

Throckmorton Central Appraisal District

Proposed Reappraisal Plan

For Tax Years 2015-2016

INTRODUCTION

The Throckmorton Central Appraisal District has prepared and published this reappraisal plan and appraisal report to provide our Board of Directors, citizens and taxpayers with a better understanding of the district's responsibilities and activities. This report has several parts: a general introduction and then, several sections describing the appraisal effort by the appraisal district.

The Throckmorton Central Appraisal District (CAD) is a political subdivision of the State of Texas created effective January 1, 1980. The provisions of the Texas Property Tax Code govern the legal, statutory, and administrative requirements of the appraisal district. A Board of Directors, appointed by the taxing units within the boundaries of Throckmorton County, constitutes the district's governing body. The chief appraiser, appointed by the Board of Directors, is the chief administrator and chief executive officer of the appraisal district.

The appraisal district is responsible for local property tax appraisal and exemption administration for 5 jurisdictions or taxing units in the county. Each taxing unit, the County, the City of Throckmorton, the City of Woodson, Throckmorton Independent School District, and Woodson Independent School District, sets its own tax rate to generate revenue to pay for such things as the hospital, public schools, road and street maintenance, courts, water and sewer systems, and other public services. Property appraisals and estimated values by the appraisal district allocate the year's tax burden on the basis of each taxable property's market value. We also determine eligibility for various types of property tax exemptions such as those for homeowners, the elderly, disabled veterans, charitable or religious organizations and agricultural productivity valuation.

OVERVIEW OF PLAN REQUIREMENT

Per Senate Bill 1652 the Tax Code was amended to require a written reappraisal plan to be adopted biennially by the Board of Directors. The following details the Tax Code requirements:

The Written Plan

Section 6.05 of the Texas Property Tax Code was amended by adding subsection (i) to read as follows:

- (i) To ensure adherence with generally accepted appraisal practices, the Board of Directors of an appraisal district shall develop biennially a written plan for the periodic reappraisal of all property within the boundaries of the district according to the requirements of Section 25.18 and shall hold a public hearing to consider the proposed plan. Not later than the 10th day before the date of the hearing, the secretary of the board shall deliver to the presiding officer of the governing body of each taxing entity participating in the district a written notice of the date, time and place of the hearing. Not later than September 15 of each even numbered year, the board shall complete its hearings, make any amendments, and by resolution finally approve the plan. Copies of the approved plan shall be distributed to the presiding officer of the governing body of each taxing unit participating in the district and to the comptroller within 60 days of the approval date.

Plan for Periodic Reappraisal

Subsections (a) and (b), Section 25.18 Texas Property Tax Code, are amended to read as follows:

- (a) Each appraisal office shall implement the plan for periodic reappraisal of property approved by the board of directors under Section 6.05 (i).
- (b) The plan shall provide for the following reappraisal activities for all real and personal property in the district at least one every three years:
 - 1. Identifying properties to be appraised through physical inspection or by other reliable means of identification, including deeds or other legal documentation, aerial photographs, land-based photographs, surveys, maps and property sketches;
 - 2. identifying and updating relevant characteristics of each property in the appraisal records;
 - 3. Defining market areas in the District;
 - 4. Identifying property characteristics that affect property value in each market area, including:
 - (a) the location and market area of property;
 - (b) physical attributes of property, such as size, age and condition;
 - (c) legal and economic attributes; and
 - (d) easements, covenants, leases, reservations, contract, declarations, special assessments, ordinances, or legal restrictions;
 - 5. developing an appraisal model that reflects the relationship among the property characteristics affecting value in each market area and determines the contribution of individual property characteristics;
 - 6. applying the conclusions reflected in the model to the characteristics of the properties being appraised; and
 - 7. reviewing the appraisal results to determine value.

Scope of Responsibility

The Property Tax Code, except as otherwise provided, states that all taxable property is appraised annually at its “market value” as of January 1 of each year. Under the tax code, “market value” means the price at which a property would transfer for cash or its equivalent under prevailing market conditions if: 1. Exposed for sale in the open market for a reasonable amount of time for the seller to find a purchaser; 2. both the seller and the buyer know of all the uses and purposes to which the property is adapted and for which it is capable of being used and of the enforceable restrictions on its use, and; 3. both the seller and buyer seek to maximize their gains and neither is in a position to take advantage of the other.

