



Measuring an Improvement

for Ad Valorem Taxation

MCAD Taxpayer Guide



Field Measurement and Sketching

- Verify situs (address)
- Taxpayer interaction
 - Introduction as an MCAD employee with identification
 - Discuss purpose of the visit
 - Request access to exterior of property and inquire about interior features
 - Ask how many rooms/bedrooms/baths the property has
- Photograph improvements
- Verify old improvements and list new
- Sketch new improvements
- Measure

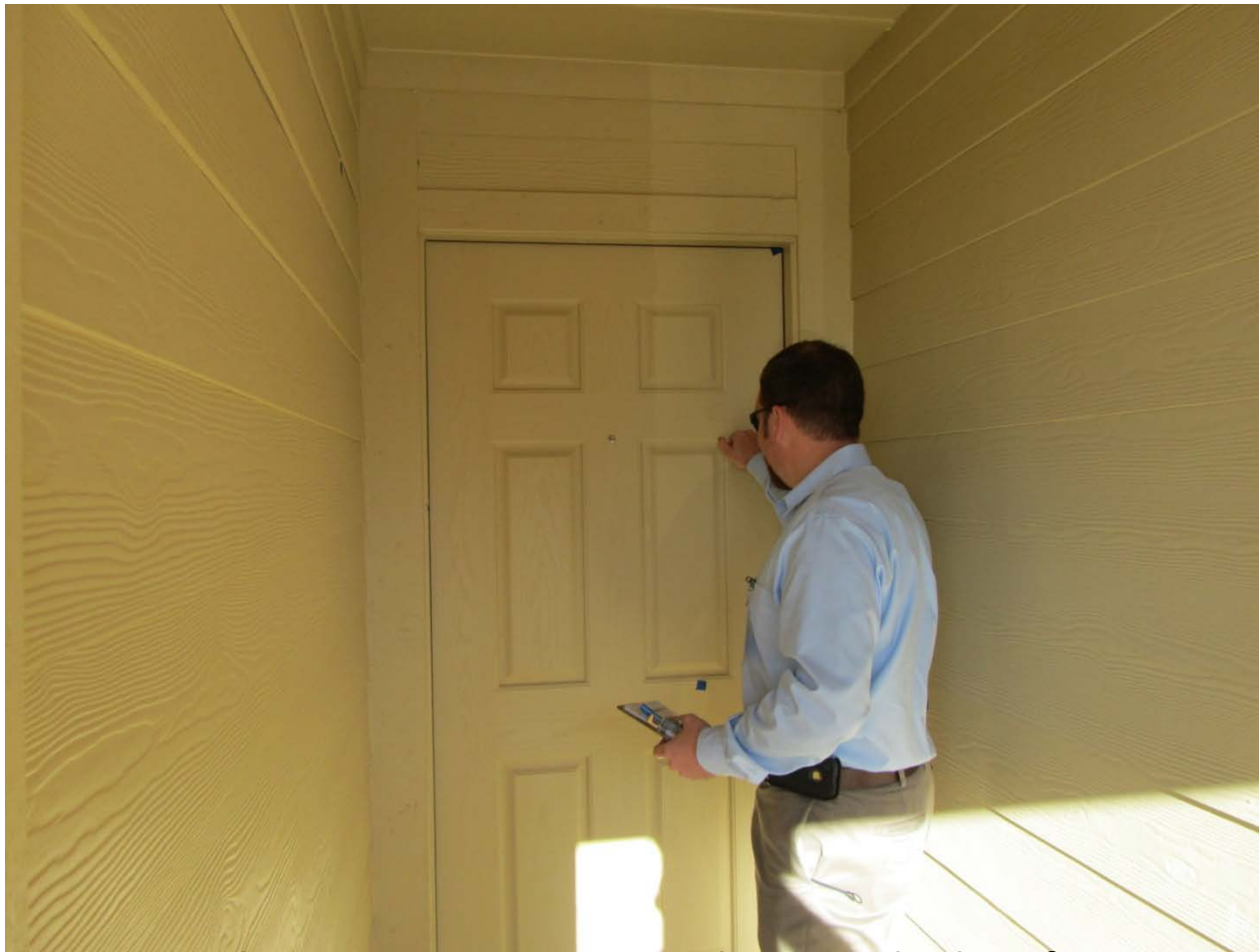


Verify Situs





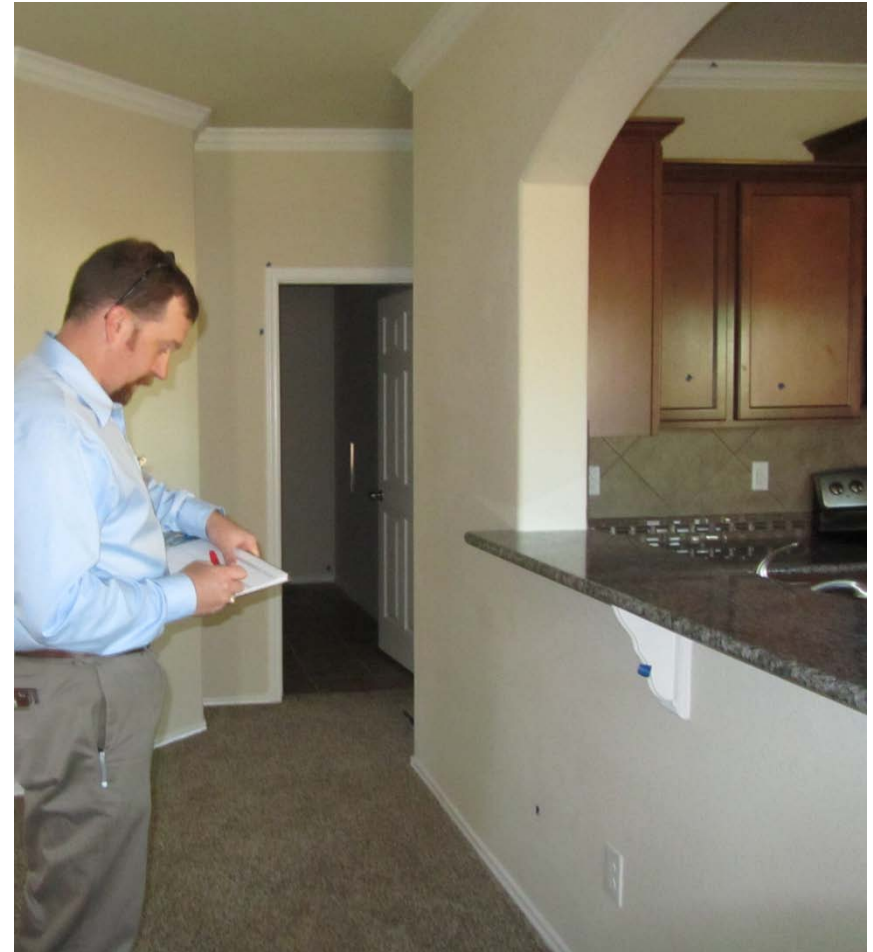
Taxpayer Interaction



Introduction as an MCAD employee with identification
Discuss purpose of the visit



Taxpayer Interaction



Request access to exterior of property and inquire about interior features
Ask how many rooms/bedrooms/baths the property has



Photograph Improvements





Verify Old Improvements & List New

1. Verify situs, utilities, topography and road access. Update Appraiser & date
2. Verify Subset
3. Check Improvements
4. Check effective age (condition of property)
5. Check for physical damages
6. Review sales adjustments
7. Update Features
8. State code
9. Sketch property
10. Current photograph

MCLENNAN COUNTY APPRAISAL DISTRICT PROPERTY FIELD REVIEW CARD 2012

PROPERTY ID AND LEGAL DESCRIPTION: [REDACTED] OWNER ID %: 100.00%

OWNER ID: [REDACTED] OWNER NAME AND ADDRESS: [REDACTED]

