

Narrative

General Information

County Name: [Clinton County](#)

Person Performing Ratio Study: [Dana Myers / Brian Thomas](#)

Sales Window (e.g. 1/1/20 to 12/31/20): [1/1/2020to 1/31/2020](#)

If more than one year of sales were used, was a time adjustment applied? If no, please explain why not. If yes, please explain the method used to calculate the adjustment.

Groupings

In the space below, please provide a list of townships and/or major class groupings (if any). Additionally, please provide information detailing how the townships and/or major classes are similar in market.

****Please note that groupings made for the sole purpose of combining due to a lack of sales with no similarities will not be accepted by the Department****

The following homogenous groupings have been established:

Group Twp1: This is Center Township which includes Frankfort proper.

Group Twp2: This is Owen, Warren, Forest, Johnson, Union, and Sugar Creek Townships. These are all the same as they are the most rural outlying townships in Clinton County. They are mostly gravel roads, few amenities, and heavily agricultural.

Group Twp3: This is Jackson, Kirklin, and Perry Townships. They are rural on the outer areas but have multiple major thoroughfares cutting throughout (i.e. US 421, St Rd 38, and St Rd 39) unlike the mostly rural townships in Twp2. Positive residual effects from Kirklin and Frankfort also effect this area.

Group Twp4: Madison Township

Group Twp5: Ross Township

Group Twp6: Michigan and Washington Townships. These townships are the west and east border of Center Township (Frankfort) with State Road 28 running right through the middle of them. The impact of population, accessibility, convenience to the main thoroughfare, plus the economic effects of Frankfort make these townships comparable in regards to their market segmentation.

- Residential Improved parcels: **appropriate analysis is included.**
- Residential Vacant parcels: **insufficient valid sales** to analyze.
 - **The following sales within this class of property are marked valid and would have been used had there been enough sales to analyze**
 - 12-10-11-207-001.000-021 – Twp1
 - 12-10-04-477-005.000-021 – Twp1
 - 12-10-09-230-006.000-021 – Twp1
 - 12-10-11-479-006.000-021 – Twp1
 - 12-06-13-177-004.000-018 – Twp2
 - 12-07-26-155-006.000-011 – Twp6
 - 12-07-27-400-007.002-010 – Twp6
- Commercial Vacant parcels: **insufficient valid sales** within this property class to analyze.
- Commercial Improved parcels: **insufficient valid sales**
 - **The following sales within this class of property are marked valid and would have been used had there been enough sales to analyze**
 - 12-10-10-208-012.000-021 – Twp1
 - 12-13-08-194-003.000-014 – Twp3
 - 12-13-08-188-012.000-014 – Twp3
 - 12-05-20-130-004.000-009 – Twp4
- Industrial Vacant parcels: **insufficient valid sales** within this property class to analyze.
- Industrial improved parcels: **insufficient valid sales** within this property class to analyze.

AV Increases/Decreases

If applicable, please list any townships within the major property classes that either increased or decreased by more than 10% in total AV from the previous year. Additionally, please provide a reason why this occurred.

Property Type	Townships Impacted	Explanation
Commercial Improved	Ross	Reassessment
Commercial Vacant	Madison Ross Washington	Reassessment Reassessment Change in depreciation (due to age) on a \$65 million property
Industrial Improved	Madison	Reassessment
Industrial Vacant	Madison Washington	Reassessment 2 parcels were split and made into ind. unimporv
Residential Improved	Perry	Reassessment
Residential Vacant	Perry Johnson	Reassessment 4 parcels were split and made into res. unimproved

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Cyclical Reassessment

Please explain in the space below which townships were reviewed as part of the current phase of the cyclical reassessment. **Perry, Madison, and Ross Townships which include the towns of Colfax, Mulberry, and Rossville.**

Was the land order completed for the current cyclical reassessment phase? If not, please explain when the land order is planned to be completed. **The Land Order will be completed during the fourth (4th) phase of the cyclical reassessment.**

Comments

In this space, please provide any additional information you would like to provide the Department in order to help facilitate the approval of the ratio study. Such items could be standard operating procedures for certain assessment practices (e.g. effective age changes), a timeline of changes made by the assessor's office, or any other information deemed pertinent.

For information purposes we will provide you with the following:

Sales Disclosure Verification Process

1. Once the sales disclosure comes in, the sales disclosure deputy immediately prints a card so that none of the transfer or sales information appears on the PRC
2. Said PRC's are distributed to a data collector and a site inspection is completed with the following guidelines
 - a. Check the PRC for errors.
 - b. Factual (objective) errors are written in **red ink**
 - c. Any notes or comments that would be considered subjective in nature (or an opinion of the data collector) is written **in pencil**
 - d. When necessary questions are asked of anyone home at the time of the inspection
3. The data collector then returns said PRC's to the sales disclosure deputy who then adheres to the following guidelines
 - a. Review the site inspection card,
 - b. Make only the corrections to the PRC that are indicated in **red ink**
 - c. Whatever contact with buyer, seller, real estate agent, and/or Title Company is made to finalize the decision if the sale is valid or invalid for trending purposes.

Effective Age Protocol

- Clinton County does have a protocol for establishing effective age which is verified, updated, and established annually using sales/marketing data, all the following criteria are used in establishing the proprietary annual guidelines:
 - Ascertaining the level of update(s) that are known factors that extend the economic life of a structure
 - Siding

- Windows
- Roof (type)
- Additions
- Remodeling (extent thereof)
- Replacement/upgrades such as plumbing, electrical, insulation, drywall, flooring, built-ins
- Taking into consideration
 - Grade
 - Condition
 - Year / effective year
 - Location
- Once quantified correlation with the percent complete charts as provided in our Guidelines is established to assist in establishing a weighted age.

Said process is employed only during the new construction process, appeals, and reassessment field work.