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This chapter describes how each type of land is valued. It discusses how the township assessor determines base rates for the following types of land:

- platted lots
- residential acreage and agricultural homesites
- commercial and industrial acreage.

In addition, this chapter describes how the assessor applies the base rates to determine the true tax land value for each of the types of land listed above, as well as for agricultural acreage. Step-by-step instructions are included for completing the “Land Data and Computations” section of the Property Record Card for each type of land.

## Overview of the Land Valuation Process

### Role of the Assessor

Each township assessor shall determine the value of all classes of residential land, commercial land, industrial land, and agricultural homesite within his or her jurisdiction. The established value of this land represents the January 1, 1999 market value in use of improved land. The established rates shall be submitted to the county Property Tax Assessment Board of Appeals for review.

The following list does not apply to this section:

- (1) land assessed as land devoted to agricultural use under IC 6-1.1-4-13;
- (2) land classified as forest land under IC 6-1.1-6;
- (3) land classified as a windbreak under IC 6-1.1-6.2;
- (4) land classified as wildlife habitat or riparian under IC 6-1.1-6.5;
- (5) land classified as a filter strip under IC 6-1.1-6.7.

The following guidelines shall be followed in determining land valuations.

### Representative Parcels

The township assessor must select a representative number of sales disclosure statements filed under IC 6-1.1-5.5 or written estimations of a property value provided by a licensed real estate professional that are based on relevant sales data to justify the land value determination for each neighborhood. All sales disclosure statements must be verified by:

- (1) a visual inspection of the subject property; and
- (2) a reasonable attempt to determine that the transaction was negotiated as an arm's-length transaction.

All sales disclosure statements selected must be adjusted to exclude the value of any personal property of significant value that was included in the disclosed sales price. All sales disclosure statements selected involving property that is not typical of the neighborhood must be adjusted to negate the affect the atypical aspects of the property have on the disclosed sales price.

For the purposes of this section, a "representative number" shall mean a number that is no less than three percent (3%) of the total number of parcels within the neighborhood established under the section headed "neighborhood" unless the township assessor submits written findings to the Property Tax Assessment Board of Appeals that support the township assessor's determination that:

- (1) a lesser percentage is truly representative of values in the neighborhood; or
- (2) disclosure statements from a substantially similar neighborhood are truly representative of values in the neighborhood.

Township assessors should select disclosure statements or estimations of value that, based on all relevant facts and evaluation of the neighborhood as a whole, fairly represent the value of property in the neighborhood.

## Representative disclosure statements

Representative disclosure statements selected for use must refer to a transaction, or written estimations of value must refer to an estimation of value, that is dated no more than eighteen (18) months prior or subsequent to January 1, 1999. Valuation adjustments may be made based on the date of the disclosure statement or estimations of value. Valuation adjustments should be made as is necessary to approximate the value of the subject land on January 1, 1999.

## Land Value Ratio

The township assessor must determine an appropriate land value ratio to be applied to sales disclosure statements or estimations of value of improved properties. This ratio must take into account factors that are critical to determination of the value of the land. The ratio and factors must be included as part of the land value determination submitted to the Property Tax Assessment Board of Appeals under IC 6-1.1-4-13.6(a) and presented at the public hearing held under IC 6-1.1-4-13.6(a). The factors should include, but not be limited to, such factors as:

- (1) unimproved lot sale prices designated by property developers;
- (2) the desirability due to physical features, such as waterfront property or wooded lots;
- (3) the desirability of the location due to external features, such as school district or proximity to commercial developments; and
- (4) consideration of the replacement cost of the improvement.

## Neighborhoods

All property within a township must be established as part of a neighborhood defined by the township assessor. A township assessor shall define neighborhoods according to:

- (1) common development characteristics;
- (2) the average age of the majority of improvements;
- (3) the size of lots or tracts;
- (4) subdivision plats and zoning maps;
- (5) school and other taxing district boundaries;
- (6) distinctive geographic boundaries;
- (7) any manmade improvements that significantly disrupt the cohesion of adjacent properties;
- (8) sales statistics; and
- (9) other characteristics deemed appropriate to assure equitable determinations.



## Maps

All neighborhoods must be identified on easily read maps. The maps must be numerically organized, clearly delineate the neighborhood boundary, show the neighborhood established base rate and the code number. All neighborhoods shall be assigned a code number for identification. A copy of the maps shall be provided to the secretary of the Property Tax Assessment Board of Appeals.

All property record cards must give the:

- (1) number of the map on which the neighborhood that includes the subject property is shown;
- (2) neighborhood code number; and
- (3) applicable base rate.

## Base Rates and Base Lots

The township assessor shall establish a base rate for pricing each neighborhood. Base rates should include a specifically stated value for water supply, sewage disposal, and all other on-site development costs. Neighborhoods shall be classified according to majority use as residential, agricultural homesite, commercial, or industrial. The township shall also establish a base lot to represent the typical and average characteristics of lots in the neighborhood for the purpose of making pricing adjustments.

## Maximum allowable percentage variance

The township shall establish a maximum allowable percentage variance between the base lot value for neighborhoods having the same classification and substantially similar characteristics. The maximum allowable percentage variance should not exceed twenty percent (20%). (If ranges are established, the maximum allowable percentage variance should be applied to compare the two (2) highest rates to each other and the two (2) lowest rates to each other.) If adjacent neighborhoods located on opposite sides of a township or county boundary:

- (1) have the same classification and substantially similar characteristics; and
- (2) the variance between the neighborhood base lot value is greater than the maximum allowable percentage variance established by either township;

the proposed base lot values shall be reviewed and may be adjusted by the county Property Tax Assessment Board of Appeals. The township assessing officials shall participate in the public hearing and adjust the base lot values as directed by the county Property Tax Assessment Board of Appeals.

For the purposes of this section, “substantially similar characteristics” refers to characteristics that are predominant in, and common to, each neighborhood, and in all material respects are substantially similar in terms of:

- (1) the size and shape of lots or tracts;
- (2) the age and style of improvements;
- (3) the condition and quality of improvements;
- (4) zoning;

- (5) the general use of improvements;
- (6) development conditions;
- (7) infrastructure components;
- (8) geographic features;
- (9) proximity to primary traffic routes;
- (10) governmental services; and
- (11) neighborhood desirability, as reflected by market value in uses.

The county Property Tax Assessment Board of Appeals shall conduct a public hearing for the purpose of adjusting any base lot values that cause the maximum allowable percentage variance for a township to be exceeded. Each affected township assessor shall present evidence to support the base lot value established by that township assessor. The county Property Tax Assessment Board of Appeals shall review the evidence and shall make an equitable adjustment to one (1) or both of the affected base lot values so that the adjusted base lot values are within the maximum allowable percentage variance for both townships. The county Property Tax Assessment Board of Appeals shall submit the proposed values and related information, on the required neighborhood valuation forms, to the county Property Tax Assessment Board of Appeals of each adjacent county.

Upon receipt of the proposed base lot values received, the county Property Tax Assessment Board of Appeals shall compare the base lot values of all adjacent neighborhoods located on a county boundary that have the same classification and substantially similar characteristics. If the maximum allowable percentage variance for a township is exceeded, the county Property Tax Assessment Board of Appeals in the county with the lower base lot value shall conduct a joint hearing with the county Property Tax Assessment Board of Appeals for the county having the higher base lot value. The joint hearing shall be held in the county having the lower base lot value. If, at the conclusion of a required public hearing, the two (2) county Property Tax Assessment Board of Appeals fail to adjust the base lot values in a manner that bring both base lot values within the established maximum allowable percentage variance of each affected township, the lower base lot value shall be deemed adjusted to a rate equal to the highest of the subject base lot values. No hearing or adjustment shall be required when the maximum allowable percentage variance is exceeded as a consequence of a base lot value adjustment necessitated by the prior application of this section.

Required public hearings:

- (1) must be advertised in accordance with IC 5-3-1;
- (2) may not be continued more than one (1) time; and
- (3) may not be continued to a date more than thirty (30) days subsequent to the date of the initial public hearing.

## Influence Factors

In addition to the provisions of this chapter, the township assessor shall establish detailed criteria relating to influence factors that may be applied to individual parcels. The criteria relating to influence factors shall include:

- (1) criteria for identifying and determining the existence of unique features that are inconsistent with the norm for the neighborhood;
- (2) specific conditions that will be considered as evidence that a parcel deserves an influence factor;
- (3) a method for evaluating whether a particular condition actually influences the value of the parcel; and
- (4) any factors, criteria, or conditions relating to influence factors that are promulgated in a rule by the State Board of Tax Commissioners.

The criteria relating to influence factors must be included as part of the land value determination submitted to the Property Tax Assessment Board of Appeals under IC 6-1.1-4-13.6(a) and presented at the public hearing held under IC 6-1.1-4-13.6(a).

## Role of the Property Tax Assessment Board of Appeals

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The Property Tax Assessment Board of Appeals (PTABOA) provides a major role in the establishment of equitable land assessments. The PTABOA is responsible for reviewing all proposed values and supporting documentation submitted from each township assessor and determining whether these proposed base values are equitable between the townships. Another responsibility concerning equity is the comparison of the local proposed values to the values established by the surrounding counties for adjoining neighborhoods with similar characteristics. This responsibility is especially important in those counties that share a mutual taxing unit.

The PTABOA will conduct a public hearing on the township's proposed values and shall modify the values, if necessary, to insure an equitable assessment of land. A second public hearing may be necessary if the proposed neighborhood values received from the surrounding counties do not adhere to the variance requirements established in 50 IAC 13-5-2. If a township assessor fails to submit values to the PTABOA before November 1, 2000, the PTABOA shall determine the values for the township.

## Establishing Land Value Maps

Each township assessor must obtain copies of maps pertaining to the various areas of the township. These maps must be plat maps or recorded plats that have been reproduced from the county's plat mapping system. The maps are necessary to indicate the developed portions of a township. The maps should indicate the outlines of the blocks, streets, roads, and alleys, and include the lots and their dimensions. Some organizational ideas for planning the mapping obligation for this function are:

- In a smaller, less populated township the number of maps necessary to complete the task of compiling the land value maps could be relatively small. A master township map might be included with copies of separate plat map pages for the areas of the township which are considered more developed. These developed

areas could be a small town or a variety of different platted subdivisions sprinkled throughout the township.

- In a medium sized township the number of maps increases because the mixture of developed properties increases. A general township map would be beneficial to use as an index location system, but the main working maps should be reproduced using each section as the base. Each developed area of the section would have a separate map of the area as recorded in the plat books.
- In a large township the map requirements would be limited to the parameters of the existing county system. Normally, these townships have a sophisticated system in place that identifies a specific portion of the township by plat page. The maps necessary to complete the land value map obligation would be at the plat page level.

Many assessors begin the land valuation process by first recording the current values on the working copy of the maps. This process develops a picture of the values and their current neighborhood boundaries. These neighborhood boundaries may change as the township assessor analyzes the changing characteristics of established neighborhoods and identifies the developing areas within the township. Preliminary neighborhood boundaries may be sketched onto the working boundaries at this time to reflect the township assessor's initial impression of the values within the township.

The township assessor can begin the task of analyzing sales information to determine the market value in use of the land as of January 1, 1999. Sales information of individual properties is derived from sales disclosure forms. These forms are filed with the county at the time a property exchanges hands and a copy for each form has been retained for each transaction since July 1, 1997. The sales disclosure forms should be organized and filed by property location and property class. An analysis of the grouped sales as compared with their map location could influence the assessor to redraw the preliminary neighborhood boundaries. The objective of this comparison is to refine each neighborhood into a market value in use range for similar type properties. Each specific neighborhood shall be identified on reproducible maps and have an assigned code number unique to the area.

Once the sales have been grouped, an analysis of the neighborhood is made to determine the land value ratio. This ratio is expressed as a percentage and represents the amount of a sale attributable to the land. The mechanics for determining this ratio are further explained under the ***Allocation Method*** in the Section ***Evaluating Sales Information***. It is advisable that the assessor start in the areas of the township which are clearly of a greater value and analyze the reasons why these values are higher. Once these reasons become apparent, the assessor can use the distinguishing features as a basis for the further analysis of the entire township. This process is necessary because each designated neighborhood within the township shall have a land value ratio, which must be reported to the Property Tax Assessment Board of Appeals.

A visual inspection and verification process is required on a representative sample of properties included in each sales grouping. By reviewing the sales disclosures for each neighborhood, the assessor can select properties for inspection that represent the typical property for the neighborhood. The sales transaction of property should be free of any unique circumstances that would suggest the stated purchase price is not representative of the neighborhood. The visual inspection is necessary to make

sure that the assessor understands the physical aspects of the property at the time of sale. A copy of the property record card, as of the sale date, would serve as the best comparison method. If there are necessary questions raised during the inspection, the assessor should contact the buyer of the property to ensure that the correct information is captured. The visual inspection of the property also gives the assessor the opportunity to compare the characteristics of the subject neighborhood against the characteristics of various other neighborhoods.

Each identified neighborhood shall have a representative sample of sales to establish the land value. The representative sample is defined in this article as three percent (3%) of the total number of parcels within the neighborhood. If the number of sales disclosures for the neighborhood is less than the required three percent (3%), the assessor must contact a local licensed real estate professional about providing a letter of opinion on the value of various parcels located throughout the neighborhood as of January 1, 1999. A lesser percentage for the neighborhood is permissible if the assessor submits to the Property Tax Assessment Board of Appeals either written findings stating that the lower percentage of sales analyzed in the subject neighborhood is truly representative of the values or written findings stating that sales analyzed for a substantially similar neighborhood represent the values of the subject neighborhood.

The most important issue to consider next is the assessor's task of establishing the market value in use for residential, commercial, industrial, and agricultural homesite land as of January 1, 1999. The assessor shall report to the Property Tax Assessment Board of Appeals the assigned pricing method and base rates, but value is the most important aspect to stress. The pricing method and base rate are mathematical functions to arrive at this desired value. As a source of value comparison between neighborhoods, the assessor shall designate a base lot for each specific neighborhood throughout the township.

The base lot represents the typical and average characteristics of lots located within the neighborhood. For a homogeneous neighborhood that contains only subdivided lots of 60' x 132', the designated base lot is 60' x 132'. The base lot for a neighborhood comprised of agricultural parcels only is a one (1) acre homesite.

The base lot and its value are used by the Property Tax Assessment Board of Appeals to compare substantially similar neighborhoods and to make judgments on those neighborhoods that are considered different. These comparisons are made on neighborhood values within a township, neighborhood values between two (2) or more townships, and neighborhood values between adjoining counties. A maximum value variance between substantially similar neighborhoods with the same classification shall not exceed twenty percent (20%). The township assessor shall establish a maximum allowable variance of twenty percent (20%) or less. If the values of adjacent similar neighborhoods located on opposite sides of a township or county boundary exceed either of the declared township maximums, the affected township assessors must conduct a joint public hearing and adjust the base lot values to a level that meets the designated variance for each township.

Sales disclosure documents and real estate broker's letters of opinion can next be analyzed to determine the actual value of the subject neighborhoods. By applying the established land value ratio to the sales information, the assessor can determine the amount of sale attributable to land. The value for each sale is compared against the remaining neighborhood sales to determine the appropriate value for the

neighborhood. As this comparison is performed for each neighborhood, a final analysis of the neighborhood boundaries is warranted to ensure that the boundaries are correct on each map.

With the neighborhood boundaries finalized and the maps completed with the recorded values, the assessor can begin the task of calculating the base rates applicable to each neighborhood. This function is completed by following the guidelines included in this chapter.

## Evaluating Sales Information

When establishing land values throughout the county, each township assessor shall evaluate sales information by using the sales comparison method, the abstraction method, or the allocation method. Each method is described below.

The ***sales comparison method*** is one of the most reliable methods of estimating land value. Under this method, the sale prices of similar properties are compared. The greater the number of sales, the more reliable the results. Sales prices might require adjustment to account for differences in the properties compared. Sale prices may be adjusted by a percentage or a specific dollar amount basis. The assessor should research every market area and base adjustments on measurable market differences in properties. Examples of the adjustment process using the sales comparison method are provided below.

**Example 1:** A vacant parcel sold for \$10,200 in early 1999. The parcel slopes sharply from the street. The developer of the subdivision reports that the parcel sold at a discount of \$3,000 to cover the cost of correcting the problem. To make the sale representative of other vacant land in the area, add the amount of the discount to the sales price ( $\$10,200 + \$3,000 = \$13,200$ ). The cost of the discount added to the land selling price is equal to the true land value.

**Example 2:** A vacant parcel sold for \$10,000 on contract. Information obtained from the real estate broker indicates that the buyer was related to the developer and obtained a 15% discount on the sale. The value of the unimproved lot is 85% of the adjusted sale price. To adjust for the discount, find the sale price without the discount ( $\$10,000 \div .85 = \$11,765$ ). The cost to improve the land is added to the vacant land price to equal an improved land value.

The ***abstraction method*** is used to determine the indicated value of residential land if the sample of vacant land sales is insufficient for a geographic area. This method of estimating land value is most reliable when a minimum amount of depreciation has occurred on the improvements. The value of land is determined by subtracting the depreciated value of the improvements from the sales price. The result indicates the contribution of the land value to the total sale. An example of the abstraction method is provided below.

**Example:** A residential property sold for \$59,500 in January 1999. If the depreciated value of the structures equals \$50,300, the indicated value of the improved land is \$9,200 ( $\$59,500 - \$50,300 = \$9,200$ ).

The ***allocation or percentage of sale*** method is used to determine the indicated value of land if the sample of sales for a neighborhood represent improved properties. This method of estimating land values depends on an analysis of the

various neighborhoods to determine the percentage contribution of land to the total sale.

Compare the sale price of vacant land to the sale price of the improved parcels within a homogeneous neighborhood. The resulting ratio is equal to the allocation percentage of sale for the neighborhood. However, before the comparison can be made, adjust the vacant lot sale upward to account for improvements such as utility hook-ups, landscaping, residential driveways, and private walkways. This adjustment is necessary because these appurtenances to the land are valued with the land. Also, the amount of improvement can be expressed as a percentage of the total land value. In the following example, the amount is expressed as a whole dollar development cost.

**Example:** Suppose a vacant land sale for neighborhood #501 is \$20,000 and the applicable development costs are \$5,000 in January, 1999. Determine an estimate of the applicable percentage ratio by comparing the \$25,000 developed land value to the recent neighborhood #501 sale prices of improved properties. For example, if improved properties are selling for \$125,000 to \$135,000, the estimated percentage of sale range for neighborhood #501 is 18.5% to 20%. The value of a standard lot in neighborhood #501 would be estimated at \$25,000. If a neighborhood has no vacant parcels to help determine a developed lot value, the assessor must begin the process of comparing the subject neighborhood to neighborhoods where the percentage of sale is known. Comparable neighborhoods consist of neighborhoods with similar sale prices and neighborhood characteristics. Once a comparable neighborhood has been established, the percentage of sale ratio is multiplied against the selling prices of the improved parcels to arrive at an estimated land value for the subject neighborhood.

## Selecting Unit Values Used for Land Valuation

Unit values or base rates are units of measurement used in the assessment calculation process. The township assessor determines which of the following four types of unit values, described in the sections below, are appropriate for valuing the different types of land in the county:

- front foot value
- square foot value
- acreage value
- site value
- unit density

The size, dimensional data available on tax maps or plat maps, methods of comparison used by the typical buyer and seller, and the ease of application should determine the selection of the most applicable pricing method for the neighborhood. It should be stressed that the pricing method for valuing the neighborhood is of less importance than arriving at the correct value of the land as of the valuation date.

### Front Foot Value

Front foot value is a whole dollar amount applied to the most desirable frontage of a parcel. For commercial property in a downtown area, front footage along the main street is of primary importance. For a residential parcel in a platted subdivision, front footage along the street is of primary importance. In both cases, the front foot

method is appropriate because the front footage of the parcel has the greatest influence on the land's value. Front foot value is the appropriate method when the selling price of similar properties, divided by the amount of frontage is similar. The following example illustrates the relationship between front foot value and selling price.

**Example:** Parcel A has 100 feet of frontage on Main Street and Parcel B has 50 feet of frontage on Main Street. Both parcels have the same depth. Parcel A sold for \$12,000. Parcel B sold for \$6,000. To calculate the base rate, divide the sale price of the parcel by the frontage feet:

$$\text{Parcel A} \quad \$12,000 \div 100' = \$120$$

$$\text{Parcel B} \quad \$6,000 \div 50' = \$120$$

In both cases, the selling price divided by the number of frontage feet equals \$120 per front foot. Because the same base rate is obtained on both properties, the assessor determines that the front foot method is the appropriate land valuation method for these properties.

### Square Foot Value

Square foot value is a value applied to each individual square foot of a parcel. The square foot method is used when the selling price divided by the area in square feet for similar properties is similar. The following example illustrates how to use the selling price to determine square foot value.

**Example:** Parcels C and D both have 100 feet of frontage on Oak Street. Parcel C is 200 feet deep, has an area of 20,000 square feet, and sold for \$10,000. Parcel D is 100 feet deep, has an area of 10,000 square feet and sold for \$5,000. Calculate the square foot value by dividing the sale price of the parcel by the area of the parcel in square feet:

$$\text{Parcel C} \quad \$10,000 \div 20,000 = \$0.50$$

$$\text{Parcel D} \quad \$5,000 \div 10,000 = \$0.50$$

Because the same base rate (\$0.50 per square foot) is obtained for both properties, the assessor determines that the square foot method is the appropriate method for these properties. The front foot value method is not appropriate because the front foot value method produces a front foot value for Parcel C that is twice the front foot value for Parcel D.

### Acreage Value

The acreage value method is appropriate where a particular use requires a large amount of land. The most frequent uses of the acreage value method are for:

- agricultural homesites
- rural residential homesites
- rural residential excess acreage
- commercial and industrial land
- irregularly shaped platted lots that are too cumbersome to size



### Site Value

The site value method is applied when characteristics peculiar to a particular parcel distort the value determined using other methods. This value distortion is normally attributed to the parcel's shape or size. The following example illustrates the use of the site value method.

**Example:** In a neighborhood the standard lot is 50 feet by 120 feet, with a calculated front foot price of \$100. The typical lot sells for \$5,000. However, Lot #20 is an irregularly shaped lot with dimensions that make it extremely difficult to determine lot size and price. The value estimate for Lot #20 is similar to all other lots in the area, so the site value estimate is recorded at a flat rate of \$5,000. In this example the \$5,000 site value is equivalent to the base lot value, indicating that in the assessor's judgment the irregularity of the subject's shape neither enhances nor detracts from the value of the subject in respect to the base lot value. To record the data on the property record card, enter the land type, the actual frontage, if known, and the base lot value. The base lot value, which in this case is the same as the site value, is entered in the "Estimated Values" cell. Any influence factors applicable to the subject should be applied in the same manner as provided for later in this chapter.

- Suppose that the irregularity of the subject's shape **enhanced** the value of the subject by 10%. In this case, the base lot value (\$5,000) of the subject neighborhood recorded in the space provided for Estimated Value is increased. Enter code 4 [+] 10% in the space provided for Influence Factors. The resulting true tax value for the subject is \$5,500 (\$5,000 + 10%).
- Suppose that the irregularity of the subject's shape **decreased** the value of the subject by 10%. However, the decrement was off-set by the subject's premium location. In this instance the base lot value of the subject neighborhood recorded in the space provided for Estimated Value is decreased by recording code 4 [-] 10% and increased by recording the code 0 [+] 10% in the space provided for Influence Factors. The resulting true tax value for the subject lot is \$5,000 (\$5,000 = 10% - 10%). In this case, the influence denoted by code 0 is specified in the space provided for memoranda on the property record card.

**Note:** In all cases the starting point is the base lot value of the subject neighborhood, and the treatment of that value as an "estimated value".

### Unit Density

Unit density is a value applied to the number of units which can be constructed on a site. It is used when the market indicates that a site is sold on a unit basis, such as an apartment property where the unit of comparison is sale price per buildable apartment.

### Valuing Improved Vacant Platted Lots

Platted lots are valued on the basis of improvements made to them. Improvements to the land include, but are not limited to, the cost of:

- a water well
- a septic system

- connecting a structure into a public water and sewage system
- landscaping
- private walkways and residential driveways

The township assessor must survey the township to determine the costs of these improvements for each neighborhood as of January 1, 1999. The cost attributable to a water and sewage system should represent depreciated costs of not less than 50% of the total installation cost of each component.

The improved land value estimate represents the cost of vacant land, plus the depreciated cost of a water well and septic system or public utility hook-up fees plus any costs, such as landscaping and private walkways and residential driveways incurred to make the parcel suitable for building. An example of estimating the land value for an individual land sale is provided below.

**Example:** An 80 feet by 150 feet commercial platted vacant lot was purchased for \$30,000. The water well and septic system cost for this particular area is \$5,500. The depreciated cost of the water well and septic system is calculated as:  $(.80 \times \$5,500)$  \$4,400. The assessor knows that the water well and septic system are relatively new, so the 80% ratio is used. The landscaping cost associated with the parcel is estimated to be \$10,000. The cost of the vacant land plus the depreciated cost of the water well and septic system and landscaping attributable to the land equals the value of the improved vacant lot  $(\$30,000 + \$4,400 + \$10,000 = \$44,400)$ .

## Reporting Township Assessor Results to the Property Tax Assessment Board of Appeals

The township assessor must report the results of his or her activities to the Property Tax Assessment Board of Appeals, using the neighborhood report forms provided in figures 2-1, 2-2, and 2-3. The assessor must submit a report form for each neighborhood. The specific neighborhood report form used for a particular neighborhood depends on the land use. Different forms are provided for the following land uses:

- residential
- rural residential or agricultural homesite
- commercial or industrial.

The steps for completing a summary report form are grouped into the following tasks, described in the sections below:

- Task 1—Record general information.
- Task 2—Provide valuation information.
- Task 3—Record comments and directions for establishing values.

### Task 1—Recording General Information

To provide information about the neighborhood, perform these steps on the Residential, the Agricultural Homesite and Rural Residential, and the Commercial and Industrial forms:

- Step 1 In the “County Number” blank, enter the two digit county number assigned to the county where the neighborhood is located.

- Step 2 In the “Township Number” blank, enter the State Board of Tax Commissioners four digit number assigned to the township where the neighborhood is located.
- Step 3 In the “Taxing District Number” blank, enter the State Board of Tax Commissioners five digit number assigned to the taxing district where the neighborhood is located.
- Step 4 In the “Page \_\_\_ of \_\_\_” blank, indicate the page number of this form and the total number of pages in the township:
- In the left blank, enter the number of this form.
  - In the right blank, enter the total number of pages in the entire report for the township.
- Step 5 In the “Map Number” blank, enter the number of the map that identifies the location of the subject neighborhood.
- Step 6 In the “Neighborhood Number” blank, enter the number assigned to the individual neighborhood by the township assessor.
- Step 7 In the “Land Value Ratio” blank, enter the percentage of sale that is attributable to land for the identified neighborhood. A land value ratio is required for each neighborhood under 50 IAC 13-3-1.
- Step 8 In the “Adjoining Neighborhood Numbers” blank, enter the neighborhood number for each neighborhood immediately “North”, “East”, “South”, and “West” of the neighborhood reported on the form.
- If the adjoining neighborhood is in a different township, place the Board’s assigned county number and the Board’s assigned township number in the appropriate directional blank space.*
  - If the adjoining neighborhood is located in a different township or county and the neighborhood number is unknown, place an “X” after the county and township number.*

**Example 1:** The adjoining neighborhood to the west is in Benton County’s Gilboa Township. After a discussion with the Gilboa Township Assessor to determine the neighborhood number, the assessor enters the code 04-0003-4 to indicate the adjoining neighborhood has been numbered 4 by the Gilboa Township Assessor.

**Example 2:** The adjoining neighborhood to the west is in Benton County’s Gilboa Township, but the neighborhood number is unknown. The coding of 04-0003-X would be entered in the “West” blank.

- Step 9 In the “Total Land Improvement Costs Attributable to Neighborhood” blank, enter the total dollar amount of the “Sewage Disposal System” blank, the “Water System” blank, and the “Other” blank. This total is the amount of land improvement costs included into the base lot value for the specific neighborhood. These numbers are extremely important so that rational influence factor adjustments can be made throughout the neighborhood.
- In the “Sewage Disposal System” blank, enter the whole dollar amount included in the neighborhood base for a sewage disposal system.

- b. In the “Water System” blank, enter the whole dollar amount included in the neighborhood base for a water system.
- c. In the “Other” blank, enter the whole dollar amount for other improvements associated with the land. Items, such as landscaping, private walkways, and residential driveways are a few examples to consider in establishing a whole dollar amount.

### Task 2—Providing Valuation Information

The steps necessary to provide valuation information for the neighborhood vary depending on the neighborhood’s land type. Instructions are provided below for the following land types:

- residential
- rural residential
- agricultural homesite
- commercial or industrial platted lots
- commercial or industrial unplatted acreage.

To provide valuation information for a **residential neighborhood**, refer to Figure 2-1 and perform these steps:

Step 1 *If the neighborhood has platted lots*, place a check in the “Platted Lots” check box. Use this area of the form when performing Step 2 through Step 7.

*If the neighborhood has unplatted acreage*, place a check in the “Unplatted Acreage” check box. Use this area of the form when performing Step 2 through Step 7.

Step 2 *If you checked the “Unplatted Acreage” check box in Step 1*, in the “Acres” cell, enter the acreage of the base tract.

*If you checked the “Platted Lots” check box in Step 1:*

- a. In the “Width” cell, enter the width (in feet) of the base lot.
- b. In the “Depth” cell, enter the depth (in feet) of the base lot.
- c. In the “Depth Table” cell, enter the name of the standard depth table that is to be used for the neighborhood, such as 120’, 132’, and so forth.
- d. *If the pricing method for the platted lot is to be priced either by an average rate or a square foot rate*, enter the size in the “Area/S.F. Size” blank.

Step 3 In the “Pricing Method” section, place a check in the check box corresponding to the pricing method selected for the neighborhood.

Step 4 In the “Base Rate” section, indicate the base rate or base rate range.

*If a single base rate has been determined for the neighborhood*, in both the “Low” cell and “High” cell, enter the base rate.

*If a range of base rates has been determined for the neighborhood*, in the “Low” cell, enter the lowest rate in the range. In the “High” cell, enter the highest rate in the range.

- Step 5 In the “Residential Excess Acreage” section, indicate the base rate or base rate range. The rates may be necessary for platted subdivisions containing large acreage lots or unplatted residential areas where the tracts are over one acre.

*If a single base rate has been determined for the neighborhood, in the “Low” and “High” cell, enter the base rate.*

*If the range of base rates has been determined for the neighborhood, in the “Low” cell, enter the lowest rate in the range. In the “High” cell, enter the highest rate in the range.*

- Step 6 In the “Base Value” section, indicate the value or range of values for the base lot.

