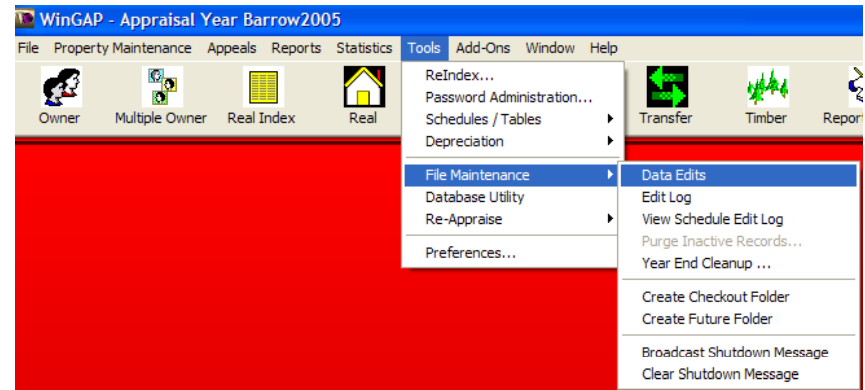
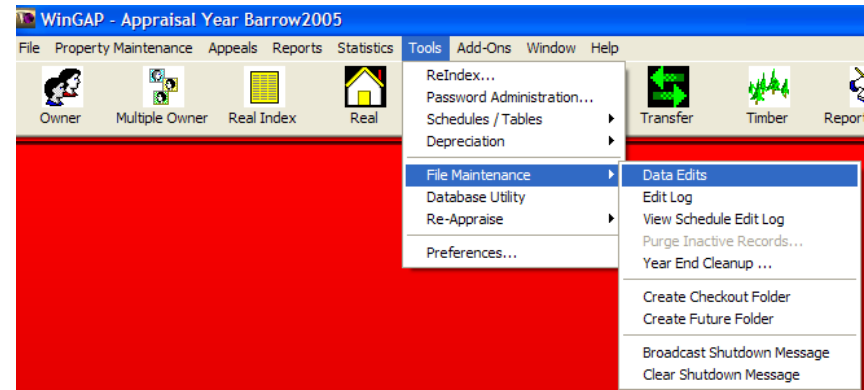


## Preliminary Assessment Notice Work

### Run CAMA System Data Edits

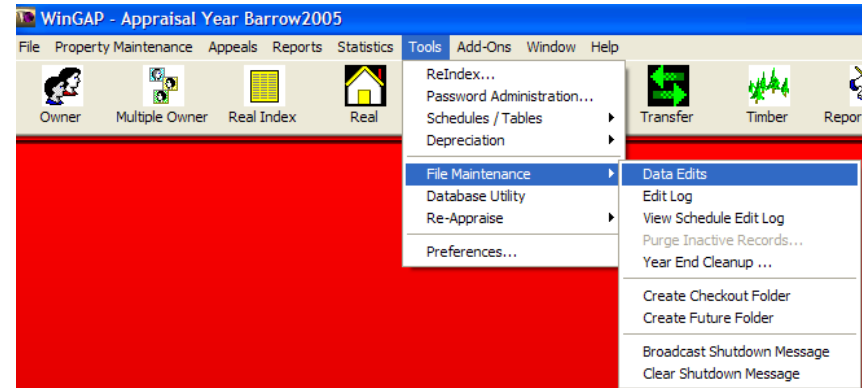


## Data Edits Routine



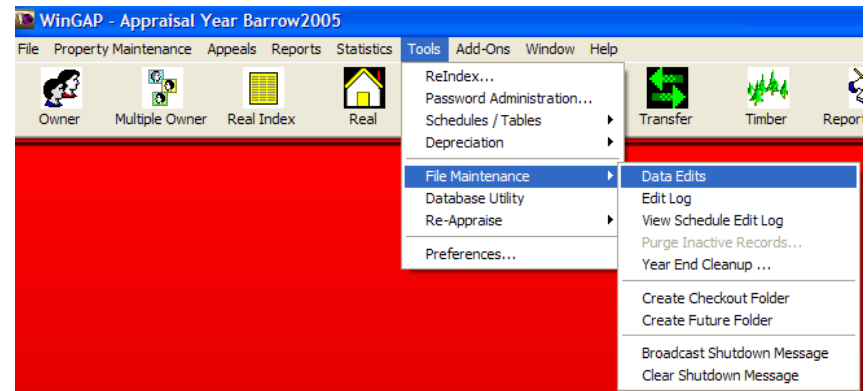
- **Owners w/o property**
- **Parcels w/o property items (land, res imps, com imps, accessories)**
- **Personal Prop Accts w/o property items (cost, boats, etc)**

## Data Edits Routine



- **Parcels/Accts where the sum of items does not equal current value**
- **Property with zero value**
- **Properties that exceed user specified min and max values**
- **Homesteaded parcels w/o improvements**
- **Properties w/ missing digest codes**

## Data Edits Routine



- **Conservation Use Covenant Problems**
- **Preferential Covenant Problems**
- **Freeport Exemption Problems**

## Data Edits Routine Zero Values

- Parcels/Accts with Zero Values**



Checking Parcel Components for Zero Values...

XX026 165

Preview -

Page 1

09/12/2005 WinGAP Data Edits 1

Problem	Map ID	Key Type	Key FKey Name	Foreign Key
Zero Comm Imp Value	AU 05 001	commkey	1540 realkey	8941
Zero Comm Imp Value	AU 05 006	commkey	1446 realkey	8947
Zero Land Value	AU 09 014A	realkey	14994	0
Zero Land Value	AU 09 016	realkey	8996	0
Zero Land Value	AU 09 016B	realkey	14995	0
Zero Land Value	AU 09 016C	realkey	14993	0
Zero Comm Imp Value	AU 11 016	commkey	1494 realkey	7572
Zero Land Value	AU 11 069	realkey	7824	0
Zero Land Value	AU 11 070	realkey	7823	0
Zero Land Value	AU 11 078	realkey	7820	0
Zero Land Value	AU 11 080	realkey	7821	0
Zero Land Value	AU 11 081	realkey	7822	0
Zero Comm Imp Value	AU 11 114A	commkey	474 realkey	27275
Zero Comm Imp Value	AU 11 126	commkey	1804 realkey	7806
Zero Comm Imp Value	AU 11 136	commkey	46 realkey	7753

Checking Parcel Components for Zero Values...

XX026 165

09/12/2005

WinGAP Data Edits

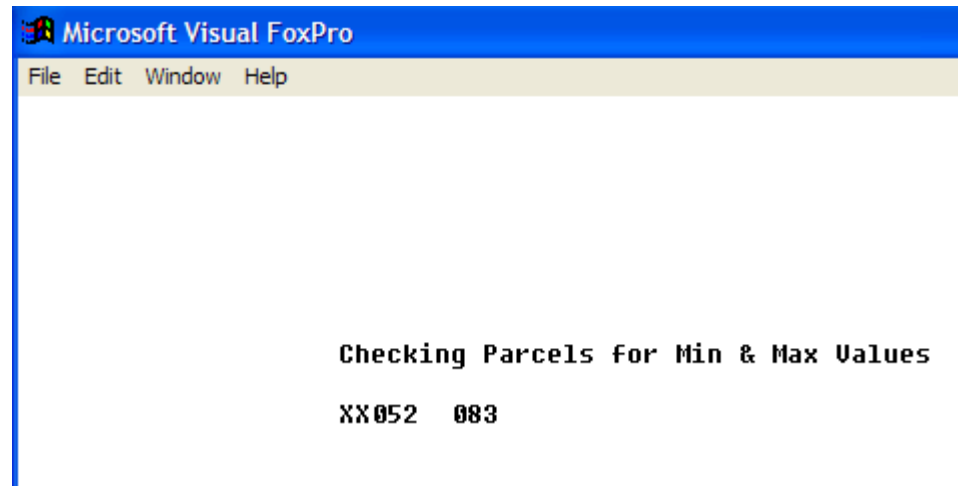
20

<u>Problem</u>	<u>Map ID</u>	<u>Key Type</u>	<u>Key FKey Name</u>	<u>Foreign Key</u>
Zero Motor Value	0	boatkey	108 perskey	36385
Zero Motor Value	0	boatkey	109 perskey	36386
Zero Motor Value	0	boatkey	118 perskey	36392
Zero Motor Value	0	boatkey	123 perskey	36396
Zero Motor Value	0	boatkey	127 perskey	36399
Zero Motor Value	0	boatkey	128 perskey	36399
Zero Motor Value	0	boatkey	129 perskey	36400
Zero Motor Value	0	boatkey	131 perskey	36402
Zero Motor Value	0	boatkey	136 perskey	36407
Zero Motor Value	0	boatkey	137 perskey	36408
Zero Motor Value	0	boatkey	144 perskey	36414
Zero Motor Value	0	boatkey	147 perskey	36416
Zero Motor Value	0	boatkey	148 perskey	36416
Zero Motor Value	0	boatkey	152 perskey	36419
Zero Motor Value	0	boatkey	153 perskey	36420
Zero Motor Value	0	boatkey	154 perskey	36420
Zero Motor Value	0	boatkey	155 perskey	36421
Zero Motor Value	0	boatkey	164 perskey	36434
Zero Personal Acct Value		perskey	36534	0
Zero Personal Acct Value		perskey	36535	0
Zero Personal Acct Value		perskey	36536	0
Zero Motor Value	0	boatkey	185 perskey	36655
Zero Personal Acct Value		perskey	36656	0
Zero Personal Acct Value		perskey	36661	0

## Data Edits Routine Exceeding Min/Max Values

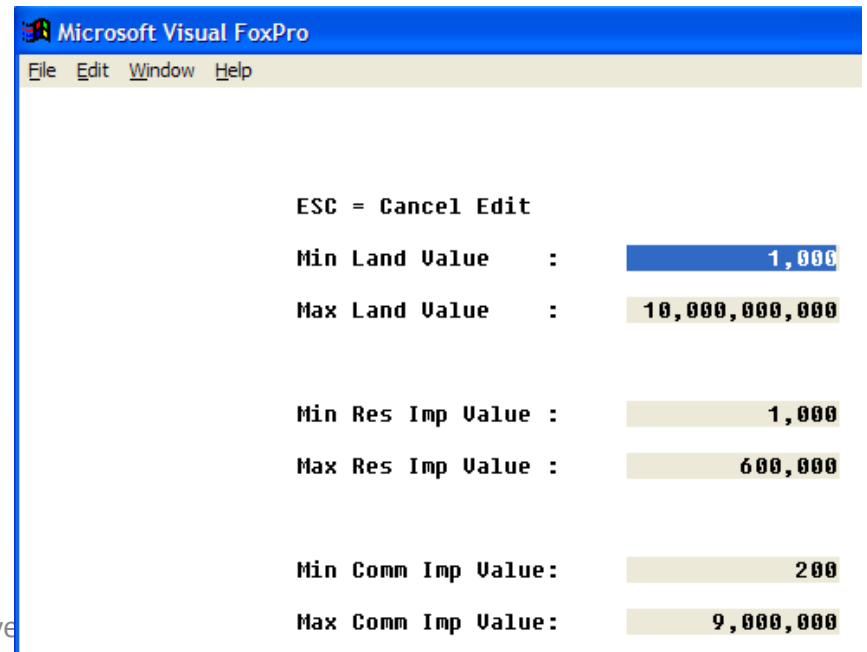
### Parcels/Accts exceeding user specified min/max values.

