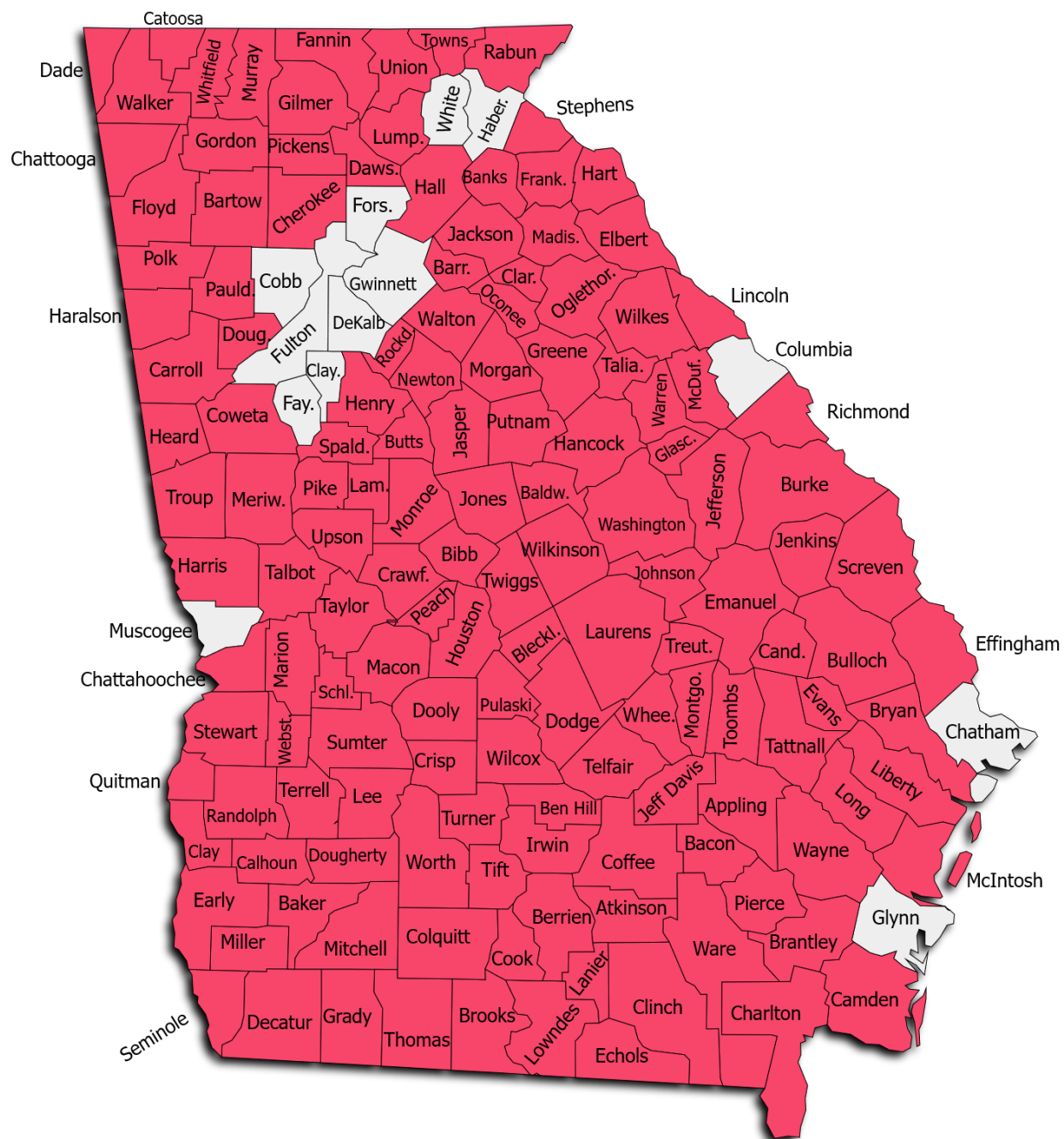


WINGAP MASTER MANUAL



Revised November 2021

WinGAP Version 4.13.2.82

TABLE OF CONTENTS

| | |
|---------------------------------------|----|
| Table of Contents | i |
| Introduction | 1 |
| Interface Basics | 2 |
| File Menu | 5 |
| New Owner | 5 |
| Select Appraisal Year | 6 |
| Logon as a Different User | 9 |
| Import | 10 |
| Export | 20 |
| Launch Report Site | 43 |
| Upload Files to FTP | 43 |
| Download From FTP | 44 |
| Print Setup | 44 |
| Exit | 45 |
| SQL Menu | 45 |
| Server Mode Dialog | 46 |
| Upload DBF Data | 46 |
| Truncate Log Files | 48 |
| Launch Debug Viewer | 48 |
| Verify Data Files – FULL | 49 |
| Custom Queries | 50 |
| Foreign Key Cleanup | 51 |
| Create Triggers | 51 |
| Delete Triggers | 52 |
| Create Reappraise SP | 52 |
| Backup SQL Database | 52 |
| Check All Structures (Strucfix) | 55 |
| Property Maintenance Menu | 56 |
| Wild Search | 56 |
| Owner | 59 |
| Real | 63 |
| Personal | 77 |
| Manufactured Housing | 90 |

| | |
|---|-----|
| Future Year | 91 |
| Appeals Menu | 92 |
| Open | 92 |
| Add Motor Vehicle | 94 |
| Edit/View Motor Vehicle | 103 |
| Status Items | 105 |
| Arrange All Windows | 113 |
| Reports Menu | 115 |
| Assessment Notice Reports | 115 |
| Real | 130 |
| Personal | 157 |
| Manufactured Housing | 162 |
| Analysis | 165 |
| Administration | 179 |
| Timber | 200 |
| Report Designer | 202 |
| Launch Report Site | 203 |
| PRC Bin – Real | 205 |
| PRC Bin – MH | 210 |
| Statistics Menu | 211 |
| Basic Selection | 212 |
| Advanced Query | 221 |
| Neighborhood Analysis | 228 |
| Tools Menu | 240 |
| Password Administration | 240 |
| Schedules/Tables | 243 |
| Residential Improvements | 244 |
| Commercial Improvements | 272 |
| Manufactured Housing Improvements | 291 |
| Accessories | 309 |
| Accessibility/Desirability | 317 |
| Conservation Use Land | 319 |
| FLPA Schedules | 319 |
| Land Characteristics | 321 |

| | |
|--------------------------------------|-----|
| Land Influences | 327 |
| Rural Land | 328 |
| Subdivisions List | 329 |
| Timber Values | 330 |
| Urban Land | 331 |
| Tax Calculation Tables | 334 |
| Sale Reasons | 342 |
| Assessment Reasons | 345 |
| Override Reasons | 352 |
| Neighborhoods | 353 |
| Street Directory | 355 |
| Zip Code Directory | 358 |
| Discovery Sources | 358 |
| Permit Types | 359 |
| Business License Types | 360 |
| Custom Flags | 361 |
| Income Models | 363 |
| Income Categories | 371 |
| Depreciation | 372 |
| Residential Tables | 372 |
| Commercial Tables | 374 |
| Accessory Tables | 376 |
| Non Prebill Mobile Home Tables | 378 |
| Prebill Mobile Home Tables | 380 |
| APM Table | 382 |
| Cost Table | 383 |
| Cost Index Table | 384 |
| IRS Class | 386 |
| File Maintenance | 387 |
| Data Edits | 388 |
| Growth Calculations - Normal | 400 |
| Growth Calculations and LOCK | 401 |
| UNLOCK Growth Calculations | 401 |
| User Log | 401 |

| | |
|--|-----|
| Edit Log | 402 |
| Photo Audit..... | 404 |
| Year End Cleanup..... | 406 |
| Future Folder Tasks..... | 410 |
| Broadcast Shutdown Message..... | 416 |
| Clear Shutdown Message | 417 |
| Download ABOS..... | 417 |
| Download NADA | 420 |
| Configure Global Push | 422 |
| Configure Appeals Push | 425 |
| Configure Push Tech Exclusions..... | 429 |
| Bulk Owner Address Changer | 431 |
| Bulk Parcel/Subdivision Creator | 434 |
| Recall Deleted Property | 440 |
| SQL Database Utility | 443 |
| FTP Utility..... | 443 |
| Re-Appraise..... | 444 |
| Real Property | 445 |
| Personal Property | 452 |
| Prebill Manufactured Housing..... | 454 |
| Boats - ABOS..... | 456 |
| Mfg Housing - NADA | 459 |
| Preferences | 463 |
| Change Background Color..... | 473 |
| Register COM Assemblies (Requires Admin) | 477 |
| Add-Ons Menu..... | 478 |
| PT61 Download | 479 |
| PT61 Match | 487 |
| PT61 Field Match | 490 |
| Master Address Database | 507 |
| Permit Staging..... | 507 |
| Timber..... | 507 |
| Help Menu | 518 |
| Contents..... | 518 |

| | |
|---|-----|
| WinGAP on the web | 520 |
| WinGAP Version Changes | 520 |
| Contact Tech Support | 521 |
| Online Support | 522 |
| About This Application | 526 |
| Owner Search Form | 528 |
| Multiple Owner Search Form | 541 |
| Real Index Search Form | 549 |
| Real Property Search Form | 553 |
| Personal Property Search Form | 569 |
| Prebilled Manufactured Housing Search Form | 588 |
| Property Transfer Form | 607 |
| Owner Information Form | 619 |
| Real Property General Information Form | 630 |
| Land Information Form | 702 |
| Covenant Information Form | 716 |
| Residential Improvements Form | 748 |
| Residential Improvements Calculation Summary Form | 760 |
| Non-Prebilled Mobile Homes Form | 769 |
| NADA | 781 |
| Add-Ons | 784 |
| Transfer to Prebill | 788 |
| Deleting a Non-PreBilled Mobile Home | 789 |
| Sketching Module | 791 |
| Commercial Improvements Form | 826 |
| Commercial Improvements Calculation Summary Form | 840 |
| Accessories Form | 842 |
| Sales Information Form | 846 |
| Building Permits Form | 855 |
| Appeals Form | 858 |
| Duplicate Items Form | 867 |
| Business License Form | 870 |
| Income Form | 873 |
| ACO Form | 883 |

| | |
|-----------------------------------|-----|
| Estimated Taxes Form | 886 |
| Prebilled Mobile Homes Form | 890 |
| TRANSFER | 907 |
| TRANSFER TO HOMESTEAD | 909 |
| NADA..... | 912 |
| Add-Ons | 916 |
| Appendix..... | 919 |

INTRODUCTION

The WinGAP Computer Assisted Mass Appraisal system is the primary appraisal software used in the State of Georgia for property tax appraisal, utilized by 146 of the 159 counties in Georgia. Gap Group Inc, the owner of WinGAP software, is a Georgia based non-profit whose mission is to deliver cost effective and reliable appraisal software to Georgia's tax assessor's offices. WinGAP is used to appraise over three million tax parcels annually.

INTERFACE BASICS

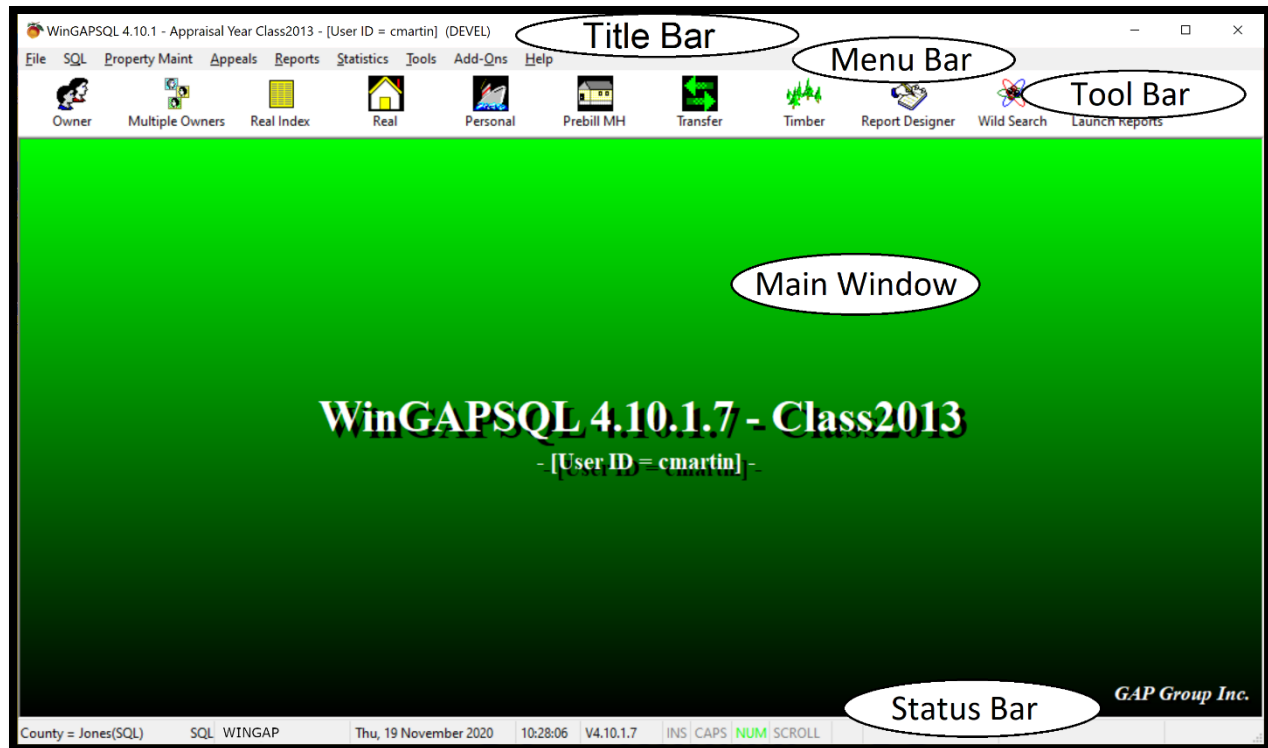
LOGGING IN TO WINGAP

When WinGAP is first initialized, the user must log in with a User ID and Password that is managed by a WinGAP administrator, or select the Guest option, which does not require any ID or Password. Logging in as a User will allow all the rights associated with that User ID including all granted viewing and editing rights, while the Guest logon has restricted viewing rights and no editing rights.



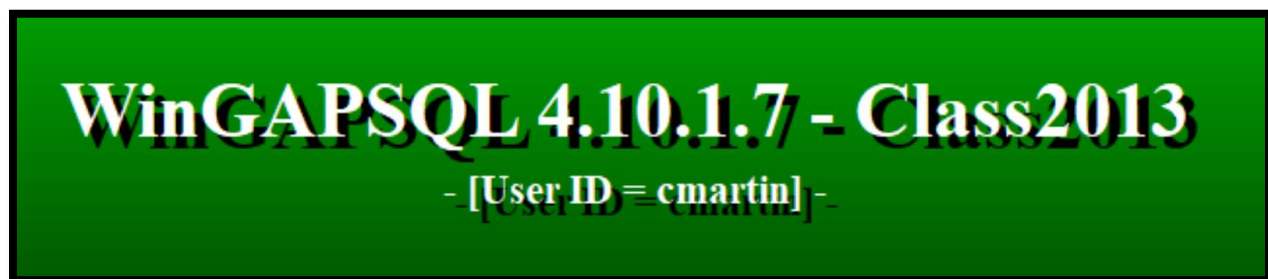
MAIN WINGAP SCREEN

After logging in, the user is taken to the Main Screen. All WinGAP operations originate at this screen, which defaults to a graduated green color and is similar to the primary screen in most Windows applications.



MAIN WINDOW

The main WinGAP screen is a green color when the user is in the default appraisal year. The screen is a red color when the user is in a previous appraisal year or logged in as Guest. It is a gold color when the user is in the Future year. The version of WinGAP will display in the center of the window, along with the appraisal year in use. If Logins are enabled, the Login ID of the user will display below the WinGAP version.



TITLE BAR



The Title Bar at the top of the screen contains the Name of the program (WinGAPSQL), the Version Number of WinGAP (in this case, 4.10.1), the Appraisal Database that is currently being used, and the login id of the user. On the far left of the Title Bar is an icon that can be clicked to produce a Menu where the user can resize the main

WinGAP screen or close the WinGAP application. On the far right of the Title Bar are the standard Windows buttons that can be used to Minimize, Maximize/Restore, and Close the Main WinGAP screen.

MENU BAR



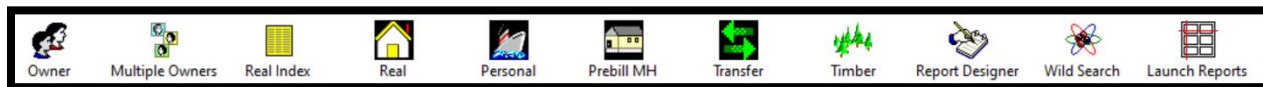
The Menu Bar contains pull-down menu options that allow the user to perform different functions within WinGAP. These menus can be selected by either clicking on the menu word with the mouse (for instance by clicking the word "File"), or they can be selected with what is known as a "hot-key" combination. Hot key combinations are performed by holding down the Alt key and pressing the underlined letter for the menu item you want (for instance pressing ALT + F will pull down the File Menu).

After a menu is activated, the user has several methods available in selecting the desired menu option. These methods are listed below and apply to all menus.

- Pointing at the desired menu option with the mouse and single clicking the left mouse button.
- Using the Up and Down directional arrow keys on the keyboard to navigate through the menu option and then press Enter when the desired option is highlighted.
- Using a hotkey combination. Menu options that have hotkey combinations have them displayed to the right of the option. Hotkeys can initiate a menu options without first activating the menu. For example, CTRL + N would display the Owner screen without the File menu being displayed or dropped down.

Each of these Menus will be discussed in more detail on the following pages.

TOOL BAR

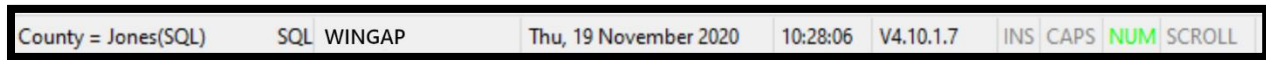


The WinGAP Tool Bar contains Buttons that can be clicked on to perform various tasks in WinGAP. Many of these Forms can also be reached with the use of a "hot-key" combination. From left to right, clicking on the Buttons will produce the following items:

- Owner Search Form (CTRL + O)
- Multi-Owner Search Form (CTRL + M)
- Real Property Index Form (CTRL + V)
- Real Property Search Form (CTRL + R)
- Personal Property Search Form (CTRL + SHIFT + P)
- Prebill Mobile Home Search Form
- Property Transfer Form (CTRL + T)
- Timber Form

- Report Designer
- Wild Search
- Report Site

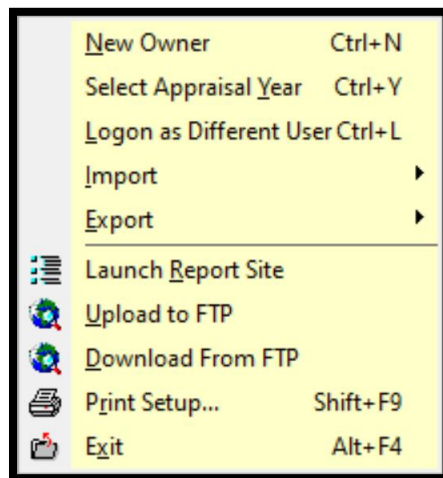
STATUS BAR



The WinGAP Status Bar is located at the bottom of the main WinGAP screen. It displays:

- The County Name from the County Name field as entered in **Tools > Preferences**.
- The database backend in parentheses.
- The MSSQL server instance that WinGAP is connected to.
- The System Date and Time.
- The Build Number for this version of WinGAP.
- Whether the INS (Insert), CAPS (Caps Lock), NUM (Num Lock), and SCROLL (Scroll Lock) keys are engaged on the keyboard. If engaged, they will display in **GREEN**.

FILE MENU



NEW OWNER

The New Owner option on the File Menu is one of several places in WinGAP where a New Owner can be added. The user can click with the mouse to select this option and proceed to the New Owner Information Form or use a “hot-key” combination. In New Owner the “N” is underlined, so the user can use the key combination of Ctrl + N (hold down the Control key and simultaneously press the letter N) to produce the Owner Information Form.

WinGAP - Owner Information - [User ID = cmartin] (DEVEL) Class2013

Last First Mid Init Edit

Owner Key 0

Assessment Information

Real Prop Parcels 0

Personal Prop Accts 0

Prebill Mobile Homes 0

Owner's Total Acres . .

Value

Land . . .

Improvement . . .

Personal Property . . .

Mobile Homes . . .

Totals . . .

Corp Name

Address

City, ST Zip

Country

Email

Numbers

Home () - FEI -

Work () - SSN - -

Fax () - SSN 2 - -

Cell: () -

Entity Type

Owner BD / /

Spouse BD / /

☐ Non-Disclosure: 50-18-72(a)(21) & (b)

Multiple Owners List

Property Items List

Comments

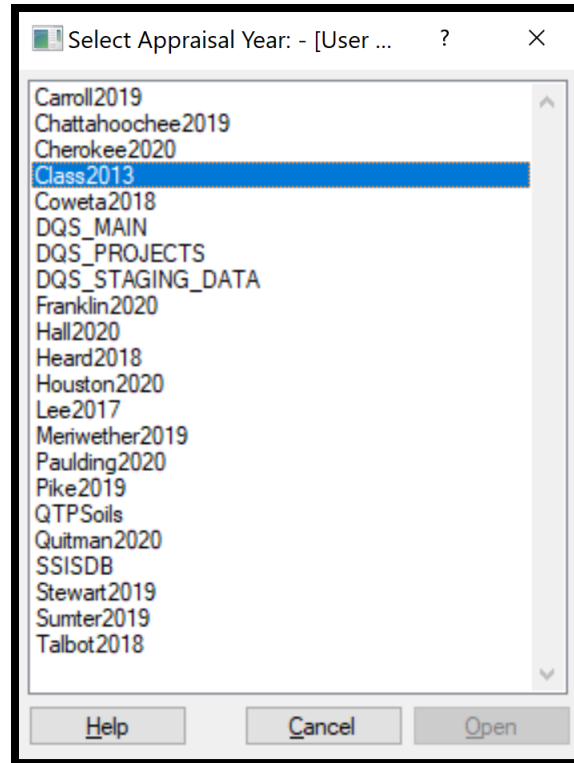
☐ Comment Flag

Help Cancel Delete New Apply OK

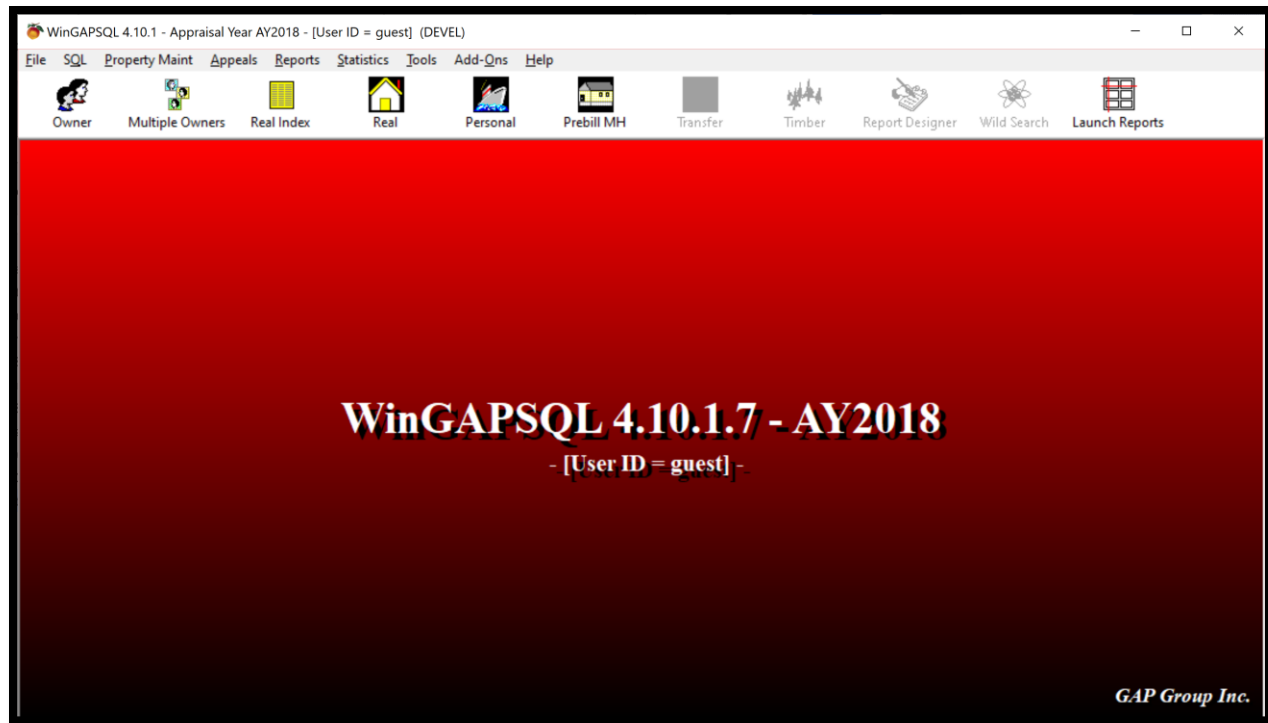
See the Owner Information Form section of this manual for help specific to this Form.

SELECT APPRAISAL YEAR

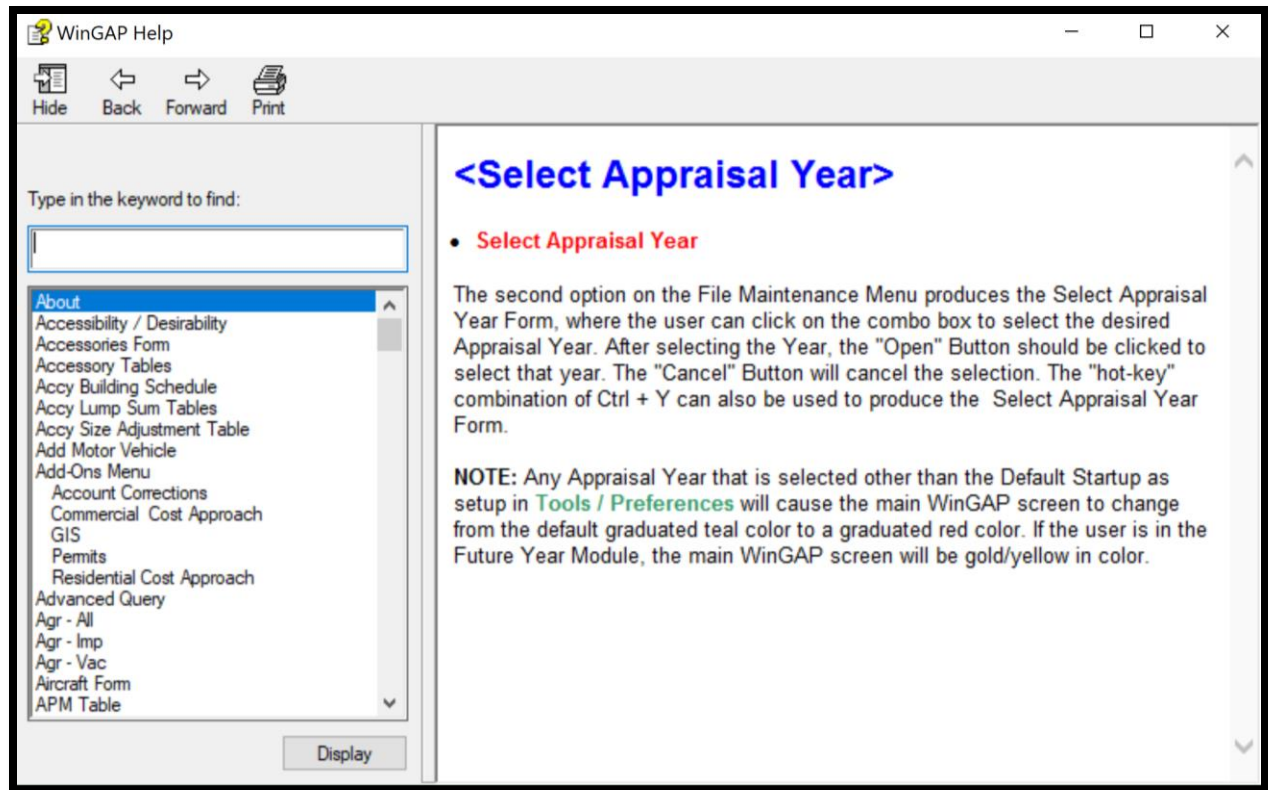
The second option on the File Maintenance Menu produces the Select Appraisal Year Form, where the user can click on an item in the list to select the desired Appraisal Year. After selecting the Year, the **Open** Button should be clicked to select that year. The Open Button will not become available until an Appraisal Year is selected. The **Cancel** Button will cancel the selection. The Help Button can be clicked to produce a Help Form about this option. The "hot-key" combination of Ctrl + Y can also be used to produce the Select Appraisal Year Form.



NOTE: Any Appraisal Year that is selected other than the Default Startup as setup in **Tools > Preferences** will cause the main WinGAP screen to change from the default green color to a red color. This also occurs if logging in under the Guest profile.



NOTE: The Help Button can be clicked to produce a Help Form about this option, as seen below. Any Form in WinGAP that has a Help Button can be used to produce on-screen information about that feature in WinGAP.



LOGON AS A DIFFERENT USER

Selecting this option on the File Maintenance Menu (or pressing the “hot-key” combination of Ctrl + L) produces the WinGAP Login Form. Accessing this Form is particularly useful when the current user is having a problem with WinGAP or the computer system and does not have “rights” to use all parts of WinGAP. A different individual, such as the System Administrator who has “full rights”, can logon as a different user on the current user's computer to resolve the problem.

If a user attempts to access any appraisal year except the default year and the user's name is not found in the non-default year's password list, the user will be logged into that year as a Guest. Also, logins with no Administrative rights will not be able to access the File Maintenance Menu.

The **Guest** Button should be clicked to log in as a “Guest”, meaning that the user will only have rights to **VIEW** property information. Guests cannot add, edit, or delete any information in WinGAP. Logging in under Guest also blocks access to the Reports, Tools, and Add-Ons Menus, meaning that the user cannot print reports, access any schedule information, or have access to PT-61, GIS, or Timber information. Guests can print screens that have a Printer button, as well as any reports that are available by right clicking on the Printer button.

In addition, Guests are not allowed access to the Transfer, Timber, Report Designer, and Wild Search modules of WinGAP. Guest logins will not be able to see the “tool tips” for any parcels under the ownership of an owner record with a Non-Disclosure flag. **The following data is also masked under a Guest login if the parcel is receiving a Homestead Exemption and the owner is flagged for non-disclosure:**

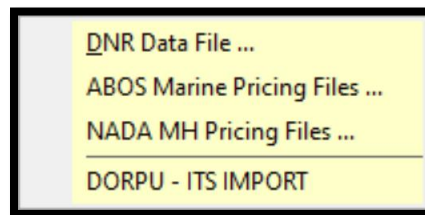
- All fields associated with a situs location
- Latitude
- Longitude
- Land lot
- Land district
- GMD
- Legal description
- Subdivision name, lot, block, section, and phase

The **Guest** Login is designed to be used primarily at computers accessed by the public. Login User IDs and Passwords in WinGAP are always entered in lower case.

NOTE: Counties can also set up a Guest User in Password Administration to further control Guest access to WinGAP. The Password can be whatever the County chooses.

IMPORT

The Import option on the File Menu produces a Sub-Menu with four options.



DNR DATA FILE

New Georgia Department of Natural Resources boat data for the County can be imported into the County's existing DNR table by choosing this option. The user must have an ACTIVE Internet connection to import the DNR Data files. Also, WinZip and the WinZip Command Line Interface must be installed. The DNR Data File process consists of the following steps:

- The user will be connected to ftp.wingap.com.
- The dnrnew.zip file will be downloaded.
- The dnrnew.dbf will be extracted from dnrnew.zip.
- Three comparison reports can be printed.
- The status of all previously unregistered boats will be set to New.
- The boat records with a status of New will be merged from dnrnew.dbf to dnr.dbf.

The Download Button on the DNR Import form should be clicked to proceed. If the user is not sure whether to proceed, either the OK or Cancel button can be clicked to return to the main WinGAP screen. Clicking the Download button will trigger the import process.

NOTE: If the user/System Administrator is unable to download the DNR data using the procedures described below, the Manual Download checkbox can be used to download the data. This situation usually occurs when the Download button doesn't work due to county side security blocks to FTP sites. Users can now manually download and continue with the import and report printing. For Manual Download help, contact your DOR LGS Agent, Gregg Reese, or Tracy Thomas.

WinGAP - DNR Import - [User ID = cmartin] (DEVEL) Class2013

1 >> Download ☐ Manual Download

2 >> Extract

3 >> Print Comp Reports

Ownership and/or address differences for matching GA Reg

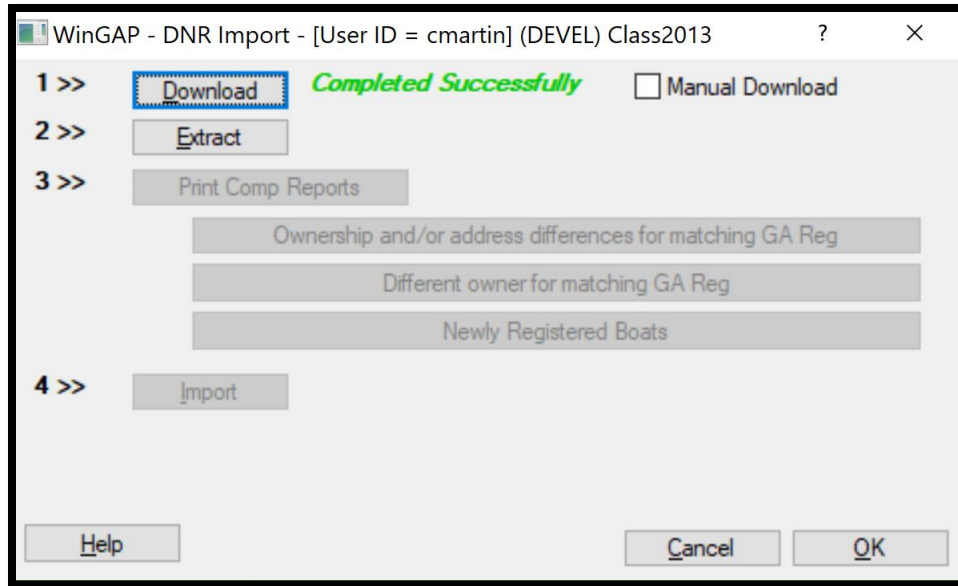
Different owner for matching GA Reg

Newly Registered Boats

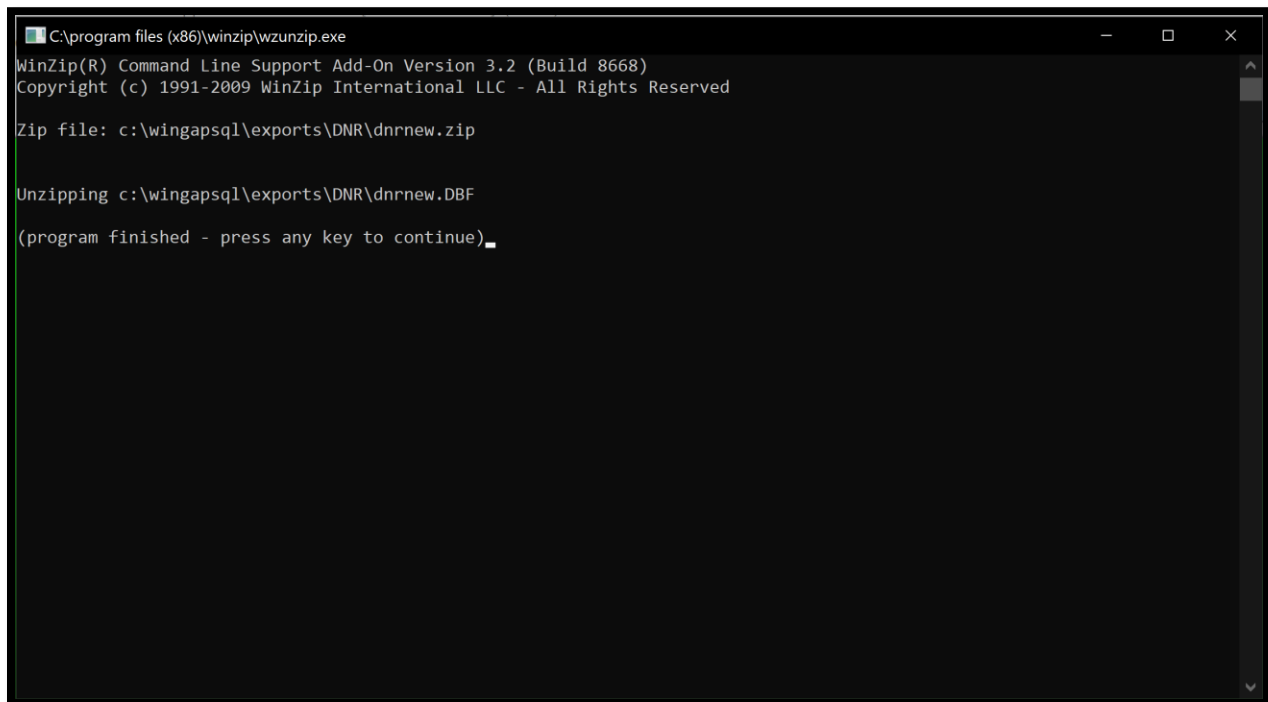
4 >> Import

Help Cancel OK

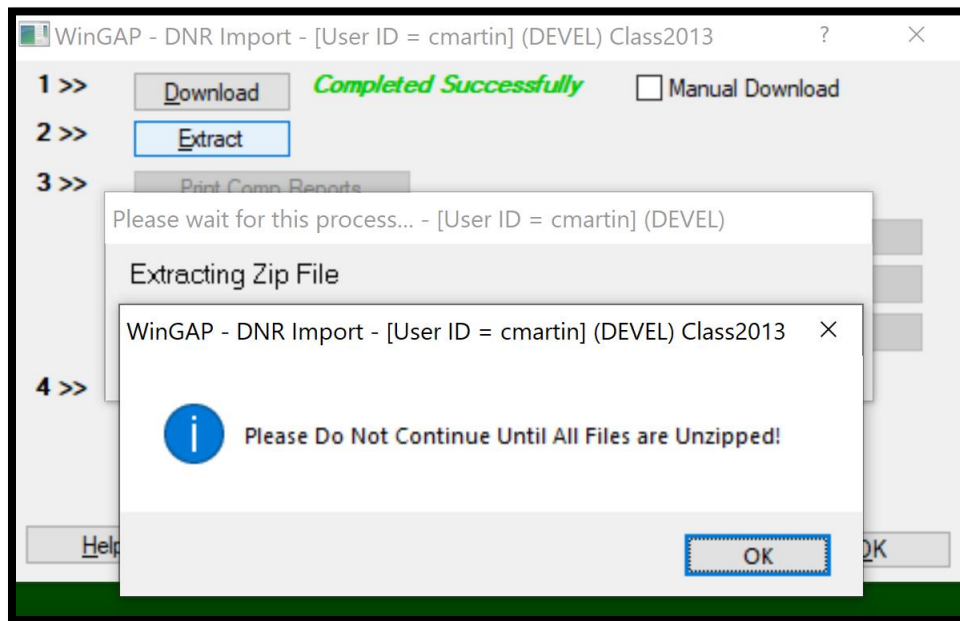
The user will see a "Logging On" message, followed by several other messages as the DNR file is downloaded. When the download is finished, the DNR Import form will display that the download has been completed successfully. If the download is not successful, for instance the user's Internet connection is not functioning, the user will receive an error message and the user can try again later to download the DNR file. If the download error persists, please visit live online support at www.wingap.com.



The user should now click the Extract Button on the DNR Import form to extract the DNR files. WinGAP will then unzip the new DNR file and a command line window will appear confirming this. Any key can be pressed at this point to close the command line window.

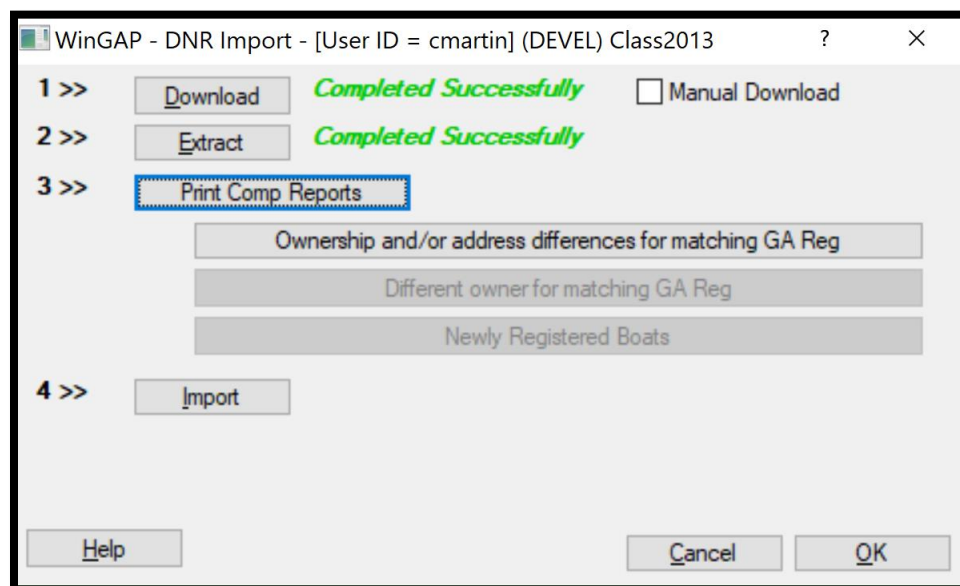


Once the command line window is closed the user will be prompted to wait for all the files to unzip before continuing.

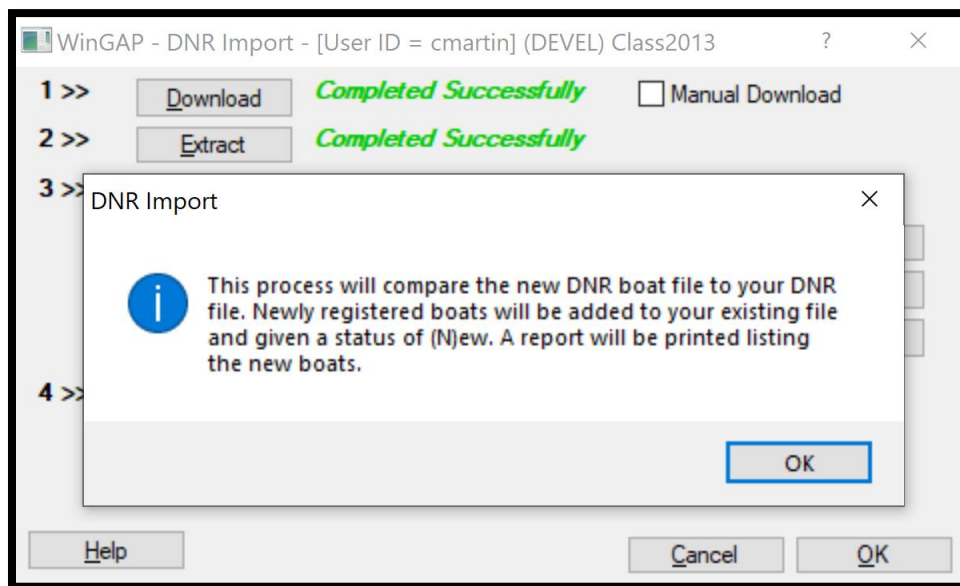


NOTE: a registration in dnrnew.dbf will not be flagged with a New status unless the registration is not present in the county's current dnr table. Previously, a status of New was assigned if the registration was not present OR if the registration numbers matched and the ownership in the dnrnew record was different than the ownership in the dnr file. A list of ownership differences can be run as part of the next step, Print Comp (Comparison) Reports.

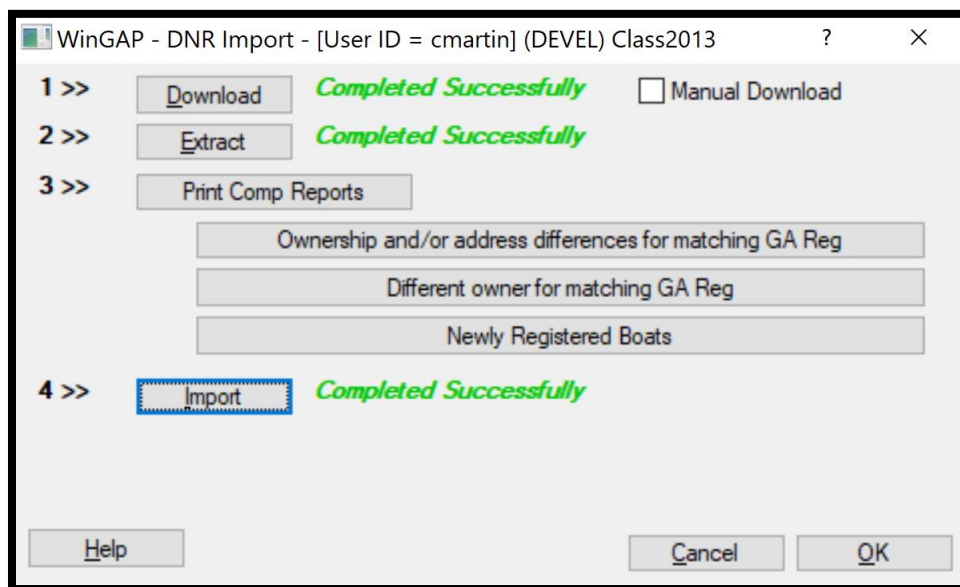
Once complete, the DNR Import Form will display that the Extraction process was successful. The next step is to Print Comparison Reports, which will print three reports. Clicking on the **Print Comp Reports** button will bring into focus the button containing the first report that will be printed. Clicking the button will produce a Print Preview of the **Ownership & Address Comparison Report**.



Once this report is printed or exported to a PDF or other format for future printing, the preview window should be closed, and the button that will print the next report will be available. Repeat the process for both the **Ownership Differences Report** and the **Boats with New Registration Numbers Report**. After printing or exporting all three reports, the final step in the DNR Import process is to Import the new DNR boat data into the County's existing DNR boat file. This is done by clicking the Import Button on the DNR Import Form.

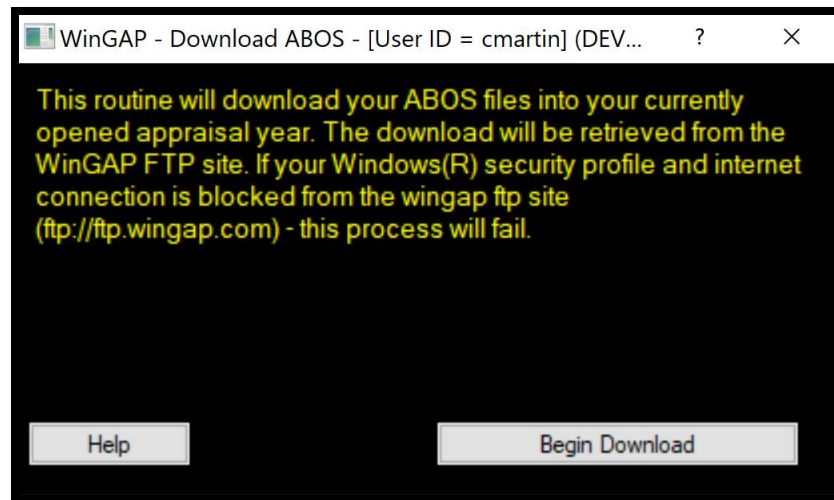


Clicking Okay on the prompt will append new boats to the county's existing DNR boat file and produce a final report of these appended boats that can be printed or exported. Closing the report preview will return the user to the DNR Import window, where the user should see a message that the Import was successful. Clicking Cancel or OK will return the user to the main WinGAP screen.

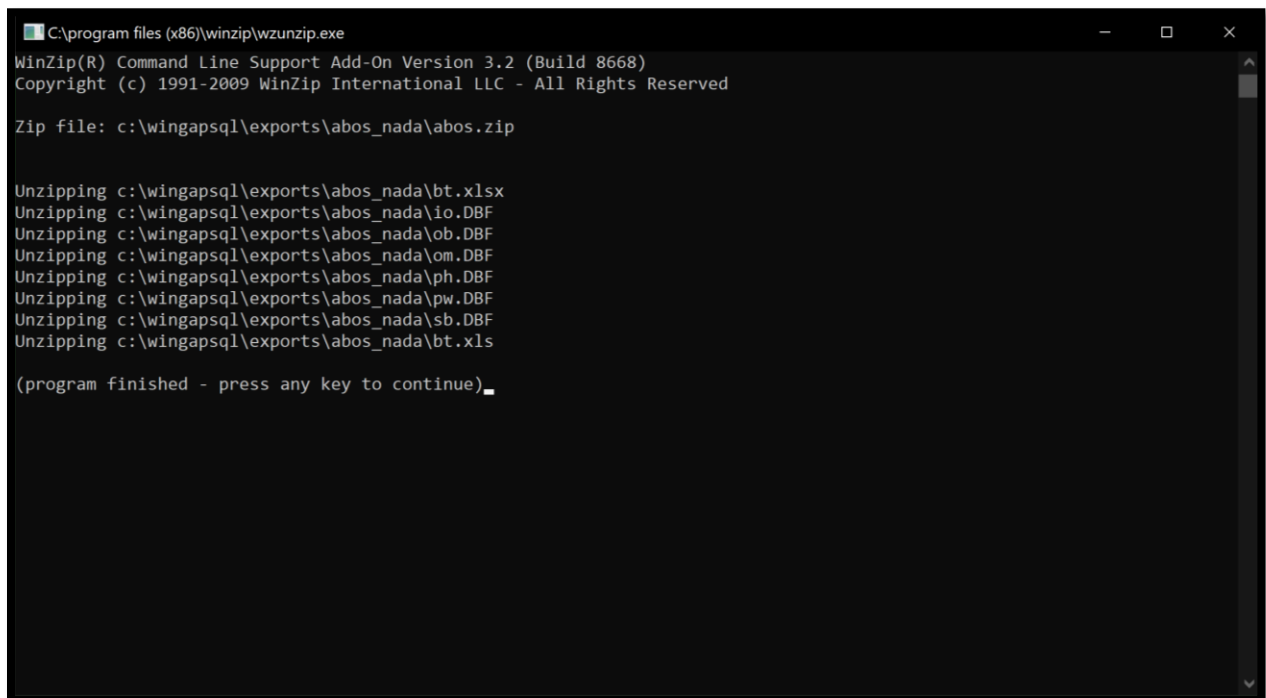


ABOS MARINE PRICING FILES

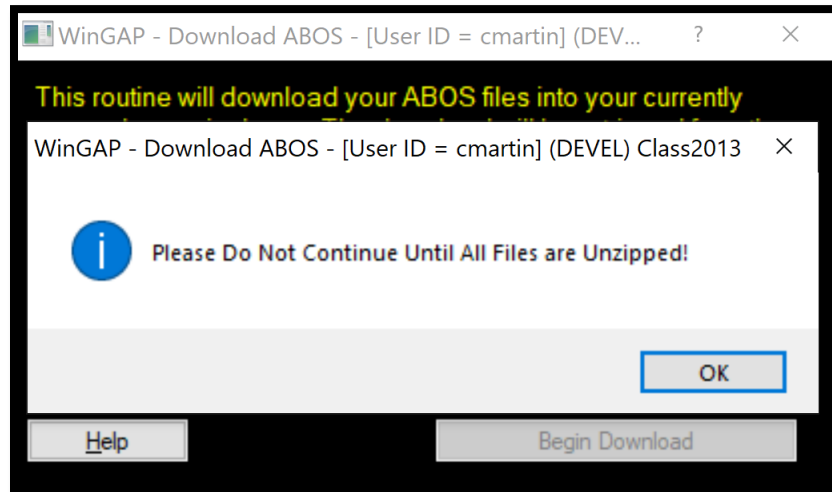
This option downloads the latest update to the ABOS boat valuation files. The user must have an ACTIVE Internet connection to import the ABOS files. Also, WinZip and the WinZip Command Line Interface must be installed. Clicking Begin Download will start the process. On a fast internet connection, the download should take less than a minute.



Once the connection to the FTP site is established, the user will see several messages, such as "Connecting to FTP site", "Logging On", "Finding ABOS.Zip", and "Downloading". At the conclusion of the download, the user will receive the messages "File Downloaded", "Disconnecting", and "Done!". A Command Line window will appear and the ABOS files will be automatically unzipped. At the conclusion of the unzipping process, the user can press any key.



NOTE: The user should make sure that the ABOS tables are unzipped in the command window, and a message will appear reminding the user of this. If the unzipping process is not successful, the user will not see the unzipped ABOS tables in the Command Window. If this happens, the user should contact a DOR Technical Support agent or use WinGAP's Online Support for assistance. If the unzipping process was successful, the user should click OK on the message to begin the table upload process into WinGAP.



When the upload process is finished, the user will be returned to the main WinGAP screen. The user should go to Tools > Preferences and make sure that the ABOS Year has been updated.

WinGAP - Preferences - [User ID = cmartin] (DEVEL) Class2013

County Information

Co. Name/Num: [084]

Address: []

City / State / Zip: Gray GA 31032-

Phone / Ext: () - [] Email: info@wingap.com

Fax: () - [] Web: []

Point/Base Costs

| | |
|-----------------|--------|
| Residential | 100.00 |
| Commercial | 100.00 |
| Commercial Base | 1.00 |
| Accessory | 100.00 |

Depreciation Years

| | |
|-------------|------|
| Residential | 2001 |
| Commercial | 2001 |
| MFG Housing | 2001 |
| Accessory | 2001 |

Special District Description: []

Parcel Number Template: XXXX-XXX-XXXX-XXX

Customize Lendor Label: Lendor

Customize Occupancy Label: Occupancy

Customize Fireplace Label: Fireplace / Misc

Customize Heated Area Label: HEATED

SQL Server Name: Wingap-pc\\sqlexpress

Server PT61 Path: c:\\wingapsql\\pt61\\

Server Photo Path: c:\\wingapsql\\photos\\

Sketch Export Path: c:\\wingapsql\\sketch\\

Server Sketch Export Path: c:\\wingapsql\\sketch\\

Server Share Path: c:\\wingapsql\\

Appraisal Year: 2020

Rural Acre Break: 30.00

PU Eq Ratio %: 40.00

Return Deadline: 04/01/2013

Default Startup Directory: Class2013

Guest Startup Directory: AY2018

COC Deed Path (Char100): []

COC Plat Path (Char100): []

Rapid Sketch Path: c:\\wingapsql\\rs\\

Permit Staging Year: 2013

RPGI - Custom Report 1: []

RPGI - Custom Report 2: []

RPGI - Custom Report 3: []

Do not include .RDL in name

ABOS Default: Retail

Land Influences: Compounding

ABOS Yr: 2021

NADA Yr: 2021

Other Options

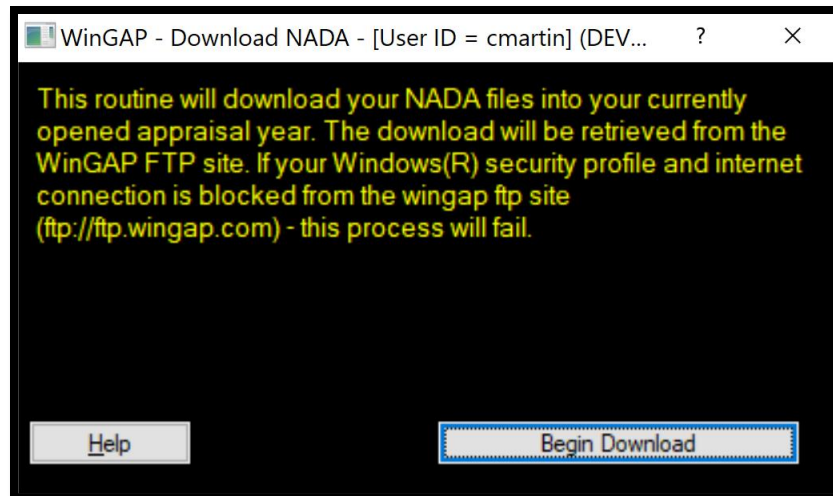
- ☐ Truncate Values
- ☐ Disable Logins
- ☐ bBrowser Cost Form
- ☐ Lock System
- ☐ Rnd Area Mult to 6 dec.
- ☒ Auto-Reasons (Real)
- ☒ Auto-Reasons (Pers)
- ☐ PT50R = LIVE DATA
- ☐ COA Auto-Flag
- ☐ Hide Comments
- ☐ Bsmt: Use Max/Min Area
- ☐ Attic: Use Max/Min Area
- ☐ Int Label in Base Heat
- ☒ Show State Tax Levy
- ☐ Bsmt 100% in Heated
- ☐ NOA Direct to PDF
- ☐ Push Tech
- ☐ Push Tech - Appeals
- ☐ Sketch Com Ex Features
- ☐ Enable Abatement Calcs
- ☐ Enable INEDIT feature
- ☐ ABOS as Default
- ☐ Resize Photos
- ☐ Sum Bsmt to Screen
- ☒ Show v1 Sketch Checkbox
- ☐ PT61 Efficiency Mode
- ☐ AutoClose: 20 mins

Help Close

NADA MH PRICING FILES

This option downloads the latest update to the NADA valuation files. The user must have an ACTIVE Internet connection to import the NADA files. Also, WinZip and the WinZip Command Line Interface must be installed. Clicking Begin Download will start the process. On a fast internet connection, the download should take less than a minute.

NOTE: The NADA download should not take place until the Yearend Cleanup has been performed and the county has received notification by email of the NADA schedule upload.



Once the connection to the FTP site is established, the user will see several messages, such as "Connecting to FTP site", "Logging On", "Finding NADA.zip", and "Downloading". At the conclusion of the download, the user will receive the messages "File Downloaded", "Disconnecting", and "Done!". A Command Line window will appear and the NADA files will be automatically unzipped. At the conclusion of the unzipping process, the user can press any key.

```

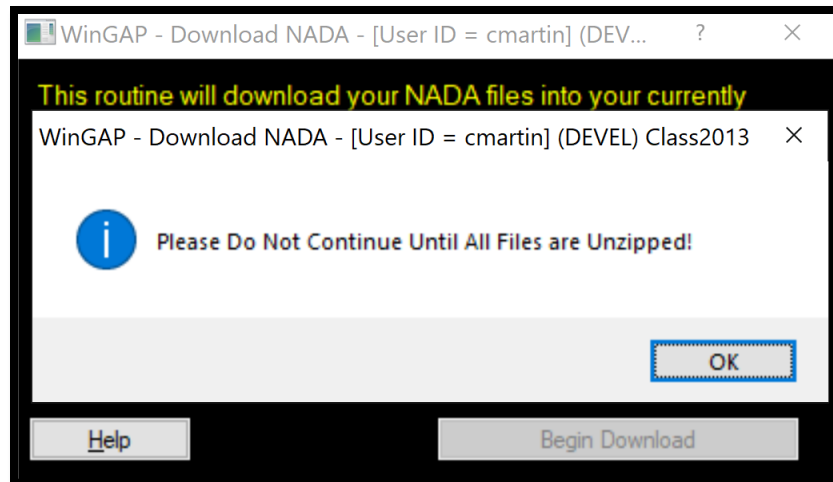
C:\program files (x86)\winzip\wzunzip.exe
WinZip(R) Command Line Support Add-On Version 3.2 (Build 8668)
Copyright (c) 1991-2009 WinZip International LLC - All Rights Reserved

Zip file: c:\wingapsql\exports\abos_nada\nada.zip

Unzipping c:\wingapsql\exports\abos_nada\nada_svs.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_svs_category.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_tipout.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_white.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_yellow.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_dep.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_mfg.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_model.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_modifiers.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_oldhome.DBF

(program finished - press any key to continue)_
  
```

NOTE: The user should make sure that the NADA tables are unzipped in the command window, and a message will appear reminding the user of this. If the unzipping process is not successful, the user will not see the unzipped NADA tables in the Command Window. If this happens, the user should contact a DOR Technical Support agent or use WinGAP's Online Support for assistance. If the unzipping process was successful, the user should click OK on the message to begin the table upload process into WinGAP.



When the upload process is finished, the user will be returned to the main WinGAP screen. The user should go to Tools > Preferences and make sure that the NADA Year has been updated.

County Information

Co. Name/Num: [084]
 Address: []
 City / State / Zip: Gray GA 31032-
 Phone / Ext: () - [] Email: info@wingap.com
 Fax: () - [] Web: []

Point/Base Costs

| | |
|-----------------|--------|
| Residential | 100.00 |
| Commercial | 100.00 |
| Commercial Base | 1.00 |
| Accessory | 100.00 |

Depreciation Years

| | |
|-------------|------|
| Residential | 2001 |
| Commercial | 2001 |
| MFG Housing | 2001 |
| Accessory | 2001 |

Special District Description

Parcel Number Template: XXXX-XXX-XXXX-XXX
 Customize Lendor Label: Lendor
 Customize Occupancy Label: Occupancy
 Customize Fireplace Label: Fireplace / Misc
 Customize Heated Area Label: HEATED

SQL Server Name

Wingap-pc\sqlexpress
 Server PT61 Path: c:\wingapsql\pt61\
 Server Photo Path: c:\wingapsql\photos\
 Sketch Export Path: c:\wingapsql\sketch\
 Server Sketch Export Path: c:\wingapsql\sketch\
 Server Share Path: c:\wingapsql\

Appraisal Year

Appraisal Year: 2020
 Rural Acre Break: 30.00
 PU Eq Ratio %: 40.00
 Return Deadline: 04/01/2013
 Default Startup Directory: Class2013
 Guest Startup Directory: AY2018

Other Options

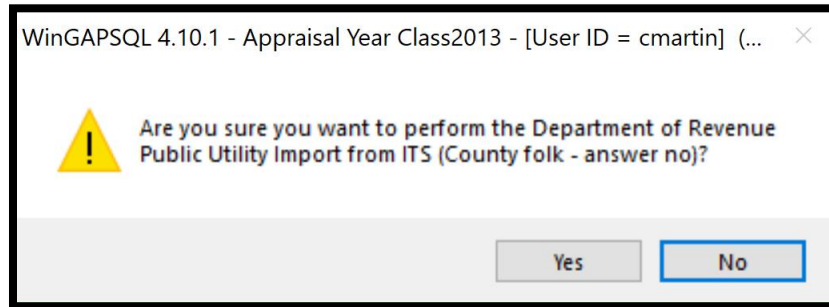
☐ Truncate Values
☐ Disable Logins
☐ bBrowser Cost Form
☐ Lock System
☐ Rnd Area Mult to 6 dec.
☒ Auto-Reasons (Real)
☒ Auto-Reasons (Pers)
☐ PT50R = LIVE DATA
☐ COA Auto-Flag
☐ Hide Comments
☐ Bsmt: Use Max/Min Area
☐ Attic: Use Max/Min Area
☐ Int Label in Base Heat
☒ Show State Tax Levy
☐ Bsmt 100% in Heated
☐ NOA Direct to PDF
☐ Push Tech
☐ Push Tech - Appeals
☐ Sketch Com Ex Features
☐ Enable Abatement Calcs
☐ Enable INEDIT feature
☐ ABOS as Default
☐ Resize Photos
☐ Sum Bsmt to Screen
☒ Show v1 Sketch Checkbox
☐ PT61 Efficiency Mode
☐ AutoClose 20 mins

ABOS Default Retail
Land Influences Compound
ABOS Yr: 2021
NADA Yr: 2021

Help Close

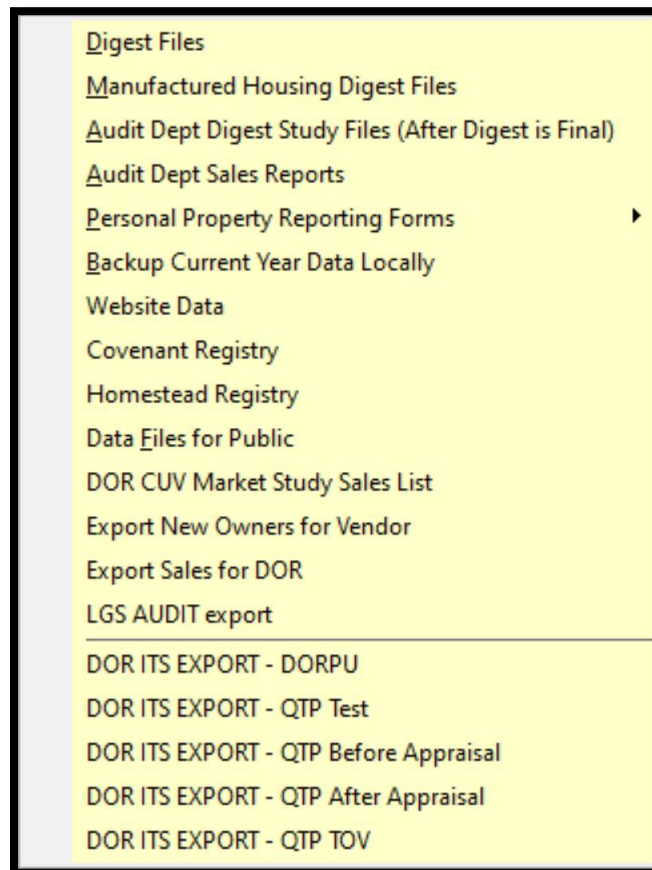
DORPU – ITS IMPORT

This feature is for DOR Agents. It should not be used by the counties.



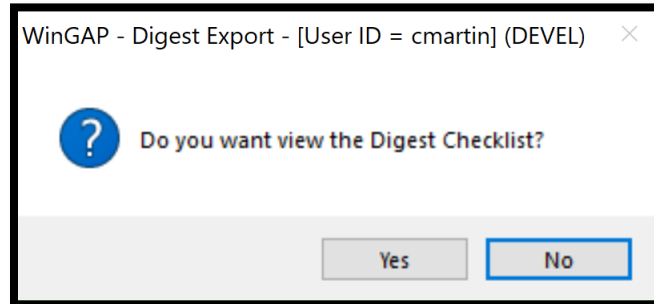
EXPORT

The Export option on the File Menu produces a Sub-Menu with many options.



DIGEST FILES

Selecting the Digest Files option on the File > Export menu first produces the Digest Checklist message window. It is extremely important that all the items on this checklist are performed prior to the exporting of any digest data. If the user is not sure about this, the checklist can be viewed now by selecting the "Yes" option.



Once the checklist has been viewed or the No button has been selected, the first screen that appears is called the Digest Export form. The Form has two defaults selected: All Tax Districts and Include Accounts under \$7501 (Personal Property). If these are not the correct options, the All Tax Districts checkbox can be unchecked and a single Tax District may be selected by clicking on the Tax District combo box at the top of the Form, or multiples may be selected by holding CTRL + Left Clicking on multiple Tax Districts. One of these options, either individual Tax Districts or all Tax Districts, MUST be selected for WinGAP to proceed. Also, If Personal Property Accounts under \$7501 should NOT be included in the Digest Export, that checkbox should be unchecked as well.

At the bottom of the Digest Export form are the fields Server Export and WS Export. These fields MUST have the correct export paths defined in them. If these fields are blank, do not run the Export process, and contact WinGAP Online Support for assistance with this issue. Normally these paths do *not* need to be changed; however, the fields are available for editing just in case.

There are two unchecked, non-default options available for this process. The "Include Class/Strat Detailed XLS" will produce additional Excel spreadsheet for each class and strata combination that shows realkey, perskey, parcel number, acreage, and the owner's name and address. The "TAB Delimited" check box will change the export .txt files from Fixed Length to TAB delimited format.

WinGAP - Digest Export - [User ID = cmartin] (DEVEL) Class2013

Tax District (CTRL + MOUSE to select multiple)

| Taxdistric | Descrip | Inc_Uninc |
|------------|----------------|-----------|
| 01 | Unincorporated | U |
| 02 | Gray | I |
| 03 | Macon | I |
| 04 | River North | U |
| 05 | Bradley | U |

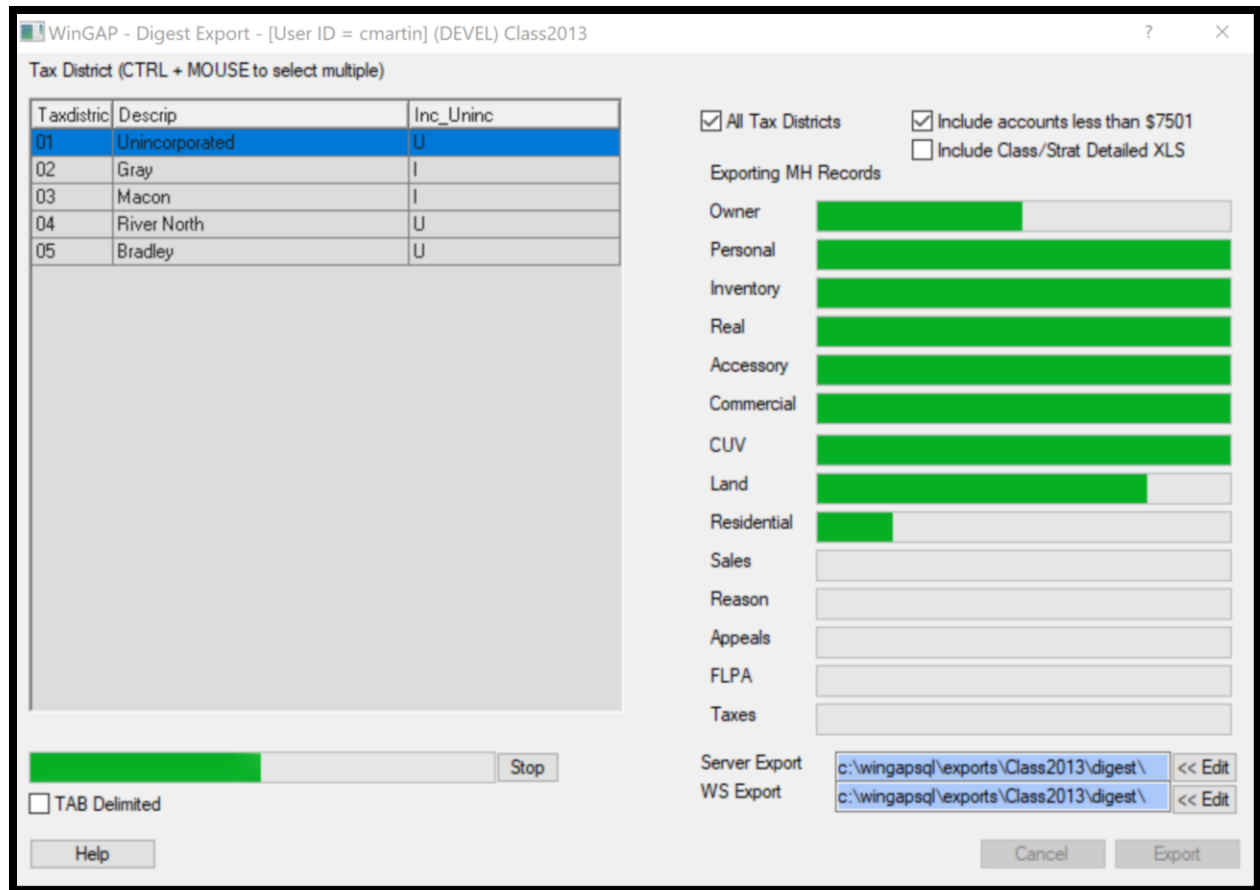
☒ All Tax Districts
 ☒ Include accounts less than \$7501
☐ Include Class/Strat Detailed XLS

Owner
 Personal
 Inventory
 Real
 Accessory
 Commercial
 CUV
 Land
 Residential
 Sales
 Reason
 Appeals
 FLPA
 Taxes

Server Export
 WS Export

Stop
☐ TAB Delimited

The user should click the Export button to begin the Export process. WinGAP will "export" the data and create the digest files in the appropriate WinGAP data directory. Various progress bars will appear as the files are created. If the Export process needs to be canceled after it has begun, the user can click the Stop Button near the bottom of the form.



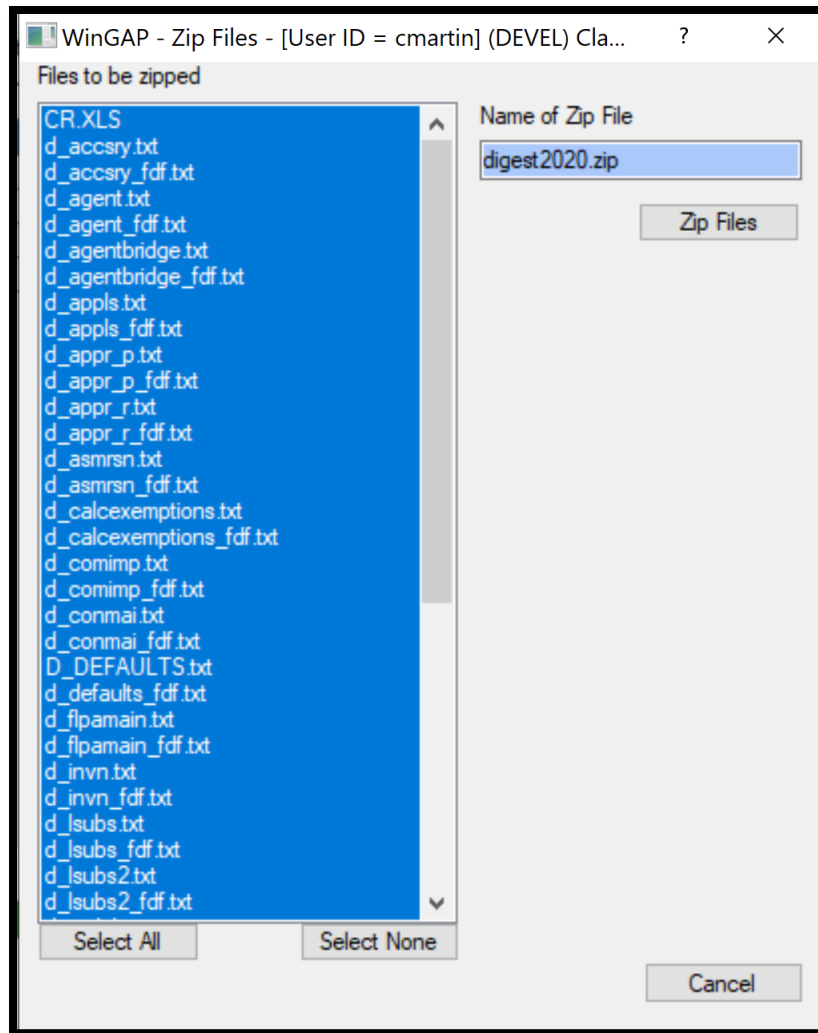
At the conclusion of the Export process the Zip Files form will appear. All of the digest text files will be pre-selected and highlighted in blue. Unlike previous versions of WinGAP, it is no longer necessary for the user to select the files. Files that are not to be zipped can be unselected by holding the Ctrl key down and clicking on the file.

NOTE: If the user accidentally deselects ALL of the files, they can be re-selected in one of three ways:

- The user can click the Select All button to select all of the files in the list box.
- The first file in the list can be selected by left clicking on it with the mouse, The user can then locate the last file in the list, hold the Shift key down, and then click on the last file with the left mouse button
- The Ctrl Key can be held down and each individual file can be selected by clicking on it with the left mouse button.

If an incorrect selection is made, the Select None button will deselect the files that have been selected. Once the desired file selection has been made, the user should click the **Zip Files** Button to zip the files.

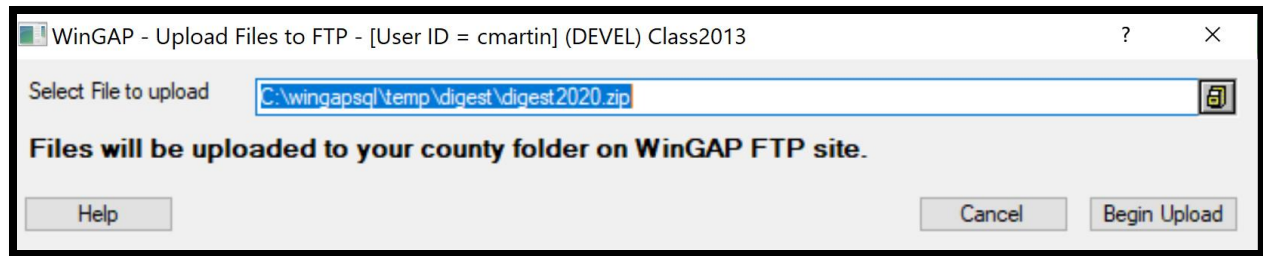
NOTE: Prior to zipping the files, the existing digest.zip file will be renamed to “digest_ + date of file + time of file + .zip”. The digest.zip file will continue to be the file that should be uploaded.



Once the files are "zipped", the Zip File creation message window will appear, and the user should note the location of the Zip file that was created. Clicking the OK Button on this message window will return the user to the Zip Files form, where clicking the Cancel button or the X button in the upper left of the window will close this form and produce the Upload Files to FTP Form.

The Upload Files form should populate the location of the zipped file automatically, but if it does not, the user should click the Browse button to the right of the Select File field. This will produce the Open dialog box, which defaults to the Digest Folder that was created during the Digest Export process. The user should locate and then click on the digest.zip file to highlight it, then click the Open button. This will place the file along with its complete path in the Select File to Upload field on the Upload Files to FTP.

Clicking the Begin Upload button will upload the zipped file to the County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded, and when complete, the user will be informed if the upload was successful and returned to the Upload Files to FTP form. The Cancel button on this form can be clicked to return to the main WinGAP Screen. After the file is uploaded, the County should call or email their digest service bureau and inform them that the file has been uploaded.



NOTE: The Digest Export routine accommodates HB 380 which states that, when possible, a tax bill shall be sent to the owner as of Jan 1 and to the current owner. The Digest Export routine will search all New Owner and Future records for ownership changes, and when different from the Live Owner information, it will place the New Owner or Future Owner data in the d_real digest file. New Owner data will take precedent over Future Owner data.

MANUFACTURED HOUSING DIGEST FILES

Selecting this option produces the Manufactured Housing Export Form that allows the user to select Manufactured Housing data for either Prebilled, Non-Prebilled (Residential Improvement Mobile Homes), or all Manufactured Housing. The form defaults to Prebilled. One of these options MUST be selected.

 A screenshot of a Windows dialog box titled "WinGAP - Manufactured Housing Export - [User ID = cmartin] (DEVEL) ...". The dialog has a title bar with a question mark icon and a close button (X). The main area is divided into sections. On the left, under the heading "Housing Type", there are three radio buttons: "PreBilled" (which is selected and highlighted in yellow), "Non-PreBilled", and "All". To the right of these is a "Tax District" dropdown menu. Below the dropdown is a checked checkbox labeled "All Tax Districts". Further down is a label "Number Processed" followed by an empty text box. At the bottom of the dialog, there are two text boxes: "Server" and "WS", both containing the path "c:\wingapsql\exports\Class2013\mh_dig\". At the very bottom, there are three buttons: "Help", "Cancel", and "Export".

If the Prebilled option is selected, the user can proceed to the Tax District selections. If either the Non – Prebilled or All radio button option is selected, an additional set of checkboxes will appear. Here the user must choose either House Priced Manufactured Homes, MH Priced Manufactured Homes, or both. These selections will depend upon how the County prices their Non-Prebilled Manufactured Homes. The default is both. If one of the options is not needed, the checkmark can be removed by clicking in the appropriate checkbox.

WinGAP - Manufactured Housing Export - [User ID = cmartin] (DEVEL) ...

Housing Type

☐ PreBilled

☒ Non-PreBilled

☐ All

☒ House Priced

☒ MH Priced

Tax District

☒ All Tax Districts

Number Processed

Server: c:\wingapsql\exports\Class2013\mh_dig\

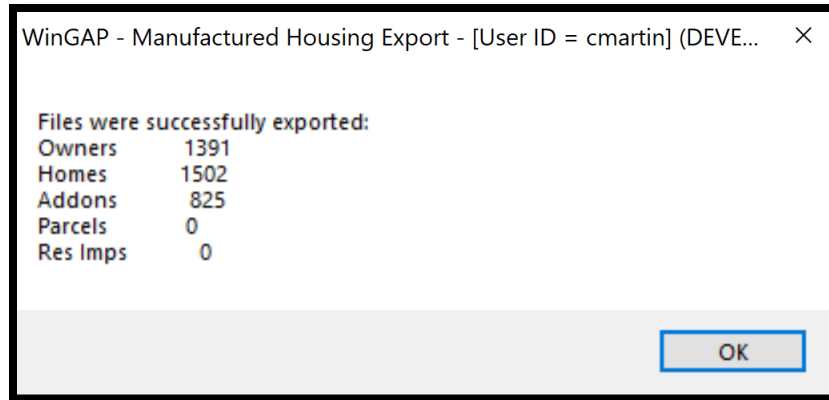
WS: c:\wingapsql\exports\Class2013\mh_dig\

Help Cancel Export

The user can also select an individual Tax District by clicking on the Tax District combo box, or all Tax Districts by clicking the "All Tax Districts" checkbox (**NOTE:** one of the options, either an individual Tax District, or all Tax Districts MUST be selected for WinGAP to proceed).

At the bottom of the Digest Export form are two fields, the Server Export and WS Export, that are very important. These fields MUST contain the paths to the data folders on the Server (or other designated computer) where the digest files will be exported prior to being uploaded. If these fields are blank, or the user is not sure the paths in them are correct, please contact one of the WinGAP agents or come out to Online Support for assistance.

Once the radio button and combo box/checkbox options are selected and the Export paths are verified, the user can click the Export button on the form to begin the process. WinGAP will "export" the data and create the digest files in the appropriate WinGAP data folder. Various progress bars will appear as the files are created. Once the Export process begins, the Cancel Button is disabled and the user cannot abort the process. At the conclusion of the process, WinGAP will display a message showing the total number of Owners, Mobile Homes, Add-Ons, etc. that were exported.

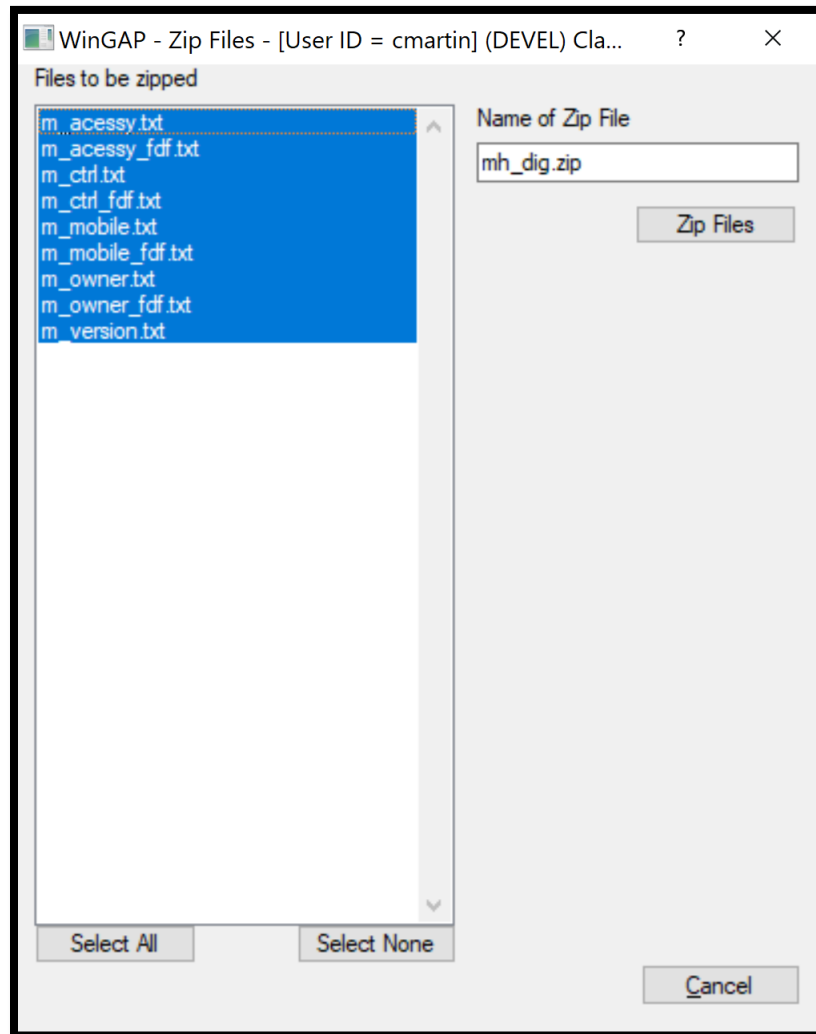


After the user clicks the OK button on this message window, WinGAP will produce the Zip Files form. Here the user selects the files that are to be "zipped". Normally all the files in the list are selected. The selection of the files can be accomplished in one of three ways:

- The user can click the **Select All** button to select all of the files in the list box.
- The first file in the list can be selected by left clicking on it with the mouse, The user can then locate the last file in the list, hold the Shift key down, and then click on the last file with the left mouse button
- The Ctrl Key can be held down and each individual file can be selected by clicking on it with the left mouse button.

If an incorrect selection is made, the **Select None** button will deselect the files that have been selected.

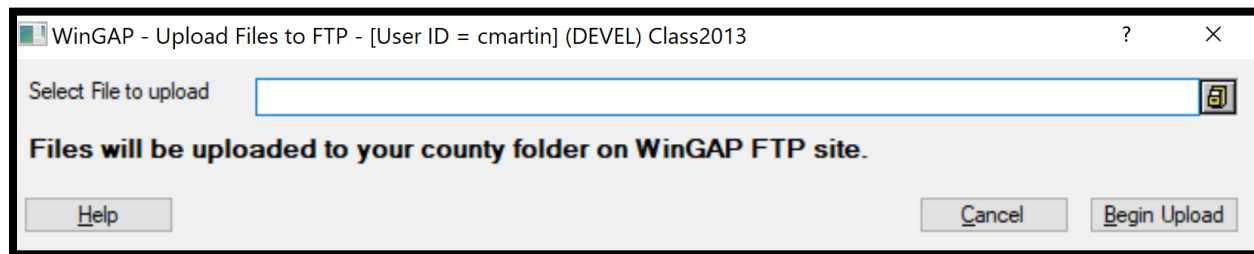
Once this is done, the selected files turn blue and the user should click the **Zip Files** Button to zip the files.



Once the files are "zipped", the Zip Files creation message window, below, will appear, and the user should note the location of the Manufactured Housing Zip file that was created.



Clicking OK on this window will return the user to the Manufactured Housing Zip Files form, where the Cancel button or the “X” button on the window can be clicked, producing the Upload Files to FTP Form. To upload the digest files, the user should click the button to the right of the Select File to upload field. This will produce the Open dialog box, which defaults to the Digest Folder that was created during the Digest Export process. The user should click on the mh_dig.zip file to highlight it, then click the Open button. This will place the file along with its complete path in the upload field.



The user should then click the **Begin Upload** button, and the file will be uploaded to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded. The user will be informed that the upload was successful and then will be returned to the Upload Files to FTP form.

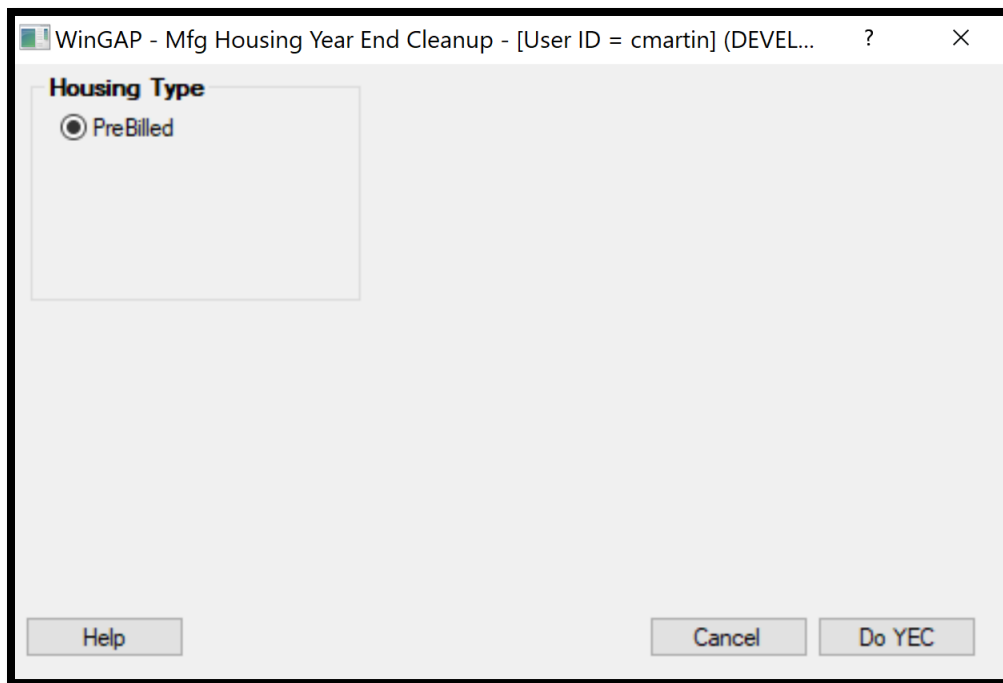
At the conclusion of the Manufactured Housing Digest Upload process, a message will display asking the user if the Manufactured Housing Year End value rollover should be performed. If this is the final Prebilled Manufactured Housing Digest Export for this year's billing, then the user should answer Yes to this question and run YEC for Manufactured Housing. However, if this is not the final Manufactured Housing Digest Export that will be run, selecting No will return the user to the main WinGAP screen. This Rollover procedure can be run at another time with on the Tools > File Maintenance > Year End Cleanup menu by selecting the MH YEC option.



The Manufactured Housing Year End value rollover process does the following:

- Places the value that is found in one of the Mobile table value fields (Ovrvalue, Guidevalue, or Value, whichever takes precedence) into the Prev_box field.
- Places the value found in the Addonval field in the Mobile table into the Prev_addon field.
- Places the value in the Mavcurr field (if one exists) in the Mobile table into the Mavprev field.
- Places the value in the Mav field in the Mobile table into Mavorig.
- Sets the Returnmail field in the Mobile table to false (zero).

If the Manufactured Housing Year End Cleanup is to be performed now, clicking Yes produces the Year End Cleanup form for Manufactured Housing. To perform the Manufactured Housing YEC, the Do YEC button should be clicked to proceed.

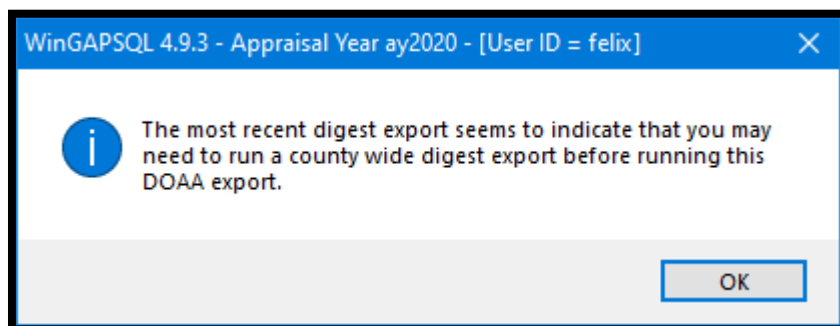


The image shows a Windows dialog box titled "WinGAP - Mfg Housing Year End Cleanup - [User ID = cmartin] (DEVEL...". Inside the dialog, there is a section titled "Housing Type" with a radio button labeled "PreBilled" which is selected. At the bottom of the dialog, there are three buttons: "Help", "Cancel", and "Do YEC".

Various messages will display on the Year End Cleanup form as the records are processed, and at the conclusion of the process the user will receive a message indicating the Year End Cleanup is complete. The user should click OK, then Cancel on the YEC form, then Cancel on the Export form, returning the user to the main WinGAP screen. The MH YEC moves the current values into the previous value fields on the Mfg Housing screen.

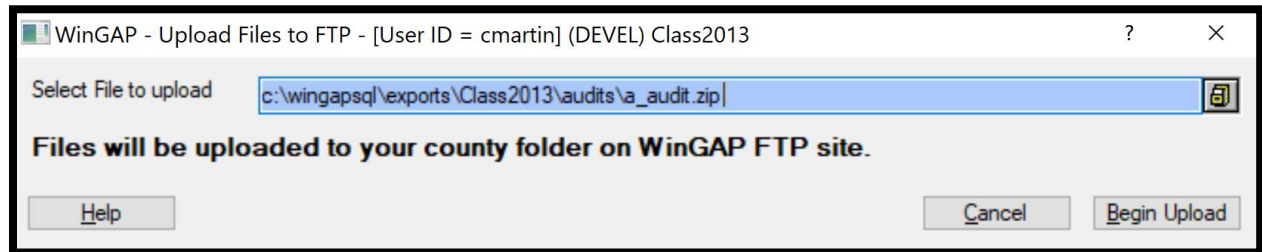
AUDIT DEPT DIGEST STUDY FILES (AFTER DIGEST IS FINAL)

This option on the File > Export submenu will produce the Audit Department Digest Study Files export. This export is run after the Tax Digest is finalized. If the user attempts to run the Audit Dept Digest Study Files export BEFORE the Digest is final, or the most recent digest export was for selected tax district (s) only instead of a county-wide export, this message will appear:

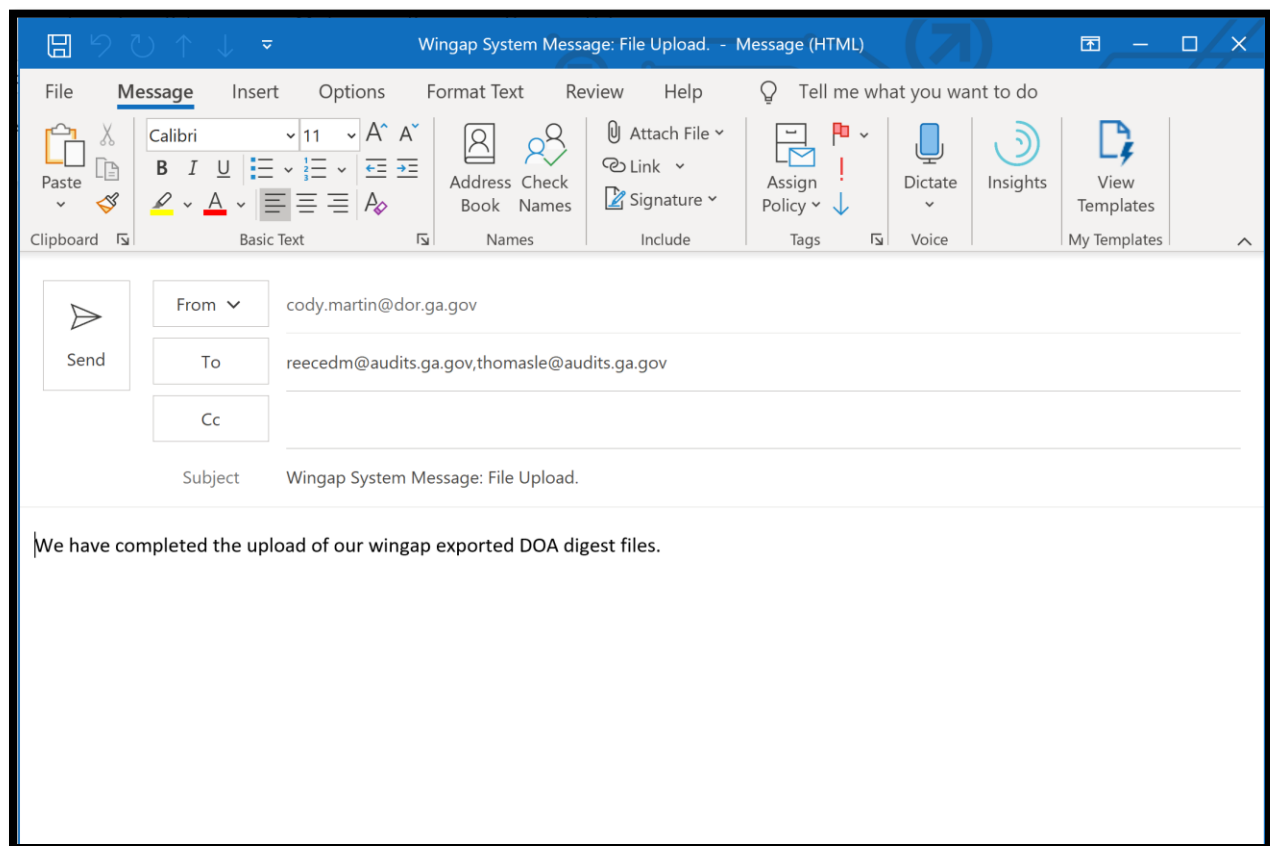


Clicking OK on the Message will still create the Audit Department Digest Study Files, but it would be best if the user makes sure the Tax Digest is final before the above routine is run and the Files uploaded for the Audit Department.

Once the Tax Digest is finalized, clicking the Audit Department Digest Study Files option displays various messages and then produces the Upload Files to FTP Form with the file path automatically populated. The user should click the Begin Upload button, and the file will be uploaded to that County's folder on the WinGAP FTP site.

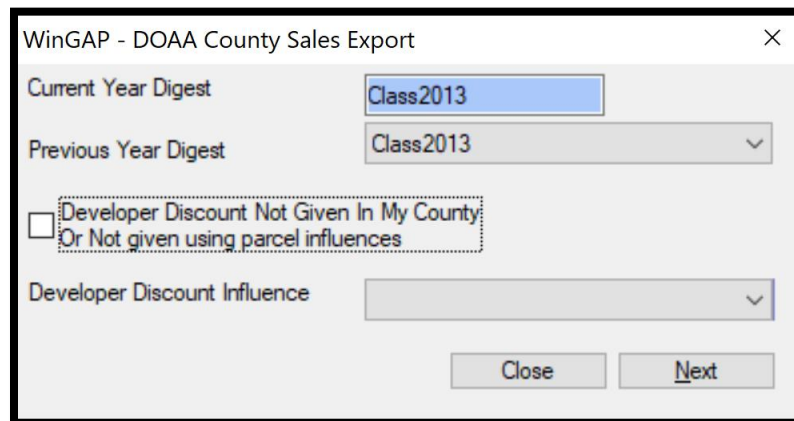


Various messages will display as the file is uploaded. The user will be informed that the upload was successful then will be returned to the Upload Files to FTP form. Clicking the Cancel Button on the form will launch the County's default email program. The user should click the Send Button on the email form to notify the Audit Department that the Audit Department digest files have been uploaded. Once this is done, the user will be returned to the main WinGAP Screen.



AUDIT DEPT SALES REPORT

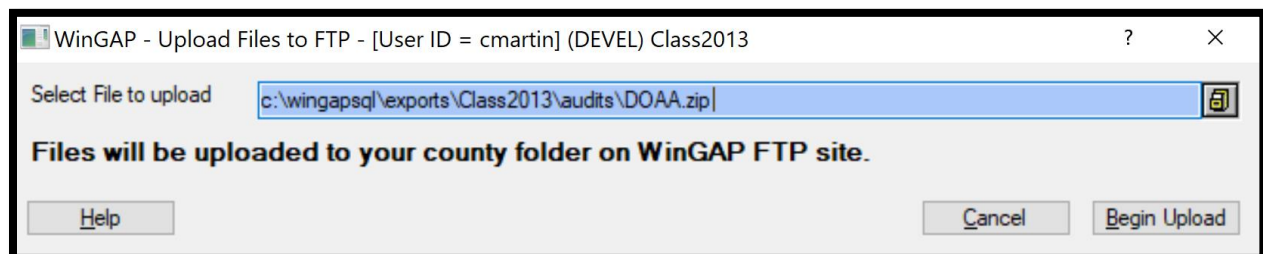
Selecting this option produces the DOAA County Sales Export form. This sales report is normally run in the spring of the year, and the county will be notified by DOAA when it's time to run the report. The current year database is selected by default based on which year database you currently have open. The user should select the previous year's database from the drop-down menu. If the county gives a developer's discount/absorption rate ****AND**** uses one of the seven (7) land influences to apply the discount, the user will select the discount description using the influence combo box, as also shown in the image below. If the county does not offer this discount to developers, or it is applied in some way other than a land influence, simply check the appropriate box.



The image shows a dialog box titled "WinGAP - DOAA County Sales Export". It contains the following fields and controls:

- Current Year Digest:** A text box containing "Class2013".
- Previous Year Digest:** A dropdown menu showing "Class2013".
- Developer Discount Not Given In My County Or Not given using parcel influences:** An unchecked checkbox.
- Developer Discount Influence:** A dropdown menu.
- Buttons:** "Close" and "Next".

Clicking Next will display various messages and then produce the Upload Files to FTP Form with the file path automatically populated. The user should click the Begin Upload button, and the file will be uploaded to that County's folder on the WinGAP FTP site.



The image shows a dialog box titled "WinGAP - Upload Files to FTP - [User ID = cmartin] (DEVEL) Class2013". It contains the following fields and controls:

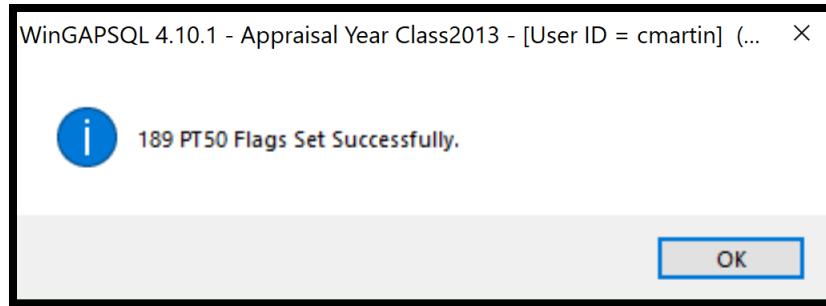
- Select File to upload:** A text box containing the file path "c:\wingapsq\exports\Class2013\audits\DOAA.zip".
- Message:** "Files will be uploaded to your county folder on WinGAP FTP site."
- Buttons:** "Help", "Cancel", and "Begin Upload".

Various messages will display as the file is uploaded. The user will be informed that the upload was successful then will be returned to the Upload Files to FTP form. Clicking the Cancel Button on the form will return the user to the main WinGAP Screen.

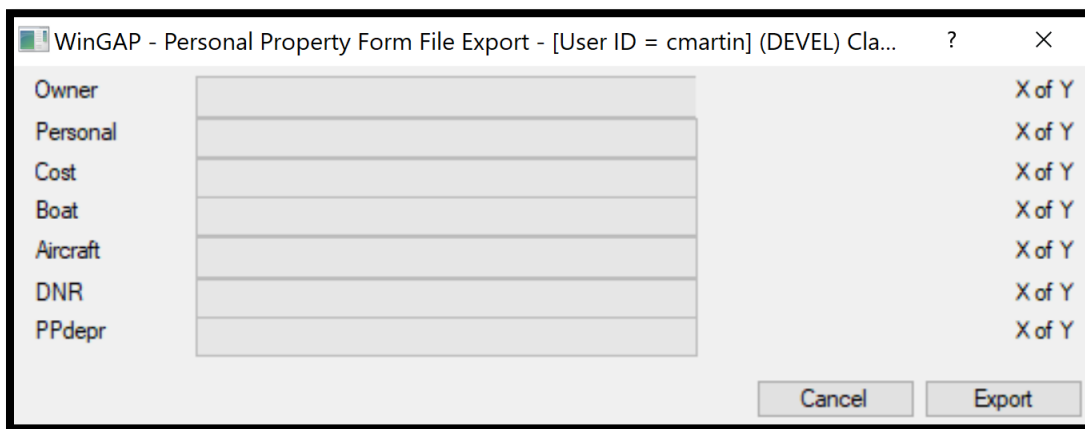
PERSONAL PROPERTY REPORTING FORMS

There are two options on the Personal Property reporting Forms submenu. If the county does not send PT50 reporting forms to owners with a sum of personal property account values under \$7,501, the second option, Set No-PT50 Flags, should be selected first. This menu item sets a "No-PT50" flag to all such accounts, and they will not receive a PT50 personal property reporting form.

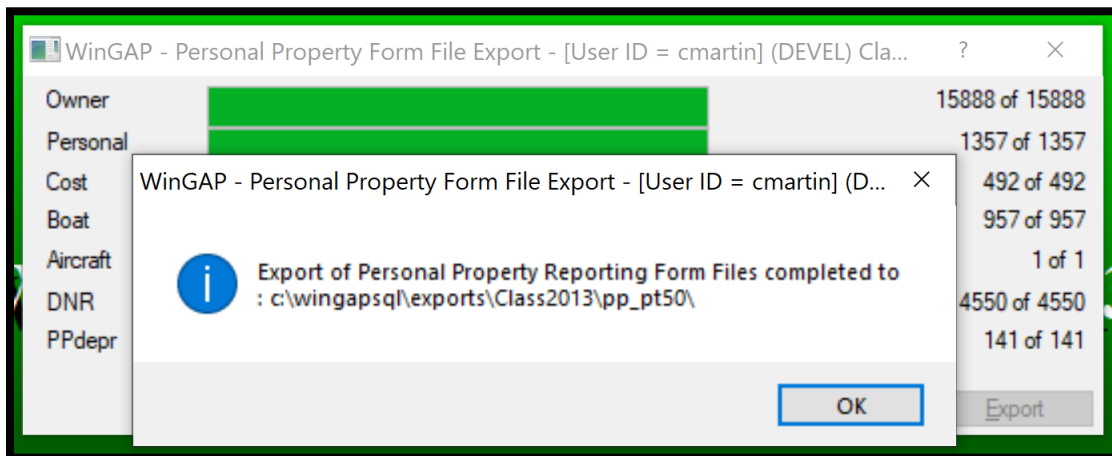
NOTE: An owner might have multiple accounts that by themselves are under \$7,501, but combined they add up to a total that is \$7,501 or greater. In that case, the accounts would *not* have the "No-PT50" flag set, as that owner has a total account value over the taxable threshold.



Once the “No-PT50” flags are set, or if the County sends PT50 forms to all owners regardless of account value, the first option, Personal Property Reporting Forms, should be selected. Clicking the Export button begins the export process, where various messages are displayed.



Once the export is complete, a message will appear with the path that the files have been exported to.

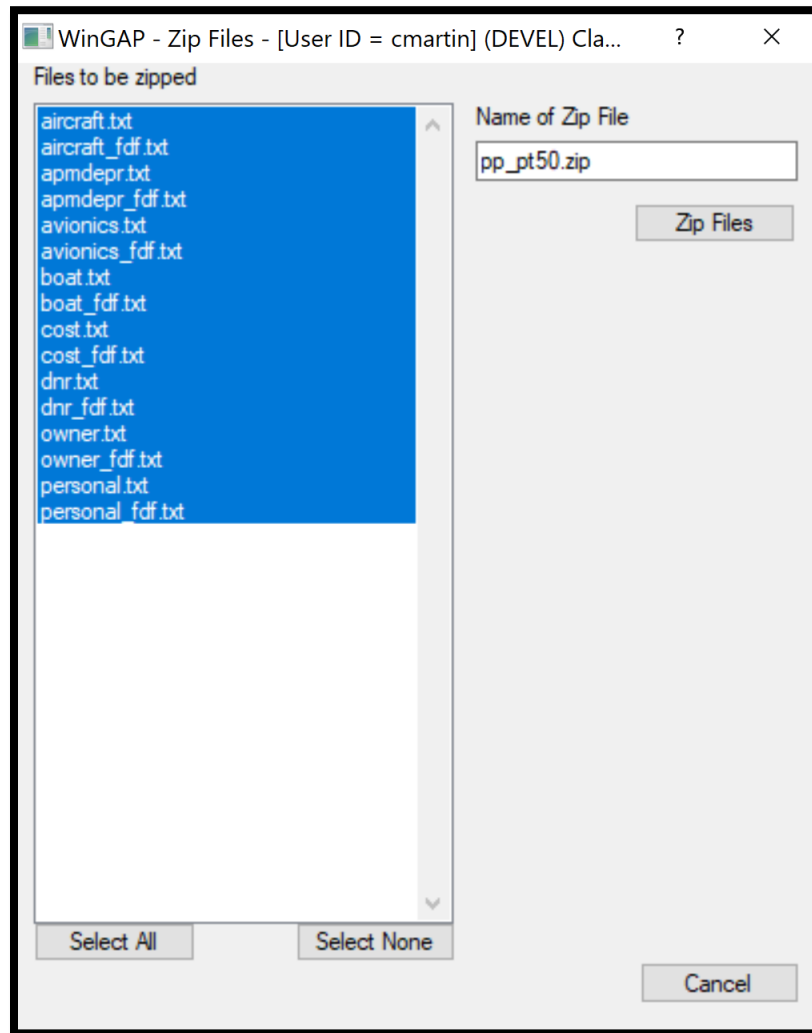


After the user clicks the OK button on this message window, WinGAP will produce the Zip Files form. Here the user selects the files that are to be "zipped". Normally all the files in the list are selected. The selection of the files can be accomplished in one of three ways:

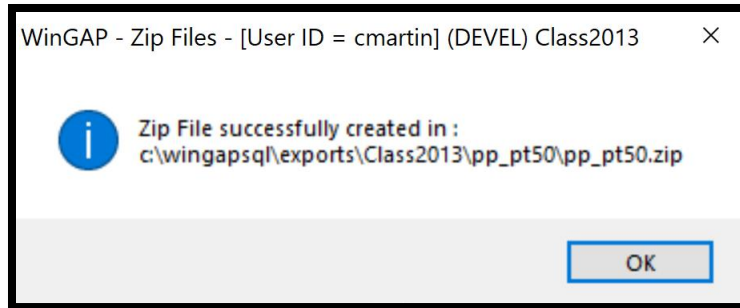
- The user can click the **Select All** button to select all of the files in the list box.
- The first file in the list can be selected by left clicking on it with the mouse. The user can then locate the last file in the list, hold the Shift key down, and then click on the last file with the left mouse button to select all the files.
- The Ctrl Key can be held down and each individual file can be selected by clicking on it with the left mouse button.

If an incorrect selection is made, the **Select None** button will deselect the files that have been selected.

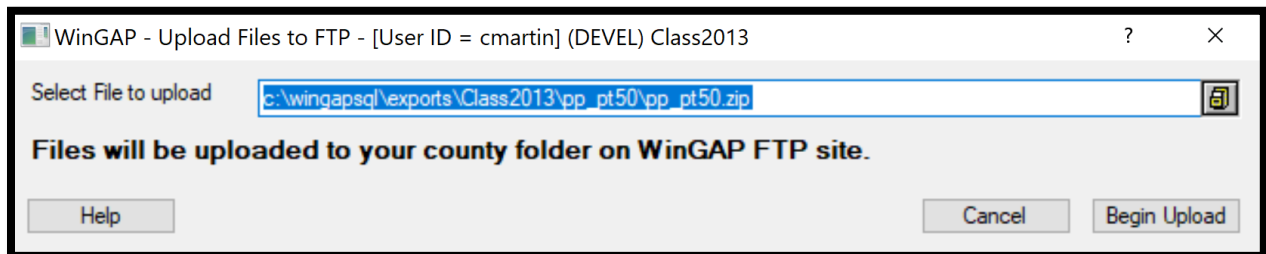
Once this is done, the selected files turn blue and the user should click the **Zip Files** Button to zip the files.



Once the files are "zipped", the Zip File creation message window will appear, and the user should note the location of the Zip file that was created. Clicking the OK Button on this message window will return the user to the Zip Files form, where clicking the Cancel button or the X button in the upper left of the window will close this form and produce the Upload Files to FTP Form.



The Upload Files form should populate the location of the zipped file automatically, but if it does not, the user should click the Browse button to the right of the Select File field. This will produce the Open dialog box, and the user should locate and then click on the pp_pt50.zip file to highlight it, then click the Open button. This will place the file along with its complete path in the Select File to Upload field on the Upload Files to FTP.



Clicking the Begin Upload button will upload the zipped file to the County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded, and when complete, the user will be informed if the upload was successful and returned to the Upload Files to FTP form. The Cancel button on this form can be clicked to return to the main WinGAP Screen.

BACKUP CURRENT YEAR DATA LOCALLY

NOTE: DO NOT use this Backup menu option to transfer files to the public. Confidential data has not been redacted.

Selecting this option on the Export Menu produces the Database Backup form.

This option allows the user to backup WinGAP current appraisal year data to another folder, zip the files, and then upload them to the FTP site. This backup process could be done for several reasons:

- The user wants to make a backup of the data files prior to Online Support fixing a problem
- The user wants to make a backup of the data before using SSMS or SQLMaster to run some tests on the data
- The user wants to upload data to the WinGAP FTP site for use by a LGS support agent or for other purposes

Database Backup (DEVEL)

Select Databases to backup:

| Select | Database | Backup Filename |
|-------------------------------------|---------------|----------------------------|
| <input checked="" type="checkbox"/> | ay2008 | ay2008_20161005.bak |
| <input type="checkbox"/> | ay2014 | ay2014_20161005.bak |
| <input type="checkbox"/> | AY2015 | AY2015_20161005.bak |
| <input type="checkbox"/> | AY2015_FUTURE | AY2015_FUTURE_20161005.bak |
| <input type="checkbox"/> | AY2016 | AY2016_20161005.bak |
| <input type="checkbox"/> | AY2016_FUTURE | AY2016_FUTURE_20161005.bak |

Expires: /

Password:

Compress ☐

Zip File Loc:

Server Path:

Remote URL:

Move To:

(Leave blank if you do not require this)

☒ Delete Original Copy of File that Moved

Format:

☒ Let SQL Svr Choose

☐ 512 Bytes (normal)

☐ 4096 Bytes

Execution Option:

☐ I am working on the Server

☐ I am working remotely

Notes on the Location Options:

1. Backup Filename - Can be edited on the browser. Choose something like TM_20070103.bak
2. Server Path - the exact path ON THE SERVER, as the server sees it
3. Remote URL - the URL path to the above location if doing this on a workstation
4. Leave the password and expiry date empty if not required

☒ Shrink Log File after backup

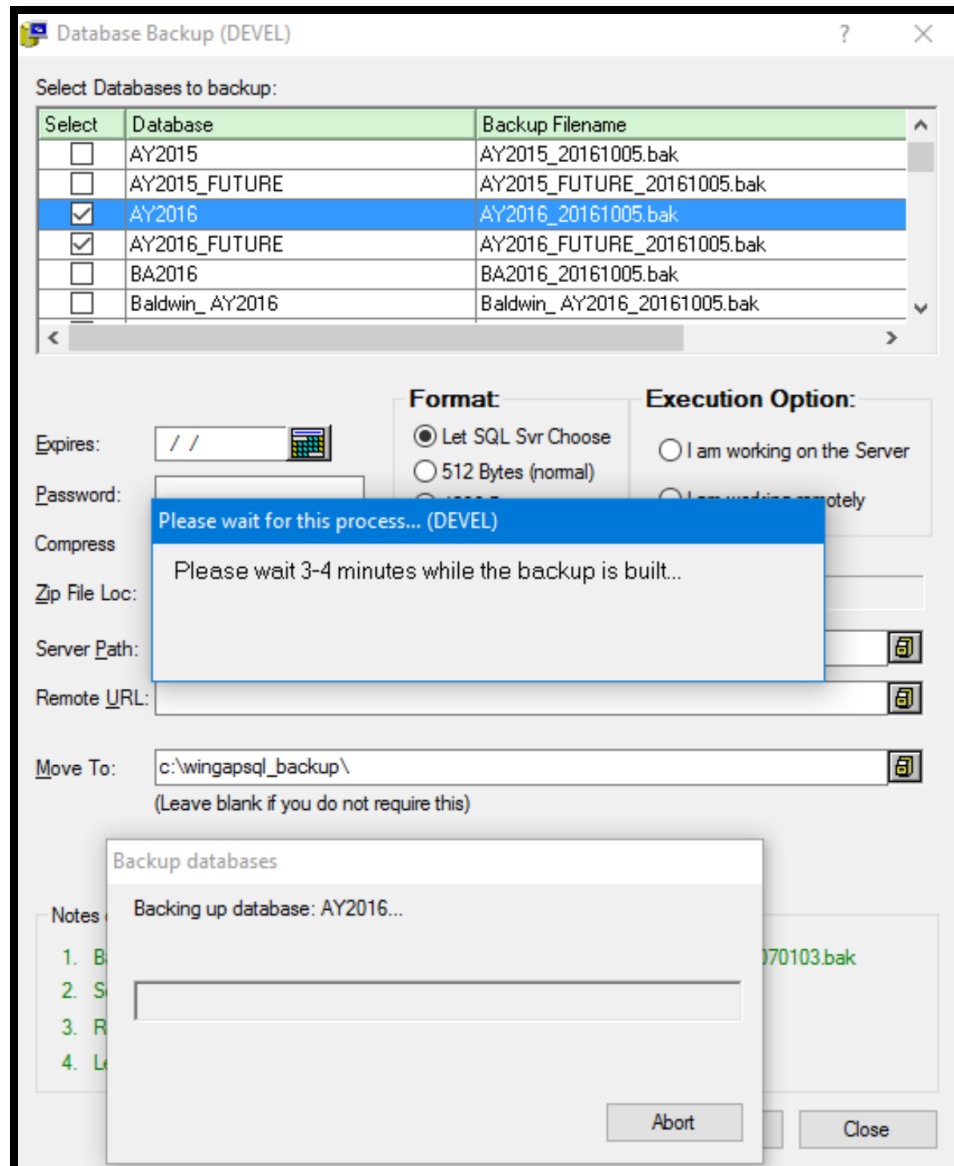
Backup **Close**

In most cases, the defaults options should be chosen as the screen was likely configured when your application was installed. Notes on the options on the form are provided at the bottom of the form. The Appraisal Year that is to be backed up should be selected in the list box at the top of the form by highlighting the year in the list box and clicking in the Select checkbox. More than one year can be selected if desired.

NOTE: The Backup process creates a folder called wingapsql_backup, which will be located in the root directory on the user's local hard drive. The backup file (or files) is placed in this folder.

NOTE: You must check the checkbox for COMPRESS if you wish to upload the backup to the ftp site. WinGAP will not permit you to upload an uncompressed "bak" file.

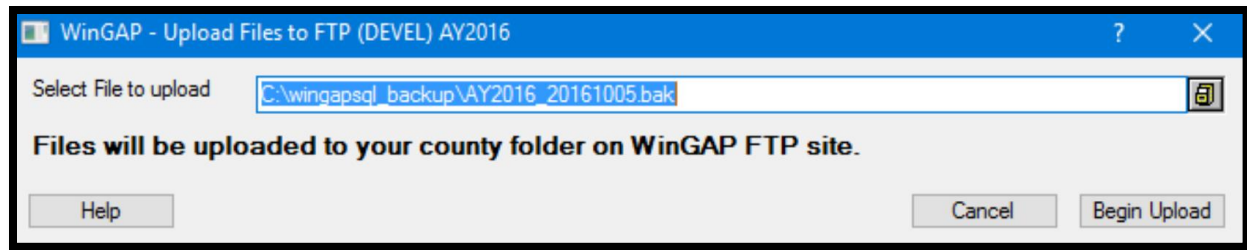
Once all options are selected, the Backup button should be clicked. WinGAP will prompt the user, and Yes should be clicked to start the backup. Various messages will appear as the backup is processed.



At the conclusion of the Winzip process, the Upload Files to FTP window appears, which will allow the user to upload the backup to the County folder on the WinGAP FTP site.

NOTE: If the user does not wish to upload the files, but merely make a backup, the Cancel button on the Upload window should be clicked to terminate the upload process.

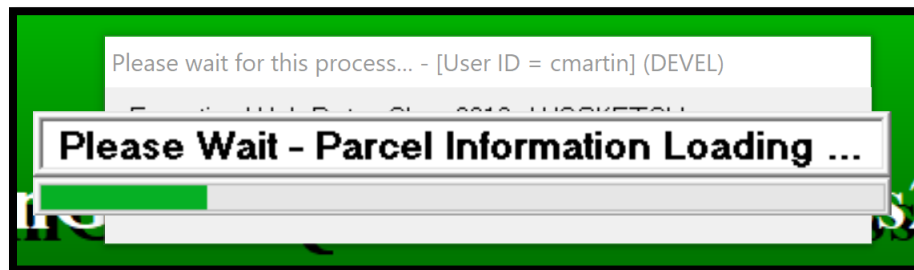
The Browse button to the right of the Select File to upload field should be clicked, and the user will be taken to the wingapsql_backup folder. The backup file to upload should be selected, and then the user should click the Open button. The user will be returned to the Upload form, where the Begin Upload button should be clicked, and the file will be uploaded to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded.

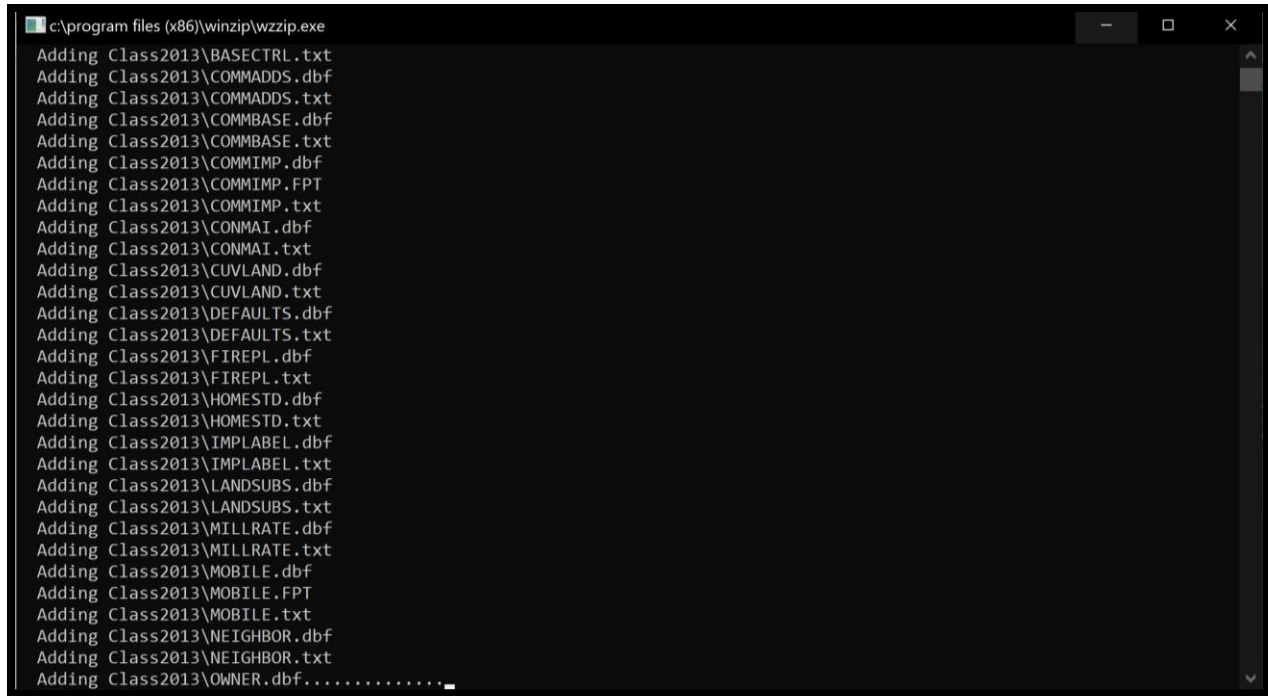


At the conclusion of the upload process the user will be returned to the Upload Files to FTP form. The Cancel Button on the Upload Files to FTP form can be clicked to close the Upload window. A message will appear informing the user that the backup process has been completed.

WEBSITE DATA

This option on the Export sub-menu allows the user to export data from specified files and then upload the data to the county's folder on the WinGAP FTP site. The data is available for use by the county's website vendor(s). Clicking on the File > Export > Website Data menu option will produce several windows, one on top of the other, as routines are run and the data is zipped.





At the conclusion of the Winzip process, the file websitebackup.zip is created and the Upload Files to FTP window appears. The user should then click the Begin Upload button, and the file will be uploaded to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded, such as the Uploading message.

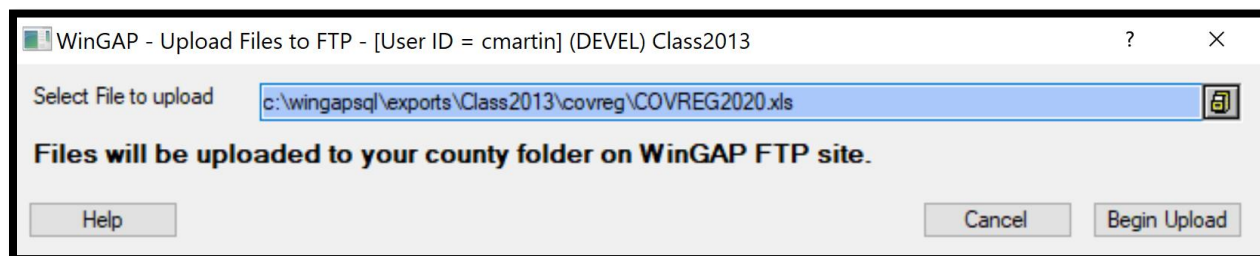


If the Website Data upload is successful, the user will receive a completion message. Clicking OK on this message will return the user to the main WinGAP screen. If the upload is not successful, for instance if the user's Internet connection is not functioning, the user will receive an error message and the user can try again later to upload the digest files.

NOTE: It's a good idea to manually purge the destination export folder from time to time. The export destination folder is <network location>\wingapsql\exports\qpublic\ - the entire contents of the 'qpublic' folder are zipped and included in the websitebackup.zip file. Over the years, without cleanup, the websitebackup.zip could contain many years of dated and old exports.

COVENANT REGISTRY

This option on the Export menu creates a Covenant Registry, a file that contains information such as owners' names and addresses, parcel numbers, total acres, and covenant acres for all of the County's CUV and FLPA Covenants. The Covenant Registry is now required as part of the annual DOR Digest Submission process. When selected, a series of messages will appear and on completion the Upload Files to FTP window will appear with the file's path already loaded.

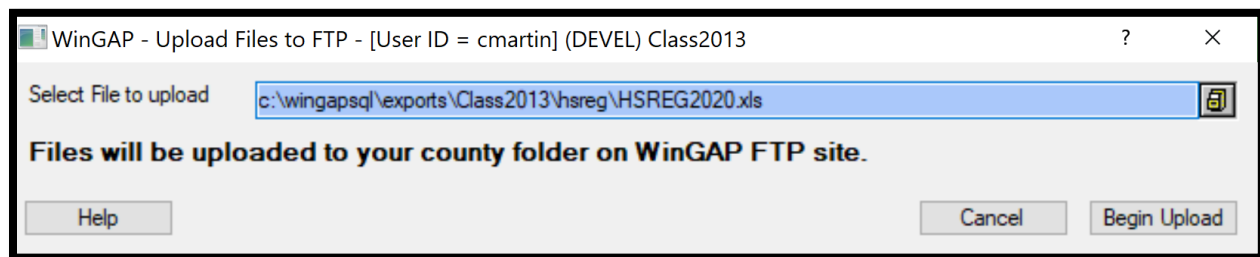


Clicking the Begin Upload button will upload the file to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded. Once completed, the user will see an upload successful message.

NOTE: This export is automatically included when the user runs the Digest Submission Reports.

HOMESTEAD REGISTRY

This option on the Export menu creates a Homestead Registry, a file that contains a listing of all of the County's Homestead information, such as parcel numbers, homestead codes, tax districts, and ownership information. The Homestead Registry is *not* required as part of the annual Digest Submission process. When selected, a series of messages will appear and on completion the Upload Files to FTP window will appear with the file's path already loaded.

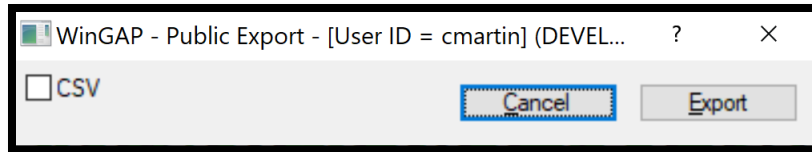


Clicking the Begin Upload button will upload the file to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded. Once completed, the user will see an upload successful message.

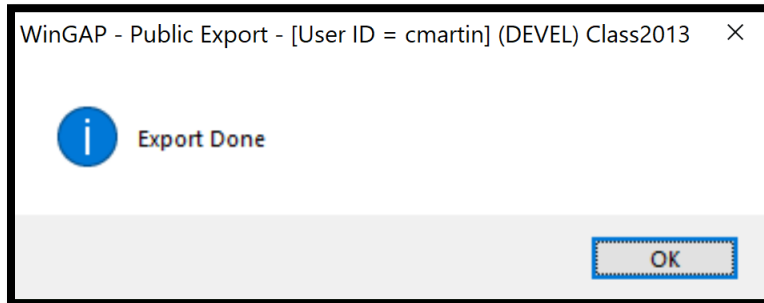
NOTE: This export is automatically included when the user runs the Digest Submission Reports.

DATA FILES FOR PUBLIC

WinGAP can create data files for public use that the Assessor's Office can provide to anyone that requests them. These files are stripped of any confidential information, such as Social Security Numbers, cost data, and inventory information. Also, the NADA files and ABOS files are either omitted or cleaned of data. To create these files, the user should click on the Data Files for Public option and the Public Export data selection form will appear.



The default format is a fixed length .txt file, while clicking the CSV checkbox will produce a .csv instead. Clicking the Export button will cause a series of messages to appear and on completion there will be a message showing Export Done.



The files can be found in the exports folder on the server. From here the user can zip whichever files are requested and copied to external media, such as a flash drive, CD, or DVD to give to a requesting individual.

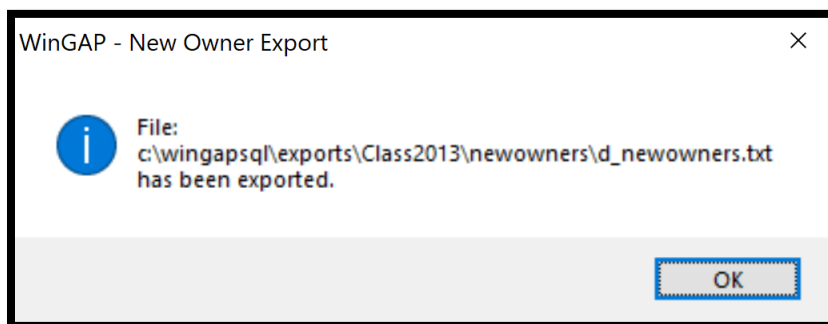
DOR CUV MARKET STUDY SALES LIST

This option is a one-click operation that is run annually which creates various files that contain land information relating to sales of rural land. When the Department of Revenue requests the sales to perform their annual CUV and FLPA market study, selecting this option automatically processes and uploads the required sales in a few seconds.

If you encounter any problems or have questions, do not hesitate to use online support or contact one of the DOR Tech Support agents. It is of utmost importance when you receive the email about creating this data that we obtain it as soon as possible.

EXPORT NEW OWNERS FOR VENDOR

This option produces the New Owners list to send to a vendor. Selecting it will prompt a series of messages to display, and once the file has been created a message will appear with the path that the file was saved to.



Clicking OK will open the Upload Files to FTP form with the file path already entered. Clicking the Begin Upload button will upload the file to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded. Once completed, the user will see an upload successful message. Clicking Cancel or the "X" will return the user to the main WinGAP screen.



EXPORT SALES FOR DOR

The Export Sales for DOR option produces a sales list for the Department of Revenue QTP study. When the DOR requests this list, selecting this option will create an excel file to be uploaded to the County's FTP site. When selected, a series of messages will display, and once the process is complete the Upload Files to FTP form will appear with the file path already entered. Clicking the Begin Upload button will upload the file to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded. Once completed, the user will see an upload successful message. Clicking Cancel or the "X" will return the user to the main WinGAP screen.



LGS AUDIT EXPORT

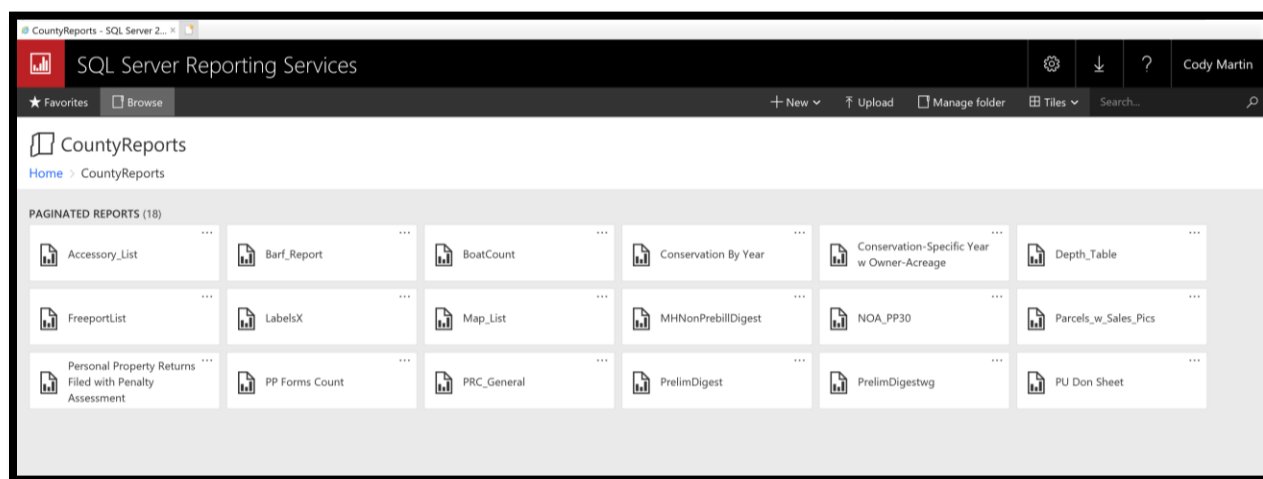
The LGS Audit Export is a complete digest record that is stylized after the Department of Audit sales report. This excel file is already generated as part of the Digest Files submission, and this is simply a way to generate this file without exporting the entire digest submission package. Clicking this option is a single step operation.

DOR ITS EXPORT

All of these selections are for DOR agents, and are not used by the Counties.

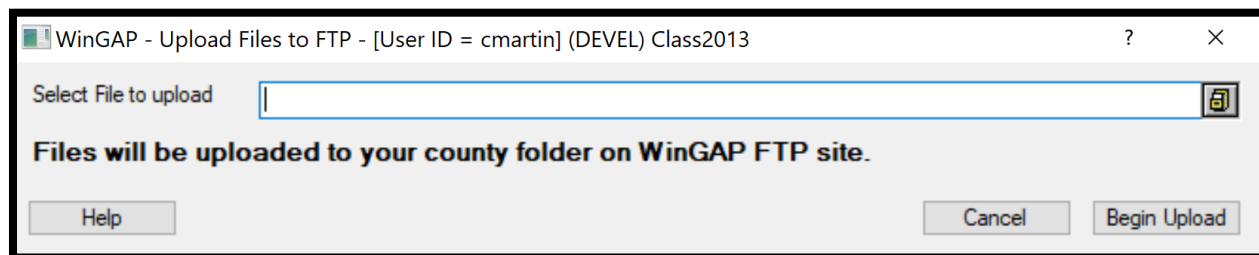
LAUNCH REPORT SITE

The Launch Report Site will open the user's default web browser to the SQL Server Reporting Services web portal for the County Reports. A variety of reports are available here by default, and more can be designed and deployed using Visual Studio.



UPLOAD FILES TO FTP

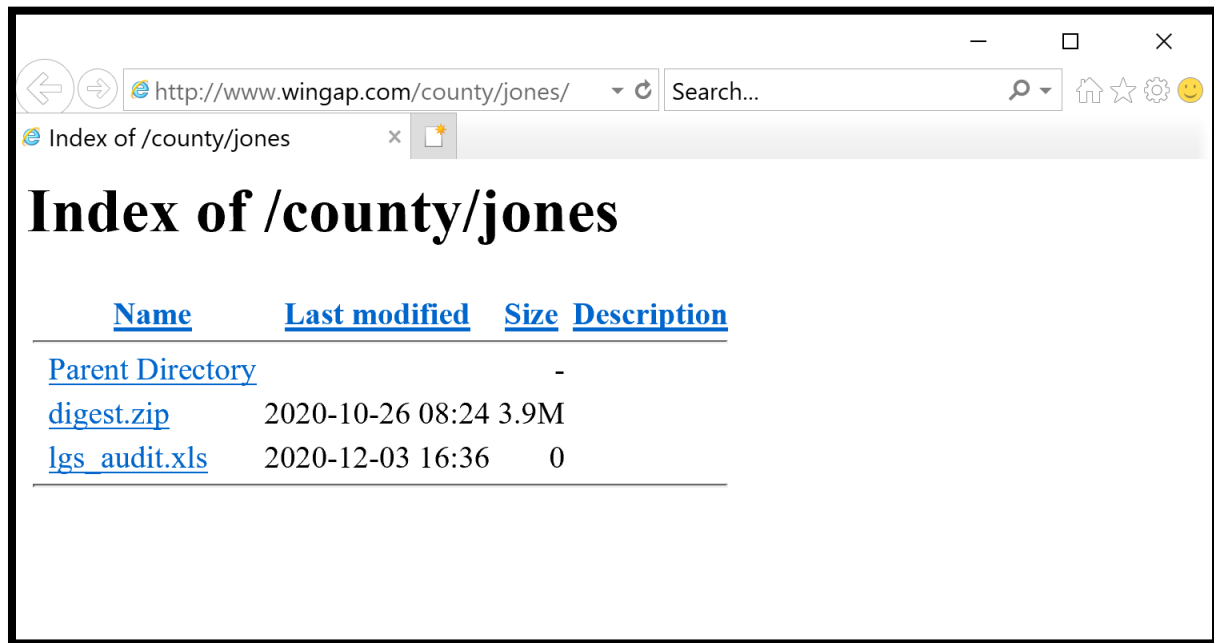
The Upload Files form allows the user to place any file on the FTP site where they are available to vendors and other agencies. To select a file for upload, the user should click the Browse button to the right of the Select File field. This will produce the Open dialog box. The user should locate and then click on the file to highlight it, then click the Open button. This will place the file along with its complete path in the Select File to Upload field on the Upload Files to FTP.



Clicking the Begin Upload button will upload the zipped file to the County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded, and when complete, the user will be informed if the upload was successful and returned to the Upload Files to FTP form. The Cancel button on this form can be clicked to return to the main WinGAP Screen.

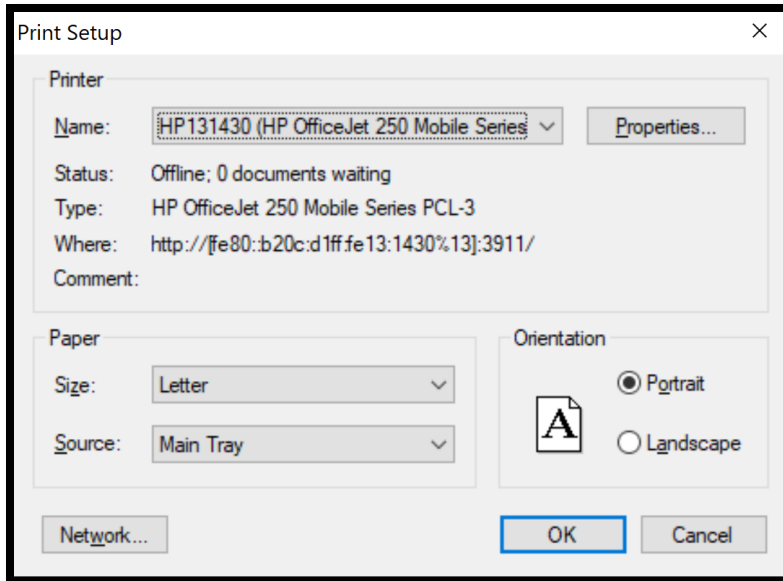
DOWNLOAD FROM FTP

This selection opens the user's default web browser to the county's HTML interface of their FTP folder. This web URL is what should be given to vendors and agencies that are downloading files from your FTP site.



PRINT SETUP

The Print Setup option on the File Menu produces the Windows Print Setup Form where the user can change the properties for the default Windows printer, change the Paper Size, Source, and Orientation, or select another printer, if available, by clicking on the Printer Name combo box.

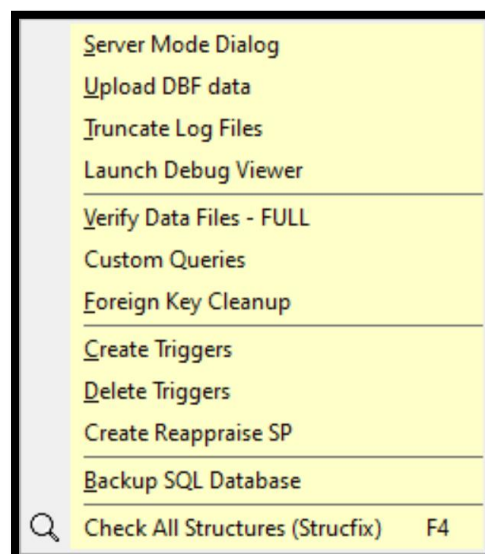


EXIT

The Exit option on the File Menu, allows the user to exit WinGAP. The hot-key combination of Alt-F4 (Function Key F4) will also exit the program, as will clicking the "X" in the upper right-hand corner of the main WinGAP screen.

SQL MENU

The SQL Menu contains a variety of options used by System Administrators and WinGAP Support Agents to perform various procedures, functions, and data modifications within WinGAP. A user must have Admin rights in Password Administration in order to use any of the options on the SQL Menu.



SERVER MODE DIALOG

The Server Mode Dialog form allows the System Administrator or WinGAP Support Agent to configure and edit the client application connection parameters and settings for connecting to the server's MSSQL instance. These inputs are set by the WinGAP team when the program is installed on the computer, and generally should not be altered by the end user. If the county upgrades servers, the WinGAP team can use this option to update the setting as appropriate.

Set or Change Data Server Mode - [User ID = cmartin] (DEVEL) ? X

WinGAP
Computer Assisted Mass Appraisal

SQL Data Source Details:

Provider:

Server:

Database:

Use Windows Authentication: ☒

Primary Server Mode:

☐ DBF File Format

☒ SQL RDBMS Data Source

SQL Login Information:

User Name:

Password:

Database:

☐ I am a remote user (not working on the server)

SQL DB Objects Path:

UNC Path to Objects:

Current Active Mode: SQL

☒ Use Stored Procedures

☐ Log all SQL Queries

☐ Show all Statements in DebugView

☐ Show Extended Cursor Info in Selects

Recordset warning size:

Disconnect

Connect

Close

UPLOAD DBF DATA

This option produces the Manage Server Objects form. This form is used for converting old WinGAP V3 data into MSSQL, or WinGAP format. All former V3 counties are now converted to WinGAP and have been for some time. This menu item will remain in case a county needs to convert to SQL format some old V3 data that was not previously converted.

Manage Server Objects - [User ID = cmartin] (DEVEL)

Database Set:

☐ Process Future Folder

DBF Location:

CSV File Path:

C:\Temp\

Server CSV Path:

C:\Temp\

Table Name

Class Name

Rows

Size

(There are no records to view)

Clear Selection

Processing Option:

☐ Load Data and Objects

☐ Reindex Only

☐ Reindex all Tables

☐ Recreate all Views

☐ Rebuild all Stored Proc

☐ Rebuild all Triggers

☐ Rebuild all Functions

☐ Rebuild all Temp Tables

Test

Check DBF Struc

Processing will take place on the selected file(s) for the single option set below.

Find:

☐ Load All Data Tables

☒ Load With Bulk Insert

☐ Hide Non-Application DBFs

Upload Data Options:

☒ Load Data Before Keys

☐ Load Keys Before Data

☐ Do NOT create keys

☐ Include Default Rows

☐ Show CSV Options

Non-Class Tables

PROCESS

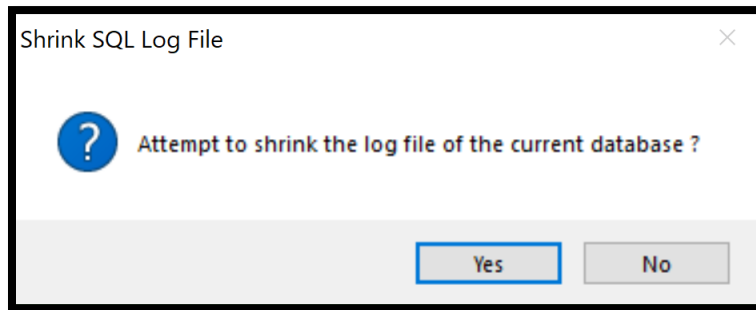
Close

47

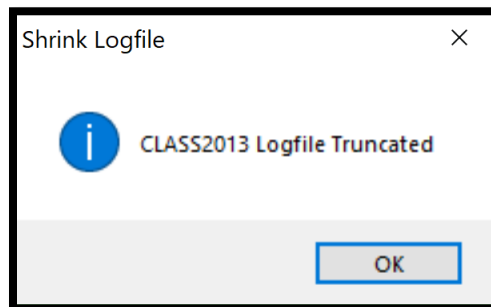
TRUNCATE LOG FILES

This option produces a message that allows the user to shrink the log file of the current Appraisal Year. The specific log files truncated are the transaction logs. Transaction logs can get quite large over time, increasing file storage requirements for active data and backups alike. Truncating these logs can sometimes save a great deal of storage space.

WARNING: Counties who leverage incremental backups should avoid using this truncate feature with clear and express guidance and permission from your database administrator (MIS/IT).

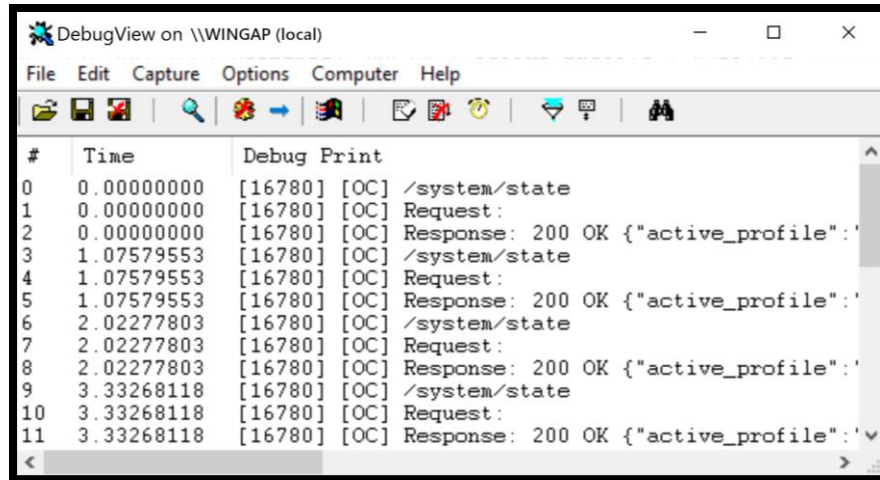


Clicking Yes on the message will begin the process of shrinking the log file, and when finished, a message will appear informing the user that the process was successful. Clicking OK on this message will return the user to the WinGAP main screen.



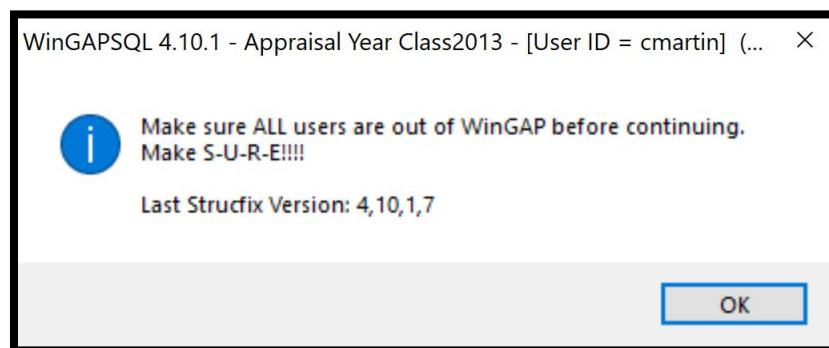
LAUNCH DEBUG VIEWER

This option produces the Debug Viewer form. The Debug Viewer is used to “debug” a problem within WinGAP. This usually occurs when the code for a particular routine in WinGAP is not correct, or a file structure within WinGAP has not been updated. The Debug Viewer will display lines of running code within WinGAP, which can be reported by the System Admin or LGS Agent to the WinGAP Dev Team so they can find where the error is within either the program or the database and fix the problem.

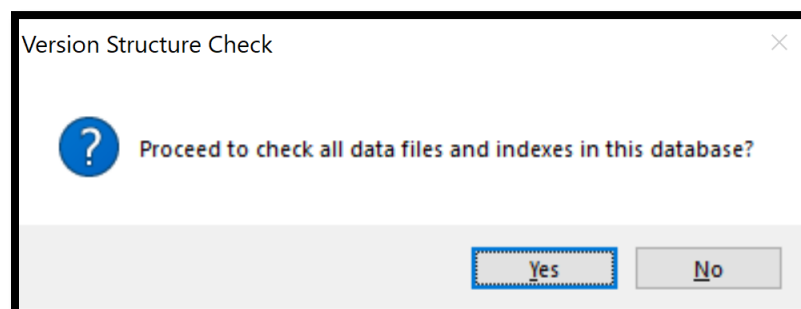


VERIFY DATA FILES – FULL

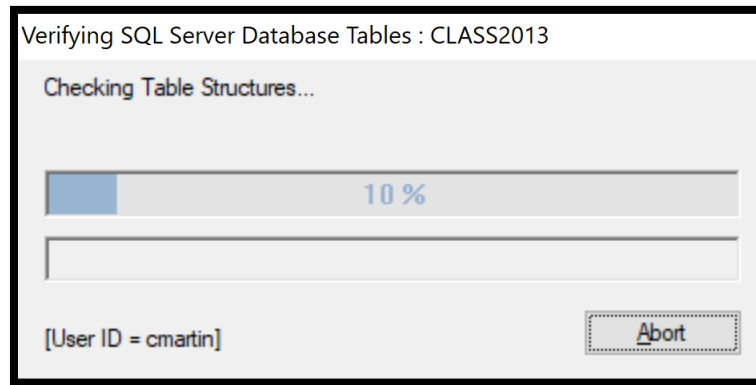
The Verify Data Files – FULL option on the SQL menu allows the user to run the old fashioned, very comprehensive, very deliberate (slow) Strucfix. ALL users must be out of WinGAP before running this routine.



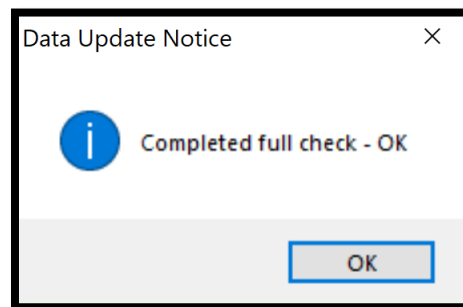
Clicking OK produces a second warning message, as seen below. If the user is not sure this routine should be run, The No button should be clicked to abort this process.



If Yes is selected, various messages will appear as the Strucfix routine is run.

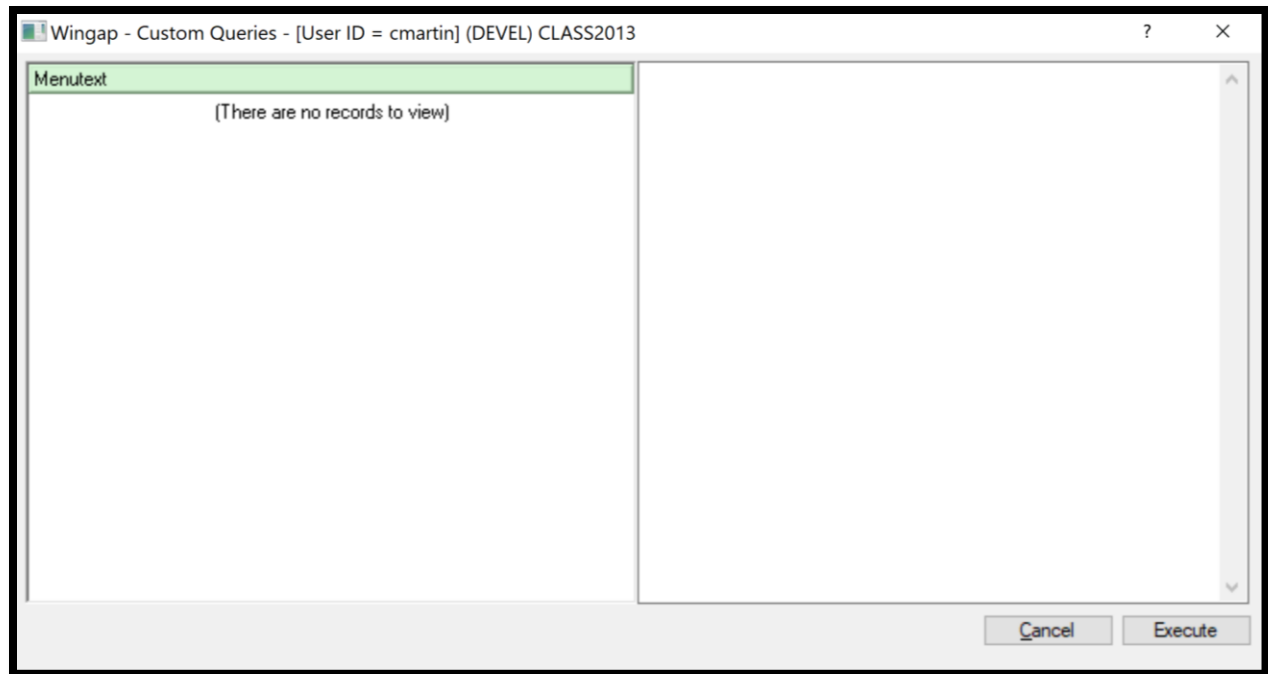


At the conclusion of Strucfix, a “completed” message will be displayed. Clicking OK will complete the old Strucfix process and return the user to the WinGAP main background screen.



CUSTOM QUERIES

Clicking this option produces the Custom Queries form, where various SQL Queries can be written and executed. Often, counties have bulk processes they like to run for various tasks such as removing return values, updating floating homestead current values, importing bar code scanned returns, etc. With the assistance of a SQL Database expert, the Custom Queries form allows the entry of queries that perform easy point-and-click execution of complex scripts for bulk processes.

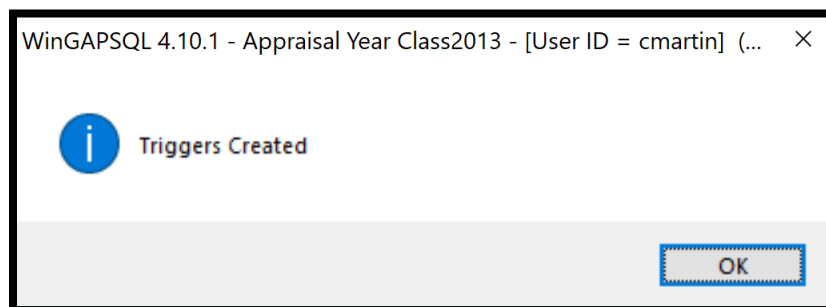


FOREIGN KEY CLEANUP

This menu item is reserved for special, very complex and powerful scripts, and should never be executed by county users.

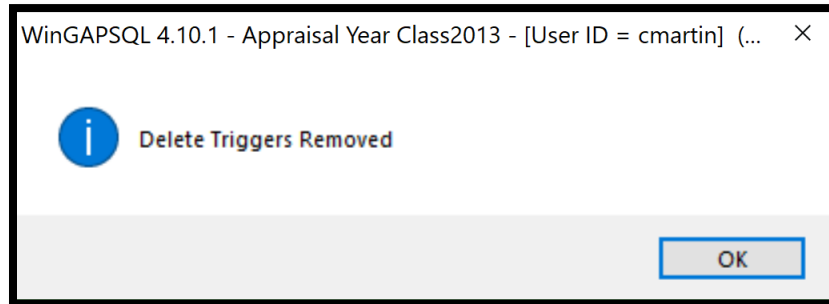
CREATE TRIGGERS

The Create Triggers menu item is used by Advanced WinGAP technical support personnel to recreate database triggers inside the WinGAP database. Prior to running the create triggers, Technical Support experts will first run the 'delete triggers' option. The triggers created here are the DEL triggers used inside WinGAP to populate the DEL_ tables when property items are deleted.



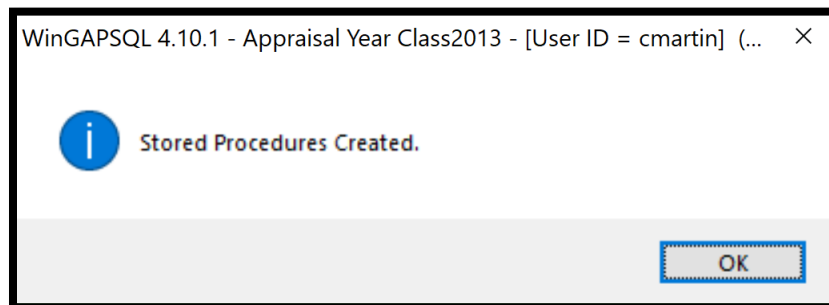
DELETE TRIGGERS

Delete triggers will remove the triggers created by the previous menu item. Deletion of triggers is required before the create triggers menu can run. SQL will not overwrite an existing trigger – it needs to be “deleted” before it can then be “created”.



CREATE REAPPRAISE SP

This menu item will create reappraise stored procedures used by third-party vendors who connect and edit property items outside of WinGAP. These stored procedures are executed by the third-party vendors after they have updated a parcel to force it to be repriced so that values remain in sync when the WinGAP users access those parcels post third-party access.



