



## **Preface**

Department of Property Assessment and Taxation hereinafter referred to as the Department, under the direction of the Property Tax Administrator.

The Department is required by Neb. Rev. Stat. §77-1327 (R. S. Supp., 2005) to develop and maintain a state-wide sales file of all arm's length transactions. From this sales file the Department prepares an assessment sales ratio study in compliance with acceptable mass appraisal standards. The assessment sales ratio study is the primary mass appraisal performance evaluation tool. From the sales file, the Department prepares statistical analysis from a non-randomly selected set of observations, known as sales, from which inferences about the population, known as a class or subclass of real property, may be drawn.

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## FORM 521 OVERVIEW

**The Department of Property Assessment and Taxation may be shown as PA&T and the Property Tax Administrator may be shown as PTA.**

The following is an overview of the statutes that direct the sales file, followed by complete copies of statutes 76-214 and 77-1327.

### Statutes

**77-1327. Legislative intent. Property Tax Administrator; sales file; studies; powers and duties.**

...

(2) All transactions of real property for which the statement required in section 76-214 is filed shall be available for development of a sales file by the Property Tax Administrator. All transactions with stated consideration of more than one hundred dollars or upon which more than two dollars and twenty-five cents in documentary stamp taxes are paid shall be considered sales. All sales shall be deemed to be arm's length transactions unless determined to be otherwise under professionally accepted mass appraisal techniques. The Department of Property Assessment and Taxation shall not overturn a determination made by a county assessor regarding the qualification of a sale unless the department reviews the sale and determines through the review that the determination made by the county assessor is incorrect.

...

(5) The Property Tax Administrator may require assessors and other taxing officials to report data on the assessed valuation and other features of the property assessment for such periods and in such form and content as the Property Tax Administrator shall deem appropriate. The Property Tax Administrator shall so construct and maintain the system used to collect and analyze the data to enable him or her to make intracounty comparisons of assessed valuation, including school districts, as well as intercounty comparisons of assessed valuations, including school districts. The Property Tax Administrator shall include analysis of real property sales pursuant to land contracts and similar transfers at the time of execution of the contract or similar transfer.

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**76-214. Deed, memorandum of contract, or land contract; recorded; tax statement required; access.**

(1) Every grantee who has a deed to real estate recorded which was executed after July 21, 1965, and every purchaser of real estate who has a memorandum of contract or land contract recorded which was executed after July 16, 1994, shall, at the time such deed, memorandum of contract, or land contract is presented for recording, file with the register of deeds a completed statement as prescribed by the Property Tax Administrator. For all deeds executed and recorded after January 1, 1986, and for all memoranda of contract and land contracts executed and recorded after July 16, 1994, and prior to January 1, 2001, the statement shall contain the social security number of the grantee or purchaser, if living, or the federal employer identification number of the grantee or purchaser. For all deeds and all memoranda of contract and land contracts executed and recorded on and after January 1, 2001, the statement shall not require the social security number of the grantee or purchaser or the federal employer identification number of the grantee or purchaser. This statement may require the recitation of any information contained in the deed, memorandum of contract, or land contract, the total consideration paid, the amount of the total consideration attributable to factors other than the purchase of the real estate itself, and other factors which may influence the transaction. This statement shall be signed and filed by the grantee, the purchaser, or his or her authorized agent. The statement form shall be designed so that multiple copies are generated. Beginning January 1, 2001, the register of deeds shall forward the original copy of the statement to the Department of Revenue, two copies of the statement shall be provided to the county assessor, and a copy shall be provided to the grantee or purchaser or his or her agent. If the grantee or purchaser fails to furnish the statement, the register of deeds shall not record the deed, memorandum of contract, or land contract. The register of deeds shall indicate on the statement the book and page or computer system reference where the deed, memorandum of contract, or land contract is recorded and shall immediately forward the statement to the county assessor. The county assessor shall process the statement according to the instructions of the Property Tax Administrator and shall, when directed, forward the statement to the Property Tax Administrator. Except as provided in subsection (2) of this section, the statement and the information contained therein shall be confidential and available to tax officials only.

(2) Any person shall have access to statements at the office of the county assessor which have been filed on or after January 1, 1995, and have not been disposed of pursuant to the records retention and disposition schedule as approved by the State Records Administrator.

**77-1327.**

(1) It is the intent of the Legislature that accurate and comprehensive information be developed by the Property Tax Administrator and made accessible to the taxing officials and property owners in order to ensure the uniformity and proportionality of the assessments of real property valuations in the state in accordance with law and to provide the statistical and narrative reports pursuant to section 77-5027.

(2) All transactions of real property for which the statement required in section 76-214 is filed shall be available for development of a sales file by the Property Tax Administrator. All transactions with stated consideration of more than one hundred dollars or upon which more than two dollars and twenty-five cents in documentary stamp taxes are paid shall be considered sales. All sales shall be deemed to be arm's length transactions unless determined to be otherwise under professionally accepted mass appraisal techniques. The Department of Property Assessment and Taxation shall not overturn a determination made by a county assessor regarding the qualification of a sale unless the department reviews the sale and determines through the review that the determination made by the county assessor is incorrect.

(3) The Property Tax Administrator annually shall make and issue comprehensive assessment ratio studies of the average level of assessment, the degree of assessment uniformity, and the overall compliance with assessment requirements for each major class of real property subject to the property tax in each county. The comprehensive assessment ratio studies shall be developed in compliance with professionally accepted mass appraisal techniques and shall employ such statistical analysis as deemed appropriate by the Property Tax Administrator, including measures of central tendency and dispersion. The comprehensive assessment ratio studies shall be based upon the sales file as developed in subsection (2) of this section and shall be used by the Property Tax Administrator for the analysis of the level of value and quality of assessment for purposes of section 77-5027 and by the Property Tax Administrator in establishing the adjusted valuations required by section 79- 1016. Such studies may also be used by assessing officials in establishing assessed valuations.

(4) For purposes of determining the level of value of agricultural and horticultural land subject to special valuation under sections 77-1343 to 77- 1348, the Property Tax Administrator shall annually make and issue a comprehensive study developed in compliance with professionally accepted mass appraisal techniques to establish the level of value if in his or her opinion the level of value cannot be developed through the use of the comprehensive assessment ratio studies developed in subsection (3) of this section.

(5) The Property Tax Administrator may require assessors and other taxing officials to report data on the assessed valuation and other features of the property assessment for such periods and in such form and content as the Property Tax Administrator shall deem appropriate. The Property Tax Administrator shall so construct and maintain the system used to collect and analyze the data to enable him or her to make intra-county comparisons of assessed valuation, including school districts, as well as inter-county comparisons of assessed valuation, including school districts. The Property Tax Administrator shall include analysis of real property sales pursuant to land contracts and similar transfers at the time of execution of the contract or similar transfer.

# Real Estate Transfer Statement

• Read instructions on reverse side

**THE DEED WILL NOT BE RECORDED UNLESS THIS STATEMENT IS SIGNED AND LINES 1-25 ARE ACCURATELY COMPLETED**

<b>1</b> County Name	<b>2</b> County Number	<b>3</b> Date of Sale Mo. ____ Day ____ Yr. ____	<b>4</b> Date of Deed Mo. ____ Day ____ Yr. ____
<b>5</b> Grantor's Name, Address, and Telephone (Please Print) Grantor's Name (Seller)  Street or Other Mailing Address  City State Zip Code  Telephone Number ( )		<b>6</b> Grantee's Name, Address, and Telephone (Please Print) Grantee's Name (Buyer)  Street or Other Mailing Address  City State Zip Code  Telephone Number ( )	

**7 PROPERTY CLASSIFICATION NUMBER. Check one box in categories A and B. Check C also if property is mobile home.**

(A) Status	(B) Property Type	(C)
(1) <input type="checkbox"/> Improved	(1) <input type="checkbox"/> Single Family (4) <input type="checkbox"/> Industrial (6) <input type="checkbox"/> Recreational (8) <input type="checkbox"/> Mineral Interests-Producing	(1) <input type="checkbox"/> Mobile Home
(2) <input type="checkbox"/> Unimproved	(2) <input type="checkbox"/> Multi-Family (5) <input type="checkbox"/> Agricultural (7) <input type="checkbox"/> Mineral Interests-Nonproducing (9) <input type="checkbox"/> State Assessed (10) <input type="checkbox"/> Exempt	
(3) <input type="checkbox"/> IOLL	(3) <input type="checkbox"/> Commercial	

**8** Type of Deed

<input type="checkbox"/> Warranty	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Executor	<input type="checkbox"/> Mineral	<input type="checkbox"/> Cemetery
<input type="checkbox"/> Quit Claim	<input type="checkbox"/> Conservator	<input type="checkbox"/> Partition	<input type="checkbox"/> Trust	<input type="checkbox"/> Other _____

**10** Type of Transfer

Sale  Auction  Gift  Exchange  Foreclosure  Satisfaction of Contract  Life Estate  Other (explain) \_\_\_\_\_

**11** Ownership Transferred in Full (if No, explain division)  YES  NO

**12** Was real estate purchased for same use? (if No, state intended use)  YES  NO

**13** Was sale between relatives? (If Yes, check appropriate box)

YES  NO

Spouse  Parents and Child  Family Corporation or Partnership

Grandparents and Grandchild  Brothers and Sisters  Aunt or Uncle to Niece or Nephew  Other \_\_\_\_\_

**14** If the real estate was transferred for nominal consideration, what is the current market value? \_\_\_\_\_

**15** Was mortgage assumed? If Yes, state amount and interest rate.  YES  NO \$ \_\_\_\_\_ %

**16** Does this conveyance divide a current parcel of land?  YES  NO

**17** Was sale through a real estate agent? (if Yes, name of agent)  YES  NO

**18** Address of Property \_\_\_\_\_

**19** Name and Address of Person to Whom Tax Statement Should be Sent \_\_\_\_\_

**20** Legal Description \_\_\_\_\_

**21** If agricultural, list total number of acres \_\_\_\_\_

<b>22</b> Total purchase price, including any liabilities assumed .....	<b>22</b>	\$
<b>23</b> Was nonreal property included in purchase? <input type="checkbox"/> YES <input type="checkbox"/> NO (if Yes, enter amount and attach itemized list) ..	<b>23</b>	\$
<b>24</b> Adjusted purchase price paid for real estate (line 22 minus line 23) .....	<b>24</b>	\$

**Under penalties of law, I declare that I have examined this statement and that it is, to the best of my knowledge and belief, true and correct, and that I am duly authorized to sign this statement.**

**25** **sign here**

Print or Type Name of Grantee or Authorized Representative \_\_\_\_\_ Telephone Number \_\_\_\_\_

Signature of Grantee or Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

REGISTER OF DEEDS' USE ONLY				FOR NDR USE ONLY
<b>26</b> Date Deed Recorded Mo. ____ Day ____ Yr. ____	<b>27</b> Value of Stamp or Exempt Number \$	<b>28</b> Deed Book	<b>29</b> Deed Page	<b>30</b>

## INSTRUCTIONS

The Register of Deeds shall not accept a deed for recording unless items 1 through 25 are properly completed and this statement is signed.

**WHO MUST FILE.** Any grantee, or the grantee's authorized representative, who has a deed to real property recorded must file this statement. A land contract or memorandum of contract requires a completed transfer statement, which will be exempt from the documentary stamp tax until the deed is presented for recording.

**WHEN AND WHERE TO FILE.** This statement must be filed with the Register of Deeds when the deed or land contract or memorandum of contract is presented for recording.

### SPECIFIC INSTRUCTIONS GRANTEE (BUYER)

**LINE 1.** Indicate county where property is located. If located in more than one county, indicate county where transfer is being filed.

**LINE 4.** The date of the deed is the date on which it was signed by the grantor unless otherwise specified in the deed.

**LINES 5 AND 6.** Enter the complete name, address, and telephone number. Business addresses should be used for business organizations such as corporations, trusts, and partnerships.

**LINE 7.** Indicate the type of property being transferred. Mark only one box in categories A and B. Mark C only if property is a mobile home. IOLL means improvement on leased land.

**LINE 8.** The type of deed includes, but is not limited to: tax, warranty, quit claim, partition, mineral, sheriff, cemetery, trustee, and bill of sale conveying realty or tenements.

**LINE 9.** No longer applicable.

**LINE 11.** Check the appropriate box to indicate what property interests were retained or transferred. If the box marked "NO" is checked, explain.

**LINE 12.** A purchase for the same use would mean a purchase with the same intended use of the property. Examples of change in use are a vacant lot becoming a cemetery or an agricultural lot becoming a subdivision.

**LINE 13.** Check the appropriate box to indicate if the sale was between relatives. A relative is a seller related to the buyer by blood or marriage.

**LINE 14.** Indicate the current market value if the total purchase price is nominal. Nominal consideration would be a purchase price bearing no relation to the current market value of the real property, such as a

purchase for "one dollar" or a gift or purchase when the real consideration is concealed. Current market value is the purchase price which would be paid for the real property purchased, based upon a sale between a willing buyer and a willing seller in the ordinary course of trade made at the time of registering this deed.

**LINE 15.** Check the box marked "YES" if the buyer assumed a mortgage as part of the purchase price, and indicate the amount and interest rate. If no mortgage was assumed, check the box marked "NO."

**LINE 16.** If this sale subdivides the subject property into two or more parcels, check the box marked "YES." If this sale does not subdivide or split the property, check the box marked "NO."

**LINE 20.** The legal description may be found in your deed or abstract of the real property.

**LINE 21.** Indicate the total number of acres included if the transfer was of agricultural or horticultural land.

**LINE 22.** Enter the total purchase price or consideration paid or to be paid, including cash, mortgages, property traded, assumed liabilities, leases, easements, and personal property purchased.

**LINE 23.** The total dollar value of items included in the total purchase price contained in line 22 which did not relate to the purchase price of the real property, such as unattached personal property (drapes, stoves, refrigerators, etc.). If none, check the box marked "NO" and enter zero.

**AUTHORIZED SIGNATURE.** This statement must be signed and dated by the grantee or the grantee's authorized representative.

### REGISTER OF DEEDS

The Register of Deeds shall not record the deed if items 1 through 25 on this statement have not been completed or the statement has not been signed by the grantee or authorized representative.

The Register of Deeds shall complete items 26 through 29 at the time the deed is recorded.

The Register of Deeds shall forward the canary and pink copies of this statement to the assessor when items 1 through 29 are complete.

The Register of Deeds is required to forward the white copy of this statement to the Nebraska Department of Revenue with the monthly Nebraska Documentary Stamp Tax Return, Form 52. Both taxable and exempt copies must be included.



**line #1**      **County Name** – Indicate the county where the property is located. If located in more than one county, indicate the county where the real property transfer is being filed.

**line #2**      **County Number** – Indicate the one (1) or two (2) digit number identifying the alphabetical order by name of the county, **not** the license number historically assigned for motor vehicles.

**line #3**      **Date of Sale** – Indicate the actual sale date of the transfer of the real property. Use a MM/DD/YY format. This field is used by the county assessors and the PA&T of Property Assessment and Taxation for sales file and analysis purposes.

**line #4**      **Date of Deed** – Indicate the date of the instrument to be recorded. Use a MM/DD/YY format.

**line #5 and 6**      **Grantor’s and Grantee’s Name, Address and Telephone Number** – Indicate the name of the person(s) selling the real property and the name of the person(s) purchasing the real property. This information is required for verification in the sales analysis, county reappraisal, questionable items for documentary stamp tax, and income tax purposes.

**line #7**      **Property Classification Number** – Check the box that best describes the real property being transferred.

**Part (A)      Status:**

- 1      Improved** – means land upon which buildings are located.
- 2      Unimproved** – means land without buildings or structures.
- 3      IOLL (Improvements on Leased Land)** – means any item of real property which is located on land owned by a person other than the owner of the item.

**Part (B) Property Type** – The predominant use of the parcel of real property at the time of the sale, regardless of the parcel’s legal use or zoning.

- 1.      Single family** means all parcels of real property predominantly used or intended to be used as a dwelling place or abode whether occupied by the owner, tenant or lessee, and where occupancy is for a period of time usually year-round as opposed to a transitory occupancy by a single family or two families.
- 2.      Multi-family** – means all dwellings predominantly used for occupancy by more than two families.
- 3.      Commercial** – means all parcels of real property predominantly used or intended to be used for commerce, trade, or business.
- 4.      Industrial** – means all parcels of real property predominantly used or intended to be used for the process or manufacture of goods or materials.
- 5.      Agricultural** – means all parcels which are primarily used for the production of agricultural or horticultural products, including wasteland lying in or adjacent to and in common ownership or

management with land used for the production of agricultural or horticultural products.

**6. Recreational** – means all parcels of real property predominantly used or intended to be used for diversion, entertainment, and relaxation on an occasional basis.

**7 & 8. Mineral Interests** – means the ownership of any mines, minerals, quarries, mineral springs and wells, oil and gas wells, overriding royalty interest, and production payments with respect to oil and gas leases.

**9. State Assessed** – means all centrally assessed operating real property valued by the Property Tax Administrator.

**10. Exempt** – means all parcels of real property that receive a property tax exemption.

**Part (C)** – Check this box for all mobile homes, irrespective of use.

**line #8**      **Type of Deed** – Indicate the type of deed involved in the transaction. If “Other” is checked, an explanation is required.

**line #9**      No longer applicable.

**line #10**     **Type of Transfer** – Indicate the type of transfer. If “Other” is checked, an explanation is required. This field is used by the county assessors and the PA&T for sales file and analysis purposes. This file can also be used by the register of deeds as an aid for documentary stamp tax purposes.

**line #11**     **Ownership Transferred in Full** – Indicate whether ownership was transferred in full. If “No” is checked, an explanation is required. This field is used by the county assessors and the PA&T for sales file and analysis purposes. This file can also be used by the register of deeds as an aid for documentary stamp tax purposes.

**line #12**     **Was real estate purchased for same use?** - Indicate whether the real property was purchased for the same use. If “No” is checked, an explanation is required. This field is used by the county assessors and the PA&T to determine use changes and possible assessment valuation changes.

**line #13**     **Was sale between relatives?** - Indicate whether the transfer was between relatives. If “No” is checked, an explanation is required. This field is used by the county assessors and the PA&T for sales file and analysis purposes. This file can also be used by the register of deeds as an aid for documentary stamp tax purposes.

**line #14**     **If the real estate was transferred for nominal consideration, what is the current market value?** – This field is used by the register of deeds and the Department of Revenue in calculating documentary stamp tax when real property is transferred for less than actual value. The current market value should be

indicated even if the transfer is exempt from real property taxation, and whenever the amount reflected on line #24 is nominal.

- line #15**      **Was mortgage assumed?** - This field is used by the register of deeds to determine taxable value when line #24 shows only the cash portion of the transaction, which if completed in this manner is incorrect as the purchase price should reflect the any and all mortgages. This field is used by the county assessors and the PA&T for appraisal and market analysis purposes.
- line #16**      **Does this conveyance divide a current parcel of land?** – Indicate whether the transaction divides the real property parcel. This field is used by the county assessors and the PA&T for appraisal and market analysis purposes.
- line #17**      **Was sale through a real estate agent?** – Indicate whether a real estate agent was involved in the transaction. If “Yes” is checked, indicate the name of the real estate agent. If a real estate agent was involved in the transaction, the agent may be contacted concerning the transfer as they may have information regarding the conditions involved in the transfer. The real estate agent’s telephone number and company affiliation is also helpful. This field is used by the county assessors and the PA&T for appraisal and sales analysis purposes.
- line #18**      **Address of Property** – Indicate the address of the situs of the real property. Location is helpful if the address is unclear; e.g. “East of northeast corner of section 12,” etc. This field is used by the county assessors, the PA&T, and the Department of Revenue for locating and verifying the legal description of the real property.
- line #19**      **Name and Address of Person to Whom Tax Statement Should be sent** – Indicate to whom and where the annual tax statements should be sent.
- line #20**      **Legal Description** – Indicate the actual legal description of record for the real property being transferred. This field is used by the county assessors, the PA&T, the Department of Revenue, and the register of deeds as the primary source of identification of the real property being transferred.
- line #21**      **If Agricultural, List total number of acres** – Indicate the number of acres involved in the transaction, if the transaction involves agricultural land. This field should be completed for agricultural home sites, as well as farms and ranches.
- line #22**      **Total Purchase Price, including any liabilities assumed** – Indicate the total purchase price in terms of money, including the real property, the value of personal property, assumed mortgages, other liabilities, or other property traded in the transfer.
- line #23**      **Was non-real property included in purchase** – Indicate the value of all personal property involved in the transfer. A list itemizing the personal property must be

included with the Form 521. If no list is included, the deed or instrument can be recorded, but the documentary stamp tax will be computed on the total purchase price, not the adjusted purchase price. (See, Revenue Ruling 52-87-1). This field is used by the county assessors, the PA&T, the Department of Revenue, and the register of deeds to determine the actual value applies to the real property.

Check the list of personal property included in the transfer to verify that items such as houses, cabins, agricultural storage bins, wells, etc. are not included as personal property. These items are real property and **should not** be deducted from the purchase price. See, Neb. Rev. Stat. §77-103 for the definition of real property.

**line #24**      **Adjusted purchase price paid for real estate** – Indicate the actual value applied to the real property. This amount should be used by the register of deeds for calculation and collection of documentary stamp tax, unless nominal (See, Reg. 52-002.08B). This field is used by the county assessors, and the PA&T to determine the real property value for real property assessment purposes.

**line #25**      **Print of type name of grantee or authorized representative** – Print name and include telephone number.

**Signature** – The Form 521 must be signed before it is considered statutorily complete. See, Neb. Rev. Stat. §76-214 (Reissue 2003).

**line #26-29** – The entries on these lines must coincide with the entries made by the register of deeds on the deed or instrument being recorded for the transfer.

**REAL ESTATE TRANSFER STATEMENT FORM 521 PURPOSE**

The Real Estate Transfer Statement, Form 521, is used by the county register of deeds to determine whether transactions affecting the title to real property are subject to, or exempt from, documentary stamp tax. The documentary stamp tax is taxed to the grantor executing the real property transfer at the rate of two dollars and twenty-five cents for each one thousand dollars value or fraction thereof. *See*, Neb. Rev. Stat. §76-901 (R.S. Supp., 2005). This tax is collected at the time the deed, memoranda of contract, or land contract is presented to the county register of deeds for recording.

Every deed, memoranda of contract, land contract, or any other instrument affecting title to real property shall be recorded when delivered to the register of deeds. It is the responsibility of the register of deeds to ensure the Form 521 accompanies the recorded instrument and that the Form 521 is completed in compliance with the statutory requirements found in Neb. Rev. Stat. §76-214 (Reissue 2003). If the Form 521 does not accompany the instrument to be recorded or is not completed properly the register of deeds shall not record the deed, memorandum of contract, or land contract.

The information contained on the Form 521 provides the basis for equitable treatment of all taxpayers by the county assessor, county board of equalization, and the Tax Equalization and Review Commission. The PA&T also uses this information to develop and maintain a state-wide sales file of all arm's length transactions, from which the level of value of each class as indicated by sales transactions across the state are published. *See*, Neb. Rev. Stat. §77-1327 (R.S. Supp., 2005).

The following are questions to guide the decision process to determine if the Form 521 represents a sale of real property or only the transfer of an interest in the real property.

1. Is the transfer for the sale of a parcel of real property?
  - a. Does the Form 521 represent a sale of real property?
  - b. Were all interests to the real property sold or was only a partial interest of the real property sold?
  - c. Were non-real property interests included in the sale and reported on line 24 of the 521 (i.e. personal property, motor vehicle, blue sky, franchise or inventory)?
  - d. Does the stated selling price report the value paid for the real property?

2. Is the transfer for a name change or splitting interest to the parcel?
  - a. Does the 521 represent a transfer of convenience (i.e. correcting defects in a title)?
  - b. Estate Transfer (distribution of property to heirs)  
(Represents a transfer of ownership or control, but not a sale of real property.) There may be an actual sale of an estate, but usually not an arm's-length one – may be with a deed of distribution.
  - c. Divorce – Represents a settlement of ownership but not a sale of real property, may use a quit claim deed.
  - d. Changing the parcel to a joint tenancy or common tenancy – Represents a change in the form of ownership, but not a sale of real property.
  - e. Does the transfer represent a corporate restructure and not the actual sale or change of ownership of property?
  
3. The type of deed. (Deed – a document or written legal instrument which, when executed and delivered, conveys an interest in or legal title to a property.)

**76-203. Deed, defined.** The term deed, as used in sections 76-201 to 76-281, shall be construed to embrace every instrument in writing by which any real estate or interest therein is created, aliened, mortgaged or assigned, or by which the title of any real estate may be affected in law or equity, except last wills and leases for one year or for a less time.

- a. Warranty deed – Warrants good and clear title – A deed containing a covenant (a promise written into a legal agreement that binds the parties to abide by or refrain from certain acts) of warranty whereby the grantor of an estate of freehold guarantees that the title that he or she undertakes to transfer is free from defects and that the property is unencumbered except as stated, and whereby the grantor, for him or herself and his or her heirs, undertakes to defend and protect the grantee against any loss that may be suffered by reason of the existence of any other title or interest in the property existing at the time the deed was executed and not excepted therein.
- b. Quitclaim deed – Does not profess the title is valid – A deed in which the grantor conveys or relinquishes all interests that he or she may have in a property, without warrant as to the extent or validity of such interest.
- c. Sheriff's deed- A document giving ownership rights in property to a buyer at a sheriff's sale (i.e. a sale held by a sheriff to pay a court judgment against the owner of the property). Deed given at sheriff's sale in foreclosure of a mortgage. The giving of said deed begins a statutory redemption period. (Blacks Law Dictionary)
- d. Conservator deed – A deed which is issued by a Committee, Personal Representative or Guardian, a person appointed by the Court to administer the property of a person who is not capable of managing his own affairs.
- e. Executor deed – A deed which is issued by a person appointed by a testator (one who has made a will) to carry out the provisions of his will, someone who puts something into execution (carry out).

- f. Partition deed – A deed issued pursuant to a court ordered division of property owned by two or more owners, may take form of a physical division of the property or a forced sale and division of the proceeds.
- g. Mineral deed – An instrument which transfers to the purchaser only an interest in the subsurface portion of the property, while retaining to the vendor the surface or air rights.
- h. Trust deed – A sealed instrument in writing, duly executed and delivered, conveying or transferring property to a trustee, usually but not necessarily covering real property. A written contract that sets forth the understanding between the trustor and trustee. It generally contains a set of instructions to describe the manner in which the trust property is to be held and invested, the purposes for which it's benefits (income or principal) are to be used, and the duration of the agreement.
- i. Trust agreement – A written agreement between settler and trustee setting forth the terms of a trust. A written contract that sets forth the understanding between the trustor and trustee. It generally contains a set of instructions to describe the manner in which the trust property is to be held and invested, the purposes for which it's benefits (income or principal) are to be used, and the duration of the agreement.
- j. Cemetery deed – A deed for a cemetery lot.
- k. Mineral deed – A conveyance of an interest in the minerals in, on, or under a described tract of land. The grantee is given operating rights on the land; easements of access to the minerals are normally implied unless expressly negated.



## SALES FILE REGULATIONS

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				Procedures .....	5/7/05



## REG-12-001 PURPOSE

001.01 The scope and purpose of these regulations is to define terms and establish procedures for the sales file. The sales file is a data base of sales of real property including arm's length transactions in the State of Nebraska. It is required to be developed by the Property Tax Administrator in compliance with professionally accepted mass appraisal methodology.

001.02 The data gathered and compiled to form the sales file serves to provide statistical information regarding the measure of central tendency as one of many possible indicators of the level of value and quality of assessment by county and school district for any class or subclass of real property. The information is provided to the assessors, the Nebraska Tax Equalization and Review Commission, county boards of equalization, and agricultural and horticultural land valuation boards, for use in valuing and equalizing real property. The information is used by the Department of Property Assessment and Taxation to assist in determining the level of value for statewide equalization and to assist in determining the assessable valuation of real property for each school district in Nebraska. (See School Adjusted Value Regulation, Chapter 80).

001.03 The data gathered and compiled to form the sales file is available for use by assessors as a base of sales to use as comparable properties and for the development of assessment strategies.

(Sections 77-702, 77-1327 and 77-1377, R.R.S. 2003)

## REG-12-002 DEFINITIONS

002.01 Weighted mean ratio, is a ratio determined by adding the assessed value of each parcel in a ratio study and dividing that number by the sum of the total selling prices of all the parcels in the study. The weighted mean gives weight to each dollar value for the parcels included in the ratio study.

002.02 Assessment shall mean the act of discovering, listing, determining the taxability and determining the taxable or assessed value, of real property and placing it on the assessment roll.

002.03 Level of value shall mean the most probable overall opinion of the relationship of assessed value to actual value for a political subdivision based upon an analysis of all information available to the Property Tax Administrator including, but not limited to the assessment/sales ratio and assessment practices study for each county for the various classes of real property.

002.04 Assessment/sales ratio shall mean the ratio of assessed value divided by the selling price of a sold parcel of real property.

002.05 Assessment statistics shall mean computed measures of central tendency and dispersion used in determining the degree of assessment uniformity, proportionality, and compliance.

002.06 Benchmark sale shall mean a similar property that has sold in a similar area which may be used to assist in determining the level of value in an assessment/sales ratio study for a jurisdiction with insufficient sales.

002.07 Actual value shall mean the market value of real property in the ordinary course of trade. It is the most probable price expressed in terms of money that a property will bring if exposed for sale in the open market in an arm's-length transaction between a willing seller and a willing buyer, both of whom are knowledgeable concerning all the uses to which it is adapted and for which it is capable of being used. In analyzing the uses and restrictions, the analysis shall include a consideration of the full description of the physical characteristics of the property and the property rights being valued. Actual value may be determined using professionally accepted mass appraisal methods, including, but not limited to the (1) sales comparison approach, (2) income approach, and (3) cost approach.

