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UNDERSTANDING THE PROPERTY RECORD CARD

The map, lot, unit, and subunit numbers are the primary referencing system that make up the parcel number. It is one of the ways the system locates and identifies a specific parcel and locates it on a map. It is essential that these numbers be entered in a consistent and accurate fashion.

Note: in a computer search this map, lot , unit and subunit sequence is used in place of the map, block, lot and unit descriptions.

PROPERTY LOCATION

Property Address

Another way to search a property is by address, In the Vision System use abbreviations, ST, LN, RD, DR, CIR.

BUILDING NUMBER

Because there can be numerous buildings on one lot, it is necessary to number the buildings. This building number is also referred to in the land line section.

NUMBER OF CARDS

Card Number

The card number is also essential to the systems referencing functions. Parcels with more than one principal structure require that more than one appraisal record be associated with a specific parcel ID number, i.e. card 1 of 2, 2 of 2.

Total

This refers to the total number of appraisal cards in the parcel. An entry must be made to this field and care must be taken with a multi-card parcel to ensure that all cards are included.

PIN NUMBER

The PIN stands for Parcel Identification Number. The PIN number section allows the municipality to store a backup parcel number, or an actual PIN associated with a Geographic Information System.

CURRENT OWNER

This section is used to enter the current owner's name & address. If it replaces a prior owner, it will move to the Owner History Section automatically. This information is taken from recorded deeds. Additional owners will also be listed here.

PROPERTY FACTORS

TOPO	UTILITIES	STREET/RD	LOCATION

These sections are used to describe the site and the site's location. They are descriptive fields and do not typically affect the valuation of the property.

Topography

Information pertaining to the contour and/or the nature of the topographical features of land.

Utilities

Utilities are available that service or have the potential to service the lot.

Street or Road

Type of Betterments or Improvements associated with the street on which the property is located.

Location

Information highlighting the nature of a property's location and immediate neighborhood.

SUPPLEMENTAL DATA

These fields are user definable. Individual municipalities can tailor their use based on specific needs.

CURRENT ASSESSMENT

Appraised value and assessed value might be different. The most common reason is if current use is applied for the assessed value.

Previous Assessment

Historic assessment for prior years.

RECORD OF OWNERSHIP - SALES DATA

OWNER NAME	BK-VOL/PAGE	MO/DY/YR	V/I	SALES PRICE	VC

OWNER NAME

This section records the ownership history. It is maintained through recorded deeds.

BOOK AND PAGE

The book and page field is the reference or Deed number as registered in the county Registry of Deeds, where the deed is recorded. The format is Book/Page.

MONTH, DAY AND YEAR

This field refers to the month, day and year in which the sale was recorded at the local Registry of Deeds and is the recording date.

Q/U

This determines whether a sale is qualified (Q), which means it is an arms length sale or unqualified (U), which means that it is not a qualified market sale and should not be used in analysis.

V/I

This describes whether the sale is vacant or improved at the time of the sale.

SALES PRICE

This is the price the property sold for as determined through the deed transfer stamps.

VALIDITY CODE (VC)

This code indicates how the sale was determined to be qualified (a good representative sale) or unqualified and what the transaction type was.

Codes 00 through 04 indicate a sale that is considered qualified. It will be included in statistical analysis for determining equalization ratios and revaluation tables.

Codes 11 through 99 have been determined by the Assessor to be unqualified sales. Common reasons for disqualifying a sale include; foreclosure, family or business transaction, a property incomplete as of assessment date or requiring significant repairs, a divorce, or a property change before the sale but after the date of assessment.

THIS SIGNATURE ACKNOWLEDGES A VISIT BY THE DATA COLLECTOR OR ASSESSOR

X

This area of the record card is for the signature of the individual who witnessed the Data Collector's inspection of the property. (usually an owner, agent, or occupant). Signatures are kept on file but are not visible on the printed record card.

Exemptions:

This field will not display on a printed card. You must contact the Assessing office for this information.

Notes

This is used for further explanation of any individual factors affecting the site or a portion of the site. Month/Year will describe when changes to the record were made and what the changes were.

BUILDING PERMIT RECORD								
Permit ID	Issue Date	Type	Description	Amount	Insp Date	% Cmp	Date Cmp	Comments

Most of this information will be taken directly from a building permit.

Permit ID #

This is the number assigned by the building department. It should be entered exactly as it should appear.

Issue Date

The date the permit was issued by the building department.

Type and Description

Type, along with description, identifies the type of permit; Addition, Alteration, Renewal, New Construction, ect

Amount

The amount or estimated cost of the project that is listed on the building permit.

Inspection Date

The day an assessor representative visits and views the work being done.

% Complete

The estimated amount of completion of the item at the time of the visit, or as of April 1st.

