct link to the Department of Taxation Web site.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Cost Manuals and Systems:** The assessor uses an in-house computer costing system to value most improvements. The system is based on the Marshall & Swift Residential and Commercial Cost Manuals. Agricultural improvements are valued using the Assessor's Handbook of Rural Building Costs published by the Division. The assessor has several copies of the Assessor's Handbook of Rural Building Costs and four copies of the Marshall & Swift Residential and Commercial Cost Manuals. All manuals have been correctly updated. Because the computer is used to value a majority of items, most of the manuals are used for reference only.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3)

**Appraisal Records:** The assessor's real property appraisal records contain very little hard copy information. The majority of the files contain only a sketch of the improvements. The commercial files may include some historical data that is used for reference purposes only. The complete record for each file is maintained in the county computer system. Property records include building and land data, a value history, the owner's name and property address, the appraiser's identification number, and the date of the last property inspection. Only the information needed to identify the property and defend the appraisal is included in the property record.  
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 computer files can also be accessed by the address and/or owner's name. Clark County has made tremendous headway with its Kovis scanning program.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appeal Preparation and Presentations:**

Appeal Preparation and Presentations: During this tax year, there were approximately 619 appeals to the Clark County Board of Equalization. Fifty-three (53) of these were appealed to the State Board of Equalization. The assessor's staff is prepared and proficient when presenting the county's position at Board of Equalization hearings.

**Reopened Roll Log:** The roll log required by NRS 361.310 was to be received on or before October 31, 2005. This report was correctly completed and received on time.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Obsolescence:** The assessor compares taxable value to sales price on a regular basis to determine if taxable value is exceeding full cash value on any properties. With the use of in-house computer programs, the assessor has the ability to arrange data in many different ways so that different property types and improvements that differ in age can be analyzed. The Assessor has made adjustments to 392 properties due to their indicated taxable value exceeding full cash value. These adjustments are reviewed during the reappraisal process, and changes are made as required. The assessor requests an updated income statement each year for income producing properties. These statements are then reviewed to determine if the value developed by the income approach is in line with the other approaches to value.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**New Construction:** The discovery of new construction is an enormous task in Clark County. For the past few years, the county has been averaging approximately 50,000 new construction permits each year. The assessor and his staff have put great emphasis on the discovery of new construction. The current effort is a concentration on the discovery of new construction through the use of extensive aerial photography and aggressively pursuing building permits. Clark County receives these building permits on a regular basis from the building departments of various cities and entities including the county itself, Las Vegas, North Las Vegas, Boulder City, Henderson, Mesquite, and Laughlin. These permits are coded for property types and construction types, and then linked to the correct parcel number in the assessment records. The active permit remains in the system until an appraiser has cleared the permit and attached a date of completion. Items on the assessor's permit include the date that the permit was issued, a description of the type of property, the type of construction, and the last date that the parcel was inspected. Also included are a follow-up date of re-inspection and a comment field for notes concerning construction progress.

The county has the ability to query the system and receive a list of permits to be worked using several different priorities. These include the issue date, the type of property, the value of the permit, etc. It should be noted that the assessor, due to staff and time constraints, places a priority on first working the building improvement permits, leaving the smaller miscellaneous permits (patios, decks, concrete flatwork, etc.) to be worked as time allows during the yearly revaluation process. Casinos and larger properties are closely tracked from the very first moment they begin construction. If construction is not complete on these properties as of the lien date, then the assessor's staff places them on the roll at the current builder's costs. Upon completion, the final value will be computed using the Marshall & Swift costing manuals.

To understand the new construction process in Clark County, a short discussion of the *secured* and *unsecured* tax rolls is in order. Under the current system, the secured tax roll is used by all of the other counties in the state to place and bill the majority of their new construction properties. This is not the case in Clark County, which places 75% to 80% of the new construction on the unsecured tax roll. It is then moved onto the secured tax roll for the coming fiscal year. This unsecured tax bill is referred to as a "supplemental" billing. This can be confusing to the taxpayer because they could possibly receive a secured bill for their land at the beginning of the new fiscal year, and an unsecured bill for their improvements within a month. This problem has been somewhat mitigated by an adjustment in the billing process by the assessor's office and treasurer's office. The treasurer now has the ability to combine the two tax bills onto a single statement, which is then sent to the taxpayer. The advantage to the assessor's office in using the unsecured roll is that it provides a longer window of time to discover and place new construction property on the tax roll.

The Division's sample of new construction indicated that the assessor correctly values and depreciates new improvements. By using the available tools of discovery, the Division believes that the assessor and his appraisal staff are doing everything possible to discover and assess new construction property, and subsequently place it on the tax roll in a timely manner.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Land Use and Exemption Codes:** The use and application of land use codes by the assessor have been designed specifically for use in Clark County. It is the Division's belief that the system could be improved by the use of a coding system for vacant land parcels that indicates their most probable use. The current zoning used in each jurisdiction might be a good indicator. Marketing areas are being refined to better assist in the valuation process.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraisal Cycle:** Clark County is now appraising the entire county each year.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Improvement Factoring:** During the 1997 legislative session NRS 361.260 was amended to remove the wording "physically reappraise" and replace it with "reappraise". This now gives the assessor the option of revaluing the entire county each year without physically inspecting each parcel thereby eliminating the need for an improvement factor.

**Appraiser Certifications:** Clark County has 61 appraisers who are certified in both real and personal property, three appraisers who are certified only to do real property and two who are certified in personal property valuation only.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraisers Training Requirements:** The assessor continues to provide in-house training programs, designed to prepare new persons on the staff for the certification test and also to provide on-going continuing education re-certification credits. The assessor is also cross-training all appraisal personnel for both real and personal property. All of the appraisers are in compliance with NRS 361.221 and NRS 361.223.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).



**ESMERALDA COUNTY**  
**Part II:**  
**2006-07 Work Practices Survey**

The 2006-2007 reappraisal area consists of the town of Goldfield. The Town of Goldfield parcel count makes up approximately fifty percent of the taxable parcels in Esmeralda County. However in addition to the physical re-appraisal area, parcels were selected from the entire county.

