

C.S.D.A.

Certified South Dakota Assessor Procedural Guide



**A Professional Designation from the
SDAAO
South Dakota Association of Assessing Officers
Inc.**

**Certified South Dakota Assessor Program
Of the
South Dakota Association of Assessing Officers Inc.**

Table of Contents

Objectives and Administration.....	3
Requirements.....	4-5
Application Procedure.....	6
Written Examination Explained.....	6
Application.....	7-10
Appraisal Reports.....	11
Demonstration Appraisal.....	12-30
Conclusion.....	31
Suggested Study Material.....	31
C.S.D.A. Code of Ethics.....	32

(This booklet was revised in 2016 by the C.S.D.A. Secretary)

Objectives and Administration
Amendment to the
South Dakota Association of Assessing Officers Inc.
By-Laws
Article VII

Certification: It shall consist of all those active members who have received the designation C.S.D.A. This committee shall have complete control of the examination for the designation of C.S.D.A., and shall keep all records, examination papers, and appraisal reports as privileged information. The Committee shall have the authority to organize itself, as to Chairman, Vice-Chairman, and a Secretary to keep records and correspondence. Note from C.S.D.A. Secretary: **Currently, no funds are collected; neither dues from members, nor fees from applicants for the C.S.D.A. designation.** If funds were determined necessary, all funds collected as entrance fees or dues shall be kept by the Treasurer of the S.D.A.A.O., Inc., and the expenditure of such funds, and all other actions of this committee shall be subject to approval of the Executive Board.

Resolution by the Executive Board Relative to Certified South Dakota Assessors (C.S.D.A.)

Whereas, assessing officers who meet certain prescribed qualifications and who have attained outstanding proficiency and ability in the assessment field should be recognized, and

Whereas, it is deemed necessary that the South Dakota Association of Assessing Officers Inc. recognize assessing ability within the assessing profession in South Dakota by conferring upon those members who qualify, a professional designation, and

Whereas, it would improve, through incentive, assessing procedures and policies in local government in South Dakota if such a designation were made, and

Whereas, there would be created a pool of experienced and qualified assessors upon which local governments could draw personnel, and

Whereas, it is essential that the necessary machinery be set up to formulate, initiate and administer this designation,

Now, therefore, be it resolved by the Executive Board of the South Dakota Association of Assessing Officers Inc. that the Certification Committee be guided and governed by the following regulations and policy statements and those which may be handed down from time to time by this board in fulfilling the intent of this resolution.

Policy Statement

The committee shall at all times be reminded that it is the policy and intent of the association to upgrade the role of the assessing officers in this state and to recognize individual initiative and individual self-improvement in the appraisal field by members of this organization.

Regulations

At annual meetings, the committee on behalf of the Association, may confer Certified South Dakota Assessor Certificates upon eligible candidates who have met the committee requirements.

Requirements for Certified South Dakota Assessor Certificates

Eligibility:

1. Must be an active member of S.D.A.A.O. Inc for at least one year.
2. Must have a current and valid C.A.A. (Certified Appraiser Assessor) certificate from the South Dakota Department of Revenue and Regulation.

Note: The C.A.A. (Certified Appraiser Assessor) is a designation issued and regulated by the South Dakota Department of Revenue and Regulation. The C.S.D.A. (Certified South Dakota Assessor) is a designation issued and regulated by the S.D.A.A.O. Inc. This designation was established before the South Dakota Department of Revenue and Regulation began certifying assessing personnel.

