



WINGAP DIGEST PREPARATION A-Z

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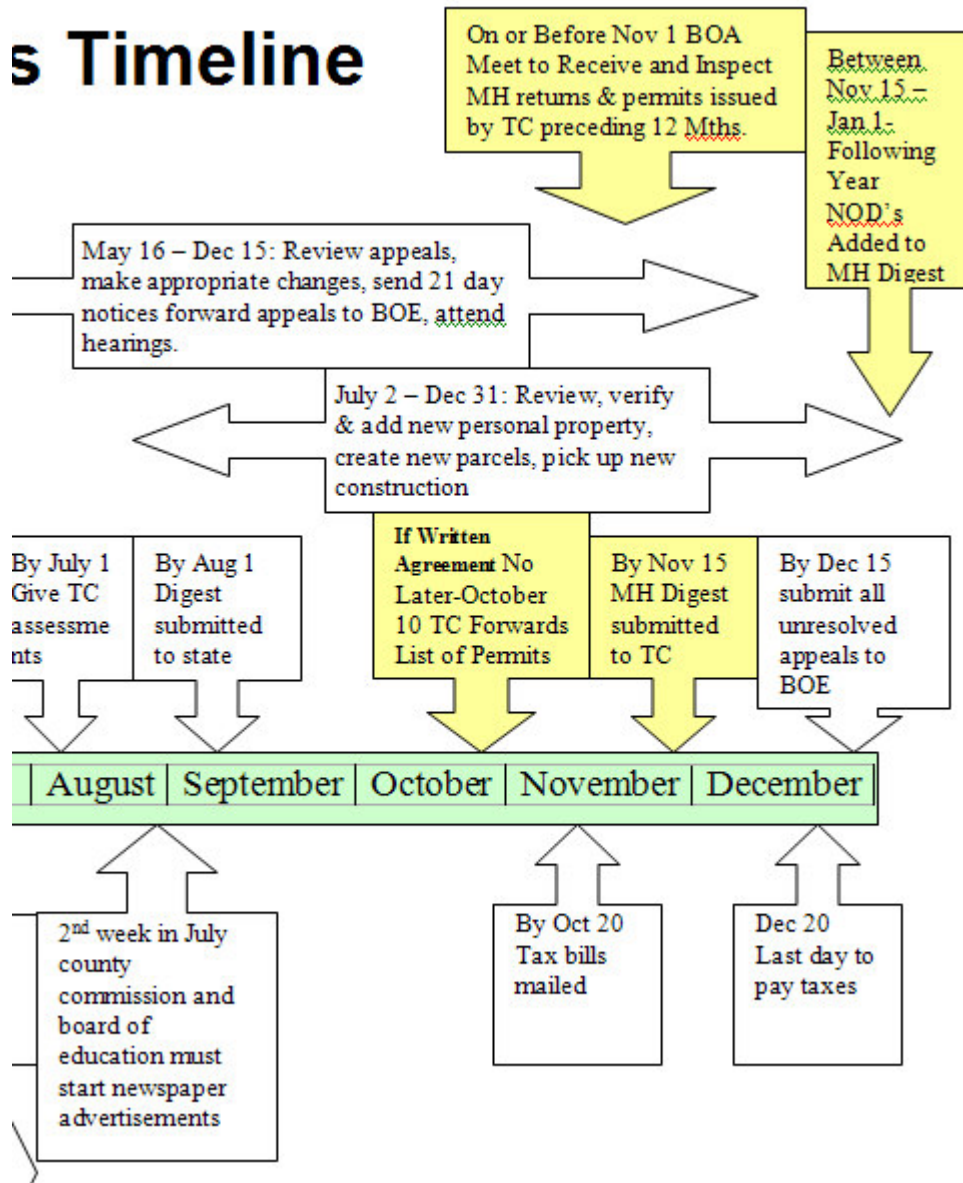
Local Government Services Division

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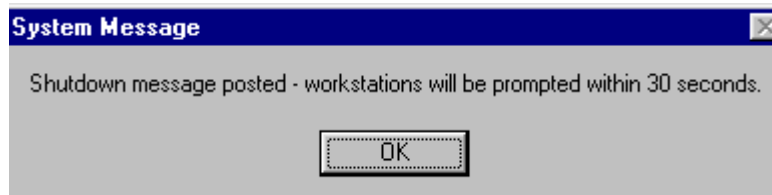
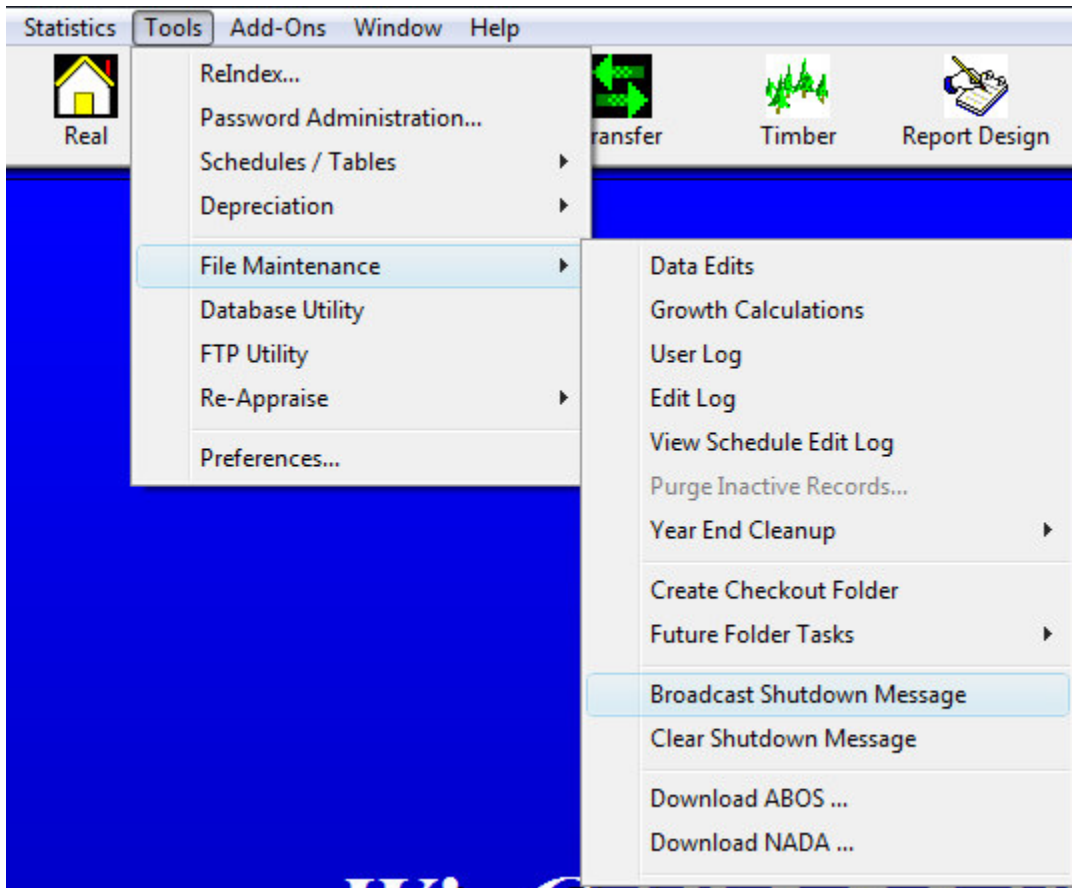
ASSESSORS TIMELINE (AFTER DIGEST SUBMISSION)



Year End Cleanup

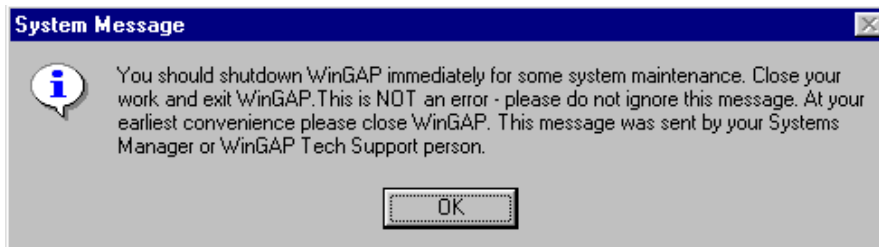
Broadcast Shutdown Message

When WinGAP is run on networks, occasionally it is necessary to get all users out of the program to perform certain WinGAP maintenance functions, such as reindexing, year end cleanup, or program updates. The Broadcast Shutdown Message option on the Tools>File Maintenance Menu makes it easy for the WinGAP System Manager or WinGAP Technical Support agent to send a message to all WinGAP users that they need to temporarily get out of WinGAP. Clicking the Broadcast Shutdown Message produces the following window, informing the Systems Manager that the message has been sent over the network.



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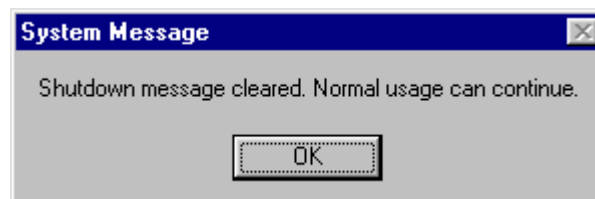
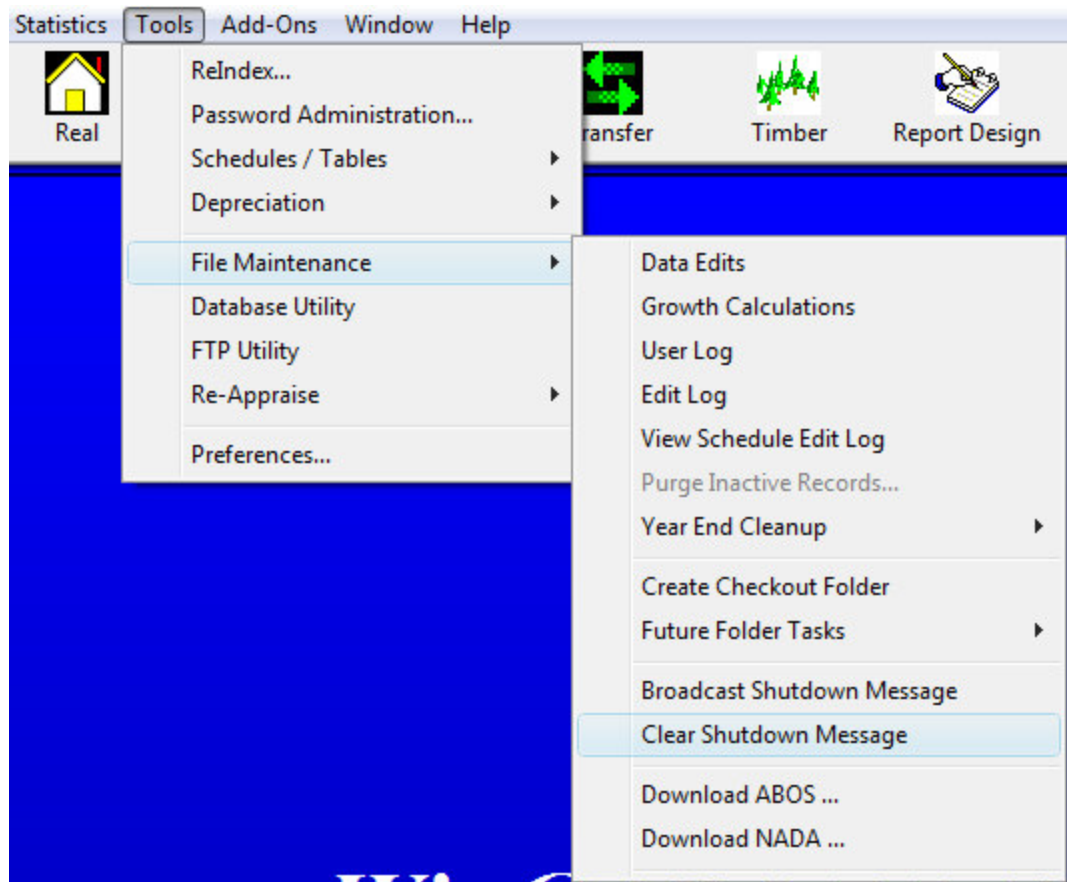
Within 30 seconds of the Systems Manager sending the message, users on each computer on the network that are running WinGAP at the time the message is sent will receive the following message.



Until the user exits WinGAP, they will continue to receive this message about every 30 seconds. The message is generated by a text file that the Systems Manager sends to each users' computer. Once the system or program maintenance is finished, the Systems Manager can delete the message text file on each users' computer so that the Shutdown Message will not reappear once they go back into WinGAP (see Clear Shutdown Message, discussed next). The users must be told verbally or by other means that WinGAP is once again available for use.

Clear Shutdown Message

When the system or program maintenance that required users to exit WinGAP is completed, the WinGAP Systems Manager can delete the message text file that is sent to WinGAP users by clicking the Clear Shutdown Message option on the Tools>File Maintenance Menu. The following message will appear on the Systems Manager's computer.



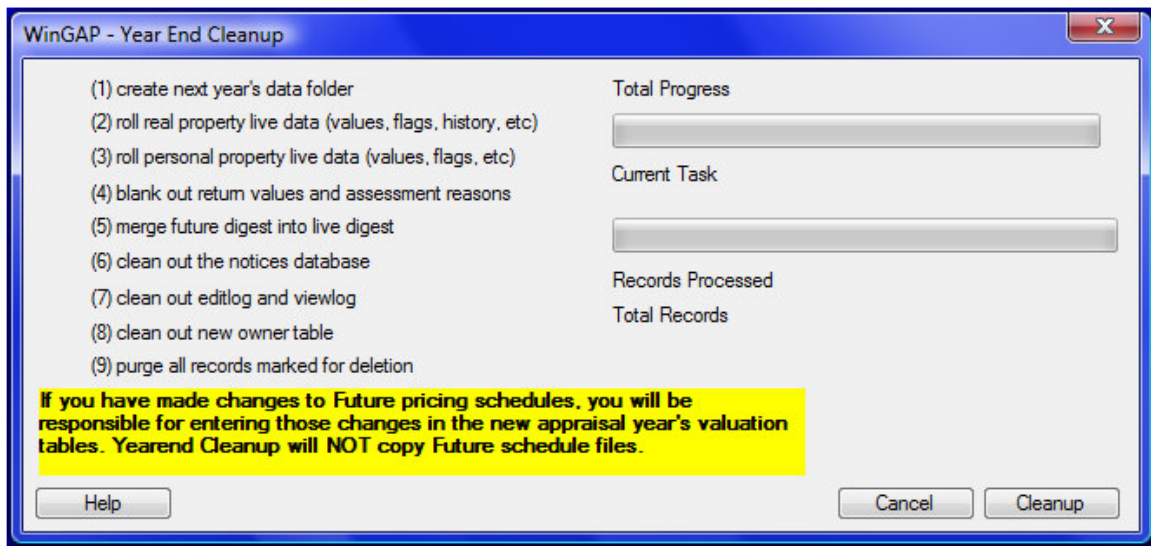
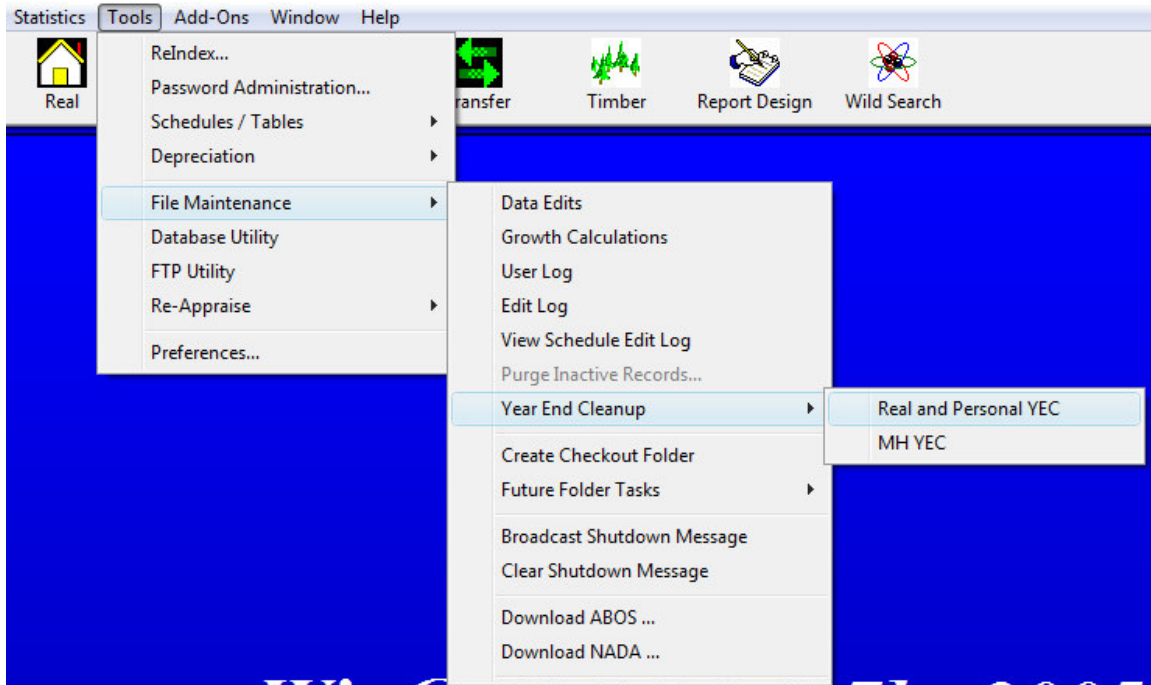
WinGAP users must be told verbally or by other means that WinGAP is once again available for use.

Performing Year End Cleanup

After all work on the County's tax digest has been finished for the year, the tax digest has been approved, and prior to beginning digest work for next year, the Year End Cleanup option on the Tools>File Maintenance Menu should be performed. **Before this procedure is run, a backup of the current Appraisal Year folder, for example 2003, should be made and the files archived.**

Clicking on the Year End Cleanup option produces a window that informs the user of the actions that Year End Cleanup will perform, as seen below.

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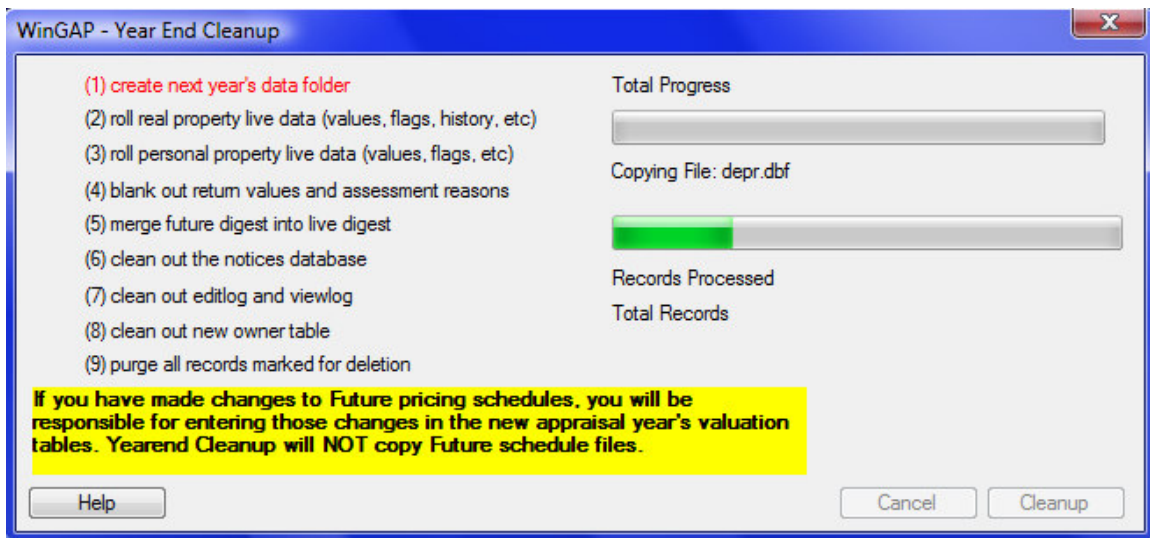
As shown on the screen, Year End Cleanup performs nine different procedures:

- 1) Create next year's data folder;
- 2) Roll real property live data(values, flags, history, etc)
- 3) Roll personal property live data (values, flags, etc)
- 4) Blank out return values and assessment reasons;

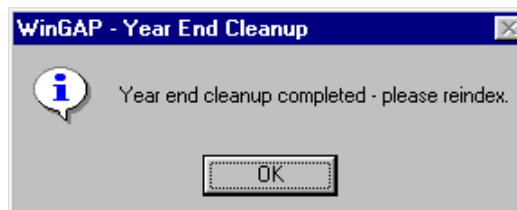
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- 5) Merge future digest into live digest;
- 6) Clean out the notices database;
- 7) Clean out edilog and view log;
- 8) Clean out new owner table;
- 9) Purge all records marked for deletion;

These procedures should be read carefully. If the user is unsure whether to perform these procedures, the Cancel Button should be clicked to return to the main WinGAP screen. Otherwise, the Cleanup Button should be clicked to begin Year End Cleanup. As this process goes forward, two bargraphs will display the progress, and as each item in the list of procedures is finished, the item will turn blue, as is seen in the image on the next page. Depending upon the number of real property parcels, personal property accounts, improvements, sketches, etc., the process could last from less than a minute to a few minutes.

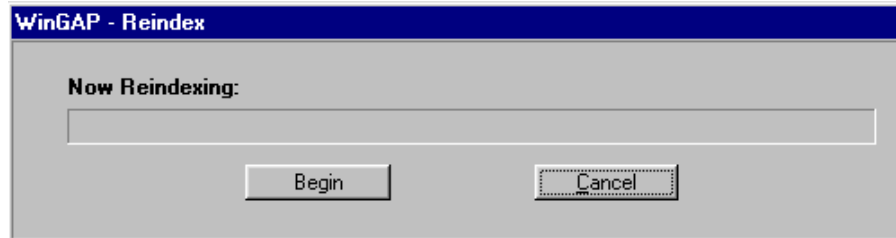


When Year End Cleanup is finished, a reindex message will appear informing the user of the need to reindex, as shown below.



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Clicking the OK button will produce the Reindex window, where the Begin Button can be clicked to start the reindex process. When reindexing is finished, the user will be returned to the main WinGAP screen.

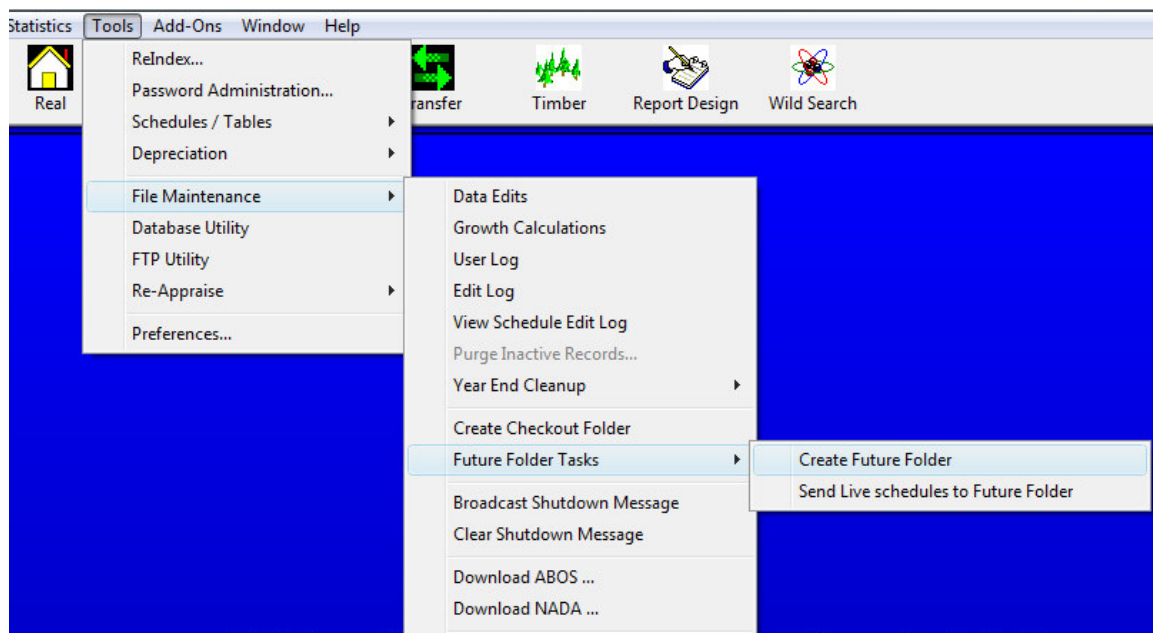


Create Future Folder

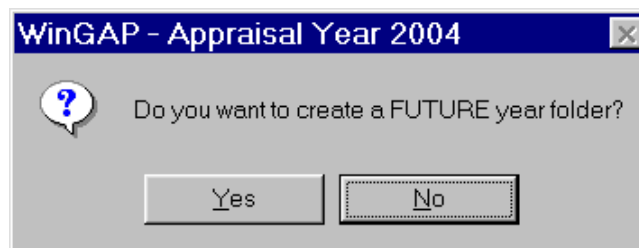
For Example, on December 15, 2005 a county has completed a Yearend Cleanup for the 2005 digest and is now working on the 2006 digest. After January 1, 2006 the county may begin working deeds and creating splits in the Future Year for transactions that have been recorded after January 1 and should appear on the 2007 digest. Any new construction that is completed after January 1 and picked up in the field prior to the completion of the 2006 digest can be added through Future Year.

Personal Property changes that are picked up during the return period and are not to appear on the 2006 digest can be taken care of in Future Year.

In order to use the Future Module in WinGAP, a Future Folder must be created in the current Appraisal Year folder. This is done by clicking on the Create Checkout Folder option on the Tools Menu. **Note: It is advisable that all users be out of WinGAP when the Create Future Folder process is run.**

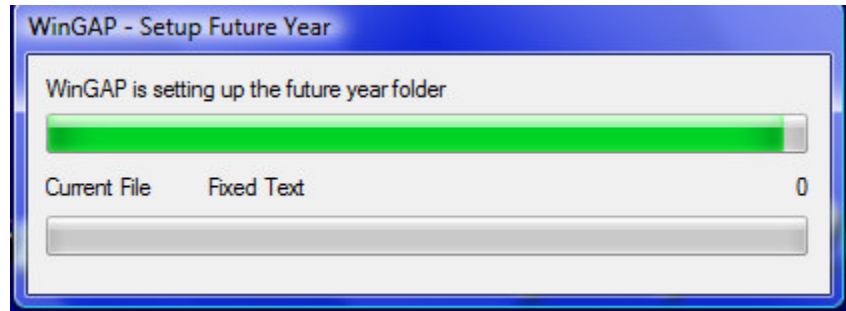


After clicking on the option the user will receive the message below.

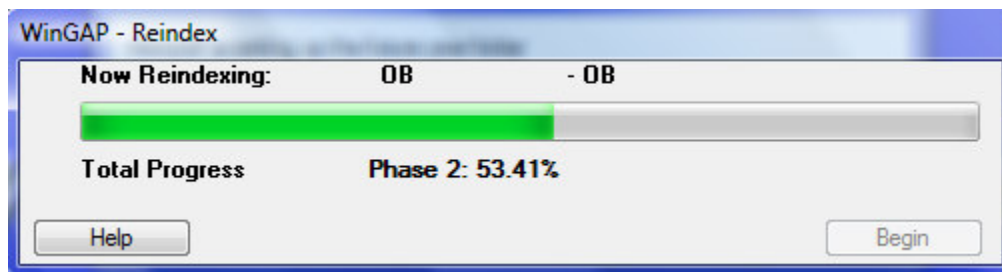
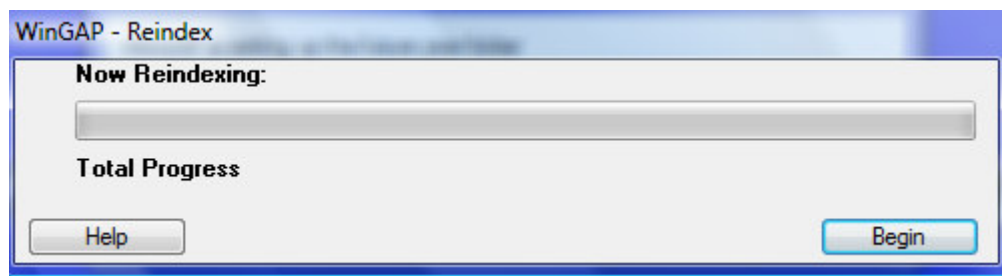


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If the Future Folder is to be created at this time, Yes should be clicked. WinGAP will begin the process of creating the Future Folder. As this is done, various Bar Graphs will appear, such as the one below, as the Future Folder is created and the necessary files are copied to the Future Folder.



At the conclusion of copying, WinGAP will produce the Reindex Form, seen below, where the Begin Button should be clicked to Reindex the files in the Future Folder.



At the conclusion of Reindexing, the user will be returned to the main WinGAP Screen.

Accessing Future Year

After the Future Folder creation process has been completed, the user may begin work in the future file in following manner:

- a. Search for the parcel you wish to add/edit future information
- b. Click the Future button
- c. You will be prompted to create a future record

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WinGAP - Real Property General Information - A & A AUTO RENTAL

<< Top < Prev Next > End >> Account Number 17349 Duplicate ☐ Notice ☐ Tax Abatement

PIN (4) 0001- - 001- Tax District 01 - County

Alt PIN Asmt Reason Conservation Use Covenant Ended

Street Information

House #	Ext	Dir	Units	Street Name
0				

Type	Quad	Latitude	Longitude	Zip Code

Property Information

LL 273 LD 07

Legal : 7-1 LL273,304 DB4

Neighborhood MAIN ON

Lendor

Subdivision

Lot Blk

Exemption Information

Homestead S0

Pref YR

CUV YR

Hist YR

Hist Val 0

EZ Yr

EZ Val 0

Floating Homestead

Original	Current	State HS Val
0	0	0

Values

Previous	Current	Return	BOE / YR
131,581	131,581	0	0

History

Year	Value
2006	65,525
2005	65,525
2004	0

PIN History

Future

New Owner

Transfer Items

Transfer

Sales (5)

Permits

Appeals* (1)

Dup Items

Income

Map It

Documents

Comments

GREENOUGH WAYNE C & KATHLEEN M SHANNON
MAP*162-36*

Do you want to create a FUTURE year item from this property?

Yes No

Cancel Delete New Apply OK

The following green color screen will let the user know they are in the future year.

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WinGAP - Real Property General Information -

<< Top < Prev Next > End >> Account Number 17358 Duplicate Notice Tax Abatement

PIN (1) 0001- - 001-F Tax District 01 - County

Alt PIN Asmt Reason

Street Information

House #	Ext	Dir	Units	Street Name	Active
0					<input checked="" type="checkbox"/>

Type	Quad	Latitude	Longitude	Zip Code
				-

Property Information

LL 303 LD 07 GMD 1 Zoning

Legal : 7-1 LL303 DB69-120 6.55 ACS

Neighborhood MAIN ONE

Lendor Total Acres 6.55

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 HS App Date / /

Pref YR

CUV YR

Hist YR

Hist Val 0

EZ Yr

EZ Val 0

Floating Homestead

Original 0

Current 0

State HS Val 0

Values

Previous	Current	Return	BOE / YR
50,034	26,528	0	0

Land 26,528 Add

Res Imp 0 Add

Com Imp 0 Add

Acc Imp 0 Add

CUV 0 Remove

History

Year	Value
2002	29,475
2000	29,475
0	0

PIN History

Edit Information

Data Entry gmhilton Edit History

Review 01/01/1901

Appraiser

Alternate

Comments

DOBBINS B KNOX TRACT 1
MAP*162-22*

Transfer Items

Transfer

Sales

Permits

Appeals

Dup Items

Income

Map It

Documents

Help Cancel Delete New Apply OK

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Once the user has created some future records, the Property Maintenance Menu may also be used to access future records

- a. Click Property Maintenance
- b. Future Year



Appeals

- a. Continue working any pending appeals at time of digest submission.

Appeals Form

The Appeals Form is used to add, edit, or delete Real Property Appeals. It can also be used to Search for Appeals. The Form is accessed by clicking the **Appeals Button** located on the right of the **Real Property General Information Form**. When the Appeals Form is first accessed, and no appeals have yet been added for the Parcel, the data entry fields on the Appeals Form are "grayed out", as seen below. To add a new Appeal, the user must click the **New Button** on the Appeals Form to gain access to these fields.

The screenshot shows the 'WinGAP - Appeals' window. At the top, there are input fields for 'Appeal No' (0), 'Status' (dropdown), 'PIN' (), 'Acct #' (0), and 'Acres' (0.00). Below these are 'Appeal Year' () and 'Type' (Motor Vehicle dropdown). The 'Owner Information' section contains fields for 'Last, First, MI', 'Corpname', 'Agent', 'Address1', 'Address2', 'Address3', 'City / State / Zip', 'Legal Desc', 'Homephone', 'Workphone', and 'Comments'. A 'Search' button is next to the 'Corpname' field. The 'Motor Vehicles' section has fields for 'VIN', 'Tag No', 'Mileage' (0), 'Decal', 'Condition' (dropdown), and 'Decal Yr'. The 'Values' section includes 'BOA FMV', '21-Day', 'BOE', 'Arbitration', 'Superior Court', 'Resolved', 'Current', 'Return', and 'VID', each with a numeric input field. The 'Dates' section includes 'Notice', 'Appealed', '21 Day Notice', 'BOE', 'Arbitration', and 'Sup Court', each with a date input field. At the bottom, there are buttons for 'Cancel', 'New', 'Delete', 'Apply', and 'OK'.

The Appeals Module allows the Assessors Office to keep track of all Appeals that apply to Real Property. Only one Real Property Appeal can be added to a parcel for each Appeal Year.

NOTE: Personal Property and Manufactured Housing Appeals are added on the Personal Property General Information Form and on the Mobile Homes Form, respectively. Motor Vehicle Appeals are added at the Appeals Menu on the WinGAP Menu Bar. All types of Appeals can be viewed and updated at the Appeals Menu on the WinGAP Menu Bar or on the Appeals Form reached from the Real Property General Information Form.

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A discussion of all fields on the Appeals Form follows. The field sequence is the same as when adding a **NEW** Appeal record. At the conclusion of entering information for each Appeal, the user should click the **Apply** Button at the bottom of the Form to make sure that all data entry is saved before proceeding to other tasks.

- **Appeal No:** The Appeal Number will be assigned by WinGAP when the Appeals record is saved.
- **Appeal Year:** The digest (appraisal) year the Appeal was filed for. The field defaults to the current appraisal year, which can be changed by the user.
- **Status:** The current Status of the Appeal, such as Active or 21 Day. The user can click on the combo box to display a list of the valid Status types, or key the first letter of the Status description to select the Status. **A Status must be selected initially and then maintained as the appeal progresses through the appeals process.** Following is a list of available status selections:
 - '2'=21 Day
 - 'A'=Active (BOA)
 - 'T'=Arbitration
 - 'B'=BOE
 - 'F'=BOE Final
 - 'I'=Inactive
 - 'R'=Resolved
 - 'S'=Superior Court
 - 'D'=Waived
 - 'W'=Withdrawn

Pressing the Tab key takes the user to the Type field.

- **Type:** The Type of Appeal, which in this case is Real for a Real Property Appeal.
- **PIN.:** The Map and Parcel number field for this parcel is automatically pulled from the Real Property record for this appeal. This field is "grayed out" and is not accessible to the user.
- **Appraiser:** The Appraiser responsible for handling the Appeal. The user can click on the combo box to display a list of the all Appraisers that have Appeal add/edit rights.
- **Acct #:** The Acct # field for this Real Property parcel, also known as the Real Key. This field is "grayed out" and is not accessible to the user.
- **Acres:** The Acres field displays the total acres for the parcel. This field is "grayed out" and is not accessible to the user.

Owner Information Fields

- **Last, First, MI:** If the County uses these fields for the Owner's Name, that information will be automatically pulled from the owner record for this parcel.
- **CorpName:** If the County uses the Corporate Name field for the owner's name, the information will be automatically pulled from the owner record for this parcel.
- **Agent:** The individual or company designated by property owner to handle the Appeal.
- **Address 1, Address 2, Address 3:** The billing address information for the owner will be automatically pulled from the owner record for this parcel.
- **City / State / Zip:** The City, State, and Zip Code for this owner will be automatically pulled from the owner record for this parcel.
- **Legal Description:** The Legal Description is automatically pulled into this field from the Real Property record for this parcel.
- **Home Phone:** The Home Phone number of the owner of this parcel will be automatically pulled from the owner record for this parcel.
- **Work Phone:** The Work Phone of the owner of this parcel will be automatically pulled from the owner record for this parcel.
- **Comments:** Any Comments about the Appeal are keyed in this field.

