



PROPERTY ASSESSMENT SALES FILE PRACTICE MANUAL

Revised March 2025

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PREFACE

The Sales File Practice Manual is published by the Nebraska Department of Revenue, Property Assessment Division (Division) to provide county assessors and staff with the information necessary to properly submit sale information and develop the qualified base for statistical analysis. This manual is intended to be updated as statutes and policies change. If any portion of this manual is found to be in conflict with statute, regulation, directive, or policy, those laws govern.

The Division is required by Neb. Rev. Stat. § [77-1327](#) to develop and maintain a statewide sales file of all arm's-length transactions. From this sales file, the Division 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 Division prepares statistical analysis from sales. Inferences about the population, known as a class or subclass of real property, are drawn from this analysis.

Neb. Rev. Stat. Section § [77-1327](#)(1) provides that "[I]t is the intent of the Legislature that accurate and comprehensive information be 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 ."

Subsection (2) specifies that "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."

Subsection (3) specifically allows the Property Tax Administrator to "require county assessors and other taxing officials to electronically report data on assessed valuations and other features of the property assessment process for such periods and in such form and content as the Property Tax Administrator (PTA) shall deem appropriate."

Pursuant to Section § [77-1377](#), the Property Tax Administrator must create a statewide file on real estate sales to compile data and information regarding hard-to-assess property, including situations in which a local property may have few available comparable sales.

The Property Tax Administrator makes the sales file available to county officials performing the duties of county assessors at no charge. Queries of the sales data from the public are conducted when requested at a minimal cost.

The sales file maintained by the Division is used for several purposes, such as:

- ◆ Determination of the level of value and quality of assessment of real property in Nebraska;
- ◆ Generation of statistical and narrative reports to aid the Tax Equalization and Review Commission for Statewide Equalization proceedings;
- ◆ Determination of adjusted valuation for certification to the Department of Education for state aid to education;

- ◆ Development of assessment strategies by county assessors; and
- ◆ Use by appraisers and taxpayers to identify comparable properties.

The Sales File Practice Manual is intended to be a resource to those responsible for processing sale information for assessment purposes and to those utilizing the data for establishing assessment strategies and actions.

REAL ESTATE TRANSFER STATEMENT PURPOSE

The Real Estate Transfer Statement (Form 521) is used for the purpose of recording transfers of interest in real property. Every deed or any other instrument affecting title to real property is required to be recorded with the county register of deeds. It is the responsibility of the county 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](#). If the Form 521 does not accompany the instrument to be recorded or is not completed properly, the county register of deeds cannot record the instrument.

The 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, the documentary stamp tax. The documentary stamp tax is taxed to the grantor executing the real property transfer at the rate of \$2.25 for each \$1,000 of value or fraction thereof. See Neb. Rev. Stat. § [76-901](#). This tax is collected at the time the deed or other instrument affecting title to real property is presented to the county register of deeds for recording.

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 Division also uses this information to develop and maintain a state wide sales file of all arm's-length transactions to aid in the determination of class and subclass levels of value. See Neb. Rev. Stat. § [77-1327](#).

The following are questions 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 real property?
 - a. Were all interests to the real property sold or was only a partial interest of the real property sold?
 - b. Were non-real property interests included in the sale and reported on line 23 of the Form 521 (i.e., personal property, motor vehicle, blue sky, franchise, or inventory)?
 - c. 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 real property?
 - a. Does the Form 521 represent a transfer of convenience (i.e., correcting defects in a title)?
 - b. Was the Form 521 transfer completed for an estate transfer? (i.e., distribution of property to heirs) Estate transfers represent a transfer of ownership or control, but not a sale of real property.
 - c. Was the Form 521 transfer completed for divorce proceedings (i.e., represents a settlement of ownership but not a sale of real property, and is often noted as a quitclaim deed)?

- d. Does the transfer represent a change to the real property to a joint tenancy or common tenancy (i.e., 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 real property?
3. What type of deed is being recorded? Deed means a document or written legal instrument which, when executed and delivered, conveys an interest in or legal title to a property.

In [Neb. Rev. Stat. § 76-203](#), the term “deed” is defined as every instrument in writing by which any real estate or interest therein is created, aliened, mortgaged or assigned, or by which the title to any real estate may be affected in law or equity, except last wills and leases for one year or for a less time.

Form 521, question #8, prompts the filer to choose among following types of deeds:

- **Bill of Sale.** A bill of sale is an instrument that conveys title.
- **Cemetery Deed.** A cemetery deed is a deed for a cemetery lot. Cemetery deeds are not used for measurement and do not need to be submitted with supplemental information, even though consideration is typically greater than \$100.
- **Conservator Deed.** A conservator deed is a deed which is issued by a committee or a guardian, and/or conservator appointed by a court to administer the property of a person who is not capable of managing his/her own affairs. The permission of a court is usually required before selling large assets such as real property.
- **Corrective Deed.** A corrective deed replaces a deed that contains an error which has already been recorded.
- **Transfer on Death Deed.** A transfer on death deed is an instrument which transfers real property to a designated beneficiary at the time of the transferor’s death, but is recorded with the county register of deeds during the transferor’s lifetime. It is important to note that no interest is transferred when the deed is recorded and the transferor may revoke the deed at anytime prior to death. See [Nebraska Uniform Real Property Transfer on Death Act](#).
- **Distribution.** A deed of distribution is a deed from the personal representative of an estate conveying real estate of a decedent.
- **Easement.** An easement is an interest in land owned by another person, consisting in the right to use or control the land, or an area above or below it, for a specific limited purpose. Typically, easements are for: a right-of-way, a right of entry, a right to the support of land and buildings, a right of light and air, a right to water, a right to do some act that would otherwise amount to a nuisance, and a right to place or keep something on another’s property.
- **Executor Deed.** An executor deed is a deed which is issued by a person appointed by a person making a will to carry out the provisions of their will. An executor is the antiquated term for the person who carries out the provisions of the will. Nebraska courts now refer to this person as a personal representative.
- **Land Contract.** A land contract is a contract between the buyer and a private seller

of a property, in which the seller holds the title or deed to the property until all agreed upon payments have been made in full. The seller provides financing to buy the property and the buyer repays the loan in installments.

- ***Lease.*** A lease is a contract by which the owner of real property conveys the right to use and occupy the property in exchange for consideration, usually rent.
- ***Mineral Deed.*** A mineral deed is an instrument which transfers to the purchaser only an interest in the subsurface portion of the property, while retaining the surface or air rights with the vendor.
- ***Partition Deed.*** A partition deed is a deed issued pursuant to a court ordered division of property owned by two or more owners, which may take the form of a physical division of the property, or a forced sale and division of the proceeds.
- ***Personal Representative's Deed.*** A personal representative's deed is used by a personal representative to transfer the real property from an estate to the beneficiaries or purchasers.
- ***Quitclaim Deed.*** A quitclaim deed is a deed in which the grantor conveys or relinquishes all interests that he or she may have in a property, without warranties or guarantees as to the extent or validity of such interest.
- ***Sheriff's Deed/Tax Deed.*** These deeds are documents giving ownership rights in property to a buyer at a sheriff's sale. Typically, a sheriff's sale is held by a sheriff to pay a court judgment against the owner of the property. It could also be a deed given at sheriff's sale in foreclosure of a mortgage or a deed given at a sheriff's sale for past due property taxes.
- ***Trust Deed.*** A trust deed conveys property to be held in trust to the trustees who facilitate the wishes of the trustor pursuant to a trust contract or instrument.
- ***Deed of Trust.*** A deed of trust is an instrument taking the place and serving the uses of a mortgage, by which the legal title to real property is placed in one or more trustees, to secure the repayment of a sum of money or the performance of other conditions. If the promised performance is not delivered, the holder of the deed can foreclose on the property without seeking a judicial remedy.
- ***Warranty Deed.*** A warranty deed is a deed where the grantor 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.

Real Estate Transfer Statement

Print

Reset

FORM
521

- To be filed with the Register of Deeds. • Read instructions on reverse side.
- If additional space is needed, add an attachment and identify the applicable item number.

The deed will not be recorded unless this statement is signed and items 1-25 are accurately completed.