The Property Tax Code defines special appraisal provisions for the valuation of residential homestead property, property used for productivity, real property inventory, dealer inventory, nominal or restricted use properties and allocation of interstate property. (Sec.23.23-homesteads), (Sec 23.41 & 23.51 – productivity valuation), (Sec 23.12 – real property inventory), (Sec 23.121, 23.124, 23.1241 and 23.127 - dealer inventory), (Sec. 23.18 – nominal value), (Sec. 23.83 – restricted use properties), (Sec. 21.03 allocation of interstate property).

The appraised value of real and business personal property is calculated using specific information and data about each property. Using a Computer-Assisted Mass Appraisal system (CAMA) and generally recognized appraisal methods and techniques, registered and trained appraisers compare the subject

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property information with the data for similar properties. These are compared to recent market data through ratio studies. The district adheres to the standards of the International Association of Assessing Officers (IAAO) regarding its appraisal practices and procedures. The district also adheres to Uniform Standards of Professional Appraisal Practice (USPAP) to the extent they are applicable.

Chapter 23 of the Texas Property Tax Code contains statutes dealing with appraisal methods and procedures. Section 23.01 of this chapter was amended in 1997 to specify that appraisal districts are required to comply with the mass appraisal standards of USPAP (Standard 6) when the appraised value of a property is established using mass appraisal techniques. If the appraisal district contracts with an outside firm for any appraisals, that appraisal firm must also adhere to similar professional standards. Industrial and oil & gas mineral properties are currently contracted to Pritchard & Abbott. There is a separate Reappraisal Plan for the properties that are contracted to Pritchard & Abbott.

The budgets for Throckmorton Appraisal District are adopted annually for appraisal year 2015 and 2016.

The Texas Property Tax Code, under Sec. 25.18, requires each appraisal office to implement a plan to update appraised values for real property at least once every three years. Since Throckmorton County is sparsely populated, the district's current policy is to conduct a general reappraisal of all taxable property every three years. Due to the lack of sales and desirability of one area over another the district has divided the county into three areas, Woodson I S D properties, City of Throckmorton, and Throckmorton I S D rural areas. The City of Throckmorton has older homes opposed to age and quality of homes in Woodson ISD. Each area is appraised every three years in cycles.

Personnel Resources, Education & Training

The office of the Chief Appraiser is primarily responsible for overall planning, organizing, staffing, coordinating, and controlling of district operations. This office's function is to plan, organize, direct and control the business support functions related to human resources, budget, finance, records management, purchasing, fixed assets, facilities and postal services. The district's year is divided into three phases. The first, the appraisal phase, is the valuation of all real and personal property accounts. The property types appraised include commercial, residential, business personal, mineral, utilities, and industrial. All appraisal district employees that perform appraisal work must be registered with the Texas Department of Licensing & Regulation (TDLR). TDLR is responsible for ensuring appraisers are professional, knowledgeable, competent and ethical. This is accomplished through a statewide program of registration, education, experience, testing and certification for all property tax professionals for the purpose of promoting an equitable tax system. Upon registering, appraisers registered with the TDLR have up to five years to take a series of appraisal courses and exams in order to achieve certification as a Registered Professional Appraiser (RPA). During each two year period after certification, appraisers must complete an additional thirty hours of continuing education. Failure to meet these minimum standards will result in the loss of certification of the employee. Support functions including records maintenance, information and assistance to property owners, and hearings are coordinated by personnel in support services. The second and third phase in this district is involved in are the assessment and collection phases. At least one employee, our chief appraiser, must be registered and pass the same routine as above except in the field of assessment and collections. The requirements for both are extensive. All district employees working in the appraisal department also receive training in the data gathering and valuation process. Manuals are provided to ensure uniform and accurate data collection. Senior personnel provide on the job training. The district is contracted with each of the five entities in Throckmorton County to calculate and publish effective tax rates (assessment phase), mail statements, and collect (collection phase) all taxes. Though not all districts perform all these tasks, it is common especially in smaller districts. Many entities perform the assessment and collection tasks but most entities agree that it saves tax dollars to have it all performed in one office.

