A MASS APPRAISAL REPORT

OF AND PREPARED FOR THE

[ ] Town [ ] Village [ ] City of _____ ,

Located in the County of _____,

In the State of Wisconsin

PRESIDED OVER BY

_____, _____,
(Name) (Title e.g. Chair, President)

PREPARED BY

_____,
(Assessor Name)

_____,
(Business Name)

_____,

_____,
(Mailing Address)

EFFECTIVE VALUE DATE
JANUARY 1, 20_____.

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LETTER OF TRANSMITTAL

_____, 20_____,
(Report Date)

[ ] Town [ ] Village [ ] City of _____ County of _____, Wisconsin

_____,

_____,
(Official Address)

Dear _____, _____,
(Name) (Title e.g. Chair, President)

I am aware of, understand, and have correctly used recognized procedures, methods and techniques necessary to produce a credible mass appraisal of the property in the [ ] Town [ ] Village [ ] City of _____ County of _____, Wisconsin as of January 1, 20_____.

The municipality is both the client and the intended and authorized user of this report. Property tax distribution is the intended use. I ([ ] my company or its agents) am not responsible for unauthorized use of this report.

This report and the procedures, methods and techniques conform to the requirements of the current *Uniform Standards of Professional Appraisal Practice* and Wisconsin Statutes, case law, administrative rules, and the *Wisconsin Property Assessment Manual* (WPAM).

We have inspected the properties based upon guidelines in the *Wisconsin Property Assessment Manual* [and [ ] our contract]. Please understand that the detail of our inspection was within the scope of property appraisal versus that of a building inspector or engineer. Other than those items identified in this report, on the property record cards, or in the record file, the appraiser knows of no adverse physical conditions affecting the properties as of the effective date of the assignment. Any undisclosed or undiscovered physical problems could adversely affect a property's value.

Authorized users are cautioned that the final opinions of value are based on certain information, assumptions, and possible limiting and hypothetical conditions. When and if these exist, they are identified in the body of this report and in the individual property record files. Any change to these conditions could significantly affect the appraiser's opinion of value. A due diligence review of this report by the client and other authorized user is strongly recommended.

Respectfully submitted,

_____.
(Signature of Statutory Assessor)

Assessor Certification #: _____,

Expiration Date: _____.

SUMMARY OF REQUIRED DATES AND REPORTS

GENERAL DESCRIPTION OF THE JURISDICTION:

LEVEL OF ASSESSMENT: _____%

Art. IV Sec. 28	I took the assessor's oath of office on	/ /
70.35(1), 70.35(2)	I sent personal property returns on	/ /
70.365	I mailed Notices of Changed Assessment on	/ /
70.10, 70.49(1), 70.32(2), 70.30	I signed the affidavit and attached it to the roll on	/ /
79.095	I submitted the Exempt Computer Report to DOR on	/ /
73.03(5)	I submitted the Municipal Assessment Report to DOR on	/ /
66.1105(6)(a)	I submitted all required TID information to DOR on	/ /
70.44(1) 70.44(3)	I discovered and corrected omitted real or personal property.	___ Yes ___ No __ NA
	I provided written notice to the property owner about their appeal rights	___ Yes ___ No __ NA
70.45	I held the Open Book on	/ /
	The number of parcels appealed at the Open Book was	#
	The number of changes to value resulting from the Open Book was	#
	I sent the revised notices on	/ /
70.47(1)	The Board of Review met on	/ /
	If the BOR met and needed to adjourn, they rescheduled to	/ /
70.47(3)(ag)	I was present at the Board of Review to defend assessments.	___ Yes ___ No
70.52	The clerk informed me of double assessments, imperfect descriptions or other errors.	___ Yes ___ No
	The clerk informed me of omitted real estate parcels personal property accounts.	___ Yes ___ No
	When informed of palpable or omitted parcels, I reviewed and revalued the property in error and certified the value to the clerk.	___ Yes ___ No __ NA
	I verified that when I was informed of palpable or omitted property, it was added to the roll by the clerk.	___ Yes ___ No __ NA
70.73(1m)	I was informed by the clerk or treasurer that the correction of a palpable error in the assessment roll was made after the BOR adjourned.	___ Yes ___ No __ NA

STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS

The appraiser's certification in this report is subject to the following assumptions and limiting conditions:

1. This appraisal uses the guidelines and standards prescribed in the *Wisconsin Property Assessment Manual published* for the current assessment year.
(DOR WPAM and Guides are located at: http://www.revenue.wi.gov/html/govpub.html

2. The appraiser is not responsible for matters of a legal nature that affect either the property being appraised or the title to it, except for information that he or she became aware of during the research involved in performing this appraisal. The appraiser believes the title is correct and marketable.