PROPERTY USE: [REDACTED] SUB MKT: [REDACTED] UNITS: 0

GENERAL: 2013 2015
 LAST APPR: [REDACTED] LAST APPR: [REDACTED]
 CAP BASIS YR: 2011 NHD APPR: [REDACTED]
 LAST RESP DATE: 03/18/2010 SUBV APPR: [REDACTED]
 NEXT RESP DATE: 09/17/2009 LAND APPR: [REDACTED]
 RDRP NH20007.0 09/09 3-18-10 RENT: [REDACTED]

REMARKS / SKETCH COMMENTS: MA1 R27,U38,L27,D38
 041 MU38,MR27,R21,D24,L18,U3,L3,U21
 011 D5,R14,U5,L14
 011 MR27,MU14,R3,D3,L3,U3

SKETCH FOR IMPROVEMENT #1: [Hand-drawn sketch of property with numbered annotations 1-10]

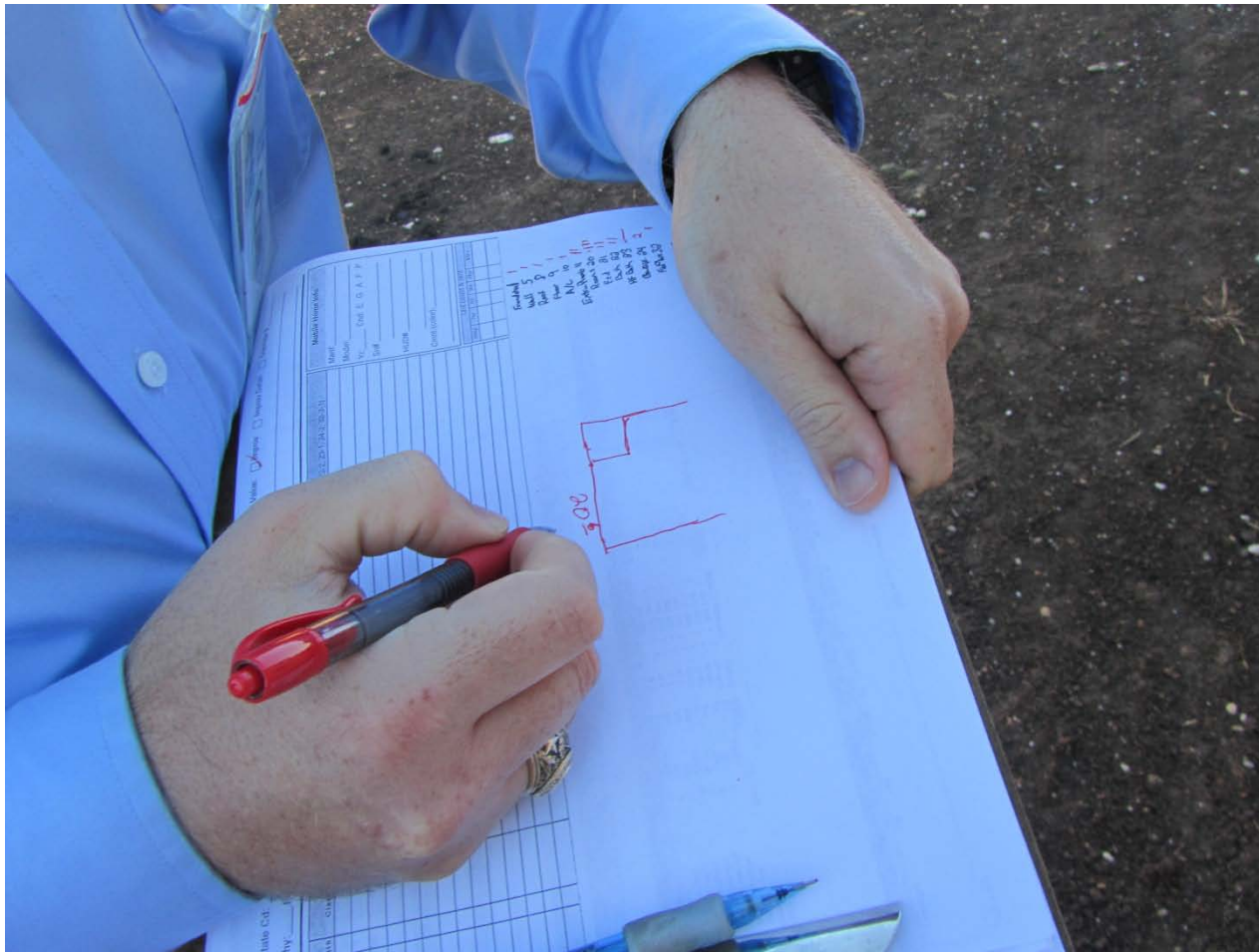
ISSUE DT	PERMIT #	TYPE	ST	EST VALUE	APPR	BUILDER	COMMENT	PICTURE
07/07/11	[REDACTED]	ADDRI	1,500	306	[REDACTED]		CARPORTRIPICCT, LIST, RELI	
06/06/11	[REDACTED]	ADDRI	2,800	660*	[REDACTED]		PU 10 X 16 STG BLDG #/ C	

