

## TIPS FOR PRODUCTIVE REVIEW

In order for our office to effectively serve all property owners who have questions about their appraisals, please keep the following points in mind during your review with the appraisal staff:

- I. Reviews will be kept to a 15 minute time frame. (If more than one property is to be discussed, each property should be discussed in as timely a manner as possible.)
- II. Please turn off all cell phones while in the building to avoid interruptions.
- III. A positive approach will help achieve a productive review.
- IV. The appraisal staff and Appraisal Review Board can only discuss property value. We cannot discuss tax rates or collection of the taxes.
- V. Williamson Central Appraisal District is required by Texas Law to appraise all property at 100% market value as of January 1 of each year.
- VI. Be prepared to provide pertinent information to support your opinion of the value:
  1. **Real Property:**
    - a. Settlement statements and fee appraisals.
    - b. Sales of similar properties.
    - c. Repair cost estimates for significant problems that existed prior to January 1<sup>st</sup> (photo documentation)
    - d. Any information that shows an error in the district's data.
    - e. Operating statement and rent roll for commercial properties.
    - f. Cost documents if constructed in past year.
  2. **AG / Special Valuation and / or Rollback Tax protests:**
    - a. Documents providing evidence of agricultural use (i.e.: contracts / receipts for custom sprigging / cutting / baling.
    - b. Receipts on fertilizer, herbicide, etc. (receipts need to indicate number of acres, date of service, product, etc.).
    - c. Contracts and / or receipts on fence repair / fence installation, pond construction, etc.
    - d. Purchase and sales receipts on livestock.
    - e. Production records / breeding records.
    - f. Breeding operations should have copies of registration papers.
    - g. If involved with a government program, you should have a copy of the current contract.
    - h. Documentation of activities performed in regard to wildlife management.
    - i. Notarized letters from leases indicating the usage of the property (i.e.: type of crop, when planted, type of livestock, number of head of livestock, length of time property is grazed, etc.).
  3. **Personal Property:**
    - a. *Inventory, furniture, Fixtures, Machinery & Equipment:*
      1. Schedule 1120s (U.S. Income Tax Return for an S Corporation), Form 4562 (Depreciation and Amortization, includes Sections 179 and Vehicle data), Schedule A (Itemized Deductions), Schedule C (Profit or Loss from Business), Form 1065 (U.S. Return of Partnership Income) along with any other supporting documentation for the Balance Sheet and the Profit and Loss Statement from the most current IRS filing.
      2. Completed asset list including description, original cost and year acquired; if you have equipment that has additional attachments / accessories, be sure to list those items separately with the year, make, model number and description, as well.
      3. If representing a taxpayer, you must have a Statement of Authenticity signed by an officer of the company accompanied with the company generated general ledger data. The statement of Authenticity form can be found at [www.wcad.org](http://www.wcad.org).
    - b. *Aircraft:* List the Year, Make, Model, Engine Hours and Log Time as of January 1<sup>st</sup>
    - c. *Vehicles:* List the Year, Make, Model and Mileage as of January 1<sup>st</sup>. If you have any equipment attached (booms, lifts, tool boxes, etc.), please list separately
    - d. *Sale of Business (prior to 1/1/15):* Bill of Sale or other documentation to show date of ownership change.
    - e. *Closure of Business (prior to 1/1/15):* Final Utility Bill, cancelled Insurance Policy, cancelled Lease, etc.

Our goal is to make this process as expedient and pleasant as possible. Thank you for your cooperation in helping us attain our goal.