*If one base rate has been determined for the neighborhood, calculate the value using the base lot size, the appropriate depth table, the selected pricing method, and the base rate. Enter the value in both the “Low” cell and the “High” cell.*

*If a range of base rates has been determined for the neighborhood, calculate the low value using the standard lot size, the appropriate depth table, the selected pricing method, and the low base rate. Enter the value in the “Low” cell. Calculate the high value using the high base rate. Enter the value in the “High” cell.*

**Note:** *If the pricing method is by acre or square footage, and the land measures less than one acre, the Size Adjustment table must be used.*

**RESIDENTIAL Neighborhood Valuation Form**

To be submitted to the Property Tax Assessment Board of Appeals by Township Assessor

Page \_\_\_\_ of \_\_\_\_

County Number: \_\_\_\_\_

Map Number: \_\_\_\_\_

Township Number: \_\_\_\_\_

Neighborhood Number: \_\_\_\_\_

Taxing District Number: \_\_\_\_\_

Land Value Ratio: \_\_\_\_\_

Adjoining Neighborhood Numbers:

Place the adjoining neighborhood numbers in the appropriate directional space. If the adjoining neighborhood is in a different township, place the STB county number and the STB township number in the applicable space. If the neighborhood is unknown, place an X after the township number. Example West: 04 - 0003 - # 4 (Benton Co. - Gilboa Twp. - Neigh. #4)

North: \_\_\_\_\_

East: \_\_\_\_\_

South: \_\_\_\_\_

West: \_\_\_\_\_

Total Land Improvement Costs Attributable to Neighborhood (Total of items below): \$ \_\_\_\_\_

Sewage Disposal System: \$ \_\_\_\_\_

Water System: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

<b>PLATTED LOTS: [ ]</b>			
<u>Base Size:</u>	<u>Pricing Method:</u>	<u>Base Rate:</u>	<u>Base Value:</u>
Width: _____	Per Front Foot: [ ]	Low: _____	Low: _____
Depth: _____	Per Square Foot: [ ]	High: _____	High: _____
Depth Table: _____	Per Acre: [ ]	<u>Residential Excess Acreage:</u>	
Acre / S.F. Size: _____	Site Value: [ ]	Low: _____	High: _____

<b>UNPLATTED ACREAGE: [ ]</b>			
<u>Base Size:</u>	<u>Pricing Method:</u>	<u>Base Rate:</u>	<u>Base Value:</u>
Acre / S.F. Size: _____	Per Front Foot: [ ]	Low: _____	Low: _____
	Per Square Foot: [ ]	High: _____	High: _____
	Per Acre: [ ]	<u>Residential Excess Acreage:</u>	
	Site Value: [ ]	Low: _____	High: _____

Comments Concerning Neighborhood \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Figure 2-1. Providing Valuation Information for Residential Neighborhoods**

To provide valuation information for **agricultural homesites** and **rural residential acreage** in a neighborhood, refer to Figure 2-2 and perform these steps:

- Step 1 *If the base rates are being designated for agricultural homesites only*, place a check in the “Agricultural Homesite” check box and continue with Step 2.
- If the base rates are being designated for rural residential homesites only*, place a check in the “Rural Residential” check box and continue with Step 2.
- If the base rates are being designated for both agricultural and rural residential homesites throughout the neighborhood*, place a check in both the “Agricultural Homesite” and “Rural Residential” check boxes and proceed to Step 2.
- Step 2 *If a single base rate has been determined for a one-acre improved homesite of each land classification*, enter the base rate for each land classification in the appropriate row in the “Base Rate Low” column and the “Base Rate High” column.
- If a range of base rates has been determined for a one-acre improved homesite of each land classification*, enter the lowest base rate in the range for each land classification in the appropriate row in the “Base Rate Low” column. Enter the highest base rate in the range for each land classification in the appropriate row in the “Base Rate High” column.
- If a single base rate or a range of base rates has been determined for only one land classification*, enter the rates as described above in the applicable classification category.
- Step 3 *If a single base rate has been determined for excess agricultural and rural residential acreage*, enter the base rate in the “Excess Acreage Rate” in the “Low” column and the “High” column for the applicable land classification.
- If a range of base rates has been determined for excess agricultural and rural residential acreage*, enter the lowest base rate in the range in the “Excess Acreage Rate” row in the “Low” column. Enter the highest base rate in the range in the “Excess Acreage Rate” row in the “High” column for the applicable land classification.

**AGRICULTURAL HOMESITE and RURAL RESIDENTIAL Neighborhood Valuation Form**

To be submitted to the County Property Tax Assessment Board of Appeals by Township Assessor

Page \_\_\_\_ of \_\_\_\_

County Number: \_\_\_\_\_ Map Number: \_\_\_\_\_

Township Number: \_\_\_\_\_ Neighborhood Number: \_\_\_\_\_

Taxing District Number: \_\_\_\_\_ Land Value Ratio: \_\_\_\_\_

Adjoining Neighborhood Numbers: Place the adjoining neighborhood numbers in the appropriate directional space. If the adjoining neighborhood is in a different township, place the STB county number and the STB township number in the applicable space.

North: \_\_\_\_\_ If the neighborhood is unknown, place an X after the township number.  
Example: West: 04 - 0003 - # 4 (Benton Co. - Gilboa Twp. - Neigh. #4)

East: \_\_\_\_\_ South: \_\_\_\_\_ West: \_\_\_\_\_

Total Land Improvement Costs Attributable to Neighborhood (Total of items below): \$ \_\_\_\_\_

Sewage Disposal System: \$ \_\_\_\_\_ Water System: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

<b>AGRICULTURAL HOMESITES: [ ]</b>		<b>RURAL RESIDENTIAL: [ ]</b>			
<b><u>Land Classification:</u></b>		<b><u>Base Rate:</u></b>		<b><u>Excess Acreage Rate:</u></b>	
	Low:	High:	Low:	High:	
EXCELLENT	_____	_____	_____	_____	_____
GOOD	_____	_____	_____	_____	_____
AVERAGE	_____	_____	_____	_____	_____
BELOW AVERAGE	_____	_____	_____	_____	_____
POOR	_____	_____	_____	_____	_____

Comments Concerning Neighborhood \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Figure 2-2. Providing Valuation Information for Rural Residential Acreage or Agricultural Homesites in a Neighborhood**



To provide valuation information for **commercial or industrial platted acreage** in a neighborhood, refer to Figure 2-3 and perform the following steps:

- Step 1 Place a check in the “Platted Lots” check box. Use this area of the form when performing Step 2 through Step 7.
- Step 2 Indicate the dimensions of the base lot and the corresponding depth table:
- In the “Width” cell, enter the width (in feet) of the base lot.
  - In the “Depth” cell, enter the depth (in feet) of the base lot.
  - In the “Standard Depth Table” cell, enter the name of the depth table that is to be used for the neighborhood, such as 120’, 132’, and so forth.
  - If the pricing method for the platted lot is to be priced either by an acreage rate or a square foot rate, enter the size in the “Acre/S.F. Size” blank.*
- Step 3 In the “Pricing Method” section, place a check in the check box corresponding to the pricing method selected for the neighborhood.
- Step 4 In the “Base Rate” section, indicate the base rate or base rate range.
- If a single base rate has been determined for the neighborhood, in both the “Low” cell and “High” cell, enter the base rate.*
- If a range of base rates has been determined for the neighborhood, in the “Low” cell, enter the lowest rate in the range. In the “High” cell, enter the highest rate in the range.*
- Step 5 In the “Base Value” section, indicate the value or range of values for the base lot.
- If one base rate has been determined for the neighborhood, calculate the value using the base lot size, the appropriate depth table, the selected pricing method, and the base rate. Enter the value in both the “Low” cell and the “High” cell.*
- If a range of base rates has been determined for the neighborhood, calculate the low value using the standard lot size, the appropriate depth table, the selected pricing method, and the low base rate. Enter the value in the “Low” cell. Calculate the high value using the high base rate. Enter the value in the “High” cell.*
- Note: If the pricing method is by acres or square foot, and the land measures less than one acre, the Size Adjustment Table must be used.

**COMMERCIAL and INDUSTRIAL Neighborhood Valuation Form**

To be submitted to the County Property Tax Assessment Board of Appeals by Township Assessor

Page \_\_\_\_ of \_\_\_\_

County Number: \_\_\_\_\_

Map Number: \_\_\_\_\_

Township Number: \_\_\_\_\_

Neighborhood Number: \_\_\_\_\_

Taxing District Number: \_\_\_\_\_

Land Value Ratio: \_\_\_\_\_

Adjoining Neighborhood Numbers:

Place the adjoining neighborhood numbers in the appropriate directional space. If the adjoining neighborhood is in a different township, place the STB county number and the STB township number in the applicable space. If the neighborhood is unknown, place an X after the township number.  
Example West: 04 - 0003 - # 4 (Benton Co. - Gilboa Twp. - Neigh. #4)

North: \_\_\_\_\_

East: \_\_\_\_\_ South: \_\_\_\_\_ West: \_\_\_\_\_

Total Land Improvement Costs Attributable to Neighborhood (Total of items below):\$ \_\_\_\_\_

Sewage Disposal System: \$ \_\_\_\_\_ Water System: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

<b>PLATTED:</b> [ ]			
<b><u>Base Size:</u></b>	<b><u>Pricing Method:</u></b>	<b><u>Base Rate:</u></b>	<b><u>Base Value:</u></b>
Width: _____	Per Front Foot: [ ]		
Depth: _____	Per Square Foot: [ ]	Low: _____	Low: _____
Depth Table _____	Per Acre: [ ]		
Acre / S.F. Size: _____	Site Value: [ ]	High: _____	High: _____

<b>UNPLATTED:</b> [ ]	For front foot pricing and small acreage tracts, complete the platted section.		
<b><u>Pricing Method:</u></b>	<b><u>Land Classification:</u></b>	<b><u>Base Rate:</u></b>	
		Low:	High:
Per Square Foot: _____	PRIMARY: _____		
	SECONDARY: _____		
Per Acre: _____	USABLE UNDEVELOPED: _____		
	UNUSABLE UNDEVELOPED: _____		

Comments Concerning Neighborhood \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Figure 2-3. Providing Valuation Information for Commercial or Industrial Acreage**

To provide valuation information for **commercial or industrial unplatted acreage** in a neighborhood, refer to Figure 2-3 and perform the following steps:

- Step 1 Place a check in the “Unplatted Lots” check box. Use this area of the form when performing Step 2 through Step 5.
- Step 3 In the “Pricing Method” section, place a check in the check box corresponding to the pricing method selected for the area.
- Step 4 *If a single base rate has been determined for each land classification*, enter the base rate for each land classification in the appropriate row in the “Base Rate Low” column and “Base Rate High” column.

*If a range of base rates has been determined for each land classification*, enter the lowest base rate in the range for each land classification in the appropriate row in the “Base Rate Low” column. Enter the highest base rate in the range for each land classification in the appropriate row in the “Base Rate High” column.

### **Task 3—Recording Comments Concerning Neighborhood**

In the “Comments Concerning Neighborhood” section, enter any specific directions that the assessor should follow when applying the base rates provided in the report.

### **Assessment of Rights-of-Way to Adjacent Property Holder**

Land may not be assessed to an adjacent property holder if it is:

- occupied by, and is within the right-of-way of, a railroad, interurban, or street railway
- within the line of a levee constructed and maintained either by a levee association or under any law of this state
- used and occupied as part of a public drainage ditch, including land that:
  - is adjacent to the ditch
  - cannot be used for farmland or any other purpose because of a need for access to the ditch
- within a right-of-way that is used and occupied as a public highway.

If the land has not been transferred by deed to a person who holds the land for railroad, interurban, street railway, levee, drainage, or public highway purposes, the land is assessed to the adjacent property owner. However, the assessed value of the land so assessed is deducted from the assessed value of the land assessed to the adjacent property owner.

If an assessor and a landowner fail to agree on the amount of land assessed, the county surveyor must survey the land in question.

## **Providing General Information on the Property Record Card**

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Before you provide the information and perform the calculations necessary to value a property, you need to identify the parcel and provide general information about it. The front of the residential, agricultural, and commercial and industrial Property Record Cards provide specific areas, shown in Figure 2-4, for recording information about the parcel's:

- identity
- location
- classification
- ownership
- site characteristics

The steps for recording this information are grouped into the following tasks, described in the sections below:

- Task 1—Record identification and classification data for the parcel.
- Task 2—Record the site characteristics of the parcel.

Ownership				Transfer of Ownership				Card No. of					
Parcel number	County	Township	Section and Plat	Date	Grantee	Rec. #	Sale Price	Owner Occupied	Date	Grantee	Rec. #	Sale Price	Owner Occupied
				20		20		<input type="checkbox"/> Yes <input type="checkbox"/> No	20		20		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>VALUATION RECORD</b>													
Assessment Year				20	20	20	20	20	20	20	20	20	20
Reason for Change				Revaluation									
<b>TRUE TAX VALUE</b>													
Res Land													
Res Imp													
Shelter Allowance (-)													
Adj. Res. Land (+)													
Non-Res Land (+)													
Non-Res Imp (+)													
Total TTY													
<b>ASSESSED VALUE</b>													
Adj. Res Land (+)													
Adj. Res Imp (+)													
Non-Res Land (+)													
Non-Res Imp (+)													
Total AV													
<b>Property Class</b>													
200 MINERAL INDUSTRIAL 300 Wood processing facility 320 Furniture and heavy manufacturing 330 Medium manufacturing and assembly 340 Light manufacturing and assembly 350 Light industrial office 360 Research and development facility 350 Industrial warehouse 370 Industrial stock terminals 370 Small shops 380 Mines or quarry 385 Landfill 390 Other industrial structures COMMERCIAL 400 4-19 family apartments 401 20-29 family apartments 402 30 or more family apartments 410 Bed and breakfast 411 Hotel 412 Nursing home or private hospital 413 Office building 414 Office building 415 Commercial land ground 416 Other commercial housing 419 Other commercial housing 420 Small detached retail of less than 10,000 square feet 421 Supermarket 422 Discount and junior department store 424 Full line department store 425 Office building 426 Community shopping center 427 Regional shopping center 428 Shopping center 429 Office building 430 Restaurant, cafeteria, or bar 431 Franchise type restaurant 432 Other type restaurant 433 Other food service 440 Dry clean plant or laundry 441 Funeral home 442 Office building 443 Drive up bank, up bank only 444 Full service bank 445 Drive up bank or 2 story 446 Office building 3 stories or more - walkup 448 Office building 3 stories or more - walkup COMMERCIAL (cont.) 449 Office building 3 stories or more - elevator 450 Convenience market with gasoline sales 451 Convenience market with gasoline sales 452 Service station 453 Car wash 454 Gas and service 455 Commercial garage 456 Parking lot or structure 460 Theater 461 Theater 462 Golf course or miniature course 463 Golf course or miniature course 465 Amusement park 466 Amusement park 467 Health club 468 Health club 469 Recreational building 480 Commercial warehouse COMMERCIAL (cont.) 481 Commercial warehouse 482 Commercial truck terminal 483 Commercial truck facility 485 Marina 489 Other commercial structures RESIDENTIAL 500 - Vacant lot 501 One-family dwelling 502 Two-family dwelling 503 Three-family dwelling 504 Condominium unit 505 Condominium unit 506 Unplatted 0 - 9.99 acres 507 Unplatted 10 - 19.99 acres 508 Unplatted 20 - 29.99 acres 509 Unplatted 30 - 39.99 acres 510 Unplatted 40 + 599 Other residential structure													
<b>LAND DATA AND COMPUTATIONS</b>													
Land Type	Actual Frontage	Effective Frontage	Depth	Effective Depth	Depth Factor	Base Rate	Adjusted Rate	Estimated Value	Influence Factor	Land Value			
<b>Total Acreage/Sq. Ft.</b>													
<b>Memorandum</b>													
<b>Total Non-Residential Land Value</b>													
<b>LAND TYPE</b>													
F Front Lot R Rear Lot 1 Comm./Ind. Land 4 Tillable Land 5 Non-tillable Land 6 Woodland 7 Other Farmland 8 Ag Support Land 9 Homestead 10 Primary 11 Secondary 12 Unimproved Usable 13 Unimproved Unusable 14 Developed Land 2 Classified Land 3 Unimproved Land 9 Homestead 91 Res. Excess Acres 92 Ag. Excess Acres Influence Factors 1 Topography 2 Under Improved 3 Excess Frontage 4 Shape or Size 5 Misimprovement 6 Other 7 Traffic Flow 8 View 9 Corner Influence 0 Other													

Figure 2-4. Property Record Card Section for Providing General Information About the Parcel

### Task 1—Recording Identification and Classification Data

---

To record identification and classification data for the parcel, perform these steps:

- Step 1 In the “Parcel number” cell, enter the parcel number used for taxation purposes.
- Step 2 In the “County” cell, enter the county number where the parcel is located.
- Step 3 In the “Township” cell, enter the State Board of Tax Commissioners’ assigned number for the township where the parcel is located.
- Step 4 *If the parcel is located in a corporation*, enter the State Board of Tax Commissioners’ assigned number for the corporation in the “Corporation” cell.
- Step 5 In the “district cell, enter the State Board of Tax Commissioners’ assigned taxing district number for the location of the subject parcel.
- Step 6 In the “Section and Plat” cell, enter the county code that represents the specific mapped area of the district where the parcel is located. Letters or numbers may be used.
- Step 7 In the “Routing Number” cell, enter the assigned number that matches the parcel’s location on a specific map. This number facilitates field inspection.  
**Note:** If there is more than one property card for the parcel, enter the same routing number on each card.
- Step 8 In the “Neighborhood Code Number” cell, enter the code number assigned by the township assessor to the parcel’s location.
- Step 9 “Property Class” is an index to identify the class of property for each individual parcel. Enter a one-digit code for the general property class, and a two-digit suffix code for the subclass. The basis for classification is the predominant current use. All contiguous parcels associated with the main use designation should be coded with the same property subclass codes.

**Example:** A parcel used for a bank parking lot should have the same property class code of 444 as the parcel containing the bank building. All associated parcel numbers should be listed in a computer accessible memorandum section of the Property Record Card for the main or highest valued parcel. The parcel number of the main or highest valued parcel should likewise be identified on each of the associated parcels. If a parcel is unused, the basis for classification depends on the anticipated use or the use for which the parcel is zoned. When entering the general property class, note that the property class applies to the entire parcel. Therefore, for multiple card parcels, it is necessary to enter the class only on the card numbered “001”.

Table 2-1 shows the general property class codes. Table 2-2 shows the two-digit subclass codes that fall within each property class.

**Table 2-1. Class Codes**

This option	Indicates
1	Agricultural taxable land and improvements used primarily for agricultural purposes
2	The legal description is being valued for severed mineral rights at a flat value of sixty dollars (\$60) per acre
3	Industrial taxable land and improvements used primarily for manufacturing, processing, or refining foods and materials
4	Commercial taxable land and improvements used for general commercial and recreational purposes
5	Residential taxable land and improvements used primarily for residential purposes
6	Exempt property
8	Taxable land and improvements owned by a public utility company

**Table 2-2. Subclass Codes**

<b>Class Code 1</b> Agricultural taxable land and improvements used primarily for agricultural purposes							
00	Vacant land	03	Dairy farm	07	Tobacco farm	11	Beef farm
01	Cash grain/general farm	04	Poultry farm	08	Nursery	20	Timber
02	Livestock other than dairy and poultry	05	Fruit & nut farm	09	Greenhouses	99	Other agricultural use
		06	Vegetable farm	10	Hog farm		
<b>Class Code 2</b> The legal description is being valued for severed mineral rights at a flat value of sixty dollars (\$60) per acre							
00	Severed mineral rights						
<b>Class Code 3</b> Industrial taxable land and improvements used primarily for manufacturing, processing, or refining foods and materials							
00	Vacant land	30	Medium manufacturing and assembly	46	Research and development facility	70	Small shop
10	Food and drink processing facility			50	Industrial warehouse	80	Mine or quarry
20	Foundries and heavy manufacturing	40	Light manufacturing and assembly	60	Industrial truck terminal	85	Landfill
		45	Industrial office			90	Grain elevator
						99	Other industrial structure

<b>Class Code 4</b> Commercial taxable land and improvements used for general commercial and recreational purposes			
00	Vacant land	25	Neighborhood shopping center (Strip center)
01	4 to 19 family apartments	26	Community shopping center
02	20 to 39 family apartments	27	Regional shopping center
03	40 or more family apartments	28	Convenience market
10	Motel or tourist cabins	29	Other retail structures
11	Hotel	30	Restaurant, cafeteria, or bar
12	Nursing home and private hospital	31	Franchise-type restaurant
15	Mobile home park	35	Drive-in restaurant
16	Commercial camp ground	39	Other food service
19	Other commercial housing	40	Dry clean plant or laundry
20	Small detached retail of less than 10,000 square feet	41	Funeral home
21	Supermarket	42	Medical clinic or offices
22	Discount and junior department store	43	Drive-up/walk-up bank only
24	Full line department store	44	Full service banks
		45	Savings and loans
		47	Office building (1 or 2 story)
		48	Office building (3 stories or more, walkup)
		49	Office building (3 stories or more, elevator)
		50	Convenience market with gasoline sales
		51	Convenience market / franchise-type restaurant with gasoline sales
		52	Service station
		53	Car wash
		54	Auto sales and service
		55	Commercial garage
		56	Parking lot or structure
		60	Theater
		61	Drive-in theater
		62	Golf range or miniature course
		63	Golf course or country club
		64	Bowling alley
		65	Lodge hall
		66	Amusement park
		67	Health club
		68	Ice rink
		69	Riverboat gaming resort
		80	Commercial warehouse
		81	Commercial mini-warehouse
		82	Commercial truck terminal
		90	Marine service facility
		95	Marina
		99	Other commercial structures
<b>Class Code 5</b> Residential taxable land and improvements used primarily for residential purposes			
00	Vacant platted lot	15	One family dwelling on unplatted land of 40 or more acres
01	Vacant unplatted land of 0 to 9.99 acres	20	Two family dwelling on a platted lot
02	Vacant unplatted land of 10 to 19.99 acres	21	Two family dwelling on unplatted land of 0 to 9.99 acres
03	Vacant unplatted land of 20 to 29.99 acres	22	Two family dwelling on unplatted land of 10 to 19.99 acres
04	Vacant unplatted land of 30 to 39.99 acres	23	Two family dwelling on unplatted land of 20 to 29.99 acres
05	Vacant unplatted land of 40 or more acres	32	Three family dwelling on unplatted land of 10 to 19.99 acres
10	One family dwelling on a platted lot	33	Three family dwelling on unplatted land of 20 to 29.99 acres
		34	Three family dwelling on unplatted land of 30 to 39.99 acres
		35	Three family dwelling on unplatted land of 40 or more acres
		40	Mobile or manufactured home on a platted lot
		44	Mobile or manufactured home on unplatted land of 30 to 39.99 acres
		45	Mobile or manufactured home on unplatted land of 40 or more acres
		50	Condominium unit on a platted lot
		51	Condominium unit on unplatted land of 0 to 9.99 acres
		52	Condominium unit on unplatted land of 10 to 19.99 acres

Continued on next page.



<b>Class Code 5</b> <i>continued</i>			
11	One family dwelling on unplatted land of 0 to 9.99 acres	24	Two family dwelling on unplatted land of 30 to 39.99 acres
12	One family dwelling on unplatted land of 10 to 19.99 acres	25	Two family dwelling on unplatted land of 40 or more acres
13	One family dwelling on unplatted land of 20 to 29.99 acres	30	Three family dwelling on a platted lot
14	One family dwelling on unplatted land of 30 to 39.99 acres	31	Three family dwelling on unplatted land of 0 to 9.99 acres
41	Mobile or manufactured home on unplatted land of 0 to 9.99 acres	42	Mobile or manufactured home on unplatted land of 10 to 19.99 acres
		43	Mobile or manufactured home on unplatted land of 20 to 29.99 acres
53	Condominium unit on unplatted land of 20 to 29.99 acres	54	Condominium unit on unplatted land of 30 to 39.99 acres
		55	Condominium unit on unplatted land of 40 or more acres
		99	Other residential structures
<b>Class Code 6</b> Exempt property			
00	Exempt property owned by the United States of America	40	Exempt property owned by a municipality
10	Exempt property owned by the State of Indiana	50	Exempt property owned by a board of education
20	Exempt property owned by a county	60	Exempt property owned by a park district
30	Exempt property owned by a township	70	Exempt property owned by a private academy or college
80	Exempt property owned by a charitable organization that is granted an exemption	85	Exempt property owned by a religious organization that is granted an exemption
86	Church, chapel, mosque, synagogue, tabernacle, or temple that is granted an exemption	90	Exempt property owned by a cemetery organization that is granted an exemption
		99	Other exempt property owned by an organization that is granted an exemption

<b>Class Code 8</b> Taxable land and improvements owned by a public utility company							
00	Locally assessed vacant utility land	30	Locally assessed property owned by a pipeline company	50	Locally assessed property owned by a sewage company	61	State assessed property owned by a telephone, telegraph, or cable company that constitutes a part of any right-of-way of the distribution system
10	Locally assessed property owned by a bus company	31	State assessed property owned by a pipeline company that constitutes a part of any right-of-way of the distribution system	51	State assessed property owned by a sewage company that constitutes a part of any right-of-way of the collection system	70	Locally assessed property owned by a water distribution company
20	Locally assessed property owned by a light, heat, or power company	40	Locally assessed property owned by a railroad company	60	Locally assessed property owned by a telephone, telegraph, or cable company	71	State assessed property owned by a water distribution company that constitutes a part of any right-of-way of the distribution system
21	State assessed property owned by a light, heat, or power company that constitutes a part of any right-of-way of the light, heat, or power company	41	State assessed operating property owned by a railroad company				

**Note:** Under class code 8, subclass codes 21, 31, 41, 51, 61, and 71 have a zero value at the local level.

Step 10 In the “Property Address” cell, enter the street address of the parcel (not the parcel’s legal description).

**Note:** You must enter or correct the address in the field.

Step 11 In the left blank of the “Card No.” cell, enter the number for the Property Record Card. For example, if this card is the first card for the parcel, enter 001, if it is the second card, enter 002, and so forth.

**Note:** When you have completed all of the Property Record Cards for the parcel, enter the total number of cards in the right blank of the “Card No.” cell. For example, the third card of four cards is labeled “Card No. 003 of 004.”

Step 12 In the “Transfer of Ownership” section, record ownership information that is subsequent to the ownerships preprinted on the Property Record Card. Record information about each grantee and transfer in a separate row:

- a. In the “Date” column, enter the date of the parcel transfer.
- b. In the “Grantee” column, enter the name and address of the party to whom the parcel was transferred.
- c. In the “Sale Price” column, enter the sale price as indicated on the Sales Disclosure Form.
- d. In the “Owner Occupied” column, on the agricultural or residential property record card, place a check in the “Yes” box if owner occupied, or place a check in the “No” box if not owner occupied.

## Task 2—Recording the Site Characteristics

To record the parcel's general site characteristics, perform these steps:

- Step 1 In the “Topography” section, place a check in the check boxes for the terms that describe the terrain of the site in terms of its suitability for use. Table 2-3 describes the topography options.

**Table 2-3. Topography Options**

This option	Indicates a site
Level	Approximately at street level and relatively flat.
Level and High	Higher than street level, but relatively flat and otherwise appearing suitable for use with minimal extraordinary site preparation.
High	Higher than street level and sloping enough to require extraordinary site preparation. Undeveloped land checked “High” may require a value adjustment. Improved land may require a value adjustment depending on the extent to which the detriment to value remains.
Low	Lower than street level and sloping enough to require extraordinary site preparation.
High and Low	Exhibiting both “High” and “Low” characteristics.
Rolling	With undulating terrain that may require extraordinary site preparation, depending on the use of the site.
Swampy	Subject to holding water and not readily drainable. If this condition applies to a portion of the parcel, insert “p” (for part) instead of a check, and place checks in the check boxes that describe the rest of the site.

- Step 2 In the “Public Utilities” section, place a check in the check boxes for the site services provided by public utility companies and governmental jurisdictions, such as water, sewer, gas and electricity. Follow these guidelines:
- Place a check in the check boxes for each of the services provided, whether or not the service is being used.
  - If all of the utilities are available, place a check in the “All” check box instead of checking the individual items.
- Step 3 In the “Street or Rd.” section, place a check in the check boxes for the characteristics of the primary fronting street or road, or the street or road that provides the most immediate access. Table 2-4 describes the street or road options.

**Table 2-4. Street or Road Options**

<b>This option</b>	<b>Indicates</b>
Paved	A concrete, blacktop, or comparably improved street or road
Unpaved	A dirt or comparably unimproved street or road
Proposed	A street or road does not exist, but is planned and approved for the future
Sidewalk	The parcel is served by a paved sidewalk available for public use
Alley	The parcel is served by an alley

Step 4 In the “Neighborhood” section, place a check in the check box for the option that best describes the life cycle stage most characteristic of the neighborhood where the parcel is located. Table 2-5 describes the neighborhood options.

**Table 2-5. Neighborhood Options**

<b>This option</b>	<b>Indicates</b>
Improving	A stage of development evidenced by increasing desirability
Static	A condition of equilibrium evidenced by little change
Declining	A stage of disintegration evidenced by decreasing desirability
Blighted	A marked decline characterized by structural deterioration and environmental deficiencies

## Valuing Platted Lots

This section describes how to value platted lots. Before you can value platted lots, you need to understand the following topics, which are addressed in this section:

- how the township assessor establishes base rates for platted lots
- how to establish the effective frontage and depth for a platted lot
- how to determine the depth factor for a platted lot
- how to determine any influence factors for a platted lot.

The rest of this section describes how to complete the “Land Data and Computations” section of the Property Record Card in order to determine the true tax value of a platted lot.

## Establishing Base Rates for Platted Lots

Using the neighborhood information contained on the land value maps, the assessor calculates the indicated front foot values for each platted lot in a neighborhood by performing the steps below:

**Note:** Indicated front foot values refer to the preliminary determination of front foot values before the township assessor has finalized his or her recommendations to the Property Tax Assessment Board of Appeals.

Step 1 Determine the value of the lot from the analyzed information on the map.

Step 2 Determine the depth factor for the lot. Instructions are provided in the section ***Determining Depth Factors for Platted Lots*** in this chapter.

Step 3 To determine the adjusted value, divide the value of the lot (determined in Step 1) by the depth factor for the lot (determined in Step 2):

$$\text{Adjusted value} = \text{Lot value} \div \text{Depth factor}$$

Step 4 Determine the effective front footage of the lot. Instructions are provided in the section ***Establishing the Effective Frontage and Depth of Platted Lots*** in this chapter.

Step 5 To obtain the indicated front foot value for the lot, divide the adjusted value (obtained in Step 3) by the effective front footage of the lot (determined in Step 4):

$$\text{Indicated front foot value} = \text{Adjusted value} \div \text{Effective front footage}$$

The township assessor then uses the indicated front foot values calculated for the lots in a neighborhood to determine the base rate per front foot for the area.

The following examples illustrate how to calculate and analyze indicated front foot values. As you review these examples, keep in mind that the process of determining front foot values and base rates often is not exact. It is exact only when the selling price is known. By analyzing sales disclosure forms and estimations of value from the neighborhood, the assessor can determine a 1999 land value estimate to use.

**Example 1:** Neighborhood #1 is platted with all lots measuring 60 feet by 120 feet. Since the standard depth for the area is 120 feet, the depth factor is 1.00. The

estimates from the sales data sheet indicate that the value for an improved lot is approximately \$6,000. The calculation for the indicated front foot value is :  
 $\$6,000 \div 1.00 = \$6,000 \div 60' = \$100$ .

Because all of the lots in this neighborhood are the same, the base rate in Neighborhood #1 is \$100 per front foot.

**Example 2:** Neighborhood #2 has a mixture of various sized lots with the typical lot identified as 60 feet by 150 feet. The standard depth is 150 feet, and the assessor has determined the base lot value to be \$9,000.

- Lot #1 measures 60 feet by 150 feet. Therefore, its depth factor is 1.00. It is valued at \$9,000. Its indicated front foot rate is:  
 $\$9,000 \div 1.00 = \$9,000 \div 60' = \$150$ .
- Lot #12 measures 70 feet by 160 feet. Its depth factor is 1.03. It is valued at \$10,200. Its indicated front foot rate is:  
 $\$10,200 \div 1.03 = \$9,903 \div 70' = \$141.47$ .
- Lot #23 measures 80 feet by 200 feet. Its depth factor is 1.11. It is valued at \$12,200. Its indicated front foot rate is:  
 $\$12,200 \div 1.11 = \$10,991 \div 80' = \$137.39$ .