Values Fields

- **BOA FMV:** The Board of Assessors Fair Market Value, which is automatically pulled from the Real Property record for this parcel.
- **21 Day:** The value for the property that the Board of Assessors sets after a review of the property when the appeal is initially filed.
- **BOE:** The value for the property as forwarded to the Board of Equalization prior to them hearing the Appeal.
- **BOE Final:** The value for the property as determined by the Board of Equalization after they hear the Appeal.
- **Arbitration:** The property owner may choose to appeal to an arbitration board instead of the Board of Equalization. If that is true, then the value resulting from the Arbitrator's decision would be entered in the Arbitration field. NOTE: You cannot have both a BOE Value on the Appeals Form AND an Arbitration Value; it must be one or the other.
- **Superior Court:** The value of the property as determined by the Superior Court after the Appeal is heard in Court.
- **Resolved:** The value of the property that the owner finally accepts. This can also be the case when the owner no longer appeals. An example might be if the 21-day notice is mailed and the owner does not appeal to the BOE, then the 21-day value should then be moved to resolved and the appeal status changed to resolved.
- **Current Value:** The value of the property based upon whatever stage the Appeal is in. For example, if the BOE decision has been made, the value handed down from the BOE should appear in Current Value and also in the BOE Final Value field.

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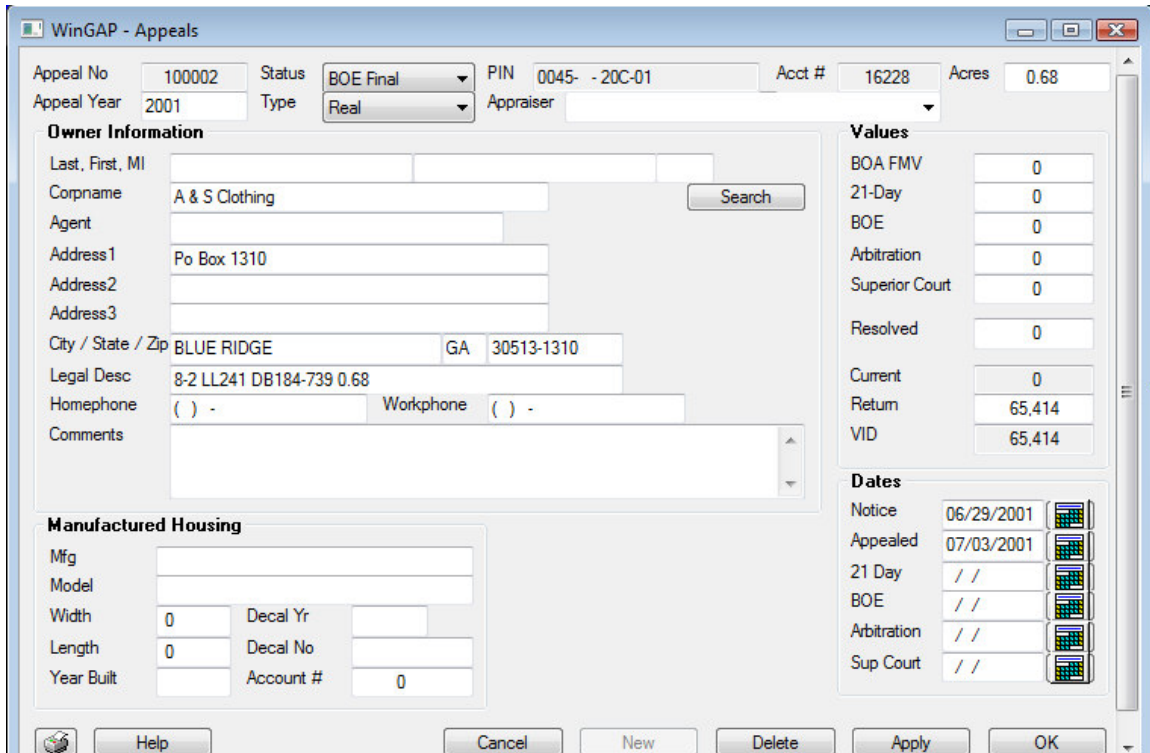
- **Return:** The Return Value of the property is taken from the Return Value field on the Real and Personal Property General Info forms if the Return Value is greater than zero. Otherwise, the previous value is placed in this field. In the case of prebilled manufactured homes or motor vehicles, the Return Value must be keyed by the user. If no value is entered, WinGAP will place the BOA FMV Value in this field.
- **VID:** The Value In Dispute, which is the difference between the Current Value and the Return Value. The VID is calculated by WinGAP. If a value is entered in one of the value fields discussed above, the user must tab through the value fields to allow the VID to be properly calculated. The VID is critical for digest submission.

Dates Fields

- **Notice:** The Date of the Assessment Notice for the property
- **Appealed:** The Date the appeal was filed
- **21 Day Notice:** The Date the 21 Day Notice was mailed
- **BOE:** The Date at which time the appeal is forwarded to BOE or finalized
- **Arbitration:** The Date of the Arbitration decision.
- **Sup Court:** The Date of the Superior Court decision

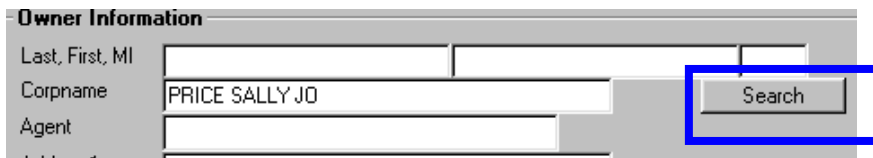
After keying all the relevant data, the Apply Button can be clicked to save the information, remain on the Appeals Form, and view the information, as seen below, or the OK Button can be clicked to save the information and return to the Real Property General Information Form.

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The screenshot shows the 'WinGAP - Appeals' window. At the top, there are fields for 'Appeal No' (100002), 'Status' (BOE Final), 'PIN' (0045- -20C-01), 'Acct #' (16228), 'Appeal Year' (2001), 'Type' (Real), and 'Acres' (0.68). Below these are 'Owner Information' fields: 'Last, First, MI', 'Corpname' (A & S Clothing), 'Agent', 'Address1' (Po Box 1310), 'Address2', 'Address3', 'City / State / Zip' (BLUE RIDGE GA 30513-1310), 'Legal Desc' (8-2 LL241 DB184-739 0.68), 'Homephone', 'Workphone', and 'Comments'. To the right of the owner information is a 'Search' button. Below the owner information is a 'Manufactured Housing' section with fields for 'Mfg', 'Model', 'Width', 'Length', 'Year Built', 'Decal Yr', 'Decal No', and 'Account #'. On the far right, there are two sections: 'Values' with fields for 'BOA FMV', '21-Day', 'BOE', 'Arbitration', 'Superior Court', 'Resolved', 'Current', 'Return', and 'VID'; and 'Dates' with fields for 'Notice', 'Appealed', '21 Day', 'BOE', 'Arbitration', and 'Sup Court'. At the bottom of the window are buttons for 'Help', 'Cancel', 'New', 'Delete', 'Apply', and 'OK'.

Search Button



This image is a close-up of the 'Owner Information' section of the WinGAP - Appeals form. It shows the 'Corpname' field with the text 'PRICE SALLY JO'. To the right of this field is a 'Search' button, which is highlighted with a blue rectangular box.

Appeals can be searched for by clicking the Appeals Search Button, to the right of the Corpname field on the Appeals Form, as seen above. This will produce the Appeals Query Form, as shown below. Current and past year Appeals for this property as well as appeals for other properties can be searched for and displayed on the Query Form. The Appeal can be viewed, updated, or deleted on the Appeals Form.

WinGAP - Appeals

Appeal No: 110 Status: Active (BOA) PIN: 001-004 Acct #: 4 Acres: 1.00
 Appeal Year: 2004 Type: Real Appraiser: Doris Burke

Query

Clear Query
 Close Query
 Query

APPEAL_YR	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO	APPEALTYPE	APP
2004	4	0	0		R	06/08
2002	4	0	0		R	06/28

Values

BOA FMV: 1,650
 21-Day: 0
 BOE: 0
 Arbitration: 0
 Superior Court: 0
 Resolved: 0
 Current: 1,650
 Return: 750
 VID: 900

Dates

Notice: 05/25/2004
 Appealed: 06/05/2004
 21 Day Notice: / /
 BOE: / /
 Arbitration: / /
 Sup Court: / /

Manufactured Housing

Mfg:
 Model:
 Width: 0 Decal Yr:
 Length: 0 Decal No:
 Year Built:
 Account #: 0

Cancel New Delete Apply OK

Clicking on the Search Button will display a list of all appeals for this property. If there is more than one Appeal is the list box, the information for any of these Appeal can be displayed by clicking on the desired item in the list box.

To search for other Appeals the user can employ up to four Query criteria. For example, to find all Appeals for owners with Last Names of Bolton that have an Appeal Type of R (for Real property), the user can

- click on the first Query combo box,
- select the Last Name item from the list of field items in the Query field list,
- key the query criteria, in this case Bolton, into the field to the right of the combo box.
- the Tab key will take the user to the second Query field list,
- the Appeal Type item is selected,
- the letter R is keyed in the field to the right of the second combo box
- the user clicks the Query Button,
- a list of all appeals that meet these two criteria will display in the list box, as seen in the image below.

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WinGAP - Appeals

Appeal No: 20 Status: Withdrawn PIN: 010-049- Acct #: 570 Acres: 36.54
 Appeal Year: 2002 Type: Real Appraiser: Snake Pliskin

Query

LASTNAME - C Bolton Clear Query
 APPEALTYPE - C R Close Query
 Query

APPEAL_YR	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO	APPEALTYPE	APP
2002	570	0	0	R	06/25	
2002	258	0	0	R	06/25	

Values

BOA FMV: 56,715
 21-Day: 0
 BOE: 0
 Arbitration: 0
 Superior Court: 0
 Resolved: 0
 Current: 56,715
 Return: 28,827
 VID: 27,888

Dates

Notice: 06/18/2002
 Appealed: 06/25/2002
 21 Day Notice: / /
 BOE: / /
 Arbitration: / /
 Sup Court: / /

Manufactured Housing

Mfg:
 Model:
 Width: 0 Decal Yr:
 Length: 0 Decal No:
 Year Built: Account #: 0

Cancel New Delete Apply OK

The information for the desired Appeal is viewed by clicking on the Appeal item in the list box, which pulls the information for that Appeal into the Appeals Form, as seen below. The Appeals information can then be viewed, updated, or deleted as desired.

WinGAP - Appeals

Appeal No: 21 Status: Inactive PIN: 005-033- Acct #: 258 Acres: 28.00
 Appeal Year: 2002 Type: Real Appraiser: Donald Rich

Owner Information

Last, First, MI:
 Corpname: BOLTON EDDIE C Search
 Agent:
 Address1: 3805 LANE ROAD
 Address2:
 Address3:
 City / State / Zip: MILLEN GA 30442
 Legal Desc:
 Homephone: () - Workphone: () -
 Comments:
 Comments:

Values

BOA FMV: 58,180
 21-Day: 0
 BOE: 0
 Arbitration: 0
 Superior Court: 0
 Resolved: 0
 Current: 58,180
 Return: 50,884
 VID: 7,296

Dates

Notice: 06/18/2002
 Appealed: 06/25/2002
 21 Day Notice: / /
 BOE: / /
 Arbitration: / /
 Sup Court: / /

Manufactured Housing

Mfg:
 Model:
 Width: 0 Decal Yr:
 Length: 0 Decal No:
 Year Built: Account #: 0

Cancel New Delete Apply OK

The user can return to the Appeals Query Form to search for another Appeal by again clicking the Search Button. The previous query can be cleared by clicking the Clear Query Button, and another Query performed, or the Query Form can be closed by clicking the Close Query Button. When all Appeal viewing and editing is finished, the user can click the OK Button on the Appeals Form to save any changes and return to the main WinGAP screen. If no changes are made or saving changes is not desired, then the user may click the Cancel button.

Editing An Appeal

An Appeal is edited by clicking on the Appeals Button on the Real Property General Information Form. The most recently entered Appeal will display. Changes in Appeal items as Appeal Status, Values, or Dates can be made. The user should click the **OK** Button to leave the Appeal Form.

Deleting An Appeal

As on other Forms in WinGAP, the **Delete** Button at the bottom of the Appeals Form is used to delete an Appeal. The Appeal to be deleted must first be selected and displayed on the Appeals Form. After clicking the **Delete** Button the message "Are you sure you want to delete this record?" will appear, where the **Yes** Button can be clicked to delete the Appeal; clicking on the **No** Button will cancel the deletion and return the user to the Appeals Form.

Exiting the Appeals Form

After adding, editing, or deleting an Appeal, the user can leave the Form by clicking the **OK** Button, returning to the Real Property General Information Form. The Appeals Button will now display the number of Appeals for this parcel, as shown below. The **Appeals** Button can be clicked to return to the Appeals Form if further changes are needed to this Appeal.

WinGAP Digest Preparation A-Z

WinGAP - Real Property General Information - A & A AUTO RENTAL

<< Top < Prev Next > End >> Account Number 17349 Duplicate Notice Tax Abatement

PIN (4) 0001- - 001- Tax District 01 - County

Alt PIN Asmt Reason Conservation Use Covenant Ended

Street Information

House #	Ext	Dir	Units	Street Name
0				

Type	Quad	Latitude	Longitude	Zip Code

Property Information

LL 273 LD 07 GMD 1 Zoning

Legal : 7-1 LL273,304 DB412-805 9.83 ACS

Neighborhood MAIN ONE

Lendor Total Acres 11.00

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 HS App Date / /

Pref YR

CUV YR

Hist YR

Hist Val 0

EZ Yr

EZ Val 0

Floating Homestead

Original 0

Current 0

State HS Val 0

Values

Previous	Current	Return	BOE / YR
65,525	131,581	0	0

Land 0

Res Imp (5) 71,085

Com Imp (1) 7,576

Acc Imp (1) 52,920

CUV 0

History

2000	65,525
0	0
0	0

PIN History

Future

New Owner

Transfer Items

Transfer

Sales (5)

Permits

Appeals* (1)

Income

Map It

Documents

Edit Information

Data Entry gmhilton

Review 01/01/1901

Appraiser

Alternate

Comments

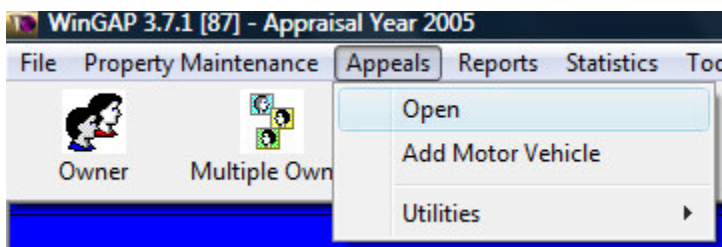
GREENOUGH WAYNE C & KATHLEEN M SHANNON
MAP*162-36*

Help Cancel Delete New Apply OK

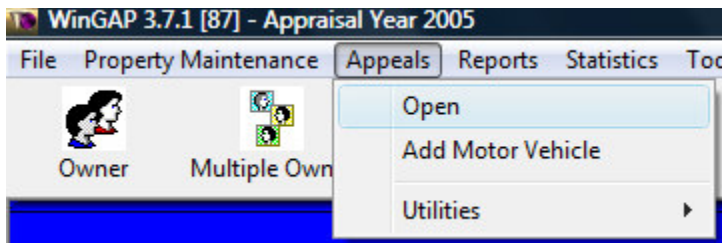
Searching for Appeals Menu If Parcel Has Been Deleted

The Appeals Menu, below, is used to view and track Appeals through the Appeals process on Real and Personal Property Appeals, Manufactured Housing Appeals, and Motor Vehicle Appeals. Also, Motor Vehicle Appeals are added, edited, deleted, and tracked through the Appeals process from the Appeals Menu. As shown below, there are three options on the Appeals Menu:

- **Open**, used to view, track, and maintain Appeals



- **Add Motor Vehicle**, where Motor Vehicle Appeals are added



- **Utilities**, which produces a sub-menu, below, where a Status Report on Appeals can be printed and a Status Count of Appeals made.



NOTE: Real, Personal, and Manufactured Housing Appeals **cannot** be added at the Appeals Menu. These types of Appeals should be added on the Real Property General Information Form for Real Property; on the Personal Property General Information Form for Personal Property and on the Mobile Homes Form for Manufactured Housing.

- **Open**

The Open option on the Appeals Menu produces the Appeals Query Form, superimposed on top of the Appeals Form, as seen below. Appeals can be looked up on the Query Form, and once the Appeal is selected there, the information is viewed, updated, or deleted on the Appeals Form.

WinGAP - Appeals Query

Clear Query
Query
View

	REAL	PERS	MH	MV
EXISTS	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO
APPEALTYPE	APP_DATE			
N	5902	0	0	R
N	0	6081	0	P
N	0	6101	0	P
N	0	6086	0	P
N	0	265	0	P
N	2476	0	0	R
N	0	6102	0	P
N	0	6082	0	P
N	2300	0	0	R
N	570	0	0	R
N	258	0	0	R
N	0	6076	0	P
N	2768	0	0	R
N	0	6075	0	P
N	0	6079	0	P
N	0	0	0	A
N	0	0	0	A
N	4	0	0	R
N	0	0	5009	M
N	0	0	1052	M
N	0	0	5010	M
N	0	0	5010	M

0 Acres 0.00

Values

30A FMV 0
21-Day 0
30E 0
Arbitration 0
Superior Court 0
Resolved 0
Current 0
Return 0
/ID 0

Dates

Notice / /
Appealed / /
21 Day / /
30E / /
Arbitration / /
Sup Court / /

Apply OK

A list of all appeals appears in the list box on the Appeals Query Form. The list is color coded for quick reference: Real Property Appeals are in blue; Personal Property Appeals are in yellow; Manufactured Housing Appeals are in green; and Motor Vehicle Appeals are in red. The listing of Appeals that displays on the screen can be narrowed by using any or all of the four query boxes on the upper left of the Query Form. The user can click on the combo box to select one of the items in the query field list, such as Last Name, and

WinGAP Digest Preparation A-Z

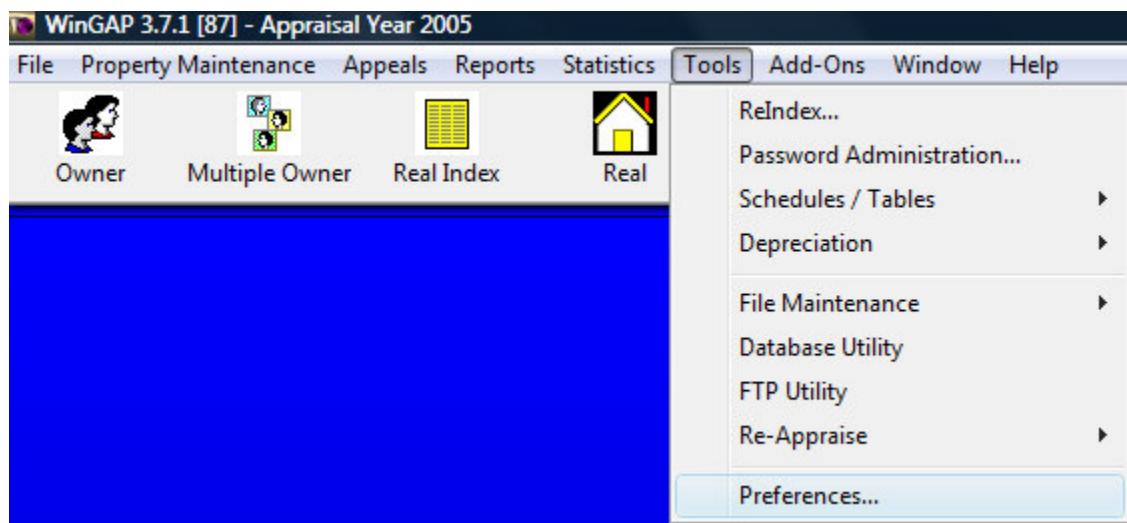
then key the query criteria into the field to the right of the combo box. The user then clicks the Query Button, and a list of all appeals meeting that criteria will display in the list box below. The desired Appeal is selected by first clicking on the Appeal in the list box to highlight it, and then clicking on the View Button, which pulls the information for that Appeal into the Appeals Form and places the Appeals Form on top of the Query Form (see next page). The Appeals information can then be viewed, updated, or deleted as desired.

The screenshot shows the 'WinGAP - Appeals' window. At the top, there are fields for 'Appeal No' (0), 'Appeal Year' (2002), 'Status' (Resolved), 'Type' (Real), 'PIN' (M18-036D-), 'Acct #' (5902), and 'Acres' (4.10). Below these are 'Owner Information' fields: 'Last, First, MI', 'Corpname' (HERRMANN DERECK B &), 'Agent' (JERRY L DAILEY), 'Address1' (3781 HWY 17 SOUTH), 'Address2', 'Address3', 'City / State / Zip' (MILLEN GA 30442-), 'Legal Desc' (4.10 AC M/H PARK HWY 25 NORTH), 'Homephone', 'Workphone', and 'Comments'. To the right of the owner information is a 'Values' section with fields for 'BOA FMV' (18,515), '21-Day' (0), 'BOE' (0), 'Arbitration' (0), 'Superior Court' (0), 'Resolved' (17,900), 'Current' (17,900), 'Return' (0), and 'VID' (0). Below the owner information is a 'Manufactured Housing' section with fields for 'Mfg', 'Model', 'Width' (0), 'Decal Yr', 'Length' (0), 'Decal No', 'Year Built', and 'Account #' (0). At the bottom right is a 'Dates' section with fields for 'Notice' (06/18/2002), 'Appealed' (06/30/2002), '21 Day', 'BOE', 'Arbitration', and 'Sup Court'. At the bottom of the window are buttons for 'Cancel', 'New', 'Delete', 'Apply', and 'OK'. A status bar at the very bottom shows 'M U U 5010 M 05/20/2003'.

The user can return to the Appeals Query Form to search for another Appeal by either clicking the Search Button(to the right of the Corpname field), or clicking back on some visible part of the Query Form, underneath the Appeals Form. The previous query can be cleared by clicking the Clear Query Button. With all four Query fields blank, the user can click the Query Button and restore the entire list of Appeals for viewing if desired. When all Appeal viewing and editing is finished, the user can click the OK Button on the Appeals Form to save any changes and return to the main WinGAP screen. If no changes are made or saving changes is not desired, then the user may click the Cancel button.

Mobile Home Digest Preparation (By November 15)

- a. Click on Tools
- b. Click on Preferences
- c. Change Manufactured Housing Depreciation Year to match the digest year of submission
- d. Download NADA current year tables
- e. Reappraise pre-bill mobile homes in order to correctly apply depreciation (Cost/Market and NADA)
- f. Print Preliminary Digest - Prebilled Mfg Homes.rpt for review and approval of values for BOA by November 1
- g. Export the pre-bill digest files and place them on the <ftp://ftp.WinGAP.com> for service bureau access. (choose “all” housing types in order for the Tax Commissioner to receive a list of homestead manufactured houses for issuing decals to homesteaded manufactured housing)



WinGAP Digest Preparation A-Z

WinGAP - Preferences

County Information

County Name:

Address:

City / State / Zip:

Phone / Ext:

Fax:

Email:

Web:

Point/Base Costs

Residential	<input type="text" value="200.00"/>
Commercial	<input type="text" value="100.00"/>
Commercial Base	<input type="text" value="1.00"/>
Accessory	<input type="text" value="5.00"/>

Depreciation Years

Residential	<input type="text" value="2004"/>
Commercial	<input type="text" value="1995"/>
MFG Housing	<input type="text" value="2008"/>
Accessory	<input type="text" value="1995"/>

Other Options

<input type="checkbox"/> Truncate Values	<input checked="" type="checkbox"/> Auto-Reasons (Real)
<input type="checkbox"/> Disable Logins	<input checked="" type="checkbox"/> Auto-Reasons (Pers)
<input checked="" type="checkbox"/> hBrowser Cost Form	<input type="checkbox"/> PT50R = LIVE DATA
<input type="checkbox"/> Lock System	<input type="checkbox"/> COA Auto-Flag
<input type="checkbox"/> Rnd Area Mult to 6 dec.	<input type="checkbox"/> Hide Comments
<input type="checkbox"/> Attic: Use Max/Min Area	<input type="checkbox"/> Bsmt: Use Max/Min Area

Special District Description:

Parcel Number Template:

Customize Lendor Label:

Customize Occupancy Label:

Customize Fireplace Label:

Appraisal Year:

Rural Acre Break:

PU Eq Ratio %:

Return Deadline:

Default Startup Directory:

Guest Startup Directory:

Freeport Raw Material %:

Freeport Finished Goods %:

Freeport Out of State %:

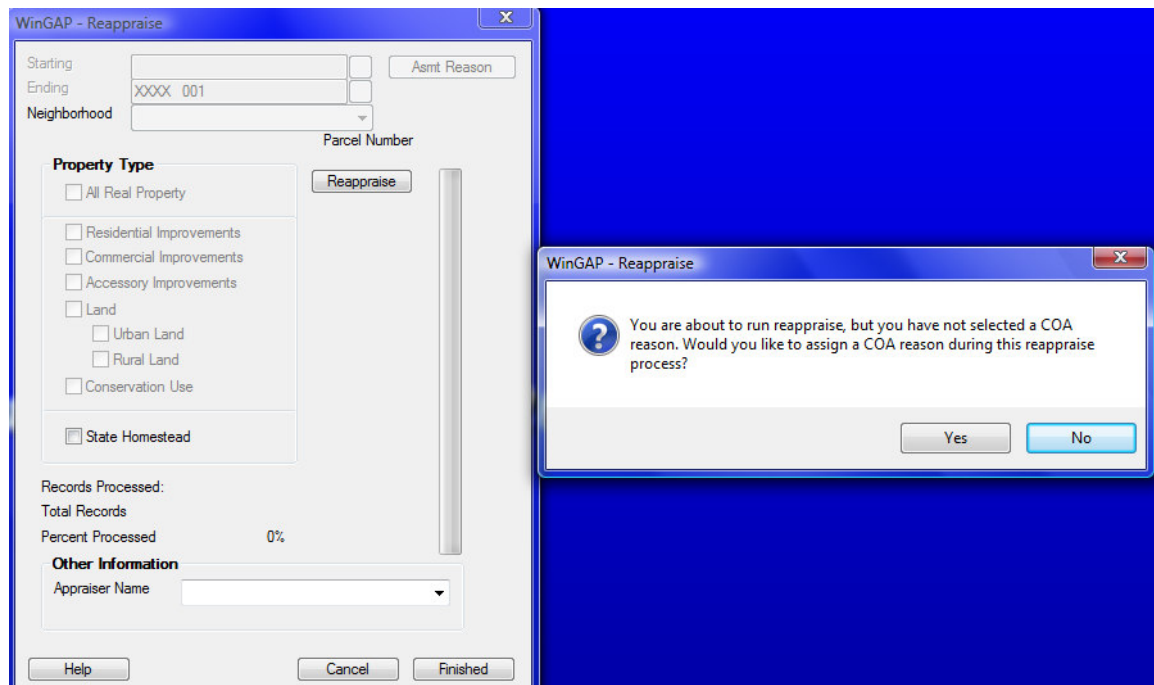
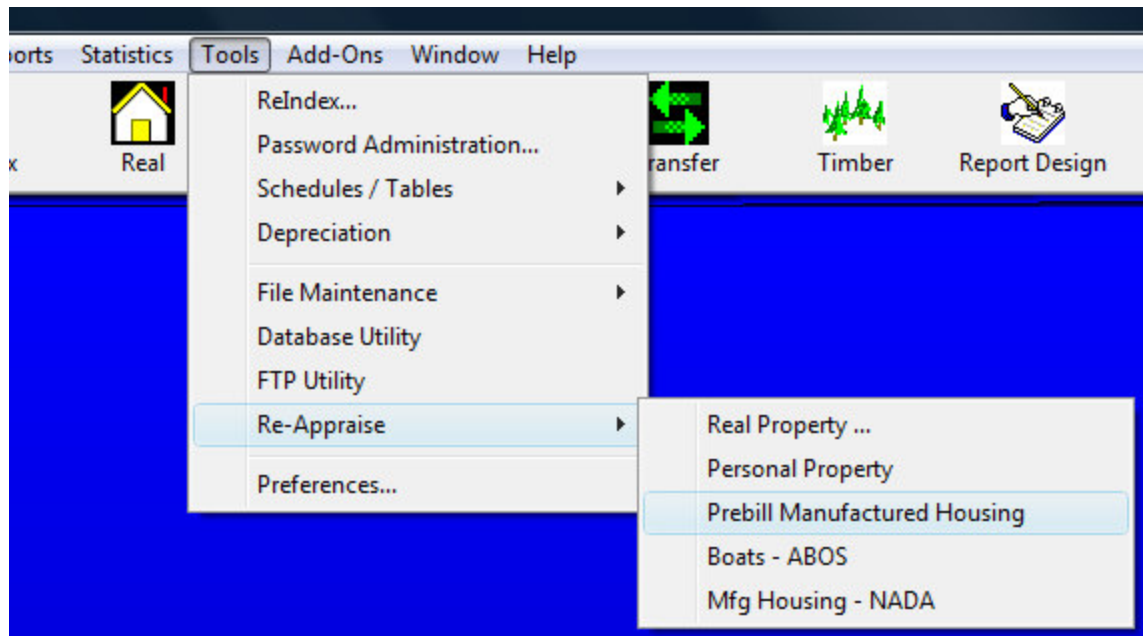
ABOS Default:

Land Influences:

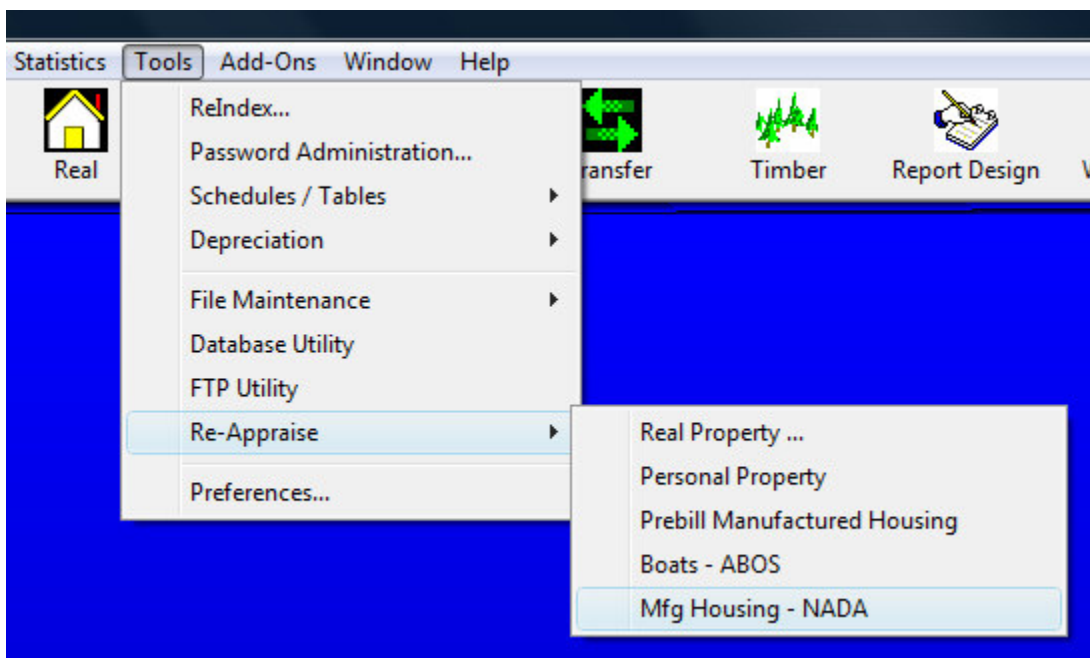
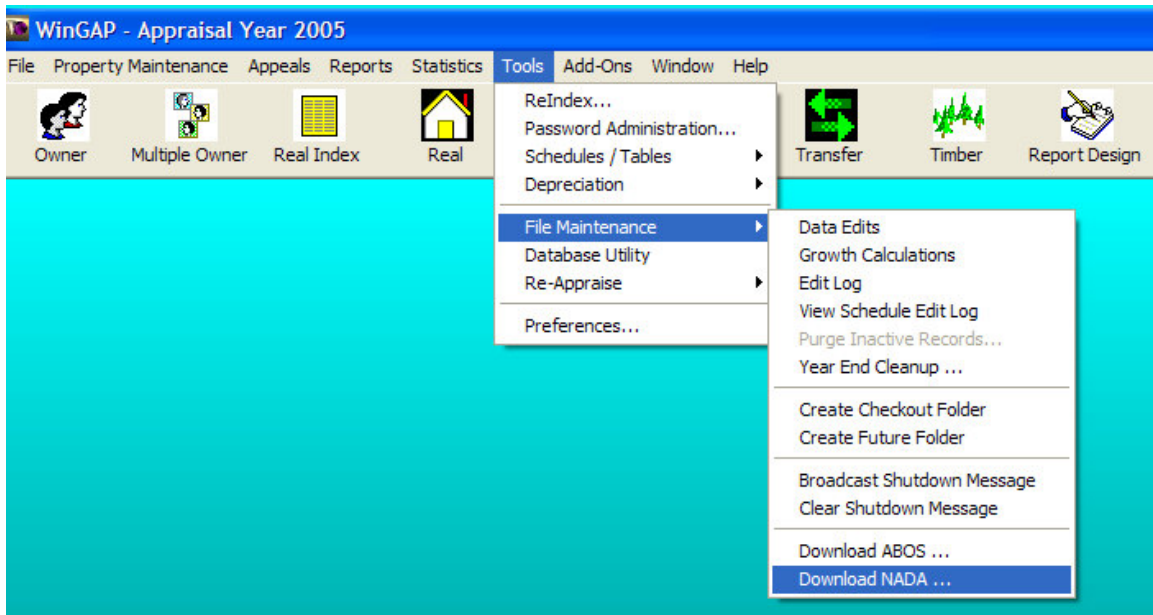
ABOS Yr: 2008

NADA Yr: 2008

WinGAP Digest Preparation A-Z



WinGAP Digest Preparation A-Z



WinGAP Digest Preparation A-Z

WinGAP - NADA Reappraise

Account # Fixed Text ☒ Prebill ☐ Non-Prebill

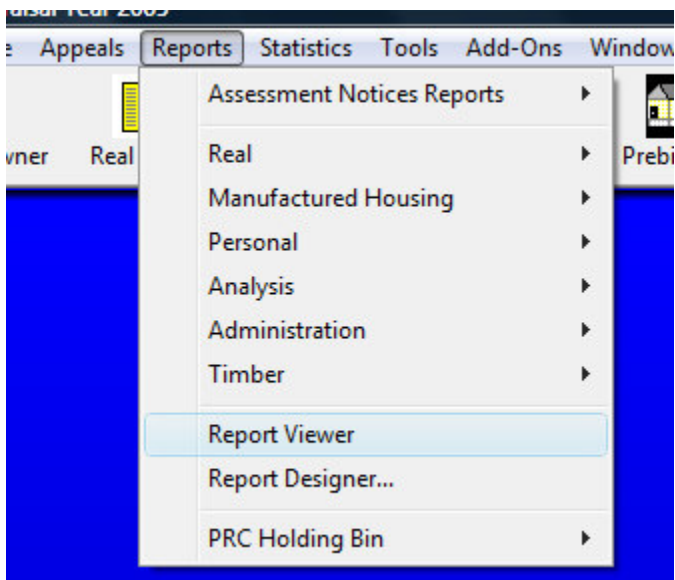
Records Processed Fixed Text 0% Change my pricing method to NADA for all direct NADA Mfg+Model hits ☐

Homes in Mobile.DBF that did not have a match [Mfg+Model+Width] in NADA. Records:

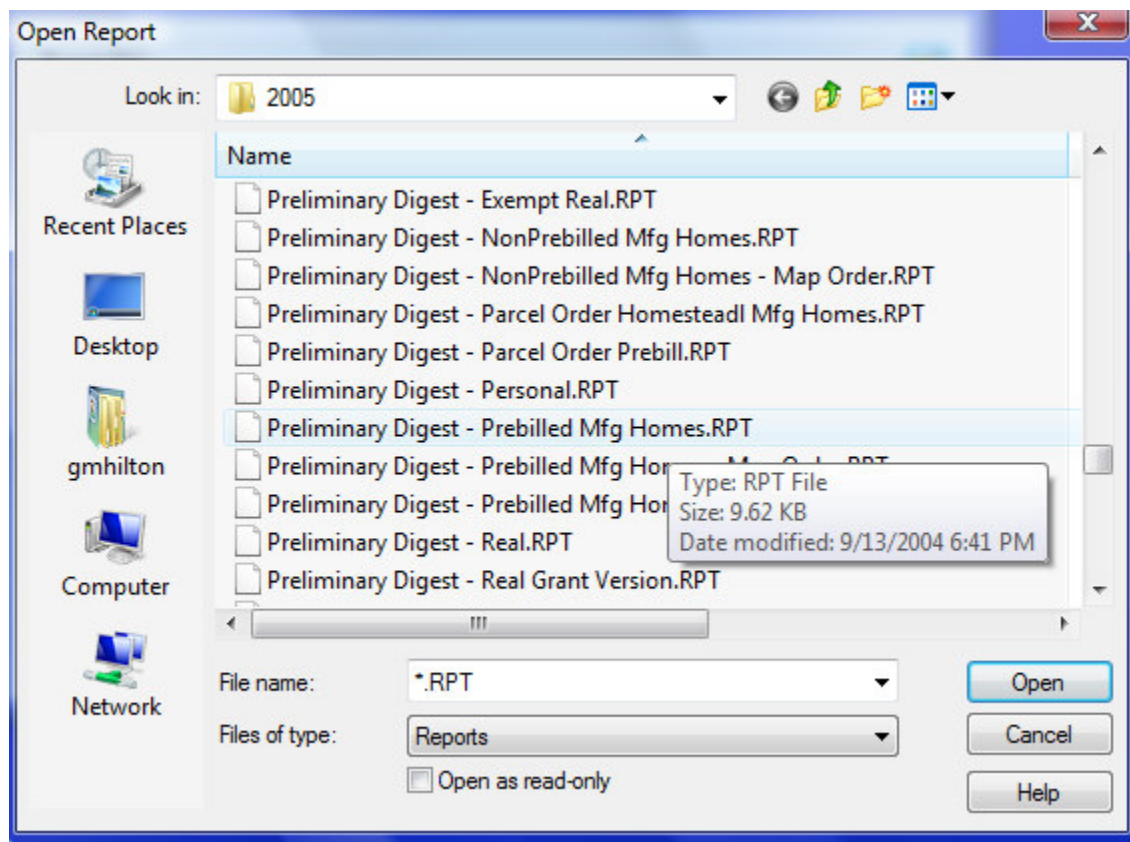
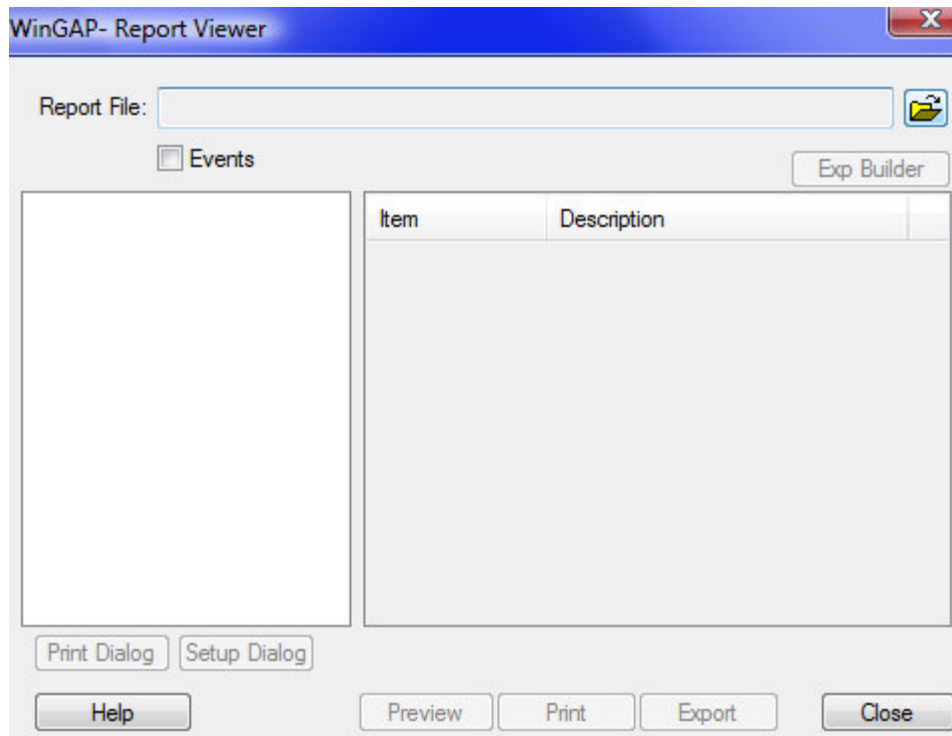
MOBILEKEY	REALKEY	MFG	MODEL
-----------	---------	-----	-------

Homes with valid Mfg + Model but with invalid widths, lengths or year information Records:

MOBILEKEY	REALKEY	MFG	MODEL	WIDTH	LENGTH	YEARBUILT
-----------	---------	-----	-------	-------	--------	-----------



WinGAP Digest Preparation A-Z



WinGAP Digest Preparation A-Z

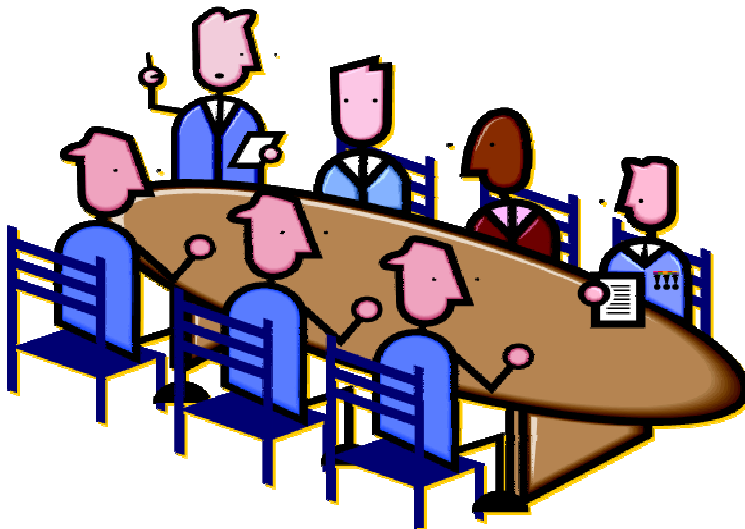
08/15/2008 15:15:47

Preliminary Digest - Prebilled Manufactured Homes

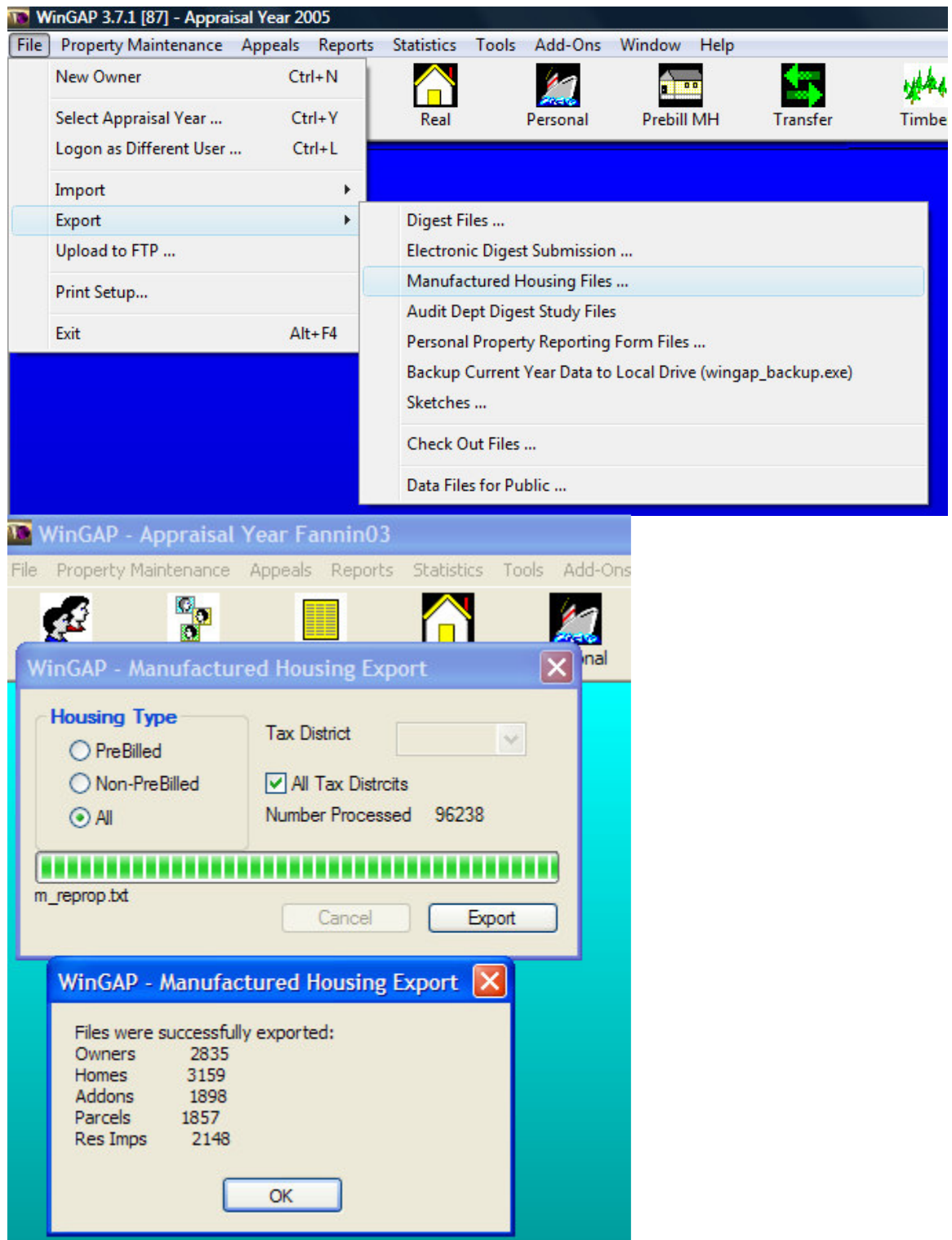
1

303 CORPORATION C/O ED STEWART 3966 WINTERS HILL DRIVE ATLANTA, GA 30360	Account Number: 4011 1994 24 x 56 21ST CENTURY HOMES / LIMITED MH Value : 4,949 Add-on Value: 0	Tax Dist: 01 Total Value : 4,949
ABERCROMBIE BOBBY 64 BRIAR LANE MORGANTON, GA 30560	Account Number: 1670 1998 28 x 66 FLEETWOOD / STONE CREEK MH Value : 100 Add-on Value: 1,303	Tax Dist: 01 Total Value : 1,403
ABERCROMBIE HARRY 213 POSTELL ROAD MINERAL BLUFF, GA 30559	Account Number: 1671 1971 12 x 65 LANCER / LANCER MH Value : 2,519 Add-on Value: 0	Tax Dist: 01 Total Value : 2,519
ABERCROMBIE RUBY 918 HAYMORE FARM RD MINERAL BLUFF, GA 30559	Account Number: 1672 1960 8 x 50 UNKNOWN / UNKNOWN MH Value : 2,048 Add-on Value: 0	Tax Dist: 01 Total Value : 2,048

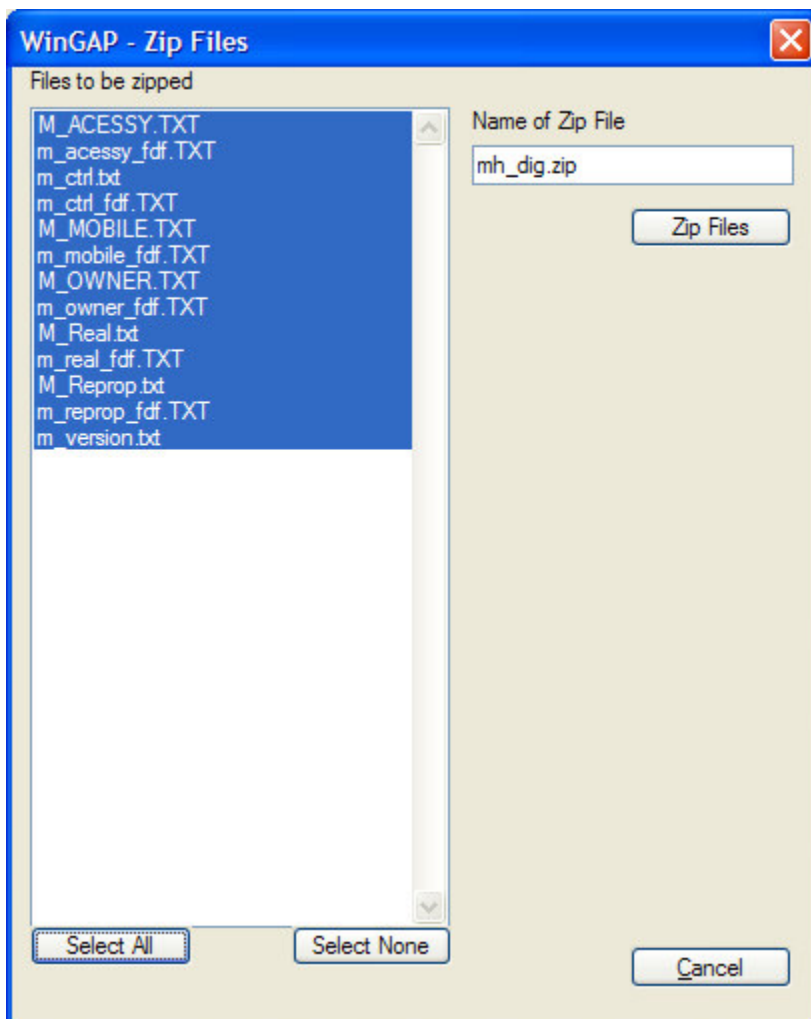
BOA should approve Cost/Market Tables, NADA Tables, & Prebill MFG Housing Digest prior to November 1.
Prebill digest must be delivered to Tax Commissioner by November 15.



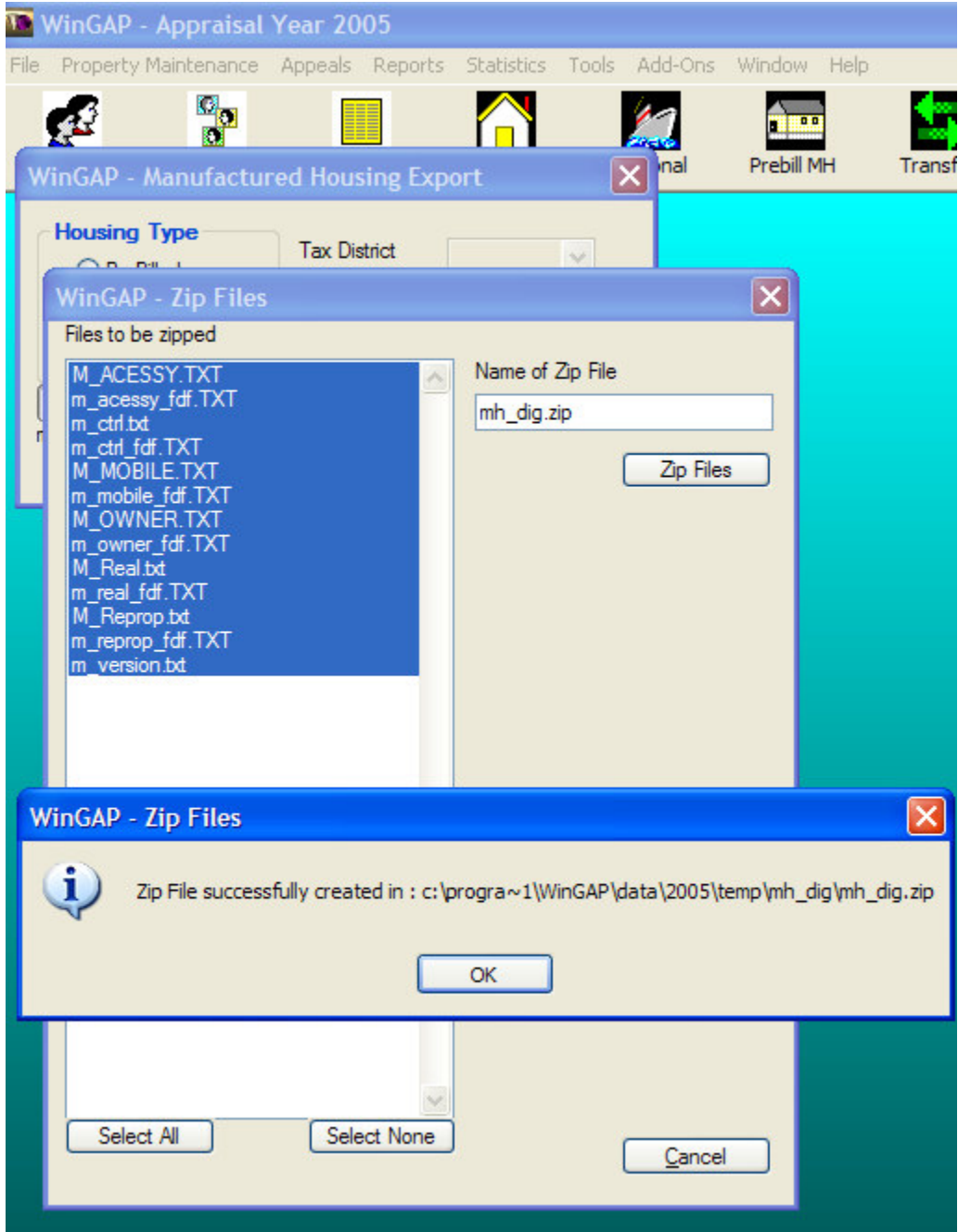
WinGAP Digest Preparation A-Z



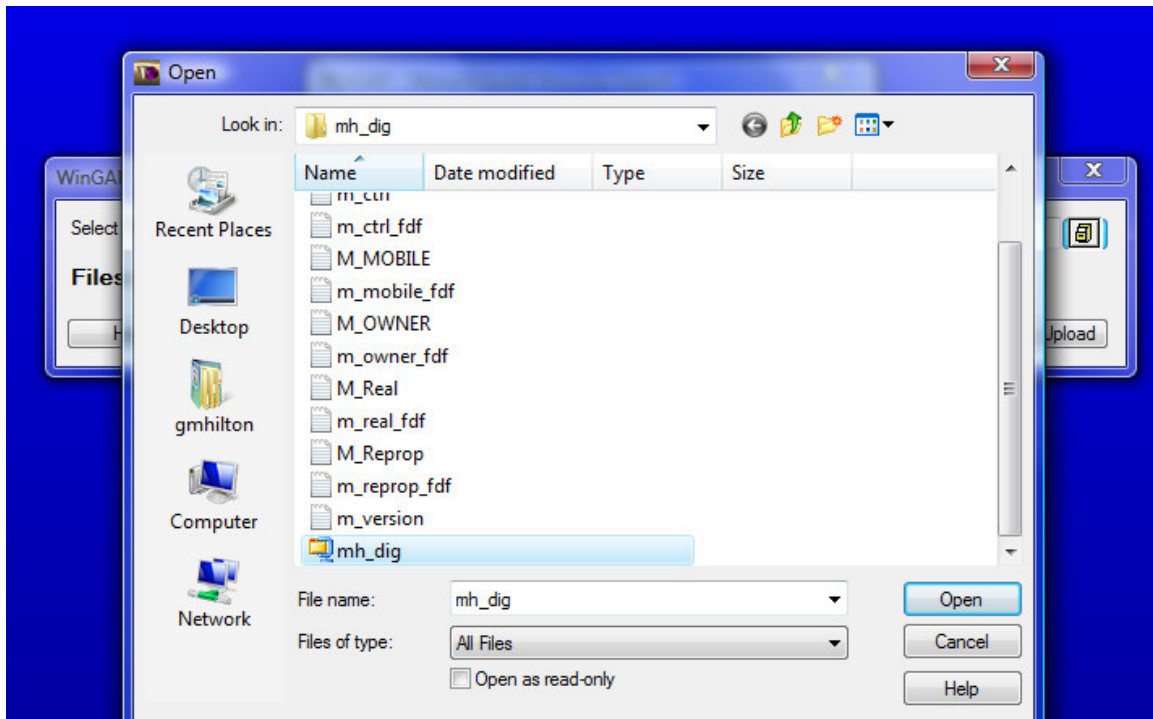
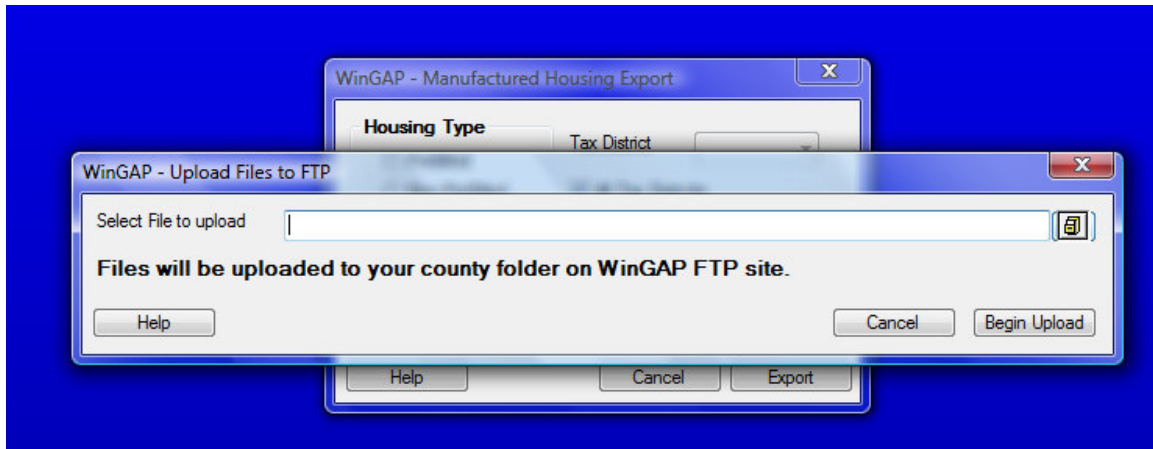
WinGAP Digest Preparation A-Z



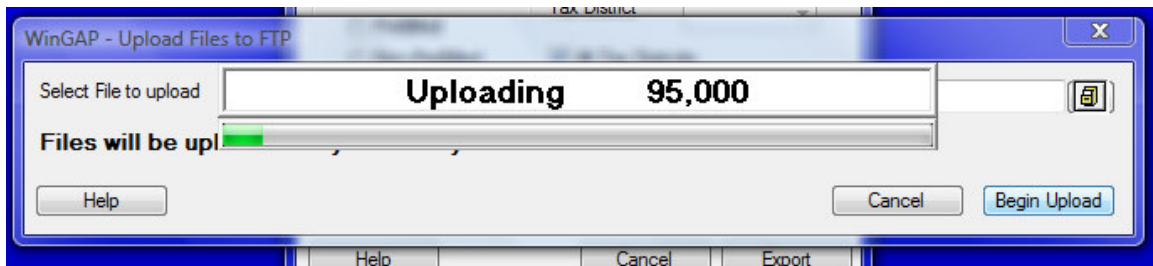
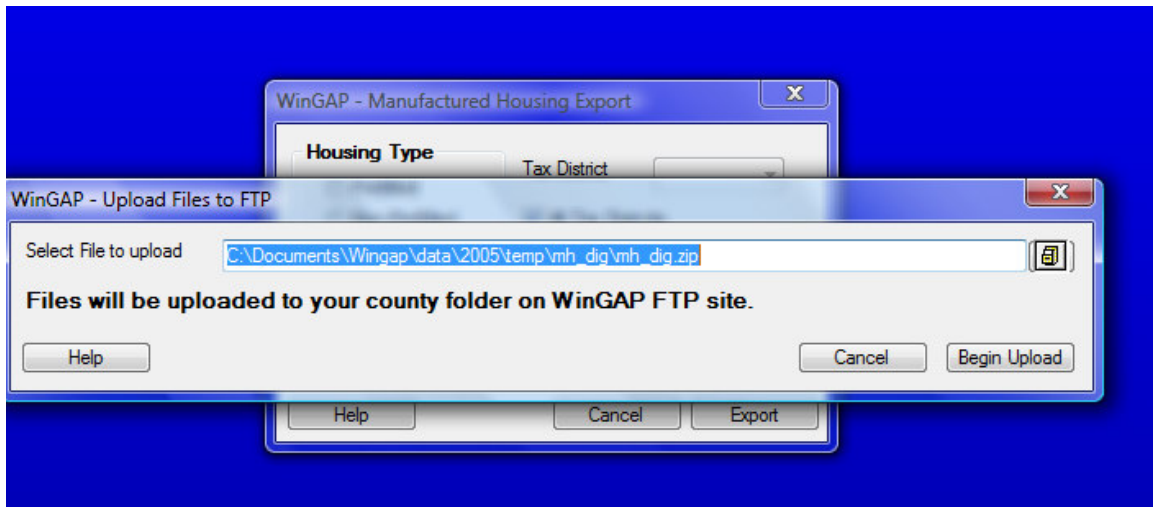
WinGAP Digest Preparation A-Z



WinGAP Digest Preparation A-Z



WinGAP Digest Preparation A-Z

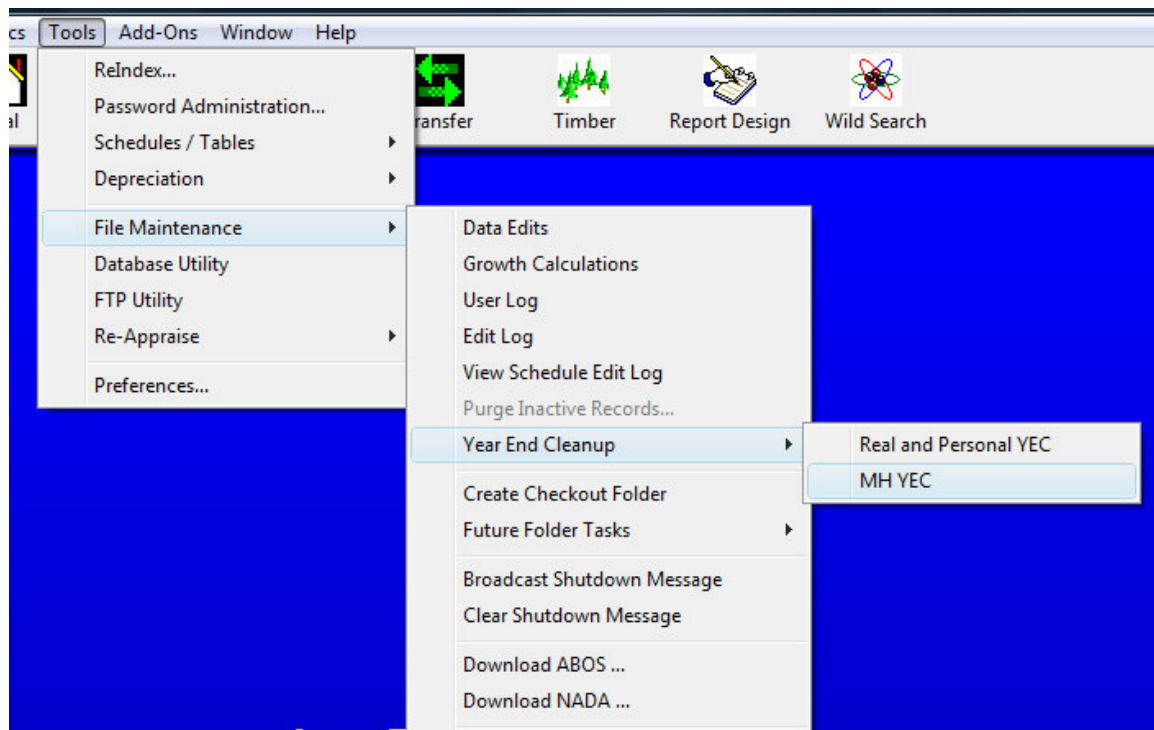


NOTE: If this is the final Prebill MFG Housing Digest file for billing then you need to answer yes to the following question and run YEC for MFG Housing.

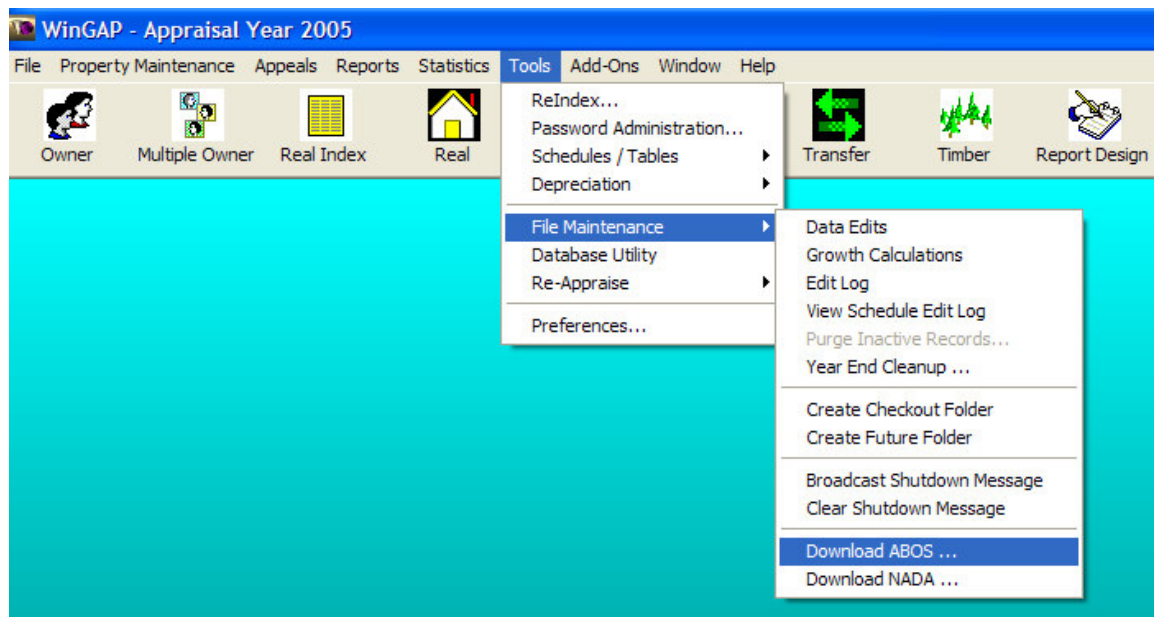


If it is not the final billing file, then this procedure may be run at another time.

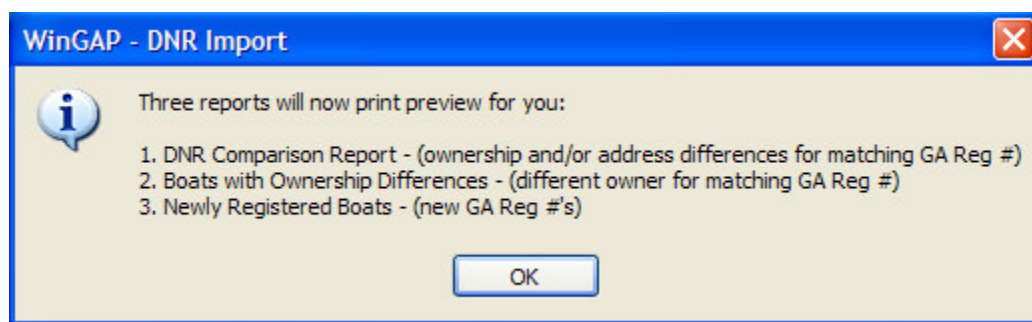
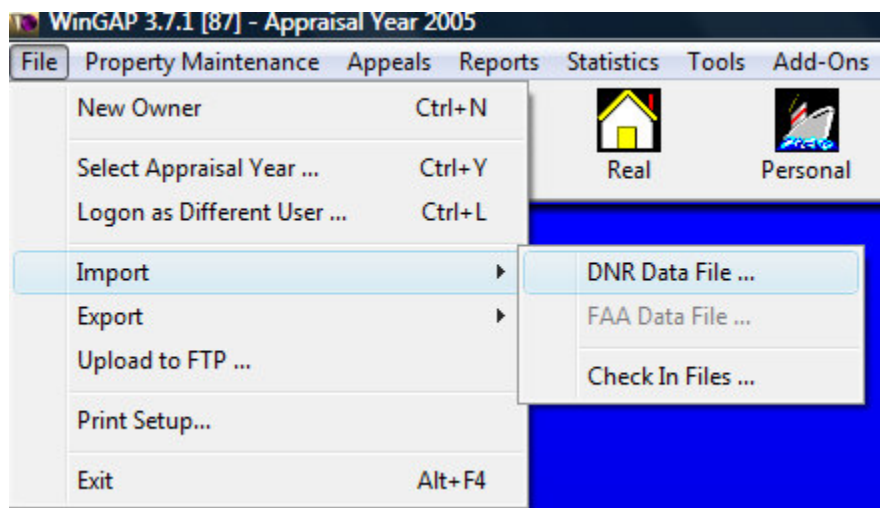
WinGAP Digest Preparation A-Z



Update ABOS Tables



Import DNR Data Files



Three reports will be printed.