Requirements:

1. File an application for certification with the Certification Committee. This application is to be filed at least 60 days prior to the examination, so that the committee can pass on the eligibility of the applicant.
2. Submit to the Certification Committee a written narrative type appraisal report of a residential property on which the improvements are at least five years old or older, using all three approaches to value. The property must suffer from at least two forms of depreciation so the knowledge and ability of the appraiser may be demonstrated. An original report and two copies are to be submitted to the Committee.
3. Submit to the Certification Committee a written narrative type appraisal report of a commercial property or farm property on which the improvements are at least five years old or older. All three approaches to value shall be used. The property must suffer from at least two forms of depreciation so the knowledge and ability of the appraiser may be demonstrated. An original report and two copies are to be submitted to the committee.
4. Take and pass, with a grade of 80% or better, a comprehensive written examination, covering appraisal work and assessment laws pertaining to South Dakota. Said examination to be given at a time and place as designated by the committee in cooperation-operation with the South Dakota Department of Revenue.
5. The written appraisal reports shall be submitted to the Certification Committee not less than 30 days prior to the taking of the written examination.
6. The written examination shall be taken within one year from the time of the original application for certification.

7. Acquire a minimum of a total of 240 credit points. Credit points to be earned on the following basis:

Item	Rate of Earning	Maximum Points Allowed
Submitted Residential Appraisal Report	80 to 100, Graded	100
Submitted Commercial or Farm Appraisal Report	80 to 100, Graded	100
Written Examination	passed with a grade of 80 or better	100
Minimum for Appraisals and Examination		240
Total Maximum Points		300

The Application

Each candidate making an application for the C.S.D.A. professional designation must first submit his or her completed application to the Treasurer of S.D.A.A.O. Inc. and to the Chairman of the Certification Committee for C.S.D.A. If the application is rejected, the candidate will be so advised and his or her check will be returned if a fee was charged. If all prerequisite requirements are met, the application will be approved. The candidate will then be notified to submit two complete narrative type appraisal reports as outlined in the requirements. One report must be an appraisal of an improved residential property, while the other must be of an improved non-residential property. The improvements on each should be at least five years old in order for the candidate to demonstrate his or her ability to apply depreciation in its various forms. Upon receipt of these reports by the chairman, they will be referred to the committee that reviews and returns them along with their recommendations to the chairman. The chairman will advise the candidate concerned whether the reports are acceptable. If the reports are acceptable, the candidate will then be advised that he or she may arrange to take the written examination either at the South Dakota Department of Revenue School, or at some designated location. Applications must be approved and acceptable appraisal reports must be submitted to the Certification Committee at least 30 days in advance of the time the written examination is to be taken. Each candidate must successfully complete all requirements within a one year period from the date of application.

The Written Examination

The written examination is designed to test the candidate's knowledge of assessment practices and principles, assessment laws, and appraisal techniques. The candidate may complete the examination either at the South Dakota Department of Revenue School or at a time and place designated by the Certification Committee. While the contents of the examination, by necessity, are changed periodically, it remains constant with regards to the type and form. The present examination contains fifty multiple choice questions. These questions cover all areas of appraisal techniques, the three approaches to value, and questions concerning standards and ethics in the assessment field. The examination will test the designee's knowledge of appraisal terminology, principles, standards and accepted practices, and ability to solve appraisal problems. The examination usually will require from 1 to 2 hours to complete.

6. I have participated as Instructor _____; Lecturer _____; at the following schools, or conferences for assessors, in the years mentioned below, and lectured on the following subjects:

School _____ Subject _____ Year _____	Dept. of Revenue Approved Yes ___ No ___
School _____ Subject _____ Year _____	Dept. of Revenue Approved Yes ___ No ___
School _____ Subject _____ Year _____	Dept. of Revenue Approved Yes ___ No ___
School _____ Subject _____ Year _____	Dept. of Revenue Approved Yes ___ No ___

Note: If school is not approved, state under whose sponsorship it was held and furnish program if possible.

7. Scholastic Record:

Note: As to B2 and C below, a specific outline of courses could be requested.