Data

The district is responsible for establishing and maintaining approximately 16,000 real and personal property accounts covering roughly 900 square miles within Throckmorton County and more miles within adjoining counties as discussed in the next item. This data includes property characteristics, ownership, and exemption information. Property characteristic data on new construction is updated through an annual field effort; existing property data is maintained through a field review. Sales are routinely validated during a separate field effort; however, numerous sales are validated as part of the new construction and field inspections. General trends in employment, interest rates, new construction trends, cost and market data are acquired through various sources, including internally generated questionnaires to property buyers, sellers, and vendors. The International Association of Assessing Officers, *Standard on Mass Appraisal of Real Property* specifies that the universe of properties should be re-inspected on a cycle of 4-6 years. The district does not, at this time, have a geographic information system (GIS) that maintains cadastral maps and various layers of data and aerial photography. 911 mapping is integrated into the system along with topography mapping which allows basic knowledge of the districts layout. The district does not, at this time, host a web site with information available for public access though it is known to be necessary in the future to keep up with technology. We have contracted with Pritchard & Abbott to do our mapping and website and are on a waiting list at this time. The district prides itself on its personal availability to deal with phone calls and personal relations in dealing with questions. This personal touch is not available with technology.

Cyclical Reappraisal Schedule for 2013 – 2014

The Throckmorton Central Appraisal District reappraises all property in the district on a three year cycle. Therefore, each year is a reappraisal year, appraising one-third of the district each and every year. Below is schedule of the appraisers' schedule.

- 2015 – Woodson I S D and City of Woodson
- 2016 – Throckmorton City
- 2017 – Throckmorton I S D Rural Areas

Throckmorton County is included as these areas are appraised. New improvements and additions are noted throughout the year through contact, sight, and deeds and added yearly to the jurisdictions as needed. Appraised values are reviewed for equality and uniformity annually and are subject to change. Business personal properties, minerals and utility properties are appraised every year. The district appraises business income personal properties from renditions received from business owners in the district. Mineral & utility properties, which make up over half of the value of the county, are appraised by contract with Pritchard & Abbott Inc. in Fort Worth, Texas.

The appraised value of real estate is calculated using specific information about each property. Using computer-assisted mass appraisal programs, and recognized appraisal methods and techniques, we compare that information with the data for similar properties, and with recent cost and market data. The district follows the standards of the International Association of Assessing Officers (IAAO) regarding its appraisal practices and procedures, and subscribes to the standards promulgated by the Appraisal

Foundation known as the Uniform Standards of Professional Appraisal Practice (USPAP) to the extent they are applicable.

Reappraisal and Non-Reappraisal Year Goals and Activities

Performance Analysis - The individual school districts equalized values are analyzed with ratio studies to determine the appraisal accuracy and appraisal uniformity with regards to the State Comptroller's property reporting categories. Ratio studies are conducted in compliance with the current Standard on Ratio Studies published by the International Association of Assessing Officers (IAAO).

Analysis of Available Resources - Budget and staffing requirements for tax year 2015 are detailed in the 2015 budget, as adopted by the board of directors and attached to the written biennial plan for reference. Existing appraisal practices are specified, examined and tested each year for any changes that are needed but most are continued from year to year. Existing maps and data requirements are specified and updates scheduled.

Planning and Organizing - A calendar of key events with critical completion dates is prepared each year for each major work area. This calendar identifies all key events for appraisal, clerical, customer service and information systems. Production standards for field activities are calculated and incorporated in the planning and scheduling process.

Please see APPENDIX A for 2015 CALENDAR

Please see APPENDIX B for 2016 CALENDAR

Information Systems

Pritchard & Abbott Inc. provides software services for appraisal and collections applications.

SHARED APPRAISAL DISTRICT BOUNDARIES

The district established procedures whereby ownership and property data information are routinely exchanged within over-lapping jurisdictional boundaries. Portions of adjoining counties are under over-lapping taxing jurisdictions and these properties are included within the number of property accounts as listed in the prior description. These over-lapping jurisdictions enter into Young, & Stephens Counties and Munday CISD & Olney ISD. Appraisers from adjacent appraisal districts discuss data collection and valuation issues to minimize the possibility of differences in property characteristics, legal descriptions, and other administrative data. Under current State law, if a different method of developing values is not agreed upon by overlapping counties, the lower of the values is required to be used as the assessed value by all appraisal districts appraising the property.

