

# Narrative

## General Information

County Name: **Putnam**

Person Performing Ratio Study: **Janet Brown**

Contact Information: [janet.brown@airhop.com](mailto:janet.brown@airhop.com) 765-653-4312

Vendor Name (If Applicable):

Additional Contacts (For purposes of the ratio study): **Don Badolato don@badolato@airhop.com**

Sales Window (e.g. 1/1/18 to 12/31/18): **1/1/2018-12/31/2018**

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.

**In ResImp Franklin, Russell and Jackson Townships are grouped together. They have the same school district and economic influences. They are mainly farming communities and travel to other towns for other income.**

**We also grouped Jefferson Township with Warren Township and they both have the same school district and similar economic influences.**

**Our ComImp is grouped together because we did not have enough sales for them to stand alone. We have Cloverdale, Greencastle and Jefferson Townships combined.**

**We grouped Cloverdale and Greencastle in with Floyd for our ResVac because there were too few to use them separately.**

## 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	Clinton Jackson	Increase because of combinations Commercial property moved to Industrial Class
Commercial Vacant	Washington Warren	Several parcels moved to Exempt Parcel moved from CV to CI
Industrial Improved	Warren	Several buildings added to Vacant Property
Industrial Vacant		
Residential Improved	Greencastle	New Housing Addition
Residential Vacant	Greencastle Jefferson	New housing addition property class changes for combinations and dwellings

### Cyclical Reassessment

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

All of Franklin, Russell, and Jackson. Over half of Clinton and part of Cloverdale, Floyd, Greencastle, Jefferson, Madison, Marion, Monroe, Washington, and Warren.

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

Yes

### 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.

We use a form called Percentage of Completion to determine if there needs to be an effective age change and we use the Table 3-12 from Real Property Assessment Guidelines to determine the condition of the dwelling. We check our old pictures and take new pictures while visiting the property to establish any changes. We also check to see if the Grade is correct using a standard grading sheet and the pictures supplied by the DLGF classes.