A. _____

High School	City/State	Years Attended
-------------	------------	----------------

B. _____

College (1)	Year Graduated	Degree(s) Attained
_____	_____	_____
College (2)	Year Graduated	Degree(s) Attained
_____	_____	_____
College Major	College Minor	

C. _____

Education Beyond High School Dates (Not Included Above)	Courses
--	---------

8. With full recognition of my responsibilities as a candidate for the designation of Certified South Dakota Assessor, I subscribe to the following S.D.A.A.O. Inc. Code of Ethics.

C.S.D.A. Code of Ethics

I will comply, to the best of my ability, with all the tax laws of the State of South Dakota.

I will endeavor to locate and assess at a fair and equitable value all taxable property in my jurisdiction.

I will listen with patience and consideration to every complaint and will never allow personal prejudices or political affiliations to influence my decisions.

I will constantly wage an educational campaign to fully acquaint my constituents with provisions of the property tax laws and the responsibilities which they impose upon the citizens of the State of South Dakota.

I will conduct my office in such a manner as to add dignity and prestige to this high position of trust.

Relations with Other Assessing Officers

1. It is the duty of every assessing officer to cooperate fully with other assessing officers in all matters affecting his or her official duties.
2. Information concerning persons or their property, obtained by an assessing officer in his or her official capacity, should be treated as confidential, except for lawfully authorized uses. It is proper for assessing officers of different jurisdictions to exchange factual information concerning persons or their property, to aid either or both in the assessment of property legally subject to taxation.
3. The assessor has a duty to refrain from speaking disparagingly of any other assessor, unless his or her official responsibilities require this course of action.
4. It is unprofessional for any assessing officer, in any writing or speech, to use material contained in the writings or speeches of other assessors, persons, or agencies, unless full credit is given to the original author.
5. It is improper for an assessing officer to represent a taxpayer in any matter involving the determination of assessments.

Relations with Other Public Officials

1. The assessing officer has a duty to cooperate with other public officials to improve the efficiency and economy of public administration.
2. It is improper for an assessing officer, charged by law with the responsibility for determining assessments of property, to permit his judgment of values to be influenced by other public officials for any reasons other than those directly concerned with the value of the property.

3. It is the duty of the assessing officer always to maintain an attitude of respect and cooperation towards other public officials and agencies to whom the law has assigned official duties relating to the work of the assessing officer.

Relations with the Public and Taxpayers

1. It is the duty of every assessing officer to maintain at all times a courteous and respectful attitude in his or her relations with taxpayers and the public generally, and it is his or her further duty to compel a similar attitude on the part of his or her subordinates.

2. It is improper for an assessing officer to accept any gift where it is clear that such gift is made solely because he or she is an assessing officer.

3. All conferences or discussions with taxpayers or their representatives relative to the assessment of their property should be held during business hours at the office of the assessor or at some other place appropriate for the transaction of business.

4. The assessing officer should give full faith and allegiance to his or her oath of office.

5. The assessing officer should apply the law of his or her jurisdiction to all taxpayers alike.

I hereby certify that all the answers to the above questions are true and accurate to the best of my knowledge and belief.

Signed _____

Date _____ Dated at _____

(Location/Place)

IMPORTANT: Material in support of the application must be submitted and examination must be taken within a period of one year following the date of application. The C.S.D.A. DESIGNATION MAY BE RETRACTED AT ANY TIME by the Certification Committee for conduct unbecoming of the member of the assessing profession or for infraction of the Code of Ethics of S.D.A.A.O. Inc. A C.S.D.A. designee may, with the approval of the C.S.D.A. membership, retain the C.S.D.A. designation after leaving the association so long as the designee remains active in the appraisal profession and maintains an associate membership in the S.D.A.A.O. Inc. However, the C.S.D.A. designation shall become an inactive designation if the designee retires from the profession but holds an inactive membership in the S.D.A.A.O. Inc. This inactive C.S.D.A. designation may again become an active designation upon the designee reentry into the appraisal profession providing the designee has acquired a current C.A.A. designation from the South Dakota Department of Revenue.