10/12/2005

Ownership & Address Comparison

1

Current DNR		New DNR
ADAMS, DOYE W 1110 E WARING ST WAYCROSS GA 31501	0157UW	LLOYD, ELSWORTH 2017 SUNNYSIDE DR WAYCROSS GA 31501
BARNES, RONALD S 995 LAWHORNE RD WAYCROSS GA 31503	6349ZJ	BARNES, RONALD S 2320 RIDGE RD WAYCROSS GA 31503
BENNETT, ANTHONY 1723 OBERRY RD MILLWOOD GA 31552	0376ZE	BENNETT, ANTHONY A 1723 OBERRY ROAD MILLWOOD GA 31552
BENNETT, W H 727 RUSSTON DR WAYCROSS GA 31503	0183HZ	BENNETT, W H 727 RUSSTON DRIVE WAYCROSS GA 31503

WinGAP Digest Preparation A-Z

10/12/2005

Ownership Differences

1

Current DNR		New DNR
ADAMS, DOYE W 1110 E WARING ST WAYCROSS GA 31501	0157UW	LLOYD, ELSWORTH 2017 SUNNYSIDE DR WAYCROSS GA 31501
BENNETT, W H 727 RUSSTON DR WAYCROSS GA 31503	0183HZ	BENNETT, W H 727 RUSSTON DRIVE WAYCROSS GA 31503
BUCKINS, LARRY 2836 EVERGREEN RD WAYCROSS GA 31503	6374KW	STANLEY, DALE W 2144 HIPPS TRL WAYCROSS GA 31503
COLVIN, WILLIAM R 1307 BALTIMORE CIR WAYCROSS GA 31501	6410HF	ROWELL, JOHN D 1983 HACKLEBARNEY LN BLACKSHEAR GA 31516

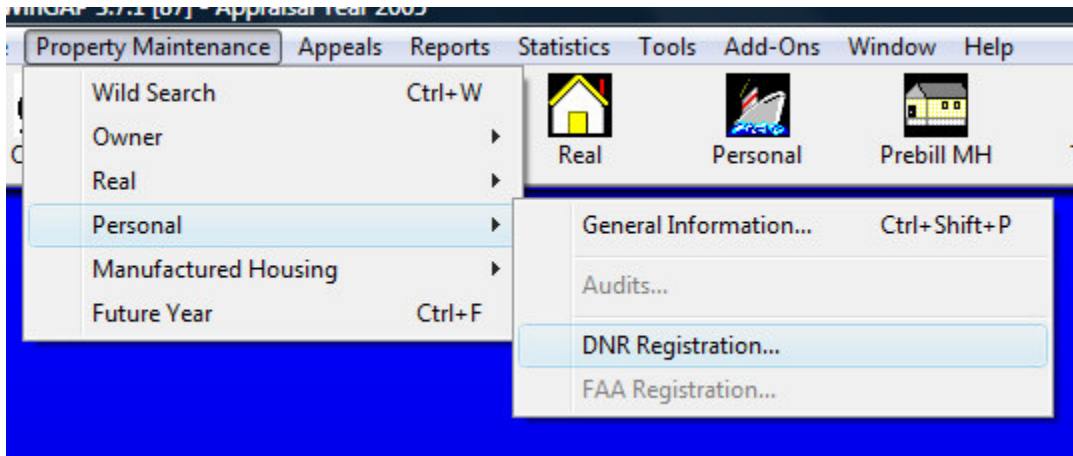
10/12/2005

Boats with New Registration Numbers

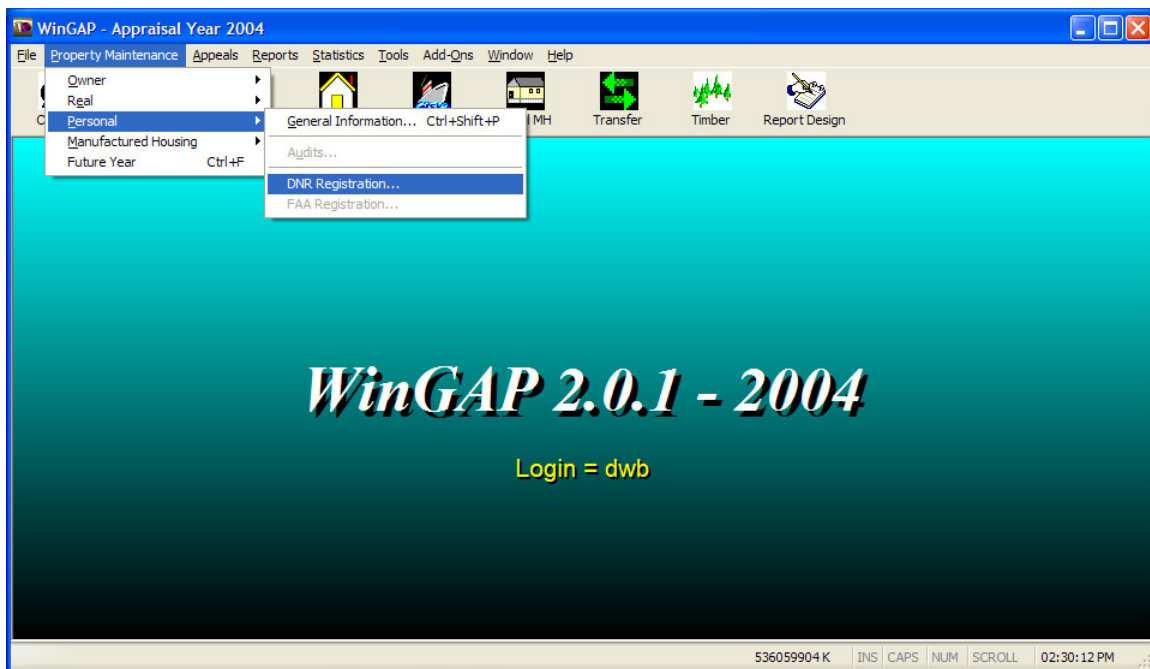
1

Ga Cert Number	Owner Name	(Stat)	Street City / State / Zip	Expire Added	Manufacturer Hull ID Number	Ft / In Year	Cls Ownr	Hull Prop	Boat
0189GR	ALDRIDGE JOHN W		1001 GOLFMEW DR WAYCROSS, GA 31501	08/31/07 09/03/04	CHAPARRAL BOATS FGB04898M76H	15 0 76	A INDV	FBGL OUTB	OPEN
0409PY	ALTMAN BENNY R SR		798 AYCOCK RD WAYCROSS, GA 31503	01/31/08 02/23/05	NOAH CORPORATION DUR37659M84D	14 6 84	A INDV	ALUM OUTB	OPEN
6021KH	ALTMAN KENNETH G		3646 TANNERS LN WAYCROSS, GA 31503	09/30/07 11/09/04	SUNBIRD SFPE0436E797	17 1 97	1 INDV	FBGL OUTB	OPEN
0851PS	ALVAREZ DENNY C		5675 KITCHINGS RD WAYCROSS, GA 31503	01/31/08 06/21/05	G3 GEN30847B505	14 0 05	A INDV	ALUM OUTB	OPEN

DNR Match Process

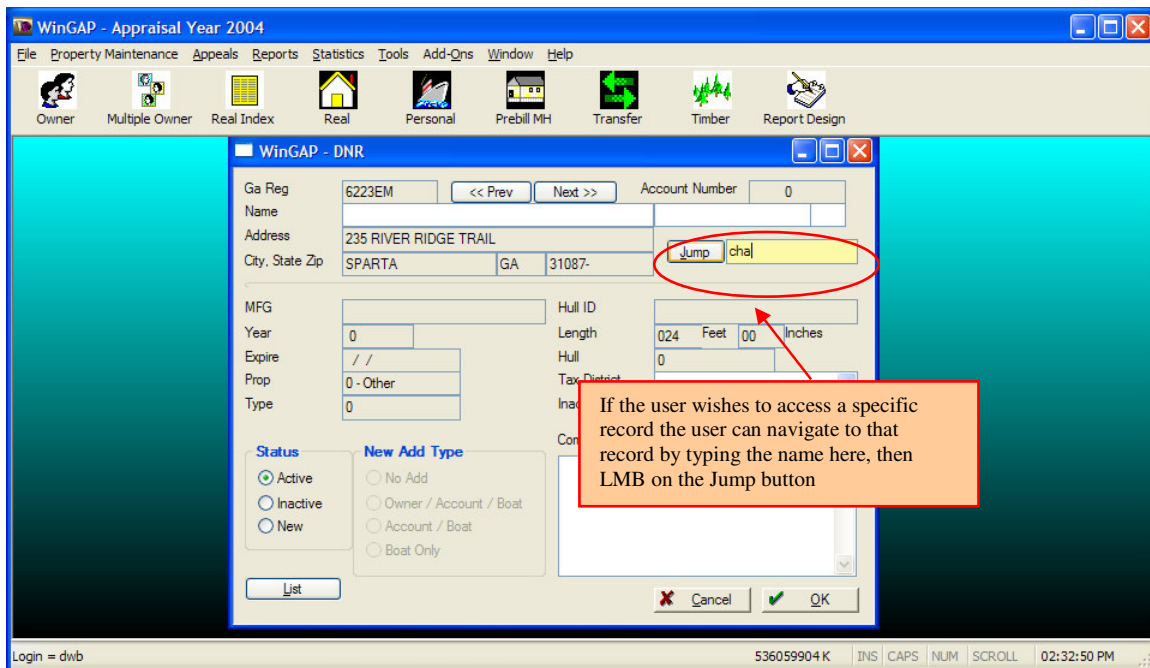
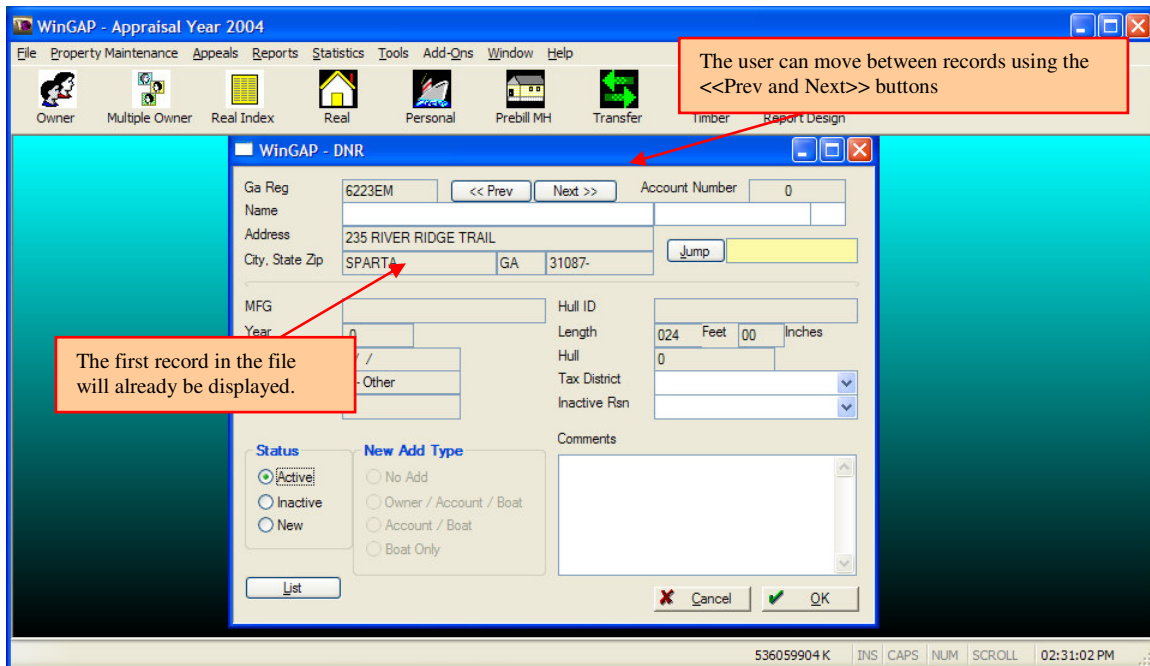


1. On the menu bar go to Property Maintenance>>Personal and LMB on DNR Registration.



2. This will bring up the interactive interface that allows the user to reconcile the DNR data file to the WinGAP account database.

WinGAP Digest Preparation A-Z



3. Once the record the user wishes to use is displayed there are several actions that the user can take.

WinGAP Digest Preparation A-Z

WinGAP - Appraisal Year 2004

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

Owner Multiple Owner Real Index Real Personal Prebill MH Transfer Timber Report Design

WinGAP - DNR

Ga Reg: 6089ZT << Prev Next >> Account Number: 0

Name: CHADWICK JOSEPH R

Address: 561 BRANDYWINE RUN

City, State Zip: SPARTA

MFG: HARRIS FLOTE

Year: 1993

Expire: / /

Prop: 2 - Outboard

Type: 1

Status

☐ Active

☐ Inactive

☒ New

New Add Type

☐ No Add

☐ Owner / Account / Boat

☐ Account / Boat

☐ Boat Only

Comments:

Buttons: List, Cancel, OK

536059904 K INS CAPS NUM SCROLL 02:33:33 PM

- If the status is NEW the user may, through this interface, add this to the WinGAP databases.

WinGAP - Appraisal Year 2004

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

Owner Multiple Owner Real Index Real Personal Prebill MH Transfer Timber Report Design

WinGAP - DNR

Ga Reg: 6089ZT << Prev Next >> Account Number: 0

Name: CHADWICK JOSEPH R

Address: 561 BRANDYWINE RUN

City, State Zip: SPARTA GA 31087- Jump cha

MFG: HARRIS FLOTE

Year: 1993

Expire: / /

Prop: 2 - Outboard

Type: 1

Hull ID: HAMP2883B393

Length: 20 Feet 0 Inches

Hull: 1

Tax District: 01 -

Inactive Rsn: Other

Status

☐ Active

☐ Inactive

☒ New

New Add Type

☒ Owner / Account / Boat

☐ Account / Boat

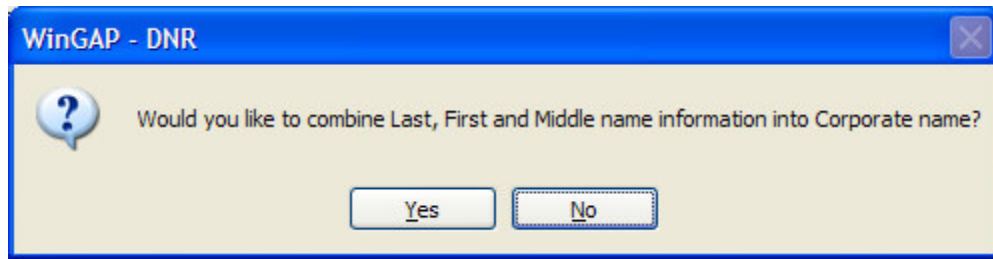
☐ Boat Only

Comments:

Buttons: List, Cancel, OK

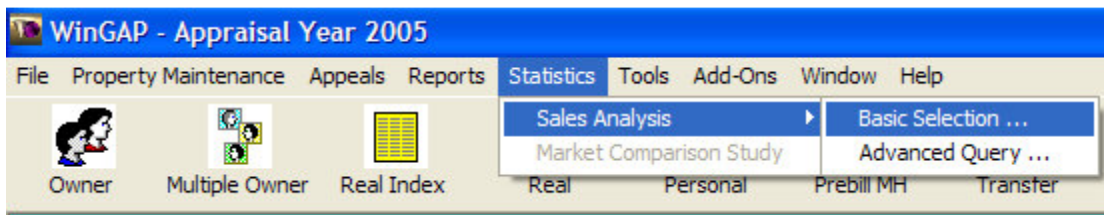
Login = dwlb 536059904 K INS CAPS NUM SCROLL 02:34:05 PM

- If the owner does not already exist in the databases, a new owner record, account record and boat record may be created. To begin this process a user would LMB the radio button next to Owner / Account / Boat.
- The following dialogue will be displayed. Based on the data entry conventions employed by the user you can combine the names under a single entry or these can be left separate.



Sales Ratio Analysis (Define the problem)

- a. After January 2
How do we define the problem?
Through ratio analysis!
Run ratio analysis on each Class of property



Run the sales ratio reports for each of the following criteria:

- i. Residential/LM,FM
- ii. Agricultural/LM,FM
- iii. Commercial/LM,FM
- iv. Industrial/LM,FM

Residential/LM,FM

WinGAP - Appraisal Year 2005Hall

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

WinGAP - Ratio Analysis Criteria

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: Property Class: Starting Acres: 0.00
 Ending Map: Property Strat: Ending Acres: 0.00

GroupBox

Neighborhood: Tax Dist: Subdivision:

Starting:
 Ending:

Residential Improvement

Grade: 0
 YR Built: 0
 EFYR Built: 0
 Heated Area: 0

Commercial Improvement

Grade: 0
 YR Built: 0
 EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	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		

100%

View Array

Print Options

☐ Summary
☐ Details

Print Order

☐ Ratio
☐ Acre
☐ Parcel
☐ Neighborhood
☐ Grantor
☐ Grantee
☐ Sale Class

Print

OK

Agricultural/LM,FM

WinGAP - Appraisal Year 2005Hall

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

WinGAP - Ratio Analysis Criteria

Sales Criteria

Starting Date: 01/01/2004 Use Class: ☐ Res ☒ Agr ☐ Com ☐ Ind
 Ending Date: 12/31/2004 Use Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5
 State Study: ☐ Reason: ☐ All ☒ FM ☒ LM

Real Property Criteria

Starting Map: Property Class: Starting Acres: 0.00
 Ending Map: Property Strat: Ending Acres: 0.00

GroupBox

Neighborhood: Tax Dist: Subdivision:

Starting: Ending:

Residential Improvement

Grade: 0 Starting: Ending:
 YR Built: 0
 EFYR Built: 0
 Heated Area: 0

Commercial Improvement

Grade: 0 Starting: Ending:
 YR Built: 0
 EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	LCI	Actual	UCI
Median	0.3094	0.3484	0.3659
Aggregate	0.2229	0.2541	0.2853
COD	0.2163		
PRD	1.2871		
Number of Samples	42		
Lowest Ratio	0.1097		
Highest Ratio	0.6022		
Min Sample Size	16		
Standard Deviation	0.2023		

View Array

Print Options

☐ Summary
☐ Details

Print Order

☐ Ratio
☐ Acre
☐ Parcel
☐ Neighborhood
☐ Grantor
☐ Grantee
☐ Sale Class

Print

OK

Commercial/FM,LM

WinGAP - Appraisal Year 2005Hall

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

WinGAP - Ratio Analysis Criteria

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: Property Class: Starting Acres: 0.00
Ending Map: Property Strat: Ending Acres: 0.00

GroupBox

Neighborhood: Tax Dist: Subdivision:
Starting: Ending:

Residential Improvement

Grade: 0
YR Built: 0
EFYR Built: 0
Heated Area: 0

Commercial Improvement

Grade: 0
YR Built: 0
EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	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		

View Array

Print Options:
☐ Summary
☐ Details

Print Order:
☐ Ratio
☐ Acre
☐ Parcel
☐ Neighborhood
☐ Grantor
☐ Grantee
☐ Sale Class

Print

100%

OK

Industrial/LM,FM

WinGAP - Appraisal Year 2005Hall

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

WinGAP - Ratio Analysis Criteria

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: Property Class: Starting Acres: 0.00
Ending Map: Property Strat: Ending Acres: 0.00

GroupBox

Neighborhood: Tax Dist: Subdivision:

Starting:
Ending:

Residential Improvement

Grade: 0
YR Built: 0
EFYR Built: 0
Heated Area: 0

Commercial Improvement

Grade: 0
YR Built: 0
EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	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		

100%

View Array

Print Options

☐ Summary
☐ Details

Print Order

☐ Ratio
☐ Acre
☐ Parcel
☐ Neighborhood
☐ Grantor
☐ Grantee
☐ Sale Class

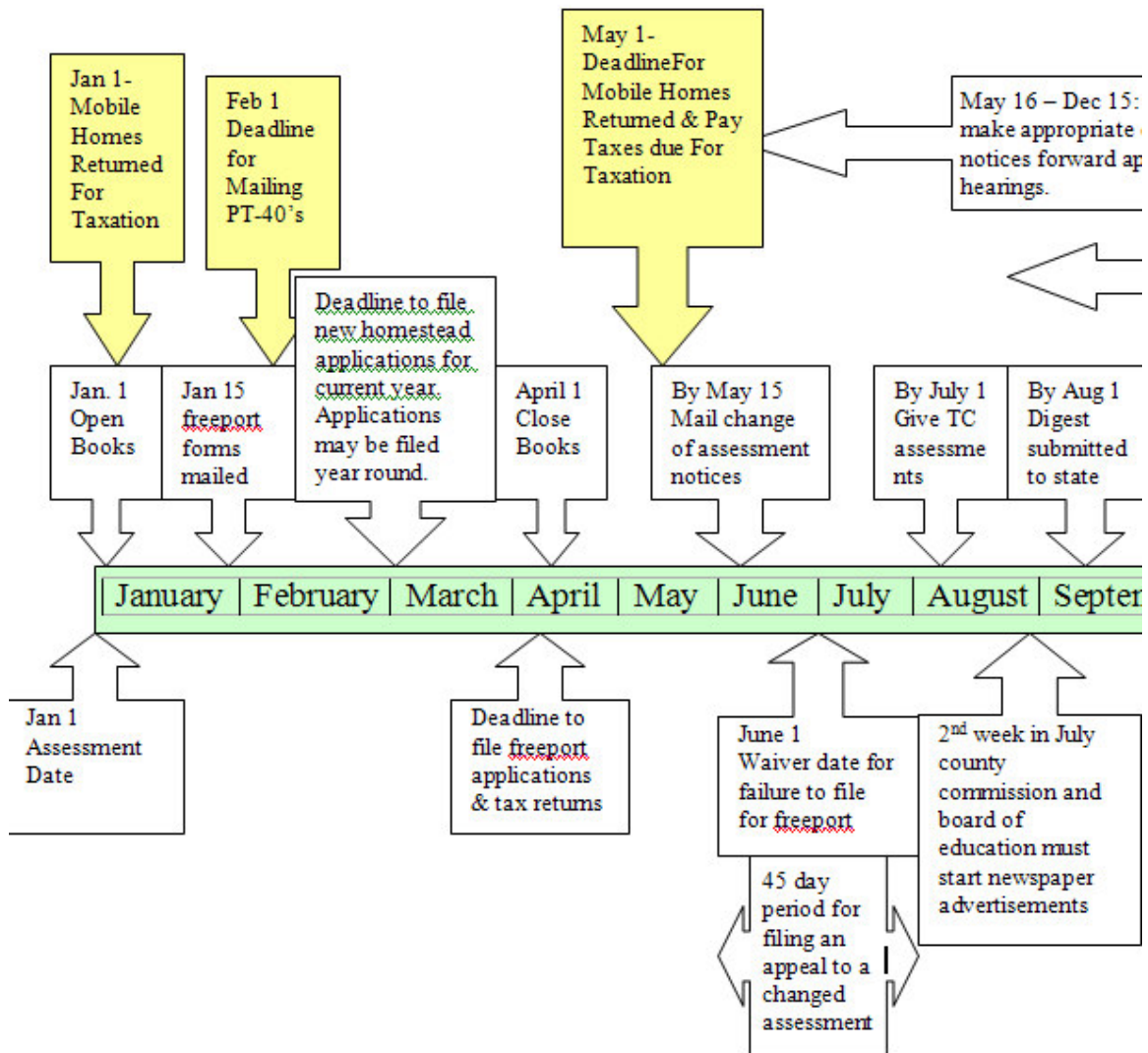
Print

OK

- Take to BOA to be added to the minutes.
- This shows the BOA where the county stands on equalization, level of assessment, or bias.

ASSESSORS TIMELINE (BEFORE DIGEST SUBMISSION)

Assessor's Timeli



Accepting Yearly Tax Returns

- a. Taxpayer comes in to file a return
 - i. Note that the PT50R (return) may only be printed after performing Year End Cleanup
- b. Print tax return
- c. Taxpayer fills out and signs return
- d. Place tax payers return value in proper field in WinGAP

WinGAP - Real Property General Information - BELTON CHARLES R &

<< Top < Prev Next > End >> Account Number 17358 Duplicate Notice Tax Abatement

PIN (1) 0001-001-F Tax District 01 - County

Alt PIN Asmt Reason Addition To Existing Structure

Street Information

House #	Ext	Dir	Units	Street Name
0				

Type Quad Latitude Longitude Zip Code

Values

Previous	29,475	Edit
Current	50,034	
Return	0	
BOE / YR	0	0

History

2000	29,475
0	0
0	0

PIN History

Future **

New Owner

Transfer Items

Transfer

Sales (1)

Permits

Appeals

Dup Items

Income

Map It

Documents

Edit Information

Data Entry gmhilton Edit History

Review 01/01/1901

Appraiser

Alternate

Comments

DOBBINS B KNOX TRACT 1

MAP*162-22*

Print PRC

Print PRC without Photo

Print PRC with Photo and Large Sketch

Preview PRC

Preview PRC without Photo

Preview PRC with Photo and Large Sketch

PRC Holding Bin

PT50R

Homestead Application

Conservation Use Application

CU Approval Letter

Preferential Application

Change of Assessment Notice

Appeal Form

Delete New Apply OK

PT-50R (12/00)

TAXPAYER'S RETURN OF REAL PROPERTY
FANNIN COUNTY
TAX YEAR 2006

08/15/2005

O.C.G.A. Section 48-5-15(a): "All improved and unimproved real property in this state which is subject to taxation shall be returned in person or by mail by the person owning the real property or by his agent or attorney to the tax receiver or tax commissioner of the county where the real property is located." Taxpayer or taxpayer's agent must complete Sections A, B, and C and sign in Section D. To avoid a 10% penalty, file not later than the due date of 04/01/2006.

SECTION A: PROPERTY INFORMATION

MAP & PARCEL IDENTIFICATION	TAX DISTRICT	ACCOUNT NO.	If property is in a covenant, list year covenant first began
0001 001BBA	01	19835	
DESCRIPTION OF PROPERTY:			
7-1 LL303 DB374-189 2.0 ACS			

SECTION B: OWNER INFORMATION

PREVIOUS YEAR INFORMATION		CURRENT YEAR INFORMATION (IF DIFFERENT FROM PREVIOUS YEAR)	
NAME		NAME	
ADDRESS 1		ADDRESS 1	
ADDRESS 2		ADDRESS 2	
ADDRESS 3		ADDRESS 3	
CITY, STATE, ZIP		CITY, STATE, ZIP	
DAYTIME PHONE NO. (Optional)	() -	DAYTIME PHONE NO. (Optional)	

SECTION C: FAIR MARKET VALUE INFORMATION

TYPE OF REAL PROPERTY	ACRES	DESCRIPTION OF IMPROVEMENT	* CLASS / STRATA	PREVIOUS YEAR'S 100% FAIR MARKET VALUE	CURRENT YEAR TAXPAYER'S 100% STATED FAIR MARKET VALUE
LAND	2.00		R3	0	
LAND	0.00			0	
IMPROVEMENT			R1	68,548	
IMPROVEMENT				0	
IMPROVEMENT				0	
IMPROVEMENT				0	
IMPROVEMENT				0	
IMPROVEMENT				0	
TOTAL	2.00			68,548	
* CLASS REFERENCE: 1-RESIDENTIAL 2-COMMERCIAL 3-AGRICULTURAL 4-INDUSTRIAL STRATA REFERENCE: 1-DUPLEX/DUPES 2-LOTS 3-SMALL TRACTS 4-LARGE TRACTS 5-PRODUCTION/STORAGE/AUXILIARY					

SECTION D: TAXPAYER'S OATH

"I do solemnly swear that I have carefully read (or have heard/read) and have duly considered the questions propounded in the foregoing tax list, and that the value placed by me on the property returned, as shown by the list, is the true market value thereof; and I further swear that I returned, for the purpose of being taxed thereon, every species of property that I own in my own right or have control of either as agent, executor, administrator, or otherwise; and that in making this return, for the purpose of being taxed thereon, I have not attempted either by transferring my property to another or by any other means to evade the laws governing taxation in this state. I do further swear that in making this return I have done so by estimating the true worth and value of every species of property."

TAXPAYER OR AGENT'S SIGNATURE _____ DATE _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2006. TAX RECEIVER OR NOTARY PUBLIC _____

SECTION E: FOR TAX ASSESSOR'S OFFICE USE ONLY

TOTAL ACRES	TOTAL ASSESSED VALUE	10% PENALTY
-------------	----------------------	-------------

WinGAP Digest Preparation A-Z

WinGAP - Real Property General Information - BELTON CHARLES R &

<< Top < Prev Next > End >> Account Number 17358 Duplicate ☒ Notice ☐ Tax Abatement

PIN (1) 0001- -001-F Tax District 01 - County

Alt PIN Asmt Reason Addition To Existing Structure

Street Information

House #	Ext	Dir	Units	Street Name
0				

Type	Quad	Latitude	Longitude	Zip Code

Property Information

LL 303 LD 07 GMD 1 Zoning

Legal : 7-1 LL303 DB69-120 6.55 ACS

Neighborhood MAIN ONE

Lendor Total Acres 6.55

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 HS App Date / /

Pref YR

CUV YR

Hist YR

Hist Val 0

EZ Yr

EZ Val 0

Floating Homestead

Original 0

Current 0

State HS Val 0

Values

	Value	Edit
Previous	29,475	Edit
Current	50,034	
Return	50,000	
BOE / YR	0	

History

Year	Value
2000	29,475
0	0

PIN History

Future **

New Owner

Transfer Items

Transfer

Sales (1)

Permits

Appeals

Dup Items

Income

Map It

Documents

Edit Information

Data Entry gmhilton Edit History

Review 01/01/1901

Appraiser

Alternate

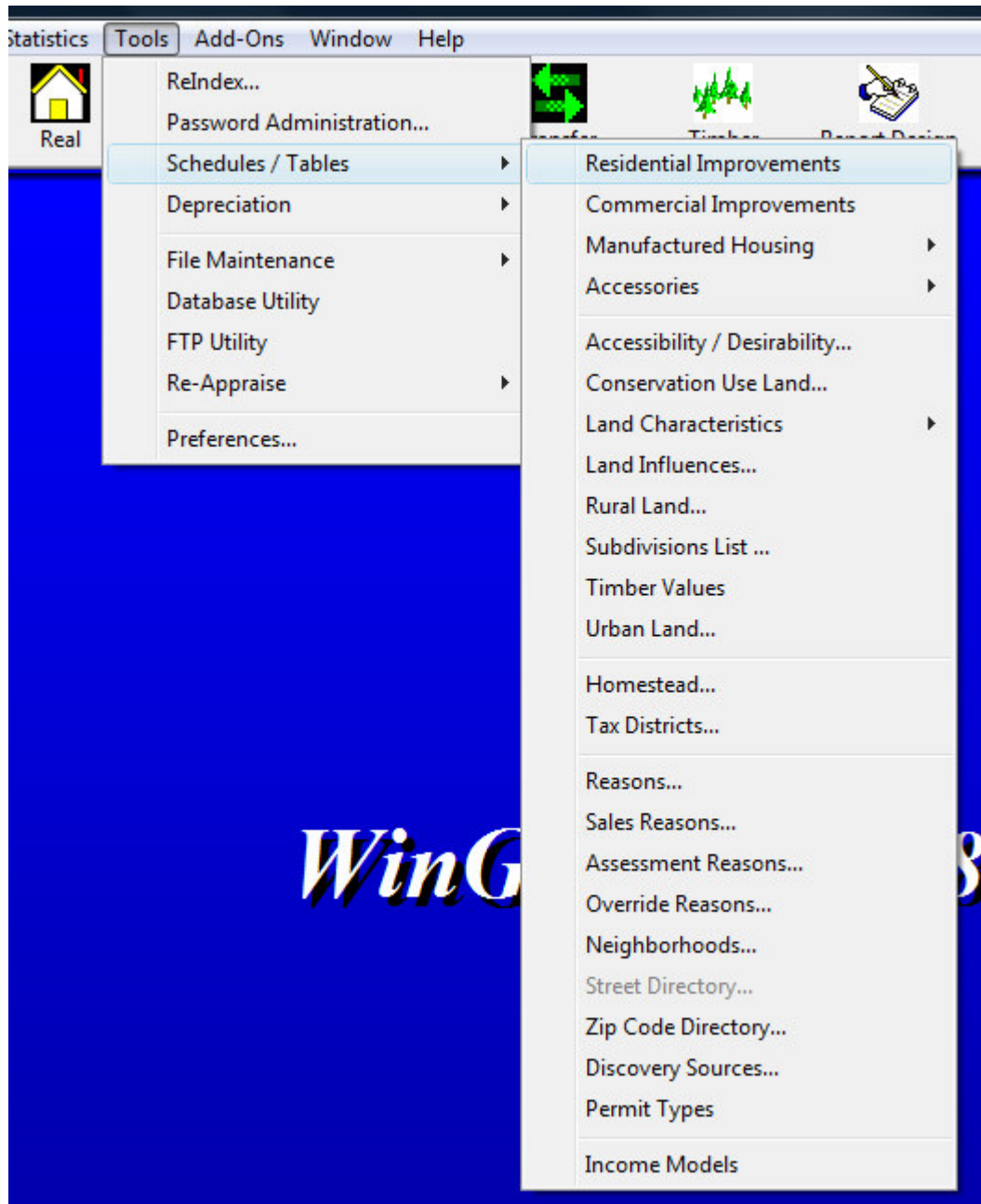
Comments

DOBBINS B KNOX TRACT 1
MAP*162-22*

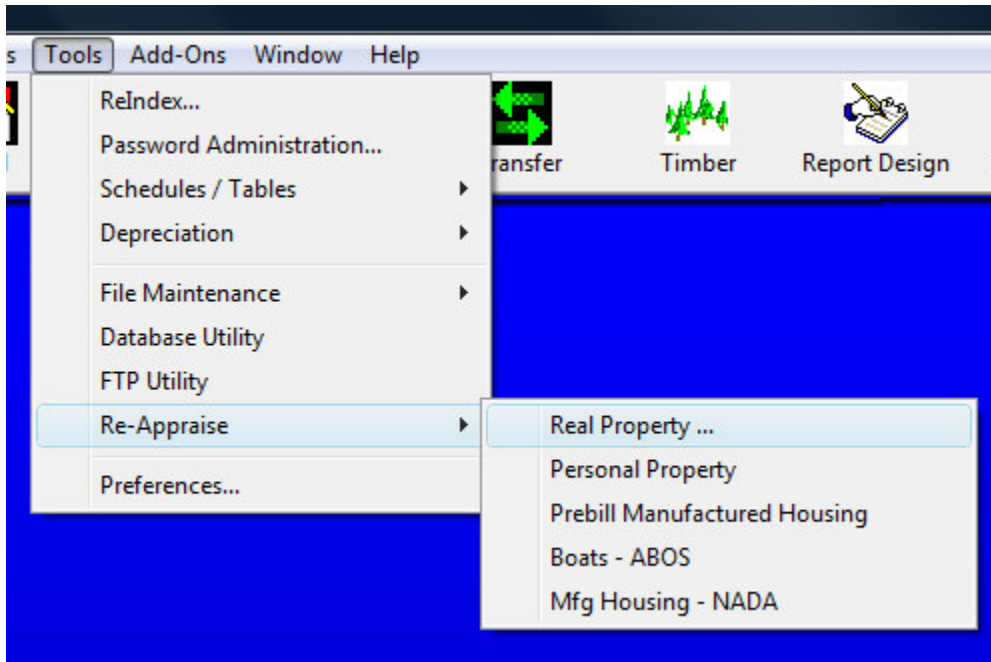
Cancel Delete New Apply OK

Schedule changes and reappraise

- a. If schedule changes have been made, run reappraise for the property type that is impacted by the schedule modification
 - i. Note that it is always a good idea to run reappraise by each property type to ensure that all current values are calculated correctly.