Data Complete

The day the work was finished. This typically is the C/O date, (if known)

Comments

Descriptive remarks are entered here. Longer comments may also be placed in the general notes section.

VISIT HISTORY

Date

Date of visit by an Assessing Representative.

Type

Reason for the visit. This can include building permit (PM) Sale (SL) or cyclical (CI)

IS The information source such as an owner or tenant.

ID The initials of the person who visited the property.

Code and Purpose of Visit

Describes what occurred during the visit.

LAND LINE DATA AND VALUATION SECTION									
B#	UsCd	Description	Zone	D	Frontage	Depth	No. of Units	TP	Unit Price
1									
2									

The B# (building number) describes which building on the lot is identified with this land line.

Use Code and Use Description

A 4-digit numeric code describes the use of the land. The use description gives an explanation of the 4-digit code.

Use codes starting with 10XX indicate residential uses; 11XX indicate multi-units properties; 3XXX are commercial properties, 4XXX are industrial properties; 5XXX are public utilities; 6XXX thru 8XXX are reserved for current use properties and 9XXX indicates exempt properties.

A use code starting with a "0" will indicate a mixed use property.

Zoning

The code that is utilized is based on the local Zoning Ordinance.

Frontage and Depth

The Frontage and Depth fields are not used in Milford.

No. of Units

This entry represents the lot size and is the basis upon which value is generally calculated. The field has two positions to the right of the decimal point if fractional units are necessary.

Up to 1 acre is included on the primary site line, remaining acreage is described on subsequent land lines according to its use.

The appropriate unit type is entered with the number of Land Units. The Unit Type identifies if it is measured in Acreage (AC), Square Footage (SF), or Front Foot (FF). Milford uses only acreage.

Unit Price

The price is usually table driven. It is established using sales that occurred at the time the Revaluation is Conducted and is affected by zoning.

LAND LINE DATA AND VALUATION SECTION(CONTINUED)					
I Fctr	SA	Condition	Neighborhood	Adjust	Spcl Lnd Pricing

I FCTR (Influence Factor)

This field is table driven and is indicative of the sizing curve developed based on the lot size using 1acre as the base lot size.

S.A. (Site Index)

The site index can be used to rate streets based on location and can fine-tune values in a diverse neighborhood. The site index is a one-digit code. It ranges from 0-9, with code 5 usually considered average. Percentage values for each code number are assigned to the tables depending upon what is indicated through sales data. The 0 typically indicates excess acreage.

<u>Code</u>	Location
	<u>Description (sample only)</u>
0	Manual Calculation
1	Minimum
2	Very Poor
3	Poor
4	Below Average
5	Average
6	Above Average
7	Good
8	Very Good
9	Excellent

CND (Condition Factor)

The condition factor provides the assessor/appraiser with the ability to adjust the land value in such a way that unique land characteristics of a property that affect value, in a positive or negative manner, can be accounted for. The condition factor is parcel specific rather than neighborhood specific. (EX. topography, ect.) 1.00 is used as a default.

Any adjustments are multiplied by unit price. Therefore an adjustment greater than 1 increases the unit price and an adjustment less than 1 decreases the unit price.

ST.Idx

This field is for coding of major and sub-neighborhoods within a community. It can take the place of the Site Index or can be used in conjunction with the site index. Up to four alpha-numeric characters can be entered. Values are table driven and reflective of conditions influencing the entire neighborhood.

S.I. Adj.

This field displays the adjustment factor applied to the designated ST .Idx (neighborhood) used to reflect any positive or negative factors attributable to neighborhoods or sub-neighborhoods within a community. An adjustment of one (1.00) equals no value change. Adjustments higher and lower than 1 signify a change to the land value.

Notes - Adj

This is used for further explanation of any individual factors affecting the site or a portion of the site.

Current Use/Recreational Use

Applies to land placed in Current Use and the land use category. Recreational use "Y" indicate a 20% additional discount value for providing public access to the land, although restrictions may apply. "N" indicates the land is maintained as private property and not open to public access.

CONSTRUCTION DETAIL

Details of the improvements are described in this section.
All codes are explained in the description beside it.

OUTBUILDINGS/EXTRA FEATURES

Outbuilding /Extra Features Section

BUILDING SUB-AREA SUMMARY SECTION							
Code	Description	L/B	Units	Unit Price	Yr	Dpr Rt.	%Cnd

Code and Description

This is a description of the item being valued. Ex. a one story fireplace = FPL1, an average shed =SHD1.

The description beside the code explains what the code stands for.

L/B

This identifies whether the item is part of the land (outbuilding), such as a shed, or part of the building (extra feature), such as a fireplace.