In Neighborhood #2, the range of values is somewhat narrow. The township assessor's first obligation is to establish a base value and rate for the typical lot. In this example, the typical lot is 60 feet by 150 feet, with a base lot value of \$9,000 and an indicated base rate of \$150. This base rate is the rate that should be established for Neighborhood #2. The lots that are different from the base lot should be analyzed for specific influence factors. The criteria necessary to identify specific influence factors should be determined by the township assessor and reported to the Property Tax Assessment Board of Appeals.

**Example 3:** Overlook Valley is a platted subdivision with some lots on a bluff overlooking a lake. Other lots are not on the lake. During the analysis of recent sales, the assessor finds three distinct land value areas within the subdivision. Lot #1 through Lot #25 overlook the lake and have an analyzed land value of \$60,000. Lot #26 through Lot #56 are located across the street from the lake lots and have an analyzed land value of \$35,000. Lot #57 through Lot #80 are located nearest the state highway and have an analyzed land value of \$20,000. The typical lot size in the subdivision is 100 feet by 120 feet. However, Lot #1 through Lot #25 are 80 feet by 175 feet.

The township assessor has decided that the difference in base lot size and base lot value is significant and warrants the division of the subdivision into two separate neighborhoods. Lot #1 through Lot #25 are designated as Neighborhood #3. Lot #26 through Lot #80 are designated as Neighborhood #4.

- Neighborhood #3 has a base lot size of 80 feet by 175 feet. The standard lot for the area is 175 feet and the depth factor is 1.00. The indicated front foot rate is:  
 $\$60,000 \div 1.00 = \$60,000 \div 80' = \$750.00$ .
- Neighborhood #4 has a base lot size of 100 feet by 120 feet. The analyzed land values of the neighborhood range from \$35,000 to \$20,000. The depth factor for Neighborhood #4 is 1.00. For Lot # 26 through Lot #56 with lots valued at \$35,000, the indicated front foot rate is:  
 $\$35,000 \div 1.00 = \$35,000 \div 100' = \$350.00$ .  
 For Lot #57 through Lot #80 with lots valued at \$20,000, the indicated front foot

rate is:

$$\$20,000 \div 1.00 = \$20,000 \div 100' = \$200.00.$$

In this example, the assessor developed a range of base rates for Neighborhood #4—\$200 for the low rate and \$350 for the high rate.

### Establishing the Effective Frontage and Depth of Platted Lots

The front foot method is the method generally used to value platted lots. When determining a lot's size using the front foot method, the following criteria must be met:

- Prior to establishing the size of the lot, the scale of the plat must be established.
- The effective frontage and depth must form right angles.
- The depth lines must be parallel to each other.
- The frontage line must be perpendicular to the depth lines.

Of course, actual lots do not necessarily meet these criteria. This section discusses how to calculate the effective frontage and effective depth of actual lots in order to calculate land value using the front foot method. Sample lot shapes are shown to help guide you. When you calculate the effective frontage and depth for an irregularly shaped lot, you should show your calculations on the property record card or an attachment.

#### Type 1 Lot

The Type 1 lot is known as a 100% lot. The characteristics of a 100% lot are:

- The vertical lines of the lot form right angles with the horizontal lines of the lot.
- There are no lines in the lot that do not form a 90° angle.
- The narrowest portion of this type of lot is usually the frontage.

**Example:** The lot shown in Figure 2-5 has an actual frontage of 50 feet, an effective frontage of 50 feet, and an effective depth of 100 feet.

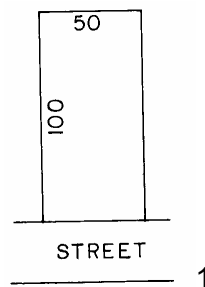


Figure 2-5. Example of a 100% Platted Lot



### Type 2 Lot

The Type 2 lot is similar to a 100% lot, except that the rear line of the lot is not perpendicular to the depth lines. The actual and effective frontage are the same. To determine the effective depth of this type of lot, perform the following steps:

Step 1 Add the length of the two sides.

Step 2 Divide the total by two to determine the average depth.

**Example:** The lot shown in Figure 2-6 has an actual frontage of 50 feet, an effective frontage of 50 feet, and an effective depth of 117 feet ( $100' + 134' = 234' \div 2 = 117'$ ).

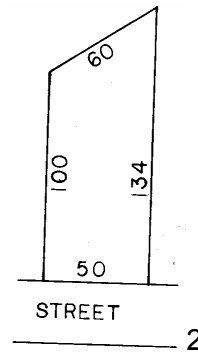


Figure 2-6. Example of a Type 2 Platted Lot

### Type 3 Lot

For the Type 3 lot, shown in Figure 2-7, the frontage is the line that is perpendicular to the depth lines. For this type of lot, you must draw additional lines (shown as dashed lines in the example) to establish an accurate effective depth. Use of the 100 foot side line as the depth fails to account for the rear portion of the lot. Therefore, you must draw an additional depth line (the dashed line perpendicular to the frontage).

To find the effective depth of the lot, perform the following steps:

- Step 1 Calculate the average depth of each section.
- Step 2 Calculate the width percentage of each section to the total width of the lot.
- Step 3 Multiply the width percentage for each section calculated in Step 2 by the average length of each section.
- Step 4 Add the results for each section calculated in Step 3 to determine the weighted average length of the subject lot.

**Example:** The lot shown in Figure 2-7 demonstrates how to draw additional depth lines. In this case only one additional depth line is necessary. The lot has an actual frontage of 70 feet (two sections of 35 feet), an effective frontage of 70 feet (two sections of 35 feet), and an effective depth of 120 feet.

$$\text{Average depth Section 1} = 100' + 140' = 240' \div 2 = 120'$$

$$\text{Average depth Section 2} = 100' + 140' = 240' \div 2 = 120'$$

$$\text{Width \% Section 1} = 35' \div 70' = .5 \text{ or } 50\%$$

$$\text{Width \% Section 2} = 35' \div 70' = .5 \text{ or } 50\%$$

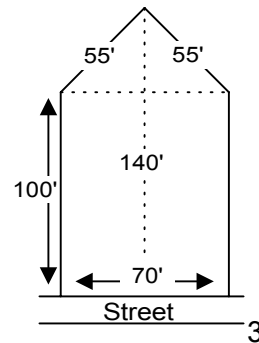
$$\text{Width \% x Avg Length Section 1} = .50 \times 120' = 60'$$

$$\text{Width \% x Avg Length Section 2} = .5 \times 120' = 60'$$

$$\text{Effective depth} = 60' + 60' = 120'$$

Follow these guidelines when drawing additional depth lines to establish an accurate effective depth:

- Draw lines for establishing depth perpendicular to the frontage line.
- Draw these parallel lines with equal increments between them.
- Draw the lines to scale to make computation easier.



**Figure 2-7. Example of a Type 3 Platted Lot**

### Type 4 Lot

The Type 4 lot, shown in Figure 2-8 is a more complicated variation of the lot shown in Figure 2-7. The shape of this lot requires more depth lines in order to calculate the effective depth. Notice that the depth lines meet the criteria described in the previous section—they are perpendicular to the frontage, parallel to each other, drawn to scale.

The example lot has:

- an actual frontage of 80 feet (four sections of 20 feet)
- an effective frontage of 80 feet (four sections of 20 feet)
- an effective depth of 88 feet.

$$\begin{aligned} \text{Average depth} &= 70' + 80' = 150' \div 2 = 75' \\ \text{Section 1} \end{aligned}$$

$$\begin{aligned} \text{Average depth} &= 80' + 90' = 170' \div 2 = 85' \\ \text{Section 2} \end{aligned}$$

$$\begin{aligned} \text{Average depth} &= 90' + 100' = 190' \div 2 = 95' \\ \text{Section 3} \end{aligned}$$

$$\begin{aligned} \text{Average depth} &= 100' + 90' = 190' \div 2 = 95' \\ \text{Section 4} \end{aligned}$$

$$\text{Width \% Section 1} = 20' \div 80' = .25 \text{ or } 25\%$$

$$\text{Width \% Section 2} = 20' \div 80' = .25 \text{ or } 25\%$$

$$\text{Width \% Section 3} = 20' \div 80' = .25 \text{ or } 25\%$$

$$\text{Width \% Section 4} = 20' \div 80' = .25 \text{ or } 25\%$$

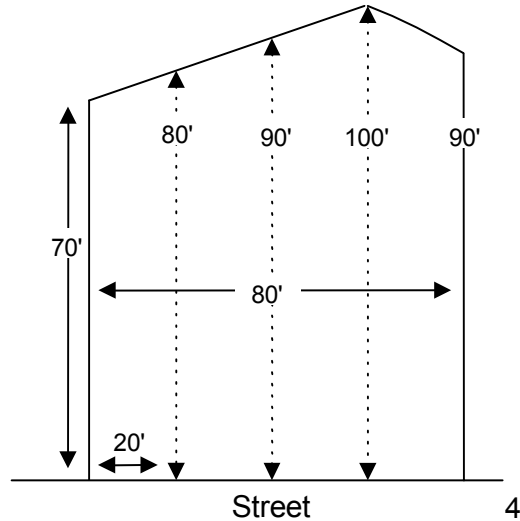
$$\begin{aligned} \text{Width \% x Avg.} &= .25 \times 75' = 18.75' \\ \text{Length Section 1} \end{aligned}$$

$$\begin{aligned} \text{Width \% x Avg.} &= .25 \times 85' = 21.25' \\ \text{Length Section 2} \end{aligned}$$

$$\begin{aligned} \text{Width \% x Avg.} &= .25 \times 95' = 23.75' \\ \text{Length Section 3} \end{aligned}$$

$$\text{Width \% x Avg. Length Section 4} = .25 \times 95' = 23.75'$$

$$\text{Effective depth} = 18.75' + 21.25' + 23.75' + 23.75' = 87.50'$$



**Figure 2-8. Example of a Type 4 Platted Lot**

### Type 5 Lot

The Type 5 lot, shown in Figure 2-9, is a right triangle with the base of the triangle located at the street. There are only two perpendicular lines. When any lot or portion of a lot forms a right triangle, and the base is on the street, use the following guidelines:

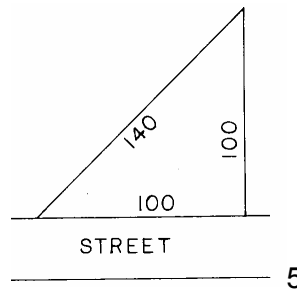
- Apply a percentage factor to establish the effective frontage.
- The actual frontage is the line that runs parallel to the street.
- Use a factor of 65% to determine the effective frontage.
- The depth is the line that is perpendicular to the frontage.

To calculate the effective frontage of such a lot, multiply the actual frontage by the percentage factor:

$$\text{Effective frontage} = \text{Actual frontage} \times \text{Percentage factor}$$

The example lot has:

- an actual frontage of 100 feet
- an effective frontage of 65 feet ( $100' \times .65 = 65'$ )
- an effective depth of 100 feet.



**Figure 2-9. Example of a Type 5 Platted Lot**

### Type 6 Lot

The Type 6 lot, shown in Figure 2-10, is a right triangle with the apex of the triangle located at the street. There are only two perpendicular lines. When any lot, or a portion of a lot, forms a right triangle, and the apex is on the street:

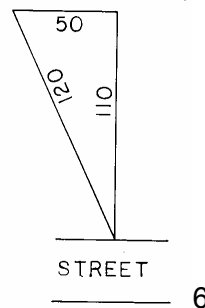
- Apply a percentage factor to establish the effective frontage.
- The actual frontage is zero.
- Use a factor of 35% to determine the effective frontage.
- The depth is the line that is perpendicular to the frontage.

To calculate the effective frontage, multiply the actual length of the rear line by the percentage factor:

$$\text{Effective frontage} = \text{Rear line} \times \text{Percentage factor}$$

The example lot has:

- an actual frontage of 0 feet
- an effective frontage of 18 feet ( $50' \times .35 = 17.5'$ )
- an effective depth of 110 feet.



**Figure 2-10. Example of a Type 6 Platted Lot**

### Type 7 Lot

In the Type 7 lot, shown in Figure 2-11, the width lines are parallel. However, the depth lines are not parallel to each other and are not perpendicular to the frontage line.

In such a case, first draw depth lines that are parallel to the frontage and to scale. Drawing depth lines results in the creation of three figures within this lot—two right triangles with the bases of both located on the street and one 100% lot.

To calculate the effective frontage of such a lot, perform these steps:

Step 1 To determine the actual frontage of the two triangles, subtract the width of the 100% lot from the actual front footage:

$$\text{Actual frontage of triangles} = \text{Actual frontage} - \text{Width of 100\% lot}$$

Step 2 To determine the effective frontage of the two triangles, multiply the actual frontage of the triangles by the percentage factor of 65%:

$$\text{Effective frontage of triangles} = \text{Actual frontage of triangles} \times .65$$

Step 3 To determine the effective frontage of the lot, add the effective frontage of the triangle and the effective frontage of the 100% lot:

$$\text{Effective frontage of lot} = \text{Effective frontage of triangles} + \text{Effective frontage of 100\% lot}$$

The example lot has:

- an actual frontage of 140 feet
- an effective frontage of 112 feet ( $140' - 60' = 80' \times .65 = 52' + 60' = 112'$ )
- an effective depth of 105 feet.

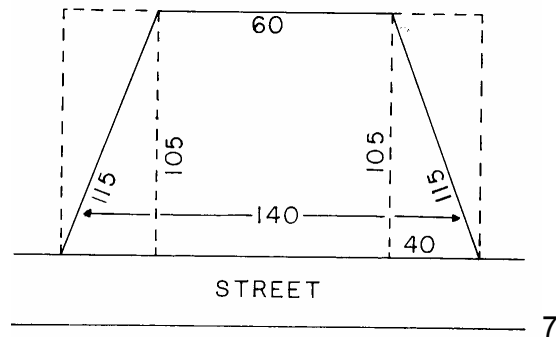


Figure 2-11. Example of a Type 7 Platted Lot

### Type 8 Lot

The Type 8 lot, shown in Figure 2-12, is the reverse of the Type 7 lot shown in Figure 2-11. The width lines are parallel, but the longest width is at the rear. The depth lines are not parallel to each other and not perpendicular to the frontage line.

In such a case, first draw depth lines that are parallel to the frontage and to scale. Drawing depth lines creates three figures within the lot—two triangles with the apex on the street and one 100% lot. To calculate the effective frontage of such a lot, perform these steps:

Step 1 To determine the actual frontage of the two triangles, subtract the width of the 100% lot from the actual width of the lot at its widest section:

$$\text{Actual frontage of triangles} = \text{Actual frontage} - \text{Width of 100\% lot}$$

Step 2 To determine the effective frontage of the two triangles, multiply the width of the triangles by the percentage factor of 35%:

$$\text{Effective frontage of triangles} = \text{Actual frontage of triangles} \times .35$$

Step 3 To determine the effective frontage of the lot, add the effective frontage of the triangles and the effective frontage of the 100% lot:

$$\text{Effective frontage of lot} = \text{Effective frontage of triangles} + \text{Effective frontage of 100\% lot}$$

The example lot has:

- an actual frontage of 50 feet
- an effective frontage of 68 feet ( $100' - 50' = 50' \times .35 = 17.5' + 50' = 67.5'$ )
- an effective depth of 105 feet.

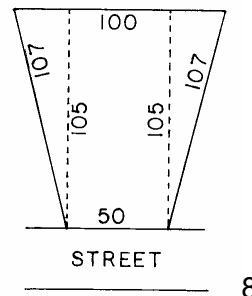


Figure 2-12. Example of a Type 8 Platted Lot

### Type 9 Lot

The lot shown in Figure 2-13 does not have any two lines perpendicular or parallel. The line that is parallel to the street is the frontage.

For such a lot, use the frontage line to square the lot. Draw depth lines perpendicular to the frontage and to scale. Also, draw a width line parallel to the frontage and perpendicular to the depth lines. Drawing the dashed lines creates four figures.

To calculate the effective depth of this type of lot, perform the following steps:

Step 1 Add the length of the two depth lines.

Step 2 Divide the total by two to determine the average depth.

To calculate the effective frontage, perform the following steps:

Step 1 To calculate the effective front footage of the triangle with the apex at the rear of the lot, multiply the length of the base of the triangle by the percentage factor of 65%:

$$\begin{array}{l} \text{Effective frontage} = \text{Length of base of} \times .65 \\ \text{of triangle} \qquad \qquad \qquad \text{triangle} \end{array}$$

Step 2 To calculate the effective front footage of the triangle with the apex at the front of the lot, multiply the length of the base of the triangle by the percentage factor of 35%:

$$\begin{array}{l} \text{Effective frontage} = \text{Length of base} \times .35 \\ \text{of triangle} \qquad \qquad \qquad \text{of triangle} \end{array}$$

Step 3 To calculate the effective front footage of the lot, add the effective front footage of the 100% lot to the effective front footage of the two triangles:

$$\begin{array}{l} \text{Effective frontage} = \text{Effective frontage} + \text{Effective Frontage} \\ \text{of lot} \qquad \qquad \qquad \text{of triangles} \qquad \qquad \qquad \text{of 100\% lot} \end{array}$$

The example lot has:

- an actual frontage of 130 feet
- an effective frontage of 132 feet  
 $((20' \times .65 = 13') + (25' \times .35 = 8.75') = 21.75' + 110' = 131.75')$
- an effective depth of 95 feet  $(100 + 90 = 190 \div 2)$ .

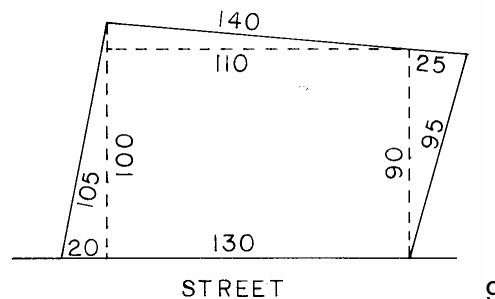


Figure 2-13. Example of a Type 9 Platted Lot



### Type 10 Lot

The Type 10 lot, shown in Figure 2-14, is a double entry lot. The lines are perpendicular and parallel. By drawing a dashed line, two figures are formed within the lot.

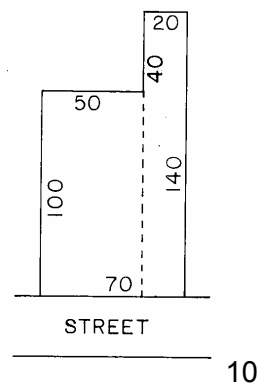
For this type of lot, record two frontages and two depths. Determine the effective frontage and effective depth of each area of the lot as you would for a 100% lot.

The left portion of the example lot has:

- an actual frontage of 50 feet
- an effective frontage of 50 feet
- an effective depth of 100 feet.

The right portion of the lot has:

- an actual frontage of 20 feet
- an effective frontage of 20 feet
- an effective depth of 140 feet.



**Figure 2-14. Example of a Type 10 Platted Lot**

### Type 11 Lot

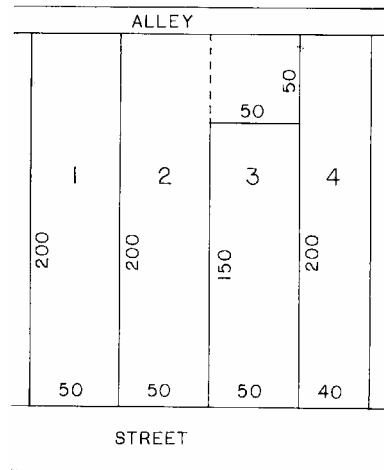
Lot 2 in Figure 2-15 is a double entry lot. It differs from the lot in Figure 2-14 because it has a 50 feet by 50 feet portion at the rear of Lot 3 that has no street frontage. This area is called a rear lot. A rear lot is noted on the Property Record Card by placing an “R” in the “Land Type” section of the Property Record Card.

The rear portion of Lot 2 (the rear lot), located behind Lot 3, has:

- an actual frontage of 0 feet
- an effective frontage of 50 feet
- an effective depth of 50 feet.

The left portion of Lot 2 (the front lot) has:

- an actual frontage of 50 feet
- an effective frontage of 50 feet
- an effective depth of 200 feet.



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**Figure 2-15. Example of a Type 11 Platted Lot**

### Type 12 Lot

The Type 12 lot, shown in Figure 2-16, is a cul-de-sac lot. To determine the effective frontage of such a lot, follow these steps:

- Step 1 Establish the gross width of the lot by finding and measuring the widest part of the lot (185 feet in the example).
- Step 2 Draw lines for a 100% lot so that it encompasses the area most likely to include the dwelling.
- Step 3 Draw and measure lines perpendicular to the gross width lines and to scale. Determine the effective frontage of the 100% lot.
- Step 4 The remainder of the lot forms two triangles with their apex on the street. To determine the effective frontage of the remainder of the lot, subtract the width of the 100% lot from the gross width line of the lot and multiply by a percentage factor of .35:

$$\text{Effective frontage} = (\text{Gross width line of lot}) - (\text{Width of 100\% lot}) \times .35$$

of remainder

- Step 5 To calculate the effective frontage of the lot, add the width of the 100% lot to the effective frontage of the remainder of the lot:

$$\text{Effective frontage of lot} = \text{Width of 100\% lot} + \text{Effective frontage of remainder}$$

To determine the effective depth of the lot, follow these steps:

- Step 1 Add the length of the two depth lines.
- Step 2 Divide the total by two to determine the average depth.

The example lot has:

- an actual frontage of 120 feet

- an effective frontage of 143 feet (The gross width is 185 feet and the width of the 100% lot is 120 feet.)  
( $185' - 120' = 65' \times .35 = 22.75' + 120' = 142.75'$ ).
- an effective depth of 163 feet ( $150' + 175' = 325' \div 2 = 162.5'$ ).

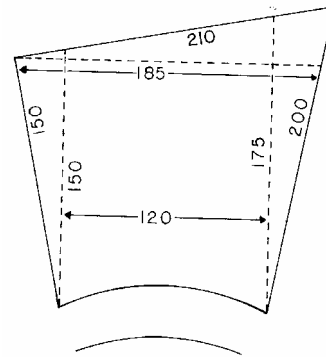


Figure 2-16. Example of a Type 12 Platted Lot

### Determining Depth Factors for Platted Lots

Each township assessor must designate the base lot size for each neighborhood identified on the land value map. If the majority of the lots are platted at 50 feet by 150 feet, the base lot size for the area is 50 feet by 150 feet. The establishment of the base lot creates the standard against which all other lots within the neighborhood are compared.

The depth factor is a multiplier that you apply to a unit land value to adjust the value of a particular lot to account for the depth of the lot. The depth table adjusts the lot value of those lots that have either less depth or more depth than the standard established for the neighborhood. Table 2-6 through Table 2-8 contain the lot depth tables for platted lots. The depth tables let you select the appropriate depth factor for a lot. Select the depth table corresponding to the standard lot depth for the neighborhood to determine the appropriate depth factor for a lot.

The process for determining the depth factor of a front lot is different from the process of determining the depth factor for a rear lot.

To determine the depth factor for a **front lot**, perform the following steps:

- Step 1 Determine the effective depth of the entire lot.
- Step 2 In Table 2-6 through Table 2-8, locate the lot depth table that corresponds to the standard lot depth determined for the neighborhood.
- Step 3 In the “Depth” column in the selected depth table, locate the row corresponding to the effective depth of the lot (in feet).
- Step 4 Find the intersection of the selected row (effective depth) and the “Factor” column. Note the number—the depth factor for the lot.

The depth factor for the **rear lot** must be manually entered. To determine the depth factor of a **rear lot**, perform the following steps:

- Step 1 Determine the overall depth of the lot by measuring from the street to the rear of the rear lot.  
If you have not already done so, determine the effective depth of the front lot.
- Step 2 In Table 2-6 through Table 2-8, locate the lot depth table that corresponds to the standard lot depth determined for the neighborhood.
- Step 3 In the “Depth” column in the selected depth table, locate the overall depth of the lot.
- Step 4 Find the intersection of the selected row (overall depth) and the “Factor” column. Note the number that you find—the overall depth factor.
- Step 5 In the selected depth table, locate the effective depth of the front lot.
- Step 6 Find the intersection of the selected row (effective depth of the front lot) and the “Factor” column. Note the number—the front lot depth factor.
- Step 7 To determine the depth factor of the rear lot, subtract the front lot depth factor (determined in Step 6) from the overall depth factor (determined in Step 4):

$$\begin{array}{rclcl} \text{Rear lot} & = & \text{Overall} & - & \text{Front lot} \\ \text{depth factor} & & \text{depth factor} & & \text{depth factor} \end{array}$$

To use the depth factor to calculate the value of a parcel that has a depth different from the standard depth in the area, multiply the base rate by the depth factor:

$$\text{Adjusted rate} = \text{Base rate} \times \text{Depth factor}$$

**Example 1:** The standard lot for Neighborhood #6 is 100 feet by 150 feet deep. Lot #1 is 100 feet wide by 125 feet deep. The base rate in the area is \$100. In the lot depth table for 150 feet standard depth, locate 125 feet and the corresponding depth factor (.92). To determine the adjusted value of Lot #1, multiply the base rate by the depth factor (\$100 x .92 = \$92). Then, multiply the adjusted rate by the front footage (\$92 x 100' = \$9,200).

**Example 2:** Lot #10 is located in Neighborhood #6 and is 100 feet by 150 feet. It is considered a rear lot because it sits directly behind Lot #1 and has no street access. The overall depth of both Lot #1 and Lot #10 is 300 feet. In the lot depth table for 150 feet standard depth, locate 300 feet and the corresponding depth factor (1.16). The depth factor for Lot #10 represents the difference between the overall depth factor (1.16) and the depth factor (.92) of the front lot. The calculated depth factor (1.16 - .92 = .24) is the depth factor for Lot #10. To determine the adjusted value of Lot #10, multiply the base rate by the depth factor (\$100 x .24 = \$24). Then, multiply the adjusted rate by the front footage (\$24 x 100' = \$2,400).

**Note:** If the depth of the subject lot lies between two of those published on the chart, choose the lower depth factor of the two.

Table 2-6. Lot Depth Tables (100 and 120 Feet Standard Depth)

100 Feet Standard Depth					120 Feet Standard Depth						
Depth	Factor	Depth	Factor	Depth	Factor	Depth	Factor	Depth	Factor		
1	.07	51	.74	101	1.00	151	1.14	101	.91	151	1.12
2	.09	52	.75	102	1.01	152	1.15	102	.92	152	1.12
3	.11	53	.75	103	1.01	153	1.15	103	.92	153	1.12
4	.13	54	.76	104	1.01	154	1.15	104	.93	154	1.12
5	.15	55	.77	105	1.01	155	1.15	105	.93	155	1.13
6	.17	56	.78	106	1.02	156	1.15	106	.94	156	1.13
7	.19	57	.78	107	1.02	157	1.16	107	.94	157	1.13
8	.21	58	.79	108	1.02	158	1.16	108	.95	158	1.13
9	.23	59	.79	109	1.03	159	1.16	109	.95	159	1.14
10	.25	60	.80	110	1.03	160	1.16	110	.96	160	1.14
11	.27	61	.81	111	1.03	161	1.16	111	.96	161	1.14
12	.29	62	.81	112	1.03	162	1.17	112	.97	162	1.14
13	.31	63	.82	113	1.04	163	1.17	113	.97	163	1.15
14	.33	64	.82	114	1.04	164	1.17	114	.97	164	1.15
15	.35	65	.83	115	1.04	165	1.17	115	.98	165	1.15
16	.37	66	.84	116	1.05	166	1.17	116	.98	166	1.15
17	.38	67	.84	117	1.05	167	1.17	117	.99	167	1.15
18	.40	68	.85	118	1.05	168	1.18	118	.99	168	1.16
19	.41	69	.85	119	1.06	169	1.18	119	1.00	169	1.16
20	.43	70	.86	120	1.06	170	1.18	120	1.00	170	1.16
21	.44	71	.87	121	1.06	175	1.18	121	1.00	175	1.17
22	.46	72	.87	122	1.07	180	1.19	122	1.01	180	1.18
23	.47	73	.88	123	1.07	185	1.20	123	1.01	185	1.19
24	.49	74	.88	124	1.07	190	1.20	124	1.02	190	1.20
25	.50	75	.89	125	1.08	195	1.21	125	1.02	195	1.21
26	.51	76	.89	126	1.08	200	1.21	126	1.03	200	1.22
27	.52	77	.90	127	1.08	205	1.21	127	1.03	205	1.22
28	.53	78	.90	128	1.08	210	1.21	128	1.03	210	1.23
29	.54	79	.91	129	1.09	215	1.21	129	1.04	215	1.23
30	.55	80	.91	130	1.09	220	1.22	130	1.04	220	1.23
31	.56	81	.92	131	1.09	225	1.22	131	1.05	225	1.23
32	.57	82	.92	132	1.10	230	1.22	132	1.05	230	1.24
33	.58	83	.93	133	1.10	235	1.22	133	1.05	235	1.24
34	.59	84	.93	134	1.10	240	1.23	134	1.06	240	1.24
35	.60	85	.94	135	1.10	250	1.23	135	1.06	250	1.25
36	.61	86	.94	136	1.11	260	1.24	136	1.07	260	1.25
37	.62	87	.95	137	1.11	270	1.24	137	1.07	270	1.25
38	.63	88	.95	138	1.11	280	1.25	138	1.07	280	1.25
39	.64	89	.96	139	1.12	290	1.25	139	1.08	290	1.26
40	.65	90	.96	140	1.12	300	1.26	140	1.08	300	1.26
41	.66	91	.96	141	1.12	310	1.26	141	1.08	310	1.26
42	.67	92	.97	142	1.12	320	1.27	142	1.09	320	1.26
43	.67	93	.97	143	1.13	330	1.27	143	1.09	330	1.27
44	.68	94	.98	144	1.13	340	1.28	144	1.09	340	1.27
45	.69	95	.98	145	1.13	350	1.28	145	1.10	350	1.27
46	.70	96	.98	146	1.13	360	1.29	146	1.10	360	1.27
47	.71	97	.99	147	1.14	370	1.29	147	1.10	370	1.28
48	.71	98	.99	148	1.14	380	1.30	148	1.11	380	1.28
49	.72	99	1.00	149	1.14	390	1.30	149	1.11	390	1.28
50	.73	100	1.00	150	1.14	400	1.31	150	1.11	400	1.28

Table 2-7. Lot Depth Tables (132 and 150 Feet Standard Depth)