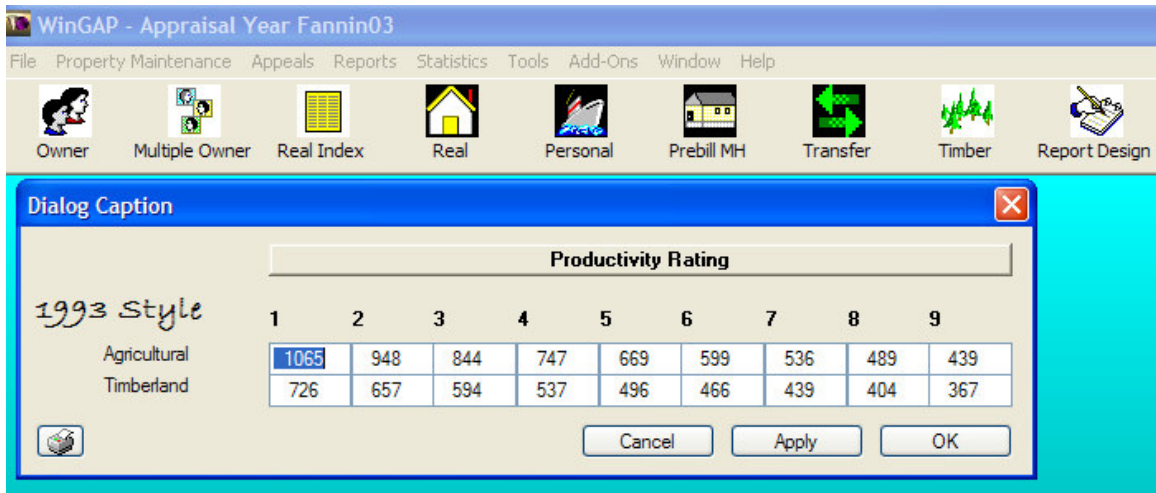
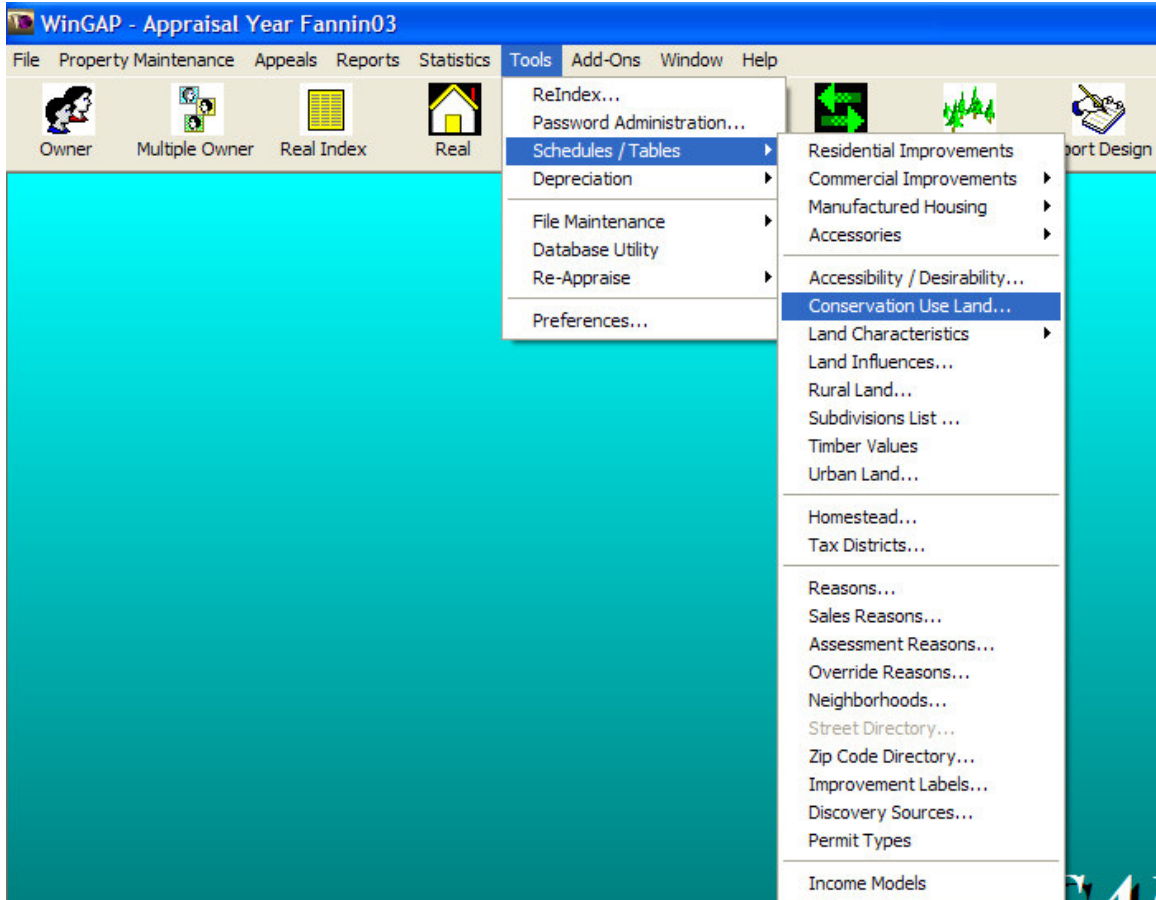


WinGAP Digest Preparation A-Z

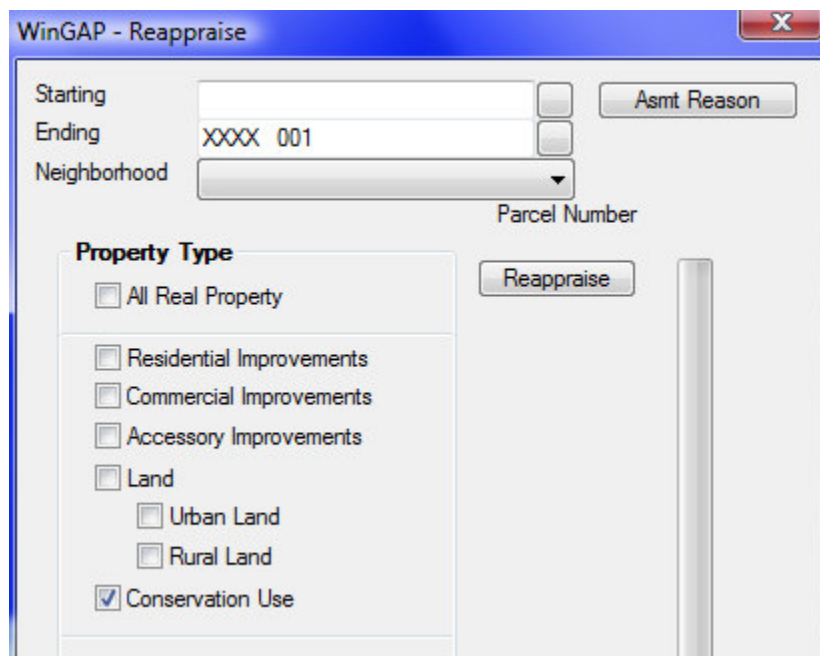
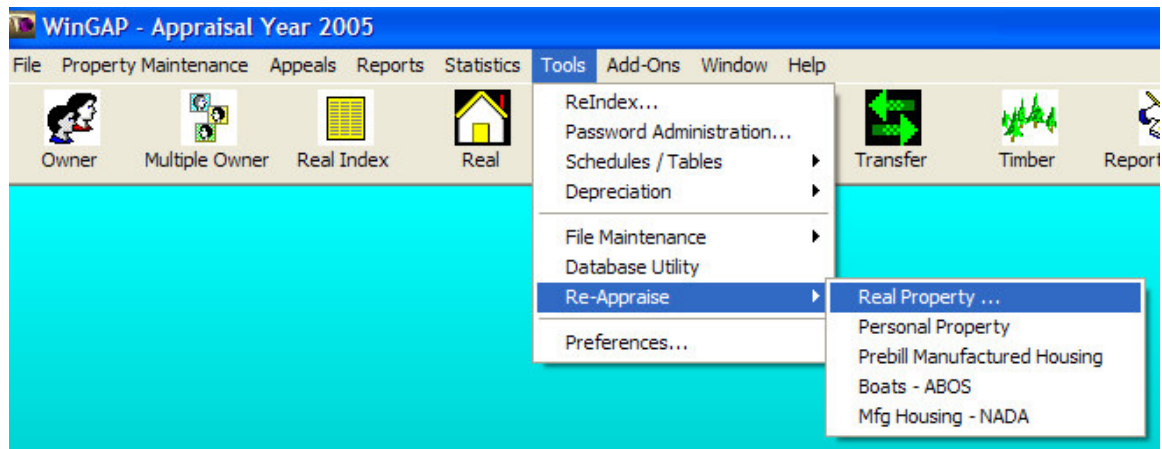


- b. Make changes to Conservation Use tables per current year table of values and run Conservation Use reappraise
 - a. New year CUV schedules may be obtained at www.etax.dor.ga.gov

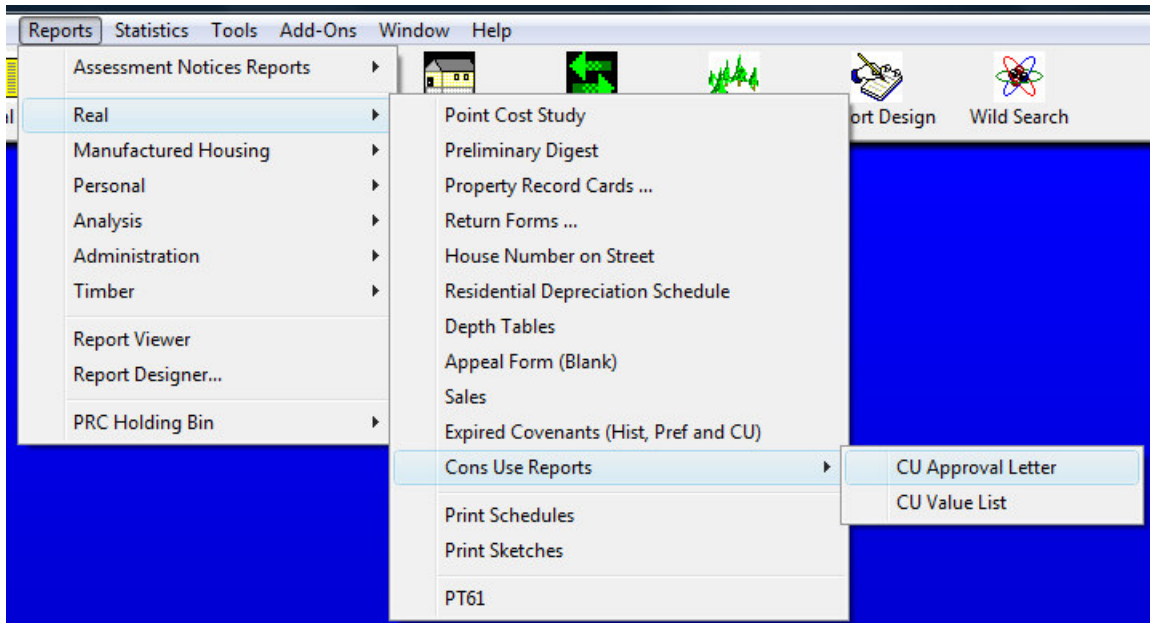
WinGAP Digest Preparation A-Z



WinGAP Digest Preparation A-Z



- c. Mail out letters for Approved New Year Conservation Applications notifying the taxpayer.



WinGAP Digest Preparation A-Z

WinGAP - ReportPro Designer - [Preview - C:\Program Files\Wingap\data\2005\CuvApprovalLetterMorgan.RPT]

File Page Window Help

Page 1

1
09/12/05
Fannin County Tax Assessors Office
420 West Main Street Ste 13
Blue Ridge, GA 30513

Digest Year 2003 **(706)632-5954**

Letter To Taxpayer: This is not a BILL.

Conservation Use Assessment Approved

ABERCROMBIE GARY LEONARD
572 CUTCANE ROAD
MINERAL BLUFF, GA 30559

(Regulation 560-11-6-.09) You have the right to file an appeal contesting the Board of Assessor's initial determination or subsequent change of the qualifying use of the property, the soil classification of any part or all of the qualified property, the valuation of any qualified improvements, the assessment ratio utilized with regard to the qualified property; as well as with regard to any alleged errors that may have been made by the assessors in the application of the tables and standards of value prescribed by the Commissioner. An appeal, however, may not be made concerning the tables or standards of value prescribed by the Commissioner pursuant to Regulation 560-11-6-.09 to the county Board of Assessors followed by an appeal either to the county Board of Equalization or to Arbitration and in either case, to appeal to Superior Court.

Mailing Date	March 31, 2005	Account Number	4627	Homestead	S0
Tax District	COUNTY	Acres			37.00
Parcel Number	0030 111				
Property Description	8-2 LL198 37.0 ACS		Beginning Covenant Year	2005	

	Current Year FMV Value		Covenant Information		Taxable Amount
100%	74,000		Covenant 100% Value	18,306	100% 18,306
40%	29,600		Covenant 40% Value	7,322	40% 7,322

LETTER TO TAXPAYER

Dear Property Owner;

The Fannin County Board of Tax Assessors, having reviewed the application for the above referenced parcel, has determined the property appears to meet the qualifications for Conservation Use Assessment. This assessment will appear on your tax bill for this year's digest in the form of an exemption.

During the ten (10) year covenant period any change in usage or ownership of the property could cause a breach of the covenant. Please advise us in writing of any changes.

The staff of the Fannin County Tax Assessors office will conduct periodic checks of the property.

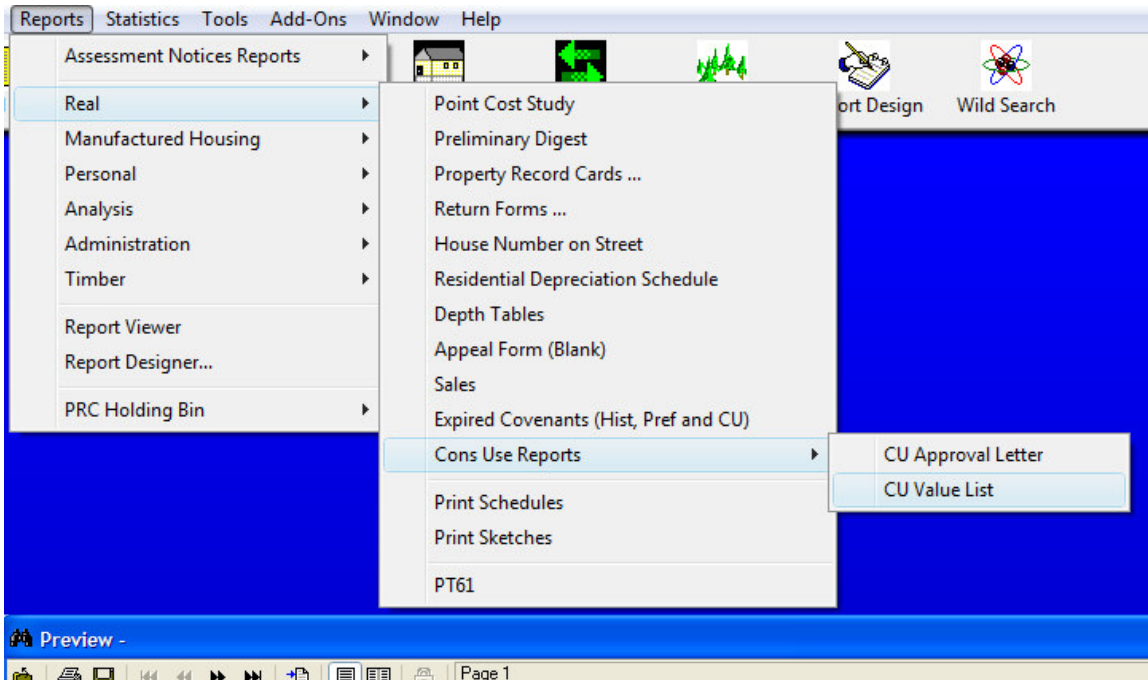
Should you have any questions, please call our office and we will be glad to assist you.

Sincerely,

Fannin County Tax Assessors' Office

WinGAP Digest Preparation A-Z

Detailed CUV Parcel Report in CUV year/parcel order



The screenshot shows the WinGAP software interface. The 'Reports' menu is open, and 'Cons Use Reports' is selected, which has opened a sub-menu containing 'CUV Approval Letter' and 'CUV Value List'. The 'CUV Value List' option is highlighted. Below the menu, the 'Preview' window displays a report titled 'CUV List With Values' for the date 09/07/2005 at 01:27:24 PM. The report is on Page 1 and lists four parcels with their respective owners, map/parcel numbers, account numbers, acres, and CCY. Each parcel entry includes a table for 'CUV Accessories' and a table for 'Current Year FMV Value', 'Cov 100% Value', and 'Taxable Amount'.

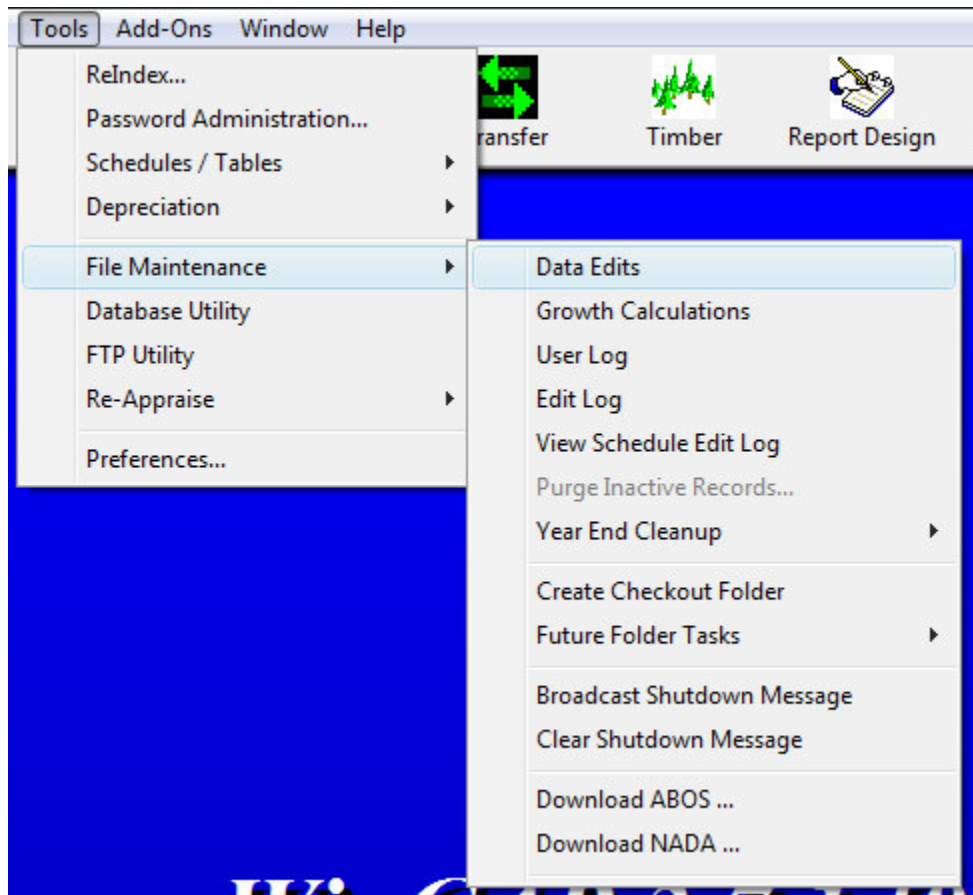
Owner	Map/Parcel	Account Number	Acres	CCY								
TURNER MELVIN & NANCY J 28140 MORGANTON HWY SUCHES, GA 305720142	0001 001L	17363	30.42	1996								
<table border="1"> <thead> <tr> <th>CUV Accessories</th> <th>Current Year FMV Value</th> <th>Cov 100% Value</th> <th>Taxable Amount</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>73,008</td> <td>12,570</td> <td>12,570</td> </tr> </tbody> </table>					CUV Accessories	Current Year FMV Value	Cov 100% Value	Taxable Amount	0	73,008	12,570	12,570
CUV Accessories	Current Year FMV Value	Cov 100% Value	Taxable Amount									
0	73,008	12,570	12,570									
MORRISON DONALD C & HEATHER E & WEISS ANN ELIZABETH 1507 CORTEZ LAND NE ATLANTA, GA 303193911	0001 A 016	81	10.00	1996								
<table border="1"> <thead> <tr> <th>CUV Accessories</th> <th>Current Year FMV Value</th> <th>Cov 100% Value</th> <th>Taxable Amount</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>50,000</td> <td>4,215</td> <td>4,215</td> </tr> </tbody> </table>					CUV Accessories	Current Year FMV Value	Cov 100% Value	Taxable Amount	0	50,000	4,215	4,215
CUV Accessories	Current Year FMV Value	Cov 100% Value	Taxable Amount									
0	50,000	4,215	4,215									
YONTS DAISY DAVIS & NOAH LEE 817 DAVIS DRIVE SUCHES, GA 305720145	0002 004A	140	8.90	1996								
<table border="1"> <thead> <tr> <th>CUV Accessories</th> <th>Current Year FMV Value</th> <th>Cov 100% Value</th> <th>Taxable Amount</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>55,189</td> <td>3,907</td> <td>19,046</td> </tr> </tbody> </table>					CUV Accessories	Current Year FMV Value	Cov 100% Value	Taxable Amount	0	55,189	3,907	19,046
CUV Accessories	Current Year FMV Value	Cov 100% Value	Taxable Amount									
0	55,189	3,907	19,046									
TURNER NANCY JANE & ETAL 28140 MORGANTON HWY SUCHES, GA 30572	0003 05401	269	37.15	1996								
<table border="1"> <thead> <tr> <th>CUV Accessories</th> <th>Current Year FMV Value</th> <th>Cov 100% Value</th> <th>Taxable Amount</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>89,160</td> <td>15,009</td> <td>15,009</td> </tr> </tbody> </table>					CUV Accessories	Current Year FMV Value	Cov 100% Value	Taxable Amount	0	89,160	15,009	15,009
CUV Accessories	Current Year FMV Value	Cov 100% Value	Taxable Amount									
0	89,160	15,009	15,009									

Preliminary Assessment Notice Work

- d. Run Data Edits - **Note: If you receive an error concerning Visual FoxPro Libraries, contact Tech Support for assistance.**

Data Edits

The File Maintenance option on the Tools Menu is used to access a supplemental menu, shown below:



WinGAP Digest Preparation A-Z

ESC = Quit

Run All Edits(A), Select Edits(S) or Cls/Strat Locator(C)? ☐

Please Note!!!

Running "All Edits" requires that all users be out of WinGAP

"Select Edits" options with a ** also require that all users be out of WinGAP

** = All users must be out of WinGAP before running edit!!

ESC = Quit

Childless Edits (Y/N) ☐

Current Value Checks (Y/N)** ☐

Orphan Record Edits (Y/N) ☐

Zero Value Checks (Y/N) ☐

Min-Max Values Edit (Y/N) ☐

Homestead Edits (Y/N) ☐

Missing Digest Codes (Y/N) ☐

CUU Edits (Y/N) ☐

Pref Edits (Y/N) ☐

Freeport Edits (Y/N) ☐

Mobile Home Edits (Y/N) ☐

Missing COA Reasons (Y/N) ☐

Land Edits (Y/N) ☐

Accessory Edits (Y/N) ☐

Personal No PT50 Edit (Y/N) ☐

Tax District Check (Y/N) ☐

Sketch Labels (Y/N) ☐

Property Components (Y/N) ☐

The Data Edits menu option provides the WinGAP Administrator with a means of checking data integrity prior to sending change of assessment notices, running digest exports or at any time such a check is desired. Before the Data Edits routine can be run the data_edits.exe must be present in the WinGAP folder and the data_edits.rpt file must be present in the appraisal year where the edits are being run.

At the conclusion of the routine, the user will be presented a preview of the Data Edits report. The user can elect to print all of the report, select a range of pages to print or print none of the report.

The following checks and edits are made during the routine:

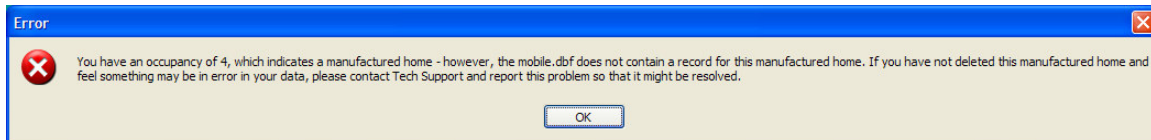
- i.* Owners w/o property
- ii.* Parcels w/o property items (land, res imps, comm imps, accessories)
- iii.* Res imps w/ mh occupancy and no mobile home record
- iv.* Comm imps w/ extra feature value but no extra features
- v.* Personal Prop Accts w/o property items (cost, boats, etc)
- vi.* Parcels/Accts where the sum of items does not equal current value (current value is corrected in such situations)
- vii.* Orphaned records (records that do not have a parent, i.e. parcels with no owner, res imps not attached to a parcel, etc)
- viii.* Property with zero value
- ix.* Properties that exceed user specified min and max values
- x.* Homesteaded parcels w/o improvements
- xi.* Properties w/ missing digest codes
- xii.* Conservation Use Covenant Problems
- xiii.* Preferential Covenant Problems
- xiv.* Freeport Exemption Problems

Owners w/o Property – These are owners that have no real, personal or prebilled mfg housing accounts assigned to them. There is no harm in leaving these records in WinGAP except for the confusion that may result from having owner information that does not relate to any property type. Owners without property can be removed from the system by:

- i.* Performing an Owner Search and locating the owner on the report
- ii.* Confirm that the selected owner has no property assigned (check the Assessment Info and Value section of the screen for numbers and values greater than zero)
- iii.* If the non-existence of property is confirmed, click the Delete button
- iv.* Key the password which is **delete**
- v.* Repeat steps 1 – 4 until all owners are removed

Parcel w/o property items – Parcels included in this section of the report have no property components such as land, residential improvements, commercial improvements, accessories, etc. assigned to them. These parcels should be reviewed and deleted if they were entered in error. The user should also check to see if the owner of a parcel without property has any more property assigned to him/her. If no other property has been assigned, the owner may also be deleted in the manner described above for “owners w/o property.”

Residential improvements with mfg housing occupancy and no mobile home record – On rare occasions a user may receive the following error message when accessing residential improvements:



The message states that: **You have an occupancy of 4, which indicates a manufactured home – however, the mobile.dbf does not contain a record the manufactured home. If you have not deleted the manufactured home and fee something may be in error in your data, please contact Tech Support and report the problem so that it may be resolved.**

Residential improvements that appear on in this section of the Data Edits report will produce the above error message. If the mfg home was deleted and the residential improvement was not removed but should have been, the user can correct the problem in the following manner.

- i. Using the improvement key, proceed to the improvement (the improvement in question may not be the first residential improvement that appears.)
- ii. Change the occupancy to an occupancy other than Mobile Homes and delete the improvement or add the missing mfg housing information.
- iii. If the improvement cannot be accessed, contact Tech Support

Commercial improvements with extra feature value but no extra features – These commercial improvements would be improvements that have an extra feature value in the commercial improvement record and consequently included in the commercial building value but there are no extra features present. The user should confirm that the extra features should have been removed and when the commercial improvement is edited the extra feature value will be set to zero. If the extra features should be present, they will need to be added to the improvement.

Personal property accounts without property items - Accounts included in this section of the report have no property components such as inventory, machinery & equipment, boats, etc. assigned to them. These accounts should be reviewed and deleted if they were entered in error. The user should also check to see if the owner of an

account without property has any more property assigned to him/her. If no other property has been assigned, the owner may also be deleted in the manner described above for “owners w/o property.”

Parcels/Accounts where the sum of the items does not equal current

value – On occasions, due to errors/aborts or work in FoxPro, a parcel or personal property account’s current value may not equal the sum of the property components. Such situations are listed within this section of the Data Edits report. The Data Edits routine corrects the current value by setting it to the sum of the property components but the parcels/accounts are brought to the attention of the user. **All edits are critical but this edit is especially critical before the printing of Change of Assessment Notices.** The current value is printed on the notice and it is imperative that it is correct.

Orphaned records – Orphaned records are parcels that do not have an owner, residential improvements that do not have a parcel assigned to them, boats that do not have an account, etc. Orphaned records may occur as a result of errant data management routines, by issues within WinGAP or hardware malfunction. Orphaned records should be a rarity. However, if any orphaned records should exist Data Edits will report them and also remove them from the system.

Property with zero value – The routine identifies all property (real, personal, mfg housing) that has a zero value. A property is determined to have a zero value when both the calculated value and the override value are zero. In some cases, this could be legitimate. However, in most situations the zero value is a result of a data entry error. Some examples of data entry error are a grade of 0, obsolescence and depreciation factors of 0, etc. On some occasions, zero values could be the result of problems in schedules where the appraiser has entered a unit value or factor that results in a zero calculated value.

Properties that exceed user specified max and min values – This section of the Data Edits routine allows the user to specify a maximum legitimate value and a minimum legitimate value for each property type. The routine will then check for property that exceeds that maximum value and property that is greater than zero but is less than the minimum value. The goal is to identify properties that have extremely high values or extremely low values. These properties can then be reviewed for accuracy.

The max and min values are entered on screens as shown below:

The screenshot shows a Microsoft Visual FoxPro window with a menu bar (File, Edit, Window, Help) and a data entry form. The form contains the following text and input fields:

ESC = Cancel Edit	
Min Land Value :	<input type="text" value="500"/>
Max Land Value :	<input type="text" value="1,000,000"/>
Min Res Imp Value :	<input type="text" value="1,000"/>
Max Res Imp Value :	<input type="text" value="750,000"/>
Min Comm Imp Value:	<input type="text" value="5,000"/>
Max Comm Imp Value:	<input type="text" value="5,000,000"/>

The max and min values are saved in a table and presented to the user the next time the routine is run. If desired, the user may skip the max-min edit routine by press ESC.

Homesteaded parcels without improvements – The parcels reported during this portion of Data Edits are those that have a homestead code other than S0 or blank but do not have a residential improvement. In some situations, a homestead maybe assigned to a parcel with a commercial improvement or perhaps even an accessory improvement but these are exceptions and will be reported as potential errors by the edit.

Properties with missing digest codes – Parcels and property items with missing or invalid digest codes are reported by this edit routine. The digest classification and digest stratification are checked independently and if either digest code is blank or invalid, the property will be listed. The routine does not check for an invalid mix of codes such as a digest class of Commercial (C) assigned to an improvement with Conservation Use (V) classed land or a Residential improvement (R) placed on Agricultural classed (A) land.

Conservation Use Edit – Parcels with CCY year and no records in Conmai.dbf.
Parcels with Conmai records but no CCY or V digest code.

Preferential Covenants Checks – Parcels with PCY year and no check in preferential land sub-records. Parcels with no PCY and a check in preferential sub-records.

Freeport Exemption Problems – Accounts with application date not equal to digest year. Incorrect values in Gross and Net fields.

Data Edits Report

At the completion of the edit routines, the user is presented a preview of the Data Edits report. The report can be printed in its entirety, by selected pages or previewed only. An example of the report can be seen below.

03/07/2005		WinGAP Data Edits			1	
Problem	MapID	Prop Type	Key	Parent File	Parent Key	
Owners w/o child records		Owner	15466		0	
Owners w/o child records		Owner	15463		0	
Parcels w/o child records	001 003Y	Real	5174		0	
Parcels w/o child records	004 005Y	Real	5194		0	
Parcels w/o child records	0058- -002	Real	4218		0	
Parcels w/o child records	0059- -024	Real	4217		0	
Parcels w/o child records	100 001	Real	4226		0	
Parcels w/o child records	123 001	Real	4231		0	
Parcels w/o child records	123 333	Real	4230		0	
Parcels w/o child records	222	Real	5212		0	
Parcels w/o child records	222 999	Real	4227		0	
Parcels w/o child records	900	Real	4233		0	
Parcels w/o child records	TEST 099	Real	5193		0	
Parcels w/o child records	TEST IT	Real	5191		0	
Res Imps (MH) w/o mobile records	005 009	Res Imp	2460	Real	53	
Res Imps (MH) w/o mobile records	005 016	Res Imp	2370	Real	60	
Res Imps (MH) w/o mobile records	005 026	Res Imp	2065	Real	70	
Res Imps (MH) w/o mobile records	006 009	Res Imp	2247	Real	83	
Res Imps (MH) w/o mobile records	006 027	Res Imp	2014	Real	3581	
Res Imps (MH) w/o mobile records	011 018	Res Imp	2237	Real	160	
Res Imps (MH) w/o mobile records	012 014	Res Imp	54	Real	175	
Res Imps (MH) w/o mobile records	012 016	Res Imp	57	Real	177	
Res Imps (MH) w/o mobile records	014 017	Res Imp	2406	Real	215	
Res Imps (MH) w/o mobile records	015 022	Res Imp	81	Real	257	

Following is an explanation of each column in the report:

- Problem – a definition of the edit that produced an entry on the report
 - MapID – the map and parcel identifier
 - Prop Type – the property type that has been identified as having a problem
 - Key – the unique key number that is associated with the record having the problem
 - Parent File – Some property items can only be accessed through another property type known as its parent which is identified in this column. For example, a residential improvement cannot be accessed directly. The user must first locate the parcel, open the residential improvement with the Edit button and identify the improvement in question with the key identifier from the Key column. In this case, the parent file would be Real and the property type would be Res Imp.
 - Parent Key – the account number for the parent property type
- e. Correct issues noted in Data Edits Report

Final Sales Ratio Analysis (Problem Fixed)

Rerun ratio analysis by class to see if you have solved any level of assessment, equalization, or bias problems.

Residential/LM,FM

WinGAP - Appraisal Year 2005Hall

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

WinGAP - Ratio Analysis Criteria

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: Property Class:
Ending Map: Property Strat:
Starting Acres: 0.00
Ending Acres: 0.00

Residential Improvement

Grade: 0
YR Built: 0
EFYR Built: 0
Heated Area: 0

Commercial Improvement

Grade: 0
YR Built: 0
EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	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		

100%

View Array

Print Options

☐ Summary
☐ Details

Print Order

☐ Ratio
☐ Acre
☐ Parcel
☐ Neighborhood
☐ Grantor
☐ Grantee
☐ Sale Class

Print

OK

Agricultural/LM,FM

WinGAP - Appraisal Year 2005Hall

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

WinGAP - Ratio Analysis Criteria

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: Property Class:
Ending Map: Property Strat:
Starting Acres: 0.00
Ending Acres: 0.00

GroupBox

Neighborhood: Tax Dist: Subdivision:
Starting:
Ending:

Residential Improvement

Grade: 0
YR Built: 0
EFYR Built: 0
Heated Area: 0

Commercial Improvement

Grade: 0
YR Built: 0
EFYR Built: 0

Records Processed: ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	LCI	Actual	UCI
Median	0.3094	0.3484	0.3659
Aggregate	0.2229	0.2541	0.2853
COD	0.2163		
PRD	1.2871		
Number of Samples	42		
Lowest Ratio	0.1097		
Highest Ratio	0.6022		
Min Sample Size	16		
Standard Deviation	0.2023		

100%

Print Options

☐ Summary
☐ Details

Print Order

☐ Ratio
☐ Acre
☐ Parcel
☐ Neighborhood
☐ Grantor
☐ Grantee
☐ Sale Class

Commercial/FM,LM

WinGAP - Appraisal Year 2005Hall

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

WinGAP - Ratio Analysis Criteria

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: Property Class:
Ending Map: Property Strat:
Starting Acres: 0.00
Ending Acres: 0.00

GroupBox

Neighborhood: Tax Dist: Subdivision:
Starting:
Ending:

Residential Improvement

Grade: 0
YR Built: 0
EFYR Built: 0
Heated Area: 0

Commercial Improvement

Grade: 0
YR Built: 0
EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	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		

View Array

Print Options:
☐ Summary
☐ Details

Print Order:
☐ Ratio
☐ Acre
☐ Parcel
☐ Neighborhood
☐ Grantor
☐ Grantee
☐ Sale Class

Print

100%

OK

Industrial/LM,FM

WinGAP - Appraisal Year 2005Hall

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

WinGAP - Ratio Analysis Criteria

Sales Criteria

Starting Date: 01/01/2004 Use Class: ☐ Res ☐ Agr ☐ Com ☒ Ind
 Ending Date: 12/31/2004 Use Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5
 State Study: ☐ Reason: ☐ All ☒ FM ☒ LM

Real Property Criteria

Starting Map: Property Class: Starting Acres: 0.00
 Ending Map: Property Strat: Ending Acres: 0.00

GroupBox

Neighborhood: Tax Dist: Subdivision:

Starting: Ending:

Residential Improvement

Grade: 0
 YR Built: 0
 EFYR Built: 0
 Heated Area: 0

Commercial Improvement

Grade: 0
 YR Built: 0
 EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	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		

100%

View Array

Print Options

☐ Summary
☐ Details

Print Order

☐ Ratio
☐ Acre
☐ Parcel
☐ Neighborhood
☐ Grantor
☐ Grantee
☐ Sale Class

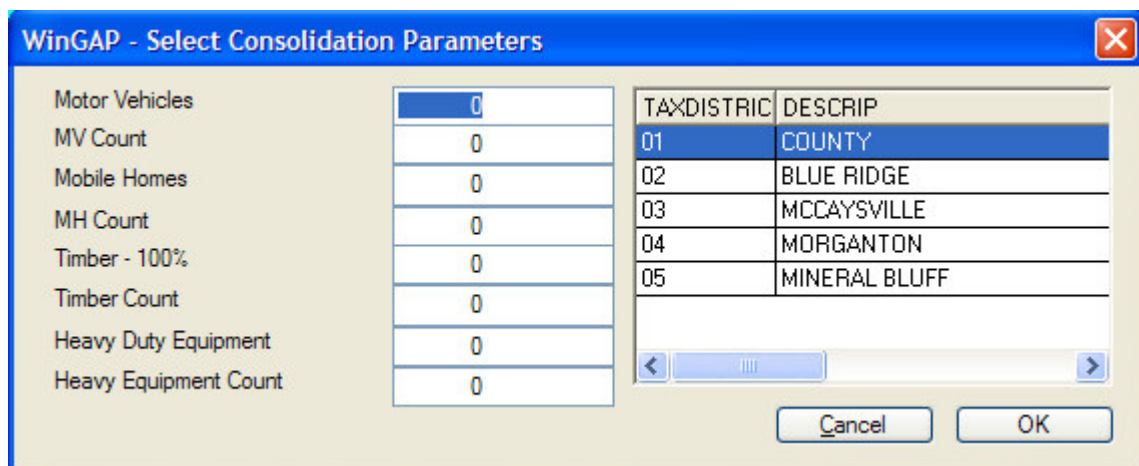
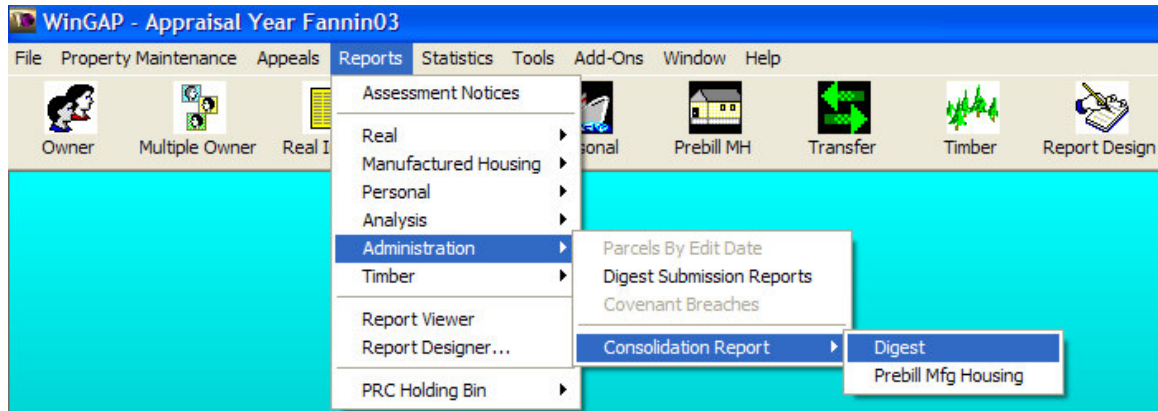
Print

OK

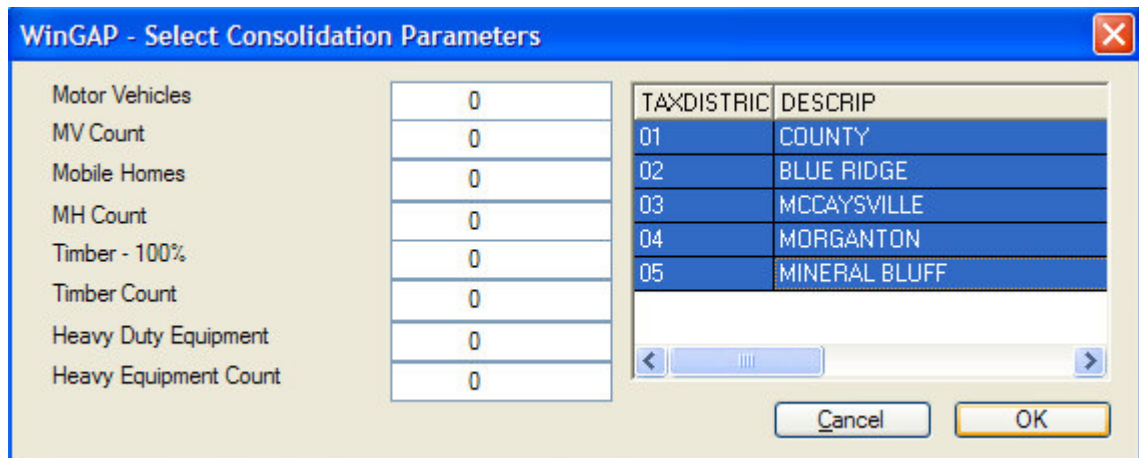
- f. Take to BOA to be added to the minutes for approval of values for the current year digest. *(This shows the BOA where the county stands on equalization and level of assessment)*

Consolidation Sheets

- g. Print a consolidation report-(Reports >> Administration >> Consolidation Report >> Digest for current digest year and compare it to the previous digest years report looking for obvious errors (compare R1 to R1, R3 to R3, etc)



Select all tax districts by pressing the ctrl key and left clicking each district.