Units

This identifies number of items ,by unit count or the measurement of the item, identified by square footage, whichever is applicable.

Unit Price

The unit price is either calculated as a lump sum or on a per unit basis. ie: square foot, cubic yard.

Year

Enter the year the outbuilding or extra feature was installed or built. A building item such as a fireplace usually matches the structure's year built.

Depreciation Rate

Describes how the item should be depreciated.

% Condition

Used to define the undepreciated position of an item. For Example, if a shed is a few years old and is 20% depreciated, the item would read as 80%. The percentages for certain items reflect the condition and contributory value of the item.

TYPICAL HOUSE DESIGNS (along with corresponding codes)

Style Code/Design and Description

Picture

01 Ranch

Generally built after 1940's although some houses built earlier could fall within this category. A one story house which is usually Rambling and low to the ground with a low Pitched roof.



02 Split Level

Generally built after 1940's. The living area is on 2 or more levels with each level having a single story height, generally seen on uneven terrain lots. Can be a front/rear or side/side split or a combination of the two.



03 Colonial

Traditional design built from 1700's to Present. Generally 2 or 2 1/2 stories with balanced openings along the main façade. Second floor overhangs are common. Newer Colonials attempt to imitate this classic New England design



04 Cape Cod

Generally built from the 1920's to present. built "close to the ground" with simple lines. A high roof ridge often supplemented with full or partial dormers may provide a second level of living area, but not a full upper story. Generally a gable roof.



05 Bungalow

Most bungalows were built in the early 1900's. A small one-story design often seen with an expansion attic and/or dormers. Usually with an open or enclosed front porch. Narrow across the front and deep from front to back.



06 Conventional

An older type of house with no particular architectural design. Story heights generally range from 1.5 to 2.5 stories.



07 Modern or Contemporary

Constructed since the 1940's WWII. One-story, two-stories or split-level. Characterized by large windows, open planning, horizontal line and simple details.



08 Raised Ranch or Split Entry

A combination of the ranch and split-level designs. The basement area sets on or slightly below the ground level and is usually partially or totally finished. Basement garages are common.



09 Multi-Family

A multi-family residential structure. A multi-family consists of 2-8 units.



10 Family Duplex

A 2-4 unit multi-family residential structure. The units are side by side and often have living area on more than one floor.



11 Manufactured Home

A long, narrow pre-manufactured dwelling. These can be moved from site to site, however Due to the larger sizes of the homes today, Generally are somewhat permanent. Typically No basements with just a crawl space covered by skirting.



12 Residential Condominium

Structure with shared common land area and facilities. Generally row types, either townhouses, which are separated by common walls or garden-style which are often converted apartment style dwellings.



13 Century

A specialty category typically a Colonial-Style Home that has some antique value. Usually will be At least 100years old.



14 Vacant Land with Accessory Building

This is a vacant lot that has some type of building Or improvements, outbuilding or accessory building on the lot, i.e.: garage, shed, swimming pool, etc.



15 Vacant Land

A lot of land, unimproved, with no dwellings or buildings.



All 99 Use/Style codes appear in the Com/Ind. Data Collection Section

Model:

The Model Code dictates which valuation models will be used for the property valuation.

00 Vacant	05 Residential Condo
01 Residential	06 Commercial Condo
02 Mobile Home	94 Commercial
03 Multi	95 Service Station
04 Condo Main	96 Industrial

Grade:

This field reflects the design quality of the Improvement. Codes range from 1 through 14 with 3 being average quality construction.

<u>Variable</u>	<u>Code</u>	<u>Description</u>	<u>Coefficient</u>
GRADE_01	01	Minimum	-0.250
GRADE_02	02	Below Average	-0.100
GRADE_03	03	Average	0.000
GRADE_04	04	Average +10	0.100
GRADE_05	05	Average + 20	0.200
GRADE_06	06	Above Avg	0.350
GRADE_07	07	Above Avg+10	0.500
GRADE_08	08	Above Avg +20	0.700
GRADE_09	09	Good	0.900
GRADE_10	10	Good +10	1.050
GRADE_11	11	Good + 20	1.300
GRADE_12	12	Very Good	1.600
GRADE_13	13	Very Good +10	1.900
GRADE_14	14	Very Good +20	2.300

Stories

This is a required entry for Models 01-02. It contains a 2 position field with decimal. While there is no internal computer calculation, this field provides the user with a manual check on the sub-area codes used in the Building Traverse.