3. The appraiser will provide testimony and appear in court as required for the office of municipal assessor and for any contractual agreements with the municipality.

4. The appraiser has noted on the individual property record cards any adverse conditions observed during the inspection of the subject properties. Unless otherwise stated on the property record card, the appraiser has no knowledge of any hidden or unapparent physical deficiencies or adverse conditions of the property.

5. This appraisal is prepared for ad valorem tax purposes. This report and the procedures, methods and techniques conform to the requirements of the current *Uniform Standards of Professional Appraisal Practice* and Wisconsin Statutes, case law, administrative rules, and the *Wisconsin Property Assessment Manual*. Depending on the class of property, there may be specific valuation guidelines and the reconciliation of data is performed according to statutes. Because of this the Jurisdictional Exception applies in some instances.

6. Each property has been appraised as though under responsible ownership and competent management.

7. Properties have been inspected as close to January 1 as practicable.

8. It is assumed that all required licenses, certificates of occupancy, consents or other instruments of legislative or administrative authority from any private, local, state, or national government entity have been obtained for any use on which the value opinions contained within this report are based.

9. Information, estimates and opinions furnished to the appraiser and incorporated into the analysis were obtained from sources assumed to be reliable and a reasonable effort has been made to verify such information. However, no warranty is given for the reliability of this information.

10. The Americans with Disabilities Act (ADA) became effective January 26, 1992. Neither a compliance survey nor a specific analysis has been conducted for any property to determine if it conforms to the various detailed requirements identified in the ADA. It is possible that such a survey might identify non-conformity with one or more ADA requirements, which could lead to a negative impact on the value of the property(s). Because such a survey has not been requested and is beyond the scope of this appraisal assignment, we did not take into consideration adherence or non-adherence to ADA in the valuation of the properties addressed in this report.

11. Use of this report and its conclusions is limited to the administration of property taxes according to the governing laws of the State of Wisconsin.

CLIENT AND INTENDED USERS

[ ] Town [ ] Village [ ] City of _____ County of _____, Wisconsin is the client and intended user of this report. The official address of the client and intended user is:

_____

_____.

_____.

INTENDED USE

This is a mass appraisal report for ad valorem tax purposes and it is specifically made for property tax distribution. The intended use of this report and its conclusions is limited to the administration of property taxes according to the governing laws of the State of Wisconsin and specifically to the [ ] Town [ ] Village [ ] City of _____ County of _____, Wisconsin

EFFECTIVE DATE OF APPRAISAL AND REPORT

This appraisal is for ad valorem tax purposes. The State of Wisconsin requires all property to be valued as of January 1st in any given year. The appraisal date for this report is January 1, 20____. The report was submitted to the client on _____.

DEFINITION OF VALUE

Definition of Market Value:

According to the Uniform Standards of Professional Appraisal Practice, the definition of market value is the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. Buyer and seller are typically motivated;

2. Both parties are well informed or well advised, and acting in what they consider their own best interests;

3. A reasonable time is allowed for exposure in the open market;

4. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and

5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

JURISDICTIONAL EXCEPTIONS

Since 1998, the assessed value of **"farmland"** for property tax purposes has been based on the productive capacity of the land. The 1995-97 Budget Act changed the standard for assessing farmland from market value to use value assessment. In a use value assessment system, an agricultural property's use is the most important factor in determining its assessment classification. Chapter Tax 18 specifies the use value calculation. Agricultural building sites and residences of the farm operator's spouse, children, parents, or grandparents are classified as "Other" and should be assessed at market value.

Section 70.32(2)(c)1d Wis. Stats. defines **"agricultural forest"** as "land that is producing or is capable of producing commercial forest product . . . and shall be assessed at 50% of its full value".