BACKUP SQL DATABASE

This option allows the user to backup and zip any WinGAP appraisal year data to another folder. This backup process could be done for several reasons:

- The user wants to make a backup of the data files prior to Online Support fixing a problem
- The user wants to make a backup of the data before using SSMS or SQLMaster to run some tests on the data
- The user wants to upload data to the WinGAP FTP site for use by a LGS support agent or for other purposes

NOTE: DO NOT use this Backup menu option to transfer files to the public. Confidential data has not been redacted. Selecting this option on the Export Menu produces the Database Backup form.

Database Backup (DEVEL)

Select Databases to backup:

| Select | Database | Backup Filename |
|--------------------------|---------------|----------------------------|
| <input type="checkbox"/> | ay2008 | ay2008_20161005.bak |
| <input type="checkbox"/> | ay2014 | ay2014_20161005.bak |
| <input type="checkbox"/> | AY2015 | AY2015_20161005.bak |
| <input type="checkbox"/> | AY2015_FUTURE | AY2015_FUTURE_20161005.bak |
| <input type="checkbox"/> | AY2016 | AY2016_20161005.bak |
| <input type="checkbox"/> | AY2016_FUTURE | AY2016_FUTURE_20161005.bak |

Expires: / /

Password:

Compress ☐

Zip File Loc:

Server Path:

Remote URL:

Move To:

(Leave blank if you do not require this)

☒ Delete Original Copy of File that Moved

Format:

☒ Let SQL Svr Choose

☐ 512 Bytes (normal)

☐ 4096 Bytes

Execution Option:

☐ I am working on the Server

☐ I am working remotely

Notes on the Location Options:

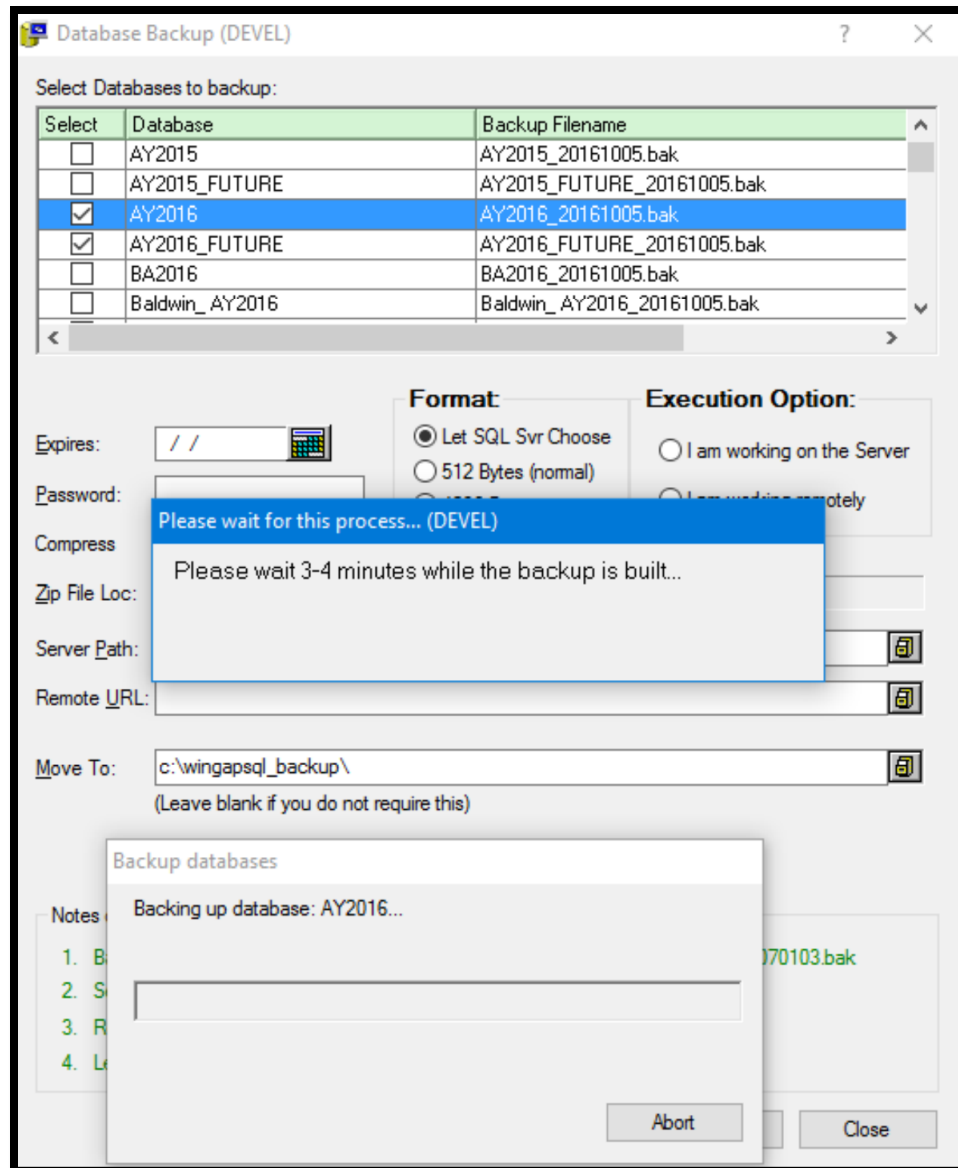
1. Backup Filename - Can be edited on the browser. Choose something like TM_20070103.bak
2. Server Path - the exact path ON THE SERVER, as the server sees it
3. Remote URL - the URL path to the above location if doing this on a workstation
4. Leave the password and expiry date empty if not required

☒ Shrink Log File after backup

Backup Close

In most cases, the defaults options should be chosen as the screen was likely configured when your application was installed. Notes on the options on the form are provided at the bottom of the form. The Appraisal Year that is to be backed up should be selected in the list box at the top of the form by highlighting the year in the list box and clicking in the Select checkbox. More than one year can be selected if desired.

Once all options are selected, the Backup button should be clicked. WinGAP will prompt the user, and Yes should be clicked to start the backup. Various messages will appear as the backup is processed.



At the conclusion of the Winzip process, the user will be returned to the main WinGAP screen.

CHECK ALL STRUCTURES (STRUCFIX)

When updating WinGAP versions, it might be necessary to update the file structure of the WinGAP databases, or “strucfix”, as instructed in the message on the WinGAP website, below. If it is required, the WinGAP update page will mention it.

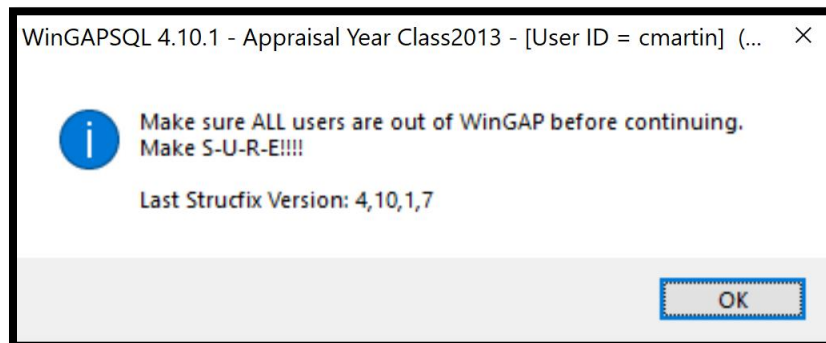
Software Updates

Version 4.10.1.21 - Released December 4, 2020 ([How To Video](#))

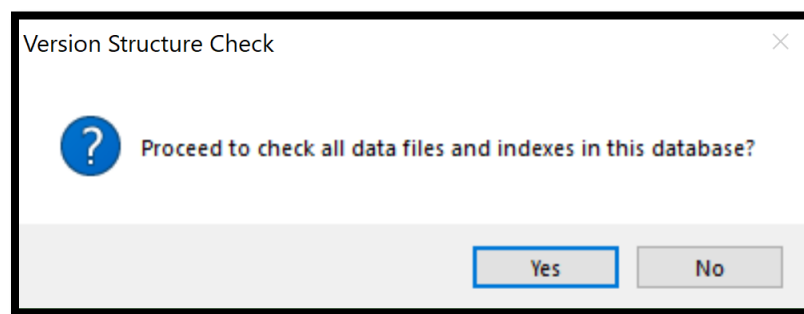
Download Here (4.10.1.21)

- WingapSQL Self Extractor: ([wingapsqlzip.exe](#))
- WingapReports (Full Compliment of Factory WingapReports)
- Update Instructions Below For Users updating from 4.9.10.X or older
- STRUCFIX REQUIRED**

Clicking this option on the SQL menu produces several messages. The first message lets the user know that all other users must be out of WinGAP, and it also shows the last version that strucfix was run from. If the versions are the same, the user has already strucfixed with this version. OK should be clicked to proceed.



Yes should be clicked on the next message to proceed with the strucfix process. If the strucfix process is up to date, the user should click No. Also, if there is a Future appraisal year in place, the message will remind the user that strucfix will run twice, once for the current year, and once for the future year.



Various messages will display as the strucfix process is run. The user should click OK on the strucfix completed message to return to the main WinGAP screen.

NOTE: Running strucfix only updates the table structures in the appraisal year it is run. The user must switch to the other appraisal years by using the File > Select Appraisal Year option and then run strucfix in every appraisal year.

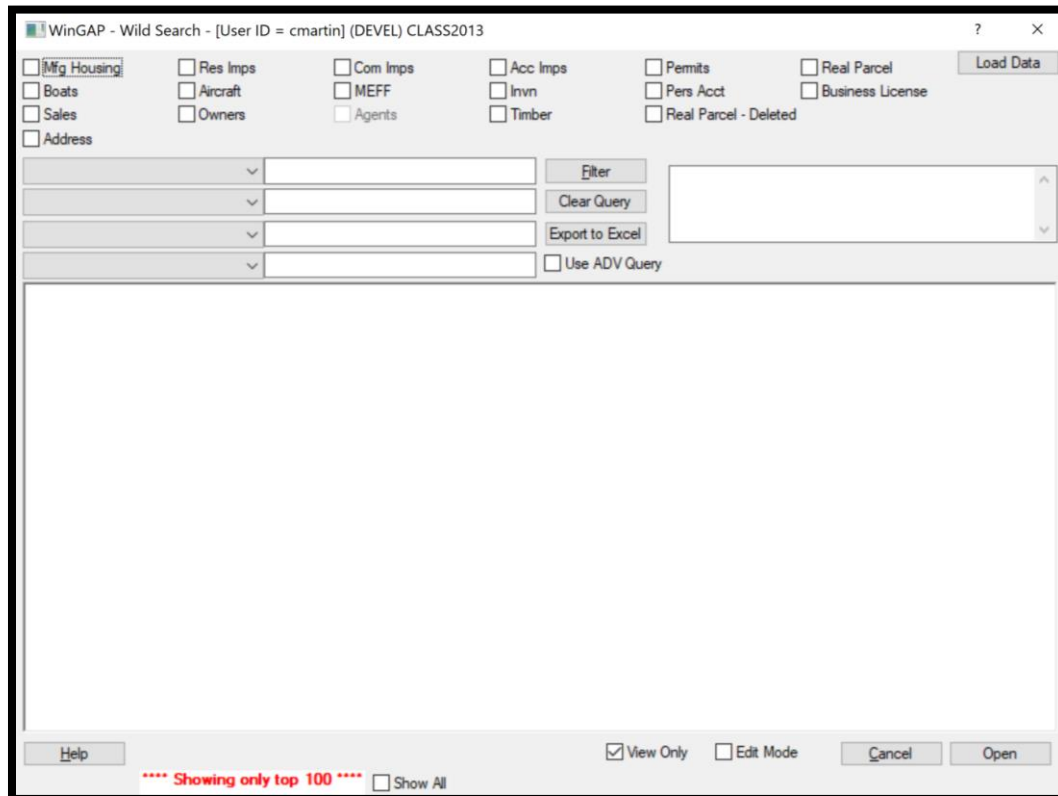
PROPERTY MAINTENANCE MENU



WILD SEARCH

The Wild Search option on the Property Maintenance Menu produces the Wild Search Form, where information about certain types of property in WinGAP can be obtained without the user running SSMS or SQLMaster.

NOTE: The Wild Search option on the Tools Menu is disabled if WinGAP is operating in Guest Mode.



The checkboxes along the top of the Wild Search Form allow the user to select the type of property to be Viewed or Edited. Viewing or Editing depends upon which one of the checkboxes at the bottom of the form is checked, **View Only** or **Edit Mode**. Only one type of property can be selected for viewing/editing at any point.

For example, if the user wishes to view all the Residential Improvements with a Grade of 100 they would click the Res Imps checkbox, which will display all of the Residential Improvements on the Wild Search Form. Then, the user would click on the **Field Query** combo box on the upper left and select the Grade field, enter 1.00 in the Data field, and click the Filter button. The user can filter on up to four fields by also using the other combo boxes.

WinGAP - Wild Search - [User ID = cmartin] (DEVEL) CLASS2013

☐ Mfg Housing ☒ Res Imps ☐ Com Imps ☐ Acc Imps ☐ Permits ☐ Real Parcel
☐ Boats ☐ Aircraft ☐ MEFF ☐ Invn ☐ Pers Acct ☐ Business License
☐ Sales ☐ Owners ☐ Agents ☐ Timber ☐ Real Parcel - Deleted
☐ Address

GRADE - N 1.00 **Filter (934)**

 ☒ View Only ☐ Edit Mode

☐ Show All

| RECID | Repropkey | Realkey | Digclass | Digstrat | Occupancy | Yr_Built | Efy_Built | Grade | Obsv_Cond | No_Bedrms | No_Rooms | Foundation | Ext_Walls | Ro |
|-------|-----------|---------|----------|----------|-----------|----------|-----------|-------|-----------|-----------|----------|------------|-----------|----|
| 11 | 15 | 24 | R | 1 | 1 | 1988 | | 1.00 | 3 | | | 2 | 2 | |
| 14 | 19 | 26 | R | 1 | 1 | 1972 | | 1.00 | 3 | | | 1 | 1 | |
| 33 | 40 | 57 | R | 1 | 1 | 1966 | 1966 | 1.00 | 3 | | | 1 | 1 | |
| 43 | 50 | 71 | R | 1 | 1 | 1900 | | 1.00 | 3 | | | 1 | 1 | |
| 55 | 62 | 88 | R | 1 | 1 | | 1980 | 1.00 | 4 | | | 1 | 1 | |
| 56 | 63 | 89 | R | 1 | 1 | | 1960 | 1.00 | 3 | | | 1 | 1 | |
| 63 | 72 | 108 | R | 1 | 1 | 1973 | | 1.00 | 3 | | | 1 | 1 | |
| 82 | 91 | 144 | R | 1 | 1 | 1985 | | 1.00 | 3 | | | 1 | 8 | |
| 98 | 107 | 164 | R | 1 | 1 | 1973 | | 1.00 | 3 | | | 1 | 3 | |
| 103 | 112 | 169 | R | 1 | 1 | 1972 | | 1.00 | 4 | | | 1 | 1 | |
| 104 | 113 | 170 | R | 1 | 1 | 1976 | | 1.00 | 3 | | | 1 | 2 | |
| 105 | 115 | 172 | R | 1 | 1 | 1971 | | 1.00 | 4 | | | 1 | 1 | |
| 117 | 129 | 189 | R | 1 | 1 | 1975 | | 1.00 | 4 | | | 1 | 1 | |
| 119 | 131 | 191 | R | 1 | 1 | 1983 | | 1.00 | 4 | | | 1 | 1 | |
| 122 | 134 | 197 | R | 1 | 1 | 1984 | | 1.00 | 3 | | | 1 | 2 | |
| 124 | 136 | 201 | R | 1 | 1 | 1984 | | 1.00 | 4 | | | 1 | 2 | |
| 130 | 143 | 208 | R | 1 | 1 | 1978 | | 1.00 | 4 | | | 1 | 1 | |
| 131 | 144 | 209 | R | 1 | 1 | 1974 | | 1.00 | 3 | | | 1 | 1 | |

The user can save the query results by clicking the Export to Excel button, which will send the entire dataset to a new Excel spreadsheet that the user can then edit and save, perform analysis on, etc. The Clear Query button will reset all the combo boxes and data fields. The Load Data button will reload the currently selected table's unfiltered data. The Show All button will allow you to scroll through the entire table's data set – normally your view is truncated to the top 100 records.

Highlighting a record on the list and clicking the Open button on the bottom left of the form will open the record in either View Only or Edit Mode depending on which option is checked. No changes can be made in View Mode, and all the normally editable fields will be grayed out.

WinGAP - Residential Improvements - [User ID = cmartin] (DEVEL) - 1 of 3 : G07 00 228 CLASS2013

Improvement Key: 15 2434 SF Wood

Sketch Photo

Parcel Number G07-00-228 - Foundation Piers Wood Floor Fin Carpet

Class Residential Ext Walls Wood Interior Wall Sheetrock

Strat Improvement Roofing Asphalt Shingles Interior Ceiling Sheetrock

Occupancy One Family Roof Shape Gable Heat Cent Ht/AC/Ht Pump

Bedrooms 0 Rooms 0 Floor Cons Wood Joist Story Height 2.0 Story

Grade / Age Grade 100 Year Built 0 Eff Year Built 1988 Obsv Cond Average Neighborhood 1.00

Depr / Factors Functional 1.00 Economic 1.00 Physical Ovr 0.90 Complete 1.00 Physical 0.90 CD 1.00

Plumbing Full Baths 2 Half Baths 0 Standard Complements 1 Extra Fixtures 3

Fireplace / Misc Edit FP 2 Fireplace N. V.

Structure Areas Edit Areas

Heated Area 2.434

1.0s 252
1.0s 390
2.0s 896
DK 72
OP 340

Basement / Attic Option Descriptive Square Foot

Bsmt Desc None Bsmt Area 0 Bsmt % Fin 0.00 Bsmt Qual Average

Bsmt Finish None Attic Area 0 Attic % Fin 0.00 Attic Qual Average

Attic Desc No Attic

Values Override 0 MAV 0 Ovr Improvement 93,510 Ovr Date / / Last Calc 93,510 Ovr Rsn

State Homestead Local Homestead House No 0 Ext Dir Units Street Name Type Quad

Help Edit History Cancel New Delete Apply OK

Users can enter more complicated SQL based queries on the Wild Search form by selecting the Use ADV Query button. This will disable and grey out the Field Query combo boxes and allow the user to enter the query in the SQL Where Clause box and activates the Select Saved Query combo box.

NOTE: The Select Saved Query combo box is functional at the present time, however, saving queries to this list is not automatic and is intentionally an advanced function to keep the list trim and efficient. The tech support team can assist users with adding advanced queries to the combo box.

WinGAP - Wild Search - [User ID = cmartin] (DEVEL) CLASS2013

☐ Mfg Housing ☒ Res Imps ☐ Com Imps ☐ Acc Imps ☐ Permits ☐ Real Parcel
☐ Boats ☐ Aircraft ☐ MEFF ☐ Invn ☐ Pers Acct ☐ Business License
☐ Sales ☐ Owners ☐ Agents ☐ Timber ☐ Real Parcel - Deleted
☐ Address

Filter (2592) Clear Query Export to Excel ☒ Use ADV Query

SELECT * FROM REPROP WHERE

GRADE BETWEEN 1.00 AND 1.15

| RECID | Repropkey | Realkey | Digclass | Digstrat | Occupancy | Yr_Built | Efyr_Built | Grade | Obsv_Cond | No_Bedrms | No_Rooms | Foundation | Ext_Walls | Ro |
|-------|-----------|---------|----------|----------|-----------|----------|------------|-------|-----------|-----------|----------|------------|-----------|----|
| 8 | 9 | 12 | R | 1 | 1 | 1992 | 1992 | 1.05 | 4 | | | 1 | 10 | |
| 11 | 15 | 24 | R | 1 | 1 | | 1988 | 1.00 | 3 | | | 2 | 2 | |
| 14 | 19 | 26 | R | 1 | 1 | 1972 | | 1.00 | 3 | | | 1 | 1 | |
| 19 | 24 | 38 | R | 1 | 1 | | 1970 | 1.10 | 4 | | | 1 | 1 | |
| 25 | 30 | 47 | R | 1 | 1 | | 1900 | 1.15 | 1 | | | 1 | 2 | |
| 30 | 37 | 54 | R | 1 | 1 | 1983 | 1983 | 1.05 | 4 | | | 1 | 12 | |
| 33 | 40 | 57 | R | 1 | 1 | 1966 | 1966 | 1.00 | 3 | | | 1 | 1 | |
| 43 | 50 | 71 | R | 1 | 1 | 1900 | | 1.00 | 3 | | | 1 | 1 | |
| 54 | 61 | 87 | R | 1 | 1 | | 1960 | 1.05 | 3 | | | 1 | 1 | |
| 55 | 62 | 88 | R | 1 | 1 | | 1980 | 1.00 | 4 | | | 1 | 1 | |
| 56 | 63 | 89 | R | 1 | 1 | | 1960 | 1.00 | 3 | | | 1 | 1 | |
| 63 | 72 | 108 | R | 1 | 1 | 1973 | | 1.00 | 3 | | | 1 | 1 | |
| 64 | 73 | 110 | R | 1 | 1 | 1970 | | 1.05 | 3 | | | 1 | 1 | |
| 82 | 91 | 144 | R | 1 | 1 | 1985 | | 1.00 | 3 | | | 1 | 8 | |
| 93 | 102 | 159 | R | 1 | 1 | 1964 | | 1.10 | 4 | | | 1 | 3 | |
| 98 | 107 | 164 | R | 1 | 1 | 1973 | | 1.00 | 3 | | | 1 | 3 | |
| 103 | 112 | 169 | R | 1 | 1 | 1972 | | 1.00 | 4 | | | 1 | 1 | |
| 104 | 113 | 170 | R | 1 | 1 | 1976 | | 1.00 | 3 | | | 1 | 2 | |

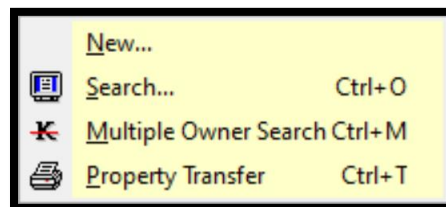
Help ☒ View Only ☐ Edit Mode Cancel Open

☐ Show All

NOTE: Very complex queries built and used in the advanced query engine can, at times, become too complex for the Excel export engine.

OWNER

The Owner option on the Property Maintenance Menu produces a sub-menu with four options that allows the user to add a New Owner (the **New** option), Search for an Owner (the **Search** option), perform a search for property owned by more than one owner (the **Multiple Owner Search** option), or Transfer Property between Existing Owners or between an Existing Owner and a New Owner (the **Property Transfer** option).



NEW

The "New" option is one of several places in WinGAP that can be selected to add a New Owner to the database. The user can click with the mouse to select this option and proceed to the Owner Information Form. The Ctrl + N "hot-key" combination can also be used to produce the New Owner form.

See the Owner Information Form section of this manual for help specific to that Form.

SEARCH

Clicking on the "Search" option on the Owner sub-menu or pressing the hot-key combination of Ctrl + O will produce the Owner Search Form. Owners in WinGAP can be searched for by Name (the default search order), Parcel Number, or Owner Account Number (also known as the Ownkey).

WinGAP - Owner Search - [User ID = cmartin] (DEVEL) Class2013

Search Lucky

| RECID | Ownkey | Lastname | Firstname | Middle | Address1 |
|--------------------------------|--------|----------|-----------|--------|----------|
| (There are no records to view) | | | | | |

Search Order

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display

200

Help Cancel Open

See the Owner Search Form section of this manual for help specific to that Form.

MULTIPLE OWNER SEARCH

Clicking on the "Multiple Owner Search" option or pressing the hot-key combination of Ctrl + M will produce the Multiple Owner Search Form.

WinGAP - Multiple Owner Search - [User ID = cmartin] (DEVEL) Class2013

Search Text

Search ☒ Search All Owners ☐ Search Owner Comments ☐ Search Owner Address1

| Name | OwnerType | OwnKey |
|--------------------------------|-----------|--------|
| (There are no records to view) | | |

Searched: 0 Hits: 0

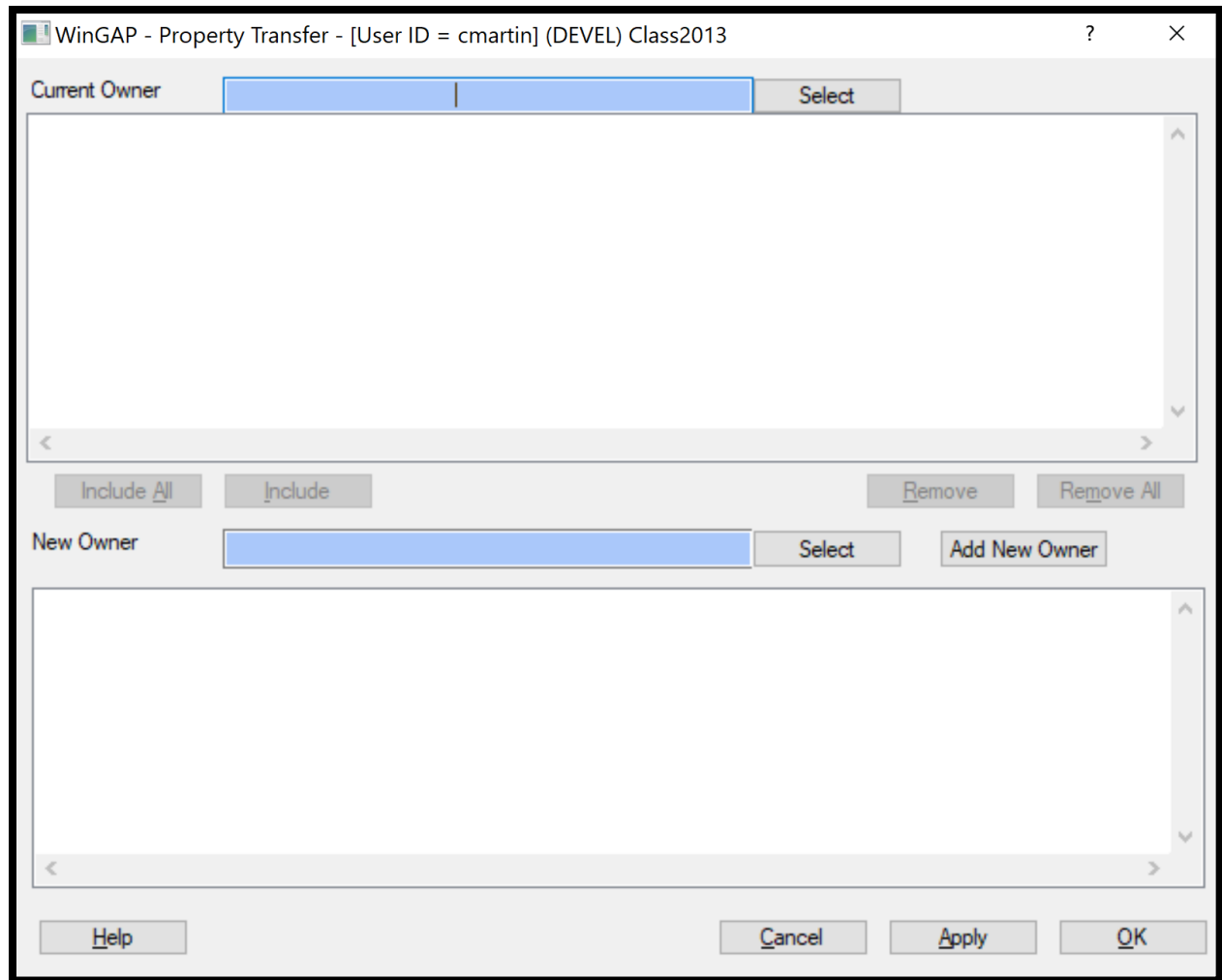
Help Cancel Open

See the Multiple Owner Search Form section of this manual for help specific to that Form.

PROPERTY TRANSFER

The "Property Transfer" option or pressing the hot-key combination of Ctrl + T will produce the Property Transfer Form. This is one of six places in WinGAP where the user can transfer property. The other five are:

- The Transfer Button on the Tool Bar
- The Transfer Button on the Owner Information Form
- The Transfer Button on the Real Property General Information Form
- The Transfer Button on the Personal Property General Information Form
- The Transfer Button on the Prebilled Manufactured Housing Form

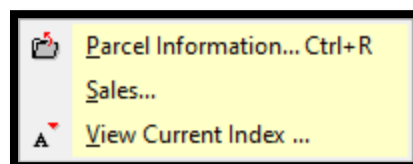


The image shows a Windows application window titled "WinGAP - Property Transfer - [User ID = cmartin] (DEVEL) Class2013". The window contains two main sections for owner information. The top section, labeled "Current Owner", has a text input field and a "Select" button. Below this is a large, empty list box with scrollbars. The bottom section, labeled "New Owner", has a text input field, a "Select" button, and an "Add New Owner" button. Between these sections are four buttons: "Include All", "Include", "Remove", and "Remove All". At the bottom of the window are three buttons: "Help", "Cancel", and "Apply", followed by an "OK" button.

See the Property Transfer Form section of this manual for help specific to that Form.

REAL

The Real option on the Property Maintenance Menu produces a sub-menu with three options. The Parcel Information option produces a Form that allows the user to Search for Real Property. The Sales option produces a Form that allows the user to Search for Sales Information associated with Real Property. The View Current Index option produces a listing of Real Property.



PARCEL INFORMATION

The "Parcel Information" sub-menu option is one of two places in WinGAP that can be selected to produce the Real Property Search Form (the other is the Real Button on the Toolbar). The user can also use the Ctrl + R "hot-key" combination to produce the Form.

WinGAP - Real Property Search - [User ID = cmartin] (DEVEL) Class2013

Search Lucky

| Parcel Number | Total Acres | Last Name | First Name |
|--------------------------------|-------------|-----------|------------|
| (There are no records to view) | | | |

Search Order

- ☐ Name
- ☒ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display

200

Help Print PRC PRC_DIRECT Cancel Open

See the Real Property Search Form section of this manual for help specific to that Form.

SALES

The "Sales" option on the Real sub-menu will produce the Sales Search Form. The user can click with the mouse to select this option and proceed to the Sales Search Form.

The Sales Search Form is divided into several sections. At the top of the Form is the Search Field, where, depending upon the Search Order, the Sales owner's name, parcel number, or other criteria is keyed. Beneath the Search field is the Sales Information box where Sales records whose parcel numbers, owner's names, or other criteria that most closely match that keyed into the Search Field will be displayed. On the upper right of the Form is the Search Order section, where the default Search Order (Parcel Number) can be changed by clicking any of the other Radio Buttons.

NOTE: only Parcels with sales will appear in the box. Parcels that do not have sales will not be shown.

Beneath the Search Order section is the Number of Hits to Display field which contains the default number of Real Property records that will be displayed in the Real Property Information box. This default value can be temporarily changed, if necessary (and if Logins are enabled, set as a default for that user).

The top blue panel beneath the Real Property Information box is the Multiple Owners memo field where the names of Multiple Owners of a parcel will be displayed if the Name Search Order is used.

Search Field

NOTE: Before keying any search information in the Search Field, the user should be sure that the Cursor is at the far left of the field. Not doing this will in most cases produce incorrect information.

Parcel Number Search

What the user keys into the Search field is first determined by the Search Order. The default for the Sales Search Form is Parcel Number Order. If Parcel Number is selected as the Search Order, the Search field will contain "dashes" near the beginning of the field that represent the "breaks" in the Parcel Number between the Map Number and other segments of the Parcel Number. The number of "dashes" will depend upon the structure of the County's Parcel Number, as set up in the Parcel Number Template Field in **Tools > Preferences**. For example, the default WinGAP Parcel Number structure is XXXX-XXX-XXXX-XXX, with a "dash" between the Map, Block, Parcel, and Sub-Parcel numbers, for a total of three "dashes". These three "dashes" would appear toward the left end of the Search Field. The Parcel Number can be customized depending upon how a County wants to structure its Parcel Number.

To locate Sales for Real Property by a specific Parcel Number, say **G01 -00 -007** -, the entire Parcel Number can be keyed into the Search field, as shown below. The user must be careful while keying the Parcel Number that the dashes and any spaces in the Search Field are the same as in the Parcel Number. After clicking the Search Button the desired record should appear at the top of the Real Property BBrowser box, followed by other Real Property records in ascending Parcel Number order. Again, the number of records that display will depend upon the Number of Hits to Display value. If the Parcel Number has letters in it, the letter can be keyed in either upper or lower case; case does not matter in WinGAP.

WinGAP - Sales Search - [User ID = ace] AY2015 - [User ID = ace]

g01 -00 -007 - Search Lucky

| Parcel Number | Total Acres | Last Name | First Name | Middle | Legal_D |
|---------------|-------------|---------------------------|------------|--------|---------|
| G01 00 007 | 2.07 | Burnette Beck | | | LOT 10 |
| G01 00 008 | 2.41 | HOGG ERNEST & SHIRLEY | | | LOT 11 |
| G01 00 009 | 3.87 | AARON INGRID C | | | LOT 12 |
| G01 00 010 | 3.30 | GRIFFIN RANDALL L & | | | LOT 13 |
| G01 00 011 | 3.21 | PHILLIPS JAYNE | | | PB 10/1 |
| G01 00 012 | 2.42 | WEIDNER CHRISTOPHER E & | | | LOT 15 |
| G01 00 013 | 2.04 | ADAMS CHARLES | | | PB 10/1 |
| G01 00 017 | 3.91 | MOORE GEORGE PLEAS III | | | LOT 20 |
| G01 00 018 | 2.86 | ABLE PATTI | | | LOT 21 |
| G01 00 019 | 2.92 | RAMAGE DONALD E & MARY D | | | LOT 22 |
| G01 00 020 | 2.80 | PIKE ALVIN B & ONEIDA S | | | LOT 23 |
| G01 00 021 | 3.10 | ADAMS DEBBIE | | | LOT 24 |
| G01 00 022 | 3.20 | PEACOCK SAMMY J & PAULA S | | | LOT 25 |
| G01 00 023 | 2.70 | Burnette Beck | | | 379/318 |
| G01 00 024 | 2.50 | CLARK PAMELA S | | | LOT 27 |

Search Order

☐ Name

☒ Parcel #

☐ Street

☐ Account #

☐ CO ID #

☐ NAICS

☐ DBA

☐ Decal Num

☐ Serial Num

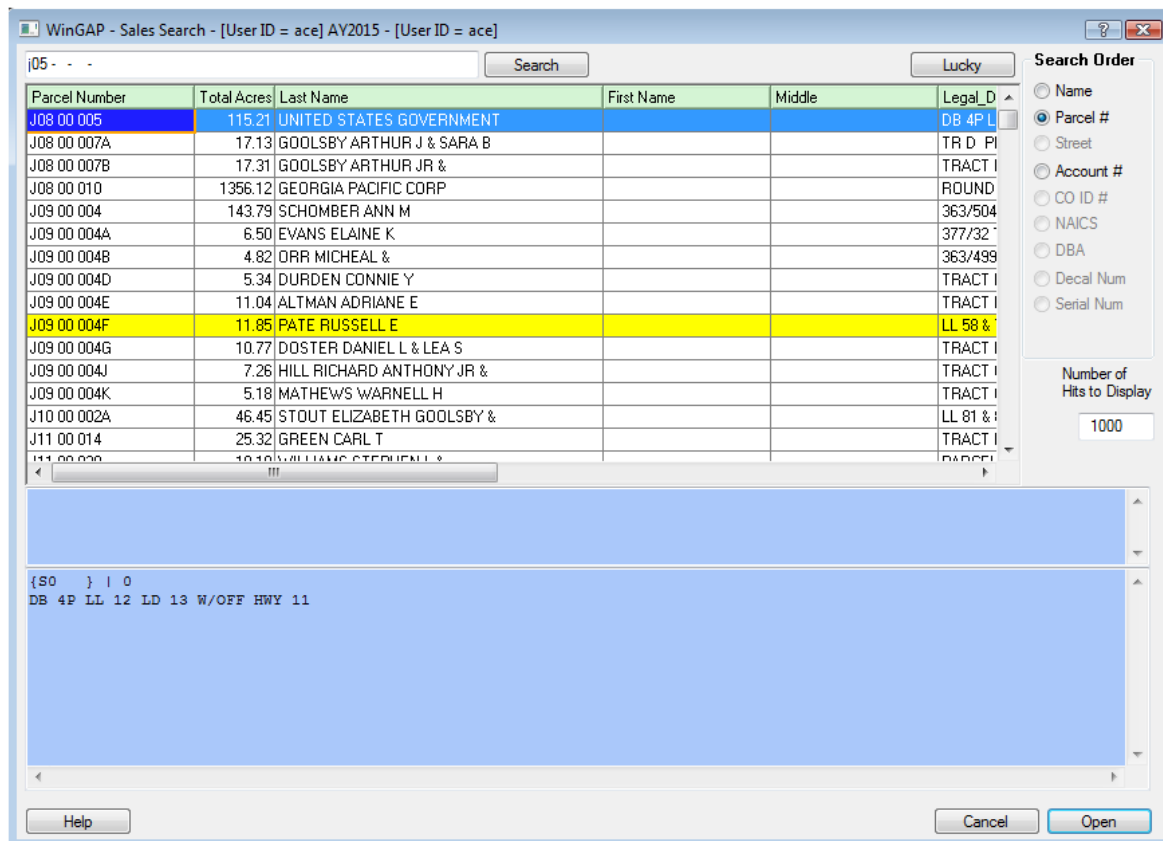
Number of Hits to Display

1000

Help Cancel Open

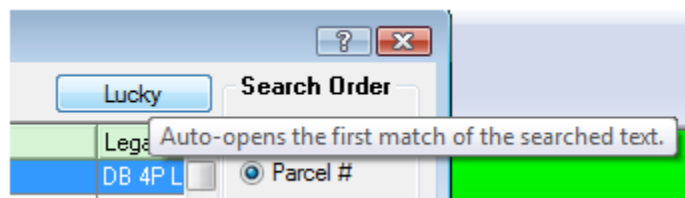
{S0 } I 0
LOT 10 BLK C STONEGABLE SUB 320\703 PB 10/168

Various short-cuts with Parcel Numbers can be used to find Sales for Real Property. For example, if the user wishes to see sales for all of the Real Property records on Map "J05", **J05** can be keyed in the proper place in the Search Field. Clicking the Search Button will display all Real Property records with that Map Number in the County, up to the default Number of Hits to Display value, as shown on the next page. If there are more records on Map "J05" than those displayed in the Real Property bBrowser box, and the user wishes to see all of them, the default Number of Hits to Display value can be increased to a number suitable to display all of the Real Property records (the Search Button must be clicked again after changing the value).



The Lucky Button

The Lucky Button, located to the right of the Search Button, allows the user to perform both a Sales Information search AND open the first record that meets the criteria keyed in the Search field. If the user places the mouse cursor on the Lucky Button, a "tool tip" will appear:



For example, the user wants to look at all of the Sales records for Map/Parcel Number G01 -00 -002. After keying the parcel number in the Search field, the user can click the Lucky Button and be taken directly to the Sales Information record for that Map/Parcel.

WinGAP - Sales Search - [User ID = ace] AY2015 - [User ID = ace]

g01-00-002- Search Lucky

| Parcel Number | Total Acres | Last Name | First Name | Middle | Legal Desc |
|--------------------------------|-------------|-----------|------------|--------|------------|
| (There are no records to view) | | | | | |

Search Order

- ☐ Name
- ☒ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 1000

Help Cancel Open

WinGAP - Sales Search - [User ID = ace] AY2015 - [User ID = ace]

g01-00-002- Search Lucky

| Parcel Number | Total Acres | Last Name | First Name | Middle | Legal Desc |
|---------------|-------------|-----------|------------|--------|------------|
| G01 00 002 | | | | | |

WinGAP - Sales Information - [User ID = ace] - G01 00 002 - [User ID = ace] AY2015 - [User ID = ace]

Owner: STANFORD SAMUEL QUITMAN J Parcel #: G01-00-002- Key: 16983 Load Image

| Grantee | Grantor | Date | Deedpage | Rsn | Saleprice | Cs |
|---------------------------|---------------------------|------------|----------|-----|-----------|-----|
| STANFORD SAMUEL QUITMAN J | STANFORD SAMUEL QUITMAN J | 09/01/2011 | FM | | 250000 | R.. |
| STANFORD, SAM'LISA | | 10/15/1992 | 272 1-04 | LM | 17500 | R.. |

Sales Information

Buyer: STANFORD SAMUEL QUITMAN J Sale Price: 250,000 250000 Instrument

Seller: STANFORD SAMUEL QUITMAN J Adjustment: 0 Class: Residential

PT-61 #: PT-61 084-2012 0 Book Page State (Y/N) N FMV: 0 Strat: Improved

Sale Date: 09/01/2011 Deed: MAVAL: 0 RSN: Fair Market Value

RETT: 25.00 Plat: Qualifier: Land Class / Strat : T3

Questionnaire Sent

Comments

Edit History Cancel New Delete Apply OK

Help Cancel Open

When using the Lucky Button, the criteria keyed into the search field must exactly match that of the desired record. Otherwise, the user will be taken to the record that is closest to matching the criteria keyed into the Search field.

Name Search

The Search Order for Sales of Real Property records can be changed to Name Order by clicking on the Name radio button in the Search Order section of the Real Property Search Form. How the Name is keyed into the Search field will depend upon how the County manages the Name information in the Owner's database. Names in WinGAP can be keyed on the Owner Information Form in either the Last Name-First Name-Middle Initial fields, or in the Corporate Name field. An owner of Real Property cannot have names in both places. One County may prefer to reserve the Corporate Name field for Businesses and Corporations, and use the Last Name-First Name-Middle Initial fields for all other owners; another County may prefer to use the Corporate Name field for ALL owners; a third may prefer to use the Last Name-First Name-Middle Initial fields for ALL owners. It is entirely a local matter.

If the user is looking for Sales for a Real Property owner's name that is located in the Last Name-First Name-Middle Initial fields, the name MUST be keyed as follows in this example: **Smith, Candace**; the comma is mandatory if the Last Name-First Name-Middle Initial fields are used. If the Real Property owner's name is found in the Corporate Name field, the name is keyed as it was entered in that field: **Smith Candace**; no comma is used in the Search field for a Corporate Name, unless the comma was keyed as part of the name.

As mentioned earlier under Parcel Number Search, case does not matter in WinGAP. Information on the Owner Information Form can be entered in "proper" case, such as **Smith Candace**, in all capital letters, such as **SMITH CANDACE**, or in all lower case, such as **smith candace**. Again, it is entirely a local matter. When searching for Sales for Real Property, case also does not matter as far as how the Real Property owner's name is keyed in the Search Field: proper, upper, or lower case will all yield the same result.

Once a Real Property owner's name is keyed in the Search Field, the user should click on the Search Button to the right of the field. If an entire name was keyed and found, the Real Property record(s) for that owner will display at the top of the Real Property BBrowser box, along with other Real Property records in descending alphabetical name order, as shown on the next page. If the keyed name is not found, Real Property records with the owner's name nearest to the name keyed will display in descending alphabetical order. The number of records that display will depend upon the Number of Hits to Display value.

WinGAP - Sales Search - [User ID = ace] AY2015 - [User ID = ace]

smith, candace Search Lucky

| LastName | FirstName | M. | PropTypes | TotPropVal | HomeExempt | Ownkey | Realkey |
|---------------------------|-----------|----|-----------|------------|------------|-----------|---------|
| Smith | Candace | | R | 5,000 | \$0 | 268963384 | 85798 |
| SMITH B BRIAN | | | R | 37,030 | \$0 | 19637 | 4495 |
| SMITH BENJAMIN F IV & GAN | | | R | 157,827 | \$0 | 23325 | 8187 |
| SMITH BENJAMIN F IV | | | R | 24,444 | \$0 | 23324 | 8186 |
| SMITH BENJAMIN F IV & GAN | | | R | 33,264 | \$0 | 23326 | 8188 |
| SMITH BENJAMIN F IV AND | | | R | 21,000 | \$0 | 23323 | 8185 |
| SMITH BOB LEE | | | R | 193,068 | \$0 | 25795 | 10657 |
| SMITH CHARLES E & | | | R | 47,550 | \$0 | 18152 | 3010 |
| SMITH CHARLES E & | | | R | 42,575 | \$0 | 18164 | 3022 |
| SMITH DANIEL L | | | R | 111,663 | \$1 | 16584 | 1442 |
| SMITH DARRELL W & | | | R | 87,058 | \$1 | 26015 | 10877 |
| SMITH DARYLL L & PAULA M | | | R | 62,562 | \$1 | 20827 | 5687 |
| SMITH DEBORAH & DENNIS | | | R | 123,900 | \$0 | 16432 | 1290 |
| SMITH DENNIS C | | | R | 67,856 | \$1 | 18912 | 3770 |
| SMITH EDWARD C & PATRICIA | | | R | 40,491 | \$0 | 25960 | 10822 |
| SMITH GLENDA D | | | R | 106,368 | \$1 | 23089 | 7951 |
| SMITH GREGORY S & | | | R | 115,740 | \$1 | 20100 | 5000 |

Search Order: ☒ Name ☐ Parcel # ☐ Street ☐ Account # ☐ CO ID # ☐ NAICS ☐ DBA ☐ Decal Num ☐ Serial Num

Number of Hits to Display: 1000

550 Macon Hwy Apt 8 ATHENS, GA 30606
001 005 {S0 } | 2.000000 550 Macon Hwy

Help Cancel Open

Various short-cuts with the names of Real Property owners can be used to find Sales for owners of Real Property. For example, if the user wishes to see all of the owners with the Last Name of "Roberts" that own Real Property, the name **roberts** can be keyed in the Search Field. Clicking the Search Button will display all of the Real Property records with owners of the Last Name or Corporate Name of Smith in the County, as shown below.

WinGAP - Sales Search - [User ID = ace] AY2015 - [User ID = ace]

roberts Search Lucky

| LastName | FirstName | M. | PropTypes | TotPropVal | HomeExempt | Ownkey | Realkey |
|-----------------------------|-----------|----|-----------|------------|------------|--------|---------|
| ROBERTS ANNA B | | | R | 88,878 | \$0 | 16377 | 1235 |
| ROBERTS BRYAN S & | | | R | 125,938 | \$1 | 26917 | 11788 |
| ROBERTS CARLTON T & | | | R | 59,147 | \$1 | 15474 | 330 |
| ROBERTS CLARENCE A & | | | R | 163,180 | \$1 | 26383 | 11251 |
| ROBERTS FRANCES V | | | R | 18,840 | \$0 | 15415 | 271 |
| ROBERTS JAMES C | | | R | 174,981 | \$0 | 15791 | 647 |
| ROBERTS JAMES C & FRANCES V | | | R | 112,809 | \$0 | 25623 | 10485 |
| ROBERTS JIMMY | | | R | 12,500 | \$0 | 27982 | 12860 |
| ROBERTS JOHN A JR & JOY C | | | R | 71,383 | \$1 | 17479 | 2337 |
| ROBERTS LEON A | | | R | 22,953 | \$0 | 22056 | 6917 |
| ROBERTS MARY | | | R | 20,313 | \$0 | 21244 | 6105 |
| ROBERTS MARY H | | | R | 15,780 | \$0 | 21409 | 6270 |
| ROBERTS MELANIE V | | | R | 167,330 | \$0 | 27268 | 12141 |
| ROBERTS R E & VIOLA T | | | R | 64,971 | \$0 | 18584 | 3442 |
| ROBERTS RANDY WARREN | | | R | 48,480 | \$0 | 20008 | 4868 |
| ROBERTS SARA G | | | R | 86,027 | \$0 | 15733 | 589 |
| ROBERTS THOMAS L & | | | R | 45,000 | \$0 | 10155 | 2010 |

Search Order: ☒ Name ☐ Parcel # ☐ Street ☐ Account # ☐ CO ID # ☐ NAICS ☐ DBA ☐ Decal Num ☐ Serial Num

Number of Hits to Display: 1000

4729 B NORTHSIDE DRIVE MACON, GA 31210
J56A00 027 {S0 } | 0.000000 0

Help Cancel Open

Names keyed in the Last Name-First Name-Middle Initial fields will display ahead of names keyed in the Corporate Name field. Again, the number of records that display will depend upon the Number of Hits to Display value. If there are more Smiths than those displayed in the Real Property BBrowser box, and the user wishes to view all of the Smiths, the default Number of Hits to Display value can be increased to a number suitable to display all of the Smiths (the Search Button must be clicked again after changing the value).

Another short-cut with Name Order searches is to key the beginning part of a Real Property owner's name in the Search Field to find matching owners of Real Property records. For example, the letters **Bar** can be keyed to display all Real Property records whose owner's Last Name or Corporate Name begins with the letters "Bar".

Account Number Search

The Search Order for Sales of Real Property records can be changed to Account Number Order by clicking on the Account # radio button in the Search Order section of the Personal Property Search Form. The Account Number for Real Property is the same as the WinGAP Realkey Number for Real Property. To locate Sales for Real Property by a specific Account Number, say "1030", the entire Account Number should be keyed into the Search field, as shown below. After clicking the Search Button, the desired record, if it has any sales, should appear at the top of the Real Property BBrowser box, followed by other Real Property records in ascending Account Number order. Again, the number of records that display will depend upon the Number of Hits to Display value.

WinGAP - Sales Search - [User ID = ace] AY2015 - [User ID = ace]

Search: 1030

Search Order: ☒ Name ☐ Parcel # ☐ Street ☐ Account # ☐ CO ID # ☐ NAICS ☐ DBA ☐ Decal Num ☐ Serial Num

| Realkey | Parcel Number | Digclass | Homeexempt | Total Acres | Legal_Desc | Last Name |
|---------|---------------|----------|------------|-------------|---|---------------|
| 1030 | G08 00 086 | R | S0 | | LOTS 3,4, & 5 BLK A PINWOOD EST PB 1/201 | HATAWAY MICH |
| 1034 | G08 00 082 | R | S1 | | LT 9 BLK A BROOKWOOD DR PB 1/130 DB 336/99 | STEWART WILL |
| 1037 | G08 00 079 | R | S1 | | LOT 170 TURNER GROVE PB 1/167 DB 328/427 | MAURER TAMM |
| 1041 | G04 00 136 | R | S0 | | LOT 175 TURNER GROVE 397/509 PB 1/167 | MARCHMAN BL |
| 1052 | G08 00 100 | R | S0 | 0.34 | LOTS 167-168 TURNER GROVE DB 359/376 | CARR NATHANI |
| 1053 | G08 00 099 | R | S1 | 4.45 | S/5 CEDARWOOD PARCEL 1 & 2 PB 13/118 | BLOODWORTH |
| 1058 | G08 00 095 | R | S1 | 0.98 | LOT 7 TURNERWOOD RD PB 8/260 DB 367/171 | JOHNSON ROBE |
| 1059 | G08 00 094 | R | S2 | 0.60 | LOT 6A TURNERWOOD RD PB 14/199 344/37 | WORSHAM WA |
| 1062 | G08 00 091 | R | S0 | 1.21 | LOT 3 TURNERWOOD RD PB 8/260 DB 335/111 | LIPSEY DEREK |
| 1063 | G08 00 090 | R | S0 | 1.19 | LOT 2 TURNERWOOD RD PB 8/260 DB 335/192 | SEABOLT TABIT |
| 1067 | J56A00 002 | A | S0 | 542.85 | TR 5A LL 165 LD 8 PB 15\154 374\573 401\499 | GLAWSON FARM |
| 1068 | J56B00 001 | R | S1 | 2.02 | LOT 1 RIVER PLAT SUB 332/60 PB 6/218 | GRAY ROBERT |
| 1069 | J56B00 002 | R | S1 | 2.00 | LOT 2 R PLANTATION SUB 368/214 PB 6-218 | BENTLEY CHAR |
| 1070 | J56B00 003 | R | S1 | 4.70 | LD 8 PB 6/218 DB 373/406 | KEOUGHAN RO |
| 1071 | J56B00 004 | R | S1 | 2.50 | LOT 4 RIVER PLAT 6-218 369/459 | TAPPER TRAVE |
| 1072 | J56B00 005 | R | S1 | 2.00 | LOT 5 RIVER PLAT 6-218 369/459 | QUAMER BRUI |

Name : HATAWAY MICHAEL A
PIN : G08 00 086
Class : R
Acres : 0.000000
Situs : 215 BROOKWOOD DR
MailAddr :
120 PINWOOD DR
GRAY, GA 31032

Number of Hits to Display: 1000

Help Cancel Open

Sales Search bBrowser box

The information that is displayed in the Sales Search bBrowser box varies depending upon which Search Order is used.

If the default Parcel Number search order is used, the following displays, from left to right:

Parcel Number

Total Acres

Owner's Name

Legal Description

Homestead Exemption Code

House Number, Extension, Street Direction, Street Name, and Street Type (the Situs Address of the Parcel)

Owner Account Number (the Ownkey)

Real Property Account Number (the Realkey)

If the Name search order is used, the following displays, from left to right:

Owner's Name

Types of property for this owner, identified by the letters **R** (Real Property), **P** (Personal Property), or **M** (Prebilled Manufactured Home)

Total Property Value

Homestead Exemption Code

Owner Account Number (the Ownkey)

Real Property Account Number (the Realkey)

If Account Number Search Order is used, the following displays, from left to right:

Real Property Account Number (the Realkey)

Parcel Number

Digest Class

Homestead Exemption Code

Total Acres

Legal Description

Owner's Name

Owner Account Number (the Ownkey)

Additional information about this Real Property record can be displayed by clicking on a record in the bBrowser box. The information will display in the text box located on the bottom of the Sales Search Form. The information that is displayed will depend upon the search order used.

WinGAP - Sales Search - [User ID = ace] AY2015 - [User ID = ace]

Search Lucky

| Realkey | Parcel Number | Digclass | Homeexempt | Total Acres | Legal_Desc | Last Name |
|---------|---------------|----------|------------|-------------|---|----------------|
| 5 | G06 00 004 | R | S0 | | LL 22 9TH LD GREENE SETTLEMENT RD 321/214 | PITTS CLARENC |
| 17 | G11 00 001 | C | S0 | 1.00 | 329/669 PARCEL C PB 7/126 JOINT TENANTS | GREENE J MIKE |
| 18 | G10 00 004 | C | S0 | 0.76 | HWY 129 TRACT B PB 7/126 DR 196 DB 329/89 | TRIBBLE J EMOI |
| 24 | G07 00 228 | R | S1 | 5.67 | PART OF LAND OF IDA BEN BARRON ESTATE | THIGPEN JAME |
| 32 | G07 00 222 | R | S0 | 1.06 | LOT 4 OLD CLINTON RD PB 9/180 DB 355/533 | COLLINS FRANC |
| 36 | G07 00 226 | R | S0 | 2.20 | CLINTON ST PB 6/189 LL-21 LD-9 417/240 | MURRAY DONA |
| 38 | G07 00 015 | R | S1 | 1.58 | LOT A & C-2 CLINTON ST PLAT 13/43 | SIMMONS WILLI |
| 43 | G07 00 009 | R | S1 | | S/S MADISON ST LL-4 LD-9 PB 4/85 DB 279/486 | SKELTON KIMBI |
| 52 | G07 00 005 | R | S0 | 0.40 | MADISON ST N/S OF CLINTON 404/193 | SKELTON ELEA |
| 63 | G07 00 251 | R | S0 | | TRACT 1 & 2 RANDOLPH ST 413/633 | SLOCUMB ARTH |
| 65 | G07 00 002 | R | S0 | 1.01 | 396/270 CLINTON STREET | BOWEN CLIFFO |
| 88 | G07 00 030 | R | S0 | | LD 9 PB 3M/220 DB 377/411 LOTS 7.8&18 | MILLER MARVIN |
| 90 | G07 00 039 | C | S0 | 0.63 | HWY 129 DB 412/660 LL-20 LD-9 | KING CLIFFORD |
| 99 | G11 00 012 | R | S0 | 3.30 | 295/712 LITE N TIE | CHILDS H P JR |
| 141 | G07 00 181 | R | S0 | 1.92 | THURMAN DR TRACT 3 PB 11/24 DB 270/568 | AXOM GLORIAS |
| 155 | G07 00 188 | R | S0 | | LOT 4 JACKSON LOTS SUB 312/437 DB 354 | JACKSON DON |

Search Order:
☐ Name
☐ Parcel #
☐ Street
☒ Account #
☐ CO ID #
☐ NAICS
☐ DBA
☐ Decal Num
☐ Serial Num

Number of Hits to Display: 1000

Name : SKELTON ELEANOR W
 PIN : G07 00 005
 Class : R
 Acres : 0.400000
 Situs : 0
 MailAddr :
 426 MADISON STREET
 GRAY , GA 31032

Help Cancel Open

The information that displays in the list box at the bottom of the Sales Search Form will also display in a "tool tip", which can be seen by clicking on any record in the list box.

WinGAP - Sales Search - [User ID = ace] AY2015 - [User ID = ace]

Search Lucky

| Realkey | Parcel Number | Digclass | Homeexempt | Total Acres | Legal_Desc | Last Name |
|---------|---------------|----------|------------|-------------|---|-------------------|
| 5 | G06 00 004 | R | S0 | | LL 22 9TH LD GREENE SETTLEMENT RD 321/214 | PITTS CLARENC |
| 17 | G11 00 001 | C | S0 | 1.00 | 329/669 PARCEL C PB 7/126 JOINT TENANTS | GREENE J MIKE |
| 18 | G10 00 004 | C | S0 | 0.76 | HWY 129 TRACT B PB 7/126 OR 196 DB 329/89 | TRIBBLE J EMOI |
| 24 | G07 00 228 | R | S1 | 5.67 | PART OF LAND OF IDA BEN BARRON ESTATE | THIGPEN JAMES |
| 32 | G07 00 222 | R | S0 | 1.06 | LOT 4 OLD CLINTON RD PB 9/180 DB 355/533 | COLLINS FRANC |
| 36 | G07 00 226 | R | S0 | 2.20 | CLINTON ST PB 6/189 LL-21 LD-9 417/240 | MURRAY DONA |
| 38 | G07 00 015 | R | S1 | 1.58 | LOT A & C-2 CLINTON ST PLAT 13/43 | SIMMONS WILLI |
| 43 | G07 00 009 | R | S1 | | S/S MADISON ST LL-4 LD-9 PB 4/85 DB 279/486 | SKELTON KIMBI |
| 52 | G07 00 005 | R | S0 | 0.40 | MADISON ST N/S OF CLINTON 404/193 | SKELTON ELEANOR W |
| 63 | G07 00 251 | R | S0 | | TRACT 1 & 2 | CLIFFORD |
| 65 | G07 00 002 | R | S0 | 1.01 | 396/270 CLIN | MARVIN |
| 88 | G07 00 030 | R | S0 | | LD 9 PB 3M/2 | CLIFFORD |
| 90 | G07 00 039 | C | S0 | 0.63 | HWY 129 DB | H P JR |
| 99 | G11 00 012 | R | S0 | 3.30 | 295/712 LITE | LORIAS |
| 141 | G07 00 181 | R | S0 | 1.92 | THURMAN D | |
| 155 | G07 00 100 | R | S0 | | LOT 4 1/2 | |

Search Order

- ☐ Name
- ☐ Parcel #
- ☐ Street
- ☒ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 1000

Name : SKELTON ELEANOR W
PIN : G07 00 005
Class : R
Acres : 0.400000
Situs : 0
MailAddr : 426 MADISON STREET
GRAY , GA 31032

Number of Hits to Display Field

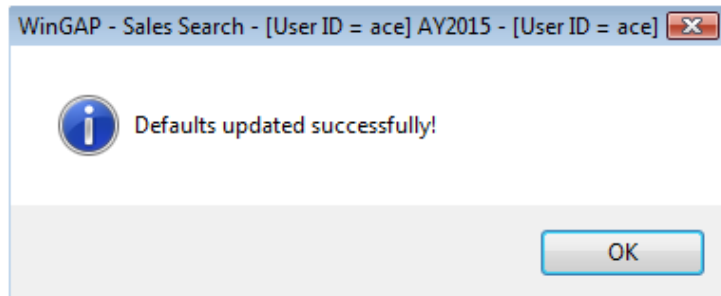
If Logins are enabled in **Tools > Preferences**, the Default Number of Hits to Display can be changed for each user in two different places. The first one is located in **Tools > Password Administration** (see the **Tools > Password Administration** section later in this manual for instructions). The second location where the default Number of Hits to Display can be changed is on any of the Search Forms. When the user clicks Cancel to leave the one of these Search Forms, AFTER changing the Default Number of Hits to Display value and performing a search using this new value, WinGAP will display the message shown below.

WinGAP - Sales Search - [User ID = ace] AY2015 - [User ID = ace]

Do you want to replace your defaults with 500?

Yes No

If the new number, in this case 500, is to be the new default, the user should click the Yes Button (or hit Enter or Alt+Y) and the Number of Hits to Display for this user will be set as the default for that user in **Tools > Password Administration**, as the message below indicates.



If logins are not enabled, the default Number of Hits to Display on any Search Form in WinGAP is 200. If Logins are not enabled, each user in WinGAP can temporarily change the number of Owner records that will be displayed when searching on that particular Form, if desired, by clicking in the Number of Hits to Display field and keying the desired number. When the user leaves that Form, the default number will revert back to 200.

Open and Cancel Buttons

Once a Real Property record is located in the Real Property bBrowser box and highlighted, the user can proceed to the Sales Information Form for that record, as seen on the next page, by clicking the **Open** Button. (The Sales Information Form can also be opened by pressing Enter after selecting the desired record in the List Box, double-clicking on the record, or pressing Alt+O). Sales information for this Real Property record can be viewed, edited, or deleted on the Sales Form. New Sales can be added by clicking on the New Button. The **Cancel** Button can be clicked (or Alt+C pressed) to return to the Sales Search Form.

 The main window shows the "WinGAP - Sales Search" interface. On the left is a list of parcel numbers (G01 00 001 to G01 00 011). The main area displays the "Sales Information" form for parcel G01-00-007. The form includes fields for Buyer (Bumette Beck), Seller (HALE KENNETH WAYNE &), Sale Price (225,000), and other details. At the bottom are buttons for "Edit History", "Cancel", "New", "Delete", "Apply", and "OK". On the right side, there is a "Search Order" panel with a "Number of Hits to Display" field set to 500.

| Parcel Number | Total Acres | Last Name | First Name | Middle | Legal D |
|---------------|-------------|-----------|------------|--------|---------|
| 001 001 | | | | | |
| 001 001A | | | | | |
| 001 002 | | | | | |
| 001 005 | | | | | |
| 022 006 | | | | | |
| G01 00 001 | | | | | |
| G01 00 002 | | | | | |
| G01 00 003 | | | | | |
| G01 00 004 | | | | | |
| G01 00 005 | | | | | |
| G01 00 007 | | | | | |
| G01 00 008 | | | | | |
| G01 00 009 | | | | | |
| G01 00 010 | | | | | |
| G01 00 011 | | | | | |

| Grantee | Grantor | Date | Deedpage | Rsn | Saleprice | Cs |
|----------------------|-----------------------|------------|----------|-----|-----------|-----|
| Bumette Beck | HALE KENNETH WAYNE & | 10/12/2012 | | FM | 225000 | R.. |
| HALE KENNETH WAYNE & | Test Sales Allocation | 08/01/2010 | | LM | 10000 | R.. |

Sales Information

Buyer: Bumette Beck Sale Price: 225,000 225000 Instrument

Seller: HALE KENNETH WAYNE & Adjustment: 0 Class: Residential

PT-61 #: PT-61 084-2013 12345 Book: Page: State (Y/N): N Strat: Improved

Sale Date: 10/12/2012 Deed: Plat: FMV: 0 RSN: Fair Market Value

RETT: 25.00 Qualifier: MAVVAL: 0 Land Class / Strat: R3

Comments: [Empty text area]

Buttons: Edit History, Cancel, New, Delete, Apply, OK

Right Panel: Search Order, Number of Hits to Display: 500

VIEW CURRENT INDEX

The "View Current Index" option on the Real sub-menu will produce the Real Property listing, indexed in Name order. The user can click with the mouse to select this option and proceed to the Real Property View Current Index Form.

WinGAP - Real Index - [User ID = cmartin] (DEVEL) Class2013

Search ☐ Parcel Order ☒ Name Order ☐ Subdivisions

| Name | Parcel_No | Hs | Situs |
|---------------------------|--------------|----|----------------------|
| 818 DEVELOPMENT | J58-00-094- | S0 | 0 |
| 818 DEVELOPMENT | J58-00-093- | S0 | 0 |
| A & D ELECTRIC LLP | J44B-00-022- | S0 | 0 |
| A & D ELECTRIC | J51-00-083- | S0 | 0 |
| A & D ELECTRIC | J51-00-082- | S0 | 0 |
| A & D ELECTRIC LLC | J50B-00-064- | S0 | 0 |
| A & D ELECTRIC, LLC | J44B-00-021- | S0 | 0 |
| A TO Z SALES INC | J38-00-082- | S0 | 0 |
| A-1 PALLET RECYCLING INC | J65D-00-203- | S0 | 0 |
| AAMES CAPITAL CORP | J64C-00-156- | S0 | 3678 CHAPION DR |
| AAMES CAPITAL CORPORATION | J64C-00-132- | S0 | 0 |
| AARON GRADY & MICHELLE | G06-00-031A- | S1 | 0 |
| AARON HYACINTH | J65E-00-120- | S0 | 0 CR PARKER & SHELBY |
| AARON INGRID C | J64D-00-015- | S1 | 0 |
| AARON SHAREE | J69-00-083A- | S1 | 0 |
| Abbott Ronald C & | J65C-00-072- | | 0 |
| ABERCROMBIE THOMAS R | J58-00-217- | S1 | 0 |
| ABIDRO RAFIU & DAMIANA | J55-00-009- | S1 | 0 |
| ABLE PATTI | J56B-00-061- | S1 | 0 |
| ABNEY BRYANT E & JAN M | J44A-00-228- | S1 | 0 |

< >

Fixed Text << Prev Next >> Print PRC 200

Help ☒ Colour Homesteads Cancel Open

See the View Current Index Form section of this manual for help specific to that Form.

PERSONAL

The Personal option on the Property Maintenance Menu produces a sub-menu containing two options.

General Information...

DNR Registration...

GENERAL INFORMATION

Selecting this option produces the Personal Property Search Form that allows the user to search for Personal Property.

WinGAP - Personal Property Search - [User ID = cmartin] (DEVEL) Class2013

Search Lucky

| RECID | Ownkey | Lastname | Firstname | Middle | Address1 |
|--------------------------------|--------|----------|-----------|--------|----------|
| (There are no records to view) | | | | | |

Search Order

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display

200

Help Cancel Open

See the Personal Property Search Form section of this manual for help specific to that Form.

DNR REGISTRATION

The DNR Registration option produces the DNR Boat Search/Add Form. This is an interactive interface that allows the user to reconcile boats in the newly downloaded Georgia Department of Natural Resources (DNR) boat database to the existing WinGAP boat database. Boats that are not currently on the Tax Digest can be added to:

- An existing Owner's Personal Property account
- A new Personal Property account can be created for an existing owner
- A New Owner/Account/Boat (all at the same time) can be created from this Form

WinGAP - DNR - [User ID = felix]

Ga Reg: 0023G << Prev Next >> Account Number: 0

Name:

Jump:

Address: 3430 JOYCLIFF RD BoatKey: 0

City, State Zip: MACON GA 31211- Upper Proper

MFG:

Year: 0 Hull ID:

Length: 014 Feet 00 Inches

Expire: / / Hull: 0

Prop: 0 - Other Tax District:

Type: 0 Inactive Rsn:

Status: ☒ Active ☐ Inactive ☐ New

New Add Type: ☐ No Add ☐ Owner / Account / Boat ☐ Account / Boat ☐ Boat Only

List

☐ Show New Boats Only ☐ Show This GA_REG Only

Help Cancel Delete Apply OK

Comments:

The information on file about each Boat in the DNR list is displayed in the various fields on the DNR Form. The Form will display the first Boat Owner in the DNR database. The Next and Previous Buttons at the top of the Form can be clicked to scroll, one at a time, through the listing of Boats. A much quicker way to get to a specific Boat Owner is to key an Owner's Last Name, or part of the Last Name, into the Jump field and then click the Jump Button to move to the Owner with the Last Name that most closely matches the criteria keyed in the Jump field.

WinGAP - DNR - [User ID = felix]

| | | | | | |
|--|-----------------------|---------|--|---|---------------------------------|
| Ga Reg | 0608JS | << Prev | Next >> | Account Number | 0 |
| Name | BARNES | | BRENDA | | |
| Jump | BARNES | | | | |
| Address | 1063 PRINCESS ANNE DR | | | BoatKey | 0 |
| City, State Zip | MACON | GA | 31211- | <input checked="" type="checkbox"/> Upper | <input type="checkbox"/> Proper |
| MFG | BOMBARDIER | | Hull ID | ZZN03636A191 | |
| Year | 1991 | | Length | 009 Feet | 00 Inches |
| Expire | / / | | Hull | 4 | |
| Prop | 1 - Inboard | | Tax District | | |
| Type | 1 | | Inactive Rsn | | |
| Status <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> New | | | New Add Type <input type="radio"/> No Add <input type="radio"/> Owner / Account / Boat <input type="radio"/> Account / Boat <input type="radio"/> Boat Only | | |
| Comments <div></div> | | | | | |
| <input type="button" value="List"/> | | | | | |
| <input type="checkbox"/> Show New Boats Only <input type="checkbox"/> Show This GA_REG Only | | | | | |
| <input type="button" value="Help"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/> <input type="button" value="Apply"/> <input type="button" value="OK"/> | | | | | |

If this is not the correct owner, a listing of Boat Owners nearest to this Owner's Name can be displayed by clicking the **List** Button on the lower left of the Form. The list will display 50 boats, with the Owner's Name nearest that keyed in the Jump field displayed at the top of the list. The desired Owner and Boat can be clicked on in the list and that Owner and Boat's information will display on the DNR Form. The Close List Button beneath the listing should be clicked to close the Owner/Boat listing.

WinGAP - DNR - [User ID = felix]

Ga Reg: 0608JS << Prev Next >> Account Number: 0

Name: BARNES BREND A

Jump: BARNES

Address: 1063 PRINCESS ANNE DR BoatKey: 0

City, State Zip: MACON GA 31211- ☒ Upper ☐ Proper

MFG: BOMBARDIER Hull ID: ZZN03636A191

Year: 1991 Length: 009 Feet 00 Inches

Expire: / / Hull: 4

Prop: 1 - Inboard Tax District:
 Inactive Rsn:

| perskey | lname | fname | middleinit | ga_reg | year | mfg |
|---------|--------|--------|------------|--------|------|--------|
| | BARNES | JASON | E | 0262EK | 97 | GRUMM |
| | BARNES | JASON | E | 6503MV | 88 | SUNTRA |
| | BARNES | JASON | E | 6510SE | 06 | G3 |
| | BARNES | JOSEPH | | 6084AH | 79 | BOMBEF |
| | BARNES | JOSEPH | B | 6084AH | 79 | BOMBEF |

< >

Close List Refresh List

☐ Show New Boats Only ☐ Show This GA_REG Only

Help Cancel Delete Apply OK

At this point the Status of the Boat will be displayed in the Status section of the Form. If the Boat is Active or Inactive, no action is necessary. If the New radio button is highlighted, the New Add Type section of the Form will be in focus and the user will need to make a decision about what to do with this Boat which is not currently on the County's Tax Digest.

WinGAP - DNR - [User ID = felix]

Ga Reg: 0262EK | << Prev Next >> Account Number: 0

Name: BARNES JASON E

Jump: BARNES

Address: 4089 UPPER RIVER ROAD BoatKey: 0

City, State Zip: GRAY GA 31032- ☒ Upper ☐ Proper

MFG: GRUMMAN Hull ID: OMCL419BC797

Year: 1997 Length: 14 Feet 11 Inches

Expire: 06/30/2014 Hull: 1

Prop: 2 - Outboard Tax District:

Type: P Inactive Rsn:

Status

☐ Active

☐ Inactive

☒ New

New Add Type

☐ No Add

☐ Owner / Account / Boat

☐ Account / Boat

☐ Boat Only

Comments:

List

☐ Show New Boats Only ☐ Show This GA_REG Only

Help Cancel Delete Apply OK

There are four New Add Type options:

- No Add
- Add the Owner of the Boat as a New Owner, along with a New Account and a new Boat record
- Add a New Account and the Boat record to an Existing Owner
- Add the Boat record only to an Existing Owner and Account

Prior to selecting any of these options, the user should determine which of these situations apply to this Boat.

Owner Information Form (and stored in the Lastname, Firstname, and Middle fields in the Owner database). Clicking either the Yes or No Button will create an Owner record in the Owner database, store the Owner name information accordingly, and take the user to the Personal Property General Information Form.

NOTE: The user MUST select a Tax Digest on the DNR form before clicking the OK button on the DNR form as described above. Otherwise, a message will be presented prompting the user to select a Tax District.

NOTE: The Apply button on the DNR form only saves the information on the DNR screen – it does not trigger the add property routine. Only the OK button triggers the adding of property, as determined by the selection in the New Add Type section on the DNR form.

WinGAP - Personal Property General Information - [User ID = felix] - BARNES JASON E - 1 of 1 AY2020

Parcel_no: - - - Acct History Map It

Acct # (1): 900007152 Owner Value: EZ Yr/Val: 0

ID Number: \$ 0 \$2500 Manual Labor Exemption

Business ID:

Street No: 0 Ext: Dir: Unit/Type:

Street Name: Type: Post:

Zip Code: Bldg SF: 0 Sales SF: 0

Tax District: 02 - County Class: Residential

Disc Source:

☐ Special District Acct Origin Yr: Business Year: SST:

Appraiser Info

Data Entry:

Acct Appraiser:

Alternate:

Acct Auditor:

Contact Information

Bus No: () - Ext:

Home No: () -

Fax No: () -

Email:

Web Url:

Person:

NAICS

Comments: ☐ Comment Flag

Process Status

☐ Notice Notice Date: / /

☐ Return Filed Filing Date: / /

☐ P.O. Retn'd NOA Reason:

☐ Estimated Value Notice Value: 0

☐ Audit Audit Date: / /

☐ Review Review Date: / /

☐ No PT50

☐ Returned Mail

☐ Onsite Review Onsite Date: / /

Values (100%)

| | Current | Previous | MAV Curr | MAV Prev | Last Edited | Return | Penalty | FMV | MAV |
|-----------------|---------|----------|----------|----------|-------------|--------|---------|-----|-----|
| Meff | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Invn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FpInvn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Boat (1) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Plane | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Leased | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wireless Total: | | | | | | | | | 0 |

☐ Abatement FP: / /

Buttons: Edit History Cancel Delete New Apply OK

All the appropriate information for this Personal Property Account should be added on this Form. After clicking Apply to save the Account record, and while the user is still on this Form, the Edit Button next to the Boat Value field should be clicked to take the user to the Boats & Motors Form, below, where the Boat information for this Boat should be checked and updated as necessary.

WinGAP - Boats & Motors - [User ID = felix] : BARNES JASON E AY2020

Boats & Motors BoatKey: 268936310 Account # 900007152 Photo
 BoatKey: 268936310 Documents

ABOS - Boat ABOS - Motor ABOS Appraisal Report

Boat Info

Manufacturer GRUMMAN
 Model
 Hull No OMCL419BC797
 Ga Reg 0262EK Exp: 06/30/14
 Feet 14 Year Model 1997
 Inches 11
 Hull Aluminum
 Type Outboard
 Boat Book:
 Boat Page:
 ABOS Control #

Motor Info

Manufacturer
 Model
 Horsepower Yr Model
 Motor Book
 Motor Page
 ABOS Control #

Purchased

☐ New ☐ Used
 Date / /
 Cost 0

Starter

☐ Electric
☐ Recoil

Purchased

☐ New ☐ Used
 Date / /
 Cost 0

Value

Boat

Book 0
 Appraised 0 ☒
 ABOS 0 ☐

Motor

Book 0
 Appraised 0 ☒
 ABOS 0 ☐

Total 0 MAV 0

Located At
 Appraiser

Comments

Edit History Cancel New Delete Apply OK

Clicking OK on the Boats & Motors Form will return the user to the Personal Property General Information Form where OK can be clicked to return to the DNR Boat Form. The boat that was just added will now show in the Status section as Active.

NOTE: Once on the Personal Property General Information Form, the Account and Boat MUST be added (it can be deleted after adding). For detailed information on using the Personal Property General Information Form, and the Boats & Motors Form, see the relevant sections of the Personal Property Manual.

NOTE: it is not uncommon for the DNR database to list the boat type as "Other" – for counties who use ABOS pricing, a boat type of "other" is not compatible with ABOS and should be changed to the correct specific boat type before proceeding with the ABOS pricing engine.

WinGAP - DNR - [User ID = felix]

Ga Reg: 0262EK << Prev Next >> Account Number: 900007152

Name: BARNES JASON E

Jump: BARNES

Address: 4089 UPPER RIVER ROAD BoatKey: 0

City, State Zip: GRAY GA 31032- Upper Proper 329

MFG: GRUMMAN Hull ID: OMCL419BC797

Year: 1997 Length: 14 Feet 11 Inches

Expire: 06/30/2014 Hull: 1

Prop: 2 - Outboard Tax District: 02 - County

Type: P Inactive Rsn:

Status: ☒ Active ☐ Inactive ☐ New

New Add Type: ☐ No Add ☐ Owner / Account / Boat ☐ Account / Boat ☐ Boat Only

List

☐ Show New Boats Only ☐ Show This GA_REG Only

Help Cancel Delete Apply OK

Comments:

Account/Boat: If the user selects the Account/Boat option in the New Add Type section, it indicates that a determination has been made that the Boat Owner has a record in the Owner database, but no Personal Property Accounts or Boat records. Selecting this option and then clicking the OK Button produces the Select Owner Form.

WinGAP - DNR - [User ID = felix]

| | | | | | |
|-----------------|------------------|--------------|---------|---|-------------------------------------|
| Ga Reg | 0857WD | << Prev | Next >> | Account Number | 0 |
| Name | BASS | DARYL | | N | |
| Jump | BARNES | | | | |
| Address | 142 GREENWOOD DR | | | BoatKey | 0 |
| City, State Zip | MACON | GA | 31211- | <input checked="" type="checkbox"/> Upper | <input type="checkbox"/> Proper 376 |
| MFG | FISHER MARINE | | Hull ID | BUJ20442K405 | |
| Year | 2005 | Length | 14 | Feet | 0 |
| Expire | 12/31/2011 | Hull | 1 | | |
| Prop | O - Other | Tax District | | | |
| Type | P | Inactive Rsn | | | |

Status
☐ Active
☐ Inactive
☒ New

New Add Type
☐ No Add
☐ Owner / Account / Boat
☒ Account / Boat
☐ Boat Only

Comments

List

☐ Show New Boats Only
 ☐ Show This GA_REG Only

Help

Cancel

Delete

Apply

OK

Owner Names are displayed in the list box on the top of the Form. The highlighted record will be the first Owner that has the last name of the Owner of the Boat that is about to be added. The user should scroll down the list until the correct Owner is found. The Owner's address information displays beneath the list box, and the user should make sure this is the correct Owner. If this is the correct Owner, the OK Button should be clicked to take the user to the Personal Property General Information Form. Once on the Personal Property General Information Form, the Account and Boat MUST be added (it can be deleted after adding, if necessary).

WinGAP - DNR - Select - [User ID = felix] Owner AY2...

BASS DAMON MARK
 BASS DAMON MARK
 BASS DAMON MARK
 BASS DAMON MARK
 BASS DANA A & KAREN G
 BASS DANA A & KAREN G
BASS DARYL N
 BASS DELL & WENDY G
 BASS DONNA & DARYL
 BASS DONNA & DARYL
 BASS JACK ALEXANDER
 BASS JACK Z
 BASS JESSICA
 BASS MARK

Jump

BASS DARYL N
 142 GREENWOOD DR
 MACON, GA31211

Cancel OK

After clicking Apply to save the Account record, and while the user is still on this Form, the Edit Button next to the Boat Value field should be clicked to take the user to the Boats & Motors Form where the Boat information for this Boat should be checked and updated as necessary. Once this is done, the user should click OK on the Boat form and then the Account form to return to the DNR form.

Boat Only: If the Boat Only option in the New Add Type section is selected, it indicates that a determination has been made that the Boat Owner has a record in the Owner database and at least one Personal Property Account. Selecting this option and then clicking the OK Button produces the Select Personal Property Account Form.

WinGAP - DNR - Select - [User ID = felix] Personal Pr... ?

BASS DARYL N
 BASS MARK
 BAXTER L W III
 BECHAM GREG
 BECK ROBBIE J
 BECKMAN MARK R
 BEICHNER STEPHEN L
 BELCHER BOBBY E
 BELL DALE L
 BELL ROBERT E
 BELLSOUTH PUBLIC COMMUNICATIONS INC
 BELSHAN DAVID
 BENEFIELD ROBERT W
 BENNET MELISSA M

Jump

BASS DARYL N
 142 GREENWOOD DR
 MACON, GA31211

6295 BASS DARYL N
 900007153 BASS DARYL N

Cancel OK

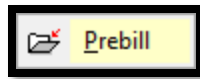
The Boat Owner's Name will be displayed in the top list box on the Form, and the user should click on this record to highlight it. The Owner's address information will display beneath the list box and the Owner's existing Personal Property Accounts will display in the memo field on the bottom of the Select Owner Form. The user should make sure this is the correct Owner, then click on the Personal Property Account in the lower list box (if the Owner has more than one Account, the correct one should be selected). The OK Button should then be clicked to take the user to the Personal Property General Information Form. Once on the Personal Property General Information Form, the Boat MUST be added to the Account (it can be deleted after adding, if necessary).

After clicking Apply to save the Account record, and while the user is still on this Form, the Edit Button next to the Boat Value field should be clicked to take the user to the Boats & Motors Form where the Boat information for this Boat should be checked and updated as necessary. Once this is done, the user should click OK on the Boat form and then the Account form to return to the DNR form.

Other Boats can now be processed as needed. When finished, the user can click the Cancel button to exit the DNR form.

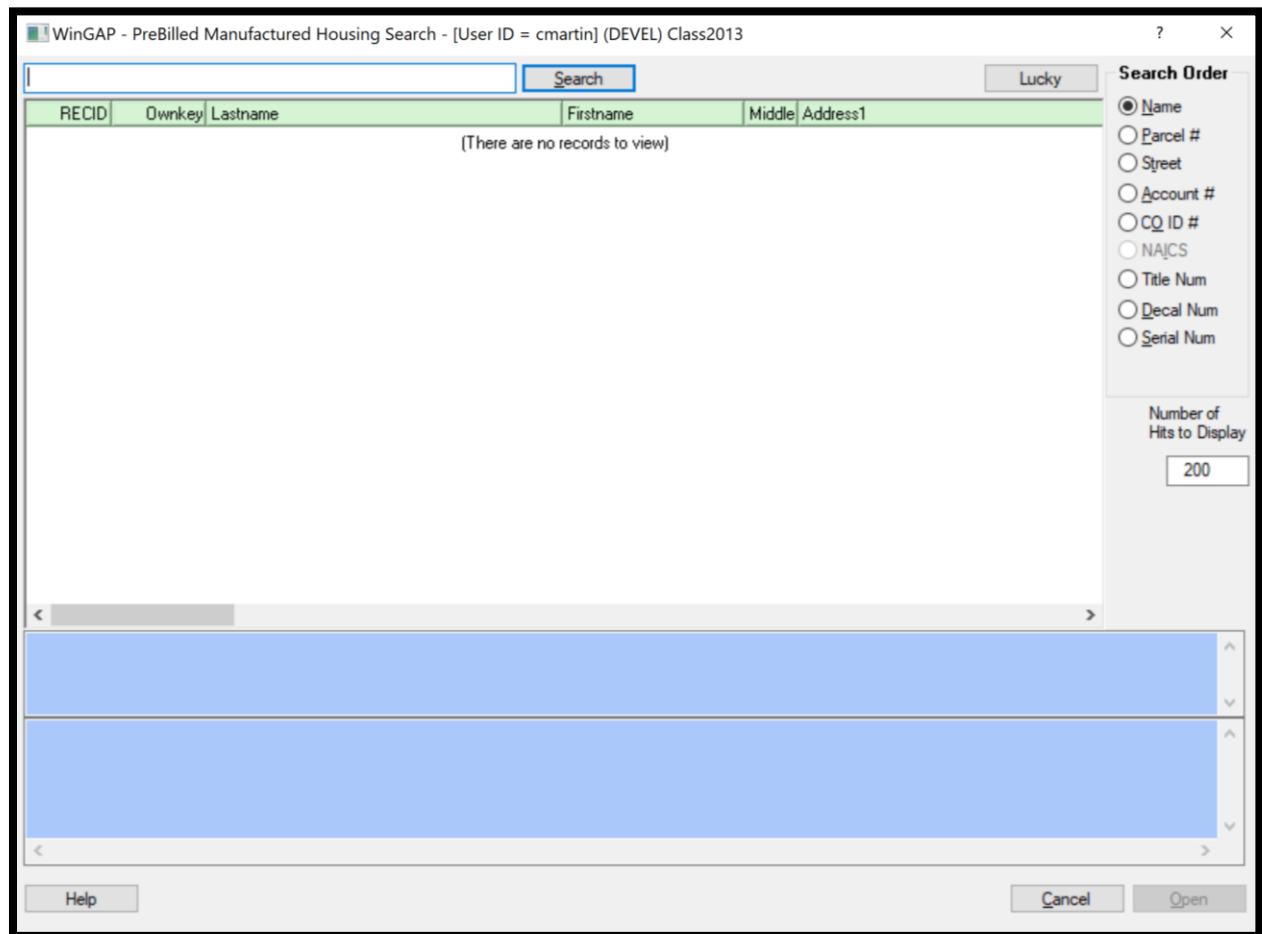
MANUFACTURED HOUSING

The Manufactured Housing option on the Property Maintenance Menu produces a sub-menu with a single option.



PREBILL

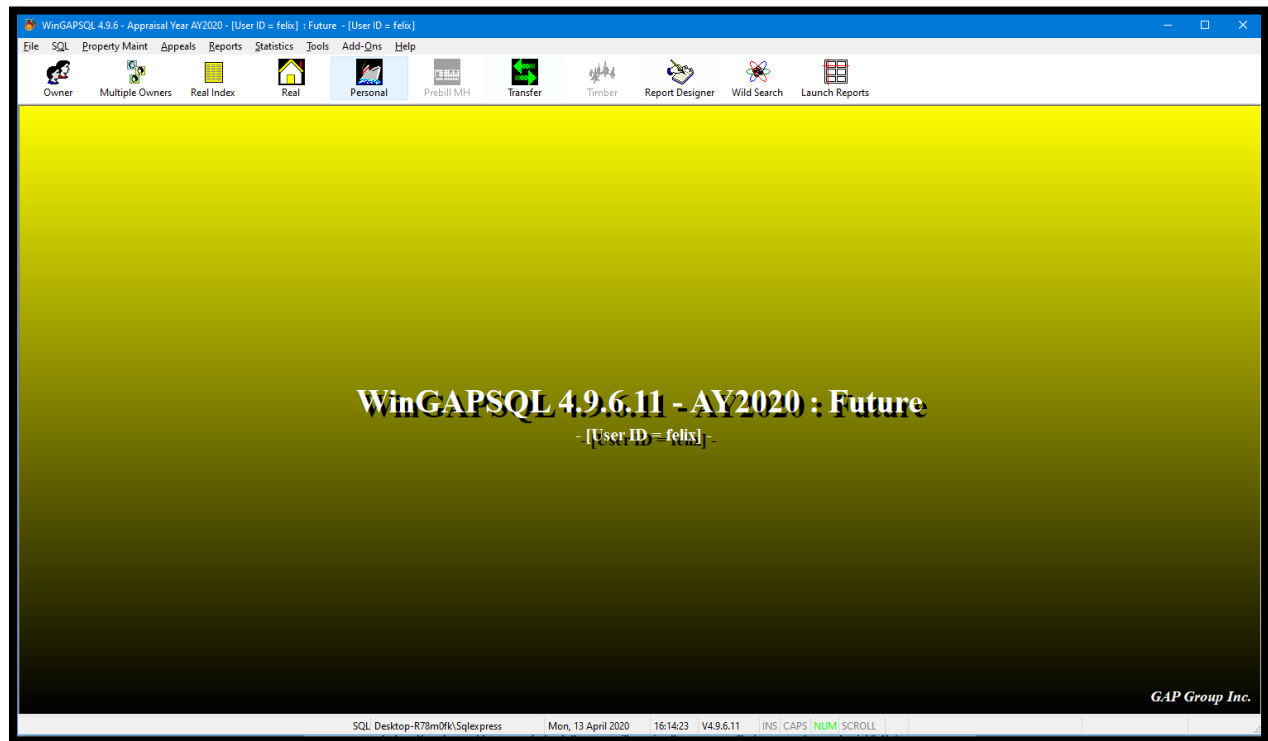
Selecting this option produces the PreBilled Manufactured Home Search Form that allows the user to search for Prebilled Manufactured Homes.



See the PreBilled Manufactured Home Search Form section of this manual for help specific to that Form.

FUTURE YEAR

The Future Year option on the Property Maintenance Menu takes the user into the WinGAP Future Module. The Future Year can also be accessed from the WinGAP Main screen by pressing Ctrl + F.



The Future Year must exist for the screen above to appear. If the Future Year has not been created yet, the user will receive the message "Future year does not exist." Before any Future Year work can take place, a future folder must have been created by going to **Tools > File Maintenance > Future Folder Tasks > Create Future Folder**. The creation of a future folder should be done only by a WinGAP Administrator and is discussed later in this manual. If the county's WinGAP administrator is not comfortable creating the future year, WinGAP technical experts are available online to assist.

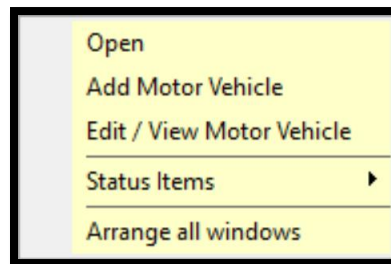
The WinGAP Future Year module is designed to allow the user to modify real and personal property characteristics with the intent of the changes being incorporated in the next year's digest during Yearend Cleanup. All aspects of the property such as owner name, address, land, improvements, account items, etc. can be modified. New parcels or splits can be created. The next year's digest data can be worked as the information is presented without having to wait until the current digest is closed out.

NOTE: To return to the current Appraisal Year from the Future Year module, the user should use the **File > Select Appraisal Year** menu option and select the current Appraisal Year using the combo box on the Form.

APPEALS MENU

The Appeals Menu is used to view and track Appeals through the Appeals process on Real and Personal Property Appeals, Manufactured Housing Appeals, and Motor Vehicle Appeals. Also, Motor Vehicle Appeals are added, edited, deleted, and tracked through the Appeals process from the Appeals Menu.

NOTE: Real, Personal, and Manufactured Housing Appeals **cannot** be added at the Appeals Menu. These types of Appeals should be added on the Real Property General Information Form for Real Property, on the Personal Property General Information Form for Personal Property, and on the Manufactured Homes Form for Manufactured Housing.



OPEN

The Open option on the Appeals Menu is used to view, track, and maintain all Appeals. This option produces the Appeals Query Form, superimposed on top of a blank Appeals Form. Appeals can be looked up on the Query Form, and once the Appeal is selected there, the information is viewed, updated, or deleted on the Appeals Form.

| RECID | Appealkey | Realkey | Perskey | Mobilekey | Appeal_No | Appealtype | App_Date | Appeal_Yr |
|-------|-----------|---------|---------|-----------|-----------|------------|------------|-----------|
| 1 | 54 | | | | | R | | 2001 |
| 2 | 55 | 12532 | | | 0000004 | R | 06/09/2000 | 2000 |
| 3 | 57 | 12785 | | | 0000005 | R | 06/06/2000 | 2000 |
| 4 | 58 | 710 | | | 0000006 | R | 06/15/2000 | 2000 |
| 5 | 59 | 12192 | | | 0000007 | R | 06/20/2000 | 2000 |
| 6 | 60 | 12746 | | | 0000008 | R | 06/21/2000 | 2000 |
| 7 | 65 | 11771 | | | 0000012 | R | 07/13/2000 | 2000 |
| 8 | 68 | 12489 | | | 0000014 | R | 07/17/2000 | 2000 |
| 9 | 69 | 12488 | | | 0000015 | R | 07/17/2000 | 2000 |
| 10 | 74 | 11032 | | | 0000018 | R | 07/17/2000 | 2000 |
| 11 | 75 | | | | 9800001 | P | 06/06/1998 | 1998 |
| 12 | 76 | | 11525 | | 0000001 | P | 06/28/2000 | 2000 |
| 13 | 78 | | 11425 | | 0000002 | P | 06/29/2000 | 2000 |
| 14 | 79 | | 13655 | | 0000003 | P | 06/29/2000 | 2000 |
| 15 | 80 | | 12025 | | 0000004 | P | 06/29/2000 | 2000 |
| 16 | 81 | | 3205 | | 0000005 | P | 06/30/2000 | 2000 |
| 17 | 82 | | 1985 | | 0000006 | P | 07/07/2000 | 2000 |
| 18 | 83 | | 10015 | | 0000007 | P | 07/07/2000 | 2000 |
| 19 | 84 | | | | 0000008 | P | 07/14/2000 | 2000 |
| 20 | 85 | | 10320 | | 0000009 | P | 07/26/2000 | 2000 |
| 21 | 86 | | 12140 | | 0000010 | P | 07/28/2000 | 2000 |
| 22 | 87 | | 3065 | | 0000011 | P | 07/28/2000 | 2000 |
| 23 | 88 | | 13320 | | 0000012 | P | 07/28/2000 | 2000 |
| 24 | 89 | | 11920 | | 0000013 | P | 07/28/2000 | 2000 |

A list of all appeals appears in the list box on the Appeals Query Form. The list is color coded for quick reference: Real Property Appeals are in blue, Personal Property Appeals are in yellow, Manufactured Housing Appeals are in green, and Motor Vehicle Appeals are in red. The listing of Appeals that displays on the screen can be narrowed by using any or all of the four query boxes on the upper left of the Query Form. The user can click on the combo box to select one of the items in the query field list, such as Last Name, and then key the query criteria into the field to the right of the combo box. The user then clicks the Query Button, and a list of all appeals meeting that criteria will display in the list box.

The desired Appeal is selected by using the inside scroll bar to find the appeal, then clicking on the Appeal in the list box to highlight it. The user can then click on the View Button, which pulls the information for that Appeal into the Appeals Form and places the Appeals Form on top of the Query Form. The Appeals information can then be viewed, updated, or deleted as desired.

NOTE: Any appeals that do not have an Appeal Type will appear in the list box with no color coding, they will appear white. This will usually apply to older Appeals before WinGAP required the appeal to have an Appeal Type. The County might want to edit these appeals and correct this.

The user can return to the Appeals Query Form to search for another Appeal by either clicking the Search Button (to the right of the Corpname field) or clicking back on some visible part of the Query Form, underneath the Appeals Form. The previous query can be cleared by clicking the Clear Query Button. With all four Query fields blank, the user can click the Query Button and restore the entire list of Appeals for viewing if desired.

When all Appeal viewing and editing is finished, the user can click the OK Button on the Appeals Form to save any changes and return to the main WinGAP screen. If no changes are made or saving changes is not desired, then the user may click the Cancel button.

NOTE: The adding of a Real Property Appeal, and the discussion of the fields on the Appeals Form, will be covered in the **Real Property General Information Form > Appeals** section of this manual. The adding of a Motor Vehicle Appeal will be covered next.

ADD MOTOR VEHICLE

The Add Motor Vehicle option is used to add Motor Vehicle Appeals. This option produces the Appeals Form for Motor Vehicles, below, where Appeals for Motor Vehicles are added.

WinGAP - Appeals - [User ID = cmartin] (DEVEL) Class2013

Appeal Key: 0 Status: Active PIN: - - - Acct #: 0 Acres: 0.00 COID#: Search for other Appeals for this Parcel/Account

Appeal Year: 2020 Type: Motor Vehicle Appraiser: Batch: BOE: ARB: CHO: SUP: No SC Conf Agreement Evidence Presented Interview Requested

Owner Information

Last, First, MI: Corpname: Agent: Address1: Address2: Address3: City / State / Zip: Legal Desc: Homephone: () - Workphone: () - Comments:

Manufactured Housing

Mfg: Model: Year Built: Account #: 0 Width: 0 Length: 0 Decal Yr: Decal No:

Motor Vehicles

Mfg: Year Built: KBB: Model: Tag No: Photo: VIN: Mileage: 0 Documents: Decal: Decal Yr: Condition:

Values

BOA FMV: 0 30-Day: 0 BOE: 0 Arbitration: 0 Hearing Officer: 0 Superior Court: 0 Resolved: 0 Current: 0 Return: 0 Asserted: 0 Appraisal: 0 VID: 0

Dates

Notice: // // Appr Recd: // // Appealed: // // Apr Decide: // // 30 Day Notice: // // BOE: // // No Chg Ltr: // // Arbitration: // // No Chg Ltr: // // Hearing Officer: // // No Chg Ltr: // // Sup Court: // // Conference: // // Resolved: // // Conf Time: 12:00:00 AM Decision: // // Fwd/Cert Date: // // Postmark: // // Temp Bill Amt: 0 NOA Info Provided: // // BOE Info Provided: // // Accept: Reject

Buttons: Help, ACTIVE APPEAL, Cancel, New, Delete, Apply, OK

The Appeals Form will appear with all data entry fields "grayed out". The "New" Button MUST be clicked at this point to enable the fields and buttons. The user will be taken to the Appeal Year field.

GENERAL INFORMATION

WinGAP - Appeals - [User ID = cmartin] (DEVEL) Class2013

Appeal Key: 0 Status: Active

Appeal Year: 2020 Type: Motor Vehicle

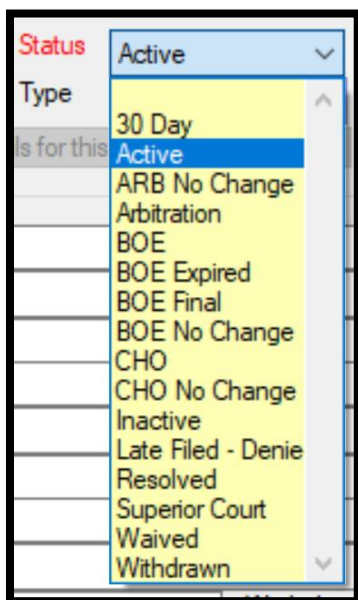
Search for other Appeals for this Parcel/Account

Appeal Key: The Appeal Key is a unique number assigned by WinGAP when each appeal is added. This field is not accessible to the user.

Appeal Year: The digest (appraisal) year the Appeal was filed for. The field defaults to the current appraisal year, which can be changed by the user.

Status: The current Status of the Appeal, such as Active. When first adding an appeal, the combo box selection defaults to Active; if it is necessary to change the Status at this point, the user can click on the combo box to display a list of the valid Status types, as seen below, or key the first letter of the Status description to select the Status. **A Status must be selected initially and then maintained as the appeal progresses through the appeals process.**

Type: The Type of Appeal, which in this case is Motor Vehicle. The Type field defaults to Motor Vehicle and cannot be changed by the user.



Listed below are the current Appeal Status options and the WinGAP codes associated with them:

- 30 Day - 2
- Active - A
- Arb No Change - O
- Arbitration - T
- BOE - B
- BOE Expired - E
- BOE Final - F
- BOE No Change - N
- CHO - H
- CHO No Change - P
- Inactive - I
- Late Filed – Denied - L
- Resolved - R
- Superior Court - S
- Waived - D
- Withdrawn - W

| | | | | | | | |
|-----------|-------|--------|-------|-------|---|-------|--|
| PIN | - - - | Acct # | 0 | Acres | 0.00 | COID# | |
| Appraiser | | | Batch | | <input type="checkbox"/> BOE <input type="checkbox"/> ARB <input type="checkbox"/> CHO <input type="checkbox"/> SUP | | |

P.I.N.: The Map and Parcel number field is disabled for Motor Vehicle Appeals and is not used.

Appraiser: The Appraiser responsible for handling the Appeal. The user can click on the combo box to display a list of the all Appraisers that have Appeal edit rights.

Acct #: The Acct # field is disabled for Motor Vehicle Appeals and is not used.

Acres: The Acres field is disabled for Motor Vehicle Appeals and is not used.

COID#: The COID# field is disabled for Motor Vehicle Appeals and is not used.

Batch: If desired, a County defined number can be keyed in the Batch field that will allow the County to print Appeals for a specific grouping of Appeals.

NOTE: The BOE, ARB, CHO, SUP checkboxes shown in the above image are discussed below.

OWNER INFORMATION

| | | | |
|--------------------------|--|-----------|-------|
| Owner Information | | | |
| Last, First, MI | | | |
| Corpname | | | |
| Agent | | | |
| Address1 | | | |
| Address2 | | | |
| Address3 | | | |
| City / State / Zip | | | - |
| Legal Desc | | | |
| Homephone | () - | Workphone | () - |
| Comments | <div style="border: 1px solid black; height: 40px; position: relative;"> <div style="position: absolute; top: -10px; right: 0;">^</div> <div style="position: absolute; bottom: -10px; right: 0;">v</div> </div> | | |

Last: The Last name field is the first of the Owner Information fields on the Appeal Form. This field is 20 characters wide and should contain the Last name of the Owner of the Motor Vehicle under Appeal, unless the County chooses to place its Owner names in the Corporate name field, in which case the Owner's name should be keyed in the Corporate name field and the Last name field left blank. If the Last name field is used, a comma should NOT be placed after the name.

First: This field is also 20 characters wide and should contain the First name of the Owner, but only if there is a Last name entered.

MI: The Owner's middle initial, if any, is keyed here if the Last and First name fields are used.

CorpName: If the County uses the Corporate Name field for Owner's names, then the name of the Owner of the Motor Vehicle under Appeal should be keyed here in the following format: Last Name followed by a space then the First Name followed by a space then the Middle Initial.

Agent: The individual or company designated by the Motor Vehicle Owner to handle the Appeal.

Address Fields: There are three fields where address information can be entered. Each field is 40 characters wide. The property location address is usually keyed in the first Address field. Additional Owners can also be keyed in this field.

City: The Motor Vehicle Owner's City is keyed here.

State: The Owner's State is keyed here.

Zip: The Zip Code of the Owner is keyed in this field.

Legal Description: The Description of the Motor Vehicle is keyed in this field.

Home Phone: The Home Phone number of the Motor Vehicle Owner is keyed in this field.

Work Phone: The Work Phone of the Owner is keyed in this field.

Comments: Any Comments about the Appeal are keyed in this field.

MOTOR VEHICLE INFORMATION

The screenshot shows a form titled "Motor Vehicles" with several input fields and buttons. The fields are arranged in a grid-like fashion. On the left, there are labels for "Mfg", "Model", "VIN", and "Decal". To the right of these labels are corresponding text input boxes. Further right, there are labels for "Year Built", "Tag No", "Mileage", and "Condition". These labels are followed by their respective input boxes. The "Mileage" box contains the number "0". To the right of the "Condition" box is a dropdown menu with a downward arrow. To the right of the "Year Built" box is a button labeled "KBB". To the right of the "Tag No" box is a button labeled "Photo". To the right of the "Mileage" box is a button labeled "Documents".

Mfg: The Manufacturer of the Motor Vehicle.

Model: The Model of the Motor Vehicle.

VIN: The Vehicle Identification Number, or VIN, is keyed in this field.

Decal: The Decal Number that was on the Motor Vehicle for the Appeal Year in question is keyed in this field.

Decal Yr: The Decal Year for the Motor Vehicle for the Appeal Year in question is keyed in this field.

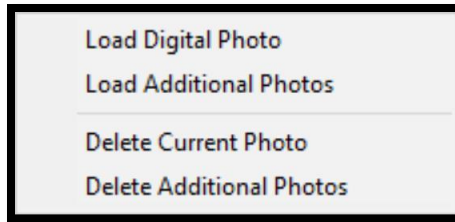
Year Built: The Year the Motor Vehicle was manufactured.

Tag No: The Tag Number is keyed in this field.

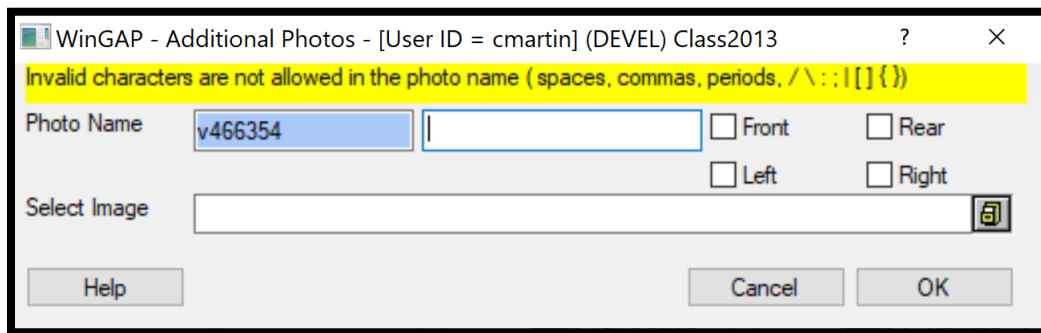
Mileage: The Mileage of the Motor Vehicle at the time of the Appeal, if known, is keyed in this field.

Condition: This Condition of the Motor Vehicle under Appeal, such as Good or Poor. The user can click on the combo box to display a list of the valid Condition types, or key the first letter of the Condition description to select the Condition.

Photo: Right clicking this button opens a contextual menu that allows the user to select from several options.



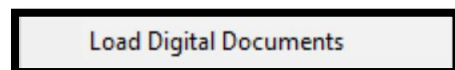
Clicking the “Load Digital Photo” option will open a window where the user can navigate to a digital picture and load it to the WinGAPSQL folder on the server. A new folder will be created in the WinGAP photo folder on the server with the prefix “v” for vehicle followed by the appealkey assigned by WinGAP, and the photo will be named the same. This is the primary photo for the appeal.



Selecting the Load Additional Photos option will open a new menu that will append more information to the photo. Typing in the field to the right of the Photo Name will add that information to the picture name, for instance “engine” would name the photo for a vehicle appeal with the appealkey 466354 “v466354_engine”. Selecting one of the checkboxes will quickly append that information to the photo so the user doesn’t have to type it themselves. The user will then navigate to where the picture is on their computer and WinGAP will copy it to the server and name it according to the above naming convention.

Selecting “Delete Current Photo” will delete the primary digital photo, while selecting “Delete Additional Photos” will open the pictures folder for this record where the user can manually select which photos to delete.

Documents: Right clicking this button opens a contextual menu that allows you to “Load Digital Documents”.



Clicking the “Load Digital Documents” option will open up a window where the user can navigate to any file, such as a PDF of a sales record, and load it to the WinGAPSQL folder on the server. A new folder will be created in the WinGAP documents folder on the server with the prefix “v” for vehicle followed by the appealkey assigned by Wingap.

VALUES INFORMATION

| Values | |
|-----------------|---|
| BOA FMV | 0 |
| 30-Day | 0 |
| BOE | 0 |
| Arbitration | 0 |
| Hearing Officer | 0 |
| Superior Court | 0 |
| Resolved | 0 |
| Current | 0 |
| Return | 0 |
| Asserted | 0 |
| Appraisal | 0 |
| VID | 0 |

BOA FMV: The Board of Assessors Fair Market Value for the Motor Vehicle.

30-Day: The value of the Motor Vehicle that the Board of Assessors sets after a review of the property when the appeal is initially filed.

BOE: The value of the Motor Vehicle as determined by the Board of Equalization after they hear the Appeal.

Arbitration: The Motor Vehicle Owner may opt to appeal to an arbitration board instead of the Board of Equalization. If that is true, the value resulting from the Arbitrator's decision would be entered in the Arbitration field. **NOTE:** You cannot have both a BOE Value on the Appeals Form AND an Arbitration Value; it must be one or the other.

Hearing Officer: The value assigned by the Hearing Officer that is ruling on the Appeal. This is not an option for a Motor Vehicle due to the stipulations of the Hearing Officer appeal route. The property must be over \$1,000,000 in value.

Superior Court: The value of the Motor Vehicle as determined by the Superior Court after the Appeal is heard in Court.

Resolved: The value of the Motor Vehicle that is signed off on by the Owner. "Signed off on" also could be when the Owner no longer appeals. An example might be if the 21-day notice is mailed and the Owner does not appeal to the BOE, then the 21-day value should then be moved to resolved and the appeal status changed to resolved.

Current: The Current Value of the Motor Vehicle based upon whatever stage the Appeal is in. For example, if the BOE decision has been made, the value handed down from the BOE should appear in Current and also in the BOE Value field.

Return: The Return Value of the Motor Vehicle, as entered on the Appeal Form by the Owner of the Motor Vehicle.

Asserted: The value of the Motor Vehicle as asserted by the Appellant.

Appraised: The value of the Motor Vehicle as declared on a Certified Appraisal.

VID: The Value in Dispute, which is the difference between the Current Value and the Return Value.

| | |
|---|---|
| <input type="checkbox"/> BOE <input type="checkbox"/> ARB <input type="checkbox"/> CHO <input type="checkbox"/> SUP | |
| No Show <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Grounds for Appeal <input type="checkbox"/> Value <input type="checkbox"/> Uniformity <input type="checkbox"/> Taxability <input type="checkbox"/> Exemption Denied <input type="checkbox"/> Breach of Covenant <input type="checkbox"/> Covenant Denied |
| | 10 Day ARB Receipt |
| | 10 Day ARB Appr'l Reject |
| | Appraisal Acceptance Ltr |
| | Appraisal Rejection Letter |
| | SC Settlement Letter |
| SC No Settlement | |

BOE, ARB, CHO, and SUP checkboxes: These checkboxes are used to designate if the Appellant requests Board of Equalization, Arbitration, County Hearing Office review, or wants to appeal directly to the Superior Court.

No Show Checkboxes: Indicates if the Appellant failed to show for either the BOE, ARB, CHO, or Superior Court hearings of the Appeal. Each checkbox is to the right of the Value field for that applicable Appeal Status.

Grounds for Appeal: These six checkboxes are used to select the reason(s) for the Appeal.

10 Day ARB Receipt: Prints a letter showing that the request for Arbitration Appeal was received.

10 Day ARB Appr'l Reject: Prints a letter showing the Certified Appraisal submitted for the Arbitration Appeal was rejected.

Appraisal Acceptance Ltr: Prints a letter showing that the Appellant's Appraisal Value was accepted.

Appraisal Rejection Letter: Prints a letter showing that the Appellant's Appraisal Value was rejected.

SC Settlement Letter: Prints a letter notifying the Appellant of the date and time of the upcoming Superior Court Settlement conference.

SC No Settlement: Prints a letter indicating that No Settlement could be reached during the Superior Court conference.

DATES INFORMATION

| Dates | | | | | | |
|-------------------|----|--|---------------|-------------|--|---|
| Notice | // | | Apr Recd | // | | <input type="checkbox"/> Accept <input type="checkbox"/> Reject |
| Appealed | // | | Apr Decide | // | | |
| 30 Day Notice | // | | | | | |
| BOE | // | | No Chg Ltr | // | | |
| Arbitration | // | | No Chg Ltr | // | | |
| Hearing Officer | // | | No Chg Ltr | // | | |
| Sup Court | // | | Conference | // | | |
| Resolved | // | | Conf Time | 12:00:00 AM | | |
| Decision | // | | | | | |
| Fwd/Cert Date | // | | Temp Bill Amt | 0 | | |
| Postmark | // | | | | | |
| NOA Info Provided | // | | | | | |
| BOE Info Provided | // | | | | | |

Notice: The date of the Assessment Notice for the Motor Vehicle.

Appealed: The date the Owner of the Motor Vehicle appealed the Motor Vehicle value.

30 Day Notice: The date the 30 Day Notice was mailed.

BOE: The date of the BOE hearing.

Arbitration: The date of the Arbitration hearing.

Hearing Officer: The date of the Hearing Officer hearing.

Sup Court: The date of the Superior Court hearing.

Resolved: The date the appeal was resolved.

Decision: The decision date is a tracking mechanism that allows the County to track any 'decision' they see fit. There are no validation rules here. For example, the County might enter a court date in the Sup Court date field, and then enter the date they receive the judge's decision in the Decision date field. This allows the tracking of more details in the Appeal process.

Fwd/Cert Date: The date the county appeal administrator forwarded the appeal to the BOE for scheduling.

Postmark: The date an appeal received by mail was postmarked. The law allows for mailed appeals to be received after the deadline so long as they were postmarked inside of that deadline.

NOA Info Provided: The date the county provided information requested by the taxpayer under 45-5-306, such as a description of the methodology used by the board of tax assessors in setting the property's fair market value, all documents reviewed in making the assessment, the address and parcel identification number of all real property utilized as qualified comparable properties, and all factors considered in establishing the new assessment.

BOE Info Provided: The date the county provided information requested by the taxpayer under 48-5-311, such as a list of witnesses, documents, or other written evidence to be presented at the hearing.

Apr Recd: The Appraisal received date. The law stipulates that the Assessor's Office only has a certain amount of time to respond once an appraisal is submitted by the appellant.

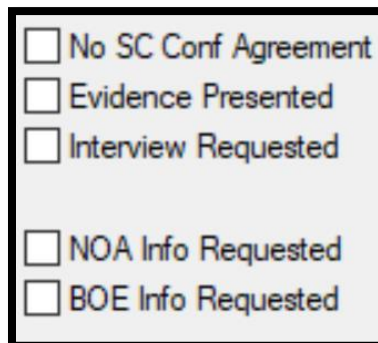
Apr Decide: The date that the Assessor's Office decided to either accept or reject the appellant's submitted appraisal.

No Chg Ltr: The No Change Letter date fields to the right of the BOE, Arbitration, and Hearing Officer date fields allows the Assessor's Office to track the dates they send the Appellant a notice that they are not changing the value from the originally appealed value.

Conference: The date of the Superior Court Settlement conference.

Conf Time: The time of the Superior Court Settlement conference.

Temp Bill Amt: The Temporary Billing Amt field and Temp Bill Options button are not used for Motor Vehicle Appeals and are disabled.



☐ No SC Conf Agreement
☐ Evidence Presented
☐ Interview Requested

☐ NOA Info Requested
☐ BOE Info Requested

No SC Conf Agreement: A check in this box indicates that no agreement was reached at the Settlement Conference prior to a Superior Court appeal hearing.

Evidence Presented: This checkbox allows the tracking of when Evidence was presented during the Appeal process, as it triggers events and rights regarding the Appeal.

Interview Requested: This checkbox allows the tracking of when the Appellant requests an interview with the Assessor's Office and the date of the request. There are time requirements for the Assessors' Office in granting this interview.

NOA Info Requested: A check in this box indicates that additional information about the Notice of Assessment was requested by the taxpayer or the taxpayer's agent. There are time requirements for the Assessors' Office in delivery of said information.

BOE Info Requested: A check in this box indicates that additional information about the evidence to be presented at the board of equalization **was requested by the taxpayer or the taxpayer's agent.** There are time requirements for the Assessors' Office in delivery of said information.

WinGAP - Appeals - [User ID = felix] AY2020

Appeal Key: 269005012 Status: Active PIN: - - - Acct #: 0 Acres: 0.00 COID#:
 Appeal Year: 2020 Type: Motor Vehicle Appraiser: Batch: ☐ BOE ☐ ARB ☐ CHO ☐ SUP ☐ No SC Conf Agreement ☐ Evidence Presented ☐ Interview Requested

Owner Information

Last, First, MI:
 Corpname: Adams Angelina
 Agent: byrum Bob
 Address1: 550 Macon Hwy
 Address2: Apt 8
 Address3:
 City / State / Zip: Athens GA 30606-
 Legal Desc:
 Homephone: (706)549-7537 Workphone: (706)542-8942
 Comments:

Values

BOA FMV: 75,000
 30-Day: 75,000
 BOE: 0
 Arbitration: 0
 Hearing Officer: 0
 Superior Court: 0
 Resolved: 0
 Current: 75,000
 Return: 0
 Assorted: 0
 Appraisal: 0
 VID: 75,000

Grounds for Appeal

☒ Value ☐ Taxability ☐ Exemption Denied ☐ Breach of Covenant ☐ Covenant Denied
☐ No SC Conf Agreement ☐ Evidence Presented ☐ Interview Requested
☐ NOA Info Requested ☐ BOE Info Requested

Manufactured Housing

Mfg: Width: 0 Decal Yr:
 Model: Length: 0 Decal No:
 Year Built: Account #: 0

Motor Vehicles

Mfg: Lincoln Year Built: 2018 KBB
 Model: Navigator Tag No: 765 RWW Photo
 VIN: 1R999945876779999xz9 Mileage: 20000 Documents
 Decal: Decal Yr: Condition: Excellent

Dates

Notice: 04/30/2020
 Appealed: 05/15/2020
 30 Day Notice: 06/01/2020
 BOE:
 Arbitration:
 Hearing Officer:
 Sup Court:
 Resolved:
 Decision:
 Fwd/Cert Date:
 Postmark:
 NOA Info Provided:
 BOE Info Provided:

10 Day ARB Receipt

10 Day ARB Appr1 Reject
 Appraisal Acceptance Ltr
 Appraisal Rejection Letter
 SC Settlement Letter
 SC No Settlement

Temp Bill Options

Temp Bill Amt: 0

Buttons: Cancel New Delete Apply OK

After keying all the relevant data, the Apply Button can be clicked to save the information, remain on the Appeals Form, and view the information. Alternatively, the OK Button can be clicked to save the information and return to the main WinGAP screen. The Motor Vehicle Appeal can be viewed by clicking the **Appeals > Open** menu option, discussed above, or the **Appeals > Edit/View Motor Vehicle** menu options, discussed next. Motor Vehicles appear in red in the listing of active Appeals.

EDIT/VIEW MOTOR VEHICLE

Motor Vehicle Appeals can be viewed and edited using this option on the Appeals Menu. Clicking this option produces the Appeals Query Form, superimposed on top of a blank Appeals Form. Only Motor Vehicle Appeals display. The appeal can be looked up on the Query Form and once the Appeal is selected there, the information is viewed, updated, or deleted on the Appeals Form.

WinGAP - Appeals Query - [User ID = felix]

APPEALTYPE - C: A

Clear Query

Query

View

| REAL | PERS | MH | MV |
|------|-----------|----|----|
| 50 | 170 | | |
| 82 | 923 | | |
| 133 | 14341 | | |
| 173 | 263004972 | | |
| 174 | 263004973 | | |
| 175 | 263004974 | | |
| 176 | 263004975 | | |
| 177 | 263004976 | | |
| 178 | 263004977 | | |
| 181 | 263004980 | | |
| 191 | 263004990 | | |
| 193 | 263004992 | | |
| 194 | 263004993 | | |
| 195 | 263004994 | | |
| 196 | 263004995 | | |
| 199 | 263004998 | | |
| 200 | 263004999 | | |
| 208 | 263005007 | | |
| 212 | 263005012 | | |

COID#

BOE ☐ ARB ☐ CHO ☐ SUP

No SC Conf Agreement

Evidence Presented

Interview Requested

299C Event

NOA Info Requested

BOE Info Requested

Grounds for Appeal

Value

Uniformity

Taxability

Exemption Denied

Breach of Covenant

Covenant Denied

10 Day ARB Receipt

10 Day ARB Appr'l Reject

Appraisal Acceptance Ltr

Appraisal Rejection Letter

SC Settlement Letter

SC No Settlement

Appr Recd

Apr Decide

Accept

Reject

No Chg Ltr

No Chg Ltr

No Chg Ltr

Conference

Conf Time

Temp Bill Options

Temp Bill Amt

0

Cancel

Delete

Apply

OK

The desired Appeal is selected by first clicking on the Appeal in the list box to highlight it, then clicking on the View Button, which pulls the information for that Appeal into the Appeals Form and places the Appeals Form on top of the Query Form. The Appeals information can then be viewed, updated, or deleted as desired.

WinGAP - Appeals Query - [User ID = felix]

WinGAP - Appeals - [User ID = felix]

Appeal Key: 263004974

Appeal Year: 2017

Status: Active

Type: Motor Vehicle

PIN: - - -

Acct #: 0

Acres: 0.00

Batch: -

COID#

BOE ☐ ARB ☐ CHO ☐ SUP

No SC Conf Agreement

Evidence Presented

Interview Requested

299C Event

NOA Info Requested

BOE Info Requested

Grounds for Appeal

Value

Uniformity

Taxability

Exemption Denied

Breach of Covenant

Covenant Denied

10 Day ARB Receipt

10 Day ARB Appr'l Reject

Appraisal Acceptance Ltr

Appraisal Rejection Letter

SC Settlement Letter

SC No Settlement

Appr Recd

Apr Decide

Accept

Reject

No Chg Ltr

No Chg Ltr

No Chg Ltr

Conference

Conf Time

Temp Bill Amt

0

Cancel

Delete

Apply

OK

Owner Information

Last, First, MI

Corpname

Agent

Address1

Address2

Address3

City / State / Zip

Legal Desc

Homephone

Workphone

Comments

Manufactured Housing

Mfg

Model

Year Built

Width

Length

Decal Yr

Decal No

Account #

Motor Vehicles

Mfg

Model

VIN

Decal

Year Built

Tag No

Mileage

Condition

Values

BOA FMV

30-Day

BOE

Arbitration

Hearing Officer

Superior Court

Resolved

Current

Return

Assessed

Appraisal

VID

Dates

Notice

Appealed

30 Day

BOE

Arbitration

Hearing Officer

Sup Court

Resolved

Decision

Fwd/Cert Date

Postmark

NOA Info Provided

BOE Info Provided

ACTIVE APPEAL

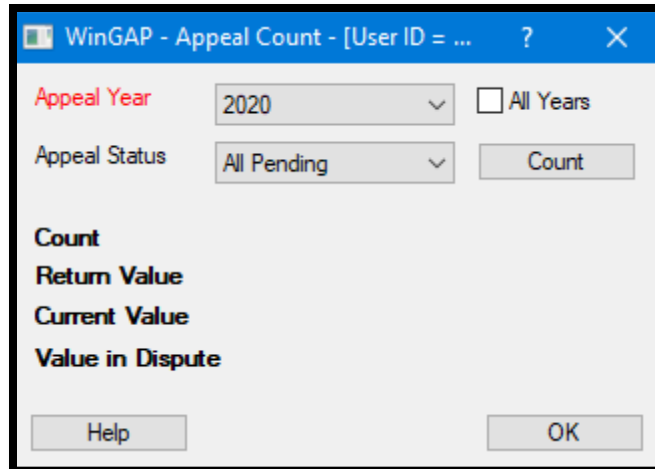
The user can return to the Appeals Query Form to search for another Appeal by either clicking the Search Button (to the right of the Corpname field) or clicking back on some visible part of the Query Form underneath the Appeals Form.

STATUS ITEMS

| |
|---|
| Status Report |
| Status Count |
| Appeal List by Status Code and Appeal Year |
| Appeal No Change Status Report |
| Appeal With Asserted Value / No Action Taken Yet |
| Appeal Notification - Additional 180 days granted to county |
| 306C Status Report (30 Days) |
| BOE Status Report (180/360 Days) |
| ARB Status Report (10 Days) |
| CHO Status Report (90 Days) |
| CHO Nochange Status Report (30 Days) |
| Appraisal Status Report (45 Days) |

STATUS REPORT

Clicking on the Status Report sub-menu option produces a report of all Active Appeals. The Appeals listing shows the Owner's Name, the Appeal Year, the Parcel Number or Personal Property Account, the Status of the Appeal, the Type of Appeal, and the Appeal Key.



WinGAP - Appeal Count - [User ID = ... ? X]

Appeal Year: 2020 ☐ All Years

Appeal Status: All Pending

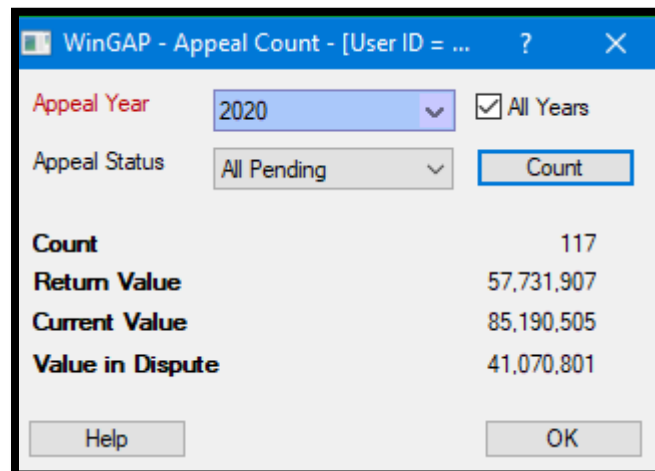
Count

Return Value

Current Value

Value in Dispute

The Count Button should then be clicked to complete the Status Count. For the Appeal Year(s) and Appeal Status selected by the user, the Appeal Count Form will display the total number of Appeals (the Count), the total value returned by the taxpayer, the total Current Value of the Appeals, and the Value in Dispute. The user can return to the main WinGAP screen by clicking the OK Button on the Appeal Count Form.



WinGAP - Appeal Count - [User ID = ... ? X]

Appeal Year: 2020 ☒ All Years

Appeal Status: All Pending

Count: 117

Return Value: 57,731,907

Current Value: 85,190,505

Value in Dispute: 41,070,801

APPEAL LIST BY STATUS CODE AND APPEAL YEAR

Clicking on this item on the Status Items sub-menu produces a user controlled form. The user should select the desired Appeal Status from the combo box, key in the Appeal Year, then click the View Report button.



STATUS: <Select a Value>

APPEAL YEAR:

The Appeal List based upon these criteria will appear showing the Appellant's Name, Appeal Year, Parcel Number (Real Property) or Account Number (Personal Property), the Appeal Status, and the Property Type, Real or Personal.

APPEAL WITH ASSERTED VALUE/NO ACTION TAKEN YET

This report details any appeal with an asserted value and a status code of 'ACTIVE' - any other status code implies some response/action has occurred.

| ◀ | < | 1 | of 2 ? | > | ▶ | ↺ | 100% | ▼ | 📁 | ✓ | 🖨 |
|------------------------|-----------|---------|---------|-----------|--------------------------|-----------|------|---|---|---|---|
| Appeals Asserted Value | | | | | | | | | | | |
| APPEALKEY | APPEAL YR | REALKEY | PERSKEY | MOBILEKEY | APPEAL DATE | DAYSSINCE | | | | | |
| 464477 | 2020 | 10926 | 0 | 0 | 11/1/2020 12:00:00 AM | 43 | | | | | |
| 464478 | 2020 | 706 | 0 | 0 | 11/1/2020 12:00:00 AM | 43 | | | | | |
| 464479 | 2020 | 3519 | 0 | 0 | 11/1/2020 12:00:00 AM | 43 | | | | | |
| 464480 | 2020 | 4062 | 0 | 0 | 11/1/2020 12:00:00 AM | 43 | | | | | |
| 464481 | 2020 | 5794 | 0 | 0 | 11/1/2020 12:00:00 AM | 43 | | | | | |
| 464482 | 2020 | 6205 | 0 | 0 | 11/1/2020 12:00:00 AM | 43 | | | | | |
| 464483 | 2020 | 12223 | 0 | 0 | 11/1/2020 12:00:00 AM | 43 | | | | | |
| 464484 | 2020 | 15146 | 0 | 0 | 11/1/2020 12:00:00 AM | 43 | | | | | |
| 464485 | 2020 | 15267 | 0 | 0 | 11/1/2020 12:00:00 AM | 43 | | | | | |
| 464486 | 2020 | 18601 | 0 | 0 | 11/1/2020 | 43 | | | | | |

APPEAL NOTIFICATION – ADDITIONAL 180 DAYS GRANTED TO COUNTY

This menu item generates a letter to be sent to appellants notifying them the county has received a 180 day extension to make a determination on the appeal and notify the taxpayer.

1 of 2 ? 100% Find | Next

Paulding County Board of Tax Assessors

240 Constitution Blvd
Room 3082
Dallas, GA 30132

LETTER OF NOTICE - COUNTY GRANTED AN ADDITIONAL 180 DAYS TO PROCESS APPEALS PURSUANT TO 48-5-311

Date: 12/14/2020 3:59:33 PM

ALLEN E WILLIS
ALLEN PAM E
102 OSCAR CT
DALLAS, GA 30132

Reference: 116210390000 / REAL PROPERTY

Dear Property Owner,

The Board of Assessors is notifying you due to a 2020 appeal filed on your property. We are diligently working through the appeals and due to the volume, Georgia law provides an additional 180 days for our office to make a determination and notify the taxpayer.

In accordance with O.C.G.A. 48-5-311:

(3)(A) In each year, the county board of tax assessors shall review the appeal and notify the taxpayer (i) if there are no changes or corrections in the valuation or decision, or (ii) of any corrections or changes within 180 days after receipt of the taxpayer's notice of appeal. If the county board of tax assessors fails to respond to the taxpayer within such 180 day period, the property valuation asserted by the taxpayer on the property tax return or the taxpayer's notice of appeal shall become the assessed fair market value for the taxpayer's property for the tax year under appeal. If no such assertion of value was submitted by the taxpayer, the appeal shall be forwarded to the county board of equalization.

(B) In any county in which the number of appeals exceeds a number equal to or greater than 3 percent of the total number of parcels in the county or the sum of the current assessed value of the parcels under appeal is equal to or greater than 3 percent of the gross tax digest of the county, the county board of tax assessors may be granted an additional 180 day period to make its determination and notify the taxpayer. However, as a condition to receiving such an extension, the county board of tax assessors shall, at least 30 days before the expiration of the 180 day period

306C STATUS REPORT (30 DAYS)

Parcels listed on this report have had a 30-day notice of assessment mailed (306C) and this report shows the number of days since the mailing of said notice to allow TAO to track when/if the appeal has been resolved due to no further action by the property owner.

ARB STATUS REPORT (10 DAYS)

This menu item generates a report of all appeals to Arbitration that tracks if the appellant has received either a 30-day or no-change notice, and if not, the number of days left to reply to the appellant.

1

of 1

100%

▼

Find | Next

ARB Status

| LASTNAME | PARCEL NO | REALKEY | PERSKEY | APLSTAT | APP DATE | DAYS PASSED | DAY REMAINING |
|-----------------------|--------------|---------|---------|---------|------------|-------------|---------------|
| PASTOR DONALD FRANCIA | 106120360000 | 10926 | 0 | T | 2020-12-10 | 6 | 4 |
| CHRISTOPHER CONNIE | 210420680000 | 706 | 0 | T | 2020-12-10 | Notice Sent | 0 |
| DODD HOWARD S | 184140100000 | 4062 | 0 | T | 2020-12-10 | 6 | 4 |
| COSBY JAYNICIA L | 205240050000 | 6205 | 0 | T | 2020-12-10 | 6 | 4 |
| EIDSON ROBERT G | 080320190000 | 18601 | 0 | T | 2020-12-10 | 6 | 4 |
| ANDREWS CHRISTINE | 076320260000 | 52074 | 0 | T | 2020-12-10 | 6 | 4 |
| CRAIG AVERY S | 175230160000 | 66262 | 0 | T | 2020-12-10 | 6 | 4 |
| WALTER EDDIE J | 135120110000 | 59096 | 0 | T | 2020-12-10 | 6 | 4 |
| FAIR C B III | 116310080000 | 3380 | 0 | T | 2020-12-10 | 6 | 4 |
| CANTRELL CHRISTY A | 214110030000 | 14509 | 0 | T | 2020-12-10 | 6 | 4 |
| RAU CHERI | 206210300000 | 25276 | 0 | T | 2020-12-10 | 6 | 4 |
| WHITE ROBERT A | 037110470000 | 41789 | 0 | T | 2020-12-10 | 6 | 4 |
| UTLEY LISA | 031140280000 | 45739 | 0 | T | 2020-12-10 | 6 | 4 |
| CHAMBERS LINDA D | 137420100000 | 50747 | 0 | T | 2020-12-10 | 6 | 4 |
| WILES JEFFREY B | 031220070000 | 50768 | 0 | T | 2020-12-10 | 6 | 4 |
| MCKENNA JOHN T | 216230010000 | 54288 | 0 | T | 2020-12-10 | 6 | 4 |
| HUBERTY CHARLES A II | 038310250000 | 67198 | 0 | T | 2020-12-10 | 6 | 4 |

CHO STATUS REPORT (90 DAYS)

This menu item generates a report of all appeals to a Hearing Officer that tracks if the appellant has received either a 30-day or no-change notice, and if not, the number of days left to reply to the appellant.

1 of 2

100%

Find | Next

CHO Status

| LASTNAME | PARCEL NO | REALKEY | PERSKEY | APLSTAT | APP DATE | DAYS PASSED | DAY REMAINING |
|-----------------------|--------------|---------|---------|---------|------------|-------------|---------------|
| FIRST CENTER INC | 113110040000 | 27033 | 0 | H | 2020-12-01 | 16 | 74 |
| FIRST CENTER INC | 113120020000 | 52301 | 0 | H | 2020-12-01 | 16 | 74 |
| PEARSON ELIZABETH D | 106210440000 | 66163 | 0 | H | 2020-12-01 | 16 | 74 |
| PEARSON ELIZABETH D | 106420880000 | 81916 | 0 | H | 2020-12-01 | 16 | 74 |
| PEARSON ELIZABETH D | 106210470000 | 81917 | 0 | H | 2020-12-01 | 16 | 74 |
| FIRST CENTER INC | 106320010000 | 81918 | 0 | H | 2020-12-01 | 16 | 74 |
| BROWN FRANCES | 056110320000 | 0 | 0 | H | 2020-12-01 | 16 | 74 |
| CROWE W L HEIRS OF | 150240050000 | 0 | 0 | H | 2020-12-01 | 16 | 74 |
| CRAIG RUTH A HEIRS OF | 175241090000 | 3519 | 0 | H | 2020-12-01 | 16 | 74 |
| JENNINGS JACK G | 140410020000 | 5794 | 0 | H | 2020-12-01 | 16 | 74 |
| ROSE JAMES HUGH | 116320380000 | 12223 | 0 | H | 2020-12-01 | 16 | 74 |
| STANDRIDGE MELISSA | 140410120000 | 15146 | 0 | H | 2020-12-01 | 16 | 74 |
| WILLIAMS TIM | 226220120000 | 15267 | 0 | H | 2020-12-01 | 16 | 74 |
| HOLT SHERRY C | 084110010000 | 28110 | 0 | H | 2020-12-01 | 16 | 74 |
| BYRD JACK JR | 015240060000 | 33165 | 0 | H | 2020-12-01 | 16 | 74 |
| BARNETT WILLIAM R | 124430070000 | 44518 | 0 | H | 2020-12-01 | 16 | 74 |
| FERGUSON SCOTT A | 114330010000 | 58534 | 0 | H | 2020-12-01 | 16 | 74 |

CHO NOCHANGE STATUS REPORT (30 DAYS)

This is a report of appeals to a Hearing Officer that have been mailed 30-day notices. The report shows the number of days since the mailing of the notice to allow TAO to track when/if the appeal has been resolved due to no further action by the property owner.

| 1 of 1 | | | | | | | |
|--|--------------|---------|---------|---------|------------|-------------|---------------|
| 100% | | | | | | | |
| Find Next | | | | | | | |
| CHO No Change Status | | | | | | | |
| LASTNAME | PARCEL NO | REALKEY | PERSKEY | APLSTAT | APP DATE | DAYS PASSED | DAY REMAINING |
| FIRST CENTER INC | 113120020000 | 52301 | 0 | H | 2020-12-01 | 6 | 24 |
| PEARSON ELIZABETH D | 106210440000 | 66163 | 0 | H | 2020-12-01 | 6 | 24 |
| PEARSON ELIZABETH D | 106420880000 | 81916 | 0 | H | 2020-12-01 | 6 | 24 |
| PEARSON ELIZABETH D | 106210470000 | 81917 | 0 | H | 2020-12-01 | 6 | 24 |
| FIRST CENTER INC | 106320010000 | 81918 | 0 | H | 2020-12-01 | 6 | 24 |
| CRAIG RUTH A HEIRS OF | 175241090000 | 3519 | 0 | H | 2020-12-01 | 6 | 24 |
| ROSE JAMES HUGH | 116320380000 | 12223 | 0 | H | 2020-12-01 | 6 | 24 |
| STANDRIDGE MELISSA | 140410120000 | 15146 | 0 | H | 2020-12-01 | 6 | 24 |
| WILLIAMS TIM | 226220120000 | 15267 | 0 | H | 2020-12-01 | 6 | 24 |
| HOLT SHERRY C | 084110010000 | 28110 | 0 | H | 2020-12-01 | 6 | 24 |
| BYRD JACK JR | 015240060000 | 33165 | 0 | H | 2020-12-01 | 6 | 24 |
| BARNETT WILLIAM R | 124430070000 | 44518 | 0 | H | 2020-12-01 | 6 | 24 |
| JEAN MARIE POTTER REVOCABLE LIVING TRUST | 026140080000 | 11326 | 0 | H | 2020-12-01 | 6 | 24 |
| TAYLOR BOBBY P | 015210060000 | 78109 | 0 | H | 2020-12-01 | 6 | 24 |
| BELL TERRY C | 163310060000 | 1106 | 0 | H | 2020-12-01 | 6 | 24 |

APPRAISAL STATUS REPORT (45 DAYS)

This report shows appeals that have submitted a certified appraisal, and the number of days left to respond with an acceptance or rejection letter before the appraisal automatically resolves to the appellant's appraised value.

| 1 of 1 | | | | | | | |
|-----------------------|--------------|---------|---------|---------|------------|-------------|---------------|
| 100% | | | | | | | |
| Find Next | | | | | | | |
| Appraisal Status | | | | | | | |
| LASTNAME | PARCEL NO | REALKEY | PERSKEY | APLSTAT | APP DATE | DAYS PASSED | DAY REMAINING |
| HUBERTY CHARLES A II | 038310250000 | 67198 | 0 | T | 2020-11-08 | 39 | 6 |
| PASTOR DONALD FRANCIA | 106120360000 | 10926 | 0 | T | 2020-11-09 | 38 | 7 |
| MCKENNA JOHN T | 216230010000 | 54288 | 0 | T | 2020-11-10 | 37 | 8 |
| EDWARDS DENNIS M | 028440150000 | 27170 | 0 | T | 2020-11-13 | 34 | 11 |
| HOLCOMBE C K | 151110020000 | 7019 | 0 | H | 2020-11-14 | Notice Sent | 12 |
| WARREN CHARLES F III | 108120270000 | 6845 | 0 | H | 2020-11-16 | 31 | 14 |

ARRANGE ALL WINDOWS

Sometimes the Appeal query windows will not align properly, such as one window opening off the screen. The cause of this is some random Windows event. This happens rarely, but if it does, the Arrange All Windows menu option snaps the windows back into view. If the appeals query windows are open, the "Arrange All Windows" will re-align the windows and cascade them.

WinGAPSQL 4.8.7 - Appraisal Year AY2019 - [User ID = felix]

File SQL Property Maint Appeals Reports Statistics Tools Add-Ons Help

Owner Multiple Owners Real Index Real Personal Prebill MH Transfer Timber Report Designer Wild Search Launch Reports

WinGAP - Appeals Query - [User ID = felix]

Appeal Key: 93 Status: Resolved PIN: - - - - Acct #: 12430 Acres: 0.00 Batch: 0000017 COID#:

Appeal Year: 2000 Type: Personal Appraiser:

Owner Information

Last, First, MI: Copname: Agent: Address1: Address2: Address3: City / State / Zip: MACON GA 31217 Legal Desc: Homephone: Workphone: Comments:

Values

BOA FMV: 0 21-Day: 0 BOE: 0 Arbitration: 0 Hearing Officer: 0 Superior Court: 0 Resolved: 0 Current: 0 Return: 0 Assessed: 0 Appraisal: 0 VID: 0

Grounds for Appeal

☐ Value ☐ Uniformity ☐ Taxability ☐ Exemption Denied ☐ Breach of Covenant ☒ Covenant Denied ☐ 10 Day ARB Receipt ☐ 10 Day ARB App'l Reject ☐ Appraisal Acceptance Ltr ☐ Appraisal Rejection Letter ☐ SC Settlement Letter ☐ SC No Settlement

Dates

Notice: 06/23/2000 Appr Recd: // Apr Decide: // 21 Day: 08/08/2000 BOE: 08/09/2000 Arbitration: // Hearing Officer: // Sup Court: // Resolved: 01/12/2015 Decision: // Fwd/Cert Date: // Postmark: // NOA Info Provided: // BOE Info Provided: //

Manufactured Housing

Mfg: Model: Year Built: Account #: 0 Width: 0 Length: 0 Decal Yr: Decal No:

Motor Vehicles

Mfg: Model: Year Built: Tag No: Mileage: 0 VIN: Decal: Decal Yr: Condition:

Push Tech Enabled

Cancel New Delete Apply OK

ADMIN SQL Desktop-R78m0K\Sqlexpress Mon, 12 August 2019 16:36:52 V4.8.7.149 INS CAPS NUM SCROLL

WinGAPSQL 4.8.7 - Appraisal Year AY2019 - [User ID = felix]

File SQL Property Maint Appeals Reports Statistics Tools Add-Ons Help

Owner Multiple Owners Real Index Real Personal Prebill MH Transfer Timber Report Designer Wild Search Launch Reports

WinGAP - Appeals Query - [User ID = felix]

Appeal Key: 93 Status: Resolved PIN: - - - - Acct #: 12430 Acres: 0.00 Batch: 0000017 COID#:

Appeal Year: 2000 Type: Personal Appraiser:

Owner Information

Last, First, MI: Copname: Agent: Address1: Address2: Address3: City / State / Zip: MACON GA 31217 Legal Desc: Homephone: Workphone: Comments:

Values

BOA FMV: 0 21-Day: 0 BOE: 0 Arbitration: 0 Hearing Officer: 0 Superior Court: 0 Resolved: 0 Current: 0 Return: 0 Assessed: 0 Appraisal: 0 VID: 0

Grounds for Appeal

☐ Value ☐ Uniformity ☐ Taxability ☐ Exemption Denied ☐ Breach of Covenant ☒ Covenant Denied ☐ 10 Day ARB Receipt ☐ 10 Day ARB App'l Reject ☐ Appraisal Acceptance Ltr ☐ Appraisal Rejection Letter ☐ SC Settlement Letter ☐ SC No Settlement

Dates

Notice: 06/23/2000 Appr Recd: // Apr Decide: // 21 Day: 08/08/2000 BOE: 08/09/2000 Arbitration: // Hearing Officer: // Sup Court: // Resolved: 01/12/2015 Decision: // Fwd/Cert Date: // Postmark: // NOA Info Provided: // BOE Info Provided: //

Manufactured Housing

Mfg: Model: Year Built: Account #: 0 Width: 0 Length: 0 Decal Yr: Decal No:

Motor Vehicles

Mfg: Model: Year Built: Tag No: Mileage: 0 VIN: Decal: Decal Yr: Condition:

Push Tech Enabled

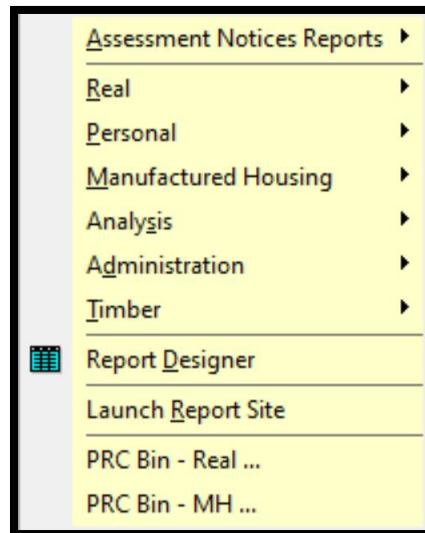
Cancel New Delete Apply OK

ADMIN SQL Desktop-R78m0K\Sqlexpress Mon, 12 August 2019 16:40:11 V4.8.7.149 INS CAPS NUM SCROLL

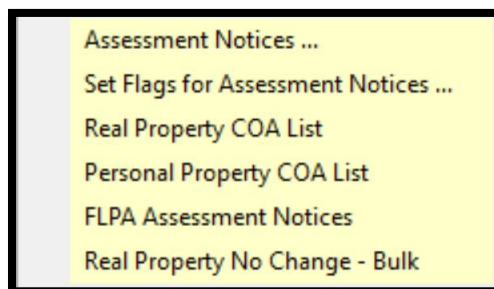
GAP Group Inc.

REPORTS MENU

The Reports Menu is used to print various reports used by the Assessor's Office. The user also has access to a Report Designer Module within WinGAP to produce customized reports for local County purposes.



ASSESSMENT NOTICE REPORTS



ASSESSMENT NOTICES

Selecting the Assessment Notices option first produces the NOA Checklist. It is extremely important that all the items on this checklist are performed prior to the exporting of any digest data.

Assessment Notice Checklist

- 1) If schedule changes have been made, run reappraise for the property type that is impacted by the schedule modification (Tools > Re-Appraise).
- 2) Make changes to Conservation Use tables per current year table of values and run Conservation Use reappraise (Tools > Re-Appraise > Real Property).
- 3) Run Data Edits (Tools > File Maintenance > Data Edits). **NOTE:** If you receive an error concerning Visual FoxPro Libraries, contact Tech Support for assistance.

- 4) Correct Issues noted in Data Edits Report
- 5) Print a Consolidation Report (Reports > Administration > Consolidation Report > Digest) for current digest year and compare it to the previous digest year's report looking for obvious errors (compare R1 to R1, R3 to R3, etc.)
- 6) Make sure that parcels receiving notices are assigned Change of Assessment reasons.
- 7) Set Assessment Change flags (Reports > Assessment Notices).
- 8) Print a preliminary list of parcels receiving Change of Assessment notices for review. (Real Property COA List & Personal Property COA List)
- 9) Print Assessment Notices after review is complete.

Once these procedures are completed, the user can close the Checklist window and proceed to the Change of Assessment form. The printing of Assessment Notices is controlled from this Form.

WinGAP - Change of Assessment - [User ID = cmartin] (DEVEL) Paulding2020

Mailing Date 12/17/2020
Last Day for Appeal / /

Property Type
☐ Real ☐ Personal

Appeal Term
☐ 30 Days
☐ 45 Days

Primary Contact
Alternate Contact

☐ Use this contact information regardless of the contact information present on the property.

Sort Order
☐ Zip Code
☐ Parcel Number
☐ Name
☐ Account

Print Range
Starting
Ending

Count Notices
 0 Flagged Accts Total Accts 0
 0 Flags Incl Agents Tot Acct+Agent 0

Processed:
 Selected Percent 0%

☒ Print Preview ☐ PDF ☐ XML
☐ Create Scripts (Used for printing ALL REAL notices)

The following properties will always be suppressed.
 Properties with Digest CLASS OF "Q"
 Properties with Digest CLASS OF "E"
 Properties with Digest CLASS OF "U"
 Properties containing an assessment reason code of "NN"

Mailing Date: The Date that the Notices will be mailed is keyed in this field. The date in the field defaults to the system date of the computer.

Last Day for Appeal: The Last Day that the taxpayer can file an appeal either by mail or in person at the Assessor's Office is keyed in this field.

Property Type: The Property Type radio button section of the Form has two types, Real and Personal. When the user tabs to the Property Type Section from the Last Day for Appeal field, the Property Type defaults to Real. The user must click on Real to set that selection, otherwise the selection can be changed to Personal by clicking with the mouse. Keying the tab key will take the user to the Print ALL Notices checkbox.

Print ALL Notices: The Print ALL Notices check box is checked when the user wishes to print all notices of the designated Property Type. If notices within a specified range are to be printed, the Print All Notices box must be unchecked. Pressing the tab key will take the user to the Appeal Term section.

Appeal Term: The Appeal Term radio button section of the Form defaults to 30 Days if the user tabs to the section from the Property Type Section. One of the two types of Appeal Terms must be selected by clicking with the mouse, and tab will take the user to the Primary Contact field.

Primary Contact: The name of the Primary Contact for Assessment Notices is keyed in this field; otherwise, a name such as "Assessor's Office" can be keyed. Regardless, some name MUST be keyed in the Primary Contact field before Assessment Notices can be printed. This information will be used in the absence of an Appraisers name on the parcel or account for which an assessment notice is being printed.

Alternate Contact: The name of the Alternate Contact for Assessment Notices is keyed in this field; otherwise, a name such as "Assessors Office" can be keyed. Regardless, some name MUST be keyed in the Alternate Contact field before Assessment Notices can be printed. This name will be used in the absence of a Primary Contact on a parcel or account.

WinGAP - Change of Assessment - [User ID = cmartin] (DEVEL) Paulding2020

Mailing Date: 05/04/2020
Last Day for Appeal: 06/03/2020

Property Type: ☒ Real ☐ Personal
☒ Print ALL Notices

Appeal Term: ☒ 30 Days ☐ 45 Days

Primary Contact: Ric Flair
Alternate Contact: Jim Duggan
Block Size: 67036
Block: 1

☐ Use this contact information regardless of the contact information present on the property.

Sort Order:
☐ Zip Code
☐ Parcel Number
☐ Name
☐ Account

Print Range:
Starting:
Ending:

Count Notices:
Count:

| | | | |
|---|-------------------|----------------|---|
| 0 | Flagged Accts | Total Accts | 0 |
| 0 | Flags Incl Agents | Tot Acct+Agent | 0 |

Processed: Selected Percent 0%

Help View ☒ Print Preview ☐ PDF ☐ XML
☐ Create Scripts (Used for printing ALL REAL notices)

The following properties will always be suppressed.
Properties with Digest CLASS OF "Q"
Properties with Digest CLASS OF "E"
Properties with Digest CLASS OF "U"
Properties containing an assessment reason code of "NN"

Cancel Print Notices

Block Size: The Block Size field and its companion Block field are used to control and simplify the printing of large numbers of Assessment Notices. The Block Size is the number of pages (each Assessment Notice is one page) included in the Block (or batch) of Notices.

Block: The Block is the batch number of Notices to be printed.

For example, the Block Size can be set at 20 and then the user can choose to preview/print/export Block 1, Block 4, or Block 10, whichever is desired, as indicated below.

| Block | Start Page | End Page |
|-------|------------|----------|
| 1 | 1 | 19 |
| 2 | 20 | 39 |
| 3 | 40 | 59 |
| 4 | 60 | 79 |
| 5 | 80 | 99 |
| 6 | 100 | 119 |
| 7 | 120 | 139 |
| 8 | 140 | 159 |
| 9 | 160 | 179 |
| 10 | 180 | 199 |

Assessor's Offices that need to print 1000s of Assessment Notices might set the Block Size to 1000 and then export the Notices in 1000-page blocks to PDF or XML, which could then either be printed in the Assessor's Office or by a service provider.

Use this contact information regardless of the contact information present on the property: If this box is checked, the Primary Contact and Alternate Contact entered in the fields above the checkbox will be used for the COA notices regardless of the selections on the Real and Personal Property General Information forms. Both the Primary and Alternate Contact fields must have an entry before the box can be checked.

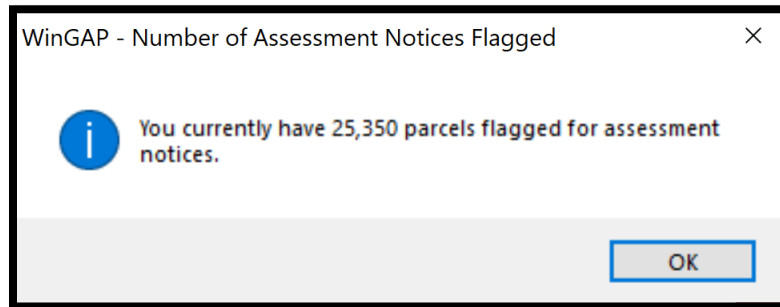
Sort Order: The Sort Order radio button section of the Form defaults to Zip Code if the user tabs to the section from the Secondary Contact field. One of the Sort Order types must be selected by clicking with the mouse, and tab will take the user to the Print Range section of the Form. The Sort Order that is selected will also control what is keyed into the Beginning and Ending Print Range fields.

Print Range: The Print Range section of the Change of Assessment Form allows the user to choose a Beginning and Ending range for the Assessment Notices to be printed.

- If Zip Code is selected as the Sort Order, a Beginning and Ending Zip Code range can be keyed into the two Print Range fields to limit the Assessment Notices that are printed to just those zip Codes. If ALL Assessment Notices in Zip Code order are desired, the user should leave the fields blank.
- If Parcel Number is selected as the Sort Order, a Beginning and Ending Parcel Number range can be keyed into the two Print Range fields to limit the Assessment Notices that are printed to just those Parcel Numbers. If ALL Assessment Notices in Parcel Number order are desired, the user should leave the fields blank.
- If Name is selected as the Sort Order, a Beginning and Ending Name range can be keyed into the two Print Range fields to limit the Assessment Notices that are printed to just those Names. If ALL Assessment Notices in Name order are desired, the user should leave the fields blank.

- If Account is selected as the Sort Order, a Beginning and Ending Account Number (Realkey) range can be keyed into the two Print Range fields to limit the Assessment Notices that are printed to just those Accounts. If ALL Assessment Notices in Account order are desired, the user should leave the fields blank.

Count Notices: The Count Button in the Count Notices section of the Change of Assessment Form can be clicked to see how many Notices have been flagged for printing. A window will appear with the total number that have been flagged for the Property Type selected (Real/ Personal). The Count ignores any Range that has been entered.



Print Preview: If the Print Preview box is checked and the user clicks the Print Notices button, a Print Preview window of the first Assessment Notice will appear.

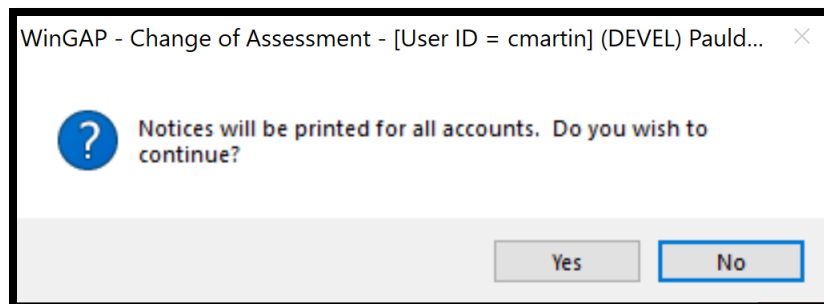
PDF: If the PDF box is checked, Assessment Notices will be exported in PDF format.

XML: If the XML box is checked, Assessment Notices will be exported in XML format.

Create Scripts: When printing very large reports (10,000+ pages, sometimes smaller) it is recommended to break that very large report into smaller reports. To attempt to standardize and automate that process, WinGAP employs the assistance of Microsoft Powershell Scripts. Checking this box will default the block size to 500 pages and will read the users selection of export type described below (PDF/XML) and create PowerShell scripts for the creation of the 500-page block sections of the large report.

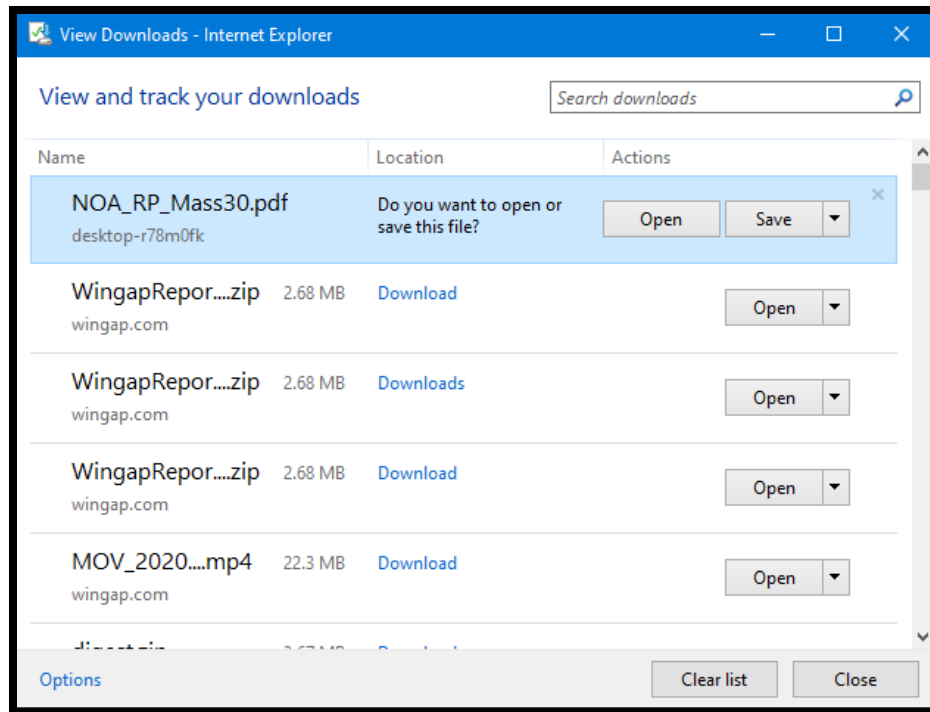
View: If the user wants to see a list of those Parcels/Accounts that have been flagged AND selected for printing, the View Button on the lower left of the Change of Assessment Form can be clicked to produce a list of all Assessment Notices that are about to be printed.

Print Notices: Once the user has selected the criteria for printing the Assessment Notices, the Print Notices button can be clicked. If the user has selected the "Print ALL Notices" option on the Change of Assessment form, an alert message will appear. If the user wants to Print ALL Notices, Yes should be clicked (another "Are you sure?" message will appear in this case, and Yes should be selected to proceed); otherwise, No can be clicked to return to the Change of Assessment form where the user can de-select the "Print ALL Notices" option.



If the Print Preview checkbox has been selected (this is the default for the Change of Assessment Form), a Print Preview will appear. The taxpayer's name, address, and property information print at the top of the Assessment Notice, with the required legal information in the middle of the Notice. A list of Assessment Reasons prints below the value section of the notices. This is followed by the Estimated Tax section which is printed at the bottom of the Notice. The Print Preview window controls at the top of the window (Menu or Tool Bar) can be used to print or Export the Assessment Notices.