1 County Name		2 County Number <div>Select County & County Number</div>		3 Date of Sale/Transfer Mo. ____ Day ____ Yr. ____		4 Date of Deed Mo. ____ Day ____ Yr. ____	
5 Grantor's Name, Address, and Telephone (Please Print) Grantor's Name (Seller) Street or Other Mailing Address City State Zip Code Phone Number Email Address				6 Grantee's Name, Address, and Telephone (Please Print) Grantee's Name (Buyer) Street or Other Mailing Address City State Zip Code Phone Number Email Address			
Is the grantee a 501(c)(3) organization? If Yes, is the grantee a 509(a) foundation?				Yes No Yes No			
7 Property Classification Number. Check one box in categories A and B. Check C if property is also a mobile home.							
(A) Status		(B) Property Type				(C)	
<input type="checkbox"/> Improved <input type="checkbox"/> Unimproved <input type="checkbox"/> IOLL		<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Recreational <input type="checkbox"/> Mineral Interests-Nonproducing <input type="checkbox"/> Mineral Interests-Producing <input type="checkbox"/> State Assessed <input type="checkbox"/> Exempt				<input type="checkbox"/> Mobile Home	
8 Type of Deed <input type="checkbox"/> Bill of Sale <input type="checkbox"/> Cemetery <input type="checkbox"/> Conservator <input type="checkbox"/> Corrective <input type="checkbox"/> Death Certificate - Transfer on Death <input type="checkbox"/> Distribution <input type="checkbox"/> Easement <input type="checkbox"/> Executor <input type="checkbox"/> Land Contract/Memo <input type="checkbox"/> Lease <input type="checkbox"/> Mineral <input type="checkbox"/> Partition <input type="checkbox"/> Personal Rep. <input type="checkbox"/> Quit Claim <input type="checkbox"/> Sheriff <input type="checkbox"/> Trust/Trustee <input type="checkbox"/> Warranty <input type="checkbox"/> Other							
9 Was transfer part of IRS like-kind exchange (I.R.C. § 1031 Exchange) by buyer or seller? <input type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> No							
10 Type of Transfer <input type="checkbox"/> Auction <input type="checkbox"/> Court Decree <input type="checkbox"/> Distribution <input type="checkbox"/> Easement <input type="checkbox"/> Exchange <input type="checkbox"/> Foreclosure <input type="checkbox"/> Gift <input type="checkbox"/> Grantor Trust <input type="checkbox"/> Irrevocable Trust <input type="checkbox"/> Life Estate <input type="checkbox"/> Partition <input type="checkbox"/> Revocable Trust <input type="checkbox"/> Sale <input type="checkbox"/> Satisfaction of Contract <input type="checkbox"/> Transfer on Death <input type="checkbox"/> Trustee to Beneficiary <input type="checkbox"/> Other (Explain)							
11 Was ownership transferred in full? (If No, explain the division.) <input type="checkbox"/> Yes <input type="checkbox"/> No				12 Was real estate purchased for same use? (If No, state the intended use.) <input type="checkbox"/> Yes <input type="checkbox"/> No			
13 Was the transfer between relatives, or if to a trustee, are the trustor and beneficiary relatives? (If Yes, check the appropriate box.) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Aunt or Uncle to Niece or Nephew <input type="checkbox"/> Brothers and Sisters <input type="checkbox"/> Ex-spouse <input type="checkbox"/> Family Corp., Partnership, or LLC <input type="checkbox"/> Grandparents and Grandchild <input type="checkbox"/> Parents and Child <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Step-parent and Step-child <input type="checkbox"/> Other							
14 What is the current market value of the real property? \$				15 Was the mortgage assumed? (If Yes, state the amount and interest rate.) <input type="checkbox"/> Yes <input type="checkbox"/> No \$ %			
16 Does this conveyance divide a current parcel of land? <input type="checkbox"/> Yes <input type="checkbox"/> No				17 Was transfer through a real estate agent or a title company? (If Yes, include the name of the agent or title company contact.) <input type="checkbox"/> Yes <input type="checkbox"/> No			
18 Address of Property 18a <input type="checkbox"/> No address assigned 18b <input type="checkbox"/> Vacant land				19 Name and Address of Person to Whom the Tax Statement Should be Sent			
20 Legal Description (Attach additional pages, if needed.)							
21 If agricultural, list total number of acres transferred in this transaction							
22 Total purchase price, including any liabilities assumed						22 \$	
23 Was non-real property included in the purchase? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, enter dollar amount and attach itemized list.) (see instructions)						23 \$	
24 Adjusted purchase price paid for real estate (line 22 minus line 23)						24 \$ 0.00	
25 If this transfer is exempt from the documentary stamp tax, list the exemption number							
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, complete, and correct, and that I am duly authorized to sign this statement.							
sign here Print or Type Name of Grantee or Authorized Representative				Phone Number			
Signature of Grantee or Authorized Representative				Title			
Date							
Register of Deed's Use Only							
26 Date Deed Recorded Mo. ____ Day ____ Yr. ____		27 Value of Stamp or Exempt Number \$		28 Recording Data		For Dept. Use Only	

Nebraska Department of Revenue

Form No. 96-269-2008 10-2020 Rev. Supersedes 96-269-2008 Rev. 6-2019

Authorized by Neb. Rev. Stat. §§ 76-214, 77-1327(2)

Grantee—Retain a copy of this document for your records.

Instructions

The register of deeds will not accept a deed for recording unless items 1 through 25 are properly completed and this Real Estate Transfer Statement, Form 521, is signed.

Who Must File. Any grantee, or grantee's authorized representative, who wishes to record a deed to real property must file Form 521. Land contracts, memoranda of contract, and death certificates being recorded pursuant to a transfer on death deed require a completed Form 521, which are not subject to the documentary stamp tax until the deed is presented for recording.

When and Where to File. Form 521 must be filed with the register of deeds when a deed, land contract, memorandum of contract, or a death certificate being recorded pursuant to a transfer on death deed is presented for recording.

Items 1 and 2. Indicate the county where the property is located. If it is located in more than one county, indicate the

Specific Instructions Grantee (Buyer)

• **Note:** An attachment may be added if additional space is needed for items 5, 6, and 20.

county where the transfer is being filed. The county number can be found on the Department of Revenue **website** at revenue.nebraska.gov/PAD.

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

Items 5 and 6. Enter the complete name, address, and telephone number of all of the grantors and grantees. A business address should be used for business organizations such as corporations, trusts, and partnerships.

Item 7. Indicate the type of property being transferred. Check only one box in Categories A and B. "Improved" means land with a building or a structure on it. "IOLL" means improvement on leased land. Check C only if the property being transferred is a mobile home.

Item 8. Indicate the type of deed being filed. Check all that apply.

Item 9. If the real estate being transferred was involved in a like-kind exchange under Internal Revenue Code § 1031, indicate all parties involved in a 1031 exchange. Otherwise, chose No. If claiming an exemption, provide the recording office a copy of the exchange agreement.

Item 10. Indicate the type of transfer. Check all that apply.

Item 11. Indicate what property interests were transferred. If full ownership was not transferred, check "No" and explain.

Item 12. A "purchase for the same use" means a purchase with the same intended use of the property. A change in use can include, for example, a vacant lot becoming a cemetery or an agricultural lot becoming a subdivision.

Item 13. Check the appropriate box to indicate if the transfer was between relatives.

Item 14. Indicate the current market value of the real property. Current market value is the purchase price which would be paid for the property, based upon a sale between a willing buyer and a willing seller in the ordinary course of trade. If an easement is being created or transferred, the current market value may be listed as \$0 if no consideration has been given.

Item 15. Indicate whether the grantee assumed a mortgage as part of the purchase price. If a mortgage was assumed, check "Yes" and indicate the dollar amount and interest rate. If no mortgage was assumed, check "No."

Item 16. If this transfer divides the property into two or more parcels, check "Yes." If this transfer does not divide or split the property, check "No."

Item 20. The legal description can be found from the deed of record or surveys of the real property.

Item 21. Indicate the total number of agricultural or horticultural acres included in the sale.

Item 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.

Item 23. Enter the total dollar value of items which are included in the total purchase price but are not considered a part of the real property. Check “Yes” if there are these items and attach an itemized list with a breakdown. If there are none of these items, check “No” and enter zero.

Item 25. The list of exemptions is available from the register of deeds or at revenue.nebraska.gov/PAD. Under “Featured Information,” click on “Documentary Stamp Tax” and “Documentary Stamp Tax Exemptions.”

Authorized Signature. Form 521 must be signed and dated by the grantee or the grantee’s authorized representative.

Documentary Stamp Tax. The current documentary stamp tax rate for transactions which are not exempt is \$2.25 for every \$1,000 of value being transferred.

Register of Deeds

The register of deeds will not record the deed if items 1 through 25 on Form 521 have not been completed or the Form 521 has not been signed by the grantee or authorized representative.

The register of deeds will complete items 26 through 28 at the time the deed is recorded.

The register of deeds will forward Form 521 to the county assessor when items 1 through 28 are complete.

Retain a copy of this statement for your records.

FORM 521 FIELD EXPLANATIONS

*** Identifies fields captured for the state sales file.

Item #1 County Name. This field requires the county name where the property is located. If the property is located in more than one county the filer must indicate the county where the real property transfer is being filed.

*****Item #2 County Number.** This field requires the one- or two-digit number identifying the alphabetical order by name of the county, **not** the license number historically assigned for motor vehicles.

*** **Item #3 Date of Sale.** This field requires the actual sale date of the transfer of the real property. This information should be reported in a MM/DD/YY format. This field is used by county assessors and the Division to determine as of what date the sale price represented market value.

Item #4 Date of Deed. This field requires the date the instrument was signed by the grantor using a MM/DD/YY format.

*****Item #5 Grantor's Name, Address, Telephone Number and Email Address.** This field requires the name of the person(s) selling the real property and contact information. This information is required for verification of the sale, county reappraisal, documentary stamp tax, and income tax purposes.

*****Item #6 Grantee's Name, Address, Telephone Number, and Email Address.** This field requires the name of the person(s) purchasing the real property and contact information. This information is required for verification of the sale, county reappraisal, documentary stamp tax, and income tax purposes.

Item #7 Property Classification Number. These fields, Part A, B, and C require the property type of the real property being transferred.

Part (A) Status.

- **Improved.** Improved means land upon which buildings are located.
- **Unimproved.** Unimproved means land without buildings or structures.
- **Improvements on Leased Land (IOLL).** IOLL 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. This field requires the primary use of the parcel of real property at the time of the sale, regardless of the parcel's legal use or zoning.

- **Single Family.** Single family means 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.

- **Multi-Family.** Multi-family means all dwellings predominantly used for occupancy by more than two families.
- **Commercial.** Commercial means real property predominantly used or intended to be used for commerce, trade, or business.
- **Industrial.** Industrial means real property predominantly used or intended to be used for the process or manufacture of goods or materials.
- **Agricultural.** Agricultural means land, excluding any building or enclosed structure and the land associated with such building or enclosed structure located on the parcel, which are primarily used for agricultural or horticultural purposes, including wasteland lying in or adjacent to and in common ownership or management with other agricultural land or horticultural land.
- **Recreational.** Recreational means real property predominantly used or intended to be used for diversion, entertainment, and relaxation on an occasional basis.
- **Mineral Interests – Nonproducing.** Mineral interests – nonproducing means real property in which there is no known activity related to the recovery of a mineral.
- **Mineral Interests – Producing.** Mineral interests – producing means real property which has come into production to recover minerals and for which production payments are being made or received. This includes 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.
- **State Assessed.** State assessed means centrally assessed operating real property valued by the Property Tax Administrator.
- **Exempt.** Exempt means real property that receives a property tax exemption.

Part (C). This should be checked if, the transfer includes a mobile home.

Item #8 Type of Deed. This field requires the type of deed involved in the transaction. If “Other” is checked, an explanation is required. A list of deeds can be found under section B.1 of this manual.

Item #9 1031 Exchange. This field requires a response as to whether the transfer is a like-kind exchange under the Internal Revenue Code § 1031. Section 1031 allows sellers to purchase a replacement property of like kind and defer the recognition of capital gains and the taxes due. This field is used by county assessors and the Division to determine if a premium was paid in order to qualify for a 1031 exchange. This information is also used by the Internal Revenue Service as verification for amounts reported for income tax purposes.