Wisconsin Act 33 specifies how **"undeveloped land"** is valued for assessment purposes under sec. 70.32(4) at 50% of its full value. Undeveloped land includes areas commonly called marshes, swamps, thickets, bog, or wet meadows.

Two unique agricultural products, cranberries and fish, are produced on **"specialty land"** and are assessed at use value rates. Fish ponds used for animal aquaculture qualify as agricultural as they are analogous to pasture.

IDENTIFICATION OF THE PROPERTY RIGHTS AND PROPERTY BEING APPRAISED

Property Rights Appraised: The property rights appraised are defined in Chapter 70.03 Wis. Stats., case law and further described in the *Wisconsin Property Assessment Manual*. The attributes of each property can be found in the Property Record Cards or files maintained in the assessor's office. These include legal descriptions, parcel identifiers, addresses, photos and sketches. Section 70.03 Wis. Stats., states in part, "'Real property', 'real estate' and 'land', when used in chs. 70 to 76, 78 and 79, include not only the land itself but all buildings and improvements thereon, and all fixtures and rights and privileges appertaining thereto…"

A description of the properties being appraised is presented in the table under "Valuation Methods."

This report does not include manufacturing, utility, or telco properties in the municipality as they are assessed by the Department of Revenue.

HIGHEST AND BEST USE

Highest and Best Use is defined in Chapter 7 of the *Wisconsin Property Assessment Manual.*

> "Highest and best use is defined as that use which over a period of time produces the greatest net return to the property owner. The possible uses of a property have a significant influence on its value. Because most properties could be put to a number of different uses, it is necessary to determine which of the possible uses is the highest and best use. There are a number of factors that influence the highest and best use of a property.
>
> The contemplated use must be legal. That is, it must not violate any government regulations. This would include such items as zoning, building codes, health codes, criminal laws, and other regulations. For example, an office building may represent the greatest net return on a parcel of real estate; however, if this use is prohibited by zoning laws, it does not represent the highest and best use.

The use must be complementary. It must be in balance with the uses of the property around it. This is explained in the principle of conformity.

The highest and best use should not be a highly speculative use. The use should produce the greatest net return over a reasonable time period. An income stream of high return over a short time may not be as valuable as that use which generates a smaller income but over a longer period of time.

The highest and best use of a property can change over time. Changes in the economy, society, and neighborhood can result in new uses of properties. Therefore, the assessor should be periodically reviewing the data on highest and best use and change the conclusions if necessary.

It's important to recognize that the current use of a particular property does not necessarily represent the highest and best use or the full market value of the property. All of the available uses of the property should be considered. According to the book, Readings in Highest and Best Use, "The fact that a property is adaptable to secondary uses may be an important consideration to a prospective buyer and thus influence market value.""

In summary, highest and best use represents the reasonably probable and legal use of vacant land or an improved property that is physically possible, appropriately supported, and financially feasible and that results in the highest value. For purposes of this report it is assumed that the current use of the property represents the highest and best use unless stated otherwise on the property record card or in the file.

SECTION 2

SCOPE OF WORK

As stated in the letter of transmittal, this report is produced as a result of the assessor's assignment to appraise property in the [ ] Town [ ] Village [ ] City of _____, County of _____, Wisconsin. The use of the values is for the fair and equitable distribution of the property tax. To accomplish this task and produce credible results the assessor and assessment staff completed the following tasks indicated with an ***X*** in the left column:

	Identified all sales within the municipality occurring in the year prior to the assessment date,. Enter the # of sales in the next column.	
	Field inspected all sales within the municipality occurring in the year prior to the assessment date. Enter the # of sales field inspected in the next column.	
	Analyzed all sales within the municipality occurring in the year prior to the assessment date	
	Conducted ratio studies for the last assessment date and the current assessment date.	
	Reviewed building permits. Enter the # of building permits in the next column.	
	Inspected new construction, Enter the # of inspections in the next column.	
	Analyzed new construction	
	Field inspected all parcels with current agricultural classification. Enter the # of agricultural parcels inspected in field in the next column.	
	Collected income and expense information for income-producing property.	
	Calculated and reviewed data relating to capitalization rates for appraising income-producing properties.	
	Identified and valued all personal property.	

