

Ratio Study Narrative 2026

General Information	
County Name	Clinton County

Person Performing Ratio Study			
Name	Phone Number	Email	Vendor Name (if applicable)
Brian Thomas	(765)210-1804	briant.tapco@gmail.com	TAPCo

Sales Window

1/1/2025 to 12/31/2025

If more than one year of sales were used, was a time adjustment applied?

☐ No

Explain, why not:

☐ Yes

Explain the method used to calculate the adjustment:

Groupings

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 the market.

****Please note that groupings made for the sole purpose of combining due to 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 affect 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 regarding their market segmentation.

Please explain clearly which property classes and groupings in the ratio study were trended.

IndVac = 0 sales / insufficient sales to do ratio study
IndImp = 1 sale / insufficient sales to do ratio study
ComVac = 0 sales / insufficient sales to do ratio study
ComImp = 4 sales / insufficient sales to do ratio study
ResVac = 1 sale / insufficient sales to do ratio study
ResImp = 219 sales – completed ratio study in all 6 groupings

Cyclical Reassessment

Please identify the townships included in the current phase of the cyclical reassessment. Additionally, specify any townships where the number of parcels reviewed exceeded the total outlined in the approved reassessment plan. Ensure all reviewed parcels meet the 25% requirement, with a 2% tolerance (acceptable range 23-27%).

Center Township with parcels in the Frankfort taxing district is the current phase.

Land Order

The land order used for January 1, 2026, assessment along with the Narrative (optional) will be published on DLGF's website. Please provide the following information:

Date the land order was submitted to PTABOA.	12/8/2025	
Action taken by the PTABOA.	☒ Approved	☐ Denied
Effective date of the land order.	1/1/2025	
Was the land order updated as part of the 2025 cyclical reassessment?	☒ Yes	☐ No
Any other changes or issues?	No major updates or changes were required.	

Comments

In this space, please provide any additional information you would like to provide the Department with 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**

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.