

**HANSFORD COUNTY APPRAISAL DISTRICT**

**PLAN FOR PERIODIC REAPPRAISAL**

**2023/2024**

**RESOLUTION**

A RESOLUTION BY THE BOARD OF DIRECTORS OF THE HANSFORD COUNTY APPRAISAL DISTRICT TO ENSURE ADHERENCE WITH GENERALLY ACCEPTED APPRAISAL PRACTICES ACCORDING TO THE TEXAS PROPERTY TAX CODE, SECTION 6.05, (i).

WHEREAS passage of S.B. 1652 relating to the administration of ad valorem taxation amended the Property Tax Code, Section 6.05 by adding Subsection (i) to read as follows:

- (i) To ensure adherence with generally accepted appraisal practices, the board of directors of an appraisal district shall develop biennially a written plan for the periodic reappraisal of all property within the boundaries of the district according to the requirements of Section 25.18 and shall hold a public hearing to consider the proposed plan. Not later than the 10th day before the date of the hearing, the secretary of the board shall deliver to the presiding officer of the governing body of each taxing unit participating in the district a written notice of the date, time, and place of the hearing. Not later than September 15 of each even-numbered year, the board shall complete its hearings, make any amendments, and by resolution finally approve the plan. Copies of the approved plan shall be distributed to the presiding officer of the governing body of each taxing unit participating in the district and to the comptroller within 60 days of the approval date.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HANSFORD COUNTY APPRAISAL DISTRICT:

That the attached Reappraisal Plan shall be implemented by the Hansford County Appraisal District to comply with the Property Tax Code, Section 6.05, (i).

PASSED AND APPROVED IN REGULAR SESSION BY THE BOARD OF DIRECTORS OF THE

HANSFORD COUNTY APPRAISAL DISTRICT ON THIS \_\_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_  
Tobe Shields, Chairman

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## **TAX CODE REQUIREMENT:**

Passage of Senate Bill 1652 amended Section 6.05 of the Texas Property Tax code by adding Subsection (i) to read as follows:

- (i) (i) To ensure adherence with generally accepted appraisal practices, the board of directors of an appraisal district shall develop biennially a written plan for the periodic reappraisal of all property within the boundaries of the district according to the requirements of Section 25.18 and shall hold a public hearing to consider the proposed plan. Not later than the 10<sup>th</sup> day before the date of the hearing, the secretary of the board shall deliver to the presiding officer of the governing body of each taxing unit participating in the district a written notice of the date, time, and place of the hearing. Not later than September 15 of each even-numbered year, the board shall complete its hearings, make any amendments, and by resolution finally approve the plan. Copies of the approved plan shall be distributed to the presiding officer of the governing body of each taxing unit participating in the district and to the Comptroller within 60 days of the approval date.

## **Plan for Periodic Reappraisal Requirement:**

Senate Bill 1652 amends Section 25.18, Subsections (a) and (b) to read as follows:

- (a) (a) Each appraisal office shall implement the Plan for Periodic Reappraisal of property approved by the board of directors under Section 6.05(i).
- (b) (b) The plan shall provide for the following reappraisal activities for all real and personal property in the district at least once every three years:
  - 1. identifying properties to be appraised through physical inspection or by other reliable means of identification, including deeds or other legal documentation, aerial photographs, land-based photographs, surveys, maps, and property sketches;
  - 2. identifying and updating relevant characteristics of each property in the appraisal records;
  - 3. defining market areas in the district;
    - a. the district uses the market areas of the cities of Spearman and Gruver when setting the market for Categories A, B, C, F, and M
    - b. the district uses a county wide market area for appraising Categories D and E
  - 4. identifying property characteristics that affect property value in each market area, including:
    - a. the location and market area of property;
    - b. physical attributes of property, such as size, age, and condition;

- c. legal and economic attributes; and
  - d. easements, covenants, leases, reservations, contracts, declarations, special assessments, ordinances, or legal restrictions;
5. developing an appraisal model that reflects the relationship among the property characteristics affecting value in each market area and determines the contribution of individual property characteristics;
  6. applying the conclusions reflected in the model to the characteristics of the properties being appraised; and
  7. reviewing the appraisal results to determine value.

