

# Annual Report on Assessment and Taxation

AS 29.20.640



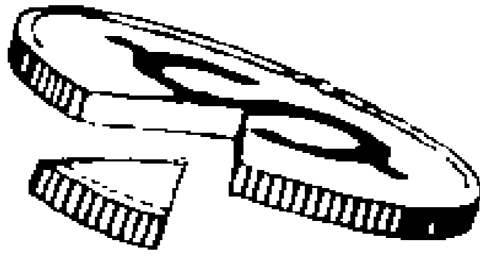
Report due by **August 1, 2011**



State of Alaska  
Sean Parnell, Governor

Department of Commerce,  
Community, and Economic  
Development  
Susan Bell, Commissioner





**OFFICE OF THE  
STATE ASSESSOR**

PLEASE MAIL, OR FAX, ON OR BEFORE [AUGUST 1, 2011](#) TO:

**DCCED/DCRA  
Office of the State Assessor  
550 W. 7th Avenue, Suite 1770  
Anchorage, AK 99501-3510  
FAX: (907) 269-4539**

**MUNICIPAL CONTACT INFORMATION**

Reporting Municipality:		
Report Prepared By:		
Job Title:		Ph #:

If you have any questions or problems with any part of this questionnaire, please contact the **Office of the State Assessor** in Anchorage at **269-4605**.

**2011**  
**ANNUAL REPORT**  
**ON**  
**ASSESSMENT AND TAXATION**

The information published in **Alaska Taxable** is based on the annual reporting of assessments and taxation information from each municipality. Your cooperation in completing this report is essential to the accuracy of the publication and information distributed by the Department of Community and Economic Development. **This report is also a requirement under AS 29.20.640(a)(3) as prerequisite for receipt of state shared revenue under AS 29.60 and other state programs, including education funding under AS 14.17.510.**

It is required that a report be certified both by the Assessor, who has chief responsibility for values, and the Chief Administrator, who has a large degree of responsibility of rates and overall administration.

**Document Certification**

I, \_\_\_\_\_, \_\_\_\_\_  
(type or print name) (type or print title)

for the \_\_\_\_\_, hereby certify  
(municipality)

the information contained in the attached report is complete and correct to the best  
of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, \_\_\_\_\_  
(type or print name) (type or print title)

for the \_\_\_\_\_, hereby certify  
(municipality)

the information contained in the attached report is complete and correct to the best  
of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# ASSESSING DEPARTMENT

## BUDGET

**Total FY12 (TY11) budget or contract amount for your assessing dept.** \$ \_\_\_\_\_

(If the assessment portion of your budget overlaps with other functions, please provide your best estimate of the cost for the assessing department only.) If the Assessment function is contracted, please provide contract amount. Please indicate which of the following the contract covers:

- |  |  |
|--|--|
| <input type="checkbox"/> Reappraisal   | <input type="checkbox"/> Maintenance       |
| <input type="checkbox"/> Real Property | <input type="checkbox"/> Personal Property |

## PERSONNEL

### MUNICIPAL ASSESSOR

NAME: \_\_\_\_\_  
(please print)

- |  |
|--|
| <input type="checkbox"/> Full-Time   |
| <input type="checkbox"/> Part-Time   |
| <input type="checkbox"/> Contract* (Please Provide name and address below) |

### NUMBER OF APPRAISERS

Real Property Appraisers: \_\_\_\_\_  
 Personal Property Appraisers: \_\_\_\_\_  
 Support Staff: \_\_\_\_\_

(\*If assessment office duties are performed by a contractor, please attach a copy of the most recent contract.)

## ASSESSMENT CYCLE

1. Over what period of time are all the parcels in your taxing district measured and inspected? (e.g., one year, two years, four years, etc...)

Number of years: \_\_\_\_\_

2. Date of most recently completed evaluation (inspection) cycle? \_\_\_\_\_

## SCHEDULED CALENDAR OF EVENTS

(Deadlines, due dates, tec...)

