ENTITIES INVOLVED IN AD VALOREM TAX ADMINISTRATION

- Levying Authorities and Recommending Authorities
  - Board of Assessors (745)
    - Appraisers (1076)
    - Support Staff (200)
  - Tax Commissioner (159)
    - Deputy TC (60); Staff (500)
  - Appeal Administrator (159)
    - Coordinators (97); Board of Equalization (1400); Hearing Officers (21); Arbitrators
  - Superior Court

- Department of Revenue
  - Appraisers (14)
  - Auditors (5)
  - Support Staff (6)

- Department of Audits
  - Appraisers (14)
  - Support Staff (4)

- State Board of Equalization
  1. Revenue Commissioner
  2. State Auditor
  3. State Properties Director

- GA Tax Tribunal or Fulton
  Superior Court

159 Counties In Georgia

<table>
<thead>
<tr>
<th>Rank</th>
<th>Number of Counties</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>254</td>
<td>Texas</td>
</tr>
<tr>
<td>2</td>
<td>199</td>
<td>Georgia</td>
</tr>
<tr>
<td>4</td>
<td>120</td>
<td>Kentucky</td>
</tr>
<tr>
<td>5</td>
<td>100</td>
<td>Indiana</td>
</tr>
<tr>
<td>6</td>
<td>100</td>
<td>Kansas</td>
</tr>
<tr>
<td>7</td>
<td>100</td>
<td>Kentucky</td>
</tr>
<tr>
<td>8</td>
<td>96</td>
<td>North Carolina</td>
</tr>
<tr>
<td>9</td>
<td>45</td>
<td>State</td>
</tr>
</tbody>
</table>

...
**Georgia Department of Revenue**

**PRIMARY PHASES OF AD VALOREM TAX ADMINISTRATION**

**Appraisal, Assessment, and Appeal**

- **Board of Assessors:**
  - Appraise & Assess Property (Value, Uniformity, Taxability)
  - Send ‘Notice of Assessment’
  - Process taxpayer appeals
  - Forward assessments to Tax Commissioner

- **Appeal Administrator:**
  - Oversee taxpayer appeals before BOE, Hearing Officer, Arbitrator, and Superior Court

**Department of Revenue:**

- Regulations and Forms
- Training
- WinGap system support
- PT61 transfer tax registry
- Public utility appraisal
- Other valuations:
  - Owner Harvest Timber
  - CUVA/FLPA values

**Millage Adoption and The Digest**

- **Tax Commissioner:**
  - Compile Digest of Assessments
  - Forward to Levying and Recommending Authorities
  - Prepare and submit digest and required documentation to DOR

- **Levying and Recommending Authorities:**
  - Set Annual Budgets
  - Formally adopt millage rates

- **Department of Revenue:**
  - Regulations, Forms, Training
  - Provide Digest Submission Instruction Manual
  - Review Digest and Authorize Collection or Reject
### Georgia Department of Revenue

#### The Appraisal Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Define the Problem: Identify users, properties being appraised, definition of value, effective date of value opinion.</td>
</tr>
<tr>
<td>2</td>
<td>Scope of Work: Determine resources needed and establish timeframe for process completion.</td>
</tr>
<tr>
<td>3</td>
<td>Data Collection &amp; Analysis: Collect data, deeds, maps, PITS, current use info, specific improvement and land characteristics, past, market, and income data. Determine proper units of measure and comparison that will accurately account for the valuable property attributes.</td>
</tr>
<tr>
<td>4</td>
<td>Application of Data: General, Specific, &amp; Comparative Data. Develop valuation schedules using recognized appraisal approaches, methods, and techniques. Exploiting the CAMS system, apply the specific property characteristics of subject properties to valuation schedules.</td>
</tr>
<tr>
<td>5</td>
<td>Reconcile Value: Perform statistical testing to measure levels of assessment and uniformity in the digest by calculating the ratio of assessment, produced using the CAMS system schedules, to the sales price of recently transferred property. Calibrate and re-test as needed.</td>
</tr>
<tr>
<td>6</td>
<td>Report Final Value Estimate: Submit listing of assessments to the Board of Assessors for approval and send notices of assessment to taxpayers. Collect plats, deeds, maps, PITS, current use info, specific improvement and land characteristics, cost, market, and income data. Determine proper units of measure and comparison that will accurately account for the valuable property attributes. Develop valuation schedules using recognized appraisal approaches, methods, and techniques. Employing the CAMS system, apply the specific property characteristics of subject properties to valuation schedules.</td>
</tr>
</tbody>
</table>

### IAAO Standards

Founded in 1934, the International Association of Assessing Officials maintains technical standards that reflect national and international technical standards on specific industry's consensus on salient aspects of ad valorem taxation.