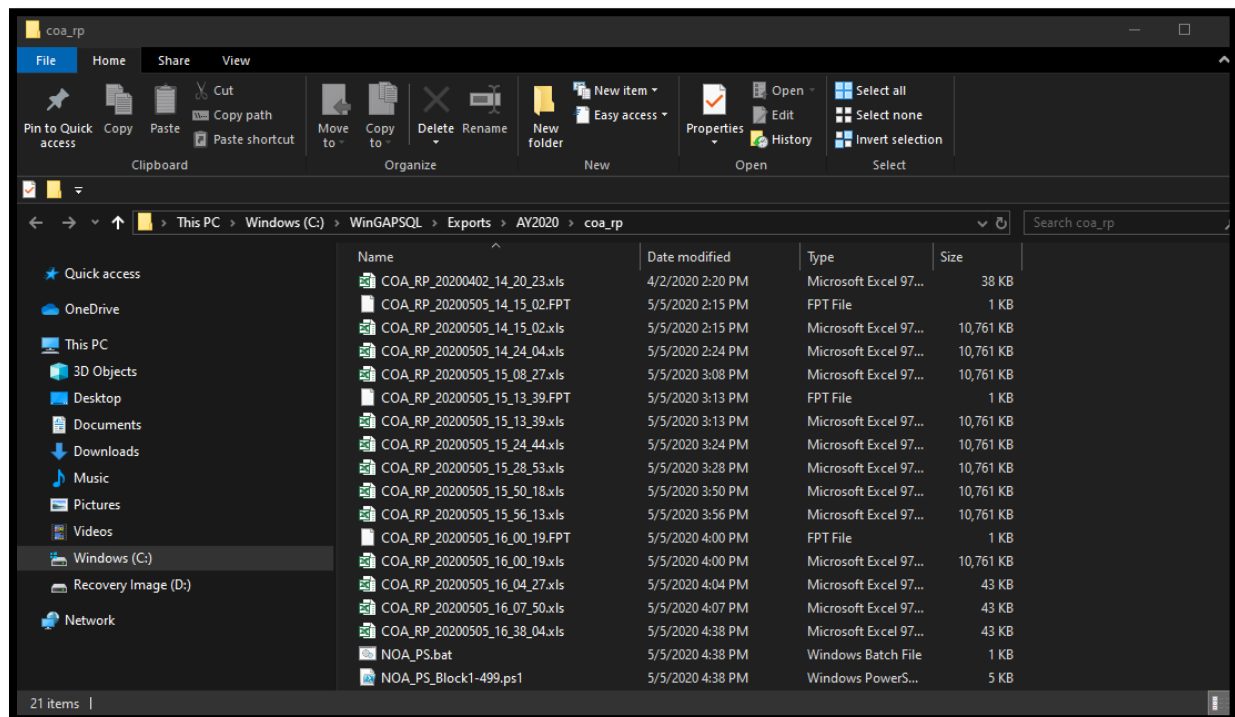
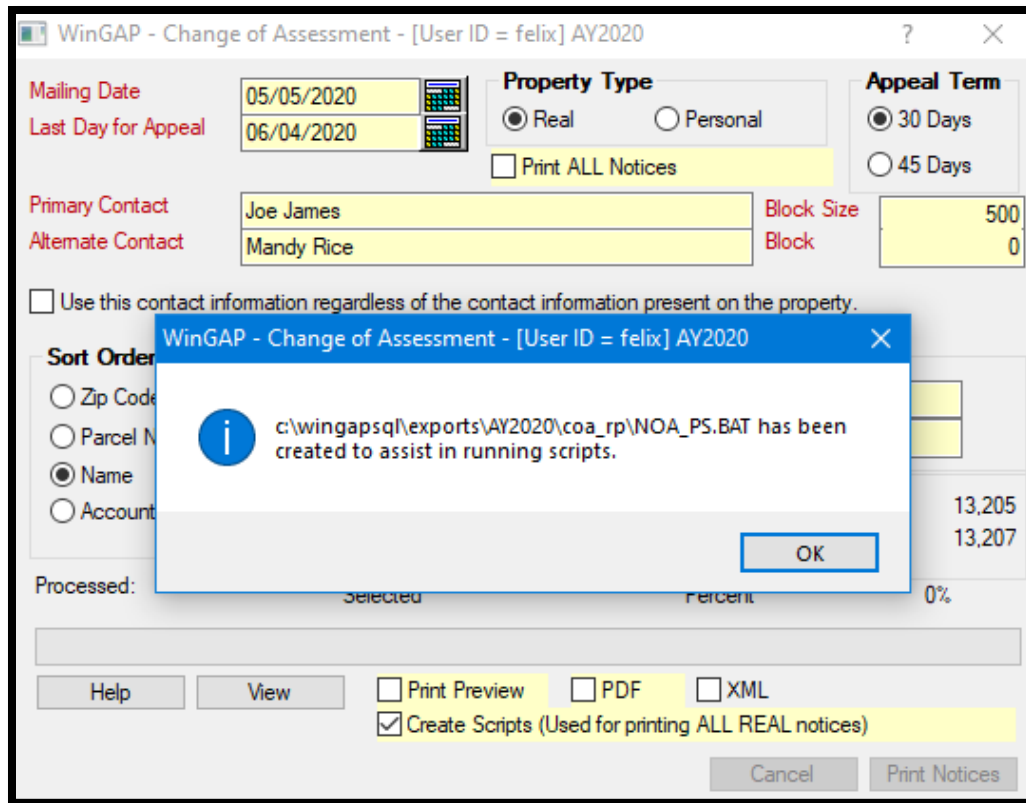
If the PDF box is checked, a PDF file containing the Assessment Notices is created, and the user will see a downloads menu where the Open button on the Notices PDF (called NOA_RP_Mass30.pdf in this example) can be clicked to Preview the PDF. The Save button can be clicked to Save the PDF file to a desired location or the Close button can be clicked to abort the process.



If the XML box on the Change of Assessment Notices form is checked, an XML file containing the Assessment Notices data is created, and this file is used in printing the Assessment Notices. SQLExpress cannot be used with the XML export process.

If the Create Scripts box is checked, a batch file will be created. This batch file will assist the user in running the scripts. The user should note the location of the batch file and navigate there. Powershell is used to run the scripts and must be installed. For Powershell configuration:

- Some systems require opening Powershell and setting execution policy to unrestricted
- Set-execution policy unrestricted
- Answer YES
- Some systems further require adding the drive containing the SERVERSHAREPATH into the internet explorer LOCAL INTRANET zone as a trust location.



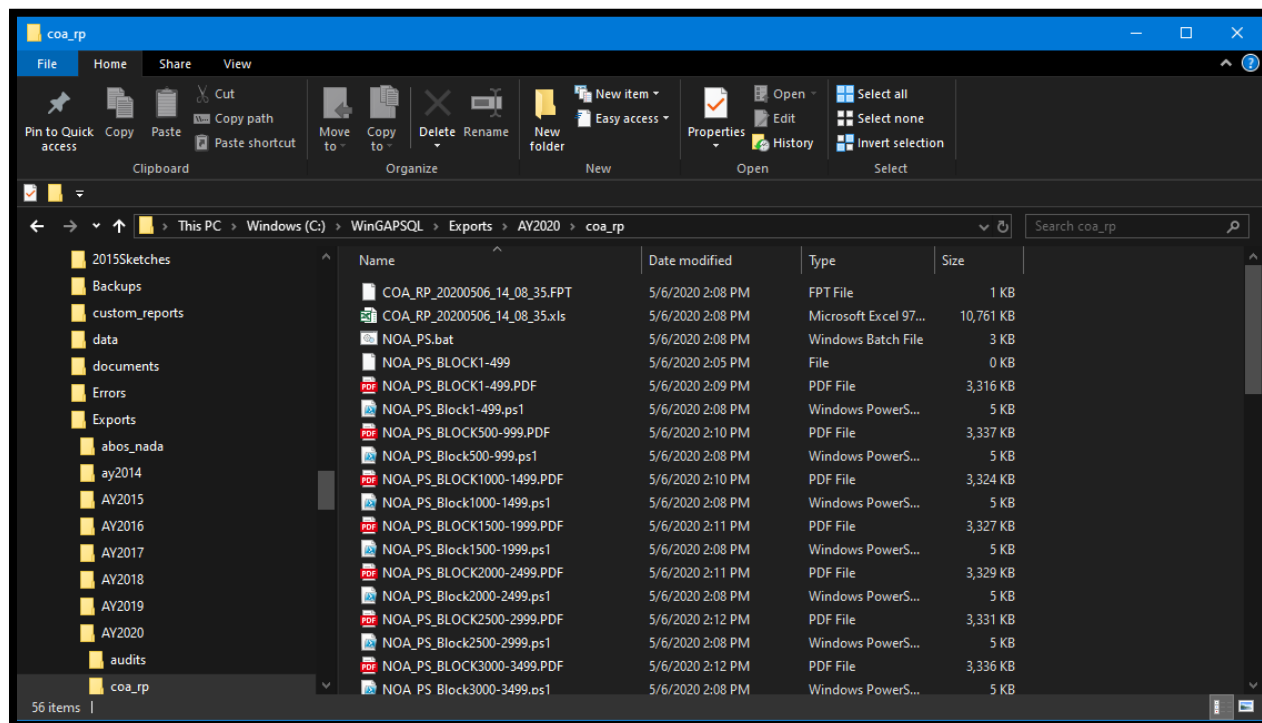
The NOA_PS.BAT file and the associated Powershell file(s) have been created to assist in printing the Notices. The NOA_PS.BAT file is executed (run) and each script file is run to create the individual PDF/XML files in the block size determined by the user's choices previously discussed. Running the NOA_PS.BAT file will cause a Powershell window to appear.

```

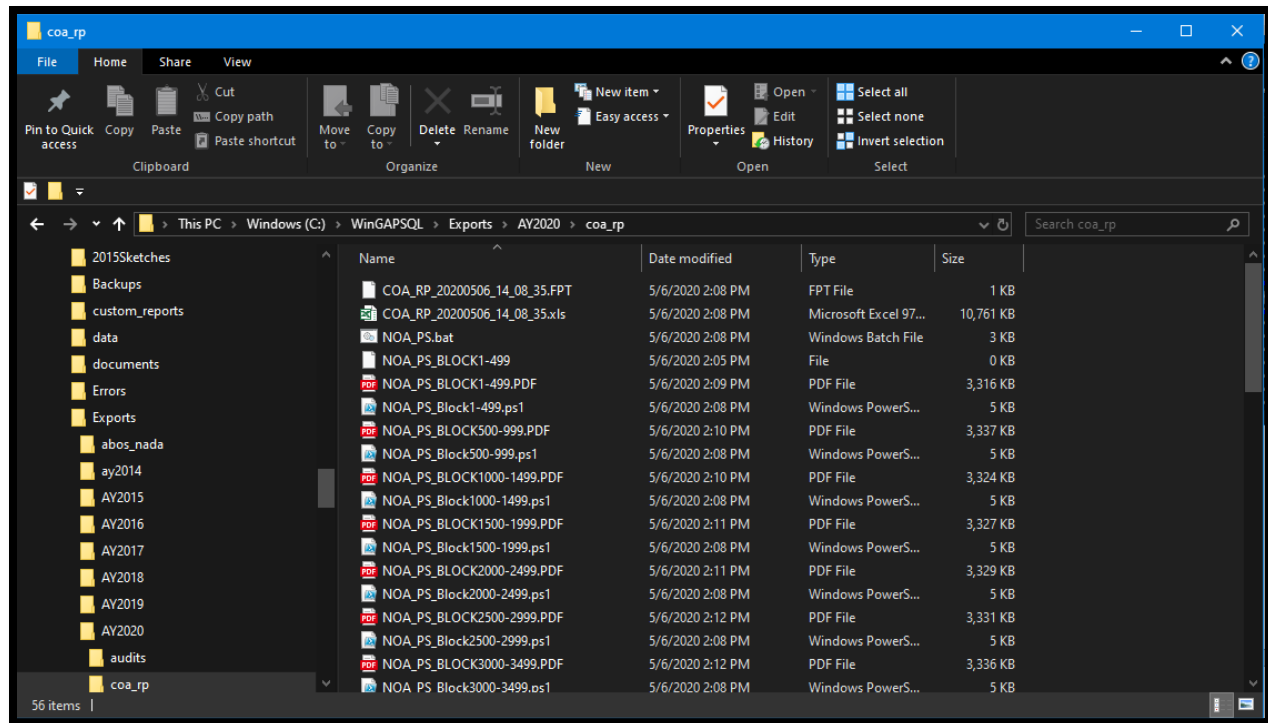
C:\WinGAPSQL\Exports\AY2020\coa_rp>powershell.exe -ExecutionPolicy Bypass -File "c:\wingapsql\exports\AY2020\coa_rp\NOA_PS_Block1-499.ps1"
C:\WinGAPSQL\Exports\AY2020\coa_rp>powershell.exe -ExecutionPolicy Bypass -File "c:\wingapsql\exports\AY2020\coa_rp\NOA_PS_Block500-999.ps1"
C:\WinGAPSQL\Exports\AY2020\coa_rp>powershell.exe -ExecutionPolicy Bypass -File "c:\wingapsql\exports\AY2020\coa_rp\NOA_PS_Block1000-1499.ps1

```

This process is creating the designated export file (in this example the selection was PDF). When the first block of 500 pages has been exported successfully, you will see the PDF in the Windows Explorer window that automatically opened and contains all the scripts created.

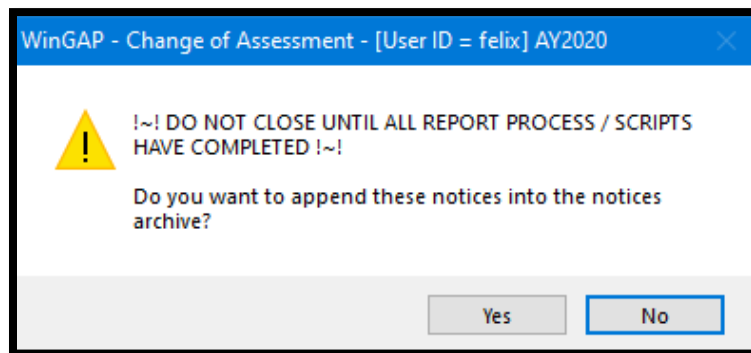


Also visible is an XLS file that is automatically created as part of the users NOA process. This is created by the system to generate an archive for reference purposes.



Allow the Powershell script to run and generate all the PDF/XML files. Each of the created files should be confirmed to have data included based on the file size (Around 3,330 KB per file in the example) by manually opening and viewing the file.

Regardless of the method used to create the Notices of Assessment, the last message the user will see as part of the NOA creation process is a message asking if the Assessment Notices that have just been printed should be appended into the Notices Archive.



If the County wants to keep an archival file of all Assessment Notices that have been printed, the "Yes" button should be clicked, at which point the Notices will be appended and the user notified and returned to the Change of Assessment Form. Otherwise, the "No" button should be clicked, the Notices will not be appended, and the user will be returned to the Change of Assessment Form.

The Assessment Notices are archived into a table called Notices.dbf. This provides the user with a means of recovering information such as the date printed, values, etc., for any notice that has been printed. Also, when an appeal is added the notice date is pulled from this archived data. Currently, the only means of accessing data from the Notices.dbf is with SSMS or SQLMaster.

After printing, the Assessment Notices can be reviewed for accuracy, folded, and placed in window envelopes for mailing. Alternatively, the county may contract with a vendor to have the notices printed and mailed for the county, so that the office staff does not have to manually print and stuff envelopes.

SET FLAGS FOR ASSESSMENT NOTICES

This option allows the user to set or remove the Assessment Notice Flag for each parcel (located in the logical field Realprop.Val_Chg) or Account (located in the logical field Personal.Notice). Selecting this option produces the Set Flags for COA Notices Form.

WinGAP - Set Flags for COA Notices - [User ID = felix] AY2020

Property Type
☒ Real ☐ Personal

Total Records Flagged 46

Flags

- ☐ Flag for Any Value Change Set Flags
- ☐ Flag for Value Increase Set Flags
- ☐ Flag for Asmt Reason Set Flags
- ☐ Flag for Return Values Set Flags
- ☐ Flag Op Utility Parcels Set Flags
- ☐ Flag for Specific Asmt Rsn Set Flags
- ☒ UnFlag All Parcels Set Flags
- ☒ Flag All Taxable PP (> 7500 and NOT 'E' or 'U') Set Flags

Close

When printing Assessment Notices, per SB346, the "Print ALL Notices" button should be selected for Real Property. However, Personal Property flags must be set manually. This can be done with the Set Flags for Assessment Notices option. The flagging procedure should be run before printing Notices or any of the COA lists.

Setting Assessment Notice flags allows the user to select the parcels or accounts that Assessment Notices will be printed for. Only parcels or accounts that have the assessment flag set to "True" will have an Assessment Notice printed. The flagging and unflagging routines will only affect the records of the property type that has been selected in the Property Type radio button section located on the upper left of the form, either Real or Personal. WinGAP defaults to the Real property type.

The first six checkboxes allow the user to flag parcels/accounts for certain conditions. The last checkbox allows the user to "unflag" all parcels/accounts before beginning the flagging process. Very often the user will click the "Unflag All Parcels" checkbox first, then click the "Set Flags" Button to the right of this item to set all the Assessment Notice flags to "False".

Any or all of the first six checkboxes can be selected at the same time. However, if the Unflag all Parcels checkbox is selected, the user should deselect any of the other checkboxes.

- **Flag for Any Value Change** will set the assessment flag to "True" for all parcels that have a difference in value between the current and previous year except for parcels/accounts that have been assigned a digest classification of Exempt or Utility or any parcels/accounts that have an assessment reason code of NN (No Notice Needed).
- **Flag for Value Increase** will set the assessment flag to "True" for parcels where the current value is greater than the previous value except for parcels/accounts that have been assigned a digest classification of Exempt or Utility or any parcels/accounts that have an assessment reason code of NN (No Notice Needed).
- **Flag for Asmt Reason** will set the assessment flag to "True" for any parcel that has at least one Assessment Reason associated with it except for parcels/accounts that have been assigned a digest classification of Exempt or Utility or any parcels/accounts that have an assessment reason code of NN (No Notice Needed).
- **Flag for Return Values** will set the assessment flag to "True" for any parcel where a Return Value has been entered except for parcels/accounts that have been assigned a digest classification of Exempt or Utility or any parcels/accounts that have an assessment reason code of NN (No Notice Needed).
- **Flag Op Utility Parcels** will set the assessment flag to "True" for any parcel that has a Digest Classification/Stratification of Operating Utility (U2).
- **Flag for Specific Asmt Reason** will allow the user to choose a specific Assessment Reason for setting flags. If this box is checked, a combo box will appear. The user can select any desired reason from the Assessment Reasons schedule to set a flag for this reason by clicking in the combo box and selecting that reason.
- **The Unflag All Parcels** item will set the assessment notice flag to "False" for all parcels, in preparation for flagging parcels with a notice for a particular condition. Very often the user will click the "Unflag All Parcels" checkbox first, then click the "Set Flags" Button (it will become available after the user clicks in the checkbox) to the right of the item to set all of the Assessment Notice flags to "False".
- **Flag All Taxable PP (> 7500 and NOT 'E' or 'U')** is only available for Personal Property, and the checkbox to select this item will become available when the user clicks the Personal Property Type in the upper left of the form. This item will flag all taxable Personal Property accounts that are greater than \$7500 (Owner's cumulative account (s) value) and do not have a Digest Code of Exempt or Public Utility, or accounts with a No-Notice reason assigned.

Once all flags have been removed, the user can select any or all of the other checkboxes to use as the criteria for printing Assessment Notices. The Set Flags button to the right of each option should be clicked to set the flags for that item. The setting or removing of flags will apply to all Parcels/Accounts that meet the criteria for that option. Each time the user clicks a Set Flags button, a running count of records flagged will be displayed on the Total Records Flagged line.

REAL PROPERTY COA LIST

Selecting this option on the Assessment Notices Reports submenu produces a print preview of the Real Property Change of Assessment Listing. This report contains a list of all real property that has been flagged for an Assessment Notice.

1

of 1

100%

Find

Next

5/6/2020 4:30:27 PM

Page 1

Notice of Assessment List for Personal Property

| Acct# | Map ID | Previous | Current | Difference | %Diff |
|----------------------|------------|------------------------|-------------------|---------------------|---------------|
| 10250 | | 1,218,949 | 1,207,469 | (11,480) | -0.94 % |
| 10255 | | 43,350 | 0 | (43,350) | -100.00 % |
| 14620 | | 490,969 | 3,110,000 | 2,619,031 | 533.44 % |
| 14845 | | 27,638 | 0 | (27,638) | -100.00 % |
| 82586 | | 1,872,546 | 1,213,969 | (658,577) | -35.17 % |
| 82591 | | 2,500 | 24,250 | 21,750 | 870.00 % |
| 82593 | | 38,835 | 0 | (38,835) | -100.00 % |
| 900007145 | | 100,000,790,217 | 5,899,541 | (99,994,890,676) | -99.99 % |
| 900007150 | | 0 | 498 | 498 | 0.00 % |
| 900007151 | | 0 | 1,766 | 1,766 | 0.00 % |
| 900007152 | | 0 | 140 | 140 | 0.00 % |
| 900007153 | | 0 | 3,000 | 3,000 | 0.00 % |
| 900007154 | | 0 | 1,000 | 1,000 | 0.00 % |
| 900007155 | | 0 | 500 | 500 | 0.00 % |
| 2109618 | 001 001 | 769,100 | 750,000 | (19,100) | -2.48 % |
| 13635 | 001 001A | 8,700 | 0 | (8,700) | -100.00 % |
| 10000 | G06 00 055 | 34,110 | 215 | (33,895) | -99.37 % |
| 900007147 | J38 00 115 | 15,000 | 5,000 | (10,000) | -66.67 % |
| 900007144 | J64C00 132 | 3,563,335 | 3,532,500 | (30,835) | -0.87 % |
| Total Notices | 19 | 100,008,875,249 | 15,749,848 | -99993125401 | 6.9795 |

Chairman, Board of Assessors

Date

FLPA ASSESSMENT NOTICES

Clicking on this option on the Assessment Notices Reports submenu produces the print preview of the FLPA Notices that are to be printed.

128

1 of 2 ? 100% Find | Next

Jones County Board of Assessors
Jones County Government Center
P O Box 1359
Gray GA 31032
(478)986-6300

WEYERHAEUSER COMPANY
KAY MOONEY
PO BOX 238
OGLETHORPE GA 31068

Notice Date: 5/6/2020

**This is not a tax bill
Do not send payment**

**Last Date To File Appeal:
6/20/2020**

County property records are available online at:
Jones_Qpublic.qpublic.net

**Official Tax Matter - 2020 Forest Land
Protection Act Fair Market / Conservation Use
Value Annual Notice**

NOTICE TO TAXPAYER
Annual Forest Land Protection Act Notice - Contents

(1) The assessment notice sent to taxpayers by the County Board of Tax Assessors shall be in accordance with and shall contain those requirements set forth in Georgia Title 48-5-306

(2) You have the right to appeal these values to the County Board of Tax Assessors followed by an appeal to either the County Board of Equalization or to Arbration and in either case, to appeal to Superior Court.

(3) If you wish to file an appeal, you must do so in writing no later than the date posted above.

(4) If you do not file an appeal by this date, your right to file an appeal will be lost.

(5) For further information on the proper method of filing an appeal, you may contact the county Board of Tax Assessors at the address and phone number listed above.

(6) Your staff contacts are A and A

(7) Information used to arrive at the Forest Land Protection Act values are available upon request in the Assessors' Office.

| Account Number | Property ID Number | Acreage | Tax District |
|----------------|--------------------|---------|--------------|
| 12791 | J02 00 003 | 285.00 | CARROLLTON |

REAL PROPERTY NO CHANGE – BULK

Clicking on this option on the Assessment Notices Reports submenu produces a Reporting Services form where the user selects the following options for the Real Property No Change notices that are to be printed:

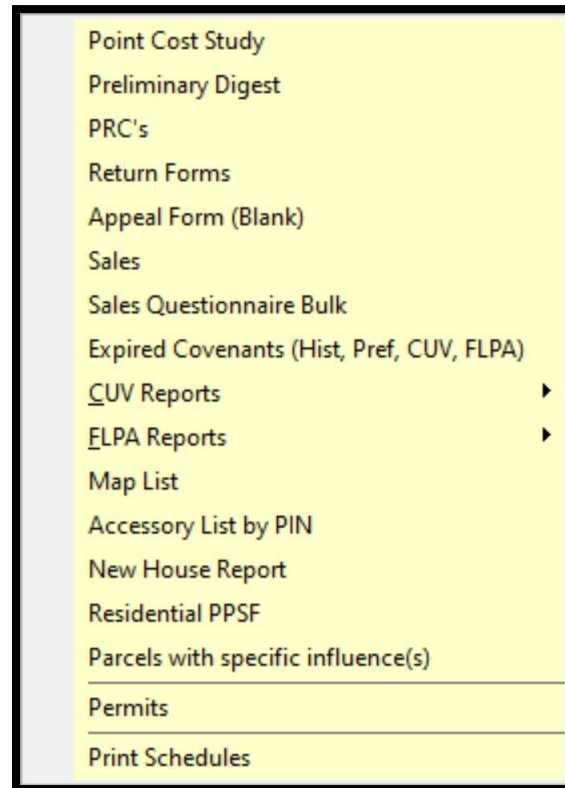
- The Notice Date (cNoticeDate)
- The Appeal Term cTerm)
- The Assessment Reason for this group of notices (REASON)
- The Digest Year (Digest Year)

ReportSvr: desktop-R78M0FK\sqlexpress ReportDB: Hall_AY2020_TEST View Report

cNoticeDate: 5/12/2020 cTerm: 45

REASON: <Select a Value> Digest Year:

Once the user has keyed the desired data in the Date and Term fields and selected a Reason, the Digest Year field will default to the current Digest Year, 2020 in this example. All the user must do now is click the View Report button and the Real Property No Change notices will appear.



POINT COST STUDY

The Point Cost Study performs an analysis on FMV residential improved sales that have occurred one year removed from the present digest year. The primary product of the study is the Residential Improvement Point Cost. The resulting Residential Improvement Point Cost is the local index that is used to convert points to dollar values in the process of valuing residential improvements. The Residential Improvement Point Cost is entered into the schedules by going to Tools > Preferences and keying the value in the field, Residential, found in the Points/Base Cost section of the screen. The Reappraise sub-menu option for Residential Improvements (Tools > Reappraise > Real Property) must be run to apply any new point cost to all residential improvements.

| <div> <div>1 of 2 ?</div> <div>100%</div> <div>Find Next</div> </div> | | | | | | | | | | | | | | |
|---|----------|-------|------|------|------|-------|------|------|------------|--------|---------|------------|----------------|-------------|
| PARCEL NO | YR BUILT | GRADE | AREA | FUNC | ECON | %COMP | PHY | CDU | ADJ POINTS | NET SP | LANDVAL | BLDG RESID | BLDG RES - ADJ | POINT VALUE |
| 014310150000 | 2019 | 1.20 | 2243 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 2696 | 317700 | 40000 | 275190 | 277970 | 103.10 |
| 014310180000 | 2019 | 1.20 | 2529 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 2282 | 282900 | 40000 | 241110 | 243545 | 106.72 |
| 014320100000 | 2019 | 1.20 | 2626 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 2317 | 298830 | 40000 | 254630 | 257202 | 111.01 |
| 014320250000 | 2019 | 1.20 | 2916 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 2749 | 349900 | 40000 | 307560 | 310667 | 113.01 |
| 029220900000 | 2019 | 1.10 | 2275 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 1907 | 236480 | 50000 | 185180 | 187051 | 98.09 |
| 029220130000 | 2019 | 1.10 | 2275 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 1914 | 247990 | 50000 | 196690 | 198677 | 103.80 |
| 029230050000 | 2019 | 1.10 | 2000 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 1770 | 241549 | 50000 | 190549 | 192474 | 108.74 |
| 029230120000 | 2019 | 1.10 | 2410 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 2142 | 281494 | 50000 | 230144 | 232469 | 108.53 |
| 029230200000 | 2019 | 1.10 | 2396 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 2140 | 256085 | 50000 | 204935 | 207005 | 96.73 |
| 029230330000 | 2019 | 1.10 | 1874 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 1667 | 224867 | 50000 | 173667 | 175421 | 105.23 |
| 029230340000 | 2019 | 1.10 | 2275 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 1907 | 225993 | 50000 | 174793 | 176559 | 92.58 |
| 029230350000 | 2019 | 1.10 | 1872 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 1694 | 233764 | 50000 | 182364 | 184206 | 108.74 |
| 029230360000 | 2019 | 1.10 | 2275 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 1914 | 250000 | 50000 | 198800 | 200808 | 104.92 |
| 030130160000 | 2019 | 1.20 | 3040 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 2806 | 366147 | 50000 | 315187 | 318371 | 113.46 |
| 030130230000 | 2019 | 1.20 | 3040 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 2808 | 371079 | 50000 | 319579 | 322807 | 114.96 |
| 030130250000 | 2019 | 1.20 | 2940 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 2752 | 399241 | 50000 | 347941 | 351456 | 127.71 |
| 030130260000 | 2019 | 1.20 | 2912 | 1.00 | 1.00 | 1.00 | 0.99 | 1.00 | 2766 | 384116 | 50000 | 332416 | 335774 | 121.39 |

PRELIMINARY DIGEST

Clicking on the Preliminary Digest option produces a reporting services form where the user selects the Tax District(s) for the desired Preliminary Digest.

| | | | | |
|-----------------|----------------------------|----------|--------|-------------|
| ReportSvr | desktop-R78M0FK\sqlexpress | ReportDB | AY2020 | View Report |
| Tax District(s) | <input type="text"/> | | | |

The user can select one or more Tax Districts by clicking in the appropriate checkbox, or select All Tax Districts by selecting that box. The View Report button on the right of the report form can be clicked to produce the desired Preliminary Digest.

| | | | | |
|-----------------|---|----------|--------|-------------|
| ReportSvr | desktop-R78M0FK\sqlexpress | ReportDB | AY2020 | View Report |
| Tax District(s) | <input type="checkbox"/> (Select All) <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 | | | |

The Preliminary Tax Digest is a working or edit listing of all the Real Property in the County at the appraised 100% value. Property values are separated by types of property, such as Residential or Commercial Improvements, Accessory Improvements, and Land Value, stratified and totaled for each Parcel. The listing is in alphabetical order by Owner name.

| <div> <div> <div>1 of 2 ?</div> <div>100%</div> <div>Find Next</div> </div> <div> <div>WinGAP</div> <div> Preliminary Digest - Real Property DISTRICTS:01 </div> </div> </div> | | | | |
|--|------------|---|------------|----------|
| Name | PARCEL NO | LEGAL Desc | TOTALACRES | CURR_VAL |
| 21ST MORTGAGE CORPORATION 620 MARKET STREET KNOXVILLE, TN 37902 | J39 00 006 | 3C/467 NATHAN ROBERTS RD 367/734 | 2.00 | 35,535 |
| | CS | Count | Value | |
| | R4 | 1 | 7,500 | |
| | R1 | 1 | 28,035 | |
| 818 DEVELOPMENT 401 CHERRY STREET MACON, GA 31201 | J58 00 093 | LOT 3 CHAPMAN-WHEELER PB14/63 DB 413/442 | 1.00 | 5,500 |
| | CS | Count | Value | |
| | R4 | 1 | 5,500 | |
| A & D ELECTRIC LLP 907 HOWARD ROBERTS ROAD GRAY, GA 31032 | J44B00 022 | LOT 22 CRESTVIEW WOODS 14/300 405/607 | 0.80 | 122,960 |
| | CS | Count | Value | |
| | R3 | 1 | 20,000 | |
| | R1 | 1 | 102,960 | |
| A & D ELECTRIC 907 HOWARD ROBERTS ROAD GRAY, GA 310321234 | J51 00 083 | LL 77 LD 8 PB 12/190 DB 425/650 LOT 65 | 1.29 | 7,740 |
| | CS | Count | Value | |
| | R3 | 1 | 7,740 | |

PRC'S

PRCs (Property Record Cards) can be selected for printing on a mass basis by clicking on this option. This produces a Select PRCs window.

NOTE: The PRCs that are selected using this option are sent to the PRC Holding Bin for printing. Property Record Cards can also be printed one at a time from the Real, Personal, and Manufactured Homes General Information Forms, and from the PRC Holding Bin if the PRCs have been sent to the Holding Bin.

WinGAP - Select PRCs - [User ID = cmartin] (DE... ? X

Select by

PRCs Selected

Fixed Text

Beginning

Ending

Help

Cancel

OK

The first task facing the user from the Select PRCs window is to select the manner by which the PRCs will be selected and sent to the Holding Bin. There are five selections available.

- Digest Class
- Name

- Neighborhood
- Parcel Number
- Subdivision

An order is selected by clicking on the Select By combo box.

WinGAP - Select PRCs - [User ID = cmartin] (DE... ? X

Select by: [Digest Class, Name, Neighborhood, Parcel Number, Subdivision]

Beginning: []

Ending: []

PRCs Selected: []

Fixed Text: []

[Help] [Cancel] [OK]

Digest Class: If the Digest Class option is selected, the user will be asked to select a Digest Class. Once a Digest Class is selected, the OK Button is clicked to send the PRCs to the PRC Holding Bin. The user will receive a message that the PRCs were added to the Holding Bin and the number of PRCs that were sent will display on the Select PRCs window.

WinGAP - Select PRCs - [User ID = cmartin] (DE... ? X

Select by: [Digest Class]

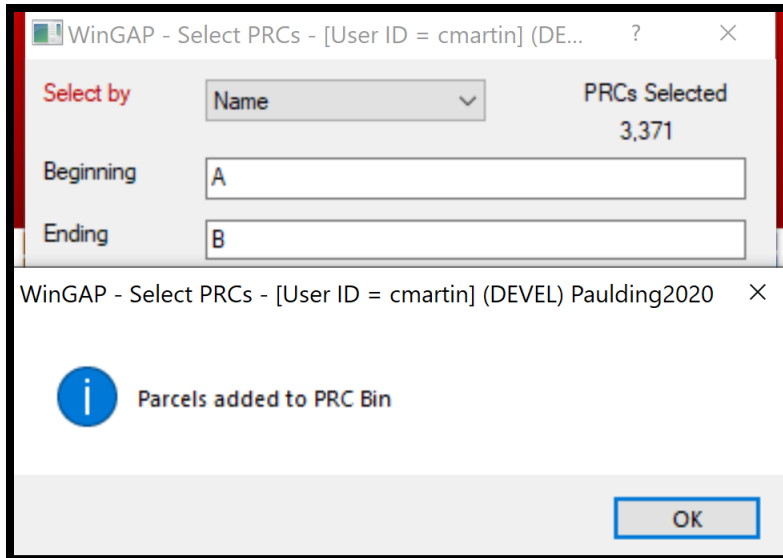
Digest Class: [A, C, E, H, I, P, R, T, U, V, W]

PRCs Selected: []

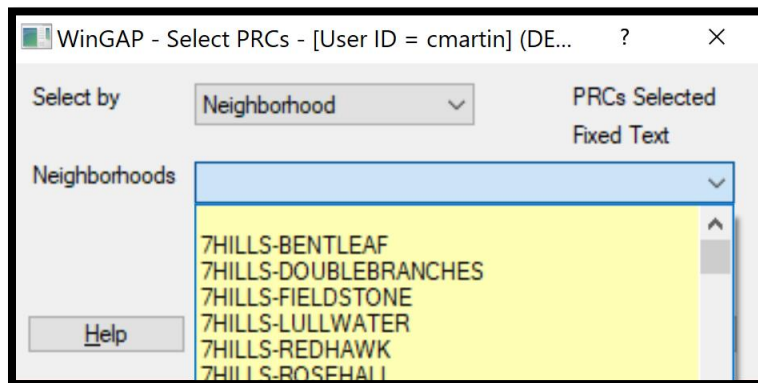
Fixed Text: []

[Help] [Cancel] [OK]

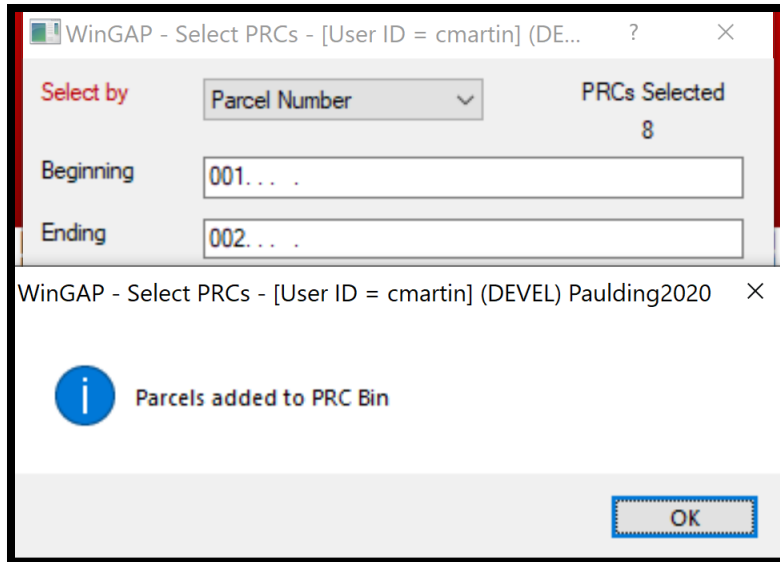
Name: If the Name option in the Select by combo box is selected, the user will be presented with two fields where a Beginning and Ending Name, or part of a Name, such as the letters "A" and "B", can be keyed. If all Names are desired the fields should be left blank. As under the Digest Class option, the OK Button is clicked to send PRCs to the PRC Holding Bin. The number of PRCs that were sent will display on the Select PRCs window under the "PRCs Selected" text.



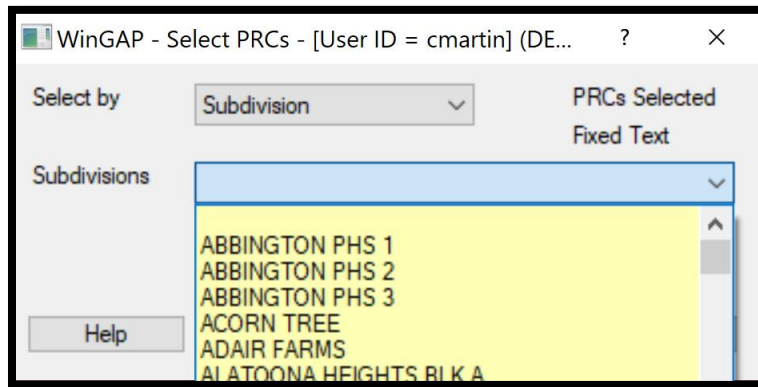
Neighborhood: If the Neighborhood option in the Select by combo box is chosen, as seen below, the user will be presented with a second combo box where a Neighborhood can be selected. The Neighborhood option for printing PRCs can be used only if the Neighborhood schedule has been set up in Tools > Schedules/Tables > Neighborhoods, and parcels have been assigned to a Neighborhood on the Real Property General Information Form. Once a Neighborhood is selected from the Neighborhoods list, the OK Button is clicked to send the PRCs to the PRC Holding Bin. The number of PRCs that were sent will display on the Select PRCs window under the “PRCs Selected” text.



Parcel Number: If the Parcel Number option in the Select by combo box is chosen the user will be presented with two fields where a Beginning and Ending Parcel Number, or part of a Parcel Number such as “001” and “002”, can be keyed. If all Parcel Numbers are desired, the fields should be left blank. As under the Digest Class option, the OK Button is clicked to send the PRCs to the Holding Bin. The number of PRCs that were sent will display on the Select PRCs window under the “PRCs Selected” text.



Subdivision: If the Subdivision option in the Select by combo box is chosen, the user will be presented with a combo box where a Subdivision can be selected, as seen below. The Subdivision option for printing PRCs can be used only if the Subdivision schedule has been set up in Tools > Schedules/Tables > Subdivisions List, and every parcel has been assigned to a Subdivision on the Real Property General Information Form. Once a Subdivision is selected, the OK Button is clicked to send the PRCs to the PRC Holding Bin. The number of PRCs that were sent will display on the Select PRCs window under the “PRCs Selected” text.



RETURN FORMS

Real Property Return Forms can be printed by clicking on this option on the Reports > Real sub-menu. This produces a window that displays a listing of all Owners, in the default Name order. The list can be narrowed by keying the desired name in the single line edit Search Field, then clicking the Search button.

WinGAP - Real Property Returns - [User ID = cmartin] (DEVEL) Paulding2020

Owner Name ☒ Name ☐ Parcel

| Lastname | Firstname | Middle | Parcel_No |
|---------------------------|-----------|--------|--------------|
| SMITH A MICHAEL | | | 028310030000 |
| SMITH ADAM J | | | 248230580000 |
| SMITH ADRIAN V | | | 188230060000 |
| SMITH AIDEN | | | 035220280000 |
| SMITH ALBA A | | | 173120360000 |
| SMITH ALBERT | | | 213310300000 |
| SMITH ALECIA A | | | 181410030000 |
| SMITH ALEXIS | | | 058310170000 |
| SMITH ALICE I LIFE ESTATE | | | 142440210000 |
| SMITH ALICE L | | | 078410080000 |
| SMITH ALICIA A | | | 223210480000 |
| SMITH ALICIA F M | | | 138220560000 |
| SMITH ALICIA R | | | 207140080000 |
| SMITH ALI EN R JR | | | 008420330000 |

The Return Form for any owner can be printed by clicking on the desired record in the list box and then clicking the Preview Button, where it can be viewed and then printed.

| | | | | |
|--------|--|------|--|---|
| 1 of 1 | | 100% | | <input style="width: 80%;" type="text"/> Find |
|--------|--|------|--|---|

PT-50R (Jan-2018)

TAXPAYER'S RETURN OF REAL PROPERTY
DOOLY COUNTY
TAX YEAR 2020

O.C.G.A. Section 48-5-15(a): 'All improved and unimproved real property in this state which is subject to taxation shall be returned in person or by mail by the person owning the real property or by his agent or attorney to the tax receiver or tax commissioner of the county where the real property is located.'

Due Date: April 1, 2020

Complete Sections A, B, and C and sign in Section D.

SECTION A: PROPERTY INFORMATION

| | | | |
|---|--------------------|---------------------|---|
| MAP & PARCEL IDENTIFICATION U 3 4 1 | TAX DISTRICT 04 | ACCOUNT NO. 3979 | If property is in a covenant, list year covenant first began: |
| DESCRIPTION OF PROPERTY OFF BLDG/L BLK 15 339-27 PB 7-269 | | | |

SECTION B: OWNER INFORMATION

| PREVIOUS YEAR INFORMATION | | CURRENT YEAR INFORMATION (IF DIFFERENT FROM PREVIOUS YEAR) | |
|-----------------------------|---------------------------|---|--|
| NAME | SMITH & SONS CONSTRUCTION | NAME | |
| ADDRESS 1 | | ADDRESS 1 | |
| ADDRESS 2 | PO BOX 312 | ADDRESS 2 | |
| ADDRESS 3 | | ADDRESS 3 | |
| CITY STATE ZIP | UNADILLA GA 31091 | CITY STATE ZIP | |
| DAYTIME PHONE NO (OPTIONAL) | | DAYTIME PHONE NO (OPTIONAL) | |
| | | | |

SECTION C: FAIR MARKET VALUE INFORMATION

| TYPE OF REAL PROPERTY | ACRES | DESCRIPTION OF IMPROVEMENT | *CLASS/STRATA | PREVIOUS YEAR'S 100% FAIR MARKET VALUE | CURRENT YEAR TAXPAYER 100% STATED FAIR MARKET VALUE |
|-----------------------|-------|----------------------------|---------------|--|---|
| Land | 0.44 | | R3 | 4,700 | |
| Land | 0.00 | | | 0 | |
| Improvement | | | R1 | 24,300 | |

The Return forms can be displayed in Parcel Number order by clicking in the Parcel checkbox and the list will automatically refresh to that order. Like with Name order, the list can be narrowed by keying part of the desired parcel number in the single line edit Search Field, then clicking the Search button.

WinGAP - Real Property Returns - [User ID = cmartin] (DEVEL) Paulding2020

Owner Name Search ☐ Name ☒ Parcel

| Parcel_No | Lastname | Firstname |
|--------------|----------------------|-----------|
| 001230020000 | SHEPHERD LEE ROY | |
| 001240010000 | STOVER JANICE M | |
| 001310010000 | JACKSON JERAMIA | |
| 001310020000 | WAITS HARRY M | |
| 001320010000 | STOVER DALE GUY | |
| 001320020000 | LOY MICHAEL D | |
| 001340020000 | HOLMES HENRY H | |
| 001430010000 | JORDAN JOSHUA TERRY | |
| 003240010000 | THOMPSON ALFRED E JR | |
| 003330010000 | MOON INVESTMENTS LLC | |
| 003340010000 | NELSON DAVIS R | |
| 004130010000 | FRANKS TIMOTHY LEE | |
| 004140010000 | TURNER FRED DONALD | |
| 004240010000 | FLYNN L AND G | |

Help Preview Cancel Done

If the user wishes to print a batch of Return Forms, first one is previewed and printed, then another is selected and printed, and so on. Once all the Return Forms are printed, the Done button is clicked to return to the WinGAP main screen.

NOTE: Return Forms can also be printed from the Real Property General Information Form by right-clicking on the Printer button on the lower left of the Form and selecting Real Property Return Form on the menu that appears.

APPEAL FORM (BLANK)

A Blank Appeal Form that can be used by the taxpayer to file an appeal on their property can be printed by clicking on this option. This produces a Print Preview of the form, in PDF format.

NOTE: An Appeal Form with all the preprinted information about the Owner and Property in question can be printed by going to the appropriate parcel, account, or prebilled manufactured house, right clicking on the printer button on the lower left of the screen, and selecting Appeal Form on the menu that appears.

PT-311-A (Revised Jul 2018)

| APPEAL OF ASSESSMENT FOR DIGEST YEAR : | | | | | | | | | | | | | | | | | |
|---|-----------------------------------|--|--|-------|--------------------------|------------|--------------------------|------------|--------------------------|------------------|--------------------------|--------------------|--------------------------|--------------------|--------------------------|--|--|
| Appeal No: _____ | | | | | | | | | | | | | | | | | |
| Name | | | Home Phone | | | | | | | | | | | | | | |
| Address | | | Work Phone | | | | | | | | | | | | | | |
| Address | | | Email Address | | | | | | | | | | | | | | |
| City | State | Zip | | | | | | | | | | | | | | | |
| Property / Appeal Type (Check One) | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Real | <input type="checkbox"/> Personal | <input type="checkbox"/> Motor Vehicle | <input type="checkbox"/> Manufactured Home | | | | | | | | | | | | | | |
| Property ID Number | | | Account Number | | | | | | | | | | | | | | |
| Property Description | | | | | | | | | | | | | | | | | |
| Specify Grounds for Appeal: | | You must select only one of the following options: | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th colspan="2">Check all that apply</th> </tr> </thead> <tbody> <tr> <td>Value</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Uniformity</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Taxability</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Exemption Denied</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Breach of Covenant</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Denial of Covenant</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> | | Check all that apply | | Value | <input type="checkbox"/> | Uniformity | <input type="checkbox"/> | Taxability | <input type="checkbox"/> | Exemption Denied | <input type="checkbox"/> | Breach of Covenant | <input type="checkbox"/> | Denial of Covenant | <input type="checkbox"/> | <input type="checkbox"/> BOE: appeal to the county board of equalization with appeal to the superior court (any / all grounds) <input checked="" type="checkbox"/> * ARBITRATION: to arbitration with an appeal to the superior court (valuation is only grounds that may be appealed to arbitration) <input type="checkbox"/> HEARING OFFICER: for (1) nonhomestead real property (and contiguous real property) or (2) wireless personal property account(s) with a FMV in excess of \$500,000, to a hearing officer with appeal to superior court (value and uniformity only) <input checked="" type="checkbox"/> * SC: Directly to Superior Court (requires consent of BOA) (any / all grounds) | |
| Check all that apply | | | | | | | | | | | | | | | | | |
| Value | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Uniformity | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Taxability | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Exemption Denied | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Breach of Covenant | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Denial of Covenant | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Owner's value assertion (required) | | * Additional Cost / Fees May apply | | | | | | | | | | | | | | | |
| Property Owner Comments | | | | | | | | | | | | | | | | | |
| Property Class <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Other: _____ | | | | | | | | | | | | | | | | | |

SALES

A report listing Sales for any year of sales can be printed by clicking on this option. This produces a Reporting Services screen where the user selects the Starting and Ending year for Sales Report. For example, the user desires a report for all sales for the year 2018. The user would key 2018 for the Starting Sale Year, and 2018 for the Ending Sale Year, then click View Report. A listing with all Sales for the Sale Year 2018 will appear.

Starting Sale Year: Ending Sale Year:

Parcel Number [Optional]:

1 of 2 ? > | 100% | Find | Next

SalesReport

| Grantee | Parcel Number | Sale Date | Deed Page | Plat Page | Sale Price | Sale Class | Strat | Reason | Sale Qualifier | State |
|---|---------------|------------|-----------|-----------|------------|------------|-------|--------|----------------|-------|
| Grantor | | | | | | | | | | |
| ROPPE CHARLES C & SHELLY S ROPPE PEEBLES GROVER C JR & | E0001 018 | 08/30/2018 | 447 279 | | 100000 | R | | 1 FM | HM | N |
| NEVELL TANYA BURNS DANNY L & TANYA H | E0001 032 | 10/09/2018 | 448 35 | | 0 | R | | 1 KN | HM | N |
| LEM INVESTORS (DOGWOOD STREET) LLC MORRIS RAYMOND MRS | E0001 035 | 05/14/2018 | 445 294 | 1 95 | 65000 | R | | 1 KN | HM | N |
| QUICKEN LOANS INC WRIGHT HOMER J III | E0001 039 | 05/25/2018 | 445 525 | 19 143 | 0 | R | | 1 FC | HM | N |
| FEDERAL HOME LOAN MORTGAGE CORPORATION QUICKEN LOANS INC | E0001 039 | 05/25/2018 | 445 528 | 19 143 | 0 | R | | 1 BK | HM | N |
| WILLIAMS CARALEE PRIDGEN PHILLIPS PHIL & | E0001 040C | 04/02/2018 | 444 636 | 9 144 | 93000 | R | | 1 FM | KY | N |
| ROBERTS LONNIE & GINA BRASLEY HENRY RABUN | E0001 040D | 11/08/2018 | 448 595 | 22 374 | 3700 | R | | 1 NE | KY | N |
| GOOGE JEAN B GOOGE JEAN B & RALPH D | E0001 057 | 05/16/2018 | 445 341 | 3 132 | 0 | R | | 4 KN | HM | N |

The user can refine the Sales Report even more by keying an optional Parcel Number in that field. In this case, the user wants all Sales that occurred in Sale Year 2018 on Map E0004. The user would key 2018 in the two Sale Year fields, E0004 in the Parcel Number field, and click View Report. A Sales Report matching this criteria will appear.

Starting Sale Year: Ending Sale Year:

Parcel Number [Optional]:

1 of 1 > | 100% | Find | Next

SalesReport

| Grantee | Parcel Number | Sale Date | Deed Page | Plat Page | Sale Price | Sale Class | Strat | Reason | Sale Qualifier | State |
|--------------------------------------|---------------|------------|-----------|-----------|------------|------------|-------|--------|----------------|-------|
| Grantor | | | | | | | | | | |
| SHALUNCO INC DUNN JAMES EDWARD SR | E0004 013 | 10/03/2018 | 447 778 | 2 57 | 58000 | R | | 1 FM | HM | N |
| HARMON FREDDIE HARMON EDDIE | E0004 086 | 10/31/2018 | 448 384 | 3 329 | 0 | R | | 1 KN | KH | N |
| HARMON FREDDIE HARMON EDDIE | E0004 087 | 10/31/2018 | 448 384 | 3 329 | 0 | R | | 1 KN | KH | N |
| HARMON FREDDIE HARMON EDDIE | E0004 088 | 10/31/2018 | 448 384 | 3 329 | 0 | R | | 1 KN | KH | N |

SALES QUESTIONNAIRE BULK

A Sales Questionnaire Bulk can be printed for all sales in the current digest year by clicking on this option. This produces the Current Sales Questionnaire.

ReportSvr ReportDB
DIGYR

1 of 2 ? 100% Find | Next

Jones County Board of Tax Assessors
Jones County Government Center
P O Box 1359
Gray GA 31032

Phone:(478)986-6300 Fax :(478)986-6504 Email :jcotax@mto.infl.net

5/12/2020 **Current Sales Questionnaire**

| | | |
|--|-------------------------------------|--|
| BAKER ANDREW DALE 550 Macon Hwy Apt 8 ATHENS GA 30606 | Legal Desc Map ID Total Acres | LOT 19 TUMBLING SHOALS SUB SEC 1 PB\11\229 J35 00 020 4.30 |
|--|-------------------------------------|--|

The Board of Assessors is conducting a survey for information concerning sales that have occurred in the prior year. Please answer the questions below in order for the appraisal staff to properly qualify sales data to ensure that arm-length sales are used to develop valuation tables for property. Once completed, please fax, email, or mail the information in the provided self-addressed stamped envelope. Thank you for your cooperation.

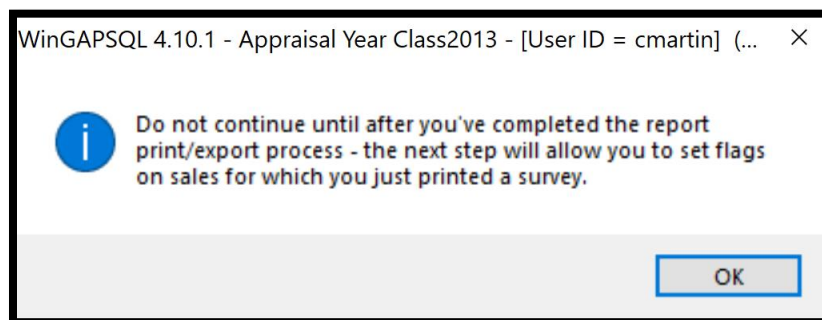
ARE THE BUYER & SELLER RELATED? YES / NO IF YES, RELATION _____

IN YOUR OPINION, WAS THIS AN ARMS-LENGTH TRANSACTION REPRESENTATIVE OF FAIR MARKET VALUE? YES / NO IF NO, WHY NOT? _____

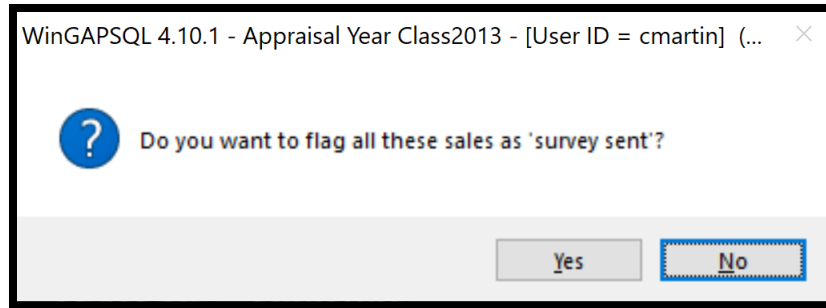
DID THE SALE INVOLVE ANY PERSONAL PROPERTY? i.e.: BOAT, TRACTOR, INVENTORY, ETC YES / NO
IF YES, ESTIMATE OF VALUE \$ _____

DID YOU TRADE ANYTHING IN ADDITION TO CASH? YES / NO
IF YES, ESTIMATE OF VALUE \$ _____

After the Sales Questionnaire is printed and the user closes the report form, a couple of messages will appear. The first message informs the user that there is one more step in the Sales Questionnaire printing process.



The user should click OK on this message and the second message will appear asking if all of these sales should be flagged as Survey sent.



Clicking the Yes button will place a checkbox on the Sales Information form for all these sales in the Survey Sent checkbox; clicking the No button will not flag any of these sales. If the Yes option above was selected, WinGAP also places a message in the Comments field noting that a Sales Questionnaire was sent in Bulk for this sale.

WinGAP - Sales Information - [User ID = cmartin] (DEVEL) - J44 00 129 Class2013

Owner: LIBERTY LAND VENTURES INC Parcel #: J44-00-129- Key: 3903 Load Image

| Grantee | Grantor | Date | Deedpage | Rsn | Saleprice | Cs | Sq | Aud | digest |
|----------------------|---------|------------|----------|-----|-----------|----|----|-----|--------|
| LIBERTY LAND VENTURE | | 01/30/2019 | 408 3-72 | NM | 1000 R. | | N | N | |

Sales Information

Buyer: LIBERTY LAND VENTURE

Seller:

PT-61 #: 0 Book: 408 3 Page: 72

Sale Date: 01/30/2019 Deed: 14 1 Plat: 32

RETT: 0.00

Print Survey ☒ Survey Sent ☐ Survey Received

Sale Price: 1,000 State (Y/N): N Net Saleprice: 1000

Adjustment: 0 FMV: 14683 Class: Residential

Timber Adj: 0 MAVVAL: 0 Strat: Small Tract

Multi Pin Adj: 0 Qualifier:

Pers Adj: 0 Instrument:

Other Adj: 0 Acres: 0.00

RSN: Not Market

Asmt Reason:

Comments

Survey Sent in bulk operation on Dec 21 2020 9:28AM by cmartin using WINGAP

Edit History Cancel New Delete Apply OK

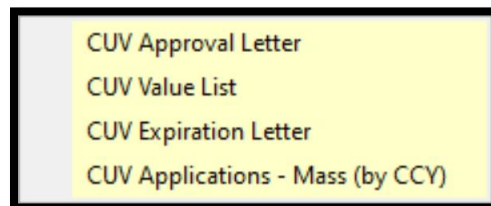
EXPIRED COVENANTS (HIST, PREV, CUV, FLPA)

A listing of all Expired Covenants (Historical, Preferential, Conservation Use, and Forest Land Protection Act) can be printed with this option on the Reports > Real sub-menu. This produces a Print Preview of the report. Covenants that have already expired are highlighted in Red in the Expire Year column while covenants that will expire in the current Digest Year are listed in standard font. The county should print an Expiration Letter for each of the expiring covenants and send it to the property owner to inform them of the expiration of the covenant. For covenants that have already expired, the County should remove the covenant exemption before mailing Assessment Notices.

| <div> <div> <div>1 of 2 ?</div> <div>100%</div> <div>Find Next</div> </div> </div> | | | |
|--|----------|---------|-------------|
| <div> <div>Expiring or Expired Covenants</div> <div>Digest Year : 2020</div> </div> | | | |
| PARCEL NO | COVBEGIN | COVTYPE | EXPIRE YEAR |
| 074 057 | 2011 | CUV | 2020 |
| 034 006 | 2010 | CUV | 2019 |
| 064 030P | 2011 | CUV | 2020 |
| 042 029 | 2010 | CUV | 2019 |
| 039 014 | 2010 | CUV | 2019 |
| 086 040 | 2010 | CUV | 2019 |
| 090 002 | 2011 | CUV | 2020 |
| 079 083 | 2011 | CUV | 2020 |
| 021 013 | 2011 | CUV | 2020 |
| 046 003 | 2011 | CUV | 2020 |
| 067 017A | 2011 | CUV | 2020 |

CUV REPORTS

The CUV Reports option produces a submenu that allows the user to print a Conservation Use Approval Letter, a Conservation Use Value List, a CUV Expiration Letter, and CUV Applications grouped by Conservation Use Year.



CUV APPROVAL LETTER

The CUV Approval Letter option on the submenu will print a notice informing the taxpayer of CUV covenant approval. The letter will be printed for every parcel where the CUV covenant year equals the digest year.

1 of 2 ? 100% Find | Next

Burke County Board of Tax Assessors
P.O. Box 46
Waynesboro GA 30830

Digest Yr: 2020

| | |
|---|---|
| NOTICE: THIS IS NOT A BILL. | Conservation Use Assessment Approved |
| WIKE GEORGE I JR 2785 THOMPSON BRIDGE ROAD WAYNESBORO, GA 30830 | (Regulation 560-11-6-.08) You have the right to file an appeal contesting the Board of Assessor's initial determination or subsequent change of the qualifying use of the property, the soil classification of any part or all of the qualified property, the valuation of any qualified improvements, the assessment ratio utilized with regard to the qualified property; as well as with regard to any alleged errors that may have been made by the assessors in the application of the tables and standards of value prescribed by the Commissioner. An appeal, however, may not be made concerning the tables or standards of value prescribed by the Commissioner pursuant to Regulation 560-11-6-.09 to the county Board of Assessors followed by an appeal either to the county Board of Equalization or to Arbitration and in either case, to appeal to Superior Court. |

| | | | | | |
|---------------|------------|-----------------|-----|-----------|--------|
| Mailing Date: | 05/12/2020 | Account Number: | 210 | Homestead | \$0 |
| Tax District: | RURAL | | | Acres | 131.31 |

| | | | |
|---------------|-----------|-------------------------|------|
| Parcel Number | 124 026 | Beginning Covenant Year | 2018 |
| Property | 131.31 AC | | |

| DESC | PROD | ACRES |
|-----------|------|-------|
| Agland 93 | 2 | 1.45 |
| Agland 93 | 4 | 0.18 |

CUV VALUE LIST

The CUV Value List option on the sub-menu will print a listing of all parcels in a Conservation Use covenant. The list will be in Conservation Year then Map and Parcel Number order.

| | |
|--|---|
| Report Date <input type="text" value="5/12/2020"/> | Starting Covenant Year (CCY): <input type="text" value="2011"/> |
|--|---|

| | | | | | | | | | | | |
|---|---|--------------------------------|--------|---|---|---|-------------------------------------|-----|---|----------------------|-------------|
| ◀ | < | <input type="text" value="1"/> | of 2 ? | > | ▶ | ↺ | <input type="text" value="100%"/> ▼ | 💾 ▼ | 🖨 | <input type="text"/> | Find Next |
|---|---|--------------------------------|--------|---|---|---|-------------------------------------|-----|---|----------------------|-------------|

5/12/2020

TECC LAND HOLDINGS LLC
2220 SUGAR LOAF CLUB DRIVE

DULUTH, GA 30097

RE: 008 048
WILLIAMS HOME
PLACE

Dear Property Owner,

For the last ten years your property has been in the Current Use Program (CUVA) resulting in lower property taxes. CUVA allows for reduced assessments on property used for agricultural purposes. To participate in the program, the owner must enter a ten year covenant which states that the property will only be used for agricultural purposes and not developed in any other manner.

You began receiving benefits from CUVA in 2011. Your covenant will end on December 31, 2020. If you wish to continue the program and subsequent tax savings for another ten years, you must make application between January 1, 2021 and April 1, 2021. Several legislative changes to the program have occurred since you originally enrolled. As a result, not all previously qualified properties remain

CUV APPLICATIONS – MASS (BY CCY)

This option will print the Application and Questionnaire for all parcels in a Conservation Use covenant based on application year. The list will be in Map and Parcel Number order.

CCY 2011

1 of 100 100% Find | Next

PT283A Rev. 2/15

APPLICATION AND QUESTIONNAIRE FOR CURRENT USE ASSESSMENT OF BONA FIDE AGRICULTURAL PROPERTY

To the Board of Tax Assessors of Paulding County: In accordance with the provisions of O.C.G.A. § 48-5-7.4, I submit this application and the completed questionnaire on the back of this application for consideration of current use assessment on the property described herein. Along with this application, I am submitting the fee of the Clerk of Superior Court for recording such application if approved.

Name of owner (individual(s), family owned farm entity, trust, estate, non-profit conservation organization or club) – The name of each individual and the percentage interest of each must be listed on the back of this application. For special rules concerning Family Farm Entities and the maximum amount of property that may be entered into a covenant, please consult the County Board of Tax Assessors

3 WAY FARMS LLC

| | | | |
|---|-----------------|---|--|
| Owner's mailing address 674 PLEASANT GROVE RD | | City, State, Zip ROCKMART, GA 30153 | Number of acres included in this application. Agricultural Land: _____ Timber Land: _____ Covenant Acres: _____ Total Acres: 10.04 |
| Property location (Street, Route, Hwy, etc.) 674 PLEASANT GROVE RD | | City, State, Zip of Property: ROCKMART, GA 30153 | |
| District 19 | Land Lot 709 | Sublot & Block 2789 624 | Recorded Deed Book/Page 2789 624 |

List types of storage and processing buildings:

AUTHORIZED SIGNATURE

I, the undersigned, do hereby solemnly swear, covenant and agree that all the information contained above, as well as the information provided on the questionnaire, is true and correct to the best of my knowledge and that the above described property qualifies under the ownership and land use provisions of O.C.G.A. § 48-5-7.4. I further swear that I am authorized to sign this application on behalf of the owner(s) making application and that I have shown the percentage interest for each of the individuals having an ownership right to this property on the back of this application form. I am also aware that certain penalty provisions are applicable if this covenant is breached.

Signature of Taxpayer or Taxpayer's Authorized Representative _____ Date Application Filed _____
 _____ Sworn to and subscribed before me this ____ day of _____, ____

Signature of Taxpayer or Taxpayer's Authorized Representative _____
 (Please have additional taxpayers sign on reverse side of application) _____ Notary Public
 If denied, Georgia law O.C.G.A. § 48-5-7.4 provides that the applicant may appeal in the same manner as other property appeals are made pursuant to O.C.G.A. § 48-5-311.

FOR TAX ASSESSORS USE ONLY

| MAP & PARCEL NUMBER | TAX DISTRICT | TAXPAYER ACCOUNT NUMBER | YEAR COVENANT: |
|---|---|-------------------------|--|
| 162320030000 | 01 | 71089 | Begin: Jan 1, 2011 Ends: Dec 31, 2020 |
| If transferred from Preferential Agricultural Assessment, provide date of transfer: | If applicable, covenant is a renewal for tax year: Begin: Jan 1, ____ Ends: Dec 31, ____ | | If applicable, covenant is a continuation for tax year: Begin: Jan 1, ____ Ends: Dec 31, ____ |

FLPA REPORTS



FLPA APPROVAL LETTER

The FLPA Approval Letter option on the FLPA sub-menu will print a notice informing the taxpayer of FLPA Covenant approval. The letter will be printed for every parcel where the FLPA covenant year equals the digest year or there is a New Owner change of assessment reason.

1 of 2 ?
100%
Find | Next

5/13/2020

Jones County Board of Tax Assessors
Jones County Government Center
P O Box 1359
Gray GA 31032

Digest Yr: 2020

NOTICE: THIS IS NOT A BILL.

Forest Land Protection Act Assessment
Approved

WILLIAMS C C MRS ET AL
P O BOX 336
GRAY, GA 310320336

Mailing Date: 5/13/2020 12:00:00 AM
Account Number: 6427
Homestead: \$0

Tax District: CARROLLTON
Acres: 268.00

Parcel Number: J17 00 001
Beginning Covenant Year: 2020

Property: 3S/06 VV/01 LL 12 LD 10 ROUND OAK

| DESC | PROD | ACRES |
|---------------|------|-------|
| Timberland 93 | 3 | 92.00 |
| Timberland 93 | 3 | 23.00 |
| Timberland 93 | 4 | 16.00 |
| Timberland 93 | 3 | 27.00 |
| Timberland 93 | 4 | 13.00 |
| Timberland 93 | 4 | 83.00 |
| Timberland 93 | 3 | 3.00 |
| Timberland 93 | 3 | 11.00 |

LETTER TO TAXPAYER

Dear Property Owner,

The Jones Board of Tax Assessors, having reviewed the application for the above referenced parcel, has determined the property meets the qualifications for the Forest Land Protection Act of 2008. The assessment will appear on your tax bill for this year's digest in the form of an exemption.

FLPA VALUE LIST

The FLPA Value List option on the sub-menu will print a listing of all parcels that have a FLPA Covenant. The list will be in FLPA Year then Map and Parcel Number order.

| <div> <div> <div>1</div> <div>of 2 ?</div> </div> <div> <div>100%</div> </div> <div> <div>Find Next</div> </div> </div> | | | | | |
|---|------------|---------|--------|-------|--------------------|
| FLPA Value List | | | | | |
| Owner | Map/Parcel | Account | Acres | FLC Y | Application Number |
| ATKINSON SANDRA | J02 00 006 | 11191 | 54.30 | 2011 | 2011-084-000013 |
| 101 FIRST ST;; GREENVILLE GA 30222- | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| WEYERHAEUSER COMPANY | J03 00 007 | 8880 | 607.00 | 2011 | 2011-084-000005 |
| KAY MOONEY;PO BOX 238; OGLETHORPE GA 31068- | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| HIGH GROVE DEVELOPMENT IN | J04 00 028 | 8947 | 120.00 | 2011 | 2011-084-000006 |
| C/O CAREY LOCKE LOGGING CO;P O BOX G; MACON GA 31202- | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| UNITED STATES GOVERNMENT | J08 00 005 | 6379 | 115.21 | 2011 | 2011-084-000008 |
| :: | | | | | |
| WASHINGTON D 0- | | | | | |
| | | | | | |
| | | | | | |
| SOUTHERN TIMBER FARMS INC | J08 00 006 | 7540 | 95.25 | 2011 | 2011-084-000016 |
| ;228 BRAY CREEK; GRAY GA 31032- | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

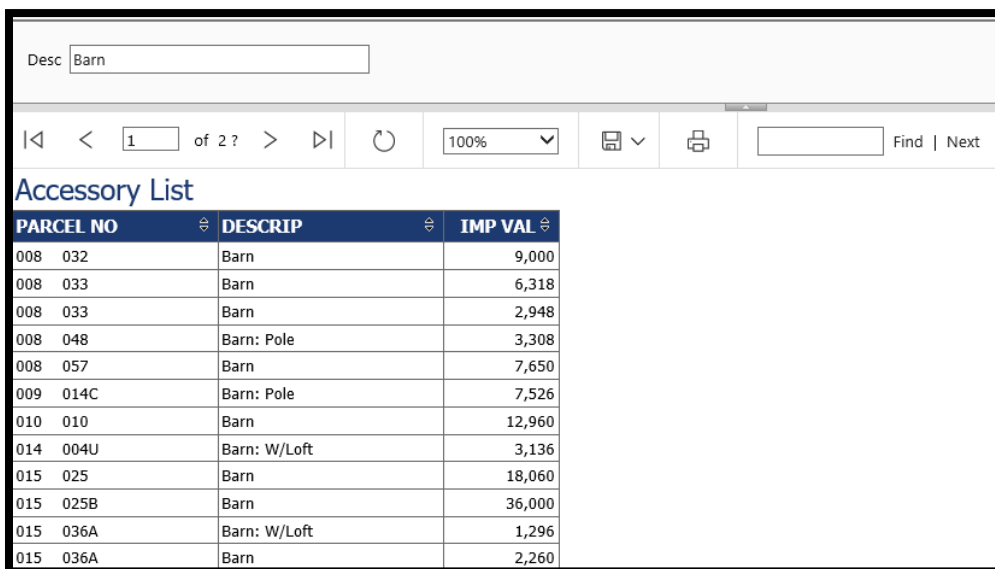
MAP LIST

A listing of all Parcels in Owner Name order can be printed by clicking on this option.

| <div> <div> <div>1</div> <div>of 2 ?</div> </div> <div> <div>100%</div> </div> <div> <div>Find Next</div> </div> </div> | | | | | |
|---|---------------------------|-------|--|--|--|
| Map List | | | | | |
| PARCEL NO | LASTNAME | ACRES | | | |
| J45 00 144 | 20 CAP FUND I LLC | 1.00 | | | |
| J39 00 006 | 21ST MORTGAGE CORPORATION | 2.00 | | | |
| J59 00 131 | 251 SARA DRIVE LLC | 1.65 | | | |
| 001 001G | 818 DEVELOPMENT | 2.00 | | | |
| J58 00 093 | 818 DEVELOPMENT | 1.00 | | | |
| J51 00 083 | A & D ELECTIRC | 1.29 | | | |
| J51 00 082 | A & D ELECTRIC | 1.52 | | | |
| 001 002 | A & D INSULATION INC | 20.00 | | | |
| 001 001A | A CUTTING EDGE SERVICES | 5.00 | | | |
| J38 00 082 | A TO Z SALES INC | 1.00 | | | |

ACCESSORY LIST BY PIN

A listing of all Accessories by type of Accessory and in Map order can be printed by clicking on this option. The list defaults to the Barn type of Accessory. Any type of Accessory that has the word barn in the description of the Accessory will display on the list. If the user wants to produce a report on other types of Accessories, the Name (Description) of that Accessory type can be keyed in the Desc field. For example, the user wants a report of all Chicken Coops in the County. The user should key "Chicken" in the Desc field then click the View Report button. The Reporting Services screen will refresh and the list of all the Chicken Coops will appear.



| PARCEL NO | DESCRIP | IMP VAL |
|-----------|--------------|---------|
| 008 032 | Barn | 9,000 |
| 008 033 | Barn | 6,318 |
| 008 033 | Barn | 2,948 |
| 008 048 | Barn: Pole | 3,308 |
| 008 057 | Barn | 7,650 |
| 009 014C | Barn: Pole | 7,526 |
| 010 010 | Barn | 12,960 |
| 014 004U | Barn: W/Loft | 3,136 |
| 015 025 | Barn | 18,060 |
| 015 025B | Barn | 36,000 |
| 015 036A | Barn: W/Loft | 1,296 |
| 015 036A | Barn | 2,260 |

NEW HOUSE REPORT

A listing of all New Houses added in WinGAP can be printed using this option. Clicking it produces a Reporting Services screen where the user selects the Year Built for the Residential Improvements that will be listed on the report. The user should key the Year Built for the Residential Improvements that are desired and then click the View Report button. A listing of all Residential Improvements with that Year Built will appear in parcel number order.

| Year Built <input type="text" value="2019"/> | | | | | |
|--|------|-----|------|------|------|
| <div> ◀ < 1 of 2 > ▶ ↺ 100% ⏏ 🖨 <input type="text"/> Find Next </div> | | | | | |
| ImpNo | Year | PIN | | Area | PCOM |
| 17246 | 2019 | 008 | 033V | 2623 | 1.00 |
| 17188 | 2019 | 014 | 036 | 1008 | 1.00 |
| 17176 | 2019 | 015 | 167 | 1992 | 1.00 |
| 17268 | 2019 | 017 | 008H | 2374 | 1.00 |
| 17316 | 2019 | 020 | 007 | 1839 | 0.56 |
| 17243 | 2019 | 021 | 019E | 2519 | 0.56 |
| 17255 | 2019 | 026 | 054L | 1832 | 1.00 |
| 17271 | 2019 | 028 | 017E | 2307 | 1.00 |
| 17225 | 2019 | 028 | 028N | 1836 | 1.00 |
| 17262 | 2019 | 028 | 056A | 3373 | 1.00 |
| 17317 | 2019 | 029 | 014C | 2077 | 0.37 |
| 17221 | 2019 | 030 | 007 | 800 | 1.00 |

RESIDENTIAL PPSF

Clicking on this item produces a Reporting Services screen where the user selects the Start and End Dates for the report. The user can key the date in a format such as 01/01/2018, or click the Calendar button to select the dates. After selecting the Start and End Dates, the user also has three other options to select from. The Sale Reason and Occupancy options MUST be used to produce a report. The Show Data radio button selector allows the user to show the sales data on the report that is used in producing the line graph. The default is False, meaning no data is shown, but can be changed to True to show the data on the report.

| | | | | |
|---|--|---------------------------------------|--|--|
| Start Date <input type="text"/> | | End Date <input type="text"/> | | <input type="button" value="View Report"/> |
| Show Data <input type="radio"/> True <input checked="" type="radio"/> False | | Sale Reason List <input type="text"/> | | |
| Occupancy <input type="text"/> | | | | |

The Sale Reason List allows the user to further define the report by selecting a Sale Reason, such as Fair Market Value. Only Sales that have this Reason would be used in producing the report.

| | | | | |
|---|--|--|--|--|
| Start Date <input type="text" value="1/1/2019"/> | | End Date <input type="text" value="12/31/2019"/> | | <input type="button" value="View Report"/> |
| Show Data <input checked="" type="radio"/> True <input type="radio"/> False | | Sale Reason List <input type="text"/> | | |
| Occupancy <input type="text"/> | | <div> <input type="checkbox"/> (Select All) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> FM </div> | | |

The Occupancy combo box is used to further define the report by selecting an Occupancy, such as One Family. Only Residential Improvements selected will be used in producing the report.

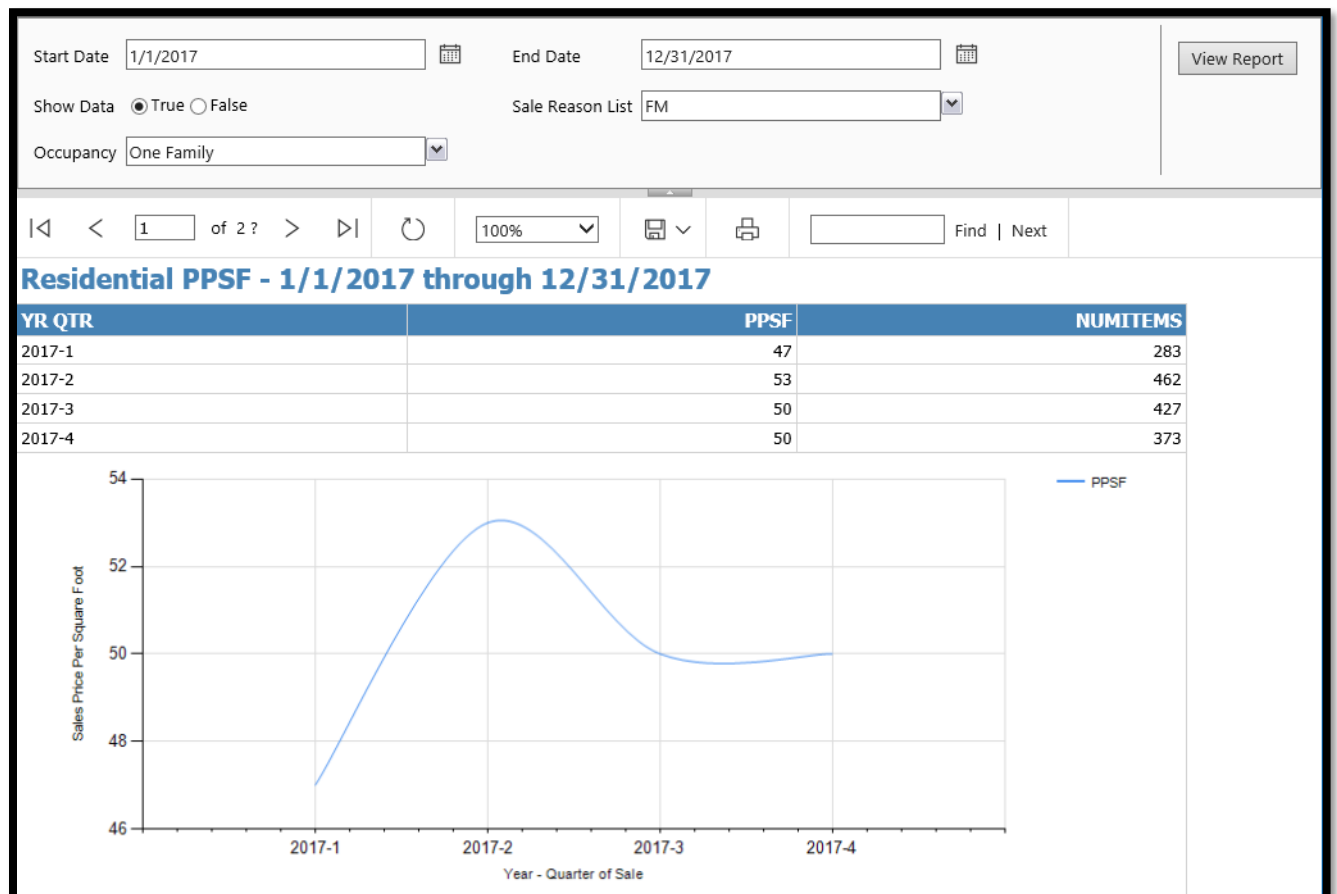
Start Date End Date [View Report](#)

Show Data ☒ True ☐ False Sale Reason List

Occupancy

- ☐ (Select All)
- ☐ 033
- ☐ Airport
- ☐ Apartment (Garden)
- ☐ Apartment (Townhouse)
- ☐ Club/Lodge
- ☐ Commercial

After all selections are made, the user should click the View Report button to produce the report. If the user changes the default Show Data option from False to True, the Report will produce Summary data at the top of the report. The average points per square foot and the number of records found in the Saleinfo table for each quarter based on the starting and ending dates that were keyed will be displayed.



Page two and the remaining pages of the report will list all the Sale records used in calculating the PPSF number.

Start Date End Date

Show Data ☒ True ☐ False Sale Reason List

Occupancy

2 of 3 ? 100% Find | Next

| PARCEL NO | REPROPKEY | SALEDATE | NET SP |
|------------------|-----------|------------|---------|
| H0050270303-A22 | 2572 | 2017-01-05 | 289,000 |
| I0050098406 98 | 4763 | 2017-01-09 | 55,000 |
| Q1200030407 C | 43910 | 2017-01-03 | 222,000 |
| L0600293102 A6 | 75838 | 2017-01-05 | 452,925 |
| O0940280400 Q635 | 33611 | 2017-01-03 | 23,000 |
| FG450316407 O29 | 1406 | 2017-01-03 | 185,000 |
| K0030310204 A51 | 9305 | 2017-01-06 | 192,000 |
| O1300304400 9 | 34578 | 2017-01-04 | 184,500 |
| H0080366103 A10 | 53580 | 2017-01-09 | 650,000 |

PARCELS WITH SPECIFIC INFLUENCE(S)

A listing of all parcels that have Land Influences can be printed using this option. It produces a Reporting Services screen where the user selects the Influence (INFL) for the report. There is also an option to display all Influences except those that are 0.00 and 1.00. If parcels that have the specified Influence with a factor of 0.00 and 1.00 are not wanted, the user should change the radio button to False. The user should click the arrow to the right of the INFL field to display a list of the Land Influences used by the County as set up in the Land Influences schedule located in Tools > Schedules/Tables > Land Influences. Any (or more than one) Influence can be selected by clicking in the appropriate checkbox.

ReportSvr ReportDB

INFL ☒ True ☐ False

- ☐ (Select All)
- ☐ Absorption Analysis
- ☐ Accessible
- ☐ Combined Lots
- ☐ Corner
- ☐ Drainage Ditch
- ☐ Flood Area
- ☐ Golf Course

After selecting an Influence(s), the user should click the View Report button, and the report for all parcels with that Land Influence will appear.

INFL

Flood Area

Show All (False will hide 0.00 and 1.00)

☒ True ☐ False

1 of 2 ?

100%

Find | Next

Parcels with Specific Influence(s):FloodArea

| PARCEL NO | REALKEY | CURR VAL | INFL | INFL DESC | FACT |
|---------------|---------|------------|--------|------------|------|
| 000160 025000 | 25798 | 12,167,700 | INFL-1 | Flood Area | 0.85 |
| 00016A 008000 | 25690 | 169,200 | INFL-1 | Flood Area | 0.85 |
| 000170 014000 | 42727 | 62,820 | INFL-1 | Flood Area | 0.50 |
| 000200 013000 | 42812 | 210,200 | INFL-1 | Flood Area | 0.95 |
| 000200 026000 | 42823 | 46,700 | INFL-1 | Flood Area | 0.87 |
| 000230 003000 | 42905 | 62,500 | INFL-1 | Flood Area | 0.95 |
| 000280 002000 | 43180 | 39,700 | INFL-1 | Flood Area | 0.75 |
| 000290 153000 | 60126 | 92,600 | INFL-2 | Flood Area | 0.75 |
| 000360 02A000 | 50738 | 46,600 | INFL-1 | Flood Area | 0.65 |
| 000400 039000 | 52618 | 503,800 | INFL-1 | Flood Area | 0.95 |
| 000430 001000 | 43394 | 65,500 | INFL-1 | Flood Area | 0.75 |
| 000430 006000 | 26109 | 97,300 | INFL-1 | Flood Area | 0.25 |
| 000440 062000 | 56757 | 50,600 | INFL-1 | Flood Area | 0.75 |
| 000460 162000 | 27252 | 34,300 | INFL-1 | Flood Area | 0.50 |
| 000460 23A000 | 48486 | 34,900 | INFL-1 | Flood Area | 0.80 |
| 000460 247000 | 58680 | 1,200 | INFL-1 | Flood Area | 0.15 |
| 000480 003000 | 43516 | 152,800 | INFL-2 | Flood Area | 0.75 |

PERMITS

A listing of all Building Permits added in WinGAP for any desired digest year can be printed by clicking on this option. This will produce a Reporting Services screen where the user selects from a list of Permit options. The digest year shown in the ReportDB field defaults to the current digest year and can be changed if desired. Clicking the arrow to the right of the Select Permits to Print field produces a combo box list with several options: Permits for construction that have not been completed, Permits added Last Month, all Permits added during the year, and ALL Permits.

| | | | | |
|-------------------------|---|----------|----------------|----------|
| ReportSvr | desktop-R78M0FKsqlxpress | ReportDB | Houston_AY2020 | View Rep |
| Select Permits to Print | <div> <div><Select a Value></div> <div>INCOMPLETE</div> <div>LAST MONTH</div> <div>YEAR TO DATE</div> <div>ALL</div> </div> | | | |

After selecting one of the items in the list, the user should click the View Report button, and a report for all property (real, personal, and manufactured housing) that has a Building Permit that meets the criteria selected will appear.

ReportSvr
ReportDB

Select Permits to Print
YEAR TO DATE

1 of 2 ?
100%
Find | Next

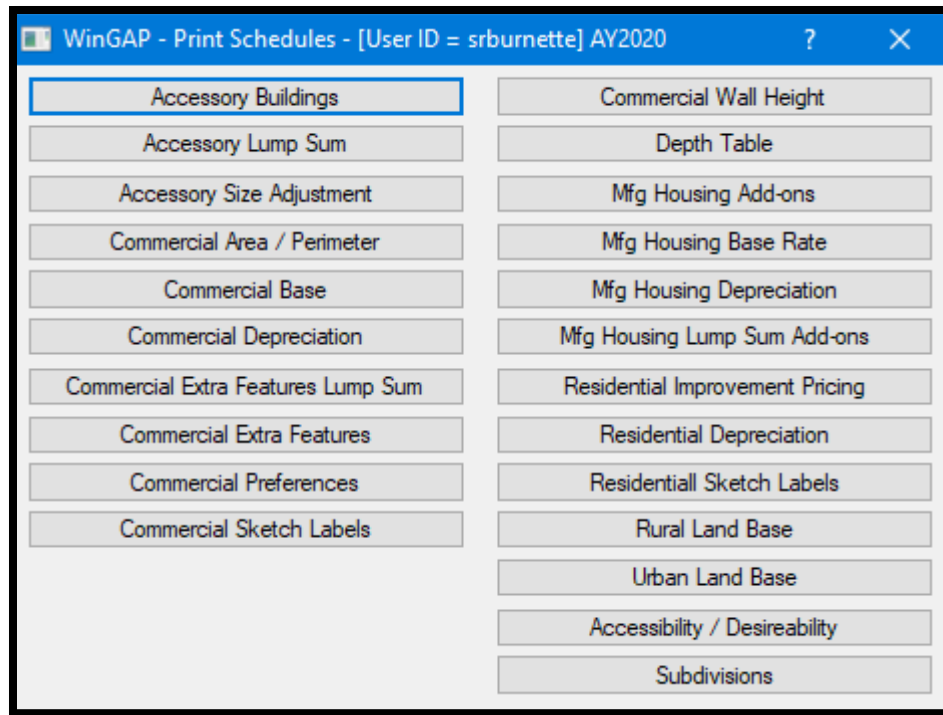
Permit List

| TYPE | PERMIT # | DATE | NAME | PARCEL NO | LOCATION | PHONE | YEAR | CODE |
|---------|----------|------------|------------------------------|-----------|----------------|-------|------|------|
| NEW | | 02/14/2020 | EDGAR HIGHSTON BUILDER | 0P0800 | 506 PEARL MOSS | | 2020 | |
| NEW | | 02/18/2020 | EDGAR HUGHSTON BUILDER | 0P0800 | 4 STAR MOSS | | 2020 | |
| NEW | | 02/18/2020 | EDGAR HUGHSTON BUILDER | 0P0800 | 408 PEARL MOSS | | 2020 | |
| NEW | | 03/05/2020 | WINGATE CUSTOM HOMES | 0P0570 | 212 GIBSON | | 2020 | |
| NEW | | 02/27/2020 | WINGATE CUSTOM HOMES | 0P0570 | 300 GIBSON | | 2020 | |
| SUNROOM | | 04/20/2020 | CHAMPION WINDOWS | 00052E | 508 ARDWICK | | 2020 | |
| NEW | | 03/05/2020 | EDGAR HUGHSTON BUILDER | 0P0800 | 5 STAR MOSS | | 2020 | |
| NEW | | 03/05/2020 | EDGAR HUGHSTON BUILDER | 0P0800 | 507 PEARL MOSS | | 2020 | |
| POOL | | 02/25/2020 | AAA POOLS | 000800 | 113 RUZIC | | 2020 | |
| GARAGE | | 02/24/2020 | WASHINGTON HOME IMPROVEMENTS | 00048A | 209 RIO PINAR | | 2020 | |
| NEW | | 03/18/2020 | WINGATE CUSTOM HOMES | 0P0570 | 216 GIBSON | | 2020 | |
| NEW | | 03/18/2020 | WINGATE CUSTOM HOMES | 0P0570 | 214 GIBSON | | 2020 | |
| SUNROOM | | 02/27/2020 | ROBERT AND JENNIFER NORBECK | 00103C | 208 KENNA | | 2020 | |

The user can change the report to any of the other options in the Select Permits to Print field by selecting the desired item and then clicking the View Report button again. This list is for Permits for the digest year showing in the ReportDB field at the top of the Reporting Services form. If a report is desired for a different digest year, the user should key that year, for example ay2019, into the field, select one of the options in the Select Permits to Print combo box, and click View Reports to produce that list.

PRINT SCHEDULES

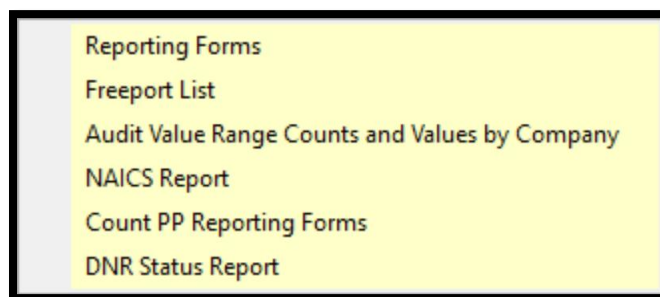
The last option on this sub-menu allows the user to print a variety of Real Property valuation schedules. Clicking on this option produces the Print Schedules Menu.



The schedule for any of the items listed on the Print Schedules Menu can be printed by clicking on that item. This will produce a Print Preview of the that schedule.

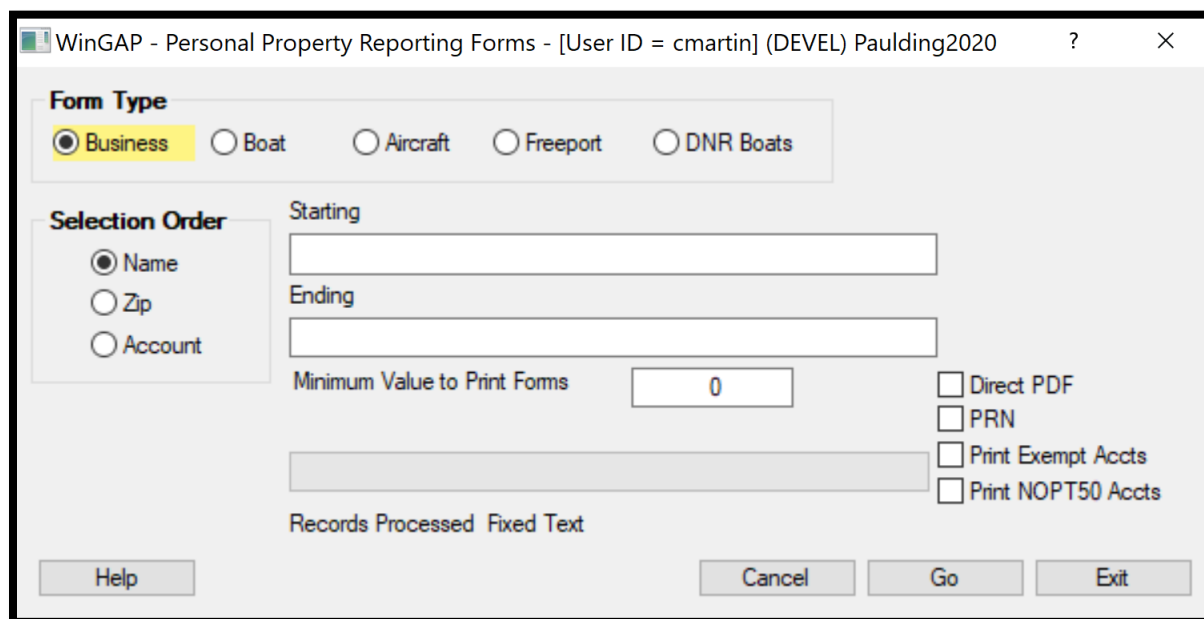
| <div> ⏪ < 1 of 2 ? > ⏩ ↺ 100% ⏴ ⏵ 🖨 Find Next </div> | | | | | |
|--|---------|---------|------------|-----------|-----------|
| Accessory Base Building Schedule | | | | | |
| DESCRIP | COMP NO | ACCTYPE | PRICE CODE | TABLE REF | BASE COST |
| 30MM Cannon | GAU8 | A | LumpSum | G8 | 0.000000 |
| Apartment | 0209 | A | SQFT | | 24.000000 |
| Barn | 0211 | A | SQFT | | 7.200000 |
| Barn With Loft | 0210 | A | SQFT | | 9.360000 |
| Barn: Horse | 0212 | A | SQFT | | 8.760000 |
| Bath House | 0039 | A | SQFT | | 12.000000 |
| Batting cage | 9999 | A | SQFT | | 12.000000 |
| Block Accessory Bldg | 0112 | A | SQFT | | 4.320000 |
| Canopy-Gas Pumps | 2050 | A | SQFT | | 8.400000 |
| Canopy/Hay Shed/Pole Barn | 0280 | A | SQFT | | 2.760000 |
| Comm. Fence: Chain Link | 1050 | A | LumpSum | 75 | 0.000000 |

PERSONAL



REPORTING FORMS

The Reporting Forms menu item opens a selection window to print the annual personal property PT50 reporting forms to mail to taxpayers.



Form Type: The Form Type section of the form lists the five types of reporting forms that can be printed. The default is Business and can be changed by the user if necessary by clicking on any of the other Form Types.

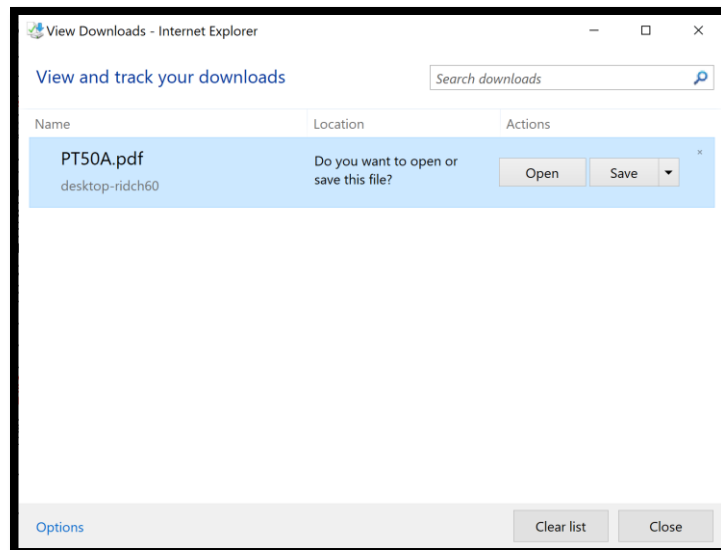
Selection Order: The Selection Order radio button section of the form defaults to Name. Should another Selection Order be desired, the order must be selected by clicking with the mouse. The Sort Order that is selected will also control what is keyed into the Starting and Ending print range fields.

Starting: If a Starting name (or Zip Code, or Account) for the printing of reporting forms is desired, the Name, or part of a name, or Zip Code, or Account, is keyed in this field. If the printing is to begin at the first Name, Zip Code, or Account, the field should be left blank.

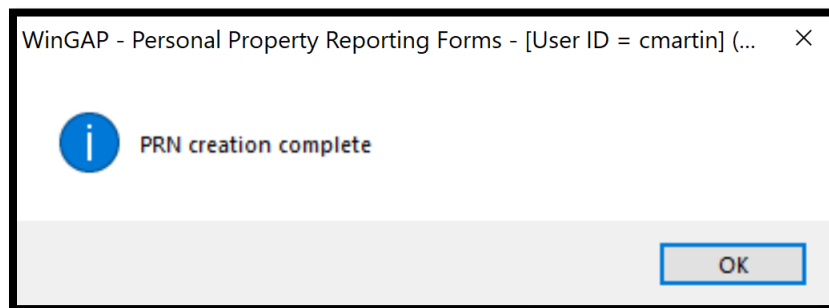
Ending: If an Ending name (or Zip Code, or Account) for the printing of reporting forms is desired, the Name, or part of a name, or Zip Code, or Account, is keyed in this field. If the printing is to end at the last Name, Zip Code, or Account, the field should be left blank.

Minimum Value to Print Forms: If the printing of the reporting forms is to exclude those below a certain value, such as the \$7500 Personal Property Account Exemption, that value should be keyed in this field. The field should be left blank if all accounts, regardless of value, are to print.

Direct to PDF: If left as the unchecked default, there will be a Print Preview that is generated in the user's web browser. If checked, a download popup will appear for the user to immediately save the returns as a PDF to their computer.



PRN: this format was created for backward compatibility for very old systems, it is likely obsolete now but remains in place just in case.



Print Exempt Accounts: By default, PT50 return forms are not printed for exempted accounts. Selecting this will include them in the printed list of returns.

Print NOPT50 Accounts: By default, personal property accounts that have the "No PT50" box checked on the Personal Property Form are excluded from having a PT50 form printed. Selecting this box will include them in the printed list of returns.

Once the user has selected all the criteria for printing the reporting forms, clicking the "Go" button will generate the reporting forms.

| | | | | |
|--|--|---|--|----------------|
| AIRCRAFT PERSONAL PROPERTY TAX RETURN THIS RETURN IS CONSIDERED PUBLIC INFORMATION AND WILL BE OPEN FOR PUBLIC INSPECTION RETURN COMPLETED FORM TO ADDRESS LISTED BELOW | | TAX YEAR | IF ASSISTANCE NEEDED CALL | ACCOUNT NUMBER |
| | | 2020 | (770) 443-7606 | 41079 |
| | | DUE DATE | OWNERS PHONE NUMBER (LIST) | |
| | | 04/01/2020 | () - | |
| COUNTY NAME AND RETURN ADDRESS | | TAXPAYER NAME AND ADDRESS | | |
| Paulding County Tax Assessor 240 Constitution Blvd Room 3082 | | ATCHENSON JOHN R 341 SPRING VIEW CT DALLAS, GA 30157- | | |
| | | TAX SITUS (WHERE YOU LIVE) CHECK ONE | | |
| | | <input type="checkbox"/> - UNINCORPORATED AREA <input type="checkbox"/> - CITY OF (LIST) | | |
| | | IF MAILING ADDRESS OR NAME IS INCORRECT, PLEASE CORRECT IN THE SPACE PROVIDED BELOW. | | |
| | | NAME: | | |
| | | ADDRESS: | | |
| | | CITY, STATE, ZIP: | | |
| PERSONAL PROPERTY STRATA | | AIRCRAFT SHALL BE RETURNED TO THE COUNTY WHERE PRIMARY HOME BASE IS LOCATED. LIST THE FAIR MARKET VALUE OF ALL AIRCRAFT UNDER TAXPAYER RETURN COLUMN BELOW. | | |
| A - AIRCRAFT - INCLUDES AIRPLANES, ROTOCRAFT, AND LIGHTER THAN AIR VEHICLES. COMMERCIAL AIRLINE AIRCRAFT ARE RETURNED TO THE STATE REVENUE COMMISSIONER. | | TAXPAYER RETURNED VALUE, AS OF JAN. 1 | FOR TAX OFFICE USE (Tax Assessors Value) | |
| AIRCRAFT NUMBER 1 REGISTRATION #: (CESSNA) 6564E | | | | |
| AIRCRAFT NUMBER 2 REGISTRATION #: | | | | |

FREEPORT LIST

This option generates a report of all accounts receiving Freeport exemption and defaults to the digest year currently open in WinGAP. While the default option is to view all freeport accounts, there is an option to view only late file accounts.

ReportDB

Show Late Filers Only? ☐ True ☒ False

⏪

<


of 1


>

⏩

🔄

▾

 ▾



Find | Next

Freeport List

| LASTNAME | PERSKEY | CURR VAL | INVN VAL | FRPORT VAL | FRPORTDATE | PCT |
|----------------------------------|---------|-----------|----------|------------|------------|---------|
| AEROSPACE FABRICATIONS OF GA INC | 7251 | 2,441,671 | 2,028 | 662,187 | 2020-03-30 | 100.00% |
| 305 BUTLER INDUSTRIAL DR | | | | | | |
| DALLAS, GA 30132 | | | | | | |
| APAC ATLANTIC | 18924 | 5,056,932 | 19,068 | 1,427,805 | 2020-03-30 | 100.00% |
| PO BOX 55038 | | | | | | |
| LEXINGTON, KY 40555 | | | | | | |
| ARGOS USA LLC | 32004 | 234,690 | 17,496 | 131,193 | 2020-04-01 | 100.00% |
| 13155 NOEL RD STE 100 | | | | | | |
| C/O RYAN LLC | | | | | | |
| DALLAS, TX 75240 | | | | | | |
| ARMACELL LLC | 685 | 5,177,378 | 2,652 | 624,058 | 2020-04-01 | 100.00% |
| 55 VILCOM CENTER DR STE 200 | | | | | | |
| CHAPEL HILL, NC 27514 | | | | | | |

AUDIT VALUE RANGE COUNTS AND VALUES BY COMPANY

This menu item generates a report of personal property audits performed by a vendor, broken down by account value range. The report defaults to the digest year currently open in WinGAP, but any year digest may be keyed in and have that data display by clicking the View Report button. The Audit Company Name has a drop-down menu with the names of audit companies used by the county. Selecting one then clicking the View Report button will generate the audit report.

ReportSvrWINGAPReportDBClass2013

Audit Company NameTraylor

|<<<1 of 1>>>|

100%

Find | Next

Audit Categories - TRAYLOR

| CONAME | COMPANY | Count | Value |
|---|---------|-------|------------|
| Jones | TRAYLOR | | |
| Accounts between 0 and 49,999 | | 1,215 | 7,852,964 |
| Accounts between 50,000 and 250,000 | | 104 | 11,802,367 |
| Accounts between 250,000 and 1,000,000 | | 28 | 13,178,011 |
| Accounts between 1,000,000 and 5,000,000 | | 8 | 16,035,347 |
| Accounts between 5,000,000 and 50,000,000 | | 2 | 18,410,640 |
| Accounts between 50,000,000 and Higher | | 0 | |
| | | 1,357 | 67,279,329 |

NAICS REPORT

This report generates a breakdown of businesses based on the North American Industry Classification System (NAICS). Selecting True for "Expanded Details" adds the owners name and the business name to the report when the categories are expanded, while the default option of False yields a more compact report when expanded.

Expanded Details ☐ True ☒ False

1 of 2 ? 100% Find | Next

NAICS

| NAICSTEXT | NAICS | PERSKEY | MEFF VAL | INVN VAL | MEFF / BLDGSF | MEFF / SALESF | INVN / BLDGSF | INVN / SALESF | CURR VAL |
|---|-------|----------|-------------|-----------|---------------|---------------|---------------|---------------|-------------|
| Accommodation and Food Services | | 1 Items | \$4,537 | \$0 | 0 | 0 | | | \$4,537 |
| Accounting, Tax Preparation, Bookkeeping, and Payroll Services | | 10 Items | \$11,158 | \$0 | 0 | 0 | | | \$11,158 |
| Activities Related to Real Estate | | 2 Items | \$18,878 | \$0 | 0 | 0 | | | \$18,878 |
| Adhesive Manufacturing | | 1 Items | \$4,254,147 | \$488,396 | 0 | 0 | | | \$7,158,571 |
| Administration of Economic Programs | | 1 Items | | \$0 | 0 | 0 | | | \$0 |
| Administration of Environmental Quality Programs | | 1 Items | \$18,505 | \$0 | 0 | 0 | | | \$18,505 |
| Administration of Housing Programs, Urban Planning, and Community Development | | 1 Items | | \$0 | 0 | 0 | | | \$0 |
| Administration of Public Health Programs | | 1 Items | | | 0 | 0 | | | \$0 |
| Administration of Urban Planning and Community and Rural Development | | 1 Items | \$210 | | 0 | 0 | | | \$210 |

COUNT PP REPORTING FORMS

The report generated by this option counts the total number of accounts by category, and how many would receive a reporting form based on an entered minimum account value. This value defaults to 5,000 but may be changed by the user.

Enter the Minimum Account Value For Which You Wish to Send a Reporting Form 5000

1 of 1 100% Find | Next

PP Forms Count (5000 Minimum)

| | |
|---|-------|
| Paulding | 110 |
| Total Number of Accounts | 8,427 |
| Total Number of Aircraft Accounts | 50 |
| Total Number of Marine Accounts | 2,826 |
| Total Number of Freeport Accounts | 33 |
| Number of Taxable Business Accounts (C, I, or any MEFF) | 1,988 |
| Number of Taxable Aircraft Accounts | 22 |
| Number of Taxable Marine Accounts | 882 |

DNR STATUS REPORT

This report generates a list of Active, Inactive, and New boats from the DNR Data File Import.

MANUFACTURED HOUSING

Prebill Digest
Prebill Consolidation
PRC Mass (by Account number range)

PREBILL DIGEST

A preliminary Tax Digest for Prebilled Manufactured Housing can be printed by clicking on this option, which will produce a Print Preview of the Preliminary Digest. The Preliminary Tax Digest for Prebilled Manufactured Homes is a working or edit listing of all the Prebilled Manufactured Homes in the County at the appraised 100% value. The Values for the Manufactured Home itself as well as any Add-Ons are listed separately and then totaled for each Manufactured Home. The listing is in alphabetical order by Owner name, and then Manufactured Home Account Number within each Owner.

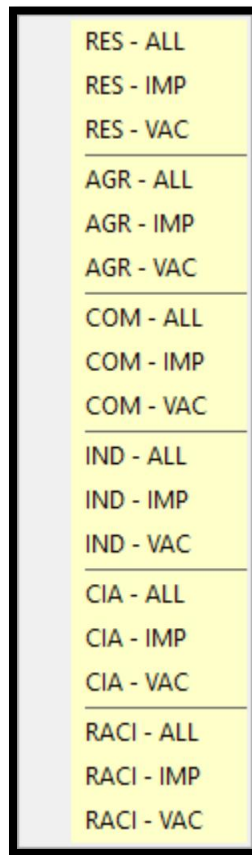
PRC MASS (BY ACCOUNT NUMBER RANGE)

Manufactured Housing PRCs (Property Record Cards) can be selected for printing on a mass basis by clicking on this option on the **Reports > Manufactured Housing** sub-menu. This will produce a Reporting Services screen where the user keys the Starting and Ending Mobilekey for the PRCs that are desired. A Starting and Ending Mobilekey must be entered; the fields cannot be left blank. Once this is done, the user should click View Report and the PRCs will be displayed in Mobilekey order.

| | | | | | | | |
|--|--------------------------|--|----------------|-------|---------|------|-------|
| Starting Key <input type="text" value="2651"/> | | Ending Key <input type="text" value="3000"/> | | | | | |
| <div> ◀ < <input type="text" value="1"/> of 2 ? > ▶ ↺ <input type="text" value="100%"/> ⬇ 🖨 <input type="text"/> Find Next </div> | | | | | | | |
| Account # 2651 | | 2020 Jones Co Prebill Mfg Housing PRC | | | | | |
| Parcel # | | 5/14/2020 5:00:05 PM | | | | | |
| Owner Info | | General Info | | | | | |
| Owner | GREENOP EDWARD & CAROLYN | Location | 0 | | | | |
| Addr 1 | % SUSAN GREEN | Tax Dist | 01 | | | | |
| Addr 2 | 506 RIVER NORTH BLVD | Park Name | | | | | |
| Addr 3 | | Lot # | | | | | |
| City, ST Zip | MACON, GA 31201 | Decal # | 000061 Year 98 | | | | |
| Pricing Info | | Calculations | | | | | |
| Make | GRAND MANOR | Ext Wall | Unknown | | | | |
| Model | 4643A | Roofing | Other | | | | |
| Class | FR | Foundation | Piers | | | | |
| Serial # | GAGMTD0108-AB | Heat/Air | No Heat | | | | |
| Yr Built | 1994 | Fireplace | | | | | |
| Eff Yr Built | | # Bedrooms | 0 | | | | |
| Size | 28x64 | # Full Baths | 0 | | | | |
| Story Hgt | 1 | # Half Baths | 0 | | | | |
| Purchase \$ | 0 | Extra Fixt | 0 | | | | |
| Purch Date | | Condition | Average | | | | |
| | | RCN | 35,982 | | | | |
| | | Calc Depr | 0.83 | | | | |
| | | Ovr Depr | 0.00 | | | | |
| | | Func Obs | 1.00 | | | | |
| | | Econ Obs | 1.00 | | | | |
| | | MH Calc | 30,009 | | | | |
| | | Add Ons | 966 | | | | |
| | | Total FMV | 30,975 | | | | |
| GORDON GREEN PROPERT | | | | | | | |
| Item | Size | Area | Year | Grade | Ovr Dep | Dep | Value |
| Deck-2 | 5x13 | 65 | 1994 | 0.95 | 0.00 | 0.79 | 0 |
| Deck-2 | 10x24 | 240 | 1994 | 0.95 | 0.00 | 0.79 | 0 |

ANALYSIS

The Analysis option on the Reports Menu produces a sub-menu with a variety of already created Sales Ratio reports.



| |
|------------|
| RES - ALL |
| RES - IMP |
| RES - VAC |
| AGR - ALL |
| AGR - IMP |
| AGR - VAC |
| COM - ALL |
| COM - IMP |
| COM - VAC |
| IND - ALL |
| IND - IMP |
| IND - VAC |
| CIA - ALL |
| CIA - IMP |
| CIA - VAC |
| RACI - ALL |
| RACI - IMP |
| RACI - VAC |

RES – ALL

The Residential - All option on the Analysis sub-menu produces a Sales Ratio Study of *all* qualified Residential Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinCAP - Advanced Ratio Analysis - [User ID = felix] Caroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```
SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
year(s.saledate) = 2019 and s.saleclass='R'
and s.reason in ('FM','LM')
```

Records Processed 1762 Sales Selected 1762 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

Help Cancel Run Exit

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

RES – IMP

The Residential - Improved option on the Analysis sub-menu produces a Sales Ratio Study of all qualified *improved* Residential Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinCAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```
SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS I ON I.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
year(s.saledate)=2019 and s.saleclass='R' and
s.strat=1 and s.reason in ('FM','LM')
```

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

Help Cancel Run Exit

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

RES – VAC

The Residential - Vacant option on the Analysis sub-menu produces a Sales Ratio Study of all qualified *vacant* Residential Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```
SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACCESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
year(s.saledate)=2019 and s.saleclass='R' and
s.strat<>1 and s.reason in ('FM','LM')
```

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

Help Cancel Run Exit

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

AGR – ALL

The Agricultural - All option on the Analysis sub-menu produces a Sales Ratio Study of *all* qualified Agricultural Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```
SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
```

```
year(s.saledate) = 2019 and s.saleclass in
('A','V','P','J','W','Q') and s.reason in ('FM','LM')
```

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples
☐ True Study ☐ DOAA

Help Cancel Run Exit

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

AGR – IMP

The Agricultural - Improved option on the Analysis sub-menu produces a Sales Ratio Study of all qualified *improved* Agricultural Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```
SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
```

```
year(s.saledate) = 2019 and s.saleclass in
('A','V','P','J','W','Q') and s.strat=1 and s.reason
in ('FM','LM')
```

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples
☐ True Study ☐ DOAA

Help Cancel Run Exit

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

AGR – VAC

The Agricultural - Vacant option on the Analysis sub-menu produces a Sales Ratio Study of all qualified *vacant* Agricultural Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```
SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
year(s.saledate)=2019 and s.saleclass in
('A','V','P','J','W','Q') and s.strat<>1 and s.reason
in ('FM','LM')
```

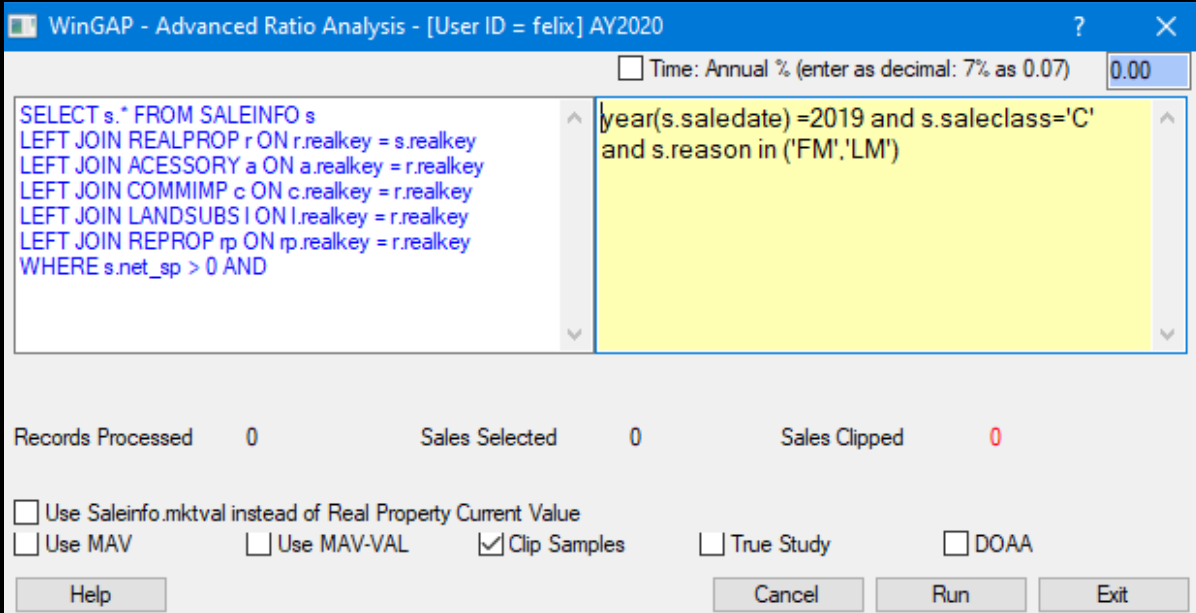
Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV
☐ Use MAV-VAL
☒ Clip Samples
☐ True Study
☐ DOAA

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

COM – ALL

The Commercial - All option on the Analysis sub-menu produces a Sales Ratio Study of *all* qualified Commercial Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.



WinGAP - Advanced Ratio Analysis - [User ID = felix] AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```

SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
  
```

year(s.saledate) =2019 and s.saleclass='C' and s.reason in ('FM','LM')

Records Processed 0 Sales Selected 0 Sales Clipped 0

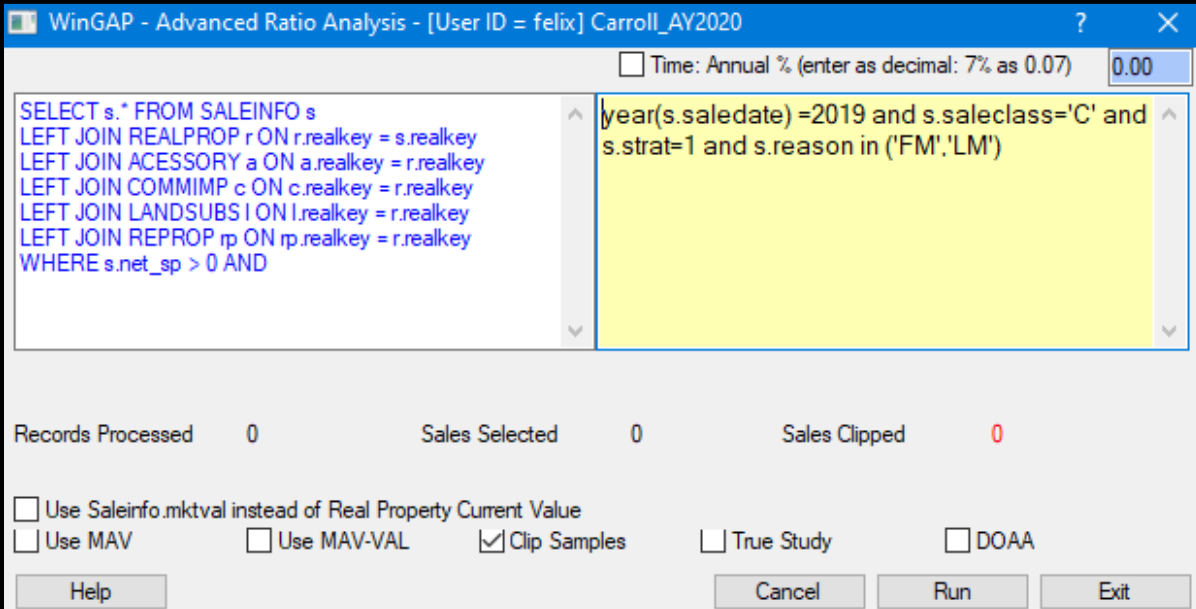
☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

Help Cancel Run Exit

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

COM – IMP

The Commercial - Improved option on the Analysis sub-menu produces a Sales Ratio Study of all qualified *improved* Commercial Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.



WinGAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```

SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
  
```

year(s.saledate) =2019 and s.saleclass='C' and s.strat=1 and s.reason in ('FM','LM')

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

Help Cancel Run Exit

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

COM – VAC

The Commercial - Vacant option on the Analysis sub-menu produces a Sales Ratio Study of all qualified *vacant* Commercial Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND

year(s.saledate) =2019 and s.saleclass='C' and
s.strat<>1 and s.reason in ('FM','LM')

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

Help Cancel Run Exit

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

IND - ALL

The Industrial - All option on the Analysis sub-menu produces a Sales Ratio Study of *all* qualified Industrial Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```

SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND

```

```

year(s.saledate) = 2019 and s.saleclass='I' and
s.reason in ('FM','LM')

```

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

Help Cancel Run Exit

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

IND - IMP

The Industrial - Improved option on the Analysis sub-menu produces a Sales Ratio Study of all qualified *improved* Industrial Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```

SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND

```

```

year(s.saledate) = 2019 and s.saleclass='I' and
s.strat=1 and s.reason in ('FM','LM')

```

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

Help Cancel Run Exit

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

IND – VAC

The Industrial - Vacant option on the Analysis sub-menu produces a Sales Ratio Study of all qualified *vacant* Industrial Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```
SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS I ON I.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
year(s.saledate) =2019 and s.saleclass='I' and
s.strat<>1 and s.reason in ('FM','LM')
```

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

Help Cancel Run Exit

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

CIA - ALL

The Commercial/Industrial/Agricultural - All option on the Analysis sub-menu produces a Sales Ratio Study of *all* qualified Commercial, Industrial, and Agricultural Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```
SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS I ON I.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
```

```
year(s.saledate) =2019 and s.saleclass in
('C','I','A','V','P','J','W','Q') and s.reason in
('FM','LM')
```

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples
☐ True Study ☐ DOAA

Help
Cancel
Run
Exit

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

CIA - IMP

The Commercial/Industrial/Agricultural - Improved option on the Analysis sub-menu produces a Sales Ratio Study of all qualified *improved* Commercial, Industrial, and Agricultural Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```

SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND

```

year(s.saledate)=2019 and s.saleclass in ('C','I','A','V','P','J','W','Q') and s.strat=1 and s.reason in ('FM','LM')

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

CIA – VAC

The Commercial/Industrial/Agricultural - Vacant option on the Analysis sub-menu produces a Sales Ratio Study of all qualified *vacant* Commercial, Industrial, and Agricultural Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```
SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
```

```
year(s.saledate) =2019 and s.saleclass in
('C','I','A','V','P','J','W','Q') and s.strat<>1 and
s.reason in ('FM','LM')
```

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples
☐ True Study ☐ DOAA

Help Cancel Run Exit

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

RACI – ALL

The Residential/Agricultural/Commercial/Industrial - All option on the Analysis sub-menu produces a Sales Ratio Study of *all* qualified Residential, Agricultural, Commercial, and Industrial Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```

SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS I ON I.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND

```

```

year(s.saledate) =2019 and s.saleclass not in
('E','U') and s.reason in ('FM','LM')

```

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

RACI – IMP

The Residential/Agricultural/Commercial/Industrial - Improved option on the Analysis sub-menu produces a Sales Ratio Study of all qualified *improved* Residential, Agricultural, Commercial, and Industrial Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) **0.00**

SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND

year(s.saledate) =2019 and s.saleclass not in ('E','U') and s.strat=1 and s.reason in ('FM','LM')

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

RACI VAC

The Residential/Agricultural/Commercial/Industrial - Vacant option on the Analysis sub-menu produces a Sales Ratio Study of all qualified *vacant* Residential, Agricultural, Commercial, and Industrial Sales that are dated one year prior to the digest year. Clicking on this option will produce the Advanced Ratio Analysis form where the Query Expression for this type of Sales Ratio report is already created.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Carroll_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

```
SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
```

```
year(s.saledate) = 2019 and s.saleclass not in
('E','U') and s.strat <> 1 and s.reason in
('FM','LM')
```

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV
☐ Use MAV-VAL
☒ Clip Samples
☐ True Study
☐ DOAA

Help
Cancel
Run
Exit

A more detailed explanation of how the Advanced Ratio Analysis and Sale Ratio Analysis Forms are used to create Sales Ratio Studies, as well as an explanation for all the fields and checkboxes found on these Forms, can be found in this Manual under the section Statistics > Sales Ratio Analysis.

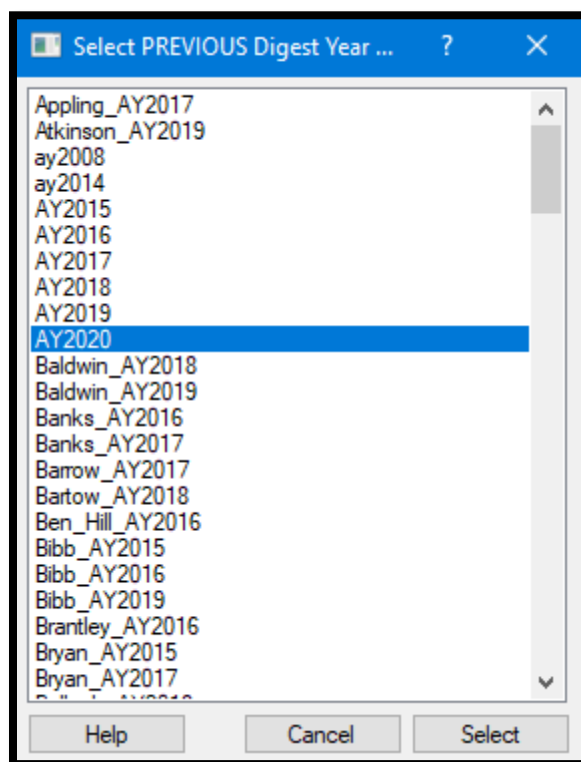
ADMINISTRATION

- Digest Submission Reports
- Data Request Form
- Average Property Values ...
- Deleted Items ...
- Exempt Digest - Real and Personal
- Consolidations ...
- Exemption Codes by Tax Type
- Prebill MH Consolidations ...
- Returned Mail Items (Real and Personal)
- ACO Summary Batch Report
- ACO Sheet(s) by Batch Number
- Digest Review Ovr Count

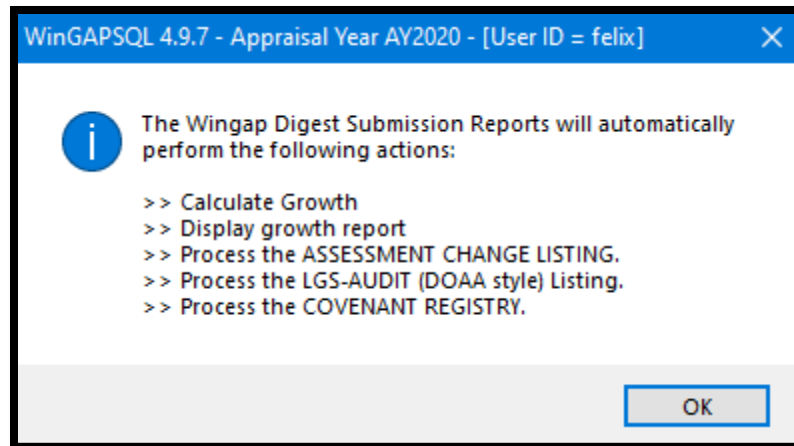
DIGEST SUBMISSION REPORTS

IMPORTANT: Before running any Digest Submission reports, the Assessor's office should ensure that all appeals that have been resolved have been marked as such in the current appraisal year. This applies to appeals from back years as well as current year appeals

Clicking OK on the Digest Submission Reports option on the submenu produces the Select Previous Digest Year Form. The user should select the appropriate Previous Digest Year to be used in creating the Digest Submission Reports.



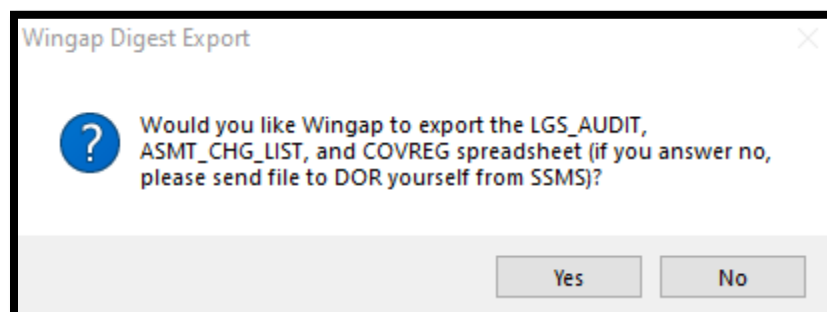
After the Previous Digest Year is selected in the list box and the user clicks the Select button, a message will appear informing the user of the various actions WinGAP will perform in creating the Digest Submission Reports. The user should read the message and then click OK.



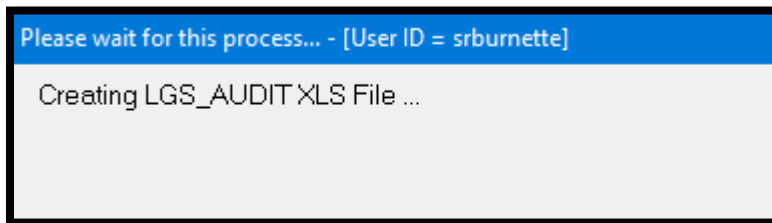
WinGAP will begin the processing of the Digest Submission reports, and the first of these reports, the **Inflationary Growth by Tax District** report, will appear.

| <div> ⏪ < 1 of 1 > ⏩ ↺ 100% ⏴ ⏵ 🔍 Find Next </div> | | | | | |
|--|------------|--|----------------------------|---------------------------|------------------------------|
| <h2>Growth</h2> <p>Carroll County Inflationary Growth By Tax District For Tax Year 2020</p> | | | | | |
| Tax District # | DESCRIP | Parcels in Tax District with Infl Growth | Inflationary Growth - 100% | Inflationary Growth - 40% | Exemption Reassessment - 40% |
| 01 | CARROLLTON | 361 | 172,581 | 69,034 | 0 |
| 02 | COUNTY | 2,312 | 12,337,168 | 4,934,883 | 0 |
| 03 | VILLA RICA | 383 | (1,465,364) | (586,149) | 0 |
| 04 | BOWDON | 79 | 141,268 | 56,504 | 0 |
| 05 | TEMPLE | 217 | (578,598) | (231,458) | 0 |
| 06 | WHITESBURG | 34 | 259,077 | 103,637 | 0 |
| 07 | ROOPVILLE | 1 | (1,705) | (682) | 0 |
| 08 | MT ZION | 105 | 678,510 | 271,379 | 0 |
| 09 | BREMEN | 17 | (172,319) | (68,927) | 0 |
| Total | | 3,509 | 11,370,618 | 4,548,221 | 0 |

This report is superimposed over another message.



These files are part of the Digest Submission Report process and should be uploaded to the County's folder on the WinGAP FTP site. Clicking Yes will begin the process of creating and uploading the 3 files mentioned in the message. If for some reason the user does not wish to upload the files at this time, a No response will clear the message. Various messages will appear as these 3 files are created and uploaded.



A bar graph will appear and chart the progress of the upload of each file. Depending upon the size of the files and the speed of the County's internet connection, the upload process could take anywhere from a few minutes to a half hour.



After the files are uploaded, the bar graph will clear and the user will be returned to the WinGAP main screen. The files are now uploaded to the County's folder on the FTP site.

| Filename | Filesize | Filetype | Last modified [^] |
|-------------------|------------|---------------|----------------------------|
| .. | | | |
| mh_dig.zip | 228,877 | WinZip File | 12/18/2019 8:35:24 AM |
| digest.zip | 13,127,212 | WinZip File | 12/23/2019 10:02:27 AM |
| lgs_audit.xls | 23,702,824 | Microsoft ... | 6/1/2020 4:03:23 PM |
| asmt_chg_list.xls | 2,668,367 | Microsoft ... | 6/1/2020 4:04:56 PM |
| covreg2020.xls | 4,368,867 | Microsoft ... | 6/1/2020 4:07:23 PM |
| hsreg2020.xls | 6,384,971 | Microsoft ... | 6/1/2020 4:11:01 PM |
| sales_qtp.xls | 441,449 | Microsoft ... | 6/1/2020 4:11:32 PM |

After the Inflationary Growth report appears and the files are uploaded, a Print Preview of the rest of the Digest Submission Reports will appear. These reports are required when submitting the Tax Digest to the Local Government Services Division.

Cover Letter: The Digest Submission reports that are printed in WinGAP are preceded by a Cover Letter that must be filled out, signed, and delivered with the rest of the Digest Submission reports to the Digest Review office at the Local Government Services Division of the Georgia Department of Revenue.

Pending Appeals - Other Than Public Utilities: The next Digest Submission Report is the Pending Appeals - Other Than Public Utilities. Any appeals that are not settled regardless of the appeal year will be printed. Appeals with a status of Active, 30-Day, BOE, BOE Final, Arbitration or Superior Court will be printed.

| Carroll County Pending Appeals - Other Than Public Utilities For Tax Year 2020 | | | | | | | | |
|--|---|---------------|---------------------------------|---------|--------------------|---------------------------------|-----------------------------|----------------------|
| This form is to be completed listing those appeals, other than public utility appeals, pending at the time of digest submission. | | | | | | | | |
| Date(s) Change of Assessment Notices Mailed >>>>> | | | | | | | | |
| Appeal Year | Taxpayer Name | Property Type | Parcel ID No. / Personal Acct # | Realkey | Tax Year Of Appeal | 40% Assessment By Tax Assessors | 40% Taxpayer's Return Value | 40% Value In Dispute |
| 2019 | CHAPMAN JASON | MV | | 0 | 2019 | 1,422 | 920 | 2,380 |
| | COWART JOSEPH TIM & VICKI F (JTRS) | Real | 138 0067 | 14135 | 2019 | 284,386 | 227,935 | 0 |
| | ELAINE FULLER FAMILY LIMITED | Real | V02 0070173 | 20979 | 2019 | 387,220 | 246,000 | 141,220 |
| | EMF INVESTMENT LLC | Real | C07 0580012 | 7678 | 2019 | 869,149 | 740,000 | 129,149 |
| | EMF INVESTMENTS LLC | Real | C05 0310077 | 56499 | 2019 | 715,043 | 560,000 | 155,043 |
| | FARMERS HOME ADM | Real | 057 0090 | 3324 | 2019 | 27,841 | 16,651 | 11,190 |
| | JOHNSON ALTON P | Real | 106 0018 | 8971 | 2019 | 16,083 | 15,278 | 806 |
| | JOHNSON ALTON P & RUTH K | Real | 078 0223 | 6003 | 2019 | 47,066 | 32,000 | 15,066 |
| | JOHNSON ALTON P & RUTH KELSEY (JTRS) | Real | 130 0638 | 12683 | 2019 | 10,227 | 7,902 | 2,326 |
| | JOHNSON ALTON P II | Real | 130 0750 | 40766 | 2019 | 11,503 | 8,547 | 2,956 |
| | JOHNSON ALTON P II & RUTH KELSEY (JTRS) | Real | 078 0224 | 6004 | 2019 | 52,648 | 33,600 | 19,048 |
| | JOHNSON KASH & SHERRY (JTRS) | Real | 091 0027 | 7827 | 2019 | 114,487 | 80,000 | 34,487 |
| | KWIRANT WAYNE E & PENNY M | Real | 195 0002 | 18541 | 2019 | 202,232 | 165,600 | 0 |
| | PATE JOHN & WILLIAM J | Real | 140 0046 | 14211 | 2019 | 34,825 | 20,000 | 14,825 |
| | PRINTPACK INC | Pers | 80590 | 0 | 2019 | 828,074 | 621,056 | 207,018 |
| | PRINTPACK INC | Pers | 90379 | 0 | 2019 | 1,022,082 | 766,562 | 255,520 |
| | PRINTPACK INC | Pers | 85231 | 0 | 2019 | 13,348,217 | 10,011,163 | 3,337,054 |
| | PRINTPACK INC | Pers | 76526 | 0 | 2019 | 8,208,311 | 6,156,233 | 2,052,078 |
| | REYNOLDS ERNEST W & LADONNA R (JTRS) | Real | C07 0420383 | 52812 | 2019 | 84,000 | 61,740 | 22,260 |
| | SIMMONS AMANDA | Real | 155 0149 | 16154 | 2019 | 8,000 | 400 | 7,600 |
| | SIMMONS AMANDA | Real | 155 0150 | 16155 | 2019 | 17,202 | 12,000 | 5,202 |
| | SW PROPERTY GROUP INC | Real | V07 0120007 | 51495 | 2019 | 18,000 | 9,600 | 8,400 |
| | VED ENTERPRISES INC | Real | V07 0110096 | 31313 | 2019 | 845,770 | 880,000 | 34,230 |
| | | COUNT | 23 | | Year Totals >> | 27,153,788 | 20,673,187 | 6,457,858 |
| 2020 | FLOWERS JOSEPH & REBECCA | MH | 098 0020 | 0 | 2020 | 1,200 | 320 | 880 |
| | KOON FARRIS G & LAURA | MH | 128 0023 | 0 | 2020 | 1,200 | 200 | 1,000 |
| | MELVIN D R | MH | 146 0198 | 0 | 2020 | 200 | 0 | 200 |
| | SMOLAR WILLIAM | MH | 160 0001 | 0 | 2020 | 1,654 | 600 | 1,054 |
| | | | | | | | | |

Inflationary Growth Report: The next Digest Submission Report is the Inflationary Growth report.

| Carroll County Inflationary Growth By Tax District For Tax Year 2020 | | | | | |
|--|------------|--|----------------------------|---------------------------|------------------------------|
| Tax District # | DESCRIP | Parcels in Tax District with Infl Growth | Inflationary Growth - 100% | Inflationary Growth - 40% | Exemption Reassessment - 40% |
| 01 | CARROLLTON | 361 | 172,581 | 69,034 | 0 |
| 02 | COUNTY | 2,312 | 12,337,168 | 4,934,883 | 0 |
| 03 | VILLA RICA | 383 | (1,465,364) | (586,149) | 0 |
| 04 | BOWDON | 79 | 141,268 | 56,504 | 0 |
| 05 | TEMPLE | 217 | (578,598) | (231,458) | 0 |
| 06 | WHITESBURG | 34 | 259,077 | 103,637 | 0 |
| 07 | ROOPVILLE | 1 | (1,705) | (682) | 0 |
| 08 | MT ZION | 105 | 678,510 | 271,379 | 0 |
| 09 | BREMEN | 17 | (172,319) | (68,927) | 0 |
| Total | | 3,509 | 11,370,618 | 4,548,221 | 0 |

Notice of Assessment Reasons: The next Digest Submission Report is the Notice of Assessment Reasons report.

| <div> ⏪ < 6 of 7 ? > ⏩ ↺ 100% 💾 🖨 Find Next </div> | | | |
|---|-------------|---------------|--------------|
| NOTICE OF ASSESSMENT REASONS | | | |
| Reason Description | Reason Code | Property Type | COA TYPE |
| *Annual Notice of Assessment | AN | Real | Inflationary |
| ACREAGE SPLIT PER PLAT | 02 | Real | Real |
| ACREAGE/LOT SIZE CORRECTION PER DEED | 23 | Real | Real |
| ACREAGE/LOT SIZE CORRECTION PER GIS | 03 | Real | Real |
| ACREAGE/LOT SIZE CORRECTION PER PLAT | 79 | Real | Real |
| ADDED ACREAGE | 04 | Real | Real |
| ADDED CHICKEN HOUSE | 19 | Real | Real |
| ADDED COMM/IND BUILDING | 21 | Real | Real |
| ADDED COMM/IND OUTBUILDING | 22 | Real | Real |
| ADDED DUPLEX | 65 | Real | Real |
| ADDED HOUSE | 77 | Real | Real |
| ADDED MOBILE HOME | 12 | Real | Real |
| ADDED OUTBUILDING | 17 | Real | Real |
| ADDED POOL | 18 | Real | Real |
| ADDED SITE IMPROVEMENT | 35 | Real | Real |
| ADDED TOWNHOME | 78 | Real | Real |
| ADDITION TO EXISTING STRUCTURE | 05 | Real | Real |
| ADJUSTED POULTRY HOUSE DEPRECIATION | 95 | Real | Real |
| AIRCRAFT ADDED FOR 2020 | 37 | Personal | Real |
| AIRCRAFT INFORMATION CORRECTED NO RETURN FILED | 47 | Personal | Real |
| ALL EXEMPTIONS REMOVED PER ADDRESS CHANGE | 84 | Real | Real |
| Annual Notice: No change in return/previous value | C2 | Real | Real |
| ANNUAL NOTICE:NO CHANGE IN RETURN/PREVIOUS VALUE | 98 | Real | Real |

Late Filing Freeport Accounts: The next Digest Submission Report is the Late Filing Freeport Accounts report.

| <div> ⏪ < 9 of 10 ? > ⏩ ↺ 100% 💾 🖨 Find Next </div> | | | |
|--|--------|---------------------------|----------------------------|
| Late Filing Freeport Accounts | | | |
| Account # | Owner | Freeport Inventory (100%) | Application Date |
| FREXMPPTCT | | | |
| Accounts with P6 > \$100,000 | | | |
| Account # | Map ID | P6 Value (100%) | P6 Value excess of 100,000 |
| | | Total of Excess | |

FLPA Covenants: The FLPA Covenants report is next. This report will print a list of FLPA covenants entered within the current digest year.

| FOREST LAND CONSERVATION USE ASSESSMENT LISTING FOR NEW AND EXISTING COVENANTS FOR TAX YEAR 2020 COUNTY: Carroll | | | | | | | | |
|--|-----------|-----------|---------|--|---------------|----------------------|-------------------------|--------------|
| Please complete this form showing a complete listing of all real estate parcels receiving conservation use assessment pursuant to the Forest Land Protection Act of 2008 (O.C.G.A. 48-5-7.7) | | | | | | | | |
| LIST MUST BE SORTED BY PARCEL ID NO. | | | | | | | | |
| PARCEL ID NO | TOT-ACRES | COV-ACRES | HS CODE | ORG YEAR | TAXPAYER NAME | 2008 Land Assessment | Current FLPA Assessment | % Difference |
| 024 0028 | 711.17 | 711.17 S0 | 2011 | WEYERHAEUSER COMPANY | | 919,543 | 919,844 | 0.03 % |
| 024 0086 | 181.00 | 181.00 S0 | 2011 | J D WILLIAMS FARM LLC | | 364,172 | 364,159 | 0.00 % |
| 025 0105 | 48.00 | 48.00 S0 | 2011 | REESE CLYDE & DARLENE (JTRS) | | 161,088 | 161,084 | 0.00 % |
| 025 0108 | 48.00 | 48.00 S0 | 2011 | GROGAN SHANNON DENISE & | | 161,088 | 161,084 | 0.00 % |
| 026 0022 | 699.99 | 699.99 S0 | 2011 | WEYERHAEUSER COMPANY | | 1,162,683 | 1,162,470 | -0.02 % |
| 026 0108 | 452.51 | 452.51 S0 | 2011 | PEACHSTATE PASTURES LLC | | 984,209 | 984,233 | 0.00 % |
| 026 0110 | 699.99 | 699.99 S0 | 2011 | JACKSON MICHAEL TRUMAN & MIRANDA C | | 1,162,683 | 1,162,470 | -0.02 % |
| 026 0111 | 699.99 | 699.99 S0 | 2011 | JACKSON MICHAEL TRUMAN & MIRANDA C | | 1,162,683 | 1,162,470 | -0.02 % |
| 026 0112 | 699.99 | 699.99 S0 | 2011 | JACKSON MICHAEL TRUMAN & MIRANDA C(JTRS) | | 1,162,683 | 1,162,470 | -0.02 % |
| 027 0029 | 203.46 | 203.46 S0 | 2011 | WEYERHAEUSER COMPANY | | 370,501 | 370,489 | 0.00 % |
| 113 0027 | 247.50 | 247.50 S0 | 2011 | WEYERHAEUSER COMPANY | | 491,783 | 491,697 | -0.02 % |
| 117 0020 | 223.39 | 223.39 S0 | 2011 | WEYERHAEUSER COMPANY | | 211,997 | 211,926 | -0.03 % |
| 161 0013 | 447.07 | 447.07 S0 | 2017 | ALEXANDER LAND COMPANY LLC | | 815,456 | 815,668 | 0.03 % |
| 161 0016 | 105.40 | 105.40 S0 | 2017 | ALEXANDER LAND COMPANY LLC | | 251,906 | 251,951 | 0.02 % |
| 162 0031 | 29.98 | 29.98 S0 | 2017 | ALEXANDER LAND COMPANY LLC | | 63,678 | 63,666 | -0.02 % |

Average Property Values: The next Digest Submission Report is one that shows Average Property Values, with rounding.

| 11 of 12 ? | | | | 100% | Find Next |
|-------------|-------------------------|-----------------------------|------------------------|------|-------------|
| TAXDISTRICT | Average Property Values | Rounded to Nearest \$25,000 | Rounded to Nearest \$1 | | |
| 01 | Homestead | 200,000 | 211,232 | | |
| | Non-Homestead | 225,000 | 235,958 | | |
| 02 | Homestead | 175,000 | 164,827 | | |
| | Non-Homestead | 100,000 | 95,263 | | |
| 03 | Homestead | 150,000 | 157,059 | | |
| | Non-Homestead | 200,000 | 211,269 | | |
| 04 | Homestead | 100,000 | 111,476 | | |
| | Non-Homestead | 100,000 | 98,051 | | |
| 05 | Homestead | 125,000 | 135,755 | | |
| | Non-Homestead | 125,000 | 120,329 | | |
| 06 | Homestead | 100,000 | 93,241 | | |
| | Non-Homestead | 75,000 | 62,732 | | |
| 07 | Homestead | 125,000 | 120,632 | | |
| | Non-Homestead | 100,000 | 94,777 | | |
| 08 | Homestead | 125,000 | 117,663 | | |
| | Non-Homestead | 75,000 | 68,006 | | |
| 09 | Homestead | 175,000 | 167,762 | | |
| | Non-Homestead | 550,000 | 556,595 | | |
| CW | Homestead | 175,000 | 166,908 | | |
| | Non-Homestead | 125,000 | 131,701 | | |

Appeal Statistics: The next Digest Submission Report presents Appeal Statistics for the **previous digest year**.

12 of 13 ? 100% Find | Next

APPEAL STATISTICS FOR PREVIOUS DIGEST YEAR'S APPEALS

Pursuant to O.C.G.A. § 48-5-345, the digest submission process requires a reporting detailing statistics regarding the prior digest year's appeals. These statistics are required by law to include the:

The number, overall value and percentage of total real property parcels of appeals in each county to the boards of equalization, arbitration, hearing officer, and superior court, and the number of taxpayers' failure to appear at any hearing, for the prior tax year

| | |
|---|---------------|
| Previous Year Total Real Property Parcel Count | 53,179 |
| Previous Year Total Real Property Digest Value (100%) | 8,811,192,878 |
| Digest Statistics for digest year | 2019 |

| | Total Appeals | BOE Appeals | ARB Appeals | CHO Appeals | SC Appeals |
|------------------------|---------------|-------------|-------------|-------------|------------|
| Count | 8 | 4 | 1 | 1 | 0 |
| No Shows | 0 | 0 | 0 | 0 | 0 |
| Value | 9,343,240 | 8,914,985 | 7,532 | 146,573 | |
| % of Parcels | 0.02 % | 0.01 % | 0.00 % | 0.00 % | 0.00 % |
| % of Real Digest Value | 0.11 % | 0.10 % | 0.00 % | 0.00 % | 0.00 % |

Enterprise Zone Certifications: The next Digest Submission Report covers Enterprise Zone Certifications.

13 of 14 ? 100% Find | Next

| CONUM | CONAME | TYPE | ACCOUNTNO | PARCEL NO | CLASS | TAXDISTRICT | OWNER NAME | CURR VAL | EZ % | TAXABLE VALUE |
|------------------------------------|--------|------|-----------|-----------|-------|-------------|------------|----------|------|---------------|
| Chairman County Board of Assessors | | | | | | | | | | |
| Date | | | | | | | | | | |

Appeal Status Certification: The next Digest Submission Report certifies the Appeal Status of the County.

14 of 15 ? 100% Find | Next

APPEAL STATUS CERTIFICATION

OCGA 48-5-311 states that In any county in which the number of appeals exceeds a number equal to or greater than 3 percent of the total number of parcels in the county or the sum of the current assessed value of the parcels under appeal is equal to or greater than 3 percent of the gross tax digest of the county, the county board of tax assessors shall be granted an additional 180 day period to make its determination and notify the taxpayer.

We hereby certify that our level of appeals, at no point in time during the digest year, was equal to or greater than 3 percent and we therefore to not qualify for the additional 180 day period.

Chairman County Board of Assessors

Date

Appeals Statistics: The final Digest Submission Report shows Appeal Statistics for the **Current Digest Year**.

| <div> <div> <div>15 of 15</div> <div>100%</div> <div>Find Next</div> </div> </div> | | |
|--|----------------|-------|
| APPEAL STATISTICS FOR CURRENT YEAR DIGEST - 2020 | | |
| Total Number of Appeals | 34 | 0.06% |
| Total Value of Appeals | 192,567 | 0.00% |
| Total Value In Dispute | 177,883 | 0.00% |
| Total Real Parcels | 53,503 | |
| Total Gross Digest | 10,698,869,626 | |
| Chairman, Board of Assessors | | |

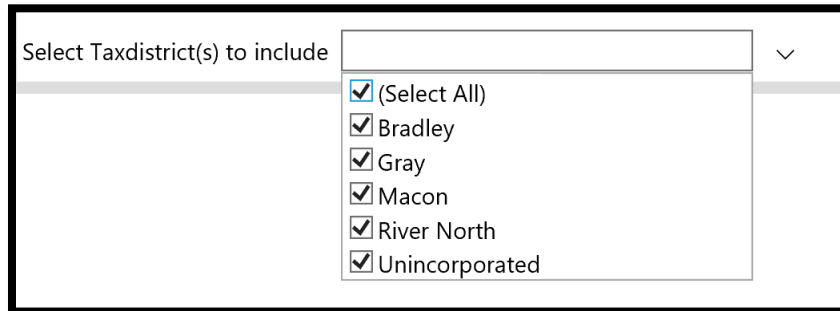
DATA REQUEST FORM

Clicking this option produces a print preview of a standardized form that can be used to request information from the Tax Assessor's Office.

| | |
|---|---|
| <div> <div>1 of 1</div> <div>100%</div> <div>Find Next</div> </div> | <div> <div>100%</div> <div>Find Next</div> </div> |
| <h3>DataRequestForm</h3> | |
| What information do you want? _____ | |
| In what order would you like this information sorted? _____ | |
| What format would you like to receive this data? | |
| <input type="checkbox"/> | Fixed Length ASCII Text |
| <input type="checkbox"/> | Delimited ASCII Text |
| What character delimiter would you like? (comma is default) _____ | |
| <input type="checkbox"/> | Excel |
| <input type="checkbox"/> | FoxPro Table |
| <input type="checkbox"/> | Printed Report |
| How would you like to receive this data? | |
| <input type="checkbox"/> | Email Email Addr _____ |
| <input type="checkbox"/> | US Postal Mailing Addr _____ |

EXEMPT DIGEST – REAL AND PERSONAL

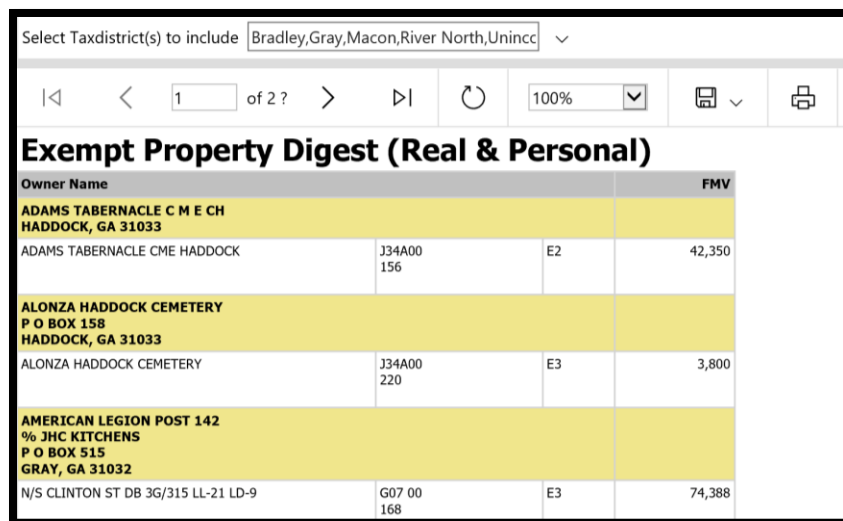
This report lists all Exempt accounts in Name order. First, the user must decide which tax districts to include.



Select Taxdistrict(s) to include

- ☒ (Select All)
- ☒ Bradley
- ☒ Gray
- ☒ Macon
- ☒ River North
- ☒ Unincorporated

After selecting the tax districts for the report, clicking the View Report button will display the Exempt Property Digest Report.



Select Taxdistrict(s) to include Bradley,Gray,Macon,River North,Uninc

1 of 2 ?

100%

Exempt Property Digest (Real & Personal)

| Owner Name | | | FMV |
|---|---------------|----|--------|
| ADAMS TABERNACLE C M E CH HADDOCK, GA 31033 | | | |
| ADAMS TABERNACLE CME HADDOCK | J34A00 156 | E2 | 42,350 |
| ALONZA HADDOCK CEMETERY P O BOX 158 HADDOCK, GA 31033 | | | |
| ALONZA HADDOCK CEMETERY | J34A00 220 | E3 | 3,800 |
| AMERICAN LEGION POST 142 % JHC KITCHENS P O BOX 515 GRAY, GA 31032 | | | |
| N/S CLINTON ST DB 3G/315 LL-21 LD-9 | G07 00 168 | E3 | 74,388 |

CONSOLIDATIONS

The Consolidation report is a tool that will provide the user with information concerning the counts and total assessments (40% values) of the digest class and strat combinations. The Consolidation Report is not the official consolidation report which is produced by the Tax Commissioner; it is to be used only in the Assessor's Office as a tool in preparing the Tax Digest. The primary function of this report is to provide the user with summary information concerning the appraisals that have been made throughout the county. The user should compare the results of this report to those of previously printed reports such as last year's report, a report prior to a schedule modification, etc., to locate grievous errors. Examples of such errors are:

- Errant data entry resulting in a property component being grossly overvalued. This might result in a single residential improvement being valued at 100,000,000. A comparison of the R1's would allow the user to identify that an error had been made

- Errant data entry on schedule values. Instead of keying a land value of 2,000 per acre for a rural land class, a value of 2.00 per acre was keyed. A comparison of the A5 values should bring this to the user's attention.
- Improperly keying Freeport inventory or not updating the Return Date could result in the value of the CP + IP class/strat combination being zero or extremely low. A comparison of these class/strats with last year's would quickly show that an error had been made.

Clicking on the Consolidation Report option produces the Select Consolidation Parameters form.

WinGAP - Select Consolidation Parameters - [User ID = cmartin] (DEVEL) Class2013

| RECID | Taxdistric | Descrip | Heavyequip | Motorveh | Mobilehome | Timber10l |
|-------|------------|----------------|------------|----------|------------|-----------|
| 3 | 01 | Unincorporated | | | | |
| 2 | 02 | Gray | | | | |
| 4 | 03 | Macon | | | | |
| 5 | 04 | River North | | | | |
| 1 | 05 | Bradley | | | | |

< >

☐ All Districts Run Consolidation

☐ Show Gross Freeport

Print Consolidation XLS Details

Help Close

A Consolidation Report for each Tax District in the County can be produced by clicking on that item in the Tax District list box, and then clicking the Run Consolidation button.

WinGAP - Select Consolidation Parameters - [User ID = cmartin] (DEVEL) Class2013

| RECID | Taxdistric | Descrip | Heavyequip | Motorveh | Mobilehome | Timber101 |
|-------|------------|----------------|------------|----------|------------|-----------|
| 3 | 01 | Unincorporated | | | | |
| 2 | 02 | Gray | | | | |
| 4 | 03 | Macon | | | | |
| 5 | 04 | River North | | | | |
| 1 | 05 | Bradley | | | | |

☐ All Districts
☐ Show Gross Freeport

Run Consolidation

A Consolidation Report for selected Tax Districts can be produced by clicking on the first desired Tax District, holding the Ctrl Key down, clicking on the next Tax District (and so on), and then clicking Run Consolidation.

WinGAP - Select Consolidation Parameters - [User ID = cmartin] (DEVEL) Class2013

| RECID | Taxdistric | Descrip | Heavyequip | Motorveh | Mobilehome | Timber101 |
|-------|------------|----------------|------------|----------|------------|-----------|
| 3 | 01 | Unincorporated | | | | |
| 2 | 02 | Gray | | | | |
| 4 | 03 | Macon | | | | |
| 5 | 04 | River North | | | | |
| 1 | 05 | Bradley | | | | |

☐ All Districts
☐ Show Gross Freeport

Run Consolidation

A Consolidation Report for all Tax Districts can be produced by clicking in the All Districts box on the form. All the Tax Districts are then selected, and the report can be run by clicking the Run Consolidation button.

| RECID | Taxdistric | Descrip | Heavyequip | Motorveh | Mobilehome | Timber10l |
|-------|------------|----------------|------------|----------|------------|-----------|
| 3 | 01 | Unincorporated | | | | |
| 2 | 02 | Gray | | | | |
| 4 | 03 | Macon | | | | |
| 5 | 04 | River North | | | | |
| 1 | 05 | Bradley | | | | |

☒ All Districts
☐ Show Gross Freeport

Run Consolidation

The Show Gross Freeport box will display the Gross Freeport value instead of the Net Freeport value impacting those Freeport account who filed late and are receiving a pro-rata exemption amount based upon the late filing. Some tax collection systems only have the ability to show the full Gross Freeport inventory. This check box allows WinGAP users to report Freeport using the gross amount to make reconciliation of consolidations with the Tax Commissioners office easier.

NOTE: The 40% Values and Counts (total number of) for Motor Vehicles, Manufactured Homes, Timber (100% Values), and Heavy-Duty Equipment that are displayed in their respective columns on the Select Consolidation Parameters form should be entered in the Tax District schedule. It is not imperative that the values and counts on the right of the screen be entered before running a consolidation report.

When the user clicks the Run Consolidation button, various messages will appear, and then the lower portion of the Select Consolidation Parameters form will be filled with the digest class/strat codes, counts, acres and 40% values.

WinGAP - Select Consolidation Parameters - [User ID = cmartin] (DEVEL) Class2013

| RECID | Taxdistric | Descrip | Heavyequip | Motorveh | Mobilehome | Timber10 |
|-------|------------|----------------|------------|----------|------------|----------|
| 3 | 01 | Unincorporated | | | | |
| 2 | 02 | Gray | | | | |
| 4 | 03 | Macon | | | | |
| 5 | 04 | River North | | | | |
| 1 | 05 | Bradley | | | | |

☒ All Districts
☐ Show Gross Freeport

Run Consolidation

| Digclass | Digstrat | Count | Acres | Value40 |
|----------|----------|----------|-----------|-------------|
| R | 1 | 9,835.00 | | 188,830,284 |
| R | 3 | 6,966.00 | 10424.96 | 40,280,447 |
| R | 4 | 4,262.00 | 23797.64 | 30,172,875 |
| R | 5 | 1.00 | 53.20 | 60,584 |
| R | 6 | 4.00 | | 5,415 |
| R | A | 1.00 | | 3,600 |
| R | B | 846.00 | | 1,439,324 |
| A | 1 | 927.00 | | 12,251,459 |
| A | 3 | 3.00 | 14.19 | 17,753 |
| A | 4 | 8.00 | 157.20 | 185,559 |
| A | 5 | 695.00 | 104693.46 | 44,815,677 |
| A | 9 | 2.00 | 184.20 | 44,766 |
| A | F | 4.00 | | 67,094 |
| P | 4 | 1.00 | 65.00 | 24,336 |
| P | 5 | 36.00 | 5208.37 | 2,308,324 |
| P | 6 | 6.00 | | 73,464 |
| V | 4 | 89.00 | 1735.70 | 690,609 |
| V | 5 | 346.00 | 47692.01 | 25,161,500 |

Print Consolidation XLS Details Help Close

The Print Consolidation button can then be clicked to generate a preview of the consolidation report. The report can be printed or exported to various formats.

Important: If any messages are received when running the Consolidation Report, contact OLS (On Line Support) for assistance. For example, the preview does not display, or the user receives any other kind of error message.

1 of 1 100% Find | Next

Consolidation : ('01')

2015 DIGEST

Consolidation Values

| | Code | Count | Acres | 40% Value |
|----------|------|--------------|---------------|-------------------|
| R | | 4,047 | 376.74 | 25,021,352 |
| | R1 | 1,791 | 0.00 | 21,052,055 |
| | R3 | 1,357 | 222.09 | 3,216,741 |
| | R4 | 14 | 77.76 | 108,541 |
| | R5 | 2 | 76.89 | 50,586 |
| | R6 | 766 | 0.00 | 479,312 |
| | R9 | 4 | 0.00 | 3,045 |
| | RB | 109 | 0.00 | 110,441 |
| | RZ | 4 | 0.00 | 631 |
| A | | 17 | 41.50 | 271,480 |
| | A1 | 6 | 0.00 | 241,206 |
| | A5 | 1 | 41.50 | 14,897 |
| | A6 | 10 | 0.00 | 15,377 |
| V | | 8 | 250.48 | 180,599 |
| | V5 | 4 | 250.48 | 174,824 |
| | V6 | 4 | 0.00 | 5,775 |
| C | | 1,040 | 372.11 | 39,863,087 |
| | C1 | 362 | 0.00 | 29,766,631 |

During the Consolidation Report process a cons_value table is created which contains a complete itemization by parcel/account of all digest class/strat that comprise the consolidation report. With the assistance of a database management tool such as SSMS or SQLMaster, information can be obtained from this data when trying to balance the TAO report with the TCO report.