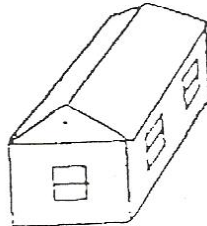
Story Heights

1.0 Stories
1.5 Stories
2.0 Stories
2.5 Stories
3.0 Stories
3.5 Stories or More

STORY HEIGHT ILLUSTRATION

BAS

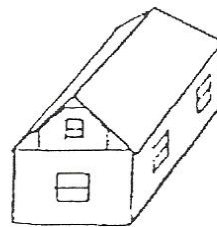
(A)



1 Story-All living space is on first floor. Usually a ranch or camp style design with low pitch roof. No permanent staircases to attic.

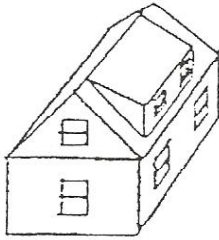
EAF BAS

(B)



1 Story & Expansion Attic. Finished-Area above first floor has permanent stairway and high pitched roof. Homes may have limited dormer coverage, less than 25%. Usable floor space equals 30-50% of first floor due to roof-line constraints. Usually found in a cape style house.

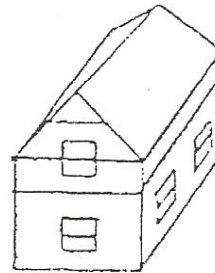
(C) FHS
BAS



1-1/2 Story (Cape

Style)-one story which has additional dormer coverage greater than 25% and not exceeding 50%. The upper level will have 50-70% of it's floor area available due to roof-line constraints.

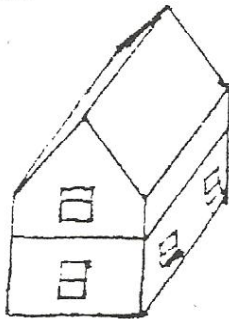
(D) FHS
BAS



1 1/2 Story

(Conventional Style)-One story with an upper level, however, the wall height is half of that of the first floor. The roof eaves typically fall at the mid-point of the windows. Therefore, providing 50-70% of usable floor area due to roof-line constraints.

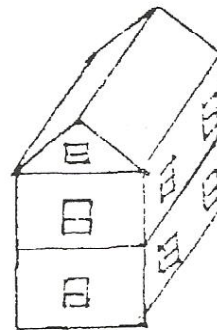
(E) TQS
BAS



1-3/4 height-

Nearly two story, however, the wall reduces the usable floor space to 70-90%. On conventional style, the eaves usually cut the window above its mid-point.

(F) FUS
BAS



2 Story Two full

stories. The second floor has generally the same floor space as the first floor.

Occupancy

A 1-digit code that indicates the number of separate units, tenants or apartments.

Exterior Wall

There are several types of Exterior Walls that can be used. Much of the quality and construction technique is reflected in the Exterior Wall Type.

One or Two Exterior Wall Types may be marked and entered in the appropriate spaces.

Exterior Walls Const.	
1. Minimum	17. Stucco o Masonry
2. Comp of wall board	18. Asphalt
3. Below Average	19. BR Veneer
4. Single Siding	20. BR on Masonry
5. Average	21. Stone on Masonry
6. Board & Batten	22. Precast Panel
7. Asbestos Shingle	23. Precast Concrete
8. Wood on Sheathing	24. Reinforced Concrete
9. Logs	25. Vinyl Siding
10. Above Average	26. Aluminum Siding
11. Clap Board	27. Pre-Finished Metal
12. Cedar or Redwood	28. Glass/Thermo pane
13. Prefab Wood Panel	29. Metal Sandwich
14. Wood Shingle	30. Glass and Masonry
15. Concrete or Cinder Block	31. Masonry Frame
16. Stucco on Wood	

EXTERIOR WALL DESCRIPTIONS

Typical siding materials include:

Composition or Wall Board - Refers to composition siding which comes in varied thickness and Rolls and is usually fastened over wood framing by nailing. Can be any of the various manmade Materials or wood or metal framing such as "Homosote" or "Cleotex" or other trade name products. These sidings must be treated or painted to withstand weather.

Board & Batten - Siding placed on walls over sheathing in a vertical position with the joints covered by narrow wooden strips called battens.

Wood on Sheathing - A type of wood frame siding using vertical or horizontal wood siding which is normally lapped over the sheathing and painted. The siding is usually pine or other soft wood.

Logs - Refers to logs which are usually placed on horizontally.

Clapboard - An exterior wood siding having one edge thicker than the other and laid so that the the thick butt overlaps the thin edge of the board below. Installed horizontally.

Cedar or Redwood - Most commonly found as vertical siding on contemporary style homes. Naturally stained and is desirable for its appealing color and maintenance free characteristics.

Pre-Fab Wood Panel - This is a plywood type siding such as T-111, there are numerous manufacturing process and treatments that make possible an almost unlimited variety of plywood finishes and characteristics. Some of the common things that alter the appearance are to groove and surface, striate it, brush it or emboss it. It is most commonly found on prefabricated and/ or modular homes.