**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:** Verification of sales is accomplished primarily by 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.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Sales Database:** During the past several years the Assessor has worked to improve the County sales data bank 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 knows it is vital that all sales be verified.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Vacant Land (excluding agricultural property):** There were thirty-one vacant land parcels reviewed and valued in this study. All the parcels were within acceptable ratio parameters.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Subdivision Analysis:** The assessor has reviewed all qualified subdivisions in Esmeralda County. For the 2006-2007 tax year, there were only five that qualified for a discount. A review of the assessor's methods, and resulting land values, indicated that the assessor is correctly valuing this property type pursuant to NAC 361.129 and NAC 361.1295.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Single-family Residential Land:** There were twenty-four single-family residential land parcels included in this years study. All were within required ratio parameters.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Multi-family Residential Land:** There were twelve multi-family residential land parcels included in the reappraisal area. All the studied parcels were within acceptable ratio parameters.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Commercial and Industrial Land:** There were six commercial/industrial land parcels included in the reappraisal area and all were within acceptable ratio parameters.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Factors:** The Esmeralda Assessor can now furnish the Division with electronic data of sales that have occurred in the county. The Assessor now uses an Excel spreadsheet to assist in the sorting, analyzing and computing of ratios in the various delineated areas of the county  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Single-family Residential Improvements:** There were twenty-four single-family residential land parcels included in this year's reappraisal area and all were within acceptable parameters.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Multi-family Residential Improvements:** There were twelve multi-family residential land parcels included in this year's reappraisal area and all were within acceptable ratio parameters.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Commercial and Industrial Improvements:** There were six commercial/industrial properties in the reappraisal area. Two of the parcels were slightly outside of the ratio parameter of 32 to 35 percent. This was due to how the county and state inventoried and values some additional improvements to a couple of parcels that were outside of the re-appraisal area. These were brought to the Assessor's attention and will be reviewed.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Minor Improvements:** The Assessor correctly inventoried and valued all minor improvements that existed on parcels with the re-appraisal area.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**New Construction Valuation:** New construction is discovered by periodic physical reviews by the assessor and her staff. 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 discovered after the close of the roll is included on the roll log. A review of several parcels that contained new construction indicates these improvements are being correctly valued and depreciated.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Land:** Esmeralda County had six agricultural land parcels in this study. All of the sample parcels were within ratio parameters.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Land Records:** The agricultural land records are updated and accurately reflect the land classifications of each parcel.  
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 (195).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Residential Home-site Valuation:** There was one residential home-site on the samples selected for the study. The assessor correctly identified and valued the residential home-site as required by NRS 361A.140.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Improvements:** Two of the sample parcels had agricultural improvements. The assessor used Marshall & Swift and the Rural Manual to value the improvements and both properties were within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Deferred Taxes:** Esmeralda County has 49 deferred agricultural parcels. A review of the procedures utilized by the assessor in calculating and collecting deferred taxes revealed that the proper methodology is being used.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Higher Use:** Esmeralda County has no "higher use" (multi-residential or commercial / industrial) areas on agricultural land.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (NA).

**Agricultural Land Conversions:** There were nine parcels totaling 3164.59 acres converted from agricultural to higher use in Esmeralda County in 2005. The assessors' calculation of deferred taxes was correct.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Assessment Maps:** Several years ago the assessor made the decision to contract the parcel map revisions with an outside source. Several of the new maps were reviewed and determined to be of good quality and easy to use. The County maps are revised on an ongoing basis.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Prescribed Parceling System:** The assessor does not employ a prescribed parceling system. Summary or referral parcels are no longer used in Esmeralda County.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

### **Personal Property Discovery and Valuation Work Practices**

**Discovery:** Esmeralda County requires business licenses for all areas of the county. Business licenses are the assessor's primary method of discovering new business personal property. Mobile homes are discovered through field inspections in October and April, Dealer's Reports of Sales (DRS), and trip permits. The assessor conducts periodic inspections of the county and the airport in an effort to find new businesses and aircraft. Because of the small number of businesses, the small geographical area of the county, and the assessor's diligence, the Division believes that the discovery process is functioning adequately.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Record-keeping:** Esmeralda County's record-keeping system and files are adequate. Our inspection revealed the files to be neat, two years of past correspondence should be sufficient. Mobile home records are filed in individual folders by name and district with the DRS and original value documentation inside. Business and ranch declarations are filed in individual folders by Assessor's Parcel Number (APN), with present and past year's declarations enclosed.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Business Property:** The Division's sample includes thirty-six business/commercial accounts with eight secured accounts, and twenty-eight unsecured accounts. There were a few (four) outliers that occurred on some individual items within the parent account. The outliers were due to an almost depleted life. All measures of central tendency reside between the upper and lower limits. Overall, the assessor and staff are correctly assessing this type of property.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Property:** Esmeralda County has ten properties in this class that were in this study. There were five unsecured agricultural accounts 5 secured accounts. There were no outliers. The assessor and staff are doing a good job of assessing this type of property.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Manufactured Homes:** Our review includes twenty accounts, thirteen secured and six unsecured, with no outliers present.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Billboards:** There are no billboard accounts in Esmeralda County at this time; however, the county staff is knowledgeable in the correct procedures for valuing and depreciating billboards.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (N/A).

**Aircraft:** There are three aircraft which are physically located within the county. It was determined that this category has been valued correctly.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Migratory Property:** There is no migratory property in Esmeralda County. The assessor and her staff are aware of the correct procedures in valuing this type of property. Mobile homes entering the county after July 1, and that are likely to remain more than a year, are correctly assessed for the first time on the following tax roll.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Billing/Collection (penalties applied, seizure and sale):** All appropriate penalties and interest are placed on delinquent accounts. No seizures of mobile homes were made during the past year. Discussions revealed no delinquent accounts for the last fiscal year. The county has an approximate 85% rate of return on declarations. Those accounts not filing a personal property declaration on time are assessed a 10% penalty when next assessed.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

### **Other Work Practices**

**Possessory Interest Valuation - Real & Personal Property:** There are no real or personal property possessory interests in Esmeralda County.  
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 2004 update is currently being used for the commercial program and the September 2004 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 correct, complete and up to date. 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. This system allows for easy retrieval and is efficient to use.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Reports:** All of the many reports required of the assessor were correctly completed and delivered to the Division on time.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appeal Preparation and Presentations:** For this tax year there was two appeals to the Esmeralda County Board of Equalization. The assessor does a good job of preparing for and presenting the county's position at the board of equalization hearings.

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, 2005, was received on time. This report was correctly completed.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Obsolescence:** There are currently nine properties in Esmeralda County that have obsolescence applied. All but one of these property displayed observable functional obsolescence. Coaldale which is a restaurant located on contaminated property had the obsolescence calculated through a "cost to cure" study conducted by the Environmental Protection Agency.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**New Construction:** Esmeralda County has no building permit system. Therefore, the assessor must travel throughout the populated areas of the county each year to discover new improvements. Generally, the assessor will make these surveys twice each 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 reopened roll log. A review of several properties with new

construction revealed that the improvements are being correctly measured, valued, and depreciated by the assessor's staff.

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.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraisal Cycle:** The assessor uses a five-year reappraisal cycle. During this ratio study, the assessor reappraised the Town Goldfield, which is about 50% of the counties taxable properties. During the last physical reappraisal the areas physically reappraised were parcels in General County including Mining Claims and Goldpoint, this area represented approximately 20% of Esmeralda. This work area was done for the 2005-2006 work year done in 2004.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Improvement Factoring:** The assessor now uses the Nevada tax Commission approved improvement factor in the non-reappraisal areas. The non-reappraisal areas are being valued correctly.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraiser Certifications:** The assessor is certified in both real and personal property.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraisers Training Requirements:** The Assessor has hired two staff appraiser trainees that are currently studying to become certified. The county is in compliance with NRS 361.221 and NRS 361.223.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**EUREKA COUNTY**  
**Part II:**  
**2006-07 Work Practices Survey**

The 2006-2007 reappraisal area consists of residential and rural agricultural properties in the General County. This area is also known as District 4 (Outside areas of the county and non-agricultural properties). There are a total of 1056 parcels and 91 agricultural properties in this reappraisal area. The Division took a representative sample from the entire county.