### USPAP

The Appraisal Foundation was authorized by Congress in 1989 to provide standards for all types of appraisal services including mass appraisal, compliance is required for federally-related real estate transactions.

#### Appraisal Procedure Manual

Regulations adopted by DOR in 1999 to provide lucid tax assessing officials with uniform procedures to appraise real and personal property.

### Appraisal Department of Revenue

#### Appraisal Procedure Manual

**Regulations 560-11-10-.01, .02, .08, and .09**

- **Specific Procedures**: Designed to arrive at a basic appraisal value...when special circumstances exist, they must be considered by staff...In all instances, the appraisal staff will apply Georgia law and generally accepted appraisal practices...
- **Board of Tax Assessors**: Shall require their staff to observe the procedures in this manual...and may not adopt local procedures that are in conflict with Georgia law or these procedures...
- **Other Appraisal Procedures**: Staff may use practices set forth in the Uniform Standards of Professional Appraisal Practice (USPAP) and the standards published by IAAO to the extent such practices do not conflict with this manual and Georgia law.
CAMA – Computer Assisted Mass Appraisal software widely used to appraise property for ad valorem taxation and which incorporates statistical analysis

Equalization – The process of ensuring that all property within a jurisdiction is assessed at the same assessment ratio

Mass Appraisal – The systematic appraisal of groups of properties as of a given date using standardized procedures and statistical testing

Property Classification – Assignment of property use category codes to individual properties (residential, agricultural, commercial, industrial, utility, …)

Neighborhood – A defined geographic area in which homogeneous properties share important locational characteristics. (typically fewer than several thousand properties)

Schedules – Tables and equations developed within a CAMA system that represent the relationship between values of functionally related variables (living area, quality of construction, building height, …) and which are used, through math modeling, to appraise large groups of properties.

Georgia Department of Revenue

• 144 Georgia counties use WinGAP appraisal software
• Owned by the user counties (GAP Group Inc)
• Online and onsite technical support by DOR

# of PT61's Filed:
2015: 403,768
2016: 428,393
2017: 432,312
For residential property...

**Single-property appraisal**
A direct comparison is made between the single subject property and a number of similar properties that have recently sold. The sales prices are adjusted for comparability to arrive at a value estimate of the subject. In addition the cost and income approaches to value are considered for their respective relevance.

Accuracy depends on choosing the most representative ‘sales comparables’ - usually those sales that require the fewest adjustments.

**Mass appraisal**
The three approaches to value along with the various valuation methods are mathematically modeled within the mass appraisal software using valuation tables and schedules that allow for individual property influence factors and which also provide for statistical testing for uniformity, bias, and level of assessment.

Accuracy depends on technical competency in developing building and land schedule values within the CAMA system model.

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**Assessor’s Timeline**

- **March**: Conduct field work and prepare files on properties.
- **April**: Mail notices of valuation to property owners.
- **May-June**: Field work.
- **July-August**: Prepare schedules and reports.
- **September-October**: Field work.
- **November-December**: Finalize reports and deliver them to property owners.

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**Georgia Department of Revenue**

Property Record Card
Georgia Department of Revenue

**TAXPAYER APPEALS**

<table>
<thead>
<tr>
<th>COUNTY</th>
<th># of Appeals Filed</th>
<th>Value of Appealed Property</th>
<th>Value of Mobile Homes/RV</th>
<th>Value of Heavy Duty Equipment</th>
<th>Value of Harvested Timber</th>
<th>Value of Motor Vehicle</th>
<th>Value of Public Utility</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>109,100</td>
<td>62,218,837,396</td>
<td>4,400,580</td>
<td>946,354,758,831</td>
<td>94,123,909</td>
<td>675,422,426</td>
<td>21,149,839,831</td>
</tr>
</tbody>
</table>

Heavy Equipment and Timber are directly assessed by the Tax Commissioner. In the case of a Timber Owner Harvest, the Assessor may appraise using the Table of Values produced by DOR.

Motor Vehicles are assessed in GRATIS using the Motor Vehicle Assessment Manual produced by DOR. Public Utilities are appraised by DOR.

Real and Personal Property and Mobile Homes are appraised by the county Board of Tax Assessors.

Motor Vehicles are assessed in GRATIS using the Motor Vehicle Assessment Manual produced by DOR. Public Utilities are appraised by DOR.
48-5-340. Purpose of article.

It is the purpose and intent of this article to establish a procedure for use by the commissioner to equalize county property tax digests between counties and within counties so as to require county boards of tax assessors to make adjustments in the valuation of property to ensure uniformity and equity. The commissioner shall continue to examine the digest and exercise his responsibility to bring about property valuations that are reasonably uniform and equalized throughout the state.

DOR Regulation 560-11-2-.56

(1) General.