- i. Land
- ii. Res Imp
- iii. Comm Imp



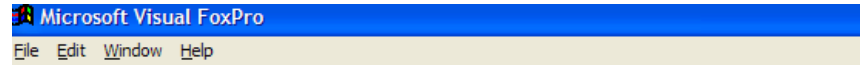
Checking Parcels for Min & Max Values

XX052 083



# Data Edits Routine Exceeding Min/Max Values

## iv. Accessories



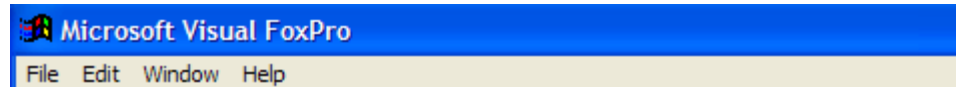
ESC = Cancel Edit; PgUp = Review Previous Screen

Min Acc Imp Value : 1,000

Max Acc Imp Value : 1,000,000,000

Min Income Value : 1

Max Income Value : 10

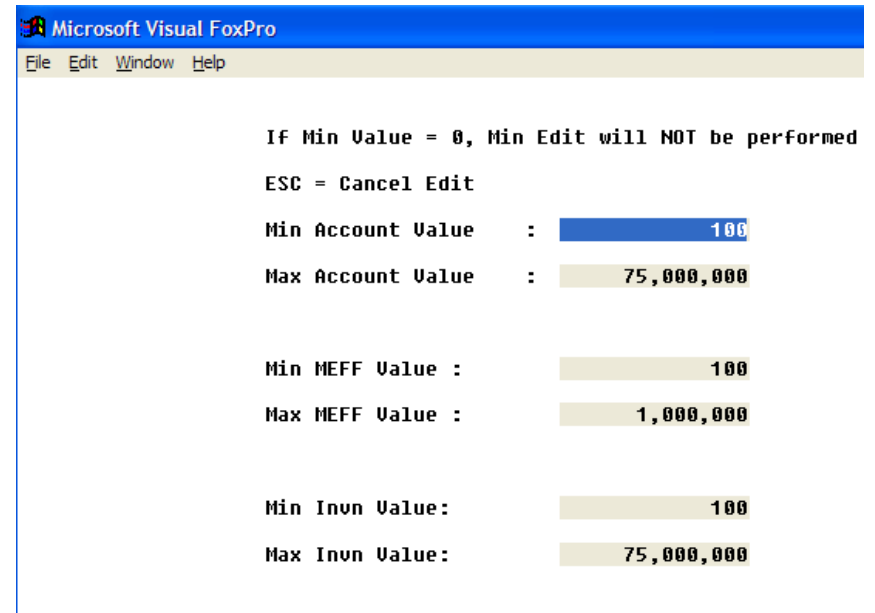


Checking Parcels for Min & Max Values

XX052 083

## Data Edits Routine Exceeding Min/Max Values

- v. **Accounts**
- vi. **Meff**
- vii. **Invn**



## Data Edits Routine Exceeding Min/Max Values

**Boats**

**Aircraft**

**Other**

Microsoft Visual FoxPro

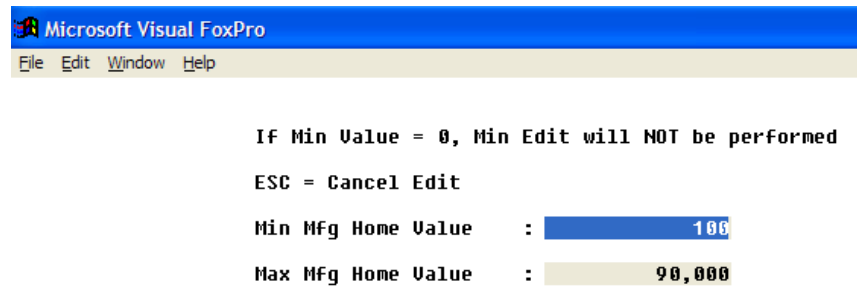
File Edit Window Help

IF Min Value = 0, Min Edit will NOT be performed  
ESC = Cancel Edit; PgUp to Review Previous Screen

Min Boat Value :	7,501
Max Boat Value :	40,000
Min Aircraft Value :	100
Max Aircraft Value :	1,300,000
Min Other Value :	100
Max Other Value :	1,000,000

# Data Edits Routine Exceeding Min/Max Values

## Mfg Homes



# Data Edits Routine

## Exceeding Min/Max Values Report

### MFG Homes Min/Max Report

Preview - Page 21

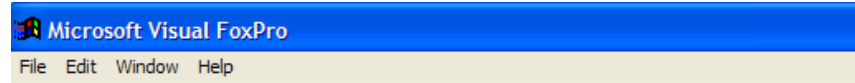
Problem	Map ID	Key Type	Key FKey Name	Foreign Key
Acc Imp Value below Min - 500	BR020A 035	acckey	13680 realkey	501
Land Value below Min - 1	BR021 003A	realkey	24939	0
Res Imp Value above Max - 645100	BR022 023	repropkey	11425 realkey	15518
Res Imp Value above Max - 606444	BR022 024	repropkey	13673 realkey	15519
Res Imp Value above Max - 817400	BR022 026	repropkey	14236 realkey	14447
Acc Imp Value below Min - 720	BR022 027	acckey	28638 realkey	470
Res Imp Value above Max - 613100	BR022 035	repropkey	18198 realkey	16153
Res Imp Value above Max - 849000	BR022 036	repropkey	11476 realkey	16154
Res Imp Value above Max - 704000	BR022 040	repropkey	16200 realkey	16158
Res Imp Value above Max - 726100	BR022 045	repropkey	13336 realkey	16163
Res Imp Value above Max - 656400	BR022 050	repropkey	12214 realkey	16168
Res Imp Value above Max - 609200	BR022 059	repropkey	12209 realkey	16177
Res Imp Value above Max - 909200	BR022A 001	repropkey	22677 realkey	14437

Preview - Page 167

Problem	Map ID	Key Type	Key FKey Name	Foreign Key
MEFF Value above Max - 1527395	00030225	costkey	7762 perskey	30225
Invn Value above Max - 85940570	00030225	invnkey	558 perskey	30225
Invn Value below Min - 35	00030365	invnkey	566 perskey	30365
MEFF Value below Min - 12	00030400	costkey	7854 perskey	30400
MEFF Value below Min - 10	00030620	costkey	9038 perskey	30620
MEFF Value below Min - 16	00030695	costkey	10710 perskey	30695
MEFF Value below Min - 34	00030710	costkey	10191 perskey	30710
MEFF Value below Min - 56	00030710	costkey	10193 perskey	30710
MEFF Value below Min - 74	00030710	costkey	10194 perskey	30710
MEFF Value below Min - 81	00030730	costkey	10883 perskey	30730
MEFF Value above Max - 1248643	00031130	costkey	6655 perskey	31130
Boat-Motor Value below Min - 1450	00031155	boatkey	87 perskey	31155

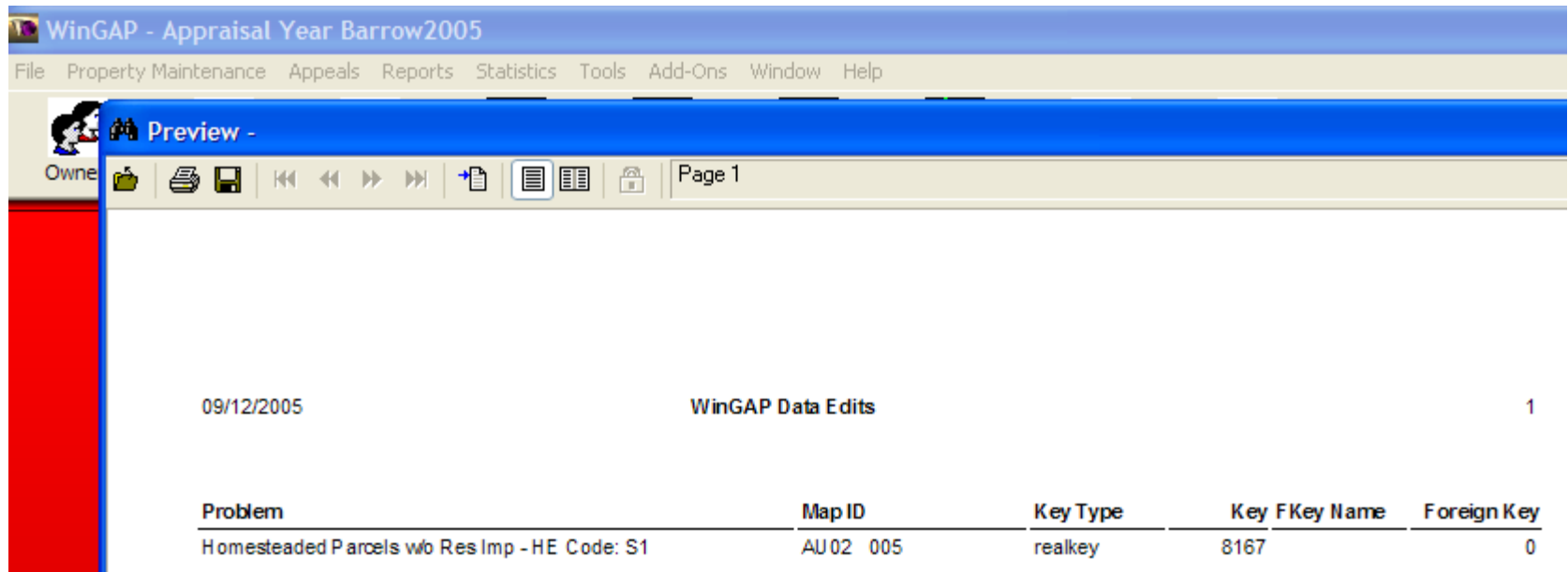
# Data Edits Routine Homesteads without Res Imps

## Parcels with Homesteads without Res Imps.



Checking for Homesteads without Res Imps...