**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. The assessor's sales data bank is created from those documents. The recorder's office has recently completed a process whereby all recorded deeds are electronically scanned which allows all departments to access this information.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Sales Verification:** The assessor sends verification questionnaires to all buyers and sellers of property within the county. The form requests verification of the sales price, conditions of the sale, motivation of the buyer or seller, and the date of the agreement. The assessor reports a 80% rate of return on these questionnaires. When practical, the assessor also contacts all parties to the sale by telephone. After the data is verified, the assessor adds it to the data bank and notes the sale on the parcel map.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Sales Database:** The sales data base is adequate and reliable. The verified and coded sales are input into the computer where assessor and other staff can access the information. In addition, the sales data base is drawn upon to compute land factors in that portion of the county that is not being reappraised. The verified sales from the sales bank are the basis used to establish land values in the reappraisal area. The sales data base was reviewed by the Division and confirmed to be complete and accurate.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Vacant Land (excluding agricultural property):** Twenty-four vacant properties were included in the sample. This year the physical reappraisal area was predominantly composed of single family residential parcels. Those parcels that were inspected and valued and indicated that the assessor followed statutory principles and the statistical results were all within acceptable limits.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Subdivision Analysis:** The assessor has reviewed all qualified subdivisions in Eureka County. For the 2006-2007 valuation cycle there were none that qualified for a discount. A review of the assessor's methods indicated that the assessor is correctly valuing this property type pursuant to NAC 361.129 and NAC 361.1295.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Single-family Residential Land:** Twenty-four family residential land parcels were included in the study. After re-appraisal of these parcels, the ratios derived were all within the acceptable levels with no outliers.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Multi-family Residential Land:** There were six multi-residential land properties in the reappraisal area. After re-appraisal of these parcels, the ratios derived were all within the acceptable levels with no outliers

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Commercial and Industrial Land:** Six (6) commercial classified properties were included in the study. After re-appraisal of these parcels, the ratios derived were within the acceptable level.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Factors:** The assessor uses the sales data bank when establishing land factors. Due to the limited number of sales received each year, the assessor must use several years' worth of sales to develop a trend. This time-trending is then applied to older but similar land parcels thus resulting in more defensible values. The assessor has a good knowledge of the land factor program.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Single-family Residential Improvements:** Twenty-four improved single-family residential properties were included in the study. Seventeen (17) properties were within acceptable ratio parameters.

Seven (7) properties were outside of acceptable ratio parameters. This was due to the difference in valuing miscellaneous improvements. Overall, the assessor is doing a good job valuing this type of property.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Multi-family Residential Improvements:** There were six multi-residential properties in the reappraisal area. After re-appraisal of these parcels, the ratios derived were within the acceptable level.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Commercial and Industrial Improvements:** There were six (6) commercial properties in the reappraisal area. Four (4) properties were within acceptable ratio parameters. Two (2) properties were outside of acceptable ratio parameters due to improvements that were added after the last re-appraisal period. These parcels were not located in the current re-appraisal area and thus did not require a physical inspection. The Assessor is doing a good job valuing this type of property.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Minor Improvements:** All minor improvements on both residential and agricultural properties were valued properly.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**New Construction Valuation:** There were no new construction properties in this year's sampled areas.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (N/A).

**Agricultural Land:** There were twelve agricultural land parcels in the Eureka County sample. All of the samples were within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Land Records:** The land records are accurately updated and 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 (195).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Residential Home-site Valuation:** Two of the agricultural samples had a residential home-site. The assessor correctly identified and valued the residential home-sites as required in NRS 361A.140.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Improvements:** Four of the samples had agricultural improvements. The assessor used the current Rural Building Manual and Marshall & Swift costs when valuing improvements. All of the samples were within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Deferred Taxes:** There are 710 deferred agricultural parcels in Eureka County. A review of the procedures utilized by the assessor in calculating and collecting deferred taxes indicates that the proper methodology is being applied.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Higher Use:** Eureka County has no "higher use" (multi-residential or commercial / industrial) area on agricultural land.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (NA).

**Agricultural Land Conversions:** Eureka County had two parcels totaling 320.17 acres converted from agricultural to higher use in 2005. The assessors' calculations of deferred taxes were correct.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Assessment Maps:** The assessor's maps are prepared internally and done on a weekly basis by a staff appraiser who is also a certified GIS technician. They are of good quality and easy to use and meet or exceed the requirements as set forth by the Division.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Prescribed Parceling System:** The assessor uses the prescribed parceling system. Summary or referral parcels are used in Eureka. Summary parcels are parcels that are not contiguous but have the same ownership. The assessor combines the values so that there can be cost savings to the county by sending out only one overall billing. In most cases this is only done at the request of the individual owners. These parcels are in the agricultural category.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

### **Personal Property Discovery and Valuation Work Practices**

**Discovery:** The Eureka County staff continues to do a good job of discovering personal property located in the county. Aircraft are discovered by periodic airport checks and through FAA tail number reports. Mobile homes are found through annual field inspections, trip permits, and Dealer's Reports of Sales (DRS's) from Nevada dealers. New businesses are readily discovered primarily by actively traveling the county while doing field inspections. Agricultural personal property is located through deed changes and in some cases by field inspection in conjunction with the review of adjacent properties.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Record-keeping:** Eureka County's personal property files are very well organized and managed. All property types are filed alphabetically, color coded by district/area, and maintained in separate folders. Mobile home records are kept on index type cards with the DRS and other documentation stapled behind. Where no DRS or sale information is provided, the staff is consistent in using the Mobile Home Look-Up Book and attaching that documentation.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Property:** The assessor and staff are doing a good job of assessing this type of property. Of the twelve properties in the study, six secured and six unsecured, all are within ratio tolerance. There were a few line items that were reaching complete depreciation and this resulted in three items that were outside of acceptable levels. Taxpayers completed and returned approximately 98% of the declarations sent on farm and ranch personal property.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Commercial/Industrial Property:** The staff is correctly assessing this type of property. Of the seven secured businesses sampled and six unsecured businesses, no outliers were found. There are a few sub-account line items that are reaching complete depreciation. Taxpayers completed and returned approximately 95% of the declarations mailed out on business personal property.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Mobile Homes:** Eureka County is correctly assessing mobile homes. Of the thirteen properties sampled, seven secured and six unsecured, none were found to be out of tolerance. All properties sampled were within acceptable ratio limits. The staff discovers real property items during field inspections, and is correctly depreciating these items. The value is then added to the mobile home accounts prior to billing. Improvements are kept in a separate folder, and are filed by district and mobile home account number.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Billboards:** Eureka County has one secured billboard account; and this was determined to be valued correctly.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Aircraft:** There are two aircraft located in Eureka County. Both of these accounts were confirmed to be assessed correctly.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Migratory Property:** Eureka County has migratory property entering the county occasionally. A discussion with the Assessor revealed that this category of property is being valued properly. Mobile homes entering the county after July 1, and that are likely to remain more than a year, are correctly assessed for the first time on the following tax roll. Those transitory properties that are in the county less than a full year are portioned accordingly.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Billing/Collection (penalties applied, seizure and sale):** The assessor and his staff have done an excellent job of billing and collecting personal property accounts. The Division's review revealed a 100% payment rate for the last tax year. No seizures have been made in several years. The Assessor does not hesitate to send out "Intent to Seize" notices should an account be in arrears.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

### Other Work Practices

**Possessory Interest Valuation - Real & Personal Property:** There are no real property possessory interests in Eureka County.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (N/A).