### **PERFORMANCE ANALYSIS:**

**Performance Analysis – the equalized values from the previous tax year are analyzed with ratio studies to determine the appraisal accuracy and appraisal uniformity overall and by market area within property re-reporting categories. Ratio studies are conducted in compliance with the current *Standard on Ratio Studies* of the International Association of Assessing Officers. Mean, median, and weighted ratios are calculated for properties in reporting categories to measure the level of appraisal accuracy. The mean ratio is calculated in each reappraised category to indicate the level of appraisal accuracy by property reporting category. In 2023, the reappraisal year, this analysis is used to develop the starting point for establishing the level and accuracy of appraisal performance. In 2024, the reappraisal year, this analysis is used to develop the starting point for establishing the level and accuracy of appraisal performance. In 2023 and 2024, any reporting category that may have been excluded from reappraisal due to lack of data to support reappraisal will be tested and analyzed to arrive at an indication of uniformity or equity of existing appraisals.**

### **ANALYSIS OF AVAILABLE RESOURCES:**

**Staffing and budget requirements for tax year 2023 are detailed in the 2023 budget, as adopted by the Board of Directors of the HANSFORD County Appraisal District and attached to the written biennial plan by reference. This reappraisal plan is adjusted to reflect the available staffing in tax year 2023 and anticipated staffing for tax year 2024. Budget restraints can impact the cycle of real property re-inspection and personal property on-site review that can be accomplished in the 2023-2024 time period.**

**Existing appraisal practices, which are continued from year to year, are identified and methods utilized to keep these practices current. In the reappraisal year, real property appraisal depreciation tables are tested against verified sales data to ensure they represent current market data.**

Personal property density schedules are tested and analyzed based on renditions and prior year documentation. Due to lack of sales of personal property in the district, the Comptroller's Guide is utilized to appraise personal property and for testing and analysis purposes.

Information Systems (IS) support is detailed and system upgrades are scheduled. Existing maps and data requirements are continually updated and kept current.

#### **PLANNING AND ORGANIZATION:**

A calendar of key events with critical completion dates is prepared for each area of work. This calendar identifies key events for appraisal, clerical, customer service, and information systems. A calendar is prepared for tax years 2023 and 2024. Production standards for field activities are calculated and incorporated in the planning and scheduling process.

#### **MASS APPRAISAL SYSTEM:**

Computer Assisted Mass Appraisal (CAMA) system revisions are completed by the Information Systems Software Provider. System revisions and procedures are performed by the Provider. HANSFORD County Appraisal District contracted with the firm of PRITCHARD & ABBOTT, INC. for these services.

#### **Real Property Valuation**

Revisions to cost models, income models, and market models are specified, updated, and tested each tax year.

Cost schedules are tested with market data (sales) to ensure that the appraisal district is in compliance with Texas Property Tax Code, Section 23.011. Replacement cost new tables as well as depreciation tables are tested for accuracy and uniformity using ratio study tools and compared with cost data from recognized industry leaders, such as Marshall & Swift.

Land schedules are updated using current market data (sales) and then tested with ratio study tools. Value schedules are developed and tested on a pilot basis with ratio study tools.

## **Personal Property Valuation**

Density schedules are tested using data received during the previous tax year from renditions and hearing documentation. Valuation procedures are reviewed, modified as needed, and tested. The latest edition of the Comptroller's Guide is utilized heavily in the appraisal of personal property in the district.

### **Noticing Process**

25.19 appraisal notice forms are provided by the IS Provider. The Provider reviews and edits for updates and changes required by legislative mandates. The district publishes, in the local newspaper, information about the notices and how to protest. The district makes available the latest copy of the Comptroller's pamphlet *Taxpayer's Rights, Remedies, and Responsibilities*.