Wood Shingle - Wood shingle was one of the first exterior wall coverings to be used in this country. Most wood shingles are made of the western red cedar which is highly resistant to rot and decay. Other desirable characteristics of this wood are its fine, even grain, exceptional exceptional strength, low weight low rate of expansion and contraction due to changes in moisture content and high impermeability to water.

Concrete or Cinder Block - Concrete compressed into the shape of a block. The block is a hard stone-like material made by mixed sand, an aggregate such as crushed stone, gravel or cinders, and cement with water.

Stucco on Wood - Tile stucco refers to terra cotta tile with cement stucco applied to the exterior. Wood frame stucco is a type of wall which is formed by applying cement stucco to a framework of wood with wire or wood lathe. (stucco is a coating in which cement is used for covering walls and is put on wet, but when dry it becomes exceedingly hard and durable.)

Stucco on Masonry - Concrete Block Stucco is a wall of concrete block with cement stucco applied to the exterior creating a textured surface or wood frame with stucco.

Asphalt - Asphalt siding appears in two forms - small shingles or board sheets. The surface of the sheets and shingles is coated with mineral surfacing materials.

Brick (BR on Veneer) - A non-load bearing single tier of brick applied as a facing to a wall or other materials such as wood.

Brick on Masonry - This exterior wall is used for construction purposes. The bricks are primarily used for building and are not specially treated for color. The bricks are arranged to tie a masonry wall together longitudinally (Stretchers) and transversely (Headers), and are of great importance to the strength of the wall.

Stone on Masonry - Refers to various stone goods or stone veneers which are usually placed placed on a load-bearing masonry wall.

Corrugated Steel - Found on Commercial and Industrial buildings.

Vinyl Siding - Refers to an exterior wall covering, usually on a wood frame house. It is available in numerous qualities and colors. Popular due to its low maintenance features.

Aluminum Siding - Flat or corrugated aluminum sheets fastened to a wood or metal frame as a direct replacement or cover for horizontal wood siding.

Pre-Finished Metal - This refers to the enameled or anodized metal which is commonly used on service stations and other Commercial structures as well as older mobile homes.

Glass/Thermo pane - A glass sandwich designed for the use on exterior walls. Usually tinted and framed with an aluminum or metal. Normally found only on large Commercial Buildings.

Roof Structure

One 2-digit code corresponding with the observed Roof Structure must be selected from possible Roof Structures. The following description helps identify Roof Types.

Roof Structure			
1.	Flat	5.	Salt Box
2.	Shed	6.	Mansard
3.	Gable hip	7.	Gambrel
4.	Hip Roof	8.	Irregular

Flat Roof - A roof having a slope just sufficient enough to provide water drainage and a pitch not over 1 to 20.

Shed Roof - A sloping roof with a more noticeable slope than the Flat Roof.

Gable Roof - A ridged roof, the ends of which form a gable.

Hip Roof - A roof that rises by inclining planes from all four sides of the house.

Salt Box - Refers to a Roof Structure unique to New England. The structure is essentially a gable roof, but the rear plane is much larger than the front plane.

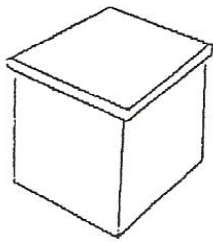
Mansard - A roof with two slopes or pitches on each of the four sides, the lower slopes steeper than the upper.

Gambrel - A ridged roof, barnlike, the ends of which form a gable.

Irregular - Any variety of unusual shapes which do not have the same rise per foot run throughout.

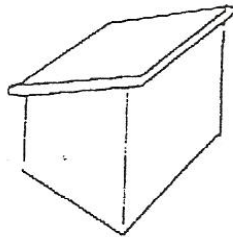
If observation indicates several roof structures are present, the roof structure that predominates is selected.

FLAT



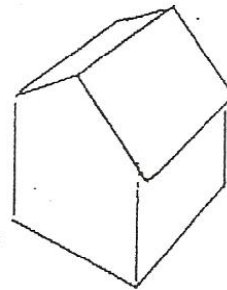
(01)

SHED



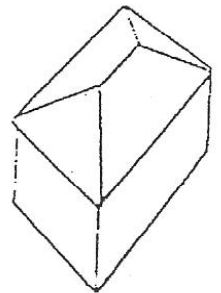
(02)

GABLE



(03)

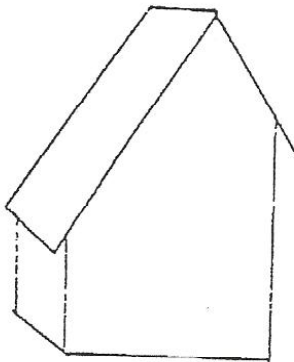
HIP



(03)