XX138 022B



WinGAP - Appraisal Year Barrow2005

File Property Maintenance Appeals Reports Statistics Tools Add-Ons Window Help

Preview -

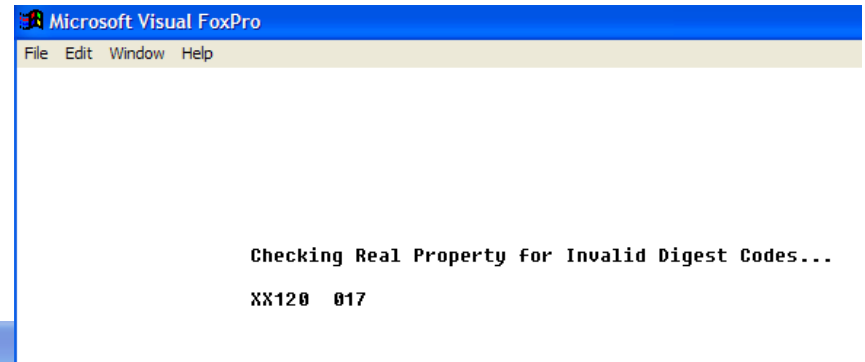
Ownes [Icons] Page 1

09/12/2005 WinGAP Data Edits 1

Problem	Map ID	Key Type	Key FKey Name	Foreign Key
Homesteaded Parcels w/o Res Imp - HE Code: S1	AU02 005	realkey	8167	0

# Data Edits Routine Missing Digest Codes

## Parcels with missing digest codes.



WinGAP - Appraisal Year Barrow2005  
File Property Maintenance Appeals Reports Statistics Tools Add-Ons Window Help

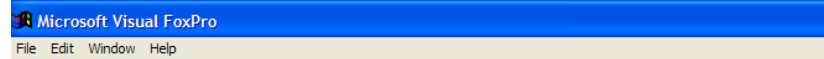
Preview -  
Own... [Icons] Page 1

09/12/2005 WinGAP Data Edits 1

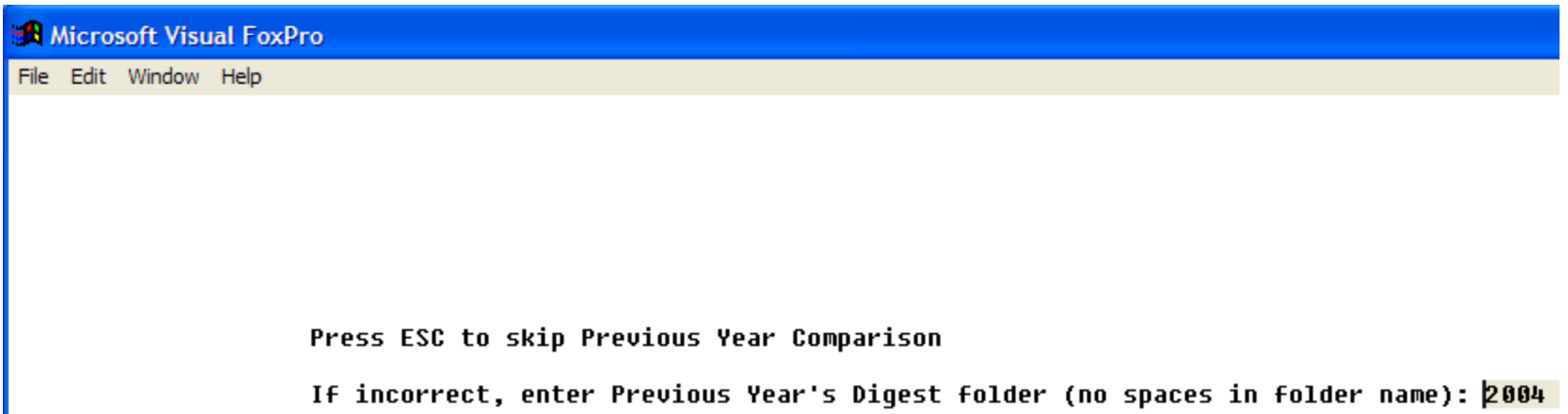
Problem	Map ID	Key Type	Key FKey Name	Foreign Key
Invalid Land Dig Strat - Code: Missing	PU6 002101	realkey	24953	0
Invalid Land Dig Strat - Code: Missing	PU6 021103	realkey	24204	0
Invalid Land Dig Strat - Code: Missing	PU6 022101	realkey	24954	0
Invalid Land Dig Strat - Code: Missing	PU6 023101	realkey	24955	0
Invalid Land Dig Strat - Code: Missing	PUS 021203	realkey	24205	0
Invalid Land Dig Strat - Code: Missing	PUW 021103	realkey	24206	0
Invalid Land Dig Strat - Code: Missing	PUW 023101	realkey	24957	0
Invalid Land Dig Strat - Code: Missing	XX101 068A	realkey	24943	0
Invalid Land Dig Strat - Code: Missing	XX106 006E	realkey	24849	0

## Data Edits Routine CUV Edits

### Conservation Use Problems.



```
Searching for CU Covenants without a Current Year CU Value...  
13101  
REALPROP
```



## Data Edits Routine CUV Edits

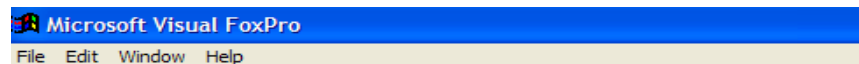
### Conservation Use Problems.

09/12/2005 WinGAP Data Edits 3

Problem	Map ID	Key Type	Key FKey Name	Foreign Key
No Value Cu Cov 1999	XX122 025BH B1	realkey	20084	0
3% Limit Exceeded 2002	XX050 050D	realkey	20891	0
No Value Cu Cov 2001	XX106 003A	realkey	21030	0
No Value Cu Cov 2002	XX121 041A	realkey	22675	0
No Value Cu Cov 1998	XX108 080A	realkey	22679	0
No Value Cu Cov 1996	XX057 015A	realkey	22693	0
No Value Cu Cov 2002	XX014 001FHB1	realkey	22724	0
No Value Cu Cov 2002	XX121 058B	realkey	22735	0
No Value Cu Cov 2001	XX106 003B	realkey	22754	0
No Value Cu Cov 1999	XX080 065A	realkey	22757	0
No Value Cu Cov 1996	XX108 027A	realkey	23383	0
No Value Cu Cov 1997	XX010 020D	realkey	23388	0
No Value Cu Cov 2002	XX112 059A	realkey	23408	0
3% Limit Exceeded 2004	XX078 001C	realkey	24951	0
CCY but no Conmai Record 2002	XX111 028C	realkey	27019	0
3% Limit Exceeded 1998	XX049 001A	realkey	27033	0
3% Limit Exceeded 2002	XX002 015B	realkey	27034	0
CCY but no Conmai Record 2002	XX126 050A	realkey	27134	0
CCY but no Conmai Record 2004	XX078 001G	realkey	27210	0
CCY but no Conmai Record 2002	ST04 095A	realkey	27269	0
CCY but no Conmai Record 2002	XX126 050B	realkey	27270	0
CCY but no Conmai Record 2002	XX027 045A	realkey	27276	0
CCY but no Conmai Record 2002	ST04 095B	realkey	27279	0

**Data Edits Routine  
Preferential Covenant Edits**

**Preferential Covenant  
Problems.**



**Performing Preferential Covenant Edits...**

**14362**

**REALPROP**

## Data Edits Routine Freeport Exemption Edits

- Freeport Exemption Problems
  - ❑ Check Personal Property Freeport Accounts for values
  - ❑ Make sure return deadline date is correct.
  - ❑ Make sure Freeport Percentages are correct.

WinGAP - Inventory

Account # 7080 Appraiser [N/A]

InvnKey: 422

Inventory			
Merchandise	10,000	Warehoused	0
Raw Materials	10,000	Consigned	0
Goods in Process	10,000	Floor Planned	0
Finished Products	0	Spare Parts	0
Goods in Transit	0	Supplies/Packing	0
Livestock	0	Taxable Farm Products/Supplies	0

Total Inventory 30,000

Freeport Inventory			
	Gross	County %	Net
Raw Materials	10,000	1.00	10,000
Finished Goods	10,000	1.00	10,000
Out of State	10,000	1.00	10,000
<b>Total</b>	<b>30,000</b>		<b>30,000</b>

Application Date 02/03/2005 Application Pro Rata % 1.0000

WinGAP - Preferences

**County Information**


County Name Fannin  
Address 420 West Main Street Ste 13  
City / State / Zip Blue Ridge GA 30513-  
Phone: (706)632-5954 Email:   
Fax: ( ) - Web:

Point/Base Costs		Depreciation Years		Other Options	
Residential	100.00	Residential	2004	<input type="checkbox"/> Truncate Values	<input checked="" type="checkbox"/> Auto-Reasons (Real)
Commercial	100.00	Commercial	1995	<input type="checkbox"/> Disable Logins	<input checked="" type="checkbox"/> Auto-Reasons (Pers)
Commercial Base	1.00	MFG Housing	1996	<input type="checkbox"/> bBrowser Cost Form	
Accessory	100.00	Accessory	1995	<input type="checkbox"/> Lock System	

Special District Description Tax Abatement Appraisal Year 2003

Parcel Number Template XXXX-XXX-XXXX-XXX Rural Acre Break 0.00


Customize Lendor Label Lendor PU Eq Ratio % 36.15

Customize Occupancy Label Occupancy  Return Deadline 04/01/2005

Customize Fireplace Label Other Features Default Startup Directory Fannin03

Guest Startup Directory Fannin03

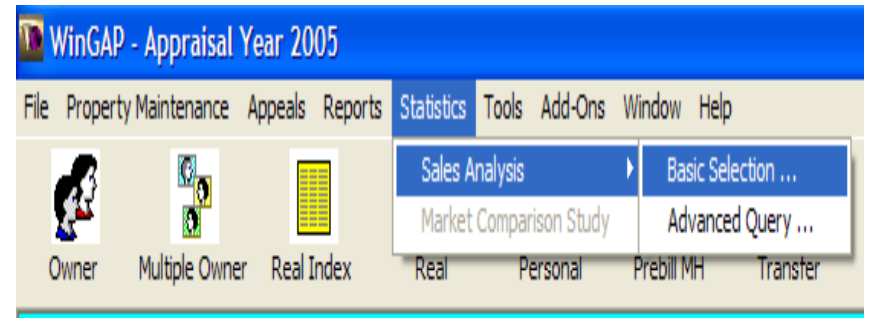
Freeport Raw Material % 1.00 ABOS Default Retail