### **Hearing Process**

Protest hearing scheduling for informal and formal Appraisal Review Board hearings is reviewed and updated as required. Standards of documentation are reviewed and amended as required. The appraisal district hearing documentation is reviewed and updated to reflect the current valuation process and requirements. Compliance with House Bill 201 is insured.

## **DATA COLLECTION REQUIREMENTS:**

Field and office procedures are reviewed and revised as required for data collection. Activities for each tax year include new construction, demolition, remodeling, re-inspection of problematic market areas, re-inspection of the universe of properties on a specific cycle, and field or office verification of sales data and property characteristics.

### **New Construction/Demolition**

New construction field and office review procedures are identified and revised as required. Sources of building permits are confirmed. The City of Gruber and City of Spearman provides a listing of permits issued during the previous year. Both Cities issue permits and are valuable source of information regarding new construction and demolition in the HANSFORD area. Additionally, the *Hansford County Reporter-Statesman* articles are kept throughout the year for reference purposes.

## **Remodeling**

**Properties with extensive improvement remodeling are identified and field inspections are scheduled to update property characteristic data.**

### **Re-inspection of Problematic Market Areas**

**Real property market areas, by property classification, are tested for low or high ratio sales and/or high coefficients of dispersion. Market areas that fail any or all of these tests are determined to be problematic. Field inspections are scheduled to verify and/or correct property characteristic data. Additional sales data is researched and verified.**

### **Re-inspection of the Universe of Properties**

**The International Association of Assessing Officers' *Standard on Mass Appraisal of Real Property*, specifies that the universe of properties should be re-inspected on a cycle of 3 years. The re-inspection includes physically viewing the property, photographing, and verifying the accuracy of the existing data. The field appraiser has an appraisal card of each property to be inspected and makes notes of changes, depreciation changes, remodeling, additions, etc. The annual re-inspection requirements for tax years 2023 and 2024 are identified and scheduled in the written reappraisal plan.**

### **Field or Office Verification of Sales Data and Property Characteristics**

**Sales information must be verified and property characteristic data contemporaneous with the date of sale captured. The sales ratio tools require that the property that sold must equal the property appraised in order that statistical analysis results will be valid.**

### **PILOT STUDY BY TAX YEAR:**

**New and/or revised mass appraisal models are tested each tax year. Ratio studies, by market area, are conducted on proposed values each tax year. Proposed values on each category are tested for accuracy and reliability. Actual test results are compared with anticipated results and those models not performing satisfactorily are refined and retested. The procedures used for model specification and calibration are in compliance with USPAP, STANDARD RULE 6.**

## **HCAD STAFF FIELD ASSESSMENT AND ANALYSIS**

Hansford Appraisal District employees travel with the district's contracted appraisers on unplanned schedules to monitor field studies. The HCAD staff enters all information from the field studies into the appraisal software system in an effort to scrutinize and cross check field work.

## **VALUATION BY TAX YEAR:**

Using market analysis of comparable sales and locally tested cost data, valuation models (Cost Per Square Foot Schedules) are specified and calibrated in compliance with supplemental standards from the International Association of Assessing Officers and the Uniform Standards of Professional Appraisal Practice. The calculated values are tested for accuracy and uniformity using ratio studies. Performance standards are those as established by the *IAAO Standard on Ratio Studies*. Property values in all market areas are updated each reappraisal year.

## **THE MASS APPRAISAL REPORT:**

Each tax year, the required Mass Appraisal Report is prepared and certified by the Chief Appraiser at the conclusion of the appraisal phase of the ad valorem tax calendar (on or about May 15<sup>th</sup>). The Mass Appraisal Report is completed in compliance with STANDARD RULE 6 – 8 of the *Uniform Standards of Professional Appraisal Practice*. The signed certification by the Chief Appraiser is compliant with STANDARD RULE 6 – 9 of *USPAP*. This written reappraisal plan is attached to the report by reference.

## **VALUE DEFENSE:**

Evidence to be used by the appraisal district to meet its burden of proof for market value and equity in both informal and formal appraisal review board hearings is specified and tested.