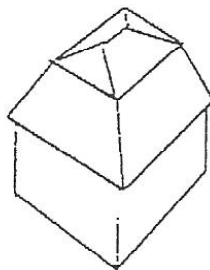
&

SALTBOX



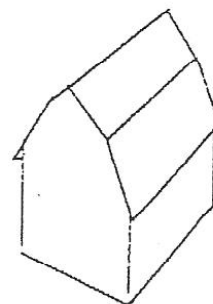
(05)

MANSARD



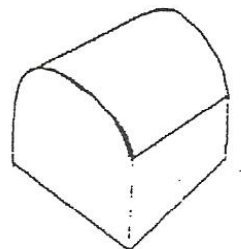
(06)

GAMBREL



(07)

ARCHED



(05)

ROOF COVER

Like the Roof Structure, the Roof Cover is a 2-digit code with one type of Cover to be entered.

If there are several types of Roof Covers present, the one that covers the most area should be selected.

Metal/Tin - Low to average quality metal roofing.

Rolled Composition - Felt or rag fiber saturated with asphalt or tar with a surface that is generally coated with mineral granules.

Asphalt/Fiberglas/CMP - Standard 3 tab on architectural shingles.

Built-Up Tar & Gravel - Tar is hot-mopped over the roof with gravel embedded. "Built-Up" refers to the fact that several layers of tar are used. This roofing also requires a flat or very low pitched roof.

Corrugated Asbestos - Made from asbestos cement in sizes similar to wood shingles.

Asbestos Shingle - Made from asbestos cement in sizes similar to wood shingles.

Clay or Tile - A very fine clay molded in a half-round shape and fired to a surface hardness, requiring no paint.

Wood Shingles - These are usually cedar or redwood and appear on expensive homes.

Slate - Made by the firing of powdered shale and clay rock under pressure and cut into proper size and shape for shingles. Generally found on expensive homes.

INTERIOR WALL CONSTRUCTION CODES

Masonry or Minimum - Normally exterior wall materials which serve as an interior wall face. Usually brick or block materials which are usually unfinished, although they may be painted.

Wall Board or Wood Wall - Wall boards come in many mark or trade names, but all are made up of a composition of materials to form boards which are usually 4' x 8' in size. Some examples would be treated paper such as "Celotex, plaster boards or other paper products pressed together.

Plastered - This refers to all plaster on lath interior walls.

Plywood Panel - Mostly inexpensive 4' x 8' plywood panels which are decorative in nature and characteristically a veneer.

Drywall/Sheetrock - A sandwich of plaster with paper surfaces normally available in 4' x 8' sheets which are cut to fit. It is fastened to studding or furring strips and requires a seal where joints occur and paint as a finish. It has become popular due to ease of installation and also due to the fact that no plastering is necessary.

Wood Panel or Custom - Very high grade plywood veneers or solid hardwoods in tongue and groove which are used as interior finishes.

Knotty Pine/Wood - Pinewood panel or other average quality wood.

INTERIOR FLOORING

If the Interior Flooring of a structure has a high proportion of two Flooring Types(Example: Hardwood and Carpeting), then both Codes are used. The average will be computed.

INTERIOR FLOORING CODES

Dirt - No floor

Minimum/Plywood - Uncovered plywood, wood boards or rough low quality concrete.

Finished Concrete - Smooth troweled on grade concrete.

Concrete Above Grade - Same as finished concrete except raised, such as for a loading doc.

Vinyl/Asphalt Tile - Various tile laid over wood or concrete floors using adhesive.

Linoleum/Sheet Goods - Consist of vinyl resins, asbestos fibers and fillers.

Cork Tile - Made of cork composition.

Average

Pine/Soft Wood - floor finish of pine or other soft wood. Strips are generally wider than hardwood.

Terrazzo Monolith - Poured Chips.

Ceramic - Clay-Based tiles usually glazed

Hardwood - Strip flooring of any one of several hardwoods laid usually over a subflooring. Strips generally narrower than softwood flooring.

Parquet - Small pieces of hardwood laid in patterns or designs over a subflooring. Can also be made up in block designs and laid over concrete.

Carpet - This is wall-to-wall carpeting in all or some major areas of the house. The carpet is fastened to the floor either directly or over a carpet pad.

Quarry Tile - Red clay-based often left in their natural finish.

Terrazzo Epoxy - Marble, granite, quartz, onyx on glass chips in a flexible resin matrix.

Precast Concrete - Manufactured concrete slabs made off site and installed as a unit. May be hollow core, most often used in commercial or industrial applications.

Slate - A durable natural stone product.

Marble - Cultured marble is a mix of marble dust and resin. Solid marble is quarried cut.