TYPE	DESCRIPTION	MTHD	CLASS	AREA	UNIT PRICE	UNITS	ESTY	BUFL	EFFY	VS	COM	VALUE	DEPR	PHYS	ECON	FUNG	COMP	ADJ	ADJ VALUE	ADJ %	ADJ TYPE	ADJ AMT	ADJ %	DESCRIPTION	UNITS	CODE	VALUE	
A	MA1 Main Area	R	1199V3	1,026.0	52.90	1	1993	1978				54,275	57%					0.57	30,937					01 Foundation	1	01Sa	0	
B	011 Attached Garage 1s	R	CRV	495.0	26.46	1	1963	1978				13,083	57%					0.57	7,463					02 Foundation-Wall	1	01Con	0	
C	011 Open Porch 1st Fl	R	POV	70.0	13.23	1	1963	1978				926	57%					0.57	526					04Elev-Structure	1	04Sta	0	
D	011 Open Porch 1st Fl	R	POV	9.0	13.23	1	1963	1978				119	57%					0.57	48					04Elev-Structure	1	01WVF	0	
E	417 Fence	R	EXCH	300.00	300.00	1	1963	1978				300	100%					1.00	300					05 Exterior-Wall	1	01BV	0	
F	411 Drivwy-Concrete Res	R	RCOM	720.0	2.94	1	1963	1978				2,117	57%					0.57	1,207					07-Roof-Style	1	01WVF	0	
G	522 Bathroom Ave	R	BATHA	2.0	2,881.00	1	1963	1978				5,762	57%					0.57	3,284					08 Roof Covering	1	01CpS	0	
H	447 Storage Bldg Area	R	EXCH	150.0	5.00	1	2007	2008				800	100%					1.00	800					09 Flooring	1	09Cip	0	
I	Residential	STCD: A1		2,453.0	(E1978)							77,352													10 Heating/Cooling	1	01HVA	0
																									20 Room Count	1	7	0
																									21 No of Bedrooms	1	3Bd	0
																									22 No of Full Baths	1	2Ba	0
																									24 Garage Carport	1	01G1	0

Handwritten notes: New 061 R CPA, New 011 R PO, New 450 R TI, New 401 C GHI. CHEY 78-88; RMV 011; List 011, 061, 401, 450; SCHED 417, 447, 2013JSD13



Sketch New Improvements



Measure





Exterior Dimension To The Nearest Foot

IAAO Standard on Mass Appraisal of Real Property

3.3.2.4 Data Accuracy Standards

The following standards of accuracy for data collection are recommended.

- Continuous or area measurement data, such as living area and exterior wall height, should be accurate within one foot (rounded to the nearest foot) of the true dimensions or within 5% of the area.

