

**CAD :** \_\_\_\_\_

**CONDUCTED BY:** \_\_\_\_\_

**2016-17 METHODS AND ASSISTANCE PROGRAM (MAP) REVIEW [CAD NAME]  
COUNTY APPRAISAL DISTRICT ([CAD NAME] CAD) REVIEW QUESTIONS AND  
ANSWERS**

This review is conducted in accordance with Tax Code Section 5.102(a) and related Comptroller Rule 9.301. The Comptroller is required to review appraisal district:

- governance;
- taxpayer assistance;
- operating procedures; and
- appraisal standards, procedures and methodology.

Each appraisal district is reviewed every other year. This report details the results of the review for the appraisal district named above.

**Tier 3 Questions**

**GOVERNANCE**

1. By Jan. 1 of the current year, did the chief appraiser notify the Comptroller in writing that he or she is eligible to be appointed or serve as the chief appraiser, as described in Tax Code Section 6.05(c)? YES \_\_\_\_\_ NO \_\_\_\_\_
2. Does the appraisal district board of directors regularly evaluate the chief appraiser? YES \_\_\_\_\_ NO \_\_\_\_\_
3. Has the chief appraiser completed a chief appraiser ethics course within the previous two years as required by TDLR Rule 94.25? YES \_\_\_\_\_ NO \_\_\_\_\_
4. Has the current chief appraiser completed open meetings training as described in Government Code Section 551.005 and open records training as described in Government Code Section 552.012? YES \_\_\_\_\_ NO \_\_\_\_\_
5. Has the appraisal district's investment officer attended investment training as required by Government Code Section 2256.008? YES \_\_\_\_\_ NO \_\_\_\_\_
6. Has the chief appraiser calculated the number of votes to which each taxing unit is entitled and delivered written notice of the voting entitlement by Oct. 1 of the most recent odd-numbered year as described in Tax Code Section 6.03(e)? YES \_\_\_\_\_ NO \_\_\_\_\_
7. Did the board of directors meet at least quarterly with a quorum in the previous year as required by Tax Code Section 6.04(b)? YES \_\_\_\_\_ NO \_\_\_\_\_
8. Do the appraisal district's board of directors' meeting agendas match what was discussed in the meetings? YES \_\_\_\_\_ NO \_\_\_\_\_

9. Was the appraisal district's most recent preliminary budget produced and delivered to the taxing units according to the requirements of Tax Code Section 6.06(a)? YES \_\_\_\_\_ NO \_\_\_\_\_
10. Did the appraisal district prepare and post the most recent budget notice according to the requirements of Tax Code Section 6.062? YES \_\_\_\_\_ NO \_\_\_\_\_
11. Did the appraisal district board of directors provide notice of and host a public hearing for the most recent budget according to the requirements of Tax Code Section 6.06(b)? YES \_\_\_\_\_ NO \_\_\_\_\_
12. Has the chief appraiser appointed a qualified agricultural appraisal advisory board and has that board met at least once within the previous year, as required by Tax Code Section 6.12? YES \_\_\_\_\_ NO \_\_\_\_\_

**TAXPAYER ASSISTANCE**

13. Is the information on the appraisal district's website up-to-date? YES \_\_\_\_\_ NO \_\_\_\_\_
14. Does the appraisal district report, and make available to the public, the metered amount of electricity, water or natural gas consumed for which it is responsible to pay and the aggregate costs for those utility services as required by Government Code Section 2265? YES \_\_\_\_\_ NO \_\_\_\_\_
15. Has the appraisal district developed an annual report in each of the previous two calendar years, and is it made available to the public as described in IAAO's *Standard on Public Relations*? YES \_\_\_\_\_ NO \_\_\_\_\_
16. Are the written documents provided by the appraisal district to property owners, which explain how residential property is appraised, specific to the county in which the appraisal district is located and are those documents made available to the public? YES \_\_\_\_\_ NO \_\_\_\_\_
17. Are the written complaint procedures for the appraisal district made available to the public? YES \_\_\_\_\_ NO \_\_\_\_\_
18. Does the appraisal district notify property owners when denying, modifying or cancelling exemptions as described in Tax Code Sections 11.43(h) and 11.45(d)? YES \_\_\_\_\_ NO \_\_\_\_\_
19. For residence homestead exemptions cancelled after Sept.1, 2015, did the appraisal district follow the procedure described in Tax Code Section 11.43(q) for individuals who are 65 years of age or older? YES \_\_\_\_\_ NO \_\_\_\_\_
20. Did the appraisal district publicize the notices required by Tax Code Sections 11.44(b), 22.21, 23.43(f), 23.54(g) and 23.75(g) in a manner designed to reasonably notify all property owners? YES \_\_\_\_\_ NO \_\_\_\_\_
21. Does the appraisal district include, with each notice sent under Tax Code Section 25.19 to an eligible property owner, instructions for accessing and using the electronic protest system as described in Tax Code Section 41.415? YES \_\_\_\_\_ NO \_\_\_\_\_