HEATING TYPE

None - No conventional heating system where a consistent temperature can be maintained.

Floor Furnace - Typically found in older homes. Also referred to as space heaters.

Hot Air-Not Ducted - Refers to gravity hot-air ducted heating system and can include systems such as a monitor system, where a constant temperature can be maintained.

Forced Air-Ducted - Ducted hot-air system with fan forcing air. Smaller ducts can be used and run horizontally as well as vertically.

Hot Water - Hot water circulated by pumps to radiators or baseboard heaters where space heating occurs by convection and radiation. Also used for radiant heating by means of pipes or coils embedded in floors, ceiling or walls.

Steam - Similar to hot water except steam, generated in a boiler, rises and expands through pipes into radiators where heating occurs by radiation and convection.

Radiant Electric - Heating elements or panels embedded in floors, walls and ceiling are heated directly by electricity. Heating is mostly by radiation.

Radiant Hot Water - usually built into floor slab.

AIR CONDITIONING

None - No Air Conditioning present.

Heat Pump - Combination Heat and Air Conditioning System.

Central - Central Air Conditioning System with ducts. May be combined with Forced Hot Air Heating System or have separate duct work.

Wall Units - Generally informational in nature only. (# of units) Describes an air conditioner that has been built into a wall instead of being placed in a window.

NUMBER OF BEDROOMS

The total numbers of Bedrooms above grade. Any bedrooms in the basement are not be included. Bedrooms that have been changed temporarily in use to a den or dinning room will be counted in the total as bedrooms.

BATHROOMS

The total number of bathrooms is entered. Bathrooms in basement are included in total.

Two fixtures generally equal a half bath. Three fixtures generally equal a full bath. If additional fixtures exist in a bath they are counted as 'extra features'

TOTAL ROOMS

The total number of rooms other than baths. This would not include low quality or semi-finished rooms below grade. This is informational only and does not affect value.

BATH STYLE

This indicates the degree of modernization & quality of the bathrooms contained within a home.
This field does not affect value.

Old Style - Indicates outdated or substandard fixtures & décor.

Average - This is considered to be the average bathroom. Unless bath is substandard, outdated or on the other hand luxurious in nature, use this rating.

Modern - Remodeled bath in an older home.

KITCHEN STYLE - Refers to modernization & quality of kitchen. Does not affect value.

Old Style - Indicates inadequate or outdated features.

Average - Considered to cover the majority of properties indicating - reasonably adequate & functional features.

Modern - Remodeled kitchen in an older home.

CONDOMINIUM/COOPS DATA

Condo Complex - Each complex has it's own descriptive code assigned.

Floor Level - Indicates which floor the bottom floor of the unit is on. 1st =1, 2nd = 2, etc.

Unit Location - To indicate any special location description i.e., interior vs. end unit. Allows for any combination of alpha/numeric entry.

No. of Units - Indicates the total number of units within the association. Informational only.

No. of Levels - One story unit = 1, two story = 2, etc.

% Own (ership) - Informational only. Indicates the percent of common interests the unit holds in the common area. Also % voting rights relative to Association decisions.

DEPRECIATION

YEAR BUILT: Reflects the original year of construction.

FUNCTIONAL OBSOLESCENCE - Like Economic below, it is entered, if it exists, as a percent to be added to physical depreciation. Example: poor layout of the interior.

EXTERNAL OBSOLESCENCE - If it exists, is entered as a percentage amount to be added to normal physical depreciation. External Obsolescence is a loss in value which emanates from outside the property lines, such as being near town dump or under high tension lines.

CONDITION CODE - These entries allow user to indicate Special Conditions, such as; a new house that is only partially finished, a structure that is fire or weather damaged.

The codes for special condition are:

UC	=	Under Construction
PD	=	Physically Damaged
AP	=	Abnormal Physical Depreciation
MA	=	Market Adjustment

(MA) Market Adjustment adds to Percent (Good) Condition.

(AP) Abnormal Physical Depreciation subtracts, from the percent good condition.

The UC% amount overrides the existing % (good) condition.

Under Construction (UC) example

If a new home is only 50% complete, UC =

$$100\% \text{ good} \times 50\% \text{ UC} = 50\%$$

If an older home which was 60% good has been gutted and is now 50% rebuilt, UC =

$$60\% \text{ good} \times 50\% \text{ UC} = 30\% \text{ good}$$

MEASURING AND SKETCHING

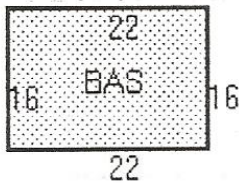
The total floor area of a structure, expressed in terms of number of square feet, is a critical data element for valuation. Area is calculated by using measurements obtained by physically measuring the structure.