```
SELECT * FROM [telfair].dbo.[cons_value] ORDER BY parcel_no
```

| Recid | Realkey | Parcel_No | Perskey | Acckey | Repropkey | Commkey | Digclass | Digstrat | Value40 | Acres |
|-------|---------|-----------|---------|--------|-----------|---------|----------|----------|---------|-------|
| 57725 | | | 19151 | | | | E | 9 | 82 | |
| 57726 | | | 19515 | | | | E | 2 | 4299 | |
| 57727 | | | 19568 | | | | E | 2 | 614 | |
| 57728 | | | 19569 | | | | E | 2 | 48 | |
| 57729 | | | 19794 | | | | E | 9 | 6129 | |
| 57730 | | | 19795 | | | | E | 9 | 721 | |
| 57731 | | | 19797 | | | | E | 9 | 4100 | |
| 57732 | | | 19814 | | | | E | 1 | 3166650 | |

EXEMPTION CODES BY TAX TYPE

This menu item opens a Reporting Services report that breaks down the number of exemptions per tax type, and the total value that is exempted from taxation. Clicking the Expand (“+”) button beside a category will further define the exemptions per tax type by the exemption code (such as S3, S5, etc.) and the exempted tax value per code inside that tax type. Finally, clicking the Expand button on an exemption code will show the parcel number, the account number, whether the exemption is from homestead or CUV, and the exemption amount from that specific parcel for that tax type.

| ◀ | < | 1 | of 1 | > | ▶ | ↺ | 100% | ▼ | 📁 | ✓ | 🖨 | |
|-----------------------|----------------|---------|---------|--------|------------|---|------|---|---|---|---|--|
| ExemptionCodes | | | | | | | | | | | | |
| TAXTYPE | EXCODE | REALKEY | PERSKEY | COV HS | ACT EXEMPT | | | | | | | |
| + | 1 State | 6377 | | | 17,976,357 | | | | | | | |
| + | 2 County M & O | 6216 | | | 33,896,860 | | | | | | | |
| + | 3 School M & O | 6216 | | | 13,845,082 | | | | | | | |
| + | 4 School Bond | 1055 | | | 3,526,911 | | | | | | | |
| | + | S3 | 22 | | 212,700 | | | | | | | |
| | + | S4 | 166 | | 1,517,108 | | | | | | | |
| | + | S5 | 8 | | 200,000 | | | | | | | |
| | + | SA | 37 | | 594,851 | | | | | | | |
| | J42 00 032 | 1738 | | 0 C | 20,400 | | | | | | | |
| | J51 00 188 | 3493 | | 0 C | 38,081 | | | | | | | |
| | J58 00 122 | 3588 | | 0 C | 32,614 | | | | | | | |
| | J35 00 041 | 3044 | | 0 C | 6,516 | | | | | | | |
| | J31 00 156 | 6579 | | 0 C | 39,453 | | | | | | | |
| | J21 00 022 | 2971 | | 0 C | 22,231 | | | | | | | |
| | J36 00 005 | 4518 | | 0 C | 62,700 | | | | | | | |
| | J24A00 077 | 6538 | | 0 C | 14,393 | | | | | | | |

PREBILL MH CONSOLIDATIONS

A Prebilled Manufactured Housing Consolidation report can be printed by clicking on this option. The individual Manufactured Housing items for each Tax District can be viewed by clicking on the + (plus) sign to the left of “Taxable” or “Exempt”.

| <div> <div> <div>1 of 1</div> <div>100%</div> <div>Find Next</div> </div> </div> | | | | | |
|--|-----------|-------|--------------------|------------|------------|
| MHPrebill Consolidation Report - 100% FMV | | | | | |
| TAXDIST | EXEMPT | COUNT | ADDONVAL | VALUE | FMV |
| 1 | | 1445 | 1,432,874 | 13,113,286 | 14,546,160 |
| | ⊞ Taxable | 1443 | 1,429,154 | 13,086,286 | 14,515,440 |
| | ⊞ Exempt | 2 | 3,720 | 27,000 | 30,720 |
| 2 | | 183 | 75,130 | 1,315,790 | 1,390,920 |
| | ⊞ Taxable | 183 | 75,130 | 1,315,790 | 1,390,920 |
| 3 | | 405 | 462,143 | 3,298,007 | 3,760,150 |
| | ⊞ Taxable | 405 | 462,143 | 3,298,007 | 3,760,150 |
| 4 | | 802 | 680,713 | 4,336,115 | 5,016,828 |
| | ⊞ Taxable | 802 | 680,713 | 4,336,115 | 5,016,828 |
| | | 2835 | << GRAND TOTALS >> | | 24,714,058 |

RETURNED MAIL ITEMS (REAL AND PERSONAL)

This option generates a report of all property that has the “Returned Mail” box checked on the record screen. Selecting True for the “Include PP_PORETURN” will also include records with the “P.O. Retn’d NOA” box checked on the record screen.

Include PP_PORETURN ☐ True ☒ False

| <div> <div>1 of 1</div> <div>100%</div> <div>Find Next</div> </div> | | | | | | |
|---|-------|---------------------------|--|----------------|---------------|----------------|
| ReturnedMail | | | | | | |
| Account No. | TYP E | NAME | MAILADDR | PARCEL NO | Current Value | Previous Value |
| 35690 | PERS | KING TERRAN A | 457 NATHAN DEAN BLVD STE 105 BOX 352 DALLAS, GA 30132- | 104130060000 | 11,659 | 13,300 |
| Digest Class> | R | Desc: | Situs: | Homestead = NO | | |
| 42783 | PERS | TAYLOR SONIA | 37 BEATTY ST STE 109 HIRAM, GA 30141- | 175340040000 | 0 | 0 |
| Digest Class> | C | Desc: FIT N FLIRTY | Situs: 37 STE BEATTY ST | Homestead = NO | | |
| 42925 | PERS | COFFMAN JASON | PO BOX 1578 DALLAS, GA 30132- | 185440050000 | 19 | 0 |
| Digest Class> | R | Desc: | Situs: | Homestead = NO | | |

Probate Court Signature

Date of Signature

ACO SUMMARY BATCH REPORT

This menu item generates a report that displays a summary of all ACO's filtered by Control No, which is entered on the ACO screen. If the Control Number field is left blank on the report, it will display every ACO.

Control Number Hide Reason ☒ True ☐ False

1 of 2 ? 100% Find

ACO Summary Batch

| Batch | Owner Account Number | Account # | Account Type | Dig Year | Owner Name | C # | ACOKEY | Property | TD | Assessment | Original | Revised |
|-------|----------------------|-----------|--------------|----------|-----------------------------|-----|--------|-----------|----|------------|-----------|-----------|
| | 31637 | 12623 | Real | 2010 | AAMI INC | | 5 | S22 031A | 03 | | 1,468,243 | 1,686,540 |
| | 24212 | 9270 | Real | 2010 | AMERSON BILLY E | | 27 | 164 007 | 01 | | 48,575 | 48,575 |
| | 23689 | 0 | Pers | 2013 | FONDER LAMBERT R | | 122 | 167 100 | 01 | | 8,794 | 0 |
| | 37983 | 0 | Pers | 2014 | SANDERS CRAYTON | | 190 | 138 011G | 01 | | 19,103 | 19,103 |
| | 32301 | 171 | Real | 2014 | GREEN DAVID K | | 199 | D01A 020A | 06 | | 44,376 | 32,327 |
| | 21407 | 6448 | Real | 2014 | TANNER ROBERT D & DEBORAH M | | 200 | 096B 007 | 01 | | 181,523 | 165,348 |

Selecting False for the "Hide Reason" option will add comments from the Reason for Correction field on the ACO screen to the report.

Control Number Hide Reason ☐ True ☒ False

1 of 2 ? 100% Find

ACO Summary Batch

| Batch | Owner Account Number | Account # | Account Type | Dig Year | Owner Name | C # | ACOKEY | Property | TD | Assessment | Original | Revised |
|--|----------------------|-----------|--------------|----------|------------------|-----|--------|----------|----|------------|-----------|-----------|
| | 31637 | 12623 | Real | 2010 | AAMI INC | | 5 | S22 031A | 03 | | 1,468,243 | 1,686,540 |
| 75% OF ROOMS RENOVATED (2009 ONLY 50% OF ROOMS WERE RENOVATED) | | | | | | | | | | | | |
| | 24212 | 9270 | Real | 2010 | AMERSON BILLY E | | 27 | 164 007 | 01 | | 48,575 | 48,575 |
| BASE CUVA NOT CHANGED WHEN PARCEL WAS SPLIT | | | | | | | | | | | | |
| | 23689 | 0 | Pers | 2013 | FONDER LAMBERT R | | 122 | 167 100 | 01 | | 8,794 | 0 |
| SOLD TO LESTER E SHEPPARD JR 2012 | | | | | | | | | | | | |
| | 37983 | 0 | Pers | 2014 | SANDERS CRAYTON | | 190 | 138 011G | 01 | | 19,103 | 19,103 |
| ERROR CORRECTION | | | | | | | | | | | | |

ACO SHEET(S) BY BATCH NUMBER

This menu item generates a detailed report of every ACO issued per Control Number, which is entered on the record's ACO screen. The use of a batch's Control Number is mandatory for this report.

Control Number

1 of 3 ?

100%

12/23/2020 10:33:06 AM

ACO (E&R / NOD)
PAULDING COUNTY

| | |
|--|------|
| Account # | 7034 |
| Digest | 2008 |
| JACKSON BONNIE SCARBORO 114 THE PENINSULA SANDERSVILLE, GA 31082 | |

| | |
|-------------------|-----------|
| Map ID | 109B 019A |
| Legal Desc | |

| | |
|----------------------|----|
| ACO # | 11 |
| Real Property | |
| Tax District | 03 |
| CO_ID_NUM | |

| | |
|----------------|-------------------|
| Owner # | 33526 |
| Situs: | 114 THE PENINSULA |

| | |
|--------------------|-----|
| Control No | 100 |
| MH Serial # | |

| Original | | |
|----------|---------|--------|
| Code | 100% | 40% |
| R3 | 20,169 | 8,068 |
| | 0 | 0 |
| R1 | 156,688 | 62,675 |
| | 0 | 0 |
| | 0 | 0 |
| | 0 | 0 |
| | 0 | 0 |
| | 0 | 0 |
| | 0 | 0 |
| | 0 | 0 |
| | 0 | 0 |

| Final | |
|---------|--------|
| 100% | 40% |
| 20,169 | 8,068 |
| 0 | 0 |
| 126,058 | 50,423 |
| 0 | 0 |
| 0 | 0 |
| 0 | 0 |
| 0 | 0 |
| 0 | 0 |
| 0 | 0 |
| 0 | 0 |
| 0 | 0 |

| Adjustment | |
|------------|----------|
| 100% | 40% |
| 0 | 0 |
| 0 | 0 |
| (30,630) | (12,252) |
| 0 | 0 |
| 0 | 0 |
| 0 | 0 |
| 0 | 0 |
| 0 | 0 |
| 0 | 0 |
| 0 | 0 |

| | | | | | | |
|--------------|---------|--------|---------|--------|----------|----------|
| GROSS | 176,857 | 70,743 | 146,227 | 58,491 | (30,630) | (12,252) |
|--------------|---------|--------|---------|--------|----------|----------|

Reason SQUARE FOOTAGE INCORRECT

Other

BOA Date 09/07/2010

BOA Acceptance Yes

Appraiser

Signed:

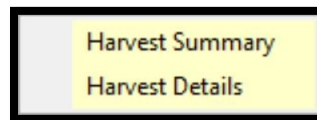
Signed:

DIGEST REVIEW OVR COUNT

This menu item generates a report that displays a count of properties by type with override values applied to them, and summarizes the percentage of the digest that currently has override values.

| <div> ◀ < 1 of 1 > ▶ ↺ 100% ⏏ ⏻ </div> | | | | | | | |
|---|--------|-----------------------|--------------------------|----------|----------|----------|---------|
| Digest Review - Override Counts | | | | | | | |
| | Land | Res Imps (excl MH) | Res Imp (NonPrebill) | Com Imps | Acc Imps | Prebills | Totals |
| OVR COUNT | 1,116 | 660 | 0 | 250 | 2,174 | 1 | 4,200 |
| TOTAL COUNT | 66,252 | 56,531 | 1 | 2,172 | 128,647 | 645 | 253,603 |
| | 1.68 % | 1.17 % | 0.00 % | 11.51 % | 1.69 % | 0.16 % | 1.65 % |

TIMBER



HARVEST SUMMARY

Summary dollar values for the amount of timber harvested in the County for any Harvest Year are obtained by clicking on the Harvest Summary option on the Timber Menu. This produces the Timber Report Form where the Harvest Year is entered.

After keying the desired Harvest Year (the field defaults to the current appraisal year), and clicking the OK Button, the Harvest Summary Print Preview will appear. There is a column on the report are for each quarter of the year, along with a summary for the entire year. Totals for the various types of harvested timber are shown in each row.

| <div> 1 of 1 100% Find Next </div> | | | | | |
|---|----------------|----------------|----------------|----------------|-----------------------|
| <div> Tuesday, June 2, 2020 3:47 PM Page 1 </div> | | | | | |
| <div>Baldwin COUNTY HARVEST REPORT 2015</div> | | | | | |
| Harvest Type | 1 | 2 | 3 | 4 Total | |
| Lump Sum | 412,580 | 43,038 | 98,234 | 9,213 | 563,065 |
| Unit Price | 263,273 | 181,542 | 420,719 | 58,589 | 924,123 |
| Owner Harvest | | | 68,942 | 590,196 | 659,137 |
| Total | 675,853 | 224,580 | 587,895 | 657,998 | \$2,146,326.11 |

HARVEST DETAILS

A detailed listing for each land owner where timber was harvested in the County for any Harvest Year is obtained by clicking on the Harvest Details option on the Timber Menu. This produces the Timber Report Form where the Harvest Year is entered.

WinGAP - Timber Report... ? X

Harvest Year

Help Cancel OK

After keying the desired Harvest Year (the field defaults to the current appraisal year) and clicking the OK Button, the detailed Harvest Summary Print Preview will appear. The final page of the report will show the Grand Totals for the year selected.

⏪ < 1 of 2 ? > ⏩

🔄 100%

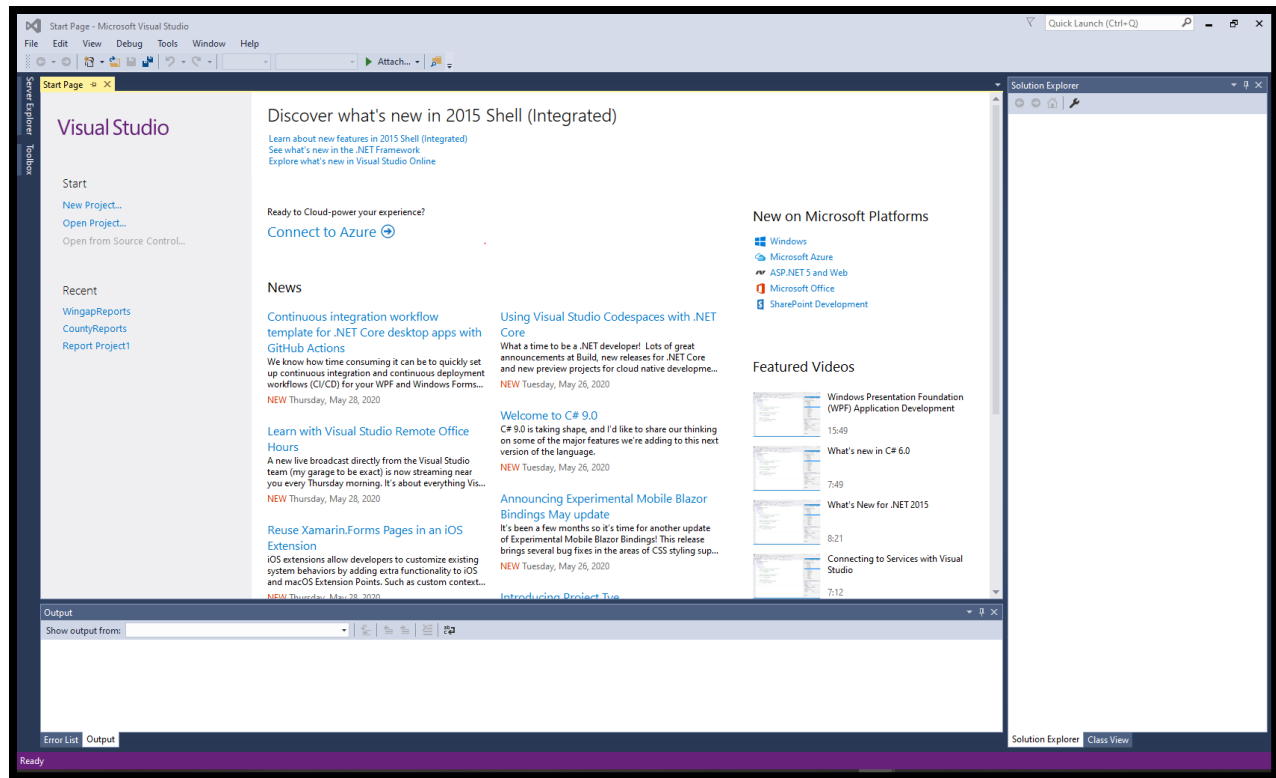
💾 🖨

Tuesday, June 2, 2020 3:49 PM
Page 1

| Baldwin County Harvest Report | | | | | | |
|-------------------------------|------------------------|---------|------------|----------|--------|--|
| Report Year: 2015 | | | | | | |
| Harvest Type : Lump Sum | | | | | | |
| Harvest Quarter: 1 | | | | | | |
| Form # | Land Owner | MAP ID | PAID | TAXDUE | ACRES | |
| 0115122014 | PLUM CREEK TIMBER LP | 122 014 | 274,525.00 | 7,412.18 | 210.00 | |
| 200627 | ADAMS SANDRA ELAINE | 042 016 | 7,500.00 | 202.50 | 19.00 | |
| 354664 | BENTLEY CATHERINE A | 040 042 | 130,555.00 | 3,524.99 | 156.00 | |
| Totals for Quarter | | | 412,580 | 11,140 | 385.00 | |
| Harvest Quarter: 2 | | | | | | |
| Form # | Land Owner | MAP ID | PAID | TAXDUE | ACRES | |
| 120761 | PHELPS CHARLES C JR | 032 045 | 21,500.00 | 580.50 | 65.40 | |
| 200631 | VEAL FAY P & T STEPHEN | 047 010 | 21,538.00 | 581.53 | 170.00 | |
| Totals for Quarter | | | 43,038 | 1,162 | 235.40 | |
| Harvest Quarter: 3 | | | | | | |
| Form # | Land Owner | MAP ID | PAID | TAXDUE | ACRES | |
| 299306 | WALKER FAMILY TRUST | 031 027 | 64,729.00 | 1,747.68 | 58.00 | |
| 3022-016 | PALMER SUZANNE | 022 016 | 33,505.00 | 904.64 | 41.00 | |
| Totals for Quarter | | | 98,234 | 2,652 | 99.00 | |
| Harvest Quarter: 4 | | | | | | |
| Form # | Land Owner | MAP ID | PAID | TAXDUE | ACRES | |
| 370131 | REGINA TOULSON | 052 010 | 7,500.00 | 202.50 | 27.00 | |
| 4056046 | SHAFFER DETMER | | 1,713.48 | 46.20 | 0.00 | |
| Totals for Quarter | | | 9,213 | 249 | 27.00 | |
| GRAND TOTAL >>> | | | 563,065 | 15,203 | 746.40 | |

REPORT DESIGNER

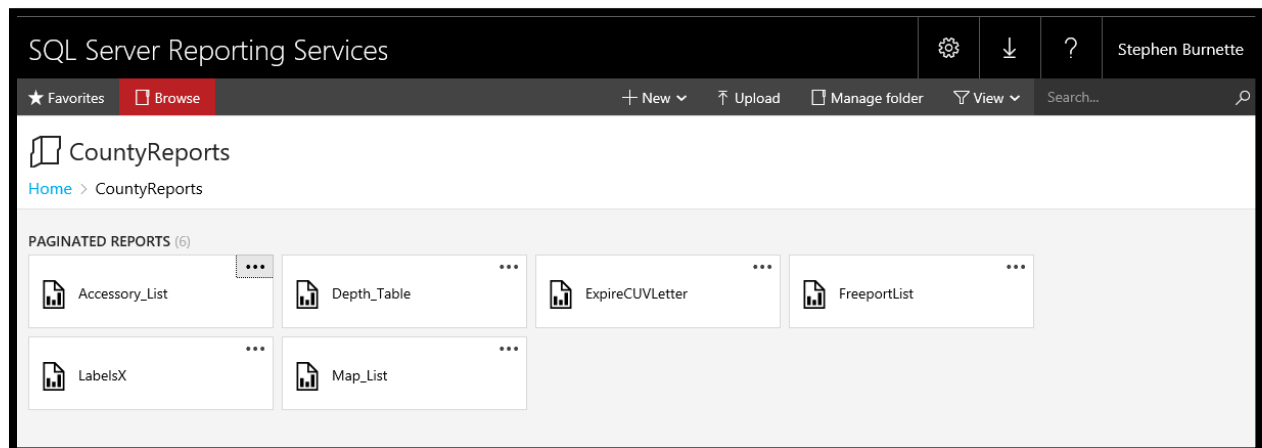
Selecting this option from the menu will start the Reporting Services application, Visual Studio. The user can also click the Report Designer button in the WinGAP Tool Bar. The Visual Studio Shell screen will then appear.



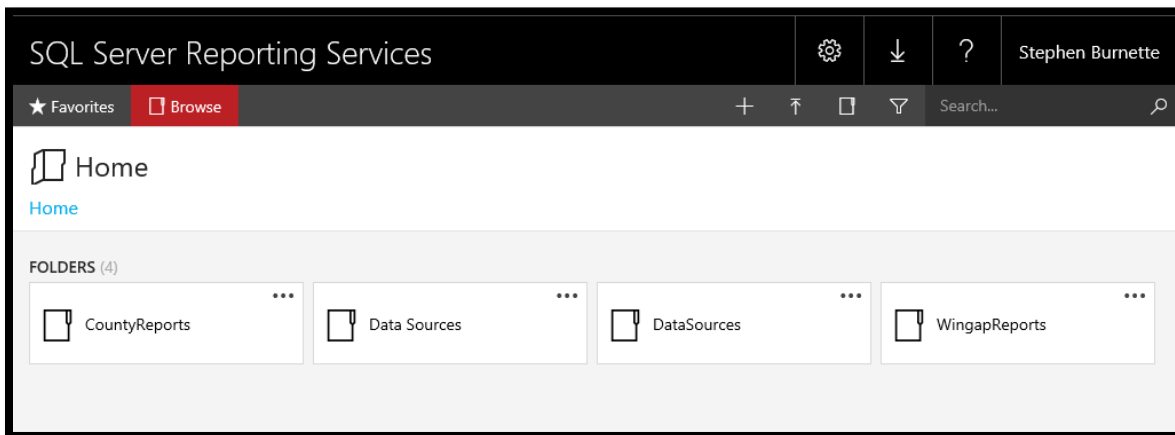
The creation and maintenance of reports is not covered in this manual. Please see the **WinGAP Report Building Manual** for these procedures.

LAUNCH REPORT SITE

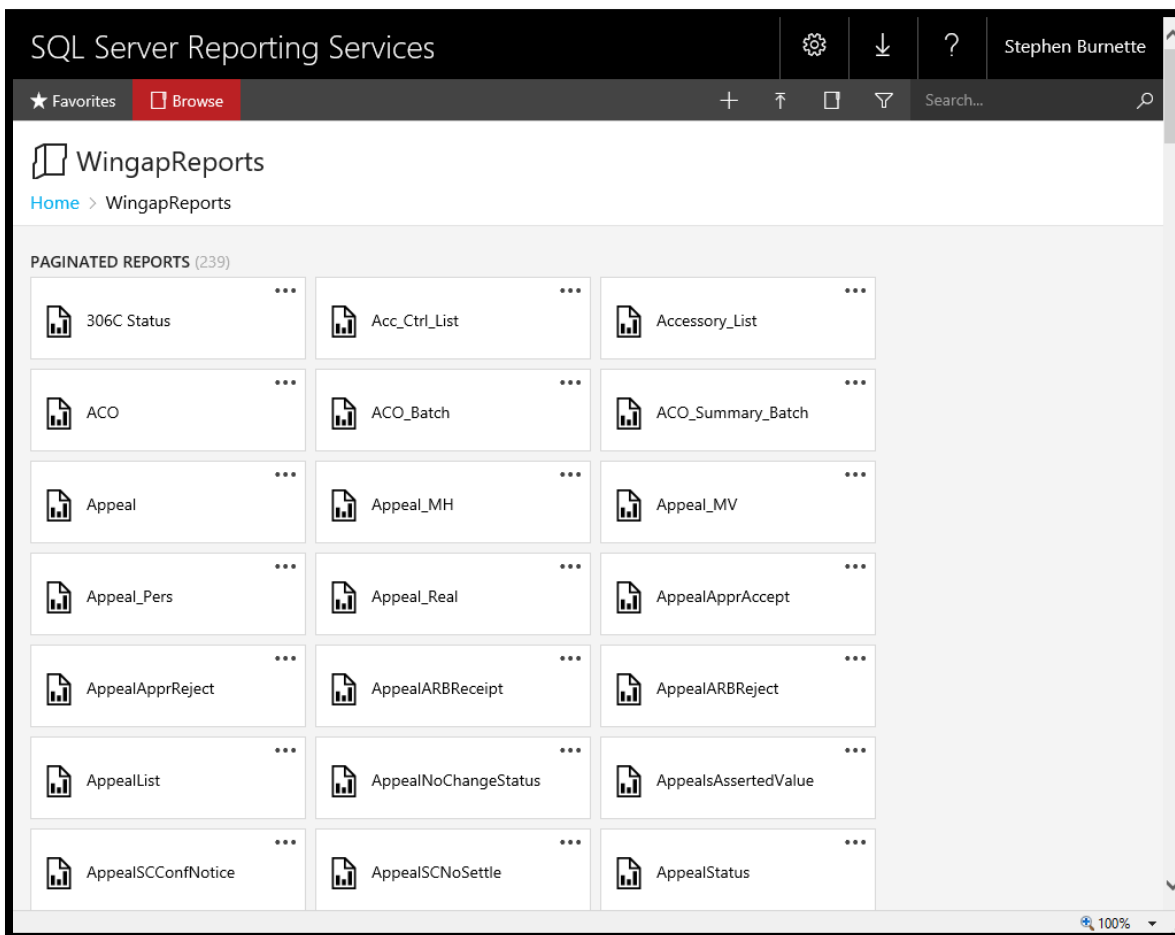
The Launch Report Site option on the Reports Menu takes the user to the SQL Server Reporting Services Home Page. The SQL Server Reporting Services home page defaults to the County Reports page, which contains customized reports for the County. These reports can be modified or deleted by right clicking on the desired item.



The Home link on the above screen will take the user to another page where various reports and Data Sources used in WinGAP Reports can be created and managed.



The WingapReports link on the far right takes the user to a page where all the reports that are currently deployed by the user within WinGAP can be managed.



The management and use of these reporting services pages is not covered in this manual. Please see the WinGAP Report Building Manual for these procedures.

PRC BIN – REAL

The PRC Bin – Real (Property Record Card Bin - Real Property) is designed to facilitate the mass printing of Property Record Cards for Real Property. PRCs can be printed for one Parcel, selected Parcels, a range of Parcels, or all Parcels. Real Property PRCs are sent to the PRC Holding Bin from one of two places:

- From the **Reports > Real > Property Record Cards** Selection screen discussed earlier in the Reports section of this manual.
- By right clicking on the Printer Button on the Real Property General Information Form and selecting the PRC Holding Bin option on the Printer Button menu.

Clicking on the **Reports > PRC Bin - Real** option will produce the PRC Holding Bin.

WinGAP - PRC Holding Bin - [User ID = felix] AY2020

Total Items Listed 0 Order Sent to PRC Bin

| Realkey | Parcel_No | Name |
|--------------------------------|-----------|------|
| (There are no records to view) | | |

Delete Delete All

☐ Show Mine Only

☐ PDF

Help Cancel Print

The Holding Bin window will be empty if no PRCs have been sent to the Holding Bin. If PRCs have been sent to the Holding Bin, the accounts will be visible, the User ID that sent the record to the Bin will be displayed with the record, and a total count of records in the Bin will be displayed.

WinGAP - PRC Holding Bin - [User ID = felix] AY2020

Total Items Listed **704** Order Sent to PRC Bin ▼

| Realkey | Parcel_No | Name |
|-----------|-------------|------------------------|
| 85824 | 009 002 | Abrams Carlie |
| 1065 | J49 00 006 | BROWN JAMES KEVIN & |
| 1066 | J49 00 008 | BROWN JAMES KEVIN & |
| 85845 | J61 00 089C | BONNER STEPHEN M & E |
| 1678 | J35 00 040 | HG-CV-TA-ERD LLP & HG- |
| 1679 | J35 00 044 | JACKSON HOWARD BRIA |
| 1681 | J35 00 047 | JONES DELMA E & M KAY |
| 1683 | J42 00 050 | MAY BOBBY |
| 268949544 | 001 004 2 | ADAMS MATTHEW J |
| 1714 | J42 00 056 | PERSONS EVA TURPIN |
| 1715 | J42 00 001 | MORENO NEVA B |
| 1717 | J42 00 053 | BROWN SARA E |
| 1721 | J42 00 048 | STEPHENS FRANKLIN E I |
| 1725 | J42 00 013 | GEORGIA PACIFIC CORP |
| 1729 | J42 00 009 | HARRIS NELLIE D |
| 1731 | J42 00 007 | PAUL JAMES T & HELEN |
| 1732 | J42 00 004 | MORENO NEVA B |
| 1733 | J42 00 002 | SOUTHERN LAND & LUM |
| 1734 | J49 00 001 | SOUTHERN PINE PLANT, |
| 1736 | J49 00 003 | GEORGIA PACIFIC CORP |
| 1737 | J42 00 034 | WALSH EDWARD A |
| 1738 | J42 00 032 | HAMRICK MARY ANN |
| 1739 | J42 00 014 | RIDLEY CLARENCE F |

☐ Show Mine Only
 ☐ PDF

The PRC Holding Bin form has a combo box and several buttons and checkboxes that enables the user to control how the form operates.

Sort Order: The user can click the Order Sent to PRC Bin combo box to change the order in which the PRCs were originally sent. For instance, the Holding Bin in the image on the next page shows two different orders. Some of these represent PRCs sent by Digest Class and some sent by Name, in the order they were sent to the Holding Bin.

WinGAP - PRC Holding Bin - [User ID = felix] AY2020

Total Items Listed **1213** Order Sent to PRC Bin

| Realkey | Parcel_No | Name |
|---------|-------------|------------------------|
| 13157 | J61 00 089B | MITCHELL GARY T |
| 13159 | J43A00 142Q | BARTLETT MURRAY S & |
| 13176 | J50B00 064 | A & D ELECTRIC LLC |
| 13186 | J49 00 001E | GLAWSON FAMILY PART |
| 13190 | J50 00 001K | GLAWSON FAMILY PART |
| 13197 | J35 00 045 | HG-CV-TA-ERD LLP & HG- |
| 13199 | J59 00 011A | COLLINS LG & J FINDLAY |
| 54770 | J49 00 008A | Example Four |
| 54781 | J69 00 073A | HUBBARD ROY C SR |
| 235 | G07 00 124 | BROWN WILLIAM H & BO |
| 11783 | J44B00 022 | A & D ELECTRIC LLP |
| 10085 | J51 00 083 | A & D ELECTRIC |
| 10084 | J51 00 082 | A & D ELECTRIC |
| 13176 | J50B00 064 | A & D ELECTRIC LLC |
| 11782 | J44B00 021 | A & D ELECTRIC, LLC |
| 54774 | 001 002 | A & D INSULATION INC |
| 54776 | 001 001A | A CUTTING EDGE SERVIC |
| 54779 | J12 00 001A | A TO Z SALES |
| 10875 | J38 00 082 | A TO Z SALES INC |
| 3982 | J65D00 203 | A-1 PALLET RECYCLING I |
| 4 | G06 00 002 | A-1 PALLET RECYCLING I |
| 2519 | J64C00 156 | AAMES CAPITAL CORP |
| 2500 | J64C00 132 | AAMES CAPITAL CORPOF |

☐ Show Mine Only
 ☐ PDF

This listing can be changed to any of the other options in the combo box. For example, Parcel Number Order can be selected by clicking that option in the combo box.

WinGAP - PRC Holding Bin - [User ID = felix] AY2020

Total Items Listed **1213** Order Sent to PRC Bin

| Realkey | Parcel_No | Name |
|---------|-------------|------------------------|
| 13157 | J61 00 089B | MITCHELL GARY T |
| 13159 | J43A00 142Q | BARTLETT MURRAY S & |
| 13176 | J50B00 064 | A & D ELECTRIC LLC |
| 13186 | J49 00 001E | GLAWSON FAMILY PART |
| 13190 | J50 00 001K | GLAWSON FAMILY PART |
| 13197 | J35 00 045 | HG-CV-TA-ERD LLP & HG- |
| 13199 | J59 00 011A | COLLINS LG & J FINDLAY |
| 54770 | J49 00 008A | Example Four |
| 54781 | J69 00 073A | HUBBARD ROY C SR |
| 235 | G07 00 124 | BROWN WILLIAM H & BO |
| 11783 | J44B00 022 | A & D ELECTRIC LLP |

WinGAP - PRC Holding Bin [User ID = felix] AY2020

Total Items Listed **1256** Parcel Number ▼

| Recid | Realken | Parcel_No | Name |
|-------|-----------|------------|-------------|
| 57375 | 54773 | 001 001 | ADAMS LAV |
| 57292 | 54776 | 001 001A | A CUTTING |
| 57312 | 85819 | 001 001H | Abbott Cher |
| 57291 | 54774 | 001 002 | A & D INSUI |
| 57337 | 85799 | 001 003 | ACE HARD |
| 57370 | 85813 | 001 003A | ADAMS JOH |
| 57389 | 85800 | 001 004 | ADAMS MA |
| 57381 | 268940543 | 001 004 1 | ADAMS MA |
| 56590 | 268940544 | 001 004 2 | ADAMS MA |
| 57391 | 268940545 | 001 004 3 | ADAMS MA |
| 57177 | 268940546 | 001 004 4 | ADAMS MA |
| 56626 | 268940547 | 001 004 5 | ADAMS MA |
| 57383 | 268940548 | 001 004 6 | ADAMS MA |
| 57384 | 268940549 | 001 004 7 | ADAMS MA |
| 57385 | 268940550 | 001 004 8 | ADAMS MA |
| 56622 | 268940551 | 001 004 9 | ADAMS MA |
| 57388 | 268940552 | 001 004 10 | ADAMS MA |
| 57367 | 85801 | 001 006 | ADAMS JOE |
| 57313 | 85802 | 001 007 | ABBOTT LA |
| 57314 | 85804 | 001 007A | ABBOTT LA |
| 57315 | 85805 | 001 007B | ABBOTT LA |
| 56618 | 85835 | 001 007B | ABBOTT LA |
| 57316 | 85836 | 001 007C | ABBOTT LA |

◀ ▶

Help Cancel Print

Delete Delete All

☐ Show Mine Only

☐ PDF

Delete Button: Once the user has selected (explained below) which PRCs are to be deleted from the Holding Bin, clicking the Delete Button will delete the selected items.

Delete All Button: The user can delete all of the PRCs from the Holding Bin by clicking the Delete All button. No PRCs need to be selected to do this.

Print Button: The PRCs can now be previewed, printed, and even saved to another format for printing later by clicking the Print button. But to print anything, the items must first be selected, and that is explained next.

To select a single PRC for previewing, printing, or deleting from the Holding Bin, the single record is simply clicked on. A range of PRCs can be selected by clicking on the first item in the desired range, holding the Shift key down, and clicking on the last item in the range. A random selection of PRCs can be selected by clicking on the first item in the desired range, holding the Ctrl key down, and then clicking on the each of the other desired items in the random selection. Once the items are selected, the user can utilize the other controls on the PRC Holding Bin form to Preview and Print the PRCs or save them in a variety of formats to be printed later.

To Preview a PRC, the parcel item must first be selected in the list box. The user then clicks the Print button. The PRC will preview as shown below, where it can be printed or exported to another format such as a PDF or Excel file.

| | | | | | | | | | | | | | | | |
|---|-------------------------------------|---|-----------|-----------|------------|---|--|-------|------|------|------|-------|---------|---------|--------|
| 001 001 | | 2020 Jones County Board of Assessors | | | | 6/3/2020 4:29:40 PM Acct # 54773 felix | | | | | | | | | |
| Owner Information | | General Property Information | | | | Values (Income) | | | | | | | | | |
| ADAMS LAWRENCE Test edit 2550 NEW CLINTON RD MACON, GA 31211 | | SITUS 550 N BATEMAN Dr LEGAL Test printing of appeal letter Tax District CARROLLTON GMD Homestead 50 Total Acres 5.00 LL No Covenant 0 Zoning LD Acc/Des 0 - 1.000000 Return Value 0 | | | | Imp Val 6,958,000 Acc Val 0 Land Val 42,000 Total Value 7,000,000 2019 : 7,500,000 2017 : 510,227 2016 : 731,872 | | | | | | | | | |
| - .00 | | - .00 | | - .00 | | - 1.00 Copperhill Heights - 1.05 | | | | | | | | | |
| Test this sucker | | | | | | | | | | | | | | | |
| SALES INFORMATION | | | | | | | | | | | | | | | |
| Grantee | Grantor | Date | Deed Book | Plat Book | Saleprice | CS | Mkt Value Reason | | | | | | | | |
| ADAMS LAWRENCE | Test | 05/15/2018 | | | 10,000,000 | C1 | 0 NM | | | | | | | | |
| Test | Test | 10/15/2010 | | | 330,000 | R1 | 0 FM | | | | | | | | |
| Test | A CUTTING EDGE SERVICES | 09/25/2010 | | | 350,000 | R1 | 0 FM | | | | | | | | |
| LAND INFORMATION | | | | | | | | | | | | | | | |
| CS | Code / Description | Method | Units | Depth | From Front | Depth Table | Depth Factor Unit Value Adj Unit Adj Value | | | | | | | | |
| C3 | 2076 TOWN CREEK | Acre | 5.00 | 0 | 0 | | 8,000.00 8,000.00 1.00 40,000 | | | | | | | | |
| ACCESSORY IMPROVEMENTS - 001 001 | | | | | | | | | | | | | | | |
| CS | DESCRIP | DM1 | DM2 | Units | Year | Grade | Depr | Ovr D | PCOM | Func | Econ | Neigh | IDunits | Value | Photo? |
| Preb | #15324 21ST CENTURY HOMES / LIMITED | 24 | 72 | 1728 | 2000 | 0.00 | 0.95 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | False |
| C1 | Apartment | 20 | 30 | 600 | 2014 | 1.00 | 0.98 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | 14,112 | False |
| C1 | Apartment | 40 | 35 | 1400 | 2010 | 1.00 | 0.98 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | 32,928 | False |
| C1 | Apartment | 25 | 30 | 750 | 2010 | 1.00 | 0.98 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | 17,540 | False |
| C1 | Barn | 100 | 150 | 15000 | 2010 | 1.00 | 0.98 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 2.00 | 211,680 | False |
| C1 | Batting cage | 40 | 90 | 3600 | 2018 | 1.00 | 0.98 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | 42,336 | False |
| C1 | Block Accessory Bldg | 30 | 30 | 900 | 2018 | 1.00 | 0.98 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | 3,810 | False |
| C1 | Detached Carport | 30 | 30 | 900 | 2014 | 1.00 | 0.98 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | 4,763 | False |

Show Mine Only Checkbox: If this box is checked, the user login will control what PRCs show in the list box. Only the PRCs sent to the holding bin by the user that is logged in will display in the holding bin. If the box is unchecked, all PRCs sent to the holding bin will display. The box is unchecked by default.

PDF Checkbox: After selecting the PRCs to be printed, if this box is checked and the user clicks the Print button, the Internet Explorer Download Manager window will appear where the user is asked what is to be done with the PRC PDF(s) that have been created. The user can open the PDF by selecting that option or click the Save button to save the PDF to a desired location. If the PDF box is unchecked, the PRCs are sent to a Reporting Services Print Preview. The box is unchecked by default.

Cancel Button: At any time while on the PRC Holding Bin window, the Cancel Button can be clicked to exit the PRC selection and printing process. The PRCs that have been sent to the Holding Bin WILL REMAIN in the Holding Bin unless the user clicks the Delete All button prior to leaving.

PRC BIN – MH

The PRC Bin – MH (Property Record Card Bin – Prebilled Manufactured Housing) is designed to facilitate the mass printing of Property Record Cards for Prebilled Mobile Homes. PRCs can be printed for one Mobile Home, selected Mobile Homes, a range of Mobile Homes, or all Mobile Homes, just like with Real Property PRCs. Mobile Home PRCs are sent to the PRC Holding Bin from only one place:

- By clicking in the PRC Bin checkbox on the Manufactured Housing General Information Form, then clicking the OK button on the form.

The screenshot shows the 'WinGAP - Manufactured Housing' window. The 'PRC Bin' checkbox is highlighted with a blue circle. The form contains various fields for property information, including 'Improvement Information', 'Depreciation', 'Characteristics', 'Previous Values', 'Location Info', and 'Comments'.

Improvement Information:

- Key: 1612 - 1964 10 x 56 Conforti Mfg
- Model: RICHFIELD (SGL/MULTI)
- Class: Good
- Year Model: 1964
- Size: 10 x 56

Depreciation:

- Condition: Average
- Calc Dep: 0.20
- Ovr Dep: 0.00
- Func Obs: 1.00
- Econ Obs: 1.00

Characteristics:

- Ext Wall: Unknown
- Roofing: Other
- Foundation: Piers
- Heat/Air: No Heat
- Fireplace: 0
- Bedrooms: 0
- Full Baths: 0
- Half Baths: 0
- Single Fixt: 0

Previous Values:

- Prev Box: 3,108
- Prev Addon: 13,254
- Total Previous: 16,362

Location Info:

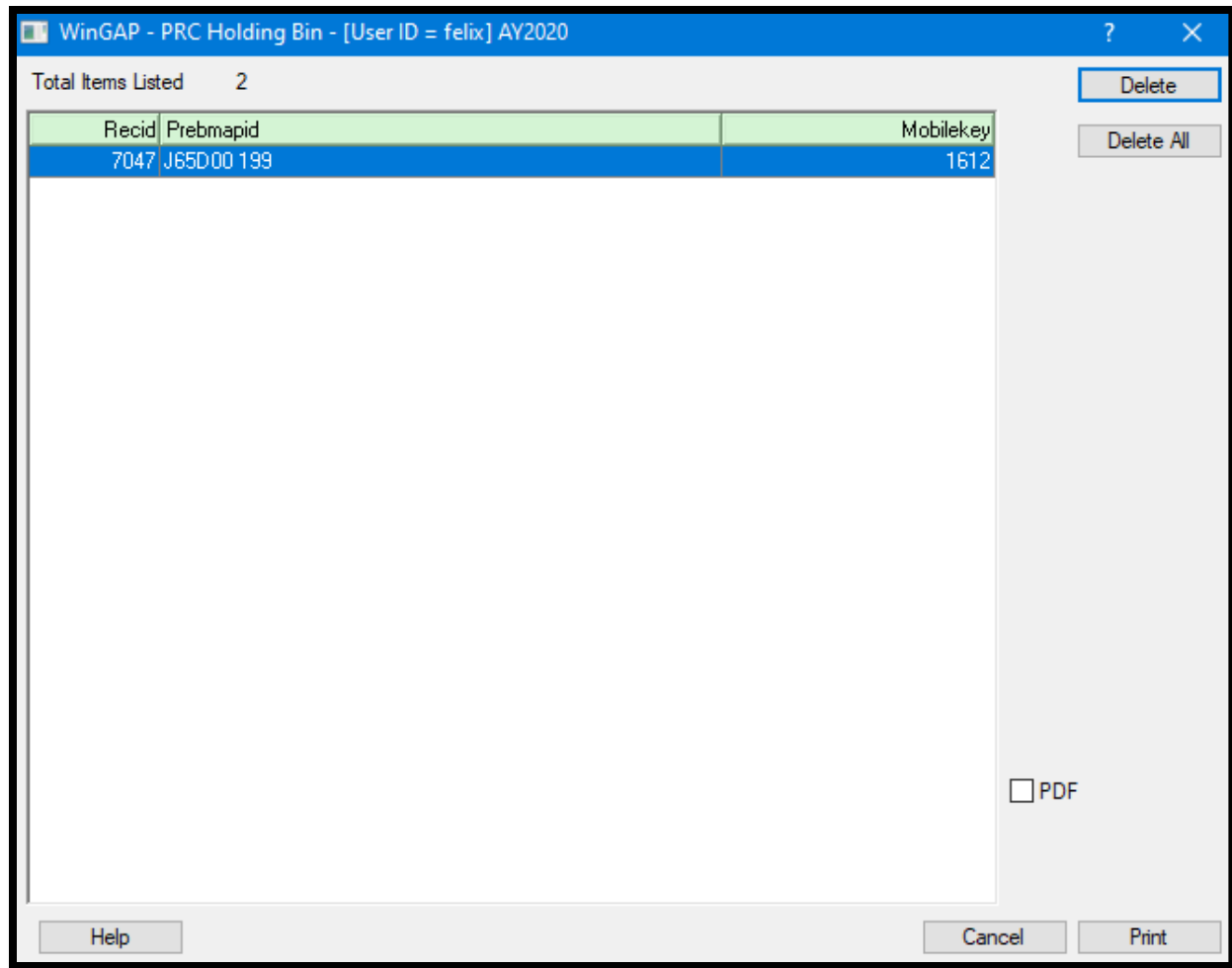
- House No: 100
- Street: BETHPAGE BLACK
- St Type: Rd
- Unit Type: 0
- Park: JONES ACRES
- Lot No: B-7
- Tax District: 01 - Carrollton

Comments:

- 307 JONES ACRE DR

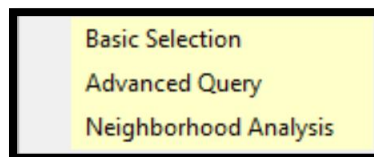
PRC Bin: ☒ PRC Bin

If the user returns to the PRC Holding Bin for MHs, the Bin now contains the PRC that was just sent. The procedures for operating the PRC Holding Bin for Mobile Homes and printing PRCs are the same as were discussed above in the section on PRC Bin – Real.



STATISTICS MENU

The Statistics Module in WinGAP is used to run Sales Analysis Studies, also known as Sales Ratio Studies. Sales Ratio Studies are designed to assist Assessors' Offices with the analysis of sales. With this tool the appraiser can determine if the valuation of properties within a particular class, neighborhood, building type, tract size, etc. is being performed properly. The appraiser can readily identify if the correct proper assessment level has been established. The degree of uniformity can also be identified along with any valuation bias. These Sales Ratio Studies can provide much needed insight into digest acceptance.



BASIC SELECTION

The Basic Selection option presents the Ratio Analysis Criteria Form where the user can select from a variety of pre-defined fields to run the Ratio Study.

WinGAP - Ratio Analysis Criteria - [User ID = felix] AY2021

Sales Criteria

Starting Date: / / Ending Date: / / State Study: ☐

Class: ☐ R ☐ A ☐ C ☐ I Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5 Reason: ☐ ALT - All Arms Length Reasons ☐ FM - Fair Market Value ☐ LM - Land Market Value ☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00 Reasons Selected: 0

Real Property Criteria

Starting Map: Ending Map: Property Class: Property Strat: Starting Acres: 0.00 Ending Acres: 0.00

Neighborhood: Tax Dist: Urban Land Schedule: Land Type: ☐ Urban ☐ Rural

Residential Improvement Criteria

Starting: Ending: Grade: YR Built: EFYR Built: Heated Area: Exterior Wall: Occupancy: Observed Condition:

Commercial Improvement Criteria

Starting: Ending: Grade: YR Built: EFYR Built: Used As: Built As:

Records Processed: ☒ Clip Samples ☐ Use MKTVAL ☐ Use MAV ☐ Use MAV-VAL ☐ True Study ☐ DOAA ☐ Use Future SP v Future CV ☐ Use Future SP v Live CV

Print Screen Help Cancel Run Exit

SALES CRITERIA

Sales Criteria

Starting Date: / / Ending Date: / / State Study: ☐

Class: ☐ R ☐ A ☐ C ☐ I Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5 Reason: ☐ ALT - All Arms Length Reasons ☐ FM - Fair Market Value ☐ LM - Land Market Value ☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00 Reasons Selected: 0

Ratio Studies can be run based upon a variety of Sales Criteria. The fields in the Sales Criteria section of the Basic Selection Form use the information keyed on the Sales Form when adding sales to Real Property.

Starting Date: The first field in the Sales Criteria section of the Form is where the Starting Date for sales to be used in the Ratio Study is keyed. The date keyed in this field is inclusive. For example, if the user wants a Study of all sales after January 1, 2019, then 01/02/2019 would be keyed in this field. The Starting Date field should be left blank if it is not to be used as a criterion in the Ratio Study.

Ending Date: The next field is where the Ending Date for sales to be used in the Ratio Study is keyed in the same manner as the Starting Date. Like the Starting Date, the date keyed in the Ending Date field is inclusive. The Ending Date field should be left blank if it is not to be used as a criterion in the Ratio Study.

State Study: The State Study checkbox field should be checked if the Ratio Study is to include only those sales that are marked "Y" (Yes) for State Audit Department use on the Sales Form.

Class: Four checkboxes are available where the Sales Classification of the sale can be selected to further qualify the Ratio Study. Any or all of the checkboxes can be selected. If all the Class checkboxes are left blank, the Sales Class will be ignored in the selection of sales.

Strat: Four checkboxes are available where the Sales Stratification of the sale can be selected to further qualify the Ratio Study. Any or all of the checkboxes can be selected. If all the Strat checkboxes are left blank, the Sales Strat will be ignored in the selection of sales.

Reason: Four checkboxes and a Sales Reasons list box on the right of the Ratio Analysis Criteria form are available to set criteria for the Sale Reasons to be used for the Ratio Study.

- If the ALT checkbox is checked, only Sales that have Sales Reasons designated as ALT (Arm's Length Transaction) will be used, provided the sales meet the other criteria already keyed in the fields on the Ratio Analysis Criteria Form. When checked, all ALT reasons will automatically be highlighted in the Reasons list box.
- If only the FM (Fair Market) checkbox is checked only sales with a Sales Reason of Fair Market will be used.
- If only the LM (Land Market) checkbox is checked only sales with a Sales Reason of Land Market will be used.
- If both the FM and LM checkboxes are checked only sales with a Sales Reason of Fair Market or Land Market will be used. The FM and/or LM checkboxes can also be used with any of the Sale Reasons in the Reasons list box to run a Ratio Study. Finally, the FM and LM checkboxes can be left blank and a specific reason or reasons in the list box can be used to run a Ratio Study for a specific type of Sale Reason.
- The TIME checkbox is used to specify an annual percentage amount and sales will be time adjusted to January 1st of the digest year for the Starting Date specified on the form. Leaving this blank will not time adjust sales.

The number of Reasons selected for the Basic Selection ratio study will display in blue.

REAL PROPERTY CRITERIA

| Real Property Criteria | | | | | |
|------------------------|--------------|----------------|---------------------|--------------------------------|------|
| Starting Map | -- -- -- | Property Class | | Starting Acres | 0.00 |
| Ending Map | -- -- -- | Property Strat | | Ending Acres | 0.00 |
| | Neighborhood | Tax Dist | Urban Land Schedule | Land Type | |
| Starting | | | | <input type="checkbox"/> Urban | |
| Ending | | | | <input type="checkbox"/> Rural | |

The criteria used to run a Ratio Study can be further narrowed by using a variety of Real Property Criteria. The fields in the Real Property Criteria section of the Ratio Analysis Criteria Form use information keyed on the Real Property General Information Form.

Starting Map: The first field in the Real Property Criteria section of the Form is where a Starting Map/Parcel number for the Ratio Study can be keyed. The Map number keyed in this field is inclusive. The Starting Map field should be left blank if it is not to be used as a criterion in the Ratio Study.

Ending Map: The next field is where the Ending Map for sales to be used in the Ratio Study is keyed in the same manner as the Starting Map number. Like the Starting Map number, the Map/Parcel number keyed in the Ending Date field is inclusive. The Ending Map field should be left blank if it is not to be used as a criterion in the Ratio Study.

Property Class: The Property Class combo box can be used to select a specific Digest Classification for the Ratio Study. If all sales regardless of Digest Classification are desired in the Study, the field should be left blank.

Property Strat: The Property Strat combo box can be used to select a specific Digest Stratification for the Ratio Study. If all sales regardless of Digest Stratification are desired in the Study, the field should be left blank.

Starting Acres: A specific minimum size for the sales used in the Ratio Study can be selected by keying a Starting Acre level in this field. The field should be left blank to include all sales regardless of tract size.

Ending Acres: A specific maximum size for the sales used in the Ratio Study can be selected by keying an Ending Acre level in this field. The field should be left blank to include all sales regardless of tract size.

Starting Neighborhood/Tax District/Urban Land Schedule: The Ratio Study can be further qualified by using these combo boxes to select a specific Starting Neighborhood, Tax District, or Urban Land Schedule item. These fields should be left blank to include all sales regardless of the Starting Neighborhood, Tax District, or Subdivision.

Ending Neighborhood/Tax District/Urban Land Schedule: The Ratio Study can be further qualified by using these combo boxes to select a specific Ending Neighborhood, Tax District, or Urban Land Schedule item. These fields should be left blank to include all sales regardless of the Ending Neighborhood, Tax District, or Urban Land Schedule item.

Urban/Rural: These two checkboxes are used to designate what Land Type, if any, should be included in the Ratio Study. If neither of these boxes are checked, all Land Types will be included in the study.

RESIDENTIAL IMPROVEMENT CRITERIA

| Residential Improvement Criteria | | | |
|----------------------------------|----------|--------|--------------------|
| | Starting | Ending | |
| Grade | 0 | 0 | Exterior Wall |
| YR Built | 0 | 0 | Occupancy |
| EFYR Built | 0 | 0 | Observed Condition |
| Heated Area | 0 | 0 | |

The criteria for Ratio Studies that include Residential Improvements can be further narrowed by using a variety of Residential Improvement Criteria. The fields in the Residential Improvement Criteria section of the Ratio Analysis Criteria Form use information keyed on the Residential Improvements Form.

Grade: The first two fields in the Residential Improvement Criteria section of the Form are where a Starting and Ending Grade for Residential Improvements can be keyed. Any Grade keyed in these fields is inclusive. The Grade fields should be left blank if they are not to be used as criteria in the Ratio Study.

YR Built: The YR Built fields are where a Starting and Ending Year Built for Residential improvements can be keyed. Any Year Built keyed in these fields is inclusive. The Year Built fields should be left blank if they are not to be used as criteria in the Ratio Study.

EFYR Built: The EFYR Built fields are where a Starting and Ending Effective Year Built for Residential Improvements can be keyed. Any Effective Year Built keyed in these fields is inclusive. The Effective Year Built fields should be left blank if they are not to be used as criteria in the Ratio Study.

Heated Area: The Heated Area fields in the Residential Improvement Criteria section of the Form are where a Starting and Ending Heated Area for improvements can be keyed. Any Heated Area keyed in these fields is inclusive. The Heated Area fields should be left blank if they are not to be used as criteria in the Ratio Study.

Exterior Wall: The Exterior Wall combo box can be used to select a specific type of Residential Improvement Exterior Wall for a Ratio Study. The Exterior Wall field should be left blank if it is not to be used as a criterion in the Ratio Study.

Occupancy: The Occupancy combo box can be used to select a specific type of Residential Improvement Occupancy for a Ratio Study. The Occupancy field should be left blank if it is not to be used as a criterion in the Ratio Study.

Observed Condition: The Observed Condition combo box can be used to select a specific type of Residential Improvement Observed Condition for a Ratio Study. The Observed Condition field should be left blank if it is not to be used as a criterion in the Ratio Study.

COMMERCIAL IMPROVEMENT CRITERIA

| Commercial Improvement Criteria | | | |
|---------------------------------|----------|--------|----------|
| | Starting | Ending | |
| Grade | 0 | 0 | Used As |
| YR Built | 0 | 0 | Built As |
| EFYR Built | 0 | 0 | |

The criteria for Ratio Studies that include Commercial Improvements can be further narrowed by using a variety of Commercial Improvement Criteria. The fields in the Commercial Improvement Criteria section of the Ratio Analysis Criteria Form use the information keyed on the Commercial Improvements Form.

Grade: The first two fields in the Commercial Improvement Criteria section of the Form are where a Starting and Ending Grade for Commercial Improvements can be keyed. Any Grade keyed in these fields is inclusive. The Grade fields should be left blank if they are not to be used as criteria in the Ratio Study.

YR Built: The YR Built fields are where a Starting and Ending Year Built for Commercial Improvements can be keyed. Any Year Built keyed in these fields is inclusive. The Year Built fields should be left blank if they are not to be used as criteria in the Ratio Study.

EFYR Built: The EFYR Built fields are where a Starting and Ending Effective Year Built for Commercial Improvements can be keyed. Any Effective Year Built keyed in these fields is inclusive. The Effective Year Built fields should be left blank if they are not to be used as criteria in the Ratio Study.

Used As: The Used As combo box can be used to select a specific type of Commercial Improvements Used As Code for a Ratio Study. The Used As field should be left blank if it is not to be used as a criterion in the Ratio Study.

Built As: The Built As combo box can be used to select a specific type of Commercial Improvements Built As Code for a Ratio Study. The Built As field should be left blank if it is not to be used as a criterion in the Ratio Study.

CHECKBOXES AND BUTTONS

| | | | | |
|--|-------------------------------------|--------------------------------------|--|--|
| Records Processed: | | Selected | | <input type="checkbox"/> True Study |
| <input checked="" type="checkbox"/> Clip Samples | <input type="checkbox"/> Use MKTVAL | <input type="checkbox"/> Use MAV | <input type="checkbox"/> DOAA | |
| <input type="button" value="Print Screen"/> | <input type="button" value="Help"/> | <input type="checkbox"/> Use MAV-VAL | <input type="checkbox"/> Use Future SP v Future CV | <input type="checkbox"/> Use Future SP v Live CV |

A variety of checkboxes can be used to further define the criteria for Ratio Studies, and a number of buttons control the use of the Ratio Criteria form.

Clip Samples: The Clip Samples checkbox turns “sales clipping” on and off. If the box is checked (the default), sales with ratios below .10 and above .70 will not be used in the analysis. When no check is present in the box, no restrictions are imposed on ratios and all sales ratios will be included.

Use MKTVAL: The Use MKTVAL checkbox uses the Fair Market Value of the sale as defined on the Sales Information form. When the Use MAV box is not checked, the Use MKTVAL box may be checked. The field on the Sales screen that would have a value keyed into it is the FMV field.

| | | | | | | | | | | |
|---|--|--|--|---------------|--|-------------------|--------------|--------|--|-------------|
| Sales Information | | | | Sale Price | | 135,000 | State (X/00) | NY | Net Saleprice | 135000 |
| Buyer | | | | Adjustment | | 0 | FMV | 130000 | Class | Residential |
| Seller | | | | Timber Adj | | 0 | MAV/VAL | | Strat | Improved |
| PT-61 # | | | | Multi Pin Adj | | 0 | Qualifier | | Land Class / Strat : R3 | |
| Sale Date | | | | Pers Adj | | 0 | Instrument | | <input type="checkbox"/> Vacant Land Sale | |
| RETT | | | | Other Adj | | 0 | Acres | 0.00 | <input type="checkbox"/> Real Estate Listing | |
| <input type="button" value="Print Survey"/> | | | | RSN (ALT) | | Fair Market Value | | | | |
| <input type="checkbox"/> Survey Sent | | | | Asmt Reason | | | | | | |
| <input type="checkbox"/> Survey Received | | | | | | | | | | |

With the Use MAV box not checked and the Use MKTVAL checked, the ratio generated on the parcel with the same set of circumstances as described in the Use MAV-VAL section would be: $(130,000 * .40) / 135,000 = .3851$

Use MAV: The Use MAV checkbox is used to define which value is used during the sales ratio analysis. If the Use MAV box is checked, moratorium values that are present on the parcels will be used. If Use MAV is not checked, FMV will be used in the study. If True Study is not checked, SB346 values will take precedent under all situations.

Use MAV-VAL: When Use MAV is checked, the appraiser can also check the Use MAV-VAL box. With a check in the Use MAV-VAL box, values entered in the MAVVAL field on the sales screen will be used in the ratio analysis in lieu of the MAV value of the parcel. A value is typically entered in MAVVAL when a parcel sales and modifications affecting value are made after the sale and prior to the end of the year. The value keyed in the MAVVAL field would be the value at the time of the sale.

| Sales Information | | | |
|---|---------------------|-------------|----------|
| Buyer | JOSEPH EDWARD DROLL | | |
| Seller | | | |
| PT-61 # | 0 | Book | Page |
| Sale Date | 12/12/2013 | Deed | 315 2 58 |
| RETT | 0.00 | Plat | |
| <input type="checkbox"/> Print Survey <input type="checkbox"/> Survey Sent <input type="checkbox"/> Survey Received | | | |
| Sale Price | 40,000 | State (Y/N) | N |
| Adjustment | 0 | FMV | 0 |
| Timber Adj | 0 | MAVVAL | 35000 |
| Multi Pin Adj | 0 | Qualifier | |
| Pers Adj | 0 | Instrument | |
| Other Adj | 0 | Acres | 0.00 |
| Net Saleprice | | 40000 | |
| Class | | Residential | |
| Strat | | Improved | |
| Land Class / Strat : R3 | | | |
| <input type="checkbox"/> Vacant Land Sale <input type="checkbox"/> Real Estate Listing | | | |
| RSN (ALT) | Fair Market Value | | |
| Asmt Reason | | | |

An example of such a situation would be the sale of a home that at the time of the sale was in poor condition. The sales price, say 40,000, and the value of the parcel from the Real Property Gen Info screen at the time of the sale, say 35,000, reflect the condition of the home. After the sale, the purchaser renovated the home bringing it back to a state that would be considered as average condition with a value of 75,000. The current value of 75,000 should not be used in the ratio study as it does not reflect the status of the property at the time of the sale. The value of 35,000 that was present before the renovations, however, does reflect the appraised value at the point in time of the sale. Consequently, 35,000 would be keyed in the MAVVAL field on the sale screen. With the Use MAV and Use MAV-VAL boxes checked, the sales assessment ratio for the parcel would be calculated as follows: $(35,000 * .40) / 40,000 = .3500$ instead of $(75,000 * .4) / 40,000 = .7500$.

True Study: The purpose of the True Study is to supply the appraiser with information as to how the actual appraisals compare to sales prices without the legislated SB346 value. Placing a check in the True Study box provides the appraiser with a means of running a sale ratio study using FMV or MAV in lieu of the SB346 value. Sales prices will be compared to either FMV or MAV depending on the presence of a check in the Use MAV box.

DOAA: The DOAA checkbox allows the appraiser to emulate the ratio study analysis that is being performed by the Department of Audits & Accounting. The study will be generated based on a comparison of sales that occurred one year prior to the appraisal year to values also within that year. For example, when run from Appraisal Year 2020, sales that occurred in 2019 will be compared to the 2019 values. The 2019 values will be taken from the PT50R table which is created during the Yearend Cleanup process. The DOAA analysis does acknowledge checks placed in the Use MKTVAL or the Use MAV-VAL boxes.

Use Future SP v Future CV: When this checkbox is checked, sales from the Future year that match the criteria on the Basic Selection form will be included in the Ratio Study and compared to the Future Current Value of the parcel.

Use Future SP v Live CV: When this checkbox is checked, sales from the Future year that match the criteria on the Basic Selection form will be included in the Ratio Study and compared to the Current Digest Year (Live) Current Value of the parcel.

After reviewing/changing any of the selection criteria for the Ratio Study, the **Run** button MUST be clicked to perform the Study. A horizontal green progress bar will appear as WinGAP analyses sales based upon the selection criteria and calculates the sales ratios and other statistics that make up the Ratio Study. The number of Sales records that are selected in the Ratio Study will display beneath the bar graphs. When this process is completed, WinGAP will produce the Sales Ratio Analysis Form. If no sales are found that meet the selection criteria, WinGAP will display the message "No records found - please expand your search", and the user should expand the sales criteria to locate the desired sales.

SALES RATIO ANALYSIS FORM

Once the sales are analyzed and the sales ratios calculated, the Sales Ratio Analysis Form will appear superimposed over the Basic Selection Form. The Sales Ratio Analysis Form will display the sales ratios and other statistics and present the user with several options for printing the Ratio Study. The user can also look at a list of the sales that met the selection criteria and edit these sales if needed.

Sales Criteria

Starting Date: 01/02/2019
Ending Date: 12/31/2019
State Study: ☐

Class: ☒ R ☐ A ☐ C ☐ I
Strat: ☒ 1 ☐ 3 ☐ 4 ☐ 5
Reason: ☒ ALT - All Arms Length Reasons ☐ FM - Fair Market Value ☐ LM - Land Market Value ☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

Reasons Selected: 3

Real Property Criteria

Starting Map:
Ending Map:
Neighborhood:
Starting:
Ending:

Residential Improvement Criteria

Grade: 0
YR Built: 0
EFYR Built: 0
Heated Area: 0

Commercial Improvement Criteria

Grade: 0
YR Built: 0
EFYR Built: 0

Statistics

| | LCI | Actual | UCI |
|-----------|--------|--------|--------|
| Median | 0.3571 | 0.3590 | 0.3603 |
| Aggregate | 0.3496 | 0.3514 | 0.3532 |
| COD | 0.0901 | | |
| PRD | 1.0077 | | |

Number of Samples: 2,916
Lowest Ratio: 0.1035
Highest Ratio: 0.6904
Min Sample Size: 0
Standard Deviation: 0.0483

Print Options

☐ Summary
☐ Details

Print Order

☐ Detailed Report

Report Title

Records Processed: 2916
Selected ☐ True Study ☐ DOAA ☐ Use Future SP v Future CV ☐ Use Future SP v Live CV
☒ Clip Samples ☐ Use MKTVAL ☐ Use MAV ☐ Use MAV-VAL

Buttons: Print Screen, Help, Cancel, Run, Exit

Median LCI/Actual/UCI: The Median Actual Ratio is a measure of central tendency that indicates the midpoint of the array of the sales ratios. The Median Ratio is the statistic used to determine the level of assessment for the study. If the Median Ratio exceeds .44, the UCI (Upper Confidence Interval) Ratio can be used to see if digest acceptance is possible. The Upper Confidence Interval must be between .36 and .44 in this situation. The LCI (Lower Confidence Interval) is used in the same manner as the Upper Confidence Interval, except it will be used to determine digest acceptance if the Median Ratio is less than .36.

Aggregate LCI/Actual/UCI: The Aggregate Actual Ratio is the weighted average of the sales. It is calculated by dividing the sum of the assessments by the sum of the sales prices. If the PRD (Price Related Differential) is outside of acceptable ranges and the Aggregate Ratio is used to determine the assessment level, the UCI (Upper Confidence Interval) Ratio must fall within a ratio range of .36 to .44 to allow for assessment level acceptance. If the PRD is out of range, the LCI (Lower Confidence Interval) is used in the same manner as the Upper Confidence Interval meaning that if the UCI is out of range, the LCI must fall within the acceptable range of .36 to .44 for assessment level acceptance. The table below provides an illustration of the use of the UCI and LCI.

| LCI | AGG | UCI | |
|-----|-----|-----|---|
| 32 | 34 | 36 | Pass (UCI falls within (overlaps) acceptable range) |
| 28 | 30 | 32 | Fails |
| 26 | 32 | 38 | Pass (UCI falls within (overlaps) acceptable range) |

COD: The COD, or Coefficient of Dispersion, measures the degree of uniformity in the study. The COD is calculated by first determining the absolute deviation from the median for each sale (Ratio - Median). The average of the deviations is then calculated. The average deviation is then divided by the median ratio to produce the COD. The COD should be less than .15 for residential property and less than .20 for agricultural, commercial, and industrial properties.

PRD: The PRD, or Price Related Differential, is used to measure assessment bias in a ratio study. The PRD should fall between .95 and 1.10. It is calculated by dividing the mean ratio by the aggregate ratio. If the PRD is greater than 1.00, the lower priced properties generally have higher ratios than the higher priced properties. The study is exhibiting regressivity. If the PRD is less than 1.00, the higher priced properties are overvalued compared to the lower priced properties. The study exhibits progressivity

Number of Samples: The number of Sales that met the selection criteria and are used in the Ratio Study.

Lowest Ratio: The Lowest Ratio of any sale that meets the selection criteria and is used in the Ratio Study.

Highest Ratio: The Highest Ratio of any sale that meets the selection criteria and is used in the Ratio Study.

Min Sample Size: The smallest number of samples in a ratio study that will constitute a valid ratio study. The Min Sample Size is a function of the uniformity in the ratio study. A ratio study with greater uniformity has a lower Min Sample Size.

Standard Deviation: The basic numeric measure of the extent of variation of the sample around the center (measure of central tendency).

Report Title: The title of the Sales Ratio Report can be customized by using this 50-character field. If nothing is entered in the field, the Ratio Report will not have a title.

Print Options: The Sales Ratio Study is printed by selecting one of the options in the Print Options radio button section of the Sales Ratio Analysis Form. A Summary report of only the Sales Ratios statistics, with no individual sales, can be printed by clicking the Summary radio button, then the Print button. This will send a screen image of the Sales Ratio Analysis Form to the default Windows printer. If a detailed listing of the sales that make up the Sales Ratio Study is desired, the Details radio button should be clicked followed by the Print button, which will produce a Print Preview of the Sales Ratio Analysis report. The user will be able to sort this report in any order by using the column headers of the report.

| 6/15/2020 2:42:33 PM | | | | | | | | | |
|----------------------|----|-----|-------|----------------------------|------------|-----------|-------|---------|--|
| Page 1 | | | | | | | | | |
| PARCEL NO | | | | GRANTOR | SALEDATE | SALEPRICE | ACRES | RATIO | |
| SC | SS | RSN | NBH D | GRANTEE | DEEDPAGE | ASMT VAL | | (40%) | |
| 02N04F | | | | GATTUSO, SAMUEL | 07/26/2019 | 445,000 | 0.39 | 0.3907 | |
| R | 1 | FM | 07030 | KIRK AMANDA | 14379 1082 | 173,846 | | | |
| 03N11F | | | | MACK, DAVID J & | 07/26/2019 | 364,500 | 0.35 | 0.3445 | |
| R | 1 | FM | 14020 | SPAGNULOL FRANK | 14379 986 | 125,584 | | | |
| 14N06B | | | | SAUNDERS, TRACI | 07/26/2019 | 387,000 | 0.28 | 0.3851 | |
| R | 1 | FM | 12022 | ELDER YVETTE | 14379 90 | 149,021 | | | |
| 14N10C | | | | MERITAGE HOMES OF GEORGIA, | 07/26/2019 | 387,000 | 0.23 | 0.1901 | |
| R | 1 | FM | 18045 | KELLY ROBIN | 14379 313 | 73,560 | | | |
| 14N14A | | | | HENDERSON, RANDI LEIGH | 07/29/2019 | 517,000 | 1.03 | 0.3745 | |
| R | 1 | FM | 19015 | RITTENOUR DON | 14379 596 | 193,596 | | | |
| 14N15C | | | | JONES, GARDNER ALLAN | 07/10/2019 | 316,700 | 0.23 | 0.4000 | |
| R | 1 | FM | 18021 | HOWELL MARICAR | 14379 135 | 126,680 | | | |
| 14N16F | | | | TEEMS, MARSHA S | 07/22/2019 | 169,000 | 0.00 | 0.3415 | |
| R | 1 | FM | 18095 | ZHANG QIAOLIANG | 14379 1199 | 57,715 | | | |
| 15N05F | | | | MERINO, LYNN | 07/29/2019 | 156,400 | 0.00 | 0.3663 | |
| R | 1 | FM | 03050 | ORANGE SPARTAN LLC | 14379 1231 | 57,290 | | | |

Print Order – Detailed Report: This feature has been disabled. Previous versions of WinGAP required the user to make a Print Order selection on the Sales Ratio Analysis Form. Sort order is now performed on the Sales Ratio Analysis report itself via interactive sorting at the column headers.

View Array: A listing of all sales that meet the selection criteria can be viewed by clicking the View Array Button on the Sales Ratio Analysis Form. All the information about each sale that met the selection criteria will display in the default sales ratio order on the Sales Array list box.

| WinGAP - Ratio Analysis - Sales Array - [User ID = felix] Cherokee_AY2020 | | | | | |
|---|---------|---------|-------------------------------------|------------------|--|
| RECID | Salekey | Realkey | Grantee | Grantor | |
| 12317 | 974973 | 461028 | TUCKER WILLIAM ATWELL | PURCELL CO. INC. | |
| 12318 | 1042000 | 460068 | ADAMS, CECIL RAYMOND | WOODALL BUILD | |
| 12319 | 1314180 | 754360 | SCHULMAN RICHARD N | LIFESTYLE AT LAU | |
| 12320 | 1313993 | 752212 | NATHAN MICHAEL R | HWY 92 BUILDING | |
| 12321 | 1313342 | 752210 | ANSAH MATILDA AMA | HWY 92 BUILDERS | |
| 12322 | 1313565 | 754355 | SPELLMAN MARTIN & CARLA CO-TRUSTEES | LIFESTYLE AT LAU | |
| 12323 | 1086593 | 752211 | HIRSCH TODD | HWY 92 BUILDERS | |
| 12324 | 1313970 | 754656 | ROBERSON PAIGE | MERITAGE HOMES | |
| 12325 | 1314286 | 552304 | WADE DAVID | BARBER, SCOTT | |
| 12326 | 1313408 | 750575 | SANDERS JUDITH A | EA HOMES LP | |
| 12327 | 1244940 | 470557 | BUTLER RICHARD J | LIFESTYLE AT LAU | |
| 12328 | 1086596 | 751953 | WILLIAMS JOANNE LOUISE | PULTE HOME COM | |
| 12329 | 953841 | 460064 | MILBURN NATHAN DUANE | DONNELLY DEVEL | |
| 12330 | 1139742 | 470558 | BOHL, ERIKA | LIFESTYLE AT LAU | |
| 12331 | 1051560 | 394891 | RICHTER, MATTHEW J. | CRAFTMARK TOW | |
| 12332 | 1314200 | 749911 | OSBORNE WARREN THOMAS | LONGLEAF 92 LLC | |
| 12333 | 1313503 | 751051 | SILVA MICHAEL | ORANGE SPARTAN | |

Edit Sale

Open with Excel

OK

A sale can be edited by clicking on the desired sale and then clicking the **Edit Sale** button. The sales array can also be opened as an Excel spreadsheet by clicking the **Open with Excel** button. Using Excel, the spreadsheet can be saved to another file name and manipulated by the user. The **OK** button should be clicked to leave the listing of sales and return to the Sales Ratio Analysis Form.

100%: The ratio statistics that are displayed on the default Sales Ratio Analysis Form are based upon the 40% level of assessment. If the user wants to view these statistics at the 100% Fair Market Value of the property, the 100% Button should be clicked. Once clicked, the 100% Button will change to 40%. The 40% Button can be clicked to again display the ratios at the 40% assessment level.

Once finished with the Sales Array form, the user can click the OK button to leave the listing of sales and return to the Sales Ratio Analysis Form. Exit can be clicked on that form to return to the Basic Selection Ratio Analysis Criteria form. Once all Basic Selection ratio study work is completed, the Exit button on the Ratio Analysis Criteria Form should be clicked to return to the main WinGAP screen.

ADVANCED QUERY

The Advanced Query option on the Sales Analysis Menu provides a flexible tool that the Assessor's Office can utilize in the generation of customized ratio studies. The Advanced Query will allow the Assessor's Office to incorporate any criteria that can be used in the analysis of sales into the sales analysis process. Selecting this option presents the Advanced Ratio Analysis Form. This Form will be used to construct what is called a Query Expression. The contents of the Query Expression will determine how the Sales Ratio Study will be run.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Cherokee_AY2020

☐ Time: Annual % (enter as decimal: 7% as 0.07) 0.00

SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND

Records Processed 0 Sales Selected 0 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

Help Cancel Run Exit

To run ratio studies properly the user should have a basic understanding of the following:

- The purpose of each of the six WinGAP database tables used in running a Sales Ratio Study.
- The kind of data contained in the fields found in each of the six tables.
- The operators available to construct the query statement.

THE SIX SALES RATIO ANALYSIS DATABASE TABLES

WinGAP uses six Database tables to run Sales Ratio Studies.

SALEINFO.DBF: This is the primary database table used in running ratios and contains sales information pertaining to parcels that are entered into WinGAP. Data such as grantee, grantor, deed book and page, sale price, sale class, sale strata, and sale reason code are contained in this table.

ACESSORY.DBF: All the data about accessory buildings in the county is contained in the ACESSORY.DBF table. Information such as length, width, square feet, grade, and accessory improvement value is stored here.

COMMIMP.DBF: The primary commercial improvement database, COMMIMP.DBF contains data for each commercial improvement such as digest class and strata, used as and built as codes, square footage, and total commercial improvement value.

LANDSUBS.DBF: This database contains the land subrecords for all types of urban and rural land in WinGAP. Subrecord data such as front feet, acres, land type, subrecord influence, and subdivision code are contained in this table.

REALPROP.DBF: Every parcel entered in WinGAP will have a record in this table. This table contains the parcel number, total current and previous parcel value, digest classification and stratification, taxing district, etc.

REPROP.DBF: The primary residential improvement database table, REPROP.DBF contains information such as exterior wall type, square feet, total heated area, grade, heating type, plumbing, and total improvement value.

DATA FIELDS

Each of the six database tables used to run Sales Ratio Studies have a number of fields that contain specific kinds of data that can be used to qualify the Query Expression. The number, type, and purpose of each field varies from table to table. For instance, REALPROP.DBF would be used if the ratio study used parcel acreage as a qualifier; LANDSUBS.DBF would be used if land type was needed as a qualifier. REPROP.DBF would be used if grade or structure value for residential buildings was a qualifier; COMMIMP.DBF would be used if grade or structure value for commercial buildings was needed.

OPERATORS

Operators are used to compare field values in database tables with qualifying data and to link multiple expressions. Three types of operators are used in the Analysis module.

- **Relational** operators such as = (equal to), > (greater than), < (less than), and <> (not equal to) are used to compare a field value with the qualifying data.
- **Mathematical** operators such as + (plus), - (minus), * (multiply), and / (divide) are used to perform mathematical operations.
- **Logical** operators such as **AND** and **OR** are used to combine one or more tables in a query statement. **AND** is used to join two or more logical expressions and generate a single result. For the result to be true, each of the logical expressions must be true. **OR** also joins two or more logical expressions, but only one of these must be true to obtain a single result. Also, parentheses are sometimes used to "group" expressions or parts of an expression.

The Query Expression is constructed using the following:

- The six WinGAP database tables, which are pre-defined in the left memo field on the Advanced Query form.
- At least two of the data fields in the tables (one, net_sp is pre-defined in the left memo field).
- And at least two operators (one, AND, is pre-defined in the left memo field).

Multiple tables, fields, and operators can be used to construct more complex Query Expressions and produce more defined Sales Ratio Studies. All ratio studies use the Saleinfo database table as it contains all the sales applicable to a particular parcel.

At the bottom of the form are checkboxes similar to those found on the Basic Selection Ratio Analysis form, which allow the user to further define how the Sales Ratio Study is run.

Use Saleinfo.mktval instead of Real Property Current Value: Placing a checkmark in this checkbox allows the use of the Fair Market Value as entered on the Sales Information Form instead of the Current Value as calculated by WinGAP.

Use MAV: If the Use MAV box is checked, moratorium values that are present on the parcels will be used. If Use MAV is not checked, FMV will be used in the study. If True Study is not checked, SB346 values will take precedent under all situations.

Use MAV-VAL: When Use MAV is checked, the appraiser can also check the Use MAV-VAL box. With a check in the Use MAV-VAL box, values entered in the MAVVAL field on the sales screen will be used in the ratio analysis in lieu of the MAV value of the parcel. A value is typically entered in MAVVAL when a parcel sales and modifications affecting value are made after the sale and prior to the end of the year. The value keyed in the MAVVAL field would be the value at the time of the sale.

Clip Samples: The Clip Samples checkbox turns “sales clipping” on and off. If the box is checked (the default), sales with ratios below .10 and above .70 will not be used in the analysis. When no check is present in the box, no restrictions are imposed on ratios and all sales ratios will be included.

True Study: The purpose of the True Study is to supply the appraiser with information as to how the actual appraisals compare to sales prices without the legislated SB346 value. Placing a check in the True Study box provides the appraiser with a means of running a sale ratio study using FMV or MAV in lieu of the SB346 value. Sales prices will be compared to either FMV or MAV depending on the presence of a check in the Use MAV box.

DOAA: The DOAA checkbox allows the appraiser to emulate the ratio study analysis that is being performed by the Department of Audits & Accounting. The study will be generated based on a comparison of sales that occurred one year prior to the appraisal year to values also within that year. For example, when run from Appraisal Year 2020, sales that occurred in 2019 will be compared to the 2019 values. The 2019 values will be taken from the PT50R table which is created during the Yearend Cleanup process. The DOAA analysis does acknowledge checks placed in the Use MKTVAL or the Use MAV-VAL boxes.

At the top right of the Advanced Query form is where the assembling of the actual query is performed. Much of the Advanced Query expression is already constructed for the user and displays in the left memo field on the form. The six WinGAP databases used for queries are displayed, along with one preset condition: net sales price greater than zero, and one operator, AND. The user has only to specify the additional conditions for the query and place them in the memo field on the right side of the form.

All queries the user keys in the right memo field will contain what are known as aliases. An alias is a letter or letters that identifies the table that the condition is using to obtain the desired information and generate the results. The aliases the Advanced Query form uses are as follows:

- s – Saleinfo – Sales Information
- r – Realprop – Parcel Information
- a – Accessory – Accessory Improvement Information
- c – Commimp – Commercial Improvement Information
- l – Landsubs – Land Subrecord Information
- rp – Reprop – Residential Improvement Information

When the alias is keyed in the query memo field, it **MUST** be followed by a period or the query will not work and the user will receive an error message.

Four Examples will be used below to illustrate how Advanced Queries are constructed.

NOTE: Users can learn more about the WinGAP tables, fields, and operators, as well as how to construct queries, by attending the WinGAP Report Building class or consulting the WinGAP Report Building manual.

EXAMPLE ONE: A STUDY OF ALL RESIDENTIAL SALES

In this first example, the user wants to conduct a Sales Ratio Study for all Residential Sales. Sales records are found in the Saleinfo table, so the first step in finishing the query is to key the letter **s** in the query memo field, followed by a period. As mentioned above, the letter “s” is called an alias and is the alias for the Saleinfo table.

Residential is the sale class of the sales we want. The sale class in the Saleinfo table is found in a field called “saleclass”. Residential sales are identified by the letter **R** (case does not matter in the query, it can be a lower-case r as well). The Saleclass field in the Saleinfo table is a Character field, so the letter R must be delimited by an apostrophe ‘ on each side of the R. Finally, since we want only Residential sales, the = Relational Operator will be used in the query as well. This is all the information we need to construct this query, and it looks like this:

```
s.saleclass='r'
```

When the user keys the above part of the query into memo field and clicks on the **RUN** Button, a “Please wait for this process” message will appear as the query information is analyzed, then the Sales Ratio Analysis form will appear. The number of records processed, the number of sales selected for the ratio study, and the number of Sales clipped, or excluded, will be displayed on the query form as well.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Cherokee_AY2020

Time: Annual % (enter as decimal: 7% as 0.07)

```

SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACCESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
s.saleclass='r'

```

Records Processed: 147450 Sales Selected: 147450 Sales Clipped: 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

Buttons: Help, Cancel, Run, Exit

WinGAP - Sales Ratio Analysis - [User ID = felix] Cherokee_A...

| | LCI | Actual | UCI |
|--------------------|---------|--------|--------|
| Median | 0.4662 | 0.4669 | 0.4677 |
| Aggregate | 0.4244 | 0.4251 | 0.4258 |
| COD | 0.2357 | | |
| PRD | 1.0619 | | |
| Number of Samples | 147,450 | | |
| Lowest Ratio | 0.1000 | | |
| Highest Ratio | 0.7000 | | |
| Min Sample Size | 7 | | |
| Standard Deviation | 0.1433 | | |

100%

Report Title: Sales Ratio Analysis

Buttons: View Array, Print Options (Summary, Details), Print Order (Detailed Report), Print, Exit

User may sort interactively on the report

The Sales Ratio Analysis Form will display the sales ratios and other statistics and present the user with several options for printing the Ratio Study. The user can also look at a list of the sales that met the selection criteria and edit these sales if needed. The Sales Ratio Analysis Form was discussed under Basic Selection earlier in this manual, and the user can refer to those pages for more information if desired.

EXAMPLE TWO: A STUDY OF ALL SALES FOR PARCELS THAT ARE UNDER A CONSERVATION USE OR PREFERENTIAL ASSESSMENT COVENANT

To construct this query, here is the information we need: parcels that are under a Conservation Use or Preferential Assessment covenant will have a beginning covenant year keyed in either the Pref YR field or the CUV YR field on the Real Property General Information Form. These fields, **Pcy** for Pref Yr and **Ccy** for CUV YR, are found in the Realprop database table. The alias "r" is used for Realprop.

To run a Sales Ratio Study for parcels that are currently under a covenant, and the appraisal year is 2020, the date keyed in either the Pref YR or CUV YR field needs to be no more than 10 years PRIOR to the current appraisal year (2013), which would be the year 2004. The year '2004' is delimited because the Pcy and Ccy fields in Realprop are character fields.

To use both that year and all years after 2004, the ">=" (greater than or equal to) operator should be used.

The logical "or" operator will also be used in the expression to link the Pcy and Ccy fields. Whenever the "Or" operator is used, it is best to group the query with parentheses.

This is all the information we need to construct this query. The final part of the query looks like this and is keyed in the query memo field on the form:

```
(r.pcy >= '2004' or r.ccy >= '2004')
```

When the user keys the above part of the query into the memo field and clicks on the **RUN** Button, a “Please wait for this process” message will appear as the query information is analyzed, then the Sales Ratio Analysis form will appear. The number of records processed, the number of sales selected for the ratio study, and the number of Sales clipped, or excluded, will be displayed on the query form as well.

The screenshot shows two overlapping windows from the WinGAP software. The background window is titled "WinGAP - Advanced Ratio Analysis Telfair" and contains a SQL query in a text area:


```
SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
```

 A yellow highlight is visible on the right side of the query area. Below the query area, it shows "Records Processed 446" and "Sales Selected 4". There are checkboxes for "Use Saleinfo.mktval instead of Real Property Current Value", "Use MAV", "Use MAV-VAL", and "Clip Samples" (which is checked). A "Help" button is at the bottom left.

 The foreground window is titled "WinGAP - Sales Ratio Analysis Telfair". It displays a table of statistics:

| | LCI | Actual | UCI |
|--------------------|--------|--------|--------|
| Median | 0.3126 | 0.3328 | 0.3566 |
| Aggregate | 0.2595 | 0.2668 | 0.2741 |
| COD | 0.3750 | | |
| PRD | 1.3051 | | |
| Number of Samples | 446 | | |
| Lowest Ratio | 0.1017 | | |
| Highest Ratio | 0.6971 | | |
| Min Sample Size | 9 | | |
| Standard Deviation | 0.1532 | | |

 To the right of the table are "Print Options" (radio buttons for "Summary" and "Details"), "Print Order" (checkbox for "Detailed Report"), and a "Print" button. Below these is a red text note: "User may sort interactively on the report". At the bottom, there is a "Report Title" field containing "Sales Ratio Analysis" and an "Exit" button. A "View Array" button is also present next to the "Highest Ratio" value.

The Sales Ratio Analysis Form will display the sales ratios and other statistics and present the user with several options for printing the Ratio Study. The user can also look at a list of the sales that met the selection criteria and edit these sales if needed. The Sales Ratio Analysis Form was discussed under Basic Selection earlier in this manual, and the user can refer to those pages for more information if desired.

EXAMPLE THREE: A STUDY OF ALL SALES FOR HOUSES THAT HAVE A SQUARE FOOT VALUE LESS THAN \$30/SQUARE FOOT

Data on houses in WinGAP is found in the Reprop database table. We will need to use the alias “rp” for Reprop in the query statement. The \$/square foot value of a house is calculated by taking the calculated value of the house, found in the Timp_val field, and dividing this value by the square footage of the house, found in the heatedarea field. The user will need to employ four operators in this Query Expression:

- The relational ">" (greater than) operator.
- The logical "and" operator.
- The mathematical "/" (divide) operator.
- The relational "<" (less than) operator.

Since division by zero is not allowed in any query expression, a condition must first be set to prevent the query expression from using any Heatedarea values of zero. This is done by clicking the ">" (greater than) operator and placing it after the Heatedarea field in the expression, followed by a "0" (zero). This condition must be linked with the expression that will produce only those houses with a \$/square foot value less than \$30. The logical "and" operator is used to link the expressions, followed by the Timp_val/Heatedarea calculation.

The final step in building the expression is to limit it to those houses that have a value under \$30 per square foot. This is done by keying the less than operator ("<"), then keying 30 after the less than operator. The final part of the query looks like this and is keyed in the query memo field on the form:

rp.heatedarea >0 and rp.timp_val/rp.heatedarea < 30

The user can now click the Run button to run the Sales Ratios Study for all sales for houses that have a square foot value less than \$30 per square foot. Once the sales are analyzed and the sales ratios calculated, the Sales Ratio Analysis Form will appear.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Cherokee_AY2020

Time: Annual % (enter as decimal: 7% as 0.07) 0.00

SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACCESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS I ON I.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND
rp.heatedarea >0 and rp.timp_val /
rp.heatedarea < 30

Records Processed 1860 Sales Selected 1860 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

Help Cancel Run Exit

WinGAP - Sales Ratio Analysis - [User ID = felix] Cherokee_A...

| | LCI | Actual | UCI |
|--------------------|--------|--------|--------|
| Median | 0.3722 | 0.3824 | 0.3960 |
| Aggregate | 0.3291 | 0.3363 | 0.3435 |
| COD | 0.3470 | | |
| PRD | 1.1692 | | |
| Number of Samples | 1,860 | | |
| Lowest Ratio | 0.1000 | | |
| Highest Ratio | 0.7000 | | |
| Min Sample Size | 9 | | |
| Standard Deviation | 0.1579 | | |

100%

Report Title Sales Ratio Analysis Exit

Print Options
☐ Summary
☐ Details

Print Order
☐ Detailed Report
Print

User may sort interactively on the report

The Sales Ratio Analysis Form will display the sales ratios and other statistics and present the user with several options for printing the Ratio Study. The user can also look at a list of the sales that met the selection criteria and edit these sales if needed. The Sales Ratio Analysis Form was discussed under Basic Selection earlier in this manual, and the user can refer to those pages for more information if desired.

EXAMPLE FOUR: A STUDY OF ALL SALES FOR HOUSES THAT HAVE A REPLACEMENT COST NEW VALUE GREATER THAN 100,000

Since this example uses house data, the Reprop database table and the alias "rp" will be used. The replacement cost new value of a house is found in the RCN field. (**NOTE:** The County MUST have run Reappraise > Real Property > Residential Improvements at least once for this field to be populated with values). The user will only need to employ the relational ">" (greater than) operator in this query expression.

The sales ratio study example was for sales for all houses with an RCN value greater than \$100,000. The user should key the greater than sign (">"), then key 100000 after the greater than operator. When the user has finished constructing the query expression, it should appear like the one below:

rp.rcn>100000

The user can now click the Run Button to run the Sales Ratios Study for all sales for houses with a replacement cost new greater than \$100,000. Once the sales are analyzed and the sales ratios calculated, the Sales Ratio Analysis Form will appear.

WinGAP - Advanced Ratio Analysis - [User ID = felix] Cherokee_AY2020

Time: Annual % (enter as decimal: 7% as 0.07) 0.00

SELECT s.* FROM SALEINFO s
LEFT JOIN REALPROP r ON r.realkey = s.realkey
LEFT JOIN ACCESSORY a ON a.realkey = r.realkey
LEFT JOIN COMMIMP c ON c.realkey = r.realkey
LEFT JOIN LANDSUBS l ON l.realkey = r.realkey
LEFT JOIN REPROP rp ON rp.realkey = r.realkey
WHERE s.net_sp > 0 AND rp.rcn>100000

Records Processed 144244 Sales Selected 144244 Sales Clipped 0

☐ Use Saleinfo.mktval instead of Real Property Current Value
☐ Use MAV ☐ Use MAV-VAL ☒ Clip Samples ☐ True Study ☐ DOAA

Help Cancel Run Exit

WinGAP - Sales Ratio Analysis - [User ID = felix] Cherokee_A...

| | LCI | Actual | UCI |
|--------------------|---------|--------|--------|
| Median | 0.4709 | 0.4718 | 0.4726 |
| Aggregate | 0.4294 | 0.4301 | 0.4308 |
| COD | 0.2253 | | |
| PRD | 1.0681 | | |
| Number of Samples | 144,244 | | |
| Lowest Ratio | 0.1000 | | |
| Highest Ratio | 0.7000 | | |
| Min Sample Size | 7 | | |
| Standard Deviation | 0.1381 | | |

100%

Report Title Sales Ratio Analysis Exit

Print Options
☐ Summary
☐ Details

Print Order
☐ Detailed Report
Print

User may sort interactively on the report

The Sales Ratio Analysis Form will display the sales ratios and other statistics and present the user with several options for printing the Ratio Study. The user can also look at a list of the sales that met the selection criteria and edit these sales if needed. The Sales Ratio Analysis Form was discussed under Basic Selection earlier in this manual, and the user can refer to those pages for more information if desired.

NEIGHBORHOOD ANALYSIS

The Neighborhood Analysis option on the Sales Analysis Menu provides a tool that the Assessors' Office can utilize in the generation of ratio studies based on Neighborhoods. (**NOTE:** For Neighborhood Analysis to function properly, the County must set up Neighborhoods in Tools > Schedules/Tables > Neighborhoods.) Clicking on this option will produce the Neighborhood Ratio Analysis Form.

WinGAP - Neighborhood Ratio Analysis - [User ID = felix] Cherokee_AY2020

Neighborhood List

☒ Description ☐ NH Code

| Description | Neigh |
|-----------------------------|-------|
| "A" Type Public Utilities | 90000 |
| 33333 | 33333 |
| Apartments | 91000 |
| Arbor Hill Rd. Area (Rural) | 14000 |
| Arbor Hill/Mitchell Farms | 14010 |
| Autumn Glen/Middlebrook | 13055 |
| Avery/Hickory Flat | 15010 |
| Ball Ground Area (Rural) | 17000 |
| Ball Ground City | 09400 |
| Ball Ground Subs - Newer | 09410 |
| Bascomb Carmel | 03010 |
| Batesville Newer | 08005 |
| Bells Ferry @ Hwy 92 | 03015 |
| Bells Ferry @ Towne Lake | 10015 |
| Birmingham Road | 14055 |
| Bradshaw | 13020 |
| Bridgemill Aqua | 12023 |
| Bridgemill Area Townhomes | 12590 |
| Bridgemill Blue | 12022 |
| Bridgemill Gold | 12020 |
| Bridgemill Green | 12021 |
| Bridgemill Orange | 12026 |
| Bridgemill Platinum | 12025 |
| Bridgemill Red | 12024 |
| Buffington | 15025 |
| Cabins on Army Corp. Prop. | 70011 |
| Cadence | 14021 |
| Canton Commercials | 96000 |
| Canton Large Acreage | 15055 |
| Canton Subs | 15030 |
| Canton/140 East | 15040 |
| Canton/Bufington | 15020 |
| Carmichael/Union Hill | 14025 |

Date Range

Start: / /

End: / /

Sale Class

☐ RES ☐ AGR ☐ COM ☐ IND

☐ Time: Annual % (enter as decimal: 7% as 0.07)

0.00

Sale Reasons

☐ FM ☐ LM

(Physical change to the property after the sale)
Bank or Government sale to an Individual
Fair market value (before review by land, commerci
Mobile home is being charged
Not Market
NU
Other (Example: Boundary line agreement / Right a
Resold in same year - now unqualified
Sales between adjacent property owners
Sales between relatives or corporate affiliates
Sales conveying additional interests other than th
Sales conveying partial interest or land contracts
Sales forced by legal difficulties
Sales in which a financial institution is the buye
Sales involving charitable, religious, or educatio

Neighborhoods Selected (###)

| Neigh | Description |
|--------------------------------|-------------|
| (There are no records to view) | |

Processing: of
Records Processed

☐ Use MAV ☐ Use MKTVAL ☐ DOAA
☐ Use MAVVAL ☐ True Study ☒ Clip (<10%, >70%)

Cancel Run Exit

Neighborhood List: The left side of the Form contains a list box of all the Neighborhoods in the County. When the Description box is checked, the Neighborhoods are arranged in alphabetical order. When the NH Code button is checked, the list is sorted by the Neighborhood Code. A Neighborhood is selected for use in the Ratio Study by clicking on it. The user can move around the list box to select Neighborhoods for inclusion in the Ratio Study by using the arrow keys, the page up and down keys, and the home and end keys on the keyboard. The user can also press the first letter in the name of a Neighborhood and go directly to the first Neighborhood that begins with that letter. The mouse can also be used to move around in the list box.

Sales Criteria: Neighborhood Ratio Studies are run based upon a more limited set of Sales Criteria than Ratio Studies that are run using either the Basic Selection or Advanced Query methods. The fields on the Form use the information keyed on the Sales Form when adding sales to Real Property.

Date Range Start: The Start field is where the Starting Date for sales to be used in the Ratio Study is keyed. The date keyed in this field is inclusive. For example, if the user wants a Study of all sales after January 1, 2019, then 01/02/2019 would be keyed in this field. The Start date field should be left blank if it is not to be used as a criterion in the Ratio Study.

Date Range End: The End field is where the Ending Date for sales to be used in the Ratio Study is keyed in the same manner as the Start date. Like the Start date, the date keyed in the End date field is inclusive. The End date field should be left blank if it is not to be used as a criterion in the Ratio Study.

Sale Class: Four checkboxes are available where the Sales Classification of the sale can be selected to further qualify the Ratio Study. Any or all of the checkboxes can be selected. If all the Class checkboxes are left blank, the Sales Class will be ignored in the selection of sales.

Time: This optional checkbox is used to specify an annual percentage amount to time-adjust sales, and sales will be time adjusted to January 1st of the digest year for the Starting Date specified on the form.

Sale Reasons: Two checkboxes and a combo box are available to set criteria for the Sale Reasons to be used for the Ratio Study.

- If only the FM (Fair Market) checkbox is checked, and the combo box left blank, only sales with a Sales Reason of Fair Market will be used.
- If only the LM (Land Market) checkbox is checked, and the combo box left blank, only sales with a Sales Reason of Land Market will be used.
- If both the FM and LM checkboxes are checked, and the combo box left blank, only sales with a Sales Reason of Fair Market or Land Market will be used. The FM and/or LM checkboxes can also be used with any of the Sale Reasons in the combo box to run a Ratio Study.
- Finally, the FM and LM checkboxes can be left blank and a specific reason or reasons in the Sales Reason combo box can be used to run a Ratio Study for a specific type of Sale Reason.

Neighborhoods Selected: Beneath the Sales Reason section of the Form is a list box that will display all the Neighborhoods selected for the Ratio Study. Neighborhoods are placed in the list box by using the four arrow buttons located to the left of the Neighborhoods Selected list box.

| Neigh | Description |
|-------|---------------------------|
| 14010 | Arbor Hill/Mitchell Farms |

Processing: of 1
Records Processed

The top button, with two arrows on it pointing to the right, will place all the Neighborhoods in the Neighborhood list box on the left side of the Form into the Neighborhoods Selected list box. The next button, with one arrow pointing to the right, will place any selected Neighborhoods from the Neighborhood list box on the left of the Form into the Neighborhoods Selected list box. The third button, with one arrow pointing to the left, will remove any selected Neighborhoods from the Neighborhoods Selected list box on the right side of the Form. The bottom button, with two arrows in it pointing to the left, will remove all the Neighborhoods in the Neighborhood list in the Neighborhoods Selected list box.

A single Neighborhood can be selected for inclusion in the Ratio Study by clicking on the desired item in the Neighborhood List Box.

WinGAP - Neighborhood Ratio Analysis - [User ID = felix] Cherokee_AY2020

| Description | Neigh |
|-----------------------------|-------|
| "A" Type Public Utilities | 90000 |
| 33333 | 33333 |
| Apartments | 91000 |
| Arbor Hill Rd. Area (Rural) | 14000 |
| Arbor Hill/Mitchell Farms | 14010 |
| Autumn Glen/Middlebrook | 13055 |
| Avery/Hickory Flat | 15010 |
| Ball Ground Area (Rural) | 17000 |
| Ball Ground City | 09400 |
| Ball Ground Subs - Newer | 09410 |
| Bascomb Carmel | 03010 |
| Batesville Newer | 08005 |
| Bells Ferry @ Hwy 92 | 03015 |
| Bells Ferry @ Towne Lake | 10015 |
| Birmingham Road | 14055 |
| Bradshaw | 13020 |
| Bridgemill Aqua | 12023 |
| Bridgemill Area Townhomes | 12590 |
| Bridgemill Blue | 12022 |
| Bridgemill Gold | 12020 |
| Bridgemill Green | 12021 |
| Bridgemill Orange | 12026 |
| Bridgemill Platinum | 12025 |
| Bridgemill Red | 12024 |
| Buffington | 15025 |
| Cabins on Army Corp. Prop. | 70011 |
| Cadence | 14021 |
| Canton Commercials | 96000 |
| Canton Large Acreage | 15055 |
| Canton Subs | 15030 |
| Canton/140 East | 15040 |
| Canton/Bufington | 15020 |
| Carmichael/Union Hill | 14025 |

Date Range
 Start: / /
 End: / /

Sale Class
☐ RES ☐ AGR ☐ COM ☐ IND
☐ Time: Annual % (enter as decimal: 7% as 0.07)
 0.00

Sale Reasons
☐ FM
☐ LM
 (Physical change to the property after the sale)
 Bank or Government sale to an Individual
 Fair market value (before review by land, commerci
 Mobile home is being charged
 Not Market
 NU
 Other (Example: Boundary line agreement / Right a
 Resold in same year - now unqualified
 Sales between adjacent property owners
 Sales between relatives or corporate affiliates
 Sales conveying additional interests other than th
 Sales conveying partial interest or land contracts
 Sales forced by legal difficulties
 Sales in which a financial institution is the buye
 Sales involving charitable, religious, or educatio

Neighborhoods Selected (0)

| Neigh | Description |
|--------------------------------|-------------|
| (There are no records to view) | |

Processing: of 0
 Records Processed

☐ Use MAV ☐ Use MKTVAL ☐ DOAA
☐ Use MAVVAL ☐ True Study ☒ Clip (<10%, >70%)

Cancel Run Exit

A range of Neighborhoods can be selected for inclusion in the Ratio Study by clicking on the first item in the desired range, holding the Shift key down, and then clicking on the last item in the range.

WinGAP - Neighborhood Ratio Analysis - [User ID = felix] Cherokee_AY2020

Neighborhood List

| Description | Neigh |
|-----------------------------|-------|
| "A" Type Public Utilities | 90000 |
| 33333 | 33333 |
| Apartments | 91000 |
| Arbor Hill Rd. Area (Rural) | 14000 |
| Arbor Hill/Mitchell Farms | 14010 |
| Autumn Glen/Middlebrook | 13055 |
| Avery/Hickory Flat | 15010 |
| Ball Ground Area (Rural) | 17000 |
| Ball Ground City | 09400 |
| Ball Ground Subs - Newer | 09410 |
| Bascomb Carmel | 03010 |
| Batesville Newer | 08005 |
| Bells Ferry @ Hwy 92 | 03015 |
| Bells Ferry @ Towne Lake | 10015 |
| Birmingham Road | 14055 |
| Bradshaw | 13020 |
| Bridgemill Aqua | 12023 |
| Bridgemill Area Townhomes | 12590 |
| Bridgemill Blue | 12022 |
| Bridgemill Gold | 12020 |
| Bridgemill Green | 12021 |
| Bridgemill Orange | 12026 |
| Bridgemill Platinum | 12025 |
| Bridgemill Red | 12024 |
| Buffington | 15025 |
| Cabins on Army Corp. Prop. | 70011 |
| Cadence | 14021 |
| Canton Commercials | 96000 |
| Canton Large Acreage | 15055 |
| Canton Subs | 15030 |
| Canton/140 East | 15040 |
| Canton/Bufington | 15020 |
| Carmichael/Union Hill | 14025 |

Date Range

Start: / /

End: / /

Sale Class

☐ RES ☐ AGR ☐ COM ☐ IND

☐ Time: Annual % (enter as decimal: 7% as 0.07)

0.00

Sale Reasons

☐ FM ☐ LM

(Physical change to the property after the sale)
Bank or Government sale to an Individual
Fair market value (before review by land, commerci
Mobile home is being charged
Not Market
NU
Other (Example: Boundary line agreement / Right a
Resold in same year - now unqualified
Sales between adjacent property owners
Sales between relatives or corporate affiliates
Sales conveying additional interests other than th
Sales conveying partial interest or land contracts
Sales forced by legal difficulties
Sales in which a financial institution is the buye
Sales involving charitable, religious, or educatio

Neighborhoods Selected (0)

| Neigh | Description |
|--------------------------------|-------------|
| (There are no records to view) | |

Processing: of 0
Records Processed

☐ Use MAV ☐ Use MKTVAL ☐ DOAA
☐ Use MAVVAL ☐ True Study ☒ Clip (<10%, >70%)

Cancel Run Exit

The Button with one arrow pointing to the right would be clicked to send these Neighborhoods to the Neighborhoods Selected list box.

WinGAP - Neighborhood Ratio Analysis - [User ID = felix] Cherokee_AY2020

Neighborhood List

| Description | Neigh |
|-----------------------------|-------|
| "A" Type Public Utilities | 90000 |
| 33333 | 33333 |
| Apartments | 91000 |
| Arbor Hill Rd. Area (Rural) | 14000 |
| Arbor Hill/Mitchell Farms | 14010 |
| Autumn Glen/Middlebrook | 13055 |
| Avery/Hickory Flat | 15010 |
| Ball Ground Area (Rural) | 17000 |
| Ball Ground City | 09400 |
| Ball Ground Subs - Newer | 09410 |
| Bascomb Carmel | 03010 |
| Batesville Newer | 08005 |
| Bells Ferry @ Hwy 92 | 03015 |
| Bells Ferry @ Towne Lake | 10015 |
| Birmingham Road | 14055 |
| Bradshaw | 13020 |
| Bridgemill Aqua | 12023 |
| Bridgemill Area Townhomes | 12590 |
| Bridgemill Blue | 12022 |
| Bridgemill Gold | 12020 |
| Bridgemill Green | 12021 |
| Bridgemill Orange | 12026 |
| Bridgemill Platinum | 12025 |
| Bridgemill Red | 12024 |
| Buffington | 15025 |
| Cabins on Army Corp. Prop. | 70011 |
| Cadence | 14021 |
| Canton Commercials | 96000 |
| Canton Large Acreage | 15055 |
| Canton Subs | 15030 |
| Canton/140 East | 15040 |
| Canton/Bufington | 15020 |
| Carmichael/Union Hill | 14025 |

Date Range

Start: / /

End: / /

Sale Class

☐ RES ☐ AGR ☐ COM ☐ IND

☐ Time: Annual % (enter as decimal: 7% as 0.07)

0.00

Sale Reasons

☐ FM ☐ LM

(Physical change to the property after the sale)
Bank or Government sale to an Individual
Fair market value (before review by land, commerci
Mobile home is being charged
Not Market
NU
Other (Example: Boundary line agreement / Right a
Resold in same year - now unqualified
Sales between adjacent property owners
Sales between relatives or corporate affiliates
Sales conveying additional interests other than th
Sales conveying partial interest or land contracts
Sales forced by legal difficulties
Sales in which a financial institution is the buye
Sales involving charitable, religious, or educatio

Neighborhoods Selected (18)

| Neigh | Description |
|-------|---------------------------|
| 12024 | Bridgemill Red |
| 12025 | Bridgemill Platinum |
| 12026 | Bridgemill Orange |
| 12590 | Bridgemill Area Townhomes |
| 13020 | Bradshaw |
| 14055 | Birmingham Road |
| 17000 | Ball Ground Area (Rural) |
| 15025 | Bufington |

Processing: of 18
Records Processed

☐ Use MAV ☐ Use MKTVAL ☐ DOAA
☐ Use MAVVAL ☐ True Study ☒ Clip (<10%, >70%)

Cancel Run Exit

If the user wishes to select Neighborhoods that aren't contiguous on the list, these can be selected by clicking on the first item, holding the Ctrl key down, and then clicking on each of the other desired items.

WinGAP - Neighborhood Ratio Analysis - [User ID = felix] Cherokee_AY2020

Neighborhood List
☒ Description
 ☐ NH Code

| Description | Neigh |
|-----------------------------|-------|
| "A" Type Public Utilities | 90000 |
| 33333 | 33333 |
| Apartments | 91000 |
| Arbor Hill Rd. Area (Rural) | 14000 |
| Arbor Hill/Mitchell Farms | 14010 |
| Autumn Glen/Middlebrook | 13055 |
| Avery/Hickory Flat | 15010 |
| Ball Ground Area (Rural) | 17000 |
| Ball Ground City | 09400 |
| Ball Ground Subs - Newer | 09410 |
| Bascomb Carmel | 03010 |
| Batesville Newer | 08005 |
| Bells Ferry @ Hwy 92 | 03015 |
| Bells Ferry @ Towne Lake | 10015 |
| Birmingham Road | 14055 |
| Bradshaw | 13020 |
| Bridgemill Aqua | 12023 |
| Bridgemill Area Townhomes | 12590 |
| Bridgemill Blue | 12022 |
| Bridgemill Gold | 12020 |
| Bridgemill Green | 12021 |
| Bridgemill Orange | 12026 |
| Bridgemill Platinum | 12025 |
| Bridgemill Red | 12024 |
| Buffington | 15025 |
| Cabins on Army Corp. Prop. | 70011 |
| Cadence | 14021 |
| Canton Commercials | 96000 |
| Canton Large Acreage | 15055 |
| Canton Subs | 15030 |
| Canton/140 East | 15040 |
| Canton/Bufington | 15020 |
| Carmichael/Union Hill | 14025 |

Date Range
 Start: // //
 End: // //
Sale Class
☐ RES ☐ AGR ☐ COM ☐ IND
☐ Time: Annual % (enter as decimal: 7% as 0.07)
 0.00
Sale Reasons
☐ FM
☐ LM
 (Physical change to the property after the sale)
 Bank or Government sale to an individual
 Fair market value (before review by land, commerci
 Mobile home is being charged
 Not Market
 NU
 Other (Example: Boundary line agreement / Right a
 Resold in same year - now unqualified
 Sales between adjacent property owners
 Sales between relatives or corporate affiliates
 Sales conveying additional interests other than th
 Sales conveying partial interest or land contracts
 Sales forced by legal difficulties
 Sales in which a financial institution is the buye
 Sales involving charitable, religious, or educatio

Neighborhoods Selected (0)

| Neigh | Description |
|--------------------------------|-------------|
| (There are no records to view) | |

Processing: of 0
 Records Processed

☐ Use MAV ☐ Use MKTVAL ☐ DOAA
☐ Use MAVVAL ☐ True Study ☒ Clip (<10%, >70%)

Cancel Run Exit

Clicking the Button with one arrow pointing to the right would send these Neighborhoods to the Neighborhoods Selected list box.

Neighborhoods Selected (7)

>>
 >
 <
 <<

| Neigh | Description |
|-------|--------------------------|
| 13020 | Bradshaw |
| 15010 | Avery/Hickory Flat |
| 15025 | Buffington |
| 15030 | Canton Subs |
| 15055 | Canton Large Acreage |
| 17000 | Ball Ground Area (Rural) |
| 15020 | Canton/Bufington |

Processing: of 7
 Records Processed

Once all the Neighborhoods to be included in the Ratio Study have been selected and the Starting and Ending Sales Dates, Sales Classes, and Sales Reasons have been selected on the Analysis form, the Run button on the lower right of the Neighborhood Ratio Analysis form should be clicked. After the records are processed, the Neighborhood Analysis Results form will appear, superimposed over the Neighborhood Ratio Analysis form.

The screenshot shows two overlapping windows from the WinGAP software. The background window is 'WinGAP - Neighborhood Ratio Analysis' and the foreground window is 'WinGAP - Neighborhood Analysis Results'.

WinGAP - Neighborhood Ratio Analysis - [User ID = felix] Cherokee_AY2020

Neighborhood List

| Description | Neigh |
|-----------------------------|-------|
| "A" Type Public Utilities | 90000 |
| 33333 | 33333 |
| Apartments | 91000 |
| Arbor Hill Rd. Area (Rural) | 14000 |
| Arbor Hill/Mitchell Farms | 14010 |
| Autumn Glen/Middlebrook | 13055 |
| Avery/Hickory Flat | 15010 |
| Ball Ground | 13020 |

Date Range

Start: 01/02/2019
End: 12/31/2019

Sale Class

☒ RES ☐ AGR ☐ COM ☐ IND
Time: Annual % (enter as decimal: 7% as 0.07) 0.00

Sale Reasons

☒ FM ☐ LM
(Physical change to the property after the sale)
Bank or Government sale to an Individual
Fair market value (before review by land, commerci
Mobile home is being charged
Not Market

WinGAP - Neighborhood Analysis Results - [User ID = felix] Cherokee_AY2020

| Recid | Neigh | Description | Med | Med_Lci | Med_Uci | Agg | Agg_Lci |
|-------|-------|--------------------------|--------|---------|---------|--------|---------|
| 251 | 13020 | Bradshaw | 0.3684 | 0.3593 | 0.3835 | 0.3749 | 0.3628 |
| 252 | 15010 | Avery/Hickory Flat | 0.3515 | | | 0.3411 | 0.3196 |
| 253 | 15020 | Canton/Buffington | 0.3731 | 0.3548 | 0.3925 | 0.3605 | 0.3376 |
| 254 | 15025 | Buffington | 0.3818 | 0.3459 | 0.4000 | 0.3786 | 0.3602 |
| 255 | 15030 | Canton Subs | 0.3387 | | | 0.3223 | 0.2796 |
| 256 | 15055 | Canton Large Acreage | 0.3576 | | | 0.3600 | 0.3286 |
| 257 | 17000 | Ball Ground Area (Rural) | 0.2426 | | | 0.2426 | |

Buttons: Print, Print with Sales, Sales to Excel, Close, Cancel, Run, Exit

The Neighborhoods will be listed in Neighborhood Code order on the Results form, and Neighborhoods that have no Sales for the criteria entered will be highlighted in BLUE. Listed left to right on the Results Form are the following. The user can use the horizontal scroll bar at the bottom of the form to see all the columns.

- The Record ID, as defined by WinGAP for that Neighborhood in the Neighborhood schedule.
- The Neighborhood Code, as defined by WinGAP for that Neighborhood in the Neighborhood schedule.
- The Neighborhood Description, as entered by the County in the Neighborhood Schedule.
- The Median Actual Ratio. The Median Actual Ratio is a measure of central tendency that indicates the midpoint of the array of the sales ratios. The Median Ratio is the statistic used to determine the level of assessment for the study.
- The Median Lower Confidence Interval. The Median Lower Confidence Interval is used to determine digest acceptance if the Median Actual Ratio is less than .36.
- The Median Upper Confidence Interval. The Median Upper Confidence Interval is used to determine digest acceptance if the Median Actual Ratio is more than .44.

- The Aggregate Actual Ratio. The Aggregate Actual Ratio is the weighted average of the sales. It is calculated by dividing the sum of the assessments by the sum of the sales prices.
- The Aggregate Lower Confidence Interval. If the PRD (Price Related Differential) is outside of acceptable ranges and the Aggregate Actual Ratio is used to determine the assessment level, the Aggregate Lower Confidence Interval must fall within a ratio range of .36 to .44, unless the Aggregate Upper Confidence Interval is within this same range.
- The Aggregate Upper Confidence Interval. If the PRD is outside of acceptable ranges and the Aggregate Actual Ratio is used to determine the assessment level, the Aggregate UCI (Upper Confidence Interval) Ratio must fall within a ratio range of .36 to .44 to allow for assessment level acceptance. The table below provides an illustration of the use of the UCI and LCI.

| LCI | AGG | UCI | |
|-----|-----|-----|---|
| 32 | 34 | 36 | Pass (UCI falls within (overlaps) acceptable range) |
| 28 | 30 | 32 | Fails |
| 26 | 32 | 38 | Pass (UCI falls within (overlaps) acceptable range) |

- The Coefficient of Dispersion. The COD, or Coefficient of Dispersion, measures the degree of uniformity in the study. The COD is calculated by first determining the absolute deviation from the median for each sale (Ratio - Median). The average of the deviations is then calculated. The average deviation is then divided by the median ratio to produce the COD. The COD should be less than .15 for residential property and less than .20 for agricultural, commercial, and industrial properties.
- The Price Related Differential. The PRD, or Price Related Differential, is used to measure assessment bias in a ratio study. The PRD should fall between .95 and 1.10. It is calculated by dividing the mean ratio by the aggregate ratio. If the PRD is greater than 1.00, the lower priced properties generally have higher ratios than the higher priced properties. The study is exhibiting regressivity. If the PRD is less than 1.00, the higher priced properties are overvalued compared to the lower priced properties. The study exhibits progressivity.
- The Number of Samples. The number of sales that are included in the Ratio Study for that Neighborhood.
- The Lowest Ratio. The Lowest Ratio of any sale that meets the selection criteria and is used in the Ratio Study.
- The Highest Ratio. The Highest Ratio of any sale that meets the selection criteria and is used in the Ratio Study.
- The Minimum Sample Size. The smallest number of samples in a ratio study that will constitute a valid ratio study. The Min Sample Size is a function of the uniformity in the ratio study. A ratio study with greater uniformity has a lower Minimum Sample Size.
- The Standard Deviation. The basic numeric measure of the extent of variation of the sample around the center (measure of central tendency).
- The Neighborhood Adjustment Factor. The Neighborhood Adjustment Factor for that Neighborhood, as entered by the County in the Neighborhood Schedule.
- The User ID of the person that is logged into WinGAP and ran this Ratio Study.

Hide Sales? ☒ True ☐ False

User ID

◀

<

of 1

>

▶

↺

▼

💾

▼

🖨

Find | Next

WinGAP Neighborhood Analysis

| DESCRIPTION | NEIGH | MED | LCI | UCI | AGG | LCI | UCI | COD | PRD | SAMPLES | MIN SAMP | NH ADJ |
|--------------------------|-------|--------|--------|--------|--------|--------|--------|--------|--------|---------|----------|--------|
| Bradshaw | 13020 | 0.3684 | 0.3593 | 0.3835 | 0.3749 | 0.3628 | 0.3870 | 0.0513 | 0.9995 | 20 | 0 | 1.09 |
| Avery/Hickory Flat | 15010 | 0.3515 | 0.0000 | 0.0000 | 0.3411 | 0.3196 | 0.3626 | 0.0631 | 1.0117 | 10 | 0 | 1.14 |
| Canton/Bufington | 15020 | 0.3731 | 0.3548 | 0.3925 | 0.3605 | 0.3376 | 0.3834 | 0.0899 | 0.9997 | 26 | 1 | 1.07 |
| Buffington | 15025 | 0.3818 | 0.3459 | 0.4000 | 0.3786 | 0.3602 | 0.3970 | 0.0644 | 0.9997 | 13 | 0 | 1.05 |
| Canton Subs | 15030 | 0.3387 | 0.0000 | 0.0000 | 0.3223 | 0.2796 | 0.3650 | 0.1276 | 1.0242 | 9 | 1 | 1.18 |
| Canton Large Acreage | 15055 | 0.3576 | 0.0000 | 0.0000 | 0.3600 | 0.3286 | 0.3914 | 0.0817 | 0.9908 | 7 | 0 | 1.12 |
| Ball Ground Area (Rural) | 17000 | 0.2426 | 0.0000 | 0.0000 | 0.2426 | 0.0000 | 0.0000 | 0.0000 | 1.0000 | 1 | 0 | NA |

LCI = Lower Confidence Interval (95%)

UCI = Upper Confidence Interval (95%)

Samples = Number of sales included in study

Min_Samp = Calculated number of samples required to achieve statistically valid sample size

Printed by :felix

WinGAP - Neighborhood Ratio Analysis - [User ID = felix] Cherokee_AY2020

Neighborhood List ☒ Description ☐ NH Code

Date Range
 Start: 01/02/2019
 End: 12/31/2019

Sale Class
☒ RES ☐ AGR ☐ COM ☐ IND
☐ Time: Annual % (enter as decimal: 7% as 0.07)
 0.00

WinGAP - Neighborhood Analysis Results - [User ID = felix] Cherokee_AY2020

| | Recid | Neigh | Description | Med | Med_Lci | Med_Uci | Agg | Agg_Lci |
|---------|-------|-------|--------------------------|--------|---------|---------|--------|---------|
| Autum | 265 | 13020 | Bradshaw | 0.3684 | 0.3593 | 0.3835 | 0.3749 | 0.3628 |
| Avery | 266 | 15010 | Avery/Hickory Flat | 0.3515 | | | 0.3411 | 0.3196 |
| Ball Gr | 267 | 15020 | Canton/Bufington | 0.3731 | 0.3548 | 0.3925 | 0.3605 | 0.3376 |
| Ball Gr | 268 | 15025 | Bufington | 0.3818 | 0.3459 | 0.4000 | 0.3786 | 0.3602 |
| Ball Gr | 269 | 15030 | Canton Subs | 0.3387 | | | 0.3223 | 0.2796 |
| Basco | 270 | 15055 | Canton Large Acreage | 0.3576 | | | 0.3600 | 0.3286 |
| Bates | 271 | 17000 | Ball Ground Area (Rural) | 0.2426 | | | 0.2426 | |

Print Print with Sales **Sales to Excel** Close

☐ Use MAV ☐ Use MKTVAL ☐ DOAA
☐ Use MAVVAL ☐ True Study ☒ Clip (<10%, >70%)

Cancel Run Exit

The report is exported by clicking the circled down arrow beside the save button and selecting the desired format for the exported report. In addition to Excel, the results can also be exported to a PDF file, to Microsoft Word, or to Microsoft PowerPoint.

The screenshot shows the 'RatioNHDetails' report interface. At the top, there is a navigation bar with a '1 of 1' indicator, a refresh button, a '100%' zoom dropdown, a save button with a dropdown arrow, and a print button. A red circle highlights the save button's dropdown menu, which contains the following options: Word, Excel, PowerPoint, and PDF. Below the menu is a table with the following columns: NEIGHBORHOOD, GRANTEE, SALEDATE, DEEDPAGE, REASON, RATIO, PARCEL NO, TOTALACRES, and NET SP. The table contains data for various neighborhoods, including 13020, 15010, 15020, 15025, 15030, 15055, and 17000.

| NEIGHBORHOOD | GRANTEE | SALEDATE | DEEDPAGE | REASON | RATIO | PARCEL NO | TOTALACRES | NET SP |
|--------------|---------------------|----------|----------|--------|--------|-----------|------------|--------|
| 13020 | 20 sales in this NH | | | | 0.3747 | | | |
| 15010 | 10 sales in this NH | | | | 0.3451 | | | |
| 15020 | 26 sales in this NH | | | | 0.3604 | | | |
| 15025 | 13 sales in this NH | | | | 0.3785 | | | |
| 15030 | 9 sales in this NH | | | | 0.3301 | | | |
| 15055 | 7 sales in this NH | | | | 0.3567 | | | |
| 17000 | 1 sales in this NH | | | | 0.2426 | | | |

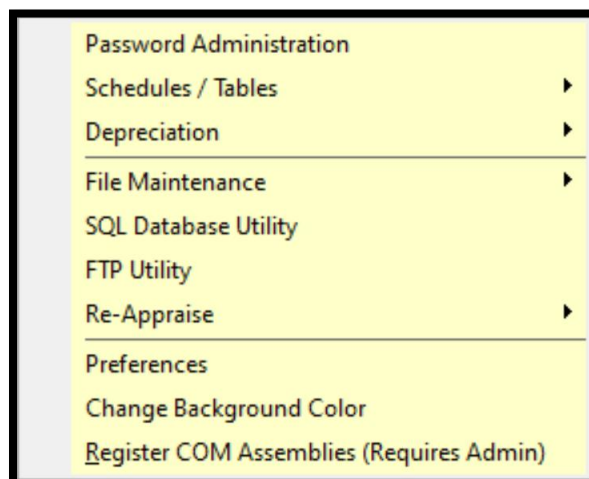
The plus sign next to each Neighborhood Code can be clicked to display the sales for that Neighborhood.

The screenshot shows the 'RatioNHDetails' report interface, similar to the one above. A red circle highlights the 'NEIGHBORHOOD' column of the table, which contains the following values: 13020, 15010, 15020, 15025, 15030, 15055, and 17000. The table also includes columns for GRANTEE, SALEDATE, DEEDPAGE, REASON, RATIO, PARCEL NO, TOTALACRES, and NET SP. The 'REASON' column contains the value 'MEAN >' for all rows.

| NEIGHBORHOOD | GRANTEE | SALEDATE | DEEDPAGE | REASON | RATIO | PARCEL NO | TOTALACRES | NET SP |
|--------------|---------------------|----------|----------|--------|--------|-----------|------------|--------|
| 13020 | 20 sales in this NH | | | MEAN > | 0.3747 | | | |
| 15010 | 10 sales in this NH | | | MEAN > | 0.3451 | | | |
| 15020 | 26 sales in this NH | | | MEAN > | 0.3604 | | | |
| 15025 | 13 sales in this NH | | | MEAN > | 0.3785 | | | |
| 15030 | 9 sales in this NH | | | MEAN > | 0.3301 | | | |
| 15055 | 7 sales in this NH | | | MEAN > | 0.3567 | | | |
| 17000 | 1 sales in this NH | | | MEAN > | 0.2426 | | | |

| <div> <div> <div>1 of 1</div> <div>100%</div> <div>Find Next</div> </div> </div> | | | | | | | | |
|--|-------------------------|-----------|------------|--------|--------|------------|------------|-------|
| RatioNHDetails | | | | | | | | |
| NEIGHBORHOOD | GRANTEE | SALEDATE | DEEDPAGE | REASON | RATIO | PARCEL NO | TOTALACRES | NET S |
| 13020 | 20 sales in this NH | | | MEAN > | 0.3747 | | | |
| | STEED-O'NEIL CHELSEA | 6/21/2019 | 14368 2200 | FM | 0.3996 | 15N20D 040 | 0.43 | 4000 |
| | PEREZ RONALD A | 6/17/2019 | 14369 773 | FM | 0.3327 | 15N20D 084 | 0.52 | 4150 |
| | WALTERS VICTOR | 6/14/2019 | 14367 0402 | FM | 0.3593 | 15N20D 086 | 0.42 | 3499 |
| | ARMSTRONG WILLIAM SCOTT | 6/14/2019 | 14367 2986 | FM | 0.3835 | 15N20D 127 | 0.56 | 4100 |
| | CIESLA HERBERT J | 7/25/2019 | 14379 2355 | FM | 0.3602 | 15N20D 129 | 0.44 | 3380 |
| | OPENDOOR PROPERTY C LLC | 5/22/2019 | 14360 2780 | FM | 0.3694 | 15N20D 129 | 0.44 | 3295 |
| | BLACKSTOCK SARA | 7/15/2019 | 14375 1982 | FM | 0.3544 | 15N26A 039 | 0.85 | 3630 |

TOOLS MENU



PASSWORD ADMINISTRATION

Password Administration is used to set up WinGAP users and the respective “rights” that each user will have in the system. WinGAP CAN be operated without setting up users. However, it is recommended that users be set up and rights assigned, as this provides control and tracking within the Assessors' Office over who operates what parts of WinGAP and who makes changes to property data, as well as when these changes occur.

Selecting the Password Administration option on the Tools Menu produces the WinGAP User Administration Form. If any users exist, the first user in descending alphabetical order will appear on the Form, where that user's rights can be edited. New Users can be added, and other users can be selected for editing or deleting by clicking on the Users combo box.

The screenshot shows the 'WinGAP - User Administration' window for user 'srburnette' in 'AY2020'. The window is divided into several sections:

- Users:** A dropdown menu showing 'ace'.
- Current User:** Fields for 'Login ID' (ace), 'Password' (masked with dots), and 'Confirm Password' (masked with dots).
- Options:**
 - 'Default Search Hits' set to 500.
 - Checkboxes for 'Sketch with Keyboard' and 'Use Windows Picture Viewer' (both checked).
 - 'Appr / Auditor Name' set to 'Ace'.
 - Checkboxes for 'Real Appr' (checked), 'Pers Appr', 'Auditor', and 'Prebill'.
 - 'DB Filter' field.
- User Access Rights:** A table with columns for 'Guest', 'None', 'View', and 'Edit' for various categories.

| | Guest | None | View | Edit | | Guest | None | View | Edit |
|-------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|------------------|-------|-------------------------------------|-------------------------------------|-------------------------------------|
| Owner | <input type="checkbox"/> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Real Property | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Aircraft | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Res Improvements | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Schedules - Real | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Com Improvements | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Schedules - Pers | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Accessory Imps | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Admin | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> |
| Land | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Reports | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sales | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | |
| Appeals | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Edit Log | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> |
| Mobile Homes | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Re-Appraise | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> |
| Personal Property | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Import / Export | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> |
| Boats | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Database Utility | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> |
| Inventory | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Override | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> |
| Cost / MEFF | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | GIS | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | PT61 | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> |

At the bottom are buttons: Help, Cancel, New, Delete, Apply, and OK.

To set up a new user, the New Button should be clicked, and the system will request a User Login ID. The Login ID can be a maximum of 50 characters (lower case only), numbers, or symbols in any combination. After keying the Login ID, the next field is where the User Password is entered. The User Password can also be a maximum of 50 characters, numbers, or symbols in any combination, but BOTH upper- and lower-case characters are accepted. The Password must be re-keyed in the Confirm Password box before it is accepted.

Next is the User Default Search Hits field, which defines the number of records that will appear in any Search List Box. The default is 25 and can be changed to any number between 1 and 10,000, depending upon the preference of a particular User.

The Sketch with Keyboard checkbox sets up a default preference for sketching that can be associated with each user. Placing a checkmark in this box will default the Sketch screen to Sketch with Keyboard for this user; no checkmark will default the Sketch screen to drawing with the mouse.

The Use Windows Picture Viewer provides the user with the ability to define which application will be used to open digital images (photos) that are assigned to parcels, improvements, sales, etc. If the box is checked, WinGAP will use the default Windows Picture Viewer which may be Paint, Windows Picture and Fax Viewer, etc. If the box is left unchecked, the WinGAP viewer will be used. If the WinGAP viewer is used, the resolution of the saved photos cannot be any greater than the Desktop resolution.

Next, the Appr/Auditor Name field is used to assign Appraisers and Auditors to a list that will appear on various data entry Forms in WinGAP, such as the Real Property General Information Form, the Personal Property General Information Form, etc., where they can be assigned as the Primary Appraiser or Alternate Appraiser for a Real Property Parcel or Personal Property Account. Beneath this field are four checkboxes where, if checked, the Appraiser or Auditor Name, if used, will appear in the Appraiser list on the data entry Forms for those types of property.

The DB Filter box allows the administrator to restrict what databases an individual login can access and is set per login. This field allows only one entry and works similar to a SQL “LIKE” statement. An entry of “AY20” would allow the user to see any databases that start with “AY20” in the database name, like AY2017, AY2021, etc. This way, if the county makes database copies to test schedule changes, they can name the databases with a different naming convention, such as “TEST_AY2020” to filter them out of the Select Year list for standard users since the database name doesn’t start with “AY20”. Leaving this field blank allows the user to see all databases.

WinGAP - User Administration - [User ID = felix] (DEVEL) AY2021

Users felix

Current User

Login ID: felix

Password: [masked]

Confirm Password: [masked]

Options

Default Search Hits: 200

☐ Sketch with Keyboard

☒ Use Windows Picture Viewer

Appr / Auditor Name: [empty]

☒ Real Appr ☒ Pers Appr ☒ Auditor ☒ Prebill

DB Filter: AY20

User Access Rights

| | Guest | None | View | Edit | | Guest | None | View | Edit |
|-------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|------------------|-------|-------------------------------------|--------------------------|-------------------------------------|
| Owner | <input type="checkbox"/> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Real Property | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Aircraft | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Res Improvements | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Schedules - Real | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Com Improvements | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Schedules - Pers | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Accessory Imps | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Admin | | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Land | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Reports | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sales | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | |
| Appeals | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Edit Log | | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Mobile Homes | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Re-Appraise | | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Personal Property | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Import / Export | | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Boats | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Database Utility | | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Inventory | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Override | | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Cost / MEFF | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | GIS | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | | | | | PT61 | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> |

Buttons: Help, Cancel, New, Delete, Apply, OK

The User Access Rights section of the User Administration Form contains a number of checkboxes where specific access rights to WinGAP are assigned for each user. The default setting for each user is Edit rights for all parts of WinGAP. These rights can be adjusted for each user by clicking in the appropriate checkbox to restrict a User's rights to certain parts of WinGAP. For example, a user could be given no (None) rights for some parts of WinGAP (Real Property, Land, Re-Appraise, etc.), view rights for other parts (Owner), and edit rights for all Personal Property.

Important: If Guest rights for Owner are assigned to a user, the confidential information such as SSN, FEI, etc. will be masked when the user accesses the Owner screen.

Once a User's Login ID, Password, Default Search Hits, and Rights are established, the record is saved by clicking on the Apply Button and remaining on the User Administration Form to set up other Users. The OK Button can be clicked to return to the main WinGAP screen.

SCHEDULES/TABLES

| |
|-----------------------------------|
| Residential Improvements |
| Commercial Improvements |
| Manufactured Housing Improvements |
| Accessories ▶ |
| Accessibility / Desirability |
| Conservation Use Land |
| FLPA Schedules |
| Land Characteristics ▶ |
| Land Influences |
| Rural Land |
| Subdivisions List |
| Timber Values |
| Urban Land |
| Tax Calculation Tables ... |
| Sale Reasons |
| Assessment Reasons |
| Override Reasons |
| Neighborhoods |
| Street Directory |
| Zip Code Directory |
| Discovery Sources |
| Permit Types |
| Business License Types |
| Custom Flags |
| Income Models |
| Income Categories |

RESIDENTIAL IMPROVEMENTS

This option produces the Residential Schedules Form. The schedule items on the Residential Schedules Form are grouped into six types:

- **Base and Area Schedule Items**, where the Base Area for Residential Improvements and associated factors are entered.
- **Maximum and Minimum Area Items**, where the Maximum and Minimum Area are entered.
- **Heat Dollars and Heat Schedule Items**, where the basic cost of Heat as well as Heating Types are entered.
- **Attic and Basement Types, Finish, and Quality Schedule Items**, where those items are entered.
- **Component Schedule Items**, where various structural components such as Exterior Wall and Plumbing are entered.
- **Preferences**, where various background information about the Assessor's Office, such as County Name, Point Costs, and Depreciation Years are entered.

| Base Area | Basement Finish Adjustment |
|-------------------------|---------------------------------|
| Base Dollars | |
| Increment Base | Ceiling |
| Increment Factor | Exterior Wall |
| | Miscellaneous Items (Fireplace) |
| Maximum Area | Floor Construction |
| Minimum Area | Floor Finish |
| | Foundation |
| Heat Dollars | Interior Wall |
| Heat | Observed Condition |
| Attic Type | Occupancy |
| Attic Quality | Plumbing |
| Attic Finish Adjustment | Roof Shape |
| Basement Coverage | Roofing |
| Basement Finish | Story Height |
| Basement Quality | Improvement Labels |
| | Preferences |

Help Close

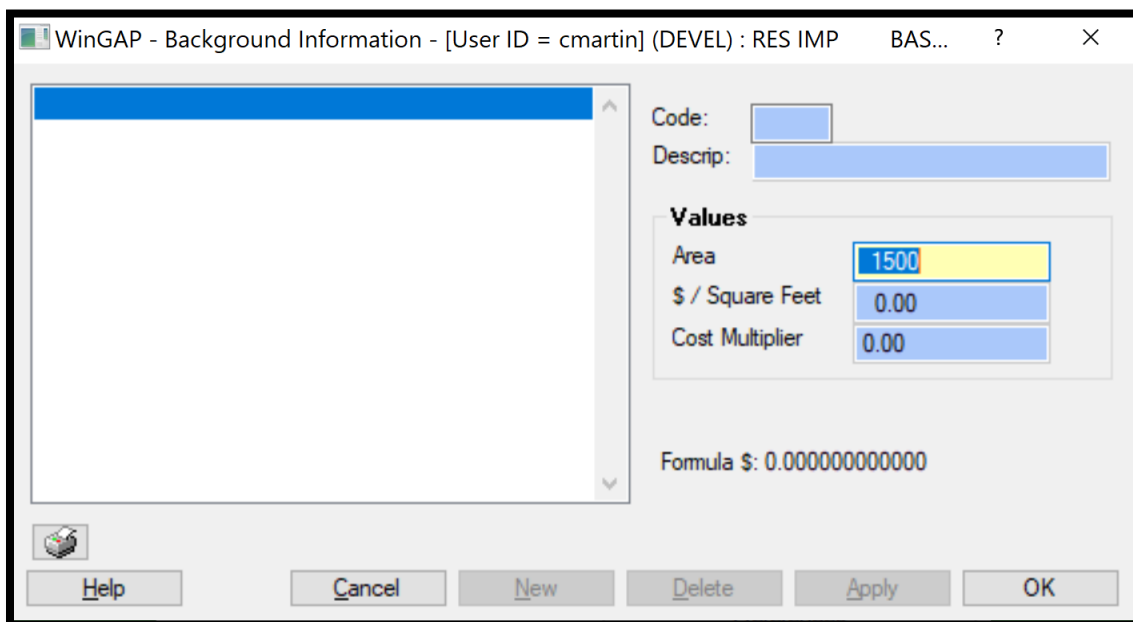
Any of the Residential Schedules can be accessed by clicking on the appropriate button on the Residential Schedules Form. Each of these Schedule items will be discussed in the order they appear on the Residential Schedules Form.

NOTE: WinGAP is delivered to the County with default data already setup in many of the Residential Improvement schedules. It is the responsibility of each County to verify this schedule data and make adjustments for local conditions as needed. Changes to schedule data should always be supported by significant research at the local level.

BASE AND AREA SCHEDULE ITEMS

BASE AREA

The Base Area represents the square footage where no size adjustment is made. In other words, the area multiplier is 1.00 at this area level. It typically represents the standard house size for a county. As square footage decreases from the base area (the improvement becomes smaller), the cost per square foot increases. As residential improvements increase in size from the base area, the cost per square foot decreases. A base area can be determined by calculating the median size of houses that have sold. If the Base Area schedule is changed, other parameters such as min area, max area, etc. may also need modification to produce accurate values.

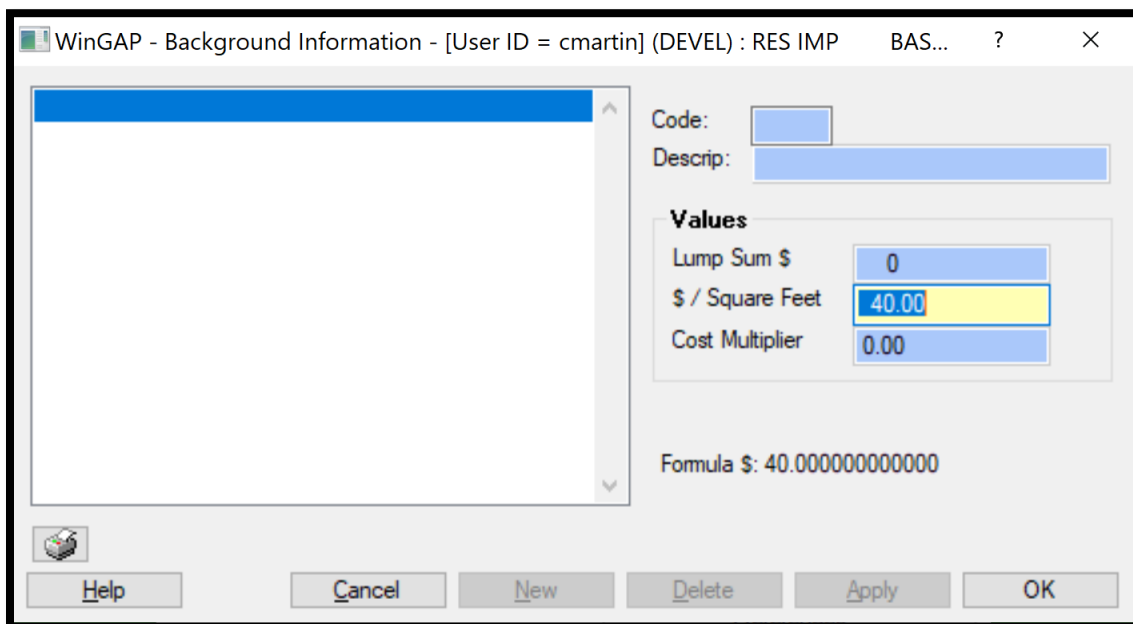


The image shows a software dialog box titled "WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP BAS...". The dialog has a large empty text area on the left. On the right, there are input fields for "Code:" and "Descrip:". Below these is a section titled "Values" containing three input fields: "Area" with the value "1500", "\$ / Square Feet" with the value "0.00", and "Cost Multiplier" with the value "0.00". At the bottom right, there is a label "Formula \$" followed by the value "0.000000000000". At the bottom of the dialog are five buttons: "Help", "Cancel", "New", "Delete", and "Apply", followed by an "OK" button.

The Base Area is edited by clicking in the **Area** field, keying in a new value, and clicking the OK button, which returns the user to the Residential Schedules Form. The Area field is the only field on the Base Area Form which is accessible to the user and whose value can be changed. Clicking OK returns the user to the main WinGAP screen. The Base Area should not be changed in a County without performing significant market studies to determine whether the Base Area should be increased or decreased.

BASE DOLLARS

Base Dollars is the base dollar per square foot value for a Residential Improvement without any additions or adjustments.



The image shows a software dialog box titled "WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP BAS...". The dialog has a large empty text area on the left. On the right, there are input fields for "Code:" and "Descrip:". Below these is a section titled "Values" containing three input fields: "Lump Sum \$" with the value "0", "\$ / Square Feet" with the value "40.00" (highlighted in yellow), and "Cost Multiplier" with the value "0.00". At the bottom right, it displays "Formula \$: 40.000000000000". The bottom of the dialog features a row of buttons: "Help", "Cancel", "New", "Delete", "Apply", and "OK".

Base Dollars is edited by clicking in the **\$/Square Feet** field, keying in a new value, and clicking "OK". This is the only field on the Base Dollars Form which is accessible to the user and whose value can be changed. Like all Schedule values in WinGAP, the Base Dollars should not be changed in a County without performing significant market studies to determine whether the Base Dollars should be increased or decreased.

RESIDENTIAL AREA INCREMENTS

Both the Increment Base and the Increment Factor menu options open the Residential Area Increments form. In previous versions of WinGAP, there was only a single Base and Factor increment, but the pricing mechanism has been overhauled to allow multiple points at which the county can apply inflections to the Area Multiplier.

The Increment Factor and the Increment Base are used to calculate the **Area Multiplier**. The Area Multiplier is then applied to the Base Dollars producing an adjusted dollar per square foot value for the improvement. The Area Multiplier is rounded to two decimal places, and the formula is calculated as follows:

$$AM = (((\text{Base Area} - \text{Improvement Base Area}) / \text{Increment Base}) * \text{Increment Factor}) + 1.000$$

WinGAP - Residential Area Increments - [User ID = cmartin] (DEVEL) Class2013

| Area | Increment Base | Increment Factor |
|------|----------------|------------------|
| 0 | 25.000000 | 0.003500 |
| 1000 | 25.000000 | 0.003000 |
| 1500 | 25.000000 | 0.002500 |
| 2500 | 50.000000 | 0.000125 |

Area=0 entry cannot be removed - it is required for lookups

Area:

Increment Base:

Increment Factor:

The Increment Base is the square foot interval at which the price per square foot (hereafter called P/SF) will be changed by the Increment Factor. The Increment Factor is the rate at which the area multiplier is adjusted at each square foot interval as defined by the Increment Base.

Multiple Increment Bases and Increment Factors can be set up to control how WinGAP makes size adjustments to residential improvements. Any Increment Base can be edited by clicking on the item in the list box, clicking in the field to be changed, and clicking either Apply or OK to save the change. Clicking New will add a line where the increments can be entered, while selecting a line and clicking Delete will remove the increment. Regardless of how many the County wants to use, the top entry must have an Area of 0 (zero). The Increment Base and Increment Factor for the top entry can be changed if necessary. The Increment Bases and Increment Factors should not be changed in a County without performing significant market studies to determine whether they should be modified.

MIN/MAX AREA ITEMS

MAXIMUM AREA

The Maximum Area is the point where the base P/SF stops decreasing and levels off. A Residential Improvement with a total area greater than the Maximum Area will be valued at the P/SF generated at the Maximum Area.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP MA... ? X

Code:

Descrip:

Values

Area:

\$ / Square Feet:

Cost Multiplier:

Formula \$: 0.000000000000

Help Cancel New Delete Apply OK

The Maximum Area is edited by clicking in the **Area** field, keying in a new value, and clicking "OK". This is the only field on the Maximum Area Form which is accessible to the user and whose value can be changed. The Maximum Area value should not be changed in a County without performing significant market studies to determine whether the Maximum Area should be increased or decreased.

MINIMUM AREA

The Minimum Area is the point where the base P/SF stops increasing and levels off. A Residential Improvement with a total area less than the Minimum Area will be valued at the P/SF generated at the Minimum Area.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP MI... ? X

Code:

Descrip:

Values

Area:

\$ / Square Feet:

Cost Multiplier:

Formula \$: 0.000000000000

Help Cancel New Delete Apply OK

The Minimum Area is edited by clicking in the **Area** field, keying in a new value, and clicking "OK". This is the only field on the Minimum Area Form which is accessible to the user and whose value can be changed. The Minimum Area value should not be changed in a County without performing significant market studies to determine whether the Minimum Area should be increased or decreased.

HEAT DOLLARS AND HEAT SCHEDULE ITEMS

HEAT DOLLARS

Heat Dollars is the basic cost of heat without any adjustment for heating type. Heat Dollars represents the base heat value, for example Central Heat, that other heating types are compared against. The dollar amount entered should represent the P/SF for the base heat at the Base Area adjusted by the Residential Improvement Point Cost (RIPC).

For example, if it is determined that the base heat is Central Heat/Air with a cost of \$5.00/SF at the Base Area and the RIPC is 150, then the following calculation would be made to determine the P/SF to enter for the Heat Dollars:

$$5.00/(150/100) = 3.33$$

The divisor of 100 in the above formula will be a constant regardless of the RIPC. The P/S/F value of 3.33 will then be keyed into the Heat Dollars field.

Heat Dollars is edited by clicking in the **\$/Square Feet** field, keying in a new value, and clicking "OK". This is the only field on the Heat Dollars Form which is accessible to the user and whose value can be changed. The Heat Dollars value should not be changed in a County without performing significant market studies to determine whether the Heat Dollars should be increased or decreased.

HEAT

Heating types and their associated cost multipliers are stored in the Heat Schedule. These multipliers, or factors, are used to adjust heat points for the heat type found in the Residential Improvement.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP HE... ? X

Cent Ht/AC/Ht Pump
Central Heat
Central AC
Floor/Wall Furnace
Hot Water/Steam
Baseboard
No Heat/Space Heat
Floor/Wall f w/c AC
Baseboard w/c AC
Hot H2O/S w/c AC
Solar Heat w/c AC

Code: 001
Descrip: Cent Ht/AC/Ht Pump

Values
Lump Sum \$ 0
\$ / Square Feet 0.00
Cost Multiplier 1.90

Formula \$: 0.000000000000

Help Cancel New Delete Apply OK

A new Heating type can be added by clicking the "New" button, keying in the Description and Cost Multiplier in their respective fields, and then clicking "Apply" or "OK". There is no limit to the number of Heating types that can be added to the schedule. The number in the Code field will be automatically assigned to the new Heating type item by WinGAP and is not accessible to the user.

An existing Heating type can be edited by clicking on the desired type and editing the appropriate field(s). It is not possible to delete a Heating type through the WinGAP interface.

All Cost Multiplier entries are a function of the Heat Dollars and the cost of the heating type being added/edited. The Heat Dollars represents the base heat value that other Heating types are compared against. For example, if the value of Heat Dollars is \$3.33 and the cost for Central Heat is \$2.00/SF, the cost multiplier for Central Heat would be calculated as follows, $2.00/3.33 = .60$. The general formula for calculating such is:

$$\text{Cost Multiplier} = ((\text{heating type value per SF}/(\text{RIPC}/100))/\text{Heat Dollars})$$

If the actual cost of the heating type is desired from a schedule entry, the formula to arrive at such is:

$$\text{Heating Type P/SF} = \text{Cost Multiplier} * \text{Heat Dollars} * \text{RIPC}$$

ATTIC AND BASEMENT SCHEDULE ITEMS

ATTIC TYPE

The Attic Type schedule provides a listing of the current attic types and their associated price per square foot values. Attic types can be used in pricing the Residential Improvement.

The image shows a software window titled "WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP ATT...". It contains a list of attic types on the left and configuration fields on the right. The list includes "No Attic" (selected), "Finished", "Unfinished", and "Other". The configuration fields on the right are: "Code" (001), "Descrip" (No Attic), "Values" section with "Lump Sum \$" (0), "\$ / Square Feet" (0.00), and "Cost Multiplier" (0.00). At the bottom, there is a "Formula \$" field showing "0.000000000000". At the very bottom of the window are buttons for "Help", "Cancel", "New", "Delete", "Apply", and "OK".

A new Attic Type can be added by clicking the "New" button, keying in the **Description** and **\$/Square Feet** values in their respective fields, and then clicking "Apply" or "OK". There is no limit to the number of Attic types that can be added to the schedule. The number in the Code field will be automatically assigned to the new Attic type item by WinGAP and is not accessible to the user. An existing Attic type can be edited by clicking on the desired type and editing the appropriate field(s). Attic types cannot be deleted through the WinGAP interface.

All \$/Square Feet entries are dollar per square foot amounts. The Residential Improvement Point Cost (RIPC) divided by 100 is a multiplier that is used to index the value to a current cost status. For example, if the RIPC is 150 and the Attic Type is Unfinished with a value of 1.00, the indexed value of the attic will be $1.00 * (150/100)$ or \$1.50/sf. If an entry is to be made in the \$/Square Feet field, the appraiser must adjust the value with the RIPC. The adjustment would be performed as follows: $\text{attic value per sf} / (\text{RIPC}/100)$

NOTE: The third item in the Attic Type list, Unfinished, will be used as the base value for attics under the Square Foot method of valuation.

ATTIC QUALITY

Attic Quality cost multipliers, or factors, are used to adjust attic values for Quality when the Square Foot Method of valuing attics is used. The multipliers will be applied to the P/SF associated with the attic type assigned to a residential improvement.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP ATT... ? X

Excellent
Good
Average
Fair
Poor

Code: 001
Descrip: Excellent

Values

| | |
|------------------|------|
| Lump Sum \$ | 0 |
| \$ / Square Feet | 0.00 |
| Cost Multiplier | 1.50 |

Formula \$: 0.000000000000

Help Cancel New Delete Apply OK

A new Attic Quality can be added by clicking the "New" button, keying in the Description and the Cost Multiplier in their respective fields, and then clicking "Apply" or "OK". There is no limit to the number of Attic Quality types that can be added to the schedule. The number in the Code field will be automatically assigned to the new Attic Quality item by WinGAP and is not accessible to the user. An existing Attic Quality can be edited by clicking on the desired Quality and editing the appropriate field(s). Attic Qualities cannot be deleted through the WinGAP interface.

ATTIC FINISH ADJUSTMENT

The Attic Finish Adjustment schedule is used to add value to the base attic type of Unfinished when the Square Foot pricing option for attics is selected. The \$/Square Feet field value is a function of the Residential Improvement Point Cost. If the Residential Improvement Point Cost is 150 and the Attic Finish Adjustment is 2.88, the actual \$/sf addition to attic value is $2.88 * (150/100)$ or \$4.32.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP ATT... ? X

Code:

Descrip:

Values

Lump Sum \$

\$ / Square Feet

Cost Multiplier

Help Cancel New Delete Apply OK

The Attic Finish Adjustment is edited by clicking in the **\$/Square Feet** field, keying in a new value, and clicking "OK". This is the only field on the Attic Finish Adjustment Form which is accessible to the user and whose value can be changed. The Attic Finish Adjustment should not be changed in a County without performing significant market studies to determine whether the Adjustment should be increased or decreased.

BASEMENT COVERAGE

The Basement Coverage schedule provides a listing of the current basement types and their associated price per square foot values. Basement Coverage types can be used in pricing the Residential Improvement.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP BS... ? X

Code:

Descrip:

Values

Lump Sum \$

\$ / Square Feet

Cost Multiplier

Formula \$: 0.000000000000

Help Cancel New Delete Apply OK

A new Basement Coverage type can be added by clicking the "New" button, keying in the Description and \$/Square Feet value in their respective fields, and then clicking "Apply" or "OK". There is no limit to the number of Basement Coverages that can be added to the schedule. The number in the Code field will be automatically assigned to the new Basement Coverage item by WinGAP and is not accessible to the user. An existing Basement Coverage can be edited by clicking on the desired type and editing the \$/Square Feet field. Basement Coverages cannot be deleted through the WinGAP interface.

All \$/Square Feet entries are dollar per square foot amounts. The Residential Improvement Point Cost (RIPC) divided by 100 is a multiplier that is used to index the value to a current cost status. For example, if the RIPC is 150 and the Basement Coverage is Full with a value of 4.00, the indexed value of the attic will be $4.00 * (150/100)$ or \$6.00/sf. If an entry is to be made in the \$/Square Feet field, the appraiser must adjust the value with the RIPC. The adjustment would be performed as follows:

$$\text{basement value per sf} / (\text{RIPC} / 100)$$

NOTE: The fourth item in the Basement Coverage list, Full, will be used as the base value for basements under the Square Foot method of valuation.

BASEMENT FINISH

Basement Finish cost multipliers, or factors, are used to adjust basement points based on the extent of finish when the **Descriptive Method** (none, unfinished, etc.) of valuing basements is used.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP BS... ? X

None
Unfinished
Full Fin
Part Fin
Other

Code: 001
Descrip: None

Values
Lump Sum \$ 0
\$ / Square Feet 0.00
Cost Multiplier 0.00

Formula \$: 0.000000000000

Help Cancel New Delete Apply OK

A new Basement Finish type can be added by clicking the "New" button, keying in the Description and Cost Multiplier value in their respective fields, and then clicking "Apply" or "OK". There is no limit to the number of Basement Finish types that can be added to the schedule. The number in the Code field will be automatically assigned to the new Basement Finish item by WinGAP and is not accessible to the user. An existing Basement

Finish type can be edited by clicking on the desired type and editing the appropriate field(s). Basement Finish types cannot be deleted through the WinGAP interface.

BASEMENT QUALITY

Basement Quality cost multipliers, or factors, are used to adjust basement values for Quality when the Square Foot Method of valuing Basements is used. The multipliers will be applied to the P/SF associated with the basement type assigned to a residential improvement.

The image shows a software window titled "WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP BAS...". It contains a list of quality levels on the left and input fields on the right. The list includes "Excellent", "Good", "Average", "Fair", and "Poor", with "Excellent" selected. The right side has fields for "Code" (001), "Descrip" (Excellent), and a "Values" section with "Lump Sum \$" (0), "\$ / Square Feet" (0.00), and "Cost Multiplier" (1.50). A "Formula \$" field shows "0.000000000000". At the bottom are buttons for "Help", "Cancel", "New", "Delete", "Apply", and "OK".

| Values | |
|------------------|------|
| Lump Sum \$ | 0 |
| \$ / Square Feet | 0.00 |
| Cost Multiplier | 1.50 |

Formula \$: 0.000000000000

A New Basement Quality can be added by clicking the "New" button, keying in the Description and the Cost Multiplier in their respective fields, and then clicking "Apply" or "OK". There is no limit to the number of Basement Quality types that can be added to the schedule. The number in the Code field will be automatically assigned to the new Basement Quality item by WinGAP and is not accessible to the user. An existing Basement Quality can be edited by clicking on the desired Quality and editing the appropriate field(s). Basement Qualities cannot be deleted through the WinGAP interface.

BASEMENT FINISH ADJUSTMENT

The Basement Finish Adjustment is used to add value to the base basement type, Full, when the Square Foot pricing option for basements is selected. The \$/Square Feet field value is a function of the Residential Improvement Point Cost. If the Residential Improvement Point Cost is 100 and the Basement Finish Adjustment is .0635, the actual \$/sf addition to basement value is $.0635 * 100$ or \$6.35.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP BS... ? X

Code:

Descrip:

Values

| | |
|------------------|------------------------------------|
| Lump Sum \$ | <input type="text" value="0"/> |
| \$ / Square Feet | <input type="text" value="12.00"/> |
| Cost Multiplier | <input type="text" value="0.00"/> |

Help Cancel New Delete Apply OK

The field is edited by clicking in the \$/Square Feet field, keying in a new value, and clicking "OK". This is the only field on the Basement Finish Adjustment Form which is accessible to the user and whose value can be changed. The Basement Finish Adjustment should not be changed in a County without performing significant market studies to determine whether the Adjustment should be increased or decreased.

COMPONENT SCHEDULE ITEMS

CEILING

The Ceiling schedule provides a listing of the current Ceiling types and their associated dollar per square foot values. Ceiling types can be used in pricing the Residential Improvement.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP CEI... ? X

| Ceiling Type | Code | Descrip | Lump Sum \$ | \$ / Square Feet | Cost Multiplier | Formula \$ |
|---------------|------|-----------|-------------|------------------|-----------------|----------------|
| Sheetrock | 001 | Sheetrock | 0 | 0.00 | 0.00 | 0.000000000000 |
| Acoustic Tile | | | | | | |
| Exposed Beams | | | | | | |
| Plaster | | | | | | |
| Celotex | | | | | | |
| Plywood | | | | | | |
| Pine | | | | | | |
| Unfinished | | | | | | |
| Other | | | | | | |

Buttons: Help, Cancel, New, Delete, Apply, OK

A new Ceiling type can be added by clicking the "New" button, keying in the type in the Description field and the associated \$/Square Foot value, and then clicking "Apply" or "OK". There is no limit to the number of Ceiling types that can be added to the schedule. The number in the Code field will be automatically assigned to the new Ceiling type item by WinGAP and is not accessible to the user. An existing Ceiling type can be edited by clicking on the desired type and editing the Description field. Ceiling types cannot be deleted through the WinGAP interface.

EXTERIOR WALL

The Exterior Walls schedule provides a listing of the current Exterior Wall types. Exterior Walls are used in pricing the Residential Improvement. Each Exterior Wall type has a cost multiplier, or factor, that is used to adjust the base points according to the type of Exterior Wall. The appraiser in each county must decide what Exterior Wall type(s) will be considered as the base.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP EXT... ? X

| Exterior Wall Type | Code | Descrip | Lump Sum \$ | \$ / Square Feet | Cost Multiplier |
|--------------------|------|-----------------|-------------|------------------|-----------------|
| Masonry (brick) | 001 | Masonry (brick) | 0 | 0.00 | 1.00 |
| Wood | | | | | |
| Masonry/Wood | | | | | |
| Concrete Block | | | | | |
| Stucco/Frame | | | | | |
| Stucco/Masonry | | | | | |
| Aluminum Siding | | | | | |
| Comp Bd/Asbestos | | | | | |
| Other | | | | | |
| Vinyl | | | | | |
| Brick/Vinyl | | | | | |
| Cedar | | | | | |
| Stone/Vinyl | | | | | |

Formula \$: 0.000000000000

Buttons: Help, Cancel, New, Delete, Apply, OK

A New Exterior Wall type can be added by clicking the "New" button, keying in the Description and the Cost Multiplier in their respective fields, and then clicking "Apply" or "OK". There is no limit to the number of Exterior Wall types that can be added to the schedule. The number in the Code field will be automatically assigned to the new Exterior Walls item by WinGAP and is not accessible to the user.

The Cost Multiplier for an Exterior Wall type is determined by dividing the \$/SF for the base house by the \$/SF of a structure of equal area with an Exterior Wall type other than what has been determined to be associated with the base house. For example, if a masonry (brick) Exterior Wall home with 1500 square feet is determined to be the base and the base P/SF for that home is \$50.00/SF and a Wood exterior Wall home of the same size has an associated cost of \$45.00/SF, the Exterior Wall multiplier for the wood home would be: $45/50 = .90$

An existing Exterior Wall type can be edited by clicking on the desired item and editing the appropriate field(s). Exterior Wall types cannot be deleted through the WinGAP interface. Exterior Wall cost multipliers should not be changed in a County without performing significant market studies to determine whether the factor should be increased or decreased.

MISCELLANEOUS ITEMS (FIREPLACE)

The Miscellaneous Items (Fireplace) schedule provides a listing of the current Fireplace types as well as other miscellaneous Residential Improvement items, such as Spas and Hot Tubs, that the appraiser wishes to value using the Lump Sum method. The value in the Lump Sum/\$ field is a function of the Residential Improvement Point Cost. If the Residential Improvement Point Cost is 100.00 and a One Story, One Box Constructed Fireplace is to be priced at \$1000, the Lump Sum value is 10 (\$1000/100.00). If the Residential Improvement Point Cost is 1.00 and a One Story, One Box Constructed Fireplace is to be priced at \$1000, the Lump Sum value is 1000 (\$1000/1.00).

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP Mis... ? X

| Item | Code | Descrip | Lump Sum \$ | \$ / Square Feet | Cost Multiplier |
|---------------------|------|---------------------|-------------|------------------|-----------------|
| Pre-fab 1 sty 1 Box | 001 | Pre-fab 1 sty 1 Box | 1600 | 0.00 | 0.00 |
| Pre-fab 2 sty 1 Box | | | | | |
| Const 1 sty 1 Box | | | | | |
| Const 2 sty 1 Box | | | | | |
| Const 1 sty 2 Box | | | | | |
| Const 2 sty 2 Box | | | | | |
| Const 2 sty 4 Box | | | | | |
| Fireplace N. V. | | | | | |

Buttons: Help, Cancel, New, Delete, Apply, OK

A New Miscellaneous Items (Fireplace) type can be added by clicking the "New" button, keying in the Description and the Lump Sum \$ in their respective fields, and then clicking "Apply" or "OK". There is no limit to the number of Miscellaneous Items (Fireplace) types that can be added to the schedule. The number in the Code field will be automatically assigned to the new Miscellaneous item by WinGAP and is not accessible to the user.

An existing Miscellaneous items (Fireplace) type can be edited by clicking on the desired item and editing the appropriate field(s). Miscellaneous Items cannot be deleted through the WinGAP interface. Miscellaneous Items (Fireplace) Lump Sum values should not be changed in a County without performing significant market studies to determine whether the value should be increased or decreased.

FLOOR CONSTRUCTION

The Floor Construction schedule provides a listing of the current Floor Construction types and their associated price per square foot values. Floor Construction types can be used in pricing the Residential Improvement.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP FLO... ? X

Wood Joist
Reinf Conc Slab
Other

Code: 001
Descrip: Wood Joist

Values
Lump Sum \$ 0
\$ / Square Feet 0.00
Cost Multiplier 0.00

Formula \$: 0.000000000000

Help Cancel New Delete Apply OK

A new Floor Construction type can be added by clicking the "New" button, keying in the type in the Description field and the associated \$/Square Foot value, and then clicking "Apply" or "OK". There is no limit to the number of Floor Construction types that can be added to the schedule. The number in the Code field will be automatically assigned to the new Floor Construction item by WinGAP and is not accessible to the user. An existing Floor Construction type can be edited by clicking on the desired type and editing the Description field. Floor Construction types cannot be deleted through the WinGAP interface.

FLOOR FINISH

The Floor Finish schedule provides a listing of the current Floor Finish types and their associated dollar per square foot values. Floor Finish types can be used in pricing the Residential Improvement.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP FLO... ? X

Carpet
 Carpet/Tile
 Carpet/Hardwood
 Pine
 Hardwood
 Tile
 Cement
 Earth
 Other
 Carpet/Pine

Code: 001
 Descrip: Carpet

Values

Lump Sum \$ 0
 \$ / Square Feet 0.00
 Cost Multiplier 0.00

Formula \$: 0.000000000000

Help Cancel New Delete Apply OK

A new Floor Finish type can be added by clicking the "New" button, keying in the type in the Description field and the associated \$/Square Foot value, and then clicking "Apply" or "OK". There is no limit to the number of Floor Finish types that can be added to the schedule. The number in the Code field will be automatically assigned to the new Floor Finish item by WinGAP and is not accessible to the user. An existing Floor Finish type can be edited by clicking on the desired type and editing the Description field. Floor Finish types cannot be deleted through the WinGAP interface.

FOUNDATION

The Foundation schedule provides a listing of the current Foundation types and their associated dollar per square foot values. Foundation types can be used in pricing the Residential Improvement.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP FO... ? ×

| Foundation Type | Code | Description | Lump Sum \$ | \$ / Square Feet | Cost Multiplier | Formula \$ |
|-----------------|------|-------------|-------------|------------------|-----------------|----------------|
| Masonry | 001 | Masonry | 0 | 0.00 | 0.00 | 0.000000000000 |
| Piers | | | | | | |
| Slab | | | | | | |
| Other | | | | | | |

Buttons: Help, Cancel, New, Delete, Apply, OK

A new Foundation type can be added by clicking the "New" button, keying in the type in the Description field and the associated \$/Square Foot value, and then clicking "Apply" or "OK". There is no limit to the number of Foundation types that can be added to the schedule. The number in the Code field will be automatically assigned to the new Foundation item by WinGAP and is not accessible to the user. An existing Foundation type can be edited by clicking on the desired type and editing the Description field. Foundation types cannot be deleted through the WinGAP interface.

INTERIOR WALLS

The Interior Walls schedule provides a listing of the current Interior Wall types and their associated dollar per square foot values. Interior Wall types can be used in pricing the Residential Improvement.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP INT... ? X

| Interior Wall Type | Code | Description | Lump Sum \$ | \$ / Square Feet | Cost Multiplier | Formula \$ |
|--------------------|------|-------------|-------------|------------------|-----------------|----------------|
| Sheetrock | 001 | Sheetrock | 0 | 0.00 | 0.00 | 0.000000000000 |
| Panel | | | | | | |
| Plaster | | | | | | |
| Sheetrock/Panel | | | | | | |
| Unfinished | | | | | | |
| Pine | | | | | | |
| Plywood | | | | | | |
| Concrete Block | | | | | | |
| Other | | | | | | |

Buttons: Help, Cancel, New, Delete, Apply, OK

A new Interior Wall type can be added by clicking the "New" button, keying in the type in the Description field and the associated \$/Square Foot value, and then clicking "Apply" or "OK". There is no limit to the number of Interior Wall types that can be added to the schedule. The number in the Code field will be automatically assigned to the new Interior Wall item by WinGAP and is not accessible to the user. An existing Interior Wall type can be edited by clicking on the desired type and editing the Description field. Interior Wall types cannot be deleted through the WinGAP interface.

OBSERVED CONDITION

The Observed Condition schedule provides a listing of available Observed Condition types. Observed Condition types are descriptive only and add no value to the Residential Improvement. Observed Condition types are hard coded within WinGAP and cannot be changed by the user.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP OB... ? X

| | |
|-----------|---------------|
| Poor | Code: 001 |
| Fair | Descrip: Poor |
| Average | |
| Good | |
| Excellent | |

Values

| | |
|------------------|------|
| Lump Sum \$ | 0 |
| \$ / Square Feet | 0.00 |
| Cost Multiplier | 1.00 |

Formula \$: 0.000000000000

Help Cancel New Delete Apply OK

OCCUPANCY

The Occupancy schedule provides a listing of the current Occupancy types. Occupancy cost multipliers, or factors, can be used to adjust Residential Improvement values for types of Occupancy.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP OC... ? X

| | |
|--------------------|---------------------|
| One Family | Code: 001 |
| Two Family | Descrip: One Family |
| Apartments | |
| Mobile Homes | |
| Mfg Housing as Res | |

Values

| | |
|------------------|------|
| Lump Sum \$ | 0 |
| \$ / Square Feet | 0.00 |
| Cost Multiplier | 0.00 |

Formula \$: 0.000000000000

Help Cancel New Delete Apply OK

A new Occupancy type can be added by clicking the "New" button, keying in the type in the Description field, and the multiplier in the Cost Multiplier field, and then clicking "Apply" or "OK". A maximum of 999 Occupancy types

can be added to the schedule. The number in the Code field will be automatically assigned to the new Occupancy item by WinGAP and is not accessible to the user.

An existing Occupancy type, except for Mobile Home, can be edited by clicking on the desired type and editing the Description field. The position of the Mobile Home Occupancy within the list cannot be changed. It is used by WinGAP to as a flag to determine if access to Manufactured Housing should be provided for Residential Improvement/Non-Prebilled Manufactured Homes. Occupancy types cannot be deleted through WinGAP.

PLUMBING

The Plumbing schedule in WinGAP contains just two items, Standard Complement and Extra Fixtures. Generally, a Standard Complement represents one 3-fixture bath, kitchen fixtures, and washer hookup. A Standard Complement may be defined as any set of plumbing fixtures with the value contribution reflecting the definition. Any plumbing beyond the Standard Complement in the Residential Improvement is valued on a per fixture basis using the Extra Fixtures item.

The image shows a screenshot of the 'WinGAP - Background Information' dialog box. The title bar indicates the user is 'cmartin' in 'DEVEL' mode, and the window is titled 'RES IMP'. The dialog has a list box on the left containing 'STANDARD COMPLIMENT' (highlighted) and 'EXTRA FIXTURES'. To the right of the list box are fields for 'Code' (001) and 'Descrip' (STANDARD COMPLIMENT). Below these is a 'Values' section with three input fields: 'Lump Sum \$' (5000), '\$ / Square Feet' (0.00), and 'Cost Multiplier' (0.00). At the bottom of the dialog are buttons for 'Help', 'Cancel', 'New', 'Delete', 'Apply', and 'OK'.

| Values | |
|------------------|------|
| Lump Sum \$ | 5000 |
| \$ / Square Feet | 0.00 |
| Cost Multiplier | 0.00 |

Plumbing is valued using the Lump Sum method based upon the Residential Improvement Point Cost. If the appraiser wishes to modify the value contribution of plumbing, the value of the plumbing item should be keyed in the Lump Sum \$ field. New Plumbing items cannot be added, and existing items cannot be deleted. However, if desired, the Description of an item can be modified to better define the item. For example, Standard Complement might be changed to Std Comp – Kitchen + Bath. Plumbing Lump Sum values should not be changed in a County without performing significant market studies to determine whether the value should be increased or decreased.

ROOF SHAPE

The Roof Shape schedule provides a listing of the current Roof Shape types and their associated dollar per square foot values. Roof Shape types can be used in pricing the Residential Improvement.

The image shows a software window titled "WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP RO...". It features a list box on the left with the following items: Flat (selected), Gable, Hip, Gambrel, and Mansard. To the right of the list box are input fields for "Code:" (001) and "Descrip:" (Flat). Below these is a section titled "Values" containing three input fields: "Lump Sum \$" (0), "\$ / Square Feet" (0.00), and "Cost Multiplier" (0.00). At the bottom right, there is a "Formula \$" field with the value 0.000000000000. At the bottom of the window are five buttons: Help, Cancel, New, Delete, and Apply, followed by an OK button.

A new Roof Shape type can be added by clicking the "New" button, keying in the type in the Description field and the associated \$/Square Foot value, and then clicking "Apply" or "OK". There is no limit to the number of Roof Shape types that can be added to the schedule. The number in the Code field will be automatically assigned to the new Roof Shape item by WinGAP and is not accessible to the user. An existing Roof Shape type can be edited by clicking on the desired type and editing the Description field. Roof Shape types cannot be deleted through WinGAP.

ROOFING

The Roofing schedule provides a listing of the current Roofing types and their associated dollar per square foot values. Roofing types can be used in pricing the Residential Improvement.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP RO... ? X

Asphalt Shingles
Wood Shingle
Asbestos Shingle
Slate
Tile
Metal
Roll Roof
Tar & Gravel
Other

Code: 001
Descrip: Asphalt Shingles

Values
Lump Sum \$ 0
\$ / Square Feet 0.00
Cost Multiplier 0.00

Formula \$: 0.000000000000

Help Cancel New Delete Apply OK

A new Roofing type can be added by clicking the "New" button, keying in the type in the Description field and the associated \$/Square Foot value, and then clicking "Apply" or "OK". There is no limit to the number of Roofing types that can be added to the schedule. The number in the Code field will be automatically assigned to the new Roofing item by WinGAP and is not accessible to the user. An existing Roofing type can be edited by clicking on the desired type and editing the Description field. Roofing types cannot be deleted through WinGAP.

STORY HEIGHT

The Story Height schedule provides a listing of the current Story Height types. Story Height types are descriptive only and add no value to the Residential Improvement.

WinGAP - Background Information - [User ID = cmartin] (DEVEL) : RES IMP STO... ? X

1.0 Story
1.5 Story
2.0 Story

Code: 001
Descrip: 1.0 Story

Values
Lump Sum \$ 0
\$ / Square Feet 0.00
Cost Multiplier 0.00

Formula \$: 0.000000000000

Help Cancel New Delete Apply OK

A new Story Height type can be added by clicking the "New" button, keying in the type in the Description field, and then clicking "Apply" or "OK". There is no limit to the number of Story Height types that can be added to the schedule. The number in the Code field will be automatically assigned to the new Story Height item by WinGAP and is not accessible to the user. An existing Story Height type can be edited by clicking on the desired type and editing the Description field. Story Height types cannot be deleted through WinGAP.

IMPROVEMENT LABELS

Improvement Labels identify sketched and manually entered areas of a Residential Improvement and assist in the pricing of the Improvement. They are used in calculating the square footage (heated area) of the Improvement. The schedule can be customized to the County's needs by adding, changing, or deleting entries.

The Improvement Labels Form displays the existing Residential Improvement Labels with the data entry fields for each Improvement Label item. The following information, from left to right, is displayed about each Improvement Label item:

- Improvement Label
- Improvement Label Description
- Cost/SqFt
- Cost Factor
- Area Factor
- Label Type
- Building Type (Residential in this case)
- Whether or not the Label is used as part of Basement Sketching (Y = Yes, N = No)

Improvement Label schedule items are listed in Improvement Label alphabetical order. The user can press the Page Up, Page Down, or arrow keys to move up and down in the list box and locate an Improvement Label, or can click with the mouse on the vertical scroll bar and drag it up or down to find the item. Clicking on an Improvement Label item in the list box will display the data about that item in the data entry fields at the bottom of the Form.

WinGAP - Improvement Labels - [User ID = felix] AY2020

| Label | Descrip | Sqft | Costfact | Areafact | Labeltype | Bldgtype | Isbasement |
|-------|------------|----------|----------|----------|------------|-------------|------------|
| 0.5s | Half Story | | 0.5000 | 0.5000 | Interior | Residential | N |
| 1.0s | 1.0s | 0.100000 | 1.0000 | 1.0000 | Primary | Residential | N |
| 1.5s | 1.5s | 0.100000 | 1.0000 | 1.5000 | Primary | Residential | N |
| 2.0s | 2.0s | 0.100000 | 1.8000 | 2.0000 | Primary | Residential | N |
| 2.5 | 2.5 | | 2.3000 | 2.5000 | Primary | Residential | N |
| 2nd | 2nd Story | | 0.9000 | 1.0000 | Interior | Residential | N |
| 3.0s | 3 Story | | 2.5000 | 3.0000 | Primary | Residential | N |
| 4St | Four Story | | 1.0000 | 1.0000 | Primary | Residential | N |
| AD | AD | 0.400000 | 1.0000 | 1.0000 | Addition | Residential | N |
| Add | Add | 0.379500 | 1.0000 | 1.0000 | Appenda... | Residential | N |
| Add1 | Add1 | 0.379500 | 1.0000 | 1.0000 | Appenda... | Residential | N |
| Add2 | Add2 | 0.379500 | 1.0000 | 1.0000 | Appenda... | Residential | N |
| Add4 | Add4 | 0.379500 | 1.0000 | 1.0000 | Appenda... | Residential | N |
| Afr | Afr | | 1.0000 | 1.0000 | Primary | Residential | N |
| BR | Bonus Room | | 0.8500 | 0.9000 | Upper | Residential | N |
| BS... | Basement | 0.250000 | 1.0000 | 1.0000 | Appenda... | Residential | Y |
| CP | CP | 0.227500 | 1.0000 | 1.0000 | Appenda... | Residential | N |

Label:

Description:

Label Type: ☐ Basement Area

Cost / SQFT:

Cost Factor:

Area Factor:

Label: A four-character field (letters, number or symbols are acceptable) where the County-defined Improvement Label is keyed. An Improvement Label must be unique, cannot be duplicated, and should quickly identify the Improvement. For example, a Primary Improvement Label "1.0s" could be used to identify a One Story house, an Interior Improvement Label "2nd" could be used to identify the Second Story of a house, and the Appendage Improvement Label "OP" could be used to identify an Open Porch. The Improvement Label is displayed on the sketch screen and printed on the Property Record Card for each part of an Improvement that is sketched. It also displays on the Residential Improvements Form in the Edit Areas window regardless of whether the area is sketched or manually entered.

Description: The Description or identifying name of the Improvement Label, such as "Open Porch", is keyed into this 20-character wide field.

Label Type: The type of Improvement Label is selected by clicking on the Label Type combo box. There are five available types: Addition, Appendage, Interior, Primary, and Upper. **IMPORTANT:** A Label Type MUST be selected for every Improvement Label.

- The **Addition Label** is used for an Addition (heated area) to a Residential Improvement. Areas that are labeled as Additions will display as a double black dashed line on the sketch screen.

- The **Appendage Label** is used for appendages (non-heated area) to a Residential Improvement, such as porches, decks, and attached garages. Areas that are labeled as Appendages will display as a solid blue line on the sketch screen.
- The **Interior Label** is used for "interior" parts of a Residential Improvement, such as a Second Story, that the appraiser wishes to price differently and label separately from the primary heated area of the Improvement. Interior Label areas will display as a green dashed line on the sketch screen.
- The **Primary Label** is used for the primary heated area of the Residential Improvement, such as One Story, Two Story, etc. Areas that are labeled as Primary will display as a red solid line on the sketch screen.
- The **Upper Label** functions in a similar manner as the Primary Label type. The exception being the fact that the area factor adjustment will be applied to the area of the polygon and the resulting square footage will be used in the determination of the area multiplier. The adjusted areas of Upper Label type polygons and Primary Label type polygons will be summed to generate the Total Base Area. The Total Base Area is then used in the determination of the area multiplier for the improvement. The main function of the Upper Label type is to allow the area of upper story levels to be included in the determination of the base dollar amount while providing a means of identifying as upper story levels. An existing label can be changed to the Upper Label type in the Improvement Labels schedule, reappraise run, and the values on the affected improvement will reflect the revised Area Multiplier. Upper Level areas will display as a broken violet line on the sketch screen.

Cost/SQFT: The Cost/SQFT field contains the cost per square foot for Addition and Appendage Label types. The field is disabled for all other Label types.

Cost Factor: The Cost Factor is used to adjust the value of Residential Improvements and is used with the Interior, Primary, and Upper types of Improvement Labels. The Cost Factor field will default to 1.00. These Cost Factors can be changed if desired by the appraiser to adjust and localize the pricing of Residential Improvements. **NOTE:** The Cost Factor field is not used with Appendage and Addition Label types and will also default to 1.00.

Area Factor: The Area Factor is used to adjust the Heated Area of Residential Improvements and is used with the Interior, Primary, and Upper types of Improvement Labels. The Area Factor field will default to 1.00. These Area Factors can also be changed if desired by the appraiser to adjust and localize the calculating of the Heated Area of Residential Improvements. **NOTE:** The Area Factor field is not used with Appendage and Addition Label types and will also default to 1.00.

Basement Area: This checkbox is used with a Basement Area Improvement Label and is designed to allow a Basement area to be sketched and that Basement area will automatically populate the Basement Area field on the Residential Improvements form. For this feature to function properly, three things must occur:

- The Basement Area checkbox for that label must be checked.
- On the Preferences form, the Sum Bsmt to Screen checkbox must be checked.
- The Basement is sketched and labeled with the Basement Improvement Label that has the check in the Basement Area checkbox.

A NEW Improvement Label can be added to the Improvement Labels schedule by:

- Clicking the New button.
- Clicking in the Label field (make sure the cursor is at the far left of the field) and keying the new Improvement Label.
- Using the Tab key to go to the rest of the data entry fields where the new information can be keyed.
- Clicking the Apply or OK Button to save the data.

Existing Improvement Labels can be edited by clicking on the desired item in the list. **NOTE:** If the Label is in use, the Label field is disabled and cannot be edited; if the Label is not in use, then the Label field is enabled and the Label can be changed. The user can click in any of the other data entry fields where the data can be edited, and any changes to data are saved by clicking the Apply or OK Button.

An Improvement Label can be deleted from the schedule if it is NOT IN USE on any Residential Improvement. Labels that are in use will have the Delete button disabled. If the Label is not in use, the Delete button will be enabled for that Improvement Label, and the user may delete that item by clicking the Delete button. No message will appear, and the item will be deleted and removed from the list of Improvement Labels.

Print List: In the lower right of the Improvement Labels form is the Print List button, where the user can print a list of Parcels that have Residential Improvements where the selected Improvement Label is found. For example, the user wants a list of all Residential Improvements that have a 2 Story Label. The user should select the 2 Story Label then click the Print List button, and the Print Preview for 2 Story Labels will appear.

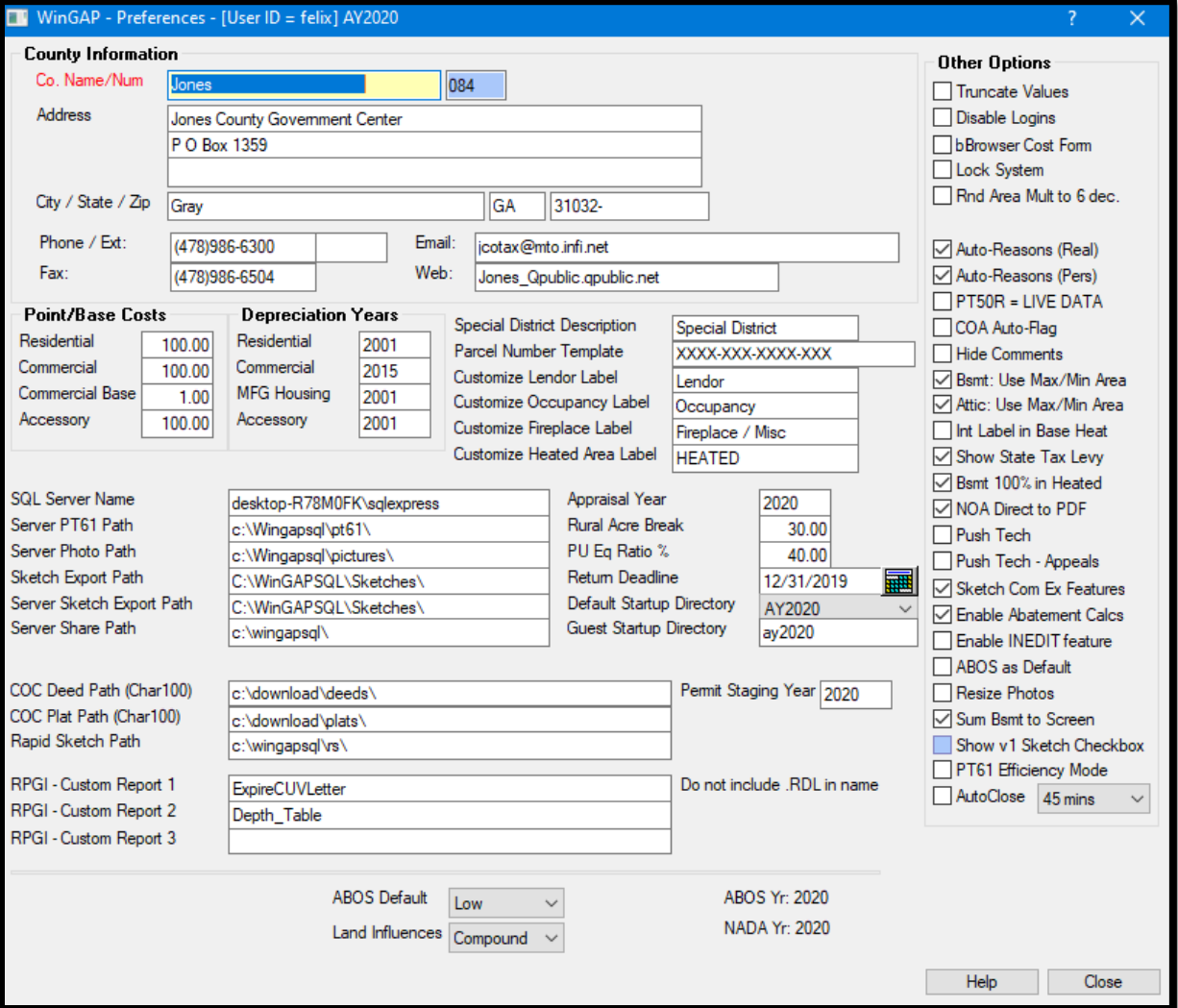
The screenshot shows the 'WinGAP - Improvement Labels' form. At the top, there is a search field labeled 'c Label' with the value '2.0s'. Below this is a navigation bar with buttons for back, forward, and search, along with a page indicator '1 of 2 ?'. The main title is 'Improvement Labels - Residential'. On the left, there is a list of improvement labels with columns 'Label' and 'Descrip'. The '2.0s' label is selected. Below this list is a form for editing the selected label, with fields for 'Label', 'Description', 'Label Type', 'Cost / SQFT', 'Cost Factor', and 'Area Factor'. The '2.0s' label is currently selected. On the right, there is a table of residential improvements with columns 'REALKEY', 'PARCEL_NO', 'REPROPKEY', and 'IMPKEY'. The table contains 20 rows of data, including labels like '2.0s', '2.5', '2nd', '3.0s', '4St', 'AD', 'Add', 'Add1', 'Add2', 'Add4', 'Afr', 'BR', 'BS...', 'CP', and 'G03 00 028B'.

| REALKEY | PARCEL_NO | REPROPKEY | IMPKEY |
|-----------|----------------|-----------|--------|
| 268949342 | J37 00 069A | 268974480 | 2.0s |
| 268949345 | J37 00 072C | 268974481 | 2.0s |
| 268949353 | 001 013A | 268974098 | 2.0s |
| 1629 | J63 00 038 L01 | 6852 | 2.0s |
| 9759 | J64E00 010 | 6168 | 2.0s |
| 11815 | J45A00 078 | 8225 | 2.0s |
| 85808 | G01 00 007A | 268974001 | 2.0s |
| 85821 | G03 00 095A | 268974028 | 2.0s |
| 85823 | 009 001 | 268974030 | 2.0s |
| 85824 | 009 002 | 268974102 | 2.0s |
| 426 | G04 00 047 | 315 | 2.0s |
| 441 | G03 00 035 | 327 | 2.0s |
| 449 | G03 00 050 | 268974104 | 2.0s |
| 456 | G04 00 012A | 337 | 2.0s |
| 520 | G04 00 441 | 381 | 2.0s |
| 85833 | G03 00 028B | 268974073 | 2.0s |
| 85833 | G03 00 028B | 268974073 | 2.0s |
| 85834 | 001 007A | 268974100 | 2.0s |
| 588 | G08 00 039 | 442 | 2.0s |
| 623 | G08 00 146 | 474 | 2.0s |
| 623 | G08 00 146 | 474 | 2.0s |
| 650 | G04 00 | 495 | 2.0s |

The list can be printed or just viewed. A different Label can be previewed by keying the desired Label in the "c Label" field at the top of the Reporting Services form and then clicking the View Report button.

PREFERENCES

The final item on the Residential Schedules Menu provides access to the Preferences form, as seen below. The Preferences form is discussed in detail later in this manual.



The image shows the WinGAP Preferences window for user felix in AY2020. The window is divided into several sections: County Information, Point/Base Costs, Depreciation Years, SQL Server Name, COC Deed Path, COC Plat Path, Rapid Sketch Path, RPGI - Custom Report, Other Options, and a bottom section for ABOS and Land Influences.

County Information

Co. Name/Num: Jones 084
Address: Jones County Government Center
P O Box 1359
City / State / Zip: Gray GA 31032-
Phone / Ext: (478)986-6300 Email: jcotax@mto.infi.net
Fax: (478)986-6504 Web: Jones_Public.qpublic.net

Point/Base Costs

| Point/Base Costs | Value |
|------------------|--------|
| Residential | 100.00 |
| Commercial | 100.00 |
| Commercial Base | 1.00 |
| Accessory | 100.00 |

Depreciation Years

| Depreciation Years | Value |
|--------------------|-------|
| Residential | 2001 |
| Commercial | 2015 |
| MFG Housing | 2001 |
| Accessory | 2001 |

Special District Description

Parcel Number Template: XXXX-XXX-XXXX-XXX
Customize Lendor Label: Lendor
Customize Occupancy Label: Occupancy
Customize Fireplace Label: Fireplace / Misc
Customize Heated Area Label: HEATED

SQL Server Name

SQL Server Name: desktop-R78M0FK\sqlexpress
Server PT61 Path: c:\Wingapsql\pt61\
Server Photo Path: c:\Wingapsql\pictures\
Sketch Export Path: C:\WinGAPSQL\Sketches\
Server Sketch Export Path: C:\WinGAPSQL\Sketches\
Server Share Path: c:\wingapsql\

COC Deed Path (Char100)

COC Deed Path (Char100): c:\download\deeds\
COC Plat Path (Char100): c:\download\plats\
Rapid Sketch Path: c:\wingapsql\rs\

RPGI - Custom Report

RPGI - Custom Report 1: ExpireCUVLetter
RPGI - Custom Report 2: Depth_Table
RPGI - Custom Report 3:

Other Options

☐ Truncate Values
☐ Disable Logins
☐ bBrowser Cost Form
☐ Lock System
☐ Rnd Area Mult to 6 dec.
☒ Auto-Reasons (Real)
☒ Auto-Reasons (Pers)
☐ PT50R = LIVE DATA
☐ COA Auto-Flag
☐ Hide Comments
☒ Bsmt: Use Max/Min Area
☒ Attic: Use Max/Min Area
☐ Int Label in Base Heat
☒ Show State Tax Levy
☒ Bsmt 100% in Heated
☒ NOA Direct to PDF
☐ Push Tech
☐ Push Tech - Appeals
☒ Sketch Com Ex Features
☒ Enable Abatement Calcs
☐ Enable INEDIT feature
☐ ABOS as Default
☐ Resize Photos
☒ Sum Bsmt to Screen
☒ Show v1 Sketch Checkbox
☐ PT61 Efficiency Mode
☐ AutoClose 45 mins

ABOS Default Low
Land Influences Compound
ABOS Yr: 2020
NADA Yr: 2020

Buttons: Help, Close

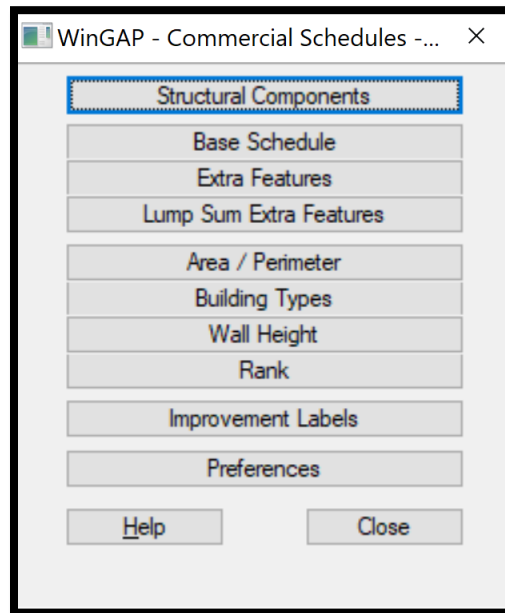
COMMERCIAL IMPROVEMENTS

This option on the Tools> Schedules/Tables menu produces the Commercial Schedules Form. The schedule items on the Commercial Schedules Form are grouped into five types:

- **Structural Components**, where square foot costs can be adjusted for building components such as exterior walls and ceilings.
- **Base and Extra Feature** schedule items that assist with calculating the area and size of the Commercial Improvement and Extra Features associated with the Commercial Improvement.
- **Supplemental schedule** items such as Area/Perimeter and Wall Height.
- **Improvement Labels** for Commercial Improvements.

- **Preferences**, where various background information about the Assessor's Office, such as County Name, Commercial Base and Point Costs, and Depreciation Years are entered.

NOTE: WinGAP's Commercial Improvements schedules can be set up to use either the Segregated Cost Method or Calculator Cost Method of valuing Commercial Improvements, depending upon the preference of the appraiser.



STRUCTURAL COMPONENTS

NOTE: Before the Commercial Structural Components schedule, below, is built it is important that a county define the Commercial Building Types and set them up using the Building Types schedule found on the Commercial Improvements Menu. The Commercial Base schedule must also be set up before the Structural Components schedule is built.

The first item on the Commercial Improvements Menu, Structural Elements, takes the user to the Commercial Structural Components Form, shown below. This Form is used to adjust Commercial Improvement square foot costs for building components (also called ADDS) such as floor covering or heating and air conditioning. For example, the County may want to add \$2.00/square foot for carpet or \$4.00/square foot for central heating and air conditioning. The cost may vary between different types of buildings. Consequently, each group of similar buildings **MUST** have a unique Building Type code for that category of buildings.

Once the Building Types are defined and set up, the County can then set up the Commercial Base schedule and group commercial buildings within these broad Building Types to price them correctly, and **THEN** set up the Commercial Structural Components schedule to price the structural elements of the Commercial Improvement. The discussion that follows on building the Commercial Structural Components schedule assumes that the Building Types and Base schedule have already been set up in WinGAP. Building Types and the Commercial Base schedule are discussed in more detail later in this manual.

| Bldg Type | Structural Element | Description |
|------------|--------------------|--------------------------|
| Section 11 | CLGFIN | Acoustical Tile |
| Section 11 | CLGFIN | Celotex |
| Section 11 | CLGFIN | Fiberglass Panels |
| Section 11 | CLGFIN | Metal Tile |
| Section 11 | CLGFIN | No Ceiling |
| Section 11 | CLGFIN | Panel |
| Section 11 | CLGFIN | Pine |
| Section 11 | CLGFIN | Plaster |
| Section 11 | CLGFIN | Plywood |
| Section 11 | CLGFIN | Sheetrock |
| Section 11 | EXWALL | Aluminum Siding |
| Section 11 | EXWALL | Asbestos Shingles/Siding |
| Section 11 | EXWALL | Brick |
| Section 11 | EXWALL | Brick On Concrete Block |
| Section 11 | EXWALL | Brick Veneer |
| Section 11 | EXWALL | Concrete Block |
| Section 11 | EXWALL | Enamel Steel |
| Section 11 | EXWALL | Galvanized Metal |

| \$/Sq Ft Adj | |
|-----------------------|------|
| Quality 1 = Low Cost | 0.00 |
| Quality 2 = Fair | 0.00 |
| Quality 3 = Average | 0.00 |
| Quality 4 = Good | 0.00 |
| Quality 5 = Excellent | 0.00 |

WinGAP is delivered to the County with a basic Commercial Structural Components schedule. Additions, deletions, and changes can be made on the Commercial Structural Components Form to better localize this schedule for the County. The Structural Components list box is on the left of the Form. Items in the list box are arranged in Building Type order, then alphabetically by Structural Element, and then alphabetically by the Description of the Structural Element. Clicking on an item in the list box will display the calculation data for that item in the fields on the right of the list box.

Bldg Type: The Building Type that these Structural Components are assigned to. A Building Type is a homogeneous group of commercial buildings with similar characteristics. For example, all convenience stores might have a Building Type of 13. The Building Type ties the Structural Components back to the Commercial Base schedule. Building Type codes are county-defined, can be any 2-digit number, and are set up in the Building Types Schedule.

Structural Element: The Description of the type of Structural Component, such as "Ceiling Finish" or "Floor Construction".

Description: The specific type of, for example, Ceiling Finish, such as "Plaster".

\$/Sq Ft Adj: There are five fields available to enter dollars per square foot adjustments for the respective Quality Classes for each Structural Component. The fields default to zero dollars for each Quality Class and are used to adjust the Commercial Improvement square foot costs for each Structural Component item. Values in these fields can be negative and take value away as well as positive to add value to the item. The \$/Sq Ft Adj for each item should not be changed in a County without performing significant market studies to determine whether this value should be increased or decreased.

A new Structural Components item can be added to the schedule by clicking the New Button at the bottom of the Form. The Building Type field will default to the first Building Type, and the Structural Element field will default to the first type. The combo box for each field can be clicked to select the appropriate Building Type and Structural Element, then the Description for the new item is keyed into the Description field, and values can be keyed into the \$/Sq Ft Adj fields to adjust the Commercial Improvement square foot costs for each Quality Class. The Apply or OK Buttons can be clicked to save the item to the schedule.

A Structural Components item can be deleted from the schedule by first clicking on the desired item in the list box, and then clicking the Delete Button at the bottom of the Form. The user should be certain that this Structural Components item is not used by any Commercial Improvements prior to clicking the Delete Button.

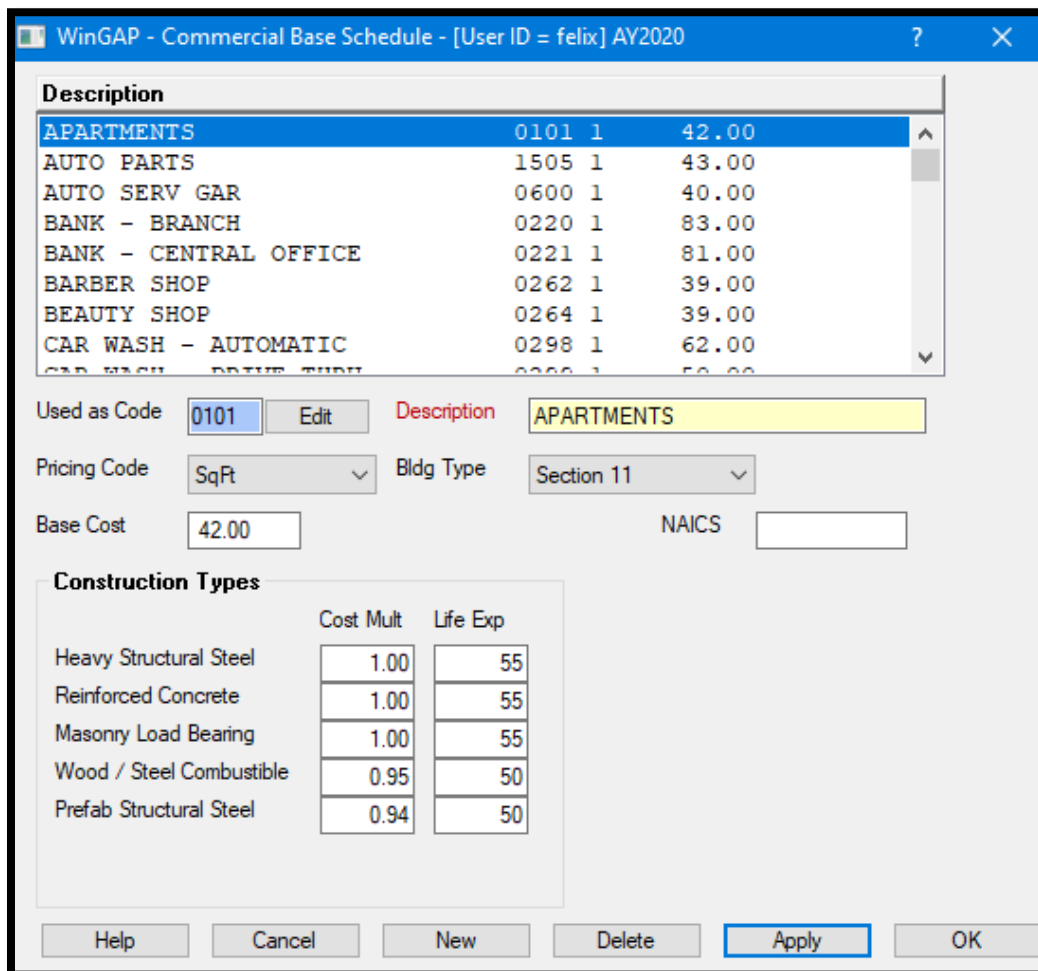
The Printer Button at the bottom left of the Form will send an image of the Form to the default Windows printer. The complete Structural Components schedule can be printed by using the Reports Menu in the WinGAP tool bar and then selecting Real > Print Schedules > and selecting the Commercial Structural Elements item on the menu.

BASE AND EXTRA FEATURE SCHEDULE ITEMS

BASE SCHEDULE

NOTE: Before the Commercial Base schedule is built it is important that a county define the Commercial Building Types and set them up using the Building Types schedule found on the Commercial Improvements Menu.

Pricing data for various commercial buildings distinguished by Building Type are added and updated through this Item on the Commercial Improvements Menu. Building Types must have already been set up in WinGAP before building the Commercial Base schedule.



The screenshot shows the 'WinGAP - Commercial Base Schedule' window. It features a list of items with columns for Description, Code, Quantity, and Cost. The 'APARTMENTS' item is selected. Below the list, there are fields for 'Used as Code' (0101), 'Description' (APARTMENTS), 'Pricing Code' (SqFt), 'Bldg Type' (Section 11), 'Base Cost' (42.00), and 'NAICS'. A 'Construction Types' section contains a table with 'Cost Mult' and 'Life Exp' for various materials. At the bottom are buttons for Help, Cancel, New, Delete, Apply, and OK.

| Description | Code | Qty | Cost |
|-----------------------|------|-----|-------|
| APARTMENTS | 0101 | 1 | 42.00 |
| AUTO PARTS | 1505 | 1 | 43.00 |
| AUTO SERV GAR | 0600 | 1 | 40.00 |
| BANK - BRANCH | 0220 | 1 | 83.00 |
| BANK - CENTRAL OFFICE | 0221 | 1 | 81.00 |
| BARBER SHOP | 0262 | 1 | 39.00 |
| BEAUTY SHOP | 0264 | 1 | 39.00 |
| CAR WASH - AUTOMATIC | 0298 | 1 | 62.00 |
| CAR WASH - DRIVE THRU | 0299 | 1 | 50.00 |

Used as Code: Edit Description:

Pricing Code: Bldg Type:

Base Cost: NAICS:

| Construction Types | Cost Mult | Life Exp |
|--------------------------|-----------|----------|
| Heavy Structural Steel | 1.00 | 55 |
| Reinforced Concrete | 1.00 | 55 |
| Masonry Load Bearing | 1.00 | 55 |
| Wood / Steel Combustible | 0.95 | 50 |
| Prefab Structural Steel | 0.94 | 50 |

Buttons: Help Cancel New Delete Apply OK

WinGAP is delivered to the County with a basic Commercial Base schedule already set up. The items in the list box at the top of the Commercial Base schedule Form are displayed in alphabetical order by Description. Clicking on an item in the list box will display the calculation data for that item in the fields beneath the list box.

Used as Code: A unique identifying code for each commercial building. The Used as Code, which is county assigned, is designed to separate commercial buildings based on their current use. The Code can be any combination of four letters or numbers. An Edit button is located to the right of the Used as Code field. The button is placed there to prevent inadvertent changes to the Used as Code. If a Used as Code is to be modified, the user must click the Edit button to change the Used as Code.

Description: A Description of the Used as Code, normally the building name, such as "Warehouse".

Pricing Code: There is only one available Pricing Code, Square Foot. All commercial buildings are priced by the square foot.

Bldg Type: The Building Type assigned to the selected commercial building. A Building Type is a homogeneous group of commercial buildings with similar characteristics. For example, all convenience stores might have a Building Type of 13. The Building Type ties the building back to the Commercial Structural Components schedule. Building Type codes are county-defined, can be any 2-digit number, and are set up in the Building Types schedule.

Base Cost: Base Cost is the base dollars per square foot value for the selected commercial building. What is included in the Base Cost depends upon the appraisal method (Calculator vs Segregated Cost) used by the appraiser. For example, if the shell of a Convenience Store is to be priced at \$20.00 a square foot, the Base Cost should be entered as 20.00.

NAICS: A code conforming to the North American Industrial Coding System, which identifies the general use of the structure, may be entered in this field.

There are five Commercial Construction Types, and each have two types of factors that can be used to modify the cost of a commercial building according to a specific Construction Type:

- **Cost Mult:** The Construction Cost Multipliers are used to adjust cost for Construction Type. The appropriate modifier should be entered on the field corresponding to the Construction Type.
- **Life Exp:** The Life Expectancy in years for the different Construction Types of Commercial Improvements. Life Expectancy values range from 5 to 75 and must be in increments of 5. The values of the Life Expectancy codes 1 – 5 should correspond with the Construction Cost Modifier with the same code (1-5).

| Construction Types | |
|--------------------|----------------------------|
| WinGAP Code | Description |
| 1 | Heavy Structural Steel |
| 2 | Reinforced Concrete |
| 3 | Masonry Load Bearing Walls |
| 4 | Wood/Steel Combustible |
| 5 | Prefab Structural Steel |

A new item can be added to the Commercial Base Schedule with the following steps:

- Clicking the New Button at the bottom of the Form.
- Clicking the Edit button to the right of the Used as Code field, keying the new Used as Code into the field, then tabbing to the Description field.
- Keying the Description for the new item into the Description field, then tabbing to the Pricing Method field.

- Tabbing from the SqFt Pricing Method to the Bldg Type field.
- Clicking on the combo box for the Building Type to select the appropriate Building Type, then tabbing to the Base Cost field.
- Keying a value into the Base Cost field, then tabbing to NAICS field.
- Keying a number into the NAICS field if desired, then tabbing to the first Construction Type field.
- Keying values into the Construction Cost Modifier and Life Expectancy fields.
- Clicking the Apply or OK Button to save the new Base Schedule item.

A Commercial Base schedule item is edited by clicking on the item in the list box, changing the information in the desired field(s), then clicking the Apply or OK Button. An item can be deleted from the schedule by first selecting the item in the list box and then clicking the Delete Button at the bottom of the Form. WinGAP will check to see if this item is used by any Commercial Improvement before the deletion will occur. If the Base Schedule item is used, the user will receive a message that the item cannot be deleted. The complete Base schedule can be printed by using the Reports Menu in the WinGAP tool bar and then Real > Print Schedules and selecting the Commercial Base item on the menu.

EXTRA FEATURES

Extra Features are items that are attached to or part of a Commercial Improvement but are not considered in the Base Cost. For example, a canopy, sprinkler system, overhead door, or loading dock would all be Extra Features. WinGAP is delivered to the County with a basic Extra Features schedule already set up.

NOTE: The Extra Features schedule should be built prior to building the Lump Sum Extra features schedule.

The items in the list box at the top of the Commercial Extra Features Schedule Form are displayed in alphabetical order by Description. Clicking on an item in the list box will display the calculation data for that item in the fields beneath the list box.

WinGAP - Commercial Extra Features - [User ID = felix] AY2020

| Description | Comp # | Method | Table | Cost |
|-----------------|--------|--------|-------|-------|
| ADDITION | X080 | 1 | | 20.00 |
| BANK DRIVE THRU | X050 | 1 | | 20.00 |
| BSMT (FINISHED) | X041 | 1 | 0 | 30.00 |
| BSMT (UNFIN) | X040 | 1 | 0 | 17.00 |
| CANOPY | X010 | 1 | 0 | 14.00 |
| DECK (WOOD) | X030 | 1 | 0 | 8.00 |
| LOADING DOCK | X020 | 1 | 0 | 12.00 |
| OVERHEAD DOORS | XOHD | 1 | | 10.00 |
| PATIO | X060 | 1 | | 4.00 |
| PLUMBING FIX | X099 | 2 | 99 | 1.00 |
| PORCH OPEN | X031 | 1 | 0 | 15.00 |
| SPRINKLERS | X200 | 1 | 0 | 1.85 |

Pricing Information

Comp # Description

Pricing Method Base Cost

☐ No Depreciation

Comp #: The Component number is a unique four character identifying code for each type of Extra Feature. The code can be any combination of four letters or numbers. An Edit button is located to the right of the Comp # field. The button is placed there to prevent inadvertent changes to the component number. If a component number is to be modified, the user must first click the Edit button.

NOTE: The Component # must be unique, and not used by any other Extra Feature item; WinGAP will prompt the user if the Comp # already exists in the schedule.

NOTE: The Comp # cannot be changed if it used by any Extra Feature on a Commercial Improvement.

Description: A Description of the Extra Feature, normally the name such as "Canopy".

Pricing Method: There are three available Pricing Methods: Square Foot, Lump Sum, and Non-Value Item.

- Extra Features that are priced by the Square Foot method will always have a Base Cost value in the Base Cost field.
- Extra Features that are priced by the Lump Sum method will always have a Table Code reference in the Table Code field to link this item to a value calculation record in the Lump Sum Extra Features Table to properly price the item by the Lump Sum method. In this case, the Base Cost field is disabled and not used. Adding an Extra Feature priced by the Lump Sum is a slightly different process than a Sq Ft or Non-Value item.
- Extra Features that are descriptive in nature would use the Non-Value Item method. In this case, the Base Cost field is disabled and not used.

Base Cost: The Base Cost is the base dollars per square foot value for the selected Extra Feature item. The Base Cost is used with the Square Foot Pricing Method. The Base Cost can also be a negative number to subtract value from the Commercial Improvement based upon the criteria of the base building.

No Depreciation: Extra Features receive their depreciation from the Calculated (or Override) Physical Depreciation of the Commercial Improvement they are attached to, not from the characteristics of the Extra Feature. If the County wishes that a particular type of Extra Feature remain at 100% Good and not depreciate, the No Depreciation check box should be checked. When this type of Extra Feature is added, its Calculated Physical Depreciation will be 1.00, regardless of the Calculated (or Override) Physical Depreciation of the Commercial Improvement.

When adding a Lump Sum Extra Feature, the add and edit processes change slightly. To add a new item, after clicking New, the user should click the Edit button, key a Comp #, tab to the Description field and key a description for the item, tab to the Pricing Method and select Lump Sum as the Pricing Method, then click the Apply button.

WinGAP - Commercial Extra Features - [User ID = felix] AY2020

| Description | Comp # | Method | Table | Cost |
|----------------------|--------|--------|-------|-------|
| ADDITION | X080 | 1 | | 20.00 |
| BANK DRIVE THRU | X050 | 1 | | 20.00 |
| BSMT (FINISHED) | X041 | 1 | 0 | 30.00 |
| BSMT (UNFIN) | X040 | 1 | 0 | 17.00 |
| CANOPY | X010 | 1 | 0 | 14.00 |
| DECK (WOOD) | X030 | 1 | 0 | 8.00 |
| HIGH RISE SPRINKLERS | X100 | 2 | | 0.00 |
| LOADING DOCK | X020 | 1 | 0 | 12.00 |
| OVERHEAD DOORS | XOHD | 1 | | 10.00 |
| PATIO | X060 | 1 | | 4.00 |
| PLUMBING FIX | X099 | 2 | 99 | 1.00 |
| PORCH OPEN | X031 | 1 | 0 | 15.00 |

Pricing Information

Comp # Description

Pricing Method Table Code Base Cost

☐ No Depreciation

Table Code: The Table Code field will contain a Table Number that connects the Extra Features schedule item to a specific item in the Lump Side pricing tables so that Lump Sum items can be priced properly. Clicking the Table Code button will provide access to the Lump Sum Extra Features form.

WinGAP - Commercial Lump Sum Extra Features - [User ID = felix] AY2020

| Description | Tableref | Dim1 | Dim2 | Points | Recno |
|------------------------|----------|------|------|------------|-------|
| CURRENTLY NOT ASSIGNED | G8 | 20 | 20 | 200.000000 | 225 |
| PLUMBING FIX | 99 | 1 | | 4.000000 | 214 |

Table Reference: Unit Dollars:

Dimension 1:

Dimension 2:

NOTE: When the Lump Sum pricing method is used, the Table Code item used to price the Lump Side Extra Feature item can be added during the add process, or by using the separate Commercial Schedules Menu item called Lump Sum Extra Features.

An item can be deleted from the Extra Features schedule by first selecting the item in the list box and then clicking the Delete Button at the bottom of the Form. WinGAP will check to see if this item is used by any Commercial Improvement before the deletion will occur. The complete Extra Features Schedule can be printed by using the Reports Menu in the WinGAP tool bar and then Real > Print Schedules and selecting the Commercial Extra Features item on the menu.

LUMP SUM EXTRA FEATURES

The Lump Sum Extra Features schedule is used to value Commercial Extra Features, such as Bathrooms or Sprinklers, that are priced by the Lump Sum or item method. A Lump Sum item in the Extra Features schedule will have a Table Code that will look up an entry in the Lump Sum Extra Features schedule and price the item accordingly. The Lump Sum Extra Features schedule can be built at the same time as the Extra Features schedule is built.

WinGAP - Commercial Lump Sum Extra Features - [User ID = felix] AY2020

| Description | Tableref | Dim1 | Dim2 | Points | Recno |
|------------------------|----------|------|------|------------|-------|
| CURRENTLY NOT ASSIGNED | G8 | 20 | 20 | 200.000000 | 225 |
| PLUMBING FIX | 99 | 1 | | 4.000000 | 214 |

Table Reference: Unit Dollars:

Dimension 1:

Dimension 2:

The Lump Sum Extra Features Schedule form displays the existing schedule items in the list box on the top of the form. The column headings refer to the Description of the Lump Sum Extra Features item (obtained from the Commercial Extra Features schedule), the Tableref code number, the Dimension1 and Dimension2 pointers, the Points (Unit Dollars divided by 100), and the Recno (Record Number) assigned to this item in the Lump Sum (Acc_Tbls) Table for this type of Extra Feature. The schedule is indexed in Description order. The calculation data for each item in the list box can be displayed in the fields on the bottom of the form by clicking on an item.

Table Reference: The Table Reference code is a unique County-defined number. Letters or numbers can be used, such as 1-99, AA-ZZ, or 1A, 2C. If a numeric Table Reference is less than ten (10), it should be entered as 01 (a zero followed by a 1), 02, 03, etc. WinGAP will assign the Description of the item in the Extra Features schedule with this Table Reference to the Description of the Lump Sum Extra Features item. If the Table Reference of the Lump Sum Extra Feature does not exist in the Extra Features schedule, the Description of the Lump Sum Extra Feature will say "Not currently assigned".

Dimension 1: Dimension 1 is used as a pointer in the table for locating the proper value. It can represent various characteristics of an Extra Feature such as fence height, grade code, code for type, area in the case of sprinklers, etc. The user is responsible for maintaining the definitions of these characteristics. The value must be numeric, and 0 is acceptable.

Dimension 2: The Dimension 2 value is used to further define the Extra Feature valuation and is used in conjunction with Dimension 1 to locate the proper value. The value must be numeric and 0 is acceptable.

Unit Dollars: The actual dollar cost of the Lump Sum item.

A new item can be added to the Lump Sum schedule with the following steps:

- Clicking the New Button at the bottom of the Form.
- Entering the Table Reference # code, which is County-defined.
- Keying the values for the Dimension 1, Dimension 2, and Unit Dollars fields.
- Clicking the Apply or OK Buttons to save the item to the schedule.

NOTE: when the user adds a new item to the Lump Sum schedule, the user should return to the Extra Features schedule and do the following:

- Select the Extra Features item in the list box that will have that Table code assigned to it.
- Click the Table Code button.
- Select the item in the Lump Sum Extra Features schedule that is to be used by that Extra Feature.
- Click the OK button to place the Table Reference code in Table Code field on the Extra Features form.
- Click OK on the Extra Features form to save the assignment.

The screenshot shows the 'WinGAP - Commercial Extra Features - [User ID = felix] AY2020' window. It contains a table of items with columns: Description, Comp #, Method, Table, and Cost. The 'HIGH RISE SPRINKLERS' item is selected. Below the table is a 'Pricing Information' section with fields for Comp # (X100), Description (HIGH RISE SPRINKLERS), Pricing Method (Lump Sum), Table Code (98), and Base Cost (0.00). There is also a 'No Depreciation' checkbox and buttons for Help, Cancel, New, Delete, Apply, and OK at the bottom.

| Description | Comp # | Method | Table | Cost |
|----------------------|--------|--------|-------|-------|
| ADDITION | X080 | 1 | | 20.00 |
| BANK DRIVE THRU | X050 | 1 | | 20.00 |
| BSMT (FINISHED) | X041 | 1 | 0 | 30.00 |
| BSMT (UNFIN) | X040 | 1 | 0 | 17.00 |
| CANOPY | X010 | 1 | 0 | 14.00 |
| CANOPY - NO VALUE | X088 | 3 | | 0.00 |
| DECK (WOOD) | X030 | 1 | 0 | 8.00 |
| HIGH RISE SPRINKLERS | X100 | 2 | 98 | 0.00 |
| LOADING DOCK | X020 | 1 | 0 | 12.00 |
| OVERHEAD DOORS | XOHD | 1 | | 10.00 |
| PATIO | X060 | 1 | | 4.00 |
| PLUMBING FIX | X099 | 2 | 99 | 1.00 |

Pricing Information

Comp # Edit Description

Pricing Method Table Code Base Cost

☐ No Depreciation

Buttons: Help, Cancel, New, Delete, Apply, OK

Any item in the Lump Sum Extra Features schedule can be edited by clicking on the item in the list box, changing the information in the desired field(s), and clicking the Apply or OK Button. An item can be deleted from the schedule by first selecting the item in the list box and then clicking the Delete Button at the bottom of the Form.

NOTE: the user should be certain that this Lump Sum Extra Features schedule item is not used by any Extra Features on Commercial Improvements prior to clicking the Delete Button. The complete Lump Sum Extra Features Schedule can be printed by using the Reports Menu in the WinGAP tool bar and then Real > Print Schedules and selecting the Commercial Extra Features Lump Sum item on the menu.

SUPPLEMENTAL SCHEDULE ITEMS

AREA/PERIMETER

The Area/Perimeter Table contains factors, or multipliers, that adjust the cost of a Commercial Improvement for shape. These multipliers are distinguished by Building Type and are added and updated through the Area/Perimeter option on the Commercial Improvements Menu.

A basic Area/Perimeter Table is supplied with WinGAP. The Area/Perimeter Table Form displays the existing schedule items in the list box on the left side of the form. The column headings refer to the Area/Perimeter Ratio and the Multiplier. The schedule is indexed in Area/Perimeter Ratio order. The Building Type for the various Area/Perimeter Ratios and Multipliers can be selected by clicking on the Building Type combo box. The calculation data for each item in the list box can be displayed in the fields on the right side of the form by clicking on an item.

| RECID | Bldg_Type | A/P Ratio | Multi... |
|-------|-----------|-----------|----------|
| 136 | 011 | 5.00000 | 1.30 |
| 137 | 011 | 6.00000 | 1.24 |
| 3 | 011 | 7.00000 | 1.19 |
| 4 | 011 | 8.00000 | 1.14 |
| 5 | 011 | 9.00000 | 1.11 |
| 6 | 011 | 10.00000 | 1.08 |
| 7 | 011 | 12.00000 | 1.04 |

A/P Ratio: 5.00000
Multiplier: 1.30

Buttons: Help, Cancel, New, Delete, Apply, OK

Building Type: The Building Type for this Area/Perimeter schedule item. Building Types must be set up before Area/Perimeter items can be added to the schedule. The user selects the correct Building Type from the combo box, and tabs to the A/P Ratio field.

A/P Ratio: The Area/Perimeter Ratio is the ratio of the area of the Commercial Improvement to the perimeter of the Commercial Improvement. For example, a Commercial Improvement has 10,000 square feet and a Perimeter of 400. The Area is divided by the Perimeter, in this example 10000/400, giving an Area/Perimeter Ratio of 25. Thus, 25 would be keyed in the Area/Perimeter field on the Area/Perimeter Table Form.

Multiplier: Once the Area/Perimeter Ratio is determined, the Multiplier for that Area/Perimeter, which is a factor that adjusts for the shape of the Commercial Improvement, is keyed into the Multiplier field.

A new item can be added to the Area/Perimeter Table by clicking the New Button at the bottom of the Form. The Building Type should be selected first, then the Area/Perimeter Ratio and Multiplier values can be keyed into their respective fields. The Apply or OK Buttons can be clicked to save the item to the schedule. An item can be deleted from the schedule by first selecting the item in the list box and then clicking the Delete Button at the bottom of the

Form. The user should be certain that this Area/Perimeter Table item is not used by any Commercial Improvements prior to clicking the Delete Button. The complete Area/Perimeter Schedule can be printed by using the Reports Menu in the WinGAP tool bar and then Real > Print Schedules and selecting the Commercial Area/Perimeter item on the menu.

BUILDING TYPES

Building Types categorize Commercial Improvements based on similarities in Construction Type and other components, such as Area/Perimeter and Wall Height. A Building Type is a homogeneous group of commercial buildings that will have the same pricing for additional items. The commercial buildings in these types do not have to be of the same use if the costs for the Commercial Structural Elements, such as heating and air conditioning, are similar. Since the cost for the Commercial Structural Elements may vary between different types of buildings, each group of similar buildings must have a unique code for that type of building.

While the construction of this table is at the discretion of the appraiser, below is a suggested Building Type schedule. Once the Building Types are defined the county can set up the Commercial Base Schedule, the Commercial Structural Components Schedule, and the other Commercial Improvement Schedules to price Commercial Improvements correctly.

- Apartments, Clubhouses, Motels
- General Stores, General Retail, Convenience Stores
- Garages, Warehouses, Airplane Hangers, Industrial Buildings
- Office Buildings, Public Buildings, Schools
- Churches, Theaters, Auditoriums
- Sheds and Farm Buildings
- Schools and Classrooms
- Special Supplemental Cost
- Miscellaneous

The screenshot shows the 'WinGAP - Background Information' dialog box for a user named 'felix' in the 'COM IMP' section, specifically for 'BLDG TYPE H...'. The dialog has a list box on the left containing building types with their codes: Bldg 001 (11Apts, Clubs, Hotels), 12Dwellings, Multiples, Motel, 13Stores & Commercial, 14Garages, Ind, Lofts, Whses, 15Offices, Medical & Public Bldg, 16Churches, Theaters, Auditori, 17Sheds and Farm Buildings, 18Schools and Classrooms, 64Special Supplemental Cost, and 99Miscellaneous. The 'Bldg 001' entry is selected. To the right of the list box, there are input fields for 'Code' (001) and 'Descrip' (Bldg 001). Below these is a 'Values' section with three rows: 'Lump Sum \$' with a value of 0, '\$ / Square Feet' with a value of 1.00, and 'Cost Multiplier' with a value of 1.00. At the bottom of the dialog are buttons for 'Help', 'Cancel', 'New', 'Delete', 'Apply', and 'OK'.

| Values | |
|------------------|------|
| Lump Sum \$ | 0 |
| \$ / Square Feet | 1.00 |
| Cost Multiplier | 1.00 |

Additions, deletions, and changes can be made to better localize this schedule for the County. A maximum of 999 Building Types can be added to the schedule, and there must be at least ONE Building Type in the schedule. A new item can be added to the Building Types Schedule by clicking the New Button at the bottom of the Form and filling in the Description field. No data entry is allowed in the Lump Sum \$, \$/Square Feet, and Cost Multiplier fields, as these fields on the Building Types Form do not affect value. The Apply or OK Buttons can be clicked to save the new item to the schedule. Building Types cannot be deleted through the WinGAP interface. The complete Building Types Schedule can be printed by using the Reports Menu in the WinGAP tool bar and then Real > Print Schedules and selecting the Building Types item on the menu.

WALL HEIGHT

The Wall Height Table contains factors or multipliers that allow for adjustments based on the height of the walls of a Commercial Improvement. These multipliers are distinguished by Building Type and are added and updated through the Wall Height option on the Commercial Improvements Menu.

| RECID | Bldg_Type | Wall Ht | Multi... |
|-------|-----------|----------|----------|
| 146 | 011 | 7.00000 | 0.86 |
| 147 | 011 | 8.00000 | 0.89 |
| 3 | 011 | 9.00000 | 0.92 |
| 4 | 011 | 10.00000 | 0.94 |
| 5 | 011 | 11.00000 | 0.97 |
| 6 | 011 | 12.00000 | 1.00 |
| 7 | 011 | 13.00000 | 1.03 |

A basic Wall Height Table is supplied with WinGAP. The Wall Height Table form displays the existing schedule items in the list box on the left side of the form. The column headings refer to the Wall Height and the Factor or Multiplier. The schedule is indexed in Wall Height order. The Building Type for the various Wall Heights and Multipliers can be selected by clicking on the Building Type combo box. The calculation data for each item in the list box can be displayed in the fields on the right side of the form by clicking on an item.

Building Type: The Building Type for this Wall Height schedule item. Building Types must be set up before Wall Height items can be added to the schedule. The user selects the correct Building Type from the combo box, and tabs to the Wall Height field.

Wall Height: The Wall Height is just that, the Wall Height, in feet, of the Commercial Improvement. If the Improvement has more than one story, the Wall Heights for the stories are averaged. For example, a 5-story building that is 60 feet tall would have a Wall Height of 12 feet.

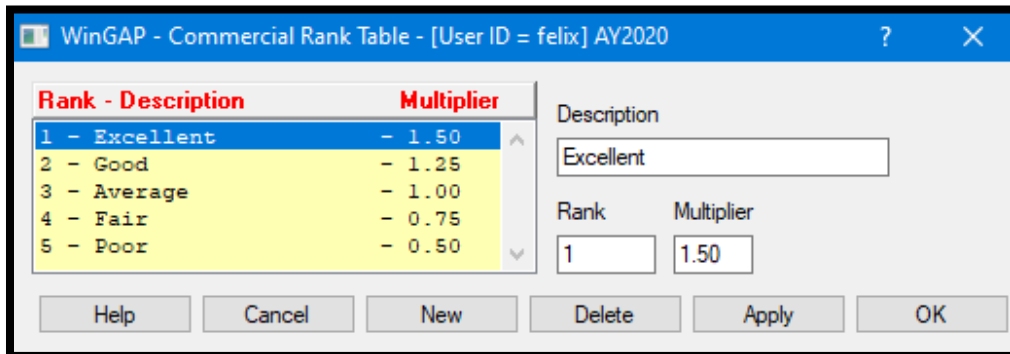
Multiplier: The Multiplier is a factor that adjusts for the Wall Height of the Commercial Improvement.

A new item can be added to the Wall Height Table by clicking the New Button at the bottom of the Form. The Building Type should be selected first, then the Wall Height and Multiplier values can be keyed into their respective fields. The Apply or OK Buttons can be clicked to save the item to the schedule. An item can be deleted from the schedule by first selecting the item in the list box and then clicking the Delete Button at the bottom of the

Form. The user should be certain that this Wall Height Table item is not used by any Commercial Improvements prior to clicking the Delete Button. The complete Wall Height Schedule can be printed by using the Reports Menu in the WinGAP tool bar and then Real > Print Schedules and selecting the Commercial Wall Height item on the menu.

RANK

The Commercial Rank Table contains factors or multipliers that allow for adjustments based on the quality classes of any Extra Features of a Commercial Improvement. These multipliers are added and updated through the Rank option on the Commercial Improvements Menu.



The screenshot shows the 'WinGAP - Commercial Rank Table' window. It features a table with two columns: 'Rank - Description' and 'Multiplier'. The table contains five rows: 1 - Excellent (1.50), 2 - Good (1.25), 3 - Average (1.00), 4 - Fair (0.75), and 5 - Poor (0.50). To the right of the table, there are input fields for 'Description' (containing 'Excellent'), 'Rank' (containing '1'), and 'Multiplier' (containing '1.50'). At the bottom, there are buttons for 'Help', 'Cancel', 'New', 'Delete', 'Apply', and 'OK'.

| Rank - Description | Multiplier |
|--------------------|------------|
| 1 - Excellent | 1.50 |
| 2 - Good | 1.25 |
| 3 - Average | 1.00 |
| 4 - Fair | 0.75 |
| 5 - Poor | 0.50 |

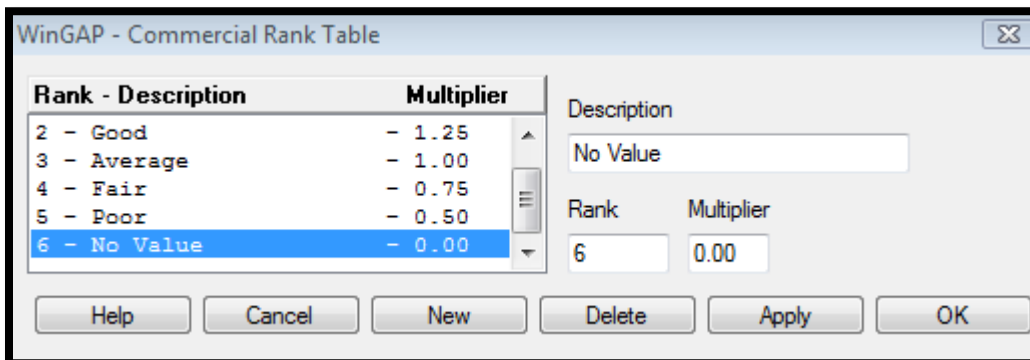
A basic Rank Table is supplied with WinGAP. The Rank Table form displays the existing schedule items in the list box on the left side of the form. The column headings refer to the Rank, the Rank Description, and the Multiplier. The schedule is indexed in Rank order. WinGAP is supplied to the County with a listing of five (5) Ranks and Multipliers, ranging from Excellent with a Multiplier of 1.5 to Poor with a Multiplier of 0.5.

Description: The Description of the Rank, such as Excellent or Low Cost.

Rank: The Number of the Rank.

Multiplier: The Multiplier is a factor that adjusts for the quality of the Extra Feature

The calculation data for each item in the list box can be displayed in the fields on the right side of the form by clicking on an item. If desired, a "No Value" Rank can be added to the Commercial Rank schedule. This will allow Extra Features to be attached to a Commercial Improvement without a value being assigned to them. The Description of the Rank schedule item must contain the term "no value" and the Multiplier should be set to 0.00.



The screenshot shows the 'WinGAP - Commercial Rank Table' window. It features a table with two columns: 'Rank - Description' and 'Multiplier'. The table contains six rows: 2 - Good (1.25), 3 - Average (1.00), 4 - Fair (0.75), 5 - Poor (0.50), and 6 - No Value (0.00). To the right of the table, there are input fields for 'Description' (containing 'No Value'), 'Rank' (containing '6'), and 'Multiplier' (containing '0.00'). At the bottom, there are buttons for 'Help', 'Cancel', 'New', 'Delete', 'Apply', and 'OK'.

| Rank - Description | Multiplier |
|--------------------|------------|
| 2 - Good | 1.25 |
| 3 - Average | 1.00 |
| 4 - Fair | 0.75 |
| 5 - Poor | 0.50 |
| 6 - No Value | 0.00 |

A Rank item can be edited by clicking on the item in the list box and changing the data in the desired field. A new Rank item can be added to the Rank Table by clicking the New Button at the bottom of the Form. The Description, Rank Number, and Multiplier values can be keyed into their respective fields. The Apply or OK Button can be clicked to save the item to the schedule. An item can be deleted from the Commercial Rank schedule by first selecting the item in the list box and then clicking the Delete Button at the bottom of the Form. WinGAP will check to see if this item is used by any Commercial Improvement before the deletion will occur. The complete Rank Schedule can be printed by using the Reports Menu in the WinGAP tool bar and then Real > Print Schedules and selecting the Commercial Rank item on the menu.

IMPROVEMENT LABELS

Improvement Labels identify sketched and manually entered areas of a Commercial Improvement and assist in the pricing of the Improvement. They are used in calculating the square footage (heated area) of the Improvement. The schedule can be customized to the County's needs by adding, changing, or deleting entries.

The Improvement Labels Form displays the existing Residential Improvement Labels with the data entry fields for each Improvement Label item. The following information, from left to right, is displayed about each Improvement Label item:

- Improvement Label
- Improvement Label Description
- Cost/SqFt
- Cost Factor
- Area Factor
- Label Type
- Building Type (always Commercial for Commercial Improvement Labels)
- Whether or not the Label is used as part of Basement Sketching (always No for Commercial Improvements)

Improvement Label schedule items are listed in Improvement Label alphabetical order. The user can press the Page Up, Page Down, or arrow keys to move up and down in the list box and locate an Improvement Label, or can click with the mouse on the vertical scroll bar and drag it up or down to find the item. Clicking on an Improvement Label item in the list box will display the data about that item in the data entry fields at the bottom of the Form.

WinGAP - Improvement Labels - [User ID = felix] Carroll_AY2020

| Label | Descrip | Sqft | Costfact | Areafact | Labeltype | Bldgtype | Isbasement |
|-------|---------------------|-----------|----------|----------|------------|------------|------------|
| 1.0 | 1st Floor | | 1.0000 | 1.0000 | Primary | Commercial | N |
| 1.5 | 1 and a half story | 0.100000 | 1.5000 | 1.5000 | Primary | Commercial | N |
| 2.0 | 2 Story | 0.100000 | 1.8000 | 2.0000 | Primary | Commercial | N |
| 2nd | 2nd Floor | | 0.9000 | 1.0000 | Upper | Commercial | N |
| 3.0 | 3 Story | 0.100000 | 2.7000 | 3.0000 | Primary | Commercial | N |
| 3rd | 3rd Floor | | 1.0000 | 1.0000 | Upper | Commercial | N |
| 4.0 | 4 Story | | 3.7500 | 4.0000 | Primary | Commercial | N |
| 4th | 4th Floor | | 0.8000 | 1.0000 | Upper | Commercial | N |
| 5.0 | 5 Story | | 4.2000 | 5.0000 | Primary | Commercial | N |
| AD1 | Addition | 40.000000 | 1.0000 | 1.0000 | Appenda... | Commercial | N |
| AT1 | Attic | 25.000000 | 1.0000 | 1.0000 | Appenda... | Commercial | N |
| BS1 | Basement-Unfinished | 15.000000 | 1.0000 | 1.0000 | Appenda... | Commercial | N |
| CLR | Cooler/Freezer | 90.000000 | 1.0000 | 1.0000 | Appenda... | Commercial | N |
| CN1 | Canopy W/slab | 15.000000 | 1.0000 | 1.0000 | Appenda... | Commercial | N |
| CN2 | Canopy-Bank Drive | 35.000000 | 1.0000 | 1.0000 | Appenda... | Commercial | N |
| CN3 | Canopy-Gas | 25.000000 | 1.0000 | 1.0000 | Appenda... | Commercial | N |
| CN4 | Canopy no slab | 11.500000 | 1.0000 | 1.0000 | Appenda... | Commercial | N |

Label:
 Description:
 Label Type:
 Cost / SQFT:
 Cost Factor:
 Area Factor:

Label: A four-character field (letters, number or symbols are acceptable) where the County-defined Improvement Label is keyed. An Improvement Label must be unique, cannot be duplicated, and should quickly identify the Improvement. For example, a Primary Improvement Label "1.0" could be used to identify the first floor of a commercial building, or the Appendage Improvement Label "CNP" could be used to identify a Canopy. The Improvement Label is displayed on the sketch screen and printed on the Property Record Card for each part of an Improvement that is sketched.

Description: The Description or identifying name of the Improvement Label, such as "Canopy", is keyed into this 20-character wide field.

Label Type: The type of Improvement Label is selected by clicking on the Label Type combo box. There are five available types: Addition, Appendage, Interior, Primary, and Upper. **IMPORTANT:** A Label Type MUST be selected for every Improvement Label.

- The **Addition Label** is used for an Addition (heated area) to a Commercial Improvement. Areas that are labeled as Additions will display as a double black dashed line on the sketch screen.
- The **Appendage Label** is used for appendages (non-heated area) to a Commercial Improvement, such as porches, decks, and attached garages. Areas that are labeled as Appendages will display as a solid blue line on the sketch screen.

- The **Interior Label** is used for "interior" parts of a Commercial Improvement, such as a Second Story, that the appraiser wishes to price differently and label separately from the primary heated area of the Improvement. Interior Label areas will display as a green dashed line on the sketch screen.
- The **Primary Label** is used for the primary heated area of the Commercial Improvement, such as One Story, Two Story, etc. Areas that are labeled as Primary will display as a red solid line on the sketch screen.
- The **Upper Label** functions in a similar manner as the Primary Label type. The exception being the fact that the area factor adjustment will be applied to the area of the polygon and the resulting square footage will be used in the determination of the area multiplier. The adjusted areas of Upper Label type polygons and Primary Label type polygons will be summed to generate the Total Base Area. The Total Base Area is then used in the determination of the area multiplier for the improvement. The main function of the Upper Label type is to allow the area of upper story levels to be included in the determination of the base dollar amount while providing a means of identifying them as upper story levels. An existing label can be changed to the Upper Label type in the Improvement Labels schedule, reappraise run, and the values on the affected improvement will reflect the revised Area Multiplier. Upper Level areas will display as a broken violet line on the sketch screen.

Cost/SQFT: The Cost/SQFT field contains the cost per square foot for Addition and Appendage Label types. The field is disabled for all other Label types.

Cost Factor: The Cost Factor is used to adjust the value of Commercial Improvements and is used with the Interior, Primary, and Upper types of Improvement Labels. The default WinGAP Cost Factor is 1.00 for a First Story Label, 1.80 for a Two-Story Label, and 0.9 for a Second Story (Interior) Label. These Cost Factors can be changed if desired by the appraiser to adjust and localize the pricing of Commercial Improvements. **NOTE:** The Cost Factor field is not used with Appendage and Addition Label types and will also default to 1.00.

Area Factor: The Area Factor is used to adjust the Heated Area of Commercial Improvements and is used with the Interior, Primary, and Upper types of Improvement Labels. The default WinGAP Area Factor default is 1.00 for a First Story Label, 2.00 for a Two-Story Label, and 1.00 for a Second Story (Interior) Label. These Area Factors can also be changed if desired by the appraiser to adjust and localize the calculating of the Heated Area of Commercial Improvements. **NOTE:** The Area Factor field is not used with Appendage and Addition Label types and will also default to 1.00.

A NEW Improvement Label can be added to the Improvement Labels schedule by:

- Clicking the New button.
- Clicking in the Label field (make sure the cursor is at the far left of the field) and keying the new Improvement Label.
- Using the Tab key to go to the rest of the data entry fields where the new information can be keyed.
- Clicking the Apply or OK Button to save the data.

Existing Improvement Labels can be edited by clicking on the desired item in the list. **NOTE:** If the Label is in use, the Label field is disabled and cannot be edited; if the Label is not in use, then the Label field is enabled and the Label can be changed. The user can click in any of the other data entry fields where the data can be edited, and any changes to data are saved by clicking the Apply or OK Button.

An Improvement Label can be deleted from the schedule if it is NOT IN USE on any Commercial Improvement. Labels that are in use will have the Delete button disabled. If the Label is not in use, the Delete button will be enabled for that Improvement Label, and the user may delete that item by clicking the Delete button. No message will appear, and the item will be deleted and removed from the list of Improvement Labels.

Print List: In the lower right of the Improvement Labels form is the Print List button, where the user can print a list of Parcels that have Residential Improvements where the selected Improvement Label is found. For example, the user wants a list of all Residential Improvements that have a 2 Story Label. The user should select the 2 Story Label then click the Print List button, and the Print Preview for 2 Story Labels will appear.

WinGAP - Improvement Labels - [User ID = fel]

c Label: 2.0

1 of 1

100%

Improvement Labels - Commercial

| Label | Descrip | Sqft | Cost | REALKEY | PARCEL_NO | REPROPKEY | IMPKEY |
|-------|--------------|-----------|------|---------|-------------|-----------|--------|
| 1.0 | 1.0 Story | 0.100000 | 1.0 | 12047 | G07 00 242B | | 2.0 |
| 2.0 | 2.0 Story | 0.100000 | 1.8 | 731 | G04 00 347 | | 2.0 |
| 3.0 | 3 Story | | 2.9 | 731 | G04 00 347 | | 2.0 |
| 4535 | 4535 | | 1.0 | 731 | G04 00 347 | | 2.0 |
| AD1 | AD1 | | | 731 | G04 00 347 | | 2.0 |
| CN1 | Canopy | 14.000000 | 1.0 | 731 | G04 00 347 | | 2.0 |
| CN2 | Canopy 2 | 25.000000 | 1.0 | 731 | G04 00 347 | | 2.0 |
| Cw1 | Cw1 | | | 731 | G04 00 347 | | 2.0 |
| LD | Loading Dock | 20.000000 | 1.0 | 731 | G04 00 347 | | 2.0 |
| OP... | Open Porch | 25.000000 | 1.0 | 731 | G04 00 347 | | 2.0 |
| PT1 | Patio | 25.000000 | 1.0 | 731 | G04 00 347 | | 2.0 |
| UL | Upper Level | | 0.9 | 731 | G04 00 347 | | 2.0 |
| UT... | Utility Rm | 20.000000 | 1.0 | 731 | G04 00 347 | | 2.0 |
| | | | | 731 | G04 00 347 | | 2.0 |
| | | | | 731 | G04 00 347 | | 2.0 |
| | | | | 731 | G04 00 347 | | 2.0 |
| | | | | 15 | G10 00 001 | | 2.0 |
| | | | | 12814 | J50 00 033 | | 2.0 |
| | | | | 6907 | J38 00 232 | | 2.0 |
| | | | | 6907 | J38 00 232 | | 2.0 |
| | | | | 6903 | J38 00 225 | | 2.0 |

Label: 2.0
Description: 2.0 Story
Label Type: Primary
Cost / SQFT: 0.100000
Cost Factor: 1.8000
Area Factor: 2.0000

Help Cancel

The list can be printed or just viewed. A different Label can be previewed by keying the desired Label in the “c Label” field at the top of the Reporting Services form and then clicking the View Report button.

PREFERENCES

The final item on the Commercial Schedules Menu provides access to the Preferences form. The Preferences form is discussed in detail later in this manual.

WinGAP - Preferences - [User ID = felix] AY2020

County Information

Co. Name/Num: Jones 084

Address: Jones County Government Center
P O Box 1359

City / State / Zip: Gray GA 31032-

Phone / Ext: (478)986-6300 Email: jcotax@mto.infi.net

Fax: (478)986-6504 Web: Jones_Qpublic.qpublic.net

Point/Base Costs

| | |
|-----------------|--------|
| Residential | 100.00 |
| Commercial | 100.00 |
| Commercial Base | 1.00 |
| Accessory | 100.00 |

Depreciation Years

| | |
|-------------|------|
| Residential | 2001 |
| Commercial | 2015 |
| MFG Housing | 2001 |
| Accessory | 2001 |

Special District Description: Parcel Number Template: XXXX-XXX-XXXX-XXX

Customize Lendor Label: Lendor

Customize Occupancy Label: Occupancy

Customize Fireplace Label: Fireplace / Misc

Customize Heated Area Label: HEATED

SQL Server Name: desktop-R78M0FK\sqlexpress

Server PT61 Path: c:\Wingapsql\pt61\

Server Photo Path: c:\Wingapsql\pictures\

Sketch Export Path: C:\WinGAPSQL\Sketches\

Server Sketch Export Path: C:\WinGAPSQL\Sketches\

Server Share Path: c:\wingapsql\

Appraisal Year: 2020

Rural Acre Break: 30.00

PU Eq Ratio %: 40.00

Return Deadline: 12/31/2019

Default Startup Directory: AY2020

Guest Startup Directory: ay2020

COC Deed Path (Char100): c:\download\deeds\

COC Plat Path (Char100): c:\download\plats\

Rapid Sketch Path: c:\wingapsql\rs\

Permit Staging Year: 2020

RPGI - Custom Report 1: ExpireCUVLetter

RPGI - Custom Report 2: Depth_Table

RPGI - Custom Report 3:

Do not include .RDL in name

ABOS Default: Low

Land Influences: Compound

ABOS Yr: 2020

NADA Yr: 2020

Other Options

☐ Truncate Values

☐ Disable Logins

☐ bBrowser Cost Form

☐ Lock System

☐ Rnd Area Mult to 6 dec.

☒ Auto-Reasons (Real)

☒ Auto-Reasons (Pers)

☐ PT50R = LIVE DATA

☐ COA Auto-Flag

☐ Hide Comments

☒ Bsmt: Use Max/Min Area

☒ Attic: Use Max/Min Area

☐ Int Label in Base Heat

☒ Show State Tax Levy

☒ Bsmt 100% in Heated

☒ NOA Direct to PDF

☐ Push Tech

☐ Push Tech - Appeals

☒ Sketch Com Ex Features

☒ Enable Abatement Calcs

☐ Enable INEDIT feature

☐ ABOS as Default

☐ Resize Photos

☒ Sum Bsmt to Screen

☒ Show v1 Sketch Checkbox

☐ PT61 Efficiency Mode

☐ AutoClose: 45 mins

Help Close

MANUFACTURED HOUSING IMPROVEMENTS

This option produces the Manufactured Housing Schedules Form. The schedule items on the Manufactured Housing Schedules Form are grouped into two types:

- **Size and Area schedule** items that assist with calculating the size and area of the Mobile Home.
- **Supplemental schedule** items, most of which can be used to adjust the value of the Mobile Home, such as Condition and Exterior Walls.

SIZE AND AREA SCHEDULE

MFG/MODEL LISTING

The Mfg/Model Listing contains a schedule of most types of Mobile Homes sold or found in the United States. The listing can be customized to the County's needs by adding, changing, or deleting entries.

WinGAP - Mobile Home Mfg/Model Table - [User ID = felix] AY2020

Manufacturer

- 21ST CENTURY HOMES
- 2513711216
- 273551D2620
- 5TH AVENUE DEL
- ABBOTT
- ABERDEEN
- ACADEMY
- ADDITION
- ADRIAN
- AIRLINE
- ALL AMER HERITAGE
- ALL AMERICAN
- ALL AMERICAN OF ASHBURN
- ALLEN HOMES
- ALLENHOMES
- ALLSTAR
- ALTAIR
- AM EAGEL
- AMERICA GENERAL
- AMERICAN
- AMERICAN C
- AMERICAN COACH
- AMERICAN EAGLE
- AMERICAN HERITAGE
- AMERICAN HOME
- ANCHOR
- ANCHOR IND
- APOLLO
- APOLLO XXI
- ARA SER
- ADRIAN

Model

- LIMITED
- LIMITED (SGL/MULTI)
- TRENDSETTER
- TRENDSETTER (SGL/MULTI)

GroupBox

Manufacturer: 21ST CENTURY HOMES

Model: LIMITED

Class: Very Good

Life: 25

Buttons: Help, Cancel, New, Delete, Apply, OK

The Mfg/Model Listing Form is divided into three sections:

- The names of Manufacturers of Mobile Homes are displayed in the list box on the left of the Form. The user can quickly select a Manufacturer by first clicking in the list box, and then keying the first letter of the name of the Manufacturer, such as "R" as in Redman. If necessary, the arrow keys or Page Up or Page Down can then be used to move directly to the desired Manufacturer.
- Once the Manufacturer is located, the user should click on the name, and the Models of Mobile Homes made by that Manufacturer will appear in the list box on the right side of the Form.
- Clicking on a Model Name will then display the Manufacturer name and Model name in the bottom section of the Form, along with the Class, which is the Quality of Construction of the Mobile Home, and the Life, which is the Life Expectancy for that Mobile Home. Any of these items can be changed, if desired, by clicking on the appropriate field and changing the data.

NOTE: For the data on the Mobile Home to display in the fields on the bottom of the Form, the user must click on the Manufacturer name in the left list box and then the desired Model name in the right list box.

A NEW Mobile Home can be added to the Mfg/Model Listing by clicking the New Button, keying the information in the Manufacturer and Model Fields, clicking on the Class and Life combo boxes to select the appropriate Class and Life, then clicking the Apply or OK Button. Life assignments usually correspond to the class in the following manner:

| | |
|----|-----|
| EX | 40 |
| VG | 35 |
| GD | 303 |
| AV | 25 |
| FR | 20 |
| PR | 15 |

A Mobile Home can be deleted from the Mfg/Model Listing by first selecting the Manufacturer and Model as described above, and then clicking the Delete Button. **NOTE:** WinGAP will check to see if this Manufacturer and Model of Mobile Home is used in the Mobile table. If this Manufacturer/Model is not used, it will be deleted from the schedule. If this Manufacturer and Model is in use, it will not be deleted and the user will receive the message that the "MFG & MODEL are used in your improvement file - delete failed".

BASE RATES

The Base Rate Table contains data that adjusts the value of Mobile Homes for size, based upon the Quality Class of the Mobile Home. The table can be customized to the County's needs by changing entries.

| | | Single Wide | | | Multi Wide | | | | |
|----------------------------|----|-------------|-------|-------|------------|-------|-------|-------|-------|
| | | 12 | 14 | 16 | 24 | 26 | 28 | 32 | 36 |
| L E N G T H | 40 | 28.03 | 25.89 | 24.23 | 29.00 | 30.00 | 31.00 | 32.00 | 33.00 |
| | 44 | 27.55 | 25.41 | 23.75 | 34.00 | 35.00 | 36.00 | 37.00 | 38.00 |
| | 48 | 27.08 | 24.94 | 23.28 | 39.00 | 40.00 | 41.00 | 42.00 | 43.00 |
| | 52 | 26.60 | 24.46 | 22.80 | 44.00 | 45.00 | 46.00 | 47.00 | 49.00 |
| | 56 | 26.36 | 24.23 | 22.33 | 25.13 | 22.29 | 22.51 | 22.51 | 19.88 |
| | 60 | 25.89 | 23.75 | 22.09 | 24.47 | 22.29 | 21.85 | 21.85 | 19.88 |
| | 64 | 25.65 | 23.51 | 21.61 | 23.82 | 22.29 | 21.19 | 21.19 | 19.88 |
| | 68 | 25.18 | 23.04 | 21.38 | 23.38 | 22.29 | 20.76 | 20.76 | 19.88 |
| | 72 | 24.94 | 22.80 | 21.14 | 22.72 | 22.29 | 20.32 | 20.32 | 19.88 |
| | 76 | 24.70 | 22.56 | 20.90 | 22.29 | 22.29 | 19.88 | 19.88 | 19.88 |
| | 80 | 24.70 | 22.56 | 20.90 | 22.29 | 22.29 | 19.88 | 19.88 | 19.88 |

First, the appropriate Quality Class of the Mobile Home should be selected on the Size Adjustment Table Form by clicking on the Quality Class combo box. The default is Average. The Size Adjustment data can then be changed by

clicking in the field corresponding to the Length and Width of the Single Wide or Double Wide Mobile Home. After changing the data, the Apply or OK Button can be clicked to save the change.

ADD-ONS

The Add-Ons schedule is used to price external additions, such as decks and porches. The listing can be customized to the County's needs by adding, changing, or deleting entries. **NOTE:** The Add-Ons schedule should be built prior to building the Lump Sum Add-Ons schedule.

The screenshot shows a software window titled "WinGAP - Manufactured Homes Addons - [User ID = felix] AY2020". It contains a table of add-ons and a section for pricing information.

| Description | Comp # | Method | Table | Cost |
|--------------------|--------|--------|-------|-------|
| Addition to Mh | 0009 | 1 | | 10.00 |
| ADDITION-AVERAGE | 0006 | 1 | | 0.00 |
| Carport | 0012 | 1 | | 15.00 |
| Deck-1 | 0005 | 1 | | 12.00 |
| Deck-2 | 0007 | 1 | | 4.00 |
| Detached Garage | 0013 | 1 | | 10.00 |
| Enclosed Porch | 0002 | 1 | | 15.00 |
| Fireplace - PreFab | 0003 | 2 | 01 | 0.00 |
| Lean To | 0014 | 1 | | 6.00 |
| Metal Utility | 0010 | 1 | | 8.00 |
| MH ADDS | ADDS | 1 | | 0.00 |
| Open Porch | 0001 | 1 | | 10.00 |

Pricing Information

Comp # Description

Pricing Method Base Cost

☐ No Depreciation

Buttons: Help, Cancel, New, Delete, Apply, OK

The Add-Ons Form is divided into two sections. Existing Add-On items are displayed in the list box on the top of the Form. Clicking on an item in the list box will display the calculation data about the item in the bottom section of the Form.

Comp #: A County-assigned unique four-character identifying code for each type of Mobile Home Add-On. The code can be any combination of four letters or numbers. An Edit button is located to the right of the Comp # field. The button is placed there to prevent inadvertent changes to the component number. If a component number is to be modified, the user must first click the Edit button.

Description: A Description of the Mobile Home Add-On, normally the name such as Patio, Deck, Open Porch, etc.

Pricing Method: There are three available Pricing Methods: Lump Sum, Non-Value Item, and Square Foot. Most Add-Ons are priced by the Square Foot. Add-Ons priced using the Square Foot method will always have an entry in the Base Cost field, but no entry in the Table Code field. If the Lump Sum method is used, normally with items such as Fireplaces, there will always be an entry in the Table Code field to link this Add-On item to a record in the Lump

Sum Add-Ons Table. An entry in the Lumps Sum Add-Ons Table is required to properly price the item by the Lump Sum method. Lump Sum items will not have an entry in the Base Cost field. The Non-Value method is used for Add-Ons that are descriptive in nature and have no value; these items will not have entries in either the Table Code or Base Cost fields.

Base Cost: If the Add-On is priced by the Square Foot, such as a Porch or Patio, the Base Cost is the dollars per square foot value for the selected Add-on.

No Depreciation: If an Add-On is to remain at 100% Good and not depreciate, the No Depreciation check box should be checked. When this type of Add-On is added, its Calculated Physical Depreciation will be 1.00 regardless of its Age.

When adding a Lump Sum Add-On, the add and edit processes change slightly. After clicking New, the user should key a Comp # and Description, select Lump Sum as the Pricing Method, and click the Apply button.

WinGAP - Manufactured Homes Addons - [User ID = felix] AY2020

| Description | Comp # | Method | Table | Cost |
|--------------------|--------|--------|-------|-------|
| Addition to Mh | 0009 | 1 | | 10.00 |
| ADDITION-AVERAGE | 0006 | 1 | | 0.00 |
| Carport | 0012 | 1 | | 15.00 |
| Deck-1 | 0005 | 1 | | 12.00 |
| Deck-2 | 0007 | 1 | | 4.00 |
| Detached Garage | 0013 | 1 | | 10.00 |
| Enclosed Porch | 0002 | 1 | | 15.00 |
| Fireplace - Brick | X099 | 2 | | 0.00 |
| Fireplace - PreFab | 0003 | 2 | 01 | 0.00 |
| Lean To | 0014 | 1 | | 6.00 |
| Metal Utility | 0010 | 1 | | 8.00 |
| MH ADDS | ADDS | 1 | | 0.00 |

Pricing Information

Comp # Edit Description

Pricing Method Table Code Base Cost

☐ No Depreciation

Help Cancel New Delete Apply OK

Table Code: The Table Code field will contain a Table Number that connects the Add-Ons schedule item to a specific item in the Lump Side pricing tables so that Lump Sum items can be priced properly. Clicking the Table Code button will provide access to the Lump Sum Add-Ons form.

WinGAP - Manufactured Housing Lump Sum Add-Ons - [User ID = felix] ... ? X

| Description | Tableref | Dim1 | Dim2 | Points | Recno |
|------------------------|----------|------|------|-------------|-------|
| CURRENTLY NOT ASSIGNED | a | | | 2.000000 | 216 |
| Fireplace - PreFab | 01 | | | 1500.000000 | 215 |

Table Reference: 01 Unit Dollars: 1500.000000

Dimension 1: 0

Dimension 2: 0

Buttons: Help, Cancel, New, Delete, Apply, OK

NOTE: When the Lump Sum pricing method is used, the Table Code item used to price the Lump Side Add-Ons item can be added during the Add-Ons add process, or by using the separate Manufactured Housing Schedules Menu item called Lump Sum Add-Ons.

Any item in the Add-Ons schedule can be edited by clicking on the item in the list box, changing the information in the desired field(s), and clicking the Apply or OK Buttons. **NOTE:** The Comp # cannot be changed if it is used by any Add-On on a Manufactured Housing Improvement. An item can be deleted from the Add-Ons schedule by first selecting the item in the list box and then clicking the Delete Button at the bottom of the Form. WinGAP will check to see if this item is used by any Manufactured Housing Improvement before the deletion will occur. The complete Add-Ons schedule can be printed by using the Reports Menu in the WinGAP tool bar and then Real > Print Schedules and selecting the Mfg Housing Add-ons item on the menu.

LUMP SUM ADD-ONS

The Lump Sum Add-Ons schedule is used to price external additions that are priced by the Lump Sum or item method. A Lump Sum item in the Add-Ons schedule will have a Table Code that will look up an entry in the Lump Sum Add-Ons schedule and price the item accordingly.

| Description | Tableref | Dim1 | Dim2 | Points | Recno |
|------------------------|----------|------|------|-------------|-------|
| CURRENTLY NOT ASSIGNED | a | | | 2.000000 | 216 |
| Fireplace - PreFab | 01 | | | 1500.000000 | 215 |

Table Reference: Unit Dollars:

Dimension 1:

Dimension 2:

Buttons: Help, Cancel, New, Delete, Apply, OK

The Lump Sum Add-Ons Schedule form displays the existing schedule items in the list box on the top of the form. The column headings refer to the Description of the Lump Sum Add-Ons item (obtained from the Add-Ons schedule), the Tableref code number, the Dimension1 and Dimension2 pointers, the Points (Unit Dollars divided by 100), and Recno (Record Number) assigned to this Lump Sum item in the Lump Sum (Acc_Tbls) table. The schedule is indexed in Description order. The calculation data for each item in the list box can be displayed in the fields on the bottom of the form by clicking on an item.

Table Reference: The Table Reference code is a unique County-defined number. Letters or numbers can be used, such as 1-99, AA-ZZ, or 1A, 2C. If a numeric Table Reference is less than ten (10), it should be entered as 01 (a zero followed by a 1), 02, 03, etc. When adding an item to the Lump Sum Add-Ons schedule, this Table Reference must already exist in the Manufactured Housing Add-Ons schedule. WinGAP will assign the Description of the item in the Add-Ons schedule with this Table Reference to the Description of the Lump Sum Add-Ons item. If the Table Reference of the Lump Sum Add-On does not exist in the Add-Ons schedule, the Description of the Lump Sum Add-On will say "Not currently assigned".

Dimension 1: Dimension 1 is used as a pointer in the table for locating the proper value. It can represent various characteristics of an Add-On such as Fireplace size, Septic Tank capacity, Central Air BTU capacity, grade code, or code for type. The user is responsible for maintaining the definitions of these characteristics. The value must be numeric, and 0 is acceptable.

Dimension 2: The Dimension 2 value is used to further define the valuation of the Lump Sum Add-On item and is used in conjunction with Dimension 1 to locate the proper value. The value must be numeric and 0 is acceptable.

Unit Dollars: The actual dollar cost of the Lump Sum Add-On item.

A new item can be added to the Lump Sum Schedule by performing the following steps:

- Clicking the New Button at the bottom of the Form.
- Entering the Table Reference # code which is County-defined.
- Keying the values for the Dimension 1, Dimension 2, and Unit Dollars fields.
- Clicking the Apply or OK Button to save the item to the schedule.

NOTE: when the user adds a new item to the Lump Sum schedule, the user should return to the Add-Ons schedule and do the following:

- Select the Add-On item in the list box that will have that Table code assigned to it.
- Click the Table Code button.
- Select the item in the Lump Sum Add-Ons schedule that is to be used by that Add-On.
- Click the OK button to place the Table Reference code in the Table Code field on the Add-Ons form.
- Click OK on the Add-Ons form to save the assignment.

WinGAP - Manufactured Homes Addons - [User ID = felix] AY2020

| Description | Comp # | Method | Table | Cost |
|--------------------|--------|--------|-------|-------|
| Addition to Mh | 0009 | 1 | | 10.00 |
| ADDITION-AVERAGE | 0006 | 1 | | 0.00 |
| Carport | 0012 | 1 | | 15.00 |
| Deck-1 | 0005 | 1 | | 12.00 |
| Deck-2 | 0007 | 1 | | 4.00 |
| Detached Garage | 0013 | 1 | | 10.00 |
| Enclosed Porch | 0002 | 1 | | 15.00 |
| Fireplace - Brick | X099 | 2 | 02 | 0.00 |
| Fireplace - PreFab | 0003 | 2 | 01 | 0.00 |
| Lean To | 0014 | 1 | | 6.00 |
| Metal Utility | 0010 | 1 | | 8.00 |
| MH ADDS | ADDS | 1 | | 0.00 |

Pricing Information

Comp # Edit Description

Pricing Method Table Code Base Cost

☐ No Depreciation

Help Cancel New Delete Apply OK

An item can be deleted from the Lump Sum schedule by first selecting the item in the list box and then clicking the Delete Button at the bottom of the Form. **NOTE:** the user should be certain that this Lump Sum Add-On Schedule item is not used by any Add-Ons on Manufactured Housing prior to clicking the Delete Button. The complete Lump Sum Add-Ons Schedule can be printed by using the Reports Menu in the WinGAP tool bar and then Real > Print Schedules and selecting the Mfg Housing Lump Sum Add-ons item on the menu.

IMPROVEMENT LABELS

NOTE: Improvement Labels for Manufactured Homes are descriptive only, and do not contribute to value or area.

Improvement Labels identify sketched areas of a Manufactured Home. The schedule can be customized to the County's needs by adding, changing, or deleting entries. The Improvement Labels Form displays the existing Improvement Labels with the data entry fields for each Improvement Label item. The following information, from left to right, is displayed about each Improvement Label item:

- Improvement Label
- Improvement Label Description
- Cost/SqFt
- Cost Factor
- Area Factor
- Label Type
- Building Type
- Whether or not the Label is used as part of Basement Sketching (Always no for Mobile Homes)

Improvement Label schedule items are listed in Improvement Label alphabetical order. The user can press the Page Up, Page Down, or arrow keys to move up and down in the list box and locate an Improvement Label, or can click with the mouse on the vertical scroll bar and drag it up or down to find the item. Clicking on an Improvement Label item in the list box will display the data about that item in the data entry fields at the bottom of the Form.

WinGAP - Improvement Labels - [User ID = felix] AY2020

| Label | Descrip | Sqft | Costfact | Areafact | Labeltype | Bldgtype | Isbasement |
|-------|------------|-----------|----------|----------|------------|----------|------------|
| 1.0s | 1.0 Story | | 1.0000 | 1.0000 | Primary | Mobile | N |
| DK | Deck | 10.000000 | 1.0000 | 1.0000 | Appenda... | Mobile | N |
| OP | Open Porch | 16.000000 | 1.0000 | 1.0000 | Appenda... | Mobile | N |
| PT | Patio | 25.000000 | 1.0000 | 1.0000 | Appenda... | Mobile | N |

Label: Print List
 Description:
 Label Type: ▼
 Cost / SQFT: Calculator
 Cost Factor:
 Area Factor:

Label: A four-character field (letters, number or symbols are acceptable) where the County defined Improvement Label is keyed. An Improvement Label must be unique, cannot be duplicated, and should quickly identify the Improvement. For example, a Primary Improvement Label "1ST" could be used to identify a One Story Manufactured Home, and the Appendage Improvement Label "OP" could be used to identify an Open Porch. The Improvement Label is displayed on the sketch screen and printed on the Property Record Card for each part of an Improvement that is sketched.

Description: The Description or identifying name, such as Deck, of the Improvement Label is keyed into this 20-character wide field.

Label Type: The type of Improvement Label is selected by clicking on the Label Type combo box. There are five available types: Addition, Appendage, Interior, Primary, and Upper. **NOTE:** A Label Type MUST be selected for every Improvement Label.

- The **Addition Label** is used for an Addition to a Manufactured Home Improvement. Areas that are labeled as Additions will display as a double black dashed line on the sketch screen.
- The **Appendage Label** is used for Appendages to a Manufactured Home, such as canopies and porches. Areas that are labeled as Appendages will display as a solid blue line on the sketch screen.
- The **Interior Label** is used for "interior" parts of a Manufactured Home, such as a Second Story. Interior Label areas will display as a green dashed line on the sketch screen.

- The **Primary Label** is used for the primary heated area of the Manufactured Home, such as One Story, Two Story, etc. Areas that are labeled as Primary will display as a red solid line on the sketch screen.
- The **Upper Label** functions in a similar manner as the Primary Label type. Upper-Level areas will display as a broken blue violet line on the sketch screen.

Cost/SQFT: The Cost/SQFT field is not used for Manufactured Housing labels and will default to 0.00,

Cost Factor: The Cost Factor is not used for Manufactured Housing labels and will default to 1.00.

Area Factor: The Area Factor is not used for Manufactured Housing labels and will default to 1.00.

A new Improvement Label can be added to the Improvement Labels schedule by:

- Clicking the New button.
- Clicking in the Label field (make sure the cursor is at the far left of the field) and keying the new Improvement Label.
- Using the Tab key to go to the Label Description and keying the description.
- Using the Tab key to go to the Label Type and selecting the type of label.
- Clicking the Apply or OK Button to save the data.

Existing Improvement Labels can be edited by clicking on the desired item in the list box and pressing the Tab key. This will take the user to the Label field, where the Label can be changed, or the user can again press the Tab key to move on to the other data entry fields where this data can be edited. The data is saved by clicking the Apply or OK Button.

An Improvement Label can be deleted from the schedule if it is NOT IN USE on any Mobile Home. Labels that are in use will have the Delete button disabled. If the Label is not in use, the Delete button will be enabled for that Improvement Label, and the user may delete that item by clicking the Delete button. No message will appear, and the item will be deleted and removed from the list of Improvement Labels.

Print List: In the lower right of the Improvement Labels form is the Print List button, where the user can print a list of Parcels that have Mobile Homes where the selected Improvement Label is found. For example, the user wants a list of all Mobile Homes that have the MM (Multi-Wide) Label. The user should select the MM Label item, then click the Print List button, and the Print Preview for MM Labels will appear.

WinGAP - Improvement Labels - [User ID = felix] AY2021

| Label | Descrip | Sqft | Costfact | Areafact | Labeltype | Bldgtype |
|-------|---------------------|------|----------|----------|-----------|----------|
| MM | Multi Wide MH - PR | | 1.0000 | 1.0000 | Primary | Mobile |
| MW | Multi Wide MH - UL | | 1.0000 | 1.0000 | Upper | Mobile |
| SM | Single wide MH - PR | | 1.0000 | 1.0000 | Primary | Mobile |
| SW | Single Wide MH - UL | | 1.0000 | 1.0000 | Upper | Mobile |

Label

MM

Description

Multi Wide MH - PR

Label Type

Primary

Cost / SQFT

0.000000

Cost Factor

1.0000

Area Factor

1.0000

Help

Cancel

New

Delete

c Label

MM

1 of 1

100%

Print

Improvement Labels - MH

| MOBILEKEY | PREBMAPID | MOBTYPE | IMPKEY |
|-----------|-----------|---------|--------|
| 107 | | 2 | MM |
| 2160 | 211 032B | 3 | MM |
| 4369 | | 2 | MM |

The list can be printed or just viewed. A different Label can be previewed by keying the desired Label in the “c Label” field at the top of the Reporting Services form and then clicking the View Report button.

SUPPLEMENTAL SCHEDULES

CONDITION

The Condition schedule is a listing of available Observed Condition types. Condition types are used in the adjustment of physical depreciation of the Mobile Home. Each Condition type has a multiplier or factor that is used to adjust the depreciation to the level of Observed Condition. The appraiser in each county must decide what Condition type will be considered as the base.

WinGAP - Background Information - [User ID = felix] : MH CONDITION Cher... ? X

Poor
Fair
Average
Good
Excellent

Code: 001
Descrip: Poor

Values
Lump Sum \$ 0
\$ / Square Feet 0.00
Cost Multiplier 0.50

Help Cancel New Delete Apply OK

A New Condition type can be added by clicking the "New" button, keying in the Description and the Cost Multiplier in their respective fields, and then clicking "Apply" or "OK". There is no limit to the number of Condition types that can be added to the schedule. An existing Condition type can be edited by clicking on the desired item and editing the appropriate field(s). At the present time, it is not possible to delete a Condition type. Condition cost multipliers should not be changed in a County without performing significant market studies to determine whether the factor should be increased or decreased.

EXTERIOR WALLS

The Exterior Walls schedule provides a listing of the current Exterior Wall types. Exterior Walls are used in pricing the Mobile Home. Each Exterior Wall type has a \$/Square Foot entry that is used to adjust the value of the Mobile Home according to the type of Exterior Wall. The appraiser in each county must decide what Exterior Wall type will be considered as the base type of Exterior Wall for the Mobile Home.

WinGAP - Background Information - [User ID = felix] : MH EXTERIOR WALLS... ? X

Siding Minimum/None
Corrugated Metal
Composition or Wall Board
Single Siding (No Sheathing)
Asbestos Shingle
Board & Batten, on Plywood w/s
Corrugated Asbestos
Masonite on Sheathing
Wood on Sheathing or Plywood
Aluminum/Vinyl Siding
Concrete Block
Stucco on Concrete Block
Stucco on Tile or Wood Frame

Code: 001
Descrip: Siding Minimum/None

Values
Lump Sum \$ 0
\$ / Square Feet 0.32
Cost Multiplier 0.00

Help Cancel New Delete Apply OK

A New Exterior Wall type can be added by clicking the "New" button, keying in the Description and the \$/Sq Ft Multiplier in their respective fields, and then clicking "Apply" or "OK". There is no limit to the number of Exterior Wall types that can be added to the schedule. An existing Exterior Wall type can be edited by clicking on the desired item and editing the appropriate field(s). Exterior Wall types cannot be deleted in WinGAP. Exterior Wall multipliers should not be changed in a County without performing significant market studies to determine whether the factor should be increased or decreased.

FIREPLACE

The Fireplace schedule provides a listing of the current Fireplace types as well as other miscellaneous Mobile Home items, such as Spas and Hot Tubs that the appraiser wishes to value using the Lump Sum method. The value in the Lump Sum \$ field is the value of that type of Fireplace or miscellaneous item. For example, if a One Story, One Box Constructed Fireplace is to be priced at \$1600, the Lump Sum \$ value is \$1600.

| WinGAP - Background Information - [User ID = felix] : MH Miscellaneous It... | |
|---|--|
| <div> <div>None</div> <div>Pre Fabricated</div> <div>1 Story Single</div> <div>2 Story Single/1 Story Double</div> <div>Two or more</div> <div>Massive</div> <div>Two or more massive</div> <div>Fireplace N. V.</div> </div> | <div>Code: 001</div> <div>Descrip: None</div> <div> Values <div>Lump Sum \$ 0</div> <div>\$ / Square Feet 0.00</div> <div>Cost Multiplier 0.00</div> </div> |
| <div> <div>Help</div> <div>Cancel</div> <div>New</div> <div>Delete</div> <div>Apply</div> <div>OK</div> </div> | |

A New Fireplace/Lump Sum Valuation item type can be added by clicking the "New" button, keying in the Description and the Lump Sum \$ in their respective fields, and then clicking "Apply" or "OK". There is no limit to the number of Fireplace types that can be added to the schedule. An existing Fireplace type can be edited by clicking on the desired item and editing the appropriate field(s). Fireplace types cannot be deleted in WinGAP. Fireplace Lump Sum values should not be changed in a County without performing significant market studies to determine whether the value should be increased or decreased.

FOUNDATION

The Foundation schedule provides a listing of the current Foundation types and their associated \$/square foot values. These \$/square foot entries are used to adjust the Mobile Home value for the Foundation type found in the Mobile Home.

WinGAP - Background Information - [User ID = felix] : MH FOUNDATION Ch...

Earth

Piers&Subfloors

Cont Ftg&Subfloors

Spread Ftg&Subfloors

Special Ftg&Subfloors

Code: 001

Descrip: Earth

Values

Lump Sum \$ 0

\$ / Square Feet 0.00

Cost Multiplier 0.00

Help Cancel New Delete Apply OK

A new Foundation type can be added by clicking the "New" button, keying in the Description and the \$/Square Feet value in their respective fields, and then clicking "Apply" or "OK". There is no limit to the number of Foundation types that can be added to the schedule. An existing Foundation type can be edited by clicking on the desired type and editing the appropriate field(s). Foundation types cannot be deleted in WinGAP.

HEATING/AIR

Heating/Air Conditioning types and their \$/square foot entries are stored in the Heating/Air schedule. These \$/square foot entries are used to adjust the Mobile Home value for the Heating/Air conditioning type found in the Mobile Home.

WinGAP - Background Information - [User ID = felix] : MH HEAT Cherokee_...

None

Baseboard Heat

Forced Air - Not Ducted

Air-ducted

Radiant Ceiling Heat

Hot Water

Steam

Radiant - Electric

Radiant - Water

Heat Pump

Solar Heat w/c AC

Baseboard Heat w AC

Forced Air - Not Ducted w AC

Code: 001

Descrip: None

Values

Lump Sum \$ 0

\$ / Square Feet 0.00

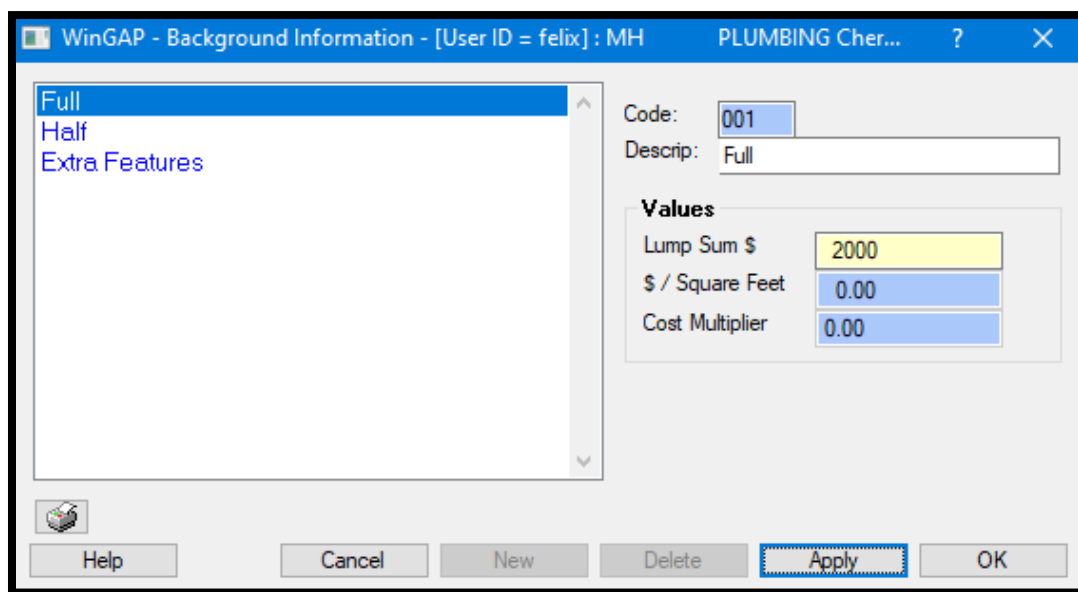
Cost Multiplier 0.00

Help Cancel New Delete Apply OK

A new Heating type can be added by clicking the "New" button, keying in the Description and the \$/Square Feet value in their respective fields, and then clicking "Apply" or "OK". There is no limit to the number of Heating types that can be added to the schedule. An existing Heating type can be edited by clicking on the desired type and editing the appropriate field(s). Heating types cannot be deleted in WinGAP.

PLUMBING

The Plumbing schedule provides a listing of the current Bathroom types that are valued using the Lump Sum method. Additional Plumbing Single Fixtures can also be priced using this method. The value in the Lump Sum \$ field is the value for that type of Bathroom or Single Fixture. For example, if a Full Bath is to be priced at \$2000, the Lump Sum \$ value is \$2000.



The image shows a software window titled "WinGAP - Background Information - [User ID = felix] : MH PLUMBING Cher...". The window has a list box on the left containing "Full", "Half", and "Extra Features", with "Full" selected. To the right of the list box are input fields for "Code:" (containing "001") and "Descrip:" (containing "Full"). Below these is a section titled "Values" containing three input fields: "Lump Sum \$" (containing "2000"), "\$ / Square Feet" (containing "0.00"), and "Cost Multiplier" (containing "0.00"). At the bottom of the window are buttons for "Help", "Cancel", "New", "Delete", "Apply" (which is highlighted with a blue border), and "OK".

Since the Mobile Homes Form in WinGAP allows data entry in only the Full, Half, and Single Fixtures fields as far as Plumbing value is concerned, the user is not allowed to add New Plumbing types to the Plumbing schedule. The value in the Lump Sum \$ field for the three Plumbing types - Full, Half, and Single Fixture - can be edited by clicking in this field on the Plumbing Form. It is recommended that the Full, Half, and Single Fixture Descriptions not be changed, nor should any of the Plumbing types be deleted. Plumbing Lump Sum values should not be changed in a County without performing significant market studies to determine whether the value should be increased or decreased.

ROOFING

Roofing types and their \$/square foot entries are stored in the Roofing schedule. These \$/square foot entries are used to adjust the Mobile Home value for the Roofing type found in the Mobile Home.

WinGAP - Background Information - [User ID = felix] : MH ROOFING Cherok... ? X

Min. Roofing (Corr. or SH. M.)
 Rolled Composition
 Asphalt or Composition Shingle
 Built Up Tar and Gravel/Rubber
 Corrugated Asbestos/Rubber
 Asbestos Shingle
 Concrete Tile/Clay
 Cedar Shake
 Enamel Metal Shingle/Copper
 Wood Shingle/310 Shingle
 Slate
 Metal

Code: 001
 Descrip: Min. Roofing (Corr. or SH. M.)

Values
 Lump Sum \$ 0
 \$ / Square Feet 0.08
 Cost Multiplier 0.00

Help Cancel New Delete Apply OK

A new Roofing type can be added by clicking the "New" button, keying in the Description and the \$/Square Feet value in their respective fields, and then clicking "Apply" or "OK". There is no limit to the number of Roofing types that can be added to the schedule. An existing Roofing type can be edited by clicking on the desired type and editing the appropriate field(s). Roofing types cannot be deleted in WinGAP.

STORY HEIGHT

The Story Height schedule provides a listing of the current Story Height types for Manufactured Housing. Story Height types are descriptive only and add no value to the Mobile Home.

WinGAP - Background Information - [User ID = felix] : RES IMP STORY HEIGHT ... ? X

1.0 Story
 1.5 Story
 2.0 Story
 2.5 Story
 Split Level
 S/L - 50% Fin Down
 S/L - 75% Fin Down
 Split Foyer

Code: 001
 Descrip: 1.0 Story

Values
 Lump Sum \$ 0
 \$ / Square Feet 0.00
 Cost Multiplier 0.00

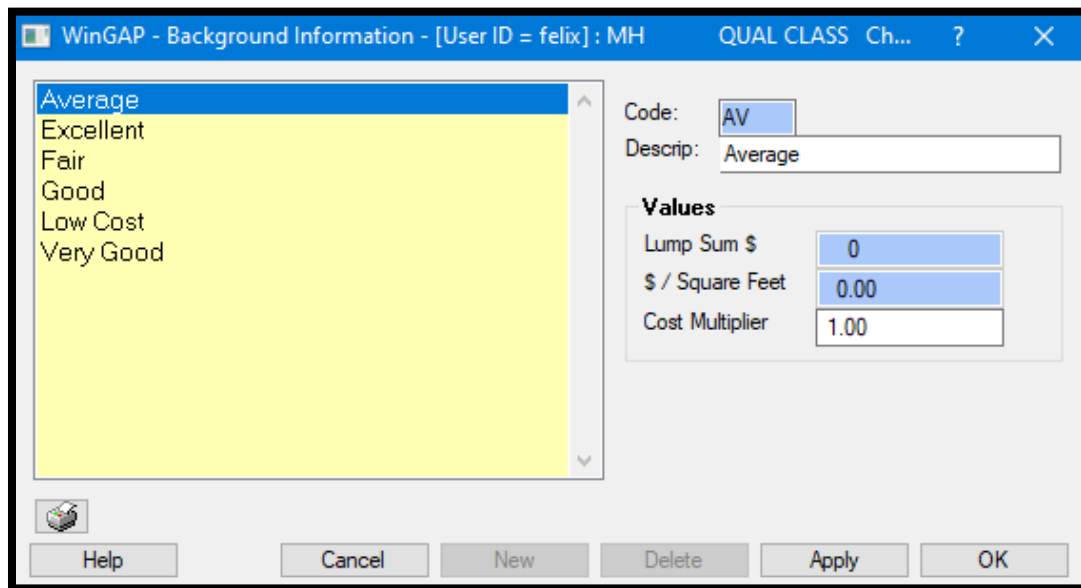
Formula \$: 0.000000000000

Help Cancel New Delete Apply OK

A new Story Height type can be added by clicking the "New" button, keying in the type in the Description field, and then clicking "Apply" or "OK". There is no limit to the number of Story Height types that can be added to the schedule. **NOTE:** Only the 1, 1.5, and 2.0 Story Heights can be used on the Mobile Homes Form when adding or editing a Non-Prebilled or Prebilled Mobile Home. An existing Story Height type can be edited by clicking on the desired type and selecting the desired item. Story Height types cannot be deleted in WinGAP.

QUALITY ADJUSTMENTS

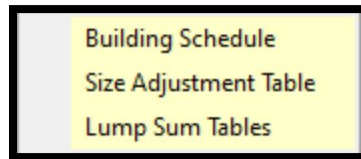
The Quality Adjustments schedule is a listing of available Quality types. Quality Adjustments are applied to the Supplemental Schedule items to make the prices commensurate with the quality of the manufactured home. Each Quality Adjustment type has a multiplier or factor that is used according to the Quality of Construction of the Mobile Home. The appraiser in each county must decide what Quality type will be considered as the base.



The screenshot shows a software window titled "WinGAP - Background Information - [User ID = felix] : MH QUAL CLASS Ch... ? X". The window is divided into two main sections. On the left is a list box containing the following items: "Average", "Excellent", "Fair", "Good", "Low Cost", and "Very Good". "Average" is currently selected. On the right is a form for editing the selected item. It includes a "Code:" field with the value "AV" and a "Descrip:" field with the value "Average". Below these is a section titled "Values" containing three input fields: "Lump Sum \$" with the value "0", "\$ / Square Feet" with the value "0.00", and "Cost Multiplier" with the value "1.00". At the bottom of the window are several buttons: "Help", "Cancel", "New", "Delete", "Apply", and "OK".

No additional Quality Classes can be added to the above schedule. An existing Quality Adjustment type can be edited by clicking on the desired item and editing the appropriate field(s). Quality Adjustment types cannot be deleted in WinGAP. Quality Adjustment multipliers should not be changed in a County without performing significant market studies to determine whether the factor should be increased or decreased.

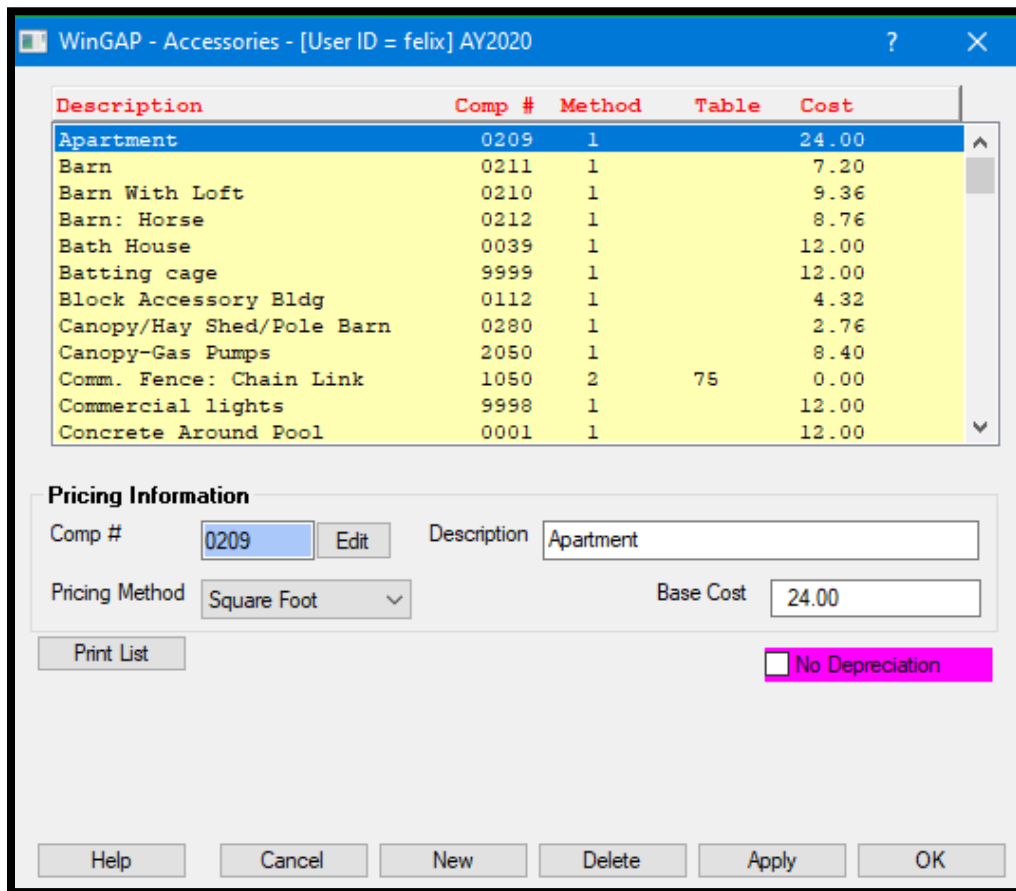
ACCESSORIES



BUILDING SCHEDULE

The Building schedule contains a listing of all types of Accessory Improvements found in the County. The listing can be customized to the County's needs by adding, changing, or deleting entries. WinGAP is delivered to the County with a basic Accessory Building schedule already set up. It is up to the County to modify this schedule for local use.

NOTE: The Building schedule should be built prior to building the Lump Sum Accessory schedule.



WinGAP - Accessories - [User ID = felix] AY2020

| Description | Comp # | Method | Table | Cost |
|---------------------------|--------|--------|-------|-------|
| Apartment | 0209 | 1 | | 24.00 |
| Barn | 0211 | 1 | | 7.20 |
| Barn With Loft | 0210 | 1 | | 9.36 |
| Barn: Horse | 0212 | 1 | | 8.76 |
| Bath House | 0039 | 1 | | 12.00 |
| Batting cage | 9999 | 1 | | 12.00 |
| Block Accessory Bldg | 0112 | 1 | | 4.32 |
| Canopy/Hay Shed/Pole Barn | 0280 | 1 | | 2.76 |
| Canopy-Gas Pumps | 2050 | 1 | | 8.40 |
| Comm. Fence: Chain Link | 1050 | 2 | 75 | 0.00 |
| Commercial lights | 9998 | 1 | | 12.00 |
| Concrete Around Pool | 0001 | 1 | | 12.00 |

Pricing Information

Comp # Description

Pricing Method Base Cost

☐ No Depreciation

For each type of Accessory Improvement, from left to right, the list box displays:

- The Description of the item.
- The Comp # (Component Number).
- The Method (Calculation Method).
- The Table (used for Lump Sum items only).
- The Cost (the Base Cost).

Clicking on an item in the list box will display the calculation data about the item in the Pricing Information section at the bottom of the Form.

Description: A Description of the Accessory Improvement, normally the name such as Barn, Driveway, Utility Building, etc.

Comp #: A County-assigned unique four-character identifying code for each type of Accessory Improvement. The code can be any combination of four letters or numbers. An Edit button is located to the right of the Comp # field. The button is placed there to prevent inadvertent changes to the component number. If a component number is to be modified, the user must first click the Edit button. **NOTE:** The Component # must be unique, and not used by any other Accessory type; WinGAP will prompt the user if the Comp # already exists in the schedule.

Pricing Method: There are three available Pricing Methods: Lump Sum, Non-Value Item, and Square Foot. Most Accessory Improvements are priced by the square foot.

- The **Non-Value** method is used for Accessory Improvements that are descriptive in nature and have no value; these items will not have entries in either the Table Code or Base Cost fields.
- Accessory Improvements priced using the **Square Foot** method will always have an entry in the Base Cost field, but no entry in the Table Code field.
- If the **Lump Sum** method is used, normally with items such as Driveways, Fences, or Grain Bins, there will always be an entry in the Table Code field to link this Accessory Improvement item to a record in the Lump Sum Table. The entry of the Table Code is necessary in order to properly price the item by the Lump Sum method. Lump Sum items will not have an entry in the Base Cost field. When adding a Lump Sum Accessory, the add and edit processes change slightly. After clicking New, the user should key a Comp # and Description, then select Lump Sum as the Pricing Method. At this point, the Apply button should be clicked. The Table Code button and field will appear.

Base Cost: If the Accessory Improvement is priced by the Square Foot, such as a Barn or Swimming Pool, the Base Cost is the dollars per square foot value for the selected Accessory Improvement.

No Depreciation: If the Accessory Improvement is to remain at 100% Good and not depreciate, the No Depreciation check box should be checked. When this Accessory Improvement is added, its Calculated Physical Depreciation will be 1.00, regardless of its Age.

Table Code: This field only displays when an item is priced using the Lump Sum method. The Table Code field will contain a Table Number that connects the Accessory schedule item to a specific item in the Lump Side pricing tables so that Lump Sum items can be priced properly. Clicking the Table Code button will provide access to the Lump Sum Tables form.

WinGAP - Accessories - [User ID = felix] AY2020

| Description | Comp # | Method | Table | Cost |
|------------------------------|--------|--------|-------|-------|
| Concrete Slab | 0114 | 1 | | 10.80 |
| Cookout w/Pit Brick or Conc. | 0031 | 1 | | 7.20 |
| Dairy Barn | 0240 | 1 | | 18.00 |
| Detached Carport | 0030 | 1 | | 7.20 |
| Detached Garage | 0020 | 1 | | 12.00 |
| Detached Garage w/Apt | 0025 | 1 | | 24.00 |
| Driveway - Asphalt | 0099 | 2 | | 0.00 |
| Driveway - Concrete | 0080 | 2 | 80 | 0.00 |
| Electric Switchgear House | 0111 | 1 | | 7.20 |
| Equip Shed/Imp Shed | 0200 | 1 | | 3.00 |
| Garbage Pickup | XX11 | 3 | | 0.00 |
| Gazebo | 2000 | 1 | | 20.00 |

Pricing Information

Comp # Description

Pricing Method Table Code Base Cost

☐ No Depreciation

NOTE: When the Lump Sum pricing method is used, the Table Code item used to price the Lump Side Accessory type can be added during the add process, or by using the separate Accessories schedules menu item called Lump Sum Tables.

WinGAP - Accessory Tables - [User ID = felix] AY2020

| Description | Tableref | Dim1 | Dim2 | Points | Recr |
|-------------------|----------|------|------|------------|------|
| Silo: Steel Lined | 3 | 24 | 70 | 657.500000 | |
| Silo: Steel Lined | 3 | 24 | 80 | 745.850000 | |
| Silo: Steel Lined | 3 | 24 | 90 | 833.750000 | |
| Silo: Steel Lined | 3 | 24 | 100 | 925.000000 | |
| Tower | 11 | | | 0.010000 | 2' |
| Trailer Spaces | 82 | 1 | | 7.000000 | 20' |
| Trailer Spaces | 82 | 2 | | 6.000000 | 2' |
| Trailer Spaces | 82 | 3 | | 5.000000 | 2' |
| Trailer Spaces | 82 | 4 | | 4.000000 | 2' |
| Trailer Spaces | 82 | 5 | | 3.000000 | 2' |

Table Reference: Unit Dollars:

Dimension 1:
Dimension 2:

Buttons: Help, Cancel, New, Delete, Apply, OK

Any item in the Accessory Building schedule can be edited by clicking on the item in the list box, changing the information in the desired field(s), and clicking the Apply or OK Button. **NOTE:** The Comp # cannot be changed if it is used by any Accessory Improvement on a Parcel. An item can be deleted from Building schedule by first selecting the item in the list box and then clicking the Delete Button at the bottom of the Form. WinGAP will check to see if this Accessory Improvement is found on any parcel before the deletion will occur. The complete Building Schedule can be printed by using the Reports Menu in the WinGAP tool bar and then Real > Print Schedules and selecting the Accessory Building item on the menu.

At the bottom left of the Accessories Building schedule Form is the Print List Button, which will print a parcel number listing showing where each accessory improvement is located. For example, the user desires a listing of all Barns with Lofts. The Barn with Loft item should be selected in the list box at the top of the Form. Clicking the Print List Button will produce a print preview of all the Barns with Lofts.

COMP_NO 0210

1 of 1

100%

Find | Next

WinGAP - Accessories - [U]

Description

Apartment

Barn

Barn With Loft

Barn: Horse

Bath House

Batting cage

Block Accessory Bldg

Canopy/Hay Shed/Pole

Canopy-Gas Pumps

Comm. Fence: Chain I

Commercial lights

Concrete Around Pool

Pricing Information

Comp # 0210

Pricing Method Square Foot

Print List

Help Cancel

Acc_Ctrl_List

| PARCEL NO | DESCRIP | DIM1 | DIM2 | IMP VAL | OVR VAL |
|-------------|----------------|------|------|---------|---------|
| G01 00 004 | Barn With Loft | 200 | 50 | 91728 | 0 |
| G01 00 007 | Barn With Loft | 100 | 50 | 22932 | 0 |
| J08 00 016 | Barn With Loft | 150 | 100 | 0 | 0 |
| J16 00 016A | Barn With Loft | 38 | 70 | 0 | 0 |
| J24A00 141 | Barn With Loft | 28 | 36 | 0 | 0 |
| J27 00 058 | Barn With Loft | 20 | 70 | 0 | 0 |
| J31 00 012 | Barn With Loft | 24 | 44 | 0 | 0 |
| J32 00 079 | Barn With Loft | 29 | 40 | 0 | 0 |
| J38 00 157 | Barn With Loft | 30 | 30 | 0 | 0 |
| J38 00 188 | Barn With Loft | 30 | 70 | 0 | 0 |
| J44B00 030 | Barn With Loft | 100 | 50 | 45864 | 0 |
| J44B00 099 | Barn With Loft | 50 | 100 | 45864 | 0 |
| J45 00 297 | Barn With Loft | 21 | 33 | 0 | 0 |

The list can be printed or just viewed. A different Label can be previewed by keying the desired Component Number in the COMP_NO field at the top of the Reporting Services form and then clicking the View Report button.

SIZE ADJUSTMENT TABLE

The Size Adjustment Table contains data that adjusts the value of Accessory Improvements for size. This table only applies to Accessory Improvements that are priced by the Square Foot method. The table can be customized to the County's needs by adding or changing entries.

WinGAP - Size Adjustment Table - [User ID = felix] AY2020

| Sq Ft From | Sq Ft To | Base Size |
|------------|----------|-----------|
| 1 | 1000 | Y |
| 1001 | 2000 | N |
| 2001 | 9999999 | N |

Square Feet From:

Square Feet To:

Dollars PSF ☒ Base Size

Help Cancel New Delete Apply OK

A new entry to the table can be added with the following steps:

- Click the New Button.
- Key the square foot level that will define the lower level of the pricing range in the Square Feet From field.
- Key the square foot level that will define the upper level of the pricing range in the Square Feet To field.
- Enter the \$/ SF amount for the range in the Dollars PSF field.
- If the price range will be defined as the default size or base range for accessory valuation a check mark should be placed in the Base Size box. If the size range is not the base, the Base Size box should be left blank. **NOTE:** Only one size range can be defined as a Base Size. After the Base Size box is checked, it will be disabled for all other size ranges until the check mark is removed.
- Click the Apply or OK Button to save the entry.

A Size Adjustment entry can be changed by clicking in the list box on the appropriate item and then changing the desired data. After changing the data, the Apply or OK Button can be clicked to save the change. A Size Adjustment entry can be deleted by clicking in the list box on the appropriate item and then clicking the Delete Button. WinGAP will warn the user prior to deleting the item from the schedule.

LUMP SUM TABLES

The Lump Sum Table is used to price Accessory Buildings that are priced by the Lump Sum method. A Lump Sum item in the Accessory Building Schedule will have a Table Code that will look up an entry in the Lump Sum Schedule and price the item accordingly.

NOTE: The Lump Sum Schedule should be built prior to adding any Accessory Buildings that are priced using this method.

WinGAP - Accessory Tables - [User ID = felix] AY2020

| Description | Tableref | Dim1 | Dim2 | Points | Recno |
|-------------------------|----------|------|------|------------|-------|
| Comm. Fence: Chain Link | 75 | 6 | | 0.054000 | 20 |
| Comm. Fence: Chain Link | 75 | 8 | | 0.076000 | 20 |
| Comm. Fence: Chain Link | 75 | 10 | | 0.102000 | 19 |
| Comm. Fence: Chain Link | 75 | 12 | | 0.125000 | 19 |
| CURRENTLY NOT ASSIGNED | 16 | 1 | | 11.000000 | 17 |
| CURRENTLY NOT ASSIGNED | 68 | 20 | 20 | 200.000000 | 22 |
| Driveway - Concrete | 80 | 1 | | 0.011000 | 20 |
| Driveway - Concrete | 80 | 2 | | 0.006000 | 20 |
| Driveway - Concrete | 80 | 3 | | 0.017000 | 20 |
| Driveway - Concrete | 80 | 6 | | 0.120000 | 20 |
| Driveway - Concrete | 80 | 8 | | 0.160000 | 20 |
| Driveway - Concrete | 80 | 10 | | 0.200000 | 20 |

Table Reference: Unit Dollars:
 Dimension 1:
 Dimension 2:

The Lump Sum Schedule Form displays the existing schedule items. The column headings refer to the Description of the Lump Sum Accessory Improvement (obtained from the Accessory Base Schedule), the Tableref code number, the Dimension1 and Dimension pointers, the Points (Unit Dollars divided by 100), and the Recno (Record Number) assigned to this item in the Lump Sum (Acc_Tbls) table for this type of Lump Sum Accessory Improvement. The schedule is indexed in Description order. The calculation data for each item in the list box can be displayed in the fields on the bottom of the form by clicking on an item.

Table Reference: The Table Reference code is a unique County-defined number. Letters or numbers can be used, such as 1-99, AA-ZZ, or 1A, 2C. If a numeric Table Reference is less than ten (10), it should be entered as 01 (a zero followed by a 1), 02, 03, etc. When adding an item to the Lump Sum Accessory schedule, this Table Reference must already exist in the Accessory Building Schedule. WinGAP will assign the Description of the item in the Accessory Building Schedule with this Table Reference to the Description of the Accessory Lump Sum item. If the Table Reference of the Lump Sum does not exist in the Accessory Building Schedule, the Description of the Lump Sum item will say "Not currently assigned".

Dimension 1: Dimension 1 is used as a pointer in the table for locating the proper value. It can represent various characteristics of an Accessory Building such as Driveway width or length, Fence height, Grain Bin diameter, or code for type. The user is responsible for maintaining the definitions of these characteristics. The value must be numeric, and 0 is acceptable.

Dimension 2: The Dimension 2 value is used to further define the Extra Feature valuation and is used in conjunction with Dimension 1 to locate the proper value. The value must be numeric and 0 is acceptable.

Unit Dollars: The actual dollar cost of the Lump Sum item.

A new item can be added to the Lump Sum Schedule by clicking the New Button, entering the Table Reference # code which is County-defined, keying the values for the Dimension 1, Dimension 2, and Unit Dollars fields, and clicking the Apply or OK Buttons to save the item to the schedule.

NOTE: when the user adds a new item to the Lump Sum schedule, the user should return to the Accessory Building schedule and do the following:

- Select the Accessory Improvement item that will have that Table code assigned to it.
- Click the Table Code button.
- Select the item in the Lump Sum Accessory schedule that is to be used by that Accessory.
- Click the OK button to place the Table Reference code in the Table Code field on the Accessory Building schedules form.
- Click OK on the Accessory Building schedules form to save the assignment.

The screenshot shows the 'WinGAP - Accessories' window for user 'felix' in 'AY2020'. It contains a table of accessory items with columns for Description, Comp #, Method, Table, and Cost. The 'Driveway - Asphalt' item is selected. Below the table is a 'Pricing Information' section with fields for Comp # (0099), Description (Driveway - Asphalt), Pricing Method (Lump Sum), Table Code (81), and Base Cost (0.00). There is also a 'No Depreciation' checkbox and a 'Print List' button. At the bottom are buttons for Help, Cancel, New, Delete, Apply, and OK.

| Description | Comp # | Method | Table | Cost |
|------------------------------|--------|--------|-------|-------|
| Comm. Fence: Chain Link | 1050 | 2 | 75 | 0.00 |
| Commercial lights | 9998 | 1 | | 12.00 |
| Concrete Around Pool | 0001 | 1 | | 12.00 |
| Concrete Slab | 0114 | 1 | | 10.80 |
| Cookout w/Pit Brick or Conc. | 0031 | 1 | | 7.20 |
| Dairy Barn | 0240 | 1 | | 18.00 |
| Detached Carport | 0030 | 1 | | 7.20 |
| Detached Garage | 0020 | 1 | | 12.00 |
| Detached Garage w/Apt | 0025 | 1 | | 24.00 |
| Driveway - Asphalt | 0099 | 2 | | 0.00 |
| Driveway - Concrete | 0080 | 2 | 80 | 0.00 |
| Electric Switchgear House | 0111 | 1 | | 7.20 |

Pricing Information

Comp # Description

Pricing Method Table Code Base Cost

☐ No Depreciation

An item can be deleted from the Lump Sum schedule by first selecting the item in the list box and then clicking the Delete Button at the bottom of the Form. The user should be certain that this Lump Sum Schedule item is not used by any Accessory Buildings prior to clicking the Delete Button. The complete Lump Sum Accessory Schedule can be printed by using the Reports Menu in the WinGAP tool bar and then Real > Print Schedules and selecting the Accessory Lump Sum item on the menu.

ACCESSIBILITY/DESIRABILITY

The Accessibility/Desirability Table is used in conjunction with the Rural Land Schedule to adjust Rural Land Values for location (Accessibility), quality (Desirability), and size. One Accessibility/Desirability value or factor can be used per parcel. If the County's Rural Land Schedule uses an Acre Break, whole tract values are used for parcels at acre levels that are below the Rural Acre Break, and factors are used for parcels at acre levels that are equal to or greater than the Rural Acre Break. The Rural Acre Break is entered in WinGAP on the Preferences Form found in Tools > Preferences. Counties that do not utilize a Rural Land Break in the Rural Land Schedule typically use only factors to adjust Rural Land Values for location and quality.

The screenshot shows a software window titled "WinGAP - Accessibility / Desirability - [User ID = felix] AY2020". At the top, it says "Acre Increment" in red. Below this is a dropdown menu showing "0.010000" and an "Edit Acres" button. Underneath are left and right arrow buttons. The main part of the window is a table with 5 columns labeled A, B, C, D, and E, and 9 rows numbered 1 through 9. The values in the table decrease from row 1 to row 5 and then become zero from row 6 to row 9. At the bottom of the window are buttons for Help, Cancel, New, Delete, Apply, and OK.

| | A | B | C | D | E |
|---|----------|----------|----------|----------|----------|
| 1 | 800.0000 | 750.0000 | 700.0000 | 650.0000 | 600.0000 |
| 2 | 750.0000 | 700.0000 | 650.0000 | 600.0000 | 550.0000 |
| 3 | 700.0000 | 650.0000 | 600.0000 | 550.0000 | 500.0000 |
| 4 | 650.0000 | 600.0000 | 550.0000 | 500.0000 | 450.0000 |
| 5 | 600.0000 | 550.0000 | 500.0000 | 450.0000 | 400.0000 |
| 6 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 7 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 8 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 9 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |

The Accessibility/Desirability Schedule Form is divided into two sections. At the upper left of the Form, the Acre Increment field will display the Accessibility/Desirability Acre Levels. The various Acre Levels in the Accessibility/Desirability Schedule can be displayed in one of two ways: the Acre Increment combo box can be clicked to display all of the Acre Levels at one time, or the left and right arrow buttons beneath the Acre Increment field can be clicked to scroll through the various Acre Levels.

WinGAP - Accessibility / Desirability - [User ID = felix] AY2020

Acre Increment

0.010000

0.000000
0.010000
1.000000
2.000000
3.000000
4.000000
5.000000
6.000000
7.000000
8.000000
9.000000
10.000000
11.000000
12.000000
13.000000
14.000000
15.000000
16.000000
17.000000
18.000000
19.000000
20.000000

| | B | C | D | E |
|---|----------|----------|----------|----------|
| 1 | 750.0000 | 700.0000 | 650.0000 | 600.0000 |
| 2 | 700.0000 | 650.0000 | 600.0000 | 550.0000 |
| 3 | 650.0000 | 600.0000 | 550.0000 | 500.0000 |
| 4 | 600.0000 | 550.0000 | 500.0000 | 450.0000 |
| 5 | 550.0000 | 500.0000 | 450.0000 | 400.0000 |
| 6 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 7 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 8 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| 9 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |

Beneath the Acre Increment field is a large window that displays the values and factors that adjust the Rural Land Value at each Acre Level. The column headings A-E and row headings 1-9 are used to identify each Accessibility/Desirability Class, such as 1-A, 5-C, or 9-E. As each Acre Level is displayed in the Acre Increment field on the upper left of the Form, the Accessibility/ Desirability Class values or factors for that Acre Level will display in the window below. A Class value or factor is added or edited by clicking on the desired field and keying the new value/factor.

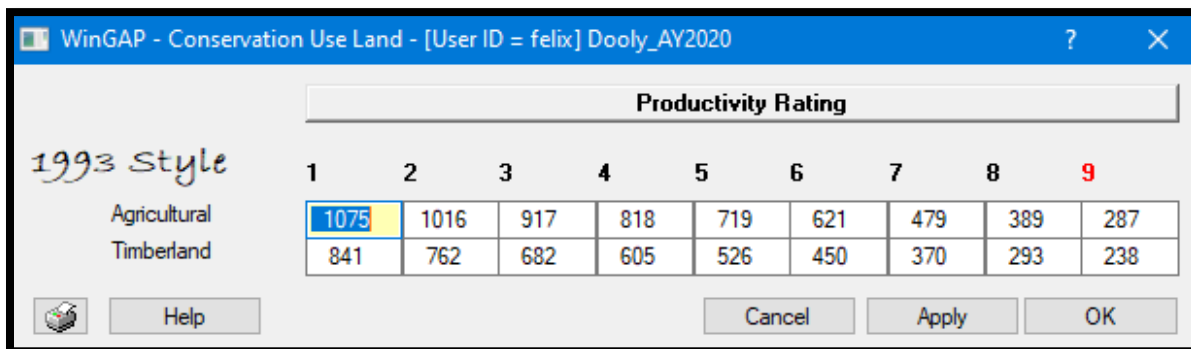
An existing Acre Level can be edited by selecting an Acre Level in the Acre Increment field, clicking the Edit Acres Button to the right of the field, and keying the new Acre Level. If the factors/values require modification, the Tab key will take the user to the Class value/factor window where the new values or factors for each Accessibility/Desirability Class at that Acre Level can be keyed. The data is saved by clicking the Apply or OK Button.

A new Acre Level can be added to the schedule by clicking the New Button, keying the new Acre Level in the field which will appear to the right of the Edit Acres Button, and then keying the values or factors for each Accessibility/Desirability Class in the appropriate field in the Class value/factor window. The Apply or OK Button should be clicked to save the data. An Accessibility/Desirability Acre Level can be deleted from the schedule by selecting an Acre Level in the Acre Increment field and clicking the Delete Button, which will delete the Acre Level from the schedule.

NOTE: If an acre break greater than zero is keyed on the Preferences form, as stated above, the values in the table for acre increments less than the acre break will be tract values. However, to perform interpolation correctly, the user must enter in the Accessibility/Desirability Schedule an acre increment that is one hundredth of an acre less than the acre break and its associated tract values. For example, if an acre break of 30 acres is keyed in Preferences, there must be an acre entry of 29.99 in the Accessibility/Desirability table. There must also be an acre entry of .01 in the table so that interpolation will be performed correctly.

CONSERVATION USE LAND

The Conservation Use Land option contains the Conservation Use Land Schedule for the County. This schedule is normally updated once a year using the Conservation Use values provided to the County by the Department of Revenue.



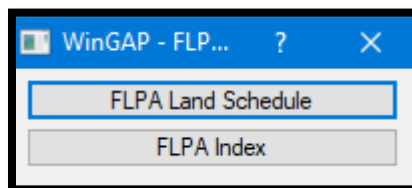
The screenshot shows a software window titled "WinGAP - Conservation Use Land - [User ID = felix] Dooly_AY2020". On the left, it says "1993 style" and lists "Agricultural" and "Timberland". In the center is a table with "Productivity Rating" columns (1-9) and rows for "Agricultural" and "Timberland". The "Agricultural" row has values: 1075, 1016, 917, 818, 719, 621, 479, 389, 287. The "Timberland" row has values: 841, 762, 682, 605, 526, 450, 370, 293, 238. The value 1075 is highlighted in yellow. At the bottom are buttons for "Help", "Cancel", "Apply", and "OK".

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|--------------|------|------|-----|-----|-----|-----|-----|-----|-----|
| Agricultural | 1075 | 1016 | 917 | 818 | 719 | 621 | 479 | 389 | 287 |
| Timberland | 841 | 762 | 682 | 605 | 526 | 450 | 370 | 293 | 238 |

The Conservation Use Land Schedule Form shows the per acre Conservation Use Land values for the two land types, Agricultural and Timberland, that make up the 1993 Style of Conservation Use. Both Land Types can have up to nine Productivity Ratings. The Conservation Use Land values provided to the County by the Department of Revenue are keyed into the appropriate Land Type and Productivity Ratings fields, in whole dollars. The Apply or OK Button should be clicked to save the data.

FLPA SCHEDULES

The FLPA (Forest Land Protection Act) Schedules option contains the FLPA Schedules for the County. This schedule is normally updated once a year using the FLPA values provided to the County by the Department of Revenue. Selecting this option will produce the FLPA Schedules sub-menu.



The screenshot shows a small window titled "WinGAP - FLPA...". It contains two buttons: "FLPA Land Schedule" and "FLPA Index". The "FLPA Land Schedule" button is highlighted with a blue border.

The FLPA Land Schedule Form is accessed by clicking on this option on the sub-menu. The Schedule Form shows the per acre FLPA Land values for the single Land Type, Woodland. The Woodland Land Type can have up to nine Productivity Ratings. The FLPA values provided to the County by the Department of Revenue are keyed into the appropriate Productivity Ratings fields, in whole dollars. The Apply or OK Button should be clicked to save the data.

WinGAP - FLPA Conservation Use Land Schedule - [User ID = felix] Dooly_AY2020

| | Productivity Rating | | | | | | | | |
|---------------|---------------------|-----|-----|-----|-----|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| FLPA Woodland | 841 | 762 | 682 | 605 | 526 | 450 | 370 | 293 | 238 |

Help Cancel Apply OK

The second option on the FLPA Schedules sub-menu takes the user to the FLPA Index Form. The FLPA Index Form is delivered to the County with the initial FLPA Year Index already set up.

Dialog Caption - [User ID = felix] Doo... ? X

| RECID | Fyear | Findex |
|-------|-------|----------|
| 1 | 2009 | 1.000000 |
| 2 | 2010 | 1.000000 |
| 3 | 2011 | 1.026000 |
| 4 | 2012 | 1.063000 |
| 5 | 2013 | 1.085000 |
| 6 | 2014 | 1.085000 |
| 7 | 2015 | 1.019000 |
| 8 | 2016 | 1.015000 |
| 9 | 2017 | 1.013000 |
| 10 | 2018 | 1.025000 |

New

| Year | Index |
|------|----------|
| 2009 | 1.000000 |

Delete

Cancel Apply OK

A new FLPA Index item can be added to the schedule by clicking the New button, keying the Index Year and Index number for the new item into these fields, and clicking the Apply or OK Button. An FLPA Index item is edited by clicking on the item in the list box, changing the information in the desired field(s), and clicking the Apply or OK Button. An FLPA Index item can be deleted from the schedule by clicking on the item in the list box and clicking the Delete Button, which will delete the item from the schedule.

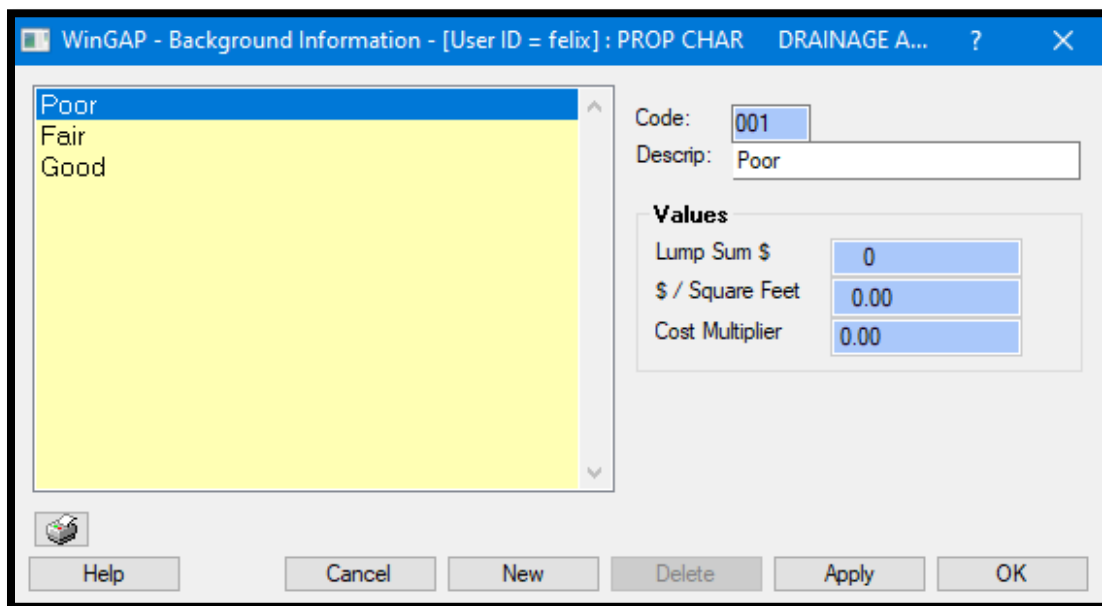
LAND CHARACTERISTICS

The Land Characteristics item contains schedules that are purely descriptive in nature. The Land Characteristics menu item presents a sub-menu with ten descriptive items.



DRAINAGE

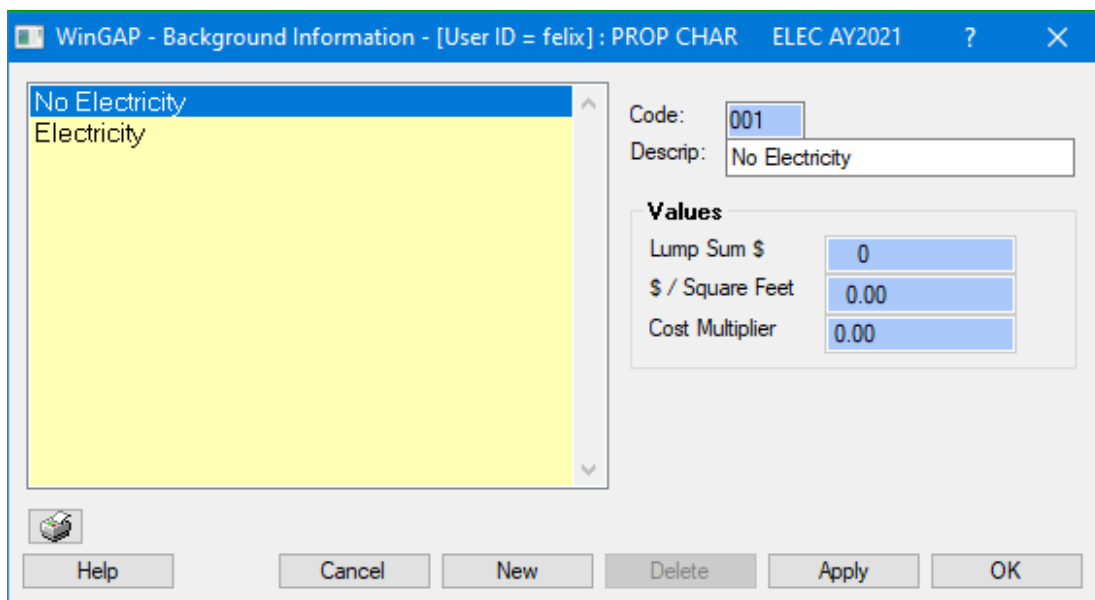
The first item on the Land Characteristics sub-menu is the **Drainage** schedule. It provides a listing of Drainage types. Drainage types are descriptive only, and do not affect the value of land.

The screenshot shows a dialog box titled "WinGAP - Background Information - [User ID = felix] : PROP CHAR DRAINAGE A...". On the left is a list box containing "Poor", "Fair", and "Good", with "Poor" selected. On the right, there are fields for "Code:" (001) and "Descrip:" (Poor). Below these is a "Values" section with three rows: "Lump Sum \$" with value 0, "\$ / Square Feet" with value 0.00, and "Cost Multiplier" with value 0.00. At the bottom are buttons for "Help", "Cancel", "New", "Delete", "Apply", and "OK".

A new Drainage type can be added by clicking the "New" button, keying in the type in the Descrip field, and then clicking "Apply" or "OK". There is no limit to the number of Drainage types that can be added to the schedule. An existing Drainage type can be edited by clicking on the desired type and editing the Description field. Drainage types cannot be deleted in WinGAP.

ELECTRICITY

The Electricity schedule provides a listing of Electricity types. Electricity types are descriptive only, and do not affect the value of land.

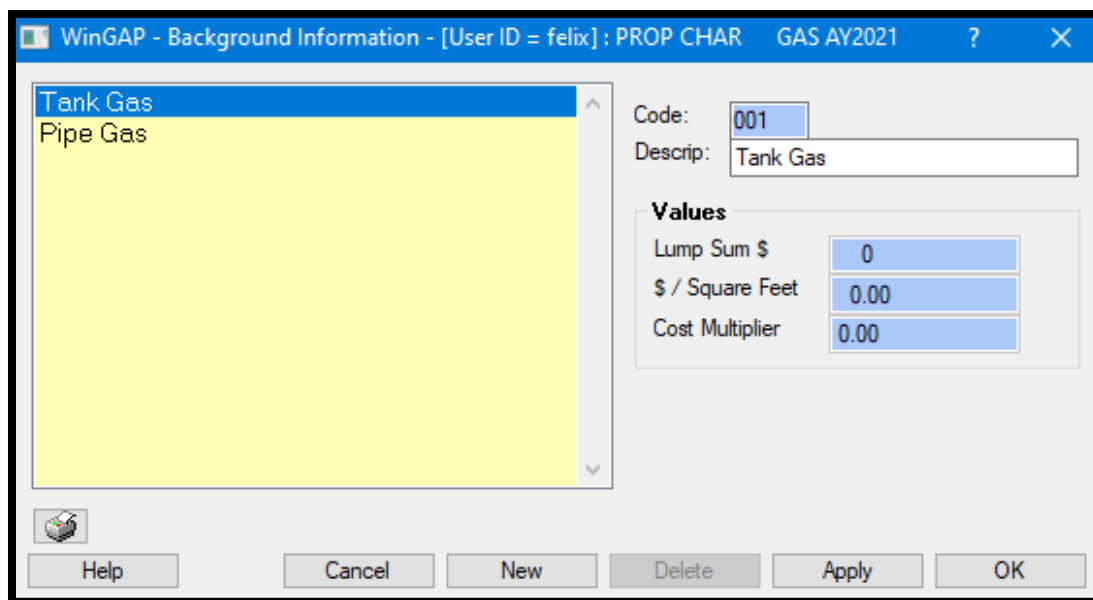


The screenshot shows a software window titled "WinGAP - Background Information - [User ID = felix] : PROP CHAR ELEC AY2021". On the left is a list box containing "No Electricity" (highlighted) and "Electricity". To the right, the "Code" field is set to "001" and the "Descrip:" field contains "No Electricity". Below these is a "Values" section with three input fields: "Lump Sum \$" with value "0", "\$ / Square Feet" with value "0.00", and "Cost Multiplier" with value "0.00". At the bottom are buttons for "Help", "Cancel", "New", "Delete", "Apply", and "OK".

A new Electricity type can be added by clicking the "New" button, keying in the type in the Descrip field, and then clicking "Apply" or "OK". There is no limit to the number of Electricity types that can be added to the schedule. An existing Electricity type can be edited by clicking on the desired type and editing the Description field. Electricity types cannot be deleted in WinGAP.

GAS

The Gas schedule provides a listing of Gas types. Gas types are descriptive only, and do not affect the value of land.



The screenshot shows a software window titled "WinGAP - Background Information - [User ID = felix] : PROP CHAR GAS AY2021". On the left is a list box containing "Tank Gas" (highlighted) and "Pipe Gas". To the right, the "Code" field is set to "001" and the "Descrip:" field contains "Tank Gas". Below these is a "Values" section with three input fields: "Lump Sum \$" with value "0", "\$ / Square Feet" with value "0.00", and "Cost Multiplier" with value "0.00". At the bottom are buttons for "Help", "Cancel", "New", "Delete", "Apply", and "OK".

A new Gas type can be added by clicking the "New" button, keying in the type in the Descrip field, and then clicking "Apply" or "OK". There is no limit to the number of Gas types that can be added to the schedule. An existing Gas type can be edited by clicking on the desired type and editing the Description field. Gas types cannot be deleted in WinGAP.

NEIGHBORHOOD

The Neighborhood schedule provides a listing of Neighborhood types. Neighborhood types are descriptive only, and do not affect the value of land. The Neighborhood Land Characteristics schedule is not to be confused with the Neighborhoods Schedule, where adjustments to the value of Land and Improvements can be applied.

The screenshot shows a software window titled "WinGAP - Background Information - [User ID = felix] : PROP CHAR NEIGHBORH...". The window is divided into two main sections. On the left, there is a list box containing three items: "Declining", "Static", and "Improving". The "Declining" item is currently selected and highlighted in blue. On the right, there are input fields for "Code:" (containing "001") and "Descrip:" (containing "Declining"). Below these fields is a section titled "Values" which contains three rows of input fields: "Lump Sum \$" with a value of "0", "\$ / Square Feet" with a value of "0.00", and "Cost Multiplier" with a value of "0.00". At the bottom of the window, there is a row of buttons: "Help", "Cancel", "New", "Delete", "Apply", and "OK".

A new Neighborhood type can be added by clicking the "New" button, keying in the type in the Descrip field, and then clicking "Apply" or "OK". There is no limit to the number of Neighborhood types that can be added to the schedule. An existing Neighborhood type can be edited by clicking on the desired type and editing the Description field. Neighborhood types cannot be deleted in WinGAP.

ROAD CLASS

The Road Class schedule provides a listing of Road Class types. Road Class types are descriptive only, and do not affect the value of land.

WinGAP - Background Information - [User ID = felix] : PROP CHAR ROAD CLAS...

Interstate
Federal
State
County
City

Code: 001
Descrip: Interstate

Values
Lump Sum \$ 0
\$ / Square Feet 0.00
Cost Multiplier 0.00

Help Cancel New Delete Apply OK

A new Road Class type can be added by clicking the "New" button, keying in the type in the Descrip field, and then clicking "Apply" or "OK". There is no limit to the number of Road Class types that can be added to the schedule. An existing Road Class type can be edited by clicking on the desired type and editing the Description field. Road Class types cannot be deleted in WinGAP.

ROAD TYPE

The Road Type schedule provides a listing of Road Types. Road Types are descriptive only, and do not affect the value of land.

WinGAP - Background Information - [User ID = felix] : PROP CHAR ROAD TYPE ...

No Road
Unpaved
Paved

Code: 001
Descrip: No Road

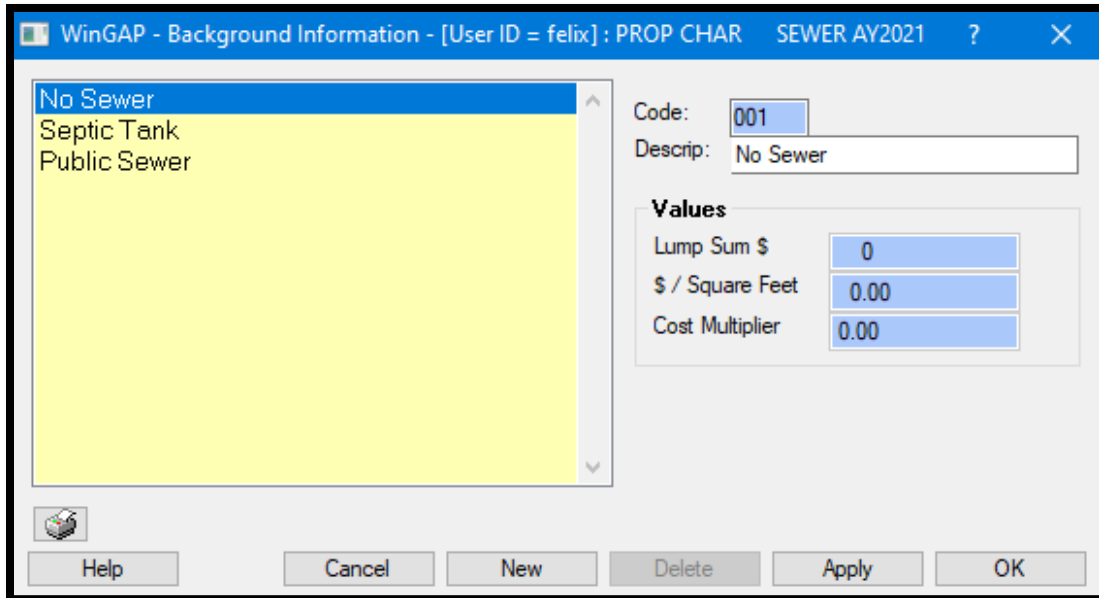
Values
Lump Sum \$ 0
\$ / Square Feet 0.00
Cost Multiplier 0.00

Help Cancel New Delete Apply OK

A new Road Type can be added by clicking the "New" button, keying in the type in the Descrip field, and then clicking "Apply" or "OK". There is no limit to the number of Road Types that can be added to the schedule. An existing Road Type can be edited by clicking on the desired type and editing the Description field. Road Types cannot be deleted in WinGAP.

SEWER

The Sewer schedule provides a listing of Sewer types. Sewer types are descriptive only, and do not affect the value of land.



The image shows a software dialog box titled "WinGAP - Background Information - [User ID = felix] : PROP CHAR SEWER AY2021". The dialog has a list box on the left containing three items: "No Sewer", "Septic Tank", and "Public Sewer". The "No Sewer" item is selected. To the right of the list box, there are input fields for "Code:" (containing "001") and "Descrip:" (containing "No Sewer"). Below these is a section titled "Values" with three input fields: "Lump Sum \$" (containing "0"), "\$ / Square Feet" (containing "0.00"), and "Cost Multiplier" (containing "0.00"). At the bottom of the dialog are six buttons: "Help", "Cancel", "New", "Delete", "Apply", and "OK".

A new Sewer type can be added by clicking the "New" button, keying in the type in the Descrip field, and then clicking "Apply" or "OK". There is no limit to the number of Sewer types that can be added to the schedule. An existing Sewer type can be edited by clicking on the desired type and editing the Description field. Sewer types cannot be deleted in WinGAP.

TOPOGRAPHY

The Topography schedule provides a listing of Topography types. Topography types are descriptive only, and do not affect the value of land.

WinGAP - Background Information - [User ID = felix] : PROPOGRAP... TOPOGRAP... ? X

Level
Rolling
Swampy
Hilly
Low

Code: 001
Descrip: Level

Values

| | |
|------------------|------|
| Lump Sum \$ | 0 |
| \$ / Square Feet | 0.00 |
| Cost Multiplier | 0.00 |

Help Cancel New Delete Apply OK

A new Topography type can be added by clicking the "New" button, keying in the type in the Descrip field, and then clicking "Apply" or "OK". There is no limit to the number of Topography types that can be added to the schedule. An existing Topography type can be edited by clicking on the desired type and editing the Description field. Topography types cannot be deleted in WinGAP.

WATER

The Water schedule provides a listing of Water types. Water types are descriptive only, and do not affect the value of land.

WinGAP - Background Information - [User ID = felix] : PROP CHAR WATER AY20... ? X

No Water
Well
Public

Code: 001
Descrip: No Water

Values

| | |
|------------------|------|
| Lump Sum \$ | 0 |
| \$ / Square Feet | 0.00 |
| Cost Multiplier | 0.00 |

Help Cancel New Delete Apply OK

A new Water type can be added by clicking the "New" button, keying in the type in the Descrip field, and then clicking "Apply" or "OK". There is no limit to the number of Water types that can be added to the schedule. An existing Water type can be edited by clicking on the desired type and editing the Description field. Water types cannot be deleted in WinGAP.

ZONING

The Zoning schedule provides a listing of Zoning types. Zoning types are descriptive only, and do not affect the value of land.

The screenshot shows a window titled "WinGAP - Background Information - [User ID = felix] : PROP CHAR ZONING AY2...". The window contains a list of zoning types on the left and a form for editing a selected type on the right. The list includes "Residential", "Commercial", "Industrial", "Rural", "Unzoned Urban", "Unzoned Suburban", "Unzoned Rural", and "Unzoned Small Tract". The "Residential" type is selected. The form on the right has fields for "Code" (001), "Descrip" (Residential), and a "Values" section with "Lump Sum \$" (0), "\$ / Square Feet" (0.00), and "Cost Multiplier" (0.00). At the bottom are buttons for "Help", "Cancel", "New", "Delete", "Apply", and "OK".

A new Zoning type can be added by clicking the "New" button, keying in the type in the Descrip field, and then clicking "Apply" or "OK". There is no limit to the number of Zoning types that can be added to the schedule. An existing Zoning type can be edited by clicking on the desired type and editing the Description field. Zoning types cannot be deleted in WinGAP.

LAND INFLUENCES

The Land Influences schedule allows the County to define various types of Land Influences that can be applied on the parcel level to affect land values. The items in the Land Influences schedule can be accessed for each parcel in WinGAP on the upper right side of the Land Information Form at any time that either Urban or Rural Land is added or edited. Up to seven different Land Influences, each with a percentage adjustment, can be applied to a parcel. Note that the Influence adjustment is applied on the Land Information Form, not on the Land Influences Form; the items are purely descriptive on the Land Influences Form itself.

WinGAP - Background Information - [User ID = felix] : PROP CHAR INFLUENCE ...

Topography
 Corner
 View
 Water
 Transitional
 Neighborhood
 Other

Code: 001
 Descrip: Topography

Values

| | |
|------------------|------|
| Lump Sum \$ | 0 |
| \$ / Square Feet | 0.00 |
| Cost Multiplier | 0.00 |

Help Cancel New Delete Apply OK

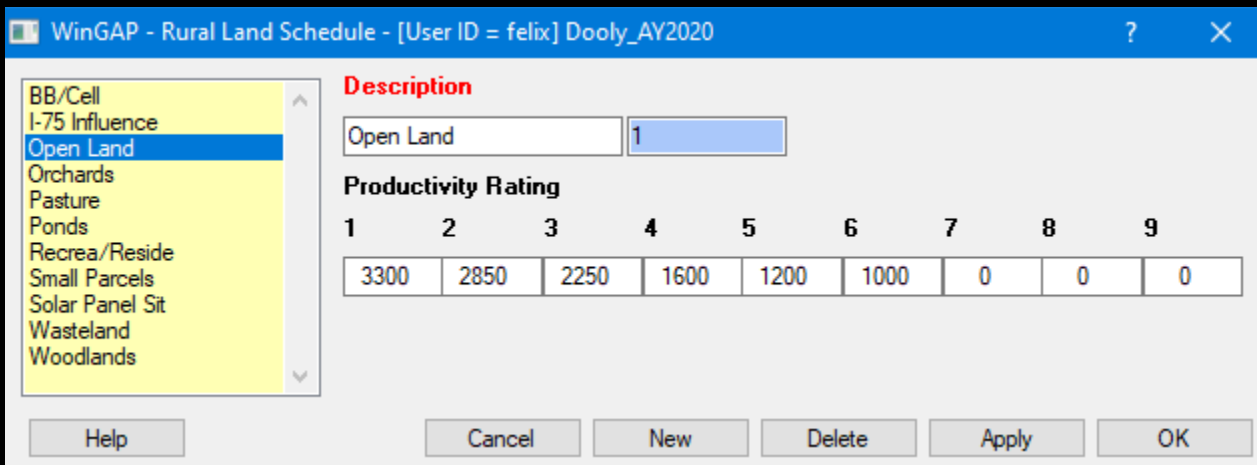
These Influences affect the value of the land for each parcel. They can be applied in either a compound (multiplicative) or additive manner, based upon how the County wishes to apply Land Influences to land value, and they must be either one or the other (cannot be both). The Land Influences combo box in Tools > Preferences is used to select either the **Compound** or **Additive** type of Land Influence, and the user should see that section of the manual for a more detailed discussion of how Land Influences are used to affect land value.

Existing Land Influences are displayed in the list box on the left side of the Land Influences Form. A new Land Influence schedule item can be added by clicking the "New" button, keying in the type in the Description field, and then clicking "Apply" or "OK". There is no limit to the number of Land Influences that can be added to this schedule. However, there is a maximum of seven different Land Influences that can be applied at the parcel level. An existing Land Influence schedule item can be edited by clicking on the desired type and editing the Description field. Land Influence schedule items cannot be deleted in WinGAP if they are used on any parcel.

RURAL LAND

This option contains the Rural Land Schedule for the County. The schedule can be customized to the County's needs by adding or changing entries.

The valuation of Rural Land involves setting up different Land Types and Productivity Ratings for each Land Type based upon the use of the land and the productivity rating of that land. The Rural Land Schedule can be used in conjunction with the Accessibility/Desirability Table to apply location and quality adjustments to each parcel and produce the best overall value for Rural Land.



WinGAP - Rural Land Schedule - [User ID = felix] Dooly_AY2020

Description

Open Land 1

Productivity Rating

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|------|------|------|------|------|------|---|---|---|
| 3300 | 2850 | 2250 | 1600 | 1200 | 1000 | 0 | 0 | 0 |

BB/Cell
I-75 Influence
Open Land
Orchards
Pasture
Ponds
Recrea./Reside
Small Parcels
Solar Panel Sit
Wasteland
Woodlands

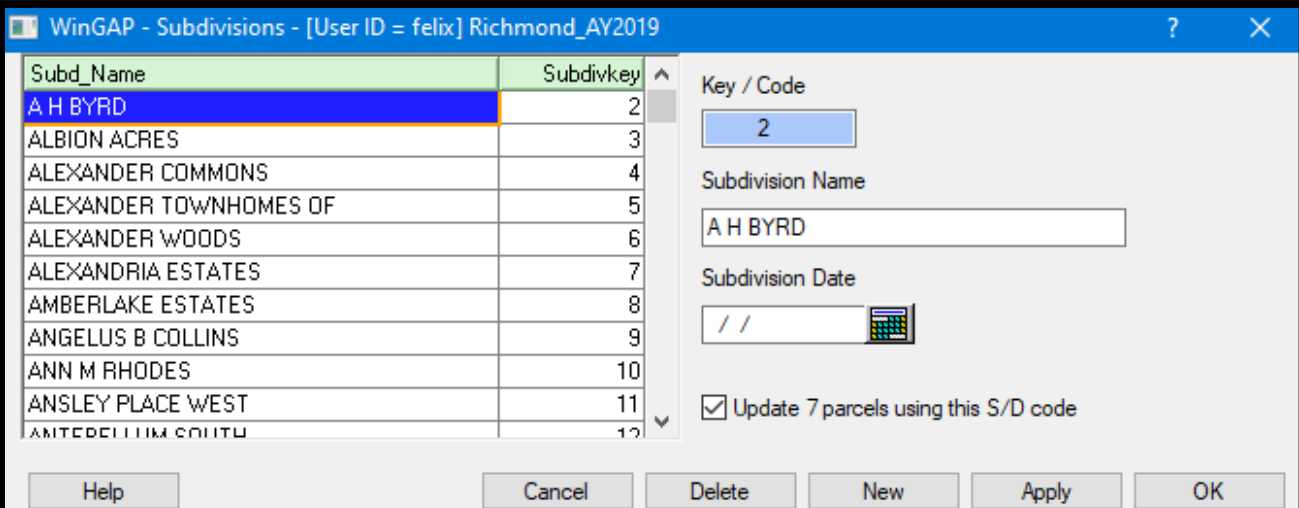
Help Cancel New Delete Apply OK

The Rural Land Schedule Form is divided into two sections. Existing Land Types are displayed in the list box on the left side of the Form. The Rural Land Schedule defaults to the Open Land Land Type. Each Land Type can have up to nine Productivity Ratings. A new Land Type can be added to the schedule by clicking the New Button, keying the description of the Land Type in the Description field, then keying the value per acre, in whole dollars, for this Land Type in the Productivity Rating fields. As few as one or as many as nine of the Productivity Rating fields can be used for each Land Type. The Apply or OK Button should be clicked to save the data.

A Land Type is edited by clicking on the Land Type item in the list box, changing the information in the desired field(s), and then clicking the Apply or OK Button. Rural Land Types cannot be deleted while in use. **NOTE:** The Influences Schedule can also be used to further adjust the value of Rural Land at the parcel level if desired.

SUBDIVISIONS LIST

The Subdivisions List allows the County to compile a listing of Subdivisions that can be accessed on the Real Property General Information Form. The Subdivisions schedule allows the county to identify the Subdivision that the parcel is located in. The items in this listing are descriptive only, and do not affect the value of the parcel.



WinGAP - Subdivisions - [User ID = felix] Richmond_AY2019

| Subd_Name | Subdivkey |
|------------------------|-----------|
| A H BYRD | 2 |
| ALBION ACRES | 3 |
| ALEXANDER COMMONS | 4 |
| ALEXANDER TOWNHOMES OF | 5 |
| ALEXANDER WOODS | 6 |
| ALEXANDRIA ESTATES | 7 |
| AMBERLAKE ESTATES | 8 |
| ANGELUS B COLLINS | 9 |
| ANN M RHODES | 10 |
| ANSLEY PLACE WEST | 11 |
| AMTEPELLUM COLITU | 12 |

Key / Code
2

Subdivision Name
A H BYRD

Subdivision Date
/ /

☒ Update 7 parcels using this S/D code

Help Cancel Delete New Apply OK

Key/Code: A WinGAP assigned numeric Key or Code for each Subdivision.

Subdivision Name: The County assigned name for the Subdivision.

Subdivision Date: Subdivision Date is a date field containing the county-defined date when the Subdivision plat was recorded or the date the Subdivision was added to the system.

Update Parcels checkbox: When checked, any updates to the Subdivision List will update the parcels currently using this Subdivision entry. The checkbox will notify the user how many parcels are currently assigned to this Subdivision.

New Subdivisions can be added by clicking the New button, keying the information, and clicking Apply or OK. Existing Subdivisions can be edited by clicking on the desired Subdivision, changing the appropriate data, then clicking the Apply or OK Button. Subdivisions can be deleted by clicking on the desired Subdivision, then clicking the Delete Button. WinGAP will not allow the user to delete a Subdivision that is currently in use.

TIMBER VALUES

This menu item contains the schedule where County Timber Values are stored. These Timber Values are used in conjunction with the WinGAP Timber Tracking module, but only when the Owner Harvest option is used. The Timber Values schedule allows the user to set up all necessary Timber Values for different types of Timber. Values keyed into the schedule are supplied by the Department of Revenue on an annual basis in the form of the Owner Harvest Table of Values. The schedule can be customized to the County's needs by adding, changing, or deleting entries. If no Timber Values have been set up in the schedule, the Timber Values Form will be blank.

| Year | |
|------|------|
| SWPW | 0.00 |
| SWCS | 0.00 |
| SWST | 0.00 |
| SWPL | 0.00 |
| SWPO | 0.00 |
| SWFC | 0.00 |
| HWPW | 0.00 |
| HWST | 0.00 |
| HWWF | 0.00 |

Buttons: Help, Cancel, Delete, New, Apply, OK

To add Timber Values, the user should click the New Button and first key the Year in the Year field, then key the dollars per ton Timber Value for each Timber type.

- SWPW: Softwood/Pulpwood
- SWCS: Softwood/Chip and Saw
- SWST: Softwood/Saw Timber
- SWPL: Softwood/Poles
- SWPO: Softwood/Posts
- SWFC: Softwood/Fuel Wood - Chips

- HWPW: Hardwood/Pulpwood
- HWST: Hardwood/Saw Timber
- HWPW: Hardwood/Fuel Wood - Firewood

Years and Timber Values can be added by clicking the New Button, keying the information, and clicking Apply or the OK Button.

| Year: 2000 | | | |
|------------|-------|------|-------|
| SWPW | 6.61 | HWPW | 11.56 |
| SWCS | 23.88 | HWST | 30.77 |
| SWST | 40.23 | HWWF | 7.10 |
| SWPL | 49.14 | | |
| SWPO | 3.91 | | |
| SWFC | 1.06 | | |

Buttons: Help, Cancel, Delete, New, Apply, OK

Timber Years and Values can be edited by clicking on the desired year in the Year combo box, changing the appropriate data, then clicking the Apply or OK Button. Timber Years and Values can be deleted by clicking on the desired year in the Year combo box, then clicking the Delete Button.

URBAN LAND

This option contains a listing of all the Subdivisions/Neighborhoods found in the County. The listing can be customized to the County's needs by adding, changing, or deleting schedule items. The valuation of Urban Land involves setting up Subdivisions and Neighborhoods within the County. The Subdivision/Neighborhood represents a group of parcels where the pricing method and unit cost are consistent throughout. The pricing method refers to the method of parcels valuation, i.e., front foot, acre, square foot, or by the lot. Unit cost is the value per unit that is assigned by the appraiser.

WinGAP - Urban Land - [User ID = felix] AY2021

Subdivision / Neighborhood

| Subdivname | Subdivcode | Calcmethod | Unitvalue | Exunits | Exfactor | Depthtbl |
|------------|------------|------------|-----------|---------|----------|----------|
| 110/FF | 19 | 1 | 110.00 | | | |
| 12,000/AC | 50 | 2 | 12000.00 | | | |
| 120/FF | 20 | 1 | 120.00 | | | |
| 130/FF | 21 | 1 | 130.00 | | | |
| 14,000/AC | 51 | 2 | 14000.00 | | | |
| 140/FF | 22 | 1 | 140.00 | | | |
| 15,000/AC | 52 | 2 | 15000.00 | | | |
| 15/FF | 1 | 1 | 15.00 | | | |
| 150/FF | 23 | 1 | 150.00 | | | |
| 1500/AC | 29 | 2 | 1500.00 | | | |
| 160/FF | 24 | 1 | 160.00 | | | |
| 170/FF | 25 | 1 | 170.00 | | | |
| 175/FF | 26 | 1 | 175.00 | | | |
| 20/FF | 2 | 1 | 20.00 | | | |
| 2000/AC | 30 | 2 | 2000.00 | | | |
| 2200/AC | 31 | 2 | 2200.00 | | | |

Information

Name:

Unit Value:

Excessive Units:

Excessive Adj Factor:

Default Depth:

Used on 0 lots

Sync Lots to Schedule

Valuation Method

☒ Front Foot (1)
 ☐ Square Foot (3)
 ☐ Acres (2)
 ☐ Lot / Unit (4)

The Urban Land Schedule Form is divided into two sections. Existing Subdivisions/Neighborhoods are displayed on the top half of the Form. For each Subdivision, the Subdivision Name, Subdivision Code (assigned by WinGAP), Calculation Method, Unit Value, Excessive Units, Excessive Units Adjustment Factor, and the Depth Table are displayed.

The Subdivision items in the list box are color coded for easy reference:

- Yellow = Front Foot
- Red = Acre
- Blue = Square Foot
- Green = Lot

Clicking on an item in the list box will display the calculation data about that Subdivision in the Information and Valuation Method sections on the bottom half of the Urban Land Form.

Name: A County-assigned Name for each Subdivision/Neighborhood. The Name can be up to thirty characters in length and can be any combination of letters, numbers, or characters.

Valuation Method: A Valuation Method must be assigned to every Subdivision. There are four available Valuation Methods for Urban Land: Front Foot, Acre, Square Foot, and Lot. The Valuation Method is selected by clicking the radio button for the desired method. If the Front Foot method is selected, the number 1 will appear in the Calculation Method column in the list box for that Subdivision; if the Acre method is selected, the number 2 will appear in the Calculation Method column; if the Square Foot method is selected, the number 3 will appear in the Calculation Method column; and if the Lot method is selected, the number 4 will appear in the Calculation Method column in the list box for that Subdivision.

Unit Value: The Unit Value field represents the value per Front Foot, Acre, Square Foot, or Lot for that Subdivision/Neighborhood.

Excessive Units: Excessive Units is normally used when the appraiser wants to reduce the value of land within the Subdivision when the land exceeds a certain size. For example, a Subdivision uses the Front Foot Valuation Method with a value of \$24 per Front Foot. The appraiser determines that subrecords within this Subdivision that have Frontage greater than 200 feet should have the Front Foot value reduced by a factor of .85 due to their excessive size. 200 would be keyed in the Excessive Units field, and the adjustment of 0.85 would be keyed in the Excessive Adjustment Factor field. All four Valuation Methods can utilize the Excessive Units and Excessive Units Adjustment Factor as desired by the appraiser.

Excessive Adj Factor: The Adjustment Factor for the Excessive Units Value. The Factor is usually less than 1.00. If a value is keyed in the Excessive Units field, an Adjustment Factor greater than zero must be keyed in this field.

When any Subdivision/Neighborhood record uses the Front Foot Valuation Method, additional options will appear on the form.

Default Depth: The Default Depth is the appraiser assigned Default Depth for this Subdivision/ Neighborhood. The available depths in the combo box are None, 100, 150, 200, 250, and 300. The Default Depth for the Subdivision will appear on the Urban Land section of the Land Information form when the subrecord for this Subdivision is added or edited. All Urban Land subrecords for this Subdivision should use this Default Depth.

Sync Lots to Schedule: When the need arises to change a Subdivisions Default Depth, clicking this button will automatically apply the new Depth to all Subdivision records on the Land Information form that use this Subdivision schedule item. The message "Used on 0 lots" will change to the number that have been changed.

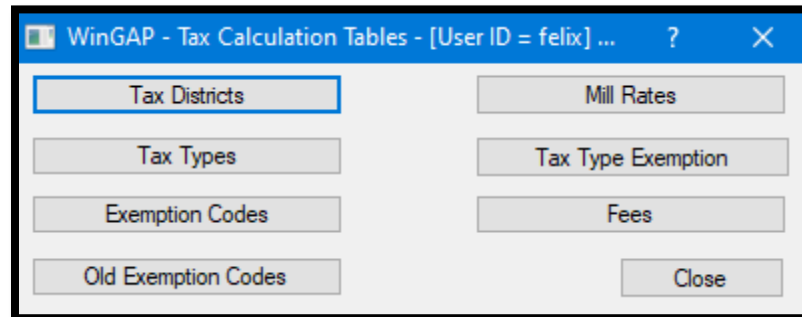
A new Subdivision/Neighborhood can be added to the schedule by clicking the New Button, keying the information in the appropriate fields, and clicking the Apply or OK Button. A Subdivision/Neighborhood is edited by clicking on the item in the list box, changing the information in the desired field(s), and then clicking the Apply or OK Button.

A Subdivision/ Neighborhood can be deleted from the schedule by clicking on the item in the list box and then clicking the Delete Button, which will delete the Subdivision/Neighborhood item from the schedule. If the Subdivision is in use, WinGAP will display the message "Subdivision Code is used in parcel records - you cannot delete a schedule item that is used by parcel records".

NOTE: The Influences Schedule can also be used to further adjust the value of Urban Land at the parcel level if desired.

TAX CALCULATION TABLES

The Tax Calculation Tables produces a menu where various schedules used for creating Consolidation Reports, Estimated Taxes, and other features in WinGAP are set up and maintained.



TAX DISTRICTS

The Tax Districts schedule on the Tax Calculation Tables menu allows the user to set up and maintain all necessary Tax Districts and their accompanying 40% Values for supplemental digest items such as Heavy Equipment, Motor Vehicles, and Mobile Homes, 100% values for Timber, and Freeport Percentages for eligible types of Personal Property. The schedule can be customized to the County's needs by adding, changing, or deleting entries.

The Tax Districts Schedule form is divided into two sections. Existing Tax Districts are displayed at the top of the Form. Clicking on an item in the list box will display the data about the item in the form's Values section. Dragging the bottom scroll bar in the list box to the right displays additional columns. For each Tax District item, from left to right, the following is displayed:

- Record ID (assigned by WinGAP)
- Tax District
- Tax District Description
- 40% Value for Heavy Equipment
- 40% Value for Motor Vehicles
- 40% Value for Mobile Homes
- 100% Value for Timber
- Whether the Tax District is considered to be Incorporated (I) or Unincorporated (U)
- County Freeport Raw Material %
- County Freeport Finished Goods %
- County Freeport Out of State %
- City Freeport Raw Material %
- City Freeport Finished Goods %
- City Freeport Out of State %
- Heavy Equipment Count
- Motor Vehicle Count

- Mobile Home Count
- Timber Count
- County Fulfilment Centers Freeport %
- County Retail Level 2 Freeport %
- City Fulfilment Centers Freeport %
- City Retail Level 2 Freeport %

WinGAP - Tax Districts - [User ID = felix] AY2020

| RECID | Taxdistrict | Descrip | Heavyequip | Motorveh | Mobilehome | Timber100 | Inc_Uni |
|-------|-------------|--------------------------------|------------|----------|------------|-----------|---------|
| 4 | 01 | County - General | | | | | U |
| 1 | 02 | Urban Services District | | | | | U |
| 2 | 03 | Downtown Development Authority | | | | | U |
| 3 | 04 | Town of Bogart | | | | | U |
| 7 | 05 | City of Winterville | | | | | U |
| 8 | 06 | Downtown Dev Auth Homestead | | | | | U |
| 6 | 40 | Bogart - Mobile Home | | | | | U |

Tax District: Description: ☐ Incorporated

Consolidation Values and Counts

| | Counts | Values |
|-----------------|--------------------------------|--------------------------------|
| 40% Heavy Equip | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 40% Motor Veh | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 40% Mobile Home | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 100% Timber | <input type="text" value="0"/> | <input type="text" value="0"/> |

Freeport

| | | | |
|-------------------------|-----------------------------------|-----------------------|-----------------------------------|
| County Raw Material % | <input type="text" value="1.00"/> | City Raw Material % | <input type="text" value="0.00"/> |
| County Finished Goods % | <input type="text" value="1.00"/> | City Finished Goods % | <input type="text" value="0.00"/> |
| County Out of State % | <input type="text" value="1.00"/> | City Out of State % | <input type="text" value="0.00"/> |
| Fulfillment Centers % | <input type="text" value="0.00"/> | City Fulfillment % | <input type="text" value="0.00"/> |
| Retail Level 2 % | <input type="text" value="0.00"/> | City Retail 2 % | <input type="text" value="0.00"/> |

A new Tax District and accompanying Values can be added to the Tax Districts schedule by clicking the New Button. The user will be taken to the Tax District field, where the next Tax District will be incremented by WinGAP and displayed in the field. The Tab key will take the user to the Description and Values fields where the new information can be keyed. A checkmark should be placed in the Incorporated Checkbox if the Tax District is an Incorporated area. The Apply or OK Button should be clicked to save the data.

Existing Tax Districts and Values can be edited by clicking on the desired item in the list box and then pressing the Tab key. This will take the user to the Tax District data field, where the Tax District or Description can be changed, or on to the Values section where this data can be edited. The data is saved by clicking the Apply or OK Button.

A Tax District can be deleted from the schedule by clicking on the desired item in the list box and then clicking the Delete key. The Tax District will be deleted from the schedule unless it is in use on any parcel. If the Tax District is currently in use, WinGAP will display the message "Tax District Code is used in parcel records - you cannot delete a tax district item that is used by parcel records". Clicking the OK Button on the message will return the user to the Tax Districts Schedule Form.

TAX TYPES

The Tax Types menu produces the Tax Types Schedule form where the County's various Tax Types are set up based upon the Taxing Entity required by the State and/or Local Taxing Authorities. The schedule can be customized to the County's needs by adding, changing, or deleting entries.

The Tax Types form is divided into two sections. Existing Tax Types are displayed at the top of the Form. Clicking on an item in the list box will display the data about the item in the form's Details section. For each Tax Type item, from left to right, the following is displayed:

- Record ID (assigned by WinGAP)
- Tax Type
- Tax Type Description
- Taxing Entity Abbreviation
- Assessment Percentage (usually 40%)

The screenshot shows the 'WinGAP - Tax Types - [User ID = felix] AY2020' window. It features a table with the following data:

| RECID | Taxtype | Descrip | Entity | Asmtpct |
|-------|---------|---------------------|--------|---------|
| 1 | 1 | STATE | ST | 0.40 |
| 2 | 2 | ATHENS-CLARKE M&O | CM | 0.40 |
| 3 | 3 | SCHOOL M&O | SM | 0.40 |
| 4 | 4 | DOWNTOWN AUTHORITY | CI | 0.40 |
| 5 | 6 | CITY OF WINTERVILLE | CI | 0.40 |
| 6 | 5 | TOWN OF BOGART | CI | 0.40 |
| 7 | 7 | WATER LINE EXT 1 | FA | |

Below the table is a details section for the selected item (RECID 1):

Code: 1
Description: STATE
Entity Type: ST - State
Assessment %: 0.40

Buttons at the bottom include: Help, Cancel, Delete, New, Apply, and OK. A 'Print Report' button is also present in the top right of the details section.

A new Tax Type can be added to the Tax Types schedule by clicking the New Button. The user will be taken to the Code field, where a County defined Tax Type code is keyed in the field. The Tab key will take the user to the Description field where the Description of the new Tax Type can be keyed. From there the Tab key will take the user to the Entity Type combo box, where one of the pre-defined Entity Types is selected for the new Tax Type. Tab will then take the user to the Assessment % field, where the default is .40. Some cities use Assessment rates other than 40%. The Apply or OK Button should be clicked to save the data.

Existing Tax Types can be edited by clicking on the desired item in the list box and then pressing the Tab key. This will take the user to the Code data field, where the Code can be changed, or the user can go to any of the other fields where the data can be edited. The data is saved by clicking the Apply or OK Button.

A Tax Type cannot be deleted from the schedule if it is use: the Delete key will by disabled. If it is not in use, it can be deleted by clicking on that item in the list box and then clicking the Delete key. The message “Are you sure you want to delete this record?” will appear, and clicking the Yes Button on the message will delete this item; a No response will return the user to the Tax Types Schedule Form.

EXEMPTION CODES

The Exemption Codes menu produces the Tax Exemption Codes Schedule form where the County’s State and Local Exemption and Covenant Codes are set up. The schedule can be customized to the County's needs by adding, changing, or deleting entries. The Exemption Codes form is divided into two sections. Existing Exemption Codes are displayed at the top of the Form. Clicking on an item in the list box will display the data about the item in the form’s Details section. For each Exemption code item, from left to right, the following is displayed:

- Record ID (assigned by WinGAP)
- Exemption Code
- Exemption Code Description
- State Exemption Code Abbreviation
- Whether the Exemption is a Covenant (C) or Homestead Exemption (H)
- **Exemption Order – not used**
- Local Alias Code for the Exemption

| Recid | Excode | Descrip | Statecode | Cov_Hs | Exmptorder | Localalias |
|-------|--------|------------------------------|-----------|--------|------------|------------|
| 23 | L1 | LOCAL REGULAR EXEMPTION | S1 | H | | |
| 24 | L3 | LOCAL REGULAR EXEMPTION | S3 | H | | |
| 25 | L4 | LOCAL REGULAR EXEMPTION | S4 | H | | |
| 30 | L6 | LOCAL REGULAR EXEMPTION | S6 | H | | |
| 29 | L9 | LOCAL REGULAR EXEMPTION | S9 | H | | |
| 26 | LC | LOCAL REGULAR EXEMPTION | SC | H | | |
| 27 | LD | LOCAL REGULAR EXEMPTION | SD | H | | |
| 28 | LE | LOCAL REGULAR EXEMPTION | SE | H | | |
| 1 | S1 | REGULAR | | H | | |
| 3 | S3 | AGE 62 (NET INCOME < 10,000) | | H | | L3 |
| 4 | S4 | AGE 65 (NET INCOME < 10,000) | | H | | L4 |
| 5 | SE | DISABLED VETERAN & CO-OWNOR | | H | | |

| | | | | | |
|----------------|--------------|------------------|-------------------------|---------------|--|
| Exemption Code | L1 | Description | LOCAL REGULAR EXEMPTION | | |
| State Code | S1 - Regular | | | | |
| Cov/HS | Homestead | HS Code Sequence | 0 | HS Code Alias | |

Print Report

Help Cancel Delete New Apply OK

A new Exemption Code can be added to the Schedule by clicking the New Button. The user will be taken to the Exemption Code field, where a County defined Exemption Code is keyed in the field. The Tab key will take the user to the Description field where the Description of the new Exemption or Covenant can be keyed. From there the Tab key will take the user to the State Code combo box, where one of the pre-defined Code Types is selected for

the new Code or Covenant. The State Code box is required for local homesteads for internal processes to function properly. If the local exemption being added is in lieu of other state exemptions, you must still select a valid state homestead code and simply mark the local exemption as IN-LIEU of State Exemptions on the Tax-Type Exemption configuration form. Tab will then take the user to the Covenant/HS (Homestead) combo box, where the applicable selection for the new Exemption or Covenant can be made. Next is the HS Code Sequence field, which is not currently used by WinGAP and should be left blank. The last field is the HS Code Alias field, where the local Alias, if applicable, can be keyed. The Apply or OK Button should be clicked to save the data.

Existing Exemption Codes can be edited by clicking on the desired item in the list box and then pressing the Tab key. This will take the user to the Exemption Code field, where the Code can be changed, or the user can go any of the other fields where the data can be edited. The data is saved by clicking the Apply or OK Button.

An Exemption Code can be deleted from the schedule by clicking on the desired item in the list box and then clicking the Delete key. The Exemption Code will be deleted from the schedule unless it is in use on any parcel. If the Exemption Code is currently in use, WinGAP will display the message "Exemption Code is used in parcel records - you cannot delete an Exemption Code item that is used by parcel records". Clicking the OK Button on the message will return the user to the Exemption Codes Schedule Form.

OLD EXEMPTION CODES

The fourth option on the Tax Calculations Tables menu contains the Old Exemption Codes Schedule. This Schedule contains the Homestead Exemptions that were used prior to 2012. This Schedule is kept in WinGAP should the County need to access very old data.

The existing Old Exemption Codes and Amounts should not be edited or deleted.

MILL RATES

The Mill Rates menu item produces the Mill Rates Schedule form where the County's Millage Rates are set up based upon the Taxing Entity required by the State and/or Local Taxing Authorities. The schedule can be customized to the County's needs by adding, changing, or deleting entries.

The Mill Rates form is divided into two sections. Existing Millage Rates are displayed on the left side of the Form. Clicking on an item in the list box will display the data about the item in the fields section on the right side of the Form. For each Millage Rate item, from left to right, the following is displayed:

- Record ID (assigned by WinGAP)
- Tax District
- Tax Type Code
- Mills, shown in thousandths of a Mill

WinGAP - Tax Mill Rates - [User ID = felix] AY2020

| RECID | Taxdistric | Taxtype | Mills |
|-------|------------|---------|----------|
| 1 | 01 | 1 | |
| 2 | 01 | 2 | 0.013950 |
| 3 | 01 | 3 | 0.020000 |
| 18 | 01 | 13 | 0.033950 |
| 4 | 02 | 1 | |
| 5 | 02 | 2 | 0.013950 |
| 6 | 02 | 3 | 0.020000 |
| 19 | 02 | 13 | 0.033950 |
| 7 | 03 | 1 | |
| 8 | 03 | 2 | 0.013950 |
| 9 | 03 | 3 | 0.020000 |
| 10 | 03 | 4 | 0.001000 |
| 20 | 03 | 13 | 0.033950 |
| 11 | 04 | 1 | |
| 12 | 04 | 2 | 0.013950 |
| 13 | 04 | 3 | 0.020000 |
| 21 | 04 | 13 | 0.033950 |
| 14 | 05 | 1 | |
| 15 | 05 | 2 | 0.013950 |
| 16 | 05 | 3 | 0.020000 |

Tax District: 01 - County - General

Tax Type: 1 - STATE

Mill Rate: 0.000000

Enter as Mills (e.g. 12.4 mills rather than 0.0124 decimal)

Print Report

Help Cancel Delete New Apply OK

A new Millage Rate item can be added to the Mill Rates schedule by clicking the New Button. The user should then click on the Tax District combo box, where a County defined Tax District item (obtained from the Tax Districts schedule) is selected. The Tab key will take the user to the Tax Type combo box, where an existing Tax Type (obtained from the Tax Types schedule) should be selected. From there the Tab key will take the user to the Mill Rate field, where the Millage Rate for this item is keyed, expressed as Mills as the message in black indicates. The Apply or OK Button should be clicked to save the data.

Existing Millage Rates can be edited by clicking on the desired item in the list box and then pressing the Tab key. This will take the user to the Tax District combo box, where the Tax District can be changed, or the user can go to any of the other fields where the data can be edited. The data is saved by clicking the Apply or OK Button.

A Millage Rate can be deleted from the schedule by clicking on the desired item in the list box and then clicking the Delete key. The Mill Rate item will be deleted from the schedule unless it is in use on any parcel. If a Millage Rate is currently in use, WinGAP will display the message "Millage Rate is used in parcel records - you cannot delete a tax district item that is used by parcel records". Clicking the OK Button on the message will return the user to the Tax Mill Rates Schedule Form.

TAX TYPE EXEMPTION

The Tax Type Exemptions menu option produces the Tax Type Exemption Schedule form where the Tax Type Exemptions are set up for each of the County's Exemption Codes. The schedule can be customized to the County's needs by adding, changing, or deleting entries.

| Recid | Taxtype | Excode | Statehsflg | Inlieu | Hsfreeze | Flthseland | Unltdexmpt | Maxacres | Maxexempt |
|-------|---------|--------|------------|--------|----------|------------|------------|----------|-----------|
| 133 | 1 | L1 | N | N | N | N | N | | |
| 134 | 2 | L1 | N | N | N | N | N | | 8000 |
| 135 | 3 | L1 | N | N | N | N | N | | 8000 |
| 136 | 4 | L1 | N | N | N | N | N | | |
| 137 | 5 | L1 | N | N | N | N | N | | |
| 138 | 6 | L1 | N | N | N | N | N | | |
| 139 | 1 | L3 | N | N | N | N | N | | |
| 140 | 2 | L3 | N | N | N | N | N | | 8000 |
| 141 | 3 | L3 | N | N | N | N | N | | 8000 |
| 142 | 4 | L3 | N | N | N | N | N | | |
| 143 | 5 | L3 | N | N | N | N | N | | |
| 144 | 6 | L3 | N | N | N | N | N | | |
| 145 | 1 | L4 | N | N | N | N | N | | |
| 146 | 2 | L4 | N | N | N | N | N | | 6000 |
| 147 | 3 | L4 | N | N | N | Y | N | | 6000 |
| 148 | 4 | L4 | N | N | N | N | N | | |

Tax Type: 1 - STATE

HS Code: L1 - LOCAL REGULAR EXEMPTION

Max Exemption Acres: 0.00

Maximum Exemption: 0

Amount keyed should represent assessed value, not 100% value

☐ State Homestead 65 and over
☐ In Lieu of State Exemption
☐ Unlimited Exemption
☐ Frozen Value
☐ Float for House and Land

Print Report Help Cancel Delete New Apply OK

The Tax Type Exemption form is divided into two sections. Existing Exemption Codes are displayed on the top of the Form. Clicking on an item in the list box will display the data about the item in the form's fields and checkboxes section. For each Exemption code item, from left to right, the following is displayed:

- Record ID (assigned by WinGAP)
- Tax Type
- Exemption Code
- State Homestead Flag (age 65 and over)
- In Lieu of (whether this Exemption Item is in Lieu of the State Exemption)
- Homestead Freeze (Frozen Value)
- Floating Homestead Exemption for House and Land
- Unlimited Exemption
- Maximum Exemption Acres
- Maximum Exemption Amount

A NEW Tax Type Exemption can be added to the Schedule by clicking the New Button. The user should then click on the Tax Type combo box, where a County defined Tax Type should be selected. The Tab key will take the user to the HS (Homestead) Code combo box where the Homestead Exemption, either Local or State, can be selected. From there the Tab key will take the user to the Maximum Exemption Acres field, where, if the selected Exemption has a maximum number of Acres, that amount can be keyed. Tab will then take the user to the Maximum Exemption amount field, where, if the selected Exemption has a maximum amount, that value can be keyed. Tab will then take the user to the State Homestead 65 and over field, which should be checked if it applies to this Exemption. The same applies to the In Lieu of State Exemption, the Unlimited Exemption, the Frozen value, and the Float for House and Land, any of these that apply to this Homestead should be checked.

Existing Tax Type Exemptions can be edited by clicking on the desired item in the list box and then pressing the Tab key. This will take the user to the Tax Type field, where this item can be changed, or the user can go to any of the other fields where the data can be edited. The data is saved by clicking the Apply or OK Button.

A Tax Type Exemption item can be deleted from the schedule by clicking on the desired item in the list box and then clicking the Delete key. The Tax Type Exemption item will be deleted from the schedule unless it is in use on any parcel. If the Tax Type Exemption is currently in use, WinGAP will display the message "Tax Type Exemption Code is used in parcel records - you cannot delete a tax type item that is used by parcel records". Clicking the OK Button on the message will return the user to the Tax Type Exemption Schedule Form.

FEES

The Fees menu item produces the Tax Fees schedule form where Fee items are set up for County defined fees that are applied to real property parcels. The Fee item is added to the parcel on the Accessory Improvements form. The schedule can be customized to the County's needs by adding, changing, or deleting entries.

The Fees form is divided into two sections. Existing Fee items are displayed on the top of the Form. Clicking on an item in the list box will display the data about the item in the form's Details section. For each Fee item, from left to right, the following is displayed:

- Record ID (assigned by WinGAP)
- Tax District
- Tax Type
- Comp No (Component Number, and for Fee items, all are Component Number = LU, which is short for Lump Sum)
- Amount

WinGAP - Tax Fees - [User ID = srburnette] Hall_AY2020

| RECID | Taxdistric | Taxtype | Comp_No | Amount |
|-------|------------|---------|---------|---------|
| 1 | 01 | 6 LU | | 75.0000 |
| 2 | 02 | 6 LU | | 75.0000 |
| 3 | 04 | 6 LU | | 75.0000 |
| 4 | 05 | 6 LU | | 75.0000 |
| 5 | 06 | 6 LU | | 75.0000 |
| 6 | 07 | 6 LU | | 75.0000 |
| 7 | 08 | 6 LU | | 75.0000 |

Tax District: 01 - COUNTY

Tax Type: 6 - SOLID WASTE 190

Fee Item: LU - SOLID WASTE FEE

Fee Amount: 75.0000

Buttons: Help, Cancel, Delete, New, Apply, OK, Print Report

A new Fee item can be added to the Schedule by clicking the New Button. The user should then click on the Tax District combo box, where a County defined Tax District should be selected. The Tab key will take the user to the Tax Type combo box where a County defined Tax Type can be selected. From there the Tab key will take the user to the Fee Item combo box where a County defined Fee item (from the Accessory Improvements Base schedule) can be selected. Tab will then take the user to the Amount field, where the Fee amount for this Fee item can be keyed.

Existing Fee items can be edited by clicking on the desired item in the list box and then pressing the Tab key. This will take the user to the Tax District field, where this item can be changed, or the user can go to any of the other fields where the data can be edited. The data is saved by clicking the Apply or OK Button.

A Fee item can be deleted from the schedule by clicking on the desired item in the list box and then clicking the Delete key. The Fee item will be deleted from the schedule unless it is in use on any parcel. If the Fee item is currently in use, WinGAP will display the message "This Fee item is used in parcel records - you cannot delete a Fee item that is used by parcel records". Clicking the OK Button on the message will return the user to the Tax Fees schedule Form.

SALE REASONS

The Sales Reasons schedule allows the user to set up all Sale Reason Codes and Sale Reason descriptions for Sales. The schedule can be customized to the County's needs by adding, changing, or deleting entries. The Sale Reasons Schedule Form is composed of a list box where the existing Reasons are displayed with the data entry fields for each Reason item below the list box. For each item in the list box, from left to right, the Reason Code and the Reason are displayed. Reason items are listed in Code order. Clicking on a Reason item in the list box will display the data about that item in the data entry fields at the bottom of the form.

WinGAP - Reasons - [User ID = felix] AY2021

| | | |
|----|------------------------------------|---|
| A | Characteristics Changed After Sale | |
| B | Family/corporate/unusable | A |
| BK | Bank Sale | |
| BP | Bank Sale Multiple Properties | |
| BV | Bank Sale Vacant Lot/Land | |
| BZ | Business Value/Lease Fee Included | |
| CD | Condominium Declaration | |
| CO | Court Order | |
| CT | Condominium Termination | |
| D | Developers Discount | A |
| E | Adjoining Lot | A |

Code:

Reason:

Arm's Length Transaction: ☐

Buttons: Help, Cancel, New, Delete, Apply, OK

Code: A two-character field (letters, number or symbols are acceptable) that is County-defined to identify the Reason. A Reason Code must be unique and cannot be duplicated. The Codes FM (Fair Market) and LM (Land Market) are reserved for Sales Reasons.

Reason: The Reason description is keyed into this 47-character wide field.

Arm's Length Transaction: This checkbox is used to designate sales that are considered by law to be an "Arm's Length Transaction", meaning a sale in which the buyer and seller acted independently without one party influencing the other. This is the only type of sale which can be used to obtain the SB346 designation on a parcel, if the sale price is less than the value the County Assessor's Office has placed on the parcel. A Fair Market (FM) sale and a Fair Market - Vacant (LM) sale, also called a Land Market sale, are automatically considered to be Arm's Length Transactions. The County can also apply the Arm's Length Transaction status to other types of sales, such as Multiple Transactions, that would allow the property to be valued by SB346 standards.

WinGAP - Reasons - [User ID = felix] AY2021

| | | |
|----|--|---|
| D | Developers Discount | A |
| E | Adjoining Lot | A |
| FA | Foreclosure Auction | |
| FI | Financial Institution to Financial Institution | |
| FM | Fair Market - Improved | |
| FO | Foreclosure | R |
| G | Government Sale | A |
| I | Part Interest | A |
| IO | Improvement Only | |
| LA | Lease Assignment | |
| LF | Deed in Lieu of Foreclosure | |

Code:

Reason:

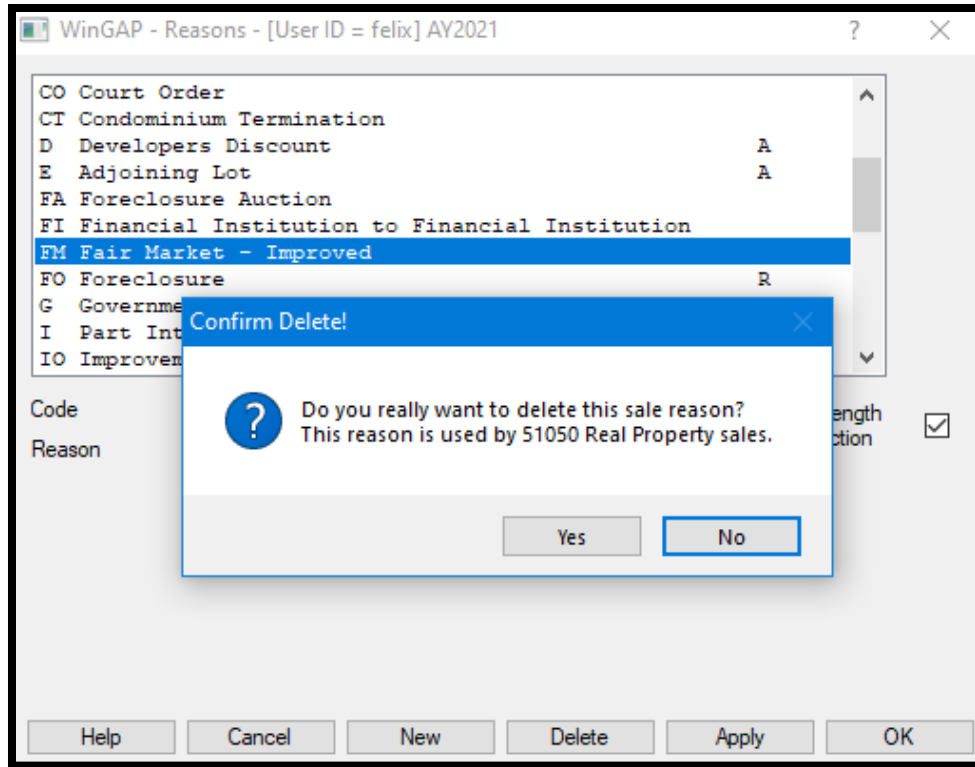
Arm's Length Transaction: ☒

Buttons: Help, Cancel, New, Delete, Apply, OK

A NEW Sale Reason can be added to the Sale Reasons schedule by clicking the New Button, keying the new Sale Reason Code, pressing the Tab key to go to the Reason field and keying the Sale Reason, clicking in the Arm's Length Transaction checkbox if applicable for this Sale Reason, and clicking the Apply or OK Button to save the entry.

Existing Sale Reasons can be edited by clicking on the desired item in the list box and then pressing the Tab key. This will take the user to the Code field, where the Code can be changed, or the user can again press the Tab key to move on to the Reason field where this data can be edited. The data is saved by clicking the Apply or OK Button.

A Sale Reason can be deleted from the schedule by clicking on the desired item in the list box and then clicking the Delete key. A Confirm Delete window will appear where the message "Do you really want to delete this sale reason? This reason is used by 51050 Real Property sales." will be displayed. Any Sale Reason that is currently used by Sales on parcels should not be deleted. The "Yes" Button can be clicked to delete the Reason from the Schedule while hitting Enter or clicking the default "No" will retain the Reason.



ASSESSMENT REASONS

The Assessment Reasons schedule allows the user to set up all Assessment Reason Codes and Assessment Reason descriptions that will be printed on Assessment Notices. The schedule can be customized to the County's needs by adding, changing, or deleting entries.

| Code | Reason | Property Type |
|------|---|---------------|
| AA | Annual Notice: No change in return/previous value | R |
| AC | Acreage Change | R |
| AD | Additions | R |
| AN | Addition, Not Complete | R |
| AU | Audit | P |
| BI | Bond Issue Leasehold Updated | P |
| BI | Bond Issue Leasehold Updated | R |
| C3 | 1 Year Arms Length Transaction Cap Removed | R |
| CA | Covenant Assessment Approved | R |
| CC | Construction Completion | R |
| CD | Covenant Assessment Denied | R |

Code: AA

Reason: Annual Notice: No change in return/previous value

Property Type: Real

COA Type

☒ Inflationary

☐ Real Growth

☐ Parcel Split / Combination

Buttons: Help, Cancel, New, Delete, Apply, OK

The Assessment Reasons Schedule Form is composed of a list box, where the existing Assessment Reasons are displayed, with the data entry fields for each Assessment Reason item below the list box. For each item in the list box, from left to right, the Assessment Reason Code, the Assessment Reason, and the Property Type (A for All Property Types, R for Real Property, P for Personal Property) are displayed. Assessment Reason items are listed in Code order. Clicking on an Assessment Reason item in the list box will display the data about that item in the data entry fields at the bottom of the Form.

Code: A two-character field (letters, number or symbols are acceptable) that is County-defined to identify the Assessment Reason. An Assessment Reason Code must be unique and cannot be duplicated. The Codes FM (Fair Market) and LM (Land Market) are reserved for Sales Reasons.

Reason: The Assessment Reason associated with the Code is keyed into this 50-character wide field. This Reason will be printed on the Assessment Notice.

Property Type: Reasons can be further defined by the Type of Property. There are three available Property Types: All, Personal, and Real. The user can click on the combo box to select the type, or key the first letter (A, P, or R) to select the type.

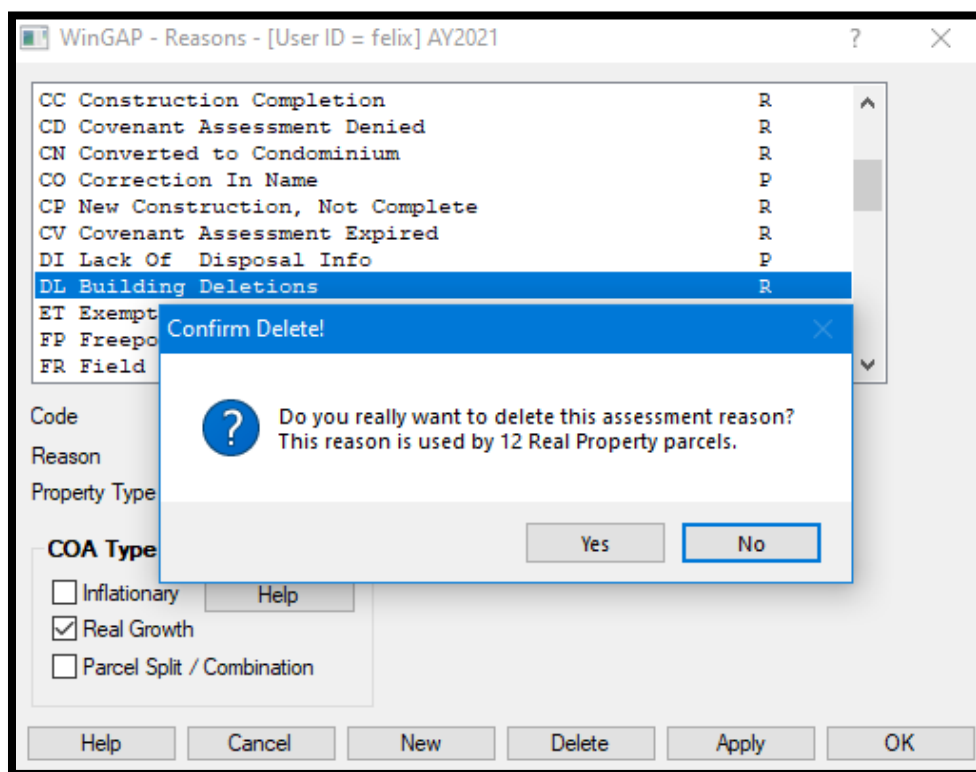
COA Type: Below the Property Type combo box on the bottom left side of the Assessment Reasons form is the COA Type (Change of Assessment Type) checkbox section. If the Property Type is Real or All, this checkbox section will be available (it is disabled for Personal Property). The user MUST define the Change of Assessment Type, either Inflationary, Real Growth, or Parcel Split/Combination for that Reason. The user will not be allowed to exit the form until a COA Type has been selected if the Property Type is Real or All.

NOTE: See the section entitled "**Change of Assessment Reasons and Growth**", below, for a further discussion of how the Change of Assessment Type is applied to Assessment Reasons.

A NEW Assessment Reason can be added to the Assessment Reasons schedule by clicking the New Button, keying the new Assessment Reason Code, keying the Assessment Reason, selecting the desired Property Type, selecting the correct COA Type for the Assessment Reason (checkboxes available only for Real and All), and clicking the Apply or OK Button to save the entry.

Existing Assessment Reasons can be edited by clicking on the desired item in the list box and then pressing the Tab key. This will take the user to the Code field, where the Code can be changed, or the user can again press the Tab key to move to the other Assessment Reason fields where this data can be edited. The data is saved by clicking the Apply or OK Button.

An Assessment Reason can be deleted from the schedule by clicking on the desired item in the list box and then clicking the Delete key. A Confirm Delete window will appear where the message "Do you really want to delete this assessment reason? This reason is used by 12 Real Property parcels." will be displayed. Any Assessment Reason that is currently used by on parcels should not be deleted. The "Yes" Button can be clicked to delete the Assessment Reason from the Schedule if desired; hitting Enter or clicking the default "No" will retain the Assessment Reason.



CHANGE OF ASSESSMENT REASONS AND GROWTH

To facilitate the determination, calculation, and reporting of growth for real property, the functionality of defining the type of growth associated with a COA (Change of Assessment) reason has been placed on the Reasons and Assessment Reasons screens.

The assignment of the COA Type is critical to the digest submission procedure due to the need to determine the amount of inflationary growth within an appraisal/digest year. The user should be careful in making the correct assignment due to the potential impact on digest submission. The COA Type assignment will be printed along with the COA reason as part of the Digest Submission Reports and reviewed for correctness by DOR personnel. Change Of Assessment reasons are assigned one of three COA types: Inflationary, Real Growth, or Parcel Split/Combination.

An Inflationary assignment is made if the COA reason indicates that a change in value is due to reassessment. Reassessment can also be categorized as revaluation or reappraisal and associated with a change in property valuation schedules or a change to a parcel's property characteristics. When assigned to a parcel, a reason with a COA Type of Inflationary will result in the change in value in its entirety or a portion of the value changed being placed in the inflationary growth field.

Real Growth is assigned to a reason when the reason depicts a change in property value that is due to the addition or deletion of property components. Reasons that are not characteristic of a value change, such as an ownership change, should be assigned a Real Growth COA Type. Reasons with a Real Growth COA Type will not contribute to inflationary growth.

The Parcel Split/Combination COA Type is assigned when the reason defines the fact that the parcel has been split or combined with a new parcel or the acreage or lot dimensions have been changed due to a survey or correction in a deed. A Parcel Split/Combination reason will not contribute to inflationary growth.

The following table is provided to give the user some examples of reasons/value change situations and proper COA Type assignments.

| COA Reason | COA Type |
|---|-------------------|
| Change in Ownership | Real |
| Parcel split | Split/Combination |
| Parcels combined | Split/Combination |
| Acreage/Land Dimension Change | Split/Combination |
| Improvement added | Real |
| Improvement deleted | Real |
| Addition to Existing Improvement | Real |
| Removal of Area from Existing Imp | Real |
| Improvement remodeled | Real |
| Improvement Characteristics Modified (grade, exterior walls, physical depreciation, obsolescence, % complete, etc.) | Inflationary |
| Reassessment/Revaluation | Inflationary |
| Zoning Change | Inflationary |
| Accessibility/desirability Change | Inflationary |
| Land Use Change | Inflationary |

| | |
|-------------------------------|--------------|
| Land Class Change | Inflationary |
| Covenant application accepted | Real |
| Covenant application denied | Real |
| Schedules Updated | Inflationary |

When a COA Type is changed on the Assessment Reasons screen, WinGAP will sync the COA Type with reasons that have been assigned to a parcel. The user will not be required to modify each parcel to implement the change.

ASSIGNING REASONS TO A PARCEL

When parcels are assigned a reason with the Asmt Reason button, the COA Type from the Reasons table will be saved in the Asmtrsn.dbf along with the reason code and definition.

The screenshot displays the 'WinGAP - Select Assessment Reasons' dialog box. The 'Parcel Number' is '01-2- -003-C'. The 'Reason' list includes various categories like 'Converted to Condominium', 'Covenant Assessment Approved', etc. The 'Interior Buildout' reason is highlighted. Below the list, a table shows the selected reason's details: Reason: Interior Buildout, Coa_Type: R, Show: Y. The background interface shows the 'General' tab with various assessment values and history.

If a Custom Reason is added, the user will be provided a form that will allow for the COA Type assignment. The user will need to check one of the three options before the reason will be accepted.

WinGAP - Select Assessment Reasons - [User ID = felix] AY2021

Parcel Number: 01-2- -003-C Add Custom

Custom Rsn: Added New Screen Porch

| Reason | Reasoncode | Coa_Type |
|--------------------------------|------------|----------|
| Converted to Condominium | CN | R |
| Covenant Assessment Approved | CA | R |
| Covenant Assessment Denied | CD | R |
| Covenant Assessment Expired | CV | R |
| CURRENT USE COVENANT DENIED | C2 | R |
| Exempt to Taxable | ET | R |
| Field Review Update/correction | FR | I |
| Historic Covenant 9th Year | HI | R |
| Homestead Exemption | | R |
| Improvement/Outbuilding | | R |
| Interior Buildout | | R |
| Land being Developed | | R |
| Lot Change | | S |
| Market Study Analysis | | I |
| Mobile Home Added to | | R |
| New Construction | | R |

☐ Inflationary
☐ Real Growth
☐ Parcel Split / Combination

Help OK

Include Remove

| Reason | Coa_Type | Show |
|--------------------------------|----------|------|
| (There are no records to view) | | |

☒ Show on NOA Cancel OK

If the county has Auto Reasons turned on (Tools > Preferences), COA Types will be saved along with the Auto Reason. The COA Type assignments for the auto reasons have been made by DOR personnel and are as follows.

| Auto COA Reason | COA Type |
|--|-------------------|
| Land Split into two or more parcels | Split/Combination |
| Parcel acreage changed | Split/Combination |
| New Property (real parcel) added | Real |
| Parcel deleted | Real |
| New Residential Improvement added | Real |
| Residential Improvement characteristics modified | Inflationary |
| Residential Improvement deleted | Real |

| | |
|---|--------------|
| New Commercial Improvement added | Real |
| Commercial Improvement characteristics modified | Inflationary |
| Commercial Improvement deleted | Real |
| New Accessory Improvement added | Real |
| Accessory Improvement characteristics modified | Inflationary |
| Accessory Improvement deleted | Real |
| New Manufactured Housing Improvement added | Real |
| Manufactured Housing Improvement characteristics modified | Inflationary |
| Manufactured Housing Improvement deleted | Real |
| Ownership changed | Real |

REAPPRAISE

Any reason assigned during the reappraise process must be designated as an Inflationary COA Type. WinGAP will not allow the assignment of a reason if it is not inflationary in the reason table. Any custom reason added during reappraise will automatically be designated as Inflationary.

PROCESSING COA TYPES AND GROWTH VALUES

Before advertising millage rates and digest submission, the amount of inflationary growth for each parcel must be determined. The assignment of COA reasons and their associated COA Types during the data entry of information related to parcels and reappraising when schedules were updated comprise the first step in the process of determining growth amounts. The second and final step involves running a growth procedure to segregate real growth and inflationary growth. The procedure will check the COA reasons assigned to each parcel for their COA Type and process the change in value accordingly.

A COA Type of Inflationary will result in the difference between current value and previous value being calculated as inflationary growth. New construction will be deducted from the inflationary growth.

Real growth COA Types will result in no contribution to inflationary growth. The value difference between current and previous value will be considered as real growth. If an inflationary reason is also assigned to the parcel, a portion of the value difference may contribute to inflationary growth.

In situations where a COA reason with a Split/Combination COA Type exists on a parcel, no inflationary growth will be calculated. In addition, parcels with a zero previous value will not be assigned any inflationary growth regardless of the COA Type.

The Growth procedure can be run from within WinGAP after all users have closed WinGAP by going to the Tools > File Maintenance and selecting either Growth Calculations – Normal or Growth Calculations and LOCK.

The routine above will generate a Growth report with the inflationary growth segregated by tax districts. Also, if the county has homestead exemptions which utilize a base homestead value and a current homestead value, a reassessment exemption will be calculated and placed on the report.

OVERRIDE REASONS

The Override Reasons schedule allows the user to set up all Override Reason Codes and Override Reason descriptions that will be used when an Override Value is applied to a parcel. The schedule can be customized to the County's needs by adding, changing, or deleting entries.

The screenshot shows a window titled "WinGAP - Reasons - [User ID = felix] AY2021". It contains a list box with the following items:

| Code | Reason | Property Type |
|------|--|---------------|
| ^^ | 299C (Auto-Reason) | A |
| BE | Board Of Equalization | A |
| CV | Conversion Process | R |
| MS | Marshall/Swift tables | R |
| PU | Public Utility - State Assessed | A |
| SV | Sound Valued Improvement | R |
| WG | Override on Comm Imp due to Calc Modifications | R |

Below the list box are three data entry fields:

- Code: ^^
- Reason: 299C (Auto-Reason)
- Property Type: All (dropdown menu)

At the bottom are buttons: Help, Cancel, New, Delete, Apply, and OK.

The Override Reasons schedule Form is composed of a list box where the existing Override Reasons are displayed with the data entry fields for each Override Reason item below the list box. For each item in the list box, from left to right, the Override Reason Code, the Override Reason, and the Property Type are displayed. Override Reason items are listed in Code order. Clicking on an Override Reason item in the list box will display the data about that item in the data entry fields at the bottom of the Form.

Code: A two-character field (letters, number or symbols are acceptable) that is County-defined to identify the Override Reason. An Override Reason Code must be unique and cannot be duplicated. The Codes FM (Fair Market) and LM (Land Market) are reserved for Sales Reasons, and the Code "^^" is reserved for the A299C Auto-Reason used for Appeals of that nature.

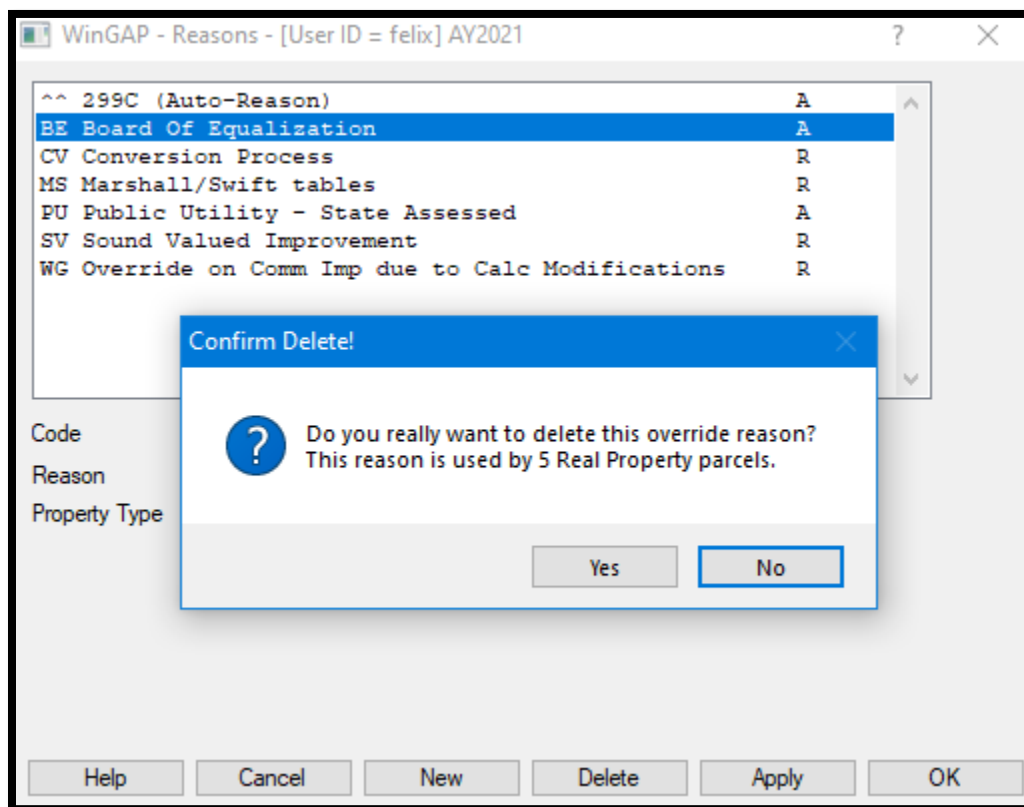
Reason: The Override Reason associated with the Code is keyed into this 50-character wide field.

Property Type: Reasons can be further defined by the Type of Property. There are three available Property Types: All, Personal, and Real. The user can click on the combo box to select the type, or key the first letter (A, P, or R) to select the type.

A new Override Reason can be added to the Override Reasons schedule by clicking the New Button, keying the new Override Reason Code, keying the Override Reason, selecting the desired Property Type, and clicking the Apply or OK Button to save the entry.

Existing Override Reasons can be edited by clicking on the desired item in the list box and then pressing the Tab key. This will take the user to the Code field where the Code can be changed, or the user can again press the Tab key to move to the other Override Reason fields where this data can be edited. The data is saved by clicking the Apply or OK Button.

An Override Reason can be deleted from the schedule by clicking on the desired item in the list box and then clicking the Delete key. A Confirm Delete window will appear where the message "Do you really want to delete this override reason? This reason is used by 5 Real Property parcels.", as seen below, will be displayed. Any Override Reason that is currently used by parcels should not be deleted. The "Yes" Button can be clicked to delete the Override Reason from the Schedule if desired; hitting Enter or clicking the default "No" will retain the Override Reason.



NEIGHBORHOODS

The Neighborhoods schedule item is used to set up Neighborhoods and apply Neighborhood Adjustment Factors to modify property values due to a particular location within the County. These Neighborhood Adjustment Factors can increase or decrease Rural or Residential Land Values, Residential or Commercial Improvement Values, or Accessory Improvement values for a specific Neighborhood. The schedule can be customized to the County's needs by adding, changing, or deleting entries.

WinGAP - Neighborhoods - [User ID = felix] AY2021

| RECID | Neigh | Description | Rurlandadj | Reslandadj | Resimpadj | Comimpadj | Acesoryadj |
|-------|-------|----------------------|------------|------------|-----------|-----------|------------|
| 612 | 0001R | 0001R-KINGSWOOD | 1.00 | 1.00 | 1.94 | 1.00 | 1.10 |
| 1 | 0002R | 0002R-DEERWOOD ESTAT | 1.00 | 1.00 | 2.19 | 1.00 | 1.25 |
| 2 | 0003R | 0003R-CRESTMONT FARM | 1.00 | 1.00 | 1.89 | 1.00 | 1.20 |
| 3 | 0005R | 0005R-PLEASANT PINES | 1.00 | 1.00 | 1.92 | 1.00 | 1.10 |
| 4 | 0006R | 0006R-FOWLERS MILL | 1.00 | 1.00 | 1.95 | 1.00 | 1.20 |
| 5 | 0007R | 0007R-PATAT / WESTWO | 1.00 | 1.00 | 2.10 | 1.00 | 1.00 |
| 6 | 0009R | 0009R-BOOTH | 1.00 | 1.00 | 1.78 | 1.00 | 1.25 |
| 7 | 0010R | 0010R-DOUBLEGATE | 1.00 | 1.00 | 1.62 | 1.00 | 1.00 |
| 8 | 0011R | 0011R-FAIRFIELD | 1.00 | 1.00 | 1.66 | 1.00 | 1.12 |
| 9 | 0012R | 0012R-STONEHENGE | 1.00 | 1.00 | 1.57 | 1.00 | 1.00 |
| 10 | 0013R | 0013R-WOOD E B (ARRO | 1.00 | 1.00 | 1.75 | 1.00 | 1.30 |
| 11 | 0014R | 0014R-HANOVER | 1.00 | 1.00 | 1.67 | 1.00 | 1.20 |
| 12 | 0015R | 0015R-DEERFIELD | 1.00 | 1.00 | 1.64 | 1.00 | 1.10 |
| 485 | 0016R | 0016R-TALLASSEE RIDG | 1.00 | 1.00 | 2.20 | 1.00 | 1.00 |
| 13 | 0017R | 0017R-RIVERCLIFF | 1.00 | 1.00 | 1.71 | 1.00 | 1.20 |
| 14 | 0018R | 0018R-NICOLE VALLEY/ | 1.00 | 1.00 | 1.30 | 1.00 | 1.00 |
| 15 | 0019R | 0019R-TALLASSEE OAKS | 1.00 | 1.00 | 1.36 | 1.00 | 1.00 |
| 16 | 0020R | 0020R-RAMBLE HILLS | 1.00 | 1.00 | 1.30 | 1.00 | 1.00 |

Code:

Description:

Adjustments

| Rural Land | Res Land | Res Imp | Com Imp | Accessory Imp |
|------------|----------|---------|---------|---------------|
| 1.00 | 1.00 | 1.94 | 1.00 | 1.10 |

The Neighborhoods Form is composed of a list box where the existing Neighborhoods are displayed, with the data entry fields for each Neighborhood item below the list box. The following information, from left to right, is displayed about each Neighborhood item in the list box: Neighborhood Code, Neighborhood Description, Rural Land Adjustment Factor, Residential Land Adjustment Factor, Residential Improvements Adjustment Factor, Commercial Improvements Adjustment Factor, and Accessory Improvements Adjustment Factor. Neighborhood schedule items are listed in Neighborhood Code order. Clicking on a Neighborhood item in the list box will display the data about that item in the data entry fields at the bottom of the Form.

Code: A five-character field (letters, numbers, or symbols are acceptable) that is County-defined to identify the Neighborhood. A Neighborhood Code must be unique and cannot be duplicated. An Edit button is located to the right of the Code field. The button is placed there to prevent inadvertent changes to the Neighborhood Code. If a Code number is to be modified, the user must first click the Edit button. **NOTE:** if the Neighborhood Code is in use on a parcel, the Edit button is disabled and the Code cannot be changed.

Description: The Description or identifying name of the Neighborhood is keyed into this 50 character wide field.

Rural Land: The first of the Adjustments fields is where the Rural Land Adjustment Factor is keyed. This Factor will modify calculated Rural Land values within a Neighborhood, but will not adjust override Rural Land values. The range is from 0.01 to 9.99. If no Adjustment Factor is to be applied for Rural Land for the Neighborhood, 1.00 should be keyed. If 0.00 is keyed as the Adjustment Factor, WinGAP will change the 0.00 to 1.00 when the Apply or OK Button is clicked.

Res Land: The Residential Land Adjustment Factor is keyed in this field. This Factor will modify calculated Residential Land values within a Neighborhood, but will not adjust override Residential Land values. The range is

from 0.01 to 9.99. If no Adjustment Factor is to be applied for Residential Land for the Neighborhood, 1.00 should be keyed. If 0.00 is keyed as the Adjustment Factor, WinGAP will change the 0.00 to 1.00 when the Apply or OK Button is clicked.

Res Imp: The Residential Improvements Adjustment Factor is keyed in this field. This Factor will modify calculated Residential Improvement values within a Neighborhood, but will not adjust override Residential Improvement values. The range is from 0.01 to 9.99. If no Adjustment Factor is to be applied for Residential Improvements for the Neighborhood, 1.00 should be keyed. If 0.00 is keyed as the Adjustment Factor, WinGAP will change the 0.00 to 1.00 when the Apply or OK Button is clicked.

Com Imp: The Commercial Improvements Adjustment Factor is keyed in this field. This Factor will modify calculated Commercial Improvement values within a Neighborhood, but will not adjust override Commercial Improvement values. The range is from 0.01 to 9.99. If no Adjustment Factor is to be applied for Commercial Improvements for the Neighborhood, 1.00 should be keyed. If 0.00 is keyed as the Adjustment Factor, WinGAP will change the 0.00 to 1.00 when the Apply or OK Button is clicked.

Accessory Imp: The Accessory Improvements Adjustment Factor is keyed in this field. This Factor will modify calculated Accessory Improvement values within a Neighborhood, but will not adjust override Accessory Improvement values. The range is from 0.01 to 9.99. If no Adjustment Factor is to be applied for Accessory Improvements for the Neighborhood, 1.00 should be keyed. If 0.00 is keyed as the Adjustment Factor, WinGAP will change the 0.00 to 1.00 when the Apply or OK Button is clicked.

A new Neighborhood item can be added to the schedule by clicking the New Button at the bottom of the Form, clicking the Edit Button, keying a County-defined Neighborhood Code, keying the Description, keying values into the five Adjustments fields, and clicking the Apply or OK Button.

Existing Neighborhoods can be edited by clicking on the desired item in the list box and then pressing the Tab key. This will take the user to the Edit button, which must be clicked to gain access to the Code field, if necessary. The user can again press the Tab key to move on to the other data entry fields where this data can be edited. The data is saved by clicking the Apply or OK Button.

A Neighborhood can be deleted from the schedule by first clicking on the desired item in the list box and then clicking the Delete key. The Neighborhood will be deleted from the schedule unless it is in use on any parcel; if this is the case, WinGAP will display the message "Neighborhood Code is used in parcel records -you cannot delete a schedule item that is used by parcel records". Clicking the OK Button on the message will return the user to the Neighborhoods Form.

STREET DIRECTORY

The Street Directory schedule item is used to set up and maintain a listing of all of the streets and roads in the County. This schedule can then be accessed on the Real Property General Information form, the Personal Property General Information form, and the Prebilled Manufactured Housing form, and allow the County to set up and maintain all the streets on these properties in a uniform manner.

WinGAP - Street Directory - [User ID = srburnette] AY2021

ABC DEF GHI JKL MNO PRS TUV WXY

| RECID | Street_Nam |
|-------|----------------------|
| 468 | BOB HOLMAN |
| 1722 | BRAEBURN DR |
| 469 | BURKLAND DR |
| 353 | BURKLAND LANE |
| 1255 | CAMELOT DR |
| 668 | CATALPA DRIVE |
| 470 | CATALPA WAY |
| 125 | CHEROKEE RD |
| 56 | CHEROKEE ROAD |
| 1468 | CHRISAREN LANE |
| 1961 | CHRISAREN LN |
| 1723 | CLOVER STREET |
| 1591 | CONNALLY CIRCLE |
| 1198 | EVANS ST |
| 1 | FOREST ACRES |
| 2024 | HEAD ST |
| 2025 | HULL RD |
| 272 | INDIANA AVE |
| 1542 | JAMES ROAD |
| 1962 | LINDA AVE |
| 732 | MARTIN LUTHER KING P |
| 354 | MOORES GROVE RD |
| 796 | MORTON RD |
| 471 | N BOGART RD |
| 797 | NORTH PETER STREET |
| 1402 | OLD COMMERCE RD |

Name: ☒ Update 20 accounts using this STREET

Real:20 Pers:0 MH:0

Cancel Delete New Apply OK

Any street on the Street Directory schedule form can be quickly located by clicking one of the 3-letter buttons at the top of the form. For example, the user can click the JKL button to reach streets that begin with the letter J. All the Js, Ks, and Ls, and the rest of the streets in the County, will display on the form. The number of Real property parcels, Personal property accounts, and Prebilled Manufactured Housing items that are located on this Street will display in the lower left of the form.

| RECID | Street_Nam |
|-------|-----------------|
| 1819 | INDIAN LAKE |
| 1168 | INDIANA |
| 1441 | INDIANA AVE |
| 236 | INDIGO |
| 2054 | INGLEWOOD |
| 828 | INGLEWOOD AVE |
| 639 | INTERNATIONAL |
| 1169 | INVERNESS |
| 1096 | IRIS |
| 1041 | IRON WOOD |
| 640 | IVERNESS |
| 2097 | IVY |
| 2055 | JACKSON |
| 504 | JADE |
| 829 | JADE DR |
| 1878 | JADE DRIVE |
| 1360 | JAMES |
| 1170 | JANE |
| 1097 | JANICE |
| 1925 | JARNIGAN |
| 1284 | JARRETT |
| 830 | JASMINE |
| 1695 | JEFFERSON |
| 1171 | JEFFERSON RD |
| 1761 | JEFFERSON RIVER |

Name: JACKSON

☒ Update 19 accounts using this STREET

Real:7 Pers:12 MH:0

Cancel Delete New Apply OK

A new Street Directory item can be added to the schedule by clicking the New Button at the bottom of the Form, keying the Name of the Street into the Name field near the bottom of the form, and clicking the Apply or OK Button. **NOTE:** DO NOT enter the Street Direction, such as East, or the Street Type, such as RD, in this field. There are separate fields for the Street Direction and Street Type on the Property Information forms.

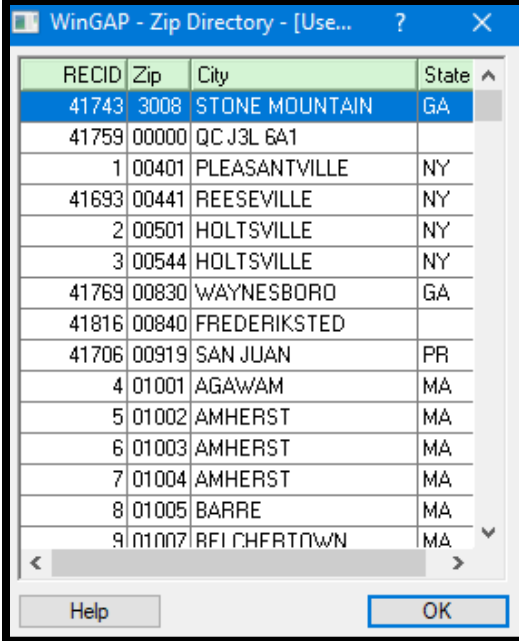
Existing Street Names can be edited by clicking on the desired item in the list box and then clicking in the Name field where the Street Name can be edited. To the right of the Name field is a checkbox which can be used to automatically update the Property Information forms with any change made to the Street Name. The checkbox is checked by default. The text to the right of the checkbox field will tell the user how many Street Names will be changed when the user clicks Apply or OK. If the user does not wish to automatically update the Name field on the Property Information forms, the check should be removed from the checkbox by clicking in it. The change is saved by clicking the Apply or OK Button.

A Neighborhood can be deleted from the schedule by first clicking on the desired item in the list box and then clicking the Delete button. The Street Name will be deleted from the schedule unless it is in use on any parcel, account, or prebilled mh. If this is the case, WinGAP will display the message "Street Name is in use on property - delete effort denied". Clicking the OK Button on the message will return the user to the Street Directory Form.

ZIP CODE DIRECTORY

The Zip Code Directory provides a listing of all United States Post Office recognized Zip Codes in the United States. It is used to validate Zip Codes when they are entered on the Owner Information Form. The Zip Code Directory cannot be added to or modified on the Zip Code Form itself, it can only be added to on the Owner Form.

The Zip Code Directory Form is comprised of a list where the Zip Code, City and State are displayed, left to right. Zip Code Directory items are listed in Zip Code order. The user should keep in mind that the Zip Code Directory is an extremely large table and moving through it can be very slow.



The screenshot shows a window titled "WinGAP - Zip Directory - [Use... ? X]". Inside the window is a table with four columns: RECID, Zip, City, and State. The table contains several rows of data, including zip codes like 3008, 00000, 00401, 00441, 00501, 00544, 00830, 00840, 00919, 01001, 01002, 01003, 01004, 01005, and 01007. The cities listed are STONE MOUNTAIN, QC J3L 6A1, PLEASANTVILLE, REESEVILLE, HOLTSVILLE, WAYNESBORD, FREDERIKSTED, SAN JUAN, AGAWAM, AMHERST, and BARTCHERTOWN. The states listed are GA, NY, MA, and PR. At the bottom of the window are "Help" and "OK" buttons.

| RECID | Zip | City | State |
|-------|-------|----------------|-------|
| 41743 | 3008 | STONE MOUNTAIN | GA |
| 41759 | 00000 | QC J3L 6A1 | |
| 1 | 00401 | PLEASANTVILLE | NY |
| 41693 | 00441 | REESEVILLE | NY |
| 2 | 00501 | HOLTSVILLE | NY |
| 3 | 00544 | HOLTSVILLE | NY |
| 41769 | 00830 | WAYNESBORD | GA |
| 41816 | 00840 | FREDERIKSTED | |
| 41706 | 00919 | SAN JUAN | PR |
| 4 | 01001 | AGAWAM | MA |
| 5 | 01002 | AMHERST | MA |
| 6 | 01003 | AMHERST | MA |
| 7 | 01004 | AMHERST | MA |
| 8 | 01005 | BARRE | MA |
| 9 | 01007 | BARTCHERTOWN | MA |

When a user keys a Zip Code in the Zip field on the Owner Form and navigates to another field, WinGAP checks to see if the Zip Code exists in the Zip Code Directory. If it does, it will check to see if the City and State keyed by the user matches the City and/or State for that Zip Code in the Zip Code Directory. If the City and State match, the user proceeds to the next field. If the City and State do not match, the user will be prompted and asked if the City and/or State that was entered on the Owner Information Form should be changed. If the Zip Code does not exist in the Zip Code Directory, WinGAP will display the message "Your Zip code was not found in the zip code validation table. Would you like to update the zip code validation table?" The "Yes" Button can be clicked to add the new Zip Code to the Zip Code Directory, while hitting Enter or clicking the default "No" will not add the Zip Code.

DISCOVERY SOURCES

The Discovery Sources schedule is used with Personal Property to identify the "source" from which the Assessor's Office first "discovered" or obtained information about the Personal Property Account. Information found in this schedule appears in the Discovery Source combo box on the Personal Property General Information Form, where the user can select the appropriate Discovery Source for the Account. The schedule can be customized to the County's needs by adding, changing, or deleting entries.

The Discovery Sources schedule form consists of just one data entry item, the Discovery Source. A list on the left side of the form displays the existing Discovery Source items. Items are displayed in alphabetical order in the box. Clicking on a Discovery Source in the box will display the description of that Discovery Source in the data entry field to the right of the list box. Discovery Source descriptions can be up to 30 characters in length.

| RECID | Discovkey | Desc |
|-------|-----------|----------------------|
| 8 | 8 | Alcohol License |
| 1 | 1 | Bond Issue - Active |
| 2 | 2 | Bond Issue - Retired |
| 4 | 4 | Tower - Guyed |
| 6 | 6 | Tower - Lattice |
| 5 | 5 | Tower - Monopole |

Discovery Source

Alcohol License

Help Cancel New Delete Apply OK

A new Discovery Source can be added to the schedule by clicking the New Button. The user will be taken to the Discovery Source field, where the new description can be entered. The Apply or OK Button should be clicked to save the data.

Existing Discovery Sources can be edited by clicking on the desired item in the list box and then pressing the Tab key. This will take the user to the Discovery Source field, where the description can be changed. The data is saved by clicking the Apply or OK Button. The change to the Discovery Source description will be automatically applied to the Discovery Source description on any Personal Property Account that has this Discovery Source.

A Discovery Source can be deleted from the schedule, if not in use on an account, by first clicking on the desired item in the list box and then clicking the Delete Button. The Discovery Source will be deleted from the schedule, returning the user to the Discovery Sources Form. If the Discovery Source item is in use on an Account, the user will receive the message "This discovery source is in use on PP Accounts – delete request denied".

PERMIT TYPES

The Permit Types Schedule contains a listing of all Building Permit Types. One of these Permit Types can be selected whenever a Permit is added or edited on the Building Permits form, reached from the Real Property, Personal Property, or Prebilled Manufactured Housing General Information forms. The Permit Types schedule can be customized to the County's needs by adding, changing, or deleting entries.

The Permit Type Schedule form consists of just one data entry item, the Description of the Permit Type. A list box on the left of the form displays the existing Permit Types items. Permit Types are displayed in alphabetical order in the list box. Clicking on a Permit Type item in the list box will display that item in the Description data entry field to the right of the list box. Descriptions can be up to 30 characters in length.

A new Permit Type can be added to the schedule by clicking the New Button. The user will be taken to the Description field, where the new Permit Type can be entered. The Apply or OK Button should be clicked to save the data. Existing Permit Types can be edited by clicking on the desired item in the list box and then pressing the Tab key. This will take the user to the Description field, where the information can be changed.

At the bottom of the Permits form is a checkbox which can be used to automatically update the Permit Type field on any Permits with the change made to the Permit Type Description. The checkbox is checked by default. The text to the right of the checkbox field will tell the user how many Permits will be changed when the user clicks Apply or OK. If the user does not wish to automatically update the Permit Type Description on these Permits, the check should be removed from the checkbox by clicking in it. The change to the Permit Type Description is saved by clicking the Apply or OK Button.

A Permit Type can be deleted from the schedule by first clicking on the desired item in the list box and then clicking the Delete Button. The Permit Type will be deleted from the schedule, returning the user to the Permit Types Form. When deleting a Permit Type that is used on a Permit, the user should be sure this should be done.

BUSINESS LICENSE TYPES

The Business License Types Schedule item on the Tools > Schedules/Tables Menu contains a listing of all Business License Types. One of these Types can be selected whenever a Business License is added or edited on the Business License form, reached from the Real or Personal Property General Information forms. Information found in this schedule appears in the Business License Types combo box on the Business License form, which is reached from

the Real or Personal Property General Information Forms. The schedule can be customized to the County's needs by adding, changing, or deleting entries.

The Business License Types schedule form consists of just one data entry item, the Business License Type. A list on the left side of the form displays the existing Business License Type items. Items are displayed in Business Type key order. Clicking on a Business License Type in the box will display the description of that Business License Type in the data entry field to the right of the list box. Business License Type descriptions can be up to 30 characters in length.

| RECID | Typekey | Busi_Type |
|-------|---------|--------------|
| 1 | 1 | COMMERCIAL |
| 2 | 2 | INDUSTRIAL |
| 3 | 3 | CORPORATION |
| 4 | 6 | MANUFACTURER |
| 5 | 7 | NONPROFIT |
| 6 | 8 | SHEET METAL |
| 7 | 10 | NON PROFIT |

Business License Type

COMMERCIAL

Help Cancel New Delete Apply OK

A new Business License Type can be added to the schedule by clicking the New Button. The user will be taken to the Business License Type field, where the new description can be entered. The Apply or OK Button should be clicked to save the data.

Existing Business License Types can be edited by clicking on the desired item in the list box and then pressing the Tab key. This will take the user to the Business License Type field, where the description can be changed. The data is saved by clicking the Apply or OK Button. The change to the Business License Type description will be automatically applied to the Business License Type description on any Business License that has this Business License Type.

A Business License Type can be deleted from the schedule, if not in use on any Business License, by first clicking on the desired item in the list box and then clicking the Delete Button. The Business License Type will be deleted from the schedule, returning the user to the Business License Type Form. If the Business License Type item is in use on any Business License, the user will receive the message "Delete request denied. Schedule items are used in Business License table".

CUSTOM FLAGS

The Custom Flags schedule form contains a listing of all Custom Flag types. The Flags schedule is accessed on the Real Property General Information form. These Flags are typically used to handle various Administrative tasks regarding a Real Property parcel, such as checking the Homestead Application to make sure it is accurate and properly assigned on the parcel.

The Custom Flags form is composed of a list box where the existing Custom Flags are displayed, with the data entry fields for each Custom Flag item below the list box. The following information, from left to right, is displayed about each Custom Flag item in the list box: Custom Flag Code, the Flag Description, and the Property Type code, in this case R; at the present time, Custom Flags are available for Real Property only. Custom Flag schedule items are listed in Code order. Clicking on a Custom Flag item in the list box will display the data about that item in the data entry fields at the bottom of the Form.

| Code | Reason | Property Type |
|------|-------------------------------------|---------------|
| CK | CHECK CURRENT HOMESTEAD APPLICATION | R |
| DC | NEED HOMESTEAD DOCUMENTS | R |
| IN | INVESTIGATE HOMESTEAD | R |
| RE | REMOVE HOMESTEAD NEXT YEAR | R |
| ST | HOMESTEAD STAYS NEXT YEAR | R |
| WY | WYS - WIDOWS YEAR SUPPORT | R |

Code: CK Reason Type: Custom Flags Reason: CHECK CURRENT HOMESTEAD APPLICATION Property Type: Real

Real Count: 1 [Purge From All Properties]

[Help] [Cancel] [New] [Delete] [Apply] [OK]

Code: A two-character field (letters, numbers, or symbols are acceptable) that is County-defined to identify the Custom Flag. A Custom Flag Code must be unique and cannot be duplicated.

Reason Type: Only one type is available in this combo box field, Custom Flags.

Reason: The Description of the Custom Flag is keyed into this 50-character wide field.

Property Type: There are three available Property Types: All, Personal, and Real. The user can click on the combo box to select the type. **Note:** at the present time, Custom Flags are available for Real Property only.

Displayed in the bottom center of the Custom Flags form is the Real Count of how many parcels a particular Custom Flag on found on. To the right of the Real Count number is the Purge From All Properties button, which will purge a selected Custom Flag from all parcels that have that Flag.

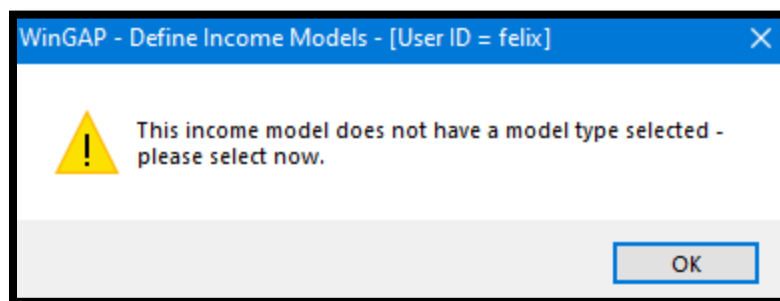
A new Custom Flag item can be added to the schedule by clicking the New Button, keying a County-defined Code for the Custom Flag in the Code field, selecting the Property Type in the Property Type combo box field, and clicking the Apply or OK Button.

Existing Custom Flags can be edited by clicking on the desired item in the list box and then pressing the Tab key. This will take the user to the Code field, where it can be changed, if necessary. The user can again press the Tab key to move on to the other data entry fields where this data can be edited. The data is saved by clicking the Apply or OK Button.

A Custom Flag can be **deleted** from the schedule by first clicking on the desired item in the list box and then clicking the Delete button. The Custom Flag will be deleted from the schedule unless it is in use on any parcel. If the Custom Flag is currently in use, WinGAP will display the message "Flag is in use -delete not allowed". Clicking the OK Button on the message will return the user to the Neighborhoods Form.

INCOME MODELS

The Income Models menu option presents a schedule that defines the models used in the pricing of Real Property with the Income Method of Valuation. The Income Models schedule must be set up prior to using the Income approach to value property. Clicking on the Income Models option will produce a notification if no Income Models exist.



Clicking the OK button will take the user to the empty Define Income Models schedule.

WinGAP - Define Income Models - [User ID = felix] Wilcox_AY2016

| RECID | Modelkey | Modeltype | Descrip | Unit 1 Desc |
|--------------------------------|----------|-----------|---------|-------------|
| (There are no records to view) | | | | |

Model Type

☐ \$ / SF
☐ \$ / Room
☐ \$ / Bedroom
☐ GRM

☐ Monthly Rate
 Comments

Model Category

Model Description

Unit Description

| Unit Rent | | | |
|-----------|------------|-------|--|
| 0.00 | \$ / SF | 0.00 | |
| 0.00 | \$ / Room | 0 | |
| 0.00 | GRM | 0.00 | |
| 0.00 | Vacancy % | 0 | |
| 0.00 | Expenses % | 0 | |
| 0.00 | Cap Rate | 0.000 | |

Help

Cancel Delete New Apply OK

The New button should be clicked to begin adding Income Models.

If Income Models exist, clicking on the Income Models option on the Tools > Schedules/Tables Menu will produce the Income Models schedule.

WinGAP - Define Income Models - [User ID = cmartin] (DEVEL) Paulding2020

| RECID | Modelkey | Modeltype | Descrip | Unit 1 Desc |
|-------|----------|-----------|----------------------------|----------------|
| 1 | 1 | 3 | MERCHANTS COURT APARTMENTS | 2BR/2BA |
| 2 | 2 | 3 | CREEKSTONE PHS I | 1BR/1BA |
| 3 | 3 | 3 | CREEKSTONE PHS II | 1BDRM/1BTH |
| 4 | 4 | 3 | APARTMENTS - MARKET | 1 BEDRM/1 BATH |
| 5 | 5 | 1 | OFFICE - GENERAL | |

Model Type

☐ \$ / SF
☐ \$ / Room
☒ \$ / Bedroom
☐ GRM

☒ Monthly Rate

Comments

Model Category: Apartments

Model Description: MERCHANTS COURT APARTMENTS

Unit Description: Unit Rent

| | | | |
|-------------|--------|------------|-------|
| 2BR/2BA | 665.00 | \$ / SF | 0.00 |
| 3BR/2BA 50% | 695.00 | \$ / Room | 0 |
| 3BR/2BA 60% | 725.00 | GRM | 0.00 |
| | 0.00 | Vacancy % | 19 |
| | 0.00 | Expenses % | 53 |
| | 0.00 | Cap Rate | 9.000 |

MERCHANTS COURT IS 100% RENT RESTRICTED. IT HAS A TOTAL OF 192 UNITS. IT HAS 96 UNITS 2BR/2BA AND 96 UNITS WITH 3BR/2BA. INCOME/EXPENSE DATA WAS PROVIDED BY TAX REP.

Help Cancel Delete New Apply OK

SETTING UP INCOME MODELS

The first step in setting up Income Models is to define the Model Type. There are four Income Models:

- **\$/SF:** If the income of the property is based on a dollars per square foot rate, then this Model Type option should be checked. Properties that would use this valuation option include warehouses and other large storage facilities.
- **\$/Room:** If the property's income is related to the number of rooms, then this Model Type option should be checked. Properties that would use this valuation option include offices and other similar types of commercial properties.
- **\$/Bedroom:** If the rental income of the property is based on based on the number of bedrooms, then this Model Type option should be checked. Apartment complexes would be an example of properties receiving income in this manner.
- **GRM:** If the property is to be valued by a Gross Rent Multiplier, then this Model Type option should be checked. Any property type may be valued by a GRM.

Once the Model Type is selected, the Model Category should be selected if they are set up in the County's schedules. Next is to fill in the Model Description field with an appropriate model name, such as the name of the complex or the development. Depending on the Model Type chosen, only certain fields on the Income Models Form will be available for data entry. The Model Description field is used with all Model Types.

\$/SF MODEL TYPE

The fields available for the \$/SF Model Type are as follows:

Model Category: This is an optional item where individual models can be assigned to a broader category if they are set up in the county Income Categories schedule (discussed below in this manual), such as "Apartments" or "Offices".

Model Description: The description of the Income Model, such as Apartments. The description can be as detailed as will fit in the 38-character wide field. From the Model Description field the Tab key will take the user to the first of six Unit Description and Unit Rent fields.

\$/SF: The dollars per square foot rental rate for this property type.

\$/Room: Not available for this Model Type.

GRM: Not available for this Model Type.

Vacancy %: The standard percentage of vacancy for the property type. This should be entered as a whole number, not the decimal equivalent of the percentage. A 10% Vacancy Rate would be entered as 10, not .10.

Expenses %: The standard allowable expense percentage for the property type. This should be entered as a whole number, not the decimal equivalent of the percentage. A 30% expense rate should be entered as 30, not .30.

Cap Rate: The standard Capitalization Rate for the property type. The Cap Rate should be entered as two whole numbers followed by three decimals. A Cap Rate of .0825 should be entered as 8.25.

Monthly Rate: If the \$/SF rent is a monthly rate instead of an annual rate, this box should be checked.

Comments: Comments about the Model Type and valuation method can be entered into this field.

WinGAP - Define Income Models - [User ID = cmartin] (DEVEL) Paulding2020

| RECID | Modelkey | Modeltype | Descrip | Unit 1 Desc |
|-------|----------|-----------|----------------------------|----------------|
| 1 | 1 | 3 | MERCHANTS COURT APARTMENTS | 2BR/2BA |
| 2 | 2 | 3 | CREEKSTONE PHS I | 1BR/1BA |
| 3 | 3 | 3 | CREEKSTONE PHS II | 1BDRM/1BTH |
| 4 | 4 | 3 | APARTMENTS - MARKET | 1 BEDRM/1 BATH |
| 5 | 5 | 2 | OFFICE - GENERAL | |
| 6 | 6 | 1 | INDUSTRIAL PARK | |

< >

Model Type

☒ \$ / SF
☐ \$ / Room
☐ \$ / Bedroom
☐ GRM

☐ Monthly Rate

Comments

Model Category: Warehouses

Model Description: INDUSTRIAL PARK

Unit Description: Unit Rent

| | | | |
|--|------|------------|--------|
| | 0.00 | \$ / SF | 8.00 |
| | 0.00 | \$ / Room | 0 |
| | 0.00 | GRM | 0.00 |
| | 0.00 | Vacancy % | 10 |
| | 0.00 | Expenses % | 60 |
| | 0.00 | Cap Rate | 10.000 |

Help

Cancel Delete New Apply OK

\$/ROOM MODEL TYPE

The fields available for the \$/Room Model Type are as follows:

Model Category: This is an optional item where individual models can be assigned to a broader category if they are set up in the county schedules, such as "Apartments" or "Offices".

Model Description: The description of the Income Model, such as Apartments. The description can be as detailed as will fit in the 38-character wide field. From the Model Description field the Tab key will take the user to the first of six Unit Description and Unit Rent fields.

\$/SF: Not available for this Model Type.

\$/Room: The rent per room expressed as dollars per Room for this Model Type.

GRM: Not available for this Model Type.

Vacancy %: The standard percentage of vacancy for the property type. This should be entered as a whole number, not the decimal equivalent of the percentage. A 10% Vacancy Rate would be entered as 10, not .10.

Expenses %: The standard allowable expense percentage for the property type. This should be entered as a whole number, not the decimal equivalent of the percentage. A 30% expense rate should be entered as 30, not .30.

Cap Rate: The standard Capitalization Rate for the property type. The Cap Rate should be entered as two whole numbers followed by three decimals. A Cap Rate of .0825 should be entered as 8.25.

Monthly Rate: If the \$/SF rent is a monthly rate instead of an annual rate, this box should be checked.

Comments: Comments about the Model Type and valuation method can be entered into this field

| RECID | Modelkey | Modeltype | Descrip | Unit 1 Desc |
|-------|----------|-----------|----------------------------|----------------|
| 1 | 1 | 3 | MERCHANTS COURT APARTMENTS | 2BR/2BA |
| 2 | 2 | 3 | CREEKSTONE PHS I | 1BR/1BA |
| 3 | 3 | 3 | CREEKSTONE PHS II | 1BDRM/1BTH |
| 4 | 4 | 3 | APARTMENTS - MARKET | 1 BEDRM/1 BATH |
| 5 | 5 | 2 | OFFICE - GENERAL | |
| 6 | 6 | 1 | INDUSTRIAL PARK | |

| | | | |
|--|--|-------------------------------------|--|
| Model Type | | Model Category: Offices | |
| <input type="checkbox"/> \$ / SF | | Model Description: OFFICE - GENERAL | |
| <input checked="" type="checkbox"/> \$ / Room | | Unit Description: Unit Rent | |
| <input type="checkbox"/> \$ / Bedroom | | | |
| <input type="checkbox"/> GRM | | | |
| <input checked="" type="checkbox"/> Monthly Rate | | | |
| Comments: | | | |

| | 0.00 | \$ / SF | 0.00 |
|--|------|------------|-------|
| | 0.00 | \$ / Room | 1,000 |
| | 0.00 | GRM | 0.00 |
| | 0.00 | Vacancy % | 15 |
| | 0.00 | Expenses % | 60 |
| | 0.00 | Cap Rate | 9.750 |

\$/BEDROOM MODEL TYPE

The fields available for the \$/Bedroom Model Type are as follows:

Model Category: This is an optional item where individual models can be assigned to a broader category if they are set up in the county schedules, such as "Apartments" or "Offices".

Model Description: The description of the Income Model, such as Apartments. The description can be as detailed as will fit in the 38-character wide field. From the Model Description field the Tab key will take the user to the first of six Unit Description and Unit Rent fields.

Unit Description: A Description of each of the types of Units is keyed in these fields.

Unit Rent: The Unit Rent associated with each type of Unit is keyed into these fields.

\$/SF: Not available for this Model Type.

\$/Room: Not available for this Model Type.

GRM: Not available for this Model Type.

Vacancy %: The standard percentage of vacancy for the property type. This should be entered as a whole number, not the decimal equivalent of the percentage. A 10% Vacancy Rate would be entered as 10, not .10.

Expenses %: The standard allowable expense percentage for the property type. This should be entered as a whole number, not the decimal equivalent of the percentage. A 30% expense rate should be entered as 30, not .30.

Cap Rate: The standard Capitalization Rate for the property type. The Cap Rate should be entered as two whole numbers followed by three decimals. A Cap Rate of .0825 should be entered as 8.25.

Monthly Rate: If the \$/SF rent is a monthly rate instead of an annual rate, this box should be checked.

Comments: Comments about the Model Type and valuation method can be entered into this field

WinGAP - Define Income Models - [User ID = cmartin] (DEVEL) Paulding2020

| delkey | Modeltype | Descrip | Unit 1 Desc |
|--------|-----------|----------------------------|----------------|
| 1 | 3 | MERCHANTS COURT APARTMENTS | 2BR/2BA |
| 2 | 3 | CREEKSTONE PHS I | 1BR/1BA |
| 3 | 3 | CREEKSTONE PHS II | 1BDRM/1BTH |
| 4 | 3 | APARTMENTS - MARKET | 1 BEDRM/1 BATH |
| 5 | 2 | OFFICE - GENERAL | |
| 6 | 1 | INDUSTRIAL PARK | |

< >

Model Type

☐ \$ / SF
☐ \$ / Room
☒ \$ / Bedroom
☐ GRM

☒ Monthly Rate

Comments

Model Category: Apartments
Model Description: CREEKSTONE PHS I
Unit Description: Unit Rent

| | | | |
|---------|--------|------------|-------|
| 1BR/1BA | 443.00 | \$ / SF | 0.00 |
| 2BR/2BA | 540.00 | \$ / Room | 0 |
| 3BR/2BA | 605.00 | GRM | 0.00 |
| | 0.00 | Vacancy % | 0 |
| | 0.00 | Expenses % | 56 |
| | 0.00 | Cap Rate | 7.000 |

CREEKSTONE PHASE I IS A LOW INCOME RESTRICTED RENT APARTMENT COMPLEX THAT HAS 40 UNITS

Help Cancel Delete New Apply OK

GRM MODEL TYPE

The fields available for the GRM Model Type are as follows:

- **Model Description:** The description of the Income Model, such as Apartments. The description can be as detailed as will fit in the 38-character wide field. From the Model Description field the Tab key will take the user to the first of six Unit Description and Unit Rent fields.
- **\$/SF:** The dollars per square foot rental rate for this property type.
- **\$/Room:** The dollars per room for this Model Type.
- **GRM:** The Gross Rent Multiplier for this Model Type.
- **Vacancy %:** Not available for this Model Type.
- **Expenses %:** Not available for this Model Type.
- **Cap Rate:** Not available for this Model Type.
- **Monthly Rate:** Not available for this Model Type.
- **Comments:** Comments about the Model Type and valuation method can be entered into this field.

WinGAP - Define Income Models - [User ID = cmartin] (DEVEL) Paulding2020

| RECID | Modelkey | Modeltype | Descrip | Unit 1 Desc |
|-------|----------|-----------|----------------------------|----------------|
| 1 | 1 | 3 | MERCHANTS COURT APARTMENTS | 2BR/2BA |
| 2 | 2 | 3 | CREEKSTONE PHS I | 1BR/1BA |
| 3 | 3 | 3 | CREEKSTONE PHS II | 1BDRM/1BTH |
| 4 | 4 | 4 | APARTMENTS - MARKET | 1 BEDRM/1 BATH |
| 5 | 5 | 2 | OFFICE - GENERAL | |
| 6 | 6 | 1 | INDUSTRIAL PARK | |

Model Type

☐ \$ / SF

☐ \$ / Room

☐ \$ / Bedroom

☒ GRM

☐ Monthly Rate

Comments

Model Category: Apartments

Model Description: APARTMENTS - MARKET

Unit Description: Unit Rent

| | | | |
|----------------|---------|------------|-------|
| 1 BEDRM/1 BATH | 955.00 | \$ / SF | 0.00 |
| 2 BEDRM/1 BATH | 1075.00 | \$ / Room | 0 |
| 2 BEDRM/2 BATH | 1045.00 | GRM | 8.00 |
| 3 BEDRM/2 BATH | 1280.00 | Vacancy % | 0 |
| | 0.00 | Expenses % | 0 |
| | 0.00 | Cap Rate | 0.000 |

Help

Cancel Delete New Apply OK

INCOME CATEGORIES

Income Categories allow the county to group Income Models into similar categories, which can be useful for data auditing purposes. This form is composed of a list box where the existing Income Categories are displayed, and the data entry fields for each Custom Flag item below the list box. Clicking on an Income Category in the list box will display the data about that item in the data entry fields at the bottom of the Form.

| RECID | Catcode | Descrip |
|-------|---------|------------|
| 1 | 001 | Apartments |
| 2 | 002 | Warehouses |
| 3 | 003 | Offices |

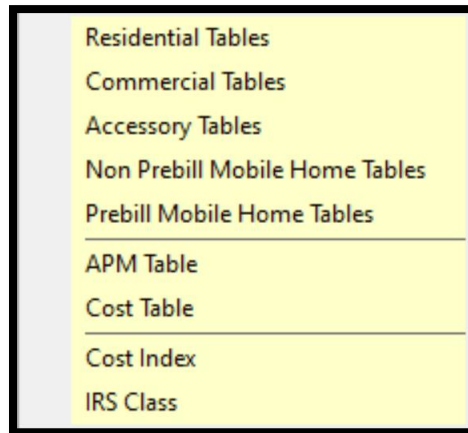
Code:

Description:

A new Income Category can be added to the schedule by clicking the New Button. The user will be taken to the Code field where a County-defined code can be entered, then the user can enter a description of the Income Category in the Description field. The Apply or OK Button should be clicked to save the data.

Existing Income Categories can be edited by clicking on the desired item in the list box and then keying an updated description in the Description box. If the Code is to be changed, the user must click the Edit button beside the Code box before being able to access the field. The data is saved by clicking the Apply or OK Button. An existing Income Category can be deleted by clicking on the desired item in the list box and then clicking the Delete Button.

DEPRECIATION



RESIDENTIAL TABLES

This option produces the Residential Depreciation Table Form. The Form is divided into three sections:

- A list box containing Depreciation Group items, each consisting of a Grade, Frame, and Age.
- Depreciation Group data entry fields where the Grade and Age for each item are added or edited.
- Depreciation Factors data entry fields for each Depreciation Group item where the Depreciation Factors for each level of Observed Condition are added or edited.

WinGAP - Depreciation - [User ID = cmartin] (DEVEL) - Residential Class2013

| Grade-Frame-Age | Grade-Frame-Age | Grade-Frame-Age |
|-----------------|-----------------|-----------------|
| 060-A- 1 | 060-A- 20 | 060-A- 39 |
| 060-A- 2 | 060-A- 21 | 060-A- 40 |
| 060-A- 3 | 060-A- 22 | 060-A- 41 |
| 060-A- 4 | 060-A- 23 | 060-A- 42 |
| 060-A- 5 | 060-A- 24 | 060-A- 43 |
| 060-A- 6 | 060-A- 25 | 060-A- 44 |
| 060-A- 7 | 060-A- 26 | 060-A- 45 |
| 060-A- 8 | 060-A- 27 | 060-A- 46 |
| 060-A- 9 | 060-A- 28 | 060-A- 47 |
| 060-A- 10 | 060-A- 29 | 060-A- 48 |
| 060-A- 11 | 060-A- 30 | 060-A- 49 |
| 060-A- 12 | 060-A- 31 | 060-A- 50 |
| 060-A- 13 | 060-A- 32 | 060-A- 51 |
| 060-A- 14 | 060-A- 33 | 060-A- 52 |
| 060-A- 15 | 060-A- 34 | 060-A- 53 |
| 060-A- 16 | 060-A- 35 | 060-A- 54 |
| 060-A- 17 | 060-A- 36 | 060-A- 55 |
| 060-A- 18 | 060-A- 37 | 060-A- 56 |
| 060-A- 19 | 060-A- 38 | 060-A- 57 |

< >

Depreciation Group

Grade:

Frame:

Age:

Depreciation Factors

| Ex: | Gd: | Av: | Fr: | Pr: |
|------|------|------|------|------|
| 0.97 | 0.96 | 0.95 | 0.93 | 0.89 |

WinGAP is delivered to the County with a default set of Depreciation Group Grade-Frame-Age items and Depreciation Factors associated with each item. These can be modified by the County for local purposes if desired. As delivered, Depreciation Group items begin at Grade 60 and end at Grade 999. For each Depreciation Group item, the Frame is "A" for All types of Frames and cannot be changed. The Age for each Group begins at 1 and ends at 100. The Grade and Age for each Depreciation Group item can be edited in the Depreciation Group data entry fields; however, the Frame type cannot be changed. Each Depreciation Group item has a default set of Depreciation Factors, which are found in the Depreciation Factors section of the Form. For Residential Improvements, these Depreciation Factors are found in the five data entry fields associated with Observed Condition: "Ex:" for Excellent, "Gd:" for Good, "Av:" for Average, "Fr:" for Fair, and "Pr:" for Poor. These Factors can be modified by the County if desired.

WinGAP uses the Grade, the Age or Effective Age, and the Observed Condition of the Residential Improvement to look up the Depreciation Factor in the Depreciation Table. If the County uses the default Residential Depreciation Table delivered with WinGAP, and the Grade for the Residential Improvement is found in the Depreciation Table, WinGAP subtracts the Year Built or Effective Year Built of the Residential Improvement from the Residential Depreciation Year (set up in Tools/Preferences) to determine the Age. WinGAP then uses the Observed Condition of the Residential Improvement to find the appropriate Depreciation Factor for that Grade and Age. (**NOTE:** If the Year Built or Effective Year Built is greater than or equal to the Depreciation Year, WinGAP uses an Age of 1). If the Grade is not found in the Depreciation Table, WinGAP drops back to the next Grade in the Depreciation Table BELOW the Grade of the Improvement, and then uses the Age and Observed Condition to select the Depreciation Factor. For example, the Residential Improvement has a Grade of 100. If 100 is not found in the Table, WinGAP would use the Depreciation Group of Grade 85, along with the Age and Observed Condition, to determine the

Depreciation Factor. If the County desires, more Depreciation Groups with associated Depreciation Factors can be added to the Table. For example, Depreciation Groups with Grades of 65, 70, 75, and 80 could be added between the existing default Depreciation Groups of Grade 60 and Grade 85.

Existing Depreciation Group Grade-Frame-Age items can be edited by clicking on the appropriate item in the list box. The Grade and Age can be edited by clicking on the appropriate field in the Depreciation Group section of the Form. The Depreciation Factor for each Observed Condition can be edited by clicking on that data entry field in the Depreciation Factors section of the Form.

A new Depreciation Group Grade-Frame-Age item can be added to the Table by clicking the New Button at the bottom of the Form. The Grade and Age would then be keyed in the Depreciation Group data entry fields, and the Depreciation Factors for this Grade and Age item would be keyed in the fields under each Observed Condition in the Depreciation Factors section of the Form. The data is saved by clicking the Apply Button. The New Button should again be clicked to add the rest of the Grade, Age, and Depreciation Factors associated with this Depreciation Group.

Depreciation Group items can be deleted from the Table by first highlighting the Grade-Frame-Age item in the list box, and then clicking the Delete Button at the bottom of the Form, which will delete the item from the Table.

COMMERCIAL TABLES

Clicking on this option produces the Commercial Depreciation Table Form. The Form is divided into three sections:

- A list box containing Depreciation Group items, each consisting of a Grade, Frame, and Age.
- Depreciation Group data entry fields where the Grade and Age for each item are added or edited.
- Depreciation Factors data entry fields for each Depreciation Group item where the Depreciation Factors for each year of Life Expectancy are added or edited.

WinGAP - Depreciation - [User ID = cmartin] (DEVEL) - Commercial Class2013

| Grade-Frame-Age | Grade-Frame-Age | Grade-Frame-Age |
|-----------------|-----------------|-----------------|
| 100-A- 1 | 100-A- 20 | 100-A- 39 |
| 100-A- 2 | 100-A- 21 | 100-A- 40 |
| 100-A- 3 | 100-A- 22 | 100-A- 41 |
| 100-A- 4 | 100-A- 23 | 100-A- 42 |
| 100-A- 5 | 100-A- 24 | 100-A- 43 |
| 100-A- 6 | 100-A- 25 | 100-A- 44 |
| 100-A- 7 | 100-A- 26 | 100-A- 45 |
| 100-A- 8 | 100-A- 27 | 100-A- 46 |
| 100-A- 9 | 100-A- 28 | 100-A- 47 |
| 100-A- 10 | 100-A- 29 | 100-A- 48 |
| 100-A- 11 | 100-A- 30 | 100-A- 49 |
| 100-A- 12 | 100-A- 31 | 100-A- 50 |
| 100-A- 13 | 100-A- 32 | 100-A- 51 |
| 100-A- 14 | 100-A- 33 | 100-A- 52 |
| 100-A- 15 | 100-A- 34 | 100-A- 53 |
| 100-A- 16 | 100-A- 35 | 100-A- 54 |
| 100-A- 17 | 100-A- 36 | 100-A- 55 |
| 100-A- 18 | 100-A- 37 | 100-A- 56 |
| 100-A- 19 | 100-A- 38 | 100-A- 57 |

< >

Depreciation Group

Grade:

Frame:

Age:

Depreciation Factors

| | | | | |
|------|------|------|------|------|
| 5: | 10: | 15: | 20: | 25: |
| 0.00 | 0.00 | 0.96 | 0.96 | 0.97 |
| 30: | 35: | 40: | 45: | 50: |
| 0.98 | 0.99 | 0.99 | 0.99 | 0.99 |
| 55: | 60: | 65: | 70: | 75: |
| 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |

WinGAP is delivered to the County with a default set of Commercial Depreciation Group Grade-Frame-Age items and Depreciation Factors associated with each item. These can be modified by the County for local purposes if desired. As delivered, Commercial Depreciation uses only one Depreciation Group with a Grade of 100. For each Depreciation Group item, the Frame is "A" for All types of Frames and cannot be changed. The Age for the Depreciation Group begins at 1 and ends at 100. The Grade and Age for each Depreciation Group item can be edited in the Depreciation Group data entry fields; however, the Frame type cannot be changed. Each Depreciation Group item has a default set of Depreciation Factors, which are found in the Depreciation Factors section of the Form. For Commercial Improvements, these Depreciation Factors are found in the data entry fields associated with Life Expectancy, which make up the second through fourth rows of the Depreciation Factors section of the Form. Each of these data entry fields is heading by a Life Expectancy year: "5" for Five Years, "10" for Ten Years, etc. These Factors can be modified by the County if desired.

WinGAP uses a Grade of 100, the Age or Effective Age, and the Life Expectancy of the Commercial Improvement to look up the Depreciation Factor in the Depreciation Table. If the County uses the default Commercial Depreciation Table delivered with WinGAP, WinGAP subtracts the Year Built or Effective Year Built of the Commercial Improvement from the Commercial Depreciation Year (set up in Tools/Preferences) to determine the Age. WinGAP then uses the Life Expectancy of the Commercial Improvement (based upon the Construction Type) to find the appropriate Depreciation Factor for that Age. **(NOTE: If the Year Built or Effective Year Built is greater than or equal to the Depreciation Year, WinGAP uses an Age of 1).**

Existing Depreciation Group Grade-Frame-Age items can be edited by clicking on the appropriate item in the list box. The Grade and Age can be edited by clicking on the appropriate field in the Depreciation Group section of the Form. The Depreciation Factor for each Life Expectancy year can be edited by clicking on that data entry field in the Depreciation Factors section of the Form.

A new Depreciation Group Grade-Frame-Age item can be added to the Table by clicking the New Button at the bottom of the Form. The Grade and Age would then be keyed in the Depreciation Group data entry fields, and the Depreciation Factors for this Grade and Age item would be keyed in the fields under each Life Expectancy year in the Depreciation Factors section of the Form. The data is saved by clicking the Apply Button. The New Button should again be clicked to add the rest of the Grade, Age, and Depreciation Factors associated with this Depreciation Group.

Depreciation Group items can be deleted from the Table by first highlighting the Grade-Frame-Age item in the list box, and then clicking the Delete Button at the bottom of the Form, which will delete the item from the Table.

ACCESSORY TABLES

Clicking on this option produces the Accessory Depreciation Table Form. The Form is divided into three sections:

- A list box containing Depreciation Group items, each consisting of a Grade, Frame, and Age.
- Depreciation Group data entry fields where the Grade and Age for each item are added or edited.
- Depreciation Factors data entry fields for each Depreciation Group item where the Depreciation Factors for each level of Observed Condition are added or edited.

WinGAP - Depreciation - [User ID = cmartin] (DEVEL) - Accessories Class2013

| Grade-Frame-Age | Grade-Frame-Age | Grade-Frame-Age |
|-----------------|-----------------|-----------------|
| 000-A- 1 | | |
| 000-A- 10 | | |
| 000-A- 20 | | |
| 999-A- 1 | | |
| 999-A- 10 | | |
| 999-A- 20 | | |

Depreciation Group

Grade:

Frame:

Age:

Depreciation Factors

Av:

WinGAP is delivered to the County with a default set of Depreciation Group Grade-Frame-Age items and Depreciation Factors associated with each item. These can be modified by the County for local purposes if desired. As delivered, Depreciation Group items begin at Grade 0 and end at Grade 999. For each Depreciation Group item, the Frame is "A" for All types of Frames and cannot be changed. The Age for each Group begins at 1 and ends at 20. The Grade and Age for each Depreciation Group item can be edited in the Depreciation Group data entry fields; however, the Frame type cannot be changed. Each Depreciation Group item for Accessory Improvements uses the Depreciation Factor for Average Observed Condition. These Factors can be modified by the County if desired.

WinGAP uses the Grade and the Age of the Accessory Improvement to look up the Depreciation Factor in the Depreciation Table. If the County uses the default Accessory Depreciation Table delivered with WinGAP, and the Grade for the Accessory Improvement is found in the Depreciation Table, WinGAP subtracts the Year Built of the Accessory Improvement from the Accessory Depreciation Year(set up in Tools/Preferences) to determine the Age. WinGAP then uses the Average Observed Condition to find the appropriate Depreciation Factor for that Grade and Age. (**NOTE:** If the Year Built is greater than or equal to the Depreciation Year, WinGAP uses an Age of 1). If the Grade is not found in the Depreciation Table, WinGAP drops back to the next Grade in the Depreciation Table BELOW the Grade of the Improvement, and then uses the Age to select the Depreciation Factor. For example, the Accessory Improvement has a Grade of 100. If 100 is not found in the Table, WinGAP would use the next Depreciation Group below Grade 100, which is 0 in the default Accessory Table, along with the Age, and select the Depreciation Factor for Average Observed Condition. If the County desires, more Depreciation Groups with associated Depreciation Factors for Average Observed Condition can be added to the Table.

Existing Depreciation Group Grade-Frame-Age items can be edited by clicking on the appropriate item in the list box. The Grade and Age can be edited by clicking on the appropriate field in the Depreciation Group section of the Form. The Depreciation Factor for Average Observed Condition can be edited by clicking on that data entry field in the Depreciation Factors section of the Form.

A new Depreciation Group Grade-Frame-Age item can be added to the Table by clicking the New Button at the bottom of the Form. The Grade and Age would then be keyed in the Depreciation Group data entry fields, and the Depreciation Factor for this Grade and Age item would be keyed in the field under each Average Observed Condition in the Depreciation Factors section of the Form. The data is saved by clicking the Apply Button. The New Button should again be clicked to add the rest of the Grade, Age, and Depreciation Factors associated with this Depreciation Group.

Depreciation Group items can be deleted from the Table by first highlighting the Grade-Frame-Age item in the list box, and then clicking the Delete Button at the bottom of the Form, which will delete the item from the Table.

NON PREBILL MOBILE HOME TABLES

Clicking on this option produces the Non Prebill Mobile Homes Depreciation Table Form. The Form is divided into three sections:

- A list box containing Depreciation Group items, each consisting of a Grade, Frame, and Age.
- Depreciation Group data entry fields where the Grade and Age for each item are added or edited.
- Depreciation Factors data entry fields for each Depreciation Group item where the Depreciation Factors for each year of Life Expectancy are added or edited.

WinGAP - Depreciation - [User ID = cmartin] (DEVEL) - Non-Prebill Mobile Homes Class2013

| Grade-Frame-Age | Grade-Frame-Age | Grade-Frame-Age |
|-----------------|-----------------|-----------------|
| 000-A- 0 | | |
| 000-A- 5 | | |
| 000-A- 10 | | |
| 000-A- 15 | | |
| 000-A- 20 | | |
| 000-A- 25 | | |
| 000-A- 30 | | |
| 000-A- 35 | | |
| 000-A- 40 | | |

Depreciation Group

Grade:

Frame:

Age:

Depreciation Factors

| Ex: | Gd: | Av: | Fr: | Pr: |
|------|------|------|------|------|
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5: | 10: | 15: | 20: | 25: |
| 0.00 | 0.00 | 0.95 | 0.97 | 0.97 |
| 30: | 35: | 40: | 45: | 50: |
| 0.98 | 0.98 | 0.99 | 0.00 | 0.00 |
| 55: | 60: | 65: | 70: | 75: |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

< >

WinGAP is delivered to the County with a default set of Non Prebill Mobile Home Depreciation Group Grade-Frame-Age items and Depreciation Factors associated with each item. These can be modified by the County for local purposes if desired. As delivered, Non Prebill Mobile Home Depreciation uses Depreciation Groups with a Grade of 000 - Grade is not used to calculate the Depreciation for a Non Prebill Mobile Home. For each Depreciation Group item, the Frame is "A" for All types of Frames and cannot be changed. The Age for the Depreciation Group begins at 0 and ends at 40. The Grade and Age for each Depreciation Group item can be edited in the Depreciation Group data entry fields; however, the Frame type cannot be changed. Each Depreciation Group item has a default set of Depreciation Factors, which are found in the Depreciation Factors section of the Form. For Non Prebill Mobile Homes, these Depreciation Factors are found in the data entry fields associated with Life Expectancy, which make up the second through fourth rows of the Depreciation Factors section of the Form. Non Prebill Mobile Home Depreciation Factors begin in the Life Expectancy year field of "15" and end in the Life Expectancy year field of "40". These Factors can be modified by the County if desired.

WinGAP uses the Age or Effective Age and the Life Expectancy of the Non Prebill Mobile Home to look up the Depreciation Factor in the Depreciation Table. If the County uses the default Non Prebill Mobile Home Depreciation Table delivered with WinGAP, WinGAP subtracts the Year Built or Effective Year Built of the Non Prebill Mobile Home from the MFG Housing Depreciation Year (set up in Tools/Preferences) to determine the Age. WinGAP then uses the Life Expectancy of the Make and Model of the Non Prebill Mobile Home to find the appropriate Depreciation Factor for that Age. If the Year Built or Effective Year Built is greater than or equal to the Depreciation Year, WinGAP uses an Age of 1.

Existing Depreciation Group Grade-Frame-Age items can be edited by clicking on the appropriate item in the list box. The Grade and Age can be edited by clicking on the appropriate field in the Depreciation Group section of the Form. The Depreciation Factor for each Life Expectancy year can be edited by clicking on that data entry field in the Depreciation Factors section of the Form.

A new Depreciation Group Grade-Frame-Age item can be added to the Table by clicking the New Button at the bottom of the Form. The Grade and Age would then be keyed in the Depreciation Group data entry fields, and the Depreciation Factors for this Grade and Age item would be keyed in the fields under each Life Expectancy year in the Depreciation Factors section of the Form. The data is saved by clicking the Apply Button. The New Button should again be clicked to add the rest of the Grade, Age, and Depreciation Factors associated with this Depreciation Group.

Depreciation Group items can be deleted from the Table by first highlighting the Grade-Frame-Age item in the list box, and then clicking the Delete Button at the bottom of the Form, which will delete the item from the Table.

PREBILL MOBILE HOME TABLES

Clicking on this option produces the Prebill Mobile Homes Depreciation Table Form. The Form is divided into three sections:

- A list box containing Depreciation Group items, each consisting of a Grade, Frame, and Age.
- Depreciation Group data entry fields where the Grade and Age for each item are added or edited.
- Depreciation Factors data entry fields for each Depreciation Group item where the Depreciation Factors for each year of Life Expectancy are added or edited.

WinGAP - Depreciation - [User ID = cmartin] (DEVEL) - Prebill Mobile Homes Class2013

| Grade-Frame-Age | Grade-Frame-Age | Grade-Frame-Age |
|-----------------|-----------------|-----------------|
| 000-A- 0 | | |
| 000-A- 5 | | |
| 000-A- 10 | | |
| 000-A- 15 | | |
| 000-A- 20 | | |
| 000-A- 25 | | |
| 000-A- 30 | | |
| 000-A- 35 | | |
| 000-A- 40 | | |

Depreciation Group

Grade:

Frame:

Age:

Depreciation Factors

| | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Ex: | Gd: | Av: | Fr: | Pr: |
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| 5: | 10: | 15: | 20: | 25: |
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.95"/> | <input type="text" value="0.97"/> | <input type="text" value="0.97"/> |
| 30: | 35: | 40: | 45: | 50: |
| <input type="text" value="0.98"/> | <input type="text" value="0.98"/> | <input type="text" value="0.99"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| 55: | 60: | 65: | 70: | 75: |
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |

WinGAP is delivered to the County with a default set of Prebill Mobile Home Depreciation Group Grade-Frame-Age items and Depreciation Factors associated with each item. These can be modified by the County for local purposes if desired. As delivered, Prebill Mobile Home Depreciation uses Depreciation Groups with a Grade of 000 - Grade is not used to calculate the Depreciation for a Prebill Mobile Home. For each Depreciation Group item, the Frame is "A" for All types of Frames and cannot be changed. The Age for the Depreciation Group begins at 0 and ends at 40. The Grade and Age for each Depreciation Group item can be edited in the Depreciation Group data entry fields; however, the Frame type cannot be changed. Each Depreciation Group item has a default set of Depreciation Factors, which are found in the Depreciation Factors section of the Form. For Prebill Mobile Homes, these Depreciation Factors are found in the data entry fields associated with Life Expectancy, which make up the second through fourth rows of the Depreciation Factors section of the Form. Prebill Mobile Home Depreciation Factors begin in the Life Expectancy year field of "15" and end in the Life Expectancy year field of "40". These Factors can be modified by the County if desired.

WinGAP uses the Age or Effective Age and the Life Expectancy of the Prebill Mobile Home to look up the Depreciation Factor in the Depreciation Table. If the County uses the default Prebill Mobile Home Depreciation Table delivered with WinGAP, WinGAP subtracts the Year Built or Effective Year Built of the Prebill Mobile Home from the MFG Housing Depreciation Year (set up in Tools/Preferences) to determine the Age. WinGAP then uses the Life Expectancy of the Make and Model of the Prebill Mobile Home to find the appropriate Depreciation Factor for that Age. If the Year Built or Effective Year Built is greater than or equal to the Depreciation Year, WinGAP uses an Age of 1.

Existing Depreciation Group Grade-Frame-Age items can be edited by clicking on the appropriate item in the list box. The Grade and Age can be edited by clicking on the appropriate field in the Depreciation Group section of the Form. The Depreciation Factor for each Life Expectancy year can be edited by clicking on that data entry field in the Depreciation Factors section of the Form.

A new Depreciation Group Grade-Frame-Age item can be added to the Table by clicking the New Button at the bottom of the Form. The Grade and Age would then be keyed in the Depreciation Group data entry fields, and the Depreciation Factors for this Grade and Age item would be keyed in the fields under each Life Expectancy year in the Depreciation Factors section of the Form. The data is saved by clicking the Apply Button. The New Button should again be clicked to add the rest of the Grade, Age, and Depreciation Factors associated with this Depreciation Group.

Depreciation Group items can be deleted from the Table by first highlighting the Grade-Frame-Age item in the list box, and then clicking the Delete Button at the bottom of the Form, which will delete the item from the Table.

APM TABLE

This option is the first of four Personal Property Depreciation Tables. Clicking on this option produces the APM Depreciation Schedule Form. The Form consists of a list box comprised of existing APM items with data entry fields below the list box where the information about each APM Depreciation Schedule item is added or edited.

| Item | Group | Age | Depr |
|------|-------|-----|------|
| 01 | 1 | 1 | 0.87 |
| 01 | 1 | 2 | 0.74 |
| 01 | 1 | 3 | 0.58 |
| 01 | 1 | 4 | 0.43 |
| 01 | 1 | 5 | 0.32 |
| 01 | 1 | 6 | 0.26 |
| 01 | 1 | 7 | 0.21 |
| 01 | 1 | 8 | 0.20 |
| 01 | 2 | 1 | 0.92 |

Item: 01 Group: 1 Age: 1 Depr: 0.87

Buttons: Help, Cancel, New, Delete, Apply, OK

APM Depreciation Factors are used to depreciate business machinery, equipment, furnishings, and fixtures using the cost approach as defined by the Appraisal Procedures Manual (APM) Method. WinGAP is delivered to the County with a default set of APM Depreciation Factors. These should only be modified by the County when the Department of Revenue Regulations are changed.

Existing APM items are displayed in the list box on the top of the Form. Items are displayed in Item order, Group order within the Item, then Age order within the Group. For each type of APM item, from left to right, the Item

Number, the Group #, the Age, and the Depreciation Factor, also known as the Composite Multiplier, are displayed. Clicking on an item in the list box will display the data about that item in the data entry fields section beneath the list box.

Item: The depreciation Item number is used by WinGAP and has no meaning to the user.

Group: Depreciation Items are grouped according to the useful life of the equipment. Group 1 items have a 5-7 year typical useful life, and include equipment such as Copiers, Construction Equipment, and Hand Tools. Group 2 items, with a typical useful life of 8-12 years, include equipment such as Office Furniture, Sawmills, and Restaurant and Bar Equipment. Group 3 items, with a typical useful life of 13 or more years, include equipment such as Storage Tanks, Billboards, and Cold Storage Equipment. Group 4 items, with a typical useful life of 1-4 years, include equipment such as Computers, Printers, and Plotters.

Age: The Age of the item.

Depr: The Depreciation Factor, or Composite Multiplier, is the adjustment which will be applied to cost based on the Group and Age of the item. The result is the value of the item.

A new APM item can be added to the schedule by clicking the New Button, keying the information in the appropriate fields, and clicking the Apply or OK Button. An APM Depreciation item is edited by clicking on the item in the list box, changing the information in the desired field(s), and then clicking the Apply or OK Button. An APM Depreciation item can be deleted from the Schedule by clicking on the item in the list box and clicking the Delete Button, which will delete the APM Depreciation item from the schedule.

COST TABLE

Clicking on this option produces the Cost Depreciation Schedule Form. The Form consists of a list box comprised of existing Cost Depreciation Schedule items with data entry fields below the list box where the information about each Cost Depreciation Schedule item is added or edited.

| Life | Age | Depr |
|------|-----|------|
| 5 | 1 | 0.85 |
| 5 | 2 | 0.69 |
| 5 | 3 | 0.52 |
| 5 | 4 | 0.34 |
| 5 | 5 | 0.23 |
| 5 | 6 | 0.18 |
| 6 | 1 | 0.87 |
| 6 | 2 | 0.73 |
| 6 | 3 | 0.57 |
| 6 | 4 | 0.41 |
| 6 | 5 | 0.30 |
| 6 | 6 | 0.23 |
| 6 | 7 | 0.19 |

Life: 5
Age: 1
Depr: 0.85

Buttons: Help, Cancel, New, Delete, Apply, OK

Cost Depreciation Factors are used to apply the traditional audit appraisal method of the cost approach to business machinery, equipment, furnishings, and fixtures. WinGAP is delivered to the County with a default set of Cost Depreciation Factors. These can be updated to reflect more current information obtained by the County for local purposes if desired. Existing Cost Depreciation items are displayed in the list box on the top of the Form. Items are displayed in Life order, then Age order within the Life. For each Cost Depreciation item, from left to right, the Life, the Age, and the Depreciation Factor are displayed. Clicking on an item in the list box will display the data about that item in the data entry fields section beneath the list box.

Life: The typical Life Expectancy of the equipment, in years.

Age: The Age of the equipment, in years.

Depr: The Depreciation Factor is the adjustment which will be applied to the cost of the equipment based on its Life and Age. The result is the value of the equipment.

A new Cost Depreciation item can be added to the schedule by clicking the New Button, keying the information in the appropriate fields, and clicking the Apply or OK Button. A Cost Depreciation item is edited by clicking on the item in the list box, changing the information in the desired field(s), and clicking the Apply or OK Button. A Cost Depreciation item can be deleted from the Schedule by clicking on the item in the list box and clicking the Delete Button, which will delete the Cost Depreciation item from the schedule.

COST INDEX TABLE

Clicking on this option produces the Cost Index Table Form, below. The Form consists of a large list box comprised of existing Cost Index items with data entry fields below the list box where the information about each Cost Index Table item is added or edited.

WinGAP - Cost Index Table - [User ID = cmartin] (DEVEL) Class2013

| RECID | Naics | Indtype | Indexyear | Indexval |
|-------|-------|-----------|-----------|----------|
| 75 | | Apartment | 1999 | 793.3 |
| 76 | | Apartment | 1998 | 793.0 |
| 77 | | Apartment | 1997 | 787.1 |
| 78 | | Apartment | 1996 | 774.1 |
| 79 | | Apartment | 1995 | 763.5 |
| 80 | | Apartment | 1994 | 739.5 |
| 81 | | Apartment | 1993 | 714.2 |
| 82 | | Apartment | 1992 | 696.1 |
| 83 | | Apartment | 1991 | 684.4 |
| 84 | | Apartment | 1990 | 670.2 |
| 85 | | Apartment | 1989 | 651.2 |
| 86 | | Apartment | 1988 | 619.0 |
| 87 | | Apartment | 1987 | 594.1 |
| 88 | | Apartment | 1986 | 584.2 |
| 89 | | Apartment | 1985 | 578.6 |
| 90 | | Apartment | 1984 | 569.6 |
| 91 | | Apartment | 1983 | 552.5 |
| 92 | | Apartment | 1982 | 541.4 |
| 93 | | Apartment | 1981 | 521.2 |
| 94 | | Apartment | 1980 | 477.5 |
| 95 | | Apartment | 1979 | 441.2 |
| 96 | | Apartment | 1978 | 406.5 |
| 97 | | Apartment | 1977 | 378.9 |
| 98 | | Apartment | 1976 | |
| 99 | | Apartment | 1975 | |
| 100 | | Apartment | 1974 | |
| 101 | | Apartment | 1973 | |

NAICS Year Index

Industry Type

Help Cancel New Delete Apply OK

Cost Indexes are used in conjunction with the cost table to apply the traditional audit appraisal method to business machinery, equipment, furniture, and fixtures. WinGAP is delivered to the County with a default set of Cost Indexes. These must be updated annually by the County if they desire to use this feature of the software. Existing Cost Index items are displayed in the large list box that makes up most of the Form. Items are displayed alphabetically in Industry Type order, then in descending Index Year order within each Industry Type. For each Cost Index Table item, from left to right, the NAICS, the Industry Type, the Index Year, and the Index Value are displayed. Clicking on an item in the list box will display the data about that item in the data entry fields section beneath the list box.

NAICS: The NAICS (North American Industrial Classification System) number for the Industry Type.

Industry Type: The Valuation Schedule Industry Type.

Index Year: The Index Year is the year for the index

Index Value: The Index Value is the cost index for the year.

A new Cost Index Table item can be added to the schedule by clicking the New Button, keying the information in the appropriate fields, and clicking the Apply or OK Button. A Cost Index Table item is edited by clicking on the item in the list box, changing the information in the desired field(s), and then clicking the Apply or OK Button. A Cost Index Table item can be deleted from the Schedule by clicking on the item in the list box and clicking the Delete Button, which will delete the Cost Index item from the schedule.

IRS CLASS

Clicking on this option produces the IRS Classes Form. The Form consists of a list box comprised of existing IRS Class items with data entry fields below the list box where the information about each IRS Class item is added or edited.

| Class | Group | Life | Description |
|-------|-------|------|-------------------------------|
| 0.110 | 2 | 10 | Office, Furn, Fix, & Equip |
| 0.120 | 4 | 6 | Information Systems |
| 0.130 | 4 | 6 | Data Handling Equip |
| 0.210 | 1 | 6 | Airplanes |
| 0.220 | 1 | 3 | Autos, Taxis |
| 0.230 | 2 | 9 | Buses |
| 0.241 | 1 | 4 | Light Gen Purpose Trucks |
| 0.242 | 2 | 6 | Heavy Gen Purpose Trucks |
| 0.250 | 3 | 15 | RR Cars & Locomotives |
| 0.260 | 1 | 4 | Tractor Units for Over-the-Rd |

IRS Class: 0.110 APM Group: 2 Life Expect: 10 Desc: Office, Furn, Fix, & Equip

Buttons: Help, Cancel, New, Delete, Apply, OK

IRS Classes are used to group depreciable assets used in business activities based upon IRS publication 946 as required by the APM. This table is designed to help automate the data entry for known industry types. If this table is incomplete or blank the user will notice little difference in the operation of the software once the initial data entry for a particular business is completed.

WinGAP is delivered to the County with a default schedule of IRS Classes. This schedule should only be modified if the Department of Revenue promulgates new regulations. Existing IRS Class items are displayed in the list box on the top of the Form. Items are displayed in IRS Class order. For each IRS Class item, from left to right, the IRS Class, the APM Depreciation Group, the Life Expectancy, and the Description are displayed. Clicking on an item in the list box will display the data about that item in the data entry fields section beneath the list box.

IRS Class: The IRS (Internal Revenue Service) Asset Class number for the asset.

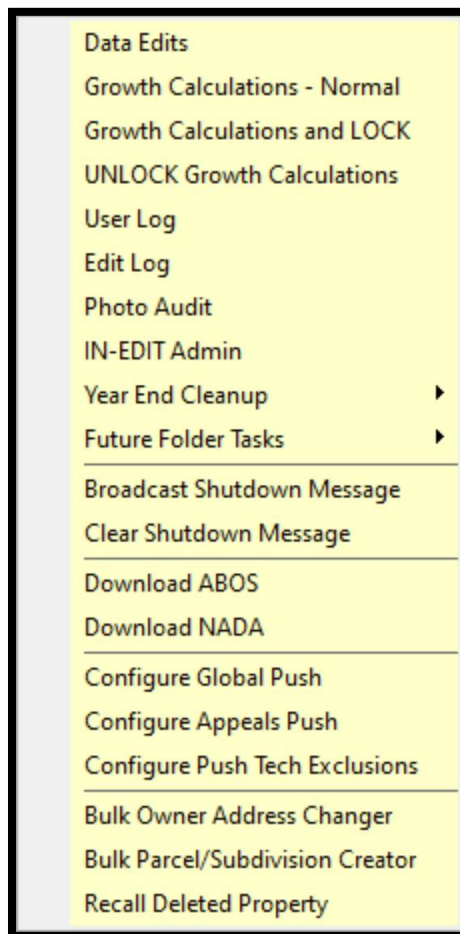
APM Group: The APM Group within which items are grouped according to the useful life of the equipment. Group 1 items have a 5-7 year typical useful life, and include equipment such as Copiers, Construction Equipment, and Hand Tools. Group 2 items, with a typical useful life of 8-12 years, include equipment such as Office Furniture, Sawmills, and Restaurant and Bar Equipment. Group 3 items, with a typical useful life of 13 or more years, include equipment such as Storage Tanks, Billboards, and Cold Storage Equipment. Group 4 items, with a typical useful life of 1-4 years, include equipment such as Computers, Printers, and Plotters.

Life: The Life Expectancy of the asset, based upon its typical useful life.

Description: The Description of the asset.

A new IRS Class item can be added to the schedule by clicking the New Button, keying the information in the appropriate fields, and clicking the Apply or OK Button. An IRS Class item is edited by clicking on the item in the list box, changing the information in the desired field(s), and then clicking the Apply or OK Button. An IRS Class item can be deleted from the Schedule by clicking on the item in the list box and clicking the Delete Button, which will delete the item from the schedule.

FILE MAINTENANCE



DATA EDITS

The Data Edits menu option provides the WinGAP Administrator with a means of checking data integrity prior to sending assessment notices, running digest exports, or at any time such a check is desired. Selecting the Data Edits option on the File Maintenance menu presents the user with the option of which edits to run.

| | MIN | MAX | % Filter |
|--------------|-----|-----|--|
| LAND | 0 | 0 | <input checked="" type="checkbox"/> All |
| RES IMP | 0 | 0 | <input checked="" type="checkbox"/> User % |
| COM IMP | 0 | 0 | 0 |
| ACC IMP | 0 | 0 | |
| INCOME VALUE | 0 | 0 | |
| ACCOUNT | 0 | 0 | |
| MEFF | 0 | 0 | |
| INVN | 0 | 0 | |
| BOAT | 0 | 0 | |
| AIRCRAFT | 0 | 0 | |
| OTHER | 0 | 0 | |
| MFG HOME | 0 | 0 | |

SELECTED DATA EDITS

If the user wishes to run only selected edits the selection(s) are made by checking the box to the right of the edit that is to be performed. After the selections are made, the user should click the Run button in the lower right of the “selection” area. At the conclusion of the Selected Data Edits routine, the user will be presented a preview of the Data Edits report for the edits that were selected.

ALL DATA EDITS

If the user checks the All option, highlighted in yellow at the lower right of the list of Data Edit options, then clicks the Run button, each of the Data Edits will run and at the conclusion of the routine the user will be presented a preview of the Data Edits report.

CHILDLESS EDITS

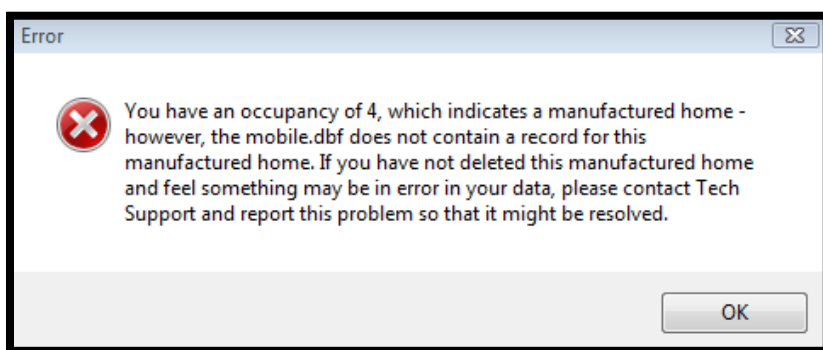
Owners w/o Property – These are owners that have no real, personal or prebilled manufactured housing accounts assigned to them. There is no harm in leaving these records in WinGAP except for the confusion that may result

from having owner information that does not relate to any property type. Owners without property can be removed from the system by:

- a) Performing an Owner Search and locating the owner on the report.
- b) Confirm that the selected owner has no property assigned (check the Assessment Info and Value section of the screen for numbers and values greater than zero).
- c) If the non-existence of property is confirmed, click the Delete button.
- d) Key the password, which is **delete**, and click OK.
- e) Repeat steps a – d until all owners are removed.

Parcel w/o property items – Parcels included in this section of the report have no property components such as land, residential improvements, commercial improvements, accessories, etc. assigned to them. These parcels should be reviewed and deleted if they were entered in error. The user should also check to see if the owner of a parcel without property has any more property assigned to him/her. If no other property has been assigned, the owner may also be deleted in the manner described above for “owners w/o property.”

Residential improvements with manufactured housing occupancy and no manufactured home record – On rare occasions the user may receive the following error message when accessing residential improvements:



Residential improvements that appear in this section of the Data Edits report will produce the above error message. If the manufactured home was deleted and the residential improvement was not removed but should have been, the user can correct the problem in the following manner:

- Using the improvement key, proceed to the improvement (the improvement in question may not be the first residential improvement that appears).
- Change the occupancy to an occupancy other than Manufactured Homes and delete the improvement or add the missing manufactured housing information.
- If the improvement cannot be accessed, contact Tech Support.

Commercial improvements with extra feature value but no extra features – These commercial improvements would be improvements that have an extra feature value in the commercial improvement record and consequently included in the commercial building value, but there are no extra features present. The user should confirm that the extra features should have been removed and when the commercial improvement is edited the extra feature value will be set to zero. If the extra features should be present, they will need to be added to the improvement.

Personal property accounts without property items - Accounts included in this section of the report have no property components such as inventory, machinery & equipment, boats, etc. assigned to them. These accounts should be reviewed and deleted if they were entered in error. The user should also check to see if the owner of an account without property has any more property assigned to him/her. If no other property has been assigned, the owner may also be deleted in the manner described above for “owners w/o property.”

CURRENT VALUE CHECKS

Parcels/Accounts where the sum of the items does not equal current value – On occasions, due to errors or omissions, a real property parcel or personal property account’s current value may not equal the sum of the property components. Such situations are listed within this section of the Data Edits report. The Data Edits routine corrects the current value by setting it to the sum of the property components, but the parcels/accounts are brought to the attention of the user. **All edits are critical, but this edit is especially critical before the printing of Change of Assessment Notices.** The current value is printed on the notice and it is imperative that it is correct.

ORPHAN RECORD EDITS

Orphaned records – Orphaned records are parcels that do not have an owner, residential improvements that do not have a parcel assigned to them, boats that do not have an account, etc. Orphaned records may occur because of errant data management routines, by issues within WinGAP, or hardware malfunction. Orphaned records should be a rarity. However, if any orphaned records should exist, Data Edits will report them and remove them from the system.

ZERO VALUES CHECKS

Property with zero value – The routine identifies all property (real, personal, prebilled, and non-prebilled manufactured housing) that has a zero value. A property is determined to have a zero value when both the calculated value and the override value are zero. In some cases, this could be legitimate. However, in most situations the zero value is a result of a data entry error. Some examples of data entry error are a grade of 0, obsolescence and depreciation factors of 0, etc. On some occasions, zero values could be the result of problems in schedules where the appraiser has entered a unit value or factor that results in a zero calculated value. Zero valued property components are ignored during the “zero-value” edit if the term “no value” (upper, lower, or proper case) appears anywhere in the Comments.

MIN-MAX VALUES EDITS

Properties that exceed user specified max and min values – This section of the Data Edits routine allows the user to specify a maximum legitimate value and a minimum legitimate value for each property type. The routine will then check for property that exceeds that maximum value and property that is greater than zero but is less than the minimum value. The goal is to identify properties that have extremely high values or extremely low values. These properties can then be reviewed for accuracy.

| | MIN | MAX | % Filter |
|--------------|-----|-----|---|
| LAND | 0 | 0 | <input checked="" type="checkbox"/> All |
| RES IMP | 0 | 0 | <input type="checkbox"/> User % |
| COM IMP | 0 | 0 | 0 |
| ACC IMP | 0 | 0 | |
| INCOME VALUE | 0 | 0 | |
| ACCOUNT | 0 | 0 | |
| MEFF | 0 | 0 | |
| INVN | 0 | 0 | |
| BOAT | 0 | 0 | |
| AIRCRAFT | 0 | 0 | |
| OTHER | 0 | 0 | |
| MFG HOME | 0 | 0 | |

Print Cancel Run

The % Filter check boxes set a minimum percentage change in value from the previous digest to show up on this list. The default is to view all properties that fall outside of the min/max range. If the User % box is checked, a percentage is entered in the field below the checkbox that establishes a minimum value change year over year before a property that falls outside the min/max range would appear on the edit list.

The max and min values are saved in a table and presented to the user the next time the routine is run. If the edit is not desired, the user may key a zero in the min and max column field for the property item that is to be omitted.

HOMESTEAD EDITS

Homesteaded parcels without improvements – The parcels reported during this portion of Data Edits are those that have a homestead code other than S0 or blank but do not have a residential improvement. In some situations, a homestead may be assigned to a parcel with a commercial improvement or perhaps even an accessory improvement, but these are exceptions and will be reported as potential errors by the edit.

Frozen and Removed Homesteads – Parcels will be checked for the removal of a homestead with no name change, and removal regardless of a name change.

State Homestead Flag – A modification was made to the way the routine checks for the State Homestead flag in the exemption tables. If there are state homestead values and flags on a parcel and the local homestead code is not flagged as State Homestead, the State Code assigned to the local code is checked for a State Homestead flag. If the State Homestead flag is found, an error will no longer be reported.

Various Other Homestead Edits – Homestead edits have been added that check for various scenarios related to State 65 and Over Homestead Exemptions.

- The tax district/homestead exemption code combination not being found in the Homestead table. This will be regarded as an Invalid Tax District + Homestead Code.

- State Homestead value on a parcel that does not have a State 65 & Over Homestead code.
- State Homestead flag on a Residential Improvement, Commercial Improvement, or Accessory when the parcel has a non-State Homestead code.
- A State Homestead value of zero on a parcel with a State Homestead code.
- A State Homestead code but no improvements flagged for State Homestead.
- A parcel where the State Homestead value does not equal the sum of the parcel components (land and improvements) eligible for State Homestead.

MISSING DIGEST CODES

Properties with missing digest codes – Parcels and property items with missing or invalid digest codes are reported by this edit routine. The digest classification and digest stratification are checked independently and if either digest code is blank or invalid, the property will be listed. The routine does not check for an invalid mix of codes such as a digest class of Commercial (C) assigned to an improvement with Conservation Use (V) classed land or a Residential improvement (R) placed on Agricultural classed (A) land.

CUV EDITS

Conservation Use Covenant Issues – Parcels with Conservation Use covenants or parcels with data indicating a Conservation Use covenant are reviewed and the following issues are reported when found:

- Conservation Use covenant has expired.
- No current year Conservation Use value is present for the covenant.
- The 3% annual limit for covenant value change has been exceeded.
- The 34.39% term limit for covenant value change has been exceeded.
- The existence of a covenant year but no other conservation use data.
- Orphaned Conservation Use records.
- Existence of Conservation Use history but no assignment of a Conservation Use Year.
- Existence of a Conservation Use Year but an incorrect digest class (digest class must be a V, W or T).
- Conservation Use value exceeds the Fair Market Value of parcels.
- Sum of Conservation Use land value and Conservation Use accessory value does not equal the Unadjusted Conservation Use value.
- A comparison with previous year conservation use data is performed if the user wishes to do so and the following issues are checked and listed: Ownership changes and Acreage modifications.
- Compares the Conservation Use acres to the Market acres on a parcel and when the two are not equal, the parcel will be placed on the Data Edits report.
- If an Accessory Improvement classified as Conservation Use is found on a non-Conservation user parcel, the Accessory Improvement will be listed on the Data Edits report.

PREF EDITS

Preferential Covenant Issues - Parcels under a Preferential Covenant are reviewed and the following issues are reported when found:

- An expired Preferential Covenant.
- Existence of a Preferential Covenant but no Preferential land value.
- Absence of a Preferential Year when a Preferential land value is present.
- Sum of the value of accessories with a "P" digest class exceeds \$100,000.
- Existence of a Preferential accessory but no Preferential land value.
- Checks for any changes in ownership of Preferential Covenants.
- Improvements with a Preferential Digest Class will be checked to make sure they are located on Parcels that have a Preferential Covenant.

FLPA EDITS

Forest Land Protection Act Issues - Parcels under a FLPA Covenant are reviewed and the following issues are reported when found:

- Expired or Expiring FLPA Covenants.
- Digest Class = J But no FLPA Covenant Year.
- Digest Class <> J but FLPA Covenant Year is Assigned.
- FLPA Covenant with No 2008 Base Value.
- FLPA Covenant with No Application Number.
- FLPA Base Value <> Parcel Acres * 2008 Per Acre Value.
- FLPA Covenant without a Covenant History Record.
- FLPA Covenant Acres do not match Parcel Acres.
- FLPA Covenant with No Current Covenant Value.
- FLPA Covenant with No Unadjusted Covenant Value.
- FLPA Covenant Beginning History Date does not match Covenant Year.
- FLPA Covenant Original History Date does not match Covenant Year.
- FLPA Covenant History Year is Zero.
- FLPA Covenant History Value is Zero.
- FLPA Covenant 3% Value Change Limit Exceeded.
- FLPA History record but No Parent Parcel record.
- FLPA audit file not found.

SB346 SALES EDITS

NOTE: ALT = Arm's Length Transaction

SB346 Issues

- Sales flagged for SB346 and the Net Sales Price > FMV.
- Any sale with a sales reason which has been classified as an ALT, is one year removed from the digest year, the net sales price is less than the value of the parcel and have not been flagged as SB346 sales will be listed.
- Sales flagged with an ALT reason that has been designated as a vacant land sale but a SB346 is present will be listed.
- Negative SB346 values.
- Parcels designated for SB346 with an ALT sale and a LM reason where the net sales price is greater than the land value will be listed.
- SB346 values and no SB346 flag set for the parcel will be listed.
- Parcels where the sum of the SB346 component values does not equal what is stored in the Totals fields will be listed.
- If a SB346 flag is set on the parcel but no SB346 sale exists will be listed.
- Presence of multiple SB346 sales on a single parcel.
- SB346 sale but the parcel is not flagged for SB346 or has no SB346 values.
- Any improvement with a year built that is one less than the digest year and the SB346 non-allocated value is zero.
- Sales designated as vacant land with an ALT reason not flagged as vacant land.

SB346 and CUV/FLPA situations

- Parcels with a value in the SB346 Covenant fields but the digest class is not P, V, or J.
- Sales where the net sales price is greater than the land value but the SB346 "new improvement" value is greater than zero.

Other SB346 situations

- An edit has been added that will check parcels with SB346 sales for situations where an improvement's value with a year built one less than the digest year may have been allocated incorrectly. The message on the Data Edits report will be "Imp Value may have been allocated incorrectly". Not all parcels with this message will have incorrect values but some may.
- Sales designated as vacant ALT where land value is less than net sales price will be listed.

ACO EDITS

- ACO records where the Total Gross Change value field does not equal the sum of the individual Gross Change value fields. The situation is corrected by the edit.
- ACO records where the Total Original Gross value field does not equal the sum of the individual Original Gross value fields. The situation is corrected by the edit.

- ACO records where the Total Final Gross value field does not equal the sum of the individual Final Gross value fields. The situation is corrected by the edit.

POST YEC COVENANT EDITS

NOTE: This should be run immediately after YEC.

- Parcels with a covenant digest class in the newly created year but future parcel counterpart does not have a covenant.
- Parcels with an expired covenant.
- Previous year covenant value is zero.
- Parcels with previous year covenants but the covenant is not present in the new current year.

APPEALS EDITS

Possible 299(c) Expiration – any parcels having a year in the 299 (c) field on the Real Property General Information form where that keyed year is 3 years old or older will be listed as a possible expiration item.

Resolved 30-Day Appeals – any appeals with an Appeal Status of 30-Day and the 30-Day appeal date is more than 30 days from the date Data Edits is run will be automatically resolved. This applies to Real, Personal, Prebilled Manufactured Housing, and Motor Vehicle appeals.

MOBILE ASSESSOR

Mobile assessor can only sync to a single digest year and cannot also update “future”. These data edits will list future improvements and/or parcels that were updated by Mobile assessor in the live year and those same items also appear in future. The report allows the WinGAP users the ability to also make the same edits/changes in future.

FREEPORT EDITS

Freeport Exemption Issues – Personal Property accounts with Freeport Exemption data are checked for the following:

- A Gross Freeport Value that exceeds 0 and a Net Freeport Value that is equal to 0.
- A Freeport Return Year that is not equal to the Digest Return Year.
- Existence of a Freeport Value on the account and a Net Freeport Value equal to 0.
- The FMV Freeport value is not equal to the Freeport value of the Inventory record.

MANUFACTURED HOUSING EDITS

Manufactured Housing Issues – The following checks are performed during the Data Edits routine on Manufactured Housing data:

- Invalid class assignment to a manufactured housing record (EX, VG, GD, AV, FR and LC are the valid classes).

- Class assignment to a manufactured home does not match the class assignment in the Mfg/Model table.
- Life expectancy assignments made to manufactured home records are compared to Life Expectancy for the Mfg/Model entry in the Manufactured Housing table and reported when the two are not the same.
- Manufactured housing that has no box value will be listed.
- Checks for invalid NADA widths in manufactured housing.

NOA EDITS

Change of Assessment Reason Edits – Real property and personal property accounts are checked for the following:

- Existence of a notice flag and no COA reason.
- Existence of a COA reason (excluding the reason code NN – No Notice) and no notice flag.
- Real property and personal property accounts that have a value difference but no COA reason or the existence of a COA reason (excluding the reason code NN – No Notice) and the no notice flag is checked.

LAND EDITS

Land Type/Class Validation – Land Types and Classes are validated against the Rural Land schedule and reported when they are not found in the schedule table.

Land Income Value Edits – New edits have been added that will:

- check for zero land income value
- check for situations where the income land value does not equal the market land value

ACCESSORY EDITS

Invalid Component Numbers– If an Accessory Improvement has a Component Number that does not exist in the Accessory Control schedule table, it will be reported.

Conservation Use Accessory Comparison – If an Accessory Improvement classified as Conservation Use is found on a non – Conservation Use parcel, the Accessory Improvement will be reported.

PERSONAL NO PT50 EDITS

No PT50 Accounts – Accounts flagged for no printing of a PT50 with an owner account value greater than 7500 will be listed for confirmation of the flag.

TAX DISTRICT CHECKS

Invalid Tax Districts – Checks for invalid Tax Districts in Real and Personal Property and Prebilled Manufactured Housing.

SKETCH LABELS

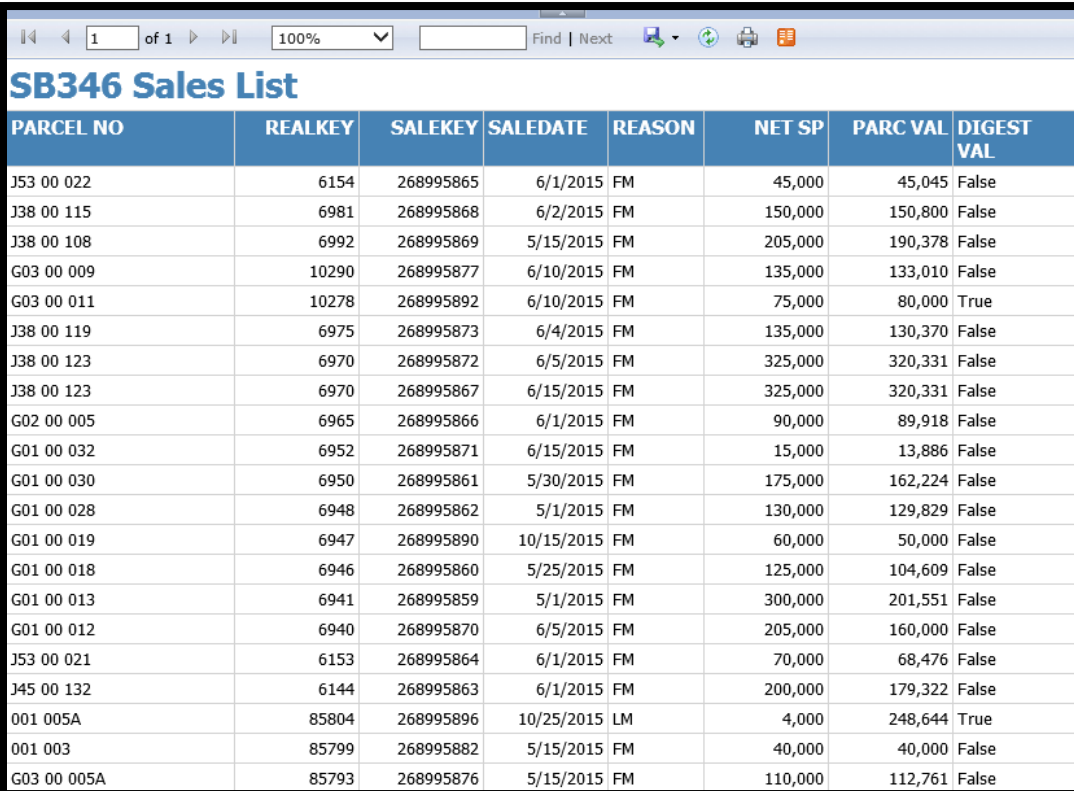
Sketch Edits – Labels assigned to sketch records will be checked for validity with regard to schedules. Also, mismatches between the label assigned to the sketch and the label stored in the Wgsketch table Implabel field will be reported.

PROPERTY COMPONENTS

Commercial Improvement Data Validation – Commercial Improvements will be checked for invalid or missing Used As/Build As codes, Wall Height, Construction Type, Life Expectancy, and Year Built/Effective Year Built data.

LIST SB 346 SALES

A report of all SB 346 sales from the prior appraisal year will be generated.



| PARCEL NO | REALKEY | SALEKEY | SALEDATE | REASON | NET SP | PARC VAL | DIGEST VAL |
|-------------|---------|-----------|------------|--------|---------|----------|------------|
| J53 00 022 | 6154 | 268995865 | 6/1/2015 | FM | 45,000 | 45,045 | False |
| J38 00 115 | 6981 | 268995868 | 6/2/2015 | FM | 150,000 | 150,800 | False |
| J38 00 108 | 6992 | 268995869 | 5/15/2015 | FM | 205,000 | 190,378 | False |
| G03 00 009 | 10290 | 268995877 | 6/10/2015 | FM | 135,000 | 133,010 | False |
| G03 00 011 | 10278 | 268995892 | 6/10/2015 | FM | 75,000 | 80,000 | True |
| J38 00 119 | 6975 | 268995873 | 6/4/2015 | FM | 135,000 | 130,370 | False |
| J38 00 123 | 6970 | 268995872 | 6/5/2015 | FM | 325,000 | 320,331 | False |
| J38 00 123 | 6970 | 268995867 | 6/15/2015 | FM | 325,000 | 320,331 | False |
| G02 00 005 | 6965 | 268995866 | 6/1/2015 | FM | 90,000 | 89,918 | False |
| G01 00 032 | 6952 | 268995871 | 6/15/2015 | FM | 15,000 | 13,886 | False |
| G01 00 030 | 6950 | 268995861 | 5/30/2015 | FM | 175,000 | 162,224 | False |
| G01 00 028 | 6948 | 268995862 | 5/1/2015 | FM | 130,000 | 129,829 | False |
| G01 00 019 | 6947 | 268995890 | 10/15/2015 | FM | 60,000 | 50,000 | False |
| G01 00 018 | 6946 | 268995860 | 5/25/2015 | FM | 125,000 | 104,609 | False |
| G01 00 013 | 6941 | 268995859 | 5/1/2015 | FM | 300,000 | 201,551 | False |
| G01 00 012 | 6940 | 268995870 | 6/5/2015 | FM | 205,000 | 160,000 | False |
| J53 00 021 | 6153 | 268995864 | 6/1/2015 | FM | 70,000 | 68,476 | False |
| J45 00 132 | 6144 | 268995863 | 6/1/2015 | FM | 200,000 | 179,322 | False |
| 001 005A | 85804 | 268995896 | 10/25/2015 | LM | 4,000 | 248,644 | True |
| 001 003 | 85799 | 268995882 | 5/15/2015 | FM | 40,000 | 40,000 | False |
| G03 00 005A | 85793 | 268995876 | 5/15/2015 | FM | 110,000 | 112,761 | False |

DELETED ACCOUNTS

All real property, personal property, and prebilled manufactured housing records that have been deleted in the current appraisal year will be displayed.

WinGAP - Data Edits (DEVEL) Barrow_AY2016

☐ Childless Edits
☐ Current Value Checks
☐ Orphan Record Edits
☐ Zero Value Checks
☐ Min-Max Values Edit
☐ Homestead Edits
☐ Missing Digest Codes
☐ CUV Edits
☐ Pref Edits
☐ FLPA Edits
☐ SB346 Edits
☐ ACO Edits
☐ Post YEC COV edits
☐ Appeal Edits

☐ Freeport Edits
☐ Mfg Home Edits
☐ NOA Edits
☐ Land Edits
☐ Accessory Edits
☐ Personal No PT50 Edit
☐ Tax District Check
☐ Sketch Labels
☐ Property Components
☐ List SB346 Sales
☐ Deleted Accounts
☐ Est Tax Edits
☐ All

Previous Digest:

Current Digest:

| | MIN | MAX |
|--------------|-----|-----|
| LAND | 0 | 0 |
| RES IMP | 0 | 0 |
| COM IMP | 0 | 0 |
| ACC IMP | 0 | 0 |
| INCOME VALUE | 0 | 0 |
| ACCOUNT | 0 | 0 |
| MEFF | 0 | 0 |
| INVN | 0 | 0 |
| BOAT | 0 | 0 |
| AIRCRAFT | 0 | 0 |
| OTHER | 0 | 0 |
| MFG HOME | 0 | 0 |

Print Cancel Run

| Item | Def | Pkey | Pkey_Name | Parcel_No |
|------------|-------------------------|-------|-----------|-------------|
| Land Edits | Deleted Accounts - REAL | 1031 | realkey | XX034 008 |
| Land Edits | Deleted Accounts - REAL | 29540 | realkey | XX084D 011 |
| Land Edits | Deleted Accounts - REAL | 29110 | realkey | XX108 083A |
| Land Edits | Deleted Accounts - REAL | 29001 | realkey | XX124 002A |
| Land Edits | Deleted Accounts - REAL | 21072 | realkey | XX119 024C |
| Land Edits | Deleted Accounts - REAL | 29337 | realkey | XX106 187A |
| Land Edits | Deleted Accounts - REAL | 29336 | realkey | XX105 013B |
| Land Edits | Deleted Accounts - REAL | 29802 | realkey | CA03 006A |
| Land Edits | Deleted Accounts - REAL | 29335 | realkey | XX107 003A |
| Land Edits | Deleted Accounts - REAL | 29067 | realkey | XX075 003A |
| Land Edits | Deleted Accounts - REAL | 33090 | realkey | XX121 041B |
| Land Edits | Deleted Accounts - REAL | 7430 | realkey | XX133 017 |
| Land Edits | Deleted Accounts - REAL | 6459 | realkey | XX109 036 |
| Land Edits | Deleted Accounts - REAL | 32653 | realkey | WN20 070A |
| Land Edits | Deleted Accounts - REAL | 29250 | realkey | XX122 005B |
| Land Edits | Deleted Accounts - REAL | 29456 | realkey | XX078 095A |
| Land Edits | Deleted Accounts - REAL | 3700 | realkey | XX068 090 |
| Land Edits | Deleted Accounts - REAL | 2208 | realkey | XX050 088 |
| Land Edits | Deleted Accounts - REAL | 4485 | realkey | WN20 486A |
| Land Edits | Deleted Accounts - REAL | 33301 | realkey | WN16 011 |
| Land Edits | Deleted Accounts - REAL | 15820 | realkey | XX096 033A |
| Land Edits | Deleted Accounts - REAL | 8775 | realkey | AU13A 111 |
| Land Edits | Deleted Accounts - REAL | 33682 | realkey | XX137 015B |
| Land Edits | Deleted Accounts - REAL | 21205 | realkey | XX094 025A |
| Land Edits | Deleted Accounts - REAL | 20536 | realkey | XX054E 001A |
| Land Edits | Deleted Accounts - REAL | 5792 | realkey | XX103A 018 |
| Land Edits | Deleted Accounts - REAL | 14888 | realkey | XX051 010 |
| Land Edits | Deleted Accounts - REAL | 14887 | realkey | XX051 012 |
| Land Edits | Deleted Accounts - REAL | 13001 | realkey | WN21 118F |
| Land Edits | Deleted Accounts - REAL | 13002 | realkey | WN21 118G |
| Land Edits | Deleted Accounts - REAL | 17150 | realkey | WN04 021 |
| Land Edits | Deleted Accounts - REAL | 11482 | realkey | WN05 002 |

EST TAX EDITS

- Real Property Parcels and Personal Property Accounts with no estimated tax details.
- Real and Personal Property where some tax detail information is missing.
- Real and Personal Property with no estimated tax master record.
- Real and Personal Property with an estimated tax difference between the sum of the detail records and the master record estimated tax amount.
- Real and Personal Property with duplicated master tax records.

MAIL ADDRESSES

- Add1 has # without trailing spaces pursuant to USPS regulations (213.2)
- Add2 has # without trailing spaces pursuant to USPS regulations (213.2)
- Add3 has # without trailing spaces pursuant to USPS regulations (213.2)
- Mailing Address + DBA is six (6) lines long
- Mailing Address is blank or missing

DATA EDITS REPORT

The Data Edits report can be printed by clicking the Print button located in the lower left corner of the Data Edits screen, which will generate a print preview.

| ReportDB AY2016 | | | | | | |
|---|-----|------|-----------|-----------|------|-----------|
| 1 of 1 100% Find Next | | | | | | |
| Data Edits - AY2016 10/4/2016 10:43:05 AM | | | | | | |
| ITEM | DEF | PKEY | PKEY NAME | PARCEL NO | FKEY | FKEY NAME |
| CUV Edits | | 3672 | | | | |
| Page 1 of 1 Run by Nologin | | | | | | |

The preview is a Reporting Services file with “drill down capabilities”. Clicking the “+” symbol on the left of the item shows the individual items for each type of data edit.

| ReportDB AY2016 | | | | | | |
|---|---------------------------------------|------|-----------|-----------|------|-----------|
| 1 of 1 100% Find Next | | | | | | |
| Data Edits - AY2016 10/4/2016 10:43:05 AM | | | | | | |
| ITEM | DEF | PKEY | PKEY NAME | PARCEL NO | FKEY | FKEY NAME |
| CUV Edits | | 3672 | | | | |
| | 0 value for CU Prev Yr of 1997 | 1 | | | | |
| | 0 value for CU Prev Yr of 1998 | 1 | | | | |
| | 0 value for CU Prev Yr of 1999 | 1 | | | | |
| | 0 value for CU Prev Yr of 2000 | 3 | | | | |
| | 0 value for CU Prev Yr of 2001 | 137 | | | | |
| | 0 value for CU Prev Yr of 2002 | 396 | | | | |
| | 0 value for CU Prev Yr of 2003 | 355 | | | | |
| | 0 value for CU Prev Yr of 2004 | 340 | | | | |
| | 0 value for CU Prev Yr of 2005 | 314 | | | | |
| | 0 value for CU Prev Yr of 2006 | 297 | | | | |
| | 0 value for CU Prev Yr of 2007 | 277 | | | | |
| | 0 value for CU Prev Yr of 2008 | 255 | | | | |
| | 0 value for CU Prev Yr of 2009 | 239 | | | | |
| | 0 value for CU Prev Yr of 2010 | 221 | | | | |
| | 0 value for CU Prev Yr of 2012 | 8 | | | | |
| | 0 value for CU Prev Yr of 2013 | 9 | | | | |
| | 0 value for CU Prev Yr of 2014 | 9 | | | | |
| | 0 value for CU Prev Yr of 2015 | 8 | | | | |
| | CU acc + subrec value <> CU Unadj Val | 318 | | | | |
| | CU but no CU Landval (p_value) | 1 | | | | |
| | CU Excluded Acres > Max Allowed | 1 | | | | |

ITEM: Description of the edit that produced an entry on the report.

DEF: Definition of the edit.

PKEY: Account # or item’s primary key.

PKEY NAME: The field name of the primary key.

PARCEL NO: Parcel identification number.

FKEY: The key that ties the property item to its parent record.

FKEY NAME: The field name that contains the foreign key (FKEY).

- Real growth COA Types will result in no contribution to inflationary growth. The value difference between current and previous value will be considered as real growth. If an inflationary reason is also assigned to the parcel, a portion of the value difference may contribute to inflationary growth.
- In situations where a COA reason with a Split/Combination COA Type exists on a parcel, no inflationary growth will be calculated. In addition, parcels with a zero previous value will not be assigned any inflationary growth regardless of the COA Type.

GROWTH CALCULATIONS AND LOCK

Growth calculations will calculate estimates for inflationary and real growth pursuant to state law requirements for digest submission. These calculations are based on the property values at the split second in time when the menu is clicked.

Some counties like to run and submit growth totals to the tax commissioner's office before their work is 100% complete; they wish to be able to make small insignificant value changes and don't want the growth estimates to change also. The **growth calculations and lock** menu will run a normal growth estimate as referenced in the section above, but it will also place a lock so that no additional growth estimates can be run unless the growth is unlocked.

The lock placed by the lock menu will remain until Year End Cleanup, or the user unlocks growth using the menu item.

UNLOCK GROWTH CALCULATIONS

Unlocking growth removes the growth calculation lock described above and will allow live growth calculations again.

USER LOG

At times, it may become necessary to determine what user(s) may still be in WinGAP after the "Shutdown" message or a verbal "All Clear WinGAP" message has been sent and procedures still cannot be run due to users having files open. This menu item provides the WinGAP administrator a list of WinGAP users with their current "login" status.

The user log consists of a grid with the logins creating the rows and columns to identify the user, computer name and dates/time of login/logout activity. Records appear in the User Log in Descending time and date order, with the most recent entries at the top.

| WinGAP - User Log - [User ID = srburnette] (DEVEL) AY2016 | | | | | | | |
|---|-----------|------------|-----------------|------------|----------|------------|----------|
| Recid | Login Key | Loginid | Comp_Name | In_Date | In_Time | Out_Date | Out_Time |
| 222 | 143794 | srburnette | DESKTOP-R78M... | 09/28/2016 | 18:05:29 | | |
| 221 | 143793 | guest | DESKTOP-R78M... | 07/26/2016 | 15:44:45 | 07/26/2016 | 18:32:24 |
| 220 | 143792 | srburnette | DESKTOP-R78M... | 07/22/2016 | 13:41:58 | | |
| 219 | 143791 | guest | DESKTOP-R78M... | 07/22/2016 | 13:05:39 | 07/22/2016 | 13:41:58 |
| 218 | 143790 | srburnette | DESKTOP-R78M... | 07/22/2016 | 11:54:50 | 07/22/2016 | 13:05:39 |
| 217 | 143789 | guest | DESKTOP-R78M... | 07/22/2016 | 11:52:22 | 07/22/2016 | 11:54:50 |
| 216 | 143788 | srburnette | DESKTOP-R78M... | 07/22/2016 | 11:40:19 | | |
| 215 | 143787 | guest | DESKTOP-R78M... | 07/22/2016 | 11:31:54 | 07/22/2016 | 11:40:19 |
| 214 | 143786 | guest | DESKTOP-R78M... | 07/22/2016 | 11:24:11 | | |
| 213 | 143779 | srburnette | SteveAdmin-PC | 04/12/2016 | 13:35:45 | | |
| 212 | 143778 | srburnette | SteveAdmin-PC | 04/11/2016 | 13:47:17 | | |
| 211 | 143776 | srburnette | SteveAdmin-PC | 04/09/2016 | 10:35:51 | | |
| 210 | 143775 | srburnette | SteveAdmin-PC | 04/09/2016 | 10:00:11 | | |
| 209 | 143759 | srburnette | SteveAdmin-PC | 03/14/2016 | 17:17:33 | | |

Recid: The record number assigned by WinGAP for each entry in the User Log.

LoginKey: The key is assigned by WinGAP to the user as they login.

LoginId: The WinGAP user id that was used to access the data is recorded in this field.

Comp Name: The computer's name where the user logged in is saved in this column. This should inform the administrator which computer needs to be shut down to free WinGAP for update or maintenance work.

In Date/In Time: The date and time the user logged in will be recorded here.

Out Date/Out Time: The date and time the user logged out of WinGAP is saved in this column. If the date and time are blank, this indicates that the user was aborted through an error message or is still logged into WinGAP.

DateCheck/TimeCheck: The user login is checked every 30 seconds to monitor the status of the user. The last check is recorded in these columns.

If the user has not logged out of WinGAP (Out_Date & Out Time are blank), the administrator should locate the user and ask them to log out so that maintenance on WinGAP may be performed.

EDIT LOG

The Edit Log keeps a record of virtually every user-initiated operation that changes a record in WinGAP. Any time a user accesses WinGAP and adds a record or makes a change to an existing record it is recorded in the Edit Log database. For example, a user adds a Boat to a Personal Property Account. The Edit Log would reflect that on a certain date, the Personal and Boat database files were modified by that user. If a parcel, personal property account, or prebilled mobile home is transferred from one owner to another, the term "Transfer" will appear in the filename column in the Edit Log.

Each record on the Edit Log Form lists the File Name, PKey, ChgAppr ID (if no logins are used, it will say "Nologin"), Edit Date, Edit Time, After Edit (value after edit), Value Time (the time the value was changed), Before Edit (value before edit), and the Owner key for the record that was edited. Items in the Edit Log are listed in Date and Time order. The Edit Log database can be accessed from the Report Generator and activity reports printed if needed.

| WinGAP - Edit History - [User ID = cmartin] (DEVEL) AY2021 | | | | | | | | |
|--|----------|-------|---------|------------|----------|------------|-----------|-------------|
| RECID | Filename | Pkey | Chgapp | Editdate | Edittime | After Edit | Valuetime | Before Edit |
| 3197933 | realprop | 63202 | cmartin | 01/13/2021 | 16:18:31 | 340300 | 16:18:31 | 343400 |
| 3197934 | realprop | 63202 | cmartin | 01/13/2021 | 16:18:31 | 340300 | 16:18:31 | 343400 |
| 3197935 | realprop | 63202 | cmartin | 01/13/2021 | 16:18:31 | 340300 | 16:18:31 | 340300 |
| 3197929 | realprop | 63202 | cmartin | 01/13/2021 | 16:18:20 | 343400 | 16:18:20 | 325300 |
| 3197930 | realprop | 63202 | cmartin | 01/13/2021 | 16:18:20 | 343400 | 16:18:20 | 343400 |
| 3197928 | realprop | 63202 | cmartin | 01/13/2021 | 16:18:09 | 343400 | 16:18:09 | 325300 |
| 3197926 | realprop | 63202 | cmartin | 01/13/2021 | 16:17:56 | 336600 | 16:17:56 | 325300 |
| 3197924 | realprop | 63202 | cmartin | 01/13/2021 | 16:17:39 | 328200 | 16:17:39 | 325300 |

The Edit Log for each type of property in WinGAP can also be viewed by clicking the Edit History Button on the following Forms: Owner, Realprop, Residential Improvements, Accessories, Commercial Improvements, Commercial Extra Features, Personal, Machinery/Equipment/ Furnishings/Fixtures, Taxable Inventory, Freeport Inventory, Boats, Aircraft, Other, Mobile Homes, and Add-Ons. In these cases, the Edit Log will display entries as to when that parcel, improvement, account, etc. was added to or changed.

Clicking the Field Edits button will reveal the specific changes that were made to the record.

WinGAP - Field Edits - [User ID = cmartin] (DEVEL) AY2021

| ? | Filename | Pkey | Chgappr | Editdate | Edittime | Beforevalue | Control | Aftervalue |
|----|----------|-------|---------|----------|----------|-------------|------------|------------|
| 15 | REPROP | 41042 | cmartin | 01/13... | 16:18:09 | 0.00 | MSQB_FIN | 0.25 |
| 16 | REPROP | 41042 | cmartin | 01/13... | 16:18:09 | 0 | CBBSMTQUAL | 3 |
| 17 | REPROP | 41042 | cmartin | 01/13... | 16:18:09 | 245900 | MTIMP_VAL | 252700 |
| 12 | REPROP | 41042 | cmartin | 01/13... | 16:17:56 | 3 | CBOBSCOND | 4 |
| 13 | REPROP | 41042 | cmartin | 01/13... | 16:17:56 | 0.84 | MPHY_DEP | 0.87 |
| 14 | REPROP | 41042 | cmartin | 01/13... | 16:17:56 | 237500 | MTIMP_VAL | 245900 |
| 11 | REPROP | 41042 | cmartin | 01/13... | 16:17:38 | 234600 | MLAST_CALC | 237500 |
| 9 | REPROP | 41042 | cmartin | 01/13... | 16:17:37 | 5 | CBFLOORFIN | 8 |
| 10 | REPROP | 41042 | cmartin | 01/13... | 16:17:37 | 234600 | MTIMP_VAL | 237500 |

Done

When Year End Cleanup is run, the Edit Log in the new Appraisal Year is cleaned out. The entire Edit Log will remain in the previous Appraisal Year.

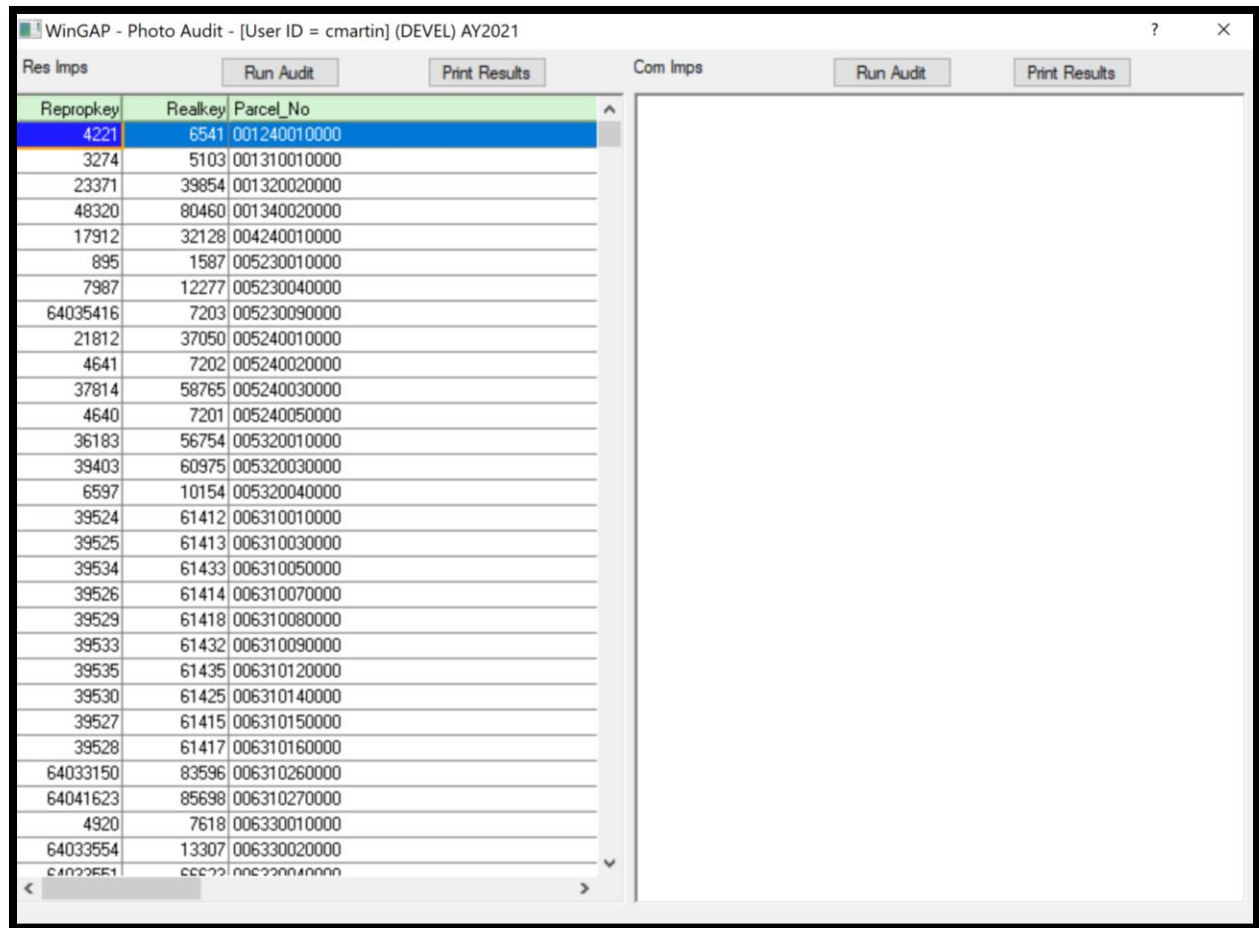
PHOTO AUDIT

The Photo Audit will open a window where a routine can be executed to display a list of all photos that have been added to either Residential or Commercial improvements. Clicking the Run Audit button for either the Residential or Commercial Improvements will display a “gathering data” popup as the process runs.

Please wait for this process... - [User ID = cmartin] (DEVEL)

gathering data ...

Once complete, the audit results will display on the left side of the screen for Residential Improvements and on the right side of the screen for Commercial Improvements. The audit will list the improvement key, the realprop key, the parcel number, the picture's complete file path, if the file exists at the designated file path, and if the account is flagged as having a photo. The list is in parcel number order.



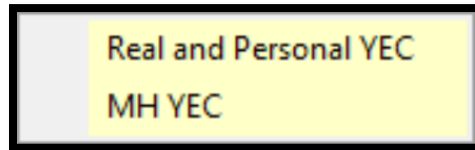
Clicking the Print Results button will generate a report that can be printed directly or saved as a Word, Excel, PDF file, etc.

| <div> ◀ < 1 of 2 ? > ▶ ↺ 100% 📁 🖨️ Find Next </div> | | | | | | |
|---|---------|--------------|--|------------|------------|--|
| PhotoAudit_Residential | | | | | | |
| REPROKEY | REALKEY | PARCEL NO | FILENAME | JPG EXISTS | PHOTO FLAG | |
| 4221 | 6541 | 001240010000 | c:\wingapsq\pictures\R4221\R4221.JPG | False | True | |
| 3274 | 5103 | 001310010000 | c:\wingapsq\pictures\R3274\R3274.JPG | False | True | |
| 23371 | 39854 | 001320020000 | c:\wingapsq\pictures\R23371\R23371.JPG | False | True | |
| 48320 | 80460 | 001340020000 | c:\wingapsq\pictures\R48320\R48320.JPG | False | True | |
| 17912 | 32128 | 004240010000 | c:\wingapsq\pictures\R17912\R17912.JPG | False | True | |
| 895 | 1587 | 005230010000 | c:\wingapsq\pictures\R895\R895.JPG | False | True | |
| 7987 | 12277 | 005230040000 | c:\wingapsq\pictures\R7987\R7987.JPG | False | True | |
| 64035416 | 7203 | 005230090000 | c:\wingapsq\pictures\R64035416\R64035416.JPG | False | True | |
| 21812 | 37050 | 005240010000 | c:\wingapsq\pictures\R21812\R21812.JPG | False | True | |
| 4641 | 7202 | 005240020000 | c:\wingapsq\pictures\R4641\R4641.JPG | False | True | |
| 37814 | 58765 | 005240030000 | c:\wingapsq\pictures\R37814\R37814.JPG | False | True | |
| 4640 | 7201 | 005240050000 | c:\wingapsq\pictures\R4640\R4640.JPG | False | True | |
| 36183 | 56754 | 005320010000 | c:\wingapsq\pictures\R36183\R36183.JPG | False | True | |
| 39403 | 60975 | 005320030000 | c:\wingapsq\pictures\R39403\R39403.JPG | False | True | |

YEAR END CLEANUP

After work on the County's tax digest has been finished for the year, the Year End Cleanup should be performed.

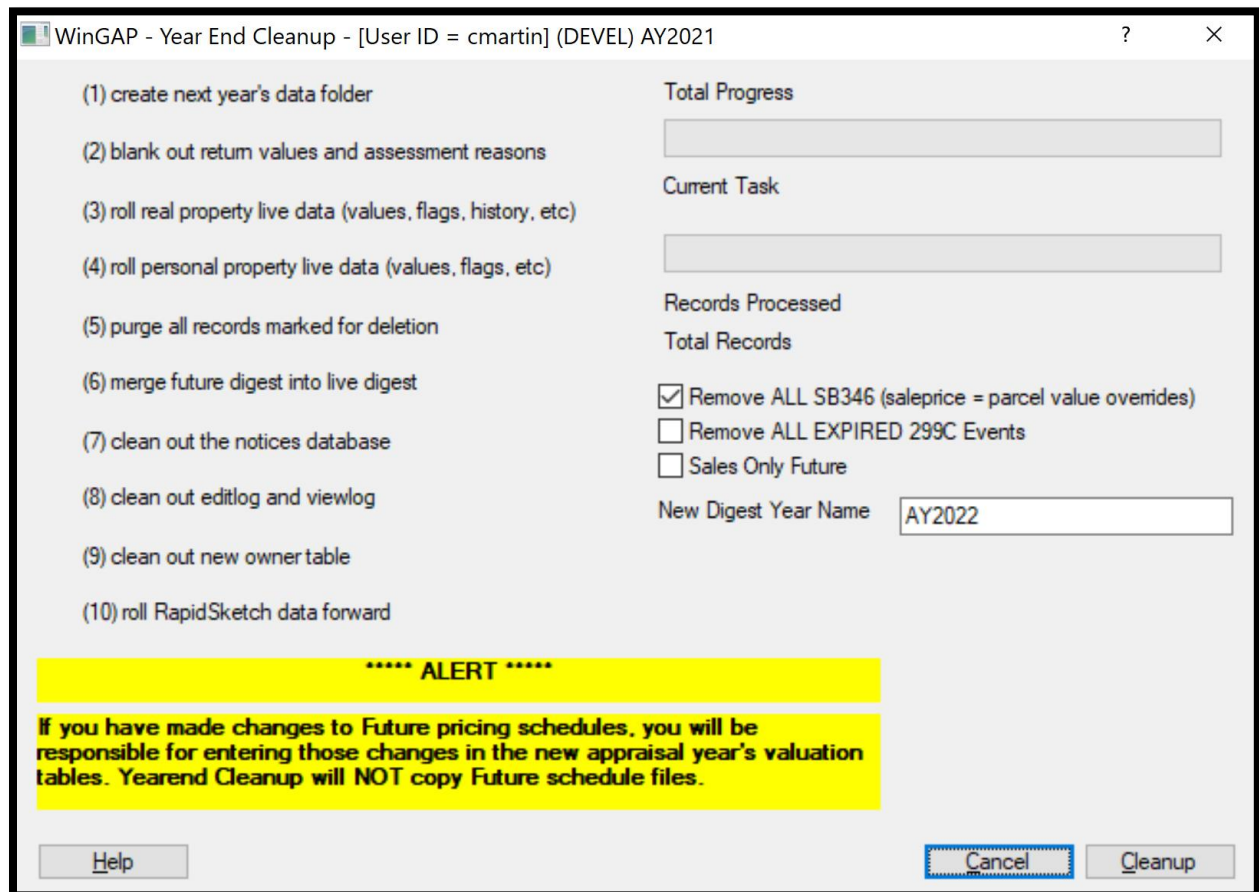
NOTE: Before this procedure is run, a backup of the current Appraisal Year folder should be made and the files archived.



Clicking on the Year End Cleanup option produces a submenu with two options, Real and Personal YEC and MH YEC. The Real and Personal option should be taken when the County is ready to setup the next digest year as the WinGAP Current Year. Generally, this will occur between August and October. The MH YEC is used when the Prebilled Mfg Housing digest work is concluded. The typical time frame for running MH YEC is January of the following year.

REAL AND PERSONAL YEC

When Real and Personal YEC is selected, the user will be informed of the actions that Year End Cleanup will perform. Though not required, it is recommended that all users exit WinGAP before Year End Cleanup is performed.



WinGAP - Year End Cleanup - [User ID = cmartin] (DEVEL) AY2021

| Task | Progress |
|--|---|
| (1) create next year's data folder | Total Progress |
| (2) blank out return values and assessment reasons | |
| (3) roll real property live data (values, flags, history, etc) | Current Task |
| (4) roll personal property live data (values, flags, etc) | |
| (5) purge all records marked for deletion | Records Processed |
| (6) merge future digest into live digest | Total Records |
| (7) clean out the notices database | <input checked="" type="checkbox"/> Remove ALL SB346 (saleprice = parcel value overrides) |
| (8) clean out editlog and viewlog | <input type="checkbox"/> Remove ALL EXPIRED 299C Events |
| (9) clean out new owner table | <input type="checkbox"/> Sales Only Future |
| (10) roll RapidSketch data forward | New Digest Year Name: AY2022 |

******* ALERT *******

If you have made changes to Future pricing schedules, you will be responsible for entering those changes in the new appraisal year's valuation tables. Yearend Cleanup will NOT copy Future schedule files.

Help Cancel Cleanup

Year End Cleanup performs many different procedures which are highlighted below. Every specific task is not in the bullet list below as the bullet points are meant to indicate general processes and progress:

- Create next year's data folder.
- Blank out return values and assessment reasons.
- Roll real property live data (values, flags, history, etc).
- Roll personal property live data (values, flags, etc).
- Purge all records marked for deletion.
- Merge future digest into live digest.
- Clean out the notices database.
- Clean out editlog and view log.
- Clean out new owner table.
- Roll RapidSketch data forward.

If the County uses the Future module, any Editlog records in the Future Year will be pulled into the new current year Editlog. If the County does not use the Future module, the Editlog will be empty.

There are 4 user-selectable options for the Year End Cleanup process:

Remove ALL SB346(saleprice = parcel value override): This refers to the SB346 requirement that property values shall not exceed the net sales price of an arm's length transaction that occurred in the year prior to the digest. If this box is checked, all parcels flagged for SB346 value will have the flag removed and the value of the property will revert to MAV/FMV. The previous value will become the SB346 value. Any sales marked as SB346 sales will also be cleared of such flags.

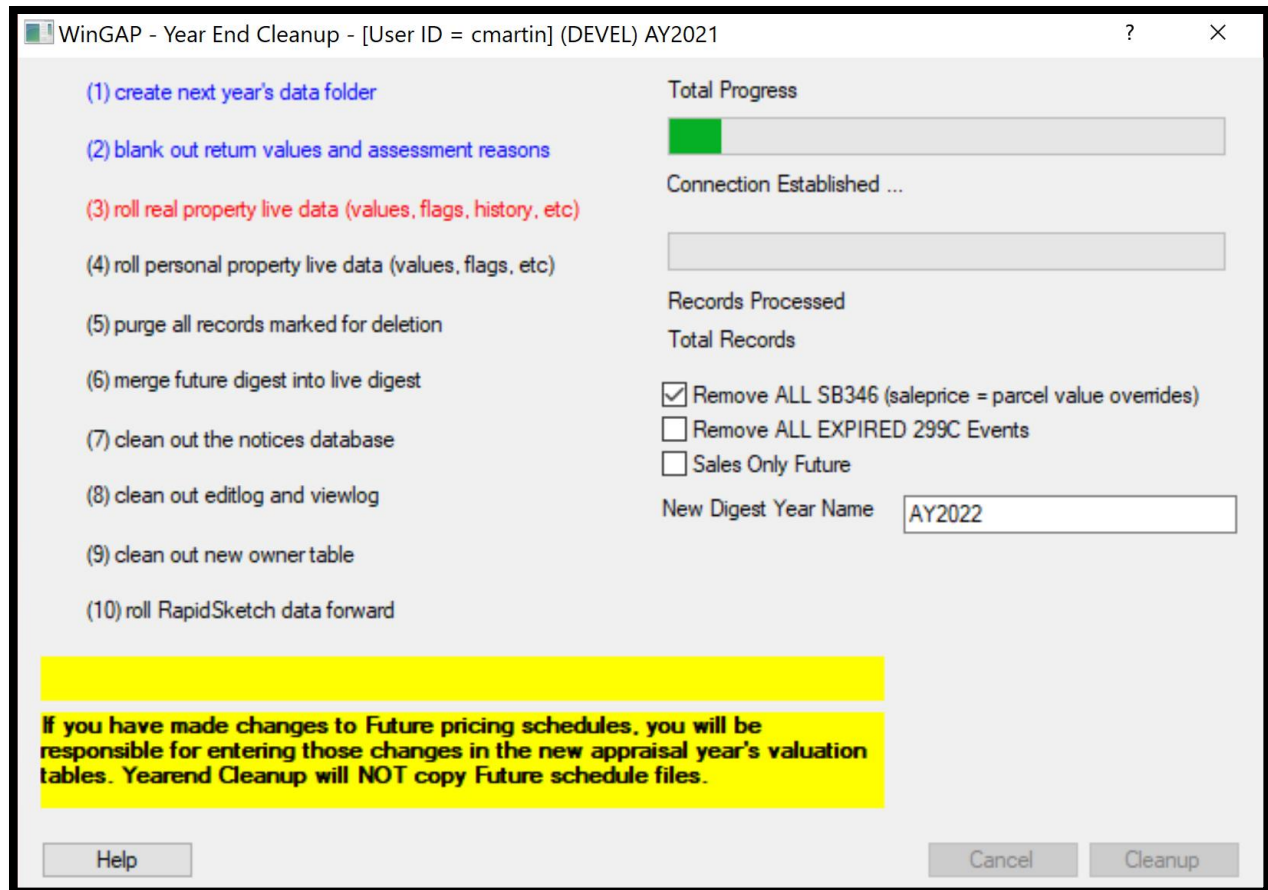
Remove ALL EXPIRED 299C Events: If this box is checked, parcels with expired 299C Appeals will have the 299C values removed, all property component values will be rolled back to their original pricing, and a removal assessment reason will be inserted. Only 299C events created by the official '299C Event' checkbox on the appeal screen will be removed during year end cleanup.

Sales Only Future: If the County creates a Future Year this check box determines what type of processing can occur in that Future Year. Left unchecked, the County may perform any tasks in the Future Year. If checked, the County is limited to transferring ownership, adding sales, and creating new parcels in the Future Year.

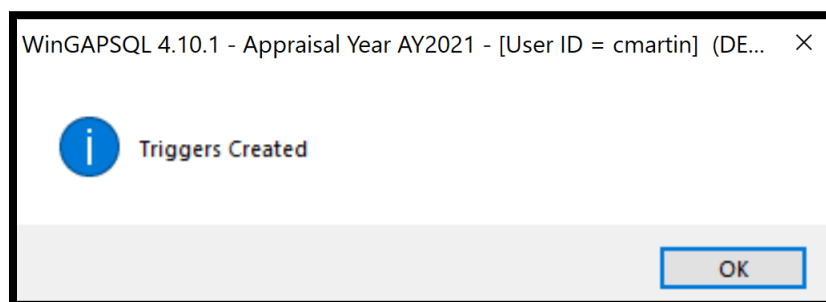
New Digest Year Name: This field allows the user to change the default name for the new appraisal year folder. The field defaults to the current digest year plus one. This should NOT be changed unless a specific and well thought out plan exists to justify changing the digest year name.

Finally, the yellow highlighted message concerning Future Pricing Schedules should also be noted. Schedules updated only in Future will need to be rekeyed in the new appraisal year.

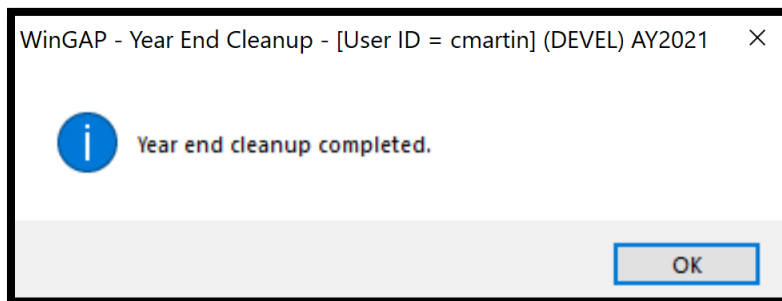
These procedures should be read carefully. If the user is unsure whether to perform these procedures, the Cancel Button should be clicked to return to the main WinGAP screen. Otherwise, the Cleanup Button should be clicked to begin Year End Cleanup. As this process goes forward, two bar graphs will display the progress, as seen on the next page. As each item in the list of procedures is finished, the item will turn blue. Depending upon the number of real property parcels, personal property accounts, improvements, sketches, etc., the process could last from less than a minute to a few minutes.



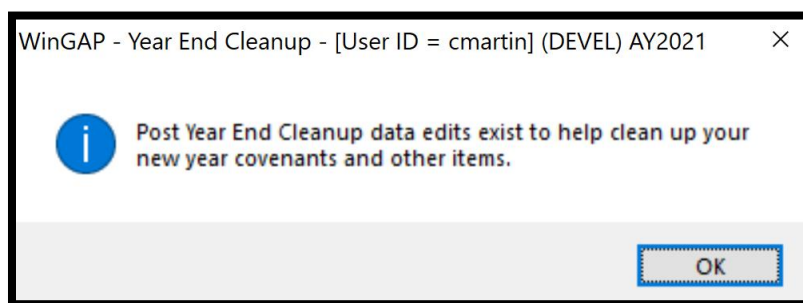
It is worth noting that the process does a BACKUP/RESTORE of the SQL database which ensures all existing VIEWS and STORED PROCEDURES will carry over from the previous digest database into the new digest database. When Year End Cleanup is finished the user will receive a "Triggers Created" message, where OK should be clicked.



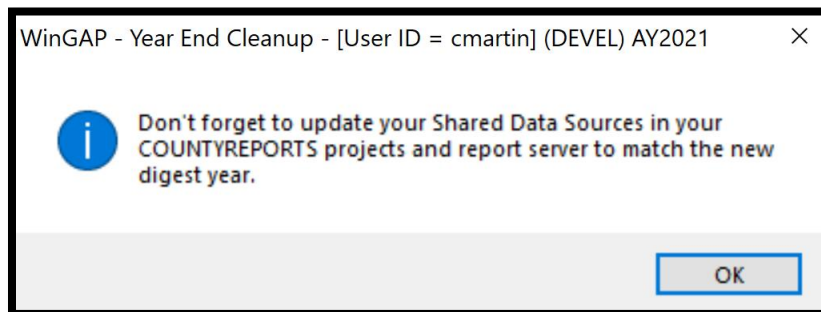
Once complete, the user will receive a message that the Year End Cleanup has been completed.



The next message that appears alerts the user that there are Data Edits available to assist with data cleanup, especially those regarding CUV and FLPA covenants.



The final message the user will see as part of the Year End Cleanup process informs the user that any customized County reports that have been created in the previous appraisal year will need to be updated in the current, newly created appraisal year. Depending on the County's configuration of reporting projects, updating the shared data source may range from very simple to somewhat involved. Due to the virtually unlimited options that each County has in how it can distribute and configure their report designers, the following holds true: the data source is originally defined in the report project. However, users can prevent their project from overwriting data sources upon deployment. It might be necessary to update your report designed project data source as well as the deployed data source from the report manager (<http://<ServerName>/Reports/DataSources>).

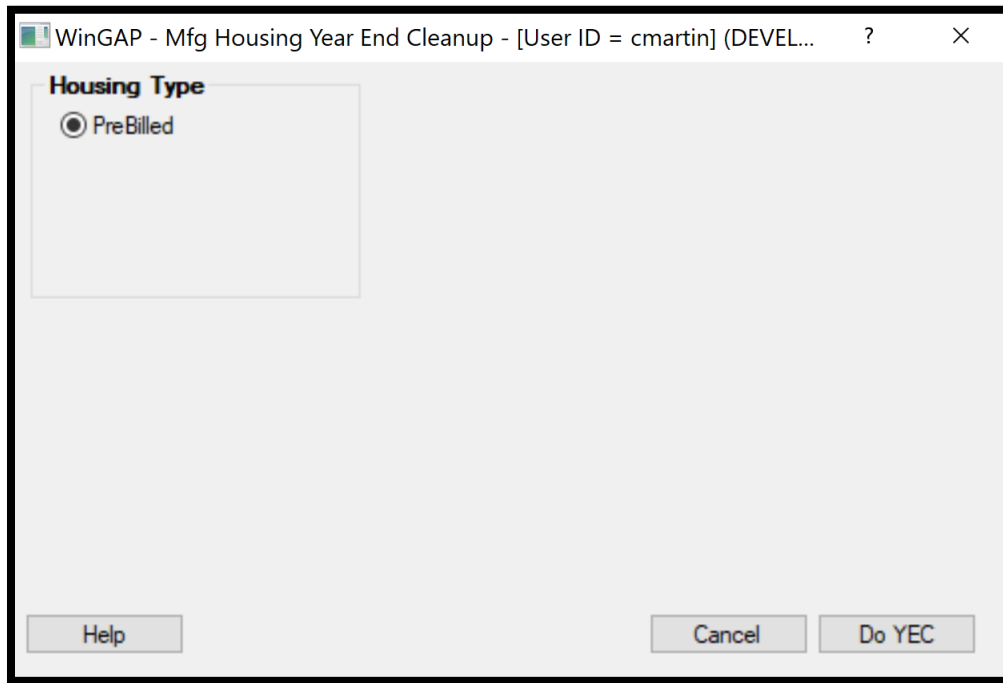


MH YEC

The Manufactured Housing Year End value rollover process does the following:

- Places the value that is found in one of the Mobile table value fields (Ovrvalue, Guidevalue, or Value, whichever takes precedence) into the Prev box field.
- Places the value found in the Addonval field in the Mobile table into the Prev Addon field.
- The total of the values in the Prev Box and Prev Addon fields will be placed in the Total Previous field.
- Sets the Returnmail field in the Mobile table to false (zero).

Clicking this menu item produces the Year End Cleanup form for Manufactured Housing. To perform the Manufactured Housing YEC, the Do YEC button should be clicked to proceed.



The image shows a software window titled "WinGAP - Mfg Housing Year End Cleanup - [User ID = cmartin] (DEVEL...". Inside the window, there is a section labeled "Housing Type" with a radio button labeled "PreBilled" which is selected. At the bottom of the window, there are three buttons: "Help", "Cancel", and "Do YEC".

Various messages will display on the Year End Cleanup form as the records are processed, and at the conclusion of the process the user will receive a message indicating the Year End Cleanup is complete. The user should click OK, then Cancel on the YEC form, then Cancel on the Export form, returning the user to the main WinGAP screen.

FUTURE FOLDER TASKS

Create Future Database
Send/Sync Live schedules to Future Database
SYNC all covenants (CUV/FLPA) history into future

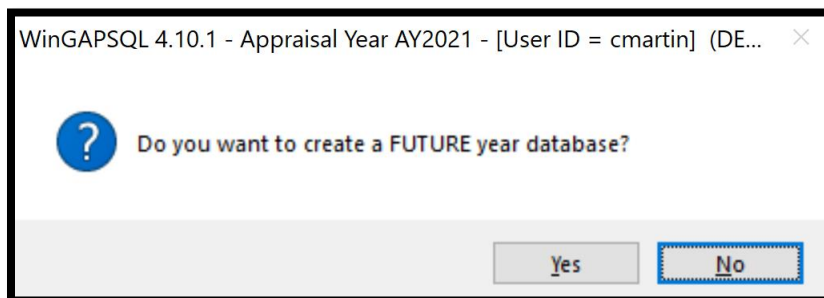
CREATE FUTURE DATABASE

At times during a digest year, information will be provided that should not be part of the current digest but should be processed for the next year's digest. To process this information, the user should make use of the Future Year capabilities that exist in WinGAP.

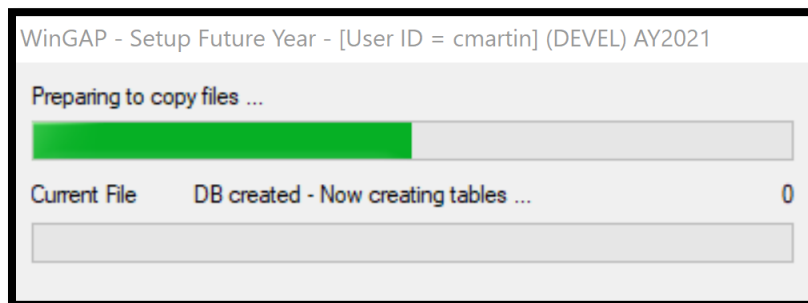
For Example, on September 15, 2020 a county has completed a Yearend Cleanup for the 2020 digest and is now working on the 2021 digest. After January 1, 2021, the county may begin working deeds and creating property transfers and splits in the Future Year for transactions that have been recorded after January 1 and should not appear on the 2021 digest. Any new construction that is completed after January 1 and picked up in the field prior to the completion of the 2021 digest can be added through Future Year.

Personal Property changes that are picked up during the return period and are not to appear on the 2021 digest can be taken care of in Future Year.

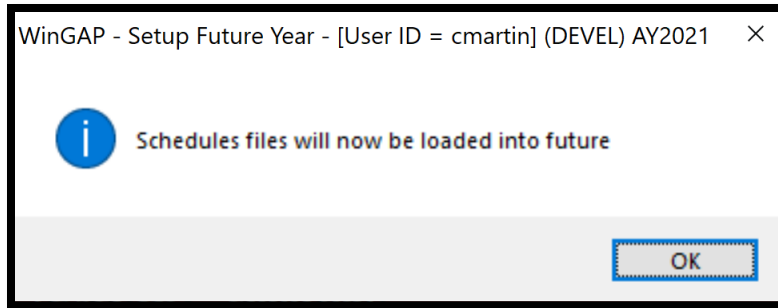
To use the Future Module in WinGAP, a Future Folder must be created in the current Appraisal Year folder. This is done by clicking on the Create Future Database option. Creating a future year will also automatically perform the second menu item for sending live schedules into future. **NOTE: It is advisable that no schedule changes be made when the Create Future Folder process is running.**



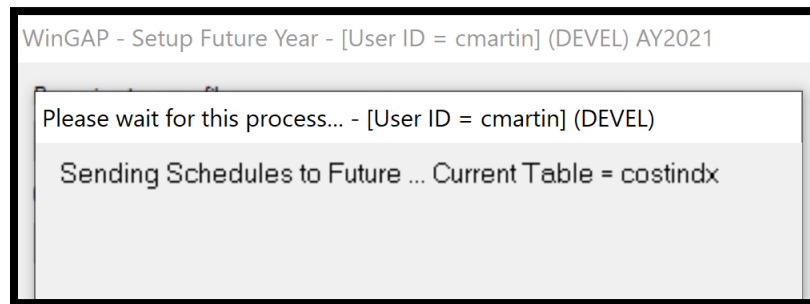
Clicking Yes will begin the process of creating the Future Folder. As this is done, various Bar Graphs and messages will appear as the Future Folder is created and the necessary files are copied to the Future Folder.



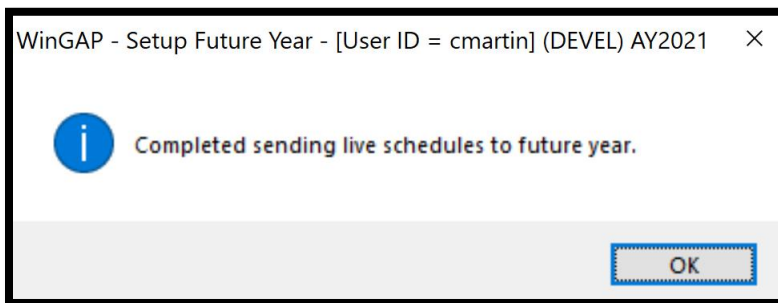
At the conclusion of this process, WinGAP will produce the Schedules files message, where the OK Button should be clicked to send the Current Year Schedules tables to the Future Folder.



Once again various messages will be displayed as the Schedules tables are sent to the Future Year.



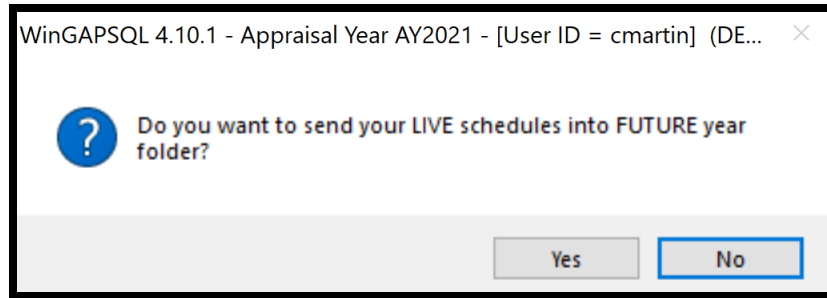
At the conclusion of this process, the user will receive a completion message. Clicking OK will complete the Future Year setup process and return the user to the main WinGAP screen.



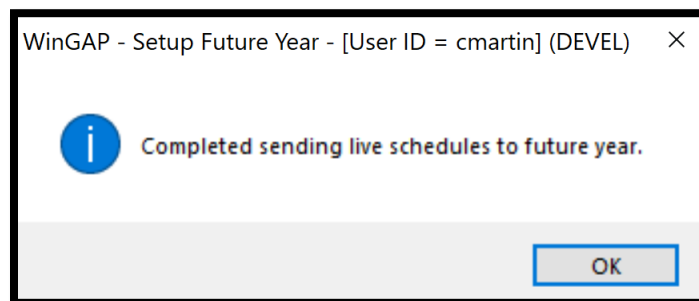
If there were any data integrity issues or duplicated records in the schedules detected during syncing, you will receive a dialog alerting you to that and you should contact technical support for resolution.

SEND/SYNC LIVE SCHEDULES TO FUTURE DATABASE

This option will forward all schedules from the Current Year database to the Future Year database, allowing for value changes from schedule updates to be reflected uniformly in both the Current and Future Year databases. Clicking yes on the prompt will begin the process.



Once complete, the user will be notified that the schedules have been sent to the Future Year database. Parcel values will not be updated until a Reappraise process is ran. Clicking OK on this message will return the user to WinGAP.



SYNC ALL COVENANTS (CUV/FLPA) HISTORY INTO FUTURE

The final menu item in this grouping is Sync CUV/FLPA history into future. Parcels with covenants that were sent into future in the first half of the year will likely be missing the current year valuations created when users reappraise covenants in the live year. This menu item will sync the history into future, updating the future covenant so it will be correct moving forward.

ACCESSING FUTURE YEAR

After the Future Folder creation process has been completed, the user may begin work in the Future Year module in the following manner:

- Search for the parcel/account you wish to add/edit future information.
- Click the Future button.
- You will be prompted to create a future record.

The screenshot shows the WinGAP - Real Property General Information window for property SHEPHERD LEE ROY : 001230020000 : AY2021. The window is divided into several sections: Street Information, Property Information, Exemption Information, Values, History, and a right-hand menu. A dialog box is open in the center, asking "Do you want to create a FUTURE year item from this property?" with "Yes" and "No" buttons. The "Future" button in the right-hand menu is circled in red. The "Values" section shows a table of values for previous, current, and return years. The "History" section shows a table of values for previous years. The "Exemption Information" section shows a table of exemption values. The "Edit Information" section shows a table of edit information. The "Comments" section shows a text area for comments.

| Year | Value |
|----------|---------|
| Previous | 234,950 |
| Current | 237,270 |
| Return | 0 |
| Curr-MAV | 0 |
| Prev-MAV | 0 |

| Year | Value |
|------|---------|
| 2019 | 216,160 |
| 2018 | 192,110 |
| 2017 | 185,040 |

| Exemption | Value |
|--------------|-------------------------|
| Homestead | S1 - Standard Exemption |
| Covenant | |
| HS App Date | 01/01/1900 |
| Float Base1 | 0 |
| Float Curr1 | 0 |
| Float Base2 | 0 |
| Float Curr2 | 0 |
| State HS Val | 0 |
| 299(c) Value | 0 |
| 299(c) Year | 0 |

| Field | Value |
|------------|------------|
| Data Entry | abanister |
| Review | 07/11/2016 |
| Appraiser | 1 |
| Alternate | PCOCHRAN |

Comments: ☐ Comment Flag ☐ Mask Photo Export

HS APPLICANT: JAN R SHEPHERD

The dark yellow color screen will let the user know they are in the future year.

WinGAP - Real Property General Information - SHEPHERD LEE ROY : 001230020000 : AY2021_FUTURE - [User ID = cmartin] (DEVEL) ? X

<< Top < Prev Next > End >> Account Number 19659 Duplicate ☐ Notice ☐ Special District ☐ Field Check ☐

PIN (1) 001.2.3.002.0000 Tax District 01 - County Returned Mail ☐

Alt PIN 0600-00-01.00-000 Asmt Reason Abatement ☐

Parent PIN X-REF C016A-011- Web Url

Street Information

| House # | Ext | Dir | Street Name | Type | Post |
|---------|-----|-----|----------------------|------|------|
| 2327 | | | FLOYD CREEK CHURCH F | | |

| Units | U-Type | Latitude | Longitude | Zip Code |
|-------|--------|----------|-----------|----------|
| | | | | 30178- |

Property Information

LL 32 LD 18 GMD 3 Zoning

Legal : REAL PROPERTY

Neighborhood RURAL WEST

Lendor Total Acres 10.00

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S1 - Standard Exemption

| Covenant | HS App Date | Float Base1 | Float Curr1 | Float Base2 | Float Curr2 | State HS Val | 299(c) Value | 299(c) Year |
|----------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|-------------|
| | 01/01/1900 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Values

| Previous | Current | Return | Curr-MAV | Prev-MAV |
|----------|---------|--------|----------|----------|
| 237,270 | 237,270 | 0 | 0 | 0 |

☒ Active

History

| Year | Value |
|------|---------|
| 2020 | 234,950 |
| 2019 | 216,160 |
| 2018 | 192,110 |

Est Tax PIN History

| 237,270 | FMV | MAV |
|---------------|---------|-----|
| Land (1) | 91,100 | 0 |
| * Res Imp (1) | 144,400 | 0 |
| Com Imp | 0 | 0 |
| Acc Imp (5) | 1,770 | 0 |

Edit Information

Data Entry abanister Edit History

Review 07/11/2016 COA History

Appraiser 1

Alternate PCOCHRAN

Comments ☐ Comment Flag ☐ Mask Photo Export

HS APPLICANT: JAN R SHEPHERD

Imber Agent Appointment Growth Custom Flags Stats BPC

Dup Items Bus Lic Income Third Party Documents Schedules

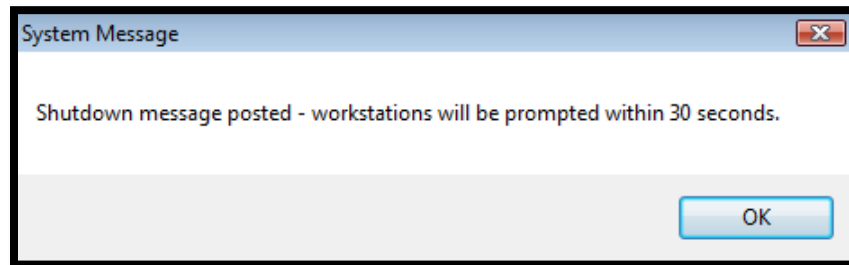
Cancel Delete New Apply OK

Once the user has created any future records, the Future Year may be accessed by selecting the Property Maint > Future Year menu item from the toolbar or by using the hotkey combination Ctrl+F. This will place WinGAP in the Future Year database, identified by the golden background.

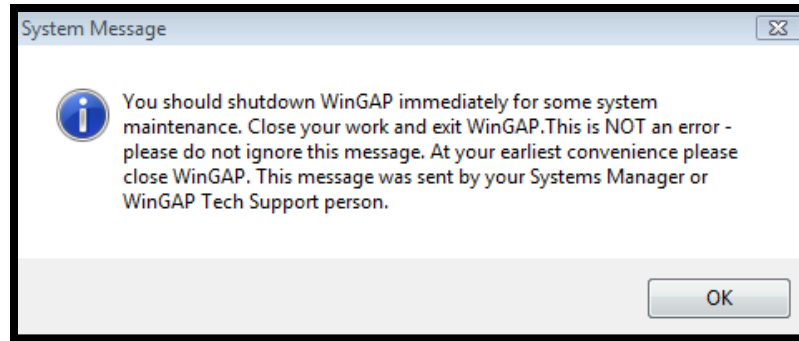


BROADCAST SHUTDOWN MESSAGE

When WinGAP is run on networks, occasionally it is necessary to have all users out of the program. Certain WinGAP maintenance functions such as program updates require exclusive use of the tables. The Broadcast Shutdown Message makes it easy for the WinGAP Systems Manager or WinGAP Technical Support agent to send a message to all WinGAP users that they need to exit WinGAP so these procedures can take place. Clicking the Broadcast Shutdown Message produces a notification informing the Systems Manager that the message has been sent over the network.



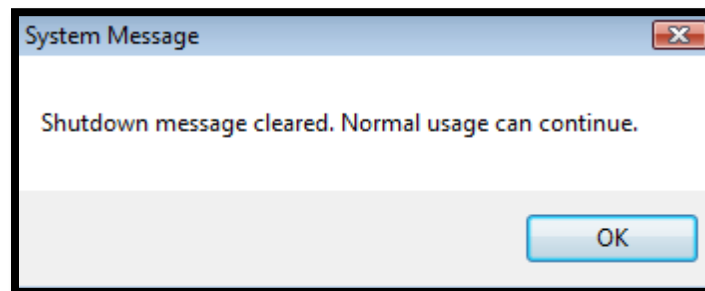
Within 30 seconds of the Systems Manager sending the message, users on each computer on the network that are running WinGAP at the time the message is sent will receive a message to shut down WinGAP.



Until the user exits WinGAP, they will continue to receive this message every 30 seconds. The message is generated by a text file that the Systems Manager sends to each user's computer. Once the system or program maintenance is finished, the Systems Manager can issue the Clear Shutdown Message from the menu to prevent the Shutdown Message from appearing. The users must be told verbally or by other means that WinGAP is once again available for use.

CLEAR SHUTDOWN MESSAGE

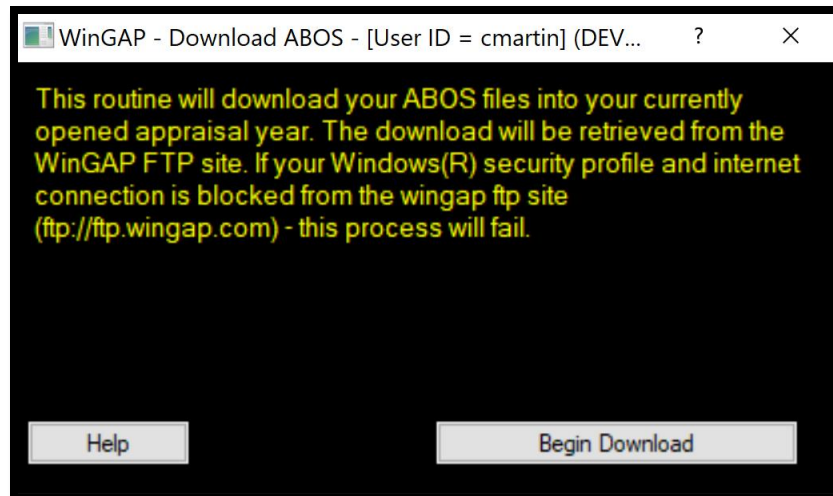
When the system or program maintenance that required users to exit WinGAP is completed, the WinGAP Systems Manager can delete the message text file that is sent to WinGAP users by clicking the Clear Shutdown Message menu option. Clicking this option will produce a notification on the Systems Manager's computer that the shutdown message has been cleared.



WinGAP users must be told verbally or by other means that WinGAP is once again available for use.

DOWNLOAD ABOS

This option downloads the latest update to the ABOS boat valuation files. The user must have an ACTIVE Internet connection to import the ABOS files. Also, WinZip and the WinZip Command Line Interface must be installed. Clicking Begin Download will start the process. On a fast internet connection, the download should take less than a minute.



Once the connection to the FTP site is established, the user will see several messages, such as "Connecting to FTP site", "Logging On", "Finding ABOS.Zip", and "Downloading". At the conclusion of the download, the user will receive the messages "File Downloaded", "Disconnecting", and "Done!". A Command Line window will appear and the ABOS files will be automatically unzipped. At the conclusion of the unzipping process, the user can press any key.

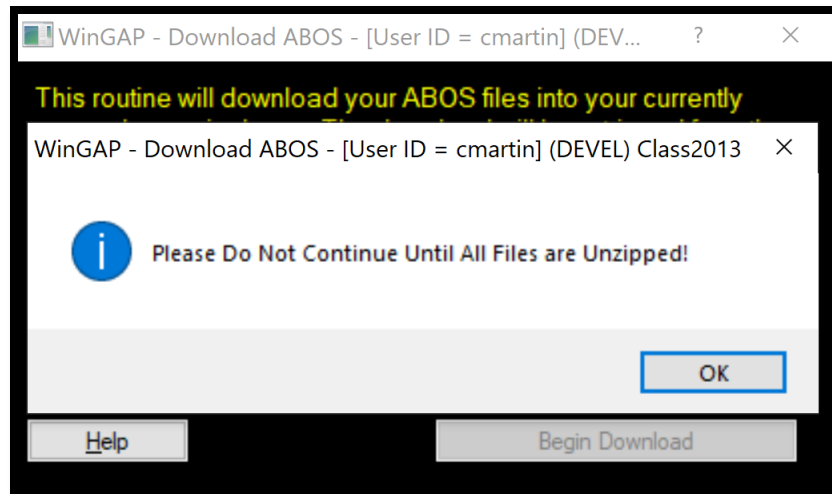
```
C:\program files (x86)\winzip\wzunzip.exe
WinZip(R) Command Line Support Add-On Version 3.2 (Build 8668)
Copyright (c) 1991-2009 WinZip International LLC - All Rights Reserved