002.08 Mean ratio shall mean the arithmetic mean ratio or the total of all assessment/sales ratios divided by the number of ratios.

002.09 Median ratio shall mean the middle ratio of the sorted or arrayed assessment/sales ratios. If there are an even number of ratios, the median shall be the average of the two middle ratios.

002.10 Non-qualified sale shall mean a sale which has been identified through the sales review process as a non-arm's length transaction or where the property as assessed is substantially different from the property as it was when sold.

002.11 Qualified sale shall mean a sale which is an arm's-length transaction included in the sales file as determined by the assessor or review process of the Department.

002.12 Professionally accepted mass appraisal techniques shall include standards recognized in the appraisal industry contained in publications of the International Association of Assessing Officers and Standard 6 of the Uniform Standards of Professional Appraisal Practice. The publications referred to are available to the public and maintained at the Department's office in Lincoln, Nebraska for viewing during normal business hours. Additionally, practices or techniques may be developed from sources within the appraisal industry as professionally accepted mass

appraisal techniques, even if not contained within IAAO publications or USPAP if information can be developed regarding the use of such practices or techniques to show that they are reliable, can be tested, are not in conflict with existing professionally mass appraisal techniques and do not conflict with the statutory or regulatory provisions dealing with the subject matter of those practices or techniques.

002.13 Sale shall mean the transfer of property or an interest in property in exchange for consideration of more than one hundred dollars or upon which more than one dollar and seventy-five cents in documentary stamp taxes are paid. For the purposes of this definition, consideration shall mean money or its equivalent.

002.14 Sale price adjustment shall mean the determination that there are necessary changes to the stated selling price for time, financing, or personal property required to determine the total selling price of the real property that corresponds to the study period.

002.15 Valuation is the act or process of estimating actual value of real property. (See, Assessment Process Regulations, Chapter 50.)

002.16 Transfer shall mean the conveyance of title or any interest in real property by a deed which is recorded with the register of deeds and requiring the filing of a Real Estate Transfer Statement, Form 521.

002.17 Supplemental information shall mean additional information which relates to sold real property as of the date of sale.

002.18 Review shall mean an analysis of a sale to determine if it is an arm's length transaction, and whether the selling price should be adjusted for time, atypical financing or personal property included in the sale.

002.19 Qualified sales roster shall mean a listing of all sold properties that through the review process, are not disqualified as non-arm's length transaction by the Department, or if not reviewed are not disqualified as non-arm's length transactions by the assessor.

002.20 Non-qualified sales roster shall mean a listing of all sold properties from the total sales roster which have been identified through the sales review process as non-arm's length transactions.

002.21 Arm's length transaction shall mean a sale between two or more parties, each seeking to maximize their positions from the transaction.

002.22 Representative sample shall mean a sample of observations drawn from the entire population

of observations such that statistics calculated from the sample can be expected to proportionately represent the characteristics of the population being studied.

002.23 Dispersion shall mean the degree to which data are distributed either tightly or loosely around a measurement of central tendency. Measures of dispersion include the range, average deviation, standard deviation, coefficient of dispersion and coefficient of variation and price related differential.

002.24 Measures of central tendency shall mean descriptive measures that indicate the center of a set of values, for example, mean and median.

002.25 Coefficient of dispersion shall mean the extent to which a set of ratios is clustered either tightly or loosely around the median, arithmetic mean or weighted mean ratio and expressed as a percentage of that measure.

002.26 Price related differential is found by dividing the mean ratio by the weighted mean ratio and then multiply by 100 to obtain the percentage relationship. A percentage more than 100 indicates that higher priced properties are assessed at lower ratios than lower priced properties. A percentage of less than 100 indicates that lower priced properties are assessed at lower ratios than higher priced properties.

(Sections 77-112, 77-117, 77-126, 77-702, 77-705, 77-1327 and 77-1360.01, R.R.S. 2003 and section 79-1016, R.S. Supp., 2004.)

#### REG-12-003 PROCEDURES

003.01 The Department of Revenue provides to the Department of Property Assessment and Taxation all Real Estate Transfer Statements, Forms 521, filed each month by each county register of deeds.

003.02 The sales file data base shall contain the name of the county and school district where the parcel is located, the property class and subclass, and selected information reported on the real estate transfer statement or supplemental data required by the Property Tax Administrator for the parcel.

003.03 The assessor shall provide to the Department of Property Assessment and Taxation supplemental data required by the Department in the form of a sales worksheet or a previously approved electronic transfer of said data for each Real Estate Transfer Statement with the required stated consideration or documentary stamp tax paid.

003.03A The assessor shall forward a copy of the Real Estate Transfer Statement and

the supplemental data to the Department of Property Assessment and Taxation on or before the fifteenth of the second month following the month the deed was recorded. The data shall be included by deed book and page number and date of sale with the Real Estate Transfer Statement in the sales file database. Failure on the part of the assessor to comply with the requirements of REG-12-003.03 may result in corrective action being taken by the Property Tax Administrator pursuant to Proceedings Instituted by the Property Tax Administrator Regulations, Chapter 91.

003.03B All data incorporated into the sales file database by the assessor or Department shall be available for further review by the assessor or the Department of Property Assessment and Taxation.

003.03C The assessor may indicate numerically on the sales worksheet their opinion as to whether the sale is qualified or is non-qualified for inclusion in the sales file as an arm's length transaction. If the assessor recommends that the sale is not qualified, the reasons for the non-qualification shall be stated on the sales worksheet.

003.03D The Property Tax Administrator shall review all sales including personal property (tangible and/or intangible) and outliers (those exhibiting a fifty-percent point deviation from the top end of the acceptable range for residential and commercial properties, and those exhibiting a forty-percent point deviation from the top end of the acceptable range for agricultural unimproved). For example, for residential and commercial property if the top end of the range is 100, the outliers would be sales with ratios above 150 and below 50. The review of these transactions may include, but not be limited to:

(1) Interview with the assessor to gather information regarding the sales transaction and the assessment information for the property. Such interviews may be conducted by Department of Property Assessment and Taxation personnel by telephone.

(2) Interview with a primary party to the sale or knowledgeable third person, for the purpose of gathering information regarding the sales transaction. Such interviews may be conducted by Department of

Property Assessment and Taxation personnel by telephone.

(3) The Department shall determine from all information gathered if any adjustments to selling price are warranted.

(4) The Department shall provide a narrative explanation of the determination made regarding the qualification of the sale. Such explanation shall be based on the information gathered by the Department and entered in the data base contemporaneously in time with the gathering of the data.

003.04 In the review of sales by the Department, the assessor's opinion with respect to the inclusion, exclusion or adjustment of a sale shall be presumed correct. The Department may treat a sale in a manner different from that recommended by the assessor when the information accumulated through the Department's review process indicates that the opinion of the assessor regarding the inclusion, exclusion, or adjustment of the transaction is incorrect.

003.05 Rosters of the sales file database shall be provided by the Department of Property Assessment and Taxation twice per year to assessors. The assessor may request in writing additional rosters for use in the assessment process.

003.05A All rosters shall show the county, school district, class or subclass of real property, and all other necessary information contained in the data base as specified by the Property Tax Administrator.

003.05B The additional rosters requested by the assessor may include additional data, if available, as specified in the written request of the assessor.

003.06 The Property Tax Administrator shall test the sales data provided by the assessor to ensure that the sales reporting and processing procedures are being followed uniformly as set forth in REG-12-003.01 through REG-12-003.05. The test shall include both qualified and non-qualified sales.

003.07 The Property Tax Administrator shall calculate the measures of central tendency and other statistical indicators of the quality of assessment, such as the coefficient of dispersion and price related differential, of all of a class or subclass of property.

003.07A The study period for each major class of property shall be as follows:

003.07A(1) For residential property, from July 1 to June 30 for the two years ending on June 30 of the year prior to the issuance of the Report and Opinion.

003.07A(2) For commercial property, from July 1 to June 30 for the three years ending on June 30 of the year prior to the issuance of the Report and Opinion.

003.07A(3) For agricultural and horticultural land, from July 1 to June 30 for the three years ending on June 30 for the year prior to the issuance of the Report and Opinion.

003.07A(4) The Department of Property Assessment and Taxation may use a longer or shorter study period where the data developed for the above described periods does not, based on all of the data available to the Department of Property Assessment and Taxation, accurately reflect the level of value for a county and where the change to the length of the study period will enhance the Department's ability to determine a county's level of value. The adoption of a longer or shorter time period may be done by the Department of Property Assessment and Taxation based on its own information or information provided by a county pursuant to a request to adopt a longer or shorter study period. Such a request shall be in writing and set forth the reasons the county is seeking a different study period. To the extent possible, sales outside the established time period will be adjusted to the mid-point of the established time period.

003.08 Upon request, the Property Tax Administrator shall make the sales file database available to the assessors, the county boards of equalization, the agricultural and horticultural land valuation boards, and the Tax Equalization and Review Commission for use in the assessment and equalization of property pursuant to section 77-1377 and 77-5027.

(Sections 77-702, 77-1327, 77-1371 and 77-1377, R.R.S. 2003 and section 79-1016, R.S. Supp., 2004.)

## REG-12-004 SALES FILE PROTEST PROCEDURES

004.01 After receiving the qualified and nonqualified sales roster from the Department of Property Assessment and Taxation, an assessor may protest the inclusion, exclusion, or the adjustment or failure to make an adjustment to a sale, in the following manner:

004.01A The protest shall be in writing on the sales file protest form supplied by the Department and shall set forth the reasons for the protest as well as the requested action the assessor wishes the Property Tax Administrator to take with respect to treatment of the sale in the sales file;

004.01B The protest shall be accompanied by supplementary written materials that question whether the transaction is arm's length or whether the selling price should be adjusted for time, personal property or atypical financing to more accurately reflect the price paid for the real property.

004.01B(1) Issues regarding the improper classification of the sold property must be dealt with using a sales file correction form or the actual value update. Property that is the subject of an arm's length transaction but has been reclassified, shall be a qualified sale in the sales roster under its corrected classification. This corrected classification should reflect the typical assessment practices of the assessor.

004.01C The protest shall be mailed to the main office of the Department of Property Assessment and Taxation within 30 days of the date on the certificate of mailing on the qualified and nonqualified semi annual sales roster sent by the Property Tax Administrator to the assessor.

004.01D The assessor shall be entitled to a hearing on the merits of the protest before the Property Tax Administrator. Such hearings shall be governed by the Department's Practice and Procedure Regulations, Nebraska Administrative Code, Title 350, Chapter 90.

004.01D(1) The assessor may waive the hearing before the Property Tax Administrator. The waiver of hearing shall be in writing and shall be done in conjunction with the filing of the protest or at any time prior to a scheduled hearing.

004.01D(2) In the event that the assessor agrees to waive the hearing on the protest, the matter shall be submitted for determination by the Property Tax Administrator based on the information provided by the assessor accompanying the protest and the information developed by the Department through the review process.

004.02 Burden of Proof. The burden of proof to alter the contents of the qualified sales roster after the verification process shall be on the assessor filing the protest to provide evidence to the Property Tax Administrator to show, by more than a mere difference of opinion, that the property should be treated in the manner advocated by the assessor who filed the protest.

004.03 Review of Protests. In ruling on protests following the hearing or in making a determination of protests for which the hearing was waived the Property Tax Administrator or his or her designee shall apply the following standards:

004.03A Sales which have not been reviewed by the Department or the assessor shall result in a determination favorable to the assessor ;

004.03B The determination of the Department of Property Assessment and Taxation regarding the treatment of the sale will stand in the absence of additional evidence provided by the assessor accompanying the protest;

004.03C Assertions by the assessor without additional information accompanying the protest shall be insufficient to change the treatment of the sale for roster purposes;

004.03D Supplemental information provided by the assessor accompanying the protest such as additional contact with the buyer or seller or other information affecting the sale may result in the Property Tax Administrator

ruling in favor of the assessor and treating the sale in the manner requested in the protest. Such information must be relevant to the question of whether the transaction is arm's length in nature or whether an adjustment to the selling price recognized under professionally accepted mass appraisal techniques is appropriate. The information provided with the protest may also relate to errors in the classification or subclassification of a parcel. If a protest results in the reclassification of a parcel, that transaction shall become part of the sales file for its new classification. Reclassification or data correction maybe handled by the liaison without the necessity of a written protest.

004.03E The fact that a sale has an assessment/sales ratio above or below the acceptable range for equalization, as set forth in section 77-5023, standing alone, shall not be grounds for the exclusion or adjustment of the sale.

004.04 Ruling on Protest. The Property Tax Administrator shall review the protests filed regarding the sales file and the Property Tax Administrator shall issue a written ruling on the protest within 30 days of the hearing, or, if the hearing has been waived within 30 days from receipt of the protest by the Department. Such ruling in writing and shall set forth the reasons for grant or denial of the action requested in the protest and shall be sent to the assessor by regular U.S. mail, within seven (7) days after the date of the ruling.

004.05 Appeal. Any assessor whose protest has been denied may appeal within thirty (30) days after the date of the written ruling of the Property Tax Administrator to the Tax Equalization and Review Commission in accordance with Neb. Rev. Stat. Section 77-5013.

(Sections 84-901, 84-913 and 84-914, R.R.S. 1994, section 77-702, R.R.S. 2003 and section 77-5013, R.S. Supp., 2004.)



## DIRECTIVE 03-3

August 29, 2003

### **Date Used for Transfer of Title to Real Property for Sales File Purposes**

**Purpose.** This directive is to advise assessors of the process for determining the date of sale for transfers of real property.

**Procedure and Implementation.** In most situations, a deed is dated on the date the deed and possession to real property are delivered to the grantee. This date is usually then noted as the date of sale on a Real Estate Transfer Statement (Form 521). However, there are situations when a deed will be predated or postdated because of the nature of the transaction. In these situations, the date on the deed is not the date the legal and equitable title to the real property transferred.

The Nebraska Supreme Court in *Mackiewicz vs. J.J. & Associates*, 245 Neb 568 (1994), has stated that under a land contract, legal title is held by the vendor (grantor) and does not transfer to the purchaser until the contract is satisfied, but equitable ownership is immediately acquired. The vendor is viewed as holding the title in trust for the purchaser. However, the purchaser is viewed as the owner of the property and the date of sale would be the date that possession to the property transferred.

In ascertaining a sale date, the date of sale recorded on the Form 521 shall be presumed to be the date of sale unless credible evidence indicating that possession of the property or the transfer of equitable title to the property was passed on another date. The assessor may consider and determine the credibility of the evidence.

APPROVED

/s

Catherine D. Lang  
Property Tax Administrator  
August 29, 2003



## DIRECTIVE 05-1

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January 13, 2005

### **DATE OF SALE ASSESSED VALUE FOR USE IN THE STATE SALES FILE**

**Purpose.** To advise assessors of their responsibility in reporting the appropriate date of sale assessed value for use in the sales file for assessment sales ratio studies, and to further ensure that the assessment record of the parcel matches the sales file record of the parcel. Any time during a calendar year “date of sale assessed value” shall reflect the assessed value of that parcel for that year.

**Procedure and Implementation.** The assessed value to be reported on a parcel at the time of sale shall be the assessed value for the year in which the sale occurs.

**Examples.** The following examples illustrate what assessed value shall be reported for use in the sales file:

1. If the sale occurs between July 1, 2004 and December 31, 2004, the assessed value to be placed on the sale in the sales file shall be the 2004 assessed value.
2. If the sale occurs between January 1, 2005 and June 30, 2005, the assessed value to be placed on the sale in the sales file shall be the 2005 assessed value.
3. If a sale occurred in 2003, and is recorded/filed in 2005, the assessed value to be placed on the sale in the sales file shall be the 2003 assessed value.

For situations that do not correspond with the foregoing examples, please contact the Department of Property Assessment and Taxation.

APPROVED:

/s

Catherine D. Lang  
Property Tax Administrator  
January 13, 2005



## DIRECTIVE 05-2

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January 13, 2005

### SALES QUALIFICATION PROCEDURES FOR THE STATE SALES FILE

**Purpose.** The purpose of this directive is to specifically define “professionally accepted mass appraisal techniques” regarding the determination that a sale is a non-arm’s length transaction pursuant to Neb. Rev. Stat. Section 77-1327(2), (Reissue 2003).

**Statute.** Neb. Rev. Stat. Section 77-1327(2), (Reissue 2003), states:

All transactions of real property for which the statement required in section 76-214 is filed shall be available for development of a sales file by the Property Tax Administrator. All transactions with stated consideration of more than one hundred dollars or upon which more than one dollar and seventy-five cents in documentary stamp taxes are paid shall be considered sales. *All sales shall be deemed to be arm's length transactions unless determined to be otherwise under professionally accepted mass appraisal techniques.* The Department of Property Assessment and Taxation shall not overturn a determination made by a county assessor regarding the qualification of a sale unless the department reviews the sale and determines through the review that the determination made by the county assessor is incorrect. (emphasis added).

**Terms.** The following terms are used throughout this Directive:

Adjustment shall mean adjustments made by the county assessor or the Department of Property Assessment and Taxation (“Department”), to the *selling price* of a parcel for the affects of personal property or atypical financing, involved in the transaction which represents the actual value paid for personal property or atypical financing. The International Association of Assessing Officers considers adjustments for time. However, currently, the Department does not recognize adjustments for time.

Qualified sale shall mean a sale which is an arm’s-length transaction included in the sales file as determined by the assessor or review process of the Department.

Non-qualified sale shall mean a sale which has been identified through the sales review process as a non-arm’s length transaction or where the property as assessed is substantially different in its characteristics then from the property as it was when sold.



Review shall mean an analysis of a sale to determine if it is an arm's length transaction, and whether the selling price should be adjusted for atypical financing or personal property included in the sale.

Selling Price for use in the sales file shall mean:

1. The adjusted purchase price reported on line 24 of the Real Estate Transfer Statement, Form 521; or
2. If no amount is reported on line 24 of Form 521, the purchase price as reported on line 22 of Form 521, less the amount reported on line 23 of Form 521, if any; or
3. If no amount is reported on line 24 or line 22 of Form 521, or if the amount reported on either of said lines is less than \$100.00, then, if documentary stamp tax is reported on Line 27 of Form 521 and it is greater than \$1.75, the *selling price* will be computed from the reported documentary stamp tax amount.
4. If it is appropriate to combine partial interests to construct a *selling price* of a sale, the *selling price* as set forth in any of the above may be modified to include all of the interests that were reported on corresponding Form 521s to reflect the total *selling price* of the sold parcel.

**Standards.** The following standards shall be applied during the process of qualifying a sale for use in the state's sales file:

Standard 1: Sale shall mean all transactions with stated consideration of more than one hundred dollars or upon which more than one dollar and seventy-five cents in documentary stamp taxes are paid.

Standard 2: All sales are deemed to be *qualified sales*.

Standard 3: A sale determined to be a *non-qualified sale* shall be reviewed pursuant to professionally accepted mass appraisal techniques and through the review, documenting sufficient and compelling information regarding the sale as a *non-qualified sale*.

Standard 4: No sale shall have an *adjustment* made to the *selling price*, unless the sale has been reviewed pursuant to professionally accepted mass appraisal techniques and determined through the *review*, with sufficient and compelling information documented, that an *adjustment* to the *selling price* is required to represent the actual value paid for the real property.

Standard 5: No sale shall be coded a *non-qualified sale* unless the sale shall have been reviewed pursuant to professional accepted mass appraisal techniques and determined through the *review* that the sale is a *non-qualified sale*.

**County Assessor Procedures.** The county assessor is not required to *review* any sale, as all sales are deemed to be *qualified sales*. If not reviewed, all sales shall be included in the sales file.

A *review* shall include, but not be limited to, the process of collecting, confirming, screening, and documenting any non-qualification of, or *adjustment* made to, the sale. Familiarity with the real estate market of the county and other general knowledge the county assessor has regarding the sale may also be relied upon in determining the qualification of a sale. The county assessor shall document and maintain in his or her office, all information collected during a *review*, including but not limited to, the parties contacted and the source used to confirm the sale usability decision.

The county assessor may designate the sale as a *qualified sale* by indicating a one (1) as the sales usability code. If this field contains a blank, zero or 1, the sale shall be used in the sales file.

After a *review*, if the *selling price* is adjusted, the county assessor shall state the amount of the *adjustment* in the Assessor's Adjustment to Sale Price section of the Supplemental worksheet, the reason for the *adjustment* in the assessor's comment section of the Supplemental worksheet, and indicate a two (2) as the sales usability code. These sales shall be considered *qualified sales* after application of the county assessor's *adjustment* amount.

After a *review*, if the sale is determined to be a *non-qualified sale*, the county assessor shall state the reason for the disqualification of the sale in the assessor's comment section of the Supplemental worksheet, and indicate a four (4) as the sales usability code.

To comply with the required timeframes for submitting the supplemental sales file information and also complete a thorough *review* process, the county assessor may also choose to complete the *review* and documentation at a later time and submit the proper codes, *adjustments* and comments using a future roster or a Sales File Correction and Update Request. If the county assessor chooses to complete the *review* and documentation at a later date, the sales effected will remain *qualified sales* until the *review* and documentation is completed.

**Department Procedures.** The Department may analyze the qualification of sales. The Department shall not overturn a determination made by a county assessor regarding the qualification of a sale or an *adjustment* to the *selling price* unless the Department *reviews* the sale and determines through the *review* that the determination made by the county assessor is incorrect.

If the county assessor fails to provide a reason for *adjusting* the *selling price* or for disqualifying the sale, the Department may include the sale in the sales file, without *adjustment*; or

If the county assessor has indicated a reason for the adjustment of a sale or the disqualification of a sale, and the reason is not in compliance with professionally accepted mass appraisal techniques, the Department may include the sale in the sales file, without *adjustment*; or

If the county assessor has indicated a reason for the *adjustment* of a sale or the disqualification of a sale, and the reason is in compliance with professionally accepted mass appraisal techniques, including but not limited to, Sections 6.4.1 and 6.4.2 of the Standard on Ratio Studies of the International Association of Assessing Officers, the Department shall include or exclude the sale in or from the sales file only after the Department has completed a *review* of the sale and has found that the Department does not agree with the decision of the county assessor.

If the Department does not agree with the decision of the county assessor, the Department, within seven (7) days of such determination, shall notify the county assessor in writing that the sale will be included in or excluded from the sales file or that the *adjustment* amount to the sale is changed. If the county assessor disagrees with the determination made by the Department, the county assessor may file a written protest of the Department's determination pursuant to the sales protest procedures.

**Sales Protest Procedure.** Within thirty (30) days from the mailing of the notice that the usability of a sale or the *adjustment* amount was changed, the county assessor may file a protest with the Property Tax Administrator, using the sales file protest form. Any such protest shall be filed pursuant to Title 350, Nebraska Administrative Code, Chapter 12, REG-12-004.

The county assessor shall continue to have the right to protest the inclusion, exclusion, or the adjustment or failure to make an adjustment of a sale, after receipt of the qualified and nonqualified sales roster from the Department, as set forth in Title 350, Nebraska Administrative Code, Chapter 12, REG-12.004.01.

The final determination of the Property Tax Administrator may be appealed to the Tax Equalization and Review Commission pursuant to Neb. Rev. Stat. Section 77-5007 (R. S. Supp 2004).

APPROVED:

/s

Catherine D. Lang  
Property Tax Administrator  
January 13, 2005



## DIRECTIVE 05-7

September 9, 2005

### **STATE SALES FILE: PROCEDURE FOR ADJUSTING AND REPORTING THE ASSESSED VALUE OF AGRICULTURAL LAND ON SALES OF NON-AGRICULTURAL PROPERTY**

**Purpose.** This directive advises assessors of the requirement for adjustments to agricultural and horticultural land values on sold parcels classified as non-agricultural that occur in the state's sales file.

**Procedure and Implementation.** When the property classification code for the property type of a sale is non-agricultural and pursuant to Regulation 10.004.02(6) the sale of the real property contains a mixture of non-agricultural and agricultural and horticultural land, the portion of the assessed value for the agricultural and horticultural land needs to be adjusted to 100% of market value for reporting in the state sales file. The adjustment is necessary in order for the assessed value of the parcel to be an appropriate comparison to the sales price. Mathematically this is accomplished by taking the assessed value portion of the agricultural and horticultural land and multiplying it by 125%. The new adjusted land value attributable to agricultural and horticultural land plus the valuation of the other land within the sold parcel will then be listed as the assessed value of the land.

When dealing with parcels receiving special value for the portion of land classified as agricultural or horticultural land, the recapture value shall be used and adjusted by 125%.

The adjustment to these sales in the sales file must be coordinated with your Field Liaison for the preliminary stats as well as the R&O stats. The Field Liaison will assist the county assessor in identifying these records.

APPROVED

/s

Catherine D. Lang  
Property Tax Administrator  
September 9, 2005



September 9, 2005

**QUALIFICATION OF SOLD PROPERTIES IN THE STATE'S SALES FILE FOR  
PROPERTIES THAT HAVE SUBSTANTIALLY CHANGED SINCE  
THE DATE OF SALE**

**Purpose.** This Directive clarifies Title 350, Chapter 12, Regulation 002.10 and provided examples of when a sold property is deemed substantially changed after the date of sale and deemed to be a non-qualified sale in the state's sales.

**Procedure and Implementation.** Title 350, Chapter 12, Regulation 002.10 states that a "non-qualified sale shall mean a sale which has been identified through the sales review process as a non-arm's length transaction or **where the property as assessed is substantially different from the property as it was when sold.**" (Emphasis added.) If a parcel of real property sells in an arm's length transaction and subsequent to the sale the parcel undergoes a physical or economic change sufficient to substantially affect the market value of the parcel after the change so that the parcel no longer represents the parcel when it sold, it is the position of the Department that the sale shall not be used to measure the level of value. When this occurs the sale shall be coded as a non-qualified sale using a code 3.

Examples of such substantially changed parcels include, but are not limited to, the following:

1. A parcel of agricultural grass land is sold. Following the sale, the land is converted to dry land or irrigated land.
2. A parcel of residential property is sold. The improvement on the parcel is substantially remodeled after the sale.
3. A parcel of commercial property is sold. The improvement on the parcel at the time of sale is removed and a new improvement is built in its place.

These are only three of many examples that can be given, which describe a property that has substantially changed. The purpose of qualifying these otherwise arm's length transactions as non-qualified sales in the state's sales file is two fold: one, it eliminates the need to artificially value the property in the state's sales file and thereby create a disconnection between the assessed value of the property and the value reported in the sales file; and, it prevents an error in measurement by eliminating parcels whose assessed value cannot be used for measurement without adjusting the assessed value. Additionally, the Standard on Ratio Studies of the International Association of Assessing Officers, 1999, states in section 4.3, in pertinent part, relating to parcels with significant differences in physical characteristics, that "[i]n general, parcels with such changes should be excluded from ratio studies. However, minor physical changes should not cause a parcel to be excluded."

The challenge for county assessors is to assure that the interpretation of significant is consistent within the assessment jurisdiction. The challenge for the Department is to assist the county assessors in consistently interpreting significant among all counties.

The Department shall assure that the usability code three (3) allows for the identification of such substantially change parcels so that analysis of sales is available in the state's sales file, although the property will not be used to calculate the assessment/sales ratio for the purposes of determining level of value.

APPROVED:

/s

Catherine D. Lang  
Property Tax Administrator  
September 9, 2005



DIRECTIVE 06-04  
Supersedes Directive 05-10

October 6, 2006

**RESPONSIBILITIES OF THE COUNTY OR STATE ASSESSOR AND THE  
DEPARTMENT OF PROPERTY ASSESSMENT AND TAXATION IN THE  
DEVELOPMENT OF THE REAL PROPERTY SALES FILE  
FOR ASSESSMENT YEAR 2007**

Purpose. To advise the assessor and the Department of Property Assessment and Taxation of their responsibilities in the development of the sales file for assessment year 2007. In another document, the Department shall document the process used for the electronic process of transferring supplemental information for one or more classes of real property which will specify the sales file procedures that will be followed.

Procedure and Implementation. Neb. Rev. Stat. Section 77-1327(1) (R. S. Supp., 2005), states that "it is the intent of the Legislature that accurate and comprehensive information be developed by the Property Tax Administrator and made accessible to the taxing officials and property owners in order to ensure uniformity and proportionality of the assessments of real property valuations in the state in accordance with law." Subsection (2) provides that all transactions of real property for which a real estate transfer statement is required shall be available for the development of a sales file by the Property Tax Administrator. All transactions with stated consideration of more than one hundred dollars (\$100.00) or upon which more than two dollars and twenty-five cents (\$2.25) in documentary stamp taxes are paid shall be considered sales. In turn, all sales shall be considered to be arm's-length transactions unless determined to be otherwise using professionally accepted mass appraisal techniques.

Additionally, Neb. Rev. Stat. Section 77-1327(3) (R. S. Supp., 2005), requires the Property Tax Administrator to develop comprehensive ratio studies from the sales file. The ratio studies shall be used by the Property Tax Administrator to assist in measuring the level of value and quality of assessment for equalization purposes and to assist in establishing school adjusted valuations under Neb. Rev. Stat. Section 79-1016 (R. S. Supp., 2006). The ratio studies may also be used by assessors in determining assessment actions in the county. The Department has developed a statewide sales file database, which is a complete record of real property sales, as reported to the Department, for a stated time frame, to achieve compliance with the requirements of this directive.

TERMS DEFINED

For the definition of the terms used in this directive, reference should be made to Sales File Regulations, REG-12-002. For purposes of this directive, a transfer is deemed to be a sale in the

sales file when the information from the Form 521 data and supplemental worksheets are entered into the state's sales file.

**Bi-annual sales roster** shall mean a roster that contains all sales that are in the sales file for specific dates. Additionally, the classification of a sale into a major class of real property shall be based upon the following definitions:

**Residential** for purposes of the sales file, shall mean a *sale* of real property classed by the assessor with a Property Classification Code of 01, 06, or 07 on the supplemental worksheet.