The formulas for computing the basic areas are as follows:

Concept of Area

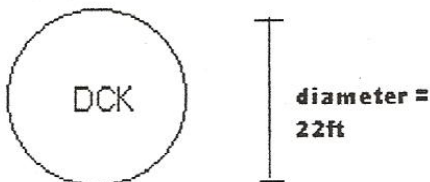
The majority of structures which the Data Collector will encounter are rectangular in nature. Very often attachments are built on to what is viewed as the basic rectangle. Such attachments are labeled porches, bays, patios, overhangs, attached garages and additions (extensions of living area), that are a different story height than the main structure,

Rectangle:



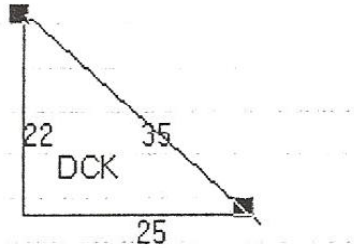
$$\text{area} = \text{length} \times \text{width}; A = L \times W$$

Circle:



$$\text{area} = (\pi) \times (\text{radius} \times \text{radius}); A = \pi R^2$$

Triangle:



$$\text{area} = \frac{1}{2} \times \text{base} \times \text{height}; A = \frac{bh}{2}$$

Measuring and Sketching Rules

1. Measurements are to be rounded to the nearest foot. 6" or less is to be rounded downward:
ex: 20' 6", rounded to 20'

20' 7", rounded to 21'

SUB-AREAS AND SKETCH LABELS

Subareas of a structure are locked to identify each area or level of a structure.

Example of some of the subareas follows:

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CRITERIA</u>
BAS	Base/First Floor	First or primary floor, heated, finished living area.
CAN	Canopy	A roof structure with no finished floors or walls underneath.
EAF	Expansion Attic - Finished	A high-pitched attic roof generally found on Cape style homes. Quality of interior finish nearly equal to main floor living area. May or may not have dormer coverage not exceeding 25% of total roof area. Useable floor space equals 30-50% due to roofline constraints.
EAU	Expansion Attic- Unfinished	Same as EAF except no interior finish.
FAT	Finished Attic	Access via permanent stairway, low pitched roof; quality of finish less than main living area. Generally found on third floor level.
FBM	Finished Basement	Below grade level which must meet at least three of the four following criteria: Finished Floors Finished Walls Finished Ceilings Heated

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CRITERIA</u>
FCP	Framed Carport	Roof type structure large enough to cover an automobile. Generally two walls or more exposed to weather.
FEP	Framed Enclosed Porch	Typically un-insulated and unheated or marginally heated. Seasonal living area with finished walls, floors and ceiling.
FGR	Framed Garage	Structure large enough for automobile storage with interior framing finished with wall and ceiling cover. Used on all above grade.
FHS	Finished Half Story	An upper level story with 50-70% of the floor area available due to roof line constraints. On a Conventional style, the roof eaves are typically cut at the mid-height of the windows. On a Cape style typically an EAF with dormer coverage greater than 25% and not exceeding 50%.
FOP	Framed Open Porch	A roof structure with floors with at least one of it's sides exposed to weather.
FST	Finished Storage Utility	Low quality storage area with finished interior (not common.)
FUS	Finished Upper Story	Upper floor level living space with full ceiling height and finished interior.
SFB	Semi-Finished Basement	Perhaps a misnomer, but utilized for finished living area that is partially below grade. Utilized for finished lower level on Raised Ranches and Split Levels.
STP	Stoop or Deck	An open deck with no roof, typically of concrete or wood construction. Usually smaller in size than a recreational deck. It is used to facilitate entrance to the dwelling.

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CRITERIA</u>
TQS	Three-Quarter Story	Finished upper level living area with 70-90% of the floor area available due to roof line constraints. Use on Capes that have greater than 50% dormer coverage, or Conventional styles where eaves cut window above the mid-point height.
UAT	Unfinished Attic	Same as FAT except that interior is unfinished. Again, must have the permanent stairway, or else do not list.
UBM	Unfinished Basement	Below grade unfinished area.
UEP	Unfinished Enclosed Porch	Structure that is tight to weather, however having no interior finish.
UGR	Underground Garage	Structure large enough to house an automobile with exterior framing exposed. Used on all garages below ground level.
UHS	Unfinished Half-Story	Same as FHS, except interior unfinished.
URB	Unfinished Raised Basement	Utilized for those basements that are only partially below grade, yet still unfinished. Commonly found on Raised Ranch/Split Entry and Spilt Level type homes.
UST	Utility Storage Unfinished	Unfinished area utilized for storage or exterior lower level access.
WDK	Deck	An open deck with no roof .Usually wood.