Item #10 Type of Transfer. This field requires the type of transfer that was completed. This information is used by county assessors and the Division for sales file and analysis purposes. This file may also be used by the register of deeds as an aid for documentary stamp tax purposes. The following options can be chosen on Form 521:

- Auction
- Court Decree
- Distribution
- Easement
- Exchange
- Foreclosure
- Gift
- Grantor Trust
- Irrevocable Trust
- Life Estate
- Partition
- Revocable Trust
- Sale
- Satisfaction of Contract
- Transfer on Death
- Trustee to Beneficiary
- Other (Explain)

Item #11 Ownership Transferred in Full. This field requires an answer as to whether ownership was transferred in full. If “No” is checked, an explanation is required. This field is used by county assessors and the Division to identify if the sale amount represents full market value or a portion thereof. This file may also be used by the register of deeds as an aid for documentary stamp tax purposes.

Item #12 Was real estate purchased for same use? This field requires an answer as to whether the real property was purchased for the same use. If “No” is checked, an explanation is required. As an example, a use change would occur if a vacant lot becomes an apartment complex, or if an agricultural lot becomes a shopping center. This field is used by county assessors and the Division to determine use changes and possible assessment valuation changes.

Item #13 Was transfer between relatives, or if a trustee, are the trustor and beneficiary relatives? This field requires an answer as to whether the transfer was between relatives. This field is used by county assessors and the Division to determine whether the sale price represents an arm’s-length transaction. Sales involving relatives often involve a ‘gift’ element. This file can also be used by the register of deeds as an aid for documentary stamp tax purposes.

Item #14 What is the current market value of the real property? This field requires the current market value. The current market value should be indicated even if the transfer is exempt from real property taxation and even if the amount reflected on Item #24 is nominal. This information is used by registers of deeds and the Division in calculating documentary stamp tax when real property is transferred for less than actual value. Unless there is information that shows otherwise, the assessed value of the property is usually used.

Item #15 Was the mortgage assumed? This field requires an answer as to whether a mortgage was assumed. This information is used by registers of deed to determine the taxable value if Item #24 shows only the cash portion of the transaction. This field is used by county assessors and the Division for determination of the price paid for the real property only.

Item #16 Does this conveyance divide a current parcel of land? This field requires an answer as to whether the transaction divides the real property parcel. This field is used by county assessors to determine if a split or new parcel was created as a result of the ownership transfer.

Item #17 Was sale through a real estate agent? This field requires an answer as to whether a real estate agent was involved in the transaction. If “Yes” is checked, indicate the name and contact information of the real estate agent. If a real estate agent was involved in the transaction, the agent may be contacted concerning the transfer. Real estate agents may have information regarding the conditions involved in the transfer and other relevant information regarding the property. The real estate agent’s phone number and company affiliation should be listed. This field is used by county assessors and the Division as an aid in determining whether the sale was an arm’s-length transaction.

*****Item #18 Address of Property.** This field requires the address of the situs of the real property. Location is helpful if the address is unclear. This field is used by county assessors, the Division, and other sections of the Nebraska Department of Revenue for locating and verifying the legal description of the real property. If this field does not have an address or is vacant land 18a or 18b will be checked.

18a No address assigned or 18b Vacant land

Item #19 Name and Address of Person to Whom Tax Statement Should be Sent. This field requires a name and address where the annual tax statements should be sent. This is used by county assessors in the administration of tax statements.

*****Item #20 Legal Description.** This field requires the actual legal description of record for the real property being transferred. This field is used by county assessors, the Division, other sections of the Nebraska Department of Revenue, and registers of deed as the primary source of identification of the real property being transferred.

Item #21 If Agricultural, List Total Number of Acres. This field requires the number of acres involved in the transaction only if the transaction involves agricultural land. This field should be completed for agricultural home sites, as well as farms and ranches.

*****Item #22 Total Purchase Price, Including Any Liabilities Assumed.** This field requires 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.

*****Item #23 Was Non-Real Property Included in the Purchase?** This field requires 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. This field is used by county assessors, the Division, the Nebraska Department of Revenue, and registers of deed to determine the actual value applied to the real property.

The list of personal property included in the transfer should be reviewed 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.

*****Item #24 Adjusted Purchase Price Paid for Real Estate.** This field requires the actual value applied to the real property. This amount should be used by registers of deed for calculation and collection of documentary stamp tax unless it is nominal consideration. It is incorrect to only list the cash transaction, as the purchase price should reflect any and all mortgages. This field is used by county assessors and the Division to determine the sale amount of the real property.

Item #25 Exemption Number – This field requires the number to reference the type of exemption if the transfer is exempt from Documentary Stamp Tax. The list of exemptions is available at [Neb. Rev. Stat. § 76-902](#), or from registers of deed or at revenue.nebraska.gov/PAD under “Documentary Stamp Tax” entitled “[Documentary Stamp Tax Exemptions](#)”

Name of grantee or authorized representative. This field requires the name and phone number of the grantee or authorized representative.

Signature. The Form 521 must be signed before it is considered statutorily complete. See Neb. Rev. Stat. § [76-214](#).

*****Item #26 Date Deed Recorded.** This field requires the date that the deed is recorded in the register of deed’s office and should be reported in the MM/DD/YYYY format.

*****Item #27 Value of Stamp or Exempt Number.** The documentary stamp tax is taxed to the grantor executing the real property transfer at the rate of \$2.25 for each \$1,000. See Neb. Rev. Stat. § [76-901](#). This tax is collected at the time the Form 521 is presented to registers of deeds for recording.

*****Identifies fields captured for the state sales file.**

The register of deeds should not record the deed if items 1 through 25 on Form 521 have not been completed, or the Form 521 has not been signed by the grantee or authorized representative.

MANUFACTURED HOUSING TRANSFER STATEMENT P U R P O S E

The Manufactured Housing Transfer Statement (Form 521MH) is used for the purpose of recording transfers of manufactured houses. An application for certificate of title to a manufactured house must be accompanied by the Form 521MH. The county treasurer will issue a certificate of title to a manufactured house but will not deliver the certificate of title unless the Form 521MH accompanies the application for title. A copy of the Form 521MH must be forwarded to the county assessor. See Neb. Rev. Stat. § [60-147](#).

Form 521MH is not subject to the documentary stamp tax.

The information provided on the Form 521MH is not required to be submitted to the Division and the information will not be contained in the statewide sales file for the purpose of measurement of real property.

PROPERTY CHARACTERISTIC DATA EXPLANATIONS

Property characteristic information is necessary data used for the creation of the state sales file, provides the specific detail of the sold property, and allows county assessors and the Division to analyze and group similar sales. Three additional data fields on Form 521 exist as part of the characteristic information allowing county assessors to designate a usability code to describe the validity of the transfer as an indicator of market value, county assessor to make an adjustment to the sale price, and denote comments describing specific details of the sale transfer.

County assessors are required to provide the property characteristic information as part of the sales transfer process. The information is required to be transferred electronically to the Division 45 days following the date the deed was recorded with the county register of deeds.

The following information is required to be transferred.

Location ID. This field requires a unique ID number or account number used to identify a parcel within a county. This is a nine-digit field.

Sale Number. This field requires a county sale number assigned and used by the county. This is a four-digit field.

Qualification Code/Usability. This field requires a numeric identifier indicating the county assessor's determination of the use of the sale for the sales file. This is a one-digit field. If the usability is left blank or zero, the sale will be considered an arm's-length transaction and used in the ratio study.

Usability Code (1) is used for sales between two or more parties, both of whom sought to maximize their position from the sale. Sales of this nature are arm's-length transactions. These sales are qualified for use in the ratio study.

Examples include: property sold after receiving competing offers in an open market environment; and private sales in which both the buyer and seller were knowledgeable about the conditions of the sales and acting in their own best interest.

Usability Code (2) is used for arm's-length transactions in which adjustments are necessary to the sale price to reflect the actual value paid for the real property. The reason for the adjustment must be noted in the county assessor comments section of the sales file. These sales, as adjusted, are qualified for use in the ratio study. Caution should be exercised to ensure the amount adjusted for personal property reflects its value contribution to the sale.

Examples include: transactions in which the price paid for personal property was reflected in the price paid for the real property on line 24 of the Form 521.

Usability Code (3) is used for arm's-length transactions of parcels that have changed physically, legally, or economically after the sale. This change substantially affects the market value of the parcel, so the parcel as assessed no longer represents the

characteristics of the parcel when it sold. A description of the change to the parcel must be noted in the county assessor comments section of the state sales file. Substantially changed sales will not be used in the ratio study, unless an insufficient sample exists and a value can be developed from the valuation model to represent the parcel, as it existed when sold.

Examples include: sales of property in which the improvement on the parcel at the time of sale is removed and a new improvement is built in its place; sales of property in which the improvements have been remodeled after the sale adding significant market value to the parcel; and sales of agricultural land in which trees are removed from the grass land, a pivot is installed, and the land becomes irrigated.

Usability Code (4) is used for non-arm's-length transactions. The reason for the sale being non-arm's-length and excluded from the ratio study must be noted in the county assessor comments section of the state sales file. These sales are non-qualified and will not be used in the ratio study.

Examples include: distressed sales, transactions involving partial interests; sales between family members; and sales to religious or charitable organizations in which an element of philanthropy is involved.

Usability Code (5) is used for arm's-length transactions that are not reliable for use as a comparison to similarly classified parcels. A description of the parcel sufficient to identify the reason for the coding must be noted in the county assessor comments section of the state sales file. These sales are non-qualified and will not be used in the ratio study.

Examples include: sales of agricultural or horticultural land receiving special value; sales of unique property that do not have a constituency in the population of parcels; and sales of real property in which the value attributable to the going business or personal property is an excessive portion of the total sale price, or cannot be reliably determined through verification.

Code Number Accompanying the Usability. This field requires the county assigned code number representing the county 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 not supplied by the Division. If the county assessor has a set of codes that are used when determining if a sale is non-qualified, the applicable code may be entered here for reference. However, county assessors are required to include a narrative reason when sale prices are adjusted, or sales are determined to be non-qualified.

Land. This field requires the assessed value of the land **at the time of sale**, not including the value of improvements.

Improvements. This field requires the assessed value of all structural improvements which are real property **at the time of sale**.

Total. This field requires the total sum of both land (Item #20) and improvements (Item #21) **at the time of sale.**

Assessor Location (Res. & Com.). This field requires an assessor location which is an alpha/numeric field limited to 20 spaces. It is defined and used by the county assessor to group similar type property. It may be a city, village, or other area description.