Freeport Finished Goods % 1.00 

Freeport Out of State % 1.00

## Sales Ratio Analysis (Problems Fixed)

- Have you fixed all your problems?
- Again, run sales ratios by each digest class using prior year sales:
  - Residential/LM,FM
  - Agricultural/LM,FM
  - Commercial/LM,FM
  - Industrial/LM,FM



# Sales Ratio Analysis (Problem Fixed)

- Residential/LM,FM

The screenshot displays the WinGAP - Appraisal Year 2005Hall interface. The 'WinGAP - Ratio Analysis Criteria' dialog is open, showing the following settings:

- Sales Criteria:** Starting Date: 01/01/2004, Ending Date: 12/31/2004, State Study: . Use Class:  Res,  Agr,  Com,  Ind;  1,  3,  4,  5. Use Strat: . Reason:  All,  FM,  LM.
- Real Property Criteria:** Starting Map, Ending Map, Property Class, Property Strat, Starting Acres (0.00), Ending Acres (0.00).
- Residential Improvement:** Starting, Ending, Grade (0), YR Built (0), EFYR Built (0), Heated Area (0).
- Commercial Improvement:** Starting, Ending, Grade (0), YR Built (0), EFYR Built (0).

The 'WinGAP - Sales Ratio Analysis' dialog shows the following results:

	LCI	Actual	UCI
Median	0.3779	0.3796	0.3815
Aggregate	0.3571	0.3593	0.3615
COD	0.1110		
PRD	1.0178		
Number of Samples	3,363		
Lowest Ratio	0.1004		
Highest Ratio	0.6989		
Min Sample Size	6		
Standard Deviation	0.1263		

Additional options include 'Print Options' (Summary or Details), 'Print Order' (Ratio, Acre, Parcel, Neighborhood, Grantor, Grantee, Sale Class), and a 'Print' button. The 'Records Processed' section shows '100%' and 'View Array' button.

# Sales Ratio Analysis (Problem Fixed)

- Agricultural/LM,FM

The screenshot displays the WinGAP software interface for an appraisal year of 2005. The main window is titled "WinGAP - Ratio Analysis Criteria" and contains several sections for defining search parameters:

- Sales Criteria:** Starting Date (01/01/2004), Ending Date (12/31/2004), State Study (unchecked), Use Class (Res, Agr, Com, Ind), Use Strat (1, 3, 4, 5), Reason (All, FM, LM), and a dropdown menu.
- Real Property Criteria:** Starting Map, Ending Map, Property Class, Property Strat, Starting Acres (0.00), and Ending Acres (0.00).
- Residential Improvement:** Starting, Ending, Grade (0), YR Built (0), EFYR Built (0), Heated Area (0), Median (0.3094), Aggregate (0.2229), COD (0.2163), PRD (1.2871), Number of Samples (42), Lowest Ratio (0.1097), Highest Ratio (0.6022), Min Sample Size (16), and Standard Deviation (0.2023).
- Commercial Improvement:** Starting, Ending, Grade (0), YR Built (0), EFYR Built (0).

A secondary window titled "WinGAP - Sales Ratio Analysis" is overlaid on the main window, showing a table of results and print options:

	LCI	Actual	UCI
Median	0.3094	0.3484	0.3659
Aggregate	0.2229	0.2541	0.2853

Additional statistics shown include: Number of Samples (42), Lowest Ratio (0.1097), Highest Ratio (0.6022), Min Sample Size (16), and Standard Deviation (0.2023). The "Print Options" section includes radio buttons for Summary and Details, and a "Print Order" section with radio buttons for Ratio, Acre, Parcel, Neighborhood, Grantor, Grantee, and Sale Class. A "Print" button is located at the bottom right of the print options section. The "Records Processed:" section shows "100%" and buttons for "Print Screen" and "Clip Sa".

## Sales Ratio Analysis (Problem Fixed)

- Commercial/LM,FM

The screenshot displays the WinGAP software interface for an appraisal year of 2005. The main window is titled "WinGAP - Appraisal Year 2005Hall" and contains several menu options: File, Property Maintenance, Appeals, Reports, Statistics, Tools, Add-Ons, Window, and Help. A toolbar with various icons is visible below the menu.

Two dialog boxes are open. The first is "WinGAP - Ratio Analysis Criteria" with the following settings:

- Sales Criteria:** Starting Date: 01/01/2004, Ending Date: 12/31/2004, State Study: . Use Class:  Res,  Agr,  Com,  Ind. Use Strat:  1,  3,  4,  5. Reason:  All,  FM,  LM.
- Real Property Criteria:** Starting Map, Ending Map, Property Class, Property Strat, Starting Acres: 0.00, Ending Acres: 0.00.
- Residential Improvement:** Starting, Ending, Grade: 0, YR Built: 0, EFYR Built: 0, Heated Area: 0.
- Commercial Improvement:** Starting, Ending, Grade: 0, YR Built: 0, EFYR Built: 0.

The second dialog box is "WinGAP - Sales Ratio Analysis" showing the following data:

	LCI	Actual	UCI
Median	0.3756	0.3829	0.3883
Aggregate	0.3656	0.3722	0.3788
COD	0.0586		
PRD	1.0217		
Number of Samples	100		
Lowest Ratio	0.2383		
Highest Ratio	0.4720		
Min Sample Size	2		
Standard Deviation	0.0663		

Additional options in the dialog include "View Array", "Print Options" (Summary or Details), "Print Order" (Ratio, Acre, Parcel, Neighborhood, Grantor, Grantee, Sale Class), and a "Print" button. A "Records Processed:" section at the bottom shows "Print Screen" and "Clip Se" (checked) buttons, along with an "OK" button.

# Sales Ratio Analysis (Problem Fixed)

- Industrial/LM,FM

The screenshot displays the WinGAP software interface with the 'Sales Ratio Analysis' dialog box open. The dialog box shows the following data:

	LCI	Actual	UCI
Median	0.3824	0.3882	0.4036
Aggregate	0.3866	0.3948	0.4030
COD	0.0473		
PRD	0.9783		
Number of Samples	36		
Lowest Ratio	0.3118		
Highest Ratio	0.4229		
Min Sample Size	1		
Standard Deviation	0.0490		

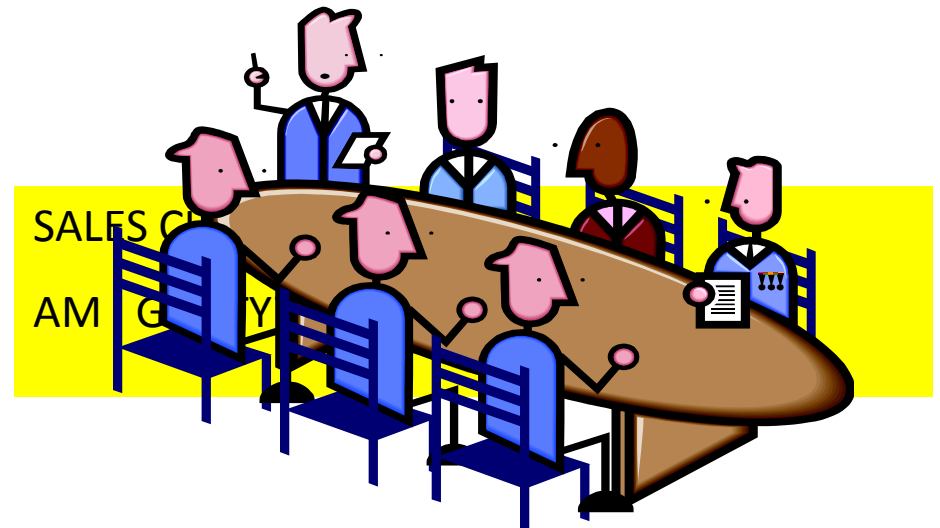
Additional settings in the dialog include:
 

- Starting Date: 01/01/2004
- Ending Date: 12/31/2004
- Use Class: Res, Agr, Com, Ind (checked)
- Use Strat: 1, 3, 4, 5
- Reason: All, FM (checked), LM (checked)
- Property Class: [Dropdown]
- Property Strat: [Dropdown]
- Starting Acres: 0.00
- Ending Acres: 0.00
- Grade: 0
- YR Built: 0
- EFYR Built: 0
- Heated Area: 0
- Number of Samples: 36
- Min Sample Size: 1
- Standard Deviation: 0.0490

The 'Print Options' section shows 'Summary' selected, and the 'Print Order' section shows 'Ratio' selected. The 'Print' button is visible at the bottom right of the dialog.

## Sales Ratio Analysis (Problem Fixed)

- Take final ratios to BOA for approval of all schedules and values.
- Add ratio documentation to the minutes.