Application Received _____

(Date)

The Appraisal Reports

Preparing the required appraisal reports to qualify for the C.S.D.A. professional designation is not an easy task. Actually, these reports are in the nature of a test. In reviewing the reports, the committee is examining the candidate's ability as an appraiser, as well as his or her ability to present facts. Emphasizing the importance of the appraisal reports and to assist the candidate in the preparation of these reports, the committee offers the following outline and suggestions. Not only should this help the candidate prepare the reports, but it will also point out the more important items for which the reviewing committee will no doubt check. The conclusion of the committee will be based upon whether the candidate has convincingly supported his or her final estimate of value by utilizing all three approaches to value. A demonstration appraisal report should be sufficiently comprehensive so that the committee who may know very little of the candidates ability, can attain a complete mental picture of the property appraised and a full and complete knowledge of the candidate's approaches to value estimate, as well as the reasoning for each step in the appraisal process. The candidate should follow the outline and the suggestions as closely as possible and show all steps adequately so the committee can judge effectively the candidate's knowledge of the principles of real estate appraising.

The purpose of submitting the appraisal reports to the Certification Committee is to demonstrate the candidates knowledge of the basic principles of the appraisal process and his or her ability to explain clearly the reasoning that led to his or her final estimate of value.

Even though the report submitted may be entirely satisfactory in so far as the property itself is concerned, unless it includes all of the steps in the approaches to values, it will not be acceptable for this particular purpose. The task of the Certification Committee is to evaluate the candidate and test his or her ability. For this reason the report should state **what** was done, **why** it was done, and **how** it was done.

Demonstration Appraisal Report

Note: What follows on the next few pages is a demonstration report outline copied here with the permission of the International Association of Assessing Officers, 130 East Randolph St., Suite 850, Chicago, IL 60601. Copyright 1988. The South Dakota Association of Assessing Officers thanks the IAAO for its use.

Note: The original demonstration appraisal report consisted of some 58 pages. To save space, it has been condensed, in that some pages of the original had only a single line or paragraph. It should be noted that in a narrative appraisal, the length of any given section will range from a portion of a page to several pages depending upon the property, extent of explanation needed, facts and conclusions to be presented, or the material the appraiser deems necessary to adequately present material and data.

Remember that this is only a demonstration appraisal indicating the general outline and components needed in a narrative appraisal, the candidate should devote enough space on any given section of the appraisal report to do an adequate job.

Demonstration Appraisal Report
of a Single - Family Residence

Located at

for the

Professional Admissions Committee
International Association of Assessing Officers Inc.
130 East Randolph Street, Suite 850
Chicago, IL 60601

by

**INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS
APPLICATION FOR APPRAISAL REPORT APPROVAL**

Name _____
Address _____
City: State/Province _____ Zip _____

I herewith submit a demonstration appraisal report on the real estate known as:

Located at: _____

To the Professional Admissions Committee of the International Association of Assessing Officers for the purpose of fulfilling part of the requirements for the CAE or RES designation.

I hereby certify that:

1. I personally prepared this report in its entirety (exclusive of typing), including all work involved in its preparation.
2. The appraisal and facts contained herein are actual and not hypothetical, and the appraisal is of an existing parcel of real estate;
3. This report meets the general requirements for preparation of demonstration appraisal reports as set out in Guide to Real Property Demonstration Appraisal Report Writing as revised to date;
4. Each of the three approaches to value is applied to the subject property and the correlation includes the three approaches;
5. The subject property suffers from, **a)** physical deterioration, both curable and incurable, and **b)** functional obsolescence both curable and incurable, or economic obsolescence.

I understand that if any of the above requirements are omitted or erroneously mislabeled to the degree that I have not demonstrated a sufficient knowledge or awareness of appraisal principles, it will be cause for immediate rejection as a first grading of the demonstration appraisal. The appraisal will not be graded, and the grading sheet will not be returned to the candidate.