- |   |  |
|---|--|
| 1. Mailing date of assessment notices (Real Property): _____      | 6. No. Inquiries _____                     |
| 1a. Mailing date of assessment notices (Personal Property): _____ |  |
| 2. Meeting date of Board of Equalization: _____                   | 7. No. Appeals Filed _____                 |
| 3. Mailing date of tax statements: _____                          |  |
| 4. Date first half of tax payment due: _____                      | 8. No. Appeals Heard at BOE _____          |
| 5. Date second half of tax payment due (if applicable): _____     |  |
|   | 9. Date Personal Property Filing Due _____ |

# MUNICIPAL MILL RATE SHEET

**Directions**

Please complete the following chart with the appropriate mill rates for Areawide Administration (Admin.) and your municipality. Add mill rates across for "Total Mills". Also, remember to answer the Property Tax Cap and Residential Property Tax Exemption questions at the bottom of this page

If spacing below is inadequate, please attach your own summary or use the PG 3 EX. sheet for more lines..

Service Area or Zone #	Service Area or Zone Name	Areawide Admin.	Areawide Educ.	Additional Services (Please specify)				Total Mills

**Local Property Tax Legislation**

Does your municipality have a **LOCAL tax or revenue cap** for property taxes? If so, please describe, in detail, how it is calculated?  
 (Please include an example. Attach additional pages if needed.)

**Residential Property Tax Exemption**

Has your municipality adopted the residential homeowner's exemption AS 29.45.050(a)? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Is the exemption limited to owner-occupied properties? Yes \_\_\_\_\_ No \_\_\_\_\_  
 How is this exemption applied? For example, 25% of value up to the maximum of \$20,000.





## OPTIONAL EXEMPTIONS AS 29.45.050

Please list property that has been exempted from property tax by local ordinance. The estimated value of this exempted property is added to your local Full Value Determination. Please identify the exemption and list your estimated value for the property exempted.

### OPTIONALLY EXEMPTED:

<input type="checkbox"/>	Up to the <b>first \$20,000</b> of assessed value of residential property <u>AS 29.45.050(a)</u>		
	Your Estimate of value of exempt property	<input style="width: 100%;" type="text"/>	
<input type="checkbox"/>	Senior Citizen/Disabled Veteran <b>over the \$150,000</b> mandated exemption <u>AS 29.45.050(l)</u>		
	Your Estimate of value of exempt property	<input style="width: 100%;" type="text"/>	
<input type="checkbox"/>	<b>Community Purpose Exemption</b>		
	Exemption Explanation	<input style="width: 100%;" type="text"/>	
	Your Estimate of value of exempt property	<input style="width: 100%;" type="text"/>	
<input type="checkbox"/>	<b>Machinery</b>	<input type="checkbox"/> Exempt	<input type="checkbox"/> Partially Exempt
		<input type="checkbox"/> Flat Tax	<input type="checkbox"/> Other
	Exemption Explanation	<input style="width: 100%;" type="text"/>	
	Your Estimate of value of exempt property	<input style="width: 100%;" type="text"/>	
<input type="checkbox"/>	<b>Furniture/Fixtures</b>	<input type="checkbox"/> Exempt	<input type="checkbox"/> Partially Exempt
		<input type="checkbox"/> Flat Tax	<input type="checkbox"/> Other
	Exemption Explanation	<input style="width: 100%;" type="text"/>	
	Your Estimate of value of exempt property	<input style="width: 100%;" type="text"/>	
<input type="checkbox"/>	<b>Inventory</b>	<input type="checkbox"/> Exempt	<input type="checkbox"/> Partially Exempt
		<input type="checkbox"/> Flat Tax	<input type="checkbox"/> Other
	Exemption Explanation	<input style="width: 100%;" type="text"/>	
	Your Estimate of value of exempt property	<input style="width: 100%;" type="text"/>	
<input type="checkbox"/>	<b>Aircraft</b>	<input type="checkbox"/> Exempt	<input type="checkbox"/> Partially Exempt
		<input type="checkbox"/> Flat Tax	<input type="checkbox"/> Other
	Exemption Explanation	<input style="width: 100%;" type="text"/>	
	Your Estimate of value of exempt property	<input style="width: 100%;" type="text"/>	
<input type="checkbox"/>	<b>Boats &amp; Vessels</b>	<input type="checkbox"/> Exempt	<input type="checkbox"/> Partially Exempt
		<input type="checkbox"/> Flat Tax	<input type="checkbox"/> Other
	Exemption Explanation	<input style="width: 100%;" type="text"/>	
	Your Estimate of value of exempt property	<input style="width: 100%;" type="text"/>	
<input type="checkbox"/>	<b>Recr. Equipment</b>	<input type="checkbox"/> Exempt	<input type="checkbox"/> Partially Exempt
		<input type="checkbox"/> Flat Tax	<input type="checkbox"/> Other
	Exemption Explanation	<input style="width: 100%;" type="text"/>	
	Your Estimate of value of exempt property	<input style="width: 100%;" type="text"/>	
<input type="checkbox"/>	<b>Total Other Exemptions from Page 4B</b>		
	Your Estimate of value of exempt property	<input style="width: 100%;" type="text"/>	
	<b>TOTAL OPTIONAL EXEMPTIONS</b>	<input style="width: 100%;" type="text"/>	

OPTIONAL EXEMPTIONS CONTINUED AS 29.45.050 (CONT.)