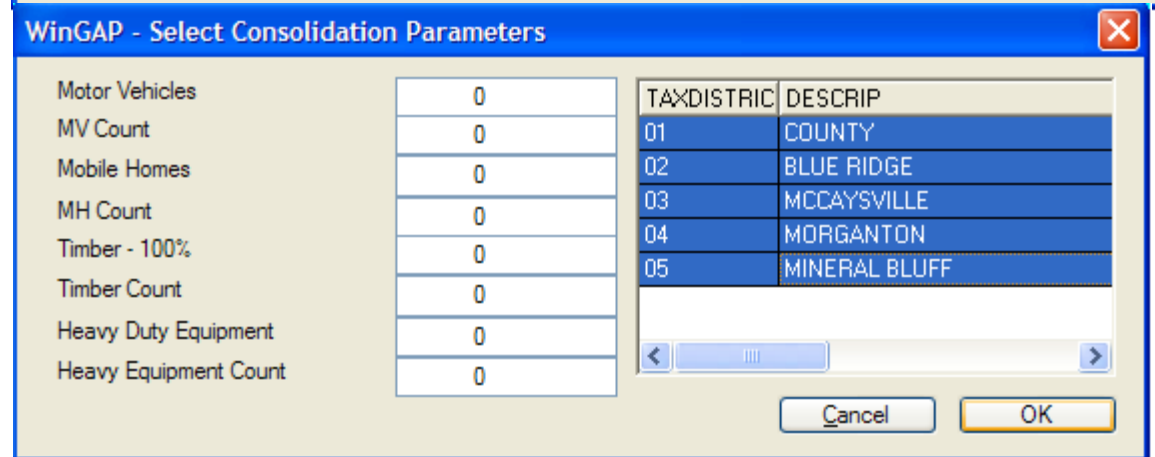
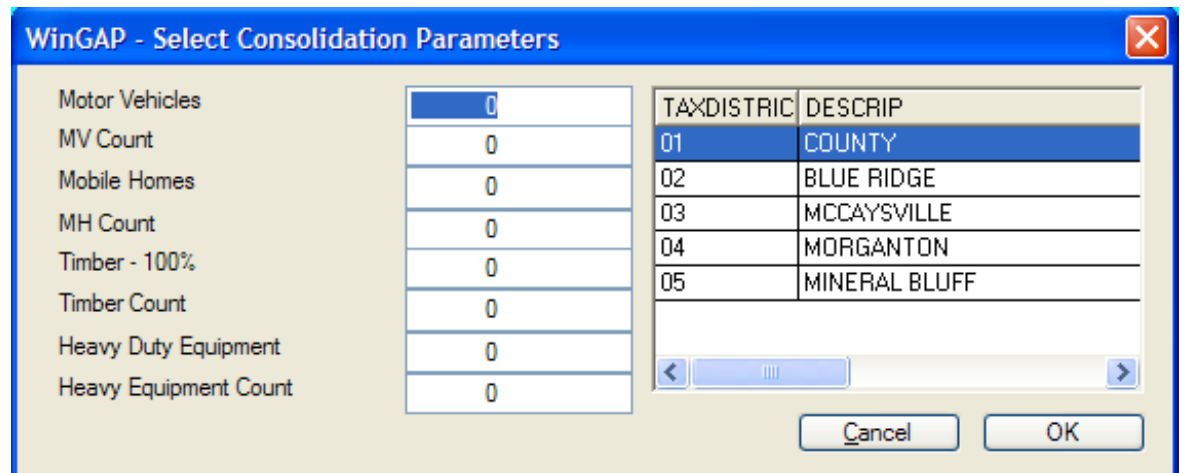
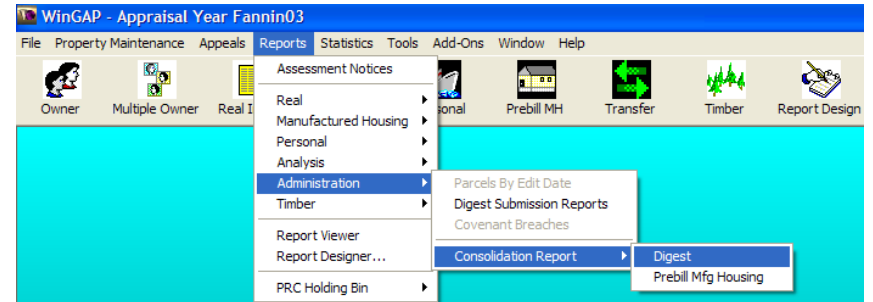


## Consolidation Sheets

- Print a consolidation report
- Compare it to the previous digest years report looking for obvious errors
- Compare R1 to R1, R3 to R3, etc.



# Consolidation Sheets



# Consolidation Sheets

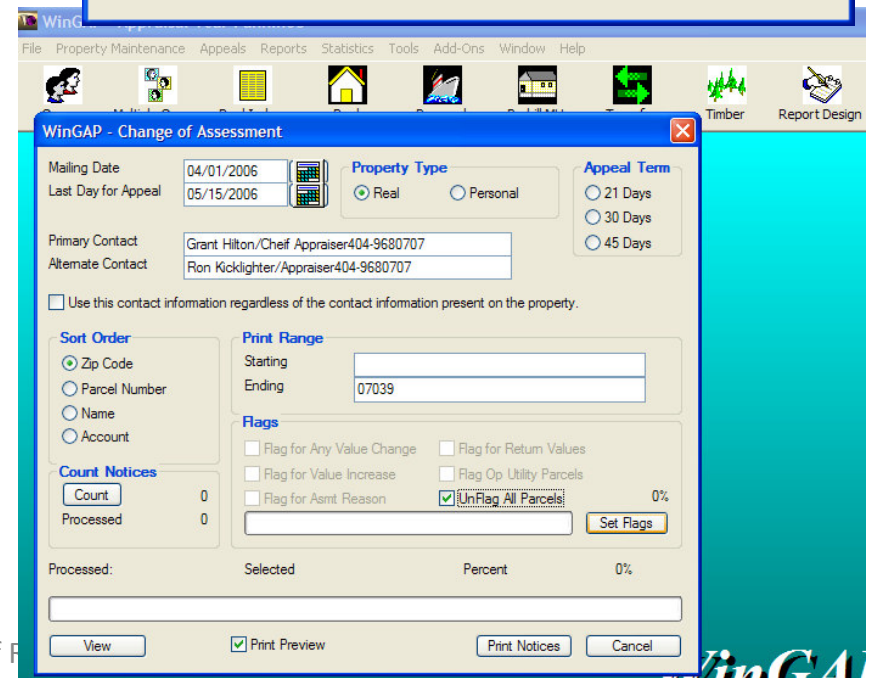
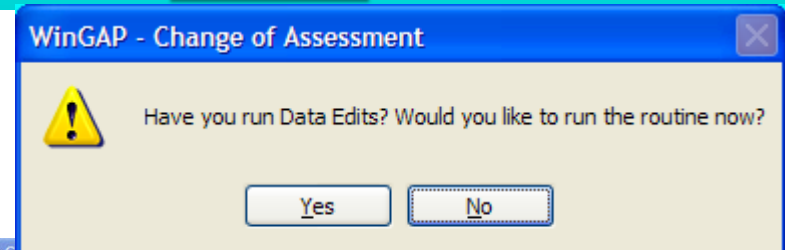
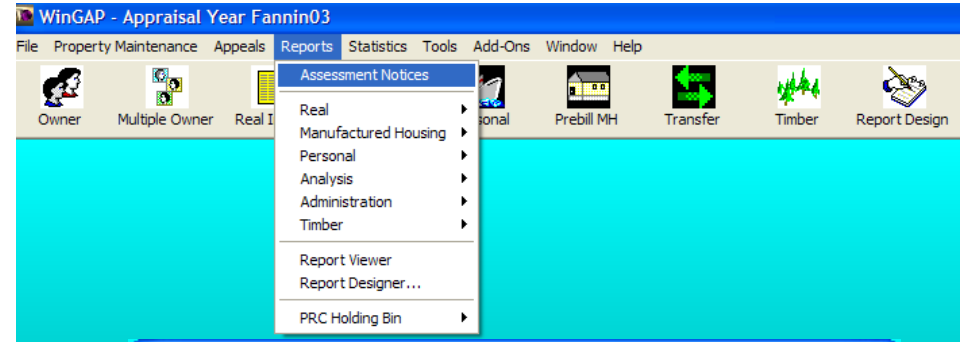
08/03/2005 13:59:14

COUNTY			TAX DISTRICTS: 01/02/03/04/05			21482			
<b>RESIDENTIAL</b>			<b>COMMERCIAL</b>			<b>HOMESTEAD AND PROPERTY EXEMPTIONS</b>			
CODE COUNT	ACRES	40% VALUE	CODE COUNT	ACRES	40% VALUE	CODE COUNT	STATE	COUNTY M&O	SCHOOL M&O
R1 12,561		216,817,415	C1 1,313		174,500,913	S1 3,948	7,890,640	7,890,640	7,890,640
R3 12,874	16,251.50	80,821,723	C3 504	370.58	8,917,884	S2 760	3,027,303	3,027,303	3,027,303
R4 5,173	39,442.68	57,175,666	C4 115	847.85	5,293,910	S3 0	0	0	0
R5 668	31,288.40	25,925,122	C5 12	687.05	1,115,283	S4 0	0	0	0
R6 507		765,168	C9 0	0.00	0	S5 45	1,339,584	1,339,584	1,339,584
R9 0	0.00	0	CA 0		0	SS 0	0	0	0
RA 1		640	CB 5		11,064	S6 0	0	0	0
RB 679		1,311,801	CF 639		12,558,262	S7 0	0	0	0
RF 1		87,614	CI 322		5,957,386	S8 0	0	0	0
RI 0		0	CP 3		68,312	S9 0	0	0	0
RZ 6		7,101	CZ 26		88,342	SF 10	1,460,496	1,460,496	1,460,496
<b>RESIDENTIAL TRANSITIONAL</b>			<b>INDUSTRIAL</b>			<b>TOT:</b>			
CODE COUNT	ACRES	40% VALUE	CODE COUNT	ACRES	40% VALUE	CODE COUNT	STATE	COUNTY M&O	SCHOOL M&O
T1 0		0	I1 30		3,254,374	SP 862	931,416	931,416	931,416
T3 0	0.00	0	I3 4	5.79	17,952	SA 1	23,243	23,243	23,243
T4 0	0.00	0	I4 7	48.53	378,065	SH 0	0	0	0
<b>HISTORICAL</b>			<b>AGRICULTURAL</b>			<b>TOT:</b>			
CODE COUNT	ACRES	40% VALUE	CODE COUNT	ACRES	40% VALUE	CODE COUNT	STATE	COUNTY M&O	SCHOOL M&O
H1 0		0	I5 1	59.44	89,873	SV 886	25,881,735	25,881,735	25,881,735
H3 0	0.00	0	I9 3	0.00	18,940	SW 0	0	0	0
<b>AGRICULTURAL</b>			<b>UTILITY</b>			<b>TOT:</b>			
CODE COUNT	ACRES	40% VALUE	CODE COUNT	ACRES	40% VALUE	CODE COUNT	STATE	COUNTY M&O	SCHOOL M&O
A1 895		14,782,219	U1 0		0	TOT: 6,512	40,554,417	40,554,417	40,554,417
A3 0	0.00	0	U2 14		13,861,304				
A4 4	58.24	66,680	U3 4	4.52	43,656				
A5 58	6,110.50	4,958,123	U4 0	0.00	0				
A6 149		651,398	U5 1	45.55	9,840				
A9 0	0.00	0	U9 0	0.00	0				
AA 0		0	UA 0		0				
AB 0		0	UB 0		0				
AF 0		0	UF 0		0				
AI 0		0	UZ 0		0				
AZ 0		0	<b>EXEMPT PROPERTY</b>			<b>SUMMARY</b>			
<b>PREFERENTIAL</b>			CODE COUNT	ACRES	40% VALUE	GROUP	COUNT	ACRES	40% VALUE
CODE COUNT	ACRES	40% VALUE	E0 0		0	Residential	32,470	86,982.58	382,912,250
P3 0	0.00	0	E1 823		162,817,510	Residen Transitional	0	0.00	0
P4 0	0.00	0	E2 312		172,416,538	Historic	0	0.00	0
P5 1	57.50	19,200	E3 147		1,473,625	Agricultural	1,106	6,168.74	20,458,420
P6 2		1,770	E4 83		1,605,745	Preferential	3	57.50	20,970
P9 0	0.00	0	E5 1		78,757	Conservation Use	889	39,244.53	36,815,458
<b>CONSERVATION USE</b>			E6 96		7,022,029	Environmentally Sen	0	0.00	0
CODE COUNT	ACRES	40% VALUE	E7 0		0	Commercial	2,939	1,905.48	208,511,356
V3 7	37.48	50,317	E8 0		0	Industrial	69	113.76	7,006,480
V4 401	5,998.13	8,083,807	E9 44		1,266,472	Utility	19	50.07	13,914,800
V5 480	33,208.92	28,679,901	TOT: 1,506		346,680,676	Motor Vehicle	0	0	0
V6 1		1,433				Mobile Home	0	0	0
<b>ENVIRONMENTALLY SENSITIVE</b>						Timber 100%	0	0	0
CODE COUNT	ACRES	40% VALUE				Heavy Truck Equipment	0	0	0
W3 0	0.00	0				Gross Digest Total	37,495	134,522.66	669,639,734
W4 0	0.00	0				Exemptions-Bond	1,804		29,636,474
W5 0	0.00	0				Net Bond Digest	35,691		640,003,260
						Gross Digest	37,495	134,522.66	669,639,734
						Exemptions M&O	6,512		40,554,417
						Net M&O Digest	30,983		629,085,317
						TAX LEVIED			
						MILLAGE			
						TAX			
						TYPE	ASSESSED VALUE		
						M&O	629,085,317		
						Bond	640,003,260		