Irrigation Type (Ag). This field requires the kind of irrigation and water source used as reviewed by the county assessor. It is a two-digit code as indicated below.

10: gravity / well	33: towline / water from offsite source, not on parcel
11: gravity / canal	40: volume gun / well
12: gravity / stream or river	41: volume gun / canal
13: gravity / water from off-site source, not on parcel	42: volume gun / stream or river
20: pivot / well	43: volume gun / water from offsite source, not on parcel
21: pivot / canal	50: side roller / well
22: pivot / stream or river	51: side roller / canal
23: pivot / water from off-site source, not on parcel	52: side roller / stream or river
30: towline / well	53: side roller / water from offsite source, not on parcel
31: towline / canal	60: Other
32: towline / stream or river	

School District Code. This field requires a school district code, which can be found on the school district reference list provided by the Division for each county. Refer to the School District Coding Section in this manual.

Base. This field requires a base code, which is a hyphenated six-digit code that indicates the base school district in which the sold real property is located. The format is xx-xxxx 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 Nebraska Department of Education.

Affiliated. This field is not currently being used.

Unified. This field requires a six-digit code used to indicate if the base school is either in a unified or in a learning community with another school district.

GeoCode. This field requires a governmental township area described by a four-digit sequential number starting in the northeast corner of the state going west, and then back east numbering without regard to county lines. Geo Code Maps are available from the Division.

Twn. This field requires a 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.

Rng. This field requires a three-digit number assigned in the rectangular survey method starting at the sixth principal meridian, going both east and west to the Nebraska borders. It allows for the designation of E or W in the range.

Sect. This field requires 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.

Qrt. This field requires the quarter identifier starting in the northeast quarter with 1, going to the northwest quarter with 2, then to the southwest quarter with 3, and finishing in the southeast quarter with 4.

Subdiv. This field requires 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.

Area. This field requires 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.

Blk. This field requires a three-digit block number assigned to the property.

Parcel. This field requires the county-assigned four-digit identifier given to the individual piece of property within a block.

Property Classification Number.

Status. This field requires the one-digit number indicating the type of real property.

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

Property Type. This field requires a two-digit number from 01 to 12 that indicates the present use of real property, regardless of legal use or zoning.

1. **Single Family.** Single family means a real property parcel 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.
2. **Multi-Family.** Multi-family means a dwelling predominantly used for occupancy by more than two families.
3. **Commercial.** Commercial means a parcel of real property predominantly used or intended to be used for commerce, trade, or business.

4. **Industrial.** Industrial means a parcel of real property predominantly used or intended to be used for the process or manufacture of goods or materials.
5. **Agricultural.** Agricultural means a parcel of real property which is primarily used for the production of agricultural or horticultural products.
6. **Recreational.** Recreational means a parcel of real property predominately used or intended to be used for diversion and relaxation on an occasional basis. Some of the uses would include fishing, hunting, camping, boating, hiking, picnicking, and the access or view that allows relaxation, diversion, and entertainment.
7. **Mobile Home.** Mobile home means a portable or relocatable device of any description without motive power, which is used or designed to be used for residential, office, commercial, agricultural, or other similar purposes.
8. **Minerals-Nonproducing.** Minerals-Nonproducing means a parcel of real property in which there is no known activity related to the recovery of a mineral.
9. **Minerals-Producing.** Minerals-Producing means a parcel of real property which has come into production to recover minerals and for which production payments are being made or received.
10. **State Centrally Assessed.** State centrally assessed means a 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.** Exempt means a parcel that receives a property tax exemption.
12. **Game & Parks In Lieu.** Game & Parks in lieu means a parcel of real property acquired by the Nebraska Game & Parks Commission for wildlife management purposes.

Mobile Home. If this is marked, it identifies that the improvement is a mobile home.

Zoning. This field requires a one-digit number from 1 to 7 that indicates the zoning for the real property. Zoning means 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. Zero indicates there is no zoning.

1. **Single-Family.** Single-family means a real property parcel 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.** Multi-family means a real property parcel predominantly zoned for occupancy by more than two families.
3. **Commercial.** Commercial means a parcel of real property predominantly used or intended to be used for commerce, trade, or business.
4. **Industrial.** Industrial means a parcel of real property predominantly used or intended to be used for the process or manufacture of goods or materials.
5. **Agricultural.** Agricultural means a parcel of real property which is primarily used for the production of agricultural or horticultural products.
6. **Recreational.** Recreational means a parcel of real property predominately used or intended to be used for diversion and relaxation on an occasional basis. Some of the

uses would include fishing, hunting, camping, boating, hiking, picnicking, and the access or view that allows relaxation, diversion, and entertainment.

7. **Mobile Home.** Mobile home means a portable or relocatable device of any description without motive power, which is used or designed to be used for residential, office, commercial, agricultural, or other similar purposes.

0. **Not Applicable.**

Location. This field requires a one-digit number from 1 to 3 representing the physical location of the property.

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

City Size. This field requires a one-digit number from 1 to 9, with 9 indicating the parcel is not located in a city, relating to the population of the city in which the property is located.

- | | |
|----------------------|----------------------------------|
| 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 – 5,000 | |

Parcel Size. This field requires a two-digit number from 1 to 10 corresponding to the size of a parcel of land in square feet or acres.

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

RESIDENTIAL & COMMERCIAL DEFINITIONS

Multiple Improvements. This field requires the number of improvements on the parcel. If more than one, the number of the improvements must be entered.

Construction Date. This field requires the year of original construction of the primary structure.

Floor. This field requires the total surface area (sq. ft.) calculated using perimeter measurements of the primary structure.

Building Cost New. This field requires the replacement cost at the time of construction of the primary structure.

Style. This field requires a three-digit number describing the primary structure type.

301. One Story	307. 1 ½ Story
302. Two Story	308. Split Level
304. One-Story Duplex	309. 2 ½ Story
305. Two-Story Duplex	

Condition. This field requires the condition of the improvements at time of sale using the following two-digit codes.

10. Worn Out	40. Good
20. Badly Worn	50. Very Good
30. Average	60. Excellent

Quality. This field requires the description of the cost based on the type and quality of materials used and the workmanship applied using the following two-digit codes.

10. Low	40. Good
20. Fair	50. Very Good
30. Average	60. Excellent

Commercial Occupancy Code. This field requires 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 in this manual.

- a. Primary
- b. Other 1
- c. Other 2

Class. This field requires a one-digit number describing the construction type of the main structure.

1. Fireproof Structural Steel Frame
2. Reinforced Concrete Frame
3. Masonry Bearing Walls
4. Wood or Steel Framed Exterior Walls
5. Metal Frame and Walls
6. Pole Frame

Cost Rank. This field requires a two-digit code representing the quality of the construction based on the type and quality of materials and the workmanship applied.

- | | |
|-------------|-------------------|
| 10. Low | 30. Above Average |
| 20. Average | 40. High |

Condition. This field requires a two-digit code that represents the condition of the improvement at the time of sale.

- | | |
|----------------|---------------|
| 10. Worn Out | 40. Good |
| 20. Badly Worn | 50. Very Good |
| 30. Average | 60. Excellent |

Assessor Adjustment. This field requires an entry if an adjustment is made to the sale price determined by the county assessor as necessary to reflect the true price paid for the real property.

Assessor Comments and Reasons for Adjustment. This field requires county assessor comments explaining any adjustment.

AGRICULTURAL DEFINITIONS

Land Capability Groups (LCG). This field requires the LCG to be entered. LCG means a grouping of soils that have similar capabilities and characteristics by land use. LCGs are determined by the Division and provided to the counties as Soil Conversions to Land Capability Groups.

Acres. This field requires the number of acres in each LCG. This is a required field on agricultural land parcels.

Value. This field requires the assessed value of the total acres in the LCG. This is optional field for the individual groupings.

Shelterbelt/Timber. This field requires the 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.

Accretion. This field requires the 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.

Waste. This field requires the 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.

Other. This field requires the number of acres and the assessed value of the total acres classified as other. Other is defined as agricultural 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.

Agland Total. This field requires the total acres at 75% of value of all agricultural land. See Neb. Rev. Stat. § [77-201](#)(2). This field is required on all agricultural land parcels.

Roads. This field requires the reported number of acres of public roads and adjoining ditch areas on land privately owned. There is no assessable value.

Agricultural - Farm Site Land. This field requires the taxable value of 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 must not be classified or assessed as agricultural or horticultural land.

Agricultural - Farm Home Site Land. This field requires the taxable value of land that is contiguous to a farm site which includes an inhabitable residence and improvements used for residential purposes. This land is located outside of urban areas or outside a platted and zoned subdivision. This land must not be classified or assessed as agricultural or horticultural land.

Agricultural - Farm Dwelling/House. This field requires the taxable value of the residential dwelling (e.g., house and garage) located on farm home site land including agricultural dwellings that are improvements on leased land.

Agricultural - Farm Out-Buildings. This field requires the taxable value of the non-residential improvements situated on farm site land of an agricultural parcel, which are not considered part of the residential dwelling including agricultural out-buildings that are improvements on leased land.

Recreational. This field requires the acres of land currently being used as recreational land in the county. Recreational land is real property predominately used or intended to be used for diversion, entertainment, and relaxation on an occasional basis. Some of the uses include fishing, hunting, camping, boating, hiking, picnicking, and the access or view that simply allows relaxation, diversion, and entertainment.

Non-Ag Other. This field requires the acres of land that are a part of an agricultural record, but is not being used for agricultural purposes, e.g., other sites on an agricultural parcel that are not identified as farm site or farm home site.

Non-Ag Total. This field requires the total acres of all nonagricultural land which are valued at 100% of actual value. If there are non-agricultural acres, both the acres and value are required fields.

Dwellings. This field requires 100% 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.

Outbuildings. This field requires 100% 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.

Total Market Value (Agricultural Land only). This field requires 100% of the actual market value of all parcels receiving special valuation.

SALES REVIEW AND VERIFICATION PURPOSE

The reliability of the sales file and any valuation model developed by county assessors depends on the quality of the information contained in the file. Verification of the conditions associated with a sale is necessary to determine the validity of the sale as a usable comparison to estimate market value for similar properties.

Sales information confirmed by using a sale verification questionnaire mailed to the buyer, seller, or both parties generally yields the most accurate information when making sales qualification determinations. This should be a professional document on official stationery clearly stating the purpose of the sales verification. Including a postage-paid return envelope may increase the likelihood that the questionnaire is returned. Phone interviews or personal interviews are also considered viable means to gather sales information. Regardless of the method used to verify sales, staff should be trained to ask the necessary questions to gain the most information.

