

**DATA INVENTORY**

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Property Record Card Specifications  
Neighborhood Form  
Operating Statement (I & E)



DRAFT

NEIGHBORHOOD DATA FORM

Chatham County North Carolina

D. --- / --- / ---

NEIGHBORHOOD ID ----- / -----

Approved by --- ---

ADD CHANGE DELETE

IDENTIFICATION & REFERENCE						MEMORANDUM					
11	Area Name	-----									
12	Taxing District	-----			13	#	-----				
16	Fire District	-----			17	#	-----				
BOUNDARIES				CODES		DELINEATION CODES					
21	North	-----			22	-----					
23	East	-----			24	-----					
25	South	-----			26	-----					
27	West	-----			28	-----					
<b>CHARACTERISTICS</b>											
31	Type	Urban	Suburban	Subdivision	Rural	Transitional	35 Demand / Supply				
							Shortage In Balance Over Supply				
32	Land Use	Res.	Agr.	Comm.	Ind.	Other	36 Density				
							Low Medium High				
33	Rate / Change	Slow Steady Rapid			37	Rate of Turnover	Low Medium High				
	Life Cycle	Growth Equilibrium Decline			38	Typical Land Size					
<b>PREDOMINANT IMPROVEMENT TYPE</b>											
06	Typical CDU	EX	VG	GD	AV	FR	PR	UN	05	Neighborhood Group	-----
07	Typical Grade	AA A B C D E					08	Typical Grade Adjustment		+	-
09	Typical Age	0-3	4-8	9-18	19-28	29-38	39-49	50+	04	Base CDU Table	EX GD AV FR PR
10	Type	Single-Family		Duplex	Multi-Family		Condo	Other	03	Base CALP Index -----%	
<b>EST. MARKET VALUE FOR RES. IMPRV. PROP.</b>						<b>TYPICAL PROPERTY FACTORS</b>					
71	Minimum \$					61	Street or Road	Paved	Dirt/Gravel	Private Row	
72	Maximum \$					62	Utilities	All Public - Public Water - Public Sewer - Well - Septic - Gas - All Undergroun			
73	Median \$					<b>NOTES</b>					
<b>PREDOMINANT OCCUPANCY</b>											
51	Owner	-----%			Tenant	-----%					
53	Vacancy	-----%			Vacant Structures						
54	Change In Use:	Not Likely		Likely	Taking Place						
55	Probable New Use:	None	Res.	Agr.	Comm.	Ind.	Other				
<b>MAPS</b> -----											

LOT 27 GRIFFITH JAMES G 316 DANBURY CT  
 POWELL PLACE 2006 0313 1306345  
 Plat BK/Fg 1 Appraiser: KDJ Appr Date: 12/09/2007  
 Imp Desc: 24 TOWNHOUSE Eff Yr: 2007  
 Grade : C+ QUALITY GRADE C+- Act Yr Bt: 2007  
 2.00 Stories/ Rms/ Bed/ Bth/ HBth  
 Finished Area: 1,512.00 ASV SqFt 121.79 Sales SqFt

GRIFITH JAMES G 316 DANBURY CT  
 PITTSBORO NC 27312  
 APPR: WS APPR DT: 7/22/2008  
 DISTRICT: 201 PITTSBORO CITY  
 NBHD: PI039 POWELL PLACE  
 USE CODE: MISC VALUE  
 LAND VALUE 25,000  
 BLDG VALUE 0  
 TOTAL VALUE 159,153  
 PRIOR YEAR 184,153  
 2008 PRIOR YEAR 162,692

COMPONENT TYPE/CODE/DESC	PCT	UNITS	RATE	STR#	STR%	STR%	HGT%	PER%	CDS%	COST	%Cmpl
AC 06 COVERED PORCH	100	144.00	28.00		100.00	100.00				4,032	*
AC 15 FRAME/METAL STORAGE	100	32.00	26.15		100.00	106.00				887	*
MA 12W CONDOMINIUM/TOWNHOU	100	756.00	90.05	2.00		111.62				75,987	*
MA 12W (UPPER FLOORS)	100	756.00	90.05	2.00	65.00	111.62				49,391	*
- FP 03 PREFABRICATED	0	1.00	1800.00							1,800	*
- HC 07 PACKAGED HEAT/COOL	0	756.00	3.00							2,531	*
- PL 02 NUMBER OF FIXTURES	0	2.00	1050.00							2,100	*