**Commercial** for purposes of the sales file, shall mean a *sale* of real property classed by the assessor with a Property Classification Code of 02, 03, or 04 on the supplemental worksheet.

**Agricultural** for purposes of the sales file, shall mean a *sale* of real property classed by the assessor with a Property Classification Code of 05 on the supplemental worksheet.

#### SCHEDULE FOR INFORMATION

The Department will make every effort to keep counties who electronically transfer data on the same relative schedule as outlined. The following timeline shall be used to develop the statewide sales file for assessment year 2007:

On or before Monday, September 11, 2006, the Department will complete the data entry of all copies of the Real Estate Transfer Statements, Forms 521, and supplemental and department reviewed information for all deeds filed before July 1, 2006, that were received by the Department on or before July 31, 2006. The Department shall also complete the data entry of correction information supplied by the assessor, on rosters provided to the assessor July 26, 2006.

On or before Friday, September 15, 2006, the Department shall mail to each assessor a copy of the first **bi-annual sales roster** in county, book, and page order, which will include all sales entered in the sales file by September 11, 2006. The Department shall provide DRAFT Statistical Reports reflecting data contained in the sales file as of Monday, September 11, 2006.

The assessor shall review the first **bi-annual sales roster** for any errors such as incorrect parcel identification numbers, property classification, and verify that the assessed valuations at the time of sale and for the current year are correct.

The assessor may protest the adjustments, qualification or non-qualification of any sale in the sales file only if the Department changed the qualification of the sale as determined by the assessor. See, REG 12-004.

On or before Friday, October 13, 2006, the assessor shall mail or deliver to the Department the first **bi-annual sales roster** with all corrections made on the roster. Only those pages with changes need to be submitted.



On or before Monday, November 6, 2006, the Department shall complete the data entry necessary for completion of the second *bi-annual sales roster*. This second bi-annual roster shall include all corrections submitted from the first bi-annual roster and sales information for sales through June 30, 2006, and received by the Department on or before October 13, 2006.

On or before Thursday, November 9, 2006, the Department shall mail to each assessor the second *bi-annual sales roster*. The Department shall provide DRAFT Statistical Reports reflecting data contained in the sales file as of Monday, November 6, 2006.

The assessor shall review the second *bi-annual sales roster* for any errors such as incorrect parcel identification numbers and property classification and verify that the assessed valuations at the time of sale and for the current year are correct.

The assessor may protest the adjustments, qualification or non-qualification of any sale in the sales file only if the Department changed the qualification of the sale as determined by the assessor. See, REG-12-004.

On or before Friday, December 8, 2006, the assessor shall mail or deliver to the Department the second *bi-annual sales roster* with all corrections made on the roster. Only those pages with changes need to be submitted.

#### 2007 DRAFT STATISTICAL REPORTS

The Department will provide DRAFT Statistical Reports with the first and second bi-annual rosters in order to facilitate the assessment process. The DRAFT reports will provide an indication of the statistical calculations based on data in the sales file as of Monday, September 11, 2006, and Monday, November 6, 2006. The DRAFT Statistical Reports will be provided to the assessor in the mailing of the rosters.

The reference to DRAFT is intended to signify that the statistics are based on a sales file that is in the process of being corrected and that they may not be a reliable indication of the level of value and quality of assessment for any class of real property in any county. The Department is providing DRAFT Statistical Reports based upon a predominant number of assessors requesting such information. Additionally, during the process for the development of the sales file, statistical reports of level of value and quality of assessment for each class of property shall be available to assessors during the period of October 2006 through March 2007.

#### 2007 PRELIMINARY STATISTICAL REPORTS

On or before Friday, January 26, 2007, the Department shall mail or provide to each assessor and

the Tax Equalization and Review Commission the Preliminary Statistical Reports for the following classes of real property:

For *residential* real property sales occurring on or after July 1, 2004 through June 30, 2006 and, for *agricultural* and *commercial* real property sales occurring on or after July 1, 2003 through June 30, 2006.

These preliminary statistical reports shall be made a part of the Property Tax Administrator's Reports and Opinions filed pursuant to Neb. Rev. Stat. Section 77-5027 (R.S. Supp., 2004).

On or before Friday, January 26, 2007, the Department shall mail to each assessor a qualified sales roster and a non-qualified sales roster. The assessor shall retain these rosters for their information and use throughout the 2007 assessment process.

#### 2007 ASSESSMENT

On or before Friday, January 26, 2007, the Department shall mail to each assessor a listing of all qualified sales in the sales file. This listing shall be used by the assessor to report the 2007 assessed valuation of each item of real property in the sales file. The listing shall be a part of the 2007 County Abstract of Assessment of Real Property, Form 45.

On or before Monday, March 19, 2007, the assessor shall determine the assessed value of all taxable real property in the county for 2007 and shall prepare and mail to the Department the 2007 Abstract of Assessment of Real Property, Form 45.

On or before nineteen calendar days following the final filing due date for the abstract of assessment for real property which is Monday, April 9, 2007, the Property Tax Administrator shall prepare for the Tax Equalization and Review Commission, narratives and statistical reports along with certified opinions of the level of value and quality of assessment in each county as required by Neb. Rev. Stat. Section 77-5027(3) (R.S. Supp., 2005).

#### REVIEW OF SALES QUALIFICATION

The qualification of a sale begins with the statutory presumption that all sales with stated consideration of more than one hundred dollars (\$100.00) or with more than two dollars and twenty-five cents (\$2.25) in documentary stamp taxes paid are arm's-length transactions and will be included in the sales file.

If the assessor obtains information that has a bearing on the adjustment or exclusion of the transaction from the sales file, the assessor shall document the information and report it to the Department using the Supplemental Sales Worksheet.

If the assessor does not obtain information dealing with a sale's inclusion as an arm's-length transaction, then the statutory provision for automatic inclusion of the sale shall apply.

In conducting its review of the qualification of sales in the sales file, the Department shall operate under the presumption that the assessor is correct in indicating whether a sale should be included or excluded from the sales file as an arm's-length transaction based on professionally accepted mass appraisal techniques. The Department, shall overturn the assessor if the assessor has not met the requirements of Neb. Rev. Stat. Section 77-1327(2) (R. S. Supp., 2005) for exclusion of the sale.

#### DEVIATION FROM DIRECTIVE

An assessor may request, from the Property Tax Administrator, a deviation from the requirements of this directive. The request must be in writing and shall state the reasons for the deviation. If the deviation involves a request to submit the information in a format not specified in the directive, then the assessor shall state the manner in which the required information will be supplied. If the transmission of the data is done electronically, the assessor must submit the data in the format prescribed by the Department. If the deviation involves a request to delay submission of information, the assessor shall state the date that the information will be submitted. The request for deviation shall be mailed to the Property Tax Administrator thirty days prior to the date from which the assessor is requesting deviation. The Property Tax Administrator shall grant or deny the request for deviation in writing stating the reasons for his or her action.

#### DATA REQUESTS FOR ASSESSMENT STRATEGIES

The assessor may request queries of the database including adjustments to the assessed values, additional rosters and statistical reports. These requests shall be in writing and signed by the assessor. The requests may be hand delivered, mailed, e-mailed or faxed to the Department.

#### ENFORCEMENT OF THE DIRECTIVE

Pursuant to Neb. Rev. Stat. Section 77-1330 (R. S. Supp., 2004), the Department may take corrective action if any county official violates any directive of the Department.

APPROVED:

/s

Catherine D. Lang  
Property Tax Administrator  
October 6, 2006

This is a PDF document from the Nebraska Dept. of PA&T web site.



## SALES FILE – FORM 521 - FIELDS

The following fields on the Real Estate Transfer Statement – Form 521 may be captured for the sales file. A numbered Form 521 on the following page indicates the fields generally captured and as they carry through to the sales file and to the rosters. The descriptions of the numbered fields used in the sales file are described as below.

1. **County No:** County number, a one (1) or two (2) digit number identifying the alphabetical order of the county, not the license number historically assigned for motor vehicles. This information is Line 2 on Form 521.
2. **Book:** This is defined by the office of the Register of Deeds. This information is Line 28 on Form 521.
3. **Page:** This is defined by the office of the Register of Deeds. The number of the page on which the first page of the deed is found. This information is Line 29 on Form 521.
4. **Sale Date:** The actual sale date of the property. MM/DD/YYYY format: 01/14/2003. This information is Line 3 on Form 521
5. **Date Deed Recorded:** This is the date that the deed is recorded in the Register of Deed's office. MM/DD/YYYY format: 01/14/2004. This information is line 26 on Form 521.
6. **Grantor's Name:** The name of the person(s) selling the property. This information is the top of Line 5 on Form 521.
7. **Grantee's Name:** The name of the person(s) buying the property. This information is the top line of Line 6 on Form 521.
8. **Legal Description:** The actual legal description of record for the property being sold. This is line 20 of Form 521.
9. **Address of Property:** The address of the situs of the property. This information is line 18 of Form 521.
10. **Total Purchase Price:** This is the purchase price before any adjustments. This information is line 22 of Form 521.
11. **Non-real Property:** This is the line to adjust for personal property included in the Total Purchase Price. This information is line 23 of Form 521.
12. **Adjusted Purchase Price:** This is the adjusted purchase price of the real estate (line 22 minus line 23). This information is line 24 of Form 521.

TO BE FILED  
WITH REGISTER  
OF DEEDS

# Real Estate Transfer Statement

• Read instructions on reverse side

FORM  
**521**

**THE DEED WILL NOT BE RECORDED UNLESS THIS STATEMENT IS SIGNED AND LINES 1-25 ARE ACCURATELY COMPLETED**

<b>1</b> County Name	<b>2</b> County Number <b>1</b>	<b>3</b> Date of Sale Mo. ____ Day ____ Yr. ____ <b>4</b>	<b>4</b> Date of Deed Mo. ____ Day ____ Yr. ____
<b>5</b> Grantor's Name, Address, and Telephone (Please Print) Grantor's Name (Seller) <b>6</b>		<b>6</b> Grantee's Name, Address, and Telephone (Please Print) Grantee's Name (Buyer) <b>7</b>	
Street or Other Mailing Address		Street or Other Mailing Address	
City	State	Zip Code	City
State			State
Zip Code			Zip Code
Telephone Number ( )		Telephone Number ( )	

**7 PROPERTY CLASSIFICATION NUMBER. Check one box in categories A and B. Check C also if property is mobile home.**

(A) Status	(B) Property Type						(C)
(1) <input type="checkbox"/> Improved	(1) <input type="checkbox"/> Single Family	(4) <input type="checkbox"/> Industrial	(6) <input type="checkbox"/> Recreational	(8) <input type="checkbox"/> Mineral Interests- Producing	(9) <input type="checkbox"/> State Assessed	(1) <input type="checkbox"/> Mobile Home	
(2) <input type="checkbox"/> Unimproved	(2) <input type="checkbox"/> Multi-Family	(5) <input type="checkbox"/> Agricultural	(7) <input type="checkbox"/> Mineral Interests- Nonproducing	(10) <input type="checkbox"/> Exempt			
(3) <input type="checkbox"/> IOLL	(3) <input type="checkbox"/> Commercial						

**8** Type of Deed

<input type="checkbox"/> Warranty	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Executor	<input type="checkbox"/> Mineral	<input type="checkbox"/> Cemetery
<input type="checkbox"/> Quit Claim	<input type="checkbox"/> Conservator	<input type="checkbox"/> Partition	<input type="checkbox"/> Trust	<input type="checkbox"/> Other _____

**10** Type of Transfer

Sale  Auction  Gift  Exchange  Foreclosure  Satisfaction of Contract  Life Estate  Other (explain) \_\_\_\_\_

**11** Ownership Transferred in Full (if No, explain division)  
 YES  NO

**12** Was real estate purchased for same use? (if No, state intended use)  
 YES  NO

**13** Was sale between relatives? (If Yes, check appropriate box)

YES  NO

Spouse  Parents and Child  Family Corporation or Partnership

Grandparents and Grandchild  Brothers and Sisters  Aunt or Uncle to Niece or Nephew  Other \_\_\_\_\_

**14** If the real estate was transferred for nominal consideration, what is the current market value? \_\_\_\_\_

**15** Was mortgage assumed? If Yes, state amount and interest rate.  
 YES  NO \$ \_\_\_\_\_ %

**16** Does this conveyance divide a current parcel of land?  YES  NO

**17** Was sale through a real estate agent? (if Yes, name of agent) \_\_\_\_\_

**18** Address of Property **9**

**19** Name and Address of Person to Whom Tax Statement Should be Sent

**20** Legal Description **8**

**21** If agricultural, list total number of acres \_\_\_\_\_

<b>22</b> Total purchase price, including any liabilities assumed	\$ <b>10</b>
<b>23</b> Was nonreal property included in purchase? <input type="checkbox"/> YES <input type="checkbox"/> NO (if Yes, enter amount and attach itemized list)	\$ <b>11</b>
<b>24</b> Adjusted purchase price paid for real estate (line 22 minus line 23)	\$ <b>12</b>

**Under penalties of law, I declare that I have examined this statement and that it is, to the best of my knowledge and belief, true and correct, and that I am duly authorized to sign this statement.**

**25** **sign here**

Print or Type Name of Grantee or Authorized Representative \_\_\_\_\_ Telephone Number \_\_\_\_\_

Signature of Grantee or Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

REGISTER OF DEEDS' USE ONLY			FOR NDR USE ONLY
<b>26</b> Date Deed Recorded Mo. ____ Day ____ Yr. ____ <b>5</b>	<b>27</b> Value of Stamp or Exempt Number \$ _____	<b>28</b> Deed Book <b>2</b>	<b>29</b> Deed Page <b>3</b>
			<b>30</b>

Nebraska Department of Property Assessment & Taxation  
Form No. 2-146-67 Rev. 12-00 Supersedes 2-146-67 Rev. 9-94

Authorized by Sections 76-214, 77-1327, R.R.S. 1943

NEBRASKA DEPARTMENT OF REVENUE — White Copy      COUNTY ASSESSOR — Canary and Pink Copies      GRANTEE — Goldenrod Copy

**PA&T: QUALIFIED RESIDENTIAL SALE ROSTER : 2004**  
CONTAINING SALES FROM 07/01/01 THRU 06/30/03

**\*\* COUNTY 99 Sample \*\***

Run Date: 12/04/02 04:00:31 Record # 1 of 1 Page 1

County: 99 **1** Book: **2** Page: **3** Sale Date: 00/00/00 **4** Recorded Date: 00/00/00 **5**

Seller: **6** Buyer: **7**  
 Legal Desc: **8**  
 Assessor Location: **9**  
 Address of Property: **9**

Sale No: School: Base: 1 Affil: 14 Unif: 15  
 Code #: *Will be shaded when >0 19* Parcel Number  
 Geo Twn Rng Sect Qtr Subdiv Area Blk Parcel

**Residential:** Mult Impr: Property Classification Code / Date of Sale: 0000  
 Const Date: Style: Status PropType Zoning Location City Size Parcel Size  
 Floor Area: Condition: Property Classification Code / Current Year: 0000  
 Cost New: \$ Quality: Status PropType Zoning Location City Size Parcel Size  
 Recreation - Acres: Recreation - Amt: *This area is shaded when any or all parts are brought forward from previous year*

Form 521:		Assessed Value / Date of Sale: 0000		Assessed Value / Current Year: 0000	
Total Purchase Price	\$10	Land	\$ 2	Land	\$
Non-Real Property	\$11	Imprmnt	\$ 2	Imprmnt	\$
Adj. Purchase Price	\$12	Total	\$ 2	Total	\$

*This area will be shaded when doc stamp calc occurs.*

County Information: Adj. Amount \$ Adj. Sale Price \$ Ratio: 000.00

Ratio Formula: Assessed Total/(Adj. Purchase Price + Assessor Adjustment) 000000/(000000 + 0)

**PA&T: QUALIFIED COMMERCIAL SALE ROSTER : 2004**  
CONTAINING SALES FROM 07/01/00 THRU 06/30/03

**\*\* COUNTY 99 Sample \*\***

Run Date: 12/04/02 04:00:31 Record # 1 of 1 Page 1

County: 99 **1** Book: **2** Page: **3** Sale Date: 00/00/00 **4** Recorded Date: 00/00/00 **5** Final Protest Date: 00/00/00

Seller: **6** Buyer: **7**  
 Legal Desc: **8**  
 Assessor Location: **9**  
 Address of Property: **9**

Sale No: School: Base: Affil: Unif:  
 Code #: *Will be shaded when >0* Parcel Number  
 Geo Twn Rng Sect Qtr Subdiv Area Blk Parcel

**Commercial/Industrial:** Mult Impr: Property Classification Code / Date of Sale: 0000  
 Const Date: Class: Status PropType Zoning Location City Size Parcel Size  
 Floor Area: Rank: Property Classification Code / Current Year: 0000  
 Cost New: \$ Condition: Status PropType Zoning Location City Size Parcel Size  
 Occup. Code: Primary (1) Oth(2) Oth(3) *This area is shaded when any or all parts are brought forward from previous year*

Form 521:		Assessed Value / Date of Sale: 0000		Assessed Value / Current Year: 0000	
Total Purchase Price	\$ 10	Land	\$	Land	\$
Non-Real Property	\$ 11	Imprmnt	\$	Imprmnt	\$
Adj. Purchase Price	\$ 12	Total	\$	Total	\$

*This area will be shaded when doc stamp calc occurs.*

County Information: Adj. Amount \$ Adj. Sale Price \$ Ratio: 000.00

Department Information: Adj. Amount \$ Adj. Sale Price \$ Ratio: 000.00

Ratio Formula: Assessed Total/(Adj. Purchase Price +/- Reviewer Adjustment) - Reviewer Adjustment) 000000/(000000 +/- 0)

PA&T: QUALIFIED AG SALE ROSTER : 2004  
CONTAINING SALES FROM 07/01/00 THRU 06/30/03

\*\* COUNTY 99 Sample \*\*

Run Date: 12/04/02 04:00:31

Record # 1 of 1

Page 1

County: 99 Book: 2 Page: 3 Sale Date: 00/00/00 Recorded Date: 00/00/00 Final Protest Date: 00/00/00

Seller: 6  
Legal Desc: 8

Buyer: 7

Location ID: 16  
Ability: 18 Code #: Will be shaded when >0  
Sale No:

Processor Location: R22  
Address of Property: 9

Geo	Twn	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
24	25	26	27	28	29	30	31	32
Property Classification Code / Date of Sale: 0000								
Status	Prop Type	Zoning	Location	City Size	Parcel Size			

School: Base: Affil: Unif:

Agricultural Land: (80%)				
LCG	Acres(s)		Value	
1A1	0.00	a	\$0	v
1A	0.00	a	\$0	v
2A1	0.00	a	\$0	v
2A	0.00	a	\$0	v
3A1	0.00	a	\$0	v
3A	0.00	a	\$0	v
4A1	0.00	a	\$0	v
4A	0.00	a	\$0	v
Sub-Total A	0.00	n/a	n/a	n/a
1D1	0.00	a	\$0	v
1D	0.00	a	\$0	v
2D1	0.00	a	\$0	v
2D	0.00	a	\$0	v
3D1	0.00	a	\$0	v
3D	0.00	a	\$0	v
4D1	0.00	a	\$0	v
4D	0.00	a	\$0	v
Sub-Total D	0.00	n/a	n/a	n/a
1G1	0.00	a	\$0	v
1G	0.00	a	\$0	v
2G1	0.00	a	\$0	v
2G	0.00	a	\$0	v
3G1	0.00	a	\$0	v
3G	0.00	a	\$0	v
4G1	0.00	a	\$0	v
4G	0.00	a	\$0	v
Sub-Total G	0.00	n/a	n/a	n/a
Sub-Total LCG	0.00	n/a	n/a	n/a
Non-Classified Land: (80%)				
Shtb/Tbr	0.00	a	\$0	v
Accretion	0.00	a	\$0	v
Waste	0.00	a	\$0	v
Other	0.00	a	\$0	v
Sub-Tot Non	0.00	n/a	\$0	n/a
Total Acres	0.00	n/a	n/a	n/a

Property Classification Code / Current Year: 0000					
Status	Prop Type	Zoning	Location	City Size	Parcel Size
This area is shaded when any or all parts are brought forward from previous year					
<b>Commercial/Industrial:</b>		Mult Impr:	2		
Const Date:		Class:	7		
Floor Area:		Rank:	8		
Cost New: \$		Condition:	9		
Occup. Code: Primary (	5a	Oth(	ib	Oth(	ic
<b>Residential:</b>		Mult Impr:			
Const Date:		Style:			
Floor Area:		Condition:			
Cost New: \$		Quality:			

Non-Agricultural Real Property Land: (100%)				
	Acres(s)	Value		
Roads	0.00	n/a	n/	
Farm site	0.00	v \$0		
Home site	0.00	v \$0		
Recreation	0.00	v \$0		
Other	0.00	v \$0		
Non-AgLand Total	0.00	n/a	\$0	n/
Dwellings	n/a	n/a	v \$0	
Outbuildings	n/a	n/a	v \$0	
Non-Ag Total	n/a	n/a	\$0	n/

Type of Irrigation:	23 Blank
Maj Land Use Acres:	100 %
<b>Reported Totals:</b>	
Agland	0.00 v \$0
Non-Agland	0.00 v \$0
Recapture Value	n/a n/a / \$0
Selling price per Acre Agland	n/a n/a \$0 n/

	Form 521	Assessed Value / Date of Sale: 0000	Assessed Value / Current Year: 0000
Total Purchase Price	10	Land \$	Land \$
Non-Real Property	11	Imprmnt \$	Imprmnt \$
Adj. Purchase Price	12	Total \$	Total \$

County Information:	Adj. Amount	Adj. Sale Price \$	
Department Information:	Adj. Amount \$	Adj. Sale Price \$	
Protest Determination:	Adj. Amount \$	Adj. Sale Price \$	Ratio: 000.0

Ratio Formula: Reported Agland Total / (Adj. Purchase Price - Improvements - Reported Non-Agland + Reviewer 000000 / (000000 - 000000 - 0 + )

## Real Estate Transfer Statement submission schedule

The following is an outline for the submission of the real estate transfer statement (Form 521) as per REG-12-003.03A. This description is the trail made by the Form 521.

The first column indicates when a real estate transfer statement Form 521 is filed with an instrument transferring real property, in the office of the register of deeds to begin the real estate transfer statement Form 521 process.

The second column indicates when the office of the register of deeds is to forward the necessary copies. The office of the register of deeds sends the white copy of the Form 521 to the Department of Revenue where the documentary stamp tax information is retrieved and these forms are then forwarded to the Department of Property Assessment and Taxation. Also at this time the county assessor is to receive the canary and pink copies of the Form 521 from the office of the register of deeds.

The third column indicates when the county assessor's office is to process and submit the pink copy of the Form 521 and any associated supplemental sales worksheet (green sheet information) to the PA&T.

REG-12-003.03A If ... the real estate transfer statement (Form 521) is recorded this month:	Then, the register of deeds office is to file the white copy of the Form 521 to the State in this month:	The pink copy of the Form 521 plus the supplemental information sheets are due by the 15 <sup>th</sup> of this month:
January	February	March
February	March	April
March	April	May
April	May	June
May	June	July
June	July	August
July	August	September
August	September	October
September	October	November
October	November	December
November	December	January
December	January	February





## SALES SUPPLEMENTAL INFORMATION

### SUPPLEMENTAL INFORMATION

(Also known as the 'green-sheet' or the assessor's sales worksheet information.)

#### REG-12-003.03

This regulation requires the Assessor to provide to the PA&T the supplemental data required by the PA&T in the form of a Residential, Commercial or Agricultural Land Sales Worksheet or approved electronic sales supplemental data transfer.

#### THERE ARE TWO SALES WORKSHEETS:

- A. Residential & Commercial Sales Worksheet; and
- B. Agricultural Land Sales Worksheet

#### DEFINITIONS:

- A. Residential. Real property with dwellings originally designed for occupancy by one family, or duplexes originally designed for occupancy by two families. Unimproved or vacant land designed or platted for residential use or zoned residential.
- B. Commercial. Real property predominantly used or intended to be for commerce, trade or business. Multifamily dwellings originally designed for occupancy by more than two families. Unimproved or vacant land designed or platted for commercial use or zoned commercial.
- C. Industrial. Real property predominantly used or intended to be for the process or manufacture of goods or materials. Unimproved or vacant land designed or platted for industrial use or zoned industrial.
- D. Agricultural. Real property predominantly used for agricultural or horticultural shall mean all parcels which are primarily used for the production of agricultural or horticultural products, including wasteland lying in or adjacent to and in common ownership or managed with land used for the production of agricultural or horticultural products.

Both worksheets are broken into 3 different sections: 1) the Identification section, 2) the Detail section and 3) the Comments section.

The sales file database was not designed with the ability to receive and combine like properties being submitted on multiple green sheets of the same property type. The following examples are intended to help identify and explain a variety of circumstances.

Example 1 A sale that involves three agricultural parcels; the information from all three parcels

must be combined by the County staff when submitting one Agricultural Land Sales Worksheet (AG Green Sheet). The PA&T has developed a spreadsheet that may be used to assist in combining this information. This spreadsheet can be used as a live spreadsheet program or used as a paper copy to list and total all of the various parcels. A copy of this spreadsheet can be kept with a sales file book if one is maintained by the county. A sample of this spreadsheet can be found on pages 4 and 5 of this section.

Example 2 A sale that involves a commercial parcel which has more than one Occupancy Code or more than one structure, must be combined by the county staff when submitting one Residential & Commercial Sales Worksheet (Res/Com Green Sheet). The Residential & Commercial Sales Worksheet (Res/Com Green Sheet) contains an area where up to three occupancy codes can be entered. The construction date may be the date for the most prominent structure as with the construction class, cost rank, and condition. Additional pertinent information may be entered in the assessor comments section.

Example 3 A sale that involves more than one residence, again only one Residential & Commercial Sales Worksheet (Res/Com Green Sheet) can be submitted. The information for the construction date, floor area, style, condition and quality may represent the most prominent structure, or the combined information of all structures involved with any additional pertinent information to be entered in the assessor comments section.

Example 4 An agricultural land sale that has improvements. One Agricultural Land Sales Worksheet (AG Green Sheet) would be completed containing the agricultural land information and one Residential & Commercial Sales Worksheet (Res/Com Green Sheet) should be attached with the information for the residential or commercial improvement on this sale. The combined land, improvements and total assessed values must be reported on the first supplemental sheet. Only the county number, book, page and sale date needs to be completed on the top of the second sheet of the Residential & Commercial Sales Worksheet (Res/Com Green Sheet). This information is the only information needed to match the information from the agricultural part and the residential / commercial parts of this sale. Additional information will need to be completed in the assessor comments section of the first green sheet.

Example 5 Is a hog confinement setup or a feedlot which is associated with a parcel of agricultural land. The predominant use of the parcel is still agricultural land but the information about the hog confinement setup or the feedlot could be added using a commercial green sheet. The sales file can then be queried to locate parcels that have sold with hog confinement facilities or a cattle feeding operation.

PA&T staff has been instructed to enter only the comments listed in the “Assessors Comments” section. This comments area is available for comments from the county including the assessor, appraiser, assessment office staff; contract appraisers and sales review information. The bottom comments section has been reserved for PA&T staff comments. If county information is written in this space the comments will not be entered or entered as department comments and will not appear on the printed rosters.

## **EXCEPTIONS NOT REQUIRING SUPPLEMENTAL INFORMATION:**

There are certain transfers that do not require a supplemental sheet to be filed with the Form 521.

The following transfers need to be submitted separately to the Field Liaisons for special handling. Ideally if these transfer statements are paper clipped or banded or somehow separated and distinguished from the other supplemental submissions.

- a. Cemetery Lots \*
- b. Department of Roads \*
- c. Exempt Sales \*\*
- d. Sales outside the Sale Date parameters

\* All Real Estate Transfer Statements (Form 521) submitted from the Register of Deeds office (white copy of the Form 521) are entered into the sales file if there is consideration greater than \$100 and/or documentary stamp tax greater than \$2.25. If these requirements are not met the records will be deleted by the liaison.

Sales of property purchased or taken by condemnation and eminent domain proceedings or the threat of such proceedings, particularly the sales of property severed from a larger parcel for the purpose of acquiring a Right-of-Way or easement do not require the submission of supplemental data. Typically these sales include a severance payment, are not previously valued as a parcel, will probably not remain an independent parcel and are not directly market value related. These sales will be deleted by the liaison.

Conversely, sales of whole parcels taken by condemnation and eminent domain proceedings or the threat of such proceedings should be submitted with supplemental data and qualified or disqualified based on the findings of the verification process. Examples of this situation are purchases by the Department of Roads or similar municipal government agency.

Any sales by these agencies should be accompanied by supplemental data and qualified or disqualified based on the findings of the verification process. If the county has no prior listing of the property in question because of its exempt status, the sale should be disqualified as # 3 “substantially changed” or # 4 “not arms-length”.

\*\* Real Estate Transfer Statements (Form 521) submitted from the Register of Deeds office (white copy of the Form 521) are not entered into the sales file if there is no consideration greater than \$100 and/or documentary stamp tax greater than \$2.25..

Cemetery lot sales and sales involving the Department of Roads should be separated and identified from other Real Estate Transfer statements so they can be separated from the rest of the pink transfers. The Field Liaison will process these documents to make sure these records are properly handled.

**IDENTIFICATION SECTION:**

**RESIDENTIAL/COMMERCIAL and AGRICULTURAL LAND**

Cnty No	Book	Page	Sale Date	School District Code								
①	②	③	④	Base:			Affiliated:			Unified:		
Location ID	Sale Number	Useability & Code #		Parcel Number								
				Geo Code	Twtn	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
Date of Sale Assessed Value												
Land	Improvements	Total		Date of Sale Property Classification Code								
				Status	Property Type	Zoning	Location	City Size	Parcel Size			
<b>Assessor Location:</b>				A)	B)	C)	D)	E)	F)			

\* Sales File Worksheet is required by REG-12-003.