Georgia Revenue-

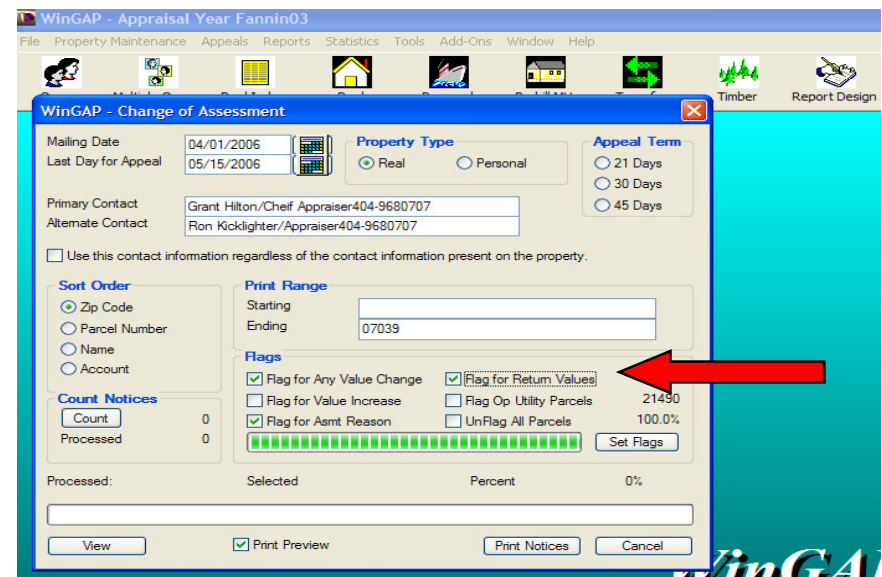
## Flagging Parcels to Receive Assessment Notices

- If consolidation sheets checkout ok, You may print Assessment Notices.
- If you have not previously run the data edits routine previously, run the routine prior to the printing of the notices.



## Flagging Parcels to Receive Assessment Notices

- Set Assessment Change flags
  - Parcels with changes in value from the taxpayer's return
  - Parcels with changes in value from previous year due to reappraisal
  - New Parcels, property splits, additions or deletions
  - Any other special circumstances



# Flagging Parcels to Receive Assessment Notices

- Count to see number of notices to be mailed



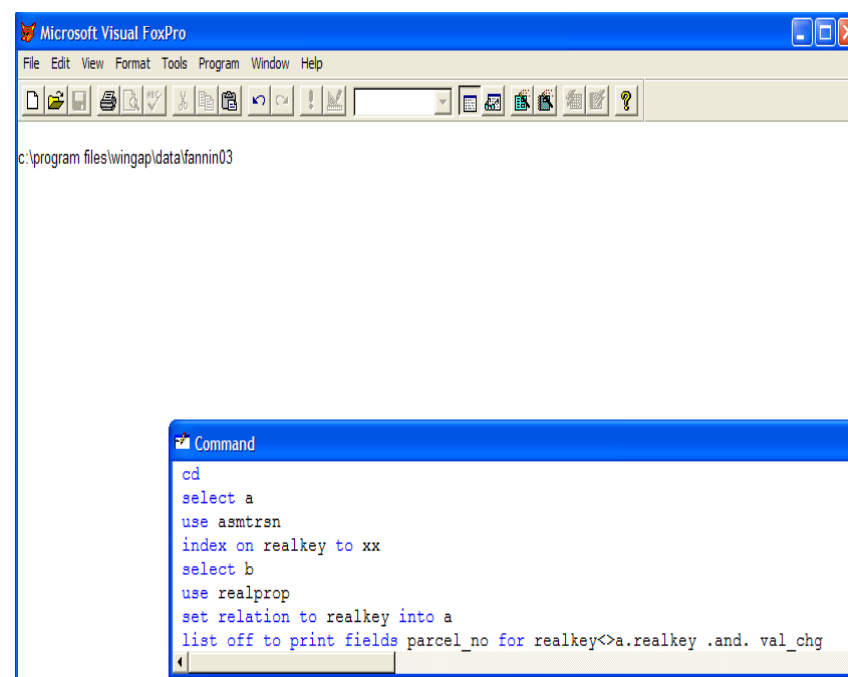
The screenshot shows the WinGAP software interface with the 'Change of Assessment' dialog box open. The dialog box contains the following fields and options:

- Mailing Date: 04/01/2006
- Last Day for Appeal: 05/15/2006
- Property Type:  Real,  Personal
- Appeal Term:  21 Days,  30 Days,  45 Days
- Primary Contact: Grant Hilton/Cheif Appraiser404-9680707
- Alternate Contact: Ron Kicklighter/Appraiser404-9680707
- Use this contact information regardless of the contact information present on the property.
- Sort Order:  Zip Code,  Parcel Number,  Name,  Account
- Print Range: Starting: [text box], Ending: 07039
- Flags:  Flag for Any Value Change (21490),  Flag for Return Values (21490),  Flag for Value Increase (21490),  Flag Op Utility Parcels (100.0%),  Flag for Asmt Reason (100.0%),  UnFlag All Parcels
- Count Notices:  19,449, Processed 21,490

A pop-up window titled 'WinGAP - Number of Assessment Notices Flagged' is displayed, showing an information icon and the text: 'You currently have 19,449 parcels flagged for assessment notices.' with an 'OK' button.

## *Check for Parcels With No Assessment Reason Codes*

- Make sure that all parcels receiving an assessment notice are assigned simple non-technical assessment reasons.
  - Get into the query manager
  - Type the commands to perform this function
- Once list is printed, add the missing reasons to the parcels.

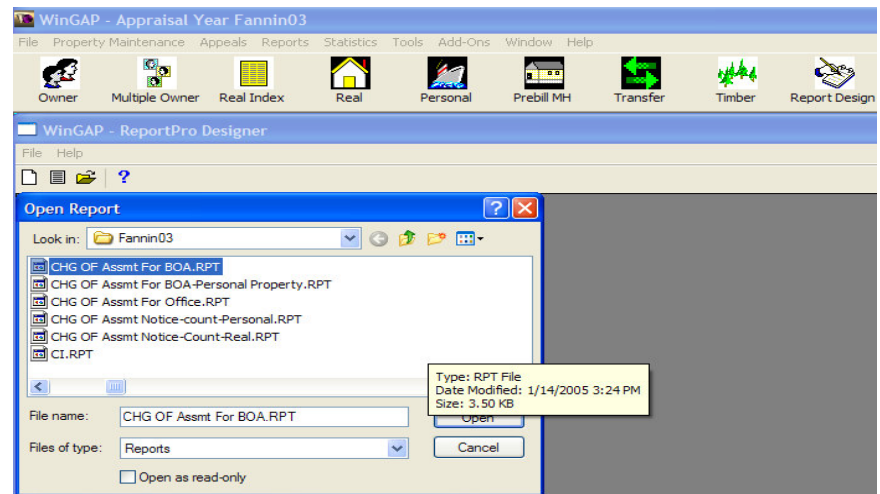


The screenshot shows the Microsoft Visual FoxPro interface. The main window displays the file path `c:\program files\wingap\data\lannin03`. A 'Command' window is open in the bottom right, containing the following SQL commands:

```
cd
select a
use asmtrn
index on realkey to xx
select b
use realprop
set relation to realkey into a
list off to print fields parcel_no for realkey<>a.realkey .and. val_chg
```

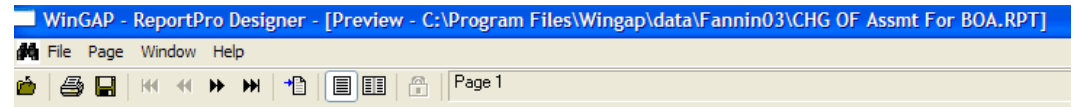
## ***Print Notice Report***

- Print a report showing the parcels receiving assessment notices along with the count.