# THE WRITTEN REAPPRAISAL PLAN FOR HANSFORD COUNTY APPRAISAL DISTRICT

## PLANNING A REAPPRAISAL

Variation in reappraisal requirements requires HANSFORD County Appraisal District to carefully plan its work before beginning any reappraisal. Although the planning process may vary in specifics, it should involve five (5) basic steps:

1. Assess current performance.
2. Set reappraisal goals.
3. Assess available resources and determine needs.
4. Re-evaluate goals and adjust as necessary.
5. Develop a work plan.

## STEPS IN A REAPPRAISAL

The International Association of Assessing Officers (IAAO) textbook, Property Appraisal and Assessment Administration, lists ten steps in a reappraisal. These steps outline those activities performed by HANSFORD County Appraisal District for the completion of periodic reappraisals. Activities are listed below in the order in which they occur:

Performance Analysis:

1. ratio study
  - ¶ equity of existing values
  - ¶ consistency of values with market activity
2. Revaluation Decision:
  - ¶ statutory – at least once every three years
  - ¶ administrative policy
3. Analysis of Available Resources:
  - ¶ staffing
  - ¶ budget
  - ¶ existing practices
  - ¶ information system support
  - ¶ existing data and maps

4. Planning and Organization
  - ¶ target completion dates
  - ¶ identify performance objectives
  - ¶ specific action plans and schedules
  - ¶ identify critical activities with completion dates
  - ¶ set production standards for field activities
5. Mass Appraisal System:
  - ¶ forms and procedures revised as necessary
  - ¶ CAMA (computer assisted mass appraisal) system revisions as required
6. Conduct Pilot Study
  - ¶ test new/revised appraisal methods as applicable
  - ¶ conduct ratio studies
  - ¶ determine if values are accurate and reliable
7. Data Collection
  - ¶ building permits and other sources of new construction
  - ¶ check properties that have undergone remodeling
  - ¶ re-inspection of problematic properties
  - ¶ re-inspection of universe of properties on a cyclic basis
8. Valuation
  - market analysis (based on ratio studies)
    - ¶ schedules development
    - ¶ application of revised schedules
    - ¶ calculation of preliminary values
    - ¶ tests of values for accuracy and uniformity
9. The Mass Appraisal Report
  - ¶ establish scope of work
  - ¶ compliance with Standards Rule 6 - 7 of USPAP
  - ¶ signed certification by the chief appraiser as required by Standards Rule 6 - 8 of USPAP
10. Value Defense:
  - ¶ prepare and deliver notices of value to property owners
  - ¶ hold informal hearings
  - ¶ schedule and hold formal appeal hearings

\*\*Note—the burden of proof (evidence) of market values and equity falls on the appraisal district\*\*

# **HANSFORD County Appraisal District Residential, Commercial, Rural, and Personal Property 2023/2024 Reappraisal Plan**

Pursuant to Section 25.18 of the Texas Property Tax Code, the HANSFORD County Appraisal District has established the following reappraisal plan to provide for the reappraisal of all property within the district at least once every three (3) years. The plan establishes a two-fold approach:

1. **Three-Year Cycle:** The CAD is divided into three areas. Each year, all real residential and commercial property within one of the areas will be reappraised, regardless of any ratio study/report findings. These areas are identified as follows:
  - a. Area One: All of the City of Gruver, and Abstracts and surveys in Hansford County falling within the district lines of Gruver Independent School District. (To be completed in 2028, starting in October of 2027)
  - b. Area Two: All Abstracts (Rural land) falling within the HANSFORD County Lines falling within the district of Pringle Morse Independent School District. (To be completed in 2027, starting in October of 2026)
  - c. Area Three: All of the City of Spearman, and abstracts and surveys in Hansford County falling within the district lines of the Spearman Independent School, and any other area that may be identified as not being included in area one or two. (To be completed in 2026, starting in October of 2025)

\*\*Note: all income producing personal property within the CAD is appraised on an annual basis, regardless of its location\*\*

2. **Annual Ratio Reports:** In addition to the three-year cycle stated above, ratio studies shall be performed annually to determine areas or categories of properties within the CAD which need to be reappraised within the current year based on sales ratios. Any areas or categories whose ratios are above or below statutory requirements shall be reappraised in the current year regardless of the area in which they are located.