When developing a verification process, the following are necessary to efficiently collect information for each sale:

- ◆ Parcel ID number;
- ◆ Contact information – name of person interviewed and their role in the sale transaction, i.e., Buyer, Seller;
- ◆ Comments – specifics related to the interview outside the original set of questions asked;
- ◆ Name of person conducting the interview; and
- ◆ Date the form is completed.

This section provides a sample of questions and considerations that may be used when verifying a sale. Each county may want to expand the examples to suit their individual needs. A sample cover letter is also included. *The Standard on Verification and Adjustment of Sales* published by the International Association of Assessing Officers is a professional standard that may be a resource in conducting sales verifications.

County Letterhead

Date:

Dear Recipient:

Based on a recent filing of a Real Estate Transfer Statement, Form 521, we understand that you have recently sold or purchased property in the county. Our office is required obtain further information pursuant to Neb. Rev. Stat. § [77-1327](#) to aid in the evaluation of the real estate market.

The enclosed questionnaire is being sent to you to verify the sale transaction that occurred. This information can assist in determining the usability of the transaction for further studies. Each question is designed to gather useful information, such as the motivating influences between the buyer and seller, and any potential circumstances in the transaction that may help in evaluating the price paid as a potential indicator of the market value for similar property.

Enclosed is a self-addressed stamped envelope for you to return the verification as soon as possible. Please contact our office at [phone number] if you have any questions or need assistance with the questionnaire. Thank you in advance for completing the verification form.

Sincerely,

County Assessor

Phone Number

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Commercial/Agricultural Property

Did the sale price include an existing business? ____ Yes ____ No If yes, what is the dollar amount that you would place on the real estate (subtract any value for the ongoing business, personal property, or inventory)? \$ _____

Were there alternative comparable properties available for purchase? _____

Do you plan on changing the use of the property? Explain.

What was the primary motivation for the purchase of this property? ____ location ____ outbuildings
____ price ____ # of acres ____ land usage (irrigated, dry, grass) ____ water availability
____ investment ____ soil productivity ____ expand existing farming/ranching operation
____ proximity to amenities (towns, elevators)

Was there any personal property, inventory, fixtures, or equipment included in the sale price? _____
If so, did the additional items actually have an impact on the price paid? _____
If so, please list (on the back) and record the value you attributed to each.

Did the sale include any barns, sheds, or other outbuildings? _____
If so, please list.

Did the productivity of the parcel have a direct effect on the amount you paid per acre? _____

Was this an IRS 1031 like-kind exchange? ____ If so, did this have an effect on the purchase price?
\$ _____ Estimate

Is the property currently signed up for any government programs such as WRP, CREP, CRP, or EQIP? ____
If so, please list (on the back) which program, the number of acres and contract expiration dates.

Is there any additional information about this sale that would help us in our analysis? ____
Explain _____

RESIDENTIAL SALES VERIFICATION REQUEST
COUNTY ASSESSOR ADDRESS TOWN
Phone Number

SELLER/BUYER:

DEED BOOK/PAGE#: / SALE DATE: / / PARCEL ID#:

Legal Description of Property:

Is the sale price recorded on the Form 521 Real Estate Transfer the correct amount paid for the property? If no, please indicate the price paid _____

Please indicate all of your intended uses of the property: ____Ag____Commercial____Residential
____Recreational____Hunting____Other-explain

Was this property (check any or all that apply)

_____sold privately	_____sold at auction
_____sold to settle an estate	_____offered by a realtor
_____sold to a close friend or relative	_____financed by seller
_____adjoining or nearby property already owned by the buyer	_____sold due to foreclosure/bankruptcy

For any that are checked, did this have an impact on the price paid for the property?

\$ _____ Estimate

Explain _____

Were there any unusual circumstances such as family, financial, health, job, moving, or retirement that caused you to buy/sell this property? If so, did this have an impact on the price paid for the property?

\$ _____ Estimate

Explain _____

How was the asking price established? ____Appraiser____Bank or Lending Institution____Auction
____Comparable Property____Broker____Assessed Value____Other _____

Have there been any changes made to the property since the sale? ____Yes____No ____

____New Construction ____Remodeling____Demolition____Additions

\$ _____ Estimated impact to market value?

Do you plan on remodeling or making any substantial changes to the property within the next year? If so, please describe _____

In your opinion, does the total sale price reflect the market value? ____Yes____No

If no, please explain _____

Residential Property

This property was purchased for primary use as:

_____ Personal residence _____ Rental property _____ Other - explain _____

What was the primary motivation for the purchase of this property? _____ Location _____ Price
_____ # of bedrooms _____ Square foot _____ Proximity to amenities (schools, shopping)

Was there any personal property included in the sale? (Appliances, custom window treatments, furniture) If so, did it have an impact on the price paid for the property? _____ How much? _____

Please indicate the number of: _____ Bedrooms _____ Bathrooms _____ Fireplaces

Were any of the following included in the sale? _____ Water Well _____ Septic _____ Other

Did the sale include any barns, sheds, or other outbuildings? _____

If so, please list

PRACTICAL APPLICATION

ARM'S-LENGTH TRANSACTIONS

An arm's-length transaction is defined as a sale between two or more parties, each seeking to maximize their positions from the transaction.

For qualification purposes for the state sales file, all sales are considered arm's-length unless information is available to prove otherwise.

Alternative Definitions:

An arm's-length transaction can also be 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 as defined by Real Estate Appraisal terminology.

An arm's-length transaction can also be the most probable price (in terms of money) which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: the buyer and seller are typically motivated; both parties are well-informed or well-advised, and acting in what they consider their best interests; a reasonable time is allowed for exposure in the open market; payment is made in terms of cash or in terms of financial arrangements comparable thereto; and the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

NON-ARMS'S LENGTH TRANSACTIONS

Using professionally accepted mass appraisal techniques, a thorough review, sufficient documentation, and compelling information is required to determine if a sale is a non-arm's-length transaction. All transactions are considered arm's-length transactions until they are determined not to be by conducting a complete verification.

The following transactions must be further researched in order to determine if the sale qualifies as a transaction:

- **A sale between immediate family members**

Sales between immediate family members are usually non-open-market transactions and tend to occur at prices lower than would otherwise be expected, but may not necessarily invalidate the sale. Immediate family members include grandparents, parents, children, aunts, and uncles.

Family transactions may be considered arm's-length if any of the following conditions apply:

- The property was exposed on the open market;
- The property is listed with a realtor or some other form of public notice at the time of sale;
- The selling price is within an acceptable range that any party purchasing the property would be expected to pay;
- The selling price was established by independent appraisal; or
- The sale meets other criteria of being an open-market arm's-length transaction.

- **A sale involving corporate affiliates belonging to the same parent company**

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

- **An auction sale**

Auction sales are often valid arm's-length transactions. Indications of an arm's-length transaction include: that the auction was well advertised; that the auction was well attended; that it is an auction for which the seller has a low bid clause. These auctions may be considered potentially valid transactions if all other criteria of an open market arm's-length transaction are met.

An auction where the seller is required to sell the property for whatever the bid is offered is known as an absolute auction and is 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).

Often in Nebraska, agricultural land is auctioned. This should be considered an arm's-length transaction. When residential or commercial property is auctioned, the sale should be further scrutinized as 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 transaction 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.

- **A 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 to the property being foreclosed on and should be considered a non-arm's-length transaction.

In a market where foreclosure properties are abundant, buyers may have comparable foreclosure properties to choose over conventional listings. Weak economic conditions in an area may cause the general residential and commercial market to meet the market of the foreclosure property resales, making foreclosures valid indicators of market value for non-foreclosure properties. 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.

- **A sale by judicial order, by a guardian, executor/personal representative, conservator, administrator, or trustee of an estate**

These 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. The following scenarios should be considered:

- 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 transaction, if the sale is not forced and meets 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.

- **A sale involving charitable, religious, or educational institutions**

Typically, these sales should be considered a non-arm's-length because they are usually the result of full or partial gift. The market value of the real property is not recognized in a gift or bequest.

- **A sale 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.

- **A sale when the buyer is a financial institution, insurance company, pension fund, or mortgage corporation**

These transactions could possibly be a repossession or foreclosure, 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.

- **A sale of only a partial interest in the real estate**

Transactions of only partial interests should be considered 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.

- **A sale that involves a trade or exchange of properties**

Generally, sales involving a trade should be excluded from sales analysis. In situations where the trade is a 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.

Under IRC § 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. This is called a 1031 exchange. 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. The 1031 exchange will defer capital gains taxes when certain conditions are met. These transactions should be verified like other sales and are considered valid unless the verification reveals conditions that would otherwise indicate the purchase price is not reflective of the market value of the property.

- **A 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.

STATISTICAL DEFINITIONS

Median Ratio. Median ratio means the middle ratio of the sorted or arrayed assessment/sales ratios. If there is an even number of ratios, the median is the average of the two middle ratios. 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 the generally preferred measure of central tendency for direct equalization, monitoring appraisal performance, determining reappraisal priorities, or evaluating the need for a reappraisal.

Mean Ratio. Mean ratio means the arithmetic mean ratio, or the total of all assessment/sales ratios divided by the number of ratios. 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

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

Definitions pertaining to Sales File

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. It 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	<u>40,000</u>	<u>100,000</u>	<u>40.00</u>	5	<u>80,000</u>	<u>100,000</u>	<u>80.00</u>
	\$120,000	\$200,000	360.00		\$150,000	\$200,000	360.00

Mean Ratio

$$360.00/5 = 72.00$$

Weighted Mean Ratio

$$\$120,000 / \$200,000 = 60.00$$

Mean Ratio

$$360.00/5 = 72.00$$

Weighted Mean Ratio

$$\$150,000 / \$200,000 = 75.00$$

Coefficient of Dispersion (COD). The COD measures the average absolute (sign-ignored) difference of the ratios from the median expressed as a percentage. It thus 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.

Calculating 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	<u>16.00</u>
				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). The PRD is found by dividing the mean ratio by the weighed mean ratio and then multiplying by 100 to obtain the percentage relationship. It 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 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 over-assessed, pulling the weighted mean above the mean. In practice, PRDs have an upward bias.