132 Feet Standard Depth					150 Feet Standard Depth				
Depth	Factor	Depth	Factor	Depth	Factor	Depth	Factor	Depth	Factor
1	.03	51	.62	101	.89	151	1.06	1	.03
2	.05	52	.63	102	.90	152	1.06	2	.04
3	.07	53	.64	103	.90	153	1.06	3	.05
4	.09	54	.64	104	.90	154	1.07	4	.07
5	.10	55	.65	105	.91	155	1.07	5	.08
6	.12	56	.66	106	.91	156	1.07	6	.10
7	.13	57	.66	107	.91	157	1.07	7	.12
8	.15	58	.67	108	.92	158	1.08	8	.13
9	.17	59	.68	109	.92	159	1.08	9	.14
10	.19	60	.69	110	.93	160	1.08	10	.15
11	.20	61	.69	111	.93	161	1.08	11	.17
12	.21	62	.70	112	.94	162	1.09	12	.19
13	.23	63	.70	113	.94	163	1.09	13	.20
14	.24	64	.71	114	.94	164	1.09	14	.21
15	.26	65	.72	115	.95	165	1.09	15	.22
16	.27	66	.72	116	.95	166	1.10	16	.24
17	.29	67	.73	117	.95	167	1.10	17	.25
18	.30	68	.73	118	.95	168	1.10	18	.26
19	.32	69	.74	119	.96	169	1.10	19	.27
20	.33	70	.74	120	.96	170	1.11	20	.28
21	.34	71	.75	121	.96	175	1.12	21	.30
22	.35	72	.75	122	.97	180	1.12	22	.31
23	.37	73	.76	123	.97	185	1.13	23	.32
24	.38	74	.76	124	.97	190	1.14	24	.33
25	.39	75	.77	125	.98	195	1.14	25	.34
26	.40	76	.77	126	.98	200	1.15	26	.35
27	.41	77	.78	127	.98	205	1.15	27	.36
28	.42	78	.78	128	.99	210	1.16	28	.37
29	.43	79	.79	129	.99	215	1.16	29	.38
30	.44	80	.80	130	.99	220	1.16	30	.39
31	.45	81	.80	131	1.00	225	1.16	31	.40
32	.46	82	.80	132	1.00	230	1.17	32	.41
33	.47	83	.81	133	1.00	235	1.17	33	.42
34	.48	84	.81	134	1.01	240	1.17	34	.43
35	.49	85	.82	135	1.01	250	1.18	35	.43
36	.50	86	.82	136	1.01	260	1.18	36	.44
37	.51	87	.83	137	1.02	270	1.19	37	.45
38	.52	88	.84	138	1.02	280	1.19	38	.46
39	.53	89	.84	139	1.02	290	1.20	39	.47
40	.54	90	.85	140	1.03	300	1.20	40	.48
41	.54	91	.85	141	1.03	310	1.21	41	.49
42	.55	92	.86	142	1.03	320	1.21	42	.50
43	.56	93	.86	143	1.04	330	1.22	43	.51
44	.56	94	.86	144	1.04	340	1.22	44	.52
45	.57	95	.87	145	1.04	350	1.23	45	.52
46	.58	96	.87	146	1.05	360	1.23	46	.53
47	.59	97	.88	147	1.05	370	1.24	47	.54
48	.60	98	.88	148	1.05	380	1.24	48	.55
49	.61	99	.89	149	1.06	390	1.25	49	.56
50	.62	100	.89	150	1.06	400	1.25	50	.56
								101	.82
								102	.83
								103	.83
								104	.84
								105	.84
								106	.85
								107	.85
								108	.86
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								142	.98
								143	.98
								144	.99
								145	.99
								146	.99
								147	.99
								148	1.00
								149	1.00
								150	1.00

**Table 2-8. Lot Depth Tables (175 and 200 Feet Standard Depth)**

175 Feet Standard Depth					200 Feet Standard Depth				
Depth	Factor	Depth	Factor	Depth	Factor	Depth	Factor	Depth	Factor
10	.16	90	.77	170	.99	300	1.09	10	.13
15	.23	95	.79	175	1.00	320	1.10	110	.77
20	.29	100	.81	180	1.00	340	1.11	115	.79
25	.34	105	.83	185	1.01	360	1.11	120	.81
								125	.82
								130	.84
30	.38	110	.85	190	1.02	380	1.12	135	.85
35	.43	115	.87	195	1.02	400	1.12	140	.87
40	.48	120	.88	200	1.03	420	1.13	145	.88
45	.52	125	.89	210	1.03	440	1.13	150	.89
								155	.91
50	.56	130	.91	220	1.04	460	1.13	160	.92
55	.59	135	.92	230	1.05	480	1.13	165	.93
60	.62	140	.94	240	1.05	500	1.13	170	.94
65	.65	145	.95	250	1.06	520	1.14	175	.95
								180	.96
70	.68	150	.96	260	1.07	540	1.14	185	.97
75	.70	155	.97	270	1.07	560	1.15	190	.98
80	.73	160	.98	280	1.08	580	1.15	195	.99
85	.75	165	.98	290	1.08	600	1.16	200	1.00
								205	1.01
								210	1.01
								215	1.02
								220	1.02
								225	1.03
								230	1.03
								235	1.04
								240	1.04
								245	1.05
								250	1.05
								255	1.06
								260	1.06
								265	1.06
								270	1.07
								275	1.07
								280	1.07
								285	1.08
								290	1.08
								300	1.08
								310	1.09
								320	1.09

## Determining Influence Factors for Platted Lots

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When the township assessor establishes base rates for a neighborhood, the assessor establishes rates for a base lot. The calculated value of this base entity becomes the standard to which all remaining lots within the neighborhood are compared. Often there are conditions peculiar to specific lots within a neighborhood that must be analyzed on an individual basis. These conditions require the assessor to make an adjustment to the value of the lot. This adjustment is an influence factor.

An influence factor represents the composite effect that influences the value of certain lots within the boundaries of an entire neighborhood. It is expressed as a percentage. The percentage is obtained by comparing the estimated dollar amount of the adjustment to the estimated value of the lot. This ratio is converted to a percentage. If the ratio represents a negative amount, a negative influence factor percentage is applied to the subject land. If the ratio is a positive amount, a positive influence factor is applied to the subject land.

The examples in the sections below illustrate how to identify and calculate influence factors for platted lots.

### Adverse Topography Example

In Neighborhood #1, the lots measure 60 feet by 120 feet. The base rate is \$200 per front foot. Each lot has an improved value estimate of \$12,000 per lot.

On Lot #62 of the subdivision, there is a one family dwelling with a yard that occupies approximately the front 90 feet of the lot. The remaining 30 feet of the lot is a ravine that cannot be utilized. The lot sold for less than the standard lots. The ravine area was the reason for the lower price. Because the area was developed in the 1950s, the original sales information is no longer accessible.

In this case, the assessor may apply an influence factor because of the adverse topography. The assessor estimates the difference in value between this lot and the standard lot as \$1,000, or 8 1/3% of the selling price of the standard lots. The assessor applies an 8% influence factor to the subject lot.

### Absence of Land Improvements Example

Lot #86 is located in Neighborhood #1. It is the standard lot size and is vacant. There is no water or sewage disposal system installed on the property. The lot value of \$12,000, established by the township assessor, represents an improved lot value with either water and sewage utilities, water well and septic system, or a combination of both. Other improvement costs associated with this land are driveways, private walkways, and an allowance for typical landscaping. Because Lot #86 does not have these services, an adjustment or influence factor is necessary.

The assessor surveys the township to determine the amount included in the value of improved land for the various land improvement costs. Improvement costs affect individual lots differently based on the estimated improved land value. For a less valuable area, the influence factor percentage is higher than for a more valuable area because the land improvement cost represents a higher percentage of the total land value.



The township assessor contacted the utility companies servicing this neighborhood and determined that lot owners are charged \$900 to tap into the existing systems. The assessor estimated that it costs an additional \$700 to run water and sewer lines from the existing utilities to the normal placement of a dwelling of this lot. The total cost to improve this lot with water and sewer for a dwelling is \$1,600 ( $\$700 + \$900 = \$1,600$ ). The cost of installing utilities is depreciated by the assessor in this neighborhood by 50% to obtain a partial adjustment of \$800. The assessor estimates that the improvement costs for a residential driveway, typical landscaping, and private sidewalks is equal to \$1,000. The total cost attributed to improve a residential lot in this neighborhood is \$1,800 ( $\$800 + \$1,000 = \$1,800$ ). To determine the influence factor, divide the adjustment by the value for the lot before the adjustment ( $\$1,800 \div \$12,000 = .15$  or 15%).

The assessor applies a negative 15% influence factor for “under improved” (code 2) to each vacant lot, until such time when the lot is improved. For each neighborhood, the assessor develops the estimated amount included in the value to improve the land. The deduction for a lack of improvements affects individual lots differently based on the estimated improved land value. For less valuable neighborhoods, the influence factor percentage would tend to be higher than in the more valuable neighborhoods because the land improvement addition increase represents a higher percentage of the total land value.

### **Excessive Frontage Example**

In Neighborhood #1, the standard lot width is 60 feet. The assessor has established a base rate of \$200 per front foot. Lot #1 and Lot #2 are not typical lots of the subdivision because they have street frontage equal to 90 feet instead of 60 feet. These lots contain the original subdivision model homes, which were built in the middle of the 90 foot lots.

Neither dwelling design requires 90 feet of frontage. Both dwellings would fit on the 60 foot lots located throughout the subdivision.

The value of a 60 feet lot is \$12,000. The 90 feet lots are not worth 50% more than the standard lots. A value of \$18,000 for the lots is too high. However, the lots are worth more than \$12,000.

The dwellings were built in the middle of the lots. There is a 60 feet lot with two 15 feet strips of land on either side. The 60 feet portion of the lots is comparable to the standard lot established for the area. The two 15 feet strips are classified as excessive frontage. The assessor estimates that these lots are worth approximately \$15,000 each. To reinforce this opinion, the assessor calculates the 30 feet of excess frontage at 50% loss of value ( $30' \times \$200 \times .50 = \$3,000$ ). To determine the influence factor, divide the adjustment by the unadjusted value ( $\$3,000 \div \$18,000 = .16666$  or 16 2/3%). The assessor grants an excessive frontage influence factor of 17% to Lot #1 and Lot #2. This adjustment equals a deduction of \$3,060. The land value of each lot is \$14,940 ( $\$18,000 - \$3,060 = \$14,940$ ).

**Completing the Land Data and Computations  
Section of the Property Record Card for  
Platted Lots**

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This section describes how to complete the “Land Data and Computations” section of a Property Record Card, shown in Figure 2-17, for a platted lot. The steps describe how to use the front foot method to calculate the value of the lot. The steps for completing the Property Record Card are grouped into two tasks, described in the sections below:

Task 1—Record the necessary data for the lot.

Task 2—Calculate the land value for the lot.

Ownership		Transfer of Ownership				Card No.	
Parcel number		Date	Grantee	Rec. #	Sale Price	Owner Occupied	of
County						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Township						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Corporation						<input type="checkbox"/> Yes <input type="checkbox"/> No	
District						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Section and Plat						<input type="checkbox"/> Yes <input type="checkbox"/> No	

VALUATION RECORD	
Assessment Year	20
Reason for Change	Revaluation
TRUE TAX VALUE	
Res Land	
Res Imp	
Shelter Allowance (-)	
Adj. Res. Land	
Adj. Res. Imp. (+)	
Non-Res Land (+)	
Non-Res Imp (+)	
Total TTV	
ASSESSED VALUE	
Adj. Res Land (+)	
Non-Res Land (+)	
Non-Res Imp (+)	
Total AV	

Property Class	Topography	Pub. Utilities	Street or Rd.	Neighborhood
<input type="checkbox"/> Level	<input type="checkbox"/> Water	<input type="checkbox"/> Paved	<input type="checkbox"/> Improving	
<input type="checkbox"/> High	<input type="checkbox"/> Sewer	<input type="checkbox"/> Unpaved	<input type="checkbox"/> Static	
<input type="checkbox"/> Low	<input type="checkbox"/> Gas	<input type="checkbox"/> Proposed	<input type="checkbox"/> Declining	
<input type="checkbox"/> Rolling	<input type="checkbox"/> Electricity	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Blighted	
<input type="checkbox"/> Swampy	<input type="checkbox"/> All	<input type="checkbox"/> Alley		

Property Class
200 MINERAL
INDUSTRIAL
310 Food and drink processing facility
320 Foundries and heavy manufacturing
330 Medium manufacturing and assembly
340 Light manufacturing and assembly
345 Industrial office
346 Research and development facility
350 Industrial warehouse
355 Industrial stock terminals
370 Small shops
380 Mines or quarry
385 Landfill
390 Other industrial structures
COMMERCIAL
400 Office building
401 4-19 family apartments
402 20-39 family apartments
403 40 or more family apartments
410 Motel or tourist cabins
411 Nursing home or private hospital
412 Mobile home park
416 Commercial camp ground
420 Small detached retail of less than ten thousand (10,000) square feet
421 Supermarket
422 Full-line department store
424 Full-line department store
425 Neighborhood shopping center (strip center)
426 Community shopping center
428 Supermarket center
429 Other retail structures
430 Restaurant, cafeteria, or bar
435 Drive-in restaurant
436 Drive-in theater
439 Other food service
440 Dry clean plant or laundry
441 Amusement park
442 Amusement park
443 Drive-up walk up bank only
444 Full service bank
445 Savings and loans
446 Office building 3 stories or more - walkup
448 Office building 3 stories or more - walkup
449 Office building 3 stories or more - walkup
480 Commercial warehouse
COMMERCIAL (cont.)
481 Office building 3 stories or more - other
482 Commercial market with gasoline sales
483 Convenience market/franchise type restaurant
484 with gasoline sales
485 Service station
486 Auto sales and service
487 Commercial garage
488 Parking lot or structure
489 Drive-in theater
490 Golf course or miniature course
491 Golf course or country club
492 Amusement park
493 Amusement park
494 Health club
495 Rowing boat
496 Rowing boat
497 Rowing boat
498 Rowing boat
499 Rowing boat
500 Rowing boat
RESIDENTIAL
501 Vacant lot
502 Two-family dwelling
503 Three-family dwelling
504 Hourly trailer (real)
505 Condominium unit
506 Unimproved 0 - 9.99 acres
507 Unimproved 10 - 19.99 acres
508 Unimproved 20 - 29.99 acres
509 Unimproved 30 - 39.99 acres
510 Unimproved 40 +
599 Other residential structure

LAND DATA AND COMPUTATIONS										
Land Type	Actual Frontage	Effective Frontage	Depth	Depth Factor	Base Rate	Adjusted Rate	Estimated Value	Influence Factor	Influence Factor	Land Value
Average / Sq. Ft.										
Total Residential Land Value										
Total Non-Residential Land Value										

Memorandum	
F Front Lot	9 Homestead
R Rear Lot	4 Tillable Land
1 Comm/Ind Land	5 Non-tillable Land
2 Classified Land	6 Woodland
3 Undeveloped Land	7 Other Farmland
4 Shape or Size	8 Ag Support Land
5 Misimprovement	9 Corner Influence
6 Towers	0 Other

Figure 2-17. Land Data and Computations Section for Platted Lots

## Task 1—Recording the Necessary Data

Space is provided on both the residential and the commercial/industrial Property Record Cards to compute the land value of each lot entry for a platted lot. Enter the data into a series of columns using one row per entry. For example, if a lot is composed of a rear lot and a front lot, enter the rear lot and the front lot as separate entries.

To enter the data for a platted lot, perform these steps:

Step 1 In the “Land Type” column, enter the code corresponding to the land type classification of the lot entry. Table 2-9 describes the land type options for platted lot entries.

**Table 2-9. Land Type Options for Platted Lots**

This option	Indicates
F	The lot fronts the street and is computed as a front lot.
R	The lot has no street access and is computed as a rear lot.

Step 2 In the “Actual Frontage” column, enter the actual front foot dimensions of the lot entry. Round to the nearest 1/10 (.1) foot.

Step 3 In the “Effective Frontage” column, enter either the figured frontage of an irregularly shaped lot or the usable frontage of a lot (as determined by the assessor). Round to the nearest foot. Instructions for determining the effective frontage of a lot are provided in the section ***Establishing the Effective Frontage and Depth of Platted Lots*** in this chapter.

Step 4 In the “Effective Depth” column, enter the average or computed depth, as in the case of irregularly shaped lots, or the usable depth (as determined by the assessor). Round to the nearest foot. Instructions for determining the effective depth of a lot are provided in the section ***Establishing the Effective Frontage and Depth of Platted Lots*** in this chapter.

Step 5 In the “Depth Factor” column, enter the depth factor used to adjust the base rate or unit value to account for depth variations from the norm. Instructions for determining the depth factor of a lot are provided in the section ***Determining the Depth Factor for Platted Lots*** in this chapter.

Step 6 In the “Base Rate” column, enter the front foot rate for the area as determined by the township assessor and modified/approved by the Property Tax Assessment Board of Appeals.

Step 7 In the “Influence Factor” column, indicate any condition peculiar to the lot that requires an adjustment to the estimated value to account for variations from the base lot on which the base unit land value for the neighborhood is predicated. Enter a single digit numeric code to indicate the nine most prevalent factors and the other factors (code 0) not indicated elsewhere on the Property Record Card. Any time code 0 is entered, describe the specific factor in the memorandum section on the property record card.

a. Enter the influence code to the left of the brackets.

- b. Enter the percentage adjustment to the right of the brackets.
- c. Within the brackets, enter a plus (+) to indicate an increase. Enter a minus (–) to indicate a decrease. Table 2-10 describes the influence factor codes. Information about influence factors is provided in the section ***Determining Influence Factors for Platted Lots*** in this chapter.

**Table 2-10. Influence Factor Codes for Platted Lots**

<b>This code</b>	<b>Indicates</b>
1 Topography	A decrease based on adverse topographical features.
2 Under Improved	A decrease based on the under improvement of landscaping, residential driveways and private walkways, and utility hookups.
3 Excess Frontage	A decrease based on the lower utility value of frontage that is significantly in excess of the base lot frontage.
4 Shape or Size	A decrease based on an irregularity in shape that limits the use of the parcel <b>or</b> a decrease for an oversized lot whose variations are not accounted for elsewhere. An increase based on an irregularity in shape that enhances the use of the parcel <b>or</b> an increase for an undersized lot whose variations are not accounted for elsewhere.
5 Misimprovement	A decrease indicating a lot that has been valued higher than its current use. The value must be lowered to the level of comparable properties in the subject neighborhood.
6 Restrictions	A decrease based on encumbrances, restrictive covenants, or obstructions that limit the use of the land.
7 Traffic Flow	A decrease to account for the nuisance of significantly heavier traffic flow that affects the base lot and is not considered in the base lot value.

8 View	<p>A decrease to account for variations in view from the subject lot and not from the base lot that detracts from the subject lot.</p> <p>An increase to account for variations in view from the subject lot and not from the base lot that enhances the subject lot.</p>
9 Corner Influence	<p>A decrease to account for building restrictions, such as double set backs and increased traffic flow, that detract from the subject lot and are not considered in the base lot value.</p> <p>An increase to account for building restrictions, such as double set backs and increased traffic flow, that offer commercial benefits and are not considered in the base lot value.</p>

O Other	<p>An influence, not described above, such as the following,. Describe the factor in the memorandum section.</p> <ul style="list-style-type: none"> <li>■ <b>Golf course</b>—An increase to account for a particular location enhancement, not characteristic of the base lot.</li> <li>■ <b>Water frontage</b>—An increase to account for proximity to a water front, not characteristic of the base lot.</li> <li>■ <b>Cul-de-sac</b>—An increase to account for shape or size enhancements due to a cul-de-sac location, not characteristic of the base lot.</li> <li>■ <b>Location</b>—An increase or decrease to account for the influence of a particular location and not considered in the base lot.</li> <li>■ <b>Soil conditions</b>—A decrease to account for adverse soil conditions that prohibit the subject lot being used the same as the base lot.</li> <li>■ <b>Drainage</b>—A decrease to account for drainage limitations, indicated by standing water, not characteristic of the base lot.</li> <li>■ <b>Flooding susceptibility</b>—A decrease to account for a lot or a portion of a lot being in a flood plain, not characteristic of the base lot.</li> <li>■ <b>Noise nuisance</b>—A decrease to account for extraneous noise or other such nuisances not characteristic of the base lot.</li> <li>■ <b>Excess depth</b>—A decrease to account for a disproportionate frontage depth not accounted for in the size adjustment factor.</li> <li>■ <b>Limited access</b>—A decrease to account for ingress or egress limitations not characteristic of the base lot.</li> </ul>
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Step 8 Repeat Step 1 through Step 7 for each lot entry.

## Task 2—Calculating the Land Value

Next, use the data that you entered on the property record card to calculate the land value for the platted lot. Perform these steps:

- Step 1 Calculate the adjusted rate for the lot entry by multiplying the base rate by the depth factor:

$$\text{Adjusted rate} = \text{Base rate} \times \text{Depth factor}$$

Round the adjusted rate to the nearest \$1 and enter it in the “Adjusted Rate” column.

- Step 2 Calculate the estimated value of the lot entry by multiplying the effective frontage by the adjusted rate:

$$\text{Estimated value} = \text{Effective frontage} \times \text{Adjusted rate}$$

Round the estimated value to the nearest \$10 and enter it in the “Estimated Value” column.

- Step 3 Calculate the land value of the lot entry by adjusting the estimated value by the influence factor:

$$\text{Land value} = \text{estimated value} \times (1.00 - \text{Influence factor percentage})$$

Round the land value to the nearest \$10 and enter it in the “Land Value” column.

**Note:** A positive influence factor would be an addition to the influence factor percentage of 1.00. If there is no influence factor, the land value is the same as the estimated value.

- Step 4 Perform Step 1 through Step 3 for each lot entry.

- Step 5 Calculate the total residential land value by summing the entries in the “Land Value” column that represent residential land.

Round the total residential land value to the nearest \$100 and enter it in the “Total Residential Land Value” cell.

- Step 6 Calculate the total non-residential land value by summing the entries in the “Land Value” column that represent non-residential land.

Round the total non-residential land value to the nearest \$100 and enter it in the “Total Non-Residential Land Value” cell.

**Example:** Figure 2-18 shows the dimensions of three lots. The front lot is 100 feet by 100 feet. The rear lot behind it is 100 feet by 120 feet. Another rear lot is located behind the first rear lot. The second rear lot is 100 feet by 140 feet. These lots are in a neighborhood where the standard depth is 100 feet and the base rate is \$50 per front foot.



Figure 2–19 shows the “Land Data and Computations” section of a property record card for these lots. This information is used to complete the property record card. As you review this figure, keep in mind the following points:

- The “Land Type” column indicates whether each lot is a front lot or rear lot.
- The actual frontage of each lot is determined from the lot plats.
- The effective frontage and effective depth are calculated following the instructions provided in the section ***Establishing the Effective Frontage and Depth for Platted Lots*** in this chapter.
- The depth factor is determined following the instructions in the section ***Determining the Depth Factor for Platted Lots*** in this chapter.
- The base rate is determined for the neighborhood by the township assessor.
- The adjusted base rate for the front lot is:
 
$$\text{Adjusted base rate} = \text{Base rate} \times \text{Depth factor}$$

$$\$50 = \$50 \times 1.00$$
- The adjusted base rate for the first rear lot is:  $\$50 \times .22 = \$11$ .
- The adjusted base rate for the second rear lot is:
 
$$\$50 \times .07 = \$3.50 = \$4 \text{ rounded.}$$
- The estimated value of the front lot is:
 
$$\text{Estimated value} = \text{Effective frontage} \times \text{Adjusted rate}$$

$$\$5,000 = 100' \times \$50.$$
- The estimated value of the first rear lot is:  $100' \times \$11 = \$1,100$ .
- The estimated value of the second rear lot is:  $100' \times \$4 = \$400$ .
- Since there is no influence factor for any of the lots, the true tax value of each lot is the same as the lot’s estimated value.
- The total residential land value for the parcel is the sum of the land values of the three lots. *In this case the total is considered residential land value because it is less than or equal to one acre.*

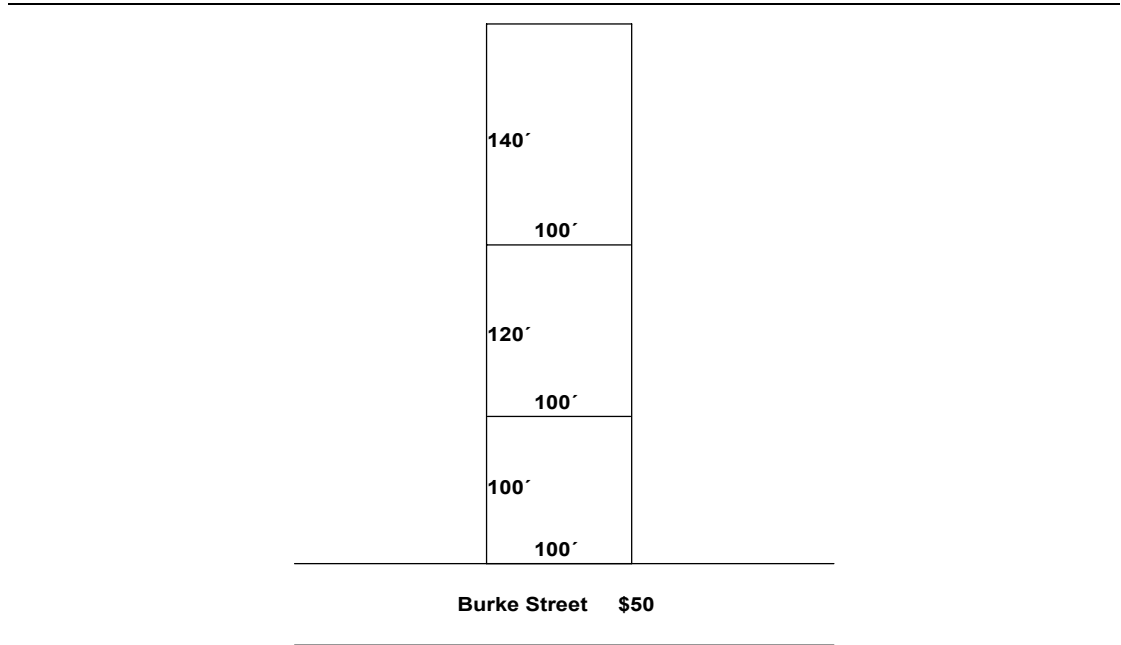


Figure 2-18. Dimensions of Example Lots

Ownership		Transfer of Ownership					Card No. _____ of _____	
Parcel number		Date	Grantee	Rec. #	Sale Price	Owner Occupied		
County						<input type="checkbox"/> Yes <input type="checkbox"/> No		
Township						<input type="checkbox"/> Yes <input type="checkbox"/> No		
Corporation						<input type="checkbox"/> Yes <input type="checkbox"/> No		
District						<input type="checkbox"/> Yes <input type="checkbox"/> No		
Section and Plat						<input type="checkbox"/> Yes <input type="checkbox"/> No		

VALUATION RECORD		20	20	20	20	20
Assessment Year	Revaluation					
Reason for Change						
TRUE TAX VALUE						
Res Land						
Res Imp						
Shelter Allowance (-)						
Adj. Res. Land						
Adj. Res. Imp. (+)						
Non-Res Land (+)						
Non-Res Imp (+)						
Total TTV						
ASSESSED VALUE						
Adj. Res Land						
Adj. Res Imp (+)						
Non-Res Land (+)						
Non-Res Imp (+)						
Total AV						

LAND DATA AND COMPUTATIONS								
Land Type	Actual Frontage	Effective Frontage	Depth Factor	Effective Depth	Adjusted Base Rate	Estimated Value	Influence Factor	Land Value
F 100	100	100	1.00	50	50	5000		5000
R 0	100	120	.22	50	11	1100		1100
R 0	100	140	.07	50	4	400		400
Acreage / Sq. Ft.								
Total Residential Land Value						6500		
Total Non-Residential Land Value								

MEMORANDUM	LAND TYPE
<ul style="list-style-type: none"> <li>580 Other residential structure</li> <li>589 Other residential structure</li> <li>4 Unimproved 30-39.99 acres</li> <li>4 Unimproved 10-19.99 acres</li> <li>2 Unimproved 20-29.99 acres</li> <li>2 Unimproved 0-9.99 acres</li> <li>0 Platted lot</li> <li>5 Condominium unit</li> <li>4 House trailer (real)</li> <li>4 House trailer (rent)</li> <li>2 One-family dwelling</li> <li>1 Two-family dwelling</li> <li>1 Vacant lot</li> <li>5 RESIDENTIAL</li> </ul>	<ul style="list-style-type: none"> <li>3 Undeveloped Land</li> <li>2 Classified Land</li> <li>3 Undeveloped Land</li> <li>11 Primary</li> <li>12 Secondary</li> <li>8 Ag Support Land</li> <li>82 Legal Ditch</li> <li>81 Public Road</li> <li>83 Utility Trans</li> <li>1 Towers</li> <li>9 Homestead</li> <li>92 Ag Excess Acres</li> <li>93 Res Excess Acres</li> <li>5 Nonutilizable Land</li> <li>6 Woodland</li> <li>7 Other Farmland</li> </ul>

INDIANA RESIDENTIAL PROPERTY RECORD CARD
<ul style="list-style-type: none"> <li>448 Office building 3 stories or more - w/akup</li> <li>447 Office building 1 or 2 stories or more - w/akup</li> <li>445 Savings and loans</li> <li>444 Full-service banks</li> <li>443 Branch banks</li> <li>442 Medical clinic or offices</li> <li>441 Funeral home</li> <li>440 Dry clean store or laundry</li> <li>439 Drive-in restaurant</li> <li>438 Drive-in theater</li> <li>437 Parking lot or structure</li> <li>436 Auto sales and service</li> <li>435 Car wash</li> <li>434 Service station</li> <li>433 Community shopping center</li> <li>432 Convenience market</li> <li>431 Franchise type restaurant</li> <li>430 Restaurant, cafeteria, or bar</li> <li>429 Restaurant, cafeteria, or bar</li> <li>428 Regional shopping center</li> <li>427 Regional shopping center</li> <li>426 Community shopping center</li> <li>425 Full-line department store w/akup (strip center)</li> <li>424 Full-line department store w/akup (strip center)</li> <li>423 Discount and junior department store</li> <li>422 Small detached retail of less than 10,000 square feet</li> <li>421 Other commercial housing</li> <li>420 Commercial camp ground</li> <li>419 Other commercial housing</li> <li>418 Commercial camp ground</li> <li>417 Hotel</li> <li>416 Motel or tourist cabins</li> <li>415 Motel or tourist cabins</li> <li>414 20-39 family apartments</li> <li>413 4-19 family apartments</li> <li>412 Vacant land</li> <li>411 Vacant land</li> <li>399 Other residential structures</li> <li>398 Grain elevators</li> <li>397 Lumber or quarry</li> <li>396 Lumber or quarry</li> <li>395 Lumber or quarry</li> <li>394 Lumber or quarry</li> <li>393 Industrial warehouse</li> <li>392 Industrial warehouse</li> <li>391 Industrial warehouse</li> <li>390 Industrial warehouse</li> <li>389 Industrial warehouse</li> <li>388 Industrial warehouse</li> <li>387 Industrial warehouse</li> <li>386 Industrial warehouse</li> <li>385 Industrial warehouse</li> <li>384 Industrial warehouse</li> <li>383 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warehouse</li> <li>265 Industrial warehouse</li> <li>264 Industrial warehouse</li> <li>263 Industrial warehouse</li> <li>262 Industrial warehouse</li> <li>261 Industrial warehouse</li> <li>260 Industrial warehouse</li> <li>259 Industrial warehouse</li> <li>258 Industrial warehouse</li> <li>257 Industrial warehouse</li> <li>256 Industrial warehouse</li> <li>255 Industrial warehouse</li> <li>254 Industrial warehouse</li> <li>253 Industrial warehouse</li> <li>252 Industrial warehouse</li> <li>251 Industrial warehouse</li> <li>250 Industrial warehouse</li> <li>249 Industrial warehouse</li> <li>248 Industrial warehouse</li> <li>247 Industrial warehouse</li> <li>246 Industrial warehouse</li> <li>245 Industrial warehouse</li> <li>244 Industrial warehouse</li> <li>243 Industrial warehouse</li> <li>242 Industrial warehouse</li> <li>241 Industrial warehouse</li> <li>240 Industrial warehouse</li> <li>239 Industrial warehouse</li> <li>238 Industrial warehouse</li> <li>237 Industrial warehouse</li> 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Industrial warehouse</li> <li>206 Industrial warehouse</li> <li>205 Industrial warehouse</li> <li>204 Industrial warehouse</li> <li>203 Industrial warehouse</li> <li>202 Industrial warehouse</li> <li>201 Industrial warehouse</li> <li>200 Industrial warehouse</li> </ul>

Figure 2-19. Land Data and Computations Section for Example Lots

## Valuing Residential Acreage and Agricultural Homesites

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There is a subtle distinction between residential acreage tracts and land valued using the agricultural soil productivity method. The basis for this distinction is the different valuation methods used to determine land value for the two types of land.