This two-fold approach will insure not only that all residential and commercial property within the CAD is reappraised at least once every three years, but also that all other categories within the CAD are reviewed annually so that the appraisal district stays current with respect to market value in those areas where residential and/or commercial property values appear to be changing rapidly.

## Organization

Field inspections are carried out by the field appraiser as directed by the chief appraiser. The field appraiser physically inspects areas required by the reappraisal cycle, checks all existing data, works building permits, takes photographs of improvements, draws plans of new improvements for entry into computer, rechecks any property on which a question or problem has arisen. Other duties may be required and will be executed upon direction of the chief appraiser.

Data entry of field work notes and sketches is performed by appraisal district staff.

The chief appraiser performs market analysis. Sales data is gathered throughout the year from deed records, sales confirmation letters from property owners, and other sources. The market data is analyzed, sales data is confirmed, outliers are identified, existing classification system is reviewed, market schedules are reviewed and updated as necessary, and final market schedules are applied to the universe of properties.

### 2023 Reappraisal Schedule

- Mid December 2022:** Begin planning sales ratio studies for all areas within the CAD.  
Gather current sales data from sales confirmation letters, deed records, and other sources.
- January to March:** Mail homestead applications, special-use valuation applications, personal property renditions, exemption applications and any other required forms.  
Complete field inspections as provided by the reappraisal plan area.  
Begin running sales ratio reports. Compare with CAD values and sales information. Identify necessary schedule adjustments.
- March through April:** Continue running sales ratio reports.  
Refine sales analysis and mass appraisal schedules.  
Statistically test schedules.  
Complete data entry of all reappraisal and maintenance changes.  
Assist field appraiser with reappraisal functions as needed.  
Finalize all field work and data collection activities.  
Execute mass appraisal/maintenance activities as required.  
Prepare for mailing 2023 Notices of Value.
- May through June:** Hold informal hearings.  
Respond to property owners' inquiries, protests, and questions from notice mailings.  
Provide certified estimated values to taxing units.  
Hold ARB hearings.

- July:** Process and mail ARB orders.  
Enter into computer all changes as ordered by ARB and notify other CADs if the ordered change falls into an overlapping area.  
ARB approval of appraisal records by July 20<sup>th</sup>.  
Certification of appraisal records and values to taxing units by July 25<sup>th</sup>.
- As needed throughout the year:** Handle any outstanding protests by scheduling ARB hearings.

### **2024 Reappraisal Schedule**

The same timetable and duties apply in each year. The field appraiser shall physically inspect all property in as described in Area Three (3). The chief appraiser and CAD staff shall continue to complete the same duties and reappraisal steps as outlined for 2023.

### **Mineral Valuation Process**

Reserve evaluation is not an exact science. At best, it is an estimate of the volumes recoverable by an **INTRODUCTION**

#### ***Appraisal Responsibility***

This mass appraisal assignment includes all of the property classed a minerals which falls within the responsibility of the Mineral valuation of the County Appraisal District and located within the boundaries of this taxing jurisdiction. These properties are under contract to be appraised by Pritchard and Abbott, Inc. Mineral appraisers appraise the property according to the statute. However, the affect of easements, restrictions encumbrances, leases, contracts or special assessments are considered on an individual basis, as I the appraisement of any non-exempt taxable fractional interests in real property. Fractional interest or partial holdings of real property are appraised in fee simple for the whole property and divided programmatically based on their prorated interests.

#### **Appraisal Resources**

- **Personnel** – The mineral properties are appraised by Pritchard and Abbott, Inc. an appraisal firm.
- **Data** – The Mineral properties are appraised by the contract appraisal staff using data collected from a variety of sources. Among these data sources are: Gas prices from the Comptroller, production from the Rail Road Commission, Average gas prices from industry, and data from the operators of the properties.