The Scope of Work includes the analysis and consideration of the highest and best use of property, along with the locational, physical, economic, and legal aspects associated with the taxable properties. The following sources of information indicated with an ***X*** in the left column can be found at http:// _____

	parcel maps
	neighborhood delineation maps
	photos
	physical attributes

The following steps were taken to determine market values for all classes of property as required by sec. 70.32 Wis. Stats. In completing this task the assessor uses the three recognized approaches to value; the sales comparison approach, the income approach and the cost approach when appropriate and necessary. Due to the nature and complexity of this assignment the assessor:

a. identifies the parcel subject to property assessment and taxation
b. defines the market area in which the subject property competes
c. identifies the characteristics that relate to value in the market area

d. specifies models that reflects the relationship among the characteristics affecting value in the market area
e. calibrates models to determine the contribution of the individual characteristics affecting value;
f. tests models to determine how well they function
g. applies models to the characteristics of the properties being appraised; and
h. reviews the mass appraisal results

Market Analysis: Market analysis determines the effect on value of existing land use regulations, reasonably probable modifications of such regulations, economic supply and demand, and the physical adaptability of the real estate, neighborhood trends, and the highest and best use of the real estate. Also analyzed are the supply and demand market trends for the year previous to the assessment date to the extent that the data is available. If any required data is unavailable or is considered unreliable, an explanation is provided. The following information is the basis for my conclusions, and provides support for those conclusions regarding trends and overall market conditions as reported in this report. When necessary, I have identified the supply and demand market trends by neighborhood/market area.

Neighborhood/Market Area Map, Identification: A map of the municipality with delineated neighborhood/market area is presented in the addenda. The following table corresponds to the map and identifies each neighborhood/market area by number or code name, the approximate parcel mix, and the general overall highest and best use of each neighborhood. The highest and best use of each parcel is on the property record card or file.

NH# or Market Area Code	Neighborhood or Market Area Name	% Res Parcels	% Com Parcels	% Ag Parcels	% Undev	% AgFor	% Prod Forest	% Other Parcels	Overall HBU

_____ A check here indicates that a summary description of each neighborhood appears in the addendum including items such as average age, average size, quality grade, sale price, total number of sales per neighborhood, etc.

Parcel Data Collection and Validation: Property data is collected throughout the one-year assessment cycle. Attributes collected are noted on the property record cards for the different classes of property. Sample record cards are included in the addendum of this report.

The validation process takes place at the appraiser and supervisory level. All property records are validated before the notices of assessment are sent (at the end of April) each year. The validation process is initially completed at the neighborhood level by the appraiser assigned to that neighborhood and then approved by the appraiser's supervisor. Instructions for the validation

process are provided by management yearly to staff. These instructions are updated and modified yearly to create efficiencies and to adapt to the availability and use of data in determining property values.

The following table shows the work activity by approximate percentage for each class. WPAM page 4-2 defines full revaluations, exterior revaluation, interim market update, annual review/maintenance.

Class Code	Class Type	Full Revaluation	Exterior Revaluation	Interim Market Update	Review/ Maintenance
Class 1	**Residential**				
Class 2	**Commercial**				
Class 4	**Agricultural**				
Class 5	**Undeveloped**				
Class 5m	**Agri Forest**				
Class 6	**Prod Forest**				
Class 7	**Other**				
Personal Property					

Analysis of Local Trend: Various statistical analyses were performed to determine the current trend in real estate sales for this jurisdiction. Included in this analysis were _____ sales dating January 1, 20___ through December 31, 20____. Because the market is always changing, we need to determine if it is stable, appreciating or depreciating. It is this effect of time that must be analyzed to enable us to use sales occurring one or two years prior to the assessment date.

The ***X*** in the left column indicates the method(s) used to determine the market trend:

	Results of trending ratio studies as provided by DOR:
	Analysis of square foot selling price:
	Paired sales analysis:
	Regression analysis:
	Other – Explain

Based on the above analysis, the local trend for the period January 1, 20____ to January 1, 20____ is _____% per year (indicate positive or negative annual trend).