**Agricultural land** is valued using a statewide base rate and a soil productivity index system, as describe in the section **Valuing Agricultural Land** in this chapter. All land utilized for agricultural purpose is valued in this manner. **Residential-land** is land that is utilized or zoned for residential purposes.

The parcel's size does not determine the property classification or pricing method for the parcel. The property classification and pricing method are determined by the property's use or zoning. Land purchased and utilized for residential purposes is based on market worth as of January 1, 1999.

A land area of one acre per residential dwelling unit is assigned to agricultural parcels and residential parcels priced on an acreage basis. The value of this one acre land area is based on the January 1, 1999 cost of a vacant unimproved acre of land plus the 1999 costs of improving the land. Land improvement costs include the cost of landscaping, ingress and egress from the property, and the depreciated 1999 cost of improving the land with either a water well and septic system, or in the case of lands already developed with utility services, the material and labor costs associated with hook-up fees. The 1999 water and sewage additive reflects the overall depreciation assigned to existing facilities within the neighborhood, but may not be less than 50% of the 1999 cost of installing these improvements.

**Example:** In a neighborhood of the township, a vacant unimproved one acre parcel sold for \$6,000. The actual water well and septic system expense is \$5,000. In this neighborhood, it has been determined that the land improvement costs equal an additional \$4,000. That amount was derived by attributing a 60% ratio for the well and septic and an additional \$1,000 for other miscellaneous land improvements (60% of \$5,000 = \$3,000 + \$1,000 = \$4,000). The base rate applicable to the improved homesite is calculated by adding the vacant land cost to the land improvement costs (\$6,000 + \$4,000 = \$10,000).

A parcel's value is influenced by its location. The value of unimproved land may vary substantially between two separate neighborhoods. A one acre unimproved parcel located in a remote neighborhood is less valuable than a one acre unimproved parcel located in a neighborhood on a lake at the edge of town. The difference in their value is attributable to the location difference. The demand for the lake parcel increases the value.

Not all neighborhoods are as diverse as the two in this example. The boundaries of the neighborhoods and their characteristics determine the amount of variation in value. It is impossible to create a precise formula that measures every variable of location and converts those variables into a precise value. The assessor must analyze all variables in the market in order to measure the effects location has on land values.

## Valuing Residential Acreage Parcels Larger Than One Acre

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Residential acreage parcels of more than one acre and not used for agricultural purposes are valued using the residential homesite base rate and the excess acreage base rate established by the township assessor. The excess acreage base rate represents the 1999 acreage value of land when purchased for residential purposes. The land value of the subject parcel should represent the January 1, 1999 market value in use in the neighborhood.

*If the parcel has a dwelling*, one acre is valued using the residential homesite value. The remaining acreage is valued using the excess acreage rate. There must be a residential dwelling unit on the parcel before the homesite acreage rate can be used.

*If there is no dwelling unit on the parcel*, the amount of acreage in the entire parcel is multiplied by the appropriate excess acre rate. The excess acre base rate represents the 1999 acreage value of the land purchased for residential purposes in this neighborhood. The value of the subject parcel should represent the January 1, 1999 market value in use of the property.

The following examples illustrate how residential acreage is valued for parcels larger than one acre. These examples assume a homesite base rate of \$10,000 (per acre) and an excess acreage base rate of \$1,000 (per acre).

**Example 1:** A residential parcel has 1.36 acres and a dwelling. The value of the one acre homesite is \$10,000. The value of the excess acreage (1.36 acres – 1 acre = .36 acre) is calculated by multiplying the acreage by the excess acreage base rate (.36 acre x \$1,000 = \$360). The total value of the parcel is the sum of the value of the homesite and the excess acreage (\$10,000 + \$360 = \$10,360 = \$10,400 rounded to the nearest \$100).

**Example 2:** A residential parcel is vacant and has three acres. Its value is calculated by multiplying the acreage by the excess acreage base rate (3 acres x \$1,000 = \$3,000).

**Example 3:** A residential parcel has 8 acres and a dwelling. The value of the one acre homesite is \$10,000. The value of the excess acreage (8 acres – 1 acre = 7 acres) is: 7 acres x \$1,000 = \$7,000. The total value of the parcel is: \$10,000 + \$7,000 = \$17,000.

## Valuing Residential Acreage Parcels One Acre or Smaller

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Residential acreage parcels containing one acre or less are valued using the base rate (per acre) determined by the township assessor and the appropriate factor obtained from the Acreage Size Adjustment Table shown in Table 2-11. Instructions for determining the size adjustment factor for a parcel are provided in the section ***Determining Size Adjustment Factors for Acreage*** in this chapter. The size adjustment table compares smaller improved parcels to the established one acre standard. The value of the parcel is calculated by multiplying the lot size adjustment factor for the subject parcel by the base rate, and by multiplying the result by the acreage size.

**Example:** A .50 acre parcel is located in a neighborhood where the base rate is \$8,000 (per acre). The Acreage Size Adjustment Table indicates that the adjustment factor for .50 acres is 1.50. The value of the parcel is:  
 $\$8,000 \times 1.50 \text{ adjustment factor} = \$12,000 \times .50 \text{ acres} = \$6,000.$

## Valuing Residential Acreage Tracts Using the Front Foot Method

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It is often necessary to value acreage tracts of land using the front foot method of pricing instead of the acreage method of pricing. In particular, the front foot method often is used for tracts less than one acre in size and surrounded by platted lots. The land value in the same neighborhood is not different merely because the legal descriptions of the parcels are inconsistent.

The best way to determine the dimensions of a subject property is to read the deed or inspect a survey of the property. This method is time consuming, but is the most accurate. In those counties where the plat maps are verified to scale, a simple measurement of the property will approximate the measurements to an acceptable level. In either case, if you determine either the frontage or depth for a rectangular parcel in feet, you can determine the other dimension by multiplying the acreage of the parcel by 43,560 (the number of square feet per acre) and dividing the result by the known dimension (in feet). Land priced using the front foot method is priced like platted lots described in the section ***Completing the Land Data and Computations Section of the Property Record Card for Platted Lots*** in this chapter.

## Establishing Base Rates for Residential Acreage Tracts

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To calculate the indicated acreage base rate of small acreage tracts located among platted lots, the assessor must determine the value of the comparable adjoining lots and work backwards. The following examples illustrate this process.

**Example 1:** Neighborhood #4 was platted with lots measuring 60 feet by 120 feet. The established value of these improved lots is \$6,000. Scattered among the platted lots are small acreage tracts of .165 acre. The assessor must determine the lot size of each tract and price each tract using the front foot method. However, for purposes of illustration, the acreage base rate can be calculated.

Calculate the size of the platted lots in acres by first determining the number of square feet in the lot (60 feet x 120 feet = 7,200 square feet). Then, divide the square footage of the lot by the number of square feet in an acre ( $7,200' \div 43,560' = .165$  acre). The acreage tracts are the same size as the platted lots. It is important to make this comparison because the base lot for the neighborhood was established at 60' x 120' or .165 acre. Any acreage tracts above or below this size may need an influence factor adjustment applied to the estimated value.

To establish the acreage base rate, divide the established value of the platted lots by the acreage size adjustment factor for .165 acre, and divide the result by the size of the tract ( $\$6,000 \div 2.32 = \$2,586 \div .165$  acre = \$15,674). The acreage base rate needed to calculate the \$6,000 estimated value of a .165 acre tract in this neighborhood is \$15,700.

**Example 2:** Neighborhood #5 is at the edge of town. The sizes of the acreage tracts range from .41 acre to .5 acre. The township assessor estimates the range of values for these tracts to be \$10,000 to \$12,000. The assessor establishes the base acreage tract in Neighborhood #5 to be .45 acres. The average value of the tracts is \$11,000. Calculate the acreage base rate by dividing the average value of the tracts by the size adjustment factor for the average size of the tracts, and by dividing the result by the average tract size ( $\$11,000 \div 1.57 = \$7,006 \div .45$  acre = \$15,570). The acreage base rate for Neighborhood #5 is \$15,600.

### **Determining Size Adjustment Factors for Acreage**

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To determine the size adjustment factor for acreage, refer to Table 2-11 and perform the following steps:

- Step 1 Determine the size of the tract.
- Step 2 In the “Acre” column of the size adjustment table, locate the row corresponding to the actual size of the tract.
- Step 3 Find the intersection of the selected row and the “Factor” column. Note the number that you find—the size adjustment factor for the tract.

To use the size adjustment factor to calculate the value of a parcel that has a size different from the standard in the area, multiply the acreage base rate by the size adjustment factor to find the acreage adjusted rate. Then multiply the acreage adjusted rate by the acreage size of the tract to find the estimated value of the parcel.

$$\text{Acreage Adjusted Rate} = \text{Acreage Base Rate} \times \text{Acreage Size Adjustment Factor}$$

$$\text{Estimated Value} = \text{Acreage Adjusted Rate} \times \text{Acreage size}$$

**Example:** The estimated value of a .50 acre parcel located in Neighborhood #5 with a base rate of \$15,600 is

$$\$23,400 = \$15,600 \times 1.50$$

$$\$11,700 = \$23,400 \times .50 \text{ acre}$$



**Table 2-11. Acreage Size Adjustment Table**

**Note:** When applying this table to square footage, convert the square footage into acreage by dividing by 43,560.

Acre	Factor	Acre	Factor	Acre	Factor	Acre	Factor
.05	3.00	.30	1.85	.55	1.44	.80	1.19
.06	2.94	.31	1.83	.56	1.44	.81	1.18
.07	2.88	.32	1.81	.57	1.43	.82	1.17
.08	2.82	.33	1.79	.58	1.43	.83	1.15
.09	2.76	.34	1.77	.59	1.42	.84	1.14
.10	2.70	.35	1.75	.60	1.42	.85	1.13
.11	2.64	.36	1.73	.61	1.42	.86	1.12
.12	2.58	.37	1.71	.62	1.41	.87	1.11
.13	2.52	.38	1.69	.63	1.41	.88	1.10
.14	2.46	.39	1.67	.64	1.40	.89	1.09
.15	2.40	.40	1.65	.65	1.40	.90	1.08
.16	2.36	.41	1.63	.66	1.38	.91	1.07
.17	2.32	.42	1.62	.67	1.37	.92	1.06
.18	2.28	.43	1.60	.68	1.35	.93	1.06
.19	2.24	.44	1.59	.69	1.34	.94	1.06
.20	2.20	.45	1.57	.70	1.32	.95	1.04
.21	2.16	.46	1.55	.71	1.30	.96	1.03
.22	2.12	.47	1.54	.72	1.29	.97	1.02
.23	2.08	.48	1.53	.73	1.28	.98	1.02
.24	2.04	.49	1.51	.74	1.26	.99	1.01
.25	2.00	.50	1.50	.75	1.25	1.00	1.00
.26	1.97	.51	1.49	.76	1.24		
.27	1.94	.52	1.48	.77	1.23		
.28	1.91	.53	1.46	.78	1.21		
.29	1.88	.54	1.45	.79	1.20		

**Example:** A .33 acre tract is located in a neighborhood where 1 acre tracts are valued at \$20,000 per acre. The estimated value of the .33 acre tract is calculated as:  $\$20,000 \times 1.79 = \$35,800 \times .33 \text{ acres} = \$11,814$  or \$11,810.

## Determining Influence Factors for Residential Acreage

Influence factors are applied to residential acreage in the same way that they are applied to platted lots. When the township assessor establishes base rates for a neighborhood, the assessor establishes rates for the base acreage tract. The calculated value of this base entity becomes the standard against which all remaining acreage tracts within the neighborhood are compared. Often, there are conditions peculiar to specific tracts within the neighborhood that must be analyzed on an individual basis. These conditions require the assessor to make an adjustment to the value of the tract. This adjustment is an influence factor.

An influence factor refers to an aspect of a lot's condition that is different from the base lot on which the base unit land value for the subject neighborhood is based. An influence factor requires an adjustment to the estimated value of the lot to account for variations and is expressed as a percentage. The percentage is obtained by comparing the estimated dollar amount of the adjustment to the estimated value of the lot. This ratio is converted to a percentage. If the ratio represents a negative amount, a negative influence factor percentage is applied to the subject land. If the ratio represents a positive amount to the subject, a positive influence factor is applied to the subject's land.

The examples below illustrate how to identify and calculate influence factors for residential acreage.

**Example 1:** Parcel A is a 4 acre parcel with a residential dwelling and a mobile home situated on it. Because there are two dwelling units, the assessor has designated two 1 acre residential homesites for the property. Upon investigation, it is determined that the mobile home has its own septic system, but obtains its water supply from the residential dwelling. Both 1 acre residential sites are priced using a base rate of \$10,000 per acre. An adjustment is necessary to the 1 acre site where the mobile home is located because there is no separate water supply to the mobile home. The amount of the influence factor adjustment equals the dollar amount attributed to water facilities (\$1,000), as established by the township assessor. Therefore, an adjustment of 10% is applied to the 1 acre homesite for the mobile home.

**Example 2:** Area #10 surrounds a lake and contains parcels sized at .30 acre to .50 acre. The base parcel size of the neighborhood is .40 acre. The base rate for Area #10 has been established at \$121,200 per acre. The value of the base lakefront parcel is \$80,000.

$$\$121,200 \times 1.65 \times .40 = \$79,990$$

During the analysis of the sales data, it was realized that the individual parcel size made no significant difference in the market value in use of the land. Therefore, all individual parcels should have a land value of approximately \$80,000. A .30 acre parcel receives a positive influence factor of +19%.

$$\begin{aligned}
 & \$121,200 \times 1.85 \times .30 \text{ acre} = \$67,270 \\
 & \$80,000 \div \$67,270 = 1.189 \text{ or } 1.19 \\
 & 1.19 - 1.00 = .19 \text{ or } 19\%
 \end{aligned}$$

A .50 of an acre parcel receives a negative influence factor of -12%.

$$\begin{aligned}
 & \$121,200 \times 1.50 \times .50 \text{ acre} = \$90,900 \\
 & \$80,000 \div \$90,000 = .880 \text{ or } .88 \\
 & .88 - 1.00 = -.12 \text{ or } -12\%
 \end{aligned}$$

### **Completing the Land Data and Computations Section of the Property Record Card for Residential Acreage**

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This section describes how to complete the “Land Data and Computations” section of a residential Property Record Card, shown in Figure 2-20, for residential acreage tracts. The steps describe how to use the acreage method to calculate the value of the acreage. The steps for completing the Property Record Card are grouped into two tasks, described in the sections below:

Task 1—Record the necessary data for the residential acreage.

Task 2—Calculate the land value for the residential acreage.

Ownership		Transfer of Ownership		Card No.	
Parcel number		Date	Grantee	Rec. #	Sale Price
County					Owner Occupied
Township					<input type="checkbox"/> Yes <input type="checkbox"/> No
Corporation					<input type="checkbox"/> Yes <input type="checkbox"/> No
District					<input type="checkbox"/> Yes <input type="checkbox"/> No
Section and Plat					<input type="checkbox"/> Yes <input type="checkbox"/> No

VALUATION RECORD	
Assessment Year	Revaluation
20	20
Reason for Change	
Res Land	
Res Imp	
Shelter Allowance (-)	
Adj. Res. Land	
Adj. Res. Imp. (+)	
Non-Res Land (+)	
Non-Res Imp (+)	
Total TTV	
Adj. Res Land	
Adj. Res Imp	
Non-Res Land (+)	
Non-Res Imp	
Total AV	

TRUE TAX VALUE	
Property class	Value
Residential	
Commercial	
Industrial	
Other	

ASSESSED VALUE	
Property Class	Value
200 MINERAL	
INDUSTRIAL	
300 Vacant land	
310 Food and drink processing facility	
320 Textile mill	
330 Medium manufacturing and assembly	
340 Light manufacturing and assembly	
350 Industrial office	
360 Industrial warehouse	
370 Small shops	
380 Landfill	
390 Grain elevators	
Other industrial structures	
COMMERCIAL	
400 Vacant land	
401 4-19 family apartments	
402 20-39 family apartments	
403 40-49 family apartments	
410 Motel or tourist cabins	
411 Hotel	
412 Nursing home or private hospital	
418 Commercial camp ground	
419 Other commercial housing	
420 Small detached retail of less than 10,000 square feet	
421 Supermarket (10,000 square feet)	
422 Discount and junior department store	
424 Full line department store	
425 Regional shopping center (strip center)	
426 Community shopping center	
427 Convenience market	
428 Convenience market	
429 Restaurant, cafeteria, or bar	
431 Franchise type restaurant	
432 Drive-in restaurant	
433 Drive-in drive-up bank only	
434 Drive-through bank or laundry	
440 Office building	
441 Funeral home	
442 Medical clinic or offices	
443 Drive up walk up bank only	
444 Health club	
445 Savings and loans	
447 Office building 1 or 2 story	
448 Office building 3 stories or more - walkup	

LAND DATA AND COMPUTATIONS								
Land type	Actual Frontage	Effective Frontage	Effective Depth	Depth Factor	Adjusted Base Rate	Estimated Value	Influence Factor	Land Value
Acreage / Sq. Ft.								
Total Residential Land Value								
Total Non-Residential Land Value								

Memorandum	
COMMERCIAL (cont.)	
449 Office building 3 stories or more - elevator	
450 Convenience market with gasoline sales	
451 Convenience market/retail store type restaurant	
452 Service station	
453 Car wash	
454 Auto sales and service	
455 Parking lot or structure	
460 Theater	
461 Drive-in theater	
462 Drive-in drive-up bank	
463 Golf courses or country club	
464 Bowling alley	
465 Lodge hall	
466 Health club	
467 Health club	
468 Ice rink	
469 Racketball gaming resort	
480 Commercial warehouse	
RESIDENTIAL	
0 Vacant lot	
1 One-family dwelling	
2 Two-family dwelling	
3 Home with pool	
4 Condominium unit	
5 Platted lot	
6 Unplatted 0 - 9.99 acres	
7 Unplatted 10 - 29.99 acres	
8 Unplatted 30 - 39.99 acres	
9 Unplatted 40 +	
599 Other residential structure	

LAND TYPE	
F Front Lot	9 Homesite
R Rear Lot	91 Res Excess Acres
1 Comm/Ind Land	92 Ag Excess Acres
11 Primary	7 Other Farmland
12 Secondary	8 Ag Support Land
13 Undeveloped Usable	81 Legal Ditch
14 Undeveloped Unusable	82 Public Road
2 Classified Land	83 Utility Trans.
3 Undeveloped Land	Towers

Influence Factors	
1 Topography	6 Restrictions
2 Under Improved	7 Traffic Flow
3 Shape or Size	8 Corner Influence
4 Shape or Size	9 Corner Influence
5 Misimprovement	0 Other

Figure 2-20. Land Data and Computations Section for Residential Acreage

## Task 1—Recording the Necessary Data

Space is provided on the residential Property Record Card to compute the land value of each residential acreage tract. Enter the data into a series of columns using one row per entry. Enter the one acre residential homesite, if there is one, and the excess acreage as separate entries.

To enter the data for residential acreage, perform these steps:

Step 1 In the “Land Type” column, enter the code corresponding to the land type classification of the entry. Table 2-12 describes the land type options for residential acreage tracts.

**Table 2-12. Land Type Options for Residential Acreage Tracts**

This option	Indicates
9	The amount of land entered in the “Acreage” column is used as a residential homesite.
91	The amount of land entered in the “Acreage” column is classified as residential excess acres.

Step 2 In the “Acreage” column, enter the acreage (in acres) for this entry. For parcels of one acre or less and containing a residential dwelling, the entire parcel is designated as a homesite.

Step 3 In the “Depth Factor” column, enter the factor used to adjust the base rate or unit value. Instructions for determining the size adjustment factor of a residential acreage tract are provided in the section **Determining Size Adjustment Factor for Acreage** in this chapter. The size adjustment factor is applied to the portion of acreage that is or could be used as a homesite. Acreage identified as excess acreage (over 1.00 acre) does not require a size adjustment factor.

Step 4 *If the entry is a residential homesite*, enter the homesite rate as determined by the township assessor in the “Base Rate” column.

*If the entry is residential excess acreage*, enter the excess acre rate as determined by the township in the “Base Rate” column.

Step 5 In the “Influence Factor” column, indicate any condition peculiar to the acreage tract that requires an adjustment to the estimated value to account for variations from the norm:

- a. Enter the influence code to the left of the brackets.
- b. Enter the percentage adjustment to the right of the brackets.
- c. Within the brackets, enter a plus (+) to indicate an increase. Enter a minus (–) to indicate a decrease. Table 2-13 describes the influence factor codes. Information about determining influence factors is provided in the section **Determining Influence Factors for Residential Acreage** in this chapter.

**Table 2-13. Influence Factor Codes for Residential Acreage and Agricultural Homesites**

<b>This code</b>	<b>Indicates</b>
1 Topography	A decrease based on adverse topographical features.
2 Under Improved	A decrease based on the under improvement of landscaping, residential driveways and private walkways, and utility hookups.
3 Excess Frontage	A decrease based on the lower utility value of frontage that is significantly in excess of the base lot frontage.
4 Shape or Size	<p>A decrease based on an irregularity in shape that limits the use of the parcel <b>or</b> a decrease for an oversized lot whose variations are not accounted for elsewhere.</p> <p>An increase based on an irregularity in shape that enhances the use of the parcel <b>or</b> an increase for an undersized lot whose variations are not accounted for elsewhere.</p>
5 Misimprovement	A decrease indicating a lot that has been valued higher than its current use. The value must be lowered to the level of comparable properties in the subject neighborhood.
6 Restrictions	A decrease based on encumbrances, restrictive covenants, or obstructions that limit the use of the land.
7 Traffic Flow	A decrease to account for the nuisance of significantly heavier traffic flow that affects the base lot and is not considered in the base lot value.
8 View	<p>A decrease to account for variations in view from the subject lot and not from the base lot that detracts from the subject lot.</p> <p>An increase to account for variations in view from the subject lot and not from the base lot that enhances the subject lot.</p>

9 Corner Influence	A decrease to account for building restrictions, such as double set backs and increased traffic flow, that detract from the subject lot and are not considered in the base lot value.  An increase to account for building restrictions, such as double set backs and increased traffic flow, that offer commercial benefits and are not considered in the base lot value.
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O Other	<p>An influence, not described above, such as the following. Describe the factor in the memorandum section.</p> <ul style="list-style-type: none"> <li>■ <b>Golf course</b>—An increase to account for a particular location enhancement, not characteristic of the base lot.</li> <li>■ <b>Water frontage</b>—An increase to account for proximity to a water front, not characteristic of the base lot.</li> <li>■ <b>Cul-de-sac</b>—An increase to account for shape or size enhancements due to a cul-de-sac location, not characteristic of the base lot.</li> <li>■ <b>Location</b>—An increase or decrease to account for the influence of a particular location and not considered in the base lot.</li> <li>■ <b>Soil conditions</b>—A decrease to account for adverse soil conditions that prohibit the subject lot being used the same as the base lot.</li> <li>■ <b>Drainage</b>—A decrease to account for drainage limitations, indicated by standing water, not characteristic of the base lot.</li> <li>■ <b>Flooding susceptibility</b>—A decrease to account for a lot or a portion of a lot being in a flood plain, not characteristic of the base lot.</li> <li>■ <b>Noise nuisance</b>—A decrease to account for extraneous noise or other such nuisances not characteristic of the base lot.</li> <li>■ <b>Excess depth</b>—A decrease to account for a disproportionate frontage depth not accounted for in the size adjustment factor.</li> <li>■ <b>Limited access</b>—A decrease to account for ingress or egress limitations not characteristic of the base lot.</li> </ul>
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Step 6 Repeat Step 1 through Step 5 for each residential tract entry.



## Task 2—Calculating the Land Value

Next, use the data that you entered on the property record card to calculate the land value for the residential acreage. Perform these steps:

- Step 1 Calculate the adjusted rate for the residential acreage tract entry by multiplying the base rate by the size adjustment factor:

$$\text{Adjusted rate} = \text{Base rate} \times \text{Size Adjustment factor}$$

Round the adjusted rate to the nearest \$1 and enter it in the “Adjusted Rate” column.

- Step 2 Calculate the estimated value of the entry by multiplying the amount of acreage by the adjusted rate:

$$\text{Estimated value} = \text{Adjusted Rate} \times \text{Amount of Acreage}$$

Round the estimated value to the nearest \$10 and enter it in the “Estimated Value” column.

- Step 3 Calculate the land value of the entry by adjusting the estimated value by the influence factor:

$$\text{Land value} = \text{Estimated value} \times (1.00 - \text{Influence Factor Percentage})$$

Round the land value to the nearest \$10 and enter it in the “Land Value” column.

**Note:** A positive influence factor would be an addition of the influence factor percentage to 1.00. If there is no influence factor, the land value is the same as the Estimated value.

- Step 4 Perform Step 1 through Step 3 for each residential acreage tract entry.
- Step 5 Calculate the total residential land value by summing the entries in the “Land Value” column that represent residential land.
- Round the total residential land value to the nearest \$100 and enter it in the “Total Residential Land Value” cell.
- Step 6 Calculate the total non-residential land value by summing the entries in the “Land Value” column that represent non-residential land.
- Round the total non-residential land value to the nearest \$100 and enter it in the “Total Non-Residential Land Value” cell.

**Example:** The subject residential parcel has a size of 2.50 acres and contains a dwelling. The parcel has a one acre homesite. The remaining 1.50 acres are considered residential excess acres. This parcel is located in a neighborhood where the homesite base rate is \$10,000 and the residential excess acre base rate is \$2,000 per acre. Figure 2-21 shows the “Land Data and Computations section of the Property Record Card for the 2.50 acre parcel. Note the following while viewing Figure 2-21:

- The “Land Type” column designates each portion of the acreage.
- The “Acreage” column indicates the acreage size for each land type.

- The “Factor” column indicates the size adjustment factor for the homesite portion of the lot.
- The township assessor determines the base rate for the neighborhood.
- The adjusted base rate for the homesite acreage is
$$\text{Adjusted Base Rate} = \text{Base Rate} \times \text{Size Adjustment Factor}$$
$$\$10,000 = \$10,000 \times 1.00$$
- The adjusted Base Rate for the residential excess acreage is
$$\text{Adjusted Base Rate} = \text{Base Rate} \times 1.00$$
$$\$2,000 = \$2,000 \times 1.00$$
- The estimated value of the homesite acreage is
$$\text{Estimated Value} = \text{Adjusted Base Rate} \times \text{Homesite Acreage}$$
$$\$10,000 = \$10,000 \times 1.00 \text{ acres}$$
- The estimated value of the residential excess acreage is
$$\text{Estimated Value} = \text{Adjusted Base Rate} \times \text{Excess Acreage Size}$$
$$\$3,000 = \$2,000 \times 1.50 \text{ acres}$$
- Since there are no influence factors on the parcels, the land value of each entry is the same as the estimated value.
- The total residential land value for this parcel is the same as the first entry (\$10,000). *In this case the total is considered residential land value because it is less than or equal to one acre.*
- The total non-residential land value for this parcel is the same as the second entry (\$3,000). *In this case the total is considered non-residential land value because it is the amount over 1 acre.*

Parcel number		Ownership		Transfer of Ownership		Card No. of			
County	Township	Date	Grantor	Grantee	Rec. #	Sale Price	Owner Occupied		
							<input type="checkbox"/> Yes <input type="checkbox"/> No		
							<input type="checkbox"/> Yes <input type="checkbox"/> No		
							<input type="checkbox"/> Yes <input type="checkbox"/> No		
							<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>VALUATION RECORD</b>									
Routing number	20	20	20	20	20	20	20		
Neighborhood code	Revaluation								
Property class	Assessment Year								
Property address	Reason for Change								
	Res Land								
	Res Imp								
	Shelter Allowance (-)								
	Adj. Res. Land								
	Adj. Res. Imp. (+)								
	Non-Res Land (+)								
	Non-Res Imp (+)								
	Total ITV								
	Adj. Res Land								
	Adj. Res Imp (+)								
	Non-Res Land (+)								
	Non-Res Imp (+)								
	Total AV								
<b>LAND DATA AND COMPUTATIONS</b>									
Land Type	Actual Frontage	Effective Frontage	Effective Depth	Depth Factor	Base Rate	Adjusted Rate	Estimated Value	Influence Factor	Land Value
9	1.00	1.00	1.00	1.00	10000	10000	10000	10000	10000
91	1.50	1.50	1.50	1.50	2000	2000	3000	3000	3000
							<b>Total Residential Land Value</b>	<b>10000</b>	<b>10000</b>
							<b>Total Non-Residential Land Value</b>	<b>3000</b>	<b>3000</b>
							<b>Total Acreage (Sq. Ft.)</b>	<b>2,50</b>	<b>Memorandum</b>
<p><b>COMMERCIAL (cont.)</b></p> <p>449 Office building 3 stories or more - elevator</p> <p>450 Convenience market with gasoline sales</p> <p>451 Supermarket (10,000 square feet)</p> <p>452 Service station</p> <p>453 Car wash</p> <p>454 Dry cleaning and shops</p> <p>455 Commercial garage</p> <p>456 Parking lot or structure</p> <p>457 Theater</p> <p>458 Barber</p> <p>459 Restaurant, cafeteria, or bar</p> <p>460 Franchise type restaurant</p> <p>461 Drive-in restaurant</p> <p>462 Golf course or miniature course</p> <p>463 Dry clean plant or laundry</p> <p>464 Funeral home</p> <p>465 Medical clinic or offices</p> <p>466 Health club</p> <p>467 Full service bank</p> <p>468 Savings and loans</p> <p>469 Postoffice/branch post office</p> <p>470 Commercial warehouse</p> <p>471 Office building 1 or 2 story</p> <p>472 Office building 3 stories or more - walkup</p> <p>473 Office building 3 stories or more - elevator</p> <p>474 Office building 3 stories or more - elevator with gasoline sales</p> <p>475 Office building 3 stories or more - elevator with gasoline sales</p> <p>476 Office building 3 stories or more - elevator with gasoline sales</p> <p>477 Office building 3 stories or more - elevator with gasoline sales</p> <p>478 Office building 3 stories or more - elevator with gasoline sales</p> <p>479 Office building 3 stories or more - elevator with gasoline sales</p> <p>480 Office building 3 stories or more - elevator with gasoline sales</p> <p>481 Office building 3 stories or more - elevator with gasoline sales</p> <p>482 Office building 3 stories or more - elevator with gasoline sales</p> <p>483 Office building 3 stories or more - elevator with gasoline sales</p> <p>484 Office building 3 stories or more - elevator with gasoline sales</p> <p>485 Office building 3 stories or more - elevator with gasoline sales</p> <p>486 Office building 3 stories or more - elevator with gasoline sales</p> <p>487 Office building 3 stories or more - elevator with gasoline sales</p> <p>488 Office building 3 stories or more - elevator with gasoline sales</p> <p>489 Office building 3 stories or more - elevator with gasoline sales</p> <p>490 Office building 3 stories or more - elevator with gasoline sales</p> <p>491 Office building 3 stories or more - elevator with gasoline sales</p> <p>492 Office building 3 stories or more - elevator with gasoline sales</p> <p>493 Office building 3 stories or more - elevator with gasoline sales</p> <p>494 Office building 3 stories or more - elevator with gasoline sales</p> <p>495 Office building 3 stories or more - elevator with gasoline sales</p> <p>496 Office building 3 stories or more - elevator with gasoline sales</p> <p>497 Office building 3 stories or more - elevator with gasoline sales</p> <p>498 Office building 3 stories or more - elevator with gasoline sales</p> <p>499 Office building 3 stories or more - elevator with gasoline sales</p> <p>500 Office building 3 stories or more - elevator with gasoline sales</p>									

Figure 2-21. Example of the Land Data and Computations Section for Residential Acreage

## **Valuing Commercial and Industrial Acreage**

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The procedure for valuing commercial and industrial acreage tracts is similar to the procedure for other types of land. However, sales information for existing business properties is less reliable and less available. The township assessor must draw on the expertise within the community to establish the basis of valuing these types of tracts. The township assessor must delineate general neighborhood areas on the basis of characteristics that distinguish them from other areas. This delineation is normally based on such characteristics as:

- zoning
- major roads or streets
- natural geographic features like waterways or lakes
- availability of certain modes of transportation.