### **Area Analysis**

The scope of market forces affecting mineral products tends to extend beyond regional considerations. The Global market effects the valuation of the property. Appraisers must study and analyze the current and future market in order to appraise the properties appropriately.

### **Neighborhood Analysis**

Not applicable to Mineral properties.

### **Highest and Best Use**

The highest and best use of a mineral property is for it to be produced. The properties are appraised based on their highest and best use.

### **Market Analysis**

Market analysis is the basis for determining the future worth of the recoverable reserves of a mineral property. However, each property may have unique properties which are taken into consideration when estimating the final value of the property.

### **Data Collection**

Data is collected yearly from the Comptroller of public accounts, the Rail Road Commission of Texas, and individual operators within the county. All of this information is pooled together to get an accurate picture of each mineral property.

### **Appraisal Method**

All mineral properties are appraised as described by the property tax code and laws. Mineral properties are appraised using a discounted cash flow method as prescribed by the Texas Comptroller of Public Accounts.

Appraisal of an oil and gas property for ad valorem tax purposes in the state of Texas is based on the total value of the economically recoverable oil and gas reserves as of January 1st of each year. **The value is not based on past or future income, nor is it based on production;** but, it is a value based on an estimate of the present value of the oil and gas in the reservoir, waiting to be produced.

There are no rule-of-thumb methods for determining the present value of the future net income from a mineral property. The value can only be determined by preparing an analytical appraisal of the property.

Reserve evaluation is not an exact science. At best, it is an estimate of the volumes recoverable by a particular method. Although oil and gas are depleting assets, the estimate of reserves can be understated initially. Also, different recovery methods, product prices and operating expenses, to name a few, can increase or decrease the estimated remaining recoverable reserves after the original estimate.

The basic elements necessary for the valuation of oil and gas reserves are:

- 1) Rate they will be produced
- 2) Rate of decline
- 3) Price of the products
- 4) Cost to produce the reserves
- 5) Discount rate

Remaining oil and gas reserves are generally estimated by extrapolation of production trends. This is normally called decline curve analysis. The basic assumption is that the condition which shaped the production curve in the past will continue to shape it in the future. Of course, this requires proper weight being given to the immediate past. The decline curve is projected to the point where the production rate will generate just enough income to meet operating expenses. This is called the economic limit. The decline curve provides both the rate of production and the rate of decline.

The price of the oil is based on the weighted average price paid for oil in the geographic area from which it is produced during the previous twelve months. The price of gas is generally available on a lease by lease basis from the State Comptroller's office for the same period of time. The cost to produce includes state taxes, local taxes and operating costs. Information on operating costs may be obtained from the operator and are always reviewed by the appraiser.

We use a base discount factor of 17% for oil and 18% for gas. These factors can be increased based on various risks.

All of this data, plus other information is then entered into the computer. The estimated annual lease production is multiplied by the price of the product in order to obtain the annual gross income. The cost to produce is subtracted from the gross income, yielding the net income. This income stream is then discounted at a rate which reflects the time value of money. The resulting income stream is now a realistic basis for estimating the market value of the property.

The estimated present property value is the sum of the present worth net incomes for all the future years, plus the value of the equipment.

## **LIMITING CONDITIONS**

The appraised value estimates provided by the district are subject to the following conditions:

1. The appraisals were prepared exclusively for ad valorem tax purposes.
2. The property characteristic data upon which the appraisals are based is assumed to be correct. Exterior inspections of the property appraised were performed as staff resources and time allowed.
3. Validation of sales transactions was attempted through questionnaires to buyer and seller, telephone survey and field review. In the absence of such confirmation, residential sales data obtained from vendors was considered reliable.
4. Hansford Appraisal District Staff provided significant mass appraisal assistance to the person signing this certification.
5. Ratio study results are available at the Hansford County Appraisal District.