**Notice Report**  
**may show previous, current,**  
**difference, and percent of**  
**change in value for flagged real**  
**property accounts.**

Georgia Department of  
 Revenue-7/18/2008



07/26/05				Change Of Assessment List				1
Parcel_No	Acct#	Previous	Current	Difference	%Diff			
0001 001	17349	65,525	170,899	105,374	1.61			
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
0001 001A	17350	152,680	165,912	13,032	0.09			
		<i>ACREAGE CHANGE (COMBINED)</i>						
		<i>New Owner</i>						
		<i>New Residential Improvement added.</i>						
0001 001B	17351	45,000	81,000	36,000	0.80			
0001 001B	17351	45,000	40,500	-4,500	-0.10			
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
0001 001B1	17352	120,810	192,120	71,310	0.59			
0001 001B1	17352	120,810	192,120	71,310	0.59			
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
0001 001BA	17353	14,000	25,200	11,200	0.80			
0001 001BA	17353	14,000	12,600	-1,400	-0.10			
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
0001 001BBA	19635	19,250	68,548	49,298	2.56			
0001 001BBA	19635	19,250	68,548	49,298	2.56			
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
0001 001BBB	19636	22,050	112,969	90,919	4.12			
0001 001BBB	19636	22,050	112,969	90,919	4.12			
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
0001 001BC	17354	67,810	102,620	34,810	0.51			
0001 001BC	17354	67,810	102,620	34,810	0.51			
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
0001 001BCA	17355	57,000	51,300	-5,700	-0.10			
0001 001BCA	17355	57,000	51,300	-5,700	-0.10			
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
0001 001D	17356	69,139	66,611	-2,528	-0.04			
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
0001 001E	17357	72,429	104,891	32,462	0.45			
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						
0001 001F	17358	29,475	50,529	21,054	0.71			
		<i>LAND ENTERED INTO CONSERVATION USE COVENANT</i>						

12/12/05

Change Of Assessment List for Personal Property

1

**Notice Report  
may show previous, current,  
difference, and percent of  
change in value for flagged  
personal property accounts.**

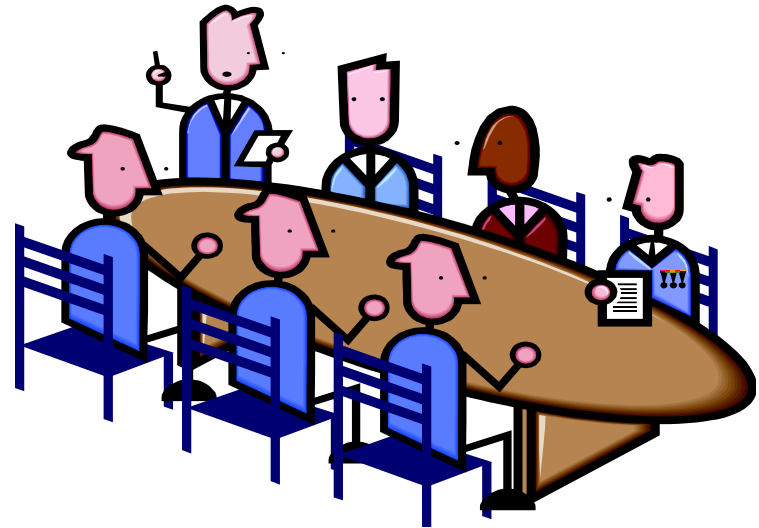
Acct#	Map ID	Previous	Current	Difference	% Diff
70		3,200	3,200	0	0.00
	62	<i>Business Equipment Added</i>			
	63	<i>Business New Account</i>			
	64	<i>Business Personal Property Value</i>			
75		3,762	0	-3,762	-100.00
	59	<i>Boat/Motor Added</i>			
	61	<i>Business Assets Depreciated: Freeport Granted</i>			
	63	<i>Business New Account</i>			
3870		147,270	145,079	-2,191	-1.49
	1	<i>Adjusted Return Value</i>			
7080		800	30,800	30,000	5000.00
	53	<i>Additional Depreciation Granted Due To Condition</i>			
15530		0	1,340	1,340	N/A
	1	<i>Adjusted Return Value</i>			
15537		0	80,200	80,200	N/A
	1	<i>Adjusted Return Value</i>			
15538		0	4,889	4,889	N/A
	1	<i>Adjusted Return Value</i>			
15539		0	4,889	4,889	N/A
	1	<i>Adjusted Return Value</i>			
15540		0	69,886	69,886	N/A
	59	<i>Boat/Motor Added</i>			
<b>Total Notices</b>	<b>9</b>	<b>154,832</b>	<b>319,683</b>	<b>164,851</b>	<b>106.47</b>

Chairman, Board of Assessors

Date

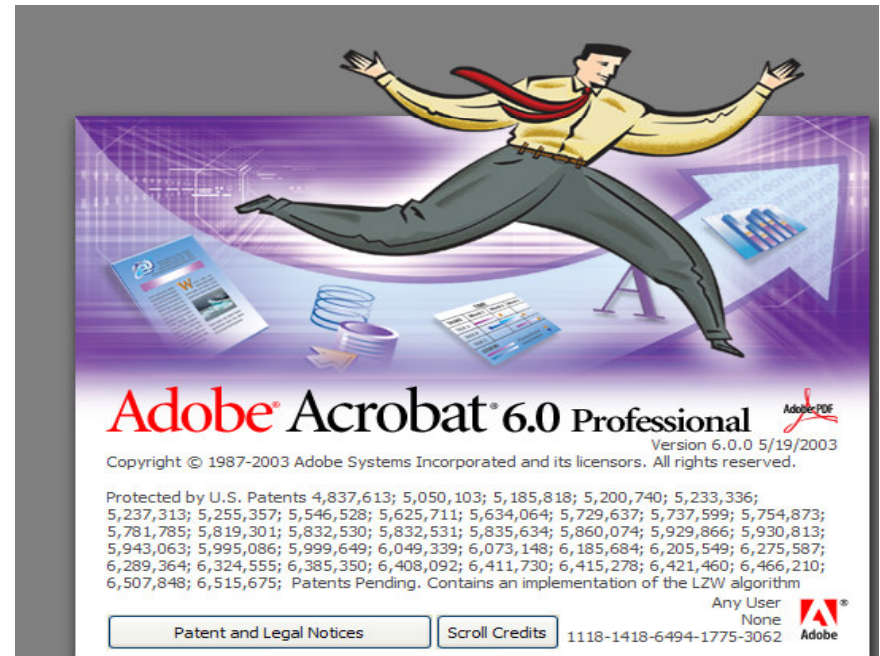
## ***File COA List With BOA Minutes***

- Take Lists to BOA for
- approval of all value
- changes and the
- mailing of assessment notices.



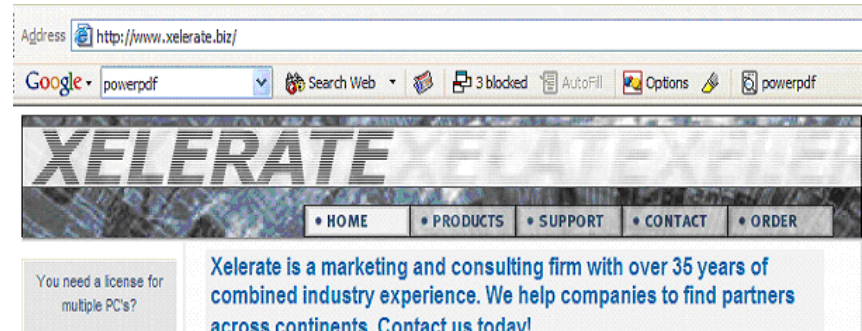
## Printing Assessment Notices

- Retain a hard copy for archive
  - or
- You may print notices to a PDF file for Archive purposes
  - Computerized backup file
  - Ability to restart from a certain page if the printer crashes
- Adobe Professional or



## Printing PDF's

- Less Expensive Software



### Power PDF 2.0

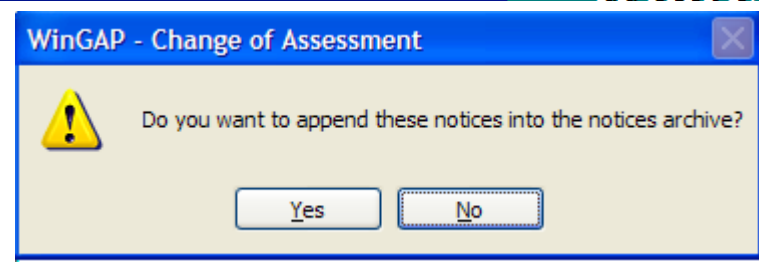
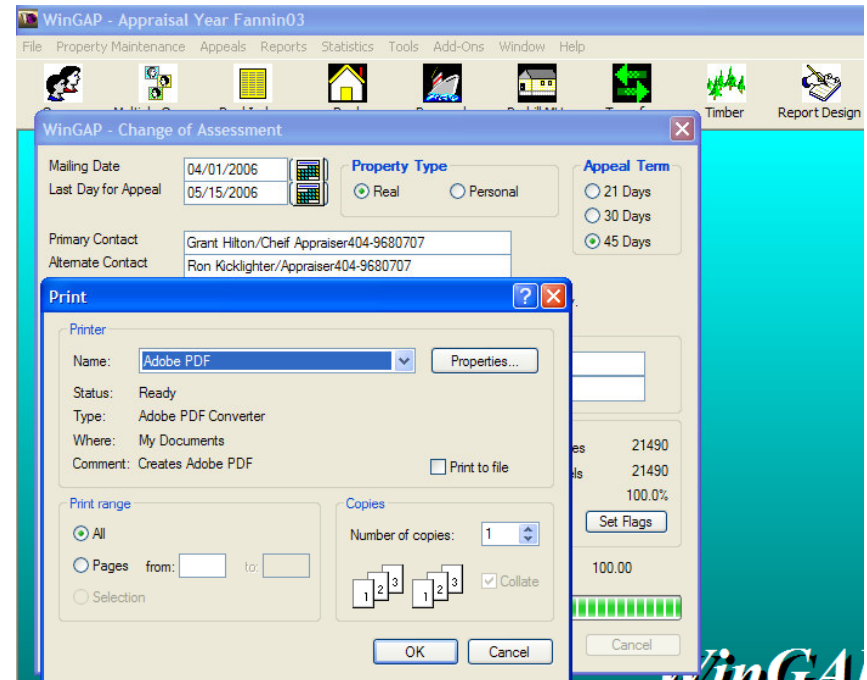
Create PDF's from ANY Windows application!

PowerPDF offers many options like header editing, font embedding, compression or stationary (watermarking).

