



Residential Property Sales Comparison

How to estimate property value for 2009 pay 2010 assessment

For the purpose of annual adjustment, the assessed value of real estate will fall in a range with similar properties in the same neighborhood or a nearby location having similar characteristics. The three most important aspects to consider in the subject property dwelling:

- 1) Size.....(square feet of finished living space)
- 2) Year built(year of home construction or the Effective Age calculated after remodeling)
- 3) Quality.....(relates to the dwelling's construction and components)

If the property had an addition of living space after the construction year, please contact the County Assessor for assistance calculating Effective Age.

The first step in the review process is to compare the sale prices of similar properties (comps) sold January 1- December 31, 2008. If the subject property (your house) had a major remodeling or addition of living space, please contact the County Assessor for assistance calculating Effective Age.

Using an appraisal

You may already have all the information needed in a professionally prepared appraisal document. Appraisals for bank financing which use comps sold in 2008 are the most useful. Older appraisals would need to be adjusted for time of sale and in times of changing market conditions this is difficult. Recent appraisals with sales in 2009 are also not useful for 2009 assessment value, but would be for next year.

Comparison Using Sales Disclosures

The County Assessor's Office offers an on-line resource to help you find sales to use as comps. Not every sale transaction that occurred in the time range can be used, only those offered on the open market with a willing seller and buyer. Sheriff sales, for example, are not allowed.

Review the sale prices for those which best match the subject dwelling and fill in values for key features on the property worksheet, page 2. This simple study will indicate if the assessed value is within expected range, or falls too high or too low.

The best comparison properties are found in the same neighborhood as the subject property. Assessment "neighborhoods" have boundaries defining areas of homes with similar age and construction characteristics, with minor differences in dwelling square feet or land/lot type. If a property is included in a neighborhood but differs substantially from the majority of the dwellings, it may need to be adjusted during the appeal period, or reassigned a more appropriate neighborhood.

Informal Hearing

If the assessment value is clearly out of range with comps (more than 10 % difference), the next step is filling out a 2009 petition for review. Attach a copy of the sales comparison worksheet, or the appraisal document, to a petition form or write a letter presenting all the information requested on the petition form. The assessor staff will review these documents and contact you. If agreement is reached, a formal hearing with the county board may not be needed. Value decisions by formal hearing can be appealed to the Indiana Board of Tax Review.

Sales Comparison Worksheet

Comparing sale prices in the same neighborhood yields the best result. If there are no sales, find a similar neighborhood in the same school district that has homes of the same age, size and quality.



| | Subject | Comparable Sales in the Same Neighborhood | | | |
|--------------------------------------|-----------------|---|----|----|----|
| | <i>my house</i> | #1 | #2 | #3 | #4 |
| Parcel ID | | | | | |
| Neighborhood # | | | | | |
| | | | | | |
| Sale Price | | | | | |
| Sale Date | | | | | |
| Square Feet total of living space | | | | | |
| Quality/Grade | | | | | |
| Age | | | | | |

Petitioner Name _____ Telephone _____

Email: _____

Attach a copy of this completed worksheet to your petition for review, and submit all pages either postmarked or hand delivered by November 30, 2009 to the assessor's office. The assessor staff will review all the work and contact you for a consultation. At this informal meeting you may reach an agreement of value. In the event there is no settlement, you will be scheduled for a formal hearing with the county review board for real estate assessments (sometimes referred to as PTABOA)

By statute, petitions are to be scheduled for informal meeting within 180 days. In practice, the assessor staff can not look at each file on an individual basis in this amount of time. The volume of appeals takes about a year to process. Please refer to Indiana Code for taxpayer remedies and statutory deadlines.

Learn about the appeals process and search for statute and rules relative to assessments on the web site for the Department of Local Government Finance: www.in.gov/dlgf

State form used in property assessment: <http://www.in.gov/icpr/webfile/formsdiv/2897.htm>

Forms for the appeals process: Indiana Board of Tax Review: <http://www.in.gov/ibtr/2331.htm>

Additional information about the local process, plus the county sales database, is offered by the Tippecanoe County Assessor: www.tippecanoe.in.gov/assessor