**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 2004 update is currently being used for the commercial program and the September 2004 update is being used for the residential program. The assessor has a copy of the approved Rural Building Manual 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 Manual is used to value most minor and agricultural improvements.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraisal Records:** The information in the files is correct, complete and up to date. 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 record files are organized in parcel number order by reappraisal group, and are color coded to prevent any misfiling of property records. This system works well for the assessor and is in an approved format.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Reports:** All of the many reports required of the assessor were correctly completed and delivered on time.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appeal Preparation and Presentations:** For this tax year, there were no appeals to the Eureka 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, 2005, this was received on time. This report was correctly completed.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Obsolescence:** The correct methods of applying obsolescence are being employed. This includes the statutory application of the 1.5% per year (up to fifty years) and the application of any additional depreciation and obsolescence as stated in NRS 361.260, to those properties that require it. This additional depreciation and obsolescence is determined by the field observed inspection method and by comparing sales prices to costing values.

These parcels are noted and observed frequently by the assessor. An adjustment to value will be made if necessary to prevent it from exceeding the full cash value.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**New Construction:** Eureka County has no building permit system. Therefore, the assessor must travel throughout the county each year to discover new improvements. Generally, the assessor will make these surveys twice each year. Remote agricultural parcels will only be visited once every five years during reappraisal. This is because agricultural parcels change very little over time, and because the assessor can review any changes using aerial photography. 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, valued, and depreciated by the assessor's staff.

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.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraisal Cycle:** The assessor uses a five-year reappraisal cycle. During this year's cycle, the General County, Outside Areas, non-agricultural properties (Books 4 through 8) were reappraised. This area represents approximately 29% of the County. The existing reappraisal cycle is adequate, conforms to statutory requirements, and is manageable with the current staff and present growth.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Improvement Factoring:** The assessor reviews and implements the state supplied improvement factor throughout the non-reappraisal areas within the county. The assessor's office then checks to ensure that the properties do not exceed full cash value by conducting studies (audits) of each property class, and by having thorough knowledge of the economic forces in these areas. These procedures ensure properly assessed values.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraiser Certifications:** The assessor and two real property appraisers are certified. The Chief Deputy is certified as a Personal Property appraiser.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraisers Training Requirements:** All four appraisers are certified and in compliance with NRS 361.221 and NRS 361.223.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**LINCOLN COUNTY**  
**Part II:**  
**2006-07 Work Practices Survey**

Lincoln County's physical reappraisal area for 2005 included the town of Pioche and the Picohe Fire District. The reappraisal area is referred to as Area 2 in the county's five year re-appraisal program. The re-appraisal area is comprised of 1044 parcels or about 22% of the county. The ratio sample this year included the entire county made up of six agricultural classified properties, twelve commercial, nine multi-family residential, seventeen single family residential and fourteen vacant land parcels.

**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 on a daily basis. These documents are used as the foundation for the assessor's sales data bank. The pertinent information contained in these documents is then verified and input into the computer sales data bank.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Sales Verification:** The assessor sends verification questionnaires to each the buyer and the seller for verification and additional information. The assessor reports that he is receiving better than 80 percent return rate on these documents. The sales data is also verified through interviews with other knowledgeable parties such as local real estate brokers and agents.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Sales Database:** Sales data received from the recorder's office is inputted into a database program on the county's computer. This includes a five year running history. In addition, the assessor maintains a set of current parcel maps with the last five years of individual parcel sales. The office computer which is connected to the ADS (Advanced Data Systems) system gives the assessor's staff the ability to quickly access information for both the real property and personal secured and unsecured property records.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Vacant Land (excluding agricultural property):** Fourteen vacant land parcels throughout the county were sampled in this study and all were found to be within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Subdivision Analysis:** The assessor has analyzed all qualified subdivisions in Lincoln County. Currently, there are three subdivision's qualified for discount for the 2006-07 tax roll. The assessor is keeping track of the sales in these three subdivisions on a yearly basis to see if the current absorption rate needs to be adjusted. A review of the assessor's methods, and resulting land values, shows them to be correct.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Single-family Residential Land:** Seventeen improved single-family residential parcels were sampled in this study. The land was valued and all were found to be within ratio parameters. The assessor is correctly valuing single-family residential land using a site value approach.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Multi-family Residential Land:** Nine improved multi-family residential land parcels were sampled in this study and all were within ratio parameters. Properties with multiple units were valued using site values that are appropriate. The Division found no recurring errors or problems in this property category.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Commercial and Industrial Land:** Twelve improved commercial/industrial classified land parcels were sampled in this study and all were found to be within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Factors:** The assessor always submits in his factor recommendations to the Department in a timely manner. The real estate market has shown a marked increase from that of the last study completed for the 2003-2004 cycle. As new areas are developed the sales are verified and analyzed.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Single-family Residential Improvements:** Seventeen improved single-family properties were sampled in this study. The assessor is measuring and classifying the improvements correctly. There was one property that was slightly below the acceptable ratio range of 32% to 35%. This was brought to the attention of the Assessor.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Multi-family Residential Improvements:** Nine improved multi-family residential properties were sampled in this study. Two of these samples were above the 35% limit, and this was due to inaccurate square foot calculations.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Commercial and Industrial Improvements:** Twelve improved commercial/industrial properties were sampled in this years study. There was one property that was below 32%. The Assessor was notified of this.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Minor Improvements:** The Division's appraisers found three properties where the minor improvements were measured incorrectly. This information was reported to the Assessor for correction.

THE ASSESSOR'S PROCEDURES MEETS STANDARDS (3).

**New Construction Valuation:** New construction is discovered through the use of the county building permit system. New construction is discovered and placed on the correct roll in a timely 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 in included on the roll log. A review of several properties with new construction revealed that the improvements are being picked up in a timely manner and correctly measured and valued by the assessor.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Land:** There were six agricultural land parcels sampled for this study. All of the sample parcels were within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Land Records:** The agricultural land records are updated and accurately reflect the various land classifications of 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 valued all agricultural property using the current Agricultural Bulletin (195).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Residential Home-site Valuation:** There were no residential home-sites on the agricultural samples selected for the study.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (NA).

**Agricultural Improvements:** There were no agricultural improvements on the agricultural samples selected for the study.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (NA).

**Deferred Taxes:** Lincoln County has 560 deferred agricultural parcels. A review of the procedures utilized by the assessor in calculating and collecting deferred taxes indicates that the proper methodology is being applied.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Higher Use:** Lincoln County has no "higher use" (multi-residential or commercial / industrial) areas on agricultural land.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (NA).

**Agricultural Land Conversion:** There were two parcels totaling 5.69 acres which were converted from agricultural to a higher use in Lincoln County in 2005. In both cases the assessors' calculation of deferred taxes was correct.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Assessment Maps:** The assessor's maps are currently undergoing revision as a pilot program being conducted by Internet Design Technology with funding from the Nuclear Waste Program. This process may take several years to complete. The current maps in use are updated in house and are done according to Nevada Revised Statutes.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Prescribed Parceling System:** The assessor uses the prescribed parceling system. .