Please list property that has been exempted from property tax by local ordinance. This page is provided for any exemptions that were not included on the previous page. Please attach any documentation. The sum of these exemptions is automatically presented on Page 4A.

**OPTIONALLY EXEMPTED (CONT.):**

**Optional Exemption Description:**  Exempt  Partially Exempt  Flat Tax  Other  
 Exemption Explanation

Your Estimate of value of exempt property

**Optional Exemption Description:**  Exempt  Partially Exempt  Flat Tax  Other  
 Exemption Explanation

Your Estimate of value of exempt property

**Optional Exemption Description:**  Exempt  Partially Exempt  Flat Tax  Other  
 Exemption Explanation

Your Estimate of value of exempt property

**Optional Exemption Description:**  Exempt  Partially Exempt  Flat Tax  Other  
 Exemption Explanation

Your Estimate of value of exempt property

**Optional Exemption Description:**  Exempt  Partially Exempt  Flat Tax  Other  
 Exemption Explanation

Your Estimate of value of exempt property

**Optional Exemption Description:**  Exempt  Partially Exempt  Flat Tax  Other  
 Exemption Explanation

Your Estimate of value of exempt property

**Total Optional Exemptions (Page 4B)**

Include only that property which is taxable under state law. If property is exempt by local ordinance (Optional Exemption), please estimate value that was exempted. Do not include the exempt value of any property that falls under a mandatory exemption contained in AS 29.45.030 and AS 29.45.060. For example, exclude the senior citizen and disabled veteran exemption which is mandatory. For Boroughs, please complete one form for each incorporated city within your Borough and one other sheet that provides the sum value of all areas outside of incorporated cities. For Cities, simply provide one sheet for your community. The sum of all the sheets provided should encompass the entire tax roll.

**City/Borough Name** 

**REAL PROPERTY CLASSIFICATION**

REAL PROPERTY TYPE	VALUE OF OPTIONALLY EXEMPT REAL PROPERTY	ACTUAL TAXABLE REAL PROPERTY \$
RESIDENTIAL (1-4 family)		
VACANT		
FARM		
COMMERCIAL		
INDUSTRIAL		
APARTMENT		
CONDOMINIUM		
MOBILE HOME PARKS		
MOBILE HOMES (REAL)		
OTHER ( )		
<b>TOTAL REAL PROPERTY:</b>		

**PERSONAL PROPERTY CLASSIFICATION**

PERSONAL PROPERTY TYPE	VALUE OF OPTIONALLY EXEMPT PERSONAL PROPERTY	ACTUAL TAXABLE PERSONAL PROPERTY \$
INVENTORY		
MACHINERY/FIXTURES/EQUIP		
MOTOR VEHICLES		
AIRCRAFT		
BOATS AND VESSELS		
OTHER (RECR. EQUIP, MBHM'S)		
<b>TOTAL PERSONAL PROPERTY:</b>		

<b>REAL &amp; PERSONAL TOTALS</b>		
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## LOCALLY TAXED PROPERTY

This page should summarize the combined **total taxable value** of all service areas or tax zones. **Do not include values for optional or mandatory exemptions (i.e., senior citizens), or, state assessed oil and gas production property (AS 43.56.)** Values for AS 43.56 property are obtained directly from the Department of Revenue. Be sure to include any supplemental roll values. If your supplemental rolls are not certified at the time you complete this report, please indicate when they will be available and we will contact you for that information at a later date.

