

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: Assessing Officials and Vendors
FROM: Barry Wood, Assessment Division Director *JBW*
RE: 2012 General Reassessment Cost Information
DATE: June 21, 2010

The Department of Local Government Finance ("Department") is responsible for providing the underlying cost information to be utilized for the 2012 general reassessment, set to begin on July 1, 2010. Last fall, the Department completed the Request for Proposal (RFP) process for the underlying cost information, and the bid/contract was awarded to the Craftsman Book Company out of Carlsbad, California.

Although the format of the cost tables in the 2012 Real Property Guidelines will be similar to the 2002 Guidelines, the cost information provided by Craftsman is different from the current information provided by Marshall Valuation Services; hence, a "Cost Table Translator" RFP was recently completed. The Department is currently finalizing the contract with the successful bidder, J. Wayne Moore.

It is anticipated the Department will provide the preliminary cost information to the counties by July 1, 2011. The counties can then begin to re-price all parcels with the revised cost and depreciation information, and also conduct preliminary equalization/ratio studies. The goal date to provide the counties with either updated cost information/tables, or a factor that can be applied to the July 1, 2011 cost information to bring it current (as possible) to the March 1, 2012 assessment/valuation date is on or about January 1, 2012. The assessor should then re-price the cost and depreciation information after the updated cost information/tables or factor is provided (i.e. between early January and February 2012).

Because of the amount of time needed to re-price all properties, the assessing official should begin updating the assessed values upon receipt of the cost information in July 2011.

Between July 1, 2010 and July 1, 2011, the assessing official may do the following reassessment-related tasks:

- Inspect and verify all property characteristics during a visit to the property.
- Determine the values of all classes of commercial, industrial, and residential land (including farm homesites) in the township or county. Although the assessor is not required to submit the values to the property tax assessment board of appeals not later

than November 1, 2011, the assessing official can begin to determine preliminary land values.

- Review current neighborhood delineations and determine if further stratification or identification is required.

Please also note the following:

- If county assessors start the physical inspection process *before* July 1, 2010, they must later confirm property data from July 1, 2010 to March 1, 2012 with:
 - A follow-up property visit;
 - Review of county building permit records with a follow-up property visit, if necessary; or
 - Use of aerial photography (e.g., Pictometry).
- Counties have the legal authority to begin preliminary general reassessment work before July 1, 2010 in accordance with I.C. § 6-1.1-9, which permits the county assessor to assess or reassess undervalued or omitted property in a county.
- When the assessor assesses/reassesses any real property, he must give notice to the taxpayer, by mail, of the amount of assessment/reassessment (e.g., Form 11).
- During the period of a general reassessment, each township or county assessor shall mail the required notice of assessment within ninety (90) days after the assessor:
 - (1) completes the appraisal of a parcel; or
 - (2) receives a report for a parcel from the professional appraiser.

The following are statutory completion dates for various steps in the general reassessment. If a county employs a professional appraiser or professional appraisal firm, the same dates apply; however, the professional must file appraisal reports with the assessor:

- Before December 1, 2010 - One-fourth ($\frac{1}{4}$) of parcels completed
- Before May 1, 2011 - One-half ($\frac{1}{2}$) of parcels completed.
- Before October 1, 2011 - Three-fourth ($\frac{3}{4}$) of parcels completed
- Before March 1, 2012 - All parcels completed

If you have any questions, please contact Barry Wood at Bwood@dlgf.in.gov or 317.232.3762.