**Definitions:**

1. **Cnty No:** County number, a one (1) or two (2) digit number identifying the alphabetical order by name of the county, **not the license number historically assigned for motor vehicles**. This information is the same as Line 2 on Form 521.
2. **Book:** From the office of the Register of Deeds, the number of the book in which the deed is found. This information is the same as Line 28 on Form 521.
3. **Page:** From the office of the Register of Deeds, the number of the page on which the first page of the deed is found. This information is the same as Line 29 on Form 521.
4. **Sale Date:** The actual sale date of the property. MM/DD/YYYY format: 01/22/2003. This information is the same as Line 3 on Form 521.

The information in the preceding four fields **MUST** match the information as it is written on the Form 521. If it does not match the information on Form 521, it will create duplicate information in the sales file.

Date of sale older than the current sales file dates will not be entered into the sales file by data entry. Circle the sale date on the Form 521; there is no need to complete a supplemental worksheet.



## Residential & Commercial Sales Worksheet

Cnty No	Book	Page	Sale Date	School District Code								
1	2	3	4	Base: 13			Affiliated: 14			Unified: 15		
Location ID	Sale Number	Useability & Code #		Parcel Number								
16	17	18	19	Geo Code	Twn	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
Date of Sale Assessed Value				24	25	26	27	28	29	30	31	32
Land	Improvements	Total		Date of Sale Property Classification Code								
20	21	22		Status	Property Type	Zoning	Location	City Size	Parcel Size			
Assessor Location: R/C 23				A) 33	B) 34	C) 35	D) 36	E) 37	F) 38			
				<b>Residential</b>				<b>Commercial</b>				
Multiple Improvements:				Multiple Improvements: <u>  R 42  </u>				Multiple Improvements: <u>  C 42  </u>				
Construction Date:				Construction Date: <u>  R 43  </u>				Construction Date: <u>  C 43  </u>				
Floor:				Floor Sq. Ft.: <u>  R 44  </u>				Floor Sq. Ft.: <u>  C 44  </u>				
Building Cost New				Cost: <u>  R 45  </u>				Cost: <u>  C 45  </u>				
Single Family Style: R 46				Residential Condition: R 47				Commercial Occupancy Code: C 46				
(100) Mobile Home	(10)		Worn Out				Primary: <u>  a  </u> Other1: <u>  b  </u> Other 2: <u>  c  </u>					
(101) One Story	(20)		Badly Worn				<b>Commercial Construction Class: C 47</b>					
(102) Two Story	(30)		Average				(1) Fireproof Structural Steel Frame					
(103) Split Level	(40)		Good				(2) Reinforced Concrete Frame					
(104) 1 ½ Story	(50)		Very Good				(3) Masonry Bearing Walls					
(111) Bi-Level	(60)		Excellent				(4) Wood or Steel Framed Ext. Walls					
(106) Other							(5) Metal Frame and Walls					
Townhouse or Duplex Style:				Residential Quality: R 48				(6) Pole Frame				
(301) One Story	(10)		Low				Cost Rank: C 48		Condition: C 49			
(302) Two Story	(20)		Fair				(10) Low		(10) Worn Out			
(307) 1 ½ Story	(30)		Average				(20) Average		(20) Badly Worn			
(308) Split Level	(40)		Good				(30) Above Average		(30) Average			
(309) 2 ½ Story	(50)		Very Good				(40) High		(40) Good			
(304) One Story Duplex	(60)		Excellent						(50) Very Good			
(305) Two Story Duplex									(60) Excellent			
<b>Assessor's Adjustment to Sale Price (+ or -):</b>				<u>  39  </u>								
<b>Assessor Comments and Reason for Adjustment:</b>												
40												
<b>Comments from</b>						<b>Comments:</b>						
41												
(Continue on back)												



## Agricultural Land Sales Worksheet

Cnty No	Book	Page	Sale Date	School District Code								
1	2	3	4	Base: 13		Affiliated: 14		Unified: 15				
Location ID	Sale Number	Useability & Code #		Parcel Number								
16	17	18	19	Geo Code	Tw	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
Date of Sale Assessed Value				24	25	26	27	28	29	30	31	32
Land	Improvements	Total		Date of Sale Property Classification Code								
20	21	22		Status	Property Type	Zoning	Location	City Size	Parcel Size			
Irrigation Type: A 23		A) 33		B) 34		C) 35		D) 36		E) 37		F) 38
LCG		ACRES	VALUE	LCG		ACRES	VALUE					
IRRIGATED	42 1A1	42 a	42 v	GRASSLAND	58 1G1	58 a	58 v					
	43 1A	43 a	43 v		59 1G	59 a	59 v					
	44 2A1	44 a	44 v		60 2G1	60 a	60 v					
	45 2A	45 a	45 v		61 2G	61 a	61 v					
	46 3A1	46 a	46 v		62 3G1	62 a	62 v					
	47 3A	47 a	47 v		63 3G	63 a	63 v					
	48 4A1	48 a	48 v		64 4G1	64 a	64 v					
	49 4A	49 a	49 v		65 4G	65 a	65 v					
DRYLAND	50 1D1	50 a	50 v	66	Shelterbelt/Timber	66 a	66 v					
	51 1D	51 a	51 v	67	Accretion	67 a	67 v					
	52 2D1	52 a	52 v	68	Waste	68 a	68 v					
	53 2D	53 a	53 v	69	Other	69 a	69 v					
	54 3D1	54 a	54 v	70	AGLAND TOTAL	70 a	70 v					
	55 3D	55 a	55 v	71	Roads	71 a	71 v					
	56 4D1	56 a	56 v	72	Farm Sites	72 a	72 v					
	57 4D	57 a	57 v	73	Home Sites	73 a	73 v					
				74	Recreation	74 a	74 v					
	77 Dwellings		77 v	75	Other	75 a	75 v					
	78 Outbuildings		78 v	76	Non-AG TOTAL	76 a	76 v					

<b>Assessor's Adjustment to Sale Price (+ or -):</b> <u>39</u>	<b>Total Recapture Value</b> <span style="float: right;">79 v</span>
<b>Assessor Comments and Reason for Adjustment:</b> <span style="float: right;">40</span>	
<b>Comments from</b> _____ <b>Comments:</b>	
41	
(Continue on back)	

**RESIDENTIAL/COMMERICAL and AGRICULTURAL LAND**

Cnty No	Book	Page	Sale Date	School District Code										
				Base: 13	Affiliated: 14	Unified: 15								
Location ID	Sale Number	Useability & Code #	Parcel Number											
16	17		Geo Code	Twn	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel			
Date of Sale Assessed Value														
Land	Improvements	Total	Date of Sale Property Classification Code											
			Status	Property Type	Zoning	Location	City Size	Parcel Size						
Assessor Location:			A)	B)	C)	D)	E)	F)						

\* Sales File Worksheet is required by REG. 12-003.

**School District Code:** The school district code found on the school district reference list provided by the PA&T for each county.

- 13. **Base:** A hyphenated six-digit code that indicates the base school district in which the sold real property is located. The format is 00-0000 with the first two digits indicating the county where the school district is headquartered, followed by a four-digit number assigned to the school district by the Department of Education.
- 14. **Affiliated:** The six-digit code used to indicate if the base school is affiliated with another school district. There are no longer affiliated school districts so this field will always be blank.
- 15. **Unified:** The six-digit code used to indicate if the base school is unified with another school district.

**County Identification:** The location ID and the sale number are designated and used by the county to identify the parcel and the sale.

- 16. **Location ID:** Unique identification number or account number used to identify a parcel within a county. This is a nine digit field.
- 17. **Sale Number:** County sale number assigned and used by the County. This is a four digit field.





PA&T: QUALIFIED AG SALE ROSTER: 2005

\*\* COUNTY 99 Sample \*\*

CONTAINING SALES FROM 07/01/02 THRU 06/30/05

Run Date: 12/04/05 04:00:31

Record # 1 of 1

Page 1

County: 99	1	Book: 2	Page: 3	Sale Date: 00/00/00 4	Recorded Date: 00/00/00 5						
Seller: 6		Buyer: 7									
Legal Desc: 8											
Location ID: (16)	Sale No: (17)										
Usability: 18	Code #:	Will be shaded when >019									
Assessor Location: R23		Parcel Number									
Address of Property: 9		Geo: 24	Twn: 25	Rng: 26	Sect: 27	Qtr: 28	Subdiv: 29	Area: 30	Blk: 31	Parcel: 32	
School: Base: (13)		Affil: (14)	Unif: (15)	Property Classification Code / Date of Sale: 0000							
Status: (13)		Prop Type	Zoning	Location	City Size	Parcel Size					
Agricultural Land: (80%)		33	34	35	36	37	38				
LCG	Acre(s)	Value	Property Classification Code / Current Year: 0000								
1A1	0.00 42 a	\$0 42 v	Status	Prop Type	Zoning	Location	City Size	Parcel Size			
1A	0.00 43 a	\$0 43 v	This area is shaded when any or all parts are brought forward from previous year								
2A1	0.00 44 a	\$0 44 v	Commercial/Industrial:				Mult Impr: C42				
2A	0.00 45 a	\$0 45 v	Const Date: C43				Class: C47				
3A1	0.00 46 a	\$0 46 v	Floor Area: C44				Rank: C48				
3A	0.00 47 a	\$0 47 v	Cost New: \$ C45				Condition: C49				
4A1	0.00 48 a	\$0 48 v	Occup. Code: Primary (1) C46a				Oth(2) C46b		Oth(3) C46c		
4A	0.00 49 a	\$0 49 v	Residential:				Mult Impr: R42				
Sub-Total A	0.00 n/a	n/a n/a	Const Date: R43				Style: R46				
1D1	0.00 50 a	\$0 50 v	Floor Area: R44				Condition: R47				
1D	0.00 51 a	\$0 51 v	Cost New: \$ R45				Quality: R48				
2D1	0.00 52 a	\$0 52 v									
2D	0.00 53 a	\$0 53 v									
3D1	0.00 54 a	\$0 54 v	Non-Agricultural Real Property Land: (100%)								
3D	0.00 55 a	\$0 55 v			Acre(s)		Value				
4D1	0.00 56 a	\$0 56 v	Roads		71 a 0.00		n/a		n/a		
4D	0.00 57 a	\$0 57 v	Farm site		72 a 0.00		72 v \$0				
Sub-Total D	0.00 n/a	n/a n/a	Home site		73 a 0.00		73 v \$0				
1G1	0.00 58 a	\$0 56 v	Recreation		74 a 0.00		74 v \$0				
1G	0.00 59 a	\$0 59 v	Other		75 a 0.00		75 v \$0				
2G1	0.00 60 a	\$0 60 v	Non-Ag Land Total				0.00 n/a		\$0 n/a		
2G	0.00 61 a	\$0 61 v									
3G1	0.00 62 a	\$0 62 v	Dwellings		n/a n/a		77 v \$0				
3G	0.00 63 a	\$0 63 v	Outbuildings		n/a n/a		78 v \$0				
4G1	0.00 64 a	\$0 64 v	Non-Ag Total				n/a n/a		\$0 n/a		
4G	0.00 65 a	\$0 65 v									
Sub-Total G	0.00 n/a	n/a n/a	Type of Irrigation:				A23 Blank				
Sub-Total LCG	0.00 n/a	n/a n/a	Maj Land Use Acres:				100 %				
Non-Classified Land: (80%)											
Shbt/Tbr	0.00 66 a	\$0 66 v	Reported Totals:								
Accretion	0.00 67 a	\$0 67 v	Agland		70 a 0.00		70 v \$0				
Waste	0.00 68 a	\$0 68 v	Non-Agland		76 a 0.00		76 v \$0				
Other	0.00 69 a	\$0 69 v	Recapture Value				n/a n/a		79 v \$0		
Sub-Tot Non	0.00 n/a	\$0 n/a									
Total Acres	0.00 n/a	n/a n/a	Selling price per Acre Agland				n/a n/a		\$0 n/a		

Form 521:		Assessed Value / Date of Sale: 0000				Assessed Value / Current Year: 0000				
Total Purchase Price	10	\$	Land	\$ 20	Land	\$	This area is shaded when any or all parts are brought forward from previous year			
Non-Real Property	11	\$	Imprmnt	\$ 21	Imprmnt	\$				
Adj. Purchase Price	12	\$	Total	\$ 22	Total	\$				

County Information:	Adj. Amount \$ 39	Adj. Sale Price \$
	40	

Department Information:	Use	Adj. Amount \$	Adj. Sale Price \$
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Protest Determination:	Use	Adj. Amount \$	Adj. Sale Price \$	Ratio: 000.00
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Ratio Formula: Reported Agland Total / (Adj. Purchase Price - Improvements - Reported Non-Agland + Reviewer 000000 / (000000 - 000000 - 0 + 0)

## RESIDENTIAL/ COMMERCIAL And AGRICULTURAL

Cnty No	Book	Page	Sale Date	School District Code								
				Base:			Affiliated:			Unified:		
Location ID	Sale Number	Useability & Code #		Parcel Number								
		18	19	Geo Code	Tw	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
Date of Sale Assessed Value												
Land	Improvements	Total		Date of Sale Property Classification Code								
				Status	Property Type	Zoning	Location	City Size	Parcel Size			
Assessor Location:				A)	B)	C)	D)	E)	F)			

\* Sales File Worksheet is required by REG. 12-003.

**18. Usability:** A numeric identifier indicating the assessor’s determination of the use of the sale for the sales file. This is a one digit field.

- 1 = Sale to be used in studies.      3 = Substantially Changed**  
**2 = Sale to be used as adjusted.    4 = Sale not to be used in studies.**

**Refer to Directive 05-2,** which states in pertinent part as follows:

**After a review, if a sale is determined to be a non-qualified sale, the county assessor shall state the reason for the disqualification of the sale in the assessor’s comment section of the Supplemental worksheet, and indicate a four (4) as the sales usability code.**

**19. Code #:** The county assigned code number that represents the assessor’s determination of the comparability of the sale for use in the assessment process. This is a two digit number.

This code number is an Assessor defined code and is not be supplied by the PA&T. If you have a set of codes that you use when determining if a sale is non-qualified you may enter it here for your reference. However, you are still required to follow by Directive 05-2 issued by PA&T.

## RESIDENTIAL/COMMERCIAL

Cnty No	Book	Page	Sale Date	School District Code								
				Base:			Affiliated:			Unified:		
Location ID	Sale Number	Useability & Code #		Parcel Number								
				Geo Code	Twtn	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
Date of Sale Assessed Value												
Land	Improvements	Total		Date of Sale Property Classification Code								
20	21	22		Status	Property Type	Zoning		Location	City Size	Parcel Size		
Assessor Location: R/C 23				A)	B)	C)		D)	E)	F)		

## AGRICULTURAL LAND

Cnty No	Book	Page	Sale Date	School District Code								
				Base:			Affiliated:			Unified:		
Location ID	Sale Number	Useability & Code #		Parcel Number								
				Geo Code	Twtn	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
Date of Sale Assessed Value												
Land	Improvements	Total		Date of Sale Property Classification Code								
20	21	22		Status	Property Type	Zoning		Location	City Size	Parcel Size		
Irrigation Type: A 23				A)	B)	C)		D)	E)	F)		

**Date of Sale Assessed Value: 20-22 (See Directive 05-1)**

- 20. **Land:** The assessed value of the land **at the time of sale**, not including the value of improvements.
- 21. **Improvements:** The assessed value of all structural improvements which are real property **at the time of sale**.
- 22. **Total:** The total sum of both land (20) and improvements (21) **at the time of sale**.

## RESIDENTIAL/COMMERCIAL

Cnty No	Book	Page	Sale Date	School District Code								
				Base:			Affiliated:		Unified:			
Location ID	Sale Number	Useability & Code #		Parcel Number								
				Geo Code	Twtn	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
Date of Sale Assessed Value												
Land	Improvements	Total		Date of Sale Property Classification Code								
20	21	22		Status	Property Type	Zoning	Location	City Size	Parcel Size			
Assessor Location: <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">R/C 23</span>				A)	B)	C)	D)	E)	F)			

**R/C 23 Assessor Location (Res. & Com.):** Assessor location is an alpha numeric field limited to twenty spaces. It is defined and used by the assessor to group similar type property. It may be a city, village, or other area description.

## AGRICULTURAL LAND

Cnty No	Book	Page	Sale Date	School District Code								
				Base:			Affiliated:		Unified:			
Location ID	Sale Number	Useability & Code #		Parcel Number								
				Geo Code	Twtn	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
Date of Sale Assessed Value												
Land	Improvements	Total		Date of Sale Property Classification Code								
20	21	22		Status	Property Type	Zoning	Location	City Size	Parcel Size			
Irrigation Type: <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">A 23</span>				A)	B)	C)	D)	E)	F)			

**A 23 Irrigation Type (Ag):** The kind of irrigation and water source as indicated by the assessor. A two digit code as indicated.

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li><b>10:</b> gravity / well</li> <li><b>11:</b> gravity / canal</li> <li><b>12:</b> gravity / stream or river</li> <li><b>13:</b> gravity / water from off site source, not on parcel</li> <li><b>20:</b> pivot / well</li> <li><b>21:</b> pivot / canal</li> <li><b>22:</b> pivot / stream or river</li> <li><b>23:</b> pivot / water from off site source, not on parcel</li> <li><b>30:</b> towline / well</li> <li><b>31:</b> towline / canal</li> <li><b>32:</b> towline / stream or river</li> </ul> | <ul style="list-style-type: none"> <li><b>33:</b> towline / water from off site source, not on parcel</li> <li><b>40:</b> volume gun / well</li> <li><b>41:</b> volume gun / canal</li> <li><b>42:</b> volume gun / stream or river</li> <li><b>43:</b> volume gun / water from off site source, not on parcel</li> <li><b>50:</b> side roller / well</li> <li><b>51:</b> side roller / canal</li> <li><b>52:</b> side roller / stream or river</li> <li><b>53:</b> side roller / water from off site source, not on parcel</li> <li><b>60:</b> Other</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



**PA&T: QUALIFIED AG SALE ROSTER: 2005**

CONTAINING SALES FROM 07/01/02 THRU 06/30/05

Run Date: 12/04/05 04:00:31

**\*\* COUNTY 99 Sample \*\***

Record # 1 of 1

Page 1

<b>County: 99</b>		<b>1</b>	<b>Book: 2</b>		<b>Page: 3</b>	<b>Sale Date: 00/00/00 4</b>		Recorded Date: 00/00/00 5					
Seller: <b>6</b>					Buyer: <b>7</b>								
Legal Desc: <b>8</b>													
Location ID: <b>16</b>			Sale No: <b>17</b>			Parcel Number							
Usability: <b>18</b>		Code #:		Will be shaded when >0 <b>19</b>									
Assessor Location: <b>R/C 23</b>					Geo	Twn	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
Address of Property: <b>9</b>					<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>32</b>
<b>School: Base: 13 Affil: 14 Unif: 15</b>					Property Classification Code / Date of Sale: <b>0000</b>								
<b>Agricultural Land: (80%)</b>					<b>33</b>	<b>34</b>	<b>35</b>	<b>36</b>	<b>37</b>	<b>38</b>			
<u>LCG</u>	<u>Acre(s)</u>	<u>Value</u>			Property Classification Code / Current Year: <b>0000</b>								
1A1	0.00	<b>42 a</b>	\$0	42 v	Status	Prop Type	Zoning	Location	City Size	Parcel Size			
1A	0.00	<b>43 a</b>	\$0	43 v	This area is shaded when any or all parts are brought forward from previous year								
2A1	0.00	<b>44 a</b>	\$0	44 v	<b>Commercial/Industrial:</b>			Mult Impr: <b>C42</b>					
2A	0.00	<b>45 a</b>	\$0	45 v	Const Date: <b>C43</b>			Class: <b>C47</b>					
3A1	0.00	<b>46 a</b>	\$0	46 v	Floor Area: <b>C44</b>			Rank: <b>C48</b>					
3A	0.00	<b>47 a</b>	\$0	47 v	Cost New: \$ <b>C45</b>			Condition: <b>C49</b>					
4A1	0.00	<b>48 a</b>	\$0	48 v	Occup. Code: Primary (1) <b>C46a</b>			Oth(2) <b>C46b</b>		Oth(3) <b>C46c</b>			
4A	0.00	<b>49 a</b>	\$0	49 v	<b>Residential:</b>			Mult Impr: <b>R42</b>					
Sub-Total A	0.00	n/a	n/a	n/a	Const Date: <b>R43</b>			Style: <b>R46</b>					
1D1	0.00	<b>50 a</b>	\$0	50 v	Floor Area: <b>R44</b>			Condition: <b>R47</b>					
1D	0.00	<b>51 a</b>	\$0	51 v	Cost New: \$ <b>R45</b>			Quality: <b>R48</b>					
2D1	0.00	<b>52 a</b>	\$0	52 v									
2D	0.00	<b>53 a</b>	\$0	53 v									
3D1	0.00	<b>54 a</b>	\$0	54 v	<b>Non-Agricultural Real Property Land: (100%)</b>								
3D	0.00	<b>55 a</b>	\$0	55 v				<u>Acre(s)</u>	<u>Value</u>				
4D1	0.00	<b>56 a</b>	\$0	56 v	Roads	<b>71 a</b>	0.00		n/a	n/a			
4D	0.00	<b>57 a</b>	\$0	57 v	Farm site	<b>72 a</b>	0.00		<b>72 v</b>	\$0			
Sub-Total D	0.00	n/a	n/a	n/a	Home site	<b>73 a</b>	0.00		<b>73 v</b>	\$0			
1G1	0.00	<b>58 a</b>	\$0	56 v	Recreation	<b>74 a</b>	0.00		<b>74 v</b>	\$0			
1G	0.00	<b>59 a</b>	\$0	59 v	Other	<b>75 a</b>	0.00		<b>75 v</b>	\$0			
2G1	0.00	<b>60 a</b>	\$0	60 v	Non-AgLand Total			0.00	n/a	\$0	n/a		
2G	0.00	<b>61 a</b>	\$0	61 v									
3G1	0.00	<b>62 a</b>	\$0	62 v	Dwellings		n/a	n/a	<b>77 v</b>	\$0			
3G	0.00	<b>63 a</b>	\$0	63 v	Outbuildings		n/a	n/a	<b>78 v</b>	\$0			
4G1	0.00	<b>64 a</b>	\$0	64 v	Non-Ag Total			n/a	n/a	\$0	n/a		
4G	0.00	<b>65 a</b>	\$0	65 v									
Sub-Total G	0.00	n/a	n/a	n/a	Type of Irrigation:			<b>A 23</b> Blank					
Sub-Total LCG	0.00	n/a	n/a	n/a	Maj Land Use Acres:			100 %					
<b>Non-Classified Land: (80%)</b>													
Shbt/Tbr	0.00	<b>66 a</b>	\$0	<b>66 v</b>	<b>Reported Totals:</b>								
Accretion	0.00	<b>67 a</b>	\$0	<b>67 v</b>	Agland			<b>70 a</b>	0.00	<b>70 v</b>	\$0		
Waste	0.00	<b>68 a</b>	\$0	<b>68 v</b>	Non-Agland			<b>76 a</b>	0.00	<b>76 v</b>	\$0		
Other	0.00	<b>69 a</b>	\$0	<b>69 v</b>	Recapture Value			n/a	n/a	<b>79 v</b>	\$0		
Sub-Tot Non	0.00	n/a	\$0	n/a									
Total Acres	0.00	n/a	n/a	n/a	Selling price per Acre Agland			n/a	n/a	\$0	n/a		

<b>Form 521:</b>		<b>Assessed Value / Date of Sale: 0000</b>			<b>Assessed Value / Current Year: 0000</b>		
Total Purchase Price	<b>10</b>	\$	Land	\$	<b>20</b>	Land	\$
Non-Real Property	<b>11</b>	\$	Imprmnt	\$	<b>21</b>	Imprmnt	\$
Adj. Purchase Price	<b>12</b>	\$	Total	\$	<b>22</b>	Total	\$

County Information:	Adj. Amount \$ <b>39</b>	Adj. Sale Price \$
	<b>40</b>	

Department Information:	Use	Adj. Amount \$	Adj. Sale Price \$
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## RESIDENTIAL/COMMERCIAL & AGRICULTURAL

Cnty No	Book	Page	Sale Date	School District Code								
				Base:			Affiliated:			Unified:		
Location ID	Sale Number	Useability & Code #		Parcel Number								
				Geo Code	Tw	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
Date of Sale Assessed Value				24	25	26	27	28	29	30	31	32
Land	Improvements	Total		Date of Sale Property Classification Code								
				Status	Property Type	Zoning	Location	City Size	Parcel Size			
Assessor Location:				A)	B)	C)	D)	E)	F)			

### Parcel Number:

24. **GeoCode:** The governmental township area to be described by a four-digit sequential number starting in the upper right corner of the state going west and back east numbering without regard to county lines. Geo Code Maps are available from the PA&T.
25. **Tw**: The two-digit township number assigned in the rectangular survey method starting at the Nebraska/Kansas border with 01 and sequentially going north to South Dakota.
26. **Rng**: The three-digit number assigned in the rectangular survey method starting at the sixth principal meridian going both east and west to the Nebraska borders. Allows for the designation of E or W in the range.
27. **Sect**: The two-digit number identifying the section in each township numbered from east to west and back again starting with 01 in the northeast corner and ending with 36 in the southeast corner of the township.
28. **Qtr**: The quarter identifier starting in the northeast quarter with 1, then going to the northwest quarter with 2, then to the southwest quarter with 3, and finishing in the southeast quarter with 4.
29. **Subdiv**: **The County assigned subdivision identifier.** The subdivision field has five digits. The first two digits may be used to identify a town or city. The last three digits may be used for the assigned codes of the subdivisions within a city or village. The subdivision code for a parcel in a rural area may be used to describe location of the parcel.
30. **Area**: **A county assigned code** that represents either geographic or non-geographic market areas in the county. The code can be used to describe similar properties grouped together for the purpose of analysis, adjustments, updates or revaluation. This is a five-digit field.
31. **Blk**: The block number assigned to the property. This is a three-digit field.
32. **Parcel**: The county assigned four-digit identifier assigned to the individual piece of property within a block.





County: 99	1	Book: 2	Page: 3	Sale Date: 00/00/00 4	Recorded Date: 00/00/00 5												
Seller:	6			Buyer:	7												
Legal Desc:	8																
Location ID:	16	Sale No:	17														
Usability:	18	Code #:	Will be shaded when >0 19														
Assessor Location:	R23		<b>Parcel Number</b>														
Address of Property:	9		Geo	Twn	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel						
			24	25	26	27	28	29	30	31	32						
School: Base: 13	Affil: 14	Unif: 15	Property Classification Code / Date of Sale: 0000														
<b>Agricultural Land: (80%)</b>			33	34	35	36	37	38									
LCG	Acre(s)	Value	Property Classification Code / Current Year: 0000														
1A1	0.00	42 a	\$0	42 v								Status	Prop Type	Zoning	Location	City Size	Parcel Size
1A	0.00	43 a	\$0	43 v								This area is shaded when any or all parts are brought forward from previous year					
2A1	0.00	44 a	\$0	44 v	<b>Commercial/Industrial:</b>			Mult Impr: C42									
2A	0.00	45 a	\$0	45 v	Const Date: C43			Class: C47									
3A1	0.00	46 a	\$0	46 v	Floor Area: C44			Rank: C48									
3A	0.00	47 a	\$0	47 v	Cost New: \$ C45			Condition: C49									
4A1	0.00	48 a	\$0	48 v	Occup. Code: Primary (1) C46a			Oth(2) C46b		Oth(3) C46c							
4A	0.00	49 a	\$0	49 v	<b>Residential:</b>			Mult Impr: R42									
Sub-Total A	0.00	n/a	n/a	n/a	Const Date: R43			Style: R46									
1D1	0.00	50 a	\$0	50 v	Floor Area: R44			Condition: R47									
1D	0.00	51 a	\$0	51 v	Cost New: \$ R45			Quality: R48									
2D1	0.00	52 a	\$0	52 v								<b>Non-Agricultural Real Property Land: (100%)</b>					
2D	0.00	53 a	\$0	53 v													
3D1	0.00	54 a	\$0	54 v													
3D	0.00	55 a	\$0	55 v													
4D1	0.00	56 a	\$0	56 v													
4D	0.00	57 a	\$0	57 v													
Sub-Total D	0.00	n/a	n/a	n/a													
1G1	0.00	58 a	\$0	56 v													
1G	0.00	59 a	\$0	59 v													
2G1	0.00	60 a	\$0	60 v													
2G	0.00	61 a	\$0	61 v													
3G1	0.00	62 a	\$0	62 v													
3G	0.00	63 a	\$0	63 v													
4G1	0.00	64 a	\$0	64 v													
4G	0.00	65 a	\$0	65 v													
Sub-Total G	0.00	n/a	n/a	n/a													
Sub-Total LCG	0.00	n/a	n/a	n/a													
<b>Non-Classified Land: (80%)</b>												Type of Irrigation: A23 Blank					
												Maj Land Use Acres: 100 %					
Shbt/Tbr	0.00	66 a	\$0	66 v	<b>Reported Totals:</b>												
Accretion	0.00	67 a	\$0	67 v	Agland 70 a 0.00							70 v \$0					
Waste	0.00	68 a	\$0	68 v	Non-Agland 76 a 0.00							76 v \$0					
Other	0.00	69 a	\$0	69 v	Recapture Value							n/a n/a 79 v \$0					
Sub-Tot Non	0.00	n/a	\$0	n/a													
Total Acres	0.00	n/a	n/a	n/a	Selling price per Acre Agland							n/a n/a \$0 n/a					
<b>Form 521:</b>			<b>Assessed Value / Date of Sale: 0000</b>									<b>Assessed Value / Current Year: 0000</b>					
Total Purchase Price	10	\$	This area will be shaded when doc stamp calc occurs.			Land	\$	20				Land	\$	This area is shaded when any or all parts are brought forward from previous year			
Non-Real Property	11	\$				Imprmnt	\$	21				Imprmnt	\$				
Adj. Purchase Price	12	\$				Total	\$	22				Total	\$				
County Information:	Adj. Amount \$ 39			Adj. Sale Price \$													
40																	
Department Information:	Use			Adj. Amount \$									Adj. Sale Price \$				
Protest Determination:	Use			Adj. Amount \$									Adj. Sale Price \$				
Sales Supplemental Information																	
Page 17																	
Ratio: 000.00																	
Ratio Formula: Reported Agland Total / (Adj. Purchase Price - Improvements - Reported Non-Agland + Reviewer)																	
000000 / (000000 - 000000 - 0 + 0)																	

## RESIDENTIAL/COMMERCIAL and AGRICULTURAL

Cnty No	Book	Page	Sale Date	School District Code								
				Base:			Affiliated:		Unified:			
Location ID	Sale Number	Useability & Code #		Parcel Number								
				Geo Code	Twtn	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
Date of Sale Assessed Value												
Land	Improvements	Total		Date of Sale Property Classification Code								
				Status	Property Type	Zoning		Location	City Size	Parcel Size		
<b>Assessor Location:</b>				A) 33	B) 34	C) 35	D) 36	E) 37	F) 38			

\* Sales File Worksheet is required by REG. 12-003.