REAL PROPERTY	LOCALLY TAXABLE VALUE (AS 29.45)
TOTAL LAND VALUE	
TOTAL IMPROVEMENT VALUE	
<b>TOTAL REAL PROPERTY:</b>	
PERSONAL PROPERTY	LOCALLY TAXABLE VALUE (AS 29.45)
TOTAL BUSINESS	
TOTAL GENERAL	
<b>TOTAL PERSONAL PROPERTY:</b>	
SUPPLEMENTAL ROLLS	LOCALLY TAXABLE VALUE (AS 29.45)
REAL PROPERTY	
PERSONAL PROPERTY	
<b>TOTAL SUPPLEMENTAL ROLL VALUE:</b>	
<b>Number of Supplemental Rolls</b>	Real Property  Personal Property
<b>TOTAL PROPERTY VALUE</b>	
<b>TOTAL PROPERTY TAXES LEVIED/BILLED</b>	

**Possessory Interest Assessments**  
**and**  
**Property Parcel Count**

Possessory Interest Assessed Value on Tax Exempt Property, Article IX,	
Explain method of possessory interest valuation below:	
Method:	

**Total Municipal Real Property Parcel Count**  
**(see instructions)**

REAL PROPERTY TYPE	NUMBER OF PARCELS
RESIDENTIAL (FOUR FAMILIES OR LESS)	
VACANT	
FARM	
COMMERCIAL	
INDUSTRIAL	
APARTMENT	
CONDOMINIUMS	
MOBILE HOME PARKS	
MOBILE HOMES	
OTHER	
<b>TOTAL REAL PROPERTY COUNT</b>	

PERSONAL PROPERTY TYPE	NUMBER OF ACCOUNTS
BUSINESS	
GENERAL	
<b>TOTAL PERSONAL PROPERTY COUNT</b>	

<b>TOTAL PERSONAL AND REAL COUNT</b>	
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PERSONAL PROPERTY TYPE	ESTIMATED VALUE IF LOCALLY EXEMPT (\$) *	ACTUAL TAXABLE VALUE (\$)	BASED UPON:
BUSINESS INVENTORY & CONSIGNED GOODS			<input type="checkbox"/> Exempt <input type="checkbox"/> Full and True Value <input type="checkbox"/>
BUSINESS MACHINERY, FIXTURES & EQUIPMENT			<input type="checkbox"/> Exempt <input type="checkbox"/> Full and True Value
MOBILE HOMES			<input type="checkbox"/> Exempt <input type="checkbox"/> Full and True Value <input type="checkbox"/> Flat rate of \$
MOTOR VEHICLES			<input type="checkbox"/> Exempt <input type="checkbox"/> Full and True Value <input type="checkbox"/> Flat rate of \$
AIRCRAFT PRIVATE			<input type="checkbox"/> Exempt <input type="checkbox"/> Full and True Value <input type="checkbox"/> Number of Landings
AIRCRAFT COMMERCIAL			<input type="checkbox"/> Full and True Value <input type="checkbox"/> Number of Landings
BOATS & VESSELS			<input type="checkbox"/> Exempt <input type="checkbox"/> Full and True Value <input type="checkbox"/> Tonnage or Length
PRIVATE EQUIPMENT			<input type="checkbox"/> Exempt <input type="checkbox"/> Full and True Value
PRIVATE RECREATIONAL EQUIPMENT			<input type="checkbox"/> Exempt <input type="checkbox"/> Full and True Value <input type="checkbox"/> Other
OTHER			<input type="checkbox"/> Exempt <input type="checkbox"/> Full and True Value <input type="checkbox"/> Other
			<input type="checkbox"/> Exempt <input type="checkbox"/> Full and True Value <input type="checkbox"/> Other
			<input type="checkbox"/> Exempt <input type="checkbox"/> Full and True Value <input type="checkbox"/> Other
			<input type="checkbox"/> Exempt <input type="checkbox"/> Full and True Value <input type="checkbox"/> Other
<b>Totals</b>			
	Note: The total values provided above, should match the numbers that were provided for personal property on pages six and seven.		

\* Please provide estimated value exempted from levy or subject to a flat rate tax

The "Sales Ratio Report" should be self-explanatory. Remember older sales should be trended to January 1st. The weighted mean is the key figure we are looking for and it is helpful if you have ample market data to develop a weighted mean for both vacant and improved property. Please report **ALL SALES DATA**, not just those sales between 70% and 130% of value. Report which sales, if any, were excluded as non-market transactions. Any statistical sales data you can include would be appreciated, including the COD.

The weighted mean is used to adjust locally assessed values into full and true values. Call the Office of the State Assessor at 269-4605 if you have questions concerning this page.