Include all relevant spreadsheets in the addenda for the methods used in your analysis.

VALUATION METHODS

Model: According to IAAO's "Mass Appraisal of Real Property", a model is "a representation of how something works. For purposes of appraisal, a representation (in words or equation) that explains the relationship between value and variables representing supply and demand factors."[1]
Model Specification: According to IAAO's "Mass Appraisal of Real Property", "Model Specification is the formal development of a model in a statement or equation, based on data analysis and appraisal theory. During model specification, one determines the variables to test or use in a mass appraisal model."[2]
Model Calibration: From IAAO's "Mass Appraisal of Real Property", "Model Calibration is the development of the adjustments or coefficients from market analysis of the variables to be used in a mass appraisal model."[3]
Model Validation: Validation of the model is accomplished by a ratio study showing the results of the model before and after changes in model specification or calibration.

Application of the Valuation Method used to Appraise Property: The following table shows the approximate parcel count (or percentage) in each class for which the indicated method was applied.

		Cost Models				Sales Models		Income Model
Class Code	**Class Type**	**Land Values from Market**	**WPAM Costs Volume II**	**Other Cost Manual**	**Composite Conversion Factor**	**Comp Adjust Grid**	**Statistical Model**	**Direct or Yield Method**
1	Residential							
2	Commercial							
4	Agricultural							
5	Undeveloped							
5m	Agri Forest							
6	Prod Forest Land							
7	Other							
P1	Boats & Other Watercraft							
P2	Machinery, Tools & Patterns							
P3	Furniture, Fixtures & Equipment							
P4A	Other							
P4B	Buildings on Leased Land							
	Mobile Homes							

[1] Gloudemans, Robert J., *Mass Appraisal of Real Property*, International Association of Assessing Officers, 1999
[2] *Ibid*
[3] *Ibid*.

LAND VALUATION

A separate valuation is required for land and improvements for entry onto the assessment roll according to sec. 70.32, Wis. Stats. Further, the estimation of land value as a separate entity is required when using the cost approach. There are several ways to estimate land value depending on the data available and the type of property.

The subject municipality had the following sales during the year previous to the assessment date.

Class Code	Class Type	Number of Bare Land Sales
Class 1	**Residential**	
Class 2	**Commercial**	
Class 4	**Agricultural**	
Class 5	**Undeveloped**	
Class 5m	**Agri Forest**	
Class 6	**Prod Forest**	
Class 7	**Other**	

Model Specification:
An ***X*** in the left column indicates that I have used the following method(s) for appraising land.

	Comparative Unit Method
	Base-Lot Method
	Allocation Method
	Abstraction Method
	Anticipated Use or Development Method
	Capitalization of Ground Rent
	Land Residual Capitalization
	Other - Explain

Model Calibration:

Class Code	Class Type	Approximate Unit Value Range
Class 1	**Residential**	
Class 2	**Commercial**	
Class 4	**Agricultural**	
Class 5	**Undeveloped**	
Class 5m	**Agri Forest**	
Class 6	**Prod Forest**	
Class 7	**Other**	

Model Validation: If there are sufficient vacant land sales, a ratio study of those sales follows.

Influence Factors: Influence factors are applied to individual parcels to account for external influences due to location, shape, size, view or topography. Those influences can be either positive or negative. An example of a positive influence might be a location adjacent to a park. A negative example might be a residential lot located next to a busy manufacturing plant. Influence factors are determined in the same way land values are determined – by analyzing vacant sales and looking at the indicated land residual of improved sales. Influence factors in this jurisdiction were applied for the following reasons:

Class Code	Class Type	Reasons for influence factors
Class 1	**Residential**	
Class 2	**Commercial**	
Class 4	**Agricultural**	
Class 5	**Undeveloped**	
Class 5m	**Agri Forest**	
Class 6	**Prod Forest**	
Class 7	**Other**	

Land Tables: Table driven land values ensure equity throughout the jurisdiction. The land tables are presented in the addenda. These tables show the figures that were applied to the subject land parcels within the municipality.

IMPROVED PROPERTY VALUATION

COST APPROACH

Model Specification:

An ***X*** in the left column indicates that I used the technique(s):

	Volume II of the *Wisconsin Property Assessment Manual* is being used to specify residential, apartments, and agricultural property.
	Marshall Valuation Services is being used to specify commercial property.
	I have developed my own model specification.