**Date of Sale Property Classification Code: 33-38** The Property Classification Code is part of REG. 10-004.02. Be sure to review that information.

33. **Status A):** The type of real property. A one digit number from 1 to 3.

1. **Improved.** Land with buildings.
2. **Unimproved.** Land without buildings or structures.
3. **IOLL (Improvements on Leased Land).** Any item of real property that is located on land owned by a person other than the building owner.

34. **Property Type B):** The use of real property parcels at the present time, regardless of legal use or zoning. A two digit number from 01 through 12.

- 01 **Single Family.** Real property parcels predominantly used or intended to be used as a dwelling place or abode whether occupied by the owner, tenant or lessee, and where the occupancy is for a period of time usually year-around as opposed to a transitory occupancy by a single family or two families.
- 02 **Multi-family.** Dwellings predominantly used for occupancy by more than two families.
- 03 **Commercial.** Parcels of real property predominantly used or intended to be used for commerce, trade, or business.
- 04 **Industrial.** Parcels of real property predominantly used or intended to be used for the process or manufacture of goods or materials.
- 05 **Agricultural.** Parcels of real property which are primarily used for the production of agricultural or horticultural products.
- 06 **Recreational.** Parcels of real property predominately used or intended to be used for diversion and relaxation on an occasional basis.
- 07 **Mobile Home.** Portable or may be a relocated of any description without motive power, which is used, or designed to be used for residential, office, commercial, agricultural, or other similar purposes.
- 08 **Minerals-Nonproducing.** Parcels of real property in which there is no known activity related to the recovery of a mineral.
- 09 **Minerals-Producing.** Parcels of real property which have come into production to recover a mineral(s) and for which production payments are being made or received.

- 10 **State Centrally Assessed.** Parcel of operating real property valued by the Property Tax Administrator. Types of property include: railroad operating property and public service entity operating property.
- 11 **Exempt.** Parcels that receive a property tax exemption.
- 12 **Game & Parks In Lieu.** Parcels of real property acquired by the Game & Parks Commission for wildlife management purposes.

35. **Zoning C):** The public regulation and enforcement of the use of real property by a county or incorporated city. An incorporated city is granted legal zoning jurisdiction for a specific area outside of the city limits based on the class of city. A one digit number from 1 through 7 with 0 indicating there is no zoning.

1. **Single Family.** Real property predominantly zoned as a dwelling place or abode whether occupied by the owner, tenant or lessee, and where the occupancy is for a period of time usually year-round as opposed to a transitory occupancy by a single family or two families.
2. **Multi-family.** Real property predominantly zoned for occupancy by more than two families.
3. **Commercial.** Parcels of real property predominantly zoned for commerce, trade, or business.
4. **Industrial.** Parcels of real property predominantly zoned for the process or manufacture of goods or materials.
5. **Agricultural.** Parcels of real property predominantly zoned for the commercial production of agricultural or horticultural products.
6. **Recreational.** Parcels of real property predominately zoned to be used for diversion and relaxation on an occasional basis.
7. **Mobile Home.** Portable or relocatable device of any description without motive power, which is used, or designed and may be zoned to be used for residential, commercial, agricultural, recreational or other similar purposes.
0. **Not Applicable.**

36. **Location D):** The physical location of the property. A one digit number from 1 through 3.

1. **Urban.** Located within the limits of an incorporated city or village.
2. **Suburban.** Located outside the limits of an incorporated city or village, but within the legal jurisdiction of an incorporated city or village.
3. **Rural.** Located outside of an urban or suburban area. Unincorporated villages and subdivisions outside the legal jurisdiction of incorporated city or village shall be classified as rural.

37. **City Size E):** The population of the city in which the property is located, or which has jurisdiction thereof. A **one digit number from 1 through 9** indicating the parcel is not located in a city.

- |                    |                                  |
|--------------------|----------------------------------|
| 1. +300,000        | 6. 800-2,500                     |
| 2. 100,001-299,999 | 7. 101-799                       |
| 3. 12,001-100,000  | 8. 1-100                         |
| 4. 5,001-12,000    | 9. Unincorporated village or N/A |
| 5. 2,501-5000      |                                  |

38. **Parcel Size F):** The size of a parcel of land in square feet or acres. **A two digit number from 1 through 10.**

- |                              |                       |
|------------------------------|-----------------------|
| 1. <10,000 sq. ft.           | 6. 5.01 – 10.00 ac.   |
| 2. 10,001 – 20,000 sq. ft.   | 7. 10.01 – 20.00 ac.  |
| 3. 20,001 sq. ft. – 1.00 ac. | 8. 20.01 – 40.00 ac.  |
| 4. 1.01 – 2.00 ac.           | 9. 40.01 – 160.00 ac. |
| 5. 2.01 – 5.00 ac.           | 10. > 160.00 ac.      |



County: 99		1	Book: 2	Page: 3	Sale Date: 00/00/00 4	Recorded Date: 00/00/00 5							
Seller: 6					Buyer: 7								
Legal Desc: 8													
Location ID: 16			Sale No: 17			Parcel Number							
Usability: 18		Code #:		Will be shaded when >0 19									
Assessor Location: R23					Geo	Twn	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
Address of Property: 9					24	25	26	27	28	29	30	31	32
School: Base: 13 Affil: 14 Unif: 15					Property Classification Code / Date of Sale: 0000								
Agricultural Land: (80%)					33	34	35	36	37	38			
LCG	Acre(s)	Value			Property Classification Code / Current Year: 0000								
1A1	0.00	42 a	\$0	42 v	Status	Prop Type	Zoning	Location	City Size	Parcel Size			
1A	0.00	43 a	\$0	43 v	This area is shaded when any or all parts are brought forward from previous year								
2A1	0.00	44 a	\$0	44 v	<b>Commercial/Industrial:</b>			Mult Impr:	<b>C42</b>				
2A	0.00	45 a	\$0	45 v	Const Date: <b>C43</b>			Class:	<b>C47</b>				
3A1	0.00	46 a	\$0	46 v	Floor Area: <b>C44</b>			Rank:	<b>C48</b>				
3A	0.00	47 a	\$0	47 v	Cost New: \$ <b>C45</b>			Condition:	<b>C49</b>				
4A1	0.00	48 a	\$0	48 v	Occup. Code: Primary (1) <b>C46a</b>			Oth(2) <b>C46b</b>	Oth(3) <b>C46c</b>				
4A	0.00	49 a	\$0	49 v	<b>Residential:</b>			Mult Impr:	<b>R42</b>				
Sub-Total A	0.00	n/a	n/a	n/a	Const Date: <b>R43</b>			Style:	<b>R46</b>				
1D1	0.00	50 a	\$0	50 v	Floor Area: <b>R44</b>			Condition:	<b>R47</b>				
1D	0.00	51 a	\$0	51 v	Cost New: \$ <b>R45</b>			Quality:	<b>R48</b>				
2D1	0.00	52 a	\$0	52 v									
2D	0.00	53 a	\$0	53 v									
3D1	0.00	54 a	\$0	54 v	<b>Non-Agricultural Real Property Land: (100%)</b>								
3D	0.00	55 a	\$0	55 v				Acre(s)	Value				
4D1	0.00	56 a	\$0	56 v	Roads	<b>71 a</b> 0.00		n/a		n/a			
4D	0.00	57 a	\$0	57 v	Farm site	<b>72 a</b> 0.00		<b>72 v</b> \$0					
Sub-Total D	0.00	n/a	n/a	n/a	Home site	<b>73 a</b> 0.00		<b>73 v</b> \$0					
1G1	0.00	58 a	\$0	56 v	Recreation	<b>74 a</b> 0.00		<b>74 v</b> \$0					
1G	0.00	59 a	\$0	59 v	Other	<b>75 a</b> 0.00		<b>75 v</b> \$0					
2G1	0.00	60 a	\$0	60 v	Non-AgLand Total			0.00	n/a	\$0	n/a		
2G	0.00	61 a	\$0	61 v									
3G1	0.00	62 a	\$0	62 v	Dwellings	n/a		n/a	<b>77 v</b> \$0				
3G	0.00	63 a	\$0	63 v	Outbuildings	n/a		n/a	<b>78 v</b> \$0				
4G1	0.00	64 a	\$0	64 v	Non-Ag Total			n/a	n/a	\$0	n/a		
4G	0.00	65 a	\$0	65 v									
Sub-Total G	0.00	n/a	n/a	n/a	Type of Irrigation:			<b>A23</b> Blank					
Sub-Total LCG	0.00	n/a	n/a	n/a	Maj Land Use Acres:			100 %					
<b>Non-Classified Land: (80%)</b>													
Shbt/Tbr	0.00	66 a	\$0	66 v	<b>Reported Totals:</b>								
Accretion	0.00	67 a	\$0	67 v	Agland			<b>70 a</b> 0.00	<b>70 v</b> \$0				
Waste	0.00	68 a	\$0	68 v	Non-Agland			<b>76 a</b> 0.00	<b>76 v</b> \$0				
Other	0.00	69 a	\$0	69 v	Recapture Value			n/a	n/a	<b>79 v</b> \$0			
Sub-Tot Non	0.00	n/a	\$0	n/a									
Total Acres	0.00	n/a	n/a	n/a	Selling price per Acre Agland			n/a	n/a	\$0	n/a		

<b>Form 521:</b>		<b>Assessed Value / Date of Sale: 0000</b>				<b>Assessed Value / Current Year: 0000</b>					
Total Purchase Price	10	\$	This area will be shaded when doc stamp calc occurs.	Land	\$	20	Land	\$	This area is shaded when any or all parts are brought forward from previous year		
Non-Real Property	11	\$		Imprmnt	\$	21	Imprmnt	\$			
Adj. Purchase Price	12	\$		Total	\$	22	Total	\$			

County Information:	Adj. Amount \$	39	Adj. Sale Price \$				
<b>40</b>							

Department Information:	Use	Adj. Amount \$	Adj. Sale Price \$				
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2. **DETAIL SECTION:**

**RESIDENTIAL/COMMERCIAL**

	<b>Residential</b>		<b>Commercial</b>	
<b>Multiple Improvements:</b>	Multiple. Improvements. : <u>  R 42  </u>		Multiple. Improvements. : <u>  C 42  </u>	
<b>Construction Date:</b>	Construction Date : <u>  R 43  </u>		Construction Date : <u>  C 43  </u>	
<b>Floor:</b>	Floor Sq. Ft. : <u>  R 44  </u>		Floor Sq. Ft. : <u>  C 44  </u>	
<b>Building Cost New</b>	Cost: <u>  R 45  </u>		Cost: <u>  C 45  </u>	
<b>Single Family Style: R 46</b>	<b>Residential Condition: R 47</b>		<b>Commercial Occupancy Code: C 46</b>	
(100) Mobile Home	(10)	Worn Out	Primary: <u>  a  </u> Other1: <u>  b  </u> Other2: <u>  c  </u>	
(101) One Story	(20)	Badly Worn	<b>Commercial Construction Class: C 47</b>	
(102) Two Story	(30)	Average	(1) Fireproof Structural Steel Frame	
(103) Split Level	(40)	Good	(2) Reinforced Concrete Frame	
(104) 1 ½ Story	(50)	Very Good	(3) Masonry Bearing Walls	
(111) Bi-Level	(60)	Excellent	(4) Wood or Steel Framed Ext. Walls	
(106) Other			(5) Metal Frame and Walls	
<b>Townhouse or Duplex Style:</b>	<b>Residential Quality: R 48</b>		(6) Pole Frame	
(301) One Story	(10)	Low	<b>Cost Rank: C 48</b>	<b>Condition: C 49</b>
(302) Two Story	(20)	Fair	(10) Low	(10) Worn Out
(307) 1 ½ Story	(30)	Average	(20) Average	(20) Badly Worn
(308) Split Level	(40)	Good	(30) Above Average	(30) Average
(309) 2 ½ Story	(50)	Very Good	(40) High	(40) Good
(304) One Story Duplex	(60)	Excellent		(50) Very Good
(305) Two Story Duplex				(60) Excellent

**A. Residential & Commercial Definitions:**

R/C 42. **Multiple Improvements:** The number of improvements on the parcel. If more than one, the number of the improvements shall be entered.

R/C 43. **Construction Date:** The year of original construction of the primary structure.

R/C 44. **Floor:** The total surface area (sq.ft.) calculated using perimeter measurements of the primary structure.

R/C 45. **Building Cost New:** The replacement cost at the time of construction of the primary structure.

**B. Residential Definitions: See the Residential & Commercial Sales Worksheet**

R/C 46. **Style:** (Single Family or Townhouse, Duplex) Is a three-digit number describing the primary structure type.

R/C 47. **Condition:** The condition of the improvements at time of sale.

R/C 48. **Quality:** The description of the cost based on the type and quality of materials used and the workmanship applied.

**C. Commercial Definitions: See the Residential & Commercial Sales Worksheet**

C 46. **Commercial Occupancy Code:** Is a three-digit number indicating a description of the predominate type of improvement. Space has been provided to record the occupancy code for up to three improvements on the same commercial parcel. See the Occupancy Code List.

R/C 47. **Class:** Is a one-digit number describing the construction type of the primary structure.

R/C 48. **Cost Rank:** The quality of the construction based on the type and quality of materials and the workmanship applied.

R/C 49. **Condition:** The condition of the improvement at time of sale.



**PA&T: QUALIFIED RESIDENTIAL SALE ROSTER: 2005**

**\*\* COUNTY 99 Sample \*\***

CONTAINING SALES FROM 07/01/03 THRU 06/30/05

Run Date: 12/04/04 04:00:31

Record # 1 of 1 Page 1

County: 99    1    Book: 2    Page: 3    Sale Date: 00/00/00    4    Recorded Date: 00/00/00  
5

Seller: 6    Buyer: 7  
 Legal Desc: 8  
 Location ID: 16    Sale No: 17    School: Base: 13    Affil: 14    Unif: 15  
 Usability: 18    Code #: *Will be shaded when >0* 19

Assessor Location: 23    Parcel Number  
 Address of Property: 9    Geo Tw n Rng Sect Qtr Subdiv Area Blk Parcel  
 24 25 26 27 28 29 30 31 32

**Residential:** Mult Impr: 42  
 Const Date: 43    Style: 46  
 Floor Area: 44    Condition: 47  
 Cost New: \$ 45    Quality: 48  
 Recreation - Acres:    Recreation - Amt:

Property Classification Code / Date of Sale: 0000  
 Status PropType Zoning Location City Size Parcel Size  
 33 34 35 36 37 38

Property Classification Code / Current Year: 0000  
 Status PropType Zoning Location City Size Parcel Size  
*This area is shaded when any or all parts are brought forward from previous year*

Form 521:		Assessed Value / Date of Sale: 0000		Assessed Value / Current Year: 0000	
Total Purchase Price	\$ 10	Land	\$ 20	Land	\$
Non-Real Property	\$ 11	Imprmnt	\$ 21	Imprmnt	\$
Adj. Purchase Price	\$ 12	Total	\$ 22	Total	\$

County Information:    Adj. Amount \$ 39    Adj. Sale Price \$    Ratio: 000.00

40  
 Ratio Formula: Assessed Total/(Adj. Purchase Price + Assessor Adjustment)    000000/(000000 + 0)

**PA&T: QUALIFIED COMMERCIAL SALE ROSTER: 2005**

**\*\* COUNTY 99 Sample \*\***

CONTAINING SALES FROM 07/01/02 THRU 06/30/05

Run Date: 12/04/05 04:00:31

Record # 1 of 1 Page 1

County: 99    1    Book: 2    Page: 3    Sale Date: 00/00/00    Recorded Date: 00/00/00  
4    5

Seller: 6    Buyer: 7  
 Legal Desc: 8  
 Location ID: 16    Sale No: 17    School: Base: 13    Affil: 14    Unif: 15  
 Usability: 18    Code #: *Will be shaded when >0* 19

Assessor Location: 23    Parcel Number  
 Address of Property: 9    Geo Tw n Rng Sect Qtr Subdiv Area Blk Parcel  
 24 25 26 27 28 29 30 31 32

**Commercial/Industrial:** Mult Impr: 42  
 Const Date: 43    Class: 47  
 Floor Area: 44    Rank: 48  
 Cost New: \$ 45    Condition: 49  
 Occup. Code: Primary (1) 46a    Oth(2) 46b    Oth(3) 46c

Property Classification Code / Date of Sale: 0000  
 Status PropType Zoning Location City Size Parcel Size  
 33 34 35 36 37 38

Property Classification Code / Current Year: 0000  
 Status PropType Zoning Location City Size Parcel Size  
*This area is shaded when any or all parts are brought forward from previous year*

Form 521:		Assessed Value / Date of Sale: 0000		Assessed Value / Current Year: 0000	
Total Purchase Price	\$ 10	Land	\$ 20	Land	\$
Non-Real Property	\$ 11	Imprmnt	\$ 21	Imprmnt	\$
Adj. Purchase Price	\$ 12	Total	\$ 22	Total	\$

County Information:    Adj. Amount \$ 39    Adj. Sale Price \$    Ratio: 000.00

40  
 Department Information:    Use    Adj. Amount \$    Adj. Sale Price \$    Ratio: 000.00

Ratio Formula: Assessed Total/(Adj. Purchase Price +/- Reviewer Adjustment)    22 / ( 12 +/- Reviewer Adjustment )    000000/(000000 +/- 0)

<b>County: 99</b>		<b>1</b>	<b>Book: 2</b>		<b>Page: 3</b>	<b>Sale Date: 00/00/00 4</b>		Recorded Date: 00/00/00 5					
Seller: <b>6</b>					Buyer: <b>7</b>								
Legal Desc: <b>8</b>													
Location ID: <b>16</b>			Sale No: <b>17</b>										
Usability: <b>18</b>		Code #:		Will be shaded when >0 <b>19</b>		Parcel Number							
Assessor Location: <b>R23</b>					Geo	Twn	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
Address of Property: <b>9</b>					<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>32</b>
School: Base: <b>13</b> Affil: <b>14</b> Unif: <b>15</b>					Status	Prop Type	Zoning	Location	City Size	Parcel Size			
<b>Agricultural Land: (80%)</b>					<b>33</b>	<b>34</b>	<b>35</b>	<b>36</b>	<b>37</b>	<b>38</b>			
					<b>Property Classification Code / Current Year: 0000</b>								
LCG	Acre(s)	Value			Status	Prop Type	Zoning	Location	City Size	Parcel Size			
1A1	0.00	<b>42 a</b>	\$0	2 v	This area is shaded when any or all parts are brought forward from previous year								
1A	0.00	<b>43 a</b>	\$0	43 v	<b>Commercial/Industrial:</b>				Mult Impr: <b>C42</b>				
2A1	0.00	<b>44 a</b>	\$0	44 v	Const Date: <b>C43</b>				Class: <b>C47</b>				
2A	0.00	<b>45 a</b>	\$0	45 v	Floor Area: <b>C44</b>				Rank: <b>C48</b>				
3A1	0.00	<b>46 a</b>	\$0	46 v	Cost New: \$ <b>C45</b>				Condition: <b>C49</b>				
3A	0.00	<b>47 a</b>	\$0	47 v	Occup. Code: Primary (1) <b>C46a</b>				Oth(2) <b>C46b</b>		Oth(3) <b>C46c</b>		
4A1	0.00	<b>48 a</b>	\$0	48 v	<b>Residential:</b>				Mult Impr: <b>R42</b>				
4A	0.00	<b>49 a</b>	\$0	49 v	Const Date: <b>R43</b>				Style: <b>R46</b>				
Sub-Total A	0.00	n/a	n/a	n/a	Floor Area: <b>R44</b>				Condition: <b>R47</b>				
1D1	0.00	<b>50 a</b>	\$0	50 v	Cost New: \$ <b>R45</b>				Quality: <b>R48</b>				
1D	0.00	<b>51 a</b>	\$0	51 v									
2D1	0.00	<b>52 a</b>	\$0	52 v									
2D	0.00	<b>53 a</b>	\$0	53 v									
3D1	0.00	<b>54 a</b>	\$0	54 v	<b>Non-Agricultural Real Property Land: (100%)</b>								
3D	0.00	<b>55 a</b>	\$0	55 v			Acre(s)		Value				
4D1	0.00	<b>56 a</b>	\$0	56 v	Roads		<b>71 a</b>	0.00	n/a		n/a		
4D	0.00	<b>57 a</b>	\$0	57 v	Farm site		<b>72 a</b>	0.00	<b>72 v</b>		\$0		
Sub-Total D	0.00	n/a	n/a	n/a	Home site		<b>73 a</b>	0.00	<b>73 v</b>		\$0		
1G1	0.00	<b>58 a</b>	\$0	56 v	Recreation		<b>74 a</b>	0.00	<b>74 v</b>		\$0		
1G	0.00	<b>59 a</b>	\$0	59 v	Other		<b>75 a</b>	0.00	<b>75 v</b>		\$0		
2G1	0.00	<b>60 a</b>	\$0	60 v	Non-AgLand Total		0.00	n/a	\$0		n/a		
2G	0.00	<b>61 a</b>	\$0	61 v									
3G1	0.00	<b>62 a</b>	\$0	62 v	Dwellings		n/a	n/a	<b>77 v</b>		\$0		
3G	0.00	<b>63 a</b>	\$0	63 v	Outbuildings		n/a	n/a	<b>78 v</b>		\$0		
4G1	0.00	<b>64 a</b>	\$0	64 v	Non-Ag Total		n/a	n/a	\$0		n/a		
4G	0.00	<b>65 a</b>	\$0	65 v									
Sub-Total G	0.00	n/a	n/a	n/a	Type of Irrigation:		<b>A23</b>		Blank				
Sub-Total LCG	0.00	n/a	n/a	n/a	Maj Land Use Acres:		100		%				
<b>Non-Classified Land: (80%)</b>													
Shbt/Tbr	0.00	<b>66 a</b>	\$0	<b>66 v</b>	<b>Reported Totals:</b>								
Accretion	0.00	<b>67 a</b>	\$0	<b>67 v</b>	Agland		<b>70 a</b>	0.00	<b>70 v</b>		\$0		
Waste	0.00	<b>68 a</b>	\$0	<b>68 v</b>	Non-Agland		<b>76 a</b>	0.00	<b>76 v</b>		\$0		
Other	0.00	<b>69 a</b>	\$0	<b>69 v</b>	Recapture Value		n/a	n/a	<b>79 v</b>		\$0		
Sub-Tot Non	0.00	n/a	\$0	n/a									
Total Acres	0.00	n/a	n/a	n/a	Selling price per Acre Agland		n/a	n/a	\$0		n/a		

<b>Form 521:</b>		<b>Assessed Value / Date of Sale: 0000</b>		<b>Assessed Value / Current Year: 0000</b>	
Total Purchase Price	<b>10</b>	\$	Land	\$	<b>20</b>
Non-Real Property	<b>11</b>	\$	Imprmnt	\$	<b>21</b>
Adj. Purchase Price	<b>12</b>	\$	Total	\$	<b>22</b>

County Information:	Adj. Amount \$ <b>39</b>	Adj. Sale Price \$
<b>40</b>		

Department Information:	Use	Adj. Amount \$	Adj. Sale Price \$
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## AGRICULTURAL LAND

LCG			ACRES	VALUE	LCG			ACRES	VALUE
IRRIGATED	42	1A1	42 a		GRASSLAND	58	1G1	58 a	
	43	1A	43 a			59	1G	59 a	
	44	A1	44 a			60	2G1	60 a	
	45	2A	45 a			61	2G	61 a	
	46	3A1	46 a			62	3G1	62 a	
	47	3A	47 a			63	3G	63 a	
	48	4A1	48 a			64	4G1	64 a	
	49	4A	49 a			65	4G	65 a	
DRYLAND	50	1D1	50 a		66	Shelterbelt/Timber		66 a	
	51	1D	51 a		67	Accretion		67 a	
	52	2D1	52 a		68	Waste		68 a	
	53	2D	53 a		69	Other		69 a	
	54	3D1	54 a		70	<b>AGLAND TOTAL</b>		70 a	70 v
	55	3D	55 a		71	Roads		71 a	
	56	4D1	56 a		72	Farm Sites		72 a	72 v
	57	4D	57 a		73	Home Sites		73 a	73 v
					74	Recreation		74 a	74 v
	77	Dwellings		77 v	75	Other		75 a	75 v
	78	Outbuildings		78 v	76	<b>Non-AG TOTAL</b>		76 a	76 v
								79 Total Recapture Value:	<u>(Only on Agricultural) 79 v</u>

In reporting the following information, multiple parcel information must be combined on one worksheet. A spreadsheet has been developed by the PA&T to aid in the combining of multiple parcels. A printed sample and an example follow the agricultural definitions.

### Agricultural Definitions:

42 to 65. **LCG (Land Capability Groups):** A grouping of soils that have similar capabilities and characteristics by land use. Land Capability Groups are determined by the PA&T and provided to the counties as Soil Conversions to Land Capability Groups. This field is filled in on the worksheet and the following information must be placed in the correct LCG.

42 a to 65 a. **Acres:** The number of acres in each LCG. This is a required field on agricultural land parcels.

42 v to 65 v. **Value:** Assessed value of the total acres in the LCG. This is an **optional** field for the individual groupings.

66 a and 66 v. **Shelterbelt/Timber:** Number of acres and the assessed value of the total acres classified as Shelterbelt/Timber. Shelterbelt/Timber is defined as natural and planted strands of trees and/or shrubs where livestock grazing is not practiced or possible.

67 a and 67 v. **Accretion:** Number of acres and the assessed value of the total acres classified as Accretion. Accretion is defined as land that has been formed by alluvial deposits associated with a body or stream of water. These land areas may vary in size

by the raising and lowering of the associated water or as the stream or river changes its channel.

68 a and 68 v. **Waste:** Number of acres and the assessed value of the total acres classified as Waste. Waste is defined as land that is lying in or adjacent to and in common ownership or management with land used for the production of agricultural products, cannot be used economically, and is not suitable for recreational or agricultural use or production.

69 a and 69 v. **Other:** Number of acres and the assessed value of the total acres classified as Other. Other is defined as land that does not apply to any other classification, such as intensive use areas including but not limited to, nurseries, feedlots, vineyards, sod farms, and orchards.

70 a and 70 v. **Agland Total:** The total acres at seventy five percent value (LB 968) of all agricultural land. **Both of these fields are required** on agricultural land parcels.

71 a. **Roads:** Report the number of acres of public roads and adjoining ditch areas on land privately owned. There is no assessable value.

72 a and 72 v. **Farm Sites:** Farm site shall mean land containing improvements that are agricultural or horticultural in nature, including an uninhabitable or unimproved farm home site, all of which is contiguous to agricultural or horticultural land. This land shall not be classified or assessed as agricultural or horticultural land and not include a home site. REG 10-001.03

73 a and 73 v. **Home Sites:** Farm home site shall mean one acre or less of land that is contiguous to a farm site and upon which is located a residence and necessary improvements needed for residential purposes. This land shall not be classified or assessed as agricultural or horticultural land. REG 10-001.02A

74 a and 74 v. **Recreation:** Recreational shall mean all parcels of real property predominately used or intended to be used for diversion, entertainment, and relaxation on an occasional basis. Some of the uses would include fishing, hunting, camping, boating, hiking, picnicking, and the access or view that simply allows relaxation, diversion and entertainment. REG 10-001.05E

75 a and 75 v. **Other:** The total acres and one-hundred percent value of all land that is part of an agricultural record but not being used for agricultural purposes which is not classified in any other category, i.e. intermittent small drainage ways, stream channels, private lakes and ponds.