These neighborhoods are the basis for establishing land values, as well as for reporting the values to the County Property Tax Assessment Board of Appeals.

## **Understanding Commercial and Industrial Land Categories**

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There are four categories of commercial and industrial land, described in Table 2-14.

**Table 2-14. Categories of Commercial and Industrial Land**

<b>This category</b>	<b>Indicates</b>
Primary	The primary building or plant site. The following are examples of primary land <ul style="list-style-type: none"> <li>■ land located under buildings</li> <li>■ regularly used parking areas</li> <li>■ roadways</li> <li>■ regularly used yard storage</li> <li>■ necessary support land</li> </ul>
Secondary	Land used for purposes that are secondary to the primary use of the land. The following are examples of secondary land: <ul style="list-style-type: none"> <li>▪ parking areas that are not used regularly</li> <li>▪ yard storage that is not used regularly</li> </ul>
Usable Undeveloped	The amount of acreage that is vacant and held for future development
Unusable Undeveloped	The amount of vacant acreage that is unusable for commercial or industrial purposes, and not used for agricultural purposes

Normally, large acreage tracts are partitioned to indicate the various uses of the individual tract. Small acreage tracts of one acre or less are often used as a primary building site and require the primary land classification.

The base rate for each use category includes the following items:

- For primary land, the base rate represents the estimated January 1, 1999 value of the vacant land and various costs associated with the development of the land. The following developmental costs may be included in the base rate for primary acreage:
  - sanitary sewers
  - storm sewers
  - potable water lines
  - fire prevention lines
  - gas lines
  - septic systems
  - water wells
  - grading for general improvement of the site
  - landscaping.
- For secondary land, the base rate represents the January 1, 1999 value of the vacant land and the various costs associated with the development of the land. Normally, this acreage does not include developmental costs for water and sewage. The following developmental costs may be included in the base rate for secondary acreage:
  - storm sewers

— grading for general improvement of the site.

- For usable undeveloped land, the base rate represents the January 1, 1999 value of vacant or raw land that is zoned for commercial and industrial purposes. This type of land has incurred no on-site development cost. This category does **not** include land utilized for agricultural purposes, as stated in IC 6-1.1-4-13.
- For unusable undeveloped land, the base rate represents the January 1, 1999 value of undeveloped land that is zoned for commercial or industrial purposes. This type of land has incurred no on-site development costs and normally represents an area of vacant land with restrictions. There may be restrictions against building because there are environmental hazards on the property or because the area has been designated as a wetland area by the federal government. This category does **not** include land that is utilized for agricultural purposes, as stated in IC 6-1.1-4-13.

### **Establishing Use Classes for Commercial and Industrial Properties**

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Within each neighborhood, the township assessor may establish broad use classes based on either the current use or probable use of commercial or industrial properties. The identification of broad use classes helps ensure that similar types of properties are analyzed and valued consistently by the assessor. Broad use classes may be identified for apartments, retail stores, offices, or various zoning categories. By determining broad use classes for each neighborhood, the assessor can compare unit values and establish base rates to treat all properties equitably.

Table 2-15 shows the recommended unit value for selected use classes.

**Table 2-15. Recommended Unit Values for Selected Use Classes**

<b>For this use class</b>	<b>Use this unit value</b>
Central business district	Front foot or square foot
Urban fringe businesses	Front foot or square foot
Retail or service strip centers	Front foot or square foot
Shopping centers	Square foot or acreage
Interchange areas	Square foot or acreage
Town centers	Front foot or square foot
Suburban office parks	Square foot or acreage
Urban renewal projects	Front foot, square foot, or acreage
Industrial corridors	Front foot or acreage
Industrial parks	Acreage
Rural industrials	Acreage
Apartment complexes	Square foot, acreage, or unit density
Parking accommodations	Front foot, square foot, unit density, or acreage

### **Determining the Building Density Ratio**

For commercial and industrial parcels, the assessor analyzes each individual parcel to determine what portion of the parcel is considered improved and what portion of the parcel is considered undeveloped. Site size refers to the improved portion of the land which may encompass the entire parcel, multiple parcels, or a portion of a parcel.

Commercial and industrial properties contain certain site requirements for each specific property. These site requirements differ from use to use, or within the same use, because of variations in the size of the buildings. For example, a 40,000 square feet store requires more building space and parking area than a comparable store of 20,000 square feet. There is, within each use category, a definite relationship between the building size and the required site size, referred to as building density ratio. This ratio is calculated by dividing the area of the site by the gross floor area of the building. The result is rounded to one decimal point (the nearest tenth).

By analyzing the building density ratios throughout a defined neighborhood, the assessor develops a norm for that area. Each neighborhood could have a different norm based on the properties located within it. By thinking about the development of a community, the assessor can appreciate the need for identifying the different building density ratios associated with a community.

As commercial and industrial areas develop over a period of time, land requirements necessary to support the various businesses change. For years, downtown businesses have relied on limited on-street parking so the commercial structures normally were built to cover the entire area of a lot. As more automobiles clogged the downtown streets, many businesses began moving into recently constructed larger structures at the edge of town. To support these facilities, the owners provided adequate amounts of parking with pleasantly landscaped surroundings on larger

tracts of land. These facilities served their purpose well, but as time passed and business patterns change, newer, larger, and more accessible complexes have been constructed to attract the contemporary uses. These complexes occupy large acreage tracts and provide efficient parking facilities, landscaped areas, and/or greenspaces. By analyzing the building density ratios of these various locations, the assessor can establish standards relative to the size requirements required to support the various uses by property use for each neighborhood. Each type of facility located within the area is compared against its established standard to determine the amount of the developed site which should be classified as primary land.

**Example.** An 80,000 square foot strip center occupying a five acre tract would have a building density ratio calculated by dividing 217,800 square feet ( $43,560 \times 5 = 217,800$ ) by the 80,000 square foot building ( $217,800 / 80,000 = 2.72$ , rounded to 2.7). By comparing this ratio to other strip centers ratios in the neighborhood, a standard is established by use category for each neighborhood. Once a standard is established, the assessor can apply it to other strip centers to determine how much of the improved site is to be classified as primary. No portion of the improved site shall be classified as secondary until the requirements of the building density ratio has been met.

Some taxing jurisdictions have an active zoning authority that issues certain building requirements based on the type of property being constructed. Care should be taken when consulting local zoning information during the analysis of a neighborhood's building density ratios. Zoning regulations normally mandate minimum land size and parking requirements which may, but do not necessarily correspond to the developed portions of all land. What is more, these regulations change periodically so an analysis using current regulations might misrepresent the actual situation in a specific neighborhood. It is more applicable to analyze the building sites within each defined neighborhood and develop the building density ratio standards based upon specific information obtained from the analysis.

### **Establishing Base Rates for Commercial and Industrial Land**

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To calculate the indicated base rate of small acreage tracts located among platted lots, the township assessor must determine the value of the comparable adjoining lots and work backwards. The following examples illustrate the process of calculating acreage values and square foot values.

**Example 1:** For acreage values, Neighborhood #7 was platted with lots measuring 60 feet by 120 feet. The established value of the improved lots is \$24,000. Scattered among these lots are small acreage tracts of .20 acre. They are slightly larger than the platted lots and reflect a slightly higher estimated value. The acreage rate for the platted lots is calculated by dividing \$24,000 by the factor from Table 2-11, the size adjustment table, for the equivalent size of the platted lots. The result is then divided by the acreage equivalent of the platted lots. ( $\$24,000 \div 2.36 = \$10,169 \div .165$  acres = \$61,630. To calculate the value of the .20 acre parcels, multiply the rate of \$61,630 by the factor from the size adjustment table for .20 acres. Multiply the result by the parcel size ( $\$61,630 \times 2.20 = \$135,586 \times .20$  acres = \$27,117).



**Example 2:** For acreage values, Neighborhood #7 is analyzed slightly differently to determine the square foot base rate. The platted lots contain 7,200 square feet and the value of the lots is \$24,000. The square foot base rate is determined by first dividing the value of the lot by the size adjustment factor from Table 2-11 for the equivalent acreage size. The factor is 2.36 for a parcel size of .165 acres (60' x 120' = 7,200 square feet). The rate of \$10,169 ( $\$24,000 \div 2.36$ ) is divided by the number of square feet to equal \$1.41 per square foot ( $\$10,169 \div 7200$  square feet = \$1.41). To calculate the value of the .20 acre parcels, multiply the square foot rate of \$1.41 by the factor from the size adjustment table for .20 acres, and multiply the result by the parcel square footage ( $\$1.41 \times 2.20 = \$3.10 \times 8,712$  square feet = \$27,007).

To calculate the indicated value of larger acreage tracts, the assessor may analyze the land using one of the following methods:

- The **land development method** is normally more appropriate for newer commercial or industrial area because on-site development costs are attributed directly to the land using the latest construction costs available. The land development method entails adding the purchase price of vacant land to the on-site development costs. On large acreage tracts, the value of the development costs are attributed to the acres affected by the cost.
- The **comparison method** is more reliable when measuring the effects of location on various commercial and industrial properties. The comparison method compares properties of similar use against properties of compatible use. By establishing a broad range of use classes, such as zoning categories, land-to-building ratios, and current and probable uses, the assessor develops standards for each neighborhood. The standards determine the basis for comparison between the properties within the neighborhood and other neighborhoods. The assessor applies sales information or written qualified real estate professional estimates to the standards. The use of an appropriate unit value makes values comparable between the various neighborhoods.

### **Determining Influence Factors for Commercial and Industrial Land**

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Influence factors are applied to small tracts of commercial and industrial acreage in the same way that they are applied to platted lots. When the township assessor establishes base rates for a neighborhood, the assessor establishes rates for the base acreage tract. The calculated value of this base entity becomes the standard to which all remaining acreage tracts within the neighborhood are compared. Often, there are conditions peculiar to specific tracts within a neighborhood that must be analyzed on an individual basis. These conditions require the assessor to make an adjustment to the value of the tract. This adjustment is an influence factor.

“Influence Factor” refers to a condition peculiar to the lot that dictates an adjustment to the estimated value to account for variations from the base lot on which the base unit land value for the subject neighborhood is predicated. A single digit numeric code, shown in Table 2-17, is used to indicate the nine most prevalent factors and provide for the application of other (code O) factors not elsewhere coded. Any time code “O” is used, a description of the specific factor is to be annotated on the property record card. The influence code is entered to the left of the brackets. The percentage is entered to the right of the brackets. In the brackets, a plus (+) or minus (-) indicates whether the percentage is an increase or a decrease.

The examples below illustrate how to identify and calculate influence factors for commercial and industrial acreage.

**Example 1:** In a commercial neighborhood, there is a small acreage tract of less than 1 acre that is vacant and is being held for future development. The remaining tracts within the neighborhood are equal in size to the subject and are developed. The vacant small acreage parcel is considered unimproved and a negative influence factor adjustment equivalent to the cost of improving the parcel is applied to the parcel.

**Example 2:** The small acreage commercial tracts located in Neighborhood #32 are similar in size and used for commercial purposes. The base acreage value was established for the neighborhood to reflect the typical tract which is a parcel that has restricted access to the highway due to the small number of crossovers located in the highway. However, parcel Z, located at the intersection of the same highway and a similar highway, has very good access from both roads. The township assessor has determined through the analysis of a sale of a comparable corner tract that parcel Z has a higher value than the tracts used to establish the base value for the area. The assessor determines that a positive influence factor is necessary to adjust parcel Z’s value. The difference between the higher value and the estimated value is expressed as a percentage and applied to parcel Z’s estimated value. The corner influence associated with parcel Z is the reason for assigning this positive influence factor adjustment.

### **Completing the Land Data and Computations Portion of the Property Record Card for Commercial and Industrial Acreage**

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This section describes how to complete the “Land Data and Computations” section of a commercial and industrial Property Record Card, shown in Figure 2-22, for commercial or industrial acreage tracts. The steps describe how to use the acreage method to calculate the value of the acreage. The steps for completing the property record card are grouped into two tasks, described in the sections below:

Task 1—Record the necessary data for the lot.

Task 2—Calculate the true tax value for the lot.

**Note:** The procedures for calculating the front foot base rate and the true tax value of commercial platted lots is identical to the procedures for residential platted lots. Instructions are provided in the section **Completing the Land Data and Computations Section of the Property Record Card for Platted Lots** in this chapter.

Parcel number		Ownership		Transfer of Ownership		Card No. of			
County	Township	Date	Grantee	Rec. #	Sale Price				
Corporation District Section and Plat Routing number Neighborhood code Property class Property address		Assessment Year Reason for Change TRUE TAX VALUE ASSESSED VALUE Total AV		20____ 20____ 20____ 20____ 20____ 20____		VALUATION RECORD			
<b>Property Class</b> 200 MINERAL INDUSTRIAL 310 Food and drink processing facility 320 Foundries and heavy manufacturing 330 Medium manufacturing and assembly 340 Light manufacturing and assembly 345 Industrial office 346 Research and development facility 350 Industrial warehouse 360 Small truck terminals 370 Small truck terminals 380 Mines or quarry 385 Landfill 390 Grain elevators 395 Other industrial structures COMMERCIAL 400 Vacant land 402 20-39 family apartments 403 40 or more family apartments 410 Motel or tourist cabins 412 Nursing home or private hospital 415 Mobile home park 416 Commercial camp ground 420 Small (detailed) retail of less than ten thousand (10,000) square feet 421 Supermarket 422 Discount and junior department store 424 Full service department store 425 Neighborhood shopping center (strip center) 426 Community shopping center 427 Regional shopping center 429 Other retail structures 430 Restaurant, cafeteria, or bar 431 Franchise type restaurant 432 Full service restaurant 439 Other food service 440 Dry clean plant or laundry 441 Funeral home 442 Office building or office 443 Drive up/ask up bank only 444 Full service bank 445 Savings and loans 446 Office building, story building, parking ramp 448 Office building 3 stories or more - walkup		Topography Pub. Utilities Street or Rd. Neighborhood <input type="checkbox"/> Level <input type="checkbox"/> Water <input type="checkbox"/> Paved <input type="checkbox"/> Improving <input type="checkbox"/> High <input type="checkbox"/> Sewer <input type="checkbox"/> Unpaved <input type="checkbox"/> Static <input type="checkbox"/> Low <input type="checkbox"/> Gas <input type="checkbox"/> Proposed <input type="checkbox"/> Declining <input type="checkbox"/> Rolling <input type="checkbox"/> Electricity <input type="checkbox"/> Sidewalk <input type="checkbox"/> Alley <input type="checkbox"/> Swampy <input type="checkbox"/> All <input type="checkbox"/> Blighted		Revaluation Land Improvements Total TTV Land Improvements Total AV		20____ 20____ 20____ 20____ 20____ 20____		VALUATION RECORD	
<b>Memorandum</b> Acreage / Sq. Ft.		Base Rate Adjusted Rate Estimated Value Influence Factor True Tax Value		20____ 20____ 20____ 20____ 20____ 20____		LAND DATA AND COMPUTATIONS			
Land Type Actual Frontage Effective Frontage Depth Depth Factor Total Acreage/Sq. Ft.		Base Rate Adjusted Rate Estimated Value Influence Factor True Tax Value		20____ 20____ 20____ 20____ 20____ 20____		LAND DATA AND COMPUTATIONS			
COMMERCIAL (cont.) 449 Office building 3 stories or more - elevator 450 Commercial warehouse 451 Commercial terminal 452 Convenience market/franchise type restaurant 455 Marina 459 Other commercial structures 5. RESIDENTIAL 0 Vicinity lot 1 One-family dwelling 2 Two-family dwelling 3 House (trailer) (real) 4 Condominium unit 5 Platted lot 6 Unplatted 10 - 9.99 acres 7 Unplatted 20 - 29.99 acres 8 Unplatted 30 - 39.99 acres 599 Other residential structure		COMMERCIAL (cont.) 449 Office building 3 stories or more - elevator 450 Commercial warehouse 451 Commercial terminal 452 Convenience market/franchise type restaurant 455 Marina 459 Other commercial structures 5. RESIDENTIAL 0 Vicinity lot 1 One-family dwelling 2 Two-family dwelling 3 House (trailer) (real) 4 Condominium unit 5 Platted lot 6 Unplatted 10 - 19.99 acres 7 Unplatted 20 - 29.99 acres 8 Unplatted 30 - 39.99 acres 599 Other residential structure		20____ 20____ 20____ 20____ 20____ 20____		LAND TYPE F Front Lot R Rear Lot 1 Comm. Intd. Land 11 Primary 12 Secondary 13 Undeveloped Usable 14 Undeveloped Unusable 2 Classified Land 3 Undeveloped Land 4 Tillable Land 5 Non-tillable Land 6 Woodland 7 Other Farmland 8 Ag Support Land 81 Legal Ditch 82 Public Road 83 Utility Trans. Towers 9 Homestead 91 Res. Excess Acres 92 Ag. Excess Acres Influence Factors 1 Topography 2 Under Improved 3 Excess Frontage 4 Shape or Size 5 Mismatchment 6 Restrictions 7 Traffic Flow 8 View 9 Corner Influence 0 Other			

INDIANA COMMERCIAL & INDUSTRIAL PROPERTY RECORD CARD

State Form 50556 (2-01)

Figure 2-22. Land Data and Computations Section for Commercial and Industrial Acreage

## Task 1—Recording the Necessary Data

Space is provided on the commercial and industrial Property Record Card to compute the true tax value of platted lots and acreage tracts used for commercial or industrial purposes. Enter the data into a series of columns using one row per entry.

To enter the data for a commercial or industrial acreage, perform these steps:

- Step 1 In the “Land Type” column, enter the code corresponding to the land type classification of the entry. Table 2-16 describes the land type options for commercial and industrial acreage tracts.

**Table 2-16. Land Type Options for Commercial and Industrial Acreage Tracts**

This option	Indicates
11	The amount of land entered in the “Acreage” column is classified as commercial or industrial primary land
12	The amount of land entered in the “Acreage” column is classified as commercial or industrial secondary land
13	The amount of land entered in the “Acreage” column is classified as commercial or industrial usable undeveloped land
14	The amount of land entered in the “Acreage” column is classified as commercial or industrial unusable undeveloped land

- Step 2 In the “Acreage” column, enter the acreage (in acres) designated as each specific land type.
- Step 3 In the “Depth Factor” column, enter 1.00 as the acreage size adjustment factor for all commercial and industrial acreage tracts of one acre or more. For commercial and industrial acreage tracts of less than one acre, the size adjustment factor is derived by comparing the parcel acreage or square feet size to the Acreage Size Adjustment Table included in Table 2-11. This table compares smaller improved tracts of land to an established one acre standard. In the “Acre” column of the size adjustment table, locate the row corresponding to the actual size of the tract. Find the intersection of the selected row and the “Factor” column. Note the number that you find. This is the size adjustment factor for the tract.
- Step 4 In the “Base Rate” column, enter the acreage value as determined by the township assessor and approved by the Property Tax Assessment Board of Appeals.
- Step 5 In the “Influence Factor” column, indicate any condition peculiar to the acreage tract that requires an adjustment to the estimated value to account for variations from the norm, if necessary:
- Enter the influence code to the left of the brackets.
  - Enter the percentage adjustment to the right of the brackets.

- c. Within the brackets, enter a plus (+) to indicate an increase. Enter a minus (–) to indicate a decrease. Table 2-17 describes the influence factor codes. Information about determining influence factors is provided in the section ***Determining Influence Factors for Commercial and Industrial Land*** in this chapter.

**Table 2-17. Influence Factor Codes for Commercial and Industrial Property**

<b>This code</b>	<b>Indicates</b>
1 Topography	A decrease based on adverse topographical features.
2 Under Improved	A decrease based on the under improvement of landscaping, driveways and private walkways, and utility hookups.
3 Excess Frontage	A decrease based on the lower utility value of frontage that is significantly in excess of the base lot frontage.
4 Shape or Size	A decrease based on an irregularity in shape that limits the use of the parcel <b>or</b> a decrease for an oversized lot whose variations are not accounted for elsewhere. An increase based on an irregularity in shape that enhances the use of the parcel <b>or</b> an increase for an undersized lot whose variations are not accounted for elsewhere.
5 Misimprovement	A decrease indicating a lot that has been valued higher than its current use. The value must be lowered to the level of comparable properties in the subject neighborhood.
6 Restrictions	A decrease based on encumbrances, restrictive covenants, or obstructions that limit the use of the land.
7 Traffic Flow	A decrease to account for the nuisance of significantly heavier traffic flow that affects the base lot and is not considered in the base lot value.
8 View	A decrease to account for variations in view from the subject lot and not from the base lot that detracts from the subject lot. An increase to account for variations in view from the subject lot and not from the base lot that enhances the subject lot.

9 Corner Influence	<p>A decrease to account for building restrictions, such as double set backs and increased traffic flow, that detract from the subject lot and are not considered in the base lot value.</p> <p>An increase to account for building restrictions, such as double set backs and increased traffic flow, that offer commercial benefits and are not considered in the base lot value.</p>
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<p>O Other</p>	<p>An influence, not described above, such as the following. Describe the factor in the memorandum section.</p> <ul style="list-style-type: none"> <li>■ <b>Golf course</b>—An increase to account for a particular location enhancement, not characteristic of the base lot.</li> <li>■ <b>Water frontage</b>—An increase to account for proximity to a water front, not characteristic of the base lot.</li> <li>■ <b>Cul-de-sac</b>—An increase to account for shape or size enhancements due to a cul-de-sac location, not characteristic of the base lot.</li> <li>■ <b>Location</b>—An increase or decrease to account for the influence of a particular location and not considered in the base lot.</li> <li>■ <b>Soil conditions</b>—A decrease to account for adverse soil conditions that prohibit the subject lot being used the same as the base lot.</li> <li>■ <b>Drainage</b>—A decrease to account for drainage limitations, indicated by standing water, not characteristic of the base lot.</li> <li>■ <b>Flooding susceptibility</b>—A decrease to account for a lot or a portion of a lot being in a flood plain, not characteristic of the base lot.</li> <li>■ <b>Noise nuisance</b>—A decrease to account for extraneous noise or other such nuisances not characteristic of the base lot.</li> <li>■ <b>Excess depth</b>—A decrease to account for a disproportionate frontage depth not accounted for in the size adjustment factor.</li> <li>■ <b>Limited access</b>—A decrease to account for ingress or egress limitations not characteristic of the base lot.</li> </ul>
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Step 6 Repeat Step 1 through Step 5 for each commercial or industrial acreage tract entry.

### Task 2—Calculating the True Tax Value

Next, use the data that you entered on the property record card to calculate the true tax value for the commercial or industrial acreage. Perform these steps:

Step 1 Calculate the adjusted rate for the commercial or industrial acreage tract entry by multiplying the base rate by the size adjustment factor:

$$\text{Adjusted rate} = \text{Base rate} \times \text{Size Adjustment factor}$$

Round the adjusted rate to the nearest \$1 and enter it in the “Adjusted Rate” column.

Step 2 Calculate the estimated value of the entry by multiplying the acreage or square footage by the adjusted rate:

$$\text{Estimated value} = \text{Adjusted Rate} \times \text{Acreage or Square Footage}$$

Round the estimated value to the nearest \$10 and enter it in the “Estimated Value” column.

Step 3 Calculate the true tax value of the entry by adjusting the estimated value by the influence factor:

$$\text{True tax value} = \text{Estimated value} \times (1.00 - \text{Influence factor percentage})$$

Round the true tax value to the nearest \$10 and enter it in the “True Tax Value” column.

**Note:** A positive influence factor would be an addition to the influence factor percentage of 1.00. If there is no influence factor, the true tax value is the same as the estimated value.

Step 4 Perform Step 1 through Step 3 for each commercial and industrial acreage entry.

Step 5 Calculate the total true tax land value by summing all of the entries in the “True Tax Value” column.

Enter the total true tax land value rounded to the nearest \$100, for all of the commercial or industrial acreage entries for the parcel in the “Total True Tax Land Value” row.

**Example 1:** A small acreage parcel of .74 acres is developed with a commercial business. The acreage base rate for the neighborhood has been established at \$120,000 per acre.

- The “Land Type” column for the parcel is designated as 11 (primary land).
- The “Acreage” column for the parcel is .74.
- The “Factor” column indicates the size adjustment factor for .74 acres is 1.26.
- The township assessor determines the base rate for the neighborhood to be \$120,000.
- The adjusted base rate for the parcel is

$$\text{Adjusted Base Rate} = \text{Base Rate} \times \text{Size Adjustment Factor}$$

$$\$151,200 = \$120,000 \times 1.26$$

- The estimated value of the acreage is

$$\text{Estimated Value} = \text{Adjusted Base Rate} \times \text{Acreage Size}$$

$$\$111,890 = \$151,200 \times .74$$

**Example 2:** A 10-acre industrial parcel contains a small manufacturing facility. The parcel has six acres designated as primary land and four acres designated as undeveloped usable land. The average base rate for this industrial neighborhood is \$25,000 per acre for the primary land and \$20,000 per acre for the undeveloped usable land.

- The “Land Type” column for the parcel is entered as separate line entries
  - 11 for the primary land



- 13 for the undeveloped usable land
- The “Acreage” columns for the parcel are
  - 6.00 for the primary land
  - 4.00 for the undeveloped usable land
- The “Factor” column is 1.00 for both land types because the parcel is larger than 1.00 acre.
- The base rates are
  - \$25,000 for the primary land
  - \$20,000 for the undeveloped usable land
- The adjusted base rates are
  - Adjusted Base Rate = Base Rate x Size Adjustment Factor
  - Primary = \$25,000 = \$25,000 x 1.00
  - Undeveloped Usable = \$20,000 = \$20,000 x 1.00
- The estimated values are
  - Estimated Value = Adjusted Base Rate x Acreage Size
  - Primary = \$150,000 = \$25,000 x 6.00 acres
  - Undeveloped Usable = \$80,000 = \$20,000 x 4.00 acres

## **Valuing Agricultural Land**

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The agricultural land assessment formula involves the identification of agricultural tracts using data from detailed soil maps, aerial photography, and local plat maps. Each variable in the land assessment formula is measured using appropriate devices to determine its size and effect on the parcel's assessment. Uniformity is maintained in the assessment of agricultural land through the proper use of soil maps, interpreted data, and unit values.

In order to apply the agricultural land assessment formula, you need to understand the following topics, which are discussed in the sections below:

- agricultural land base rate values
- assessment of agricultural land
- units of measurement for agricultural land
- classification of agricultural land into land use types
- use of soil maps
- calculating the soil productivity index
- valuation of strip mined agricultural land
- valuation of oil and gas interests

The rest of the chapter provides instructions for completing the "Land Data and Computations" section of the agricultural property record card.

### **Agricultural Land Base Rate Value**

---

The 2002 general reassessment agricultural land value utilizes the land's current market value in use, which is based on the productive capacity of the land, regardless of the land's potential or highest and best use. The most frequently used valuation method for use-value assessment is the income capitalization approach. In this approach, use-value is based on the residual or net income that will accrue to the land from agricultural production.

As illustrated in the following equation, the market value in use of agricultural land is calculated by dividing the net income of each acre by the appropriate capitalization rate.

$$\text{Market value in use} = \text{Net Income} \div \text{Capitalization Rate}$$

The net income of agricultural land can be based on either the net operating income or the net cash rent. Net operating income is the gross income received from the sale of crops less the variable costs (i.e. seed and fertilizer) and fixed costs (i.e. machinery, labor, property taxes) of producing crops. The net cash rent income is the gross cash rent of an acre of farmland less the property taxes on the acre. Both methods assume the net income will continue to be earned into perpetuity.

The capitalization rate converts the net income into an estimate of value. The capitalization rate reflects, in percentage terms, the annual income relative to the value of an asset; in this case agricultural land. Conceptually, this capitalization rate incorporates the required returns to various forms of capital, associated risks, and the anticipated changes over time.

Since agricultural land in Indiana is nearly evenly divided between cash rent and owner-occupied production, the State Board of Tax Commissioners utilized a four-year rolling average (1995 to 1998) of both methods in determining the market value in use of agricultural land. The capitalization rate applied to both types of net income was based on the annual average interest rate on agricultural real estate and operating loans in Indiana for this same period. The table below summarizes the data used in developing the average market value in use.

**Table 2-18. Agricultural Land market value in use**

YEA R	NET INCOMES		CAP. RATE	MARKET VALUE IN USE		Average
	Cash Rent	Operatin g		Cash Rent	Operatin g	
1995	\$88	\$56	9.92%	\$887	\$565	\$ 726
1996	\$94	\$131	9.29%	\$1012	\$1410	\$1,211
1997	\$100	\$124	9.31%	\$1074	\$1332	\$1,203
1998	\$102	\$91	9.10%	\$1121	\$1000	\$1,060
				Average Market Value in Use =		\$1,050

The statewide agricultural land base rate value for the 2002 general reassessment will be the average market value in use calculated as shown above or \$1,050 per acre.

### **Assessing Agricultural Land**

The agricultural land assessment formula involves identifying agricultural tracts using data from a detailed soil map, aerial photography, and local plat maps. Each variable of the land assessment formula is measured using various devices to determine its size and effect on the parcel's assessment. The proper use of the soil maps, interpreted data, and unit values results in greater uniformity in the assessment process of agricultural lands. Some commercial and industrial zoned acreage tracts devote a portion of the parcel to an agricultural use. The assessor classifies these parcels as either commercial or industrial. However, the portion of land devoted to agricultural use should be valued using the agricultural land assessment formula. Portions not used for agricultural purposes would be valued using the commercial and industrial acreage guidelines described in this chapter.

