

## **Revaluation Process, Start to Finish**

### **Step 1: Data Collection: April 2014 to June 2015**

**Process:** Tyler Data Collectors were dispatched in neighborhoods to gather exterior and interior information on all properties, including, but not limited to: story height, room counts, heating system, basement type, and building dimensions. The MMRC website (mmrc.tylertech.com) had information on what neighborhoods were scheduled for data capturing. Two attempts were made at each property to gain entry and gather data, but regardless of permitted entry, exterior measurements were made on all properties. If you were not available after the second attempt, a postcard was sent requesting that you call for an appointment.

**Public Action Requested:** Property owners could decide whether or not to allow entry to the home or business. Pre-scheduled appointments were available for those who were unavailable during the work week.

### **Step 2: Data Reporting**

**Process:** Data collectors submitted data to supervisors, and data mailers were created based on this data.

**Public Action Requested:** A listing of gathered information on all properties (the “data mailer”) was mailed, listing room count, condition, etc. Property owners were encouraged to submit a correction request if they believed the data on the mailer to be inaccurate, which may have resulted in an additional inspection.

### **Step 3: Research Market & Costs: April 2015 to August 2015**

**Process:** Property valuation analysts conducted studies to understand what affects the real estate market in the area, which began with collecting and verifying data and sale prices for all property sales within an approximate 2 year period, excluding sales that were not considered “arms length”. Valid sales were analyzed and mathematical models of market activity were created. These models were then tested to establish how effective they would be in estimating the value of similar unsold properties.

**Public Action Requested:** None

### **Step 4: Determine Values: August 2015 to November 2015**

**Process:** Qualified and experienced appraisers reviewed the value calculation for each property in the field. The purpose of this review was to ensure the property data is accurate and that valuation models had been applied correctly and consistently.

**Public Action Requested:** None

**Step 5: Mail Value Notices/ Schedule Informal Review Meetings: March 2016**

**Process:** Beginning on March 15<sup>th</sup>, property owners began to receive what are called “impact notices”, or notifications of the tentative new assessment for their property.

**Public Action Requested:** Property owners are encouraged to evaluate, based on the impact notices and comparable sales on the MMRC website, whether the assessment appears to be reasonable. If so, no further action is necessary. If not, property owners may call and schedule an appointment with Tyler Technologies prior to April 15<sup>th</sup>, 2016. Appointments will run through May 2016. All property owners who participate in the informal review process, along with all property owners whose values have changed as a result of the process, will receive notification of the results of the review by mail concurrent with the filing of the June 1, 2016 Tentative Assessment Roll.

**Step 6: June 1<sup>st</sup> the 2016 Tentative Role is filed, for a Formal Assessment Review (If necessary): Grievance must be filed by June 21<sup>st</sup>, 2016 (Grievance Day)**

**Process:** None

**Public Action Requested:** In the event that the property owner meets with Tyler and feels that the results are still unsatisfactory, they must file for a formal administrative review no later than June 21<sup>st</sup>, and reviews will be heard by the Board of Assessment Review in the summer of 2016. The BAR will determine whether the assessed value for the property is appropriate. If not, the Assessor will make the necessary adjustments. Property owners will receive notification of the BAR’s decision.

**Step 7: Final 2016 Roll is Published (this roll is utilized for the 2017 Taxes)**

**Process:** The Assessor files the 2016 Final Roll on September 15th, 2016.

**Public Action Requested:** None, unless the property owner finds the BAR decision to be unsatisfactory, in which case the taxpayer may choose to resort to the courts for judicial review of the BAR’s decision-- this means filing either a Small Claims Assessment Review (SCAR) for residential properties or a Tax Certiorari Proceeding in State Supreme Court for commercial properties. This filing needs to take place within 30 days of the filing of the final roll.