76 a and 76 v. **Non-Ag Total:** The total acres and one-hundred percent value of all non-agricultural land. If there are non-agland acres, **both the acres and value are required fields.**

77 v. **Dwellings:** One-hundred percent of the assessed value of all residential improvements (house and garage) for the current assessment year. **This is a required field if it is an improved parcel.**

78 v. **Outbuildings:** One-hundred percent of the assessed value of all other improvements and outbuildings for the current assessment year. **This is a required field if it is an improved parcel.**

79 v. **Total Recapture Value (Agricultural Land only):** The total recapture value is the seventy five percent market value (LB 968) applied to the parcel(s) in the sale when the agricultural land qualifies for special valuation. This value applies to only the agricultural land. **The non-agland value is not to be included in the recapture amount.**

Acre and Value Summation Worksheet  
(Blank Sample)

	TOTALS		PARCEL 1		PARCEL 2		PARCEL 3		PARCEL 4		PARCEL 5		PARCEL 6	
	Acres	Value	Acres	Value	Acres	Value	Acres	Value	Acres	Value	Acres	Value	Acres	Value
1A1														
1A														
2A1														
2A														
3A1														
3A														
4A1														
4A														
Subtotal Irrigated	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0
1D1														
1D														
2D1														
2D														
3D1														
3D														
4D1														
4D														
Subtotal Dry	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0
1G1														
1G														
2G1														
2G														
3G1														
3G														
4G1														
4G														
Subtotal Grass	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0
SHBL/TBR														
ACCRETION														
WASTE														
OTHER														
AG LAND TOTALS	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0
ROADS														
FARM SITES														
HOME SITES														
RECREATION														
OTHER														
Non-AG TOTALS	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0
TOTAL LAND	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0
VALUES														
AG LAND		\$0												
NON-AG LAND		\$0												
HOUSE														
OTHER														
TOTAL LAND		\$0												
TOTAL IMPRVY														
TOTAL VALUE		\$0												

A C R E & V A L U E S U M M A T I O N S H E E T

Acre and Value Summation Worksheet  
(Completed Sample)

	TOTALS		PARCEL 1		PARCEL 2		PARCEL 3		PARCEL 4		PARCEL 5		PARCEL 6	
	Acres	Value	Acres	Value	Acres	Value	Acres	Value	Acres	Value	Acres	Value	Acres	Value
1A1	1.00	\$1,000	1.00	1,000										
1A	2.00	\$2,000			2.00	2,000								
2A1	3.00	\$3,000					3.00	3,000						
2A	4.00	\$4,000							4.00	4,000				
3A1	5.00	\$5,000									5.00	5,000		
3A	6.00	\$6,000											6.00	6,000
4A1	7.00	\$7,000											7.00	7,000
4A	8.00	\$8,000											8.00	8,000
<b>Subtotal Irrigated</b>	<b>36.00</b>	<b>\$36,000</b>	<b>1.00</b>	<b>\$1,000</b>	<b>2.00</b>	<b>\$2,000</b>	<b>3.00</b>	<b>\$3,000</b>	<b>12.00</b>	<b>\$12,000</b>	<b>12.00</b>	<b>\$12,000</b>	<b>6.00</b>	<b>\$6,000</b>
1D1	1.00	\$500												
1D	2.00	\$1,000			2.00	1,000								
2D1	3.00	\$1,500					3.00	1,500						
2D	4.00	\$2,000							4.00	2,000				
3D1	5.00	\$2,500									5.00	2,500		
3D	6.00	\$3,000											6.00	3,000
4D1	7.00	\$3,500											7.00	3,500
4D	8.00	\$4,000											8.00	4,000
<b>Subtotal Dry</b>	<b>36.00</b>	<b>\$18,000</b>	<b>1.00</b>	<b>\$500</b>	<b>2.00</b>	<b>\$1,000</b>	<b>3.00</b>	<b>\$1,500</b>	<b>12.00</b>	<b>\$6,000</b>	<b>12.00</b>	<b>\$6,000</b>	<b>6.00</b>	<b>\$3,000</b>
1G1	1.00	\$250												
1G	2.00	\$500			2.00	500								
2G1	3.00	\$750					3.00	750						
2G	4.00	\$1,000							4.00	1,000				
3G1	5.00	\$1,250									5.00	1,250		
3G	6.00	\$1,500											6.00	1,500
4G1	7.00	\$1,750											7.00	1,750
4G	8.00	\$2,000											8.00	2,000
<b>Subtotal Grass</b>	<b>36.00</b>	<b>\$9,000</b>	<b>1.00</b>	<b>\$250</b>	<b>2.00</b>	<b>\$500</b>	<b>3.00</b>	<b>\$750</b>	<b>12.00</b>	<b>\$3,000</b>	<b>12.00</b>	<b>\$3,000</b>	<b>6.00</b>	<b>\$1,500</b>
SHBL/TBR	1.00	\$200												
ACCRETION	2.00	\$300			2.00	300								
WASTE	3.00	\$400					3.00	400						
OTHER	4.00	\$500							4.00	500				
<b>AG LAND TOTALS</b>	<b>118.00</b>	<b>\$64,400</b>	<b>4.00</b>	<b>\$1,950</b>	<b>8.00</b>	<b>\$3,800</b>	<b>12.00</b>	<b>\$5,650</b>	<b>40.00</b>	<b>\$21,500</b>	<b>36.00</b>	<b>\$21,000</b>	<b>18.00</b>	<b>\$10,500</b>
ROADS	7.25		1.00		1.50		1.75		1.00		1.00		1.00	
FARM SITES	11.25	\$11,250	2.50	2,500	3.00	3,000	4.25	4,250	1.50	1,500				
HOME SITES	4.00	\$20,000	1.00	5,000	1.00	5,000	1.00	5,000	1.00	5,000				
RECREATION	10.00	\$50,000									10.00	50,000		
OTHER	1.00	\$800											1.00	800
<b>Non-AG TOTALS</b>	<b>33.50</b>	<b>\$82,050</b>	<b>4.50</b>	<b>\$7,500</b>	<b>5.50</b>	<b>\$8,000</b>	<b>7.00</b>	<b>\$9,250</b>	<b>3.50</b>	<b>\$6,500</b>	<b>11.00</b>	<b>\$50,000</b>	<b>2.00</b>	<b>\$800</b>
<b>TOTAL LAND</b>	<b>151.50</b>	<b>\$146,450</b>	<b>8.50</b>	<b>\$9,450</b>	<b>13.50</b>	<b>\$11,800</b>	<b>19.00</b>	<b>\$14,900</b>	<b>43.50</b>	<b>\$28,000</b>	<b>47.00</b>	<b>\$71,000</b>	<b>20.00</b>	<b>\$11,300</b>
<b>VALUES</b>														
AG LAND		\$64,400												
NON-AG LAND		\$82,050												
HOUSE		\$90,000		\$60,000		\$30,000								
OTHER		\$41,050		\$10,000		\$5,000		\$8,000		\$18,050				
TOTAL LAND		\$146,450		\$70,000		\$35,000		\$8,000		\$18,050				
TOTAL IMPRVS		\$131,050		\$70,000		\$35,000		\$8,000		\$18,050				
TOTAL VALUE		\$277,500		\$70,000		\$35,000		\$8,000		\$18,050				\$0

A C R E & V A L U E S U M M A T I O N S H E E T

County: 99 1 Book: 2 Page: 3 Sale Date: 00/00/00 4 Recorded Date: 00/00/00 5

Seller: 6  
Legal Desc: 8  
Location ID: 16 Sale No: 17  
Usability: 18 Code #: Will be shaded when >0 19  
Assessor Location: R23  
Address of Property: 9  
School: Base: 13 Affil: 14 Unif: 15  
Buyer: 7

Agricultural Land: (80%)					Property Classification Code / Date of Sale: 0000						
LCG	Acre(s)	Value				33	34	35	36	37	38
1A1	0.00	42 a	\$0	2 v	Status	Prop Type	Zoning	Location	City Size	Parcel Size	
1A	0.00	43 a	\$0	43 v	This area is shaded when any or all parts are brought forward from previous year						
2A1	0.00	44 a	\$0	44 v	<b>Commercial/Industrial:</b>			Mult Impr: C42			
2A	0.00	45 a	\$0	45 v	Const Date: C43			Class: C47			
3A1	0.00	46 a	\$0	46 v	Floor Area: C44			Rank: C48			
3A	0.00	47 a	\$0	47 v	Cost New: \$ C45			Condition: C49			
4A1	0.00	48 a	\$0	48 v	Occup. Code: Primary (1) C46a			Oth(2) C46b		Oth(3) C46c	
4A	0.00	49 a	\$0	49 v	<b>Residential:</b>			Mult Impr: R42			
Sub-Total A	0.00	n/a	n/a	n/a	Const Date: R43			Style: R46			
1D1	0.00	50 a	\$0	50 v	Floor Area: R44			Condition: R47			
1D	0.00	51 a	\$0	51 v	Cost New: \$ R45			Quality: R48			
2D1	0.00	52 a	\$0	52 v							
2D	0.00	53 a	\$0	53 v							
3D1	0.00	54 a	\$0	54 v							
3D	0.00	55 a	\$0	55 v							
4D1	0.00	56 a	\$0	56 v							
4D	0.00	57 a	\$0	57 v							
Sub-Total D	0.00	n/a	n/a	n/a							
1G1	0.00	58 a	\$0	56 v							
1G	0.00	59 a	\$0	59 v							
2G1	0.00	60 a	\$0	60 v							
2G	0.00	61 a	\$0	61 v							
3G1	0.00	62 a	\$0	62 v							
3G	0.00	63 a	\$0	63 v							
4G1	0.00	64 a	\$0	64 v							
4G	0.00	65 a	\$0	65 v							
Sub-Total G	0.00	n/a	n/a	n/a							
Sub-Total LCG	0.00	n/a	n/a	n/a							

Non-Agricultural Real Property Land: (100%)				
	Acre(s)	Value		
Roads	71 a 0.00	n/a n/a		
Farm site	72 a 0.00	72 v \$0		
Home site	73 a 0.00	73 v \$0		
Recreation	74 a 0.00	74 v \$0		
Other	75 a 0.00	75 v \$0		
Non-Ag Land Total	0.00 n/a	\$0 n/a		
Dwellings	n/a n/a	77 v \$0		
Outbuildings	n/a n/a	78 v \$0		
Non-Ag Total	n/a n/a	\$0 n/a		
Type of Irrigation:	A23 Blank			
Maj Land Use Acres:	100 %			

Non-Classified Land (80%)					Reported Totals:				
Shbt/Tbr	0.00	66 a	\$0	66 v	Agland	70 a 0.00		70 v \$0	
Accretion	0.00	67 a	\$0	67 v	Non-Agland	76 a 0.00		76 v \$0	
Waste	0.00	68 a	\$0	68 v	Recapture Value	n/a n/a		79 v \$0	
Other	0.00	69 a	\$0	69 v	Selling price per Acre Agland	n/a n/a		\$0 n/a	
Sub-Tot Non	0.00	n/a	\$0	n/a					
Total Acres	0.00	n/a	n/a	n/a					

Form 521:		Assessed Value / Date of Sale: 0000		Assessed Value / Current Year: 0000	
Total Purchase Price	10 \$	Land	\$ 20	Land	\$
Non-Real Property	11 \$	Imprmnt	\$ 21	Imprmnt	\$
Adj. Purchase Price	12 \$	Total	\$ 22	Total	\$

County Information: Adj. Amount \$ 39 Adj. Sale Price \$ 40

Department Information: Use Adj. Amount \$ Adj. Sale Price \$  
Protest Determination: Use Adj. Amount \$ Adj. Sale Price \$ Ratio: 000.00

Ratio Formula: Reported Agland Total / (Adj. Purchase Price - Improvements - Reported Non-Agland + Reviewer 000000 / (000000 - 000000 - 0 + 0)



**3. COMMENTS SECTION:**

**RESIDENTIAL/COMMERICAL and AGRICULTURAL**

<b>Assessor's Adjustment to Sale Price (+ or -):</b>	<b>39</b>
<b>County Comments and Reason for Adjustment:</b>	<b>40</b>
<b>Comments from</b>	<b>Comments:</b>
	<b>41</b>
<b>DEPARTMENT USE ONLY – ANYTHING PUT HERE WILL NOT PRINT ON THE ROSTER.</b>	
	(Continue on back)

39. **Assessor's Adjustment to Sale Price (+ or -):** The total amount of adjustment to the SALE PRICE. Must indicate if this is a plus or minus amount to the sale price. This field is used in conjunction with a '2' in the usability box on the worksheet.

40. **County Comments and Reason for Adjustment:** All pertinent information from the assessor, assessor staff, appraiser and clerks that applies to the sale and the reasons for adjustments.

41. **Comments from:** This area is for the PA&T to use only to identify who is making the PA&T comments. **Comments:** The comments from persons other than the assessor or from the assessor's office. This is an area that the PA&T can use to make additional comments regarding the sale, if necessary and these comments will not appear on the roster.

**PA&T: QUALIFIED RESIDENTIAL SALE ROSTER: 2005**

**\*\* COUNTY 99 Sample \*\***

CONTAINING SALES FROM 07/01/03 THRU 06/30/05

Run Date: 12/04/04 04:00:31

Record # 1 of 1 Page 1

County: 99 1 Book: 2 Page: 3 Sale Date: 00/00/00 4 Recorded Date: 00/00/00 5

Seller: 6 Buyer: 7

Legal Desc: 8

Form 521:		Assessed Value / Date of Sale: 0000		Assessed Value / Current Year: 0000	
Total Purchase Price	\$ 10	Land	\$ 20	Land	\$
Non-Real Property	\$ 11	Imprmnt	\$ 21	Imprmnt	\$
Adj. Purchase Price	\$ 12	Total	\$ 22	Total	\$
County Information:	Adj. Amount \$ 39	Adj. Sale Price \$		Ratio: 000.00	
	<b>40</b>				
Ratio Formula: Assessed Total/(Adj. Purchase Price + Assessor Adjustment)					000000/(000000 + 0)

**PA&T: QUALIFIED COMMERCIAL SALE ROSTER: 2005**

**\*\* COUNTY 99 Sample \*\***

CONTAINING SALES FROM 07/01/02 THRU 06/30/05

Run Date: 12/04/05 04:00:31

Record # 1 of 1

Page 1

County: 99 1 Book: 2 Page: 3 Sale Date: 00/00/00 4 Recorded Date: 00/00/00 5

Seller: 6 Buyer: 7

Legal Desc: 8

Total Purchase Price	\$ 10	Land	\$ 20	Land	\$
Non-Real Property	\$ 11	Imprmnt	\$ 21	Imprmnt	\$
Adj. Purchase Price	\$ 12	Total	\$ 22	Total	\$
County Information:	Adj. Amount \$ 39	Adj. Sale Price \$		Ratio: 000.00	
	<b>40</b>				
Department Information:	Use	Adj. Amount \$	Adj. Sale Price \$	Ratio: 000.00	

Ratio Formula: Assessed Total/(Adj. Purchase Price +/- Reviewer Adjustment) 22 / ( 12 +/- Reviewer Adjustment) 000000/(000000 +/- 0)

**PA&T: QUALIFIED AG SALE ROSTER: 2005**

**\*\* COUNTY 99 Sample \*\***

CONTAINING SALES FROM 07/01/02 THRU 06/30/05

Run Date: 12/04/05 04:00:31

Record # 1 of 1

Page 1

County: 99 1 Book: 2 Page: 3 Sale Date: 00/00/00 4 Recorded Date: 00/00/00 5

Seller: 6 Buyer: 7

Legal Desc: 8

Form 521:		Assessed Value / Date of Sale: 0000		Assessed Value / Current Year: 0000	
Total Purchase Price	10 \$	Land	\$ 20	Land	\$
Non-Real Property	11 \$	Imprmnt	\$ 21	Imprmnt	\$
Adj. Purchase Price	12 \$	Total	\$ 22	Total	\$
County Information:	Adj. Amount \$ 39	Adj. Sale Price \$		Ratio: 000.00	
	<b>40</b>				
Department Information:	Use	Adj. Amount \$	Adj. Sale Price \$	Ratio: 000.00	
Protest Determination:	Use	Adj. Amount \$	Adj. Sale Price \$	Ratio: 000.00	
Ratio Formula: Reported Agland Total / (Adj. Purchase Price - Improvements - Reported Non-Agland + Reviewer Adjustment)					000000 / (000000 - 000000 - 0 + 0)



## SALES FILE - Combination of Form 521 for Partial Interest in a Single Parcel

### Combination of Form 521 for Partial Interest in a Single Parcel

A combination form will be used by the county when a sale occurs that involves more than one party selling their interests in a parcel, generating more than one Real Estate Transfer, Form 521, for that single parcel of real estate. A sale like this could be represented by two or more Form 521's each conveying a fractional interest to the one parcel.

#### Register of Deed's (ROD) Procedure

When a sale of a single parcel is sold by multiple interests, each of the interest submits a transfer statement (and deed) to the register of deeds office which in turn is then forwarded and entered as a document in the PA&T sales file.

#### Assessor's Procedure for Sales Worksheet

The assessor shall staple all Form 521's applicable to the sale, to one completed supplemental worksheet that contains the entire parcel of real property sold. **The assessor shall staple (in the top left corner) in order from top to bottom; the Combination Form, the primary Form 521 the Supplemental Worksheet and the additional Form 521's.**

When supplemental data is submitted to the Department electronically the order of submission will be as follows; the assessor shall staple (in the top left corner) in order from top to bottom; the Combination Form, the primary Form 521 and the additional Form 521's.

The first recorded page number of the multiple Form 521's (as the primary Form 521) is to be used to report the supplemental worksheet information for the parcel of the real property. **The assessor shall state in the assessor's comment area of the supplemental worksheet which books and pages are combined to complete the sale as well as the amount of the combined sale price.**

**Do not make an assessor's adjustment to combine the sale prices on the supplemental sheet as the combined sale price will be entered in the primary Form 521 record by the Liaison.**

A sample of the combination form appears on the following page with instructions following the combination form. A completed example is included at the end of this section.



**SALES FILE - COMBINATION OF SALE FORM**

**Combination of Sale Form**

**SECTION I**

The primary sale should be identified as the first recorded book and page of the sales to be combined.  
 The total of section II will be added to the primary sale amount in section I.  
 The Assessor comments should be entered onto the supplemental worksheet attached to the primary sale identified in Section I.

**SECTION I**

County Number	Book	Page	Sale Date	Usability (Numeric)	Prop Type (Numeric)	Sale Price (line 22 of the 521)	Non-Real Property (line 23 of the 521)	Adjusted Sale Price (line 24 of the 521)
Total of Section II								
Combined Total								

**SECTION II**

Identify the information from the books and pages of the 521 that will be combined with the information in Section I to make a complete sale. Do not include Book and Page from Section I in Section II.

**SECTION II**

County Number	Book	Page	Sale Date	Usability (Numeric)	Prop Type (Numeric)	Sale Price (line 22 of the 521)	Non-Real Property (line 23 of the 521)	Adjusted Sale Price (line 24 of the 521)
				4				
				4				
				4				
				4				
				4				
				4				
Total of Section II								

**Assessor's Procedure for the Combination Form**

**Section 1:** Complete the following information to be sure the combined information will be properly entered in the PA&T sale file.

Enter the following information for the primary sale (First recorded Book and Page).

Section I The sale should be the first recorded book and page of the sales to be combined.

County Number	Book	Page	Sale Date	Usability (Numeric)	Prop Type (Numeric)	Sale Price (line 22 of the 521)	Non-Real Property (line 23 of the 521)	Adjusted Sale Price (line 24 of the 521)
94	100	2	03/03/2005	1	01	5000	0	5000
Total of Section II						10000	0	10000
Combined Total						15000	0	15000

**County Number:** County number, a one (1) or two (2) digit number identifying the alphabetical order by name of the county, **not** the license number historically assigned for motor vehicles. This information is the same a Line 2 on Form 521.

**Book:** From the office of Register of Deeds, the number of the book in which the deed is found. This information is the same as Line 28 on Form 521.

**Page:** From the office of Register of Deeds, the number of the page on which the first page of the deed is found. This information is the same as Line 29 on the Form 521.

**Sale Date:** The actual sale date of the property. MM/DD/YYYY format: 03/03/2005. This information is the same as Line 3 on the Form 521.

**Usability:** A numeric identifier indicating the assessor's determination of the use of the sale for the sales file. This is a **one digit** field.

- 1 = Sale to be used in studies (arms length sale)**
- 2 = Sale to be used as adjusted (arms length sale with an assessor adjustment to the sale price)**
- 3 = Sale not be used in studies (arms length sale, but the property has been substantially changed since the sale)**
- 4 = Sale not be used in studies (not an arms length sale)**

**Prop Type:** The use of real property parcels at the present time, regardless of legal use or zoning. This is a two digit number (from 01 through12) that the same as the property type used on the Sales Worksheet.

**Sale Price:** The sale price before any adjustments listed on Form 521. This information is from Line 22 of Form 521.

**Non-Real Property:** The amount of non real property that was included in the sale price and listed on Form 521. This information is from Line 23 of Form 521.

**Adjusted Sale Price:** The adjusted sale price is the sale price less any non real property listed on Form 521 that was included in the sale. This information is from Line 24 of Form 521.

**Combined Total:** These total values will be entered into the sales file and represent the combination of all the participating parts of the sale. The sales file will then be a true representation of the consideration for this sale.

**Section II:** Complete the following information for each of the additional Form 521's that will not be used in the sales file after they are combined with the primary sale in Section I.

Section II Identify the information from the book and page of the Form 521s that will be combined with the information in Section I to make a completed, total sale price.

County Number	Book	Page	Sale Date	Usability (Numeric)	Prop Type (Numeric)	Sale Price (line 22 of the 521)	Non-Real Property (line 23 of the 521)	Adjusted Sale Price (line 24 of the 521)
94	100	3	03-03-2005	4	01	5000	0	5000
94	100	4	03-03-2005	4	01	5000	0	5000
				4				
				4				
				4				
				4				
<b>Total of Section II</b>						10000		10000

**Usability:** A numeric identifier indicating the assessor's determination of the use of the sale for the sales files. This is a **one digit** field.

Note: Sales listed on Schedule II will always be nonqualified sales.

**4 = Sale not be used in studies (use for the additional Form 521's included in the sale)**

**Summary:**

**Total of Section I:** This information is the primary Form 521.

**Total of Section II:** This information is the summed total of all information listed for the multiple Form 521's on Line 22, Line 23 and Line 24 of the Form 521's listed in Section II of the form. This does not include the amounts from the primary Form 521 which is listed in Section I of the form. Sales included in Section II will be inactivated by the Liaison from the sales file and will not appear on any subsequent rosters or statistical reports.

**Combined Total:** Complete this area with the amounts entered in Section I for the primary sale and for Section II the combined total of the remaining Form 521's that complete the sale.

**Submission to Liaison:**

The above combined and completed documents once stapled together can be submitted along with other submissions of the Pink Form 521's and their respective attached Supplemental forms. Placing the combination sale documents on the top of this submission will help insure the liaison will locate and process the submitted combination forms.



**SALES FILE - COMBINATION OF SALE FORM**

**Combination of Sale Form**

**SECTION I**

The primary sale should be identified as the first recorded book and page of the sales to be combined.  
 The total of section II will be added to the primary sale amount in section I.  
 The Assessor comments should be entered onto the supplemental worksheet attached to the primary sale identified in Section I.

**SECTION I**

County Number	Book	Page	Sale Date	Usability (Numeric)	Prop Type (Numeric)	Sale Price (line 22 of the 521)	Non-Real Property (line 23 of the 521)	Adjusted Sale Price (line 24 of the 521)
94	100	2	3/3/2005	4	01	6000	1000	5000
<b>Total of Section II</b>						12000	2000	10000
<b>Combined Total</b>						18000	3000	15000

**SECTION II**

Identify the information from the books and pages of the 521 that will be combined with the information in Section I to make a complete sale. Do not include Book and Page from Section I in Section II.

**SECTION II**

County Number	Book	Page	Sale Date	Usability (Numeric)	Prop Type (Numeric)	Sale Price (line 22 of the 521)	Non-Real Property (line 23 of the 521)	Adjusted Sale Price (line 24 of the 521)
94	100	3	3/3/2005	4	01	6000	1000	5000
94	100	4	3/3/2005	4	01	6000	1000	5000
				4				
				4				
				4				
				4				
<b>Total of Section II</b>						12000	2000	10000



## Roster Information

The PA&T shall develop statistical studies as defined in current regulations and directives.

The first bi-annual roster is scheduled to be printed and mailed to the counties in mid-September and the second bi-annual roster is scheduled to be printed and mailed to the counties in late November or early December. The assessor upon receiving the roster shall update, correct, and return the roster to PA&T within a month of the issue date. These rosters will include the qualified and the non qualified sales for each property class in addition there may be miscellaneous and other roster pages.

During the summer prior to the September roster the assessor may request in writing additional rosters for their use in the assessment process.  
(REG-12-003.05B)

Note: There is also the summer roster, available on request, to update the sales that have occurred during the last year of the current timeframe (July 1 to June 30). This Summer Roster is intended for the assessor to provide the current assessed values on the most recent sales so the September Rosters and accompanying Statistical Reports will contain the most current assessment information.

# Roster Corrections

Please indicate in **Red** all changes that need to be made on the Rosters.

**Send only the Roster pages that contain corrections back to the PA&T.**

Keep a copy of all pages with the changes made for future reference.

When correcting rosters for each property type, review and correct the whole roster. Confirm the accuracy of all information ensuring correctness. The following list includes but is not limited to the information that should be checked.

- Confirm the sale is in the correct county. If it is not in the correct county, indicate that it should be removed due to the “wrong county”.
- If the sale is a duplicate, determine which record is correct and indicate, “Delete – duplicate of book-----, page-----“on the sale that needs to be removed.
- If a sale needs to be combined with another sale or sales to make a 100% interest, use the first recorded book and page as the active sale and indicate which sales need to be included with it. The other sales need to be usability ‘4’. Combine the sales prices and note the total combined sale price. Combine any assessment information to complete the 100% interest. A combination form could be completed and submitted to your Liaison.
- Understand the Property Classification Code that is used on the sales worksheets. It is important that the sales are coded correctly. Use the following chart to confirm the code information.

Property Classification Code (Use the Chart Below)						
Status	Property Classification Code		Zoning	Location	City Size	Parcel Size
1 Improved	01 Single Family	08 Minerals-	1 Single Family	1 Urban	1 +300,000	1 <10,000 sq ft 6 5.00 - 9.99 ac
2 Unimproved	02 Multi-Family	Nonproducing	2 Multi-Family	2 Suburban	2 100,000-299,999	2 10,000-20,000 sq ft 7 10.00-19.99 ac
3 IOLL	03 Commercial	09 Minerals-	3 Commercial	3 Rural	3 12,001-99,999	3 20,001sq ft-.99ac 8 20.00-40.00 ac
	04 Industrial	Producing	4 Industrial		4 5,001-12,000	4 1.00-1.99 ac 9 40.01-160.00 ac
	05 Agricultural	10 State Assessed	5 Agricultural		5 2,501-5,000	5 2.00-4.99 ac 10 >160.00 ac
	06 Recreational	11 Exempt	6 Recreational		6 900-2,500	
	07 Mobile Home	12 Games & Parks	7 Mobile Home		7 101-799	
		in Lieu	0 N/A		8 1-100	
					9 Unincorporated	

**Reference for City Size Code**

City Size Code	City Size	Statute Reference	Reference for “Suburban” mile radius around city. Population/Zoning Radius to City Limits Determines Suburban area
1	Metropolitan	14-101 14-419	Population 300,000 or more Zoning; 3 miles outside city limits
2	Primary Class	15-101 15-905	Population 100,001-299,999 Zoning; 3 miles outside city limits
3 or 4	First Class	16-101 16-901	Population 5,001-100,000 Zoning; 2 miles outside city limits
5 or 6	Second Class	17-101 17-1001	Population 801-5,000 Zoning; 1 mile outside city limits Except for purposes of Sections 70-1001 to 70-1020 (Electric services) zoning = ½ mile
7 or 8	Village Class	17-201 17-1001	Population 100-800 Zoning; 1 mile outside city limits Except for purposes of Sections 70-1001 to 70-1020 (Electric services) zoning = ½ mile
9			No population or Unincorporated

Statute Reference for incorporated City/Village Section 17-201

Write all information legibly in the correct area so that the PA&T understands what is being changed. County Information Box is for any Comments by the County.