WinGAP Digest Preparation A-Z

Microsoft Visual FoxPro

File Edit Window Help

Notepad will now run and open the tdcons+[date]+[time].txt allowing you to make the necessary setup modifications so the Consolidation Sheet can be printed.

If the data is not in a readable format, go to File>>Page Setup and select Landscape. Highlight all of the text by going to Edit>>Select All. Next, go to Format>>Font. Click in the "Size:" box, type 6 and click OK. This will format the text so the data can be printed on 8.5 x 11 paper.

To print the text, go to File>>Print. You can close Notepad and return to Fox by clicking the "X" in the upper right-hand corner of the Notepad window.

When you are ready to run Notepad and view the data, press any key...

cr_08-03-2005_13-59-14.txt - Notepad

File Edit Format View Help

08/03/2005	13:59:14										
FANNIN COUNTY			TAX DISTRICTS: 01/02/03/04/05			21482					
RESIDENTIAL	CODE COUNT	ACRES	40% VALUE	COMMERCIAL	CODE COUNT	ACRES	40% VALUE	HOMESTEAD AND	PROPERTY EXEMPTIONS	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
R3	12,874	16,251.50	80,821,723	C3	504	370.58	8,917,884	S2	760	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
R5	668	31,288.40	25,925,122	C5	12	687.05	1,115,283	S4	0	0	0
R6	507		765,168	C9	0	0.00	0	S5	45	1,339,584	1,339,584
R9	0	0.00	0	CA	0	0	0	S6	0	0	0
RA	1		640	CB	5		11,064	S7	10	1,460,496	1,460,496
RS	679		1,311,801	CF	639		12,558,262	SP	862	931,416	931,416
RF	1		87,614	CI	322		5,957,386	S8	1	23,243	23,243
RI	0		0	CP	3		68,312	SH	0	0	0
RZ	6		7,101	CZ	26		88,342	ST	0	0	0
RESIDENTIAL	TRANSITIONAL	ACRES	40% VALUE	INDUSTRIAL	CODE COUNT	ACRES	40% VALUE	SV	886	25,881,735	25,881,735
T1	0		0	I1	30		3,254,374	SW	0	0	0
T3	0	0.00	0	I3	4	5.79	17,952	TOT:	6,512	40,554,417	40,554,417
T4	0	0.00	0	I4	7	48.53	378,065				
HISTORICAL	CODE COUNT	ACRES	40% VALUE	I5	1	59.44	89,873				
H1	0		0	I9	3	0.00	18,940				
H3	0	0.00	0	IA	0		0				
AGRICULTURAL	CODE COUNT	ACRES	40% VALUE	IB	0		0				
A1	895		14,782,219	IF	11		1,754,807				
A3	0	0.00	0	II	6		100,285				
A4	4	58.24	66,680	IP	7		1,392,184				
A5	58	6,110.50	4,958,123	IZ	0		0				
A6	149		651,398	UTILITY	CODE COUNT	ACRES	40% VALUE				
A9	0	0.00	0	U1	0		13,861,304				
AA	0		0	U2	14		43,656				
AB	0		0	U3	4	4.52	0				
AF	0		0	U4	0	0.00	0				
AI	0		0	U5	1	45.55	9,840				
AZ	0		0	U9	0	0.00	0				
PREFERENTIAL	CODE COUNT	ACRES	40% VALUE	UA	0		0				
P3	0	0.00	0	UB	0		0				
P4	0	0.00	0	UF	0		0				
P5	1	57.50	19,200	EXEMPT PROPERTY	CODE COUNT	40% VALUE					
P6	2		1,770	E0	0		0				
P9	0	0.00	0	E1	823		162,817,510				
CONSERVATION USE	CODE COUNT	ACRES	40% VALUE	E2	312		172,416,538				
V3	7	37.48	50,317	E3	147		1,473,625				
V4	401	5,998.13	8,083,807	E4	83		1,605,745				
V5	480	33,208.92	28,679,901	E5	1		78,757				
V6	1		1,433	E6	96		7,022,029				
ENVIRONMENTALLY SENSITIVE	CODE COUNT	ACRES	40% VALUE	E7	0		0				
W3	0	0.00	0	E8	0		0				
W4	0	0.00	0	E9	44		1,266,472				
W5	0	0.00	0	TOT:	1,506		346,680,676				
								TYPE	ASSESSED VALUE	TAX LEVIED	TAX
								M&O	629,085,317	MILLAGE	
								Bond	640,003,260		

Flagging Parcels to Receive Assessment Notices

- h. If consolidation sheets checkout ok, Set Assessment Change flags (Reports >> Assessment Notices).
- i. Unflag all parcels.

WinGAP - Appraisal Year Fannin03

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

Timber Report Design

WinGAP - Change of Assessment

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:
Ending: 07039

Flags
☐ Flag for Any Value Change
☐ Flag for Return Values
☐ Flag for Value Increase
☐ Flag Op Utility Parcels
☐ Flag for Asmt Reason
☒ UnFlag All Parcels

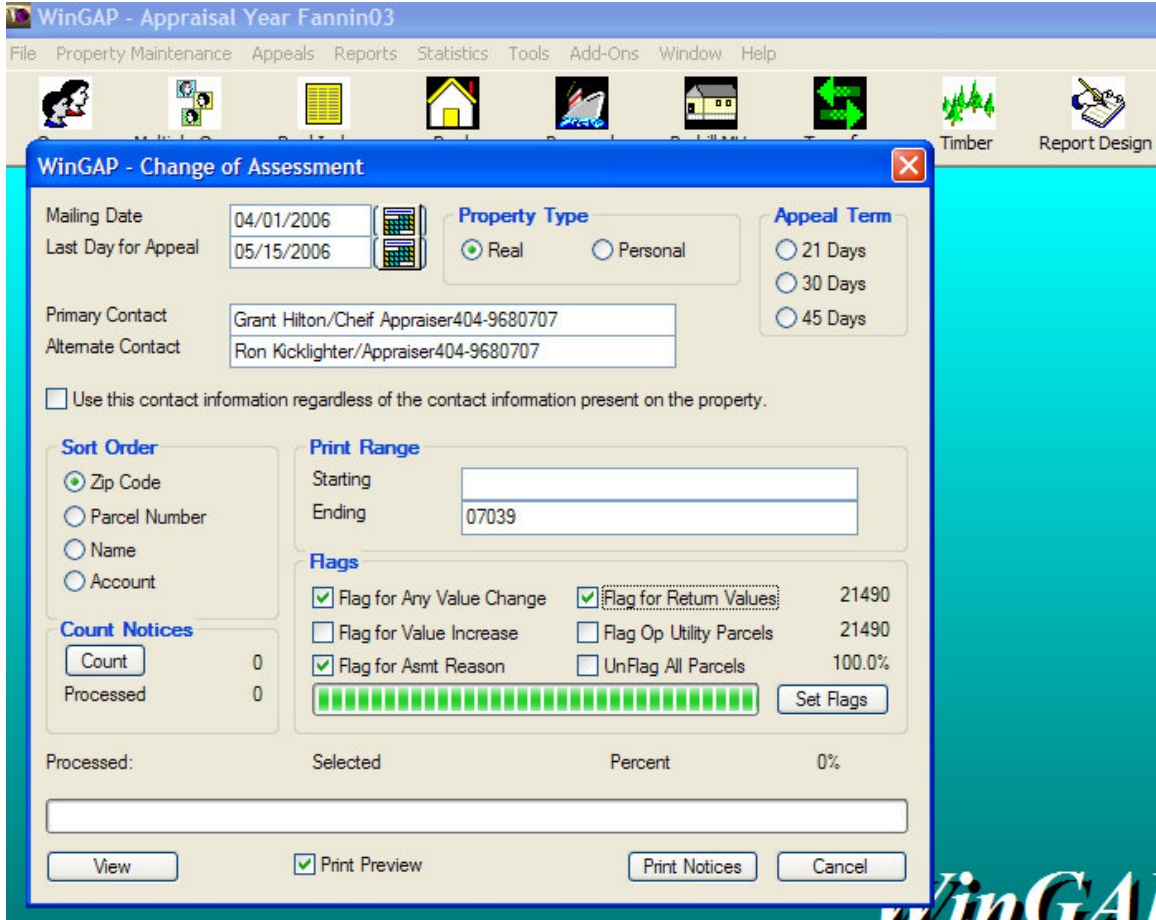
Count Notices
Count: 0
Processed: 0

Processed: Selected Percent 0%

☒ Print Preview

WinGAP Digest Preparation A-Z

- ii. Then, reflag all parcels for the following circumstances.



The image shows the 'WinGAP - Change of Assessment' dialog box within the WinGAP - Appraisal Year Fannin03 application. The dialog box is used to configure assessment changes and flags for parcels.

WinGAP - Appraisal Year Fannin03

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

WinGAP - Change of Assessment

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:
Ending: 07039

Count Notices

Count: 0
Processed: 0

Flags

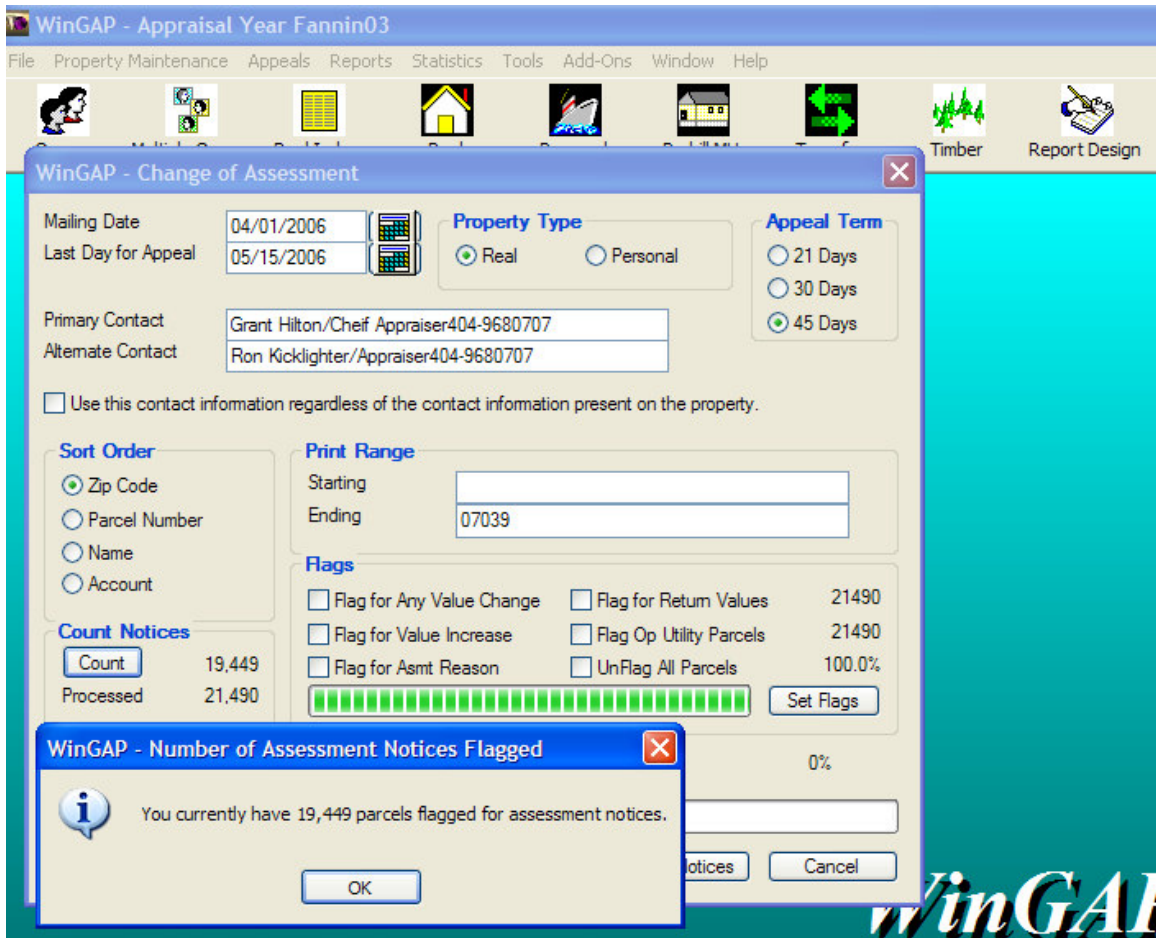
☒ Flag for Any Value Change ☒ Flag for Return Values 21490
☐ Flag for Value Increase ☐ Flag Op Utility Parcels 21490
☒ Flag for Asmt Reason ☐ UnFlag All Parcels 100.0%

Processed: Selected Percent 0%

☒ Print Preview

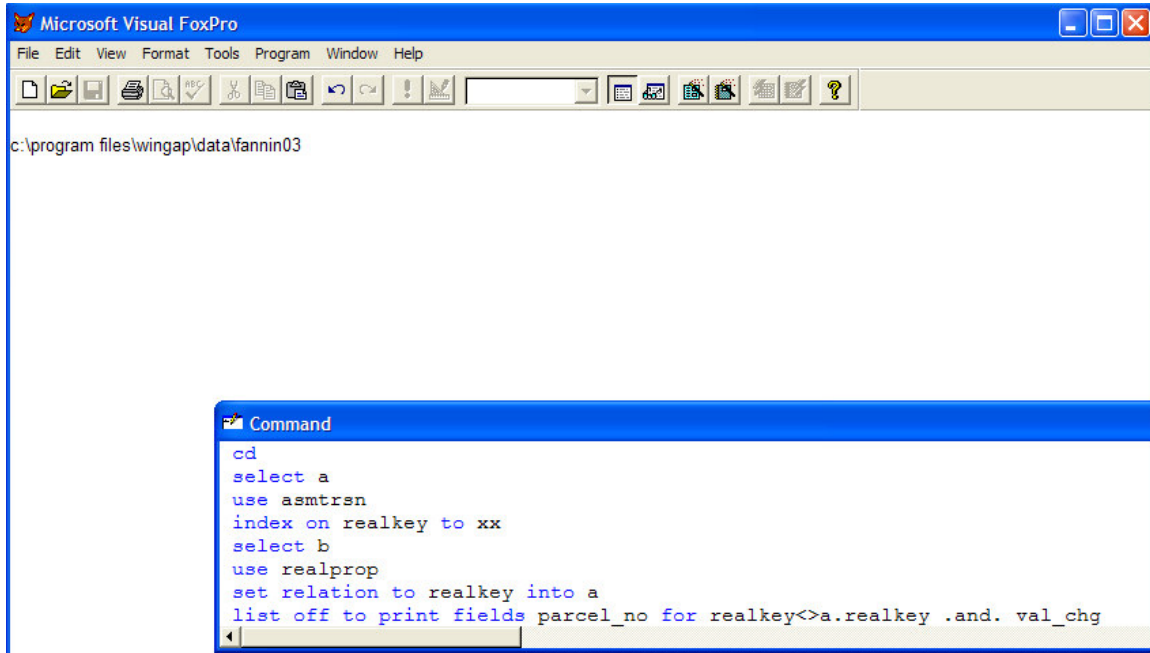
WinGAP Digest Preparation A-Z

- iii. Click the “count” button to see how many notices are to be printed.



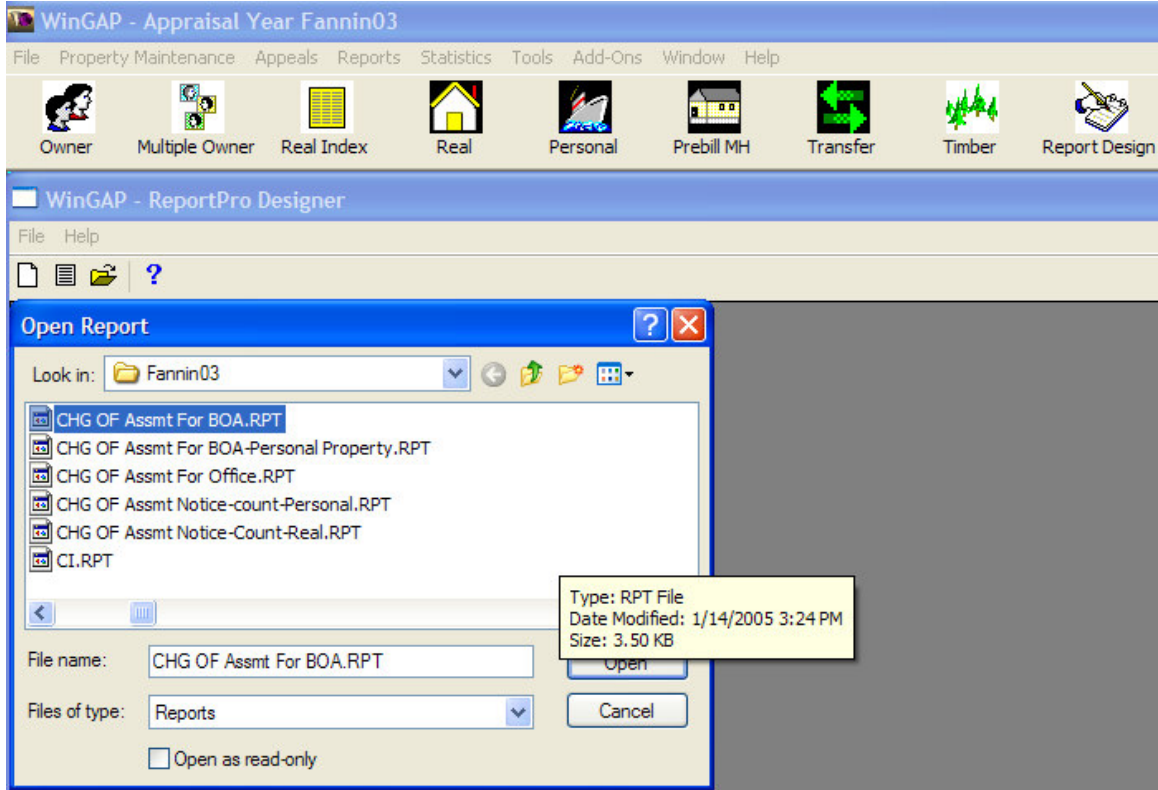
Check for Parcels With No Assessment Reason Codes

- i. Make sure that parcels receiving notices are assigned Change of Assessment reasons.

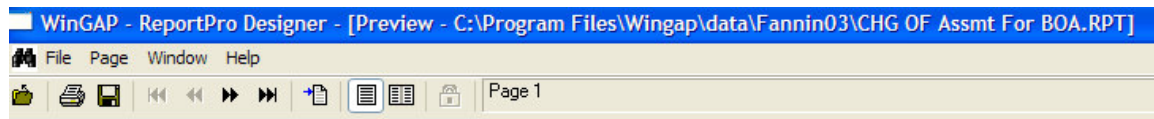


Print Notice Report

- j. Print a report showing the parcels that are receiving a notice and take to BOA for approval of values.



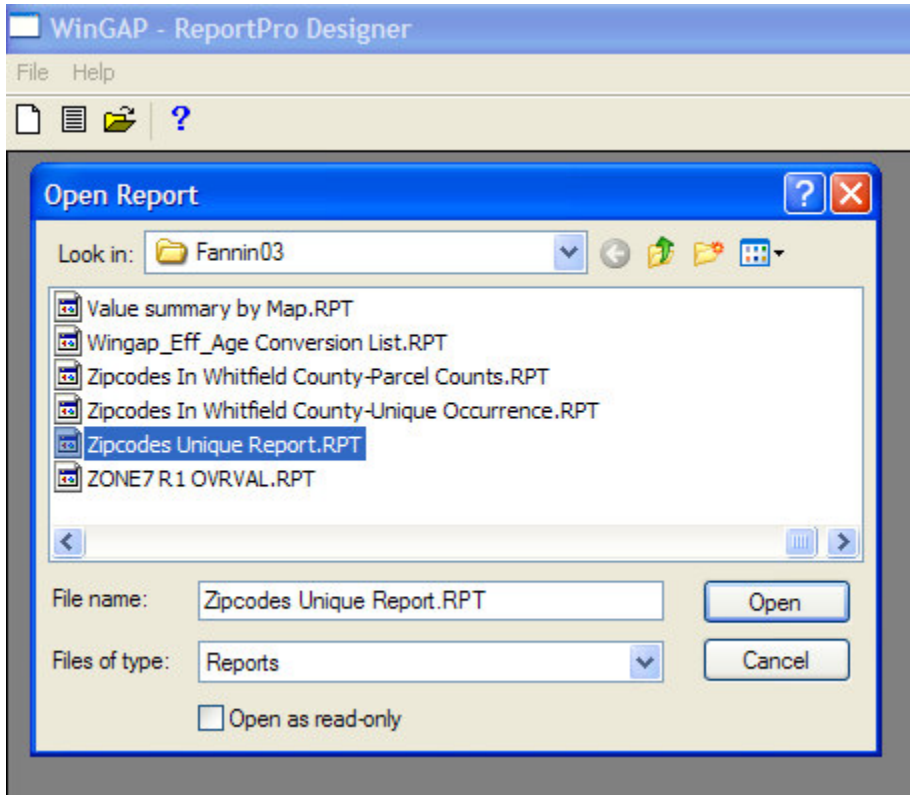
WinGAP Digest Preparation A-Z



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	
	17349 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
0001 001A	17350	152,880	165,912	13,032	0.09	
	17350 43	ACREAGE CHANGE (COMBINED)				
	17350 NO	New Owner				
	17350 C2	New Residential Improvement added.				
0001 001B	17351	45,000	81,000	36,000	0.80	
0001 001B	17351	45,000	40,500	-4,500	-0.10	
	17351 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
	17351 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
0001 001B 1	17352	120,810	192,120	71,310	0.59	
0001 001B 1	17352	120,810	192,120	71,310	0.59	
	17352 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
	17352 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
0001 001BA	17353	14,000	25,200	11,200	0.80	
0001 001BA	17353	14,000	12,600	-1,400	-0.10	
	17353 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
	17353 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
0001 001BBA	19635	19,250	68,548	49,298	2.56	
0001 001BBA	19635	19,250	68,548	49,298	2.56	
	19635 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
	19635 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
0001 001BBB	19636	22,050	112,969	90,919	4.12	
0001 001BBB	19636	22,050	112,969	90,919	4.12	
	19636 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
	19636 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
0001 001BC	17354	67,810	102,620	34,810	0.51	
0001 001BC	17354	67,810	102,620	34,810	0.51	
	17354 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
	17354 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
0001 001BCA	17355	57,000	51,300	-5,700	-0.10	
0001 001BCA	17355	57,000	51,300	-5,700	-0.10	
	17355 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
	17355 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
0001 001D	17356	69,139	66,611	-2,528	-0.04	
	17356 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
0001 001E	17357	72,429	104,891	32,462	0.45	
	17357 10	LAND ENTERED INTO CONSERVATION USE COVENANT				
0001 001F	17358	29,475	50,529	21,054	0.71	
	17358 10	LAND ENTERED INTO CONSERVATION USE COVENANT				

WinGAP Digest Preparation A-Z

- k. Print assessment notices after review of preliminary list is complete.
Note*Assessment notices are usually printed in zip code order for cheaper mailing rates.



WinGAP - ReportPro Designer - [Preview - C:\Program Files\Wingap\data\Fannin03\Zipcod		
File Page Window Help		
Page 1		
07/26/05 Unique Occurrence of Zip		
<u>ZipCode</u>		
30316	ATLANTA	GA
01004	AMHERST	MA
01801	WOBURN	MA
018650187	NUTTING LAKE	MA
02116	BOSTON	MA
02134	ALLSTON	MA
02154	WALTHAM	MA
02155	MEDFORD	MA
02215	BOSTON	MA
02673	WEST YARMOUTH	MA
02817	WEST GREENWICH	RI
02895	WOONSOCKET	RI
030762370	PELHAM	NH
03470	WINCHESTER	NH
03894	WOLFEBORO	NH
04011	BRUNSWICK	ME
04062	WINDHAM	ME
04457	LINCOLN	ME
04548	GEORGETOWN	ME
04652	LUBEC	ME
04658	MILBRIDGE	ME
06029	ELLINGTON	CT
06351	JEWETT CITY	CT
06423	EAST HADDAM	CT
06488	SOUTHURY	CT
06618	EWING	NJ
06716	WOLCOTT	CT
06810	DANBURY	CT
06851	NORWALK	CT
06877	RIDGEFIELD	CT
06883	WESTON	CT
069040316	STANFORD	CT
069042316	STANFORD	CT
06905	STAMFORD	CT
06926	STAMFORD	CT
06927-962	STAMFORD	CT
069279626	STAMFORD	CT
07006	Caldwell	NJ
07024	FORT LEE	NJ
07039	LIVINGSTON	NJ

WinGAP Digest Preparation A-Z

89436	SPARKS	NV
90245	EL SEGUNDO	CA
90402	SANTA MONICA	CA
90631	LA HABRA	CA
906317710	LA HABRA	CA
91011	LA CANADA FLINTRIDGE	CA
913572560	TARZANA	CA
91773	SAN DIMAS	CA
920405803	LAKE SIDE	CA
92127	SAN DIEGO	CA
92345	HESPERIA	CA
925848308	MENIFEE	CA
92604	IRVINE	CA
92679	TRABUCO CANYON	CA
92834	FULLERTON	CA
93110	SANTA BARBARA	CA
94010	BURLINGAME	CA
94022	LOS ALTOS	CA
94043	MOUNTAIN VIEW	CA
94111	SAN FRANCISCO	CA
94115	SAN FRANCISCO	CA
94120	SAN FRANCISCO	CA
94553	MARTINEZ	CA
95032	LOS GATOS	CA
95610	CITRUS HEIGHTS	CA
95945	GRASS VALLEY	CA
96349	FPO	AP
96753	KIHEI	HI
970629715	TUALATIN	OR
97201	PORTLAND	OR
97224	PORTLAND	OR
97402	EUGENE	OR
98102	SEATTLE	WA
98177	SHORELINE	WA
98335	GIG HARBOR	WA
98663	VANCOUVER	WA
98826	LEAVENWORTH	WA
99504	ANCHORAGE	AK
99645	PALMER	AK
99686	VALDEZ	AK
99921	CRAIG	AK
CHINA	KUNMING	PE

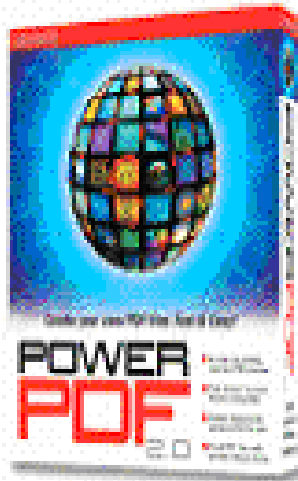
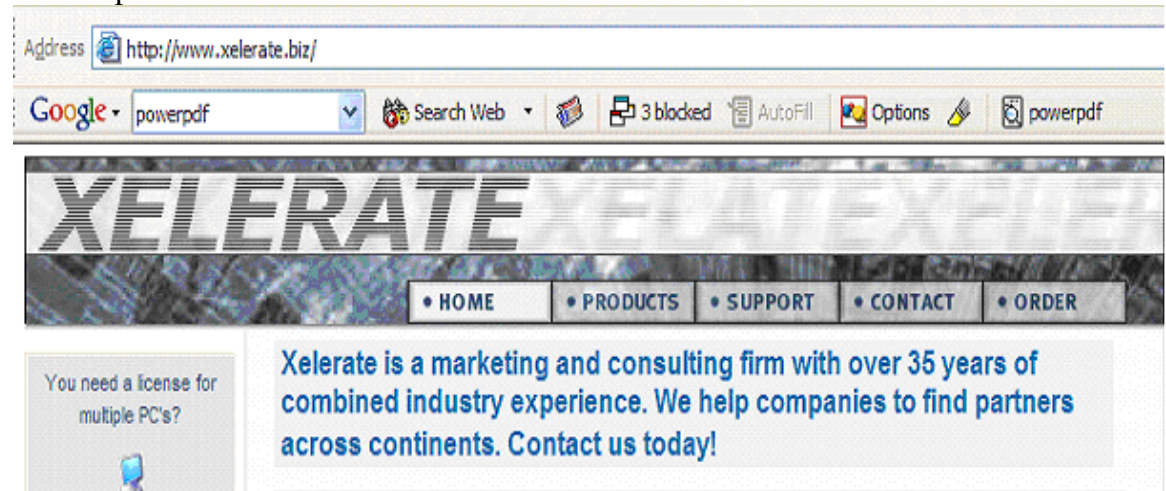
****This will allow you to print a range of notices on different printers****

Printing Assessment Notices

- l. You may print notices to a PDF file or Report Pro Archive
 - i. Computerized backup file
 - ii. Ability to restart from a certain page if the printer crashes

PDF

Less Expensive PDF Software



Power PDF 2.0

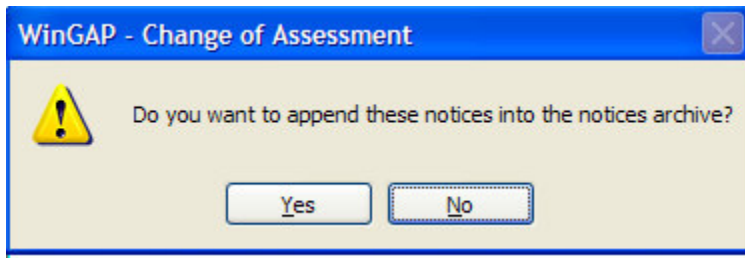
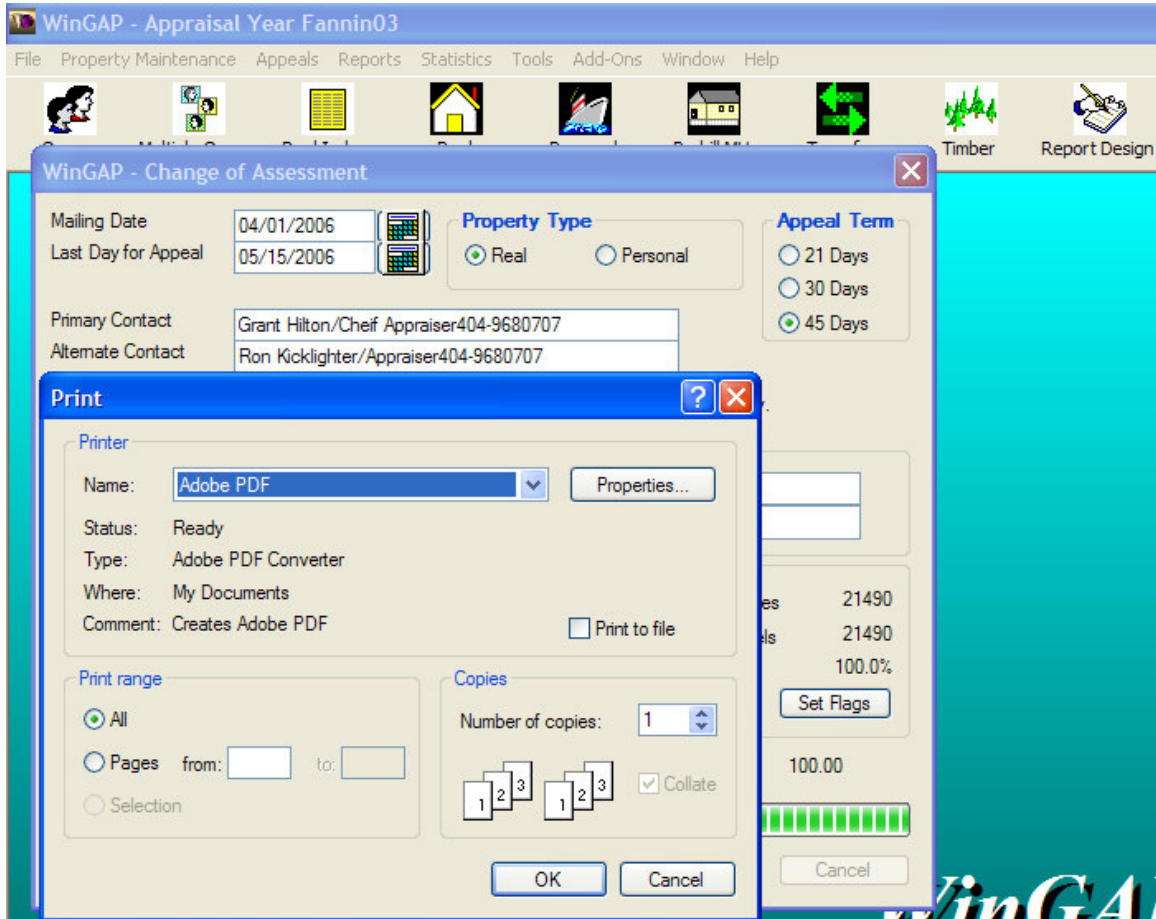
Create PDF's from ANY
Windows application!

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

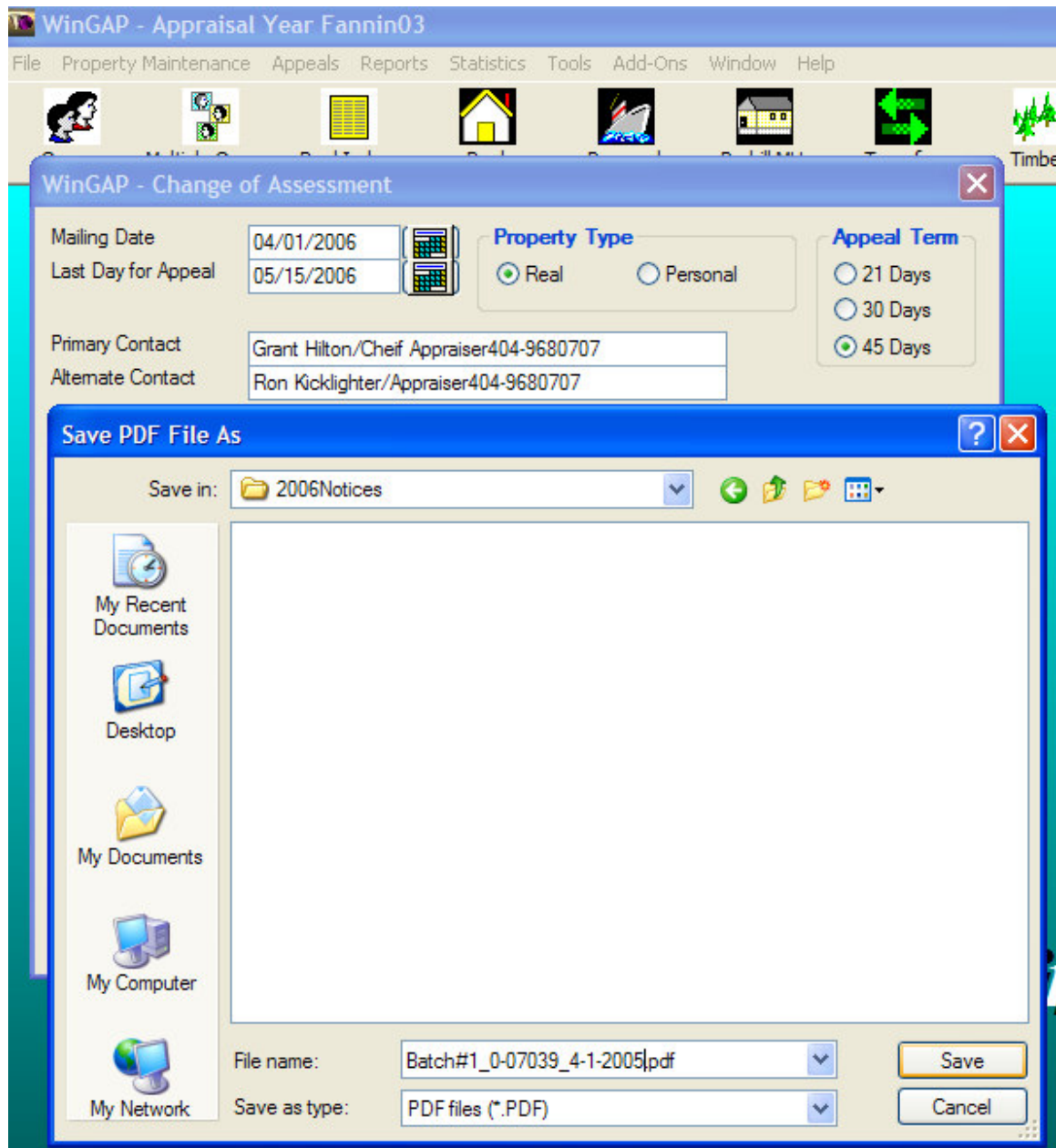
[Learn more...](#)

WinGAP Digest Preparation A-Z

Once the pdf software is loaded, select to print to a pdf file instead of the printer



WinGAP Digest Preparation A-Z



Open the pdf file for printing

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 81
 AMHERST, MA 01004

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 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/Cheif 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

WinGAP Digest Preparation A-Z

You can also search the pdf file for a specific parcel

Preview - Page 1

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

SKOSKI JOHN
(AKA CYRUS P KOSKI III)
P O BOX 81
AMHERST, MA 01004

OFFICIAL TAX MATTER
This is not a tax bill

Mailing Date	04/01/2006	Account Number	17895	Homestead	\$0
Tax District	COUNTY	Tax Year	2005	Acres	9.20
Parcel Number	0009 0250	Prop Address	0		
Property	S-1 LL43 DB64-384				
Prior Year Value	Returned Value	Current Year Value			
100%	25,750	0	23,184		
40%	10,304	0	9,274		

NOTICE TO TAXPAYER
Annual Assessment Notice - Contents

1. 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 45-5-305.
2. The amount of your ad valorem tax bill for this year will be based on the appraised and assessed values specified in this notice.
3. 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.
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6. 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.
7. Your staff contacts are Grant Hilton/Chief Appraiser/404-9680707 and Ron Kiekigher/Appraiser/404-9680707.
8. 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

Adobe Acrobat Professional - [Batch#1_0-07039_4-1-2005.pdf]

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

OFFICIAL TAX MATTER
This is not a tax bill

Search PDF

What word or phrase would you like to search for?