Interpreting the Price-Related Differential (PRD)

<u>PRD</u>	<u>Interpretation</u>	<u>Favors</u>	<u>Type of Bias</u>
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. Central tendency means a single point in a range of observations, around which the observations tend to cluster. The three most commonly used measures of central tendency calculated by the Division are the median ratio, weighted mean ratio, and the mean ratio.

Direct Equalization. Direct equalization means the process of adjusting the assessed values of parcels of real property, usually by class or subclass, using adjustment factors or percentages, to achieve proportionate valuations among the classes or subclasses. 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. The advantage to this is that it can be applied to specified strata, such as property classes, geographic area, and political subdivisions, that fail to meet appraisal level performance standards. This also produces results that are more visible to the taxpayer and will more clearly reduce perceived inequities between classes.

Indirect Equalization. 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%, an equalized value of \$1,000 million could be computed ($\$750 \text{ million} / .75$). Indirect equalization results in fairer funding apportionment because the overall appraisal levels of the taxing jurisdictions tend to vary. If there was no equalization, the extent that a jurisdiction under- or overestimated its total tax base would result in over- or under apportionment of funds. Indirect equalization does not correct for under- or over-appraisal between classes of property and is less visible to taxpayers. Indirect equalization tends to encourage taxing jurisdictions to keep their overall tax bases close to the required level.

PURPOSE OF COMMERCIAL OCCUPANCY CODES

Occupancy code is the descriptor of a building or a portion of a building's use and is used to categorize similar properties for appraisal. Each improved commercial sale included in the sales file is required to have an occupancy code to identify the property. The importance of properly assigned occupancy codes cannot be overemphasized, as these codes allow proper identification for comparable sales searches across the state.

A multi-use building will have more than one occupancy code because the square footage is split between uses. An example would include a retail store with offices on the second level. When assigning the primary occupancy code, it may be helpful to note occupancy percentage in the comments section of the sales file. Occupancy percentage is the percentage of a structure's total square footage dedicated to a specific occupancy or use.

The commercial codes provided in this manual are listed alphabetically, numerically, and include a list developed by the Nebraska Department of Revenue for special use properties.

ALPHABETICAL OCCUPANCY REFERENCE

Occupancies available in Commercial Estimator in alphabetical order by occupancy name.

600	Administration Building	377	College (Entire)
156	Alternative School	562	Commodity Storage Shed, Farm
300	Apartment (High Rise)	104	Commodity Warehouse
989	Apartment (High Rise), Interior Space	369	Commons (College)
596	Apartment (High Rise), Shell	357	Commons (Elem. and Secondary School)
573	Arcade	514	Community Center
184	Arena Shelter	991	Community Shopping Center, Interior Space
301	Armory	461	Community Shopping Center, Shell
367	Arts and Crafts Building (College)	497	Computer Center
576	Atrium	105	Confinement Barn
302	Auditorium	106	Controlled Atmosphere Storage
455	Auto Dealership, Complete	313	Convalescent Hospital
436	Automatic Car Wash	482	Convention Center
303	Automobile Showroom	131	Corn Crib Bin
410	Automotive Center	524	Corn Crib Building
563	Bag Fertilizer Storage	107	Corn Crib, Spaced Board
304	Bank	108	Corn Crib, Wire
101	Bank Barn, Special Purpose	450	Cotton Gin
718	Banquet Hall	314	Country Club
442	Bar/Tavern	315	Creamery
384	Barber Shop	316	Dairy
305	Barn	317	Dairy Sales Building
102	Barn, General Purpose	426	Day Care Center
103	Barn, Special Purpose	564	Dehydrator Building
539	Bed and Breakfast	444	Dental Office/Clinic
467	Boat Storage Building	318	Department Store
466	Boat Storage Shed	575	Dining Atrium
488	Bookstore (School)	319	Discount Store
306	Bowling Alley	320	Dispensary
498	Broadcast Facility	321	Dormitory
556	Bulk Oil Storage	435	Drive Thru Car Wash
530	Cafeteria	511	Drugstore
182	Calving Barn Shed	499	Dry Cleaners/Laundry
297	Car Wash	365	Elementary School (Entire)
508	Car Wash Canopy	470	Equipment (Shop) Building
515	Casino	472	Equipment Shed
443	Central Bank	558	Farm Implement Arch-Rib, Quonset
309	Church	476	Farm Implement Building
173	Church Educational Wing	478	Farm Implement Shed
308	Church with Sunday School	566	Farm Sunshade Shelter
310	City Club	557	Farm Utility Arch-Rib, Quonset
368	Classrooms (College)	477	Farm Utility Building
356	Classrooms (Elem. and Secondary School)	565	Farm Utility Shelter
311	Clubhouse	479	Farm Utility Storage Shed
441	Cocktail Lounge	349	Fast Food Restaurant
447	Cold Storage Facility	180	Feed Handling and Mixing
448	Cold Storage, Farm	561	Feeder Barn

516	Fellowship Hall	329	Hangar, Maintenance and Office
486	Field Houses	409	Hangar, T
355	Fine Arts and Crafts Building (Elem. And Secondary School)	418	Health Club
322	Fire Station (Staffed)	179	High Rise Town House, Detached
427	Fire Station (Volunteer)	177	High Rise Town House, End Unit
483	Fitness Center	178	High Rise Town House, Inside Unit
493	Flathouse	484	High School (Entire)
532	Florist Shop	396	Hog Barn
465	Food Booth, Prefabricated	109	Hog Breeding
323	Fraternal Building	110	Hog Farrowing
324	Fraternity House	111	Hog Finishing
469	Freestall Barn	112	Hog Nursery
398	Fruit Packing Barn	330	Home for the Elderly
523	Golf Cart Storage Building	428	Horse Arena
100	Golf Course	331	Hospital
183	Golf Starter Booth	594	Hotel, Full Service
491	Government Community Service Building	595	Hotel, Limited Service
327	Governmental Building	155	Hunting Shelter
421	Grain Storage, Utility	454	Industrial Building, Shell
518	Greenhouse Lath Shade House	392	Industrial Engineering Building
519	Greenhouse Shade Shelter	453	Industrial Flex Building
521	Greenhouse, Hoop, Arch-rib	495	Industrial Heavy Manufacturing
138	Greenhouse, Hoop, Arch-rib, Lg. (>9,000 sq. ft.)	494	Industrial Light Manufacturing
141	Greenhouse, Hoop, Arch-Rib, Med. (4,500-9,000 sq. ft.)	996	Interior Space, Hotel-Full Service
135	Greenhouse, Hoop, Arch-rib, Sml. (<4,500 sq. ft.)	997	Interior Space, Hotel-Limited Service
172	Greenhouse, Institutional, Lg. (>9,000 sq. ft.)	995	Interior Space, Luxury Apartments
171	Greenhouse, Institutional, Med. (4,500-9,000 sq. ft.)	998	Interior Space, Motel
170	Greenhouse, Institutional, Sml (<4,500 sq. ft.)	983	Interior Space, Multi Res - Elderly Assisted Living
520	Greenhouse, Modified Hoop – Old use 134,137,140	981	Interior Space, Multiple Residence - Senior Citizen
137	Greenhouse, Modified Hoop, Lg. (> 9,000 sq. ft.)	993	Interior Space, Office Building
140	Greenhouse, Modified Hoop, Med. (4,500 - 9,000 sq. ft.)	982	Interior Space, Retirement Complex
134	Greenhouse, Modified Hoop, Sml (< 4,500 sq. ft.)	988	Interior Space, Town House, End Unit
522	Greenhouse, Straight Wall Old use 136,139,142	986	Interior Space, Town House, Inside Unit
139	Greenhouse, Straight Wall, Lg. (> 9,000 sq. ft.)	335	Jail, Correctional Facility
142	Greenhouse, Straight Wall, Med. (4,500 – 9,000 sq. ft.)	489	Jail, Police Station
136	Greenhouse, Straight Wall, Sml (<4,500 sq. ft.)	366	Junior High School (Entire)
424	Group Care Home	490	Kennel
538	Guest Cottage	393	Labor Dormitory
370	Gymnasium (College)	496	Laboratory
358	Gymnasium (Elem. and Secondary School)	336	Laundromat
		560	Lean-To
		124	Lean-To, Farm Utility
		359	Lecture Classrooms (Elem. and Secondary School)
		371	Lecture Hall (College)
		372	Library (College)
		360	Library, Media Center (Elem. and Secondary School)
		337	Library, Public
		555	Light Commercial Arch-Rib, Quonset
		186	Light Commercial Manufacturing Utility Buildings
		471	Light Commercial Utility Building

132	Livestock Shelter, Individual	527	Municipal Service Garage
113	Loafing Shed	481	Museum
537	Lodge	517	Narthex/Foyer
338	Loft	485	Natatorium
445	Log Home	990	Neighborhood Shopping Center, Interior Space
390	Lumber Storage Building, Vertical	460	Neighborhood Shopping Center, Shell
339	Lumber Storage Shed, Horizontal	544	Office-Apartment (Motel)
984	Luxury Apartment (High Rise)	344	Office Building
512	Luxury Boutique	162	Outbuildings (non-building)
160	Machinery and Equipment (non-building)	431	Outpatient (Surgical) Center with Retail
583	Mail Processing Facility	577	Parking Levels
157	Maintenance Storage Building	345	Parking Structure
700	Mall Anchor Department Store	388	Parking Structure, Underground
361	Manual Arts Building (Elem. and Secondary School)	571	Passenger Terminal
151	Manufactured Housing, Multi-Section	174	Pavilion
150	Manufactured Housing, Single Section	161	Personal Property (non-building)
340	Market	375	Physical Education Building (College)
419	Market, Convenience	363	Physical Education Building (Elem. and Secondary School)
473	Material Shelter	346	Post Office
391	Material Storage Building	582	Post Office, Branch
468	Material Storage Shed	581	Post Office, Main
585	Mechanical Penthouse	395	Potato Storage
341	Medical Office	474	Poultry House - Cage Operation, One Story
584	Mega Warehouse	570	Poultry House - Cage, One Story, Elevated
720	Mega Warehouse Discount Store	568	Poultry House - Cage, Two Story, Elevated
440	Milkhouse	569	Poultry House - Cage, Three Story
114	Milkhouse Shed	567	Poultry House - Cage, Two Story
578	Mini Bank	475	Poultry House - Floor Operation
386	Mini Warehouse	115	Poultry House - Cage Operation, Screened, 1 Story
525	Mini Warehouse, High Rise	125	Poultry House, Cage Operation, Screened, 1 Story Elevated
423	Mini-Lube Garage	116	Poultry House, Cage Operation, Screened, 2 Story
531	Mini-Mart Convenience Store	126	Poultry House, Cage Operation, Screened, 2 Story Elevated
459	Mixed Retail with Residential Units	117	Poultry House, Floor Operation, Breeder
597	Mixes Retail with Office Units	118	Poultry House, Floor Operation, Broiler
719	Modular Restaurant	417	Racquetball-Handball Club
342	Mortuary	552	Recreational Enclosure
343	Motel	348	Rectory
542	Motel Room, 1 Story, Double Row	513	Regional Discount Shopping Center
543	Motel Room, 1 Story, Single Row	992	Regional Shopping Center, Interior Space
540	Motel Room, 2 Story, Double Row	462	Regional Shopping Center, Shell
541	Motel Room, 2 Story, Single Row	598	Relocatable Classroom
588	Motel, Extended Stay	599	Relocatable Office
352	Multiple Residence (Low Rise)	153	Residential Garage, Attached
987	Multiple Residence (Low Rise), Interior Space	154	Residential Garage, Built-in
587	Multiple Residence (Low Rise), Shell	152	Residential Garage, Detached
589	Multiple Residence, Assisted Living (Low Rise)	350	Restaurant
710	Multiple Residence, Retirement Community Complex	432	Restroom Building
451	Multiple Residence, Senior Citizen (Low Rise)	353	Retail Store
374	Multipurpose Building (College)	586	Roadside Market
362	Multipurpose Building (Elem. and		