- Confirm the following.
  - School Codes are correct per the current School District Reference List
  - Usability reflects the intended use of the sale in the sales file. If this field is blank, the sales file will indicate the sale as a qualified sale.
  - The Geo code and Market Area are correct
  - Assessed Values for Land, Improvements and Total Values are correct
  - Assessor's Adj. Amount (which is an adjustment to the sale price) reflects a plus or minus
  - Explanation of the assessor adjustment in the county information
- The current assessment is to reflect the property that sold (Vacant Lot to Vacant Lot, etc.). Is the real property so different now that it should be coded out (Substantially changed)? If it is substantially changed, change the code to a 3 to disqualify the sale and explain in the county information why the change was made.
- If it is a sale of multiple parcels, ensure all the information from all the parcels included in the sale is correct
- Confirm the occupancy codes are correct
- Confirm the acres are filled in correctly
- Confirm the Reported Totals Agland and Non-Agland values are correct. Confirm these equal the Total Assessed Land Value/Current Year when added together
- Confirm the assessed value of the improvement equals to the totaled value of the dwellings and outbuildings
- Confirm your comments are stated completely and accurately

**PA&T: QUALIFIED RESIDENTIAL SALE ROSTER : 2005**

**\*\* COUNTY 99 Sample \*\***

CONTAINING SALES FROM 07/01/03 THRU 06/30/05

Run Date: 12/04/04 04:00:31

Record # 1 of 1 Page 1

County: 99    1    Book: 2    Page: 3    Sale Date: 00/00/00    4    Recorded Date: 00/00/00  
5

Seller: 6    Buyer: 7  
 Legal Desc: 8  
 Location ID: 16    Sale No: 17    School: Base: 13    Affil: 14    Unif: 15  
 Usability: 18    Code #: *Will be shaded when >0 19*    Parcel Number

Assessor Location: 23    Geo Twn Rng Sect Qtr Subdiv Area Blk Parcel  
 Address of Property: 9    24 25 26 27 28 29 30 31 32

**Residential:** Mult Impr: 42    Status PropType Zoning Location City Size Parcel Size  
 Const Date: 43    Style: 46    33 34 35 36 37 38  
 Floor Area: 44    Condition: 47    Property Classification Code / Current Year: 0000  
 Cost New: \$ 45    Quality: 48    Status PropType Zoning Location City Size Parcel Size  
 Recreation - Acres:    Recreation - Amt: *This area is shaded when any or all parts are brought forward from previous year*

Form 521:		Assessed Value / Date of Sale: 0000		Assessed Value / Current Year: 0000	
Total Purchase Price	\$ 10 <i>This area will be shaded when doc stamp calc occurs.</i>	Land	\$ 20	Land	\$ <i>This area is shaded when any or all parts are brought forward from previous year</i>
Non-Real Property	\$ 11	Imprmnt	\$ 21	Imprmnt	\$
Adj. Purchase Price	\$ 12	Total	\$ 22	Total	\$

County Information:    Adj. Amount \$ 39    Adj. Sale Price \$    Ratio: 000.00

40

Ratio Formula: Assessed Total/(Adj. Purchase Price + Assessor Adjustment)    000000/(000000 + 0)

**PA&T: QUALIFIED COMMERCIAL SALE ROSTER: 2005**

**\*\* COUNTY 99 Sample \*\***

CONTAINING SALES FROM 07/01/02 THRU 06/30/05

Run Date: 12/04/05 04:00:31

Record # 1 of 1

Page 1

County: 99    1    Book: 2    Page: 3    Sale Date: 00/00/00    Recorded Date: 00/00/00  
4    5

Seller: 6    Buyer: 7  
 Legal Desc: 8  
 Location ID: 16    Sale No: 17    School: Base: 13    Affil: 14    Unif: 15  
 Usability: 18    Code #: *Will be shaded when >0 19*    Parcel Number

Assessor Location: 23    Geo Twn Rng Sect Qtr Subdiv Area Blk Parcel  
 Address of Property: 9    24 25 26 27 28 29 30 31 32

**Commercial/Industrial:** Mult Impr: 42    Status PropType Zoning Location City Size Parcel Size  
 Const Date: 43    Class: 47    33 34 35 36 37 38  
 Floor Area: 44    Rank: 48    Property Classification Code / Current Year: 0000  
 Cost New: \$ 45    Condition: 49    Status PropType Zoning Location City Size Parcel Size  
 Occup. Code: Primary (1) 46a    Oth(2) 46b    Oth(3) 46c    *This area is shaded when any or all parts are brought forward from previous year*

Form 521:		Assessed Value / Date of Sale: 0000		Assessed Value / Current Year: 0000	
Total Purchase Price	\$ 10 <i>This area will be shaded when doc stamp calc occurs.</i>	Land	\$ 20	Land	\$ <i>This area is shaded when any or all parts are brought forward from previous year</i>
Non-Real Property	\$ 11	Imprmnt	\$ 21	Imprmnt	\$
Adj. Purchase Price	\$ 12	Total	\$ 22	Total	\$

County Information:    Adj. Amount \$ 39    Adj. Sale Price \$    Ratio: 000.00

40

Department Information:    Use    Adj. Amount \$    Adj. Sale Price \$    Ratio: 000.00

Ratio Formula: Assessed Total/(Adj. Purchase Price +/- Reviewer Adjustment)    22 / ( 12 +/- Reviewer Adjustment )    000000/(000000 +/- 0)

**PA&T: QUALIFIED AG SALE ROSTER: 2005**  
CONTAINING SALES FROM 07/01/02 THRU 06/30/05

Run Date: 12/04/05 04:00:31

**\*\* COUNTY 99 Sample \*\***

Record # 1 of 1

Page 1

County: 99 1 Book: 2 Page: 3 Sale Date: 00/00/00 4 Recorded Date: 00/00/00 5

Seller: 6 Buyer: 7

Legal Desc: 8

Location ID: 16 Sale No: 17

Usability: 18 Code #: Will be shaded when >0 19

Assessor Location: R23

Address of Property: 9

School: Base: 13 Affil: 14 Unif: 15

<u>Agricultural Land: (80%)</u>			
LCG	Acre(s)	Value	
1A1	0.00 42 a	\$0	42 v
1A	0.00 43 a	\$0	43 v
2A1	0.00 44 a	\$0	44 v
2A	0.00 45 a	\$0	45 v
3A1	0.00 46 a	\$0	46 v
3A	0.00 47 a	\$0	47 v
4A1	0.00 48 a	\$0	48 v
4A	0.00 49 a	\$0	49 v
Sub-Total A	0.00 n/a	n/a	n/a
1D1	0.00 50 a	\$0	50 v
1D	0.00 51 a	\$0	51 v
2D1	0.00 52 a	\$0	52 v
2D	0.00 53 a	\$0	53 v
3D1	0.00 54 a	\$0	54 v
3D	0.00 55 a	\$0	55 v
4D1	0.00 56 a	\$0	56 v
4D	0.00 57 a	\$0	57 v
Sub-Total D	0.00 n/a	n/a	n/a
1G1	0.00 58 a	\$0	56 v
1G	0.00 59 a	\$0	59 v
2G1	0.00 60 a	\$0	60 v
2G	0.00 61 a	\$0	61 v
3G1	0.00 62 a	\$0	62 v
3G	0.00 63 a	\$0	63 v
4G1	0.00 64 a	\$0	64 v
4G	0.00 65 a	\$0	65 v
Sub-Total G	0.00 n/a	n/a	n/a
Sub-Total LCG	0.00 n/a	n/a	n/a
<u>Non-Classified Land: (80%)</u>			
Sbht/Tbr	0.00 66 a	\$0	66 v
Accretion	0.00 67 a	\$0	67 v
Waste	0.00 68 a	\$0	68 v
Other	0.00 69 a	\$0	69 v
Sub-Tot Non	0.00 n/a	\$0	n/a
Total Acres	0.00 n/a	n/a	n/a

Total Purchase Price	10	\$	This area will be shaded when doc stamp calc occurs.
Non-Real Property	11	\$	
Adj. Purchase Price	12	\$	

<b>Form 521:</b>		<b>Assessed Value / Date of Sale: 0000</b>	
Land	\$	20	
Imprmnt	\$	21	
<b>Total</b>	<b>\$</b>	<b>22</b>	

<b>Assessed Value / Current Year: 0000</b>	
Land	\$
Imprmnt	\$
<b>Total</b>	<b>\$</b>

This area is shaded when any or all parts are brought forward from previous year

County Information:	Adj. Amount \$	39	Adj. Sale Price \$	
Department Information:	Use	Adj. Amount \$	Adj. Sale Price \$	
Protest Determination:	Use	Adj. Amount \$	Adj. Sale Price \$	Ratio: 000.00

Geo	Twn	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
24	25	26	27	28	29	30	31	32
Property Classification Code / Date of Sale: 0000								
Status	Prop Type	Zoning	Location	City Size	Parcel Size			
33	34	35	36	37	38			
Property Classification Code / Current Year: 0000								
Status	Prop Type	Zoning	Location	City Size	Parcel Size			

This area is shaded when any or all parts are brought forward from previous year

<b>Commercial/Industrial:</b>		Mult Impr:	C42
Const Date:	C43	Class:	C47
Floor Area:	C44	Rank:	C48
Cost New: \$	C45	Condition:	C49
Occup. Code: Primary (1)	C46a	Oth(2)	C46b
		Oth(3)	C46c
<b>Residential:</b>		Mult Impr:	R42
Const Date:	R43	Style:	R46
Floor Area:	R44	Condition:	R47
Cost New: \$	R45	Quality:	R48

**Non-Agricultural Real Property Land: (100%)**

	Acre(s)	Value
Roads	71 a 0.00	n/a n/a
Farm site	72 a 0.00	72 v \$0
Home site	73 a 0.00	73 v \$0
Recreation	74 a 0.00	74 v \$0
Other	75 a 0.00	75 v \$0
<b>Non-Ag Land Total</b>	0.00 n/a	\$0 n/a
Dwellings	n/a n/a	77 v \$0
Outbuildings	n/a n/a	78 v \$0
<b>Non-Ag Total</b>	n/a n/a	\$0 n/a

Type of Irrigation: A23 Blank  
Maj Land Use Acres: 100 %

**Reported Totals:**

Agland	70 a 0.00	70 v \$0
Non-Agland	76 a 0.00	76 v \$0
Recapture Value	n/a n/a	79 v \$0

Selling price per Acre Agland n/a n/a \$0 n/a

## Sales Change Request

A Sales Change Request form is available to be used to make corrections in the sales file when there is no current roster available. This form may be used to make corrections to all property types.

First, complete the shaded area of the form. All shaded boxes must be filled in (county, book, page, and sale date). Next, complete any change that needs to be made. Only fill in the boxes that are changes or updates to the sale. All changes need to be made in **RED**.

Include comments for changes involving qualification of the sale, property type or assessed value.

Send the completed Sales Change Request form to your Liaison for submission to the PA&T to be data entered. The changes will be reflected on the next roster.

### **OR**

You may e-mail or fax your respective Liaison with your requested changes. The same information is required in the e-mail or fax as with the Sales Change Request as in the county, book, page and sale date and the comments for changes involving qualification of the sale, property type or assessed value.

It will cause confusion when changes to the sales file are submitted in any other manner than the prescribed forms or formats. When submitting changes it is very important to include the county number, the book, page number and sale date (and only the information that is to be changed).

Also sending updates on a re-printed green sheet attached to a copy of the Real Estate Transfer Statement, can cause confusion and may result in the changes not being completed.



# SALES CHANGE REQUEST

Fill in only the fields that need to be changed.  
All changes must be in red.

Shaded areas must be filled in on all documents.

				School District Codes		
County	Book	Page	SaleDate	Base	Affiliated	Unified
Location ID				Sale Number	Usability	Code

Parcel Number								
Geo	Twn	Rng	Sect	Qtr	Subdiv	Area	Blk	Parcel
Property Classification Code								
Status	Prop Type	Zoning	Location	CitySize	Parcel Size			

Mult Imp	
Const Date	
Floor Area	
Cost New: \$	
Style	
Condition	
Quality	

Mult Imp	
Const Date	
Floor Area	
Cost New: \$	
Class	
Rank	
Condition	
Occup. Code: Primary	_____
Other (2)	_____ Other (3) _____

	Acres	Value
1A1		
1A		
2A1		
2A		
3A1		
3A		
4A1		
4A		
1D1		
1D		
2D1		
2D		
3D1		
3D		
4D1		
4D		

	Acres	Value
1G1		
1G		
2G1		
2G		
3G1		
3G		
4G1		
4G		
Shbl/Tim		
Accretion		
Waste		
Other		
Agland Total		

	Acres	Value
Roads		
Farm Site		
Home Site		
Recreation		
Other		
Non-Ag Total		
Dwellings		
Outbldg		
Recapture Value		

F521 Line 22
F521 Line 23
F521 Line 24

(Must provide a copy of original F521)

Assessed Value / Current Year:		
Land		
Improvement		
Total		
	Adj. Amount \$	Adj. Sale Price \$
County Information		
Assessor Location		

Assessor Comments:

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## INSTRUCTIONS FOR SALES FILE PROTEST

08/2006

**WHO MAY FILE.** An assessor may protest the adjustment, qualification or nonqualification of a sale of commercial, industrial or agricultural real property to the Department of Property Assessment and Taxation. The protest shall be mailed to the main office of the Department of Property Assessment and Taxation, 1033 "O" Street, Suite 600, Lincoln, Nebraska 68508, within 30 days of the date on the certificate of mailing on the qualified and nonqualified semiannual sales roster sent by the Property Tax Administrator to the assessor, or within 30 days from the mailing of any notice that the usability of a sale or the adjustment amount was changed by the Department.

### CONTENTS REQUIRED FOR PROTEST.

- **County # - Book – Page – Sale Date** These boxes should be filled in exactly as they appear on the roster to allow for quick access of the record within the sales file database.
- **Documentation Attached** Check the appropriate box. If "yes" is checked, attach all documentation pertinent in determining whether the sale is arm's length or whether the selling price should be adjusted to more accurately reflect the price paid for the real property.
- The protest shall contain the reasons for the protest of the adjustment, qualification or nonqualification of the sale and shall set forth the assessor's requested action of the Department of Property Assessment and Taxation. The burden of proof shall be on the assessor to provide evidence to the Property Tax Administrator to prove, by more than a mere difference of opinion, that the sale should be treated in the manner being advocated by the assessor.

**PROTEST USE.** Circle the action being requested: **1** Use the sale; **2** Use sale as adjusted; **3** Substantially changed—do not use; or **4** Sale not arm's length. In the designated boxes, complete: the sale price as stated on line 24 of the Form 521; if requesting an adjustment, the plus or minus adjustment requested to the sale price; and Adjusted Selling Price (the sale price after the adjustment).

**HEARING OR WAIVER OF HEARING.** The assessor shall be entitled to a hearing on the merits of the protest before the Property Tax Administrator or may waive the hearing. Check the appropriate box to either request a hearing or to waive the hearing.

**SIGNATURE AND DATE.** Be sure to sign and date the Sales File Protest before submitting to the Department of Property Assessment and Taxation.

**APPEAL PROCEDURES.** The action of the Property Tax Administrator may be appealed to the Nebraska Tax Equalization and Review Commission in accordance with the Nebraska Tax Equalization and Review Commission Act and the rules and regulations of the Commission.

**Definitions pertaining to Sales File**

**Median Ratio:** The median divides the ratios into two equal groups and is therefore little affected by outliers. *Of the three measures of central tendency, the median is generally preferred for the development of market adjustment factors, since it is less influenced by extreme ratios. The median is generally preferred measure of central tendency for direct equalization, monitoring appraisal performance, determining reappraisal priorities, or evaluating the need for a reappraisal.*

**Mean Ratio:** The mean ratio is the average ratio. *The mean accurately reflects the full magnitude of every ratio, which is desirable only if outliers are based on valid data and occur with the same frequency in both the sample and the population. Outliers particularly affect the mean in small samples.*

Computing the Median and Mean

Example A		Example B		Example C	
Sale Number	Ratio	Sale Number	Ratio	Sale Number	Ratio
1	80.00	1	80.00	1	80.00
2	85.00	2	85.00	2	85.00
3	90.00	3	90.00	3	90.00
4	95.00	4	95.00	4	95.00
5	<u>100.00</u>	5	100.00	5	100.00
		6	<u>105.00</u>	6	<u>200.00</u>
	450.00		555.00		650.00

Median Position

$$0.5(5) + 0.5 = 3.0 \qquad 0.5(6) + 0.5 = 3.5 \qquad 0.5(6) + 0.5 = 3.5$$

Median Ratio

$$= 90.00 \qquad (90.00+95.00)/2 = 92.50 \qquad (90.00+95.00)/2 = 92.50$$

Mean Ratio

$$450.00/5 = 90.00 \qquad 555.00/6 = 92.50 \qquad 650/6 = 108.30$$

**Aggregate Ratio or Weighted Mean Ratio:** The weighted mean weights each ratio in proportion to its sale price. *The weighted mean is an appropriate measure for estimating the total dollar value of a population of parcels. Gives each dollar of valuation equal weight. Because of its dollar weighting feature, the weighted mean is most appropriately used in indirect equalization, where one seeks to estimate the total dollar value of the jurisdiction.*

### Calculating the Weighted Mean

Example A				Example B			
Sale Number	Assessed Value	Sale Price	Ratio (A/S)	Sale Number	Assessed Value	Sale Price	Ratio (A/S)
1	\$ 20,000	\$ 25,000	80.00	1	\$ 10,000	\$ 25,000	40.00
2	20,000	25,000	80.00	2	20,000	25,000	80.00
3	20,000	25,000	80.00	3	20,000	25,000	80.00
4	20,000	25,000	80.00	4	20,000	25,000	80.00
5	40,000	100,000	40.00	5	80,000	100,000	80.00
	\$120,000	\$200,000	360.00		\$150,000	\$200,000	360.00

Mean Ratio  
 $360.00/5 = 72.00$

Mean Ratio  
 $360.00/5 = 72.00$

Weighted Mean Ratio  
 $\$120,000 / \$200,000 = 60.00$

Weighted Mean Ratio  
 $\$150,000 / \$200,000 = 75.00$

**Coefficient of Dispersion (COD):** Measures the average absolute (sign-ignored) difference of the ratios from the median expressed as a percentage. *Thus it provides a measure of assessment uniformity that is independent of the level of assessment and permits direct comparisons between property groups. The lower the level of assessment (median A/S ratio), the greater will be the COD relative to the average deviation. Low CODs (15.00 or less) tend to be associated with good assessment uniformity.*

Calculation the Coefficient of Dispersion

Sale Number	Assessed Value	Sale Price	Ratio (A/S)	Absolute difference From median
1	\$ 8,500	\$ 25,000	34.00	16.00
2	19,000	50,000	38.00	12.00
3	13,000	30,000	43.30	06.70
4	30,000	60,000	50.00	00.00
5	17,000	30,000	56.70	06.70
6	31,000	50,000	62.00	12.00
7	16,500	25,000	66.00	16.00
				69.40

Median Ratio = 50.00

Average Absolute Deviation =  $(69.40 / 7) = 9.90$

COD =  $(9.90 / 50.00) * 100 = 19.80$

Residential

Low CODs (15.00 or less) tend to be associated with good appraisal uniformity.

Commercial and Agricultural

CODs (less than 20) tend to be associated with good appraisal uniformity.

**Price-related Differential (PRD):** Is a statistic for measuring assessment regressivity or progressivity. A special aspect of assessment uniformity relates to equality in the assessment of low-and high-value properties. Assessments are considered regressive if high-value properties are relatively under assessed. PRD greater than 100.00 suggests that high-value parcels are under assessed, thus pulling the weighted mean below the mean. PRD less than 100.00 suggests that high-value parcels are relatively overassessed, pulling the weighted mean above the mean. In practice, PRDs have an upward bias.

Interpreting the Price-related Differential (PRD)

PRD	Interpretation	Favors	Type of Bias
98.00 – 103.00	Low-and high-value properties are equally assessed	Neither	None
< 98.00	High-value properties are over assessed	Low-value	Progressive
> 103.00	High-value properties are under assessed	High-value	Regressive

Example A: No Bias

Sale Number	Assessed Value (A)	Sale Price (S)	Ratio (A/S)
1	\$ 25,000	\$ 20,000	125.00
2	24,000	30,000	80.00
3	31,000	40,000	77.50
4	40,000	50,000	80.00
5	60,000	60,000	100.00
6	<u>79,000</u>	<u>70,000</u>	<u>112.90</u>
	\$259,000	\$270,000	575.40

Mean Ratio  $575.40 / 6 = 95.90$

Weighted Mean Ratio  $(\$259,000 / \$270,000) * 100 = 95.90$

PRD  $(95.90 / 95.90) * 100 = 100.00$

Example B: Regressivity (High valued properties are under assessed)

Sale Number	Appraised Value (A)	Sale Price (S)	Ratio (A/S)
1	\$ 30,000	\$ 20,000	150.00
2	40,000	30,000	133.30
3	45,000	40,000	112.50
4	50,000	50,000	100.00
5	40,000	60,000	66.70
6	<u>45,000</u>	<u>70,000</u>	<u>64.30</u>
	\$250,000	\$270,000	626.80

Mean Ratio  $626.80 / 6 = 104.50$

Weighted Mean Ratio  $(\$250,000 / \$270,000) * 100 = 92.60$

PRD  $(104.50 / 92.60) * 100 = 112.85$

Example C: Progressivity (High value properties are over assessed)

Sale Number	Appraised Value (A)	Sale Price (S)	Ratio (A/S)
1	\$ 6,000	\$ 20,000	30.00
2	12,000	30,000	40.00
3	30,000	40,000	75.00
4	60,000	50,000	120.00
5	75,000	60,000	125.00
6	<u>90,000</u>	<u>70,000</u>	<u>128.60</u>
	\$273,000	\$270,000	518.60

Mean Ratio  $518.60 / 6 = 86.40$

Weighted Mean Ratio  $(\$273,000 / \$270,000) * 100 = 101.10$

PRD  $(86.40 / 101.10) * 100 = 85.00$

**Central tendency:** The tendency of most kinds of data to cluster around some typical or central value, such as the median or mean.

**Direct Equalization:** Involves converting ratio study results into adjustment factors (trends) and ordering locally determined appraised or assessed values to be changed to more nearly reflect market value or the statutorily required level of assessment. *Advantage: it can be applied to specified strata, such as property classes, geographic area, and political subdivisions, that fail to meet appraisal level performance standards. Also produces results that are more visible to the taxpayer and will more clearly reduce perceived inequities between classes.*

**Indirect Equalization:** Involves computing hypothetical values that represent the oversight agency's best estimate of taxable value, given the statutorily required level of assessment or market value. *The most common use of indirect equalization is to ensure proper funding distribution, particularly for school districts. For example, if the assessed value of property in a jurisdiction is \$750 million, but a ratio study shows an assessment level of 75 percent, while the legally required level of assessment is 100 percent, an equalized value of \$1,000 million could be computed ( $\$750 \text{ million} / .075$ ). Indirect equalization results in fairer funding apportionment because the overall appraisal levels of the taxing jurisdictions tend to vary. If there were no equalization, the extent that a jurisdiction under- or overestimated its total tax base would result in over- or underapportionment of funds. Indirect equalization does not correct for under- or overappraisal between classes of property, is less visible to taxpayers. Indirect equalization does tend to encourage taxing jurisdictions to keep their overall tax bases close to the required level.*

### **Arm's Length Transactions (REG 12-002.21)**

A sale between two or more parties, each seeking to maximize their positions from the transaction.

All sales are arm's length unless proven otherwise.

#### **Alternative Definitions:**

The parties are typically unrelated.

The parties should not have a previous ownership interest in the property.

A transaction freely arrived at in the open market, unaffected by abnormal pressure or by the absence of normal competitive negotiation as might be true in the case of a transaction between related parties (Definition from the Real Estate Appraisal Terminology)



## **NON-ARM'S LENGTH TRANSACTIONS**

Pursuant to professionally accepted mass appraisal techniques and through review, documenting sufficient and compelling information regarding the sale as a non-arm's length transaction. Complete verification of the transaction is necessary to provide information that determines the sale is not arm's length or that a sale that is typically thought to be a non arm's length transaction.

The following are conditions that may indicate if a transaction is a qualified or non-qualified sale.

### **Sale between immediate family members**

**Specify the relationship – spouse, grandparents and grandchild, parents and child, brothers and sisters, family corporation or partnerships, aunt or uncle to niece or nephew**

Sales between immediate family members (immediate family members to include grandparents, parents, children, aunts, uncles) serves only as a flag and may not immediately invalidate the sale. This is especially true if the sample size is small.

Sales between relatives are usually non-open-market transactions and tend to occur at prices lower than would otherwise be expected.

Family transactions may be considered arm's length if all the following conditions apply:

The property was exposed on the open market

Listed with a realtor or some other form of public notice at the time of sale (for sale sign, newspaper, word-of-mouth, etc)

The asking and selling price are within an acceptable range that any party purchasing the property would be expected to pay

The sale meets all other criteria of being an open-market arm's length transaction

### **Sale involved corporate affiliates belonging to the same parent company**

These transactions should be considered a non-arm's length transaction. Corporate sales often require considerable research to determine legal relationships. Sales between corporate affiliates may be made only to obtain financing or to adjust corporate accounts. Knowledge of corporate relationships is usually required to identify corporate affiliates, although a buyer and seller at the same address may indicate an affiliation.

### **Auction sale**

Auction sales that have been advertised, well attended and the seller has a low bid clause are often valid arm's length transactions. The sale may tend to be on the lower end of the

spectrum but nevertheless, it is an arm's length sale. An auction where the seller is required to sell the property for whatever the bid is offered are known as absolute auctions and are always considered a non-arm's length transaction. If the sale is not an absolute auction, the seller can indicate the lowest bid that will be accepted for the property or it will not be sold (right of refusal – bid with reserve). These auctions may be considered potentially valid transactions if all other criteria of an open market arm's-length transaction are met.

Often agland is auctioned, but when residential or commercial property is auctioned, it may be a liquidation procedure forced by bankruptcy or foreclosure.

A follow-up verification is required to answer three important questions that should be asked of the buyer, seller or auctioneer regarding auction sales.

- a. Was the auction well advertised?
- b. Was the auction well attended?
- c. Did the seller have the right of refusal, a low bid clause or was the bid with reserve?

If the answer was “Yes” to all of the questions listed above, it should be included as an arm's length sale in the ratio study. Contacting the seller and/or auctioneer in auction sales is usually the best source as the buyer is often unaware whether there was a low bid clause. Often local statutes dictate that all auctions have the right of refusal unless otherwise specified.

### **Deed transfer in lieu of foreclosure or repossession**

A deed transfer in lieu of foreclosure is a deed that is transferring the real property back to the original owner prior of the property being foreclosed on and should be considered a non-arm's length transaction.

A sale in which a lien holder is the buyer may be in lieu of a foreclosure or a judgment and the sale price may equal the loan balance only.

### **Sale by judicial order (by a guardian, executor, conservator, administrator, or trustee of an estate)**

Sales should be verified to confirm they meet the criteria for an open market transaction. A follow-up verification should be made prior to including the sale in the ratio study.

- a. A conveyance by an executor or trustee under power granted in a will may not represent market value especially if the sale takes place soon after the will is filed and admitted to probate in order to satisfy the decedent's debts or the wishes of an heir.

- b. Estate sales where the seller is the estate may be an arm's length arm's-length transaction. If the sale is not forced and meets the other conditions of market value.
- c. Sales where the buyer is an executor or trustee of an estate are usually non-market at nominal consideration.

### **Sales involving charitable, religious, or educational institutions**

Typically should be considered a non-arm's length sale because they are usually the result of full or partial gifts making them a non-arm's length sale.

### **Sales involving government agencies or public utilities**

Such sales may involve an element of compulsion and often occur at prices higher than would otherwise be expected. On the other hand, sales by governmental agencies of surplus property or of redevelopment sites tend to be favorable prices and with further review may be considered an arm's length sale.

### **Buyer (new owner) is a financial institution, insurance company, pension fund, or mortgage corporation**

This transaction could possibly be a repossession, in which case, the sale should not be included as an arm's length transaction in the ratio study.

Sales from banks should not be automatically considered a non-arm's length transaction especially if you do not have an abundant supply of sales. Typically, values will be on the low end of the value range, but they may be considered arm's length transactions and included in the ratio study if all other criteria for being an open market arm's-length transaction are met.

### **Sale of only a partial interest in the real estate**

These transactions should be considered as non-arm's length sales unless **all the interests** in the real property have sold. If all the interests have sold, a follow-up verification is necessary to confirm whether or not the sale price is the total sale price or whether it is only the price paid for an interest in the property. When all the interests are known, only one of transfers should be adjusted for the total sale price and validated, if the transaction meets all the other requirements to be considered an arm's length sale. The remaining interest sales should be invalidated and not included in the statistical analysis.

### **Sale involved a trade or exchange of properties**

Generally, sales involving a trade should be excluded from sales analysis. In situations where the trade is pure trade (there is no cash or financing involved) the sale should be excluded from the study. If the sale involves both money and traded property, it may be possible to include the sale as a potentially valid sale if the value of the traded property is stipulated, an accurate estimate can be made or the value is small in comparison to the total sale price.

1031 Exchanges –Under section **1031** of the Internal Revenue Code, a real property owner can sell his property and then reinvest the proceeds in ownership of like-kind property and defer the capital gains taxes. To qualify as a 1031 like-kind exchange, property exchanges must be done in accordance with the rules set forth in the tax code and in the treasury regulations. 1031 exchange services can offer significant tax advantages to real estate buyers. Often overlooked, a 1031 like-kind exchange is considered one of the best-kept secrets in the Internal Revenue Code.

### **Transfer of convenience**

Such transfers are intended to correct defects in a title, create a joint or common tenancy, or serve some similar purpose. In such situations, the sale price is usually nominal. Sales of convenience can be identified by deed type, the statement of the interest transferred, or the relationship of the buyer and seller.

# OCCUPANCY REFERENCE

## Alphabetical Occupancy List

The following list contains the occupancies available in Commercial Estimator in alphabetical order by occupancy name.

600	Administration Building	515	Casino
300	Apartment (High Rise)	309	Church
989	Apartment (High Rise), Interior Space	308	Church with Sunday School
596	Apartment (High Rise), Shell	310	City Club
573	Arcade	598	Classroom, Relocatable
301	Armory	444	Clinic, Dental
589	Assisted Living, Multiple Residence (Low Rise)	311	Clubhouse
576	Atrium	441	Cocktail Lounge
302	Auditorium	447	Cold Storage Facility
455	Auto Dealership, Complete	448	Cold Storage, Farm
303	Automobile Showroom	555	Commercial Utility, Arch-Rib, Quonset
410	Automotive Center	471	Commercial Utility Building, Light
563	Bag Fertilizer Storage	477	Commodity Storage, Farm Utility
304	Bank	493	Commodity Storage, Flathouse
443	Bank, Central	562	Commodity Storage Shed, Farm
578	Bank, Mini	514	Community Center
442	Bar/Tavern	491	Community Service Building, Government
384	Barber Shop	413	Community Shopping Center
305	Barn	991	Community Shopping Center, Interior Space
561	Barn, Feeder	461	Community Shopping Center, Shell
398	Barn, Fruit Packing	497	Computer Center
396	Barn, Hog	313	Convalescent Hospital
397	Barn, Sheep	419	Convenience Market
467	Boat Storage Building	531	Convenience Store, Mini-Mart
466	Boat Storage Shed	482	Convention Center
306	Bowling Alley	524	Corn Crib Building
498	Broadcast Facility	314	Country Club
420	Bulk Fertilizer Storage	315	Creamery
556	Bulk Oil Storage	316	Dairy
394	Cabin, Transient Labor	317	Dairy Sales Building
530	Cafeteria	426	Day Care Center
852	<i>Campground *</i>		

\* Occupancy Codes in italics represent those defined by the PA&T.