Study of Appraisal District by State Comptroller

According to Texas Property Tax Code Sec 5.10 (a) at least once every two years, the comptroller shall conduct a study in each appraisal district to determine the degree of uniformity of and the median level of appraisals by the appraisal district within each major category of property. (b) The published findings of a ratio study conducted by the comptroller shall be distributed to all members of the legislature and to all appraisal districts. TCAD's study was conducted in 2013 and will be conducted again in 2015. As part of this study, the code requires the Comptroller to use sales and recognized auditing and sampling techniques. To test the validity of school district taxable values in each appraisal district and presume the appraisal roll values are correct when values are valid, and determine the level and uniformity of property tax appraisal in each appraisal district. The methodology used in the property value study

includes stratified samples to improve sample representativeness and techniques or procedures of measuring uniformity. This study utilizes statistical analyses of sold properties (sale ratio studies) and appraisal of unsold properties (appraisal ratio studies) as a basis for assessment ratio reporting. For appraisal district, the reported measures include median level of appraisal, coefficient of dispersion (COD), the percentage of properties within 10% of the median, the percentage of properties within 25% of the median and price-related differential (PRD) for properties overall and by state category.

There are 2 independent school districts within Throckmorton Appraisal District for which appraisal rolls are produced each year. The preliminary results of this study are released February 1 in the year following the year of study. The final results are certified to the Education Commissioner of the Texas Education Agency (TEA) the following July of each year. This outside (third party) ratio study provides additional assistance to the CAD in determining areas of market activity or changing market conditions.

Review of Appraisal District by State Comptroller

Per Texas Property Tax Code Sec 5.102 (a) At least once every two years, the comptroller shall review the governance of each appraisal district, taxpayer assistance provided, and the operating and appraisal standards, procedures and methodology used by each appraisal district, to determine compliance with generally accepted standards, procedures and methodology. (c) At the conclusion of the review, the comptroller shall, in writing, notify the appraisal district concerning its performance in the review. If the review results in a finding that an appraisal district is not in compliance with generally accepted standards, procedures, and methodology, the comptroller shall deliver a report that details the comptroller's finding and recommendations for improvement to the appraisal district chief appraiser and board of directors and the superintendent and board of trustees of each school district participating in the appraisal district.

Three Approaches to Valuing Real Property

MARKET APPROACH TO VALUE: This approach may be defined as one which uses data available from transactions or sales that actually occurred in the market place. TCAD prepares ratio studies to use the sales of comparable properties from which a comparison to the subject property can be made. Market areas are compared to begin the market approach to value. TCAD must define the appraisal problem by classifying and describing the subject property. Efforts are made to find vacant land sales. Collect and analyze the recent sales data. Next select the appropriate units of comparison. Then calculate reasonable adjustments based on market information (financing, time or location adjustments). Finally add or subtract the reasonable adjustments to the subject property to arrive at a final estimate of value.

COST APPROACH TO VALUE: Marshall & Swift Valuation Services are used to estimate the replacement cost new of structures. Depreciation is applied to the cost to build to establish market value. Neighborhood or location adjustments are applied in many areas to bring the cost less depreciation estimate to market value. TCAD does use cost approach as a basis for their appraisals of improved properties.

INCOME APPROACH TO VALUE: The basic steps in the income approach are estimate potential gross income, deduct the vacancy & collection loss, deduct allowable operating expenses and capitalize to get a value. In estimating the potential gross income and allowable expenses, market income, rent and expenses must be used rather than actual rent and expenses when determining values. Individual property characteristics must be used in determining market rent and expenses. Due to the difficulty in Throckmorton County of obtaining the appropriate information to calculate a cap rate, the district contacts local banks to obtain their cap information for income.

While all three approaches are considered, normally the market approach is used to value non-income producing properties. For tangible income producing property normally the market approach to value or the cost approach are used to determine these values.