Signed _____ Date _____

LETTER OF TRANSMITTAL

Professional Admissions Committee
International Association of Assessing Officers
130 East Randolph Street, Suite 850
Chicago, IL 60601

Committee Members,

Attached is a demonstration appraisal of a single family dwelling located at:

This report is prepared as a demonstration of my knowledge of and ability to apply appraisal procedures to an actual property in fulfillment of one of the requirements of the IAAO professional designation program. The purpose of the report is to estimate the market value of fee simple title to the unencumbered rights to the subject property, as of _____.

(Date)

Market Value as used in the context of this report is defined as

“...the cash price a property would bring in a competitive and open market, sufficient time has been allowed for a sale, the buyer and seller are not subject to undue pressure, and both are well informed.” (*Property Appraisal and Assessment Administration*, Chicago: International Association of Assessing Officers, 1990, Page 35)

The analysis, which is detailed in the report, estimates the market value of the subject property as of the appraisal date as: _____

Sincerely, _____
(Signature)

TABLE OF CONTENTS

	Page
Summary of Salient Facts and Conclusions	
Photographs of the Subject	
Identification of the Subject Property	
Property Rights Appraised	
Purpose and Function of Appraisal	
General Assumptions and Limiting Conditions	
Assessment and Property Tax Analysis	
Area Analysis	
City Analysis	
Neighborhood Analysis	
Site Analysis	
Improvement Analysis	
Highest and Best Use Analysis	
The Appraisal Process	
Cost Approach	
Income Approach	
Sales Comparison Approach	
Correlation	
Certification	
Appendices	
Area Map	
City Map	
Neighborhood Map	
Map of Comparable Land Sales Locations	
Map of Comparable Rental Locations	
Map of Comparable Sales Locations	
Site Plan	
Floor Plan	
Qualifications of Appraiser	
End Notes	
Others	

SUMMARY OF SALIENT FACTS AND CONCLUSIONS

Purpose of the Appraisal: To estimate market value
Property Rights Appraised: Unencumbered fee simple interests
Mailing Address:
Improvements:
Lot Size:
Zoning:
Assessed Valuation:
Assessor's Estimated Value: for Year:
Real Estate Taxes:
Highest and Best Use:
Site:
Improved Property:
Size of Dwelling:
Actual Age:
Effective Age:
Remaining Economical Life:
Estimated Land Value:
Estimate of Value:
 Cost Approach:
 Land Value-
 Improvement Value-
 Total Value-
 Income Approach:
 Sales Comparison Approach:
Final Estimate of Value:
Date of Appraisal:

PHOTOGRAPHS OF THE SUBJECT
(Photos taken _____)

IDENTIFICATION OF THE SUBJECT PROPERTY

The property that is the subject of this appraisal is a single family residence located at:

According to the last deed issued on the property it is legally described as:

PROPERTY RIGHTS APPRAISED

In keeping with the purpose and function of this appraisal, the property rights being valued are the fee simple ownership rights of the subject property with no restrictions, indebtedness, or other encumbrances.

PURPOSE AND FUNCTION OF THE APPRAISAL

The purpose and function of the appraisal is to estimate the market value of the subject property under the assumptions and definitions in this report.

The term “market value” as used in this report is defined as:

“...the cash price a property would bring in a competitive and open market. In such a market, sufficient time has been allowed for a sale, the buyer and seller are not subject to undue pressure, are well informed.” (*Property Appraisal and Assessment Administration*, Chicago: Int’l Association of Assessing Officers, 1990-page 35)

The intended function of this appraisal is to demonstrate the appraiser’s knowledge of the appraisal process and ability to apply appraisal principles and procedures to an actual property as partial fulfillment of the requirements for an IAAO professional designation.

GENERAL ASSUMPTIONS AND LIMITING CONDITIONS

This report is subject to the assumptions and limitations noted below.