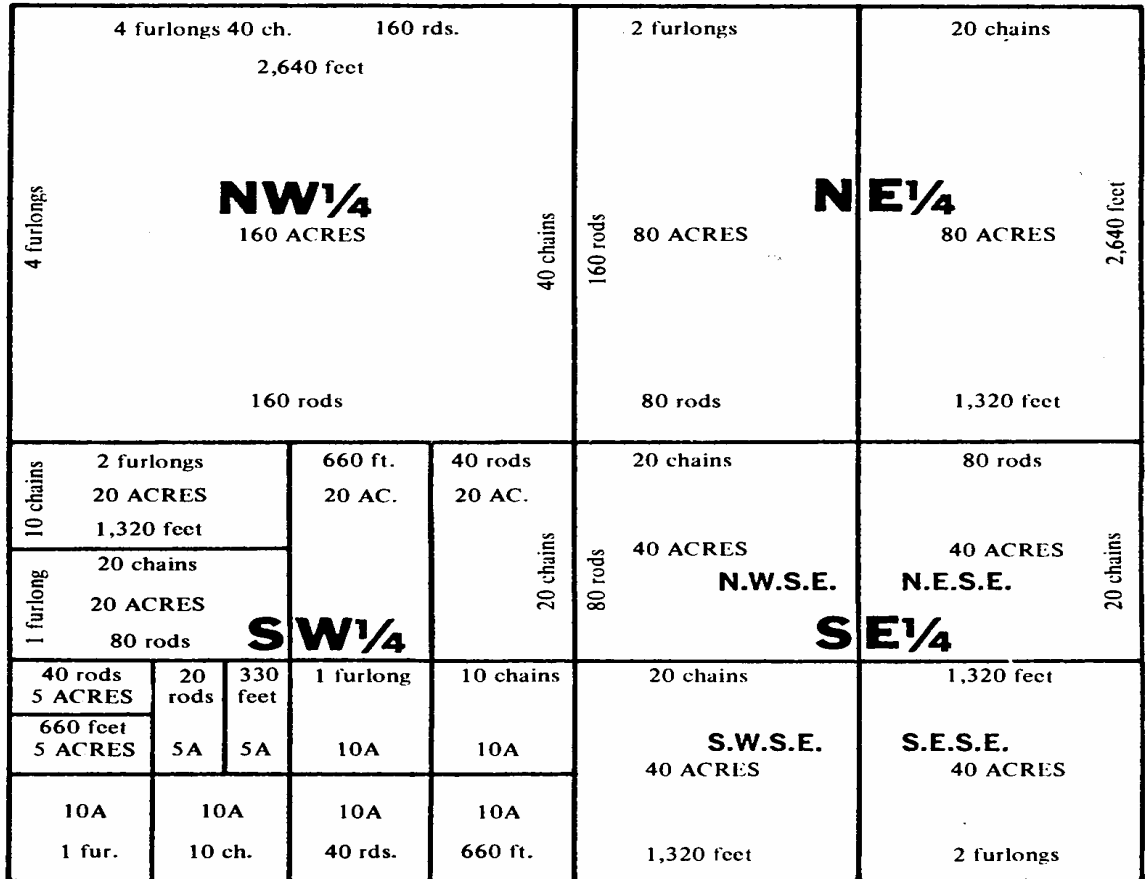
**Converting Units of Measurement for  
Agricultural Land**

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Figure 2-23 shows the units of measurement commonly used to measure agricultural land. Table 2-19 describes equivalencies for these units of measurement.

MAP OF SECTION OF LAND SHOWING ACREAGE AND DISTANCE

SEC. = 1 SQ. MILE = 640 ACRES



1 MILE = 8 FURLONGS

320 RODS = 5,280 FEET

1 LINK = 7.92 inches  
1 FOOT = 12 inches

1 SQUARE FOOT = 144 sq. inches  
1 SQUARE YARD = 9 sq. feet

1 YARD = 36 in. or 3 ft.

1 SQUARE ROD = 272.25 sq. feet  
30.25 sq. yards

1 ROD OR POLE = 16.5 ft.  
5.5 yds.  
25 links

1 ACRE = 43,560 sq. feet  
160 sq. rods  
10 sq. chains

1 CHAIN = 66 ft.  
100 links  
4 rods

1 ACRE is about 208.7 ft. sq. or 8 rods wide by 20 rods long or any two numbers of rods whose product is 160 (25 x 125 ft.) = .0717 of an acre.

1 FURLONG = 40 rods  
660 ft.

1 SQUARE MILE OR  
1 SECTION EQUALS 640 ACRES

1 MILE = 5,280 ft.  
320 rods  
80 chains  
8 furlongs

1 TOWNSHIP = 36 sq. miles  
OR 36 sections

1 TOWNSHIP = 6 MILES SQ.

Figure 2-23. Example of Agricultural Land Measurements

**Table 2-19. Agricultural Land Measurement Equivalencies**

This linear measurement	Equals	This area measurement	Equals
1 link	7.92 inches	1 sq. foot	144 sq. inches
1 foot	12 inches	1 sq. yard	9 sq. feet
1 yard	36 inches 3 feet	1 sq. rod	272.25 sq. feet 30.25 sq. yards
1 rod or 1 pole	25 links 16.5 feet 5.5 yards	1 acre	43, 560 sq. feet 160 sq. rods 10 sq. chains
1 chain	100 links 4 rods 16.5 feet	1 sq. mile or 1 section	640 acres
1 furlong	40 rods 660 feet	1 township	36 sq. miles 36 sections
1 mile	320 rods 80 chains 8 furlongs 5,280 feet		

**Note:** One acre is equivalent to an area of about 208.7 feet by 208.7 feet, 8 rods by 20 rods, or X rods by Y rods where  $X \times Y = 160$ . One township is equivalent to an area of 6 miles by 6 miles.

### **Classifying Agricultural Land into Land Use Types**

Agricultural land is categorized according to its land use type and soil identification. The following land use types, described in the sections below, apply to agricultural acreage:

- Type 2—classified land
- Type 4—tillable land
- Type 5—nontillable land
- Type 6—woodland
- Type 7—other farmland
- Type 8—agricultural support land
- Type 9—homesite.

**Note:** Agricultural land use types usually are measured from aerial photographs.

#### **Type 2—Classified Land**

Classified land is land that has been applied for and approved for specific programs administered by the Indiana Department of Natural Resources or the county surveyor. A 100% influence factor deduction applies to classified land. Table 2-20 describes the subtypes of classified land.

**Table 2-20. Classified Land Subtypes**

<b>This subtype</b>	<b>Indicates</b>
Type 21	Classified forest
Type 22	Wildlife habitat
Type 23	Riparian land
Type 24	Windbreak
Type 25	Filter strip

**Type 4—Tillable Land**

Tillable land is land used for cropland or pasture that has no impediments to routine tillage. Cropland is:

- land used for production of grain or horticultural crops such as:
  - corn
  - soybeans
  - wheat
  - rotation pasture
  - hay
  - vegetables
  - orchard crops
- land used for cover crops
- land in summer fallow
- idle cropland
- land used for Christmas tree plantations
- land used for nursery plantings.

If tillable land is classified as farmed wetlands or experiences flooding from a nearby river or stream causing substantial damage or loss of crops between April and November, it is classified by subtype. Table 2-21 describes the subtypes of tillable land.

**Table 2-21. Tillable Land Subtypes**

<b>This subtype</b>	<b>Indicates</b>
Type 41	Land flooded occasionally—damaging floods occur two to four times in a ten-year period. A 30% influence factor deduction applies to this land use type.
Type 42	Land flooded severely—damaging floods occur five times or more in a ten-year period. A 50% influence factor deduction applies to this land use type.
Type 43	Farmed wetlands—land that the U.S. Department of Agriculture has designated as farmed wetlands. This land type applies only to areas of contiguous land measuring 2.5 acres or more. This land use type must be verified through records obtained from the U.S. Department of Agriculture, Farm Service Agency. A 50% influence factor deduction applies to this land use type.

**Type 5—Nontillable Land**

Nontillable land is land covered with brush or scattered trees with less than 50% canopy cover, or permanent pasture land with natural impediments that deter the use of the land for crop production. A 60% influence factor deduction applies to nontillable land.

**Type 6—Woodland**

Woodland is land supporting trees capable of producing timber or other wood products. This land has 50% or more canopy cover or is a permanently planted reforested area. This land use type includes land accepted and certified by the Indiana Department of Natural Resources as forest plantation under guidelines established to minimize soil erosion. An 80% influence factor deduction applies to woodland.

**Type 7—Other Farmland**

Land assigned to the “other farmland” land use type is categorized into subtypes. Table 2-22 describes the subtypes.



**Table 2-22. Other Farmland Subtypes**

This subtype	Indicates
Type 71	Land used for farm buildings and barn lots. This land use subtype does not include homesites. The value is determined using the appropriate soil map productivity factor and a 40% influence factor deduction.
Type 72	Land covered by a farm pond or running water. The value is determined using a productivity factor of .50 and a 40% influence factor deduction.
Type 73	2.5 contiguous acres of land designated by the U.S. Department of Agriculture as wetlands. This land use type must be verified through records obtained from the U.S. Department of Agriculture, Farm Service Agency. The value is determined using a productivity factor of .50 and a 40% influence factor deduction.

**Type 8—Agricultural Support Land**

Agricultural support land is categorized into subtypes. Table 2-23 describes the subtypes.

**Table 2-23. Agricultural Support Land Subtypes**

This subtype	Indicates
Type 81	A legal ditch. The area used and occupied as part of a legal drainage ditch is considered to have no value and is deducted from the total parcel acreage. This area also includes the area adjacent to the ditch that cannot be farmed because of the need for access to the ditch.
Type 82	A public road. The right-of-way area dedicated for public roads is deducted from the total parcel acreage.
Type 83	Land on which public utility transmission towers are situated. The area of .125 (1/8) acre is deducted from the parcel acreage. The transmission line right-of-way is assessed according to the land use of the acreage and is not deducted from the parcel acreage.

**Type 9—Homesite**

One acre per dwelling on an agricultural property is classified as agricultural homesite land. The base rate for an agricultural homesite acre is a flat rate determined by the township assessor and approved by the Property Tax Assessment Board of Appeals. A soil map productivity factor is *not* applied. Information about valuing an agricultural homesite is provided in the section **Valuing Residential Acreage and Agricultural Homesites** in this chapter. Type 92 is a subtype of Type 9.

Type 92 indicates agricultural excess acres. This land area is presently dedicated to a non-agricultural use normally associated with the homesite. Areas containing a large manicured yard over and above the accepted one acre homesite would qualify

for the agricultural excess acre designation. The agricultural excess acre rate is the same rate that is established for the residential excess acre category. These rates are determined by the township assessor and approved by the Property Tax Assessment Board of Appeals.

## Using Soil Maps

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The agricultural land assessment formula values farmland, in part, based on the productivity of each parcel's soil resources. More productive land is rated higher than less productive land. Therefore, more productive land has a higher value. To evaluate and categorize land according to its productivity, measurements are calculated from detailed soil maps published by the U.S. Department of Agriculture.

Soil maps show where different soils are located within the landscape and narrative text describes the various soil characteristics. Soils are classified based on soil series and soil map units.

## Soil Series

A soil series is a basic classification of soils. A soil series is a group of soil units that are similar according to such characteristics as:

- horizons (soil layering)
- drainage class
- water holding capacity
- organic matter content
- various other soil characteristics.

Soil series are named with names such as Miami, Crosby, Fox, and Brookston. Each soil series is formed in a type of parent material and is generally found in a particular type of location in landscapes. For example, the poorly drained Brookston series generally is found in depressions or wide, flat areas. The soil series classification system used in the United States is national in scope. Therefore, the soil categorized in a particular soil series, such as Miami, is the same across counties throughout the state.

Soil properties, such as depth, water holding capacity, and organic matter content, are used to help estimate the productivity of the soil. Because soils are naturally occurring, not all soils categorized in a particular soil series are exactly alike. When defining a soil series, a range is defined for the characteristics noted above to account for variations. However, these variations do not greatly affect the productivity of the soil.

## Soil Map Units

Each soil series is further subdivided into soil map units. After soil scientists identify a soil series, they further subdivide the series by identifying soil map units based on variations in:

- surface texture, such as silt loam or sandy loam
- slope class
- amount of previous erosion.

Soil scientists draw lines around each soil map unit on aerial photographs based on their best estimate of where the soil series or soil map unit changes. In reality, the change from one soil map unit to another is gradual.

## Soil Complexes

The amount of information that can be shown on a soil map is related to the scale of the map. Soil maps in Indiana are published at a scale of 1 : 15,840 feet or 1 : 20,000 feet. The smallest map unit delineated by a soil scientist generally is about 3 to 4 acres.

Since soil map unit locations often are smaller than 3 to 4 acres, a delineation on a soil map often consists of more than one soil unit. The soil properties of these soil map units may be similar or dissimilar. Each dissimilar component that makes up 15% or more of the delineation is identified. The soil map unit is named as a complex, such as the Miami-Xenia complex.

If a dissimilar component makes up less than 15% of the delineation, it is referred to as an inclusion and is not included in the name of the complex. Inclusions are a normal characteristic of soil maps and do not affect the usefulness of the maps for assessment purposes.

Because each component would likely have a different productivity index, the productivity index of a complex is the weighted average of the productivity indexes of its identified components. Inclusions are not considered when determining the productivity index for a delineation.

## Understanding the Calculation of the Soil Productivity Index

---

For the purpose of defining the agricultural land assessment formula, each of the approximately 2,400 soil map units in Indiana is assigned a productivity rating. This rating is based on average estimated crop yields, which in turn are based on the physical properties of the soil, such as:

- slope
- moisture holding capacity
- natural drainage class
- depth of rooting
- amount of surface soil remaining
- organic matter content
- various other soil characteristics.

Soil productivity ratings in Indiana are based on corn yield estimates. Estimated corn yields are the most convenient and reliable yield estimates since no other crop is grown on a wider range of soils or over a larger area in the state.

Estimated corn yields are based on an average level of crop management and reflect a 10-year average. Estimates of corn yields for particular soil map units are tested using data collected by Purdue University and the U.S. Department of Agriculture, Natural Resource Conservation Service from field trials, yield tests, and producer experiences. An average level of crop management is assumed to account for variations in the amount of fertilizer used, time of planting, hybrid performance, and tillage systems—crop management factors that can cause yield differences. Thus, the soil productivity ratings reflect the yield differences caused by the properties of the soil, not the crop management decisions made by agricultural producers.

The productivity factor for a soil map unit is calculated by dividing the estimated 10-year average corn yield (calculated in bushels per acre) by 100. Productivity factors do not accurately predict the actual yields for a particular year since weather has a great influence on actual yields. However, you can think of the soil productivity index as a relative ranking of soil map units. The more productive the soil, the higher the rating. The best soil in the state has a productivity factor of approximately 1.28; the poorest soil has a productivity factor of .50.

### **Valuing Strip Mined Agricultural Land**

If coal has been strip mined from agricultural land subsequent to the creation of the detailed soil map for the area, the assessor must apply a special productivity factor to that land:

- For land strip mined on or before December 31, 1977, identify the “Soil I.D.” as “SBD7” and apply a productivity factor of .50.
- For land strip mined after December 31, 1977, identify the “Soil I.D.” as “SAD7” and apply a productivity factor of .68.

### **Valuation of Oil and Gas Interests**

Oil or gas interests include, but are not limited to; royalties, overriding royalties, mineral rights, or working interests in any oil or gas located on or beneath the surface of the land.

An oil or gas interest is subject to assessment and taxation as real property annually by the township assessor. This interest is assessed to the person who owns or operates each oil or gas interest. The total assessed value of interest in oil located on or beneath the surface or of interest in gas located beneath the surface of a particular tract of land equals the product of the following:

- The average daily production of the oil
- Three hundred and sixty-five (365)
- One hundred percent (100%) of the posted price of oil on the assessment date

A piece of equipment is an appurtenance to the land and assessable as real property annually by the township assessor if it is incidental to and necessary for the production of oil and gas from the land covered by the oil or gas interest. Each of the appurtenances is assessed to the person who owns or operates the working interest in the oil or gas interest. This equipment

includes, but is not limited to, the following: wells, pumping units, lines, treaters, separators, tanks, and secondary recovery facilities.

The township assessor must apportion the total assessed value of all interests in the oil or gas among the owners of those interests.

### **Completing the Land Data and Computations Section of the Property Record Card for Agricultural Acreage**

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The valuation of agricultural land is recorded in the “Land Data and Computations” section of the property record card, shown in Figure 2-24. Space is provided in the table to itemize areas of land categorized as Type 2 through Type 7. Each row corresponds to one area of land based on soil map unit delineations. Acreage categorized as Type 8 or Type 9, and adjustments, are recorded in the area to the right of the table.

**Note:** If the property has more areas of land than there are rows in this section of the property record card, use an additional card (or cards) to describe those areas.

The steps for completing the property record card for agricultural acreage are grouped into the following tasks, described in the sections below:

- Task 1—Record information for each land area, calculate the land value for each land area, and calculate the land value for all of the land areas.
- Task 2—Record information about special acreage and calculate the total number of acres of farmland.
- Task 3—Calculate the land value of farmland.
- Task 4—Calculate the land value of classified land.
- Task 5—Calculate the total farmland/classified land value.
- Task 6—Calculate the land value of homesite(s) and agricultural excess acres.

Ownership		Transfer of Ownership			Card No. _____ of _____	
Parcel number _____	County _____	Date _____	Grantee _____	Rec. # _____	Sale Price _____	Owner Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No
Township _____	Corporation _____					<input type="checkbox"/> Yes <input type="checkbox"/> No
District _____						<input type="checkbox"/> Yes <input type="checkbox"/> No
Section and Plat _____	Assessment Year _____	20_____	20_____	20_____	20_____	20_____
Routing number _____	Reason for Change _____	Revaluation _____				
Neighborhood code _____	TRUE TAX VALUE _____					
Property class _____	Res Land (Homestead) _____					
Property address _____	Res Imp _____					
	Shelter Allowance (-) _____					
	Adj. Res. Land (+) _____					
	Adj. Res. Imp. (+) _____					
	Ag. Excess Land (+) _____					
	Non-Res Imp (+) _____					
	Farm / Classified Land (+) _____					
	Total TTV _____					
	Adj. Res Land (+) _____					
	Adj. Res Imp (+) _____					
	Ag. Excess Land (+) _____					
	Non-Res Imp (+) _____					
	Farm / Classified Land (+) _____					
	Total AV _____					
<b>ASSESSED VALUE</b> Topography <input type="checkbox"/> Pub. <input type="checkbox"/> Utilities <input type="checkbox"/> Street or Rd. <input type="checkbox"/> Neighborhood <input type="checkbox"/> <input type="checkbox"/> Level <input type="checkbox"/> Water <input type="checkbox"/> Paved <input type="checkbox"/> Improving <input type="checkbox"/> <input type="checkbox"/> High <input type="checkbox"/> Sewer <input type="checkbox"/> Unpaved <input type="checkbox"/> Static <input type="checkbox"/> <input type="checkbox"/> Low <input type="checkbox"/> Gas <input type="checkbox"/> Proposed <input type="checkbox"/> Declining <input type="checkbox"/> <input type="checkbox"/> Rolling <input type="checkbox"/> Electricity <input type="checkbox"/> Sidewalk <input type="checkbox"/> <input type="checkbox"/> Swampy <input type="checkbox"/> All <input type="checkbox"/> Alley <input type="checkbox"/> Blighted <input type="checkbox"/>		<b>LAND DATA AND COMPUTATIONS</b> Land Type _____ Soil ID _____ Measured Productivity _____ Base Rate _____ Adjusted Rate _____ Acreage _____ Factor _____ Extended Value _____ Influence Factor _____ Land Value _____ Farmland Value _____ Measured Acreage _____ Average Farmland Value/Acre _____ VALUE OF FARMLAND _____ Classified Land Total _____ Total Farmland / Classified Land Value _____ Homestead(s) Value [ + ] _____ Ag. Excess Acres [ + ] _____		Parcel Acreage [ - ] 81 Legal Drain AV [ - ] 82 Public Roads AV [ - ] 83 UT Towers AV [ - ] 9 Homestead(s) [ - ] 92 Ag. Excess Acres [ - ] TOTAL ACRES FARMLAND _____ Farmland Value _____ Measured Acreage _____ Average Farmland Value/Acre _____ VALUE OF FARMLAND _____ Classified Land Total _____ Total Farmland / Classified Land Value _____ Homestead(s) Value [ + ] _____ Ag. Excess Acres [ + ] _____	<b>LAND TYPE</b> 3 - Undeveloped Land 4 - Tillable Land 5 - Non-Tillable Land 6 - Woodland 7 - Other Farmland 8 - Ag Support Land 9 - Homestead Acres 1 - Comm/Ind Land 2 - Classified Land 21 - Classified Forest 22 - Wildlife Habitat 23 - Riparian Land 24 - Wetland 25 - Filter Strip F - Front Lot R - Rear Lot 81 - Legal Ditch 82 - Public Road 83 - Utility Trenches 91 - Res. Excess Acres 92 - Res. Excess Acres	
Supplemental Card Measured Acreage _____	Supplemental Card LAND VALUE _____					
<b>Memorandum</b> 100 Vacant Land 101 Cash Grain/General Farm 102 Livestock other than Dairy or Poultry 103 Dairy Farms 104 Poultry Farms 105 Fruit & Nut Farms 200 MINERAL						

Figure 2-24. Land Data and Computations Section for Agricultural Acreage

**Task 1—Determining the Land Value for the Land Areas**

In this task, you record information about each agricultural land area that is categorized as Type 2 through Type 7, and calculate the land value for the area. Each row corresponds to a land area. A land area is an area delineated on a detailed soil map and identified by its soil map unit. After you have calculated the land value for each land area, you sum these values to determine the land value for all of the land areas listed.

Figure 2-25 shows an example of the data provided and calculations performed in this task.

Ownership		Transfer of Ownership				Card No.
Parcel number		Date	Grantee	Rec. #	Sale Price	Owner Occupied
County						<input type="checkbox"/> Yes <input type="checkbox"/> No
Township						<input type="checkbox"/> Yes <input type="checkbox"/> No
Corporation						<input type="checkbox"/> Yes <input type="checkbox"/> No
District						<input type="checkbox"/> Yes <input type="checkbox"/> No

VALUATION RECORD		20	20	20	20
Assessment Year	Revaluation				
Reason for Change					
TRUE TAX VALUE	Res Land (Homestead)				
	Res Imp				
	Shelter Allowance (-)				
	Adj. Res. Land (+)				
	Ag. Excess Land (+)				
	Non-Res Imp (+)				
	Farm / Classified Land (+)				
	Total TTV				
ASSESSED VALUE	Adj. Res Land (+)				
	Ag. Excess Land (+)				
	Non-Res Imp (+)				
	Farm / Classified Land (+)				
	Total AV				

LAND DATA AND COMPUTATIONS		Base Rate	Adjusted Rate	Extended Value	Influence Factor	Land Value	Parcel/Acreage
Land Type	Soil I.D.	Measured Acreage	Productivity Factor	Base Rate	Adjusted Rate	Extended Value	Influence Factor
4	EV	1.0	1.23	1050	1292	1290	81 Legal Drain NV [-]
4	GE	10.4	1.02	1050	1071	11140	82 Public Roads NV [-]
4	MBA2	6.4	.89	1050	935	5980	83 UT Towers NV [-]
4	OCA	10.2	.94	1050	987	10070	9 Homesteads [-]
4	PRA	22.8	1.02	1050	1071	24420	92 Ag. Excess Acres [-]
4	VDA	12.2	.94	1050	987	12040	TOTAL ACRES FARMLAND
6	RD	1.0	1.15	1050	1208	1210	Farmland Value
6	RUB	4.2	1.02	1050	1071	4500	Measured Acreage
6	ZAB	10.2	.81	1050	851	8680	Average Farmland Value/Acre
71	ZAC	2.1	.72	1050	756	1590	VALUE OF FARMLAND
							Classified Land Total
							Total Farmland / Classified Land Value
							Homesteads) Value [+]
							82 Ag. Excess Acres [+]

Supplemental Card Measured Acreage	Supplemental Card LAND VALUE
80.5	65160

LAND TYPE	
3 - Undeveloped Land	6 - Ag. Support Land
4 - Tillable Land	81 - Legal Ditch
5 - Non-Tillable Land	82 - Public Road
2 - Classified Land	83 - Utility Trans. Towers
21 - Classified Forest	7 - Other Farmland
22 - Wildlife Habitat	71 - Farm Buildings
23 - Riparian Land	72 - Water
24 - Wetland	73 - Wetlands
25 - Filter Strip	91 - Res. Excess Acres
	92 - Res. Excess Acres

State Form 50057 (2-01)

Figure 2-25. Determining the Land Value for the Land Areas



To record information about each land area, perform these steps:

- Step 1 In the “Land Type” column, enter the land use type for the land area. Table 2-24 describes the land use types. Detailed descriptions of each land use type are provided in the section ***Classifying Agricultural Land into Land Use Types*** in this chapter.

**Note:** Acreage classified as Type 8 (agricultural support land) or Type 9 (agricultural homesite) is not valued in this part of the “Land Data and Computations” section.

**Table 2-24. Agricultural Land Use Types**

This type	Indicates
21	Classified forest land
22	Classified wildlife habitat
23	Classified riparian land
24	Classified windbreak land
25	Classified filter strip land
4	Tillable land
41	Tillable land that floods occasionally
42	Tillable land that floods severely
43	Designated farmed wetlands
5	Nontillable land
6	Woodland
71	Other farmland: land used for farm buildings and barn lots
72	Other farmland: land covered with a farm pond or running water
73	Other farmland: designated wetlands
81	Agricultural support land: legal ditch
82	Agricultural support land: public road right-of-way
83	Agricultural support land: land on which public utility transmission towers are situated
9	One-acre homesite
92	Agricultural excess acres

- Step 2 In the “Soil I.D.” column, enter the letter code that identifies the soil map unit (or complex) for the land area and is found on the detailed soil survey map. Information about soil map units is provided in the section ***Soil Map Units*** and the section ***Soil Complexes*** in this chapter.
- Step 3 In the “Measured Acreage” column, enter the area (in acres) of the land area.

**Note:** An agricultural parcel of less than 2.5 acres does not require delineation of soil types.

- Step 4 In the “Productivity Factor” column, enter the productivity factor corresponding to the land area’s soil map unit (recorded in the “Soil I.D.” column). Information about soil productivity factors is provided in the section ***Understanding the Calculation of the Soil Productivity Index*** in this chapter.

**Note:** For the Type 72 (land covered with a farm pond or running water) and the Type 73 (designated wetlands) land use types, use a productivity factor of .50 instead of the productivity factor associated with the soil map unit.

- Step 5 In the “Base Rate” column, record the state-wide base rate established for valuing farmland soil productivity—\$1,050.
- Step 6 Calculate the adjusted rate for the land area by multiplying the base rate (entered in the “Base Rate” column) by the productivity factor (entered in the “Productivity Factor” column):

$$\text{Adjusted rate} = \text{Base rate} \times \text{Productivity factor}$$

Round the adjusted rate to the nearest \$1 and enter it in the “Adjusted Rate” column.

**Example:** The adjusted rate for the land area described in the first row in Figure 2-25 is:  $\$1,050 \times 1.23 = \$1,292$ .

- Step 7 Calculate the estimated value of the land area by multiplying the adjusted rate (entered in the “Adjusted Rate” column) by the measured acreage (entered in the “Measured Acreage” column):

$$\text{Estimated value} = \text{Adjusted rate} \times \text{Measured acreage}$$

Round the estimated value to the nearest \$10 and enter it in the “Estimated Value” column.

**Example:** The estimated value of the land area described in the first row in Figure 2-25 is:  $\$1,292 \times 1.0 \text{ acres} = \$1,292 = \$1,290$ .

- Step 8 In the “Influence Factor” column, indicate the influence factor, if any, applicable to the land area based on its land use type. Enter a minus sign (“-”), the influence factor, and a percent sign (“%”). Table 2-25 lists the automatic influence factor associated with each land use type.

Table 2-25. Influence Factors for Agricultural Acreage

For this land use type	Use this influence factor deduction
21	– 100%
22	– 100%
23	– 100%
24	– 100%
25	– 100%
4	None
41	– 30%
42	– 50%
43	– 50%
5	– 60%
6	– 80%
71	– 40%
72	– 40%
73	– 40%

Step 9 *If an influence factor does **not** apply to the land area*, enter the estimated value (entered in the “Estimated Value” column) in the “Land Value” column.

*If an influence factor applies to the land area*, calculate the land value for the land area by adjusting the estimated value (entered in the “Estimated Value” column) by the influence factor (entered in the “Influence Factor” column):

$$\text{Land value} = \text{Estimated value} \times (1.00 - \text{influence factor percentage})$$

Round the land value to the nearest \$10 and enter it in the “Land Value” column.

Step 10 Perform Step 1 through Step 8 for each land area identified for the property. If you run out of rows in the “Land Data and Computations” section of the property record card, use an additional card (or cards).

Step 11 *If you used **only one** property record card to describe the land areas for the property*, sum the entries in the “Measured Acreage” column and enter the total in the “Measured Acreage” cell at the bottom of the column.

*If you used **more than one** property record card to describe the land areas for the property*:

- a. On each card except Card 001, sum the entries in the “Measured Acreage” column and enter the total in the “Measured Acreage” cell at the bottom of the column.
- b. Sum the entries in the “Measured Acreage” cell of all of the property record cards except Card 001. Enter the total in the “Supplemental Card” cell at the bottom of the “Measured Acreage” column on Card 001.

- c. On Card 001, sum the entries in the “Measured Acreage” column, including the entry in the “Supplemental Card” cell. Enter the grand total in the “Measured Acreage” cell at the bottom of the column on Card 001.

Step 12 *If you used **only one** property record card to describe the land areas for the property*, sum the entries in the “Land Value” column and enter the total in the “Land Value” cell at the bottom of the column.

*If you used **more than one** property record card to describe the land areas for the property:*

- a. On each card except Card 001, sum the entries in the “Land Value” column and enter the total in the “Land Value” cell at the bottom of the column.
- b. Sum the entries in the “Land Value” cell of all of the property record cards except Card 001. Enter the total in the “Supplemental Card” cell at the bottom of the “Land Value” column on Card 001.
- c. On Card 001, sum the entries in the “Land Value” column, including the entry in the “Supplemental Card” cell. Enter the grand total in the “Land Value” cell at the bottom of the column on Card 001.

### **Task 2—Calculating the Total Farmland Acreage**

In this task, you record information about agricultural acreage that is categorized as Type 8 (agricultural support land) or Type 9 (agricultural homesite), and calculate the total number of acres of farmland for the property.

Figure 2-26 shows an example of the data provided and calculations performed in Task 2 through Task 4.

Ownership				Transfer of Ownership			
Parcel number	County	Grantor	Grantee	Date	Rec. #	Sale Price	Card No. of
							Owner Occupied
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No

VALUATION RECORD	
Assessment Year	Revaluation
20	20
20	20
20	20
20	20

Reason for Change	TRUE TAX VALUE
Res Land (Homesite)	
Res Imp	
Shelter Allowance (-)	
Adj. Res. Land	
Adj. Res. Imp.	
Ag. Excess Land (+)	
Non-Res Imp	
Farm / Classified Land (+)	
Total TTV	
Adj. Res Land	
Adj. Res Imp (+)	
Ag. Excess Land (+)	
Non-Res Imp	
Farm / Classified Land (+)	
Total AV	

ASSESSED VALUE		LAND DATA AND COMPUTATIONS		LAND TYPE	
Soil I.D.	Measured Acreage	Productivity Factor	Base Rate	Adjusted Rate	Extended Value
4 BN	11.3	1.28	1050	1344	15190
4 CMA	12.4	1.06	1050	1113	13800
43 MLB	5.6	1.15	1050	1208	6760
4 MLB	14.3	.72	1050	756	9300
6 MLB	8.0	.68	1050	714	5710
21 OMA	7.0	.68	1050	714	5000
21 PAB2	13.0	.98	1050	1029	13380
Total AV					
Influence Factor					
Land Value					
Parcel Acreage					
81 Legal Drain NV (-)					70.0
82 Public Roads NV (-)					1.5
83 UT Towers NV (-)					.5
9 Homesite(s) (-)					---
92 Ag. Excess Acres (-)					---
TOTAL ACRES FARMLAND					68
Farmland Value					42810
Measured Acreage					69.6
Average Farmland Value/Acre					615
VALUE OF FARMLAND					41820
Classified Land Total					20
Total Farmland / Classified Land Value					41800
Homesite(s) Value					---
92 Ag. Excess Acres					---

Supplemental Card Measured Acreage	Supplemental Card LAND VALUE	Supplemental Card LAND TYPE
69.6	42810	---

Property Class	100 Vacant Land	106 Vegetable Farms	107 Tobacco Farms	108 Nurseries	109 Greenhouses	110 Hog Farms	111 Beef Farms	112 Poultry	120 Timber	150 Other Agricultural Use	200 MINERAL
<input type="checkbox"/> Level	<input type="checkbox"/> Water	<input type="checkbox"/> Paved	<input type="checkbox"/> Improving	<input type="checkbox"/> High	<input type="checkbox"/> Sewer	<input type="checkbox"/> Unpaved	<input type="checkbox"/> Static	<input type="checkbox"/> Low	<input type="checkbox"/> Gas	<input type="checkbox"/> Proposed	<input type="checkbox"/> Declining
<input type="checkbox"/> Rolling	<input type="checkbox"/> Electricity	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Alley	<input type="checkbox"/> Swampy	<input type="checkbox"/> All	<input type="checkbox"/> Blighted					

Memorandum
100 Vacant Land
106 Vegetable Farms
107 Tobacco Farms
108 Nurseries
109 Greenhouses
110 Hog Farms
111 Beef Farms
112 Poultry
120 Timber
150 Other Agricultural Use
200 MINERAL

Figure 2-26. Determining the Total Land Value

To record information about special agricultural acreage and to calculate the total farmland acreage, perform these steps:

Step 1 In the “Parcel Acreage” cell, enter the total number of acres in the parcel.