Mass Appraisal System

Per the Tax Code, the market value of all taxable property shall be determined by the application of generally accepted appraisal methods and techniques. The district must and does consider the Cost, Market and Income Approach to value. However, if the appraisal district determines the appraised value of a property using mass appraisal standards, the mass appraisal standards must comply with the Uniform Standards of Professional Appraisal Practice. The same or similar appraisal methods and techniques shall be used in appraising the same or similar kinds of property. However, each property shall be appraised based upon the individual characteristics that affect the property's market value. Throckmorton Central Appraisal District strictly abides by this law. Computer Assisted Mass Appraisal (CAMA) system revisions are specified and scheduled.

Defining market areas within the district are as follows: Current individual market areas in the district are City of Throckmorton and City of Woodson. The rural areas are the Throckmorton ISD, and the Woodson ISD. Market areas are reviewed annually for presence of competing property characteristics.

Notice and Hearing Process

To ensure the accuracy of the current appraisal records, the district employees spend many hours running reports, checking ratio, reviewing, proofing and generally checking over everything before Notices of Appraised Values are generated. These notices are in the mail to the property owners as close to April 1 as possible. Property owners then have 30 days to file protests if they disagree with the current value the district has estimated for their property. TCAD conducts informal hearings up until the deadline to protest has passed. All protests that are not previously resolved with a district appraiser are scheduled for a formal hearing before the Appraisal Review Board (ARB). Protesters are notified at least 14 days before their hearing with the ARB. The district is required to present evidence to meet its burden of proof for market value and equity in both informal and formal appraisal review board hearings. The district examines ratios studies of ISD's and separate areas in the district.

Value Defense

Evidence to be used by the appraisal district to meet its burden of proof for market value and equity in both informal and formal appraisal review board hearings is specified and tested. For defending at ARB hearings the appraiser must have sales information, maps and any other information that they may deem helpful in defending the estimated value.

The Mass Appraisal Report

Each tax year the tax code required Mass Appraisal Report is prepared and certified by the Chief Appraiser at the conclusion of the appraisal phase of the ad valorem tax calendar (on or about May 15th). The Mass Appraisal Report is completed in compliance with STANDARD RULE 6-8 of the *Uniform Standards of Professional Appraisal Practice*. The signed certification by the Chief Appraiser is compliant with STANDARD RULE 6-9 of *USPAP*. This written reappraisal plan is attached to the Mass Appraisal Report by reference.

Limiting Conditions

The appraised value estimates provided by the district are subject to the following conditions:

1. The appraisals are prepared exclusively for ad valorem tax purposes,
2. The property characteristic data upon which the appraisals are based is assumed to be correct. Exterior inspections of the property appraised are performed as staff resources and time allow. Some interior inspections of property appraised are performed at the request of the property owner and required by the district for clarification purposes and to correct property descriptions.
3. Validation of sales transactions is attempted through questionnaires to buyer and seller, telephone survey and field review. In the absence of such confirmation, sales data obtained and vendors is considered reliable.

Certification Statement:

"I, Erin Hudson, Chief Appraiser for the Throckmorton Central Appraisal District, solemnly swear that I have made or caused to be made a diligent inquiry to ascertain all property in the district subject to appraisal by me, and that I have included in the records all property that I am aware of at an appraised value which, to the best of my knowledge and belief, was determined as required by law."

Erin Hudson
Chief Appraiser

As adopted by the Board of Directors-

Bobby Mathiews, Chairman

Dated

-APPENDIX A-

2013 APPRAISAL YEAR CALENDAR OF EVENTS

SEPTEMBER, 2014

1st

- 2013 taxable values of inventories may be determined as of this date, at property owner's written request.
- Personal Property appraiser begins research for finding new businesses. (DBA, Assumed names and ads) P/P field inspections begin.
- Real Estate fieldwork and appraisal begins.

OCTOBER, 2014

- Appraisal fieldwork of Real Estate and Personal/Property continues.

NOVEMBER 2014

- Appraisal fieldwork of Real Estate and Personal/Property continues.

DECEMBER 2014

31ST (Deadline extended to January 2, 2015)

- Deadline for mailing of renditions to all known owners of income producing personal property.
- Fieldwork of Real Estate and Personal/Property continues.