1. The final estimate of value developed in this report is as of _____. The utilization of the property at that time determined the distribution of the valuation between the land and improvements. Any change in the present utilization of the property or the date of valuation may or may not affect the final conclusion of value that is stated in this report.
2. It is assumed that the legal description, status of title, and other matters legal in nature are correct. No responsibility is assumed by the appraiser for such legal matters and this appraisal should not be construed as an opinion on such legal matters.
3. In the course of completing this appraisal, information was obtained from public records and from other individuals. Such information is assumed to be correct and reliable. No responsibility is assumed for any errors or omissions in such data.
4. The description and analysis of the improvements in this report are based upon visual inspection of the property. No liability is assumed for any hidden defects that may exist in any structure or improvement.

5. Building sketches, plot plans, photographs, and other such exhibits are included in the report only to aid in visualizing the property. No survey of the property was completed and drawings may not be to correct scale. No liability is assumed through any errors or omissions in such exhibits.

6. Possession of this report does not provide the right of publication nor may it be used for any purpose by anyone other than the person to whom it is addressed without the prior written consent of the appraiser.

7. The appraiser does not agree to any appearance or the giving of testimony in any court, hearings, or conferences unless prior arrangements have been made.

ASSESSMENT OF PROPERTY TAX ANALYSIS

History of Assessments, Tax Rates, and Real Estate Taxes:

Comparison of Taxes on Comparable Properties:

Estimated Future Tax Trends:

Effect on Value:

AREA ANALYSIS

Description and History:

Population Trends:

Type of Government and Services:

Education:

Housing Characteristics:

Conclusion:

CITY ANALYSIS

Description:

Population Trends:

Employment and Income Trends:

Type of Government Services:

Transportation:

Finance:

Education:

Housing:

Conclusion:

NEIGHBORHOOD ANALYSIS

Introduction

“A “neighborhood” is defined by natural, man-made, or political boundaries and is established by a commonality based on land uses, types and age of buildings or population, the desire for homogeneity, or similar factors.” (*Property Appraisal and Assessment Administration*, IAAO, Chicago, IL. 1990 page 100)

Delineation of the Neighborhood:

Description of Improvements in the Neighborhood:

Population and Demographics:

Employment and Economic Factors:

Range of Property Value and Rents:

Positive and Negative Influences:

Conclusion:

SITE ANALYSIS

Location:

Size:

Zoning:

Existing Improvements:

Topography and Soil Conditions:

Utilities:

Restrictions:

Locational Factors:

IMPROVEMENT ANALYSIS

Improvements - Size and Components:

Construction, Style and Design:

Type, Condition, and adequacy of Equipment:

Actual Age, Expected Life, Effective Age, and Remaining Economic Life:

HIGHEST AND BEST USE

Definition

“Demand for a property depends on potential utility rather than utility in current use. In a well functioning market, buyers and sellers are aware of the various uses to which a property could be put, and market value is based on its most profitable legal use. In equilibrium, all property will be in its highest and best use.” (*Property Appraisal and Assessment Administration*, IAAO, Chicago, IL. 1990. page 87)

Highest and Best Use of the Site

- Legally Permitted Uses
- Physically Possible Uses
- Economically Feasible Uses
- Maximally Productive

Highest and Best Use of the Property as Improved

- Legally permitted Uses
- Physically Possible Uses
- Economically Feasible Uses
- Maximally Productive

THE APPRAISAL PROCESS

Cost Approach

- Underlying Principles
- Procedures

Income Approach:

- Underlying Principles
- Procedures

Sales Comparison Approach

- Underlying Principles
- Procedures

COST APPROACH

Valuation of the Site:

Description of Valuation Methods:

Selection of Valuation Methods:

Land Sale 1 (Photo taken ____)

Date of Sale
Selling Price
Recording Data
Type of Deed
Buyer
Seller
Financing
Parcel Identification
Physical Description

Note: in the original demonstration, this page is repeated 5 times to include 5 sales