Building Units vary depending on the type of property. Cost-per-square-foot is used for most building improvements. However, volume units are used for such things as tanks. Units usually reflect the attribute by which the asset sells in the marketplace.

Model Calibration:

The cost model is calibrated by studies of new construction. These studies can be extensive and appraisers usually contract for cost figures through professional cost services. Volume II of the

Wisconsin Property Assessment Manual provides cost figures for residential, apartment, and agricultural property. The figures in this Manual were developed by a professional mass appraisal firm and were published as of 2001 and are maintained annually by the publication of local modifiers. The local modifiers have two components. The first is a modifier for location and the second is a modifier for time. The location modifier is an adjustment from a central geo-source to all other locations. For example, the central source in year one would have a location modifier of 1.00. A distant location where materials and labor are less expensive may have a location modifier of .95.

The time modifier represents a component that reflects the change in material and labor cost from year to year. For example, three years after the original cost analysis, the costs may have increased by 15%. Therefore, the modifier would be 1.15.

Depending on the cost service, the modifiers may be combined and provided as one figure or they may have to be built-up from individual figures. Modifiers are usually presented by factors which can be chain-multiplied to derive a final figure.

An ***X*** in the left column indicates that I used the technique(s):

	Volume II of the *Wisconsin Property Assessment Manual* is being used to calibrate residential, apartments, and agricultural property.
	Marshall Valuation Services is being used to calibrate commercial property.
	I have developed my own cost figures.
	I have validated the multiplier (as supplied in WPAM, Volume II).
	I have developed my own depreciation tables.

Validation of Costs and the Multiplier: Under any of the calibration methods, it is prudent to validate the multiplier. Chapter 8 of WPAM states, “Actual known costs of construction should be compared with the costs as estimated by the tables whenever possible. Such comparisons will help to build the assessor’s confidence in the validity of the cost tables, and provide the basis for warranted adjustments to the local modifier.”

If data is available, I have included a table in the Addenda showing the relationship between the costs of new construction and the effects of the multiplier recommended by the cost service I use.

Validation of Depreciation: Under any of the calibration methods, it is prudent to validate the depreciation tables. According to WPAM, “The assessor should study the CDU rating system with its definitions, keeping in mind that the tables are only guides and the true measure of depreciation must be obtained from market studies. With valuation experience, the tables can be refined to give adequate residual, or percent good estimates . . . the assessor will find these tables extremely useful for being consistent in depreciation considerations.”

A step-by-step discussion of depreciation analysis is presented on pages 135 through 156 of IAAO’s *Mass Appraisal of Real Property*.

If there is an adequate number of sales (20 or more), I have included a ratio study before changes were made to the depreciation table and again after changes.

SALES COMPARISON APPROACH:

Model Specification:
There are several models that can be typically applied using sales comparison. The first is the traditional sales comparison approach whereby the appraiser selects recent sales of similar properties that are located in the same neighborhood as the subject property. The appraiser then adjusts the sales to make them similar to the subject. The resulting adjusted sales prices are then used to estimate the likely selling price of the subject.

A second method, multiple regression analysis, uses a statistical method to analyze sales. The process analyses the variance in selling price in terms of property attributes. The result is an equation that can be used to estimate value for unsold properties. The process also generates figures that can be used in the traditional sales comparison approach as described above. The method requires a number of sales that represent a sufficient sample of the total parcel base.

An ***X*** in the left column indicates that I used the following specification(s):

	Sales comparison
	Multiple regression analysis
	Other
	Not Applicable—insufficient sales

Model Calibration:
The process of determining the actual adjustment amounts for the traditional sales comparison approach is calibration. There are several ways to determine the adjustment factors for use in the sales comparison approach. The appraiser can (a) simply compare unadjusted sale prices, (b) use cost figures for adjustment, (c) used paired-sales analysis to determine adjustments, or (d) use a statistical analysis such as regression to determine the adjustments.