Where would you like to search?

☒ In the current PDF document

☐ All PDF Documents in

My Documents

☐ Whole words only

☐ Case-Sensitive

☐ Search in Bookmarks

☐ Search in Comments

Search PDF

Finished searching for:

17895

Total instances found:

1

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

1

SIKOSKI JOHN
(AKA CYRUS P KOSKI III)
P O BOX 81
AMHERST, MA 01004

OFFICIAL TAX MATTER
This is not a tax bill

Mailing Date	04/01/2006	Account Number	17898	Homestead	S0
Tax District	COUNTY	Tax Year	2003	Acres	9.20
Parcel Number	0009 025D	Prop Address	0		
Property	8-1 LL43 DB64-384				

Report Pro Archive

Preview -

Page 1

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

303 CORPORATION
C/O ED STEWART
3906 WINTERS HILL DRIVE
ATLANTA, GA 30380

OFFICIAL TAX MATTER
This is not a tax bill

Mailing Date	08/22/2005	Account Number	17697	Homestead	S0
Tax District	COUNTY	Tax Year	2005	Acres	1.10
Parcel Number	0038 20708	Prop Address	BLACK ANKLE CREEK RD		
Property	7-1 LL255.285 LT4 DB283-430 1.10 ACS				
	Prior Year Value	Returned Value	Current Year Value		
100%	11,550	0	10,395		
40%	4,620	0	4,158		

NOTICE TO TAXPAYER
Annual Assessment Notice - Contents

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7. Your staff contacts are a and b.
8. 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

Export Report

Choose Export Format

Text Format

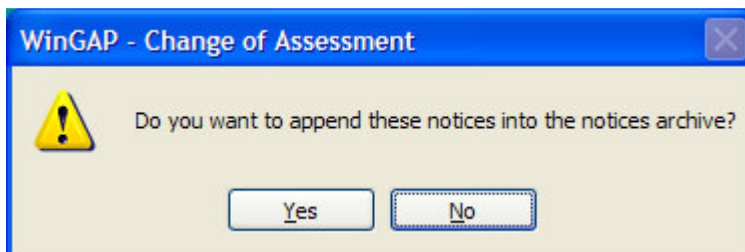
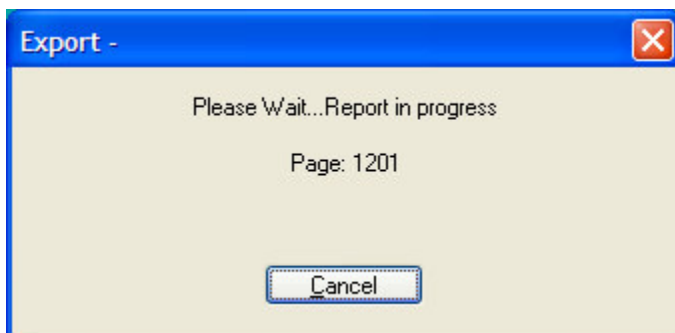
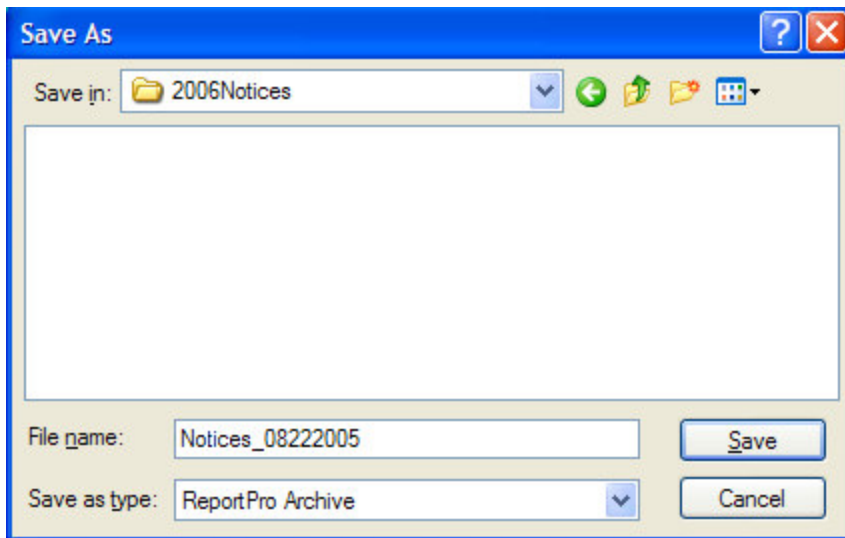
Hypertext Mark-Up Language (HTML 3.2)

ReportPro Archive

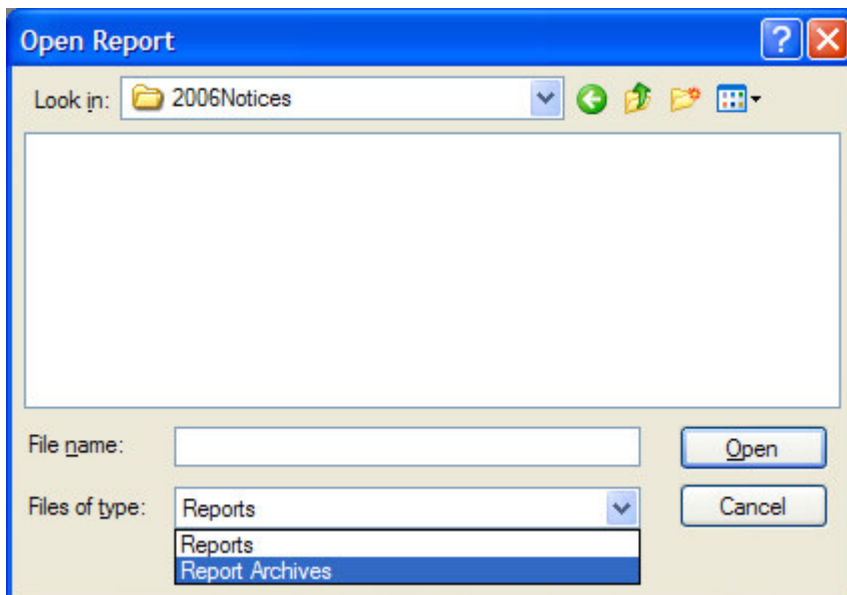
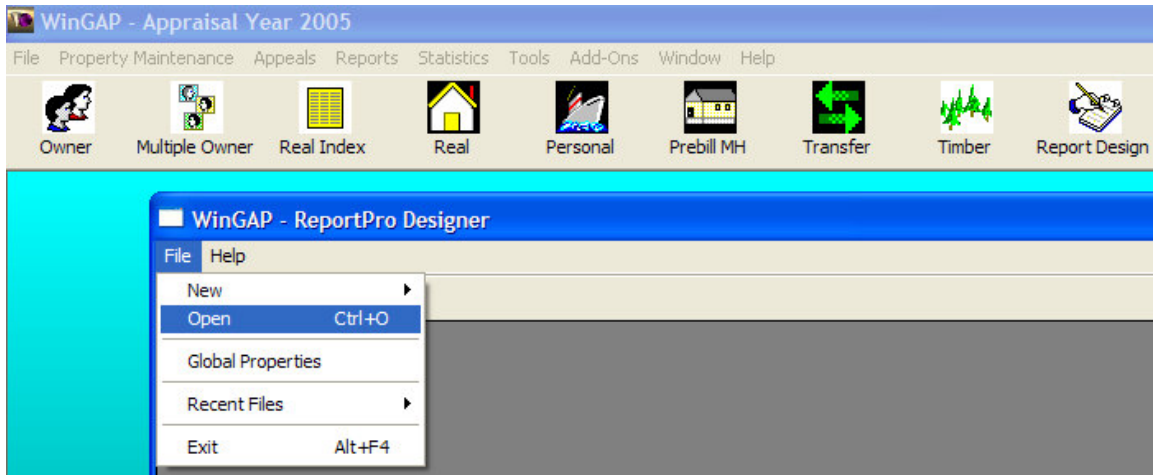
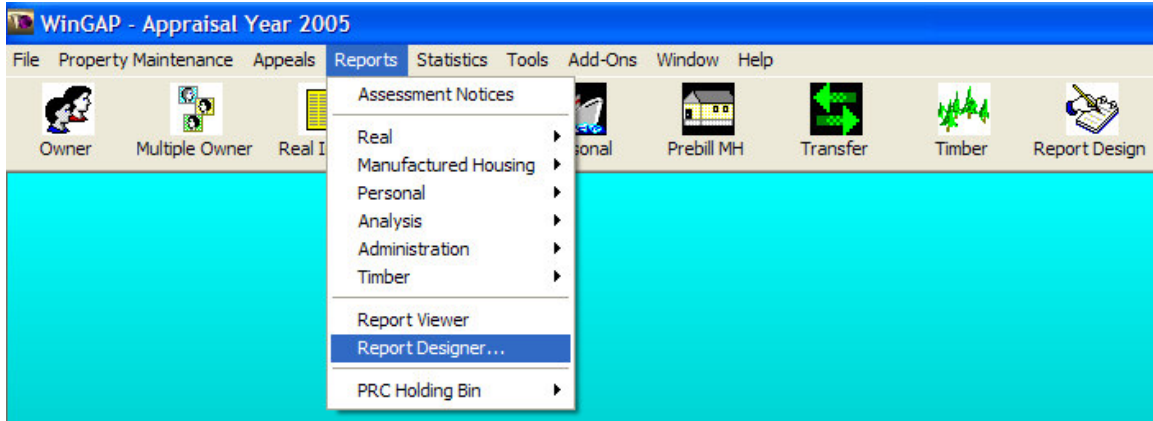
Rich Text Format (RTF Word 97)

Text Format

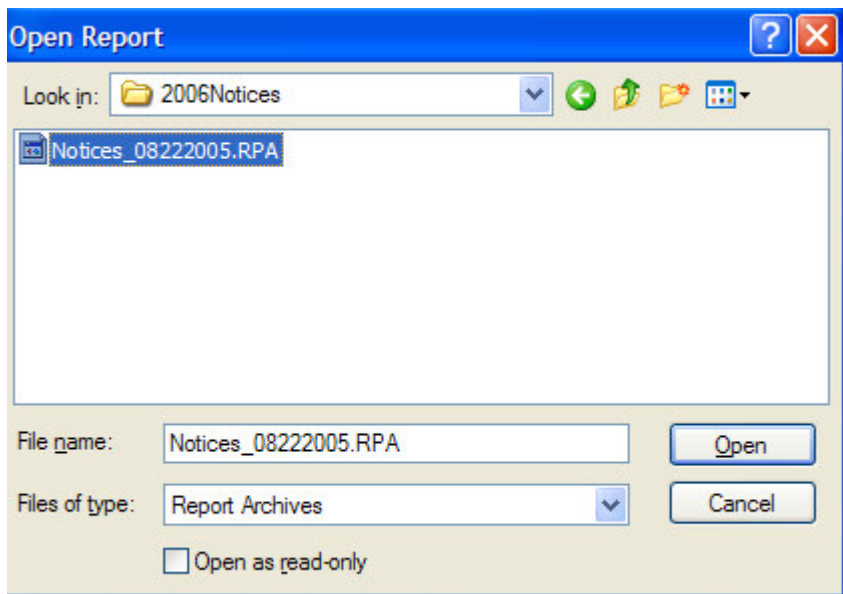
WinGAP Digest Preparation A-Z



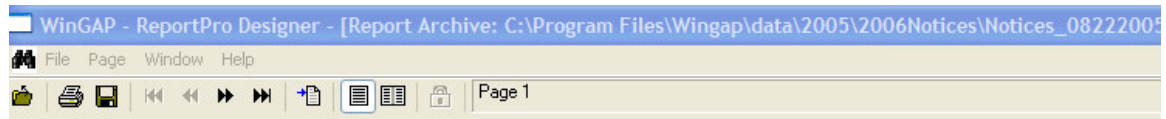
WinGAP Digest Preparation A-Z



WinGAP Digest Preparation A-Z



WinGAP Digest Preparation A-Z



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

303 CORPORATION
C/O ED STEWART
3966 WINTERS HILL DRIVE
ATLANTA, GA 30360

Mailing Date	08/22/2005
Tax District	
Parcel Number	
Property	7-1
Prior Year Value	
100%	11,550
40%	4,620

Print ? X

Printer

Name: hp psc 2400 series Properties...

Status: Ready

Type: hp psc 2400 series

Where: USB001

Comment: ☐ Print to file

Print range

☐ All

☒ Pages from: 230 to:

☐ Selection

Copies

Number of copies: 1

☐ Collate

1 1 2 3 3

OK Cancel

MATTER
ax bill

S0
1.10
RD

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

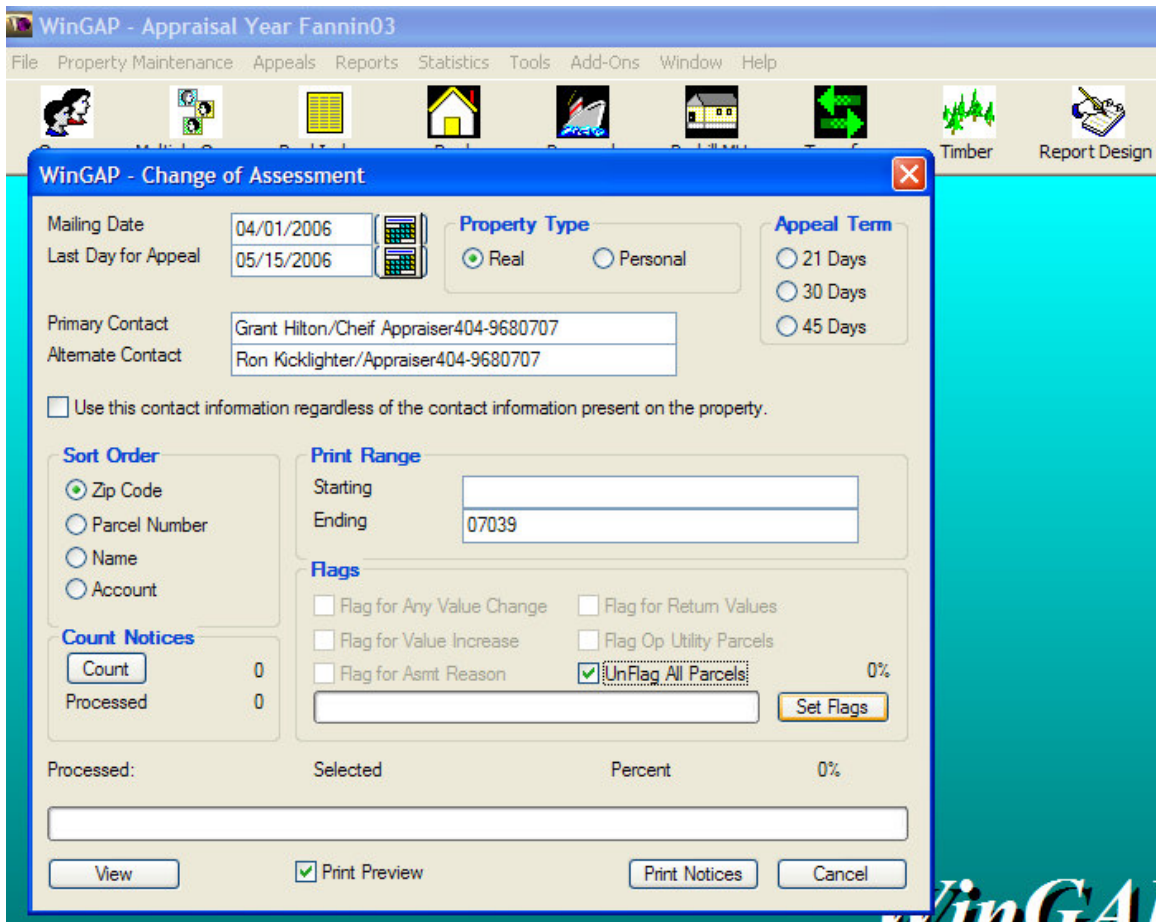
1. The assessment notice sent to taxpayers by the County Board of Tax Assessors shall be in accordance with and shall contain those requirements set forth in Georgia Title 48-5-306.
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Reasons for Change

10 - LAND ENTERED INTO CONSERVATION USE COVENANT

WinGAP Digest Preparation A-Z

- m. Clear the flags after notices have been mailed in order to print 21 day notices if changes are made when taxpayer appeals.



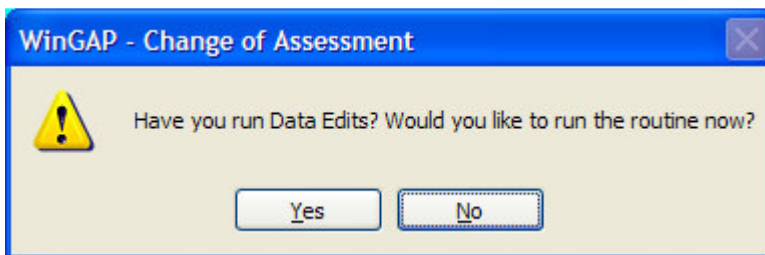
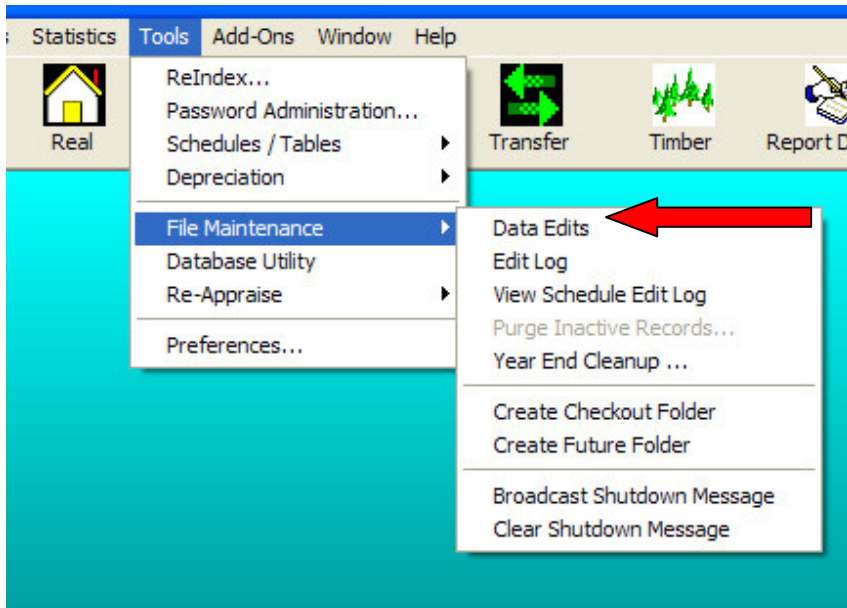
The image shows the 'WinGAP - Change of Assessment' dialog box within the WinGAP - Appraisal Year Fannin03 application. The dialog box is titled 'WinGAP - Change of Assessment' and has a standard Windows XP-style title bar with a close button. The main area contains several sections for configuring assessment changes:

- 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
 - ☐ Flag for Asmt Reason
 - ☒ UnFlag All Parcels
- Count Notices:** Count: 0, Processed: 0
- Buttons:** View, ☒ Print Preview, Print Notices, Cancel

The background of the application window shows a menu bar with 'File', 'Property Maintenance', 'Appeals', 'Reports', 'Statistics', 'Tools', 'Add-Ons', 'Window', and 'Help'. Below the menu bar are several icons representing different appraisal categories: 'Timber' and 'Report Design' are visible on the right side of the toolbar.

Digest Submission

- a. Run Data Edits (Tools >> File Maintenance >> Data Edits) **Note: If you receive an error concerning Visual FoxPro Libraries, contact Tech Support for assistance.**



- b. Correct issues noted in Data Edits Report

WinGAP Digest Preparation A-Z

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

Residential	100.00
Commercial	100.00
Commercial Base	1.00
Accessory	100.00

Depreciation Years

Residential	2004
Commercial	1995
MFG Housing	1996
Accessory	1995

Other Options

☐ Truncate Values ☒ Auto-Reasons (Real)

☐ Disable Logins ☒ Auto-Reasons (Pers)

☐ bBrowser Cost Form

☐ Lock System

Special District Description: Tax Abatement

Parcel Number Template: XXXX-XXX-XXXX-XXX

Customize Lendor Label: Lendor

Customize Occupancy Label: Occupancy

Customize Fireplace Label: Other Features

Appraisal Year: 2003

Rural Acre Break: 0.00

PU Eq Ratio %: 36.15

Return Deadline: 04/01/2005

Default Startup Directory: Fannin03

Guest Startup Directory: Fannin03

Freeport Raw Material %: 1.00

Freeport Finished Goods %: 1.00

Freeport Out of State %: 1.00

ABOS Default: Retail

Compound

Close

- c. Check Personal Property Freeport Accounts for values
 - i. Make sure return deadline date is correct.
 - ii. Make sure Freeport Percentages are correct.

WinGAP Digest Preparation A-Z

WinGAP - Inventory

Account # 7080 Appraiser NIL
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

Edit History Photo **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
Total	30,000		30,000

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

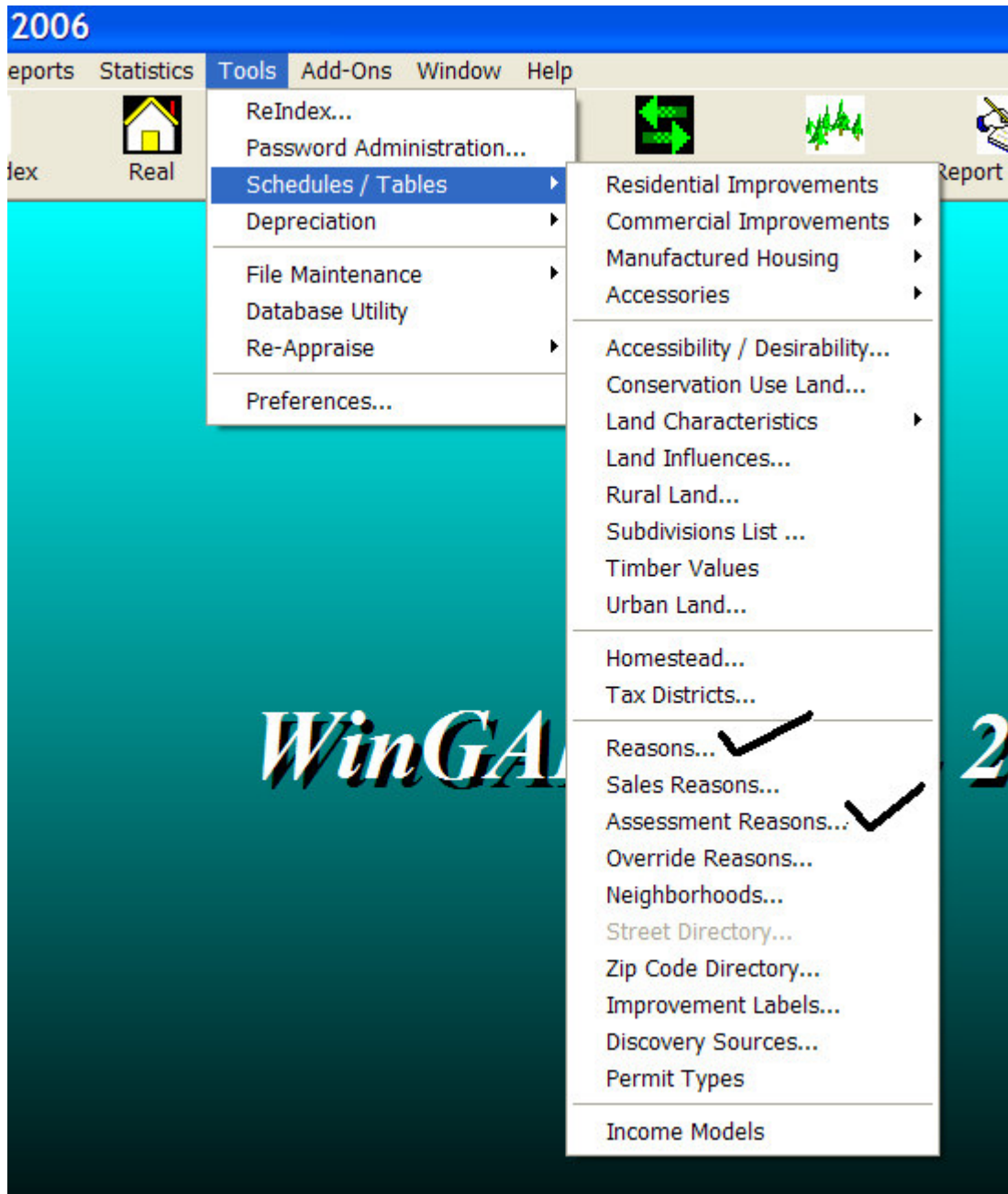
Cancel New Delete Apply OK

- iii. Date Application filed needs to be entered or Freeport will not calculate.

Change of Assessment Reasons and Growth

Reason Schedule...

To facilitate the determination, calculation and reporting of growth for real property, the functionality of defining the type of growth associated with a COA (Change of Assessment) reason has been placed on the Reasons and Assessment Reasons screens. Either screen can be accessed by using the Tools menu and the option Schedules/Tables followed by Reasons or Assessment Reasons, as shown below



The only difference in accessing the COA reasons from the Reasons option versus the Assessment Reasons option is that the Reasons option will provide the user access to all reasons types, COA, Sales and Override, whereas, the Assessment Reasons option limits access to only COA reasons. Consequently, the discussion of the functionality of the COA reasons and COA Types will be limited to the Assessment Reasons menu option.

The Reasons screen as accessed from the Assessment Reasons menu option appears as shown below.

The image shows a Windows-style dialog box titled "WinGAP - Reasons". It contains a list of reasons with their corresponding codes. The "COA Type" section is highlighted with a red box, showing three unchecked checkboxes: "Inflationary", "Real Growth", and "Parcel Split / Combination".

Reason	Code
02 Personal Property Reassessed	P
AC ACREAGE CHANGE	R
AD ADDITIONS	R
BA Marine Equipment Added	P
CN CORRECTION IN NAME	A
DL BUILDING DELETIONS	R
IA Inventory Adjusted	P
LC LOT CHANGE	R
NC NEW CONSTRUCTION	R
NN No Notice	A
NO New Owner	R

Code: 02
Reason: Personal Property Reassessed
Property Type: Personal

COA Type

- ☐ Inflationary
- ☐ Real Growth
- ☐ Parcel Split / Combination

Buttons: Cancel, New, Delete, Apply, OK

The discussion of adding, editing and deleting reasons is contained in the WinGAP Users manual. The focus of this discussion will be the assignment of the COA Type.

The COA Type section of the screen will only be enabled when the reason's Property Type is Real or All. In the screen shot above, the Property Type assignment is Personal. Consequently, no COA Type can be assigned.

The following screen shot depicts a COA reason that is associated with Real Property. When the Property Type is Real or All, the user must define the COA Type as Inflationary, Real Growth or a Parcel Split/Combination. The assignment is made by clicking the checkbox associated with the desired COA Type. The user will not be allowed to exit the screen unless a COA Type assignment is made.

Reason	Code
02 Personal Property Reassessed	P
AC ACREAGE CHANGE	R
AD ADDITIONS	R
BA Marine Equipment Added	P
CN CORRECTION IN NAME	A
DL BUILDING DELETIONS	R
IA Inventory Adjusted	P
LC LOT CHANGE	R
NC NEW CONSTRUCTION	R
NN No Notice	A
NO New Owner	R

Code:

Reason:

Property Type:

COA Type

☐ Inflationary

☐ Real Growth

☐ Parcel Split / Combination

Buttons:

The assignment of the COA Type is critical to the digest submission procedure due to the need to determine the amount of inflationary growth within an appraisal/digest year. The user should be careful in making the correct assignment due to the potential impact on digest submission. The COA Type assignment will be printed along with the COA reason as part of the Digest Submission Reports and reviewed for correctness by DOR personnel.

As mentioned above COA reasons are assigned one of three types, Inflationary, Real Growth or Parcel Split/Combination. Each of the COA Types will be discussed in detail below.

An Inflationary assignment is made if the COA reason indicates that a change in value is due to reassessment. Reassessment can also be categorized as revaluation or reappraisal and associated with a change in property valuation schedules or a change to a parcel's property characteristics. When assigned to a parcel, a reason with a COA Type of Inflationary will result in the change in value in its entirety or a portion of the value changed being placed in the inflationary growth field.

Real Growth is assigned to a reason when the reason depicts a change in property value that is due to the addition or deletion of property components. Reasons, such as an ownership change, that are not characteristic of a value change should be assigned a Real

Growth COA Type. Reasons with a Real Growth COA Type will not contribute to inflationary growth.

The Parcel Split/Combination COA Type is assigned when the reason defines the fact that the parcel has been split or combined with a new parcel or the acreage or lot dimensions have been changed due to a survey or correction in a deed. A Parcel Split/Combination reason will not contribute to inflationary growth.

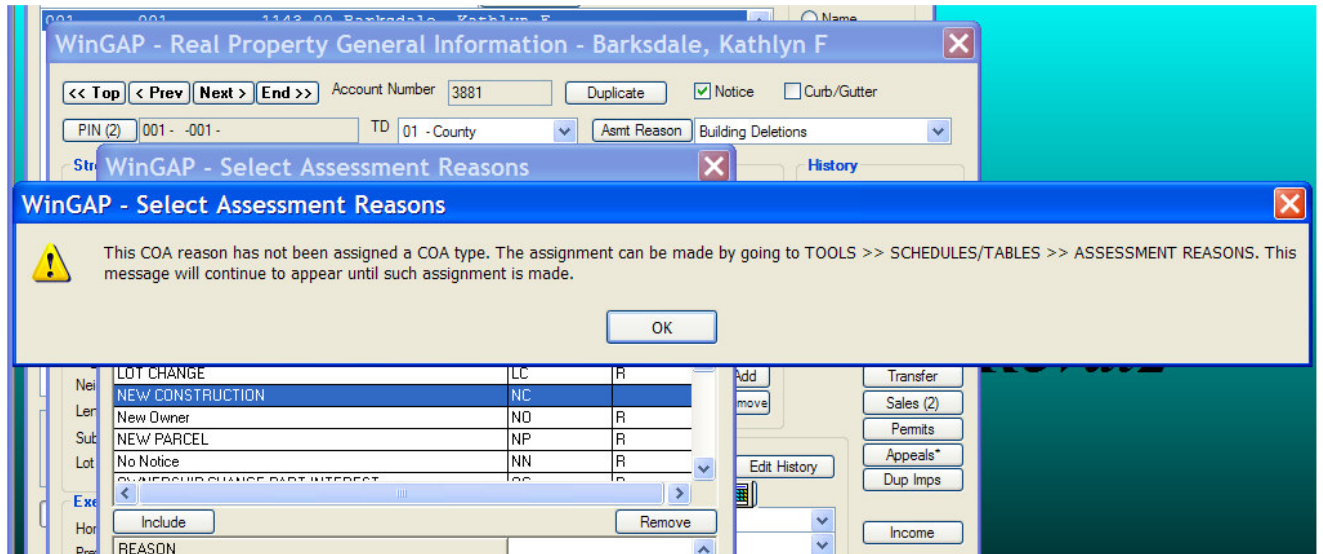
The following table is provided to give the user some examples of reasons/value change situations and proper COA Type assignments.

COA Reason	COA Type
Change in Ownership	Real
Parcel split	Split/Combination
Parcels combined	Split/Combination
Acreage/Land Dimension Change	Split/Combination
Improvement added	Real
Improvement deleted	Real
Addition to Existing Improvement	Real
Removal of Area from Existing Imp	Real
Improvement remodeled	Real
Improvement Characteristics Modified (grade, exterior walls, physical depreciation, obsolescence, % complete, etc.)	Inflationary
Reassessment/Revaluation	Inflationary
Zoning Change	Inflationary
Accessibility/desirability Change	Inflationary
Land Use Change	Inflationary
Land Class Change	Inflationary
Covenant application accepted	Real
Covenant application denied	Real
Schedules Updated	Inflationary

When a COA Type is changed on the Assessment Reasons screen, WinGAP will sync the COA Type with reasons that have been assigned to a parcel. The user will not be required to modify each parcel to implement the change.

Assigning Reasons to a Parcel...

When parcels are assigned a reason with the Asmt Reason button, the COA Type from the Reasons table will be saved in the asmtrsn record along with the reason code and definition. If the selected reason has not been assigned a COA Type, the user will be informed of such with the prompt that is shown below:



Clicking OK will save the reason but the user will continue to be prompted until the Assessment Reason table is updated.

WinGAP Digest Preparation A-Z

If a Custom Reason is added, the user will be provided a form that will allow for the COA Type assignment. The user will need to check one of the three options before the reason will be accepted. The screen shot below provides an example of adding a custom reason and the COA Type assignment.

The screenshot shows the 'WinGAP - Select Assessment Reasons' dialog box. At the top, there is a 'Parcel Number' field with the value '001 - -001 -' and an 'Add Custom' button. Below this is a 'Custom Rsn' field containing the text 'Added new screened porch'. A table lists various reasons with their corresponding reason codes and COA types. A sub-dialog box titled 'WinGAP - COA Type' is overlaid on the table, containing three radio button options: 'Inflationary', 'Real Growth', and 'Parcel Split / Combination'. The 'Include' and 'Remove' buttons are at the bottom of the main dialog. The 'REASON' list at the bottom includes 'BUILDING DELETIONS'.

REASON	REASONCODE	COA_TYPE
CORR	CN	R
ACRE	AC	S
ADDI	AD	R
BUILD	DL	R
LOT C	LC	R
NEW	NC	
New Owner	NO	R
NEW PARCEL	NP	R
No Notice	NN	R
OWNERSHIP CHANGE PART INTEREST	OC	R

WinGAP - COA Type

☐ Inflationary
☐ Real Growth
☐ Parcel Split / Combination

OK

Include Remove

REASON
BUILDING DELETIONS

If the county has Auto Reasons turned on (Tools >> Preferences), COA Types will be saved along with the Auto Reason. The COA Type assignments for the auto reasons have been made by DOR personnel and are as follows:

Auto COA Reason	COA Type
Land Split into two or more parcels	Split/Combination
Parcel acreage changed	Split/Combination
New Property (real parcel) added	Real
Parcel deleted	Real
New Residential Improvement added	Real
Residential Improvement characteristics modified	Inflationary
Residential Improvement deleted	Real
New Commercial Improvement added	Real
Commercial Improvement characteristics modified	Inflationary
Commercial Improvement deleted	Real
New Accessory Improvement added	Real
Accessory Improvement characteristics modified	Inflationary
Accessory Improvement deleted	Real
New Manufactured Housing Improvement added	Real
Manufactured Housing Improvement characteristics modified	Inflationary
Manufactured Housing Improvement deleted	Real
Ownership changed	Real

Reappraise...

Any reason assigned during the reappraise process must be designated as an Inflationary COA Type. WinGAP will not allow the assignment of a reason, if it is not inflationary in the reason table. Any custom reason added during reappraise will automatically be designated as Inflationary.

Processing COA Types and Growth Values...