Units of Comparison

Land Sale	Selling Price	Price Per Lot	Front Feet	Price Per Front Foot	Square Feet	Price Per Square Foot
Subject	N/A	N/A		N/A		

- 1
- 2
- 3
- 4
- 5

Selection of Proper Unit of Comparison:

Calculation and Justification of the Amount of Adjustments

- Financing
- Time
- Location
- Topography
- Other

Application of Adjustments:

Sale	Sales	Sale	Sale	Sale
1	2	3	4	5

Price Per Unit:

Financing:

Time Adjustment:

Location Adjustment:

Topography:

Other Adjustments:

Adjusted Value Per Unit

Conclusion:

Development of Cost Estimate

Reproduction Cost vs. Replacement Cost:

There are other ways in which cost might be calculated. The methods are described below.

Quantity Survey Method

Unit In Place Method

Cost Per Square Foot (cubic foot) Method

Factored Historical Cost Method

Selection of Applicable Method:

Source of Cost Estimate (including documentation):

Detailed below is the estimate of the reproduction cost new.

Item:

Cost:

Total Reproduction Cost New:

SUMMARY OF COST APPROACH

Total RCN \$ _____

Physical Curable:

Physical Incurable (short lived):

Physical Incurable (long lived):

Functional Obsolescence Curable:

Functional Obsolescence Incurable:

Economic Obsolescence:

Total Depreciation from All Causes: \$ _____

Depreciated Cost of Improvements:

Contributory Value of Site Improvements:

Site Value:

Estimated Property Value: \$ _____

The estimated value of the property by application of the cost approach as of _____ is
\$ _____, as rounded

INCOME APPROACH

Comparable Rental 1
(Photo taken _____)

Date of Sale:
Selling Price:
Recording Data:
Type of Deed:
Seller:
Buyer:
Financing:
Parcel Identification:
Monthly Rent:
GRM:
Description of Property:

Note: In original demonstration, this page was repeated 5 times to include 5 sales.

Development of Gross Monthly Rent for Subject.

Analysis of Comparable Rentals

	Rental 1	Rental 2	Rental 3	Subject Property
Monthly Rent				n/a
Number of Rooms				
Size				
Rent per Square Foot				n/a
Rent per Room				n/a

Adjustment of comparable Rentals:

Selection and Justification of Market Rent of Subject:

Selection and Justification of Gross Rent Multiplier:

Estimated GRM \$ _____ X Market Rent \$ _____ = Value \$ _____

The estimated value of the subject property by application of the income approach as of _____ as \$ _____, as rounded.

SALES COMPARISON APPROACH

Comparable Sale 1
(Photo taken _____)

- Date of sale:
- Selling price:
- Recording data:
- Type of deed:
- Seller:
- Buyer:
- Financing:
- Parcel Identification:
- Description of property:

Note: In the original demonstration, this page was repeated 5 times to include 5 sales.

	Subject	Sale 1	Sale 2	Sale 3	Sale 4	Sale 5
Sale Date:	n/a					
Building Size:						
Lot Size:						
Age:						
Condition:						
Rooms:						
Bedrooms:						
Baths:						
Garage:						
Basement:						
_____:						
_____:						
_____:						
Comments:						

Selection and Development of Proper Units of Comparison:

Determination of Proper Adjustment Amounts:

- Financing Adjustment:
- Time Adjustment:
- Condition Adjustment:
- Other Adjustments (label):

Application of Adjustments:

Adjustment of Comparable Sales
Sale 1 Sale 2 Sale 3 Sale 4 sale 5

Sale Price
Financing
Time
Size
Condition
Others

Net Adjustment:

Adjusted Sale Price:

Gross Adjustment:

Justification of Indicated Value Estimate:

The estimated value of the property by application of the sales comparison approach as of _____ is \$ _____, as rounded.

CORRELATION

The analysis detailed in the preceding sections developed subject property value estimates using the cost, income, and sales comparison approaches to value. Following is a correlation of the analysis.