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

### **Personal Property Discovery and Valuation Work Practices**

**Discovery:** Aircraft are discovered through FAA reports obtained via the Internet connection on an office computer, contact with taxpayers, and airport inspections. Mobile homes are discovered by building permits, trip permits, and Dealer's Report of Sale documents (DRS). The Assessor and staff also send inquiry letters and visit local mobile home parks on a routine basis. New businesses are

discovered through field inspections, word of mouth, fictitious business name filings, building permits, and sales information. Caliente is the only area in the county where business licenses are required. When a new business is discovered, a personal property declaration is sent out by the Assessor's office. The Assessor is extremely familiar with the existing properties and any changes that should transpire.. Regular field inspections and deed transfers are the primary methods used by the Assessor to locate new farm and ranch property.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Record-keeping:** The filing system utilized by the Assessor's office has been modified as a result of the prior study. The Department recommended the Assessor re-label and rename all account files in numerical account order to catalog all personal property accounts. During this inspection it was noted that the office followed through on the suggested filing changes as recommend in the prior study. They report that this change has worked out well for them. Secured and unsecured mobile homes are filed together by account number and kept on cards with the DRS or other valuation documentation attached.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural:** Of the properties nineteen sampled (11 unsecured and 8 secured) there was one unsecured account that came in just below the 32%. This was due to the account having several line-items that were reaching the end or their useful life. This category of property is being valued correctly.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Business Property:** A representative sample of this property type was reviewed which was comprised of 12 unsecured and 13 secured properties. Any prior examples of incorrect class life, incorrect deletion of equipment, and input errors noted in previous studies have been updated and corrected.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Manufactured Homes:** 21 secured and 20 unsecured Manufactured Homes were included in the study. Lincoln County borders the state of Utah. This results in an inordinate amount of Manufactured Homes being purchased in Utah and transported across the state line. The Dealers Report of Sale (DRS) does not exist in the state of Utah. In lieu of the DRS there is an official Bill of Sale that is placed into each manufactured home folder. The Department found this property class is being assessed correctly. Of the mobile homes sampled, no outliers were found.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Billboards:** As in prior Department studies it is noted that Lincoln County does not have any stand-alone billboards. After discussions with the Assessor and staff it is confirmed that the Assessor and staff are knowledgeable in the correct procedures for valuing and depreciating billboards when and if they should be reported.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Aircraft:** There were four aircraft known to be located in Lincoln County during the last study. Three were reviewed and assessed correctly during this study and it was discovered that the 4<sup>th</sup> has relocated outside the county. This class of property is being valued correctly.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Migratory Property:** The County does not currently have any migratory property. The Assessor and his staff are aware of the correct procedure to assess migratory property. The Assessor is correctly assessing mobile homes that enter the county after the lien date and are expected to remain in the county by recognizing them as non-migratory property and entering them for the first time, on the next tax roll in accordance with NAC 361.149. As there is only one main north-south highway through Lincoln it is



very easy to keep track of migratory property.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Billing/Collection (penalties applied, seizure and sale):** The Lincoln County Assessor and his staff are doing a good job of collecting unsecured taxes. Total Amounts outstanding during this cycle was approximately \$4,700 of which 75% are due oil and gas leases. The Assessor continues to apply penalties and interest according to statute. It is the Assessors practice to sell any seized property at auction as soon as possible. The Assessor applies a 10% estimated assessment for unreturned declarations.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

### Other Work Practices

**Possessory Interest Valuation - Real Property:** The only areas that relate to possessory interests are a few stock water rights. These are being tracked and valued correctly by the Assessor.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Possessory Interest Valuation - Personal Property:** There are no personal property possessory interests within Lincoln County.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Statutes and Regulations:** The Nevada Revised Statutes and the Nevada Administrative Codes are available in the assessor's office. Both have been correctly updated. In addition, both publications are available for use by the office via the internet.

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 2004 update is being used for residential property. The October 2004 update is being used for commercial property. The assessor has several copies of the Assessor's Handbook of Rural Building Costs, three 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 complete, correct and up to date. 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 and computer printouts. The files also contain an Advance Data System (ADS) miscellaneous building record, a recent picture of the improvements, building permits, correspondence, appeal documents pertaining to the property, and a new construction breakdown sheet for those parcels having new construction

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Filing System:** The assessor's real property record files are organized in parcel number order and are color coded to prevent any misfiling of property records. This system is well designed and is easy to use.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Reports:** The numerous reports as required by Nevada Revised Statute were completed correctly and delivered on time. Some reports are now being transmitted to the Department electronically.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appeal Preparation and Presentation:** For the current tax year there were no appeals before the Lincoln County Board of Equalization.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Reopened Roll Log:** The roll log is required by NRS 361.210 to be received by the division on or before October 31, 2005. The roll log submitted by Lincoln County was received on July 21, 2005, and was completed correctly. The log contained approximately 200 changes to the roll. Most were increases due to new construction or parcel splits.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Obsolescence:** The assessor maintains a data bank listing of sales of improved and vacant properties within the county. The assessor's taxable values for these properties are then compared to their sales prices, and a ratio of taxable value to sales price is calculated for each property. Properties with a taxable value that exceeds their sales price can then be identified. Rarely if ever does taxable value exceed full cash value in Lincoln County because property values have been steadily appreciating over the past several years.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**New Construction:** The assessor checks the computer files from the county public works department for new construction permits. New permits are then organized by area. New improvements in the reappraisal area are valued throughout the year. New improvements in the balance of the county are inspected and valued between the months of January and mid June of each 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 by the assessor's staff.

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 assessor uses a five-year reappraisal cycle with five separate reappraisal areas. During the year 2005, Area 2 was reappraised; this included the Town of Pioche and the Pioche Fire District. This area represents approximately 22 percent of the county. Area 3 was completed in work year 2004. This area was the town of Caliente which represents approximately 13 percent of the county. Area 4 known as "The General County was appraised in 2003. This area is mostly rural and sparsely inhabited. This area represents 39 percent of the county. Area 5 was appraised in 2002, this area is comprised of the town of Panaca; this area represents 10 percent of the county. Area 1 was appraised in 2001. This area is made up of the Town of Alamo and the Pahrangat Fire District represents the remaining 16 percent of the county. The existing reappraisal cycle appears to work well for the assessor, and does conform to statute requirements, and is manageable with the available personnel.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Improvement Factors:** The Lincoln Assessor and appraisal staff use the Nevada Tax Commission approved Improvement Factor.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraiser Certification:** The Division has certified the assessor to appraise real property for ad valorem tax purposes. The Deputy Appraiser has a temporary certificate to appraise property.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraiser Training Requirements:** The assessor in Lincoln County; is presently in compliance with NRS 361.221 and NRS 361.223.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**MINERAL COUNTY**  
**Part II:**  
**2006-07 Work Practices Survey**