Before advertising millage rates and digest submission, the amount of inflationary growth for each parcel must be determined. The assignment of COA reasons and their COA Types during the data entry of information related to parcels and reappraising when schedules were update comprised the first step in the process of determining growth amounts.

WinGAP Digest Preparation A-Z

The second and final step involves running a growth procedure to segregate real growth and inflationary growth. The procedure will check the coa reasons assigned to each parcel for their COA Type and process the change in value accordingly.

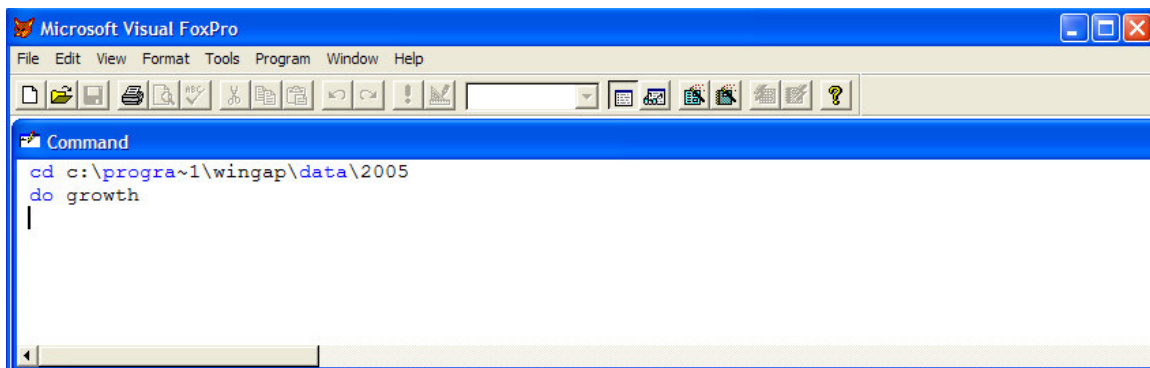
A COA Type of Inflationary will result in the difference between current value and previous value being calculated as inflationary growth. New construction will be deducted from the inflationary growth.

Real growth COA Types will result in no contribution to inflationary growth. The value difference between current and previous value will be considered as real growth. If an inflationary reason is also assigned to the parcel, a portion of the value difference may contribute to inflationary growth.

In situations where a COA reason with a Split/Combination COA Type exists on a parcel, no inflationary growth will be calculated. In addition, parcels with a zero previous value will not be assigned any inflationary growth regardless of the COA Type.

The procedure can be initiated from a FoxPro Command Window after all users have exited WinGAP by taking the following steps:

1. run FoxPro
2. cd <appraisal year> ; i.e. cd 2006
3. do growth
4. quit



The procedure can also be run from within WinGAP after all users have closed WinGAP by:

1. going to the Tools menu
2. selecting File Maintenance
3. selecting Growth Calculations

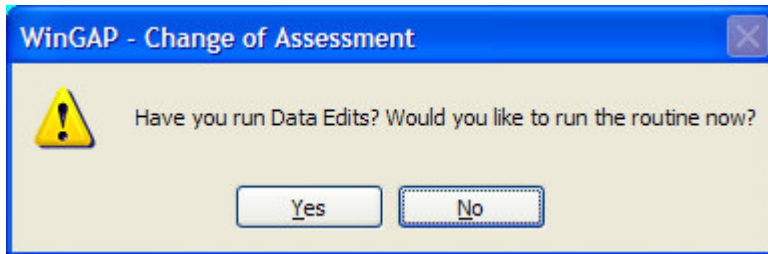
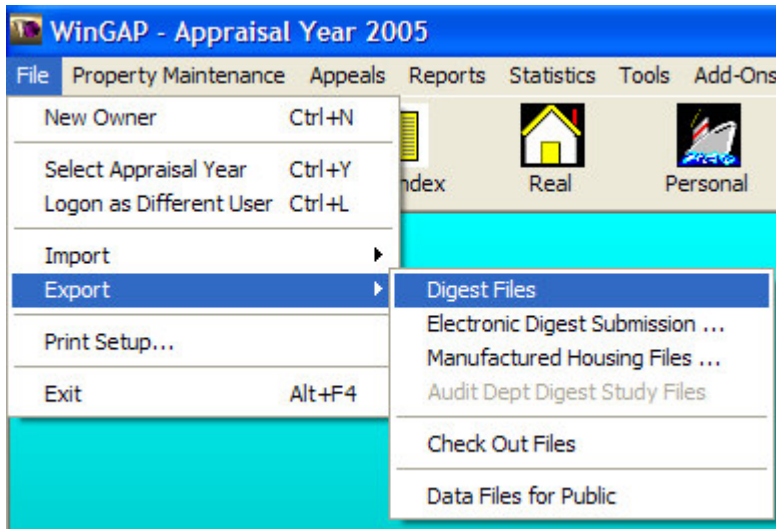
WinGAP Digest Preparation A-Z

Either procedure will produce the same results. However, one of the procedures **MUST** be run prior to providing growth figures for millage rate determination and/or digest submission.

The inflationary growth per tax district can be printed by going to Reports >> Report Viewer, opening the report, infl-real growth summary.rpt and previewing/printing as desired. The inflationary growth numbers will also be printed with the other Digest Submission reports.

Digest Export Routine

1. Export Digest Files



WinGAP Digest Preparation A-Z

WinGAP - Digest Export

Tax District

☒ All Tax Districts

☒ Include accounts less than \$7501

Loading Owner Records

7038

Owner

Personal

Inventory

Real

Accessory

Commercial

CUV

Land

Residential

Sales

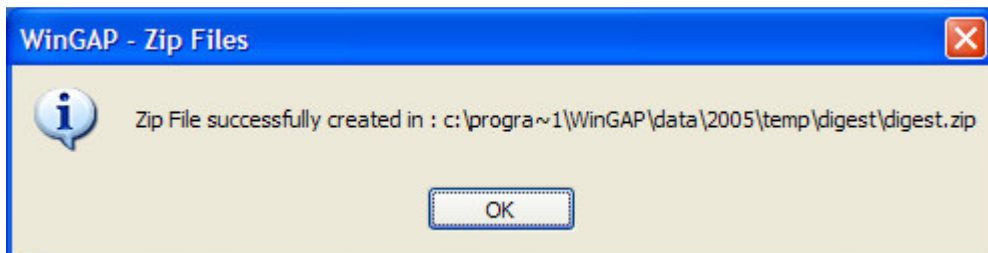
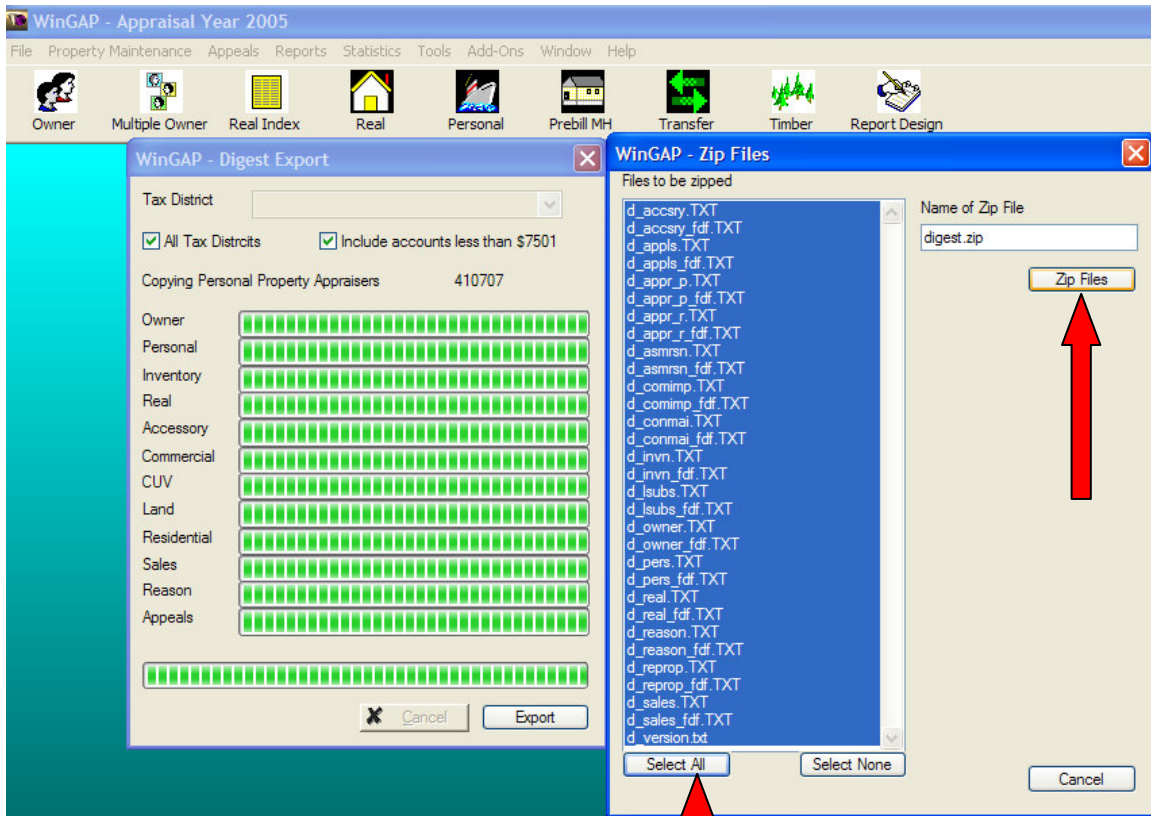
Reason

Appeals

Cancel

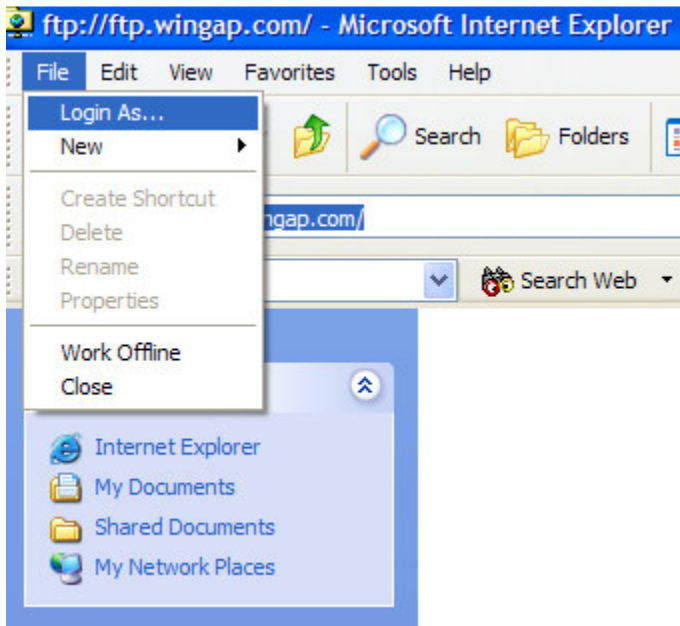
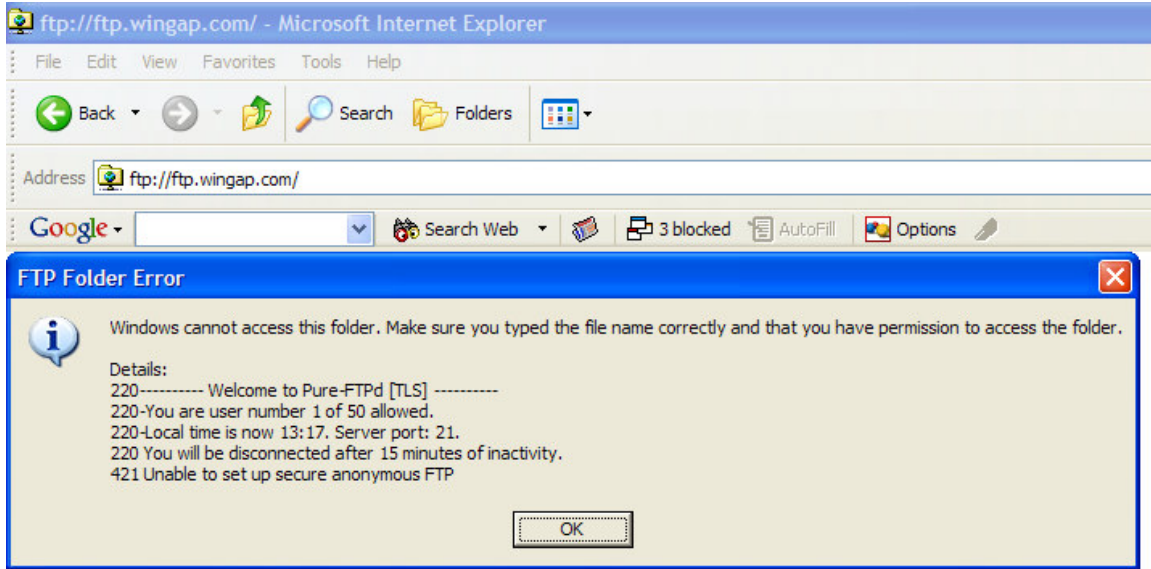
Export

WinGAP Digest Preparation A-Z

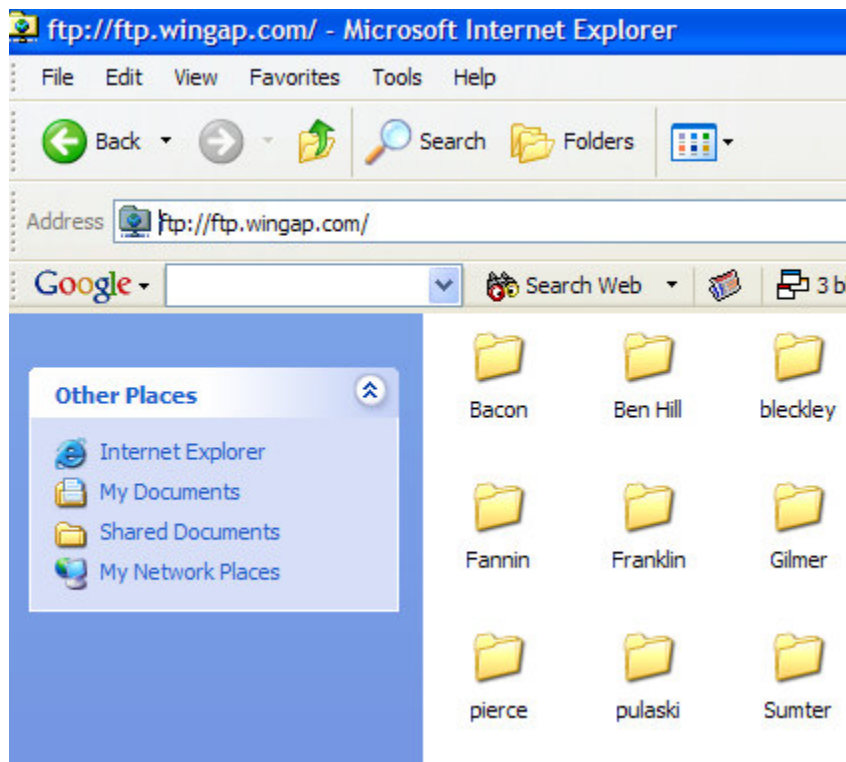
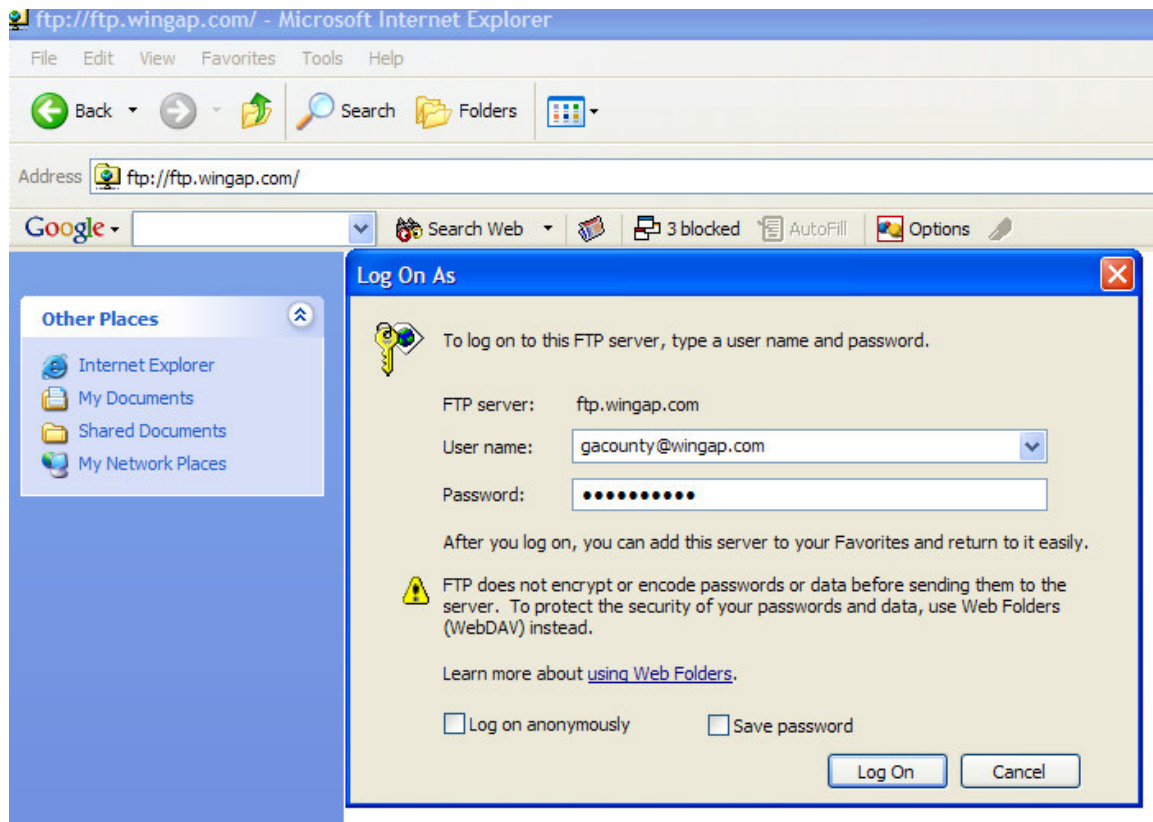


WinGAP Digest Preparation A-Z

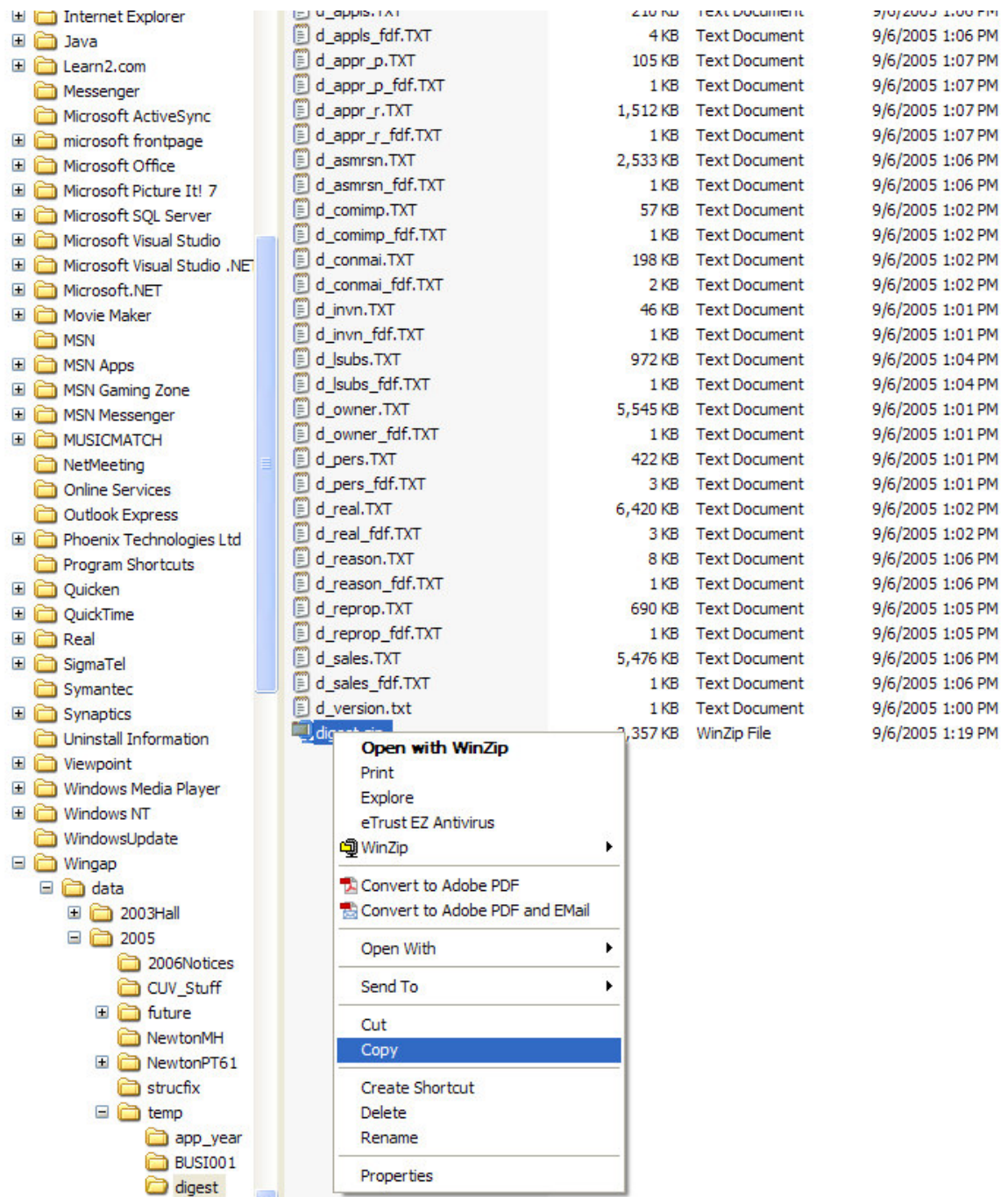
Open internet explorer and type in [ftp.WinGAP.com](ftp://ftp.wingap.com) in the address line.



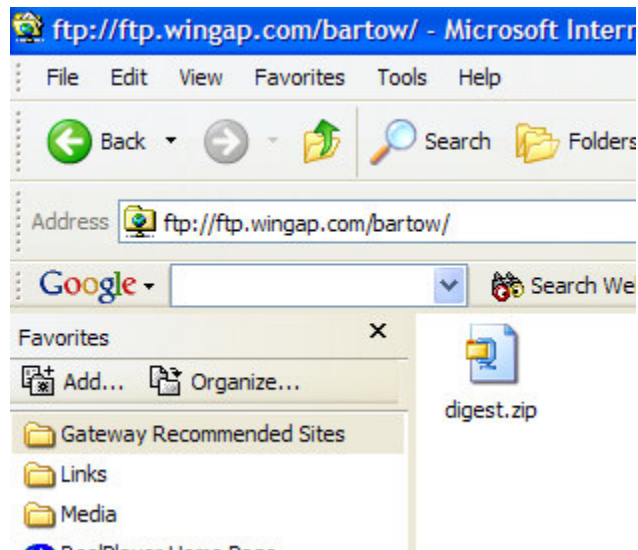
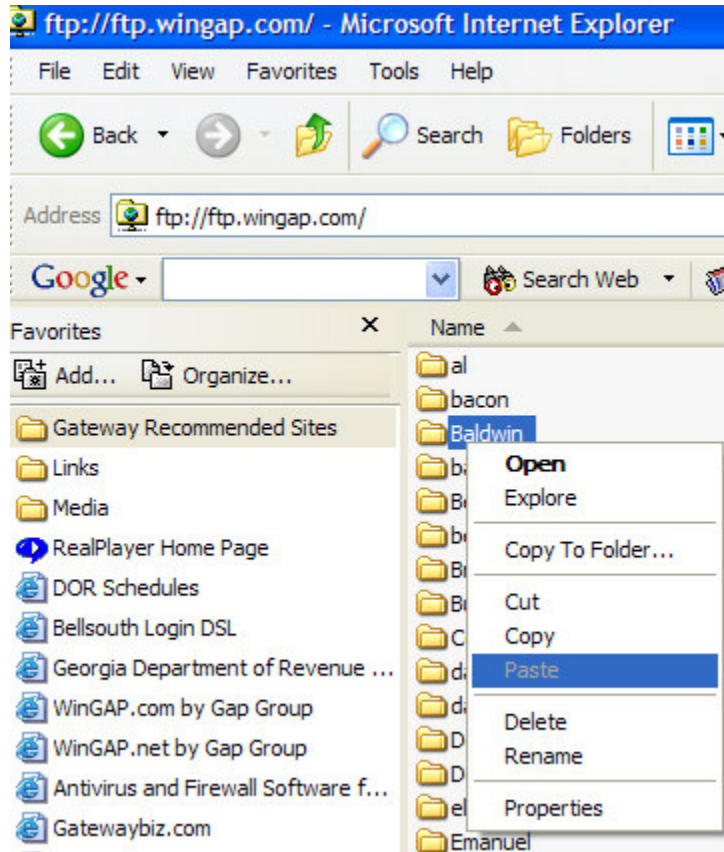
WinGAP Digest Preparation A-Z



2. Right Click and Copy digest.zip

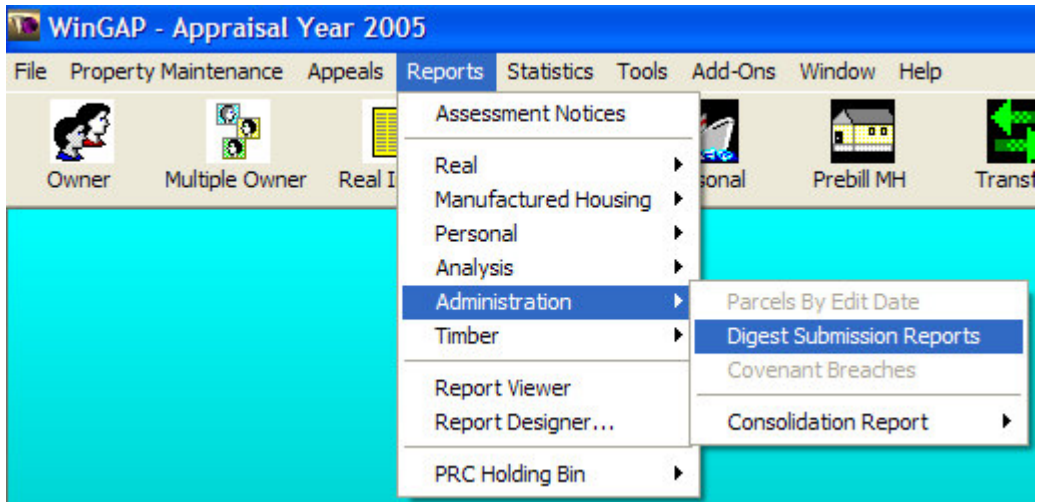


3. Right click on county folder and paste digest.zip file.



Digest Submission Reports

Click on Reports, Administration, Digest Submission Reports



Change of Assessment List A, C, I, R

Note only parcels with inflationary growth will print on these lists

<i>Barrow County Change of Assessment List for Agricultural Property in Tax Year 2005</i>					
PARCEL ID NO.	TAXPAYER NAME	Previous Assessment	Current Assessment	DIFFERENCE	CODE - REASON
Please complete this form showing all real properties changed from the previous year's values. DO NOT include personal property changes, previously unreturned real and personal property, divisions of property (splits), consolidations of property or transfers of ownership. SORT LIST BY PARCEL ID NO.					
AU10 005 HB1	HAWTHORNE DAVID F & WANDA	97,764	84,353	-13,411	87 - 2 Hb1485 Parcels Put Back Together
AU10 201 HB1	LANCE GLENDA GABRIEL	123,492	175,237	51,745	87 - 2 Hb1485 Parcels Put Back Together
AU11A 019 HB1	HANES VEMMONS JR	66,793	82,142	15,349	87 - 2 Hb1485 Parcels Put Back Together
AU11A 020 HB1	ANDERSON BOBBIE JEAN	61,685	76,374	14,689	87 - 2 Hb1485 Parcels Put Back Together
AU11A 021 HB1	BUREL SUE H	71,601	82,827	11,226	87 - 2 Hb1485 Parcels Put Back Together
AU12 006 HB1	AURELIO VANESS M	29,660	21,508	-8,152	87 - 2 Hb1485 Parcels Put Back Together
AU16 001 HB1	ROUSSEAU JOHN F & JOAN	94,834	113,230	18,396	87 - 2 Hb1485 Parcels Put Back Together
BE05 051 HB1	SHAW TERRY F &	115,570	134,188	18,618	87 - 2 Hb1485 Parcels Put Back Together
BE06 049 HB1	GREE SON RALPH AND	26,544	39,088	12,544	87 - 2 Hb1485 Parcels Put Back Together
BE06 057 HB1	BUCHANAN BETH B &	59,431	66,722	7,291	87 - 2 Hb1485 Parcels Put Back Together
CA03 005 HB1	HAYMON MARGARET MILLER	66,530	151,782	85,252	87 - 2 Hb1485 Parcels Put Back Together C2 - Combined Parcels Together
CA03 039 HB1	TAYLOR FRANK M	41,466	23,472	-17,994	87 - 2 Hb1485 Parcels Put Back Together
CA04 002 HB1	WAGNER CHARLES D &	114,863	129,046	14,183	

Pending Appeals for Properties Other Than Public Utilities

Barrow County Pending Appeals - Other Than Public Utilities For Tax Year 2005

This form is to be completed listing those appeals, other than public utility appeals, pending at the time of digest submission.

Date(s) Change Of Assessment Notices Mailed >>>>>						
Taxpayer Name	Property Type	Parcel ID NO.	Tax Year Of Appeal	40% Assessment By Tax Assessors	40% Taxpayer's Return Value	40% Value In Dispute
RHODIA INC	Personal	X050 055	2004	6,347,504	3,705,152	2,642,352
TOTAL				6,347,504	3,705,152	2,642,352

I hereby certify that all changes of assessment notices have been mailed out and all values in dispute are reflected in this list, including those that are still within the 45 day appeal period (30 days for counties providing for the collection and payment of ad valorem taxes in installments). O.C.G.A. 48-5-306 and 48-5-311.

Date

Signature, Chairman Board of Tax Assessors

New Year Conservation Use Covenants

LIST OF CONSERVATION USE COVENANTS ENTERED INTO DURING TAX YEAR

COUNTY Barrow

DIGEST YEAR 2005

PERSONS HAVING BENEFICIAL INTEREST	ACRES	MAP/PARCEL NO.	PERSONS HAVING BENEFICIAL INTEREST	ACRES	MAP/PARCEL NO.
GILLILAND QUINTON O JR	9.00	XX003 034 HB1	CURRY JACK R	67.00	XX006 001 HB1
BULLOCK EDWARD LAMAR	9.31	XX025 058	ADAMS JOHN W	34.08	XX025 040
ALDRIDGE SUE T	9.04	XX026 105	HAYNES CHARLES RODNEY	52.42	XX026 095
HAYNES CHARLES RODNEY	11.95	XX026 096 HB1	ALLEN GEORGE M AND	13.42	XX030 031
CHANDLER HENRY G & JOYCE	12.15	XX029 079	PUCKETT WENDELL AND	7.82	XX027 008 HB1
CSW MANAGEMENT GROUP LIMITED	66.60	XX040 022	GIBSON HUBERT DANIEL	60.48	XX047 089
MILLER JAMES HENDRY &	47.13	XX048 200	TWITTY JOHN PAUL AND	10.86	XX048 262
BRODIE PAUL AND	14.65	XX051 004 HB1	DUNAGAN GEORGE EDWARD	32.44	XX051 175
ABERNATHY RAY	38.67	XX051 120	PIERCE PAUL W	10.14	XX051B 002 HB1
HOUSE PAT JOHNSON	23.73	XX047 062	JOHNSON CANSADA MADDOX	22.50	XX047 064 HB1
JOHNSON ALTON RAY	12.50	XX047 070	HUGHES W TED	14.51	XX057A 016
GILES FRANCIS &	15.16	XX072 061	REESE BETTY A &	46.99	XX097 003
THOMPSON RANDY DWIGHT	62.27	XX078 080 HB1	SHEPLEY B L	36.06	XX103 002 HB1
WHEELER INEZ B	37.49	XX104 128	WORRALL DENNIS M &	28.85	XX086 004 HB1
KENNEDY ADAIR MARTIN	16.63	XX088 058 HB1	HUFF GAREY H DR AND	45.30	XX105 170

Special School Exemption Listing

Hall County Special School Exemption Listing 2005					
Name	Social Security #	Social Security #2	Parcel ID NO.	Exempt Code	Application Date
ABERCROMBIE JOHNNY MAX	--	--	11135 000001B	S3	01/12/2004
ABERNATHY ERNEST W	--	--	08137B000020	S3	01/22/2004
ABERNATHY LENA TURNER	--	--	10162 000112	S3	02/05/2004
ADAMS BONNIE DELL	--	--	15014 000042A	S3	/ /
ADAMS ESTELLE	--	--	12087 001006 NCR	S3	/ /
ADAMS GRACE H	--	--	15037B000061	S3	02/27/2002
ADAMS J TRENACE	--	--	08065 000013	S3	02/18/2003
AIKEN DOUGLAS M	--	--	11004 000023	S3	02/02/2001
AIKENS EIVALENA	--	--	10071 000053	S3	/ /
AKINS JEFFIE A	--	--	08158 003002B	S3	/ /
ALLEN GENEVA E	--	--	12031 005004	S3	02/20/2003
ALLEN RUFUS COLEMAN	--	--	10080 000010	S3	02/28/2003
ALLISON DEWELL L	--	--	15044B000001	S3	02/28/2002
ALLISON DEWELL L	--	--	15044B000001	S3	/ /

Inflationary Growth Numbers

Fannin County Real Growth Vs. Inflationary Growth By Tax District For Tax Year 2003				
Tax District #	Description	Parcels in Tax Dist	Inflationary Growth - 100%	Inflationary Growth - 40%
		8	0	0
Tax District #	Description	Parcels in Tax Dist	Inflationary Growth - 100%	Inflationary Growth - 40%
01	COUNTY	17730	0	0
Tax District #	Description	Parcels in Tax Dist	Inflationary Growth - 100%	Inflationary Growth - 40%
02	BLUE RIDGE	850	0	0
Tax District #	Description	Parcels in Tax Dist	Inflationary Growth - 100%	Inflationary Growth - 40%
03	MCCAYSVILLE	626	0	0
Tax District #	Description	Parcels in Tax Dist	Inflationary Growth - 100%	Inflationary Growth - 40%
04	MORGANTON	254	0	0
		Total Parcels in County	Infl Growth - 100% All Districts	Infl Growth - 40% All Districts
		19468	0	0

Change of Assessment Reasons Listing

09/06/2005

Change of Assessment Reasons

17

Reason Description	Reason Code	Property Type	COA Type
NEW OWNER	01	Real	Real
PORTION OF LAND TRANSFERRED TO NEW OWNER	02	Real	Real
RETURN VALUE DOES NOT REFLECT FAIR MARKET VALUE	03	Real	Real
CONSERVATION USE COVENANT ENDED	04	Real	Real
PREFERENTIAL USE COVENANT ENDED	05	Real	Real
CORRECTION TO LAND DIMENSIONS	06	Real	Real
LAND CHANGED FROM EXEMPT TO TAXABLE	07	Real	Real
LAND CHANGED FROM TAXABLE TO EXEMPT	08	Real	Real
LAND CHARACTERISTICS RECORD CORRECTED	09	Real	Real
LAND ENTERED INTO CONSERVATION USE COVENANT	10	Real	Real
LAND ENTERED INTO PREFERENTIAL USE COVENANT	11	Real	Real
LAND SPLIT INTO TWO OR MORE PARCELS	12	Real	Real
LAND USE OR ZONING CHANGED	13	Real	Real
LAND VALUE ADJUSTED TO REFLECT CURRENT MARKET	14	Real	Real
TWO OR MORE PARCELS COMBINED	15	Real	Real
NEW STRUCTURE	16	Real	Real
ADDITION TO EXISTING STRUCTURE	17	Real	Real
DIFFERENT PERCENTAGE OF COMPLETION TO	18	Real	Real
SITE IMPROVEMENTS ADDED OR REMOVED	19	Real	Real
STRUCTURE DAMAGED OR DESTROYED	20	Real	Real
STRUCTURE DEPRECIATION CHANGED	21	Real	Real
STRUCTURE PARTIALLY OR FULLY REMOVED	22	Real	Real
STRUCTURE REMODELED	23	Real	Real
STRUCTURE CHARACTERISTICS CHANGED	24	Real	Real
STRUCTURE CHARACTERISTICS RECORD CORRECTED	25	Real	Real
STRUCTURE VALUE ADJUSTED TO REFLECT CURRENT	26	Real	Real
Ownership Change	NO	Real	Real