Review of Quantity of Data in Each Approach:

Review of Quality of Data in Each Approach:

Relative Strengths and Weaknesses of Each Approach:

Final Value Estimate

Based on the quantity and quality of data and the relevancy of each approach to the subject property, the final estimate of market value of the subject property as defined in the beginning of this report as of _____ is \$ _____.

CERTIFICATION

I hereby certify that I have no interest, present or contemplated, in the subject property. Neither the assignment to make this appraisal nor the compensation received is contingent upon the value reported.

I certify to have personally inspected the property and according to my knowledge all statements and information in this report are true and accurate, subject to the limiting conditions and assumptions previously outlined. This report has been made in conformity with the Standards of Professional Conduct and Code of Ethics of the International Association of Assessing Officers.

Based upon my experience as an appraiser and consideration of the information contained in this report, it is my opinion that the market value of the subject property, as of _____ is
\$ _____.

Conclusion of Demonstration Appraisal

Conclusion

No doubt there are some who will question the necessity for assessors to know the fundamentals of real estate and personal property appraising. The answer to their critiques is obvious. Due to the continuous rise in living costs, the taxpayer, becoming more conscious of his tax dollar, is demanding more accurate valuations on his property, valuations that must be justifiable. Governing bodies faced with increased demands from the taxpayer for additional services and the resultant need for greater revenues are requiring more efficient operation of the tax offices; and hence, more scientific assessment procedures are being utilized by assessors in ever increasing numbers throughout the country. Since appraising is a highly specialized profession itself, the assessor's position which combines appraising with many other responsibilities is even more specialized, and complicated.

The thoughts and suggestions contained herein are offered in an effort to encourage and promote interest in the advancement of the assessor's professional standing, and it is the hope of the Committee that they will be of great help to the C.S.D.A. candidate.

Suggested Study Material for Assessors Preparing for the C.S.D.A.

1. Appraisal Terminology & Handbook (*American Institute of Real Estate Appraisers*, 36 South Wabash, Chicago IL)
2. Assessment Organization & Personnel (IAAO 130 E Randolph St, Ste. 850, Chicago, IL)
3. Urban land Appraisal (IAAO, 130 E Randolph St, Ste. 850, Chicago, IL)
4. Study Guide for Assessing Officers, IAAO Four Courses to Value (Income, Site, Cost, Market) *Property Appraisal and Assessment Administration* (IAAO 130 E Randolph St. Ste 850, Chicago, IL)
5. Construction and Use of Tax Maps (IAAO)
6. Depreciation of Buildings for Assessment Purposes (IAAO)

General:

1. The Appraisal of Real Estate (*American Institute of Real Estate Appraisers*, Chicago, IL)
2. The Three Approaches to Value & the Appraisal Process, Bartlett (Texas Municipal League, Austin, TX)
3. *The Encyclopedia of Real Estate Appraising*, Fieldman (Prentice - Hall Company)
4. *South Dakota Statistical Series* by South Dakota Crop and Livestock Reporting Service. (pertinent city and regional information), Source: Your county agent.

C.S.D.A. Code of Ethics

I will comply, to the best of my ability, with all the tax laws of the State of South Dakota.

I will endeavor to locate and assess at a fair and equitable value all taxable property in my jurisdiction.

I will listen with patience and consideration to every complaint and will never allow personal prejudices or political affiliations to influence my decisions.

I will constantly wage an educational campaign to fully acquaint my constituents with provisions of the property tax laws and the responsibilities which they impose upon the citizens of the State of South Dakota.

I will conduct my office in such a manner as to add dignity and prestige to this high position of trust.

The C.S.D.A. Program is a Professional Designation Program sponsored by the South Dakota Association of Assessing Officers Inc.

SDAAO Inc.
415 N Dakota Avenue
Sioux Falls, SD 57104

This booklet was revised in 2016 by the C.S.D.A. Secretary

© 2002
SDAAO Inc.