Zip file: c:\wingapsql\exports\abos_nada\abos.zip

Unzipping c:\wingapsql\exports\abos_nada\bt.xlsx
Unzipping c:\wingapsql\exports\abos_nada\io.DBF
Unzipping c:\wingapsql\exports\abos_nada\ob.DBF
Unzipping c:\wingapsql\exports\abos_nada\om.DBF
Unzipping c:\wingapsql\exports\abos_nada\ph.DBF
Unzipping c:\wingapsql\exports\abos_nada\pw.DBF
Unzipping c:\wingapsql\exports\abos_nada\sb.DBF
Unzipping c:\wingapsql\exports\abos_nada\bt.xls

(program finished - press any key to continue)_
```

NOTE: The user should make sure that the ABOS tables are unzipped in the command window, and a message will appear reminding the user of this. If the unzipping process is not successful, the user will not see the unzipped ABOS tables in the Command Window. If this happens, the user should contact a DOR Technical Support agent or use WinGAP's Online Support for assistance. If the unzipping process was successful, the user should click OK on the message to begin the table upload process into WinGAP.



When the upload process is finished, the user will be returned to the main WinGAP screen. The user should go to Tools > Preferences and make sure that the ABOS Year has been updated.

WinGAP - Preferences - [User ID = cmartin] (DEVEL) Class2013 ? X

County Information

Co. Name/Num: [084]

Address: []

City / State / Zip: Gray GA 31032-

Phone / Ext: () - [] Email: info@wingap.com

Fax: () - [] Web: []

Point/Base Costs

| | |
|-----------------|--------|
| Residential | 100.00 |
| Commercial | 100.00 |
| Commercial Base | 1.00 |
| Accessory | 100.00 |

Depreciation Years

| | |
|-------------|------|
| Residential | 2001 |
| Commercial | 2001 |
| MFG Housing | 2001 |
| Accessory | 2001 |

Special District Description: []

Parcel Number Template: XXXX-XXX-XXXX-XXX

Customize Lendor Label: Lendor

Customize Occupancy Label: Occupancy

Customize Fireplace Label: Fireplace / Misc

Customize Heated Area Label: HEATED

SQL Server Name: Wingap-pc\sqlxpress

Server PT61 Path: c:\wingapsql\pt61\

Server Photo Path: c:\wingapsql\photos\

Sketch Export Path: c:\wingapsql\sketch\

Server Sketch Export Path: c:\wingapsql\sketch\

Server Share Path: c:\wingapsql\

COC Deed Path (Char100): []

COC Plat Path (Char100): []

Rapid Sketch Path: c:\wingapsql\rs\

RPGI - Custom Report 1: []

RPGI - Custom Report 2: []

RPGI - Custom Report 3: []

Appraisal Year: 2020

Rural Acre Break: 30.00

PU Eq Ratio %: 40.00

Return Deadline: 04/01/2013

Default Startup Directory: Class2013

Guest Startup Directory: AY2018

Permit Staging Year: 2013

Do not include .RDL in name

ABOS Default: Retail

Land Influences: Compound

ABOS Yr: 2021

NADA Yr: 2021

Other Options

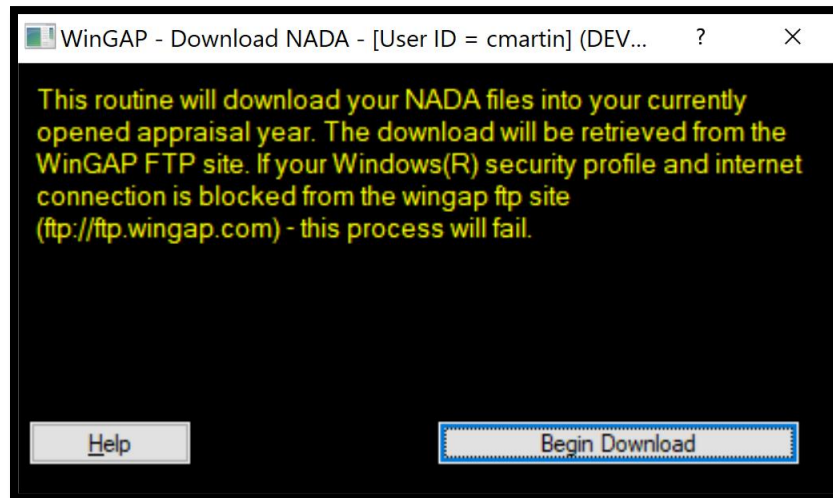
- ☐ Truncate Values
- ☐ Disable Logins
- ☐ bBrowser Cost Form
- ☐ Lock System
- ☐ Rnd Area Mult to 6 dec.
- ☒ Auto-Reasons (Real)
- ☒ Auto-Reasons (Pers)
- ☐ PT50R = LIVE DATA
- ☐ COA Auto-Flag
- ☐ Hide Comments
- ☐ Bsmt: Use Max/Min Area
- ☐ Attic: Use Max/Min Area
- ☐ Int Label in Base Heat
- ☒ Show State Tax Levy
- ☐ Bsmt 100% in Heated
- ☐ NOA Direct to PDF
- ☐ Push Tech
- ☐ Push Tech - Appeals
- ☐ Sketch Com Ex Features
- ☐ Enable Abatement Calcs
- ☐ Enable INEDIT feature
- ☐ ABOS as Default
- ☐ Resize Photos
- ☐ Sum Bsmt to Screen
- ☒ Show v1 Sketch Checkbox
- ☐ PT61 Efficiency Mode
- ☐ AutoClose: 20 mins

Help Close

DOWNLOAD NADA

This option downloads the latest update to the NADA valuation files. The user must have an ACTIVE Internet connection to import the NADA files. Also, WinZip and the WinZip Command Line Interface must be installed. Clicking Begin Download will start the process. On a fast internet connection, the download should take less than a minute.

Note: The NADA download should not take place until the Yearend Cleanup has been performed and the county has received notification by email of the NADA schedule upload.



Once the connection to the FTP site is established, the user will see several messages, such as "Connecting to FTP site", "Logging On", "Finding NADA.zip", and "Downloading". At the conclusion of the download, the user will receive the messages "File Downloaded", "Disconnecting", and "Done!". A Command Line window will appear and the NADA files will be automatically unzipped. At the conclusion of the unzipping process, the user can press any key.

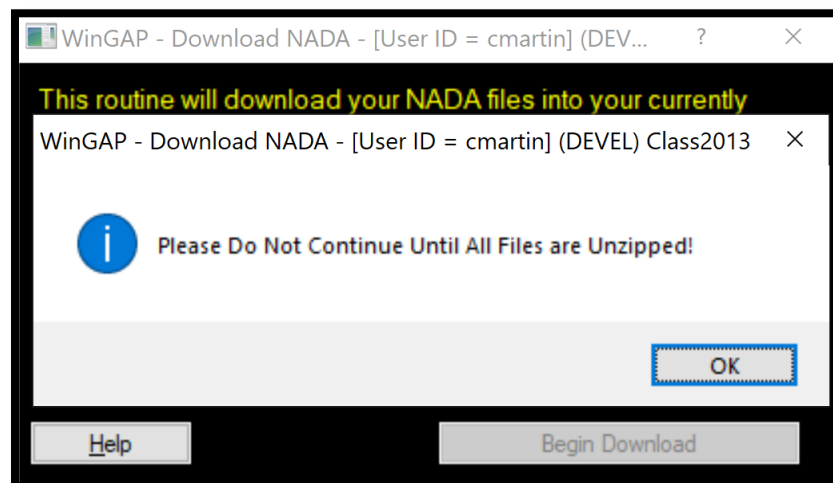
```
C:\program files (x86)\winzip\wzunzip.exe
WinZip(R) Command Line Support Add-On Version 3.2 (Build 8668)
Copyright (c) 1991-2009 WinZip International LLC - All Rights Reserved

Zip file: c:\wingapsql\exports\abos_nada\nada.zip

Unzipping c:\wingapsql\exports\abos_nada\nada_svs.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_svs_category.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_tipout.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_white.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_yellow.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_dep.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_mfg.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_model.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_modifiers.DBF
Unzipping c:\wingapsql\exports\abos_nada\nada_oldhome.DBF