JANUARY, 2015

- Fieldwork of Real Estate and Personal/Property continues.

1St

- Date that 2015 taxable values and qualification of certain exemption are determined.
- Date rendition period begins; continues through April 15 for those property owners not requesting a filing extension.

31st

- Last day for Chief Appraiser to deliver applications for special appraisal and exemptions requiring annual applications.

FEBRUARY 2015

- Fieldwork of Real Estate and Personal/Property continues.

MARCH 2015

16th

- Field work deadline.
- All sales data that has been received must be entered in TCAD system. Sales data must be current for ratio analysis.
- Appraiser will work in office helping chief appraiser to establish market value. Using market analysis of comparable sales and locally tested cost data, valuation models are specified and calibrated in compliance with supplemental standards from the IAAO and USPAP. The calculated values are tested

for accuracy and uniformity using ratio studies.

APRIL 2015

15th Last day for property owners to file renditions and property information reports unless they request a filing extension in writing

- Deadline for all data entry of appraisal cards, exemptions and homesteads. Also, deadline for all data entry of deeds filed prior to April 2015.
- Deadline for P/P renditions received to be worked and entered in TCAD system.
- Deadline for agricultural 1-d-1 applications received to be worked and entered in TCAD system.
- Deadline for all sales information to be entered into the TCAD system for final ratio analysis.

30th

- Deadline for agricultural 1-d-1 applications, and Homestead applications to be filed with TCAD.

MAY 2015

1st Last day for property owners to file these applications or reports with the CAD:

- *Some exemption applications,
- *Notice to chief appraiser that property is no longer entitled to an exemption not requiring annual application,
- *Applications for special appraisal or notices to chief appraiser that property no longer qualifies for 1-d or 1-d-1 agricultural land or public access airport property,
- *Railroads rolling stock reports,
- *Request for separate listing of separately owned land and improvements,
- *Request for separate list for undivided interest,
- *Request for join taxation of separately owned mineral interest.

1 – 15th

- Time that chief appraiser must publish notice about taxpayer protest procedures in a local newspaper.
- Time that chief appraiser will mail notices of appraised value on all P/P accounts and all mineral/industrial accounts. Also, all real estate accounts that had an ownership change, exemption or special appraisal change or a value increase of \$1,000.00 or more.
- Although address changes are a year round process. During this time a constant research, update and re-mailing of returned notices of appraised value is needed to assure property owners are correctly notified.

15th

Last day for property owners to file renditions and property information reports if they requested an extension in writing.

- Last day (or as soon as practicable) for chief appraiser to mail notices of appraised value and notices of overlapping appraisal districts.
- Last day (or as soon as practicable) for the chief appraiser to prepare appraisal records and submit to ARB.
- At the conclusion of the appraisal phase (around May 15th) the chief appraiser must prepare and certify the Mass Appraisal Report for tax year 2015.

JUNE 2015

- ARB hearings to determine value of protests are conducted during this month.

15th

- Deadline for deeds to be worked and notices of appraised values mailed to all new owners of property that had deeds filed at county clerk office in April 2015.

JULY 2015

1 – 20th

- ARB hearings to determine protests are conducted during this time.

20th

- Date ARB must approve appraisal records, less any outstanding supplemental accounts under protest.

25th

- Last day for the chief appraiser to certify appraisal roll to each taxing entity.

31st

- Last day for property owners to apply for September 1 inventory appraisal for 2016

AUGUST 2015

14th

- Last day for property owner to give correct address to TCAD in writing for 2015 tax bill; penalties and interest waived if bill not sent to correct address 21 days before delinquency date.

*****ANY TIME A DEADLINE IS ON A WEEKEND OR HOLIDAY THE DEADLINE IS
FORWARDED TO THE NEXT REGULAR WORKDAY******

-APPENDIX B-

2016 APPRAISAL YEAR CALENDAR OF EVENTS

SEPTEMBER, 2015

1st

- 2014 taxable values of inventories may be determined as of this date, at property owner's written request.
- Personal Property appraiser begins research for finding new businesses. (DBA, Assumed names and ads) P/P field inspections begin.
- Real Estate fieldwork begins.