Mineral County's physical reappraisal area for 2005 includes the southern 1/3 of the County of Hawthorne, which includes Luning, Mina, Mina-Sinnott and the general areas, this is Area #2 in the assessors five year re-appraisal program and represents 23% of the county. There were forty samples selected by the department in the physical reappraisal area; 16 single family residence, six multi-residences, and six commercial. This group was reappraised for the tax year 2006-07. The Nevada Tax Commission in October of this year approved the practice of checking the remaining parcels in the counties factored areas. This would include Area#1 (reappraised in 2004): Schurz, Walker Lake area, eastern portion of the county and DZHC/HWAP. This area represents approximately 21% of the county. Area #3 (reappraised in 2001): all subdivisions of Hawthorne. This area represents approximately 13% of the county. Area #4 (reappraised in 2002): the northern ½ of Hawthorne Town, the Babbitt area and the Industrial Park. This area represents approximately 21% of the county. Area #5 (reappraised in 2003): the southern ½ of Hawthorne Town and Book 6 pages 42, 43, 44, 55, 59 60 & 65. This is approximately 22% of the county. Although the Assessors are not required by statute to physically inspect these factored areas, the Department selected a small sample from each category in each area. The results from this study showed that the Assessor did apply the proper improvement and land factors to each parcel. All parcels in the factored areas were within ratio parameters.

**ANALYSIS AND RECOMMENDATIONS**

**Real Property Discovery and Valuation Work Practices**

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

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Sales Verification:** The assessor receives copies of the deeds and copies of declarations of value from the county recorder. These documents are the basis for the assessor's sales data bank. The assessor sends verification questionnaires to each; the grantee and the grantor. Sales data is verified through interviews with grantors and grantees as well as other knowledgeable parties such as local real estate brokers and agents. Selected sales are verified at title company offices.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Sales Database:** Sales data received from the recorder's office is entered into a database program on the county's mainframe computer; a five year history is maintained. In addition, the assessor maintains a set of current parcel maps with the last five years of sales recorded on the subject parcel. The mainframe computer gives the assessor's staff the ability to quickly retrieve this information for both Real and Personal property accounts.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Vacant Land (excluding agricultural property):** Twelve vacant land parcels were sampled in this study, they were chosen from the entire county, all were found to be within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Subdivision Analysis:** The assessor has analyzed two qualified subdivisions in Mineral County. These subdivision ownerships qualified for developers discount for the 2005-06 tax year. The assessor is keeping track of the sales in these subdivisions to see if the current absorption rate needs to be adjusted. A review of the assessor's methods, and resulting land values, shows them to be correct.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Single-family Residential Land:** Sixteen land improved single-family residential parcels were sampled in this study and all were found to be within ratio parameters. The assessor is correctly valuing single-family residential land using a site value approach. The Ratio Study indicated that the assessor and staff are valuing single-family residential land by employing the previously mentioned system and a review of vacant as well as improved sales. These methods meet the standards of the Division.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Multi-family Residential Land:** Six improved multi-family residential land parcels were sampled in this study and all were within ratio parameters. Properties with multiple units were valued on a per-unit basis as is typical for this area. The Division found no errors or problems in this property category.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Commercial and Industrial Land:** Six improved commercial/industrial land parcels were sampled in this study and all were found to be within ratio parameters. Sales of commercial/industrial properties are very infrequent. The Division has examined the data used by the county and agrees with the county's overall analysis.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Factors:** Factor areas are developed as sales are analyzed. Appropriate factors are calculated in those areas having sufficient sales data and it was found that the assessor did correctly apply the approved land factors to the corresponding areas.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Single-family Residential Improvements:** Sixteen improved single-family properties were sampled in this study. The assessor's staff is measuring and classifying the improvements correctly with the exception of a few minor errors. The assessor and staff are valuing this class correctly.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Multi-family Residential Improvements:** Six improved multi-family residential properties were sampled in this study, and all were found to be within ratio parameters. It was determined that this category of property is being measured, valued, and assessed correctly.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Commercial and Industrial Improvements:** Six improved commercial/industrial properties were sampled in this study. The Division's sample indicates that this category of property is being valued correctly.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Minor Improvements:** Mineral County uses the current commercial and residential minor improvement tables and the Nevada Tax Commission approved Rural Building Manual. Minor improvements are being valued correctly.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**New Construction Valuation:** New construction is being valued in a timely fashion. The Assessor's office receives monthly building permit statements and schedules field reviews of this new construction with the building Inspector.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Land:** There were six agricultural land parcels sampled for this study. All of the sample parcels were within ratio parameters.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

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

**Agricultural Land Classification Maps:** Mineral County has only a few agricultural parcels with classifications other than grazing. These parcels have maps showing the correct land classification and are updated upon reappraisal.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Bulletin Use:** The assessor valued all agricultural property using the current Agricultural Bulletin (195).  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Residential Home-site Valuation:** The study included two agricultural parcels with residential home-sites. The assessor identified and correctly valued the residential home-sites as required by NRS 361A.140.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Improvements:** Two improved agricultural parcels were included in the sample. They were valued using the Marshall & Swift and Rural Manual. Both samples were within ratio parameters.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Deferred Taxes:** Mineral County has 65 deferred agricultural parcels. A review of the procedures utilized by the assessor in calculating and collecting deferred taxes indicates that the proper methodology is being applied.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Higher Use:** Mineral County has no "higher use" (multi-residential or commercial / industrial) areas on agricultural land.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (NA).

**Agricultural Land Conversion:** There were no agricultural parcels converted to a higher use in Mineral County in 2005.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (NA).

**Assessment Maps:** The assessor's maps are created in house by the county's Geographic Information System (GIS). The conversion to the GIS has been an ongoing project with funding from the Department of Energy, Nuclear Properties project. Several of the new maps created on the GIS system were reviewed, and were found to be well done and accurate and conform to NRS approved standards.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Prescribed Parceling System:** The assessor uses the prescribed parceling system.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Personal Property Discovery and Valuation Work Practices**

**Discovery:** Mineral County does a good job of identifying personal property within the county. The few aircraft located in the county are tracked through FAA reports and taxpayer affidavits. Mobile homes are discovered through trip permits, field inspections, building permits, and Dealer's Report of Sale (D.R.S.) from Nevada mobile home dealers. Business licenses are required for all business properties. The Mineral County Assessor obtains lists of business licenses from the clerk's office, and sends out declarations to new businesses. This discovery process has been working well.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Record-keeping:** The Assessor has an updated and well maintained personal property filing system. Mobile home files are recorded in separate folders and are filed by account number. These files are exceptionally clean and orderly, and all outdated information is routinely removed. When no Dealer's Report of Sale is available the data and notes establishing original value are readily available in each file. Aircraft, billboards, agricultural, and commercial accounts are assigned individual file folders then filed by account number. These files are free of unnecessary or outdated information.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural:** Mineral County has a minimal number of agricultural properties. The Departments sample included eight parcels, with four secured accounts and four unsecured accounts. Of the samples reviewed, no outliers were discovered.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Business Property:** This sample consisted of sixteen secured and eleven unsecured business accounts. The appraisal staff is using the correct depreciation and cost indices.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Mobile Homes:** There were ten secured and thirteen unsecured mobile homes reviewed in this study. All were found to be valued correctly.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Billboards:** There were five secured and four unsecured Billboard accounts. Each major account had one or more sub accounts. The correct life schedules were applied and valued correctly.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Aircraft:** There are four aircraft located in Mineral County. Three accounts were reviewed and determined to be correctly assessed.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Migratory Property:** The County does not currently have any migratory property. They are aware of the correct procedure to assess migratory property. The Assessor is correctly assessing mobile homes that enter the county after the lien date and are expected to remain in the county, by recognizing them as non-migratory property and entering them for the first time, on the next tax roll.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Billing/Collection (penalties applied, seizure, and sale):** The Assessor and staff are applying the correct penalties and interest to delinquent accounts as per statutes. This year the Clerk/Treasurer has posted tax lien sales in the local newspaper. Tax penalties will be collected upon sale.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Other Work Practices**

**Possessory Interest Valuation - Real Property:** There are two areas where there are possessory interests with the major one being DZHC which has oversight of munitions disposal and the military base and the other is the Industrial Park that has several possessory interest accounts.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Possessory Interest Valuation - Personal Property:** There are no personal property possessory interests in Mineral County.