Step 2 In the “81 Legal Drain NV” cell, enter the number of acres categorized as Type 81 (legal ditch).

**Note:** Descriptions of the Type 8 land use types are provided in the section **Type 8—Agricultural Support Land** in this chapter.

Step 3 In the “82 Public Roads NV” cell, enter the number of acres categorized as Type 82 (public road right-of-way).

Step 4 In the “83 UT Towers NV” cell, enter the number of acres (.125 acre per tower) categorized as Type 83 (utility transmission towers).

Step 5 In the “Homesite (s)” cell, enter the number of acres (1 acre per dwelling) categorized as agricultural homesite acreage.

**Note:** A description of the Type 9 (agricultural homesite) land use type is provided in the section **Type 9—Homesite** in this chapter.

Step 6 In the “92 Agricultural Excess Acres” cell, enter the number of acres categorized as Type 92 (agricultural excess acres).

Step 7 Sum the acres entered in the following cells:

- “81 Legal Drain NV”
- “82 Public Roads NV”
- “83 UT Towers NV”
- “9 Homesite(s)”
- “92 Agricultural Excess Acres”.

Step 8 Calculate the total farmland acreage by subtracting the sum calculated in Step 7 from the parcel acreage (entered in the “Parcel Acreage” cell):

$$\text{Total farmland acreage} = \text{Parcel Acreage} - \text{Sum calculated in Step 7}$$

Enter the total farmland acreage in the “Total Acres Farmland” cell.

### Task 3—Calculating the Value of Farmland

To calculate the value of farmland for the property, you use the measured acreage and land value calculated in Task 1 to determine the average farmland value per acre. Then you apply this average value to the total number of acres of farmland, calculated in Task 2.

To calculate the land value of farmland for the property, perform these steps:

Step 1 In the “Farmland Value” cell below the “Total Acres Farmland” cell, enter the land value calculated for all of the land areas in Task 1, Step 12 (entered in the “Land Value” cell at the bottom of the “Land Value” column).

Step 2 In the “Measured Acreage” cell, enter the total measured acreage calculated for all of the land areas in Task 1, Step 11 (entered in the “Measured Acreage” cell at the bottom of the “Measured Acreage” column).

- Step 3 Calculate the average farmland value per acre by dividing the farmland value (entered in the “Farmland Value” cell) by the measured acreage (entered in the “Measured Acreage” cell):

$$\text{Average farmland value per acre} = \frac{\text{Farmland value}}{\text{Measured acreage}}$$

Round the average farmland value per acre to the nearest \$1 and enter it in the “Average Farmland Value / Acre” cell.

- Step 4 Calculate the value of farmland acreage by multiplying the total farmland acreage (entered in the “Total Acres Farmland” cell) by the average farmland value per acre:

$$\text{Value of farmland acreage} = \text{Total acres farmland} \times \text{Average farmland value per acre}$$

Round the value of farmland acreage to the nearest \$10 and enter it in the “Value of Farmland” cell.

#### Task 4—Calculating the Value of Classified Land

To calculate the value for classified land (\$1 per acre), perform these steps:

- Step 1 Determine the total acreage of classified land by summing the measured acreage (entered in the “Measured Acreage” column) of all land areas assigned to the Type 2 land use type (entered in the “Land Type” column).

- Step 2 Calculate the classified land adjustment by multiplying the total classified land acreage (calculated in Step 1) by \$1:

$$\text{Classified land value} = \text{Total classified land acreage} \times \$1$$

Enter the value of classified land in the “Classified Land Total” cell

#### Task 5—Calculating the Total Farmland/Classified Land Value

To calculate the total farmland/classified land value for the property sum the value of farmland (entered in the “Value of Farmland” cell) and the value for classified land (entered in the “Classified Land Total” cell):

$$\text{Total farmland/classified land value} = \text{Value of farmland} + \text{Classified land value}$$

Round the total farmland/classified land value to the nearest \$100 and enter it in the “Total Farmland/Classified Land Value” cell.

#### Task 6—Calculating the Land Value of the Homesite(s) and Agricultural Excess Acres

To calculate the land value of the homesite(s) and agricultural excess acres perform the following steps:

- Step 1 Enter the value determined for all homesites on the property in the “Homesite(s) Value” cell. Information about valuing homesites is provided in the section ***Valuing Residential Acreage and Agricultural Homesites*** in this chapter.
- Step 2 Enter the value determined for all agricultural excess acres on the property in the “Ag Excess Acres” cell. Information about valuing agricultural excess acres is provided in the section ***Classifying Agricultural Land into Land Use Types*** in this chapter.

Round the land values determined in Steps 1 and 2 to the nearest \$100.



## Completing the Valuation Record Section of the Property Record Card

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Complete the “Valuation Record” section of the property record card, and sign and date the card, after you have valued:

- the land, following the instructions provided in this chapter
- any dwelling units on the parcel, following the instructions provided in Chapter 3
- any mobile or manufactured homes on the parcel, following the instructions provided in Chapter 4
- any residential or agricultural yard structures on the parcel, following the instructions provided in Chapter 5
- any commercial or industrial main structures on the parcel, following the instructions provided in Chapter 6
- any commercial or industrial yard structures on the parcel, following the instructions provided in Chapter 7.

**Note:** Both the data collector and the appraiser must sign and date the property record card.

Figure 2-27 shows the “Valuation Record” section of the Agricultural Property Record Card.

Figure 2-28 shows the “Valuation Record” section of the Residential Property Record Card.

Figure 2-29 shows the “Valuation Record” section of the Commercial and Industrial Property Record Card.

Figure 2-30 shows the area where the data collector and appraiser sign and date the property record card.

<b>Parcel number</b>	<b>Transfer of Ownership</b>										<b>Card No.</b>	<b>of</b>	
<b>County</b>	<b>Date</b>		<b>Grantee</b>		<b>Rec. #</b>		<b>Sale Price</b>		<b>Owner Occupied</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Township</b>									<input type="checkbox"/> Yes		<input type="checkbox"/> No	<input type="checkbox"/> No	
<b>Corporation</b>									<input type="checkbox"/> Yes		<input type="checkbox"/> No	<input type="checkbox"/> No	
<b>District</b>									<input type="checkbox"/> Yes		<input type="checkbox"/> No	<input type="checkbox"/> No	
<b>Section and Plat</b>													
<b>Routing number</b>													
<b>Neighborhood code</b>													
<b>Property class</b>													
<b>Property address</b>													
<b>VALUATION RECORD</b>													
<b>Assessment Year</b>	20		20		20		20		20		20		
<b>Reason for Change</b>	Revaluation												
<b>TRUE TAX VALUE</b>	Res Land (Homesteads)												
	Res Imp												
	Shelter Allowance (-)												
	Adj. Res. Land (+)												
	Adj. Res. Imp (+)												
	Ag. Excess Land (+)												
	Non-Res. Imp (+)												
	Farm / Classified Land (+)												
	Total TTV												
<b>ASSESSED VALUE</b>	Adj. Res. Land (+)												
	Ag. Excess Land (+)												
	Non-Res. Imp (+)												
	Farm / Classified Land (+)												
	Total AV												
<b>LAND DATA AND COMPUTATIONS</b>													
<b>Land Type</b>	<b>Soil I.D.</b>	<b>Measured Acreage</b>	<b>Productivity Factor</b>	<b>Base Rate</b>	<b>Adjusted Rate</b>	<b>Extended Value</b>	<b>Influence Factor</b>	<b>Land Value</b>	<b>Parcel/Acreage</b>				
									81 Legal Drain NV [-]				
									82 Public Roads NV [-]				
									83 UT Towers NV [-]				
									9 Homestead(s) [-]				
									92 Ag. Excess Acres [-]				
									TOTAL ACRES FARMLAND				
									Farmland Value				
									Measured Acreage				
									Average Farmland Value/Acre				
									VALUE OF FARMLAND				
									Classified Land Total				
									Total Farmland / Classified Land Value				
									Homestead(s) Value [+]				
									92 Ag. Excess Acres [+]				
<b>Supplemental Card Measured Acreage</b>													
<b>LAND TYPE</b>													
3 - Undeveloped Land      8 - Ag Support Land F - Front Lot                  81 - Legal Ditch R - Rear Lot                  82 - Public Road 1 - Comm./Ind. Land      83 - Utility Trans. 2 - Classified Land        7 - Other Farmland 21 - Classified Forest     71 - Farm Buildings 22 - Wildlife Habitat      72 - Wetlands 23 - Open Land             73 - Wetlands 24 - Marshes                25 - Filter Strip 25 - Filter Strip													

Slate Form 50057 (2-01)

Figure 2-27. Valuation Record Section of the Agricultural Property Record Card

Parcel number		Transfer of Ownership		Card No.	of	
County		Date	Grantee	Rec. #	Sale Price	Owner Occupied
Township						<input type="checkbox"/> Yes <input type="checkbox"/> No
Corporation						<input type="checkbox"/> Yes <input type="checkbox"/> No
District						<input type="checkbox"/> Yes <input type="checkbox"/> No
Section and Plat						<input type="checkbox"/> Yes <input type="checkbox"/> No
Routing number		20	20	20	20	20
Neighborhood code		Revaluation				
Property class		VALUATION RECORD				
Property address		Assessment Year	20	20	20	20
		Reason for Change				
		Res Land				
		Res Imp				
		Shelter Allowance (-)				
		Adj. Res Land (*)				
		Non-Res Land (*)				
		Non-Res Imp (*)				
		Total TTY				
ASSESSED VALUE		Adj. Res Land (*)				
		Non-Res Land (*)				
		Non-Res Imp (*)				
		Total AV				
Topography Pub. Utilities Street or Rd. Neighborhood <input type="checkbox"/> Level <input type="checkbox"/> Water <input type="checkbox"/> Paved <input type="checkbox"/> Improving <input type="checkbox"/> High <input type="checkbox"/> Sewer <input type="checkbox"/> Unpaved <input type="checkbox"/> Static <input type="checkbox"/> Low <input type="checkbox"/> Gas <input type="checkbox"/> Proposed <input type="checkbox"/> Declining <input type="checkbox"/> Rolling <input type="checkbox"/> Electricity <input type="checkbox"/> Sidewalk <input type="checkbox"/> <input type="checkbox"/> Swampy <input type="checkbox"/> All <input type="checkbox"/> Alley <input type="checkbox"/> Bighted		Land Type Actual Frontage Effective Frontage Effective Depth Depth Factor Base Rate Adjusted Rate Estimated Value Influence Factor Land Value	Property Class 200 MINERAL INDUSTRIAL 300 Vacant land 301 Vacant land processing facility 320 Foundries and heavy manufacturing 330 Medium manufacturing and assembly 340 Light manufacturing and assembly 346 Research and development facility 350 Industrial warehouse 360 Industrial truck terminals 362 Industrial truck terminals 365 Mines or quarry 385 Landfill 390 Grain elevators 399 Other industrial structures COMMERCIAL 400 Vacant land 401 4-10 family apartments 402 11-15 family apartments 403 40 or more family apartments 410 Motel or tourist cabins 411 Hotel 412 Health care home or private hospital 415 Mobile home park 416 Commercial camp ground 419 Other commercial housing 420 Commercial office building 421 Supermarket 422 Discount and junior department store 424 Full line department store 426 Community shopping center (dept center) 427 Regional shopping center 428 Convenience market 430 Restaurant, cafeteria, or bar 431 Franchise type restaurant 435 Drive-in restaurant 440 Dry clean plant or laundry 441 Funeral home 442 Medical clinic or offices 443 Office building 1 or 2 story 444 Full-service banks 445 Savings and loans 447 Office building 3 stories or more - walkup 448 Office building 3 stories or more - wakup	Ownership Parcel number County Township Corporation District Section and Plat Routing number Neighborhood code Property class Property address	Transfer of Ownership Date Grantee Rec. # Sale Price Owner Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
LAND DATA AND COMPUTATIONS Total AV Non-Res Land (*) Non-Res Imp (*) Total AV Commercial (cont.) 481 Commercial minnwarehouse 482 Commercial truck terminal 485 Marina 489 Other commercial structures RESIDENTIAL 0 Vacant lot 1 One-family dwelling 2 Two-family dwelling 3 House trailer (real) 4 Condominium unit 5 Pileed or 6 Unplatted 10 - 19.99 acres 7 Unplatted 20 - 29.99 acres 8 Unplatted 30 - 39.99 acres 9 Other residential structure 599 Other residential structure		Memorandum LAND TYPE 4 Tilable Land 5 Non-tilable Land 6 Woodland 7 Other Farmland 8 Ag Support Land 91 Res. Excess Acres 92 Ag. Excess Acres Influence Factors 1 Topography 2 Unimproved 3 Excess Frontage 4 Shape or Size 5 Mismprovement 6 Homesite 7 Traffic flow 8 View 9 Corner Influence				

Figure 2-28. Valuation Record Section of Residential Property Record Card

Parcel number		County		Township		District		Section and Plat		Routing number		Neighborhood code		Property class		Property address		Ownership		Transfer of Ownership		Card No. of																																									
																		Date		Grantee		Rec. # Sale Price																																									
<p><b>Topography, Pub. Utilities Street or Rd. Neighborhood</b></p> <p> <input type="checkbox"/> Level <input type="checkbox"/> Water <input type="checkbox"/> Paved <input type="checkbox"/> Improving  <input type="checkbox"/> High <input type="checkbox"/> Sewer <input type="checkbox"/> Unpaved <input type="checkbox"/> Static  <input type="checkbox"/> Low <input type="checkbox"/> Gas <input type="checkbox"/> Proposed <input type="checkbox"/> Declining  <input type="checkbox"/> Rolling <input type="checkbox"/> Electricity <input type="checkbox"/> Sidewalk <input type="checkbox"/> Blighted  <input type="checkbox"/> Swampy <input type="checkbox"/> All <input type="checkbox"/> Alley                 </p>																<p><b>Assessment Year</b> 20 _____ 20 _____ 20 _____ 20 _____ 20 _____ 20 _____</p> <p><b>Reason for Change</b> Revaluation</p> <p><b>TRUE TAX VALUE</b> _____</p> <p><b>ASSESSED VALUE</b> _____</p> <p><b>Total AV</b> _____</p>																<p><b>VALUATION RECORD</b></p> <p>20 _____ 20 _____ 20 _____ 20 _____ 20 _____ 20 _____</p>																															
<p><b>Property Class</b></p> <p>200 MINERAL</p> <p><b>INDUSTRIAL</b></p> <p>300 Vacant land</p> <p>310 Food and drink processing facility</p> <p>320 Foundries and heavy manufacturing</p> <p>330 Light manufacturing and assembly</p> <p>340 Light manufacturing and assembly</p> <p>345 Industrial office</p> <p>350 Research and development facility</p> <p>360 Industrial truck terminals</p> <p>370 Small shops</p> <p>380 Mines or quarry</p> <p>390 Grain elevators</p> <p>399 Other industrial structures</p> <p><b>COMMERCIAL</b></p> <p>400 Vacant land</p> <p>401 4-19 family apartments</p> <p>402 20-39 family apartments</p> <p>403 40-49 family apartments</p> <p>410 Motel or tourist cabins</p> <p>411 Hotel</p> <p>412 Nursing home or private hospital</p> <p>419 Other commercial housing</p> <p>416 Commercial camp ground</p> <p>420 Small detached units of less than (10,000) Sq. Ft.</p> <p>421 Supermarket</p> <p>422 Discount and junior department store</p> <p>424 Full line department store</p> <p>426 Community shopping center</p> <p>427 Regional shopping center</p> <p>428 Convenience market</p> <p>430 Restaurant, cafeteria or bar</p> <p>431 Franchise type restaurant</p> <p>435 Drive-in restaurant</p> <p>440 Dry clean, laundromat or laundry</p> <p>441 Funeral home</p> <p>442 Medical clinic or offices</p> <p>443 Veterinary office</p> <p>444 Full service banks</p> <p>445 Savings and loans</p> <p>446 Office building 1 or 2 story</p> <p>447 Office building 3 stories or more - walkup</p>																<p><b>COMMERCIAL (cont.)</b></p> <p>449 Office building 3 stories or more - elevator</p> <p>450 Convenience market with gasoline sales</p> <p>451 Convenience market/franchise type restaurant</p> <p>452 Service station</p> <p>453 Car wash</p> <p>454 Auto sales and service</p> <p>455 Parking lot or structure</p> <p>460 Theater</p> <p>461 Drive-in theater</p> <p>462 Golf course or country club</p> <p>463 Golf course or country club</p> <p>464 Bowling alley</p> <p>465 Lodge hall</p> <p>466 Health club</p> <p>467 Health club</p> <p>468 Ice rink</p> <p>469 Recreational gaming resort</p> <p>480 Commercial warehouse</p>																<p><b>COMMERCIAL (cont.)</b></p> <p>481 Commercial warehouse</p> <p>482 Commercial truck terminal</p> <p>483 Warehouse</p> <p>484 Warehouse</p> <p>485 Warehouse</p> <p>486 Warehouse</p> <p>487 Warehouse</p> <p>488 Warehouse</p> <p>489 Other commercial structures</p>																<p><b>RESIDENTIAL</b></p> <p>500 Residential</p> <p>501 One-family dwelling</p> <p>502 Two-family dwelling</p> <p>503 Three-family dwelling</p> <p>504 Condominium unit</p> <p>505 Platted lot</p> <p>506 Unplatted 0 - 9.99 acres</p> <p>507 Unplatted 10 - 29.99 acres</p> <p>508 Unplatted 30 - 39.99 acres</p> <p>509 Other residential structure</p>															
<p><b>LAND DATA AND COMPUTATIONS</b></p> <p>Land Type _____ Actual Frontage _____ Effective Frontage _____ Effective Depth _____ Depth Factor _____ Base Rate _____ Adjusted Rate _____ Estimated Value _____ Influence Factor _____ True Tax Value _____</p> <p>Acres / Sq. Ft. _____</p>																<p><b>Total True Tax Land Value</b></p> <p>LAND TYPE</p> <p>F Front Lot</p> <p>R Rear Lot</p> <p>1 Comm./Ind. Land</p> <p>11 Primary</p> <p>12 Secondary</p> <p>13 Undeveloped Usable</p> <p>14 Undeveloped Unusable</p> <p>2 Classified Land</p> <p>3 Undeveloped Land</p> <p>4 Tillable Land</p> <p>5 Non-tillable Land</p> <p>6 Woodland</p> <p>7 Other Farmland</p> <p>8 Ag Support Land</p> <p>81 Legal Ditch</p> <p>82 Public Road</p> <p>83 Utility Trans.</p> <p>84 Towers</p> <p>9 Homestead</p> <p>91 Res. Excess Acres</p> <p>92 Ag. Excess Acres</p> <p><b>Influence Factors</b></p> <p>1 Topography</p> <p>2 Under Improved</p> <p>3 Excess Frontage</p> <p>4 Shape or Size</p> <p>5 Misimprovement</p> <p>6 Restrictions</p> <p>7 Traffic Flow</p> <p>8 View</p> <p>9 Corner Influence</p> <p>0 Other</p>																																															

INDIANA COMMERCIAL & INDUSTRIAL PROPERTY RECORD CARD

State Form 50056 (2-01)

Figure 2-29. Valuation Record Section of Commercial and Industrial Property Record Card

IMPROVEMENT DATA AND COMPUTATIONS									
Major Items					Agricultural				
Residential					Agricultural				
Concrete Floor Electric Lights Heating Insulation Loft Plumbing Living Quarters Type of Construction					BARNS T/S/L/P/E/I/I/D/Q Open Space C/T/P/E/C/I Silted Floors CHURN CRIB Piles Frame/Wire Free standing Drive thru Floor Floor GRANARIES L Storage Bins SOIL GRAIN BINS - STEEL Diameter & Height or Bushel Capacity OIL TANKS E/I/H Floor Asphalt/Concrete SLURRY TANKS Round/Rectangular Round/Rectangular Plank Covering Cover SILO Caissons Conc. Slaver/Rain/d Masonry Tile/Conc. Blk./Brick Staircase Underwater Lighting Tile - Ceramic/Plastic Floor Non-rectangular Shape Concrete Apron EROSION CONTROL FENCE/POST Clay/Sod/Asphalt UTILITY SHED T/G				
O T F N									

SUMMARY OF RESIDENTIAL IMPROVEMENTS																	
ID	Use	Story Height	Const. Type	Grade	Year Const.	Eff. Age	Cond.	Base Rate	Features	L/I/M	Adj. Rate	Size or Area	Replacement Cost	Total Depr.	Remainder Value	% Comp.	Improvment Value
01	Dwelling																
02																	
03																	
04																	
05																	
06																	
07																	
SUB-TOTAL																	
Grade and Design Factor																	
ADJUSTED SUB-TOTAL																	
Location Multiplier																	
Replacement Cost																	
Heating & Air Conditioning																	
Plumbing																	
Full Bath																	
Central Warm Air																	
Hot Water or Steam																	
Heat Pump																	
No Heat (Specify Heat Space)																	
Central Air Cond.																	
Extra Finishes																	
TOTAL																	
No Plumbing																	

SUMMARY OF NON-RESIDENTIAL IMPROVEMENTS																	
ID	Use	Story Height	Const. Type	Grade	Year Const.	Eff. Age	Cond.	Base Rate	Features	L/I/M	Adj. Rate	Size or Area	Replacement Cost	Normal Depr.	Remainder Value	Abnorm. Obs.	Improvment Value
01																	
02																	
03																	
04																	
05																	
06																	
SUB-TOTAL																	
Grade and Design Factor																	
ADJUSTED SUB-TOTAL																	
Location Multiplier																	
Replacement Cost																	
Heating & Air Conditioning																	
Plumbing																	
Full Bath																	
Central Warm Air																	
Hot Water or Steam																	
Heat Pump																	
No Heat (Specify Heat Space)																	
Central Air Cond.																	
Extra Finishes																	
TOTAL																	
No Plumbing																	

Figure 2-30. Area for Signing and Dating a Property Record Card

To complete the “Valuation Record” sections of the Agricultural, Residential, and Commercial and Industrial Property Record Cards, and to sign and date the cards, perform these steps:

Step 1 In the “Assessment Year” row, enter the year when the assessment is being conducted.

Step 2 *If the assessment is being conducted as part of a general reassessment, “Revaluation” appears in the “Reason for Change” row.*

*If the assessment is being conducted to change the valuation of the property for a particular reason, enter the reason for the change in the “Reason for Change” row.*

Step 3a Complete the “True Tax Value” rows (***Agricultural Property Record Card***):

- a. In the “Res Land” row, enter the amount recorded in the “Homesite(s) Value” cell from the “Land Data and Computations” section of the property record card.
- b. In the “Res Imp” row, enter the amount recorded in the “Total Residential Improvement Value” cell from the “Summary of Residential Improvements” section of the property record card.
- c. Calculate the adjusted residential land and improvement values by subtracting the amount determined in sub step c from the “Res Imp” row first, and then if any shelter allowance is remaining, subtract from the “Res Land” row.
- d. In the “Adj. Res Land” and “Adj. Res Imp” rows, enter the results from sub step d. If the shelter allowance is not applicable, carry the value determined in sub step a to the “Adj. Res Land” row, and from sub step b to the “Adj. Res Imp” row.
- e. In the “Ag Excess Land” row, enter the amount recorded in the “92 Ag Excess Acres” cell from the “Land Data and Computations” section of the property record card.
- f. In the “Non-Res Imp” row, enter the amount recorded in the “Total Non-Residential Improvement Value” cell from the “Summary of Non-Residential Improvements” section of the property record card.
- g. In the “Farm/Classified Land” row, enter the amount recorded in the “Total Farmland/Classified Land Value” cell from the “Land Data and Computations” section of the property record card.
- h. Calculate the total true tax value of the property by summing the “Adj Res Land” cell, “Adj Res Imp” cell, “Ag Excess Land” cell, “Non-Res Imp” cell, and “Farm/Classified Land cell:

Total True Tax Value	€	Adj. Res land	+	Adj. Res Imp	+	Ag. Excess Land	+	Non-Res Imp	+	Farm/Classified Land
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Enter the total true tax value, rounded to the nearest \$100, in the “Total TTV” row.

Step 4a Complete the “Assessed Value” rows. The assessed values are 100% of the true tax values.

- a. In the “Adj Res Land” row, enter the assessed value of the property’s adjusted residential land.
- b. In the “Adj Res Imp” row, enter the assessed value of the property’s adjusted residential improvements.
- c. In the “Ag Excess Land” row, enter the assessed value of the property’s agricultural excess acres.
- d. In the “Non-Res Imp” row, enter the assessed value of the property’s non-residential improvements.
- e. In the “Farm/Classified Land” row, enter the assessed value of the property’s farmland and classified land.
- f. Calculate the total assessed value by summing the “Adj Res Land” cell, “Adj Res Imp” cell, “Ag Excess Land” cell, “Non-Res Imp” cell, and “Farm/Classified Land” cell:

Total Assessed Value	=	Adj. Res Land	+	Adj. Res Imp	+	Ag. Excess Land	+	Non-Res Imp	+	Farm/Classified Land
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Enter the total assessed value, rounded to the nearest \$100, in the “Total AV” row.

If an equalization factor is to be applied at the county level, enter (in the “Reason for Change” row) “County Equalization” in the column just to the right of the valuation being equalized. If an equalization factor is to be applied at the state level, enter (in the “Reason for Change” row) “State Equalization” in the column just to the right of the valuation being equalized. The State Board of Tax Commissioners will be promulgating an equalization rule, which will provide more detailed information on the application of equalization factors.

In the assessment of agricultural properties, an equalization factor would only apply to the rows “Res Land”, “Res Imp”, “Ag Excess Land”, and “Non-Res Imp”.

Step 3b Complete the “True Tax Value” rows (**Residential Property Record Card**)

- a. In the “Res Land” row, enter the amount recorded in the “Total Residential Land Value” cell from the “Land Data and Computations” section of the property record card.

- b. In the “Res Imp” row, enter the amount recorded in the “Total Residential Improvement Value” cell from the “Summary of Residential Improvements” section of the property record card.
- c. Calculate the adjusted residential land and improvement values by subtracting the amount determined in sub step c from the “Res Imp” row first.
- d. In the “Adj. Res Land” and “Adj. Res Imp” rows, enter the results from sub step d.
- e. In the “Non-Res Land” row, enter the amount recorded in the “Total Non-Residential Land Value” cell from the “Land Data and Computations” section of the property record card.
- f. In the “Non-Res Imp” row, enter the amount recorded in the “Total Non-Residential Improvement Value” cell from the “Summary of Non-Residential Improvements” section of the property record card.
- g. Calculate the total true tax value of the property by summing the “Adj Res Land” cell, “Adj Res Imp” cell, “Non-Res Land” cell, and “Non-Res Imp” cell.

Total True Tax Value	=	Adj. Res Land	+	Adj. Res Imp	+	Non-Res Land	+	Non-Res Imp
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- h. Enter the total true tax value in the “Total TTV” row.

Step 4b Complete the “Assessed Value” rows. The assessed values are 100% of the true tax values.

- i. In the “Adj Res Land” row, enter the assessed value of the property’s adjusted residential land.
- j. In the “Adj Res Imp” row, enter the assessed value of the property’s adjusted residential improvements.
- k. In the “Non-Res Land” row, enter the assessed value of the property’s non-residential land.
- l. In the “Non-Res Imp” row, enter the assessed value of the property’s non-residential improvements.
- m. Calculate the total assessed value by summing the “Adj Res Land” cell, “Adj Res Imp” cell, “Non-Res Land” cell, and “Non-Res Imp” cell:

Total Assessed Value	=	Adj. Res Land	+	Adj. Res Imp	+	Non-Res Land	+	Non-Res Imp
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Enter the total assessed value in the “Total AV” row.



If an equalization factor is to be applied at the county level, enter (in the “Reason for Change” row) “County Equalization” in the column just to the right of the valuation being equalized. If an equalization factor is to be applied at the state level, enter (in the “Reason for Change” row) “State Equalization” in the column just to the right of the valuation being equalized. The State Board of Tax Commissioners will be promulgating an equalization rule, which will provide more detailed information on the application of equalization factors.

In the assessment of residential properties, an equalization factor would only apply to the rows “Res Land”, “Res Imp”, “Non-Res Land”, and “Non-Res Imp”.

Step 3c Complete the “True Tax Value” rows (**Commercial and Industrial Property Record Card**):

- a. In the “Land” row, enter the amount recorded in the “Total True Tax Land Value” cell from the “Land Data and Computations” section of the property record card.
- b. In the “Improvements” row, enter the amount recorded in the “Total True Tax Improvement Value” cell from the “Summary of Improvements” section of the property record card.
- c. Calculate the total true tax value of the property by summing the true tax value of the property’s land (entered in the “Land” row) and the true tax value of the property’s improvements (entered in the “Improvements” row):

Total true tax value	=	True tax value of land	+	True tax value of improvements
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- d. Enter the total true tax value in the “Total TTV” row.

Step 4c Complete the “Assessed Value” rows. The assessed values are 100% of the true tax values.

- a. In the “Land” row, enter the assessed value of the property’s land.
- b. In the “Improvements” row, enter the assessed value of the property’s improvements.
- c. Calculate the total assessed value of the property by summing the assessed value of the property’s land (entered in the “Land” row) and the assessed value of the property’s improvements (entered in the “Improvements” row):

Total Assessed Value	=	Assessed value of land	+	Assessed value of improvements
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Enter the total assessed value, rounded to the nearest \$100, in the “Total AV” row.

If an equalization factor is to be applied at the county level, enter (in the “Reason for Change” row) “County Equalization” in the column just to the right of the valuation being equalized. If an equalization factor is to be applied at the state level, enter (in the “Reason for Change” row) “State Equalization” in the column just to the right of the valuation being equalized. The State Board of Tax Commissioners will be promulgating an equalization rule, which will provide more detailed information on the application of equalization factors.

In the assessment of commercial and industrial properties, an equalization factor would be applicable to the “Total TTV”.

Step 5 In the “Data Collector/Date” cell, have the data collector sign and date the Property Record Card.

Step 6 In the “Appraiser/Date” cell, have the appraiser sign and date the Property Record Card.