[| learn more...](#)

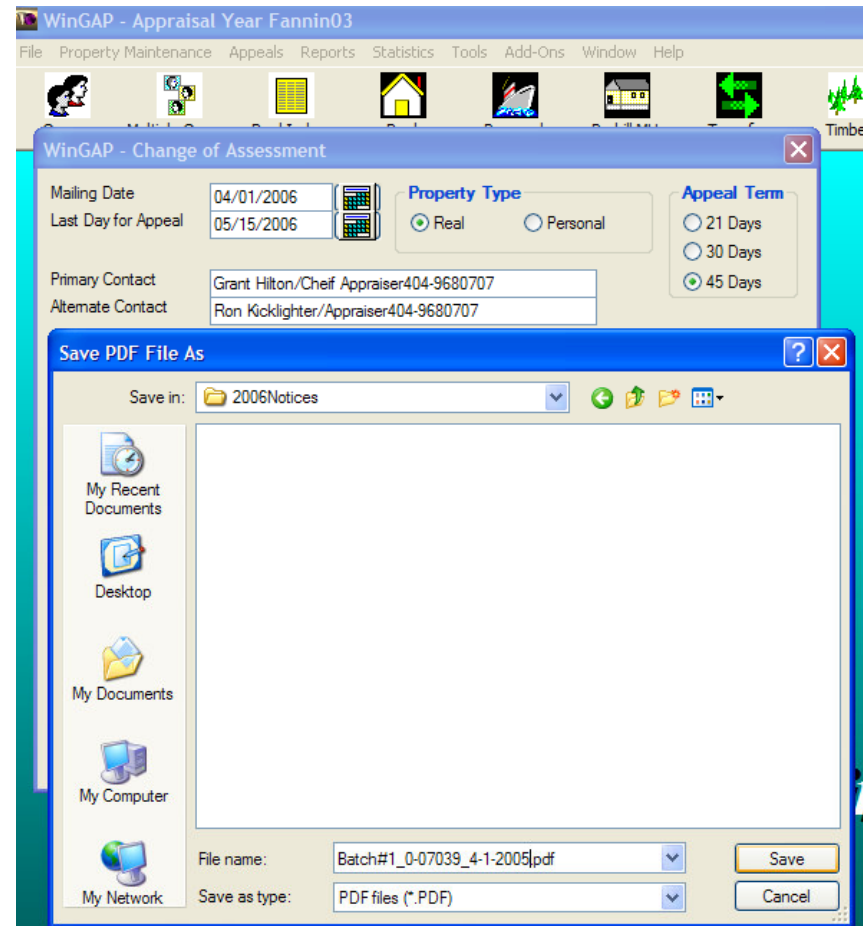
## Printing PDF's

- Once software is installed,
- select to print the notices to a
- “pdf” file instead of printer.



## Printing PDF's

- Save PDF file.
- Also, you will want to
- name the file in
- sequence so you can
- print other batches if
- you have a large
- number of notices to
- be printed.



## Printing PDF's

- Once file is saved, navigate through windows explorer.
- If you have the adobe acrobat reader installed, you will be able to open the file and print the notices.

2005x.pdf]

Create PDF Review & Comment Secure Sign Advanced Editing

80%

How To..?

**Fannin County Board of Assessors**  
420 West Main Street Ste 13  
Blue Ridge, GA 30513  
(706) 632-5954

SIKOSKI JOHN  
(AKA CYRUS P KOSKI III)  
P O BOX 61  
AMHERST, MA 01004

**OFFICIAL TAX MATTER**  
This is not a tax bill

Mailing Date	04/01/2006	Account Number	17895	Homestead	SD
Tax District	COUNTY	Tax Year	2003	Acres	9.20
Parcel Number	0009 0250	Prop Address	0		
Property	8-1 LL43 DB64-384				

	Prior Year Value	Returned Value	Current Year Value
100%	25,760	0	23,184
40%	10,304	0	9,274

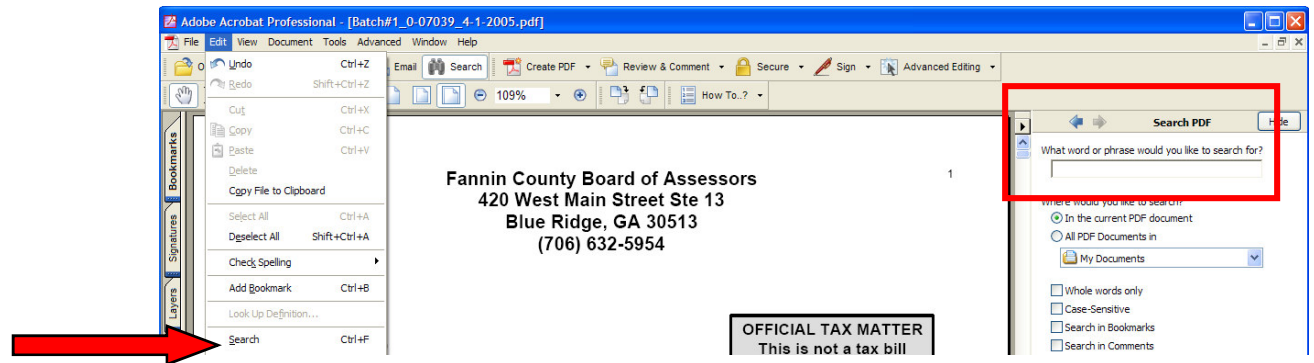
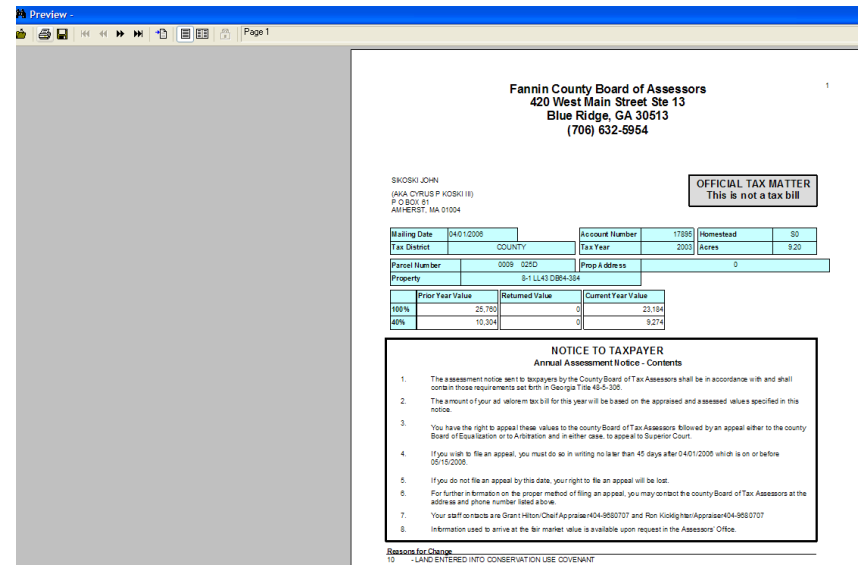
**NOTICE TO TAXPAYER**  
Annual Assessment Notice - Contents

- The assessment notice sent to taxpayers by the County Board of Tax Assessors shall be in accordance with and shall contain those requirements set forth in Georgia Title 48-5-306.
- The amount of your ad valorem tax bill for this year will be based on the appraised and assessed values specified in this notice.
- You have the right to appeal these values to the county Board of Tax Assessors followed by an appeal either to the county Board of Equalization or to Arbitration and in either case, to appeal to Superior Court.
- If you wish to file an appeal, you must do so in writing no later than 45 days after 04/01/2006 which is on or before 05/15/2006.
- If you do not file an appeal by this date, your right to file an appeal will be lost.
- For further information on the proper method of filing an appeal, you may contact the county Board of Tax Assessors at the address and phone number listed above.
- Your staff contacts are Grant Hilton/Chief Appraiser/404-9680707 and Ron Kicklighter/Appraiser/404-9680707
- Information used to arrive at the fair market value is available upon request in the Assessors' Office.

Reasons for Change  
10 - LAND ENTERED INTO CONSERVATION USE COVENANT

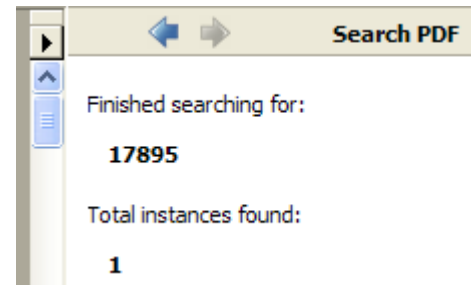
# Printing PDF's

- Since you have an electronic file, you may use the Adobe reader to:
  - ❑ Search for a specific notice that was printed
  - ❑ Start reprinting from a specific page if the printer jams.



## Printing PDF's

- As you can see to the right I have searched for account# =17895 to find the notice associated with that key.
- You can search on any field with the PDF file.



County Board of Assessors  
420 West Main Street Ste 13

1

JOHN

P O BOX 81

**OFFICIAL TAX MATTER**  
This is not a tax bill

Mailing Date	04/01/2006	Account Number	17895	Homestead	50
Tax District	COUNTY	Tax Year	2003	Acres	9.20
Parcel Number	0009 025D	Prop Address	0		
Property	8-1 LL43 DB64-384				

## Clear Flags for 21 Day Notice Preparation

- Once the 45 or 30 day notices have been approved by BOA and mailed, clear all flags.
- This prepares for 21 day notice printing as appeals are reviewed by BOA during 45 day appeal period.



The screenshot shows the WinGAP software interface with the 'Change of Assessment' dialog box open. The dialog box contains the following fields and options:

- Mailing Date:** 04/01/2006
- Last Day for Appeal:** 05/15/2006
- Property Type:**  Real,  Personal
- Appeal Term:**  21 Days,  30 Days,  45 Days
- Primary Contact:** Grant Hilton/Cheif Appraiser404-9680707
- Alternate Contact:** Ron Kicklighter/Appraiser404-9680707
- Use this contact information regardless of the contact information present on the property.
- Sort Order:**  Zip Code,  Parcel Number,  Name,  Account
- Print Range:** Starting: [empty], Ending: 07039
- Flags:**  Flag for Any Value Change,  Flag for Return Values,  Flag for Value Increase,  Flag Op Utility Parcels,  UnFlag All Parcels
- Count Notices:** Count: 0, Processed: 0
- Processed:** Selected: [empty], Percent: 0%
- Print Preview

A red arrow points to the 'UnFlag All Parcels' checkbox, which is checked.