OCTOBER, 2015

- Fieldwork of Real Estate and Personal/Property continues.

NOVEMBER 2015

- Fieldwork of Real Estate and Personal/Property continues.

DECEMBER 2015

31ST DEADLINE FOR MAILING OF RENDITIONS TO ALL KNOWN OWNERS OF INCOME PRODUCING PERSONAL PROPERTY.

- Fieldwork of Real Estate and Personal/Property continues.

JANUARY, 2016

- Fieldwork of Real Estate and Personal/Property continues.

1st

- Date that 2016 taxable values and qualification of certain exemption are determined.
- Date rendition period begins; continues through April 15 for those property owners not requesting a filing extension.

31st

- Last day for Chief Appraiser to deliver applications for special appraisal and exemptions requiring annual applications.

FEBRUARY 2016

- Fieldwork of Real Estate and Personal/Property continues.

MARCH 2016

16th

- Field work deadline.
- All sales data that has been received must be entered in TCAD system. Sales data must be current for ratio analysis.
- Appraiser will work in office helping chief appraiser to establish market value. Using market analysis of comparable sales and locally tested cost data, valuation models are specified and calibrated in compliance with supplemental standards from the IAAO and USPAP. The calculated values are tested for accuracy and uniformity using ratio studies.

APRIL 2016

15th

- Last day for property owners to file renditions and property information reports unless they request a filing extension in writing
- Deadline for all data entry of appraisal cards, exemptions and homesteads. Also, deadline for all data entry of deeds filed prior to April 2016.
- Deadline for P/P renditions received to be worked and entered in TCAD system.
- Deadline for agricultural 1-d-1 applications received to be worked and entered in TCAD system.
- Deadline for all sales information to be entered into the TCAD system for final ratio analysis.

30th

- Deadline for agricultural 1-d-1 applications, and Homestead exemptions to be filed with TCAD.

MAY 2016

1st

Last day for property owners to file these applications or reports with the CAD:

- *Some exemption applications,
- *Notice to chief appraiser that property is no longer entitled to an exemption not requiring annual application,
- *Applications for special appraisal or notices to chief appraiser that property no longer qualifies for 1-d or 1-d-1 agricultural land or public access airport property,
- *Railroads rolling stock reports,
- *Request for separate listing of separately owned land and improvements,
- *Request for separate list for undivided interest,
- *Request for join taxation of separately owned mineral interest.

1 – 15th

- Time that chief appraiser must publish notice about taxpayer protest procedures in a local newspaper.
- Time that chief appraiser will mail notices of appraised value on all P/P accounts and all mineral/industrial accounts. Also, all real estate accounts that had an ownership change, exemption or special appraisal change or a value increase of \$1,000.00 or more.
- Although address changes are a year round process. During this time a constant research, update and re-mailing of returned notices of appraised value is needed to assure property owners are correctly notified.

15th

Last day for property owners to file renditions and property information reports if they requested an extension in writing.

- Last day (or as soon as practicable) for chief appraiser to mail notices of appraised value and notices of overlapping appraisal districts.
- Last day (or as soon as practicable) for the chief appraiser to prepare appraisal records and submit to ARB.
- At the conclusion of the appraisal phase (around May 15th) the chief appraiser must prepare and certify the Mass Appraisal Report for tax year 2016.

JUNE 2016

15th

- ARB hearings to determine value of protests are conducted during this month.

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- Deadline for deeds to be worked and notices of appraised values mailed to all new owners of property that had deeds filed at county clerk office in April 2016.

JULY 2016

1 – 20th

- ARB hearings to determine protests are conducted during this time.

20th

- Date ARB must approve appraisal records, less any outstanding supplemental accounts under protest.

25th

- Last day for the chief appraiser to certify appraisal roll to each taxing entity.

31st

- Last day for property owners to apply for September 1 inventory appraisal for 2017

AUGUST 2016

14th

- Last day for property owner to give correct address to TCAD in writing for 2016 tax bill; penalties and interest waived if bill not sent to correct address 21 days before delinquency date.

***ANY TIME A DEADLINE IS ON A WEEKEND OR HOLIDAY THE DEADLINE IS
FORWARDED TO THE NEXT REGULAR WORKDAY****