564	Dehydrator Building	527	Garage, Municipal Service
444	Dental Office/Clinic	528	Garage, Service Repair
318	Department Store	526	Garage, Service Shed
575	Dining Atrium	326	Garage, Storage
319	Discount Store	523	Golf Cart Storage Building
458	Discount Store, Warehouse	<i>100</i>	<i>Golf Course (complete)</i>
320	Dispensary	491	Government Community Service Building
407	Distribution Warehouse		
321	Dormitory	327	Governmental Building
393	Dormitory, Labor	<i>841</i>	<i>Grain Elevator *</i>
499	Dry Cleaners/Laundry	493	Grain Storage, Flathouse
480	Environmental Vegetable Building	421	Grain Storage, Utility
472	Equipment Shed	521	Greenhouse, Hoop, Arch-rib
470	Equipment (Shop) Building	518	Greenhouse Lath Shade House
588	Extended Stay Motel	520	Greenhouse, Modified Hoop
448	Farm Cold Storage	519	Greenhouse Shade Shelter
562	Farm Commodity Storage Shed	522	Greenhouse, Straight Wall
558	Farm Implement Arch-Rib, Quonset	424	Group Care Home
476	Farm Implement Building	417	Handball-Racquetball Club
478	Farm Implement Shed	329	Hangar, Maintenance and Office
566	Farm Sun Shade Shelter	328	Hangar, Storage
557	Farm Utility Arch-Rib, Quonset	409	Hangar, T
477	Farm Utility Building	418	Health Club
565	Farm Utility Shelter	525	High Rise Mini Warehouse
479	Farm Utility Storage Shed	396	Hog Barn
349	Fast Food Restaurant	430	Hog Shed
<i>899</i>	<i>Feeder Barn *</i>	429	Hog Shed, Modified
561	Feeder Barn	330	Home For The Elderly
516	Fellowship Hall	521	Hoop Greenhouse, Arch-rib
563	Fertilizer Storage, Bag	520	Hoop Greenhouse, Modified
420	Fertilizer Storage, Bulk	428	Horse Arena
486	Field Houses	331	Hospital
322	Fire Station (Staffed)	381	Hospital, Veterinary
427	Fire Station (Volunteer)	313	Hospital, Convalescent
483	Fitness Center	594	Hotel, Full Service
493	Flathouse	595	Hotel, Limited Service
532	Florist Shop	416	Indoor Tennis Club
533	Food Store, Warehouse	994	Industrial Building, Interior Space
517	Foyer/Narthex	454	Industrial Building, Shell
323	Fraternal Building	392	Industrial Engineering Building
324	Fraternity House	453	Industrial Flex Building
469	Freestall Barn	495	Industrial Heavy Manufacturing
398	Fruit Packing Barn	494	Industrial Light Manufacturing
594	Full Service Hotel	989	Interior Space, Apartment (High Rise)
423	Garage, Mini-Lube		

\* Occupancy Codes in italics represent those defined by the PA&T.

991	Interior Space, Community Shopping Center	525	Mini Warehouse, High Rise
994	Interior Space, Industrial Building	597	Mixed Retail with Office Units
987	Interior Space, Multiple Residence (Low Rise)	459	Mixed Retail with Residential Units
990	Interior Space, Neighborhood Shopping Center	851	<i>Mobile Home Park *</i>
993	Interior Space, Office Building	429	Modified Hog Shed
992	Interior Space, Regional Shopping Center	520	Modified Hoop Greenhouse
335	Jail, Correctional Facility	342	Mortuary
489	Jail, Police Station	343	Motel
490	Kennel	588	Motel, Extended Stay
496	Laboratory	544	Motel, Office-Apartment
393	Labor Dormitory	542	Motel Room, 1 Story, Double Row
518	Lath Shade House (Greenhouse)	543	Motel Room, 1 Story, Single Row
336	Laundromat	540	Motel Room, 2 Story, Double Row
499	Laundry/Dry Cleaners	541	Motel Room, 2 Story, Single Row
560	Lean-To	352	Multiple Residence (Low Rise)
337	Library, Public	987	Multiple Residence (Low Rise), Interior Space
555	Light Commercial Arch-Rib, Quonset	587	Multiple Residence (Low Rise), Shell
471	Light Commercial Utility Building	589	Multiple Residence, Assisted Living (Low Rise)
537	Lodge	451	Multiple Residence, Senior Citizen (Low Rise)
338	Loft	459	Multiple Residential Units Mixed with Retail
390	Lumber Storage Building, Vertical	527	Municipal Service Garage
339	Lumber Storage Shed, Horizontal	481	Museum
583	Mail Processing Facility	517	Narthex/Foyer
581	Main Post Office	485	Natatorium
340	Market	412	Neighborhood Shopping Center
419	Market, Convenience	990	Neighborhood Shopping Center, Interior Space
533	Market, Food Warehouse	460	Neighborhood Shopping Center, Shell
586	Market, Roadside	544	Office-Apartment (Motel)
446	Market, Super	344	Office Building
473	Material Shelter	993	Office Building, Interior Space
391	Material Storage Building	492	Office Building, Shell
468	Material Storage Shed	444	Office, Dental
585	Mechanical Penthouse	341	Office, Medical
341	Medical Office	599	Office, Relocatable
584	Mega Warehouse	554	Office Shed
440	Milkhouse	597	Office Units Mixed with Retail
578	Mini Bank	556	Oil Storage, Bulk
423	Mini-Lube Garage	431	Outpatient (Surgical) Center
531	Mini-Mart Convenience Store		
386	Mini Warehouse		

\* Occupancy Codes in italics represent those defined by the PA&T.

577	Parking Levels	466	Shed, Boat Storage
345	Parking Structure	472	Shed, Equipment
388	Parking Structure, Underground	562	Shed, Farm Commodity Storage
571	Passenger Terminal	478	Shed, Farm Implement
585	Penthouse, Mechanical	479	Shed, Farm Utility Storage
346	Post Office	561	Shed, Feeder Barn
581	Post Office, Main	430	Shed, Hog
582	Post Office, Branch	339	Shed, Lumber Storage, Horizontal
395	Potato Storage	468	Shed, Material Storage
570	Poultry House - Cage, One Story, Elevated	429	Shed, Modified Hog
474	Poultry House - Cage Operation, One Story	526	Shed, Service Garage
569	Poultry House - Cage, Three Story	554	Shed Office Structure
567	Poultry House - Cage, Two Story	596	Shell, Apartment (High Rise)
568	Poultry House - Cage, Two Story, Elevated	461	Shell, Community Shopping Center
475	Poultry House - Floor Operation	454	Shell, Industrial Building
583	Processing Facility, Mail	587	Shell, Multiple Residence (Low Rise)
834	<i>Quarry *</i>	460	Shell, Neighborhood Shopping Center
558	Quonset, Farm Implement Arch-Rib	492	Shell, Office Building
557	Quonset, Farm Utility Arch-Rib	462	Shell, Regional Shopping Center
555	Quonset, Light Commercial Arch-Rib	397	Sheep Barn
417	Racquetball-Handball Club	565	Shelters, Farm Utility
552	Recreational Enclosure	473	Shelters, Material
348	Rectory	566	Shelters, Sun Shade
414	Regional Shopping Center	413	Shopping Center, Community
992	Regional Shopping Center, Interior Space	991	Shopping Center, Community, Interior Space
462	Regional Shopping Center, Shell	461	Shopping Center, Community, Shell
598	Relocatable Classroom	459	Shopping Center, Mixed with Residential Units
599	Relocatable Office	412	Shopping Center, Neighborhood
530	Restaurant, Cafeteria	990	Shopping Center, Neighborhood, Interior Space
349	Restaurant, Fast Food	460	Shopping Center, Neighborhood, Shell
529	Restaurant, Snack Bar	414	Shopping Center, Regional
350	Restaurant, Table Service	992	Shopping Center, Regional, Interior Space
432	Restroom Building	462	Shopping Center, Regional, Shell
353	Retail Store	403	Shower Building
597	Retail Mixed with Office Units	303	Showroom, Automobile
586	Roadside Market	534	Showroom Store, Warehouse
551	Rooming House	405	Skating Rink
526	Service Garage Shed	529	Snack Bar
528	Service Repair Garage		
408	Service Station		

\* Occupancy Codes in italics represent those defined by the PA&T.



378	Stable	446	Supermarket
559	Stables, High-Value	409	T-Hangar
563	Storage, Bag Fertilizer	442	Tavern/Bar
420	Storage, Bulk Fertilizer	416	Tennis Club, Indoor
556	Storage, Bulk Oil	380	Theater, Cinema
470	Storage, Equipment Shop	379	Theater, Live Stage
447	Storage Facility, Cold	456	Tool Shed
476	Storage, Farm Implement	394	Transient Labor Cabin
477	Storage, Farm Utility	387	Transit Warehouse
493	Storage, Flathouse	825	<i>Transmission Facilities *</i>
326	Storage Garage	580	Truck Stop
421	Storage, Grain	388	Underground Parking Structure
523	Storage, Golf Cart	477	Utility Building, Farm
328	Storage Hangar	471	Utility Building, Light Commercial
390	Storage, Lumber Building, Vertical	480	Vegetable Building, Environmental
339	Storage, Lumber Shed, Horizontal	381	Veterinary Hospital
391	Storage, Material	574	Visitor Center
395	Storage, Potato	458	Warehouse Discount Store
406	Storage Warehouse	407	Warehouse, Distribution
318	Store, Department	533	Warehouse Food Store
319	Store, Discount	525	Warehouse, High Rise Mini
458	Store, Discount Warehouse	584	Warehouse, Mega
533	Store, Food Warehouse	386	Warehouse, Mini
353	Store, Retail	534	Warehouse Showroom Store
534	Store, Warehouse Showroom	406	Warehouse, Storage
522	Straight Wall Greenhouse	387	Warehouse, Transit

\* Occupancy Codes in italics represent those defined by the PA&T.

# OCCUPANCY REFERENCE

## Numerical Occupancy List

The following list contains the occupancies available in Commercial Estimator in numerical order by occupancy number.

100	<i>Golf Course (complete)</i>	339	Lumber Storage Shed, Horizontal
300	Apartment (High Rise)	340	Market
301	Armory	341	Medical Office
302	Auditorium	342	Mortuary
303	Automobile Showroom	343	Motel
304	Bank	344	Office Building
305	Barn	345	Parking Structure
306	Bowling Alley	346	Post Office
308	Church with Sunday School	348	Rectory
309	Church	349	Fast Food Restaurant
310	City Club	350	Restaurant
311	Clubhouse	352	Multiple Residence (Low Rise)
313	Convalescent Hospital	353	Retail Store
314	Country Club	378	Stable
315	Creamery	379	Theater, Live Stage
316	Dairy	380	Theater, Cinema
317	Dairy Sales Building	381	Veterinary Hospital
318	Department Store	384	Barber Shop
319	Discount Store	386	Mini Warehouse
320	Dispensary	387	Transit Warehouse
321	Dormitory	388	Underground Parking Structure
322	Fire Station (Staffed)	390	Lumber Storage Building, Vertical
323	Fraternal Building	391	Material Storage Building
324	Fraternity House	392	Industrial Engineering Building
326	Storage Garage	393	Labor Dormitory
327	Governmental Building	394	Transient Labor Cabin
328	Storage Hangar	395	Potato Storage
329	Hangar, Maintenance and Office	396	Hog Barn
330	Home For The Elderly	397	Sheep Barn
331	Hospital	398	Fruit Packing Barn
335	Jail (Correctional Facility)	403	Shower Building
336	Laundromat	405	Skating Rink
337	Library, Public	406	Storage Warehouse
338	Loft	407	Distribution Warehouse

\* Occupancy Codes in italics represent those defined by the PA&T.

408	Service Station	470	Equipment (Shop) Building
409	T-Hangar	471	Light Commercial Utility Building
410	Automotive Center	472	Equipment Shed
412	Neighborhood Shopping Center	473	Material Shelter
413	Community Shopping Center	474	Poultry House - Cage Operation, One Story
414	Regional Shopping Center	475	Poultry House - Floor Operation
416	Tennis Club, Indoor	476	Farm Implement Building
417	Racquetball-Handball Club	477	Farm Utility Building
418	Health Club	478	Farm Implement Shed
419	Convenience Market	479	Farm Utility Storage Sheds
420	Bulk Fertilizer Storage	480	Vegetable Building, Environmental
421	Grain Storage, Utility	481	Museum
423	Mini-Lube Garage	482	Convention Center
424	Group Care Home	483	Fitness Center
426	Day Care Center	485	Natatorium
427	Fire Station (Volunteer)	486	Field Houses
428	Horse Arena	489	Jail (Police Station)
429	Modified Hog Shed	490	Kennel
430	Hog Shed	491	Government Community Service Building
431	Outpatient (Surgical) Center	492	Shell, Office Building
432	Restroom Building	493	Flathouse
440	Milkhouse	494	Industrial Light Manufacturing
441	Cocktail Lounge	495	Industrial Heavy Manufacturing
442	Bar/Tavern	496	Laboratory
443	Central Bank	497	Computer Center
444	Dental Office/Clinic	498	Broadcast Facility
446	Supermarket	499	Dry Cleaners/Laundry
447	Cold Storage Facility	514	Community Center
448	Cold Storage, Farm	515	Casino
451	Multiple Residence, Senior Citizen (Low Rise)	516	Fellowship Hall
453	Industrial Flex Building	517	Narthex/Foyer
454	Industrial Building, Shell	518	Greenhouse Lath Shade House
455	Auto Dealership, Complete	519	Greenhouse Shade Shelter
456	Tool Shed	520	Greenhouse, Modified Hoop
458	Warehouse Discount Store	521	Greenhouse, Hoop, Arch-rib
459	Mixed Retail with Residential Units	522	Greenhouse, Straight Wall
460	Neighborhood Shopping Center, Shell	523	Golf Cart Storage Building
461	Community Shopping Center, Shell	524	Corn Crib Building
462	Regional Shopping Center, Shell	525	Mini Warehouse, High Rise
466	Boat Storage Shed	526	Service Garage Shed
467	Boat Storage Building	527	Municipal Service Garage
468	Material Storage Shed	528	Service Repair Garage
469	Freestall Barn	529	Snack Bar

\* Occupancy Codes in italics represent those defined by the PA&T.

530	Cafeteria	577	Parking Levels
531	Mini-Mart Convenience Store	578	Mini Bank
532	Florist Shop	580	Truck Stop
533	Warehouse Food Store	581	Post Office, Main
534	Warehouse Showroom Store	582	Post Office, Branch
537	Lodge	583	Mail Processing Facility
540	Motel Room, 2 Story, Double Row	584	Mega Warehouse
541	Motel Room, 2 Story, Single Row	585	Mechanical Penthouse
542	Motel Room, 1 Story, Double Row	586	Roadside Market
543	Motel Room, 1 Story, Single Row	587	Multiple Residence (Low Rise), Shell
544	Office-Apartment (Motel)	588	Motel, Extended Stay
551	Rooming House	589	Multiple Residence, Assisted Living (Low Rise)
552	Recreational Enclosure	594	Hotel, Full Service
554	Shed Office Structure	595	Hotel, Limited Service
555	Light Commercial Arch-Rib, Quonset	596	Apartment (High Rise), Shell
556	Bulk Oil Storage	597	Mixes Retail with Office Units
557	Farm Utility Arch-Rib, Quonset	598	Relocatable Classroom
558	Farm Implement Arch-Rib, Quonset	599	Relocatable Office
559	Stables, High Value	600	Administration Building
560	Lean-To	825	<i>Transmission Facilities</i>
561	Feeder Barn	841	<i>Grain Elevator</i>
562	Commodity Storage Shed, Farm	851	<i>Mobile Home Park</i>
563	Bag Fertilizer Storage	852	<i>Campground</i>
564	Dehydrator Building	899	<i>Feed Lot (Cattle)</i>
565	Farm Utility Shelter	987	Multiple Residence (Low Rise), Interior Space
566	Farm Sun Shade Shelter	989	Apartment (High Rise), Interior Space
567	Poultry House - Cage, Two Story	990	Neighborhood Shopping Center, Interior Space
568	Poultry House - Cage, Elevated Two Story	991	Community Shopping Center, Interior Space
569	Poultry House - Cage, Three Story	992	Regional Shopping Center, Interior Space
570	Poultry House - Cage, Elevated One Story	993	Interior Space, Office Building
571	Passenger Terminal	994	Interior Space, Industrial Building
573	Arcade		
574	Visitor Center		
575	Dining Atrium		
576	Atrium		

\* Occupancy Codes in italics represent those defined by the PA&T.

## Special Occupancy Group Lists

The following pages contain lists for the following special occupancy groups:

- Farm Occupancies
- Light Commercial Sheds and Outbuildings

### Farm Occupancies

563	Bag Fertilizer Storage	469	Freestall Barn
305	Barn	398	Fruit Packing Barn
561	Barn, Feeder	493	Grain Storage, Flathouse
398	Barn, Fruit Packing	421	Grain Storage, Utility
396	Barn, Hog	396	Hog Barn
397	Barn, Sheep	430	Hog Shed
383	Barn, Tobacco	429	Hog Shed, Modified
420	Bulk Fertilizer Storage	428	Horse Arena
394	Cabin, Transient Labor	393	Labor Dormitory
448	Cold Storage, Farm	560	Lean-To
477	Commodity Storage, Farm Utility	390	Lumber Storage Building, Vertical
493	Commodity Storage, Flathouse	339	Lumber Storage Shed, Horizontal
562	Commodity Storage Shed, Farm	391	Material Storage Building
524	Corn Crib Building	468	Material Storage Shed
450	Cotton Gin	440	Milkhouse
315	Creamery	429	Modified Hog Shed
316	Dairy	395	Potato Storage
564	Dehydrator Building	570	Poultry House - Cage, One Story, Elevated
393	Dormitory, Labor	474	Poultry House - Cage Operation, One Story
562	Farm Commodity Storage Shed	569	Poultry House - Cage, Three Story
558	Farm Implement Arch-Rib, Quonset	567	Poultry House - Cage, Two Story
476	Farm Implement Building	568	Poultry House - Cage, Two Story, Elevated
478	Farm Implement Shed	475	Poultry House - Floor Operation
566	Farm Sun Shade Shelter	558	Quonset, Farm Implement Arch-Rib
557	Farm Utility Arch-Rib, Quonset	557	Quonset, Farm Utility Arch-Rib
477	Farm Utility Building	472	Shed, Equipment
565	Farm Utility Shelter	562	Shed, Farm Commodity Storage
479	Farm Utility Storage Shed	478	Shed, Farm Implement
561	Feeder Barn	479	Shed, Farm Utility Storage
563	Fertilizer Storage, Bag	561	Shed, Feeder Barn
420	Fertilizer Storage, Bulk		

430	Shed, Hog	420	Storage, Bulk Fertilizer
468	Shed, Material Storage	476	Storage, Farm Implement
429	Shed, Modified Hog	477	Storage, Farm Utility
526	Shed, Service Garage	421	Storage, Grain
397	Sheep Barn	391	Storage, Material
565	Shelter, Farm Utility	395	Storage, Potato
566	Shelter, Sun Shade	383	Tobacco Barn
378	Stable	456	Tool Shed
559	Stables, High-Value	394	Transient Labor Cabin
563	Storage, Bag Fertilizer	477	Utility, Farm

## Occupancy Group Lists Developed by the PA&T

**100 Golf Course:** Total Golf Course including but not limited to; club house, cart storage, maintenance buildings, fairways and greens.

**816 Dairy Farm:** Generally includes components including Milking Barn with the set up including loafing shed & feed lots, Grain Storage / Grain Handling, Feed Processing / Feed Handling, Grain Processing / Handling, Silos, Feed / Equipment Storage and Sewage Disposal.

316 Milking Barn

421 Grain Storage / Handling, Feed Processing / Grain

477 Feed / Equipment storage and sewage disposal

**820 Land Fill:** Land fills and land associated with and for the repository for refuse. Quality dependant upon how environmental soundness the operation.

**825 Transmission Facilities:** Low, fair and average should cover most stand alone towers, and Good, very good and excellent qualities should include studios, transmitters and towers.

**834 Quarries:** Rock, clay, and gravel. Rock being top of the quality range with gravel pits on the low end of the scale.

**839 Lumber Yard:** Generally includes components of 353 retail Sales, 339 horizontal lumber storage, 390 vertical lumber storage and 391 material storage.

**841 Co-op Complex:** Generally average quality may include 421 grain storage, 408 service station, 325 garage service, 420 bulk fertilizer, 353 retail and 419 connivance market. Low quality are the old iron clad elevators, limited by size or age or functionally and the excellent quality complex's being the large unit train terminals being the top of the line and fully functional.

**851 Mobile Home Park/RV Park:** Generally includes low quality having gravel roads, limited size per space, electrical and water hookups to very good quality having concrete paving and gutters, concrete driveways, sidewalks and parking pads for double wide type mobile homes, ample size per space, electrical, water and sewer.

(Refer to document "Occ M-H Parks" for a break down of quality descriptions.)

NOTE: Mobile home parks and recreational vehicle parks. Recreational parks generally tend to have the lower quality tendencies.

**883 Sale Barn:** Generally includes a show ring for sales, office, roof structure over livestock pens and open air livestock pens, area for veterinary type work, possibly includes a café facilities.

**896 Hog Confinement:** generally includes 396 hog barn, 429 modified hog shed and 430 hog shed and sewage disposal.

**899 Cattle Feed Lots:** Generally includes components of feed processing, grain storage, grain processing/handling 404 feed/equipment storage and office/scale 381 veterinary facilities and sewage disposal.

### Quality Descriptions specific to Mobile Home Parks / RV Parks

The following quality rankings used in the following examples to define as typical to what is typically found in a county.

10 Low Quality

30 Avg. Quality

50 Very Good Quality

20 Fair Quality

40 Good Quality

60 Excellent Quality

**851 Mobile home park. Cheap Quality:** Typical sites developed for transient use in outlying rural or resort areas where there are no building codes or minimal code enforcement. They will have close spacing and few facilities beyond minimum subsistence level, and are designed for smaller trailers and recreational vehicles. Base area per trailer space is 1,600 square feet and base number of spaces is 50.

**851 Mobile home park. Low Quality:** Typical sites developed for transient or seasonal resort areas or near industrial or military areas. Usually designed to hold car-drawn trailers up to 40 to 45 feet long. Base area per site is 2,400 square feet and base number of spaces is 80.

**851 Mobile home park. Average Quality:** These are average costs of parks built more or less for permanent occupancy and represent the low and midpoint for permanent parks. They will have spaces to accommodate the manufactured house up to 55 to 60 feet long as well as large transient trailers. They will have utility buildings, office, recreation buildings, and other recreation facilities. Base area per site is 3,200 square feet and base number of spaces is 100.

**851 Mobile home park. Good Quality:** The typical good park is a manufactured housing park catering to the larger manufactured homes and represents the median for permanent parks. It will accommodate large manufactured homes with private patios and gardens, and complete recreational facilities. Base area per site is 4,400 square feet and base number of spaces is 175.

**851 Mobile home park. Excellent Quality:** The excellent manufactured housing park provides deluxe accommodations for the largest site-erected manufactured home units and represents the high end midpoint for permanent parks. It will have complete and varied recreational facilities of tip quality. Base area per site is 5,600 square feet and base number of spaces is 200.





## SCHOOL DISTRICT CODE INFORMATION

### SCHOOL DISTRICT CODING INFORMATION

Annually during June, the PA&T issues the School District Reference List, which indicates the prescribed school district name, class, and school codes for each county. The School District Reference List is effective for the fiscal period July 1 through June 30. See "School Code Procedures for Assessors" beginning on page 2. In addition, during June of each year, PA&T provides each county assessor a list of school district dissolutions / mergers / reorganizations and the corresponding receiving school district, if applicable for the county. The dissolutions / mergers / reorganizations list by county is based upon data published by the Department of Education every June.

The assessor is required to update their tax entity / fund file, tax district file, tax codes on all real property, personal property and centrally assessed records, prior to August 20th value when certified for levy setting. In addition, the assessor is required to update any school district codes for sales within the state sales file and any sales in the county's in-house sales file, if applicable.

PA&T will coordinate with the county assessor to implement school district changes for the state's sales file. For those sales file records that can readily be changed in mass, e.g. one school code moves to another school code, the department will process these changes. For those sales where the school district did not move into one specific school, it will require the field liaison to ascertain specific legal descriptions (sale records) from the assessor and determine which school district is applicable, based upon the school district petition document (available at the county clerk's office).

**Assessor Procedures for Recording School District Codes Effective June 15, 2006**  
**Nebraska Department of Property Assessment & Taxation (PA&T)**

**1. PA&T REQUIRED SCHOOL DISTRICT CODES.** The six-digit codes displayed on the School District Reference List for July 2006 - June 2007 are "**required**" school district codes for PA&T administrative reports, sales file, and other assessment records/reports as follows:

- Certificate of Taxes Levied, Form 49, (due December 1)
- School District Taxable Value Report (due August 25)
- Sales Worksheets (green sheets) for supplemental information
- Sales File Rosters
- Current Year's Assessed Value Update (Part of County Abstract Report March 19)
- Centrally Assessed Value Distribution Public Service Entities & Railroad Companies
- Certification of Taxable Value to Political Subdivisions (August 20).

**2. SCHOOL DISTRICT CLASS & DEFINITIONS.** In Nebraska, school districts are defined in statute by "class" to designate the specific grade levels and/or population associated with the base school district.

**Effective June 15, 2006, pursuant to legislative changes 2005 Neb. Laws LB 126, the school district classes are as follows:**

- Class II (2) = grades k-12, elementary and high school, population 1,000 or less
- Class III (3) = grades k-12, elementary and high school, population 1,001 - 99,999
- Class IV (4) = grades k-12, elem. & high school, population 100,000- 199,999 (Lincoln Sch 1)
- Class V (5) = grades k-12, elem. & high school, population 200,000 or more (Omaha Sch 1)

**School classes eliminated by LB 126:**

- Class I (1) = grades k (kindergarten)-8, elementary
- Class VI (6) = grades 9-12, school district maintains only a high school

**Affiliation and Joined school codes** are eliminated effective June 15, 2006, pursuant to LB 126.

**Prior to school fiscal year 2006-2007, affiliation** refers to the ongoing association of an elementary district (class 1) with a high school district (Class 2-5), for purposes of providing a high school program serving the elementary district's students and maintaining tax support to finance such program. Within an affiliated system you will have a territory for the headquarter k-12 school district plus territory of all the elementary districts or portions thereof affiliated with it. **Joined** refers to the ongoing association of an elementary district (class 1) with a Class 6 high school only district. Within a Class 6 system the elementary districts or portions thereof, joined with the Class 6 high school, embrace the same physical territory.

**Unified System** means two or more Class II or III school districts participating in an interlocal agreement under the Interlocal Cooperation Act with approval from the State Committee for Reorganization of School Districts.

**Prior to school fiscal year 2006-2007**, the interlocal agreement (unified system) may include Class I districts. The Class I school may choose to be a member or participating school in the unified system but it requires 100% of their value to be affiliated with participating Class II or III schools. If a Class I school has only a portion of their value affiliated with a Class II or III school in the unified system, they will be considered a non-member or non-participating. Instead, they will be affiliated with the unified system.

**Local System** (pursuant to Neb. Rev. Stat. section 79-1003(28);

a) for school fiscal years **prior to 2006-2007**, a Class VI district and the associated Class I districts or a Class II, III, IV, or V district and any affiliated Class I districts or portions of Class I districts;

b) **for school fiscal year 2006-2007 (Class II, III, IV, or V)**; a Class VI district and the Class I districts or portions of Class I district that will be merged with the Class VI district to form a Class II or III district on June 15, 2006, pursuant to section 79-4, 113 or 79-4, 114 or a Class II, III, IV, or V district and any Class I districts or portions of Class I districts that will be merged with the Class II, III, IV, or V district on June 15, 2006 pursuant to 79-4,113 or 79-4,114; and,

c) for school fiscal year 2007-2008 and each school fiscal year thereafter, a Class II, III, IV, or V district.

### **3. COMPONENTS OF THE SCHOOL DISTRICT CODES:**

-the first six-digit code represents the base school district for the record

-**the second six-digit code ELIMINATED effective June 15, 2006, pursuant to LB 126.**

-the third six-digit code represents the unified school system's code, if applicable

#### **Within the six digit school code,**

-**the first two digits represent the county number where the school is headquartered**

-**the last four digits are the school district's number**

*NE Dept. of Property Assessment & Taxation  
Assessor Procedures for Recording School Codes Effective June 15, 2006  
May 24, 2006 direct questions to Elaine Thompson (402) 471-5987*

**4. RECORDING SCHOOL CODES. Record school codes in the exact format as indicated on the School District Reference List for July 2006 – June 2007.**

Pursuant to 2005 Neb. Laws LB 126, **for fiscal year 2006-2007 there shall be NO second school code recorded** to indicate if the base school is part of an affiliated system or joined with a Class 6 high school.

For certain base schools, there may be a third code indicating the unified system of which the base school district participates in or is affiliated with.

If the base school is a Class 2 or 3 participating in a unified system, it will have its respective base school code listed, no second code for affiliated/joined, and a third code to designated for the unified system. The letter “U” designates that the district is **participating** in a unified system.

**Note: Sales file worksheets (green sheets) or rosters. For multiple parcel sales,** located in more than one school district, record the school codes associated with the predominate parcel of the sale and note the other parcels’ school codes in the assessors remarks.

*See examples for recording school codes following page.*

**\*\*\*\* EXAMPLES OF RECORDING SCHOOL CODES \*\*\*\***

**EXAMPLE #1:** Subject property is in 70 Pierce County, located in Pierce School District 2:

**Base school Pierce 2**

**1st code  
(base school)**

***\*record 1 school code*                      70-0002**

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**EXAMPLE #2:** Subject property is in 70 Pierce County, located in Neligh-Oakdale School Dist. 9, which is an overlapping school district from Antelope County.

**Base school Neligh-Oakdale 9**

**1st code  
(base school)**

***\*record 1 school code*                      02-0009**

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**EXAMPLE #3:** Subject property is in 65 Nuckolls County, located in Superior School District 11 which is part of a Unified School System.

**Base school Superior 11:**

**1st code                      2nd code  
(base school)                      (unified)**

***\*record 2 school codes*                      65-0011                      65-2005**