22. Has the appraisal district implemented a system that allows the owner of a property that has been granted a homestead exemption to electronically receive and review comparable sales data and other evidence that the chief appraiser intends to use at the protest hearing before the appraisal review board, as required by Tax Code Section 41.415(b)(2)? YES \_\_\_\_\_ NO \_\_\_\_\_
23. Did the appraisal district include an application form for a residence homestead exemption with the most recent notice of appraised value if the property did not qualify for a residence homestead exemption in that year, as described in Tax Code Section 25.19(b-2)? YES \_\_\_\_\_ NO \_\_\_\_\_

**OPERATING PROCEDURES**

24. Did the appraisal district accurately and timely complete the Comptroller’s most recent appraisal district operations survey? YES \_\_\_\_\_ NO \_\_\_\_\_
25. If anyone in the appraisal district calculates and prepares tax bills, agricultural appraisal rollbacks, corrected or supplemental tax bills, tax ceilings or ported percentage tax bills, is someone on staff a registered tax assessor-collector? YES \_\_\_\_\_ NO \_\_\_\_\_
26. Do the exemption applications for homestead exempt properties match the appraisal records for those properties? YES \_\_\_\_\_ NO \_\_\_\_\_
27. Did the appraisal district compile a partial exemption list as described in Tax Code Section 11.46 and Comptroller Rule 9.3010 and was the most recent list made available to the public? YES \_\_\_\_\_ NO \_\_\_\_\_
28. Does the appraisal district maintain documentation for deferrals as required by Tax Code Section 33.06(b)? YES \_\_\_\_\_ NO \_\_\_\_\_
29. Not later than April 30 of the most recent year, did the appraisal district prepare and certify to the assessor for each county, municipality and school district participating in the appraisal district an estimate of the taxable value of property in that taxing unit as described by Tax Code Section 26.01(e)? YES \_\_\_\_\_ NO \_\_\_\_\_
30. Did the chief appraiser prepare and certify the two most recent appraisal rolls to the assessor for each taxing unit participating in the district as described in Tax Code Section 26.01(a)? YES \_\_\_\_\_ NO \_\_\_\_\_
31. Are corrections of the appraisal roll presented to the appraisal district’s board of directors and appraisal review board as described in Tax Code Section 25.25(b)? YES \_\_\_\_\_ NO \_\_\_\_\_
32. When the appraisal roll is changed according to Tax Code Section 25.25(d), does the appraisal district notify the tax assessor-collector that a 10 percent penalty should be charged to the property owner and, if the appraisal district also performs collection functions, is a 10 percent penalty assessed according to the requirements of Tax Code Section 25.25(d)? YES \_\_\_\_\_ NO \_\_\_\_\_

**MAP Review [CAD Name] CAD Tier 3 Review Questions and Answers**

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33. Has the appraisal district's records retention schedule that is on file with the State Library and Archives Commission, as described in Local Government Code Section 203.041, been implemented? YES \_\_\_\_\_ NO \_\_\_\_\_
34. Does the appraisal district have comprehensive and workable written procedures concerning disaster recovery and mitigation? YES \_\_\_\_\_ NO \_\_\_\_\_
35. Does the chief appraiser submit the completed appraisal records to the appraisal review board for review and determination of protests as described in Tax Code Section 25.22? YES \_\_\_\_\_ NO \_\_\_\_\_
36. Did all members serving on the appraisal review board in the previous two years attend the training and complete the statement required by Tax Code Sections 5.041(b) , (b-1), (e) and (e-1)? YES \_\_\_\_\_ NO \_\_\_\_\_
37. Do the appraisal review board's orders of determination comply with the requirements of Tax Code Sections 41.47(c)(1) and (2) and the Comptroller's model hearing procedures as they relate to Tax Code Section 5.102(b)(2)? YES \_\_\_\_\_ NO \_\_\_\_\_
38. Did the appraisal review board hear and determine all or substantially all timely filed protests; determine all timely filed challenges; submit a list of approved changes in the records to the chief appraiser; and approve the appraisal records by the deadline established in Tax Code Section 41.12 in the previous year? YES \_\_\_\_\_ NO \_\_\_\_\_
39. Was the most recent written reappraisal plan adopted by the appraisal district's board of directors by the Sept. 15 deadline listed in Tax Code Section 6.05(i)? YES \_\_\_\_\_ NO \_\_\_\_\_
40. Did the appraisal district send copies of the most recent reappraisal plan to the presiding officers of the governing body of each taxing unit participating in the district and to the Comptroller by the date described in Tax Code Section 6.05(i)? YES \_\_\_\_\_ NO \_\_\_\_\_
41. Does the appraisal district's written reappraisal plan define the market areas in the county as required by Tax Code Section 25.18? YES \_\_\_\_\_ NO \_\_\_\_\_
42. Does the appraisal district's written reappraisal plan identify the properties to be appraised in each year covered by the plan and have those been reappraised as identified in the plan as required by Tax Code Section 25.18? YES \_\_\_\_\_ NO \_\_\_\_\_
43. Does the appraisal district's written reappraisal plan reference or include a work schedule, calendar, timeline or other means to determine work completion dates? YES \_\_\_\_\_ NO \_\_\_\_\_
44. Did the appraisal district submit the two most recent electronic appraisal roll and electronic property transaction submissions to the Comptroller timely? YES \_\_\_\_\_ NO \_\_\_\_\_
45. Are properties identified as sales in the most recent electronic property transaction submission correctly coded as sales? YES \_\_\_\_\_ NO \_\_\_\_\_