(program finished - press any key to continue)
```

NOTE: The user should make sure that the NADA zip file was unzipped in the command window, and a message will appear reminding the user of this. If the unzipping process is not successful, the user will not see the unzipped NADA tables in the Command Window. If this happens, the user should contact a DOR Technical Support agent or use WinGAP's Online Support for assistance. If the unzipping process was successful, the user should click OK on the message to begin the NADA tables upload process into WinGAP.



When the upload process is finished, the user will be returned to the main WinGAP screen. The user should go to Tools > Preferences and make sure that the NADA Year has been updated.

WinGAP - Preferences - [User ID = cmartin] (DEVEL) Class2013

County Information

Co. Name/Num: [084]

Address: []

City / State / Zip: Gray GA 31032-

Phone / Ext: () - [] Email: info@wingap.com

Fax: () - [] Web: []

Point/Base Costs

| | |
|-----------------|--------|
| Residential | 100.00 |
| Commercial | 100.00 |
| Commercial Base | 1.00 |
| Accessory | 100.00 |

Depreciation Years

| | |
|-------------|------|
| Residential | 2001 |
| Commercial | 2001 |
| MFG Housing | 2001 |
| Accessory | 2001 |

Special District Description: []

Parcel Number Template: XXXX-XXX-XXXX-XXX

Customize Lendor Label: Lendor

Customize Occupancy Label: Occupancy

Customize Fireplace Label: Fireplace / Misc

Customize Heated Area Label: HEATED

SQL Server Name: Wingap-pc\\sqlexpress

Server PT61 Path: c:\\wingapsql\\pt61\\

Server Photo Path: c:\\wingapsql\\photos\\

Sketch Export Path: c:\\wingapsql\\sketch\\

Server Sketch Export Path: c:\\wingapsql\\sketch\\

Server Share Path: c:\\wingapsql\\

Appraisal Year: 2020

Rural Acre Break: 30.00

PU Eq Ratio %: 40.00

Return Deadline: 04/01/2013

Default Startup Directory: Class2013

Guest Startup Directory: AY2018

COC Deed Path (Char100): []

COC Plat Path (Char100): []

Rapid Sketch Path: c:\\wingapsql\\rs\\

Permit Staging Year: 2013

RPGI - Custom Report 1: []

RPGI - Custom Report 2: []

RPGI - Custom Report 3: []

Do not include .RDL in name

ABOS Default: Retail

Land Influences: Compound

ABOS Yr: 2021

NADA Yr: 2021

Other Options

- ☐ Truncate Values
- ☐ Disable Logins
- ☐ bBrowser Cost Form
- ☐ Lock System
- ☐ Rnd Area Mult to 6 dec.
- ☒ Auto-Reasons (Real)
- ☒ Auto-Reasons (Pers)
- ☐ PT50R = LIVE DATA
- ☐ COA Auto-Flag
- ☐ Hide Comments
- ☐ Bsmt: Use Max/Min Area
- ☐ Attic: Use Max/Min Area
- ☐ Int Label in Base Heat
- ☒ Show State Tax Levy
- ☐ Bsmt 100% in Heated
- ☐ NOA Direct to PDF
- ☐ Push Tech
- ☐ Push Tech - Appeals
- ☐ Sketch Com Ex Features
- ☐ Enable Abatement Calcs
- ☐ Enable INEDIT feature
- ☐ ABOS as Default
- ☐ Resize Photos
- ☐ Sum Bsmt to Screen
- ☒ Show v1 Sketch Checkbox
- ☐ PT61 Efficiency Mode
- ☐ AutoClose: 20 mins

Help Close

CONFIGURE GLOBAL PUSH

Push Tech, when enabled on the Preferences form, will allow changes to property data to sync between appraisal years as defined on the Push Configuration form.

WinGAP - Preferences - [User ID = cmartin] (DEVEL) AY2021

County Information

Co. Name/Num: Department Of Revenue 1101

Address: 240 Constitution Blvd
Room 3082

City / State / Zip: Dallas GA 30132-

Phone / Ext: (770)443-7606 Email: cody.martin@dor.ga.gov

Fax: (770)443-7539 Web: dor.ga.gov

Point/Base Costs

| | |
|-----------------|--------|
| Residential | 100.00 |
| Commercial | 100.00 |
| Commercial Base | 1.00 |
| Accessory | 100.00 |

Depreciation Years

| | |
|-------------|------|
| Residential | 2021 |
| Commercial | 2021 |
| MFG Housing | 2021 |
| Accessory | 2021 |

Special District Description: Special District

Parcel Number Template: XXX.X.X.XXX.XXXX

Customize Lendor Label: Lendor

Customize Occupancy Label: Occupancy

Customize Fireplace Label: Fireplace / Misc

Customize Heated Area Label: HEATED

SQL Server Name: WINGAP

Server PT61 Path: c:\wingapsql\pt61\

Server Photo Path: c:\wingapsql\pictures\

Sketch Export Path: c:\wingapsql\sketch\

Server Sketch Export Path: c:\wingapsql\sketch\

Server Share Path: c:\wingapsql\

Appraisal Year: 2021

Rural Acre Break: 0.00

PU Eq Ratio %: 40.00

Return Deadline: 04/01/2021

Default Startup Directory: AY2021

Guest Startup Directory: AY2020

COC Deed Path (Char100):

COC Plat Path (Char100):

Rapid Sketch Path: c:\wingapsql\RS\

Permit Staging Year: 2021

RPGI - Custom Report 1:

RPGI - Custom Report 2:

RPGI - Custom Report 3:

Do not include .RDL in name

ABOS Default: Retail

Land Influences: Compound

ABOS Yr: 2020 - 1543

NADA Yr: 2019

Other Options

- ☒ Truncate Values
- ☐ Disable Logins
- ☒ bBrowser Cost Form
- ☐ Lock System
- ☒ Rnd Area Mult to 6 dec.
- ☐ Auto-Reasons (Real)
- ☐ Auto-Reasons (Pers)
- ☒ PT50R = LIVE DATA
- ☒ COA Auto-Flag
- ☒ Hide Comments
- ☒ Bsmt: Use Max/Min Area
- ☒ Attic: Use Max/Min Area
- ☐ Int Label in Base Heat
- ☐ Show State Tax Levy
- ☐ Bsmt 100% in Heated
- ☐ NOA Direct to PD
- ☐ Push Tech
- ☐ Push Tech - Appeals
- ☐ Sketch Com Ex Features
- ☐ Enable Abatement Calcs
- ☐ Enable INEDIT feature
- ☒ ABOS as Default
- ☐ Resize Photos
- ☒ Sum Bsmt to Screen
- ☒ Show v1 Sketch Checkbox
- ☐ PT61 Efficiency Mode
- ☐ AutoClose: 20 mins

Help Close

The County may establish up to five (5) separate digests to sync with edits. When a record already exists in the sync digest, only the fields edited will be synced. When the record does not exist at all in the sync digest, the user will be prompted and allowed to push the entire record into the sync year. There is also be a checkbox on the screen to allow disabling the sync for that single edit. Returning to the record screen will re-enable the sync feature. To fully enable Push-Tech the user should go to Preferences and check the enabling checkboxes, and then go to the Tools > File Maintenance > Configure Global Push and add the sync digests.

WinGAP - Push Configuration - [User ID = cmartin] (DEVEL) AY2020

Push Technology allows you to define one or more databases for which edits from the current database (digest year) will be sync'd and pushed to the database(s) defined in this list.

When the item already exists in the other DB(s) listed here, only the fields changed will be pushed.

When the item does not exist in the other DB(s) listed here, the entire item will be pushed into the listed DB(s).

DB 1

DB 2

DB 3

DB 4

DB 5

Cancel New Apply OK

From this menu, the database(s) that will have information pushed to them from the currently active database should be entered here. For instance, if the AY2020 database is open and any edits should be pushed into the AY2021 database, the user would click New, key AY2021 in the DB 1 field, then click Apply or OK.

WinGAP - Push Configuration - [User ID = cmartin] (DEVEL) AY2020

Push Technology allows you to define one or more databases for which edits from the current database (digest year) will be sync'd and pushed to the database(s) defined in this list.

When the item already exists in the other DB(s) listed here, only the fields changed will be pushed.

When the item does not exist in the other DB(s) listed here, the entire item will be pushed into the listed DB(s).

DB 1

DB 2

DB 3

DB 4

DB 5

Cancel Apply OK

When a property record is opened, there will be a “Push Tech Enabled” check box highlighted in purple that is checked at the bottom of the property form. Any edits to this record will be pushed to the databases entered on the Push Configuration Form. Push Tech will sync edits for any screen this check box is on. The check box can be unchecked if the user does not want specific edits on that screen to be pushed. Returning to the screen will re-check the box.

WinGAP - Real Property General Information - RIDGELINE HOMES LLC : 007320260000 : AY2020 - [User ID = cmartin] (DEVEL)

<< Top < Prev Next > End >> Account Number 63204 Duplicate ☒ Notice ☐ Special District ☐ Field Check ☐ Returned Mail ☐ Abatement ☐

PIN (5) 007.3.2.026.0000 Tax District 01 - County
 Alt PIN 0200-01-03.81-000 Asmt Reason Building Added Per Permit
 Parent PIN 40027 Web Url

Street Information

| House # | Ext | Dir | Street Name | Type | Post |
|---------|-----|-----|-------------|------|------|
| 84 | | | KENNEDY CV | | |

Units U-Type Latitude Longitude Zip Code
 30132-

Property Information

LL 23 LD 3 GMD 3 Zoning
 Legal : REAL PROPERTY
 Neighborhood SENATORS RIDGE PHS 3
 Lendor Total Acres 0.91
 Subdivision SENATORS RIDGE PHS 3
 Lot 177 Blk Sec Phse

Exemption Information

Homestead S0 - No Homestead

Covenant HS App Date / /

| | |
|--------------|---|
| Float Base1 | 0 |
| Float Curr1 | 0 |
| Float Base2 | 0 |
| Float Curr2 | 0 |
| State HS Val | 0 |
| 299(c) Value | 0 |
| 299(c) Year | 0 |

Values

| | | |
|----------|---------|------|
| Previous | 12,300 | Edit |
| Current | 228,900 | |
| Return | 0 | |
| Curr-MAV | 0 | |
| Prev-MAV | 0 | Edit |

History

| | |
|------|--------|
| 2018 | 9,900 |
| 2017 | 15,900 |
| 2016 | 18,500 |

EstTax PIN History

228,900 FMV MAV

| | | |
|---------------|---------|---|
| Land (1) | 55,000 | 0 |
| * Res Imp (1) | 173,900 | 0 |
| Com Imp | 0 | 0 |
| Acc Imp | 0 | 0 |

Edit Information

Data Entry kscott Edit History
 Review 12/11/2019 COA History
 Appraiser 1
 Alternate JLOLLIS

Comments ☐ Comment Flag ☐ Mask Photo Export

HS APPLICANT:

☒ Push Tech Enabled

Cancel Delete New Apply OK

CONFIGURE APPEALS PUSH

Push Tech - Appeals, when enabled on the Preferences form, will allow the user to sync Appeals data between appraisal years as defined on the Push Configuration form.

WinGAP - Preferences - [User ID = cmartin] (DEVEL) AY2021

County Information

Co. Name/Num: Department Of Revenue 1101

Address: 240 Constitution Blvd
Room 3082

City / State / Zip: Dallas GA 30132-

Phone / Ext: (770)443-7606 Email: cody.martin@dor.ga.gov

Fax: (770)443-7539 Web: dor.ga.gov

Point/Base Costs

| | |
|-----------------|--------|
| Residential | 100.00 |
| Commercial | 100.00 |
| Commercial Base | 1.00 |
| Accessory | 100.00 |

Depreciation Years

| | |
|-------------|------|
| Residential | 2021 |
| Commercial | 2021 |
| MFG Housing | 2021 |
| Accessory | 2021 |

Special District Description: Special District

Parcel Number Template: XXX.X.X.XXX.XXXX

Customize Lendor Label: Lendor

Customize Occupancy Label: Occupancy

Customize Fireplace Label: Fireplace / Misc

Customize Heated Area Label: HEATED

SQL Server Name: WINGAP

Server PT61 Path: c:\wingapsql\pt61\

Server Photo Path: c:\wingapsql\pictures\

Sketch Export Path: c:\wingapsql\sketch\

Server Sketch Export Path: c:\wingapsql\sketch\

Server Share Path: c:\wingapsql\

Appraisal Year: 2021

Rural Acre Break: 0.00

PU Eq Ratio %: 40.00

Return Deadline: 04/01/2021

Default Startup Directory: AY2021

Guest Startup Directory: AY2020

COC Deed Path (Char100):

COC Plat Path (Char100):

Rapid Sketch Path: c:\wingapsql\RS\

Permit Staging Year: 2021

RPGI - Custom Report 1:

RPGI - Custom Report 2:

RPGI - Custom Report 3:

Do not include .RDL in name

ABOS Default: Retail

Land Influences: Compound

ABOS Yr: 2020 - 1543

NADA Yr: 2019

Other Options

- ☒ Truncate Values
- ☐ Disable Logins
- ☒ bBrowser Cost Form
- ☐ Lock System
- ☒ Rnd Area Mult to 6 dec.
- ☐ Auto-Reasons (Real)
- ☐ Auto-Reasons (Pers)
- ☒ PT50R = LIVE DATA
- ☒ COA Auto-Flag
- ☒ Hide Comments
- ☒ Bsmt: Use Max/Min Area
- ☒ Attic: Use Max/Min Area
- ☐ Int Label in Base Heat
- ☐ Show State Tax Levy
- ☐ Bsmt 100% in Heated
- ☐ NOA Direct to PD
- ☐ Push Tech
- ☐ Push Tech - Appeals
- ☐ Sketch Com Ex Features
- ☐ Enable Abatement Calcs
- ☐ Enable INEDIT feature
- ☒ ABOS as Default
- ☐ Resize Photos
- ☒ Sum Bsmt to Screen
- ☒ Show v1 Sketch Checkbox
- ☐ PT61 Efficiency Mode
- ☐ AutoClose: 20 mins

Help Close

The County may establish up to five (5) separate digests to sync with edits. When an Appeal record already exists in the sync digest, only the fields edited will be synced. When the Appeal record does not exist at all in the sync digest, the user will be prompted and allowed to push the entire record into the sync year. There is a checkbox on the screen to allow disabling the sync for that single edit. Returning to the Appeal screen will re-enable the sync feature. To fully enable Push-Tech the user should go to Preferences and check the enabling checkbox, and then go to the Tools > File Maintenance > Configure Appeals Push and add the sync digests.

WinGAP - Push Configuration - Appeals - [User ID = cmartin] (DEVEL) AY2...

Push Technology allows you to define one or more databases for which appeal edits from the current database (digest year) will be sync'd and pushed to the database(s) defined in this list.

When the appeal already exists in the other DB(s) listed here, only the fields changed will be pushed.

When the appeal does not exist in the other DB(s) listed here, the entire item will be pushed into the listed DB(s).

| | |
|------|----------------------|
| DB 1 | <input type="text"/> |
| DB 2 | <input type="text"/> |
| DB 3 | <input type="text"/> |
| DB 4 | <input type="text"/> |
| DB 5 | <input type="text"/> |

Cancel New Apply OK

From this menu, the database(s) that will have Appeal information pushed to them from the currently active database should be entered here. For instance, if the AY2020 database is open and any Appeals should be pushed into the AY2021 database, the user would click New, key AY2021 in the DB 1 field, then click Apply or OK.

WinGAP - Push Configuration - Appeals - [User ID = cmartin] (DEVEL) AY2...

Push Technology allows you to define one or more databases for which appeal edits from the current database (digest year) will be sync'd and pushed to the database(s) defined in this list.

When the appeal already exists in the other DB(s) listed here, only the fields changed will be pushed.

When the appeal does not exist in the other DB(s) listed here, the entire item will be pushed into the listed DB(s).

| | |
|------|-------------------------------------|
| DB 1 | <input type="text" value="AY2021"/> |
| DB 2 | <input type="text"/> |
| DB 3 | <input type="text"/> |
| DB 4 | <input type="text"/> |
| DB 5 | <input type="text"/> |

Cancel Apply OK

When an Appeal is opened, there will be a “Push Tech Enabled” check box highlighted in purple that is checked at the bottom of the Appeals form. Any edits to this Appeal will be pushed to the databases entered in the Push Configuration - Appeals Form. The check box can be unchecked if the user does not want specific edits on that Appeal to be pushed. Returning to the screen will re-check the box.

WinGAP - Appeals - [User ID = cmartin] (DEVEL) AY2020

Appeal Key: 464478 | Status: Resolved | PIN: 210.4.2.068.0000 | Acct #: 706 | Acres: 0.50 | COID#: | ☐ No SC Conf Agreement

Appeal Year: 2020 | Type: Real | Appraiser: 4 | Batch: | ☒ BOE ☐ ARB ☐ CHO ☐ SUP ☒ Evidence Presented

Search for other Appeals for this Parcel/Account

Owner Information

Last, First, MI: | Corpname: CHRISTOPHER CONNIE | Agent: | Address1: | Address2: 436 KRISTIE CIR | Address3: | City / State / Zip: POWDER SPRINGS GA 30127- | Legal Desc: REAL PROPERTY | Homephone: () - | Workphone: () - | Comments: 2020 BOE DECISIONS

Values

| | |
|-----------------|---------|
| BOA FMV | 109,820 |
| 30-Day | 0 |
| BOE | 103,500 |
| Arbitration | 0 |
| Hearing Officer | 0 |
| Superior Court | 0 |
| Resolved | 103,500 |
| Current | 103,500 |
| Return | 50,000 |
| Asserted | 50,000 |
| Appraisal | 0 |
| VID | 0 |

Grounds for Appeal

☒ Value ☐ Uniformity ☐ Taxability ☐ Exemption Denied ☐ Breach of Covenant ☐ Covenant Denied

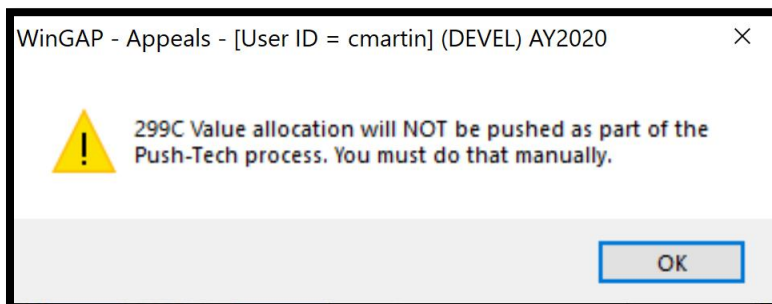
Dates

| | | | |
|-------------------|------------|---------------|-------------|
| Notice | 05/24/2020 | Appr Recd | / / |
| Appealed | 05/30/2020 | Apr Decide | / / |
| 30 Day Notice | / / | No Chg Ltr | 08/15/2020 |
| BOE | 09/10/2020 | No Chg Ltr | / / |
| Arbitration | / / | No Chg Ltr | / / |
| Hearing Officer | / / | Conference | / / |
| Sup Court | / / | Conf Time | 12:00:00 AM |
| Resolved | 09/16/2020 | Temp Bill Amt | 0 |
| Decision | / / | | |
| Fwd/Cert Date | / / | | |
| Postmark | / / | | |
| NOA Info Provided | / / | | |
| BOE Info Provided | / / | | |

☒ Push Tech Enabled

Cancel New Delete Apply OK

NOTE: Any 299c value allocations will NOT be pushed as part of the Push Tech process and must be keyed in any other digests manually. WinGAP will notify the user of this with a prompt.



CONFIGURE PUSH TECH EXCLUSIONS

Here the County can define Tables and Fields, Screen Names, and User IDs that are to be excluded from all aspects of Push Tech, if either of the Push Tech checkboxes are checked on the Preferences form.

WinGAP - Push Tech Exclusions - [User ID = cmartin] (DEVEL) AY2020

Exclusions - Table.Field
Table / Field (Must be SQL Syntax: TABLE.FIELD)
[Text Input Field]
[Remove] [Include]
Table_Field
(There are no records to view)

Exclusions - Screen
WinGAP Screen Name
[Dropdown Menu]
[Remove] [Include]
Screen
(There are no records to view)

Exclusions - Login ID
LOGID-ID
[Dropdown Menu]
[Remove] [Include]
Loginid
(There are no records to view)

[Print] [OK]

To exclude a single field from pushing forward, it must be entered as TABLE.FIELD. For instance, to exclude the Zoning information from pushing, the user would enter REALPROP.ZONINGINFO and click the Include button. Any number of fields may be excluded this way.

Exclusions - Table.Field
Table / Field (Must be SQL Syntax: TABLE.FIELD)
[Text Input Field: realprop.zoningcode]
[Remove] [Include]
Table_Field
realprop.zoningcode

To exclude an entire screen from pushing, simply select the screen(s) from the drop-down menu and click the Include button. Any number of screens may be excluded this way.

Exclusions - Screen

WinGAP Screen Name

- Accessory
- Aircraft
- Avionics
- Boat
- Business License
- Commercial Improvement Details
- Commercial Improvements
- Conservation Use
- Cost - Browser Version
- Cost - Listbox Version
- Fireplaces
- FLPA
- Income Details
- Inventory
- Land
- Leased Equipment
- Manufactured Housing
- MH NADA
- Other PP
- Owner
- Permits
- Personal Property General Info
- Real Property General Information
- Residential Improvements
- Sales Information
- Timber

To exclude a Login ID from pushing, simply select it from the drop-down menu and click the Include button. Any number of Login IDs may be excluded this way.

Exclusions - Login ID

LOGID-ID

- it-tech
- felix
- it-tech

Loginid

- it-tech

To remove an exclusion from any of the lists, select the exclusion then click the Remove button. When finished adding and removing exclusions from the list, clicking OK will return the user to WinGAP.

BULK OWNER ADDRESS CHANGER

The Bulk Owner Address Changer finds all owners who match exactly across all address lines and allow a bulk change to all matches. This tool is accessible from both the Tools > File Maint > Bulk Owner Address Changer menu option as well as the BAC button on the Owner Information screen.

WinGAP - Bulk Address Change - [User ID = cmartin] (DEVEL) AY2020

OWNKEY 0 matching owner addresses found

Last Name ☐ Include

First Name

Middle

Address 1

Address 2

Address 3

City

State

Zip

Home Phone

Work Phone

Fax Number

Cell Phone

Email

| Lastname | Firstname | Middle | Address1 | Address2 |
|--------------------------------|-----------|--------|----------|----------|
| (There are no records to view) | | | | |

Bulk Address Changes are not included in PUSH-TECH

Clicking the Search for Owner button will open the Owner Search form, where an Owner may be searched for by Name, Parcel #, or Account #, then clicking Open to populate the Bulk Address Change form.

WinGAP - Owner Search - [User ID = cmartin] (DEVEL) AY2020

Search: allen david a Lucky

| LastName | FirstName | Middle | PropTypes | TotPropVal | No. Release | Ownkey |
|--------------------------------|-----------|--------|-----------|------------|-------------|--------|
| ALLEN DAVID A | | | R | 1,456,160 | N | 763 |
| ALLEN DAVID A | | | R | 1,419,500 | N | 767 |
| ALLEN DAVID A | | | R | 342,670 | N | 66009 |
| ALLEN DAVID A | | | R | 110,490 | N | 67138 |
| ALLEN DAVID E | | | R | 291,300 | N | 769 |
| ALLEN DERRICK L | | | R | 201,800 | N | 834 |
| ALLEN DORIS VIRNA | | | R | 167,000 | N | 773 |
| ALLEN DOUGLAS L | | | R | 170,900 | N | 132790 |
| ALLEN DUONE | | | R | 173,220 | N | 204506 |
| ALLEN E WILLIS | | | R | 237,000 | N | 170757 |
| ALLEN ERIC N | | | R | 291,040 | N | 196027 |
| ALLEN FAMILY IRREVOCABLE TRUST | | | R | 98,200 | N | 203170 |
| ALLEN FLOOD LYNN EBERHART | | | R | 38,600 | N | 186499 |
| ALLEN FRANK L JR | | | R | 20,700 | N | 203788 |
| ALLEN GREG W | | | R | 230,200 | N | 782 |
| ALLEN GREGORY L | | | R | 357,470 | N | 128562 |
| ALLEN HEATH E | | | R | 352,130 | N | 130422 |
| ALLEN HEATH E | | | P | 1,646 | N | 174038 |
| ALLEN HEATHER | | | R | 224,450 | N | 200831 |
| ALLEN HENRY | | | R | 234,640 | N | 124464 |

Search Order:
☒ Name
☐ Parcel #
☐ Street
☐ Account #
☐ CO ID #
☐ NAICS
☐ DBA
☐ Decal Num
☐ Serial Num

Number of Hits to Display: 200

1172 FLAGSTONE RD | ACWORTH, GA 30101
 REAL: 073120030000 {S0 } | R | 224 WINDMILL DR | 0.600000
 REAL: 0821140220000 {S0 } | R | 54 KILKELLY CT | 0.520000
 REAL: 082410480000 {S0 } | R | 153 MARTY LN | 0.480000
 REAL: 106220040000 {S0 } | R | 277 HOPE DR | 0.460000
 REAL: 109430440000 {S0 } | R | 62 DONALD DR | 0.500000

Help Cancel Open

This will search for all Owners that have the identical information, but different ownkeys. The Owner records will display on the form along with the current Owner mailing address.

WinGAP - Bulk Address Change - [User ID = cmartin] (DEVEL) AY2020

OWNKEY 763 2 matching owner addresses found Search for Owner

Last Name ALLEN DAVID A ☐ Include ALLEN DAVID A

First Name

Middle

Address 1

Address 2 1172 FLAGSTONE RD 1172 FLAGSTONE RD

Address 3

City ACWORTH ACWORTH

State GA GA

Zip 30101- 30101-

Home Phone () - () -

Work Phone () - () -

Fax Number () - () -

Cell Phone () - () -

Email

| Lastname | Firstname | Middle | Address1 | Address2 |
|---------------|-----------|--------|----------|-------------------|
| ALLEN DAVID A | | | | 1172 FLAGSTONE RD |
| ALLEN DAVID A | | | | 1172 FLAGSTONE RD |

Bulk Address Changes are not included in PUSH-TECH

Cancel OK

All the listed Owner records will have their information updated simultaneously when the new mailing address information is keyed on the right side of the screen. Checking the Include checkbox will also allow keying a new Owner name in the Last Name, First Name, and Middle fields.

WinGAP - Bulk Address Change - [User ID = cmartin] (DEVEL) AY2020

OWNKEY: 763 2 matching owner addresses found

Search for Owner

☐ Include

Last Name: ALLEN DAVID A
 First Name:
 Middle:
 Address 1:
 Address 2: 1172 FLAGSTONE RD
 Address 3:
 City: ACWORTH
 State: GA
 Zip: 30101-
 Home Phone: () -
 Work Phone: () -
 Fax Number: () -
 Cell Phone: () -
 Email:

ALLEN DAVID A
 C/O JOHN DOE
 123 ANYWHERE LN
 DALLAS
 GA
 30132-
 () -
 () -
 () -
 () -

| Lastname | Firstname | Middle | Address1 | Address2 |
|---------------|-----------|--------|----------|-------------------|
| ALLEN DAVID A | | | | 1172 FLAGSTONE RD |
| ALLEN DAVID A | | | | 1172 FLAGSTONE RD |

Bulk Address Changes are not included in PUSH-TECH

Cancel OK

BULK PARCEL/SUBDIVISION CREATOR

The Bulk Parcel Creator was designed as a fast and efficient tool to produce a large number of parcels with a basic framework of information. The information included when using this tool is:

- Realkey
- Parcel Number
- Alternate Parcel Number
- Parent Parcel Number
- Legal Description
- Tax District
- Total Acres
- Subdivision Pricing Code

- Neighborhood Code
- Street Name
- Assessment Reason
- Ownership
- Sale Record
- Digest Strata

This tool is accessible from both the Tools > File Maintenance > Bulk Parcel/Subdivision Creator menu option as well as the BPC button on the Real Property General Information screen.

If the BPC is opened from the Tools menu, it will be blank and the user will need to click the Search For parcel button, which will open the Real Property Search form where the parent parcel can be searched for.

WinGAP - Subdivision Create - [User ID = cmartin] (DEVEL) AY2020

Realkey: 0 (Auto fill: Base Map, Legal, Most recent sale, Owner)

Base Map: Number to Create: 0

Space bet Base & Inc#: 0

Parcel Increment #: 0 Pad Length: 0 ☐ Pad with spaces ☒ Pad with zeros Parcel Suffix:

Legal Desc Prefix: (Ex: 'Lot #')

Legal Desc Increment: 0 ☐ Same as Parcel Increment # (Ex: 1) ☐ Include Parent Comments ☐ Duplicate Parent Land

Legal Desc Suffix: (Ex: 'at Piedmont Heights') Street:

Acres: 0.00 Subdivcode: Not Selected Neighborhood:

Land Strata: Lot Asmt Reason:

| Salekey | Realkey | Grantor | Grantee | Saledate |
|--------------------------------|---------|---------|---------|----------|
| (There are no records to view) | | | | |

| Ownkey | Lastname | Firstname | Middle | Address1 |
|--------------------------------|----------|-----------|--------|----------|
| (There are no records to view) | | | | |

Edited Acres:

Bulk Parcel Creation is not included in PUSH-TECH

Preview Create Parcels Close / Quit

The Bulk Parcel Creator can be opened directly from the parent parcel by clicking the BPC button.

WinGAP - Real Property General Information - MOON INVESTMENTS LLC : 003330010000 : AY2020 - [User ID = cmartin] (DEVEL)

<< Top < Prev Next > End >> Account Number 40732 Duplicate ☐ Notice ☐ Special District ☐ Field Check ☐ Returned Mail ☐ Abatement ☐

PIN (1) 003.3.3.001.0000 Tax District 01 - County
 Alt PIN 0400-00-06.01-000 Asmt Reason Market Value Update
 Parent PIN Web Url

Street Information

| House # | Ext | Dir | Street Name | Type | Post |
|---------|-----|-----|--------------------|------|------|
| 0 | | | UNASSIGNED ADDRESS | | |

Units U-Type Latitude Longitude Zip Code

Property Information

LL 68 LD 3 GMD 3 Zoning
 Legal : REAL PROPERTY
 Neighborhood RURAL NORTH
 Lendor Total Acres 102.91
 Subdivision
 Lot Blk Sec Phse

Exemption Information

Homestead S0 - No Homestead

Covenant HS App Date / /

| | |
|--------------|---|
| Float Base1 | 0 |
| Float Curr1 | 0 |
| Float Base2 | 0 |
| Float Curr2 | 0 |
| State HS Val | 0 |
| 299(c) Value | 0 |
| 299(c) Year | 0 |

Values

| | | |
|----------|---------|------|
| Previous | 447,500 | Edit |
| Current | 469,900 | |
| Return | 0 | |
| Curr-MAV | 0 | |
| Prev-MAV | 0 | Edit |

History

| | |
|------|---------|
| 2018 | 243,300 |
| 2017 | 243,300 |
| 2016 | 269,200 |

Est Tax PIN History

Prebill Future Personal Transfer Items Transfer Sales (2) Permits Appeals Dup Items Bus Lic Income ACO Third Party Documents Schedules

Timber Agent Appointment Growth Custom Flags Stats BPC

Edit Information

Data Entry abanister Edit History
 Review 07/08/2016 COA History
 Appraiser 1
 Alternate PCOCHRAN

Comments ☐ Comment Flag ☐ Mask Photo Export

HS APPLICANT:

☒ Push Tech Enabled

Cancel Delete New Apply OK

The Base Map, Legal Description, most recent Sale, and Owner information are automatically populated from the parent parcel.

WinGAP - Subdivision Create - [User ID = cmartin] (DEVEL) AY2020

Realkey (Auto fill: Base Map, Legal, Most recent sale, Owner)

Base Map **Number to Create**

Space bet Base & Inc#

Parcel Increment # **Pad Length** ☐ Pad with spaces ☒ Pad with zeros **Parcel Suffix**

Legal Desc Prefix (Ex: 'Lot #')

Legal Desc Increment ☐ Same as Parcel Increment # (Ex: 1) ☐ Include Parent Comments ☐ Duplicate Parent Land

Legal Desc Suffix (Ex: 'at Piedmont Heights') **Street**

Acres **Subdivcode** **Neighborhood**

Land Strata **Asmt Reason**

| Salekey | Realkey | Grantor | Grantee | Saledate |
|---------|---------|--------------|----------------------|------------|
| 4513075 | 40732 | COBB STEWART | MOON INVESTMENTS LLC | 08/23/2000 |

| Ownkey | Lastname | Firstname | Middle | Address1 | Address2 |
|--------|----------------------|-----------|--------|----------|----------|
| 31820 | MOON INVESTMENTS LLC | | | | |

Edited Acres:

Bulk Parcel Creation is not included in PUSH-TECH

Preview Create Parcels Close / Quit

Realkey: This is the realkey of the parent parcel.

Base Map: This populates with the entire Parcel Number of the parent parcel. The user should shorten this field to just the base map information.

Number to Create: The total number of new parcels to be created from the parent parcel.

Space bet Base & Inc#: If the County uses spaces in its parcel number between the base map and the parcel increment, this is where the number of spaces is entered (ex. If map 100, parcel 001 is keyed as '100 001' instead of '100001', then select this option).

Parcel Increment #: Where to start numbering the new parcels from (ex. If the parent parcel is 1, then 2 would be entered here to start incrementing the new parcels).

Pad Length: The number of characters used for parcel numbers (ex. If parcels are numbered as 001, 002, etc., then the pad length would be 3).

Pad With Spaces: If spaces are used to pad the parcel number, check this box (ex. If map 100, parcel 001 is keyed as '100 1', then select this option).

Pad With Zeros: If zeros are used to pad the parcel number, check this box (ex. If map 100, parcel 001 is keyed as '100 001', then select this option).

Parcel Suffix: If characters come after the parcel increment, enter them here (ex. If map 100, parcel 001 is keyed as '100 1', then select this option).

Legal Desc Prefix: This is the first part of a phrase to be entered in the new parcels' Legal Description (ex. If the Legal Description should say "Lot # XXX at Piedmont Heights", the Prefix would be "Lot #").

Legal Desc Increment: This is the second part of a phrase to be entered in the new parcels' Legal Description which describes where to start the increment for the Legal Description (ex. If the Legal Description should say "Lot # XXX at Piedmont Heights", and the lot numbers should start at lot 5, the increment would be "5").

Same as Parcel Increment #: If the Lot # matches the Parcel Increment, checking this box will automatically match the Legal Desc Increment to the Parcel Increment #.

Legal Desc Suffix: This is the third part of a phrase to be entered in the new parcels' Legal Description (ex. If the Legal Description should say "Lot # XXX at Piedmont Heights", the Suffix would be "at Piedmont Heights").

Include Parent Comments: Checking this box will add the parent parcel's comments from the Realprop screen on the newly created parcels.

Duplicate Parent Land: checking this box will replicate the source parcel's land onto each bulk created parcel. This allows users to manually create multiple parcels and use the Parent's land configuration as a template for each of the bulk parcels to be created.

Street: The default Street field to be assigned to the newly created parcels. This can be edited later. This table can be accessed from the Tools > Schedules/Tables > Street Directory menu option.

Acres: The default acreage to be assigned to the newly created parcels. This can be edited during the preview process.

Subdiv Code: The Subdivision land value code to be assigned to the newly created parcels. This table can be accessed from Tools > Schedules/Tables > Urban land.

Neighborhood: The Neighborhood code to be assigned to the newly created parcels. This table can be accessed from Tools > Schedules/Tables > Neighborhoods.

Land Strata: The Strata of the newly created parcels can be selected from this drop-down menu. Options include Lot, Small Tract, and Large Tract.

Asmt Reason: The default Assessment Reason to be assigned to the newly created parcels.

After populating the fields with all the relevant information, it is highly advised to click the Preview button. This will generate a temporary table with the new parcel information available to review before creating them in the live database. From the preview screen, it is possible to edit the Parcel Number, Alternate Pin, Parent Pin, and each parcel's Acres by double clicking the field to be edited and keying the new data.

WinGAP - Subdivision Create - [User ID = cmartin] (DEVEL) AY2021

Realkey: 40732 (Auto fill: Base Map, Legal, Most recent sale, Owner)

Base Map: 003.3.3. Number to Create: 100

Space bet Base & Inc#: 0

Parcel Increment #: 2 Pad Length: 3 ☐ Pad with spaces ☒ Pad with zeros Parcel Suffix: 0000

Legal Desc Prefix: LOT# (Ex: Lot #)

Legal Desc Increment: 2 ☐ Same as Parcel Increment # (Ex: 1) ☐ Include Parent Comments ☐ Duplicate Parent Land

Legal Desc Suffix: OF RIVERWALK MANOR PHASE 2 (Ex: at Piedmont Heights) Street: RIVERVIEW PL

Acres: 1.00 Subdivcode: 8126 : NW-RIVERWALK M. Neighborhood: 009429 : NATUREWALK-RIVERWALK MANOR

Land Strata: Lot Asmt Reason: LAND SPLIT INTO TWO OR MORE PARCELS

| Salekey | Realkey | Grantor | Grantee | Saledate |
|---------|---------|--------------|----------------------|------------|
| 4513075 | 40732 | COBB STEWART | MOON INVESTMENTS LLC | 08/23/2000 |

| Ownkey | Lastname | Firstname | Middle | Address1 | Address2 |
|--------|----------------------|-----------|--------|----------|----------|
| 31820 | MOON INVESTMENTS LLC | | | | |

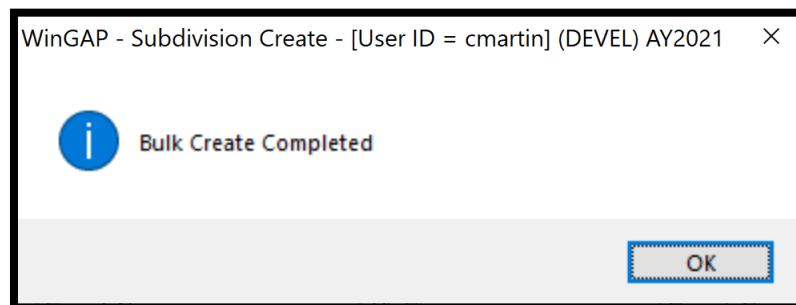
Red columns are editable

| Recid | Realkey | Ownkey | Parcel_No | Alt_Pin | Parent_Pin | Totalacres | Taxdistric | Le |
|-------|---------|--------|--------------|---------|--------------|------------|------------|----|
| 1 | 86183 | 31820 | 003330020000 | | 003330010000 | 1.00 | 01 | LO |
| 2 | 86184 | 31820 | 003330030000 | | 003330010000 | 1.00 | 01 | LO |
| 3 | 86185 | 31820 | 003330040000 | | 003330010000 | 1.00 | 01 | LO |
| 4 | 86186 | 31820 | 003330050000 | | 003330010000 | 1.00 | 01 | LO |
| 5 | 86187 | 31820 | 003330060000 | | 003330010000 | 1.00 | 01 | LO |
| 6 | 86188 | 31820 | 003330070000 | | 003330010000 | 1.00 | 01 | LO |
| 7 | 86189 | 31820 | 003330080000 | | 003330010000 | 1.00 | 01 | LO |
| 8 | 86190 | 31820 | 003330090000 | | 003330010000 | 1.00 | 01 | LO |
| 9 | 86191 | 31820 | 003330100000 | | 003330010000 | 1.00 | 01 | LO |
| 10 | 86192 | 31820 | 003330110000 | | 003330010000 | 1.00 | 01 | LO |
| 11 | 86193 | 31820 | 003330120000 | | 003330010000 | 1.00 | 01 | LO |

Edited Acres: 100.00

Preview Create Parcels! Close / Quit

If satisfied with the Preview results, clicking the Create Parcels button will quickly create all the parcels from the Preview. Upon completion, the user will receive a notification.



The user can now open any of the created parcels to edit the individual parcel details. **NOTE:** The new property will show \$0 value until a Reappraise is performed or the Land screen is opened and edited.

WinGAP - Real Property General Information - MOON INVESTMENTS LLC : 003330010000 : AY2021 - [User ID = cmartin] (DEVEL)

<< Top < Prev Next > End >> Account Number 86769 Duplicate ☒ Notice ☐ Special District Field Check ☐
 PIN (101) 003.3.3.001.0000 Tax District 01 - County Returned Mail ☐
 Alt PIN Asmt Reason Land Split Into Two Or More Parcels Abatement ☐
 Parent PIN 003330010000 Web Url

Street Information

| House # | Ext | Dir | Street Name | Type | Post |
|---------|-----|-----|--------------|------|------|
| 0 | | | RIVERVIEW PL | | |

| Units | U-Type | Latitude | Longitude | Zip Code |
|-------|--------|----------|-----------|----------|
| | | | | - |

Property Information

LL ☐ LD ☐ GMD ☐ Zoning ☐

Legal : LOT# 2 OF RIVERWALK MANOR PHASE 2

Neighborhood RIVERWALK

Lendor Total Acres 1.00

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 - No Homestead

Covenant ☐ HS App Date

| | |
|--------------|---|
| Float Base1 | 0 |
| Float Curr1 | 0 |
| Float Base2 | 0 |
| Float Curr2 | 0 |
| State HS Val | 0 |
| 299(c) Value | 0 |
| 299(c) Year | 0 |

Values

| | | |
|----------|--------|------|
| Previous | 0 | Edit |
| Current | 60,000 | |
| Return | 0 | |
| Curr-MAV | 0 | |
| Prev-MAV | 0 | Edit |

History

| | |
|------|---|
| 2019 | 0 |
| 2018 | 0 |
| 2017 | 0 |

Est Tax PIN History

| 60,000 | FMV | MAV |
|----------|--------|-----|
| Land (1) | 60,000 | 0 |
| Res Imp | 0 | 0 |
| Com Imp | 0 | 0 |
| Acc Imp | 0 | 0 |

Edit Information

Data Entry cmartin Edit History

Review // COA History

Appraiser

Alternate

Comments ☐ Comment Flag ☐ Mask Photo Export

WINGAP-BPC ON Jan 19 2021 4:28PM BY cmartin USING WINGAP

Help

Cancel Delete New Apply OK

RECALL DELETED PROPERTY

The Recall Deleted Property menu option allows the user to bring back a record that has been deleted in error. This can be performed from either the current year's digest or from the prior year's digest into the current digest.

The first step in using the Recall form is to select the type of property to be recalled from the list on the left of the menu. The three primary property types are Realprop, Mobile, and Personal. If an entire account was deleted, picking the appropriate property type from one of those three will recall the entire record, including owner information, sales information, and any subrecords such as boats or accessories associated with the account. If only a part of a record was deleted, for instance a house was deleted but the real parcel is still in WinGAP, the user would select that property type, in this example it would be Reprop.

The second step in using the Recall form is to enter the Primary Key for the record that is to be recalled. For all Real Property that is the realkey, for mobile homes that is the mobilekey, and for Personal Property that is the perskey. These keys are also called the Account # in WinGAP. If the user does not know the Account # but does know the parcel number or other identifying information, they can search for the record in a prior year digest to locate the Account #.

Finally, the user should decide if this deleted record(s) is to be recalled from the current digest or a prior digest. If the account was deleted in the current digest, leaving this box unchecked is correct. If the account was deleted in a prior digest but it is discovered that this should be in the current digest, then check the Recall from prior AY box and enter the digest year that the account was last active in the now active text box below the checkbox.

Once these steps are complete, clicking the Validate PKEY button will verify the parcel is able to be recalled.

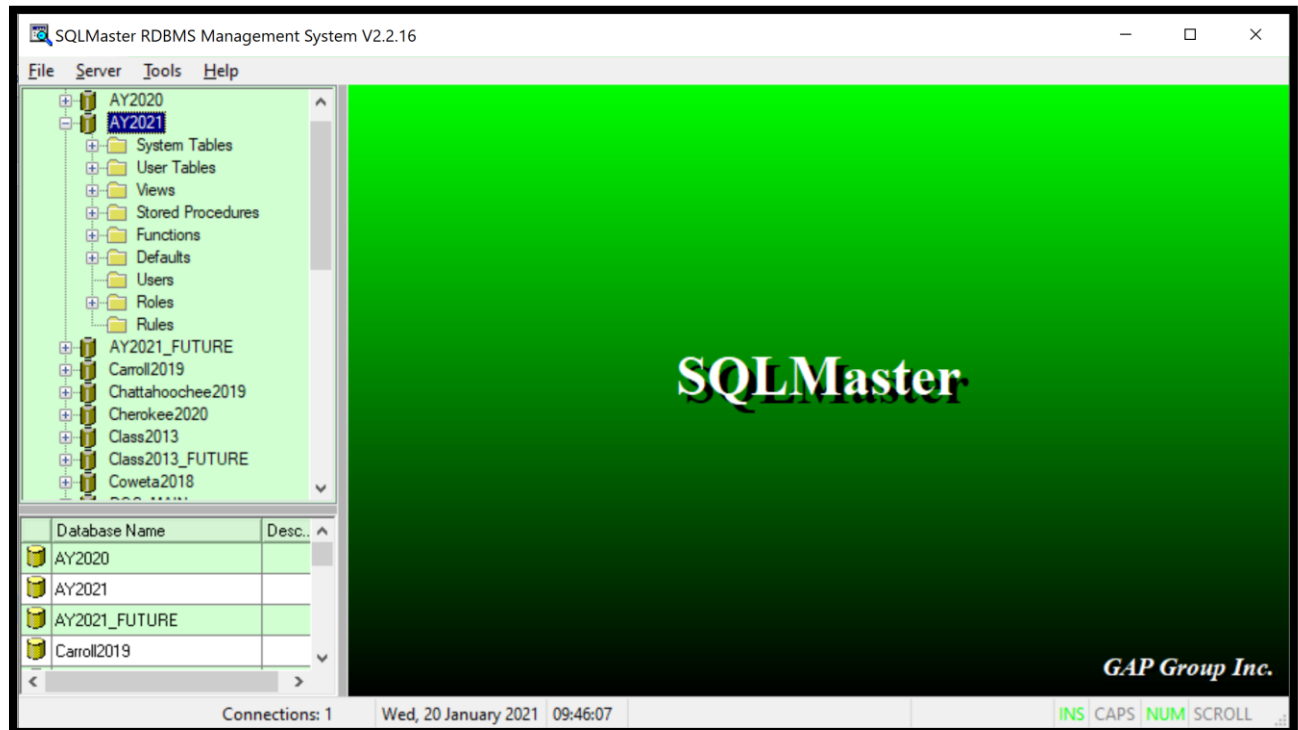
The screenshot shows the 'WinGAP - Recall' window for user 'cmartin' in 'DEVEL' mode for 'AY2021'. On the left, a list of 'Property Type' includes ACCESSORY, AIRCRAFT, APPEALS, BOAT, COMMIMP, COST, FIREPL, INC_DETAIL, INVN, LANDSUBS, MOBILE, OTHER, PERMITS, PERSONAL, REALPROP (highlighted), REPROP, and SALEINFO. A checkbox 'Recall from prior AY Year' is unchecked. The 'Primary Key' field contains the number '4'. To the right of this field is a 'Validate PKEY' button. Below the Primary Key field, the text 'REALKEY VALID!!' is displayed in green. At the bottom right, there are 'Cancel' and 'Recall' buttons.

Clicking the Recall button will cause WinGAP to display some messages as it processes the record. When complete, the user will be shown a screen notifying the user that the Recall was successful. This screen notifies the user that it is important to visit the recalled record to verify the data recalled is correct.

This screenshot shows the same 'WinGAP - Recall' window after the 'Recall' button was clicked. The 'Primary Key' field now contains '0'. The main text area displays 'RECALL commencing ...' followed by '*** Recall Successful ***'. A yellow message box at the bottom of the window contains the text: 'You need to visit the parcel just recalled to ensure a clean recall and placement of comments and assessment reasons.' The 'Cancel' and 'Recall' buttons remain at the bottom right.

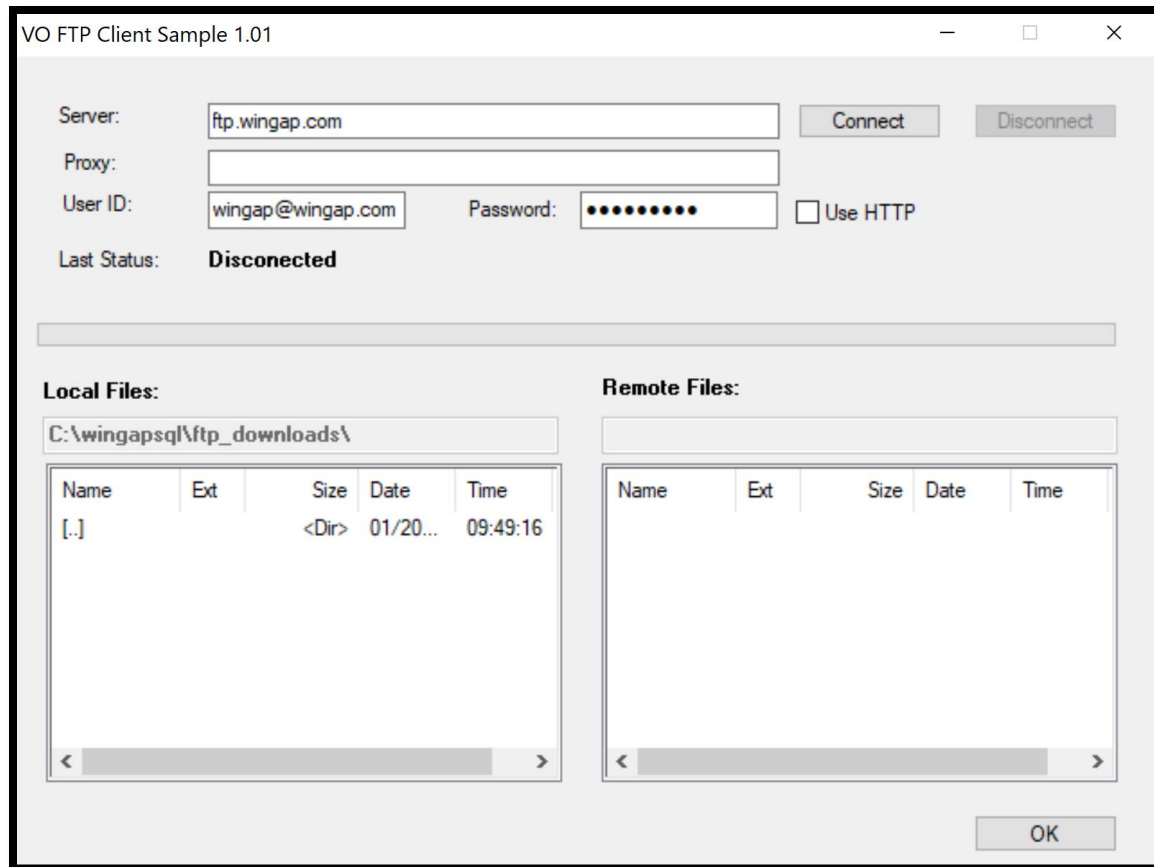
SQL DATABASE UTILITY

This menu option opens SQLMaster, a Relational Database Management System that is installed as part of the WinGAP installation process. This is the tool WinGAP uses to perform all the SQL CRUD functions (Create, Read, Update, Delete) when the user performs any of these functions in the WinGAP application. This could be considered an alternative to SSMS (SQL Server Management Studio), which is the Microsoft application that is also used for executing SQL commands. This application does require some initial setup, which can be done with the assistance of the Online Support Team.



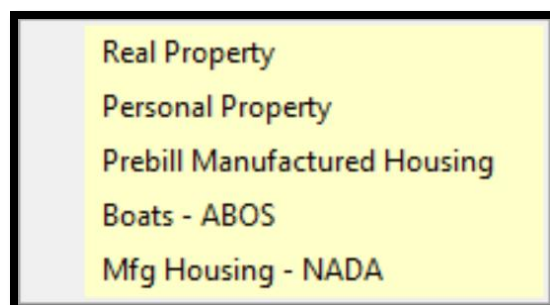
FTP UTILITY

Wingap includes a non-licensed, extremely basic, ftp utility to provide some simple ftp capacity in dire cases. Commercially free ftp software is available and far superior, this tool, however, is provided if needed.



RE-APPRAISE

When schedule changes have been made, running Reappraise for the property type that is impacted by the schedule modification will update the values for that property type. It is a good idea to run reappraise by each property type to ensure that all current values are calculated correctly.



REAL PROPERTY

The Real Property option on the Reappraise sub-menu allows the Assessor's Office to automatically recalculate property values for all Real Property in the County, or selected types of Real Property, due to changes in land tables, point cost, depreciation year, etc. Selecting this option takes the user to the Reappraise Form for Real Property.

WinGAP - Reappraise - [User ID = cmartin] (DEVEL) ...

Starting: 001.2.3.002.0000
Ending: 999.1.0.013.0000
Neighborhood: [dropdown]
☐ Use ADV Query

Parcel Number

Property Type

☐ Calculate Taxes

☐ Residential Improvements
☐ Commercial Improvements
☐ Accessory Improvements
☐ Conservation Use
☐ FLPA Use Value
☐ Enterprise Zone
☐ State Homestead

☐ Urban Land
☐ Rural Land
☐ Income

Records Processed:
Total Records
Percent Processed: 0%

Other Information
Appraiser Name: [dropdown]

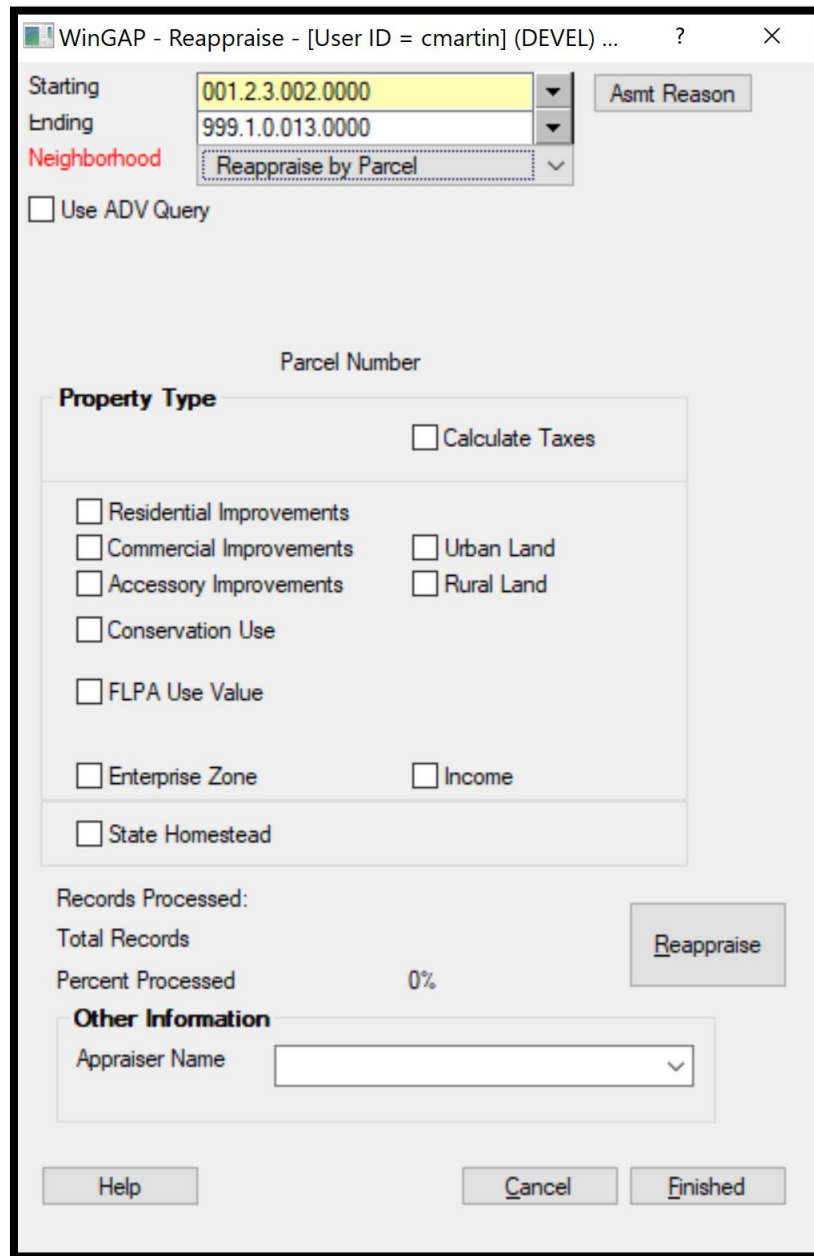
Help Cancel Finished

The Reappraise Form for Real Property consists of several combo boxes and check boxes where the user can select which type of Real Property is to be reappraised.

Starting: The Starting combo box allows the user to choose a starting parcel number for those Real Properties that are to be reappraised. The Starting combo box defaults to the first parcel number in the County. The user can click on the combo box to select a different Starting parcel number if desired.

Ending: The Ending combo box allows the user to choose an ending parcel number for those Real Properties that are to be reappraised. The Ending combo box defaults to the last parcel number in the County. The user can click on the combo box to select a different Ending parcel number if desired.

Neighborhood: The Neighborhood combo box allows the user to: 1) reappraise by the parcel number range selected previously; or 2) select a specific Neighborhood to reappraise, regardless of what the parcel number range is. If the Starting and Ending parcel numbers are to be used for the Reappraise process, the Reappraise by Parcel option should be selected in the Neighborhood combo box.



WinGAP - Reappraise - [User ID = cmartin] (DEVEL) ...

Starting: 001.2.3.002.0000
Ending: 999.1.0.013.0000
Neighborhood: Reappraise by Parcel

☐ Use ADV Query

Parcel Number

Property Type

☐ Calculate Taxes

☐ Residential Improvements
☐ Commercial Improvements
☐ Accessory Improvements
☐ Conservation Use
☐ FLPA Use Value
☐ Enterprise Zone
☐ State Homestead

☐ Urban Land
☐ Rural Land
☐ Income

Records Processed:
Total Records
Percent Processed: 0%

Other Information
Appraiser Name: [dropdown menu]

Buttons: Help, Cancel, Finished, Reappraise, Asmt Reason

If only one Neighborhood is to be reappraised, then the desired Neighborhood should be selected in the combo box.

WinGAP - Reappraise - [User ID = cmartin] (DEVEL) ... ? X

Starting 001.2.3.002.0000 Asmt Reason

Ending 999.1.0.013.0000

Neighborhood OAK LEAF TOWNSHIP

☐ Use ADV Query

Parcel Number

Property Type

☐ Calculate Taxes

☐ Residential Improvements

☐ Commercial Improvements

☐ Accessory Improvements

☐ Conservation Use

☐ FLPA Use Value

☐ Enterprise Zone

☐ State Homestead

☐ Urban Land

☐ Rural Land

☐ Income

Records Processed:

Total Records

Percent Processed 0%

Other Information

Appraiser Name

Reappraise

Help Cancel Finished

Use ADV Query: This allows for Reappraise to be performed on a set of parcels selected by SQL query. When this box is checked, the Starting, Ending, and Neighborhood boxes become greyed out and the Advanced Query text box is activated. The first part of the SQL query is automatically generated, and the user only needs to enter the Where clause.

Asmt Reason button: The user can assign an Assessment Reason for this Reappraisal by clicking the Asmt Reason button. The Select Assessment Reasons form will appear and an Assessment Reason for this reappraisal can be chosen from those available in the list by highlighting the desired item and clicking the Include Button. If a special Assessment Reason for this reappraisal is desired, the user can key in the description of the reappraisal in the Custom Rsn field then click the Add Custom button on the upper right of the Select Assessment Reasons Form to assign this reason to the Reappraisal. This Assessment Reason will be included with any other Assessment Reasons already assigned to the parcels selected for reappraisal and this Assessment Reason will be printed on the Assessment Notice for each parcel. Once the Assessment Reason(s) for this reappraisal have been selected, the user can click the OK Button on the Select Assessment Reasons Form to return to the Reappraise Form.

NOTE: Any Assessment Reason assigned during the reappraise process must be designated as an Inflationary COA Type. WinGAP will not allow the assignment of an Assessment Reason if it is not designated as Inflationary in the reason table. Any Custom Assessment Reason added during reappraise will automatically be designated as Inflationary.

WinGAP - Select Assessment Reasons - [User ID = cmartin] (DEVEL) AY...

Parcel Number Add Custom

Custom Rsn

| Reason | Reasoncode | Coa_Type |
|---|------------|----------|
| ANNEXED INTO CITY OF BRASWELL | AB | R |
| ANNEXED INTO CITY OF DALLAS | AD | R |
| ANNEXED INTO CITY OF HIRAM | AH | R |
| APPEAL VALUE UPDATED DUE TO AN ERROR DISCOVE... | AE | I |
| APPEAL VALUE UPDATED DUE TO PHYSICAL CHANGE | AC | R |
| APPEAL VALUE UPDATED DUE TO RETURN FILED | AT | I |
| BUILDING ADDED PER PERMIT | B | R |
| CONSERVATION USE COVENANT APPLICATION DENIED | 24 | R |
| CONSERVATION USE COVENANT ENDED DUE TO BREA... | 15 | R |
| CONSERVATION USE ENDED BY TERM EXPIRING | 14 | R |
| CONSTRUCTION COMMERCIAL / INDUSTRIAL | IC | R |
| CONSTRUCTION IN PROGRESS | 3 | R |
| CORRECTION OF LAND DIMENSIONS | 12 | R |
| CURRENT USE COVENANT DENIED | C2 | R |
| HOMESTEAD EXEMPTION DENIED | HD | R |
| HOMESTEAD EXEMPTION GRANTED | 22 | I |


Include Remove

| Reason | Reasoncode |
|--------------------------------|------------|
| (There are no records to view) | |

☐ Show on NOA Cancel OK

NOTE: It is strongly recommended that at least one Assessment Reason be selected for any Re-Appraisal except Tax Calculations. If the user elects to Re-Appraise Real Property without assigning an Assessment Reason, a prompt will appear reminding the user of this.

WinGAP - Reappraise - [User ID = cmartin] (DEVEL) AY2021

 You are about to run reappraise, but you have not selected a COA reason. Would you like to assign a COA reason during this reappraise process?

Yes No

The default No button can be clicked to Reappraise Real Property without assigning any Assessment Reasons. The Yes button can be clicked to return the user to the Reappraise Form, where the Asmt Reason button can be clicked to assign an Assessment Reason.

Calculate Taxes: The Calculate Taxes checkbox should be checked when any of the tax calculation schedules are updated. The process will re-calculate taxes for each real property parcel. **NOTE:** the calculation of taxes for REAL property and PERSONAL property are separate events.

Property Type: The Property Type checkbox section of the Form allows the user to select one or more types of Real Property to reappraise. Depending upon what property is to be reappraised, the user should click in the appropriate checkbox(s).

Conservation Use and FLPA Use: Updated covenant values and indices can be applied to these types of covenants on real property using these check boxes. It is recommended that CUV and FLPA are run independently, i.e. only one checkbox at a time. Upon selection of a type of covenant to reappraise the user will also see *FORCE* checkboxes appear. WinGAP will calculate and apply the 3% statutory annual limit automatically once per digest year either when users run reappraise or when they manually edit/view the covenant screen. After the once per year auto calculations, if the user wishes to force the 3% limit calcs they must check the FORCE checkbox.

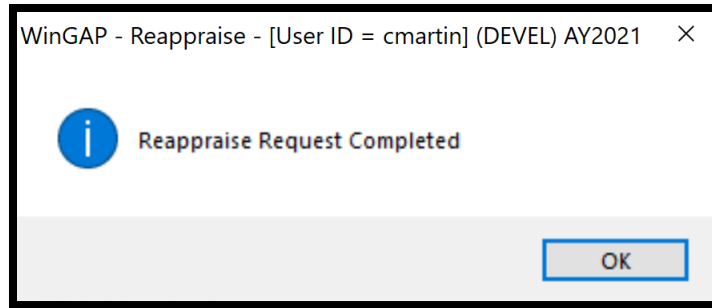
The screenshot shows the 'WinGAP - Reappraise' window. At the top, there are input fields for 'Starting' (001.2.3.002.0000) and 'Ending' (999.1.0.013.0000), a 'Neighborhood' dropdown, and an 'Asmt Reason' button. Below these is a checkbox for 'Use ADV Query'. The 'Property Type' section is highlighted with a red rectangle and contains several checkboxes: 'Calculate Taxes', 'Residential Improvements', 'Commercial Improvements', 'Accessory Improvements', 'Conservation Use' (checked), 'FLPA Use Value', 'Urban Land', 'Rural Land', 'Enterprise Zone', 'Income', and 'State Homestead'. The 'Conservation Use' and 'Force CUV' checkboxes are both checked. At the bottom, there is a 'Records Processed' section showing 'Total Records' and 'Percent Processed' (0%), a 'Reappraise' button, and an 'Other Information' section with an 'Appraiser Name' dropdown. At the very bottom are 'Help', 'Cancel', and 'Finished' buttons.

Appraiser Name: The Appraiser Name combo box allows the user to select an appraiser from a list of appraisers or key in another name to be assigned to parcels that are reappraised. The assignment of this name will result in the name being printed on the Assessment Notice as the primary contact.

If the user is unsure whether to perform the Reappraise procedure, the Cancel button should be clicked on the Reappraise Form to return to the main WinGAP screen. Otherwise, the Reappraise button should be clicked to begin the reappraisal process. Various messages will display during the reappraise process. The reappraise process normally takes less than a minute to complete.

The screenshot shows the 'WinGAP - Reappraise' window. At the top, there are input fields for 'Starting' (001.2.3.002.0000), 'Ending' (999.1.0.013.0000), and 'Neighborhood'. A 'Reappraise' button is visible. Below these is a checked checkbox for 'Use ADV Query' with a red text label 'SELECT REALKEY FROM REALPROP WHERE'. A yellow highlighted text box contains the SQL query: 'REALKEY IN (SELECT REALKEY FROM REPROP WHERE SQB_FIN > 0)'. Below this is a 'Parcel Number' field. The 'Property Type' section includes a 'Calculate Taxes' checkbox (unchecked) and a 'Residential Improvements' checkbox (checked). A modal dialog box is open in the center with the text: 'Please wait for this process... - [User ID = cmartin] (DEVEL)' and 'Pre-Processing ... HEATPSF / BASEPSF'. Below the dialog are checkboxes for 'Enterprise Zone', 'Income', and 'State Homestead'. At the bottom, there is a 'Records Processed' section showing 'Total Records' and 'Percent Processed' (0%). A 'Reappraise' button is next to it. The 'Other Information' section has an 'Appraiser Name' dropdown menu. At the very bottom are 'Help', 'Cancel', and 'Finished' buttons.

When the reappraisal process is finished a message will appear informing the user the reappraise is complete. The OK button should be clicked on this message to return the user to the Reappraise Form, where other types of Real Property can be reappraised, or the Finished button on the Reappraise Form can be clicked to return the user to the main WinGAP screen.



PERSONAL PROPERTY

The Personal Property option on the Reappraise sub-menu allows the Assessor's Office to automatically recalculate machinery, equipment, furniture and fixtures cost item values for all Personal Property accounts. Selecting this option takes the user to the Reappraise Form for Personal Property. All Personal Property accounts are reappraised at the same time.

A screenshot of a Windows application window titled "WinGAP - Reappraise - [User ID = cmartin] (DEVEL) ...". The window contains a form for reappraising personal property. At the top right is a button labeled "Asmt Reason". Below it is a label "Neighborhood" followed by a text input field. Below that is a label "Parcel Number" followed by a text input field. Below that is a section titled "Property Type" containing a checkbox labeled "Calculate Taxes". Below that is a checkbox labeled "Enterprise Zone". Below that is a section titled "Records Processed:" containing a label "Total Records" followed by a text input field, and a label "Percent Processed" followed by a text input field showing "0%". To the right of the "Percent Processed" field is a button labeled "Reappraise". Below the "Records Processed:" section is a section titled "Other Information" containing a label "Appraiser Name" followed by a dropdown menu. At the bottom of the window are three buttons: "Help", "Cancel", and "Finished".

Asmt Reason button: The user can assign an Assessment Reason for this Reappraisal by clicking the Asmt Reason button. The Select Assessment Reasons form will appear and an Assessment Reason for this reappraisal can be chosen from those available in the list by highlighting the desired item and clicking the Include Button. If a special Assessment Reason for this reappraisal is desired, the user can key in the description of the reappraisal in the Custom Rsn field then click the Add Custom button on the upper right of the Select Assessment Reasons Form to assign this reason to the Reappraisal. This Assessment Reason will be included with any other Assessment Reasons already assigned to the accounts and this Assessment Reason will be printed on the Assessment Notice for each account. Once the Assessment Reason(s) for this reappraisal have been selected, the user can click the OK Button on the Select Assessment Reasons Form to return to the Reappraise Form.

WinGAP - Select Assessment Reasons - [User ID = cmartin] (DEVEL) AY... ? X

Parcel Number: Add Custom

Custom Rsn:

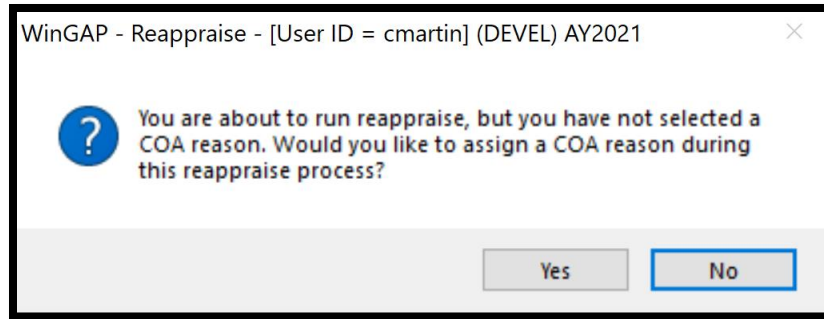
| Reason | Reasoncode | Coa_Type |
|---|------------|----------|
| AIRCRAFT ADDED | AA | |
| AMENDED RETURN | AR | |
| ANNEXED INTO CITY OF BRASWELL | AB | R |
| ANNEXED INTO CITY OF DALLAS | AD | R |
| ANNEXED INTO CITY OF HIRAM | AH | R |
| APPEAL VALUE UPDATED DUE TO AN ERROR DISCOVE... | AE | I |
| APPEAL VALUE UPDATED DUE TO PHYSICAL CHANGE | AC | R |
| APPEAL VALUE UPDATED DUE TO RETURN FILED | AT | I |
| AUDIT COMPLETE | A | |
| CLOSED ACCOUNT | CA | |
| CONSTRUCTION COMMERCIAL / INDUSTRIAL | IC | R |
| CURRENT YEAR VALUE IS VARIANCE FROM AUDIT FIND... | AF | |
| FREEPORT APPROVED | FA | |
| FREEPORT DENIED | FD | |
| MARINE EQUIP ADDED | MA | |
| MARINE EQUIP REMOVED | MR | |

Include Remove

| Reason | Reasoncode |
|--------------------------------|------------|
| (There are no records to view) | |

☐ Show on NOA Cancel OK

NOTE: It is strongly recommended that at least one Assessment Reason be selected for any Re-Appraisal except Tax Calculations. If the user elects to Re-Appraise Personal Property without assigning an Assessment Reason, a prompt will appear reminding the user of this.



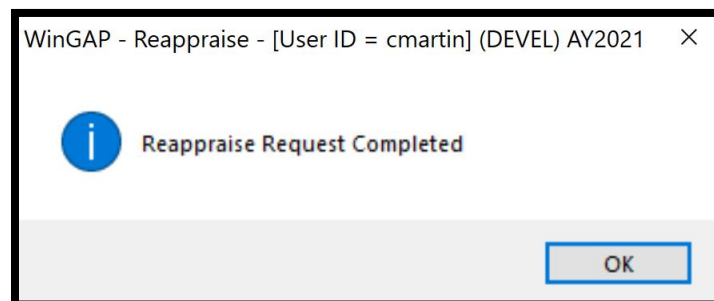
The default No button can be clicked to Reappraise Personal Property without assigning any Assessment Reasons. The Yes button can be clicked to return the user to the Reappraise Form, where the Asmt Reason button can be clicked to assign an Assessment Reason.

Calculate Taxes: The Calculate Taxes checkbox should be checked when any of the tax calculation schedules are updated. The process will re-calculate taxes for each personal property account. **NOTE:** the calculation of taxes for REAL property and PERSONAL property are separate events.

Appraiser Name: The Appraiser Name combo box allows the user to select an appraiser from a list of appraisers or key in another name to be assigned to accounts that are reappraised. The assignment of this name will result in the name being printed on the Assessment Notice as the primary contact.

Enterprise Zone: If checked, allows the County to reappraise only accounts that have an Enterprise Zone year and value on the Personal Property General Information form.

If the user is unsure whether to perform the Reappraise procedure, the Cancel button should be clicked on the Reappraise Form to return to the main WinGAP screen. Otherwise, the Reappraise button should be clicked to begin the reappraisal process. Various messages will display during the reappraise process. The reappraise process normally takes less than a minute to complete.



PREBILL MANUFACTURED HOUSING

The Prebill Manufactured Housing option on the Reappraise sub-menu allows the Assessors' Office to automatically recalculate property values for all Prebilled Manufactured Homes in the County due to changes in

manufactured housing schedules. Selecting this option takes the user to the Reappraise Form for Prebilled Manufactured Homes. All Prebilled Manufactured Homes are reappraised at the same time.

The screenshot shows a software window titled "WinGAP - Reappraise - [User ID = cmartin] (DEVEL) ...". The window contains the following elements:

- A "Neighborhood" label at the top left.
- A "Parcel Number" label above a large, empty rectangular input area.
- A "Property Type" label above a smaller, empty rectangular input area.
- A "Records Processed:" section containing:
 - "Total Records" label.
 - "Percent Processed" label followed by "0%".
- A "Reappraise" button located to the right of the "Percent Processed" information.
- An "Other Information" section containing an "Appraiser Name" label and a dropdown menu.
- A "Help" button at the bottom left.
- "Cancel" and "Finished" buttons at the bottom right.

Appraiser Name: The Appraiser Name combo box allows the user to select an appraiser from a list of appraisers or key in another name to be assigned to Prebilled Manufactured Homes that are reappraised. The assignment of this name will result in the name being printed on the Assessment Notice as the primary contact.

If the user is unsure whether to perform the Reappraise procedure, the Cancel button should be clicked on the Reappraise Form to return to the main WinGAP screen. Otherwise, the Reappraise button should be clicked to begin the reappraisal process. Various messages will display during the reappraise process. The reappraise process normally takes less than a minute to complete.



BOATS - ABOS

The Boats - ABOS option on the Reappraise sub-menu allows the Assessors' Office to automatically recalculate values for all Boats in the County using the ABOS schedules. Selecting this option takes the user to the Reappraise Form for Boats. All Boats are reappraised at the same time.

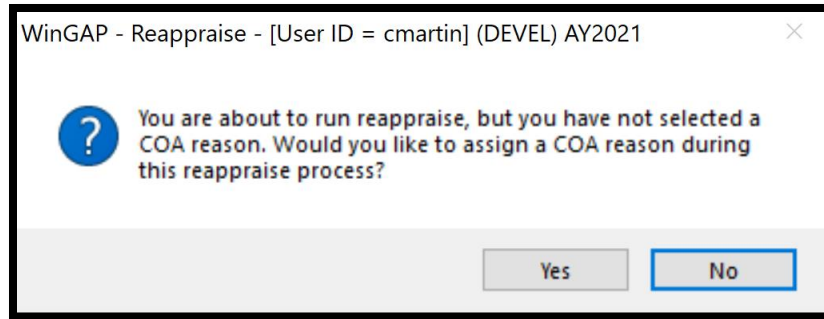
A screenshot of a Windows application window titled "WinGAP - Reappraise - [User ID = cmartin] (DEVEL) ...". The window contains a form for reappraising boats. At the top right is an "Asmt Reason" button. Below it is a "Neighborhood" label. In the center, there is a "Property Type" label and a "Parcel Number" label. To the right of "Property Type" is a checkbox labeled "Calculate Taxes". Below these labels is a large empty rectangular area. At the bottom left, there is a section titled "Records Processed:" with "Total Records" and "Percent Processed" labels, and a "0%" value. To the right of this section is a "Reappraise" button. Below the "Records Processed:" section is a section titled "Other Information" with an "Appraiser Name" label and a dropdown menu. At the bottom of the window are three buttons: "Help", "Cancel", and "Finished".

Asmt Reason button: The user can assign an Assessment Reason for this Reappraisal by clicking the Asmt Reason button. The Select Assessment Reasons form will appear and an Assessment Reason for this reappraisal can be chosen from those available in the list by highlighting the desired item and clicking the Include Button. If a special Assessment Reason for this reappraisal is desired, the user can key in the description of the reappraisal in the Custom Rsn field then click the Add Custom button on the upper right of the Select Assessment Reasons Form to assign this reason to the Reappraisal. This Assessment Reason will be included with any other Assessment Reasons already assigned to the Boats and this Assessment Reason will be printed on the Assessment Notice for each Boat. Once the Assessment Reason(s) for this reappraisal have been selected, the user can click the OK Button on the Select Assessment Reasons Form to return to the Reappraise Form.

| Reason | Reasoncode | Coa_Type |
|---|------------|----------|
| AIRCRAFT ADDED | AA | |
| AMENDED RETURN | AR | |
| ANNEXED INTO CITY OF BRASWELL | AB | R |
| ANNEXED INTO CITY OF DALLAS | AD | R |
| ANNEXED INTO CITY OF HIRAM | AH | R |
| APPEAL VALUE UPDATED DUE TO AN ERROR DISCOVE... | AE | I |
| APPEAL VALUE UPDATED DUE TO PHYSICAL CHANGE | AC | R |
| APPEAL VALUE UPDATED DUE TO RETURN FILED | AT | I |
| AUDIT COMPLETE | A | |
| CLOSED ACCOUNT | CA | |
| CONSTRUCTION COMMERCIAL / INDUSTRIAL | IC | R |
| CURRENT YEAR VALUE IS VARIANCE FROM AUDIT FIND... | AF | |
| FREEPORT APPROVED | FA | |
| FREEPORT DENIED | FD | |
| MARINE EQUIP ADDED | MA | |
| MARINE EQUIP REMOVED | MR | |

| Reason | Reasoncode |
|--------------------------------|------------|
| (There are no records to view) | |

NOTE: It is strongly recommended that at least one Assessment Reason be selected for any Re-Appraisal except Tax Calculations. If the user elects to Re-Appraise Real Property without assigning an Assessment Reason, a prompt will appear reminding the user of this.



The default No button can be clicked to Reappraise Real Property without assigning any Assessment Reasons. The Yes button can be clicked to return the user to the Reappraise Form, where the Asmt Reason button can be clicked to assign an Assessment Reason.

Calculate Taxes: The Calculate Taxes checkbox should be checked when any of the tax calculation schedules are updated. The process will re-calculate taxes for each personal property parcel. **NOTE:** the calculation of taxes for REAL property and PERSONAL property are separate events.

Appraiser Name: The Appraiser Name combo box allows the user to select an appraiser from a list of appraisers or key in another name to be assigned to Boats that are reappraised. The assignment of this name will result in the name being printed on the Assessment Notice as the primary contact.

If the user is unsure whether to perform the Reappraise procedure, the Cancel button should be clicked on the Reappraise Form to return to the main WinGAP screen. Otherwise, the Reappraise button should be clicked to begin the reappraisal process. Various messages will display during the reappraise process. The reappraise process normally takes less than a minute to complete.



MFG HOUSING - NADA

The Mfg Housing - NADA option on the Reappraise sub-menu allows the Assessors' Office to automatically recalculate all Manufactured Housing using the NADA schedules. Selecting this option takes the user to the NADA Reappraise Form.

WinGAP - NADA Reappraise - [User ID = cmartin] (DEVEL) AY2021

Account # Fixed Text ☒ Prebill ☐ Non-Prebill Reappraise

Records Processed Fixed Text 0% Change my pricing method to NADA for all direct NADA Mfg+Model hits ☐

Homes in Mobile.DBF that did not have a match [Mfg+Mode] in NADA. Records:

| Mobilekey | Realkey | Mfg | Model |
|--------------------------------|---------|-----|-------|
| (There are no records to view) | | | |

Print List

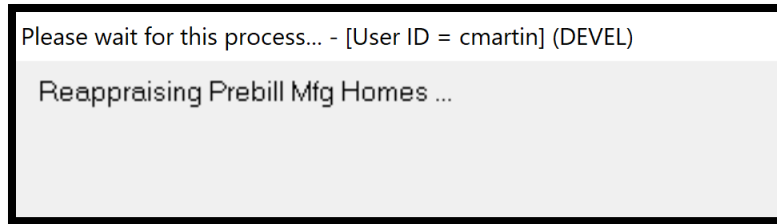
Homes with valid Mfg + Model but with invalid widths, lengths or year information Records:

| Mobilekey | Realkey | Mfg | Model | Width | Length | Yearbuilt | Effyrbuilt |
|--------------------------------|---------|-----|-------|-------|--------|-----------|------------|
| (There are no records to view) | | | | | | | |

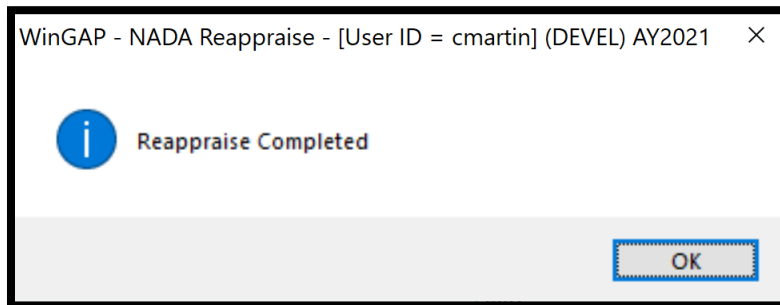
Print List Help Done

Both Prebilled and Non-Prebilled Mobile Homes can be reappraised on this form (Non-Prebilled Mobile Homes that have a checkmark in the House Pricing Checkbox will not be reappraised). If the user wants to change the pricing method to NADA for all Mobile Homes that have direct Manufacturer/Model matches in the NADA schedule, that checkbox should be clicked with the mouse.

If the user is unsure whether to perform the Reappraise procedure, the Done button should be clicked to return to the main WinGAP screen. Otherwise, the Reappraise button should be clicked to begin the reappraisal process. Various messages will display during the reappraise process. Depending on the number of Prebilled or Non-Prebilled Mobile Homes in the County, the process could last from less than a minute to a few minutes.



When the reappraisal process is finished, a message will be displayed, as seen below, informing the user that the reappraisal process is completed. The OK button should be clicked to return the user to the NADA Reappraise Form.



The top list box on the NADA Reappraise Form will display Mobile Homes that do not have direct Manufacturer/Model matches in the NADA schedule. The bottom list box will display Mobile Homes that have direct Manufacturer/Model matches in the NADA schedule but have invalid length, widths, or year built according to the NADA schedule.

WinGAP - NADA Reappraise - [User ID = cmartin] (DEVEL) AY2021

Account # Fixed Text ☒ Prebill ☐ Non-Prebill Reappraise

Records Processed Fixed Text 0% Change my pricing method to NADA for all direct NADA Mfg+Model hits ☐

Homes in Mobile.DBF that did not have a match [Mfg+Mode] in NADA. Records : 645

| Mobilekey | Parcel_No | Mfg | Model |
|-----------|--------------|---------|-----------------|
| 3666 | 150240050000 | UNKNOWN | DEER VALLEY - 4 |
| 4031 | 108320120000 | UNKNOWN | DESTINY - 4 |
| 4135 | 237220160000 | UNKNOWN | UNKNOWN - 4 |
| 8740 | 015420010000 | UNKNOWN | UNKNOWN - 4 |
| 9227 | 198330190000 | UNKNOWN | UNKNOWN - 4 |
| 9693 | 199340090000 | UNKNOWN | UNKNOWN - 4 |
| 11928 | 219230070000 | UNKNOWN | UNKNOWN - 4 |

Print List

Homes with valid Mfg + Model but with invalid widths, lengths or year information Records : 0

| mobilekey | Parcel_No | Mfg | Model |
|--------------------------------|-----------|-----|-------|
| (There are no records to view) | | | |

Print List Help Done

If any Mobile Homes appear in these list boxes during the reappraise process, these Mobile Homes did not have NADA matches and could not be reappraised. The user can print these lists by clicking the Print List button at the bottom left of each list box.

| <div> <div> <div> <div> <div>1</div> <div>of 2 ?</div> </div> <div> <div><</div> <div>></div> </div> <div> <div>100%</div> <div>▼</div> </div> <div> <div>🖨️</div> <div>✓</div> </div> </div> </div></div> | | | |
|--|---------|-----------------|--------------|
| NADA No Hit List 1 | | | |
| MOBILEKEY | MFG | MODEL | PARCEL NO |
| 3666 | UNKNOWN | DEER VALLEY - 4 | 150240050000 |
| 4031 | UNKNOWN | DESTINY - 4 | 108320120000 |
| 4135 | UNKNOWN | UNKNOWN - 4 | 237220160000 |
| 8740 | UNKNOWN | UNKNOWN - 4 | 015420010000 |
| 9227 | UNKNOWN | UNKNOWN - 4 | 198330190000 |
| 9693 | UNKNOWN | UNKNOWN - 4 | 199340090000 |
| 11928 | UNKNOWN | UNKNOWN - 4 | 219230070000 |
| 12042 | UNKNOWN | UNKNOWN - 4 | 236130080000 |
| 14435 | UNKNOWN | HORTON - 6 | 177430420000 |
| 19471 | UNKNOWN | UNKNOWN - 5 | 233410030000 |

After printing the list, the user should click the Done button on the Reappraise form and then go to the Prebilled Mobile Home account (the Mobilekey), if the Prebill checkbox was checked, or the Residential Improvement account (the Realkey for that Improvement, and then the Mobilekey for that Mobile Home), if the Non-Prebill checkbox was checked, for all these Mobile Homes and make any necessary changes for these Mobile Homes.

PREFERENCES

The Preferences Form is where various background information about the Assessor's Office is entered, controls the network server paths, and is where many options for WinGAP are turned on/off.

WinGAP - Preferences - [User ID = cmartin] (DEVEL) AY2021

County Information

Co. Name/Num: Department Of Revenue 110

Address: 4125 Welcome All Rd SW

City / State / Zip: Atlanta GA 30349-

Phone / Ext: (404)724-7000 Email: cody.martin@dor.ga.gov

Fax: () - Web: dor.ga.gov

Point/Base Costs

| | |
|-----------------|--------|
| Residential | 100.00 |
| Commercial | 100.00 |
| Commercial Base | 1.00 |
| Accessory | 100.00 |

Depreciation Years

| | |
|-------------|------|
| Residential | 2021 |
| Commercial | 2021 |
| MFG Housing | 2021 |
| Accessory | 2021 |

Special District Description

Parcel Number Template: XXX.X.X.XXX.XXXX

Customize Lendor Label: Lendor

Customize Occupancy Label: Occupancy

Customize Fireplace Label: Fireplace / Misc

Customize Heated Area Label: HEATED

SQL Server Name: WINGAP

Server PT61 Path: c:\wingapsql\pt61\

Server Photo Path: c:\wingapsql\pictures\

Sketch Export Path: c:\wingapsql\sketch\

Server Sketch Export Path: c:\wingapsql\sketch\

Server Share Path: c:\wingapsql\

Appraisal Year: 2021

Rural Acre Break: 0.00

PU Eq Ratio %: 40.00

Return Deadline: 04/01/2021

Default Startup Directory: AY2021

Guest Startup Directory: AY2020

COC Deed Path (Char100):

COC Plat Path (Char100):

Rapid Sketch Path: c:\wingapsql\RS\

Permit Staging Year: 2021

RPGI - Custom Report 1:

RPGI - Custom Report 2:

RPGI - Custom Report 3:

Do not include .RDL in name

Other Options

- ☒ Truncate Values
- ☐ Disable Logins
- ☒ bBrowser Cost Form
- ☐ Lock System
- ☒ Rnd Area Mult to 6 dec.
- ☐ Auto-Reasons (Real)
- ☐ Auto-Reasons (Pers)
- ☒ PT50R = LIVE DATA
- ☒ COA Auto-Flag
- ☒ Hide Comments
- ☒ Bsmt: Use Max/Min Area
- ☒ Attic: Use Max/Min Area
- ☐ Int Label in Base Heat
- ☐ Show State Tax Levy
- ☐ Bsmt 100% in Heated
- ☐ NOA Direct to PDF
- ☐ Push Tech
- ☐ Push Tech - Appeals
- ☐ Sketch Com Ex Features
- ☐ Enable Abatement Calcs
- ☐ Enable INEDIT feature
- ☒ ABOS as Default
- ☐ Resize Photos
- ☒ Sum Bsmt to Screen
- ☒ Show v1 Sketch Checkbox
- ☐ PT61 Efficiency Mode
- ☐ AutoClose 20 mins

ABOS Default: Retail

Land Influences: Compound

ABOS Yr: 2020 - 1543

NADA Yr: 2019

Help Close

COUNTY INFORMATION

| County Information | | | |
|--------------------|------------------------|----|-------------------------------|
| Co. Name/Num | Department Of Revenue | | 110 |
| Address | 4125 Welcome All Rd SW | | |
| City / State / Zip | Atlanta | GA | 30349- |
| Phone / Ext: | (404)724-7000 | | Email: cody.martin@dor.ga.gov |
| Fax: | () - | | Web: dor.ga.gov |

Co. Name/Num: The first of the fields in the County Information Section of the Preferences Form is where the County Name, such as Pickens, is keyed. It is not necessary to key "County" after the County Name. WinGAP will verify that the County Name is spelled properly. The Num field is assigned by WinGAP, is county specific, and is not accessible to the user.

Address: Three fields are provided for keying the address of the Assessors' Office. This is the address that will show on various forms that are mailed to the taxpayer, such as PT-50 forms.

City/State/Zip: Three fields are provided for keying the City, State, and Zip Code of the Assessors' Office. This is the City, State, and Zip Code that will show on various forms that are mailed to the taxpayer, such as PT-50 forms.

Phone/Ext: The primary phone number, and phone extension, if used, of the Assessors' Office are keyed in these two fields.

Fax: The fax number of the Assessors' Office is keyed in this field.

Email: The email address of the Assessors' Office is keyed in this field.

Web: If the Assessors' Office has a website, the URL (such as www.assessorsoffice.gov), is keyed in this field. The Real Property Website button, accessible via the Third-Party button on the Real Property General Information form, uses this field to direct WinGAP to the desired web URL. Typing qpublic.schneider in the web box will open the parcel on the county's qPublic site if they subscribe to the service.

POINT/BASE COSTS

| Point/Base Costs | |
|------------------|--------|
| Residential | 100.00 |
| Commercial | 100.00 |
| Commercial Base | 1.00 |
| Accessory | 100.00 |

Residential: The Residential Point Cost field contains the value which converts points generated by WinGAP for Residential Improvements into a dollar value for each Residential Improvement. For example, if a house has a total of 300 points and the point cost is 100.00, a house value of \$30,000 would result from the calculation of 300 * 100.00. Some counties set the Residential Point Cost to 1.00 and use actual dollars per square foot to arrive at the value for the Residential Improvement. This approach is more easily understood by some appraisers and taxpayers than the point system, though the value produced should be the same. The Residential Point Cost lets the county localize property values for Residential Improvements. Arriving at the point cost for a particular county requires a study of sales. Assistance with the study can be provided by DOR personnel.

Commercial: The Commercial Point Cost field contains the value which converts points generated by WinGAP for Commercial and Industrial Improvements that are priced by the Lump Sum Method into a dollar value for each Commercial or Industrial Improvement. Some counties set the Commercial Point Cost to 1.00 and use actual dollars per square foot to arrive at the value for the Lump Sum Commercial and Industrial Improvement. This approach is more easily understood by some appraisers and taxpayers than the point system, though the value produced should be the same. The Commercial Point Cost lets the county localize property values for Commercial and Industrial Improvements. Arriving at the Commercial Point Cost for a particular county requires a study of sales and assistance with the study can be provided by DOR personnel.

Commercial Base: The Commercial Base Cost field contains a dollar per square foot value that is used as the basis for the valuation of all commercial and industrial buildings and extra features that are priced by the Square Foot Method. The value of each building and extra feature is based on a percentage of the base cost.

Accessory: The Accessory Point Cost field contains the value which converts points generated by WinGAP for Accessory Improvements into a dollar value for each Accessory Improvement. Some counties set the Accessory Point Cost to 1.00 and use actual dollars per square foot to arrive at the value for the Accessory Improvement. This approach is more easily understood by some appraisers and taxpayers than the point system, though the value produced should be the same. The Accessory Point Cost lets the county localize property values for Accessory Improvements. Arriving at the point cost for a particular county requires a study of sales. Assistance with the study can be provided by DOR personnel.

DEPRECIATION YEARS

| Depreciation Years | |
|--------------------|------|
| Residential | 2021 |
| Commercial | 2021 |
| MFG Housing | 2021 |
| Accessory | 2021 |

Residential: The Residential Improvement Depreciation Year field contains the base year from which system generated depreciation is calculated. The age of a Residential Improvement is determined by subtracting the year built or effective year built from the depreciation year. This locks depreciation in until the county decides to change it. Any Residential Improvements with a year built greater than the depreciation year will be determined to have an effective age of one year.

Commercial: The Commercial Improvement Depreciation Year is the base year from which the system generated depreciation for Commercial and Industrial Improvements is calculated. The age of a Commercial or Industrial Improvement is determined by subtracting the year built or effective year built from the depreciation year. This locks depreciation in until the county decides to change it. Any Commercial structures with a year built greater than the depreciation year will be determined to have an effective age of one year.

MFG Housing: The MFG Housing Depreciation Year is the base year from which the system generated depreciation for Manufactured Housing is calculated. The age of a Manufactured Home is determined by subtracting the year built or effective year built from the depreciation year. This locks depreciation in until the county decides to change it. Any Manufactured Home with a year built greater than the depreciation year will be determined to have an effective age of one year.

Accessory: The Accessory Improvement Depreciation Year is the base year from which the system generated depreciation for Accessory Improvements is calculated. The age of an Accessory Improvement is determined by subtracting the year built from the depreciation year. This locks depreciation in until the county decides to change it. Any accessory buildings with a year built greater than the depreciation year will be determined to have an effective age of one year.

LABEL AND TEMPLATE OPTIONS

| | |
|------------------------------|------------------|
| Special District Description | Special District |
| Parcel Number Template | XXX.X.X.XXX.XXXX |
| Customize Lendor Label | Lendor |
| Customize Occupancy Label | Occupancy |
| Customize Fireplace Label | Fireplace / Misc |
| Customize Heated Area Label | HEATED |

Special District Description: The Real and Personal Property General Information Forms contain a checkbox that can be used by the County to group tax bills for specific valuation and billing purposes. The County can use the Special District Description field on the Preferences Form to customize for local purposes the description that displays on the General Information Forms next to this field.

Parcel Number Template: The County's Parcel Number structure is customized by utilizing the Parcel Number Template field. Most WinGAP counties use the default Template of XXXX-XXX-XXXX-XXX, where the first four Xs represent the Map Number, the next three Xs the Block Number, the next four Xs the Parcel Number, and the last three Xs the Sub Parcel Number. The field can accommodate a Parcel Number up to 30 characters in length, including the dashes. The "X" Template symbol will accept any character or number as part of the Parcel Number; if a County wanted to restrict the entire Parcel Number, or a portion of the Parcel Number to just numbers, the Template symbol of "9" would be used in place of the "X".

Customize Lender Label: The Real Property General Information Form contains a Lender field that is used to group tax bills that are escrowed to a particular lending institution. The County can use the Customize Lender Label field on the Preferences Form to customize the description of this field.

Customize Occupancy Label: The Residential Improvements Form contains a field where the type of Occupancy (One Family, Two Family, Manufactured Home, etc.) of the Improvement is specified. The County can use the

Customize Occupancy Label field on the Preferences Form to customize the description of the Occupancy field on the Residential Improvements Form.

Customize Fireplace Label: The Residential Improvements Form contains a field where the type and number of Fireplaces found on the Improvement are specified. The County can use the Customize Fireplace Label field on the Preferences Form to customize the description of the Fireplace field on the Residential Improvements Form.

Customize Heated Area Label: The Residential Improvements Form contains a field where the heated square footage of the Improvement is specified. The County can use the Customize Heated Area Label field on the Preferences Form to customize the description of the Heated Area field on the Residential Improvements Form.

GENERAL SETTINGS PART 1

| | |
|---------------------------|------------|
| Appraisal Year | 2021 |
| Rural Acre Break | 0.00 |
| PU Eq Ratio % | 40.00 |
| Return Deadline | 04/01/2021 |
| Default Startup Directory | AY2021 |
| Guest Startup Directory | AY2020 |

Appraisal Year: The current Appraisal Year (or tax digest year) is keyed in this field. Other Appraisal Years can be selected for review by clicking on File > Select Appraisal Year on the WinGAP Tool Bar.

Rural Acre Break: The Rural Acre Break is used to enter the acre level at which rural large tract valuation begins. From this acre level upward, values will be entered in the Accessibility/Desirability Table (found in Tools > Schedules/Tables > Accessibility/Desirability) as factors. All values in the Accessibility/Desirability Table below the acre level will be entered as tract values. If the Rural Acre Break is at the 30-acre level, it would be keyed in the Rural Acre Break field as 30.00.

PU Eq Ratio %: The Public Utilities Equalization Ratio percentage field is used to adjust the value of public utility property. Public Utility property values should be entered at 100% and the property classed as Utility before the Equalization Ratio will be applied to adjust values accordingly. If the Public Utilities Equalization Ratio percentage for the County is 40, it would be keyed as 40.00.

Return Deadline: A default deadline that will print on Personal Property reporting forms can be keyed in this field.

Default Startup Directory: The default data directory or folder, such as AY2021, can be selected from the available data folders by clicking on the Default Startup Directory combo box.

Guest Startup Directory: The guest startup directory is used when the Guest button is clicked on the Login screen. The selection of the guest startup directory is at the discretion of the Assessors. Many counties elect to maintain a Guest Startup Directory that corresponds to the last approved digest. This is done due to the view that current year information is work-in-progress and may provide misinformation to a Guest.

SERVER OPTIONS PART 1

| | |
|---------------------------|------------------------|
| SQL Server Name | WINGAP |
| Server PT61 Path | c:\wingapsql\pt61\ |
| Server Photo Path | c:\wingapsql\pictures\ |
| Sketch Export Path | c:\wingapsql\sketch\ |
| Server Sketch Export Path | c:\wingapsql\sketch\ |
| Server Share Path | c:\wingapsql\ |

SQL Server Name: The Machine and Instance Name of the MSSQL Server name in the County.

Server PT61 Path: The File Path to the PT61 folder from the Server's perspective. MSSQL operates at a lower level than mapped drives. MSSQL cannot see mapped drives, so the physical disk path is needed here. Universal Naming Convention (UNC) will work but physical drive assignment is preferred for WinGAPSQL.

Server Photo Path: The File Path to the Pictures folder from the Server's perspective.

Sketch Export Path: The File Path to the Sketch Export folder from the user's Workstation perspective.

Server Sketch Export Path: The File Path to the Server Sketch Export folder from the Server's perspective.

Server Share Path: The File Path to the Core Application Share on the Server from the user's Workstation perspective.

SERVER OPTIONS PART 2

| | | | |
|-------------------------|------------------|-----------------------------|------|
| COC Deed Path (Char100) | | P permit Staging Year | 2021 |
| COC Plat Path (Char100) | | | |
| Rapid Sketch Path | c:\wingapsql\RS\ | | |
| RPGI - Custom Report 1 | | Do not include .RDL in name | |
| RPGI - Custom Report 2 | | | |
| RPGI - Custom Report 3 | | | |

COC Deed Path (Char 100): The Deed Path is obtained from the Clerk of Superior Court in the County and is used to print the deed image for a sale using the button to the left of the deed information fields on the Sales Information form. The pathing should include everything except the actual book and page information (which is found on the Sales Information form). The existing formatting for the pathing and display of images assumes the following syntax: <COREPATH>\<Deed book zero padded on the left – 5 chars>\<Deed page zero padded on the left – 5 chars>.tif

COC Plat Path (Char 100): The Plat Path is obtained from the Clerk of Superior Court in the County and is used to print the plat image for a sale using the button to the left of the plat information fields on the Sales Information form. The pathing should include everything except the actual book and page information (which is found on the Sales Information form). The existing formatting for the pathing and display of images assumes the following


syntax: <COREPATH>\<Deed book zero padded on the left – 5 chars>\<Deed page zero padded on the left – 5 chars>.tif

Rapid Sketch Path: This path defines the location of the RS (RapidSketch) folder, where RS images are stored for use by the RapidSketch sketching module. Each of the County's appraisal years will have a folder in the RS folder and the RS images for that appraisal year will be in that folder.

RPGI – Custom Reports: This feature allows up to three (3) "county reports" to be opened from the RPGI screen. The only requirement for these reports is the report must have a parameter named nRealkey (case-sensitive)

Permit Staging Year: This field allow counties to control the 'permit year' used for importing permits using the Permit Staging module. The Permit Staging year will be reset to match the digest year during year end cleanup. The permit staging year will appear at the bottom left of the permit staging screen as a reminder.

GENERAL SETTING PART 2



| | | |
|-----------------|----------|----------------------|
| ABOS Default | Retail | ABOS Yr: 2020 - 1543 |
| Land Influences | Compound | NADA Yr: 2019 |

ABOS Default: The default pricing method for Boats/Motors using the ABOS schedules can be set by selecting one of the three available options from this combo box (High, Low, or Retail).

Land Influences: Adjustments to Land Values can be made on the Land Information Form in WinGAP. Up to seven adjustments to either Urban or Rural Land can be applied. The way these Land Influence adjustments are made is determined by the choice made on the Land Influences combo box on the Preferences Form. The two choices are Additive and Compound (also called multiplicative).

- The default method for Land Influences in WinGAP, the formula for Compound application of Land Influences is as follows: $\text{Base Land} * \text{Influence1} * \text{Influence2} * \text{Influence3} * \text{Influence4} * \text{Influence5} * \text{Influence6} * \text{Influence7} * \text{Neighborhood Influence}$.
- The formula for Additive application of Land Influences is as follows: $(\text{Base Land} + ((1 - \text{Influence1}) * \text{Base Land}) + ((1 - \text{Influence2}) * \text{Base Land}) + ((1 - \text{Influence3}) * \text{Base Land}) + ((1 - \text{Influence4}) * \text{Base Land}) + ((1 - \text{Influence5}) * \text{Base Land}) + ((1 - \text{Influence6}) * \text{Base Land}) + ((1 - \text{Influence7}) * \text{Base Land})) * \text{Neighborhood Influence}$.

In these formulas, Base Land is the value of the land resulting from the calculation of the land subrecords. In the case of Rural Land, the Base Land value would include the application of the Accessibility/Desirability factor.

ABOS Year: The year that the ABOS Schedules currently in use by WinGAP were updated.

NADA Year: The year that the NADA Schedules currently in use by WinGAP were updated.

OTHER OPTIONS SECTION

Other Options

- ☒ Truncate Values
- ☐ Disable Logins
- ☒ bBrowser Cost Form
- ☐ Lock System
- ☒ Rnd Area Mult to 6 dec.
-
- ☐ Auto-Reasons (Real)
- ☐ Auto-Reasons (Pers)
- ☒ PT50R = LIVE DATA
- ☒ COA Auto-Flag
- ☒ Hide Comments
- ☒ Bsmt: Use Max/Min Area
- ☒ Attic: Use Max/Min Area
- ☐ Int Label in Base Heat
- ☐ Show State Tax Levy
- ☐ Bsmt 100% in Heated
- ☐ NOA Direct to PDF
- ☐ Push Tech
- ☐ Push Tech - Appeals
- ☐ Sketch Com Ex Features
- ☐ Enable Abatement Calcs
- ☐ Enable INEDIT feature
- ☒ ABOS as Default
- ☐ Resize Photos
- ☒ Sum Bsmt to Screen
- ☒ Show v1 Sketch Checkbox
- ☐ PT61 Efficiency Mode
- ☐ AutoClose 20 mins ▼

Truncate Values: If a checkmark is placed in the Truncate Values checkbox and the Replacement Cost New – (minus) Depreciation (or RCN – Dep) is greater than 1000, all values will be truncated to the nearest \$100. For example, a Residential Improvement that has a value of \$126,767 will be truncated to \$126,700. If the Replacement Cost New – Depreciation is less than 1000, all values will be truncated to the nearest \$10, meaning \$98 truncates to \$90. Truncation is accomplished by dividing the RCN-Dep value by 100 and not rounding the result. The resulting quotient is then multiplied by 100.

Disable Logins: Placing a checkmark in the Disable Logins checkbox will disable logins and allow complete access to WinGAP to any user. Removing the checkmark will cause the WinGAP Login Form to appear each time that WinGAP is run, requiring each user to enter a Login ID and Password unless the Guest Button is clicked to gain limited access.

bBrowser Cost Form: Changes the way the information is displayed on the Basic Cost Approach Form that is reached from the Personal Property General Information Form when the user clicks the MEFF button. When the bBrowser Cost Form checkbox is left unchecked, the Cost items are displayed in a normal list box; if checked, the Cost items are displayed in a bBrowser list box.

Normal List Box

| Description | Grp | Year | Cost | Disposals | Value |
|------------------|-----|------|-------|-----------|-------|
| Arc Welder | 0 | 2016 | 0 | 0 | 2000 |
| Test Push | 1 | 2018 | 0 | 0 | 5000 |
| Test Push 3 | 1 | 2018 | 10000 | 0 | 8700 |
| Test Push Again | 1 | 2018 | 5000 | 0 | 4350 |
| Reciprocal Lathe | 2 | 2016 | 10000 | 0 | 8500 |
| SawTable | 2 | 2016 | 2000 | 0 | 1700 |
| Air Compressor | 2 | 2015 | 1500 | 0 | 1170 |
| Table Saw | 2 | 2015 | 2000 | 0 | 1560 |

Totals: 30,500 | 0 | 32,980

MEFF Adj: 1,0000

Wireless Total: 0

CostKey: 268966672

Item Desc: Arc Welder

Acq Year: 2016

Group: [v]

Value Method: ☒ Cost ☐ Market

Cost: 0 | Depr: 0.00 | Cost Value: 0

Transfer In: 0 | Func Obs: 1.00

Disposals: 0 | Econ Obs: 1.00

Additional Information:

Mfg: [] | Model: [] | Type: []

Modyear: [] | Serialno: [] | Asset No: []

Book Page Market Value: [] | [] | 2,000

Comments: []

☒ Push Tech Enabled

Buttons: Edit History, Cancel, New, Delete, Apply, OK

bBrowser List Box

| Item Desc | Group | Acq Year | Cost | Disposals | Costval | Marketval | Costkey | Edited |
|------------------|-------|----------|-------|-----------|---------|-----------|-----------|--------|
| Arc Welder | | 2016 | | | | 2000 | 268966672 | Y |
| Test Push | 1 | 2018 | | | | 5000 | 268966678 | Y |
| Test Push 3 | 1 | 2018 | 10000 | | 8700 | | 268966690 | Y |
| Test Push Again | 1 | 2018 | 5000 | | 4350 | | 268966679 | Y |
| Reciprocal Lathe | 2 | 2016 | 10000 | | 8500 | | 268966670 | Y |
| SawTable | 2 | 2016 | 2000 | | 1700 | | 268966671 | Y |
| Air Compressor | 2 | 2015 | 1500 | | 1170 | | 268966673 | Y |
| Table Saw | 2 | 2015 | 2000 | | 1560 | | 268966669 | Y |

Totals: 30,500 | 0 | 32,980

MEFF Adj: 1,0000

Wireless Total: 0

CostKey: 268966672

Item Desc: Arc Welder

Acq Year: 2016

Group: [v]

Value Method: ☐ Cost ☒ Market

Cost: 0 | Depr: 0.00 | Cost Value: 0

Transfer In: 0 | Func Obs: 1.00

Disposals: 0 | Econ Obs: 1.00

Additional Information:

Mfg: [] | Model: [] | Type: []

Modyear: [] | Serialno: [] | Asset No: []

Book Page Market Value: [] | [] | 2,000

Comments: []

☒ Push Tech Enabled

Buttons: Edit History, Cancel, New, Delete, Apply, OK

Lock System: The Lock System checkbox is used to lock all other users except the system administrator or primary operator out of WinGAP. This is done at those times when access to WinGAP files must be restricted, such as Updating WinGAP or Year End Cleanup.

Rnd Area Mult to 6 dec: If checked, the Round Area Multiplier to 6 Decimals checkbox will round the residential improvement area multiplier to 6 decimal places instead of 2. Checking the box will result in value changes for almost all Residential Improvements but will remove an anomaly in the Area Multiplier calculation that is present when the Area Multiplier is rounded to 2 decimal places.

Auto Reasons (Real): Provides the user with the ability to turn on/off the automatic change of assessment reasons for Real Property. If the box is checked, auto-reasons will be applied.

Auto Reasons (Personal): Provides the user with the ability to turn on/off the automatic change of assessment reasons for Personal Property. If the box is checked, auto-reasons will be applied.

PT50R = LIVE DATA: Provides the user with the ability to select the year from which PT50 data is printed. If a check is placed in this checkbox, all PT50R's will be printed with data from the current digest year. If no checkmark is present, data on the PT50R will be printed from the pt50r.dbf which is populated with previous year's data during Yearend Cleanup.

COA Auto-Flag: If the COA Auto-Flag checkbox is checked, the user will not be prompted for flagging a real or personal account for a Change of Assessment notice. The flag will be automatically set if the value or ownership

changes. If the box is unchecked, the prompt for COA flag will appear on the Real or Personal Property Forms as in past versions of WinGAP.

Hide Comments: If this box is checked, comments on the Real Property General Information Form and Personal Property General Information Form will be hidden from Guest logins. The comments will not be printed on the Property Record Card for Guests. Personal Property PRCs cannot be printed by Guests. The Comments will be redacted from the Public Export.

Bsmt: Use Max/Min Area: Placing a checkmark in this checkbox provides the user with the capability of using the Residential Improvement Schedules Maximum and Minimum Areas in the calculation of the Area Multiplier for Basements. The Area Multiplier will be rounded to 6 decimals for Basements instead of 3 decimals when this calculation method is selected. Checking the box will result in value changes for all Residential Improvements that have Basements.

Attic: Use Max/Min Area: Placing a checkmark in this checkbox provides the user with the capability of using the Residential Improvement Schedules Maximum and Minimum Areas in the calculation of the Area Multiplier for Attics. The Area Multiplier will be rounded to 6 decimals for Attics instead of 3 decimals when this calculation method is selected. Checking the box will result in value changes for all Residential Improvements that have Attics.

Int Label in Base Heat: This checkbox provides the user with the capability of having Interior Labels contribute to the Base Heat Points for a Residential Improvement. Checking the box will result in the overall lowering of Residential Improvement values for any Residential Improvements that have Interior Labels.

Show State Tax Levy: This checkbox allows the user to designate if they want the State tax entity of \$0.00 tax due to show on the Assessment Notices and on the Estimated Taxes form on the Real and Personal Property General Information forms. Checking the box will show the State tax; if unchecked, it will not show.

Basement 100% in Heated: This checkbox allows counties to exclude the area of a 100% finished basement from the improvement's heated area. The default (the box is checked) will be to include the 100% basement area into heated area to match WinGAP's historical usage.

NOA Direct to PDF: This checkbox, which is checked by default, provides the user with the capability of having the Notice of Assessment for 30-day notices of assessment that are printed directly from the Real or Personal property account's General information screen automatically generate the NOA in PDF format inside the account's document folder.

Push Tech: Push Tech, when enabled on the Preferences form, will allow WinGAP to sync property data between appraisal years as defined on the Push Configuration form. More information on this can be found in this manual under Tools > File Maintenance > Configure Global Push.

Push Tech - Appeals: Push Tech - Appeals, when enabled on the Preferences form, will allow WinGAP to sync Appeals data between appraisal years as defined on the Push Configuration form. More information on this can be found in this manual under Tools > File Maintenance > Configure Appeals Push.

Sketch Com Ex Features: This checkbox provides the County with the capability of having the sketched Commercial Extra Feature generate the value for the Extra Feature and display it on the Commercial Improvements form. The Extra Feature will not have to be added to the Extra Features table. A Commercial Improvement can have a mix of sketched Extra Features and non-sketched Extra Features if the non-sketched Extra Features are added to the Extra Features table. **NOTE:** If the County's past practices have been to sketch the Extra Feature and enter the Extra Feature on the accessory screen also, you will need to remove/delete one of those items, either the sketched Extra Feature or the Extra Feature added to the Extra Features table (known as the Accessory table) to avoid double pricing/valuation.

Enable Abatement Calcs: This checkbox, if checked, provides the County with the capability of entering an exemption percentage for any Real Property parcel or Personal Property account and their associated property items, and WinGAP will calculate the taxable value based on this exemption percentage. The Abatement checkbox must be checked on the Real Property or Personal Property General Information form for the Abatement Ex % field to appear. Any Overrides are excluded from the exemption percentage process and will remain exactly as they were before any abatement percentage is applied. When first applying an abatement percentage to a parcel or

account and then saving it (by the Apply or OK button), that percentage will be applied to all child items, and those items will be repriced (if not on Override) and the parcel's Current Value will reflect the % added. To remove the Abatement on the parcel or account, uncheck the Abatement box and save the record. Values will revert to the normal FMV.

Enable INEDIT feature: This checkbox provides the County with the capability to alert users when a property item is in use (open on another user's computer) and will prevent simultaneous editing. The first user to open the item will get the lock, others will be alerted that the first user has that item open. When the first user closes the item, the INEDIT table record is removed and any other user is free to open/edit that particular property item. Tables that are open can be viewed and removed, if necessary, on the Tools > File Maintenance > IN-EDIT Admin form.

ABOS as default: This checkbox allows the County to set the default pricing method to ABOS for any marine equipment that is added to WinGAP.

Resize Photos: This checkbox provides the County with the option of resizing photos automatically when they are loaded (viewed) in WinGAP. It should be noted that resizing photos with this feature will remove some of the metadata and geo-tagging embedded in some digital photos.

Sum Bsmt to Screen: This checkbox provides the County with the option of having sketched Basement areas flow to the Basement Area on the Residential Improvements form. The auto-sum basement area will only update the Basement Area field if the field value is zero prior to sketching. The sketched area appearing in the Basement Area field on the Residential Improvements form can be overridden by the user by keying a different area in the Basement field.

Show v1 Sketch Checkbox: This checkbox is disabled, and this feature is no longer used.

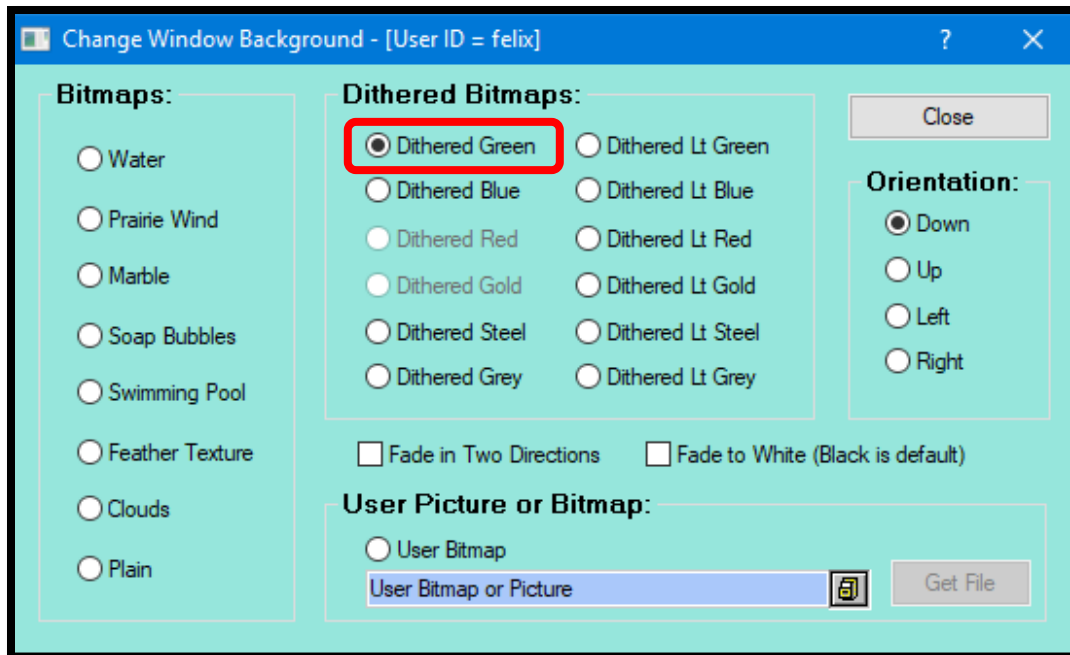
PT61 Efficiency Mode: This checkbox provides the county with what is called the PT61 Efficiency Mode, which will suppress most of the PT61 screen display and simply process the name change. The Efficiency Mode has more assumptions built in and was designed for a County where the sales entry, parcel processing, and appraisal procedures are more distributed between many people. Smaller counties will probably prefer to not use the Efficiency Mode so that each of the screens in the normal PT-61 process appear and allow data entry and comments on the applicable screens. PT61 Efficiency Mode is controlled by Admin Level users using this checkbox.

Auto Close: This is a security feature available in WinGAP that will allow the application to auto-close if not used for a period of time (20/30/45/60 minutes) designated on the preferences screen. If a user leaves or gets called away from their desk, the application will automatically close after this set period of time preventing a passerby from making edits under their login name.

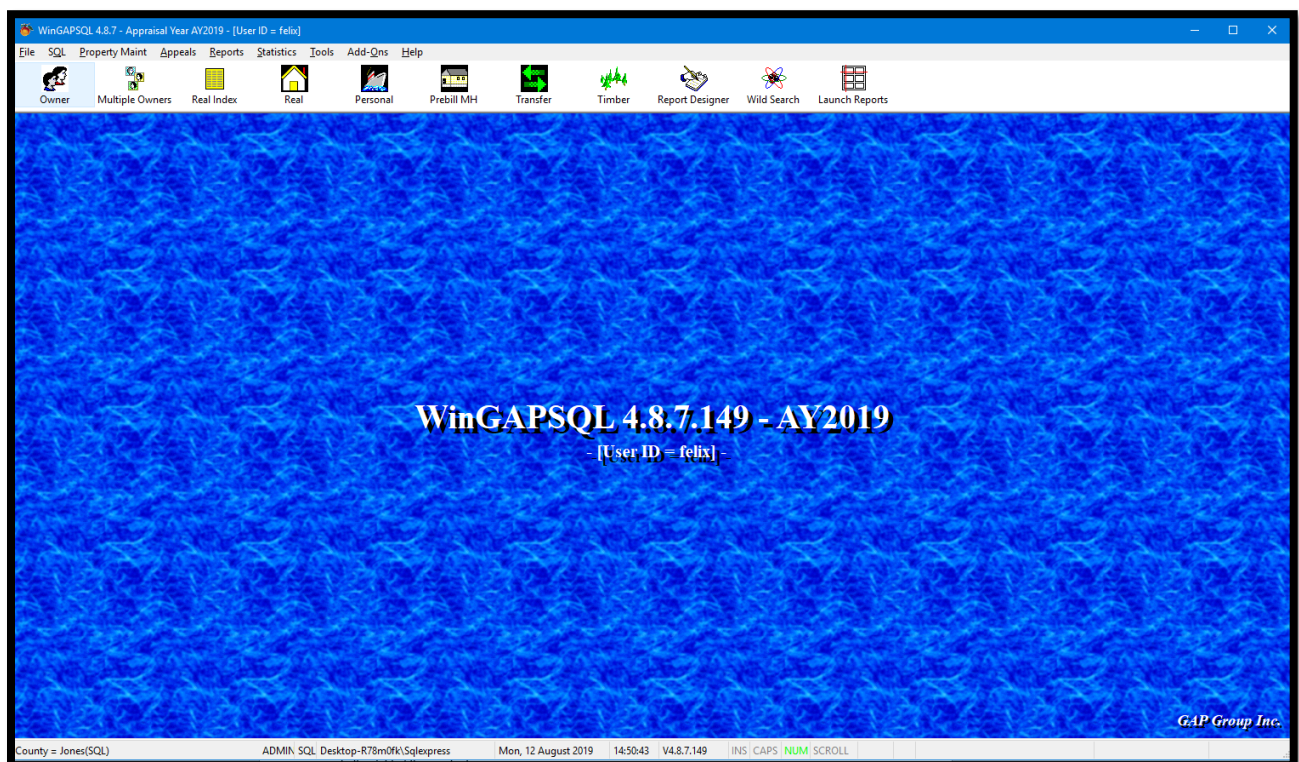
Changes to the Preferences Form are saved by clicking the Close Button, which returns the user to the WinGAP Main screen.

CHANGE BACKGROUND COLOR

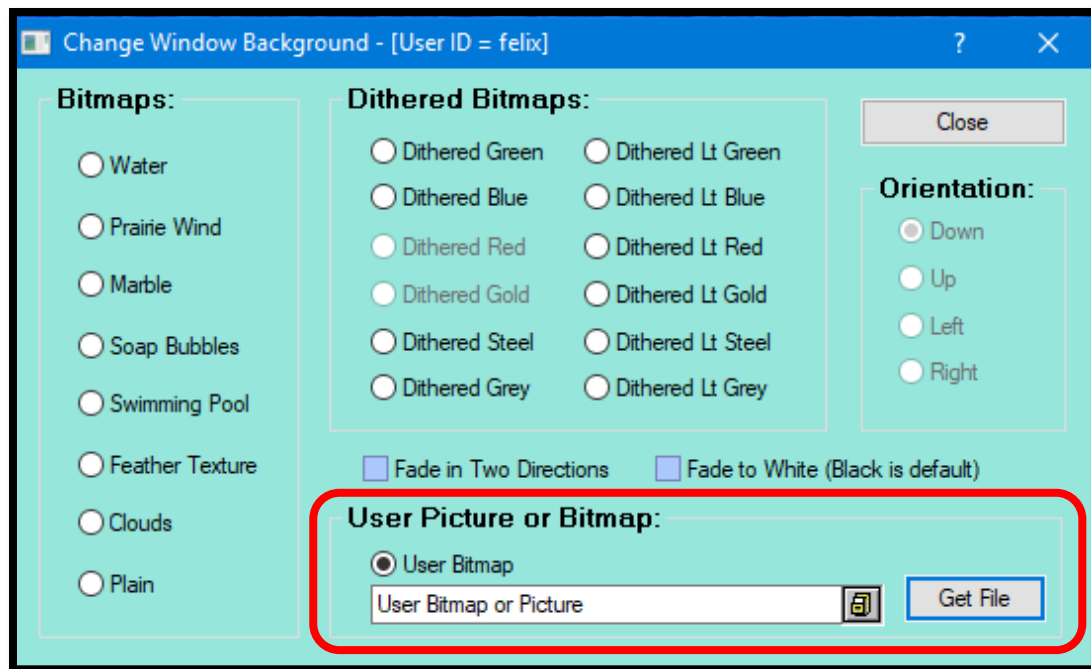
The color and pattern of the Main WinGAP screen can be modified by the user within certain boundaries. Clicking this menu option will produce the Change Windows Background form. The current default for the Main screen Background will display.



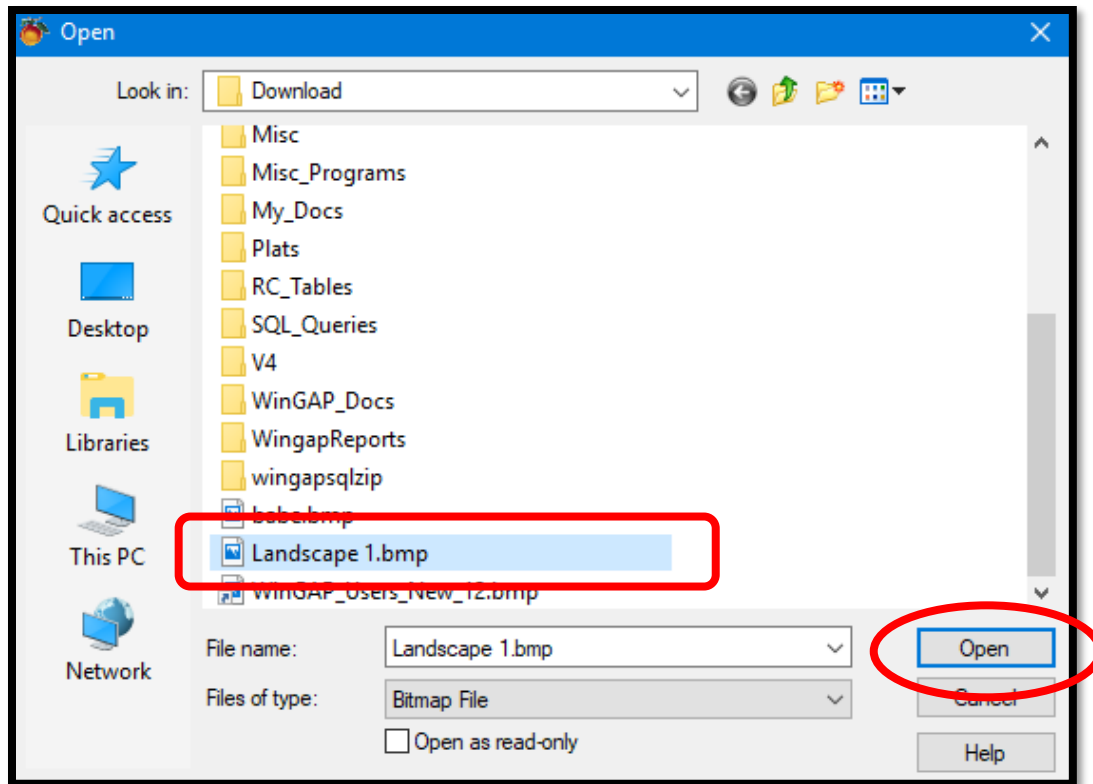
The default is a Dithered Green Bitmap. The user can change the default to any of the other radio button options shown on the background form. For example, the user could choose the Swimming Pool Bitmap for their background.



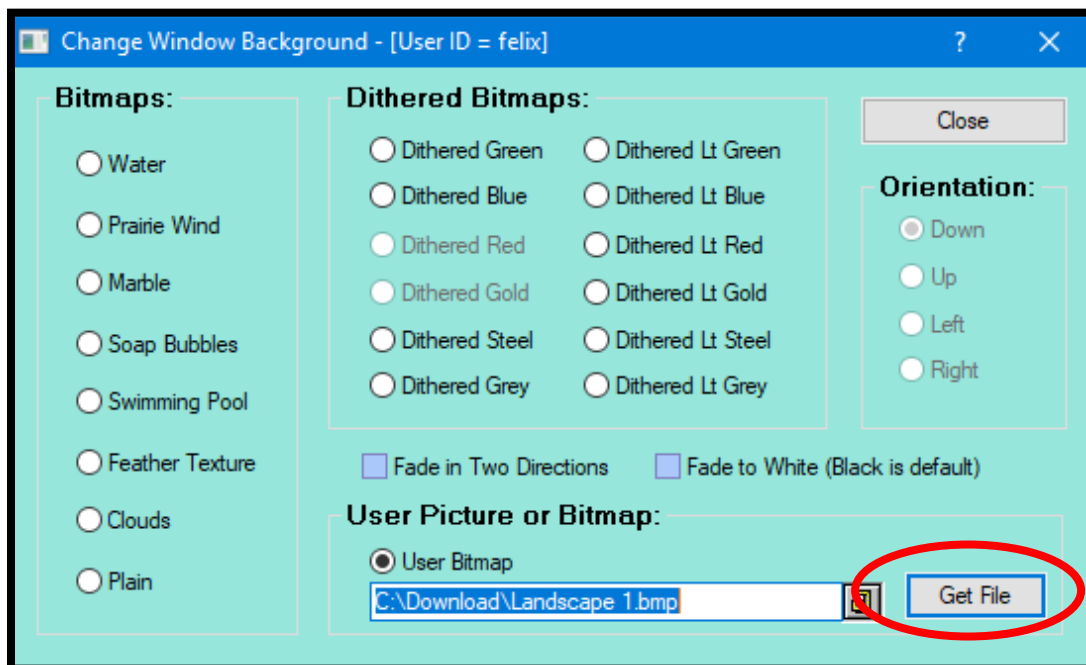
The user can also import a picture of their choosing to become the WinGAP background. The picture must be in Bitmap format. The user should select the User Bitmap radio button option, then click the Browse button to the right of the combo box.



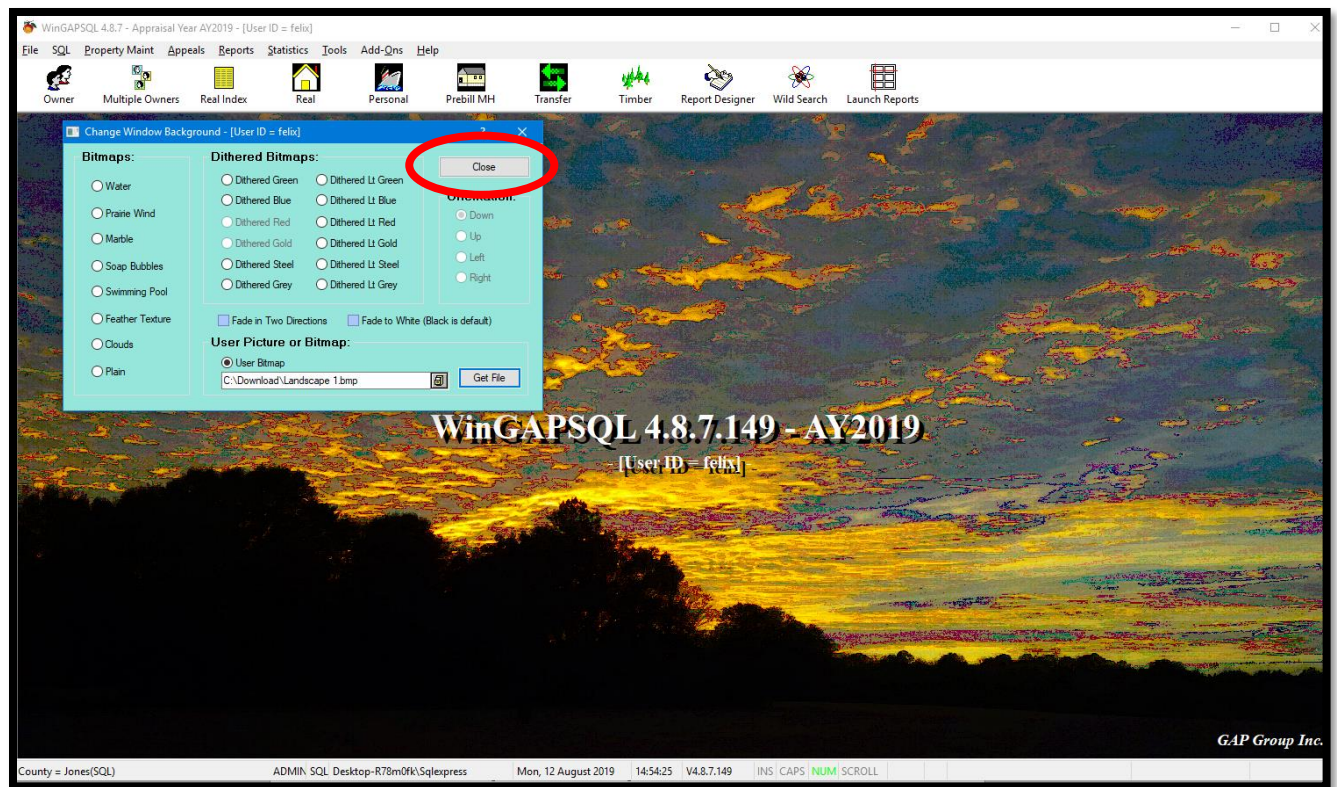
This will produce the Open dialogue box. The user should navigate to the location of the desired picture and click the Open button.



The Bitmap image will now be in the User Bitmap field on the Change Background form, and the user can click the Get File button.

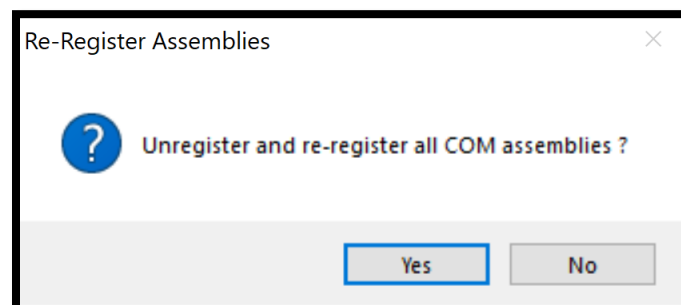


This will immediately change the Background image to the selected Bitmap. The user should click the Close Button on the Change Window Background form to save the image, and the new WinGAP Background will now default to the selected image.



REGISTER COM ASSEMBLIES (REQUIRES ADMIN)

This menu will attempt to re-register some of the windows application files used by WinGAP and SQLMaster. These would normally only be run by advanced technical support.



Please wait for this process... - [User ID = cmartin] (DEVEL)

Registering COM components...

COM UnRegistration



SO.Service.Client.dll

I tried 50 times and it failed. Try again ?

Yes

No

COM UnRegistration



wgConvertImage.dll

I tried 50 times and it failed. Try again ?

Yes

No

ADD-ONS MENU

PT61 Download

PT61 Match

PT61 Field Match

Master Address Database

Permit Staging

I Timber

PT61 DOWNLOAD

The PT61 Download process downloads the PT61s for the current week from the State Clerk of Court's office and provides the user with the ability to manage the e-filed PT61 documents. This menu option is used to Download a zip file of an entire week of PT61s, Extract the text files from the zip file, Append text data into WinGAP PT61 temporary data files, and Merge data from temporary files into working files.

Prior to downloading PT61s, the following items must be adhered to:

- WinZip and the WinZip Command Line application must be installed on the computer(s) that will be working with the PT61 download and extraction routines. WinZip must be installed into the C:\Program Files\WinZip folder which is the default installation folder for WinZip.
- The computer that will be downloading the PT61 files must have an internet connection.
- The correct county name must be entered in the County Name field found on the Preferences screen (Tools > Preferences).

Users that will not be downloading and extracting the PT61 files but will be matching PT61's with parcels and passing data into WinGAP do not require the installation of WinZip or the WinZip Command Line application on their machines. These computers also do not require any internet connection.

The PT61 files and associated data will be maintained in a WinGAP subfolder named PT61. Four data files and four temporary files will be used to store and manipulate PT61 data. The four data files are:

- PT61_filing.dbf
- PT61_actor.dbf
- PT61_prop.dbf
- PT61_tax.dbf

The temporary files are:

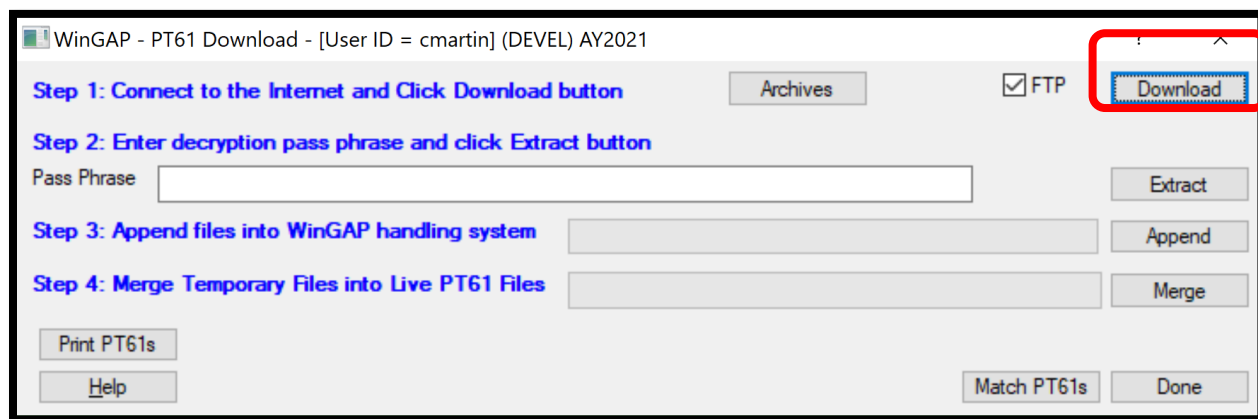
- PT61_filing_temp.dbf
- PT61_actor_temp.dbf
- PT61_prop_temp.dbf
- PT61_tax_temp.dbf

In addition to the data and temporary files in the PT61 folder, the user will find a pt61.log file containing the following data for each Append and Merge:

- Date of the appended PT61 text files
- Date of the merged PT61 files

The primary function of the pt61.log is to prevent the appending and merging of duplicate data. The date of the PT61 text files is checked against dates in the pt61.log and if the date is found, the process is terminated with a message informing the user that the files have already been merged.

Clicking the PT61 Download menu option from the Add-Ons menu opens the PT61 Download Form.



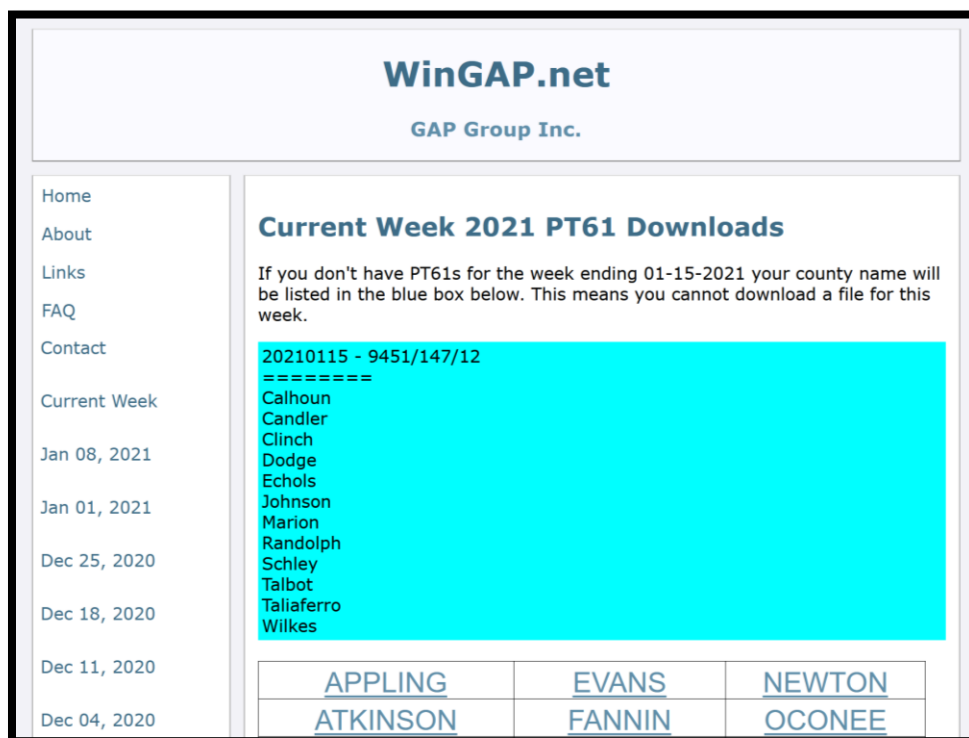
The screenshot shows the 'WinGAP - PT61 Download' window. The title bar indicates the user is 'cmartin' and the version is '(DEVEL) AY2021'. The interface is divided into four steps: Step 1 (Connect to the Internet and Click Download button), Step 2 (Enter decryption pass phrase and click Extract button), Step 3 (Append files into WinGAP handling system), and Step 4 (Merge Temporary Files into Live PT61 Files). A 'Download' button is highlighted with a red box in the top right corner. Other buttons include 'Archives', 'FTP' (checked), 'Extract', 'Append', 'Merge', 'Print PT61s', 'Help', 'Match PT61s', and 'Done'.

Step 1: Download

Clicking the Download button will retrieve the most current week's PT61 file. PT61s should be downloaded weekly when notice of the Current Week's release of PT61 data is received. If they are, this is all that is needed for the first step and the user may proceed to the Extract step.

NOTE: The FTP checkbox, located at the top right of the PT61 Download screen is the default method for downloading PT-61 files and will connect the user to ftp://ftp.wingap.com. The FTP checkbox should remain checked unless the user has problems connecting to the file transfer site, in which case the box should be unchecked to connect the user to the www.wingap.net site for the downloading of the PT61 files.

NOTE: If there is not a current week PT61 file for the county, the user will see a message that the county's PT61.zip file was not found and will be disconnected from the FTP server. The user can verify this by visiting www.wingap.net and viewing the current week information.



The screenshot shows the WinGAP.net website. The header includes the 'WinGAP.net' logo and 'GAP Group Inc.'. The left sidebar contains links: Home, About, Links, FAQ, Contact, Current Week, Jan 08, 2021, Jan 01, 2021, Dec 25, 2020, Dec 18, 2020, Dec 11, 2020, and Dec 04, 2020. The main content area is titled 'Current Week 2021 PT61 Downloads'. It contains a message: 'If you don't have PT61s for the week ending 01-15-2021 your county name will be listed in the blue box below. This means you cannot download a file for this week.' Below this message is a blue box containing the text '20210115 - 9451/147/12' followed by a list of county names: Calhoun, Candler, Clinch, Dodge, Echols, Johnson, Marion, Randolph, Schley, Talbot, Taliaferro, and Wilkes. At the bottom, there is a table with three columns: APPLING, EVANS, and NEWTON, and a second row with ATKINSON, FANNIN, and OCONEE.

| APPLING | EVANS | NEWTON |
|----------|--------|--------|
| ATKINSON | FANNIN | OCONEE |

If the user needs to download PT61s from a prior week, or if the computer that is performing the Extract, Pend, Merge process does not have access to the internet, the Archive button can be used to manually select a PT61 zip file to process in WinGAP. The first step will be to visit www.wingap.net and to click on the link on the left side of the page for the week that should be downloaded, then navigating to the County's name and clicking the archived link to download the PT61 archive file.

WinGAP.net

GAP Group Inc.

[Home](#)
[About](#)
[Links](#)
[FAQ](#)
[Contact](#)

[Current Week](#)

[Jan 08, 2021](#)

[Jan 01, 2021](#)

[Dec 25, 2020](#)

[Dec 18, 2020](#)

[Dec 11, 2020](#)

[Dec 04, 2020](#)

[Nov 27, 2020](#)

[Archives](#)

Archive 2021 PT61 Downloads

If you don't have PT61s for the week ending 01-08-2021 your county name will be listed in the blue box below. This means you cannot download a file for this week.

20210108 - 12224/145/14

=====

Baker

Calhoun

Candler

Charlton

Clay

Dooly

Franklin

Quitman

Randolph

Schley

Taliaferro

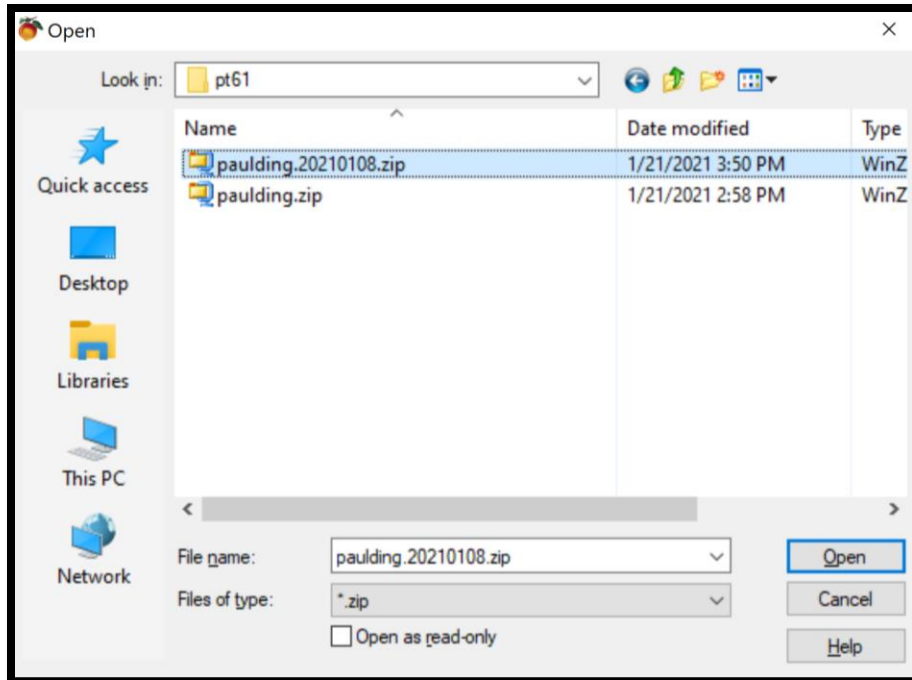
Twiggs

Upson

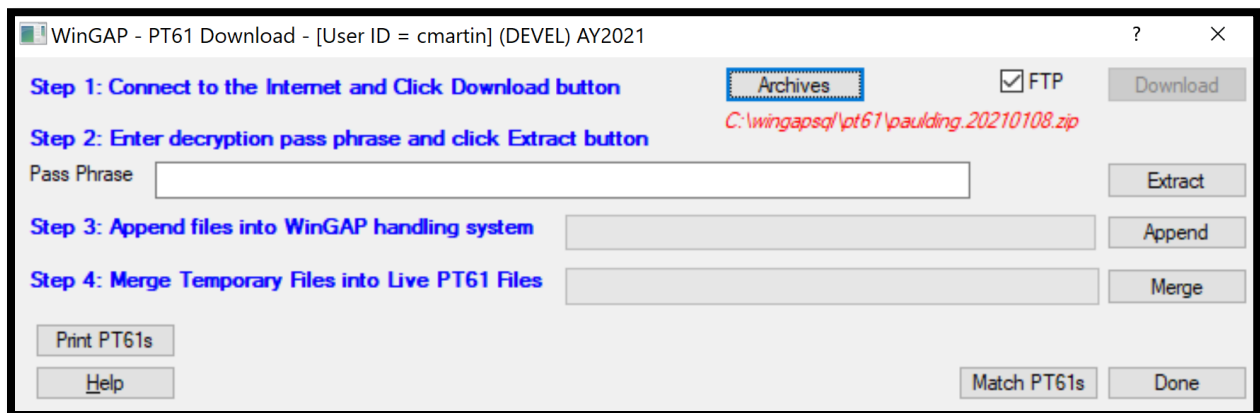
Warren

| | |
|----------|-----------------------------------|
| APPLING | APPLING.20210108 |
| ATKINSON | ATKINSON.20210108 |
| BACON | BACON.20210108 |
| BAKER | BAKER.20210108 |
| BALDWIN | BALDWIN.20210108 |

Clicking the Archive button on the PT61 Download form will open a dialogue box where the file that was just downloaded should be navigated to, and the file selected. The file will be named exactly like it was shown on the wingap.net archive page beside the County name.

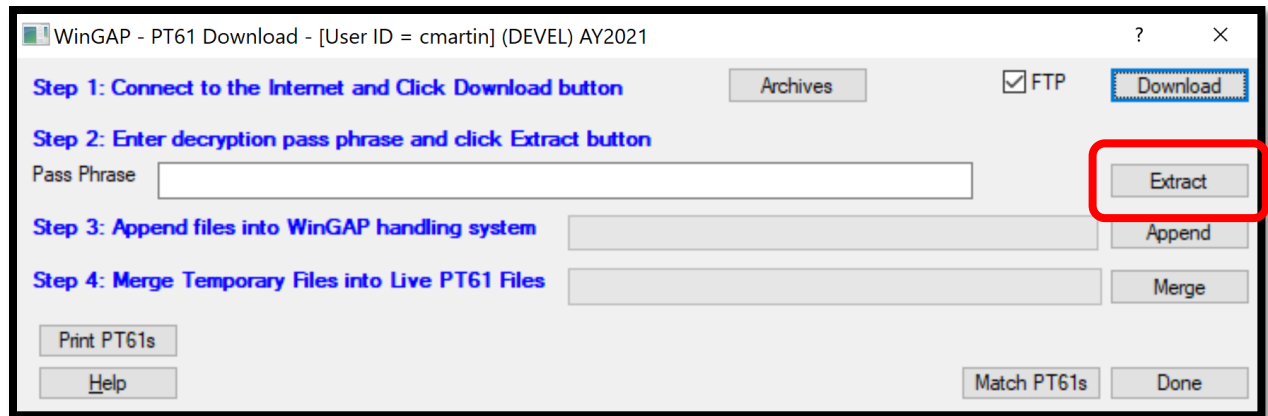


Selecting the zip file and clicking Open on the dialogue box will prepare the Download module to extract that week's files. The Download button will grey out and the file path of the zipped archive will be displayed below the Archive button. From here, the user can proceed to the Extraction step.



Step 2: Extract

A pass phrase is no longer needed to extract PT-61 files. All the user must do is click the Extract Button.



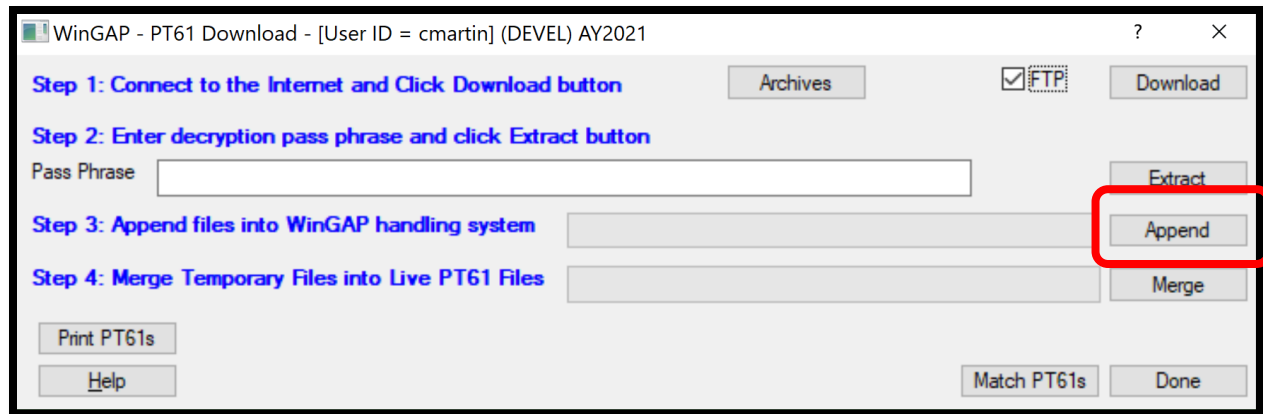
A command prompt window will display that the correct PT-61 file has been found and unzipped successfully, and the user can proceed to the Append step.



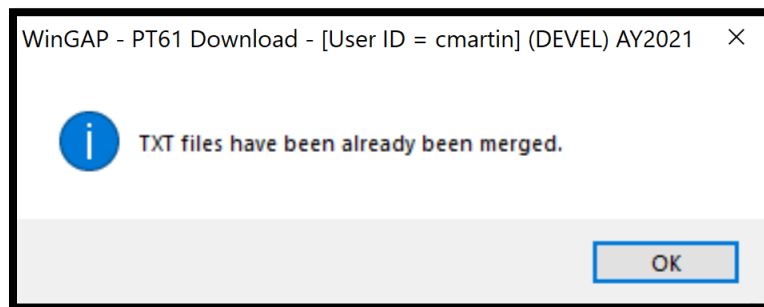
If a different message appears, the PT61 files have not been extracted. The Messages might say that the download was corrupt or that the proper WinZip applications have not been installed. The user may attempt another download and extraction to see if that corrects the problem. If the user is unable to successfully extract the files, the County should seek assistance through the WinGAP OnLine Support web page or by emailing the DOR support agents.

Step 3: Append

The Append process places the data contained in the PT61 text files into a set of temporary files. Clicking the Append button will begin the process. At the conclusion of the process, the user is provided with the message "Append Completed!", where the OK button can be clicked and the user can proceed to the Merge step.

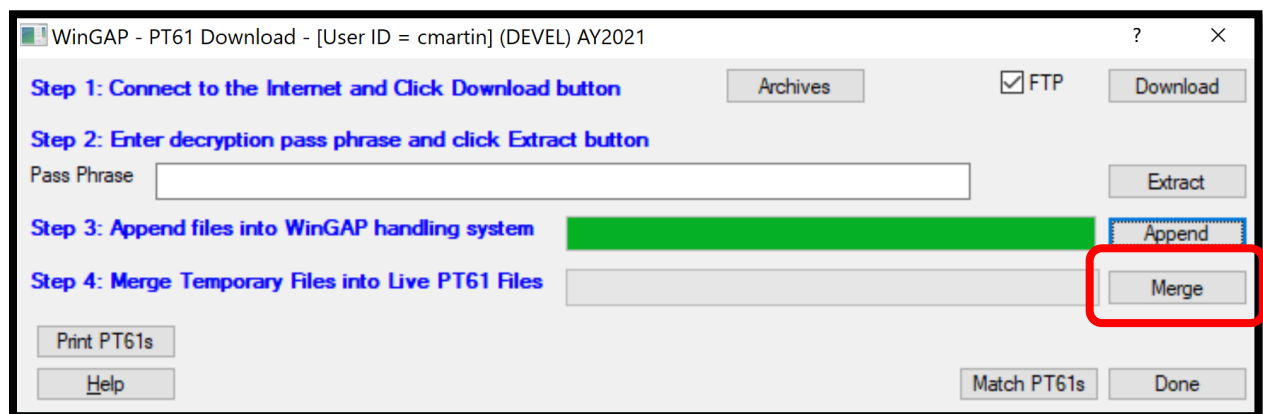


If the PT61 files for this time period have already been Appended and Merged, the Append process is terminated with the following message informing the user that the files have already been merged. If this message is displayed, the user can proceed to the next step as this one has already been performed.



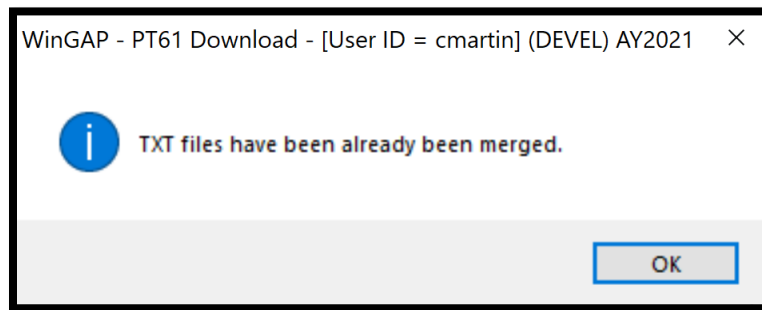
Step 4: Merge

The Merge process moves the data in the temporary files and places it in the live PT61 files. Before the move takes place, a check is made against entries in the pt61.log to ensure that sets of PT61 data are not duplicated. To begin the merging of data, the user should click the Merge button.



If the PT61 text files have been previously merged, the user will receive a notification message after clicking Merge. The user should click OK. If the user is uncertain about the previous merge of the PT61 data, assistance

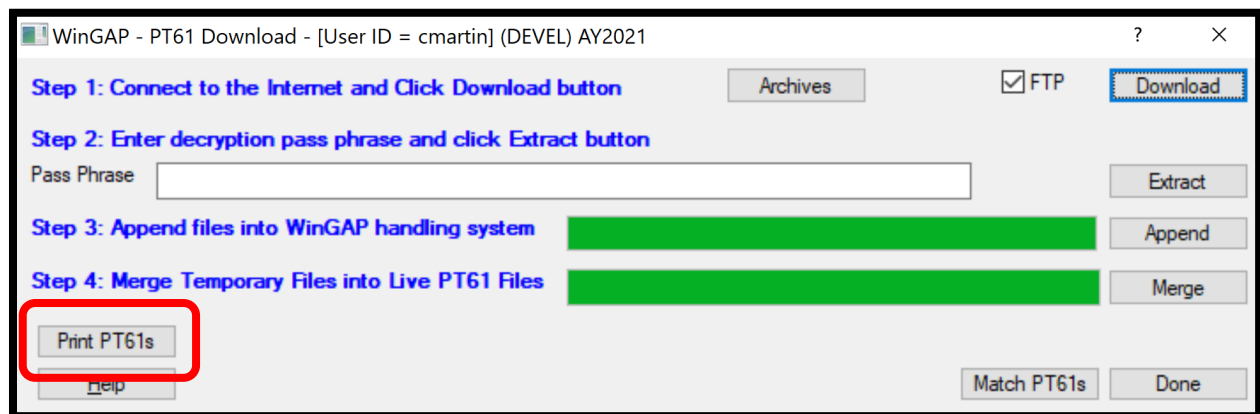
should be sought from WinGAP Online Support, your DOR support agent, or the WinGAP administrator in the Assessors' office.



After the merge is completed, the user can Print the PT61's and begin the Matching process.

Print PT61s

The Print PT61s button found in the lower left of the Download screen provides the user with the ability to print PT61's by date ranges.



Clicking the Print PT61s button takes the user to the PY61 Print Selections form where the beginning and ending date for printing the PT61s can be defined. The date fields are for the date the PT61 files were added to WinGAP. The checkbox beside the fields is inactive and does not affect the search.

WinGAP - PT61 Print Selections - [User ID = cmarti... ? X

Regardless of Selection Criteria, PT61s will be printed in Deed Order

Print Options

Begin End

☒ Date Add to WinGAP: // //

Print Surveys

Help Cancel OK

If Sales Surveys are to be sent to the purchasers, clicking the Print Surveys button will generate sales surveys that can be mailed and the user will be given the option to mark the sales as "Survey Sent".

Add Date Start 1/21/2021 Add Date End 1/21/2021

1 of 2 ? 100% Find | Next

Department of Revenue County Board of Tax Assessors
4125 Welcome All Rd SW
Atlanta GA 30349
Phone: (404) 724-7000 Fax: () - Email: cody.martin@dor.ga.gov

1/21/2021 **Current Sales Questionnaire**

| | | |
|-----------------------|-------------|---------|
| MORRISON TIFFANY ANNE | Legal Desc | |
| 91 BECKETT DR | Map ID | R056507 |
| DALLAS GA 30132 | Total Acres | 0.00 |

The Board of Assessors is conducting a survey for information concerning sales that have occurred in the prior year. Please answer the questions below in order for the appraisal staff to properly qualify sales data to ensure that arm-length sales are used to develop valuation tables for property. Once completed, please fax, email, or mail the information in the provided self-addressed stamped envelope. Thank you for your cooperation.

ARE THE BUYER & SELLER RELATED? YES / NO IF YES, RELATION _____

IN YOUR OPINION, WAS THIS AN ARMS-LENGTH TRANSACTION REPRESENTATIVE OF FAIR MARKET VALUE? YES / NO IF NO, WHY NOT? _____

DID THE SALE INVOLVE ANY PERSONAL PROPERTY? i.e.: BOAT, TRACTOR, INVENTORY, ETC YES / NO
IF YES, ESTIMATE OF VALUE \$ _____

DID YOU TRADE ANYTHING IN ADDITION TO CASH? YES / NO
IF YES, ESTIMATE OF VALUE \$ _____

WAS THERE ANY OWNER FINANCING IN THE SALE? YES / NO
IF YES, DOWN PAYMENT _____ # OF YEARS FINANCED _____ % INTEREST RATE _____

WAS THERE ANY TIMBER ON THIS PROPERTY AT THE TIME OF THE SALE? YES / NO
IF YES, ESTIMATE OF VALUE \$ _____

To preview the PT61 forms, the user should click OK. The PT61s are previewed and printed in Deed Book/Deed Page order. The Cancel button should be clicked to close the window without printing anything.

AddDate Start: 1/21/2021 ☐ NULL AddDate End: 1/21/2021 ☐ NULL

Sort By: Deed

1 of 2 ? 100% Find | Next

01/04/2021
PT-61 (Rev 9/04) PT-61 110-2021-000001

REAL ESTATE TRANSFER TAX DECLARATION

| SECTION A - SELLER'S INFORMATION | | SECTION E - TAX INFORMATION | |
|--|--------------------------------------|---|---------|
| 1. Name ADDIE REED PARIS, LLC | | 1. Actual value of consideration received by seller (Fill out below only when actual value is not known) | 250,000 |
| 2. Mailing Address (Street & Number) 760 LABRADOR LANE | | 1b. Estimated fair market value of Real and Personal property conveyed | 0 |
| 3. City, State, Zip COUPVILLE WA 98239 | 4. Date of Sale 12/31/2020 | 2. Fair market value of Personal property only conveyed | 0 |
| SECTION B - BUYER'S INFORMATION | | 3. Amount of Leins and Encumbrances not removed by transfer | 0 |
| 1. Name STOUT DANIEL L | | 4. Net Taxable Value (1 or 1a minus 2 minus 3) | 250,000 |
| 2. Mailing Address (Street & Number) 102 CYPRESS DR | | 5. TAX DUE at 10 cents per \$100 or fraction thereof (Minimum \$1.00) | 250 |
| 3. City, State, Zip DALLAS GA 30157 | 4. Intended use A | | |
| SECTION C - PROPERTY INFORMATION | | | |
| 1. Location (Street, Route, Hwy, etc.) 623 POPLAR RD | 2. County 110 | | |

PT61 MATCH

The PT61 Match module can be accessed from the Add-Ons menu or from the PT61 Downloads form. The PT61 Matching module coordinates the transfer of PT61 information to the correct parcel in WinGAP. Clicking on this option will open the PT61 Match form.

WinGAP - PT61 Match - [User ID = cmartin] (DEVEL) AY2021

PT61 Search
Search Field: Buyer
Search Text:
Search

Real Property Search
Search Field: Parcel Number
Search Text:
Search

PT61 List
PT61 EDIT
Matched

Real Property List

| RECID | Buyer | Se | Match | Parcel Number |
|-------|------------------------------|----|-------|---------------|
| 5752 | 122 DARBY'S RUN COURT LLC | TA | | 001230020000 |
| 5754 | 130 ROSEWOOD DRIVE LLC | TA | | 001240010000 |
| 5780 | 165 LADORA DRIVE DALLAS, LLC | SO | | 001310010000 |
| 5751 | 17 POWDER COURT LLC | TA | | 001310020000 |
| 5777 | 222 Garretts Drive, LLC | So | | 001320010000 |
| 5755 | 2626 HIGHWAY 101 LLC | TA | | 001320020000 |
| 5185 | 280 QUIK LUBE, INC. | SC | | 001340020000 |
| 5753 | 306 VIOLA DRIVE LLC | TA | | 001430010000 |
| 5758 | 321 DAVIS MILL ROAD LLC | TA | | 003240010000 |
| 5649 | 3225 Group, LLC | Vo | | 003330010000 |
| 5655 | 3225 Group, LLC | Vo | | 003330010000 |

Number matched to Real Property List: 77
Number of PT61s not yet reconciled: 1348

Buyer: 122 DARBY'S RUN COURT LLC
Seller: TAYLOR & TAYLOR REAL ESTATE ENTERPRISES
Parcel Number: 147.3.1.015.0000
Account No: Sale Date: 12/12/2019
Deed Bk / Pg: 4155-756
PT61 Unique #: PT-61 110-2019-008909
Situs Addr:
Real PIN:

Name: SHEPHERD LEE ROY
Parcel Number: 001230020000
Realkey: 19659 Acres: 10.000000
Legal Desc: REAL PROPERTY
LL: 32 GMD: 3
LD: 18
Subd Name:
☐ Multiple Parcel Transfer ☐ Final Parcel in Multi-parcel transfer

Print PT61

Help Cancel Next Close

By default, the PT61 records to be worked are displayed in Buyer name order. Clicking on the Search Field combo box under the PT61 Search in the upper left of the form will allow the user to order the PT61s by Account Number, Buyer Name, Deed Book and Page, Parcel Number, PT61 Document Number, Sale Date, or Seller Name. Optionally, the user may filter the PT61s displayed by entering a search string in the Search Text box. Clicking the Search button will reorder the PT61s by the selected Search Field and apply any Search Text filter to the displayed results.

After clicking on a record in the PT61 List, some identifying information for that PT61 will display below the List, where the Parcel Number or Account No field will have information that can be keyed in the Search Text field of the Real Property Search in the upper right of the form. The Search Field can be swapped between the Parcel Number and the Realkey as necessary depending on the identifying information from the PT61. If the property is to be a split, the parent parcel is selected. After keying in the Parcel Number or Realkey, clicking the Search button will jump to that record in the Real Property List. From here the user can verify the correct PT61 and matching Real Property account are selected. Clicking the Match button between the two lists will turn the PT61 Yellow and match the PT61 to the Parcel.

WinGAP - PT61 Match - [User ID = cmartin] (DEVEL) AY2021

PT61 Search
Search Field: Sale Date
Search Text:
Search

Real Property Search
Search Field: Realkey
Search Text: 11872
Search

PT61 List
PT61 EDIT
Matched

| RECID | Buyer | Se |
|-------|--|-----|
| 7541 | Best Jayson Matthew | D.F |
| 7215 | Clark Kenia Maria | D.F |
| 7216 | Ossai Sidney O | D.F |
| 7217 | Parsons Rasheed | Ke |
| 7218 | Starling Rashiem | D.F |
| 7220 | STOUT DANIEL L | AD |
| 7222 | Parsons Rasheed | Pa |
| 7236 | SFR JV-1 Property LLC, a Delaware Limite | Pe |
| 7235 | SFR JV-1 Property LLC, a Delaware Limite | Jol |
| 7243 | AHA-Paulding, LLC | Da |
| 7244 | AHA-Paulding, LLC | Da |

Real Property List

| Match | Parcel Number |
|-------|---------------|
| | 178130240000 |
| | 210310070000 |
| | 210140140000 |
| | 147110180000 |
| | 228310010000 |
| | 143110270000 |
| | 143110150000 |
| | 111410020000 |
| | 205240040000 |
| | 251230020000 |
| | 084430040000 |

Number matched to Real Property List: 77
Number of PT61s not yet reconciled: 1347

Print PT61

Buyer: STOUT DANIEL L
Seller: ADDIE REED PARIS, LLC
Parcel Number: R011872
Account No: Sale Date: 12/31/2020
Deed Bk / Pg: 4399-420
PT61 Unique #: PT-61 110-2021-000001
Situs Addr: 623 POPLAR RD
Real PIN:

Name: ADDIE REED PARIS LLC
Parcel Number: 143110270000
Realkey: 11872 Acres: 10.000000
Legal Desc: REAL PROPERTY
LL: 224 GMD: 2
LD: 19
Subd Name:
☐ Multiple Parcel Transfer ☐ Final Parcel in Multi-parcel transfer

Help Cancel Next Close

At any time if a parcel is incorrectly matched, the user can select the PT61 and click on the Un-Match button. If more parcels are to be matched, the user can repeat these steps for more PT61s. Once Matching is complete, clicking the Next button will open the Field Matching forms while clicking Close will leave the parcels Matched but not Field Matched, and the user can return to the Field Match process later.

If the PT61 involves multiple parcels, check Multiple Parcel Transfer before clicking the Match button. For multiple parcel matching, once a multiple parcel transfer is matched, the user should click the Next button and perform the PT61 Field Matching for that record. When finished with the first Multiple Parcel Transfer, the user will be returned to the PT61 Match form where they can continue matching the parcels to the PT61 Multiple Parcel Transfer. When the last parcel to be transferred is being matched, the user should click the Final Parcel in Multi-Parcel Transfer checkbox.

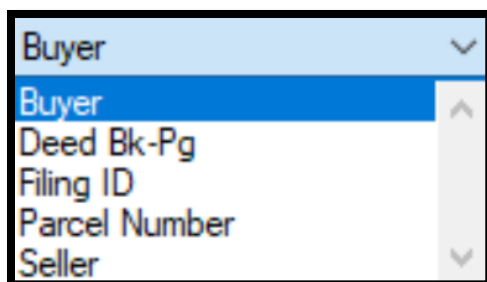
☒ Multiple Parcel Transfer
☐ Final Parcel in Multi-parcel transfer

Help Cancel Next Close

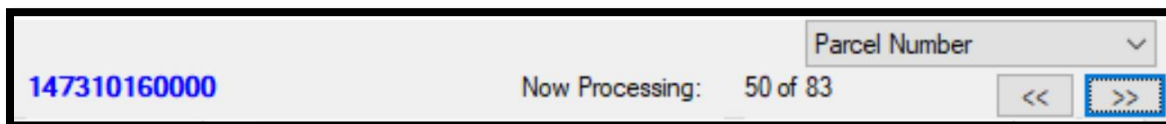
PT61 FIELD MATCH

The PT61 Field Matching form is a menu driven interface that transfers information from the PT61 into WinGAP's Owner, Realprop, and Saleinfo screens. This form can be opened from the WinGAP toolbar under Add-Ons > PT61 Field Match, or after performing account matching in the PT61 Match form by clicking the Next button once all PT61 matching is done.

By default, the PT61s to be Field Matched are sorted in Buyer order. By clicking on the box in the upper right hand of the form, the user can select to sort the PT61s in several different sort orders.



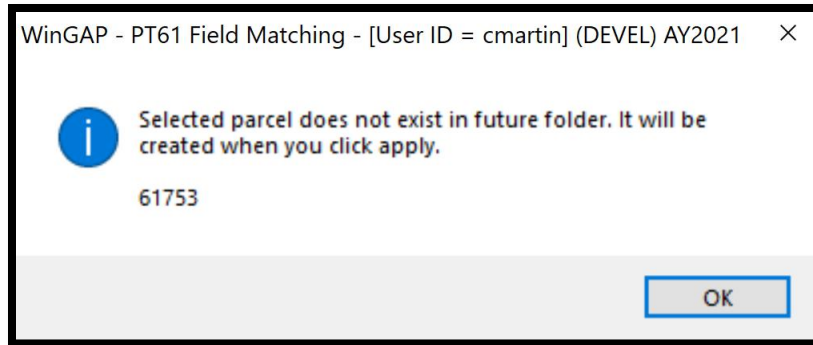
Clicking on the << and >> buttons beneath the selected sort order will navigate back and forth through the records to be Field Matched. The current parcel's Parcel Number will be displayed at the top of the Form, and which record of how many are being processed will also display at the top of the form.



There are three sets of checkboxes at the bottom of the form that will affect all three parts of the PT61 Field Matching process.

| | | |
|---|--|--|
| <input checked="" type="checkbox"/> Current | <input checked="" type="checkbox"/> Transfer Entire Parcel | <input checked="" type="checkbox"/> Text to Upper Case |
| <input type="checkbox"/> Future | <input type="checkbox"/> Split - New Parcel | <input type="checkbox"/> Text to Proper Case |

Current/Future: This set of checkboxes determines whether the sale is to be processed in the current AY digest or the Future digest. If Future is checked and the record does not currently exist in the Future database, a prompt will alert the user and allow them to create the record in the Future year.



Transfer Entire Parcel/Split – New Parcel: This set of checkboxes determines whether the entire parcel is being transferred or if the sale is a split and a new parcel is to be created.

Text to Upper Case/Text to Proper Case: This set of checkboxes will force the PT61 Field Values into either all caps or use proper capitalization and lower-case text.

OWNER

The Owner tab will transfer the new owner's information from the PT61 into WinGAP's Owner screen. The information that is copied over is the owner's name and mailing address.

WinGAP - PT61 Field Matching - [User ID = cmartin] (DEVEL) AY2021

Deed Bk-Pg

Owner Real Property Saleinfo 143110270000 Now Processing: 78 of 78

PT61 Field Values Live Owner Field Values

Owner

☒ STOUT

☒ DANIEL

☒ L

☐ 102 CYPRESS DR

☐ DALLAS

☐ GA

☐ 30157

ADDIE REED PARIS LLC

760 LABRADOR LN

COUPEVILLE

WA

98239

Ownkey 89395

Select All Select None

☐ Combine PT61 Lastname, Firstname, Middle into WinGAP Corporate Name

☒ 'Transfer' to another owner via WinGAP transfer module

PT61 Address1 Mapping

☒ WinGAP address1

☐ WinGAP address2

☐ WinGAP address3

PT61 Address2 Mapping

☐ WinGAP address1

☒ WinGAP address2

☐ WinGAP address3

☒ Current ☐ Future ☒ Transfer Entire Parcel ☐ Split - New Parcel ☒ Text to Upper Case ☐ Text to Proper Case

Help Cancel Apply Quit

The field names in order are:

- LASTNAME
- FIRSTNAME
- MIDDLE
- ADDRESS1
- ADDRESS2
- CITY
- STATE
- ZIP

There are several user selectable options that control how the new data is handled inside of Wingap.

Select All: This box will check all the boxes beside the owner information from the PT61 Field Values to transfer into the Live Owner Field Values.

Select None: This box will uncheck all the boxes beside the owner information from the PT61 Field Values.

Combine PT61 Lastname, Firstname, Middle into WinGAP Corporate Name: This option controls whether the Owner information from the PT61 copies the Last, First, and Middle names of the new owner into the Last, First, and Middle Name fields in WinGAP, or if the new owner's entire name will be combined into a single name and placed in the Corporate Name field. The user should select whichever naming convention is used by the county. This option is greyed out if the new owner information is a Corporation.

WinGAP - PT61 Field Matching - [User ID = cmartin] (DEVEL) AY2021

Deed Bk-Pg: 78 of 78

Owner: Real Property Saleinfo 143110270000 Now Processing: 78 of 78

| PT61 Field Values | Live Owner Field Values |
|--|---|
| Owner <input checked="" type="checkbox"/> STOUT DANIEL L <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 102 CYPRESS DR <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> DALLAS <input checked="" type="checkbox"/> GA <input checked="" type="checkbox"/> 30157 | ADDIE REED PARIS LLC 760 LABRADOR LN COUPEVILLE WA 98239 Ownkey: 89395 |

☒ Combine PT61 Lastname, Firstname, Middle into WinGAP Corporate Name
☒ 'Transfer' to another owner via WinGAP transfer module

PT61 Address1 Mapping
☒ WinGAP address1
☐ WinGAP address2
☐ WinGAP address3

PT61 Address2 Mapping
☐ WinGAP address1
☒ WinGAP address2
☐ WinGAP address3

☒ Current ☒ Transfer Entire Parcel ☒ Text to Upper Case
☐ Future ☐ Split - New Parcel ☐ Text to Proper Case

Overwrite current WinGAP owner with PT61 Owner: This option only appears when the current owner only has a single parcel assigned to their Owner record. If checked, any selected PT61 Field values will directly overwrite the Live Owner record instead of making a new Owner record. Either this or the 'Transfer' option must be selected.

WinGAP - PT61 Field Matching - [User ID = cmartin] (DEVEL) AY2021

Owner Real Property Saleinfo 147310160000 Now Processing: 61 of 83 Seller

PT61 Field Values Live Owner Field Values

Owner

☒ 165 LADORA DRIVE DALLAS, LLC

☒

☒

☒ 5495 CLAIRE ROSE LANE

☒

☒ ATLANTA

☒ GA

☒ 30327

WHITEHEAD KRISTI

114 DARBY'S RUN CT

HIRAM

GA

30141

Ownkey 195592

Select All Select None

☒ Combine PT61 Lastname, Firstname, Middle into WinGAP Corporate Name

☒ Overwrite current WinGAP owner with PT61 owner

☐ Transfer to another owner via WinGAP transfer module

PT61 Address1 Mapping

☒ WinGAP address1

☐ WinGAP address2

☐ WinGAP address3

PT61 Address2 Mapping

☐ WinGAP address1

☒ WinGAP address2

☐ WinGAP address3

☐ Current ☒ Future ☒ Transfer Entire Parcel ☐ Split - New Parcel ☒ Text to Upper Case ☐ Text to Proper Case

Help Cancel Apply Quit

'Transfer' to another owner via WinGAP transfer module: If checked, once the PT61 Field Matching form is complete and the Sale Info is processed, the Property Transfer form will open to handle updating the Owner information. Either this or the 'Overwrite' option must be selected.

PT61 Address1 Mapping: This set of checkboxes determines which address line the PT61 Address Line 1 will be copied to on the WinGAP Owner record. When one of these options is checked, it will block that option from being checked for the PT61 Address2 Mapping.

PT61 Address2 Mapping: This set of checkboxes determines which address line the PT61 Address Line 2 will be copied to on the WinGAP Owner record. When one of these options is checked, it will block that option from being checked for the PT61 Address1 Mapping.

Once all the Owner Fields are matched, the user should click on the Real Property tab at the top of the form.

REAL PROPERTY

The Real Property tab will transfer information about the real parcel's property information from the PT61 into WinGAP's Realprop screen, including the physical location, acreage, and land lot/dist information.

WinGAP - PT61 Field Matching - [User ID = cmartin] (DEVEL) AY2021

Owner Real Property Saleinfo 143110270000 Now Processing: 78 of 78 Deed Bk-Pg

| PT61 Field Values | Live Realprop Field Values |
|--|----------------------------|
| <input type="checkbox"/> 11872 | 2 |
| <input type="checkbox"/> 143110270000 | 11872 |
| <input type="checkbox"/> | 143110270000 |
| <input type="checkbox"/> | 623 |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> 623 POPLAR RD | POPLAR RD |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> 12.000000 | 10.000000 |
| <input type="checkbox"/> | 01 |
| <input type="checkbox"/> | 2 |
| <input type="checkbox"/> 224 | 19 |
| <input type="checkbox"/> 19 | 224 |
| <input type="checkbox"/> | swesson |

Select All Select None

☒ Current ☒ Transfer Entire Parcel ☒ Text to Upper Case
☐ Future ☐ Split - New Parcel ☐ Text to Proper Case

Help Cancel Apply Quit

The field names in order are:

- APPRNAME
- REALKEY
- PARCEL_NO
- HOUSE_NO
- EXTENSION
- STDIRECT
- STREET_NAM
- STTYPE
- QUAD
- UNIT
- TOTALACRES
- TAXDISTRIC

- LANDGMD
- LANDDIST
- LANDLOT
- APPRAISER

The user should check/uncheck any PT61 Field Values that are to be passed to WinGAP Real Property data, using the Select All/Select None buttons if appropriate. Once all the Realprop Fields are matched, the user should click on the Saleinfo tab at the top of the form.

SALEINFO

The Saleinfo tab will transfer information about the sale from the PT61 into WinGAP's Saleinfo screen, such as sale price and date.

WinGAP - PT61 Field Matching - [User ID = cmartin] (DEVEL) AY2021

Deed Bk-Pg: [dropdown]

Now Processing: 78 of 78

Owner Real Property **Saleinfo** 143110270000

PT61 Field Values **Live Saleinfo Field Values**

Sale Information

- ☒ PT-61 110-2021-000001
- ☒ 4399
- ☒ 420
- ☒ 12/31/2020
- ☒ 250000.000000
- ☒ 250.000000

Select All Select None

☒ Current ☒ Transfer Entire Parcel ☒ Text to Upper Case
☐ Future ☐ Split - New Parcel ☐ Text to Proper Case

Help Cancel Apply Quit

The field names in order are:

- PT61_NUM
- DEED_BOOK
- DEED_PAGE

- SALEDATE
- SALEPRICE
- RETT

The user should check/uncheck any PT61 Field Values that are to be passed to the WinGAP Saleinfo screen, using the Select All/Select None buttons if appropriate. Once all the Saleinfo Fields are matched, the user should click the Apply button to process the PT61 data. **NOTE:** Clicking the Quit button will close the screen without any processing taking place. Also, all assignments will be lost for this PT61-Parcel match. After clicking the Apply button, the user will be taken step-by-step through the transferring of PT61 data into WinGAP.

TRANSFER ENTIRE PARCEL

If this option was selected during the PT61 Field Match, the Sales Information form will appear (if Future is checked on the Owner Field Match screen, the screen will be Yellow-Gold in color, as seen below). The user should select the sale reason and edit any sales information as necessary. Once finished, clicking Okay will take the user to the next step.

WinGAP - Sales Information - [User ID = cmartin] (DEVEL) - 052340020000 AY2021_FUTURE

Owner: D R HORTON INC Parcel #: 0523.4.002.0000 Key: 0 Load Image

| Grantee | Grantor | Date | Deedpage | Rsn | Saleprice | Cs | Sq | Aud | digest |
|--------------------------------|---------|------|----------|-----|-----------|----|----|-----|--------|
| (There are no records to view) | | | | | | | | | |

Sales Information

Buyer: STARLING RASHIEM
 Seller: D R HORTON INC
 PT-61 #: PT-61 110-2020 9546 Book Page
 Sale Date: 12/31/2020 Deed Plat 4399 603
 RETT: 316.90

Print Survey ☐ Survey Sent ☐ Survey Received ☐

Sale Price: 316,870 State (Y/N): N Net Saleprice: 0
 Adjustment: 0 FMV: 0
 Timber Adj: 0 MAVVAL: 0
 Multi Pin Adj: 0 Qualifier:
 Pers Adj: 0 Instrument:
 Other Adj: 0 Acres: 0.00

Class: Residential
 Strat: Large Tract
 Land Class / Strat: R5
☒ Vacant Land Sale
☐ Real Estate Listing

RSN:

Comments:

Edit History Cancel Delete Apply OK

If "Overwrite Current WinGAP owner" was checked on the PT61 Field Match form, the Owner Information will automatically be overwritten and there is no need for the user to edit the Owner record. If "Transfer to another owner" was checked, the user is taken through the WinGAP transfer process where the Parcel can be transferred to an existing owner in WinGAP or a new owner can be created with the PT61 Owner data.

WinGAP - Property Transfer - [User ID = cmartin] (DEVEL) AY2021_FUTURE

Current Owner:

REAL 052.3.4.002.0000 REAL PROPERTY

New Owner:

The user is then shown the Real Property record where they may edit the Parcel as necessary.

WinGAP - Real Property General Information - D R HORTON INC : 052340020000 : AY2021_FUTURE - [User ID = cmartin] (DEVEL) ? X

<< Top < Prev Next > End >> Account Number 71398 Duplicate ☐ Notice ☐ Special District ☐ Field Check ☐ Returned Mail ☐ Abatement ☐

PIN (1) 052.3.4.002.0000 Tax District 01 - County
 Alt PIN Asmt Reason
 Parent PIN 182 Web Url

Street Information

| House # | Ext | Dir | Street Name | Type | Post |
|---------|-----|-----|--------------------|------|------|
| 0 | | | UNASSIGNED ADDRESS | | |

Units U-Type Latitude Longitude Zip Code

Property Information

LL 742 LD 3 GMD 3 Zoning PRD-100
 Legal : REAL PROPERTY
 Neighborhood RURAL NORTH
 Lendor Total Acres 44.57
 Subdivision
 Lot Blk Sec Phse

Exemption Information

Homestead S0 - No Homestead

Covenant HS App Date / /

| | |
|--------------|---|
| Float Base1 | 0 |
| Float Curr1 | 0 |
| Float Base2 | 0 |
| Float Curr2 | 0 |
| State HS Val | 0 |
| 299(c) Value | 0 |
| 299(c) Year | 0 |

Values

| | | |
|----------|---------|------|
| Previous | 319,000 | Edit |
| Current | 319,000 | |
| Return | 0 | |
| Curr-MAV | 0 | |
| Prev-MAV | 0 | Edit |

☒ Active

History

| | |
|------|---------|
| 2020 | 319,000 |
| 2020 | 319,000 |
| 2019 | 514,600 |

EstTax PIN History

319,000 FMV MAV

| | | |
|----------|---------|---|
| Land (1) | 319,000 | 0 |
| Res Imp | 0 | 0 |
| Com Imp | 0 | 0 |
| Acc Imp | 0 | 0 |

Edit Information

Data Entry cmartin Edit History
 Review 04/28/2020 COA History
 Appraiser 1
 Alternate MICHAEL BUTLER

Dup Items
 Bus Lic
 Income
 Third Party
 Documents
 Schedules

Comments ☐ Comment Flag ☐ Mask Photo Export

HS APPLICANT:

Cancel Delete New Apply OK

SPLIT – NEW PARCEL

If this option was selected during the PT61 Field Match, the user is taken to the parent parcel where Duplicate must be clicked (if Future is checked on the Owner Field Match screen, the screen will be Yellow-Gold in color).

WinGAP - Real Property General Information - WHEELER LAKE LLC : 152330010000 : AY2021 - [User ID = cmartin] (DEVEL)

<< Top < Prev Next > End >> Account Number 14741

PIN (1) 152.3.3.001.0000 Tax District
 Alt PIN 4830-04-11.00-000 Asmt Reason
 Parent PIN Web Url

Street Information

| House # | Ext | Dir | Street Name | Type | Post |
|---------|-----|-----|--------------------|------|------|
| 0 | | | UNASSIGNED ADDRESS | | |

Units U-Type Latitude Longitude Zip Code

Property Information

LL 572 LD 2 GMD 3 Zoning
 Legal : REAL PROPERTY
 Neighborhood RURAL CENTRAL
 Lendor Total Acres 34.68
 Subdivision
 Lot Blk Sec Phse

Exemption Information

Homestead S0 - No Homestead

Covenant HS App Date / /

| | | | |
|---------------|---------|--------------|---|
| CUV YR | 2011 | Float Base 1 | 0 |
| CUV Val | 24,549 | Float Curr1 | 0 |
| CUV Exmpt | 190,451 | Float Base2 | 0 |
| | | Float Curr2 | 0 |
| Res Trans Val | 0 | State HS Val | 0 |
| | | 299(c) Value | 0 |
| | | 299(c) Year | 0 |

Values

| | | |
|----------|---------|------|
| Previous | 215,000 | Edit |
| Current | 215,000 | |
| Return | 0 | |
| Curr-MAV | 0 | |
| Prev-MAV | 0 | Edit |

History

| | |
|------|---------|
| 2019 | 220,500 |
| 2018 | 232,500 |
| 2017 | 232,500 |

Est Tax PIN History

| | |
|----------------|--------------|
| Prebill | Timber |
| Future | Agent |
| Personal | Appointment |
| Transfer Items | Growth |
| Transfer | Custom Flags |
| Sales (9) | Stats |
| Permits | BPC |
| Appeals* | |
| Dup Items | |
| Bus Lic | |
| Income | |
| ACO | |
| Third Party | |
| Documents | Schedules |

Edit Information

Data Entry rbradley Edit History
 Review 04/11/2019 COA History
 Appraiser 3
 Alternate RICKY BRADLEY

Comments ☐ Comment Flag ☐ Mask Photo Export

HS APPLICANT:

☒ Push Tech Enabled

Cancel Delete New Apply OK

Clicking the Duplicate button will prompt the user to confirm they wish to duplicate the property.

WinGAP - Parcel Duplicator

?

Would you like to duplicate this property?

Yes No

After confirming duplication, the Owner Search form will display.

WinGAP - Owner Search - [User ID = cmartin] (DEVEL) AY2021

Search: WHEELER LAKE 2, LLC

Search Order:

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CQ ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 200

| LastName | FirstName | Middle | PropTypes | TotPropVal | No_Release | Ownkey |
|------------------------------|-----------|--------|-----------|------------|------------|--------|
| WHEELER LAKE LLC | | | R | 215,000 | N | 198995 |
| WHEELER LANDON J | | | P | | N | 199852 |
| WHEELER LAUREN | | | R | 358,200 | N | 197436 |
| WHEELER LISA MARIE | | | R | 159,290 | N | 48915 |
| WHEELER LORETTA R | | | R | 151,120 | N | 121103 |
| WHEELER LYNDSEY | | | R | 232,540 | N | 139264 |
| WHEELER MARK D | | | R | 227,300 | N | 94946 |
| WHEELER MICHELLE K | | | R | 266,460 | N | 127307 |
| WHEELER MURIEL E | | | R | 213,800 | N | 113220 |
| WHEELER PAULA | | | R | 226,320 | N | 108154 |
| WHEELER RONALD CRAIG | | | R | 12,100 | N | 48922 |
| WHEELER RONALD CRAIG | | | R | 132,110 | N | 124503 |
| WHEELER SHANICE | | | R | 205,290 | N | 203561 |
| WHEELER SHANTA D | | | R | 217,190 | N | 131876 |
| WHEELER SUSIE | | | R | 146,400 | N | 66197 |
| WHEELER TAMARA D PENDERGRASS | | | R | 169,800 | N | 115870 |
| WHEELER TIMOTHY E | | | R | 147,570 | N | 70064 |
| WHEELER TODD T | | | R | 215,660 | N | 125841 |
| WHEELER TOMMY E | | | R | 365,000 | N | 201791 |
| WHEELER TYRONE JR | | | R | 179,730 | N | 183991 |

2021 BOBO RD | DALLAS, GA 30132
 REAL: 152330010000 {S0 } | V | 0 UNASSIGNED ADDRESS | 34.680000

Help Cancel Open

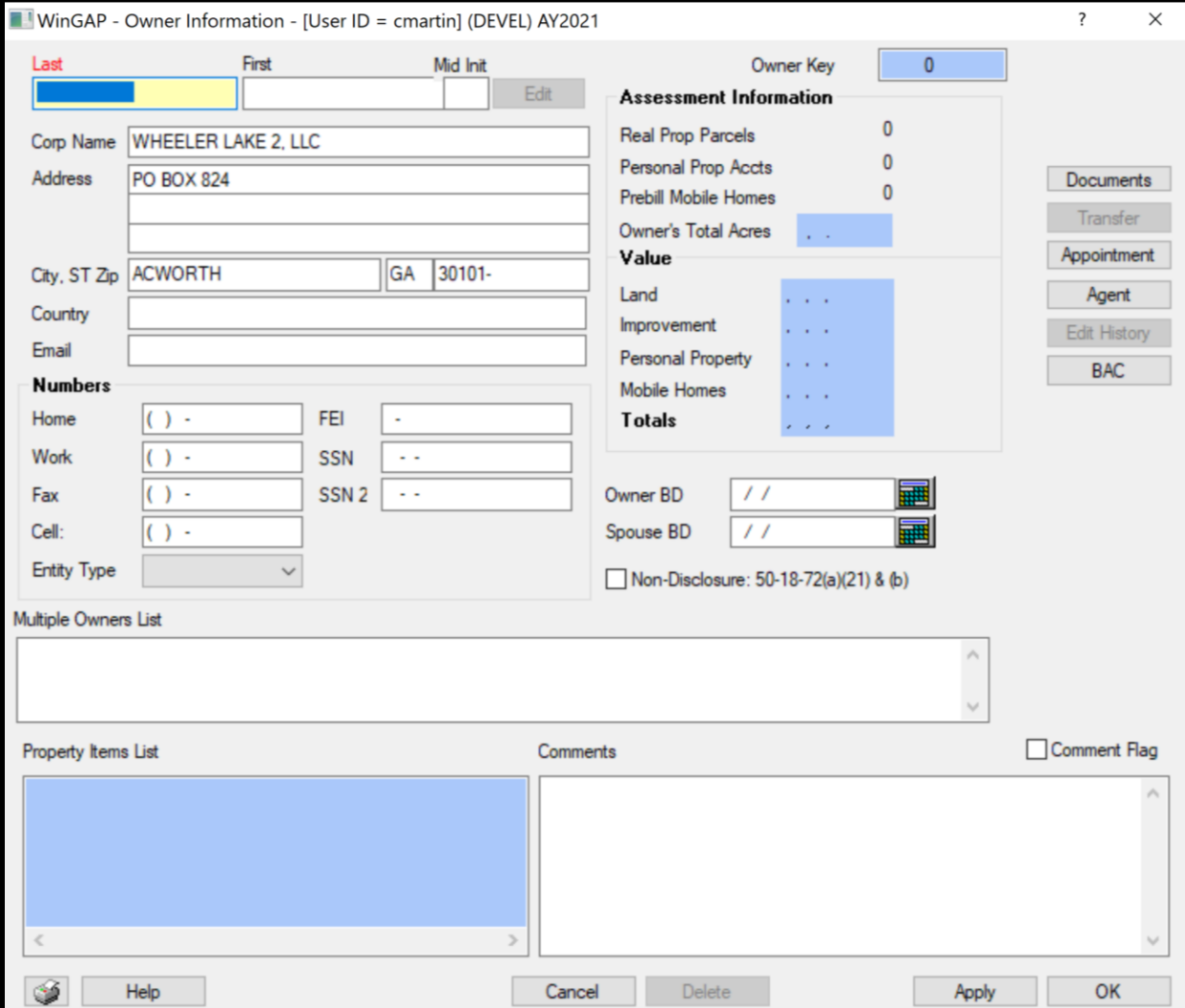
An existing owner can be selected from this search form if the new property is being transferred to an existing property owner in WinGAP. Alternatively, a new owner record can be established by clicking Cancel on the Owner Search form.

WinGAP - Parcel Duplicator

Would you like to add a new owner now?

Yes No

Any Owner information that had check boxes beside it on the PT61 menu is automatically transferred to the new owner screen.



WinGAP - Owner Information - [User ID = cmartin] (DEVEL) AY2021

Last: [Redacted] First: [Redacted] Mid Init: [Redacted] Edit

Owner Key: 0

Assessment Information

| | |
|----------------------|-----|
| Real Prop Parcels | 0 |
| Personal Prop Accts | 0 |
| Prebill Mobile Homes | 0 |
| Owner's Total Acres | . . |

Value

| | |
|-------------------|-------|
| Land | . . . |
| Improvement | . . . |
| Personal Property | . . . |
| Mobile Homes | . . . |
| Totals | . . . |

Documents
Transfer
Appointment
Agent
Edit History
BAC

Corp Name: WHEELER LAKE 2, LLC
Address: PO BOX 824
City, ST Zip: ACWORTH GA 30101-
Country:
Email:
Numbers
Home: () - FEI: -
Work: () - SSN: - -
Fax: () - SSN 2: - -
Cell: () -
Entity Type:
Owner BD: / /
Spouse BD: / /
☐ Non-Disclosure: 50-18-72(a)(21) & (b)

Multiple Owners List

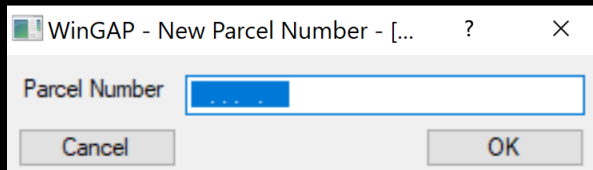
Property Items List

Comments

☐ Comment Flag

Help Cancel Delete Apply OK

After assigning the Ownership information, a Parcel Number must be assigned to the split.

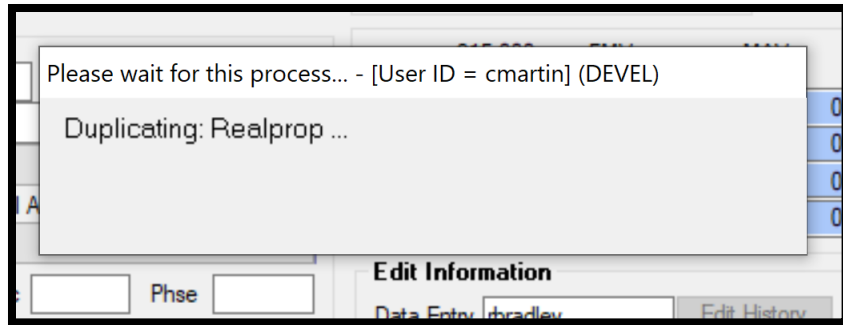


WinGAP - New Parcel Number - [... ? X]

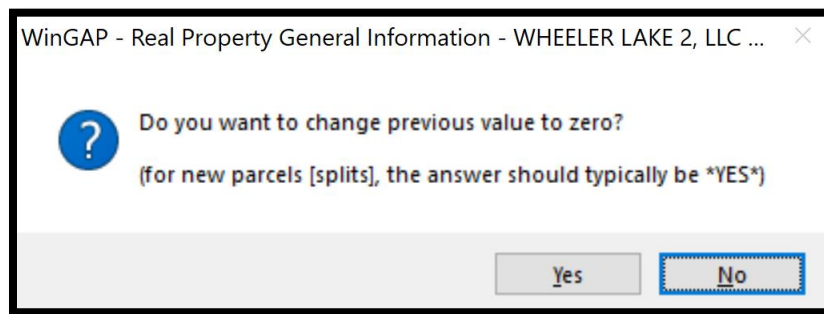
Parcel Number: [Redacted]

Cancel OK

Once the Parcel Number is keyed and the user clicks OK, WinGAP will begin the Duplication process. Several messages will appear as the system performs this task.



Once the Parcel is duplicated, the user will be asked if they would like to change the new account's previous value to \$0, and the user should click Yes.



The new Parcel is then opened, and the user may enter any modifications to the record. **NOTE:** Do not add sale information at this time.

WinGAP - Real Property General Information - WHEELER LAKE 2, LLC - [User ID = cmartin] (DEVEL)

<< Top < Prev Next > End >> Account Number 14741 Duplicate ☐ Notice ☐ Special District ☐ Field Check ☐ Returned Mail ☐ Abatement ☐

PIN (1) 152.3.3.001.0001 Tax District 01 - County
 Alt PIN 4830-04-11.00-000 Asmt Reason Land Split Into Two Or More Parcels
 Parent PIN Web Url

Street Information

| House # | Ext | Dir | Street Name | Type | Post |
|---------|-----|-----|--------------------|------|------|
| 0 | | | UNASSIGNED ADDRESS | | |

| Units | U-Type | Latitude | Longitude | Zip Code |
|-------|--------|----------|-----------|----------|
| | | | | - |

Property Information

LL 572 LD 2 GMD 3 Zoning

Legal : REAL PROPERTY

Neighborhood RURAL CENTRAL

Lendor Total Acres 34.68

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 - No Homestead

Covenant HS App Date / /

| | | | |
|---------------|---------|--------------|---|
| CUV YR | 2011 | Float Base1 | 0 |
| CUV Val | 24,549 | Float Curr1 | 0 |
| CUV Exmpt | 190,451 | Float Base2 | 0 |
| | | Float Curr2 | 0 |
| Res Trans Val | 0 | State HS Val | 0 |
| | | 299(c) Value | 0 |
| | | 299(c) Year | 0 |

Values

| | | |
|----------|---------|------|
| Previous | 0 | Edit |
| Current | 215,000 | |
| Return | 0 | |
| Cum-MAV | 0 | |
| Prev-MAV | 0 | Edit |

History

| | |
|------|---------|
| 2019 | 220,500 |
| 2018 | 232,500 |
| 2017 | 232,500 |

EstTax PIN History

| Prebill | Imber |
|----------------|--------------|
| Future | Agent |
| Personal | Appointment |
| Transfer Items | Growth |
| Transfer | Custom Flags |
| Sales (9) | Stats |
| Permits | BPC |
| Appeals* | |
| Dup Items | |
| Bus Lic | |
| Income | |
| ACO | |
| Third Party | |
| Documents | Schedules |

215,000 FMV MAV

| | | |
|----------|---------|---|
| Land (1) | 215,000 | 0 |
| Res Imp | 0 | 0 |
| Com Imp | 0 | 0 |
| Acc Imp | 0 | 0 |

Edit Information

Data Entry rbradley Edit History

Review 04/11/2019 COA History

Appraiser 3

Alternate RICKY BRADLEY

Comments ☐ Comment Flag ☐ Mask Photo Export

HS APPLICANT:

Cancel Delete New Apply OK

After edits to the Parcel are completed and the user clicks OK, the Sales Information form is opened and the sale information from the PT61 is populated. The user should select the sale reason and edit any sales information as necessary.

WinGAP - Sales Information - [User ID = cmartin] (DEVEL) - 152330010000 AY2021

Owner: **WHEELER LAKE LLC** Parcel #: **152.3.3.001.0001** Key: **0** Load Image

| Grantee | Grantor | Date | Deedpage | Rsn | Saleprice | Cs | Sq | Aud | di |
|---------------------------|-------------------------|------------|-----------|-----|-----------|-----|----|-----|----|
| WHEELER LAKE LLC | TIBBITTS WAYNE A ESTATE | 07/17/2018 | 3907- 67 | L | | V5 | N | N | |
| TIBBITTS WAYNE A HEIRS OF | TIBBITTS WAYNE A | 02/23/2018 | 0- 0 | U | | V3 | N | N | |
| TIBBITTS WAYNE A | TIBBITTS WAYNE A ESTATE | 02/23/2018 | 0- 0 | U | | V3 | N | N | |
| PAULDING PROPERTIES INC | PAULDING PROPERTIES INC | 12/01/2010 | 2870- 89 | I | | R.. | N | N | |
| TIBBITTS WAYNE | TIBBITTS WAYNE | 04/19/2006 | 2151- 209 | H | | V1 | N | N | |
| MOORE ALVIN D & LINDA P | MOORE ALVIN D & LINDA P | 12/20/2005 | 2053- 411 | T | 305000 | V5 | N | N | |
| WATSON JAMES H & ET AL | WATSON JAMES H & ET AL | 02/06/2001 | 1116- 810 | I | 225000 | V1 | N | N | |

Sales Information

Buyer: **WHEELER LAKE 2, LLC**
 Seller: **WHEELER LAKE LLC**

PT-61 #: **PT-61 110-2020** 9494 Book Page
 Sale Date: **12/30/2020** Deed 4397 407
 RETT: **0.00** Plat

☐ Survey Sent ☐ Survey Received

Sale Price: **0** State (Y/N): **N** Net Saleprice: **0**
 Adjustment: **0** FMV: **0**
 Timber Adj: **0** MAVVAL: **0**
 Multi Pin Adj: **0** Qualifier:
 Pers Adj: **0** Instrument:
 Other Adj: **0** Acres: **0.00**

Class: **Conservation Use**
 Strat: **Large Tract**
 Land Class / Strat: **V5**
☒ Vacant Land Sale
☐ Real Estate Listing

RSN:

Comments

Once the sale information is keyed and the user clicks OK, they are notified the Parent Parcel will be opened.

WinGAP - PT61 Field Matching - [User ID = cmartin] (DEVEL) AY2021

i The parent parcel will now appear for your edit and review.

The Parent Parcel is displayed in lime green so that the user is certain which record they are viewing. The parent parcel should be edited to reflect any new data after the split.

WinGAP - Real Property General Information - WHEELER LAKE LLC : 152330010000 : AY2021 - [User ID = cmartin] (DEVEL)

<< Top < Prev Next > End >> Account Number 14741 Duplicate ☒ Notice ☐ Special District Field Check ☐

PIN (1) 152.3.3.001.0000 Tax District 01 - County Returned Mail ☐

Alt PIN 4830-04-11.00-000 Asmt Reason Abatement ☐

Parent PIN Web Url

Street Information

| House # | Ext | Dir | Street Name | Type | Post |
|---------|-----|-----|--------------------|------|------|
| 0 | | | UNASSIGNED ADDRESS | | |

Units U-Type Latitude Longitude Zip Code

Property Information

LL 572 LD 2 GMD 3 Zoning

Legal : REAL PROPERTY

Neighborhood RURAL CENTRAL

Lendor Total Acres 34.68

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 - No Homestead

Covenant HS App Date / /

| | | | |
|---------------|---------|--------------|---|
| CUV YR | 2011 | Float Base 1 | 0 |
| CUV Val | 24,549 | Float Curr1 | 0 |
| CUV Exmpt | 190,451 | Float Base2 | 0 |
| | | Float Curr2 | 0 |
| Res Trans Val | 0 | State HS Val | 0 |
| | | 299(c) Value | 0 |
| | | 299(c) Year | 0 |

Values

| | | |
|----------|---------|------|
| Previous | 215,000 | Edit |
| Current | 50,000 | |
| Return | 0 | |
| Cur-MAV | 0 | |
| Prev-MAV | 0 | Edit |

History

| | |
|------|---------|
| 2019 | 220,500 |
| 2018 | 232,500 |
| 2017 | 232,500 |

Edit Information

Data Entry rbradley Edit History

Review 04/11/2019 COA History

Appraiser 3

Alternate RICKY BRADLEY

Comments ☐ Comment Flag ☐ Mask Photo Export

HS APPLICANT:

Cancel Delete New Apply OK

If Multiple Parcel Transfer was checked on the PT61 Match form, the next parcel associated with the PT61 should be selected, the Match button clicked, and the Field Matching process performed again. When the last parcel associated with the Multiple Transfer has been selected, the Final Parcel in Multiple parcel transfer box should be checked.

☒ Multiple Parcel Transfer ☐ Final Parcel in Multi-parcel transfer

Help Cancel Next Close

At the conclusion of the PT-61 Matching process, the user is returned to the PT-61 Owner Field Matching form if other PT61s have been matched and are ready for processing. If no other PT61s have been matched and are ready for processing, the user will be returned instead to the PT61 Match form. The PT-61s that have been matched will no longer be present on the left side of the form. At this point, other PT-61s can be matched, or the user can close the PT-61 Match Form by clicking the Close Button.

MASTER ADDRESS DATABASE

This module is currently under development and not completely functional.

PERMIT STAGING

This option on the Add-Ons menu runs the Permit Staging module, which is still under development.

TIMBER

The Timber Tracking Module is used to track the sales of Timber that has been harvested in the County. Clicking on this sub-menu option produces the Timber Tracking module. This module can also be reached from the Timber button on the toolbar. **NOTE:** Timber sales can also be entered and edited for an individual parcel on the Real Property General Information form by clicking the Timber button on that form.

| Pt283key | Realkey | Sale_Type | Quarter | Saleyear | Formnum | Tracknum | Loname |
|----------|---------|-----------|---------|----------|---------|----------|------------------------|
| 1 | 2890 | O | 2 | 2003 | 295859 | 295859 | PRESCOTT JOSEPH F |
| 2 | 516 | L | 3 | 2003 | 296314 | 296314 | SMITH LAWRENCE F & JE |
| 3 | 1752 | U | 2 | 2003 | 535476 | 535476 | RAYONIER TIMBERLANDS |
| 4 | 2159 | U | 2 | 2003 | 276854 | 276854 | RAYONIER WOODLANDS I |
| 5 | 316 | U | 4 | 2002 | 231608 | 231608 | MCRAE WH |
| 6 | 2332 | U | 2 | 2003 | 295860 | 295860 | DOPSON JOHN E JR & CLY |
| 7 | 302 | U | 2 | 2003 | 231690 | 231690 | ROUTH BILLY |
| 8 | 2522 | U | 3 | 2003 | 78709 | 78709 | LOWORN JAMES EDWARD |
| 9 | 1799 | U | 3 | 2003 | 295861 | 295861 | SOLID ROCK CORRAL INC |
| 10 | 7022 | L | 2 | 2003 | 296115 | 296115 | CARNES DAVID |
| 11 | 1226 | L | 3 | 2003 | 295942 | 295942 | WALKER CM EST |
| 12 | 2326 | U | 2 | 2003 | 229369 | 229369 | RAYONIER WOODLANDS I |
| 13 | 2806 | U | 2 | 2003 | 296342 | 296342 | FEDERAL LAND BANK ASS |
| 14 | 574 | U | 2 | 2003 | 296269 | 296269 | RAYONIER WOODLANDS I |

The Timber Tracking Module contains eight different Forms that are selected by clicking on the Tab for that Form at the top of the Module. The module defaults to the Query Form. A listing of all existing Timber Sales displays in the list box at the bottom of the Query Form. Once a sale is selected there by clicking on that item in the list box, the Timber Sale information can be viewed, updated, or deleted on the other seven Timber Tracking Forms.

Query: The listing of Timber Sales that displays on this Form can be narrowed by using the four query boxes on the upper left of the Query Form. The user can click on the combo box to select one of the items in the query field list, such as Location Owner's Name, and then key the query criteria, such as part of the last name, into the field to the right of the combo box. The user then clicks the Query Button and a list of all Timber Sales meeting that criteria will display. The desired Timber Sale is selected by clicking on the Sale in the list box to highlight it, then clicking on any of the other Form Tabs to view the Timber Sale information specific to that Form. The Timber Sale information can then be viewed, updated, or deleted as desired.

The screenshot shows the 'WinGAP - Timber Tracking' application window. At the top, there are tabs for 'Query', 'General', 'Landowner', 'Purchaser', 'Location', 'Volumes', 'Tax Due', and 'Dates'. The 'Query' tab is active. Below the tabs, there are four query boxes. The first box is labeled 'LONAME - C' and has a dropdown arrow. The second box contains the text 'sm'. To the right of these boxes are two buttons: 'Query' and 'Clear Query'. Below the query boxes is a table of timber sales. The table has columns: 'Pt283key', 'Dealkey', 'Sale_Type', 'Quarter', 'Saleyear', 'Farmnum', 'Tracknum', and 'Laname'. The first row is highlighted in blue and is circled in red. The other rows are white. At the bottom of the window, there are buttons for '283T', 'Help', 'Cancel', 'New', 'Delete', 'Apply', and 'OK'.

| Pt283key | Dealkey | Sale_Type | Quarter | Saleyear | Farmnum | Tracknum | Laname |
|----------|---------|-----------|---------|----------|---------|----------|------------------------|
| 2 | 516 | L | 3 | 2003 | 296314 | 296314 | SMITH LAWRENCE F & JE |
| 103 | 2381 | U | 4 | 2004 | 162334 | 162334 | SMITH ALEX |
| 217 | 721 | U | 3 | 2004 | 276937 | 276937 | SMITH TURPENTINE |
| 218 | 1199 | U | 3 | 2004 | 0273062 | 0273062 | SMITH TURPENTINE |
| 268 | 721 | U | 4 | 2004 | 276969 | 276969 | SMITH TURPENTINE |
| 270 | 1037 | U | 4 | 2004 | 538997 | 538997 | SMITH TOM K |
| 285 | 21 | L | 1 | 2005 | 532044 | 532044 | SMITH TURPENTINE LLC |
| 311 | 1037 | U | 1 | 2005 | 532089 | 532089 | SMITH TOM K |
| 339 | 7902 | U | 2 | 2005 | 0328854 | 0328854 | SMITH CHERYL TOWNS |
| 380 | 1704 | L | 3 | 2005 | 295491 | 295491 | SMITH EDDIE R |
| 454 | 2515 | U | 3 | 2006 | 0330460 | 0330460 | SMITH THOMAS R |
| 455 | 2514 | U | 3 | 2006 | 0330464 | 0330464 | SMITH ALEX P |
| 456 | 6972 | U | 3 | 2006 | 0330461 | 0330461 | SMITH TOM K |
| 554 | 2040 | L | 3 | 2007 | 283049 | 283049 | SMITH ALEX P JR ESTATE |

General: The General Form contains general information about the Timber Sale. The General Form shows the Tax District, Sale Type, Quarter of the Year the Timber was harvested, Sale Year, the Form Number on the State Tracking Form, and The Tracking Number assigned to the Timber Sale.

WinGAP - Timber Tracking - [User ID = felix]

Query | **General** | Landowner | Purchaser | Location | Volumes | Tax Due | Dates

Tax District 07 - Unincorporated

Sale Type

- ☒ Lump Sum
- ☐ Unit Price
- ☐ Owner Harvest

Quarter

- ☐ 1st
- ☐ 2nd
- ☒ 3rd
- ☐ 4th

Sale Year 2005

Form Number 295491

Tracking Number 295491

283T Help Cancel New Delete Apply OK

Landowner: Information about the Landowner is found in the Name, Address (3 lines), and City, State, Zip fields on this Form.

The screenshot shows a software window titled "WinGAP - Timber Tracking - [User ID = felix]". It features a tabbed interface with the following tabs: Query, General, Landowner, Purchaser, Location, Volumes, Tax Due, and Dates. The "Landowner" tab is selected and highlighted with a red rectangle. Below the tabs, there are input fields for "Name", "Address", and "City, State Zip". The "Name" field contains "SMITH EDDIE R". The "Address" field is a multi-line text box containing "17401 NW 20TH AVE". The "City, State Zip" field contains "MIAMI FL 33055". At the bottom of the window, there is a toolbar with icons for a globe, a printer, and a help icon, followed by buttons labeled "283T", "Help", "Cancel", "New", "Delete", "Apply", and "OK".

| Field | Value |
|-----------------|-------------------|
| Name | SMITH EDDIE R |
| Address | 17401 NW 20TH AVE |
| City, State Zip | MIAMI FL 33055 |

Purchaser: Information about the individual or company that purchased the Timber is found in the Name, Address (3 lines), and City, State, Zip fields on this Form.

The screenshot shows a software window titled "WinGAP - Timber Tracking - [User ID = felix]". It features a tabbed interface with the following tabs: Query, General, Landowner, **Purchaser** (highlighted with a red rectangle), Location, Volumes, Tax Due, and Dates. The "Purchaser" tab is active, displaying the following fields:

- Name:** JOHNNY TRIBBLE
- Address:** P O BOX 395
- City, State Zip:** HELENA GA 31037

Below these fields is a "Buyer List" button and a large empty rectangular area. At the bottom of the window, there is a toolbar with the following buttons: 283T, Help, Cancel, New, Delete, Apply, and OK.

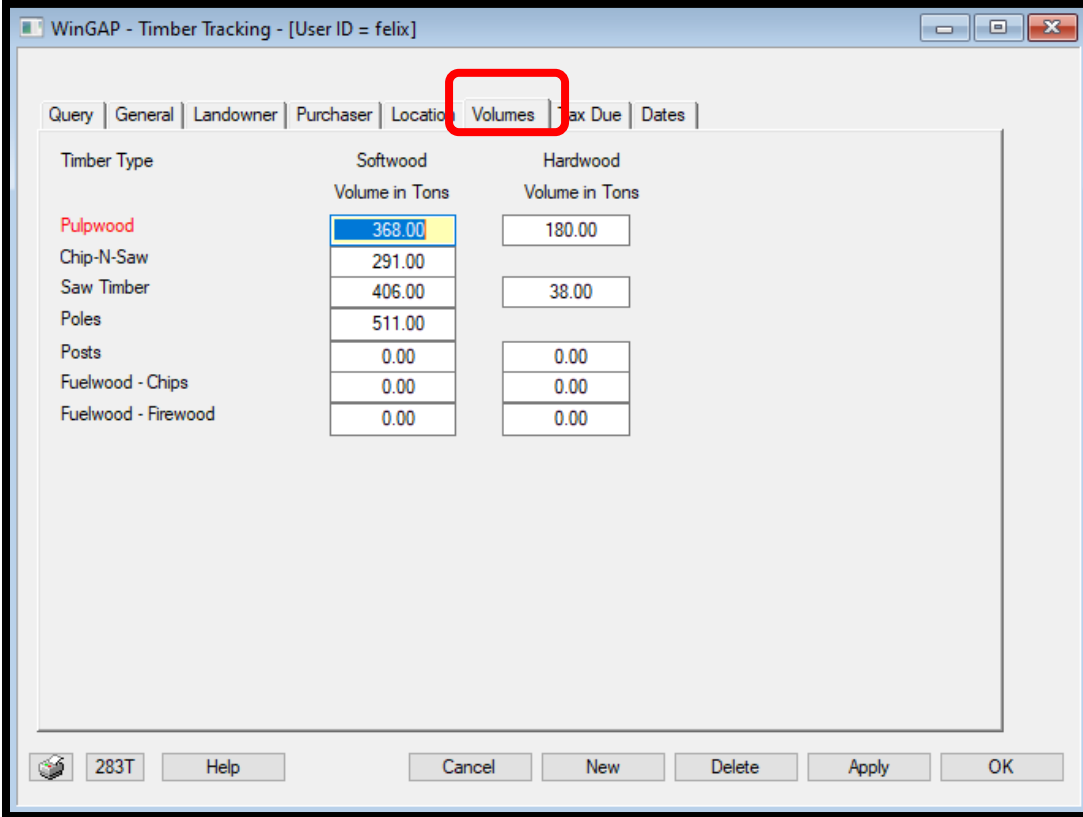
Location: Information about the location where the Timber was harvested is found in the Location, County, City, Acres, Parcel Number, and Digest Name fields on this Form. Keying in a REALKEY will attach this harvest report record to the parcel for easy viewing from the Real Property General Information form.

The image shows a software window titled "WinGAP - Timber Tracking - [User ID = felix]". The window has a tabbed interface with the following tabs: Query, General, Landowner, Purchaser, Location, Volumes, Tax Due, and Dates. The "Location" tab is currently selected and highlighted with a red rectangle. Below the tabs, there are several input fields:

- Location:** A text field containing "LL 271 LD 8TH".
- County:** A text field containing "TELFAIR".
- City:** An empty text field.
- Acres:** A text field containing "20.00".
- Parcel Number:** A text field containing "053 -00 -038 - - - - -".
- Digest Name:** An empty text field.
- Realkey:** A text field containing "1704".

At the bottom of the window, there is a toolbar with the following buttons: 283T, Help, Cancel, New, Delete, Apply, and OK.

Volumes: The Volumes in Tons for the Types of Timber harvested is found in the fields on this Form.



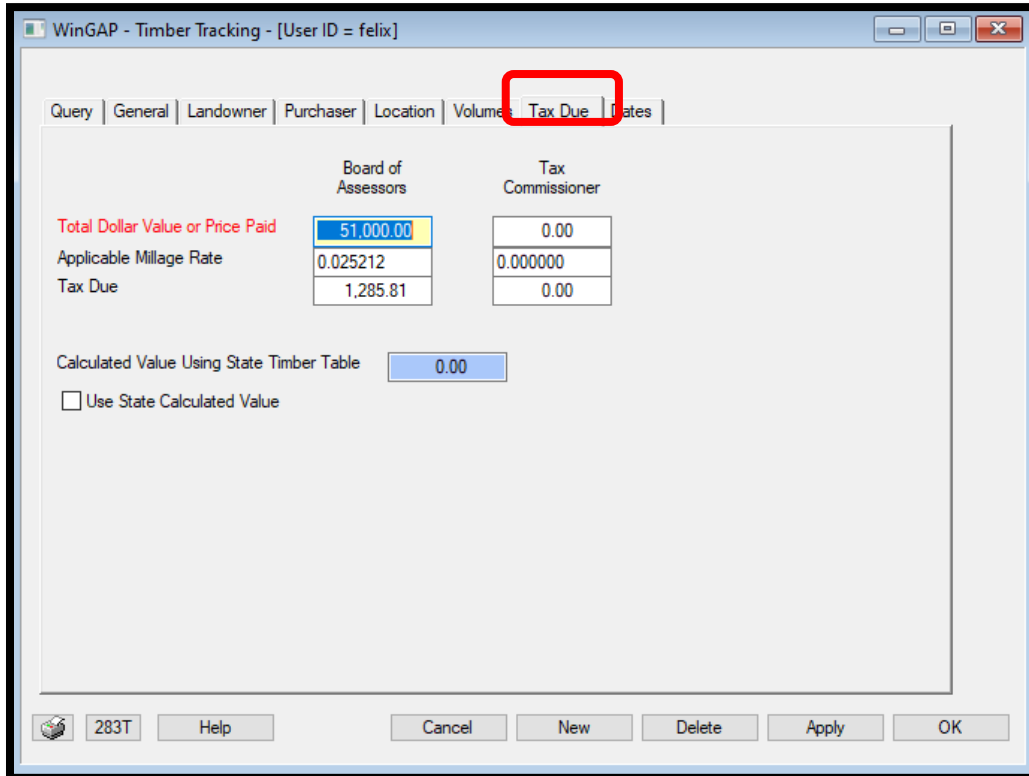
WinGAP - Timber Tracking - [User ID = felix]

Query | General | Landowner | Purchaser | Location | **Volumes** | Tax Due | Dates

| Timber Type | Softwood Volume in Tons | Hardwood Volume in Tons |
|---------------------|----------------------------|----------------------------|
| Pulpwood | 368.00 | 180.00 |
| Chip-N-Saw | 291.00 | |
| Saw Timber | 406.00 | 38.00 |
| Poles | 511.00 | |
| Posts | 0.00 | 0.00 |
| Fuelwood - Chips | 0.00 | 0.00 |
| Fuelwood - Firewood | 0.00 | 0.00 |

283T Help Cancel New Delete Apply OK

Tax Due: The Total Dollar Value (or Price Paid) and the Applicable Millage Rate is found in the appropriate fields on the Tax Due Form. WinGAP will calculate the Tax Due and calculate the value using the State Timber Table. If the State Calculated Value is to be used, a checkmark should be placed in the Use State Calculated Value checkbox. Use of the State Calculated Value also requires the Table of Owner Harvest Values for the applicable year to have been entered in the WinGAP Timber Values schedules via the Tools > Schedules/Tables menu.



The image shows a screenshot of the WinGAP - Timber Tracking application window. The window title is "WinGAP - Timber Tracking - [User ID = felix]". The "Tax Due" tab is selected and highlighted with a red rectangle. The form contains the following fields and values:

| | Board of Assessors | Tax Commissioner |
|----------------------------------|--------------------|------------------|
| Total Dollar Value or Price Paid | 51,000.00 | 0.00 |
| Applicable Millage Rate | 0.025212 | 0.000000 |
| Tax Due | 1,285.81 | 0.00 |

Below the table, there is a field for "Calculated Value Using State Timber Table" with a value of 0.00. A checkbox labeled "Use State Calculated Value" is present and unchecked.

At the bottom of the window, there are buttons for "283T", "Help", "Cancel", "New", "Delete", "Apply", and "OK".

Date: The Dates that the Timber was sold, received, and paid for is found in the fields on this Form.

The image shows a software window titled "WinGAP - Timber Tracking - [User ID = felix]". It has a tabbed interface with tabs for "Query", "General", "Landowner", "Purchaser", "Location", "Volumes", "Tax Du", and "Dates". The "Dates" tab is selected and highlighted with a red rectangle. Inside the "Dates" tab, there are three date fields: "Sale Date" with the value "11/01/2005", "Received Date" with the value "11/02/2005", and "Paid Date" with the value "/ /". Each date field has a small calendar icon to its right. At the bottom of the window, there is a toolbar with buttons for "283T", "Help", "Cancel", "New", "Delete", "Apply", and "OK".

| Field | Value |
|---------------|------------|
| Sale Date | 11/01/2005 |
| Received Date | 11/02/2005 |
| Paid Date | / / |

283T Button: At the lower left of the Timber Tracking form is the 283T button. After selecting a Timber Sale in the Query list box, the 283T button can be clicked to produce the Report of Timber Sale of Harvest. The report lists all the information about the Timber Sale.

WinGAP - Timber Tracking - [User ID = felix]

Query | General | Landowner | Purchaser | Location | Volumes | Tax Due | Dates

LONAME - C

| Pt283key | Realkey | Sale_Type | Quarter | Saleyear | Formnum | Tracknum | Loname |
|----------|---------|-----------|---------|----------|---------|----------|------------------------|
| 2 | 516 | L | 3 | 2003 | 296314 | 296314 | SMITH LAWRENCE F & JE |
| 103 | 2581 | U | 4 | 2004 | 162394 | 162394 | SMITH ALEX |
| 217 | 721 | U | 3 | 2004 | 276937 | 276937 | SMITH TURPENTINE |
| 218 | 1199 | U | 3 | 2004 | 0273062 | 0273062 | SMITH TURPENTINE |
| 268 | 721 | U | 4 | 2004 | 276969 | 276969 | SMITH TURPENTINE |
| 270 | 1037 | U | 4 | 2004 | 538997 | 538997 | SMITH TOM K |
| 285 | 21 | L | 1 | 2005 | 532044 | 532044 | SMITH TURPENTINE LLC |
| 311 | 1037 | U | 1 | 2005 | 532089 | 532089 | SMITH TOM K |
| 339 | 7902 | U | 2 | 2005 | 0328854 | 0328854 | SMITH CHERYL TOWNS |
| 380 | 1704 | L | 3 | 2005 | 295491 | 295491 | SMITH EDDIE R |
| 454 | 2515 | U | 3 | 2006 | 0330460 | 0330460 | SMITH THOMAS R |
| 455 | 2514 | U | 3 | 2006 | 0330464 | 0330464 | SMITH ALEX P |
| 456 | 6972 | U | 3 | 2006 | 0330461 | 0330461 | SMITH TOM K |
| 554 | 2040 | L | 3 | 2007 | 283049 | 283049 | SMITH ALEX P JR ESTATE |

Pt283Key 380

1 of 1 100% Find | Next

REPORT OF TIMBER SALE OR HARVEST

Form Number **295491**

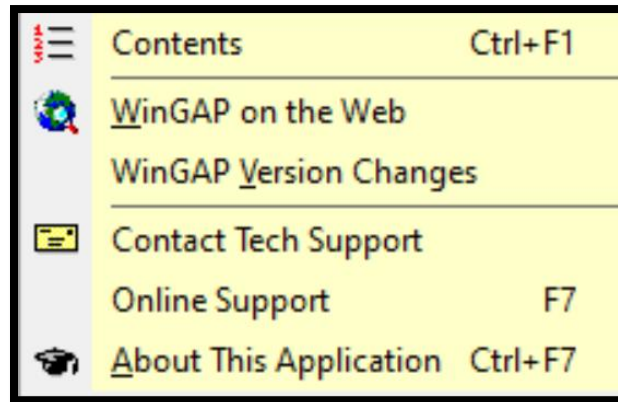
| SECTION A - Landowner | | SECTION D - Timber Volumes | | |
|--|--|--|---|---------------------------|
| Name SMITH EDDIE R | | OPTIONAL WHEN LUMP SUM REPORTING | | |
| Address 17401 NW 20TH AVE | | All volumes reported in tons (2,000lb). Conversions: Softwood based on Scribner 7,500 tons/MBF, 2,675 tons/cord; hardwood based on Doyle 8,750 tons/MBF, 2,900 tons/cord. Posts based on 37 posts per ton. | | |
| City State Zip MIAMI FL 33055 | | TIMBER TYPE | SOFTWOOD VOLUME IN TONS | HARDWOOD VOLUME IN TONS |
| SECTION B - Purchaser of Timber (if applicable) Name JOHNNY TRIBBLE Address P O BOX 395 City State Zip HELENA GA 31037 | | PULPWOOD | 368.00 | 180.00 |
| | | CHIP-N-SAW | 291.00 | |
| | | SAW TIMBER | 406.00 | 38.00 |
| | | POLES | 511.00 | |
| | | POSTS | 0.00 | 0.00 |
| | | FUELWOOD -CHIPS | 0.00 | 0.00 |
| SECTION C - Location of land underneath timber | | FUELWOOD - FIREWOOD | | |
| 1. Location (Street, Route, Hwy, District, Land Lot, etc.) LL 271 LD 8TH | | SECTION E - Tax Computation | | |
| 2. County 3. If within City Limits, give city name TELFAIR | | | | |
| 4. Acres 5. Map and Parcel Number 20.00 053 00 038 | | | | |
| 6. Last listed on ad valorem tax digest under the name of | | 1. TOTAL DOLLAR VALUE OR PRICE PAID 51,000.00 | | |
| | | 2. APPLICABLE MILLAGE RATE 0.025212 | | |
| | | 3. TAX DUE (Line 1 X Line 2) 1,285.81 | | |
| NOTE: (1) LUMP SUM SALES: This report must be completed by purchaser. the seller must remit to the purchaser, at the time of sale, a negotiable instrument for the taxes due. The purchaser must remit the taxes and this form to the Tax Commissioner with 5 business days of purchase. The purchaser must also give a copy of this form to the Board of Tax Assessors at the time of remittance. The purchaser is personally liable for the tax if it is not paid by the seller. Seller and Purchaser must sign Form PT-283T. | | Applicable millage may be obtained from the Tax Commissioner. Do not complete lines 2 and 3 unless reporting a lump sum sale. | | |
| | | SECTION F - Tax Payment on Lump Sum Sale | | |
| | | Date of Sale 11/01/2005 | Date Payment Received by Seller 11/2/2005 | Date Taxes Paid by Seller |

A new Timber Sale can be added by clicking the New Button. This will produce a blank General Form where the Tax District can be selected from the combo box, and the Sale Type and Quarter can be selected by clicking on the appropriate Radio Button. The Sale Year, Form Number, and Tracking Number information would then be keyed. Once the General Information is keyed, the Apply Button should be clicked, then the user should click on the Landowner Tab, which will produce a blank Landowner Form. After that information is keyed, Apply should again be clicked, then the next Tab, Purchaser, should be clicked, and the same procedures followed for the rest of the Timber Tracking Forms. **NOTE:** It is very important that the Apply