**Statutes and Regulations:** The Nevada Revised Statutes and the Nevada Administrative Codes are available in the assessor's office. Both have been correctly updated. In addition, both publications are available and can be used by the assessor via the internet.  
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 2004 update is being used for residential property. The October 2004 update is being used for commercial property. The assessor has several copies of the Assessor's Handbook of Rural Building Costs, three 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 complete, correct and up to date. 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 and computer printouts. The files also contain an Advance Data System (ADS) miscellaneous building record, a recent picture of the improvements, building permits, correspondence, appeal documents pertaining to the property, and a new construction breakdown sheet for those parcels having new construction.  
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 well designed and is easy to use.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Reports:** The numerous reports as required by NRS and NAC's were completed correctly and delivered on time. Among these are the Affidavit of Roll and Assessor's Certification of the Roll.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appeal Preparation and Presentation:** For this past tax year there were no appeals at the county and one direct appeal at state level.  
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, 2005. The roll log submitted by Mineral County was received on October 27, 2005, and was completed correctly. The log contained 88 pages of changes to the roll. Most were increases due to new construction or parcel splits.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Obsolescence:** The assessor maintains a data bank listing of sales of improved and vacant properties within the county. The assessor's taxable values for these properties are then compared to their sales prices, and a ratio of taxable value to sales price is calculated for each property.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**New Construction:** The assessor receives monthly building permit reports from the County Building Inspector. With time permitting the appraiser will accompany the inspector to review the new construction.

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. Mineral as well as all the other counties have recently converted to a three digit land use code.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraisal Cycle:** The assessor uses a five-year reappraisal cycle.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Improvement Factors:** The Mineral County Assessor and staff are applying the latest NTC approved improvement factor to the non-reappraisal areas.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraiser Certification:** Mineral County has two certified property appraisers, both of whom are certified in real property.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraiser Training Requirements:** Mineral County is in compliance with NRS 361.221 and NRS 361.223. All staff are current in continuing education credits.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**STOREY COUNTY**  
**Part II:**  
**2006-07 Work Practices Survey**

The 2006-2007 Ratio Study for Storey County includes a study of the county's current reappraisal area Area 5 which is Mark Twain Estates, the Outside River and the Industrial Park. This area represents approximately 12% of the county with a total of 7 agricultural parcels and 579 non-agricultural parcels (396 improved), Area 4 which is the Virginia City Highlands appraised by the assessor in 2004 and representative of 20% of the county with 940 non-agricultural parcels (345 improved), Area 3 which includes the Highland Ranches (10's) and Lower Gold Hill appraised by the assessor in 2003 and containing 17% of the counties parcels, 776 non-agricultural parcels (170 improved), Area 2 which includes the Virginia Ranches (40's), the Outside (except the river) and Rainbow Bend appraised in 2002 having 31% of the county's parcels with 16 agricultural and 1415 non-agricultural parcels (446 improved), and Area 1 which includes Virginia City and Upper Gold Hill in 2001 and scheduled for county re-appraisal in 2006 for the 2007-2008 fiscal year has 20% of the county's parcels with 936 non-agricultural parcels (479 improved). Pursuant to NRS 361.333, an adequate sample from each of the five use categories was studied. These include Vacant; Single Family Residential; Multi-Family Residential; Commercial and Industrial; and Rural properties.

**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. These documents are the basis for the assessor's sales data bank.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Sales Verification:** Verification of sales is done by questionnaires, declarations of value, and interviews with buyers, sellers, and real estate professionals.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Sales Database:** As the sales data is obtained through the verification process, it is entered into the data bank. The assessor then sends the Division a sales data sheet containing all the information for the new verified sales. A review of the data shows it to be accurate and complete. The assessor's sales data bank provides the information needed for the land factor analysis and land valuation.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Vacant Land (excluding agricultural property):** Thirty vacant land samples were selected and reviewed. All parcels were within acceptable ratios.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Subdivision Analysis:** The assessor has analyzed all qualified subdivisions in Storey County. Currently there are no subdivision ownerships that have qualified for analysis.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Single-family Residential Land:** Thirty improved single-family residential land parcels were sampled in this study. The Division's appraiser independently valued this category and agreed with all land values assigned by the assessor for this property type. All land was reappraised during this cycle.  
THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Multi-family Residential Land:** Six improved multi-family residential land parcels were sampled in this study. The Division's appraiser independently valued this category and agreed with the land values assigned to the parcels by the assessor for this property type. All land was reappraised during this cycle. THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Commercial and Industrial Land:** Thirteen improved commercial/industrial land parcels were sampled in this study. The Division's appraiser independently valued this category and agreed with all land values assigned by the assessor for this property type. All land was reappraised during this cycle. THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Land Factors:** For the 2005 work year the assessor did a full county reappraisal of land in an attempt to equalize the bimodal distribution she has been experiencing in the past few years due to a spiking market. Therefore, there were no land factors to be applied. THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Single-family Residential Improvements:** Thirty improved single-family residential properties were studied this year. Twenty-four were within ratio parameters. Of the six that were out of tolerance, none were in the county's reappraisal area. Two were in Virginia City and are due to be reappraised in 2006 and will be corrected upon appraisal. Of these one had a crawl space converted to living space and the other had a cosmetic remodel and added small improvements. Three were in the VC Highlands. One was a quality class difference, one was quality class and additions since last appraised and one was a combination of the two. The last was a quality class difference in Rainbow Bend. These items were discussed with the assessor and will be corrected either on the open roll or during re-inspection. THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Multi-family Residential Improvements:** Six improved multi-family residential properties were studied, three were within ratio parameters. Of the three out of tolerance, all were in the non-reappraisal areas. Two had changes made that permits were not acquired for and the other was a square footage difference in garage vs. living space the assessor will verify and correct on 2006 reappraisal. Two of these three outliers were caused by failure of the taxpayer to permit the changes as required and will be addressed by the assessor as well as the building department. THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Commercial and Industrial Improvements:** Thirteen improved commercial and industrial properties were included in the study. Twelve were found to be within ratio parameters. One was found to be out of tolerance caused by incorrectly measured improvements. Construction years were not always identified in the file on the historical buildings dating back to the late 1800's and early 1900's as they are fully depreciated. THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Minor Improvements:** Minor improvements were identified by the assessor and valued from either the Marshall & Swift cost manuals or the Assessor's Handbook of Rural Building Costs. The assessor costs each improvement individually rather than using lump sum values. 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 daily basis. New construction is discovered in this manner primarily through the permitting process and word of mouth. 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 1<sup>st</sup>, is included on the roll log. However, because of the rural nature of the county, many improvements are put in place without the application of a county permit and therefore are

not discovered until reappraisal. It was found that the assessor is correctly valuing and depreciating new improvements once discovered. A review of several properties with new construction revealed that the improvements are being correctly measured and valued by the assessor and staff.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Land:** There were six agricultural land parcels sampled for this study. All of the sample parcels were within ratio parameters.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural Land Records:** The agricultural land records are updated and accurately reflect the land classifications of 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 valued all agricultural parcels using the current Agricultural Bulletin (195).