RCN... PCT COMPLETE 100 X  
 QUAL... QG C+- QUALITY GRADE C+- 100.00 X  
 DEPR... GD DEPRECIATION TO 5 YR 3.00 -  
 --FMV... MR PI039 POWELL PLACE 120.00 X  
 159,153

**DRAFT**

PROPERTY NOTES:  
 PB 2006/313 LOT 27  
 SPLIT OUT OF BLOCK D 82649

BOOK PAGE DT DATE OS SALES PRICE  
 1404 0650 WD 5/23/2008 184,000  
 PERMIT NO TYPE DATE AMOUNT

BLDG CODE DESC	UNITS	EYB DT	PCT	ADD.DEPR PCT	QCDD	VALUE
	.00					
	.00					
	.00					
	.00					

LND #	ZONE	LAND TYPE/CODE	TOTAL ACRES:	LAND ACRES:	LAND RATE	DEPTH	DPT%	TOP%	LOC%	SIZE%	SHP%	OTH%	TOT ADJ	CURRENT FMV	EXMPT
1		LT TH	1.000	.060	25,000.00	.00	.00	.00	100.00	.00	.00	.00	.00	25,000	

**OPERATING STATEMENT (I&E)**

The Operating Statement (I&E) is designed to collect and analyze income and expense information on income producing properties. With this information, the appraiser is able to estimate value through capitalization of income. The Operating Statement is divided into four major categories: Market Data, Cost Data, Remodeling Data, and Income and Expense Data. The Income and Expense area of the statement is divided into three specialized areas: Apartments, General Commercial (retail, warehousing, industry), and Office Buildings. The purpose of the specific income and expense areas is to allow the property owner/manager space to enter applicable income, expense, and amenity data.

**MARKET DATA**

Space is provided to enter any sales information for both vacant and improved parcels. In addition, space is provided to enter the value of any personal property, inventories, or licenses that may have been included in the purchase price. Also, space is provided to enter the percent of mortgage, mortgage term, and interest rate.

**COST DATA**

Space is provided to enter any construction cost information that is available concerning the subject property. When possible, sizes of additions, paving, etc., should be entered under the comments area.

**REMODELING DATA**

Space is provided to enter the cost and a description of significant remodeling that has been associated with the building, the year of the remodeling, and whether the cost was attributable to the owner or a tenant.

**APARTMENTS - OPERATING STATEMENT**

Space is provided to enter a detailed current quoted rent per month by unit type. In instances where rents are computed on a square foot basis, space is provided to note the total apartment complex rentable area.

Project amenities and unit built-ins should be noted as to what is included/available in the apartment complex. The owner expense statement includes areas to enter what is paid by the owner and the costs associated for a two year period. The occupancy percentage should be entered in the space

provided. Space is also provided to enter the number of garage/carport spaces available and the monthly rental charge, if applicable.

**GENERAL RETAIL, WAREHOUSING, INDUSTRIAL, OTHER- OPERATING STATEMENT**

This area is designed to enter income and expense amounts on general retail (retail sales), small industrial, and warehouse type facilities. Space is provided to enter the tenants, floor level, lease term, and floor area of the lease. Expenses are broken down into the general areas of insurance, taxes, maintenance, and utilities. Actual expense should be entered when available.

**OFFICE BUILDING - OPERATING STATEMENT**

This area of the operating statement is to enter the applicable income and expense information for office buildings. Space is provided to enter the building total gross area, net rentable area, and lease terms, i.e., on a total gross or net rentable area. The amount of retail area should be entered together with the current occupancy rate. The income statement is designed to quote rent per square foot, based on floor level and whether escalation of rental clause is included. The expense area is broken down into three major categories: insurance and taxes, building maintenance, and utilities. Actual expense should be entered by category if available.

February 13, 2008

Parcel #

Dear Property Owner/Manager:

As you may know, the Reappraisal Program is now in progress throughout Chatham County, under the direction of the Tax Administrator's Office. The goal of this program is equality of assessments for all classes of property.

As an owner or manager of Commercial or Industrial property you are aware that economic factors, as well as physical aspects of property have an effect on its value. In order for our appraisers to establish a fair and just appraisal of your property, we would appreciate your cooperation in supplying certain economic information pertaining to the property referenced on the enclosed form. All properties are appraised using one or more of these three methods: Cost Approach, Income Approach and the Market Approach.