An ***X*** in the left column indicates that I used the following calibration technique(s):

	Sales listing showing property attributes
	Sales comparison approach with adjusted comparables
	Multiple regression analysis
	Other
	Not Applicable—insufficient sales

Model Validation:
The appraiser should validate any selected model by comparing the estimated values for those properties that sold to the actual sale prices. The smaller the difference; the more accurate the model.

An ***X*** in the left column indicates that I validated the sales comparison model by:

	Comparing the value estimates using the model against the sale prices
	Other
	Not Applicable—insufficient sales

INCOME APPROACH:

Model Specification:
There are two models that can be used to appraise commercial properties using the income approach.

An ***X*** in the left column indicates the specification(s) used for the income approach:

	Direct Capitalization
	Yield Capitalization
	Other
	Not Applicable

Model Calibration:
An ***X*** in the left column indicates the calibration(s) used for the income approach:

	Data from Market
	Data from Professionally Acceptable Sources
	Other
	Not Applicable

Model Validation:
An ***X*** in the left column indicates the validations used to test the income model:

	Comparing the value estimates using the model against the sale prices
	Other
	Not Applicable—insufficient sales

ALL MODELS ARE INCLUDED IN THE ADDENDA.

RECONCILIATION AND VALUE SUMMARY

The reconciliation for a mass appraisal occurs at the parcel level and is included on the property record card, the valuation printout, or in the work file. The approaches to value are considered in conjunction with Wisconsin case law and statute. The mass appraisal results have been reviewed to ensure fairness and equity. The data has been reconciled based on the quality and quantity of data available and the relevance of the approaches, methods and techniques used. Recognized and professional acceptable mass appraisal techniques have been used.

PERFORMANCE & TEST MEASURES

Calculate and report the performance/test statistics for each class. The "before" ratio study compares the prior year assessments to the sales from the prior year. The "before" test statistics for January 1, 2012 compare the January 1, 2011 assessments to the sales that occurred during 2011.

Major Classes →	Residential	Commercial	Other:
Number of Valid Sales			
Total Assessed Value of Valid Sale Parcels			
Total Sales Price of Valid Sale Parcels			
Aggregate Ratio			
Mean Average			
Median Average			
Coefficient of Dispersion			
Coefficient of Concentration			
Price-Related Differential			

After the valuations are completed for 2012, a second ratio study is conducted to verify valuation changes made during the revaluation process (if applicable) produced credible results. In this scenario the test statistics for January 1, 2012 compare the assessments for January 1, 2012 to the sales that occurred during 2011.

Major Classes →	Residential	Commercial	Other:
Number of Valid Sales			
Total Assessed Value of Valid Sale Parcels			
Total Sales Price of Valid Sale Parcels			
Aggregate Ratio			
Mean Average			
Median Average			
Coefficient of Dispersion			
Coefficient of Concentration			
Price-Related Differential			

CERTIFICATION

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest with respect to the parties involved. If either my property or property owned by any family member is within the municipality, I certify that I have complied with the ethical provisions of Wisconsin Statute and USPAP when appraising these properties.
- I have no bias with respect to any property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice*.
- Inspections of properties that are the subject of this report are outlined in the “Scope of Work” section of this report.
- I affirm that my data collection program incorporates quality control measures including checks and audits to ensure current and consistent records.
- If anyone provided significant mass appraisal assistance, I have provided their name, certification level, certification number, and a description of the work provided by those individuals in the addenda of this report.
- I have been primary assessor since_____
- The last revaluation was completed _____

PRIMARY ASSESSOR
(Person who signs the roll)

(Printed Name)

(Signature)

(Assessor Certification #)

(Certification Expiration Date)

(Company Name, if applicable)

(Address)

(Telephone Number)

(Email Address)

(Web Page)

(Date of Signature and Report)

(Effective Date of Appraisal)

[ ] Town [ ] Village [ ] City of
(Client Name)

(County Name)

CONTRACTED APPRAISER
(Only if applicable)

(Printed Name)

(Signature)

(Assessor Certification #)

(Certification Expiration Date)

(Company Name, if applicable)

(Address)

(Telephone Number)

(Email Address)

(Web Page)

(Date of Signature and Report)

(Effective Date of Appraisal)

[ ] Town [ ] Village [ ] City of
(Client Name)

(County Name)

ADDENDA