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Residential Home-site Valuation:** There were no residential home-sites on samples selected for this year's ratio study.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (NA).

**Agricultural Improvements:** There were no agricultural improvements on samples selected for this year's ratio study.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (NA).

**Deferred Taxes:** Storey County has 18 deferred agricultural parcels. A review of the procedures used by the assessor in calculating and collecting deferred taxes indicates the proper methodology is being applied.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Higher Use:** Storey County has no "higher use" (multi-residential or commercial / industrial) areas on agricultural land.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (NA).

**Agricultural Land Conversion:** There were three parcels totaling 711.28 acres which were converted from agricultural to higher use in Storey County in 2005. The assessors' calculation of deferred taxes was correct.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Assessment Maps:** The Storey County maps are maintained in house. They are of good quality and easy to use. The maps are kept current when new parcels are formed or split. The procedures employed conform to Nevada Revised Statute.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Prescribed Parceling System:** The assessor uses the prescribed parceling system as stated in revised statutes. The assessor does not use summary parcels.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

## *Personal Property Discovery and Valuation Work Practices*

**Discovery:** The Storey County assessor and staff do a good job of locating personal property within the county. Mobile homes are discovered through Dealer's Reports of Sales (DRS's) from Nevada dealers, moving permits from other counties, and through building permits for mobile home hookups. Businesses are discovered through business license printouts, a list of approved businesses from county commissioner's meetings, newspapers, telephone directories, and field inspections. Farm and ranch personal property is discovered through new agricultural applications, deed changes, and field reviews. THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Record-keeping:** Storey County's record keeping system conforms to standards that are present throughout the state. Mobile homes are filed alphabetically by taxing district on separate index cards. Each mobile home card has the DRS and other valuation documentation attached. All business declarations are contained in one file folder for the current year, and filed alphabetically for prior years. Agricultural accounts are also contained in one folder per year and filed alphabetically. There are no aircraft or billboard accounts in Storey County.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Agricultural:** This classification for both secured and unsecured is not present in Storey County. THE ASSESSOR'S PROCEDURES MEET STANDARDS (N/A).

**Business Property:** The Division's sample included twenty-five accounts, eleven of which were secured and fourteen were classified as unsecured. Within each of these major accounts there were individual line-items that were reported. Both the secured and unsecured sub-account items were reviewed, all were within acceptable limits. Non-filers are valued at a premium of 10% of previously reported items.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Manufactured Homes:** The assessor and staff are correctly assessing this type of property. Our sample included twenty-two mobile homes, eleven secured and eleven unsecured. The staff is correctly valuing and depreciating the minor improvements associated with mobile homes, and then adding the minor improvement value to the assessed value of the mobile home. The assessor's procedure for converting from personal property to real property was reviewed and is appropriate.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Billboards:** There were no Billboard accounts in Storey County. THE ASSESSOR'S PROCEDURES MEET STANDARDS (N/A).

**Aircraft:** There are no aircraft located in Storey County; therefore a ratio study was not conducted for this type of property.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (N/A).

**Migratory Property:** Storey County does not have any migratory property. Mobile homes entering the county after July 1, and that are likely to remain more than a year, are correctly assessed for the first time on the following tax roll

THE ASSESSOR'S PROCEDURES MEET STANDARDS (N/A).

**Billing/Collection (penalties applied, seizure and sale):** All appropriate penalties and interest are added to delinquent accounts. The assessor has not seized any personal property during the past year.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

### Other Work Practices

**Possessory Interest Valuation – Real Property:** There are no real property possessory interest properties in Storey County.  
Rating: (N/A).

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

**Statutes and Regulations:** The Nevada Revised Statutes and the Nevada Administrative Codes are available in the assessor's office, they are also available online.  
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 updates are loaded into the computer annually at the beginning of the work year. The September 2004 update is used for the residential property. The October 2004 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 the current Assessor's Handbook of Rural Building Costs.

The assessor now purchases the complete Marshall and Swift system each year rather than the monthly and quarterly updates. The assessor's miscellaneous building program which is based on the Marshall and Swift cost manuals and the Assessor's Handbook of Rural Building Costs is used to value both minor improvements and agricultural improvements.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraisal Records:** The information in the files is correct, complete, and up to date. Each property record folder contains the most recent Marshall & Swift data entry form and computer printout, as well as the prior reappraisal data entry form and computer printout. 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 in the files.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Filing System:** The assessor's real property files are organized by area in parcel number order. This system works well for Storey County and is acceptable.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Reports:** All of the required reports needed to be filed with the Division were submitted on or before the required due date.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appeal Preparation and Presentation:** For this tax year there were eight appeals to the Storey County Board of Equalization. The staff was well prepared to present the county's position at the hearings.

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, 2005 was received prior to due date and was correctly completed.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Obsolescence:** The assessor has correctly applied obsolescence to properties in the county that indicate physical deterioration.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**New Construction:** New construction is discovered through the use of the county 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 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, valued, and subsequently depreciated if necessary.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Land Use and Exemption Codes:** Due to increased county growth the assessor has elected to reappraise all land yearly. This is done to maintain equity among properties within the county.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraisal Cycle:** The assessor uses a five-year reappraisal cycle. During this year's cycle Area 5 was re-appraised. This area is described as Mart Twain Estates, Outside River and the Industrial Park. The existing reappraisal cycle conforms to statutory requirements, and is manageable with the available personnel.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Improvement Factors:** The assessor uses the statewide improvement factor as approved by the Commission. Each parcel is factored and depreciated individually. No properties are depreciated beyond the 75% maximum.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraiser Certification:** The Storey County Assessor has been certified by the Division to value both real and personal property for ad valorem tax purposes. There is one staff appraiser certified in real property and another newly hired apprentice that is taking a correspondence course through the International Association of Assessing Officers (IAAO). This person is in possession of a two year temporary certificate which enables her to value property under the supervision of the Assessor.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).

**Appraiser Training Requirements:** The assessor is in compliance with NRS 361.221 and NRS 361.223. It is noted that the Storey County Assessor is also required to administer to duties devoted to Department of Motor Vehicle matters. Since this function is a requirement, the assessing department has hired another full-time appraiser to keep up with growth.

THE ASSESSOR'S PROCEDURES MEET STANDARDS (3).