If you have enough sales or the capacity to develop sale ratios for each municipality within your jurisdiction, the end product would be a more accurate full value determination. However, if this is not possible, simply provide an overall rate for your jurisdiction.

**City/Borough Name** 

<b>REAL PROPERTY SALES RATIO</b>	<b>VACANT</b>	<b>IMPROVED</b>
<b>Total number of sales occurring in area</b>		
<b>Total number of sales not utilized.</b>		
<b>COD with Median</b>		
<b>PRD (Price Related Differential)</b>		
<b>COD with Weighted Mean</b>		
<b>Weighted Mean</b>		
<b>Mean</b>		
<b>Median</b>		
<b>Overall Weighted Mean for all Real Property *</b>		

\* The Overall Weighted Mean will be used to calculate your municipality's Real Property Full Value Determination.

# SAMPLE RATIO STUDY

Property Type:		Improved				ABSOLUTE	ABSOLUTE	
SALE #	PROPERTY ID	EXCLUDED	AV	PRICE	A/S RATIO	MEDIAN DEVIATION	WTD MEAN DEVIATION	SAMPLE DATA
2		YES	\$ 196,500	\$ 300,000	0.6550	0.328	0.332	SAMPLE
3		YES	\$ 16,400	\$ 25,000	0.6560	0.327	0.331	SAMPLE
4		YES	\$ 94,200	\$ 138,000	0.6826	0.300	0.304	SAMPLE
5			\$ 33,500	\$ 35,000	0.9571	0.026	0.029	SAMPLE
6			\$ 192,000	\$ 187,000	1.0267	0.044	0.040	SAMPLE
7			\$ 145,900	\$ 148,000	0.9858	0.003	0.001	SAMPLE
8			\$ 75,400	\$ 79,500	0.9484	0.034	0.038	SAMPLE
9			\$ 136,700	\$ 140,000	0.9764	0.006	0.010	SAMPLE
10			\$ 140,800	\$ 142,000	0.9915	0.009	0.005	SAMPLE
11			\$ 73,500	\$ 72,000	1.0208	0.038	0.034	SAMPLE
12			\$ 186,200	\$ 190,000	0.9800	0.003	0.007	SAMPLE
13			\$ 83,200	\$ 82,000	1.0146	0.032	0.028	SAMPLE
14			\$ 184,500	\$ 188,000	0.9814	0.001	0.005	SAMPLE
15			\$ 192,100	\$ 198,800	0.9663	0.017	0.020	SAMPLE
16			\$ 196,700	\$ 200,000	0.9835	0.001	0.003	SAMPLE
17			\$ 144,800	\$ 146,500	0.9884	0.006	0.002	SAMPLE
18			\$ 175,800	\$ 179,000	0.9821	0.001	0.004	SAMPLE
<b>TOTALS</b>			<b>\$1,961,100</b>	<b>\$1,987,800</b>		<b>0.220</b>	<b>0.227</b>	

**RATIO RESULTS:**

NUMBER OF EXCLUDED SALES: **3**  
 NUMBER OF USED SALES: **15**  
 MEAN A/S RATIO: **0.920**  
**MEDIAN A/S RATIO: 0.983**  
 WEIGHTED MEAN: **0.987**  
 PRICE RELATED DIFF (PRD): **0.933**  
 COD WITH MEDIAN: **1.490**  
 COD WITH WTD. MEAN: **1.536**

*Median formula MUST be adjusted to omit Excluded Sales.*

**INSTRUCTIONS:**

This format is provided for your consideration, it is not mandatory that you use it. However, this format can be used by simply adding rows and inserting your data into the proper cells. Once your data is inserted, be sure to delete the original sample data. In other words, all rows with "SAMPLE" in the "SAMPLE DATA" column should be deleted. Sort your data so that all excluded sales appear at the top of the spreadsheet. Also insure that the formulas are adjusted correctly to include all of your data. See below.

**PURPLE FONT:** These are automatically calculating fields.

**RED FONT:** These are automatically calculating fields, however the formulas MAY need to be adjusted so that the cell locations for the source data include all data that you have added. For example, the formula for the MEAN A/S RATIO is;

=SUMIF(C5:C22,"<>YES",F5:F22)/C28

If your sales data, once loaded, ended on row 48, the cell locations would need to be changed to;

=SUMIF(C5:C48,"<>YES",F5:F48)/C28

**MEDIAN A/S RATIO:**

Note that the Median A/S ratio cannot be pre-programmed to omit any "Excluded" Sales. Be sure that the cell locations for this formula do not include any "Excluded" sales. This is easily accomplished by sorting your data so that the Excluded sales appear at the top of the spreadsheet and correcting the cell locations accordingly.