**APPRAISAL STANDARDS, PROCEDURES AND METHODOLOGY**

46. Have the inspection dates in the appraisal records been updated within the previous six years as discussed in IAAO's *Standard on Mass Appraisal of Real Property*? YES \_\_\_\_\_ NO \_\_\_\_\_
47. Does the appraisal district add previously omitted real property to the appraisal roll for the previous five years as described in Tax Code Section 25.21? YES \_\_\_\_\_ NO \_\_\_\_\_
48. Did the appraisal district complete and produce a written mass appraisal report in the previous two years as required by USPAP Standard 6? YES \_\_\_\_\_ NO \_\_\_\_\_
49. Do the appraisal district's contracts contain the items described in IAAO's *Standard on Contracting for Assessment Services*? YES \_\_\_\_\_ NO \_\_\_\_\_
50. Does the appraisal district follow a procedure or process for reviewing, verifying or evaluating the work of their appraisal services and mapping contractors? YES \_\_\_\_\_ NO \_\_\_\_\_
51. Does the appraisal district use ratio studies effectively? YES \_\_\_\_\_ NO \_\_\_\_\_
52. Did the appraisal district use discovery techniques for personal property accounts in the current or previous year, as discussed in IAAO's *Standard on Valuation of Personal Property*? YES \_\_\_\_\_ NO \_\_\_\_\_
53. Does the appraisal district apply the rendition penalty for taxpayers who do not render timely according to Tax Code Section 22.28 and are penalties waived when necessary, as described in Tax Code Section 22.30? YES \_\_\_\_\_ NO \_\_\_\_\_
54. Does the appraisal district perform multiple quality control steps to ensure the accuracy and uniformity of property valuations? YES \_\_\_\_\_ NO \_\_\_\_\_
55. Does the appraisal district gather income and expense data and calculate values using the income approach for warehouse properties? YES \_\_\_\_\_ NO \_\_\_\_\_
56. Does the appraisal district collect land sales and maintain a verified land sales file? YES \_\_\_\_\_ NO \_\_\_\_\_
57. Does the appraisal district collect residential property sales and maintain a verified residential sales file? YES \_\_\_\_\_ NO \_\_\_\_\_
58. Does the appraisal district adjust land sales? YES \_\_\_\_\_ NO \_\_\_\_\_
59. Does the appraisal district adjust residential property sales? YES \_\_\_\_\_ NO \_\_\_\_\_
60. Does the appraisal district perform inspections of properties as a result of receiving wildlife management use appraisal applications? YES \_\_\_\_\_ NO \_\_\_\_\_
61. Does the appraisal district perform inspections of properties as a result of receiving agricultural use appraisal applications? YES \_\_\_\_\_ NO \_\_\_\_\_

62. For properties that have been granted agricultural use appraisal, are completed applications and required documentation on file? YES \_\_\_\_\_ NO \_\_\_\_\_
63. Have agricultural appraisal intensity-of-use standards been evaluated or updated within the previous five years? YES \_\_\_\_\_ NO \_\_\_\_\_
64. Did the appraisal district use information obtained from the sources listed in Tax Code Section 23.51(3) to establish subcategories for agricultural use appraisal, as described in that section? YES \_\_\_\_\_ NO \_\_\_\_\_
65. Are net-to-land calculations for agricultural use land designated as native pasture reproducible from the appraisal district's appraisal records? YES \_\_\_\_\_ NO \_\_\_\_\_
66. Are net-to-land calculations for agricultural use land designated as dry and irrigated cropland reproducible from the appraisal district's records? YES \_\_\_\_\_ NO \_\_\_\_\_
67. Does the appraisal district notify the tax assessor-collector that an agricultural use appraisal change of use has occurred according to the Comptroller's *Manual for the Appraisal of Agricultural Land* and, if the appraisal district also performs collection functions, are rollback taxes calculated according to the requirements of Tax Code Section 23.55? YES \_\_\_\_\_ NO \_\_\_\_\_