### **Monitoring Contracted Appraisal Performance**

Hansford County Appraisal District employs the following steps to review, verify and evaluate Appraisal services for companies who contract with the district for services:

1. Verify scope of work per contractual terms in comparison to HCAD's responsibility i.e. type of value desired, given date, appraiser's perspective
2. Verify that contractors assigned to HCAD jobs are properly resisted and certified with Texas Department of Licensing and Regulation (TDLR) as required to perform appraisals for ad valorem tax purposes in Texas.
3. Contact responsible parties within the contracting company and inquire as to methodologies and approaches considered and used for each type of property being appraised by contractor. This inquiry should proceed far enough so that all HCAD employees thoroughly understand why the contractor has chosen which approach for which type of property. All exceptions and departures from USPAP guidelines by contractor should be thoroughly discussed to HCAD's satisfaction.
4. Inquire as to whether the contractor is referencing all appropriate data sources applicable to the type of property being appraised. Examples include Texas Railroad commission for oil and gas production data, or Federal Surface Transportation Board annual reports for Class I railroads.
5. Inquire as to whether the contractor is following all laws and statutory provisions applicable to the type of property being appraised. Examples include Property Tax Code 23.175 provisions regarding oil gas price forecasts to be incorporated into

discounted cash flow appraisals of mineral interests, or the various laws regarding business personal property rendition compliance.

6. Inquires as to whether contractor's methods and conclusions of value satisfy in the broadest sense the statutory definition of fair market value per Property Tax Code 1.04(7). For example, does the contractor employ methods and procedures that allow the contractor to arrive at an appropriate amount of replacement cost new (for cost-based schedules) and depreciation in all its forms? Does the payout calculation on a sample of oil and gas mineral interest appraisals appear reasonable or in line with industry norms? The thrust of this inquiry is not for HCAD to explicitly tell the contractor what value to derive for any particular property, but instead only to ensure the contractor is following all appropriate and generally accepted appraisal practice to the fullest extent possible.
7. Inquire as to whether the contractor is having meetings or otherwise corresponding with the taxpayers as needed to informally resolve valuation disputes. Request the Contractor provide the nature and substance of such contract with the taxpayer so that HCAD can be assured the contractor is making all reasonable effort to afford taxpayers with ample opportunity to present their facts and opinions and be dealt with in a professional, fair and impartial manner.
8. Does the contractor make their staff freely available for any scheduled ARB hearings? Does the contractor attend these hearings with an open mind, present testimony in a professional and helpful demeanor, and otherwise appropriately and responsibly represent HCAD in these proceedings?
9. Does the contractor follow through on agreements made with taxpayers in informal meetings or formal hearings?
10. Does the contractor provide final values for certification, including all documentation required, in a timely manner per statutory and contractual obligations, in the form and content desired by HCAD?
11. Does the contractor assist HCAD in working with, and resolving any disputes with the Property Tax Assistance Division (PTAD) per contractual obligations?

### **Steps for Evaluating Contractor's Property Discovery Process**

1. Contact responsible parties within the contracted company (appraiser, division order analyst, etc.) and inquire on progress being made to discover new property for the current tax year. For mineral appraisals, the main data source is the Texas Railroad Commission's production records as reported monthly by operators. For industrial, utility, and related personal property, data sources are more diverse and may include, but are not limited to: state or federal agencies (Texas Railroad Commission, Texas comptroller, Pubic Utility Commission, Federal Energy Regulatory Commission, etc.), renditions, knowledgeable local third-parties, industry and trade publications, newspaper articles, permits and personal inspection and other fieldwork.
2. Request list, if desired, from contactor of all new properties discovered for comparison/verification with any independent list developed in-house.

3. Relay any discrepancies found in step 2 to contractor, if desired or necessary, for remedial action. Consult with contractor's staff or management for corrections and/or improvements or enhancements to contractor's discovery process.
4. Repeat steps 2 and 3 as needed.

**Certification Statement:**

"I, Brandi Thompson, Chief Appraiser for the Hansford County Appraisal District, solemnly swear that I have made or caused to be made a diligent inquiry to ascertain all property in the district subject to appraisal by me, and that I have included in the records all property that I am aware of at an appraised value which, to the best of my knowledge and belief, was determined as required by law."

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Brandi Thompson, Chief Appraiser

