# SAMPLE RATIO STUDY

Property Type:

Vacant

<u>SALE #</u>	<u>PROPERTY ID</u>	<u>EXCLUDED</u>	<u>AV</u>	<u>PRICE</u>	<u>A/S RATIO</u>	<u>ABSOLUTE MEDIAN DEVIATION</u>	<u>ABSOLUTE WTD MEAN DEVIATION</u>	<u>SAMPLE DATA</u>
2		YES	\$ 196,500	\$ 300,000	0.6550	0.328	0.332	SAMPLE
3		YES	\$ 16,400	\$ 25,000	0.6560	0.327	0.331	SAMPLE
4		YES	\$ 94,200	\$ 138,000	0.6826	0.300	0.304	SAMPLE
5			\$ 33,500	\$ 35,000	0.9571	0.026	0.029	SAMPLE
6			\$ 192,000	\$ 187,000	1.0267	0.044	0.040	SAMPLE
7			\$ 145,900	\$ 148,000	0.9858	0.003	0.001	SAMPLE
8			\$ 75,400	\$ 79,500	0.9484	0.034	0.038	SAMPLE
9			\$ 136,700	\$ 140,000	0.9764	0.006	0.010	SAMPLE
10			\$ 140,800	\$ 142,000	0.9915	0.009	0.005	SAMPLE
11			\$ 73,500	\$ 72,000	1.0208	0.038	0.034	SAMPLE
12			\$ 186,200	\$ 190,000	0.9800	0.003	0.007	SAMPLE
13			\$ 83,200	\$ 82,000	1.0146	0.032	0.028	SAMPLE
14			\$ 184,500	\$ 188,000	0.9814	0.001	0.005	SAMPLE
15			\$ 192,100	\$ 198,800	0.9663	0.017	0.020	SAMPLE
16			\$ 196,700	\$ 200,000	0.9835	0.001	0.003	SAMPLE
17			\$ 144,800	\$ 146,500	0.9884	0.006	0.002	SAMPLE
18			\$ 175,800	\$ 179,000	0.9821	0.001	0.004	SAMPLE
<b>TOTALS</b>			<b>\$1,961,100</b>	<b>\$1,987,800</b>		<b>0.220</b>	<b>0.227</b>	

**RATIO RESULTS:**

NUMBER OF EXCLUDED SALES: **3**  
 NUMBER OF USED SALES: **15**  
 MEAN A/S RATIO: **0.920**  
**MEDIAN A/S RATIO: 0.983**  
 WEIGHTED MEAN: **0.987**  
 PRICE RELATED DIFF (PRD): **0.933**  
 COD WITH MEDIAN: **1.490**  
 COD WITH WTD. MEAN: **1.536**

*Median formula MUST be adjusted to omit Excluded Sales.*

**INSTRUCTIONS:**

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=SUMIF(C5:C22,"<>YES",F5:F22)/C28

If your sales data, once loaded, ended on row 48, the cell locations would need to be changed to;

=SUMIF(C5:C48,"<>YES",F5:F48)/C28

**MEDIAN A/S RATIO:**

Note that the Median A/S ratio cannot be pre-programmed to omit any "Excluded" Sales. Be sure that the cell locations for this formula do not include any "Excluded" sales. This is easily accomplished by sorting your data so that the Excluded sales appear at the top of the spreadsheet and correcting the cell locations accordingly.

# SAMPLE RATIO STUDY

Property Type:

Improved & Vacant

SALE #	PROPERTY ID	EXCLUDED	AV	PRICE	A/S RATIO	ABSOLUTE	ABSOLUTE	SAMPLE DATA
						MEDIAN DEVIATION	WTD MEAN DEVIATION	
2		YES	\$ 196,500	\$ 300,000	0.6550	0.324	0.327	SAMPLE
3		YES	\$ 16,400	\$ 25,000	0.6560	0.323	0.326	SAMPLE
4		YES	\$ 94,200	\$ 138,000	0.6826	0.296	0.299	SAMPLE
5			\$ 28,000	\$ 35,000	0.8000	0.179	0.182	SAMPLE
6			\$ 192,000	\$ 187,000	1.0267	0.048	0.045	SAMPLE
7			\$ 145,900	\$ 148,000	0.9858	0.007	0.004	SAMPLE
8			\$ 72,000	\$ 79,500	0.9057	0.073	0.076	SAMPLE
9			\$ 136,700	\$ 140,000	0.9764	0.002	0.005	SAMPLE
10			\$ 148,000	\$ 142,000	1.0423	0.063	0.061	SAMPLE
11			\$ 73,500	\$ 72,000	1.0208	0.042	0.039	SAMPLE
12			\$ 182,000	\$ 190,000	0.9579	0.021	0.024	SAMPLE
13			\$ 78,000	\$ 82,000	0.9512	0.028	0.031	SAMPLE
14			\$ 184,500	\$ 188,000	0.9814	0.002	0.000	SAMPLE
15			\$ 192,100	\$ 198,800	0.9663	0.013	0.015	SAMPLE
16			\$ 191,000	\$ 200,000	0.9550	0.024	0.027	SAMPLE
17			\$ 152,000	\$ 146,500	1.0375	0.059	0.056	SAMPLE
18			\$ 175,800	\$ 179,000	0.9821	0.003	0.000	SAMPLE
<b>TOTALS</b>			<b>\$1,951,500</b>	<b>\$1,987,800</b>		<b>0.564</b>	<b>0.565</b>	

**RATIO RESULTS:**

NUMBER OF EXCLUDED SALES: **3**  
 NUMBER OF USED SALES: **15**  
 MEAN A/S RATIO: **0.906**  
**MEDIAN A/S RATIO: 0.979**  
 WEIGHTED MEAN: **0.982**  
 PRICE RELATED DIFF (PRD): **0.923**  
 COD WITH MEDIAN: **3.842**  
 COD WITH WTD. MEAN: **3.836**

*Median formula MUST be adjusted to omit Excluded Sales.*

**INSTRUCTIONS:**

This format is provided for your consideration, it is not mandatory that you use it. However, this format can be used by simply adding rows and inserting your data into the proper cells. Once your data is inserted, be sure to delete the original sample data. In other words, all rows with "SAMPLE" in the "SAMPLE DATA" column should be deleted. Sort your data so that all excluded sales appear at the top of the spreadsheet. Also insure that the formulas are adjusted correctly to include all of your data. See below.

**PURPLE FONT:** These are automatically calculating fields.

**RED FONT:** These are automatically calculating fields, however the formulas MAY need to be adjusted so that the cell locations for the source data include all data that you have added. For example, the formula for the MEAN A/S RATIO is;

=SUMIF(C5:C22,"<>YES",F5:F22)/C28

If your sales data, once loaded, ended on row 48, the cell locations would need to be changed to;

=SUMIF(C5:C48,"<>YES",F5:F48)/C28

**MEDIAN A/S RATIO:**

Note that the Median A/S ratio cannot be pre-programmed to omit any "Excluded" Sales. Be sure that the cell locations for this formula do not include any "Excluded" sales. This is easily accomplished by sorting your data so that the Excluded sales appear at the top of the spreadsheet and correcting the cell locations accordingly.

<b>DATA PROOFING</b>		<b>DATA LOCATION</b>	<b>QUALITY CHECK</b>
<b>EXEMPTIONS:</b>			
TOTAL OPTIONAL EXEMPTIONS		Pgs 4A & 6	<b>OKAY</b>
PERSONAL PROPERTY EXEMPTION A		Pgs 5 & 9	<b>OKAY</b>
PERSONAL PROPERTY EXEMPTION B		Pgs 6 & 9	<b>OKAY</b>
REAL PROPERTY EXEMPTIONS		Pgs 4A & 6	<b>OKAY</b>
<b>VALUES:</b>			
REAL PROPERTY		Pgs 6 & 7	<b>OKAY</b>
PERSONAL PROPERTY VALUE A		Pgs 6 & 7	<b>OKAY</b>
PERSONAL PROPERTY VALUE B		Pgs 6 & 9	<b>OKAY</b>
TOTAL VALUE		Pgs 6 & 7	<b>OKAY</b>

All items should be indicated as "**OKAY**" if the data is correct. If an entry indicates "**ERROR**", a mistake has been made in the data. See the page numbers under "Data Location" to track down any errors. Note that there may be an error indicated due to minor differences in value caused by rounding.