**Narrative**

**General Information**

County Name:

Person Performing Ratio Study:

Contact Information:

Vendor Name (If Applicable):

Additional Contacts (For purposes of the ratio study):

Sales Window (e.g. 1/1/18 to 12/31/18):

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 township 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\*\*

**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 |  |  |
| Commercial Vacant |  |  |
| Industrial Improved |  |  |
| Industrial Vacant |  |  |
| Residential Improved |  |  |
| Residential Vacant |  |  |

**Cyclical Reassessment**

Please explain in the space below which townships were reviewed as part of the current phase of the cyclical reassessment.

Was the land order completed for the current cyclical reassessment phase? If not, please explain when the land order is planned to be completed.

**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.