We ask your cooperation in completing and returning this form as soon as possible. This form will be used and retained by the Appraisal Department and will not be filed with any property record cards.

**YOU HAVE OUR ASSURANCE THAT THIS INFORMATION WILL REMAIN STRICTLY CONFIDENTIAL.**

A self addressed stamped envelope is included for your convenience. If you have any questions, please feel free to contact our appraisal division at 919-542-8211.

Thanking you in advance,

CHATHAM COUNTY

*Tina Stone*

Tina Stone, PPS  
Tax Administrator

Attachment



**OPERATING STATEMENT FISCAL YEAR**

GROSS ANNUAL INCOME				ANNUAL EXPENSES			
COMMERCIAL BUILDINGS FOR _____				ANALYSIS _____			
BASEMENT				MANAGEMENT	FEE		
FIRST FLOOR	RETAIL				COMMISSIONS		
	OFFICE				LEGAL & ACCTNG.		
	WAREHOUSE				PAYROLL TAXES		
	PARKING			GROUP INSURANCE			
UPPER FLOOR	RETAIL			GENERAL	BLDG SUPPLIES		
	OFFICE				RUBB.REMOVAL		
	APARTMENT				MISCELLANEOUS		
	WAREHOUSE			CLEANING	WAGES		
	PARKING				SUPPLIES		
OTHER	REIMBURSED OPER. EXPENSE			CONTRACT SERV.			
	MISCELLANEOUS			UTILITIES	ELECTRIC		
TOTAL			HEATING				
<b>APARTMENT BUILDINGS FOR _____</b>					WATER		
					AIR CONDITIONING		
TYPE	NO.	\$PER MO.	ITEMS NORMALLY FURNISHED	ELEVATOR	WAGES & UNIF.		
EFFICIENCY UNITS	_____ @ _____		<input type="checkbox"/> HEATING		REPAIR & SERVICE		
	_____ @ _____		<input type="checkbox"/> AIR CONDITIONING	CONSTRUCTION	DECORATING		
	_____ @ _____		<input type="checkbox"/> ELECTRIC		REPAIR & MAINT.		
	_____ @ _____		<input type="checkbox"/> WATER	FIXED EXPENSE	INSURANCE		
	_____ @ _____		<input type="checkbox"/> RANGE		REAL EST.TAXES		
1 BEDROOM UNITS	_____ @ _____		<input type="checkbox"/> REFRIGERATOR		OTHER TAXES		
	_____ @ _____		<input type="checkbox"/> DISHWASHER		DEPRECIATION		
	_____ @ _____		<input type="checkbox"/> DISPOSAL		INTEREST		
2 BEDROOM UNITS	_____ @ _____		<input type="checkbox"/> CARPETS		LAND RENT		
	_____ @ _____		<input type="checkbox"/> DRAPES	TOTAL			
3 BEDROOM UNITS	_____ @ _____		<input type="checkbox"/> FURNITURE				
	_____ @ _____		PROJECTED ANNUAL INCOME				
	_____ @ _____		\$ _____				
	_____ @ _____		ACTUAL ANNUAL VACANCY & CREDIT LOSSES				
MANAGER/ JANITOR	_____ @ _____		\$ _____				
GARAGE/ CARPORT	_____ @ _____		ACTUAL ANNUAL INCOME				
OTHER INCOME	_____ @ _____		\$ _____				

THIS FORM IS STRICTLY CONFIDENTIAL. TO BE USED AND RETAINED ONLY BY THE APPRAISERS. IT WILL NOT BE FILED WITH THE PROPERTY RECORDS. SHOULD YOU REQUIRE FURTHER EXPLANATION OR ASSISTANCE IN COMPLETING THIS DOCUMENT PLEASE CONTACT THE REVALUATION PROJECT OFFICE.

**SUBMITTED BY** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_

THIS SPACE FOR APPRAISERS ' USE ONLY	
POTENTIAL GROSS INCOME	NOTES:
LESS VACANCY AND CREDIT LOSS	
EFFECTIVE GROSS INCOME	
LESS OPERATING EXPENSES	
LESS RESERVES FOR REPLACEMENTS	
NET INCOME BEFORE CAPITAL RECAPTURE	
IMPUTABLE TO LAND _____ X _____ %	
IMPUTABLE TO BLDG. _____ X _____ %	
RESIDUAL LAND/BLDG _____ X _____ %	
INDICATED PROP VAL _____	
APPRAISED VALUE _____	