(a) County boards of tax assessors are required by the State Constitution and state law to continuously maintain assessments of property that are reasonably uniform and that are based on fair market value as defined in § 48-5-2 (except as otherwise stated in § 48-5-6 and § 48-5-7 (c.3)). The Department is required by law to periodically review the county digests to determine if the digests are in compliance with such laws.

(b) This Regulation imposes no additional requirements on the county boards of tax assessors. It merely sets forth the statistical and other methods that are used by the Department in making its determination. The Department does not determine when to revalue property. Each county board of tax assessors determines for itself when it believes a revaluation of property is necessary for legal compliance. Failure to revalue property shall not in and of itself be a basis for assessment of any penalty.

(c) Any digest submitted shall be reviewed utilizing information established by the State Auditor to determine whether or not the county tax digest is in accordance with the uniformity requirements of § 48-5-343.

Statistical Tests

Level of Assessment (MED or AGG)
Coefficient of Dispersion (COD)
Price Related Differential (PRD)

<table>
<thead>
<tr>
<th>Class</th>
<th># Samp</th>
<th>LCI</th>
<th>UCI</th>
<th>Current Year Ratio Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>1,149</td>
<td>38.40</td>
<td>38.68</td>
<td>38.74</td>
</tr>
<tr>
<td>Agricultural</td>
<td>1,543</td>
<td>38.39</td>
<td>38.68</td>
<td>38.59</td>
</tr>
<tr>
<td>Commercial</td>
<td>89</td>
<td>36.64</td>
<td>36.41</td>
<td>37.97</td>
</tr>
<tr>
<td>Industrial</td>
<td>94</td>
<td>35.90</td>
<td>34.41</td>
<td>38.39</td>
</tr>
<tr>
<td>Utility</td>
<td>0.00</td>
<td>40.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Acceptable sales ratio statistics indicate that most assessments are clustered around the proper level of assessment - looks like this:

COD = 8.55

Unacceptable sales ratio statistics indicate excessive disparity between the individual levels of assessment - looks like this:

COD = 32.03

Performance Reviews

Requested by:
- County Governing Authority
- Revenue Commissioner

Report is issued which may be used by governing authority to removed members of board of tax assessors.
**Georgia Department of Revenue**

**TRAINING**

Board of Assessors  
Appraisers  
Appraisal Contractors  
Boards of Equalization  
Hearing Officers  
Tax Commissioners

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**Georgia Department of Revenue**

Appraiser Certification

<table>
<thead>
<tr>
<th>COUNTY CLASS</th>
<th>REAL PARCEL COUNT</th>
<th>APPRAISER CERTIFICATION LEVEL AND NUMBER REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>less than 3,000</td>
<td>APPR 4</td>
</tr>
<tr>
<td>II</td>
<td>3,000 - 8,000</td>
<td>1</td>
</tr>
<tr>
<td>III</td>
<td>8,000 - 15,000</td>
<td>1</td>
</tr>
<tr>
<td>IV</td>
<td>15,000 - 25,000</td>
<td>1</td>
</tr>
<tr>
<td>V</td>
<td>25,000 - 35,000</td>
<td>2</td>
</tr>
<tr>
<td>VI</td>
<td>35,000 - 50,000</td>
<td>1</td>
</tr>
<tr>
<td>VII</td>
<td>50,000 - 100,000</td>
<td>1</td>
</tr>
<tr>
<td>VIII</td>
<td>100,000 and above</td>
<td>2</td>
</tr>
</tbody>
</table>

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**Georgia Department of Revenue**

ASSESSORS/APPRAISERS/CONTRACTORS:  
Course I - Certification for Assessors  
Course IA - Assessment Fundamentals  
Course II - Income Approach  
Course III - Valuation of Personal  
Course IV - Urban Land Valuation  
Course V - Rural Land Valuation  
Course VI - Urban Land Valuation  
Course IA - Management  
Assessment Administration  
Exempt Property  
Special Assessments  
Valuation of Manufactured Housing  
Deed Research & Mapping/GIS  
Appraisals Procedures  
Basic Accounting & Verification  
WinGAP Basic and WinGAP Technical

BOARD OF EQUALIZATION:  
Board of Equalization 40 hr  
Board of Equalization 20 hr  
Board of Equalization 8 hr

HEARING OFFICERS:  
Hearing Officer 8 hr  
Hearing Officer 4 hr

TAX COMMISSIONERS:  
Ad Valorem 101  
Ad Valorem 201  
Ad Valorem 301  
Ad Valorem 401  
Delinquent Tax Collection  
Digest Submission

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12
For Educational Purposes Only: The material within is intended to give the course participant a solid understanding of general principles in the subject area. As such, the material may not necessarily reflect the official procedures and policies of the Georgia Department of Revenue or the Department’s official interpretation of the laws of the State of Georgia. The applicability to specific situations must be determined on a case-by-case basis.