551	Rooming House	456	Tool Shed
376	Science Building (College)	200	Town House, Back-to-Back
364	Science Classrooms (Elem. and Secondary School)	210	Town House, Detached
181	Secure Storage Shed, Prefabricated	401	Town House, End Unit
123	Seed Processing Storage	354	Town House, Inside Unit
434	Self Service Car Wash	394	Transient Labor Cabin
215	Senior Citizen Town House, Back-to-Back	387	Transit Warehouse
546	Senior Citizen Town House, End Unit	580	Truck Stop
547	Senior Citizen Town House, Inside Unit	185	Truck Wash
985	Senior Clubhouse Center	119	Turkey Barn
526	Service Garage Shed	548	Urban Row House, Detached
528	Service Repair Garage	549	Urban Row House, End Unit
408	Service Station	550	Urban Row House, Inside Unit
430	Shed, Hog	480	Vegetable Building, Environmental
429	Shed Hog (Modified)	381	Veterinary Hospital
554	Shed Office Structure	574	Visitor Center
397	Sheep Barn	487	Vocational School
120	Sheep Shed	458	Warehouse Discount Store
783	Shell, Retirement Complex	407	Warehouse, Distribution
778	Shell, Hotel, Full Service	533	Warehouse Food Store
779	Shell, Hotel-Limited Service	534	Warehouse Showroom Store
777	Shell, Luxury Apartment	406	Warehouse, Storage
780	Shell, Motel	127	Winery Shop
781	Shell, Motel- Extended Stay		
782	Shell, Multi. Res- Elderly Assisted Living		
784	Shell, Multiple Residence- Senior Citizen		
492	Shell, Office Building		
774	Shell, Town House, End Unit		
775	Shell, Town House, Inside Unit		
413	Shopping Center - Community		
412	Shopping Center - Neighborhood		
414	Shopping Center - Regional		
403	Shower Building		
351	Single-Family Residence		
163	Site Improvements (non-building)		
405	Skating Rink		
175	Skating Rink, Ice		
176	Skating Rink, Roller		
529	Snack Bar		
158	Special Education Classrooms		
378	Stable		
559	Stables, High-Value		
420	Storage, Bulk Fertilizer		
326	Storage Garage		
328	Storage Hangar		
133	Storage Shed, Prefabricated		
446	Supermarket		
373	Technical Trades Building (College)		
416	Tennis Club, Indoor		
380	Theater, Cinema		
379	Theater, Live Stage		
383	Tobacco Barn		
121	Tobacco Barn, Air Curing		
122	Tobacco Barn, Flue Curing		

NUMERICAL OCCUPANCY LIST

Occupancies available in Commercial Estimator in numerical order by occupancy number.

100	Bank Barn, General Purpose	141	Greenhouse, Hoop, Arch-Rib, Med. (4,500 – 9,000 sq. ft.)
101	Bank Barn, Special Purpose	142	Greenhouse, Straight Wall, Med. (4500 - 9,000 sq. ft.)
102	Barn, General Purpose	150	Manufactured Housing, Single Section
103	Barn, Special Purpose	151	Manufactured Housing, Multi-Section
104	Commodity Warehouse	152	Residential Garage, Detached
105	Confinement Barn	153	Residential Garage, Attached
106	Controlled Atmosphere Storage	154	Residential Garage, Built-in
107	Corn Crib, Spaced Board	155	Hunting Shelter
108	Corn Crib, Wire	156	Alternative School
109	Hog Breeding	157	Maintenance Storage Building
110	Hog Farrowing	158	Special Education Classrooms
111	Hog Finishing	160	Machinery and Equipment (non-building)
112	Hog Nursery	161	Personal Property (non-building)
113	Loafing Shed	162	Outbuildings (non-building)
114	Milk house Shed	163	Site Improvements (non-building)
115	Poultry House, Cage Operation, Screened, 1 Story	170	Greenhouse, Institutional, Sml (< 4,500 sq. ft.)
116	Poultry House, Cage Operation, Screened 2 Story	171	Greenhouse, Institutional, Med (4,500-9,000 sq. ft.)
117	Poultry House, Floor Operation, Breeder	172	Greenhouse, Institutional, Lg. (> 9,000 sq. ft.)
118	Poultry House, Floor Operation, Broiler	173	Church Educational Wing
119	Turkey Barn	174	Pavilion
120	Sheep Shed	175	Skating Rink, Ice
121	Tobacco Barn, Air Curing	176	Skating Rink, Roller
122	Tobacco Barn, Flue Curing	177	High Rise Town House, End Unit
123	Seed Processing Storage	178	High Rise Town House, Inside Unit
124	Lean-To, Farm Utility	179	High Rise Town House, Detached
125	Poultry House, Cage Operation, Screened, 1 Story Elevated	180	Feed Handling and Mixing
126	Poultry House, Cage Operation, Screened, 2 Story Elevated	181	Secure Storage Shed, Prefabricated
127	Winery Shop	182	Calving Barn Shed
131	Corn Crib Bin	183	Golf Starter Booth
132	Livestock Shelter, Individual	184	Arena Shelter
133	Storage Shed, Prefabricated	185	Truck Wash
134	Greenhouse, Mod Hoop, Sml (< 4,500 sq. ft.)	186	Light Commercial Manufacturing Utility Buildings
135	Greenhouse, Hoop, Arch-rib Sml (< 4,500 sq. ft.)	200	Town House, Back-to-Back
136	Greenhouse, Straight Wall, Sml (< 4,500 sq. ft.)	210	Town House, Detached
137	Greenhouse, Modified Hoop, Lg. (> 9,000 sq. ft.)	215	Senior Citizen Town House, Back-to-Back
138	Greenhouse, Hoop, Arch-rib, Lg. (> 9,000 sq. ft.)	297	Car Wash
139	Greenhouse, Straight Wall, Lg. (> 9,000 sq. ft.)	300	Apartment (High Rise)
140	Greenhouse, Modified Hoop, Med. (4,500 – 9,000 sq. ft.)	301	Armory
		302	Auditorium
		303	Automobile Showroom
		304	Bank
		305	Barn
		306	Bowling Center

308	Church with Sunday School	363	Physical Education Building (Elem. and Secondary)
309	Church	364	Science Classrooms (Elem. and Secondary School)
310	City Club	365	Elementary School (Entire)
311	Clubhouse	366	Junior High School (Entire)
313	Convalescent Hospital	367	Arts and Crafts Building (College)
314	Country Club	368	Classrooms (College)
315	Creamery	369	Commons (College)
316	Dairy	370	Gymnasium (College)
317	Dairy Sales Building	371	Lecture Hall (College)
318	Department Store	372	Library (College)
319	Discount Store	373	Technical Trades Building (College)
320	Dispensary	374	Multipurpose Building (College)
321	Dormitory	375	Physical Education Building (College)
322	Fire Station, Staffed	376	Science Building (College)
323	Fraternal Building	377	College (Entire)
324	Fraternity House	378	Stable
326	Storage Garage	379	Theater, Live Stage
327	Governmental Building	380	Theater, Cinema
328	Storage Hangar	381	Veterinary Hospital
329	Hangar, Maintenance and Office	383	Tobacco Barn
330	Home for the Elderly	384	Barber Shop
331	Hospital	386	Mini Warehouse
335	Jail, Correctional Facility	387	Transit Warehouse
336	Laundromat	388	Underground Parking Structure
337	Library, Public	390	Lumber Storage Building, Vertical
338	Loft	391	Material Storage Building
339	Lumber Storage Shed, Horizontal	392	Industrial Engineering Building
340	Market	393	Labor Dormitory
341	Medical Office	394	Transient Labor Cabin
342	Mortuary	395	Potato Storage
343	Motel	396	Hog Barn (Obsolete)
344	Office Building	397	Sheep Barn
345	Parking Structure	398	Fruit Packing Barn
346	Post Office	401	Town House, End Unit
348	Rectory	403	Shower Building
349	Fast Food Restaurant	405	Skating Rink
350	Restaurant	406	Storage Warehouse
351	Single-Family Residence	407	Distribution Warehouse
352	Multiple Residence, Low Rise	408	Service Station
353	Retail Store	409	T-Hangar
354	Town House, Inside Unit	410	Automotive Center
355	Fine Arts and Crafts Building (Elem. and Secondary School)	412	Neighborhood Shopping Center
356	Classrooms (Elem. and Secondary School)	413	Community Shopping Center
357	Commons (Elem. and Secondary School)	414	Regional Shopping Center
358	Gymnasium (Elem. and Secondary School)	416	Indoor Tennis Club
359	Lecture Classrooms (Elem. and Secondary School)	417	Racquetball-Handball Club
360	Library, Media Center (Elem. and Secondary School)	418	Health Club
361	Manual Arts Building (Elem. and Secondary School)	419	Convenience Market
362	Multipurpose Building (Elem. and Secondary School)	420	Bulk Fertilizer Storage
		421	Grain Storage, Utility
		423	Mini-Lube Garage
		424	Group Care Home

426	Day Care Center	487	Vocational School
427	Fire Station (Volunteer)	488	Bookstore (School)
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	Flat house
434	Car Wash, Self-Serve	494	Industrial Light Manufacturing
435	Car Wash, Drive-Thru	495	Industrial Heavy Manufacturing
436	Car Wash, Automatic	496	Laboratory
440	Milk house	497	Computer Center
441	Cocktail Lounge	498	Broadcast Facility
442	Bar/Tavern	499	Dry Cleaners/Laundry
443	Central Bank	508	Car Wash Canopy
444	Dental Office/Clinic	511	Drugstore
445	Log Home	512	Luxury Boutique
446	Supermarket	513	Regional Discount Shopping Center
447	Cold Storage Facility	514	Community Center
448	Cold Storage, Farm	515	Casino
450	Cotton Gin	516	Fellowship Hall
451	Multiple Residence, Senior Citizen (Low Rise)	517	Narthex/Foyer
453	Industrial Flex Building	518	Greenhouse Lath Shade House
454	Shell, Industrial Building	519	Greenhouse Shade Shelter
455	Auto Dealership, Complete	520	Greenhouse, Modified Hoop – Old use – 134, 137, 140
456	Tool Shed	521	Greenhouse, Hoop, Arch-rib Old use – 135, 138, 141
458	Warehouse Discount Store	522	Greenhouse, Straight Wall Old Use 136, 139, 142
459	Mixed Retail with Residential Units	523	Golf Cart Storage Building
460	Neighborhood Shopping Center, Shell	524	Corn Crib Building
461	Community Shopping Center, Shell	525	Mini Warehouse, High Rise
462	Regional Shopping Center, Shell	526	Service Garage Shed
465	Food Booth, Prefabricated	527	Municipal Service Garage
466	Boat Storage Shed	528	Service Repair Garage
467	Boat Storage Building	529	Snack Bar
468	Material Storage Shed	530	Cafeteria
469	Free stall Barn	531	Mini-Mart Convenience Store
470	Equipment (Shop) Building	532	Florist Shop
471	Light Commercial Utility Building	533	Warehouse Food Store
472	Equipment Shed	534	Warehouse Showroom Store
473	Material Shelter	537	Lodge
474	Poultry House Cage Operation, One Story	538	Guest Cottage
475	Poultry House - Floor Operation	539	Bed and Breakfast Inn
476	Farm Implement Building	540	Motel Room, 2 Story, Double Row
477	Farm Utility Building	541	Motel Room, 2 Story, Single Row
478	Farm Implement Shed	542	Motel Room, 1 Story, Double Row
479	Farm Utility Storage Shed	543	Motel Room, 1 Story, Single Row
480	Vegetable Building, Environmental	544	Office-Apartment (Motel)
481	Museum	546	Senior Citizen Town House, End Unit
482	Convention Center	547	Senior Citizen Town House, Inside Unit
483	Fitness Center	548	Urban Row House, Detached
484	High School (Entire)	549	Urban Row House, End Unit
485	Natatorium	550	Urban Row House, Inside Unit
486	Field House	551	Rooming House

552	Recreational Enclosure	778	Shell, Hotel, Full Service
554	Shed Office Structure	779	Shell, Hotel-Limited Service
555	Light Commercial Arch-Rib, Quonset	780	Shell, Motel
556	Bulk Oil Storage	781	Shell, Motel- Extended Stay
557	Farm Utility Arch-Rib, Quonset	782	Shell, Multi. Res- Elderly Assisted Living
558	Farm Implement Arch-Rib, Quonset	783	Shell, Retirement Complex
559	Stables, High-Value	784	Shell, Multiple Residence- Senior Citizen
560	Lean-To	981	Interior Space, Multiple Residence – Senior Citizen
561	Feeder Barn	982	Interior Space, Retirement Complex
562	Commodity Storage Shed, Farm	983	Interior Space, Multi Res - Elderly Assisted Living
563	Bag Fertilizer Storage	984	Luxury Apartment (High Rise)
564	Dehydrator Building	985	Senior Clubhouse Center
565	Farm Utility Shelter	986	Interior Space, Town House, Inside Unit
566	Farm Sunshade Shelter	987	Multiple Res (Low Rise), Interior Space
567	Poultry House, Cage, Two Story	988	Interior Space, Town House, End Unit
568	Poultry House, Cage, Elevated Two Story	989	Apartment (High Rise), Interior Space
569	Poultry House, Cage, Three Story	990	Neighborhood Shopping Center, Interior Space
570	Poultry House, Cage, Elevated One Story	991	Community Shopping Center, Interior Space
571	Passenger Terminal	992	Regional Shopping Center, Interior Space
573	Arcade	993	Interior Space, Office Building
574	Visitor Center	995	Interior Space, Luxury Apartments
575	Dining Atrium	996	Interior Space, Hotel-Full Service
576	Atrium	997	Interior Space, Hotel-Limited Service
577	Parking Levels	998	Interior Space, Motel
578	Mini Bank		
580	Truck Stop		
581	Post Office, Main		
582	Post Office, Branch		
583	Mail Processing Facility		
584	Mega Warehouse		
585	Mechanical Penthouse		
586	Roadside Market		
587	Multiple Residence (Low Rise), Shell		
588	Motel, Extended Stay		
589	Multiple Residence, Assisted Living (Low Rise)		
594	Hotel, Full Service		
595	Hotel, Limited Service		
596	Shell, Apartment (High Rise)		
597	Mixed Retail with Office Units		
598	Relocatable Classroom		
599	Relocatable Office		
600	Administration Building		
700	Mall Anchor Department Store		
710	Multiple Residence, Ret Community		
718	Banquet Hall		
719	Modular Restaurant		
720	Mega Warehouse Discount Store		
774	Shell, Town House, End Unit		
775	Shell, Town House, Inside Unit		
777	Shell, Luxury Apartment		

SPECIAL OCCUPANCY GROUP LISTS DEVELOPED BY
THE DEPARTMENT OF REVENUE PROPERTY ASSESSMENT DIVISION

100 Golf Course. Golf course means the total golf course including but not limited to: the club house; cart storage; maintenance buildings; fairways and greens. (NOTE: Occupancy code in Marshall and Swift list has occupancy description of “Bank Barn, General Purpose”. For Sales file purposes the code 100 will be for the “Golf Course”.

808 Truck Stop – Old use code 580

816 Dairy Farm. Dairy farm generally includes components including a milking barn with the set up including loafing shed and feed lots, grain storage / grain handling, feed processing / feed handling, grain processing / handling, silos, feed / equipment storage, and sewage disposal.

820 Land Fill. Land fill means landfills and land associated with and for the repository of refuse. Quality is dependent upon how environmentally sound the operation is.

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. Quarries mean rock, clay, and gravel; rock being top of the quality range with gravel pits on the low end of the scale.

839 Lumberyard. Lumberyard generally includes components of 353 retail sales, 339 horizontal lumber storage, 390 vertical lumber storage, and 391 material storage.

841 Grain Elevator. A co-op complex is generally of average quality and may include 421-grain storage, 408 service station, 325 garage service, 420-bulk fertilizer, 353 retail, and 419-convenience market. Low quality are the iron-clad elevators which generally are limited by size, age, or functionality. Excellent quality complexes are those with large unit train terminals and considered fully functional.

851 Mobile Home Park/RV Park: *General.* This generally ranges from 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).

852 Campground. There is no Marshall and Swift Occupancy code assigned.

883 Sale Barn. Sale barn generally includes a show ring for sales, office, and roof structure over livestock pens, open-air livestock pens, area for veterinary work, and possibly includes café facilities.

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

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

994 Interior Space, Industrial Building. NOTE: Occupancy code not in any Marshall and Swift list that is available as of October 2014.

999 Other Incidental Improvements. Includes incidental improvements that do not have a unique occupancy code, such as : parking lots, driveways, concrete floor remaining from town down building, loading docks, fuel loading facility, billboards, canopies, bridges, retaining walls, truck scales, swimming pools, riding arenas, tennis courts and other outdoor recreation facilities.

ASSESSED VALUE UPDATE REQUIREMENT

Purpose. The assessed value update is the process of populating current assessed values for the sales already located in the state sales file. That value becomes the assessed value measured by the assessment-to-sales ratio study.

Who Must File. Neb. Rev. Stat. § [77-1514](#) requires county assessors to prepare an abstract or summary of the assessment rolls of his or her county, on forms prescribed by the Property Tax Administrator. Pursuant to [Title 350 Nebraska Admin. Code 65-003.02C](#), the abstract must consist of the Real Property Abstract, Form 45, and the Report of Current Year's Assessed Value for properties listed in the State Sales File Assessed Value Update (AVU).

When and Where to File. The assessed value update must be completed on or before March 19, or March 25th for Douglas, Lancaster, and Sarpy Counties. Files must be submitted electronically to the Nebraska Department of Revenue/Division by uploading it to the state sales file or to the state FTP website. Assessed values can also be updated manually by the county through means of data entry into the state sales file.

Amended Assessed Value Update. Amended assessed value updates, other than recertified assessed value updates, may be filed to correct clerical errors. Clerical errors include transposition of numbers; mathematical errors; computer malfunction causing programming and printing errors; data entry error; items of real property other than land identified on the wrong parcel; incorrect ownership; or certification of an incorrect valuation to political subdivisions.

SCHOOL DISTRICT CODING

Each June, the Division issues the School District Reference List. This list 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. In June of each year, the Division provides each county assessor with a list of school district dissolutions/mergers/reorganizations and the corresponding receiving school district if a change to the school district occurred. The dissolutions/mergers/reorganizations list by county is based upon data published by the Nebraska Department of Education every June.

County assessors are required to update their tax entity/fund file, tax district file, and tax codes on all real property, personal property, and centrally assessed records prior to the certification of value for levy setting on August 20. In addition, county assessors are 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.

The Division will coordinate with county assessors to implement school district changes for the state's sales file. The Division will process changes that can readily be changes in mass; for example, if one school code moves to another school code. 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 (sales records) from the county assessor and determine which school district is applicable, based upon the school district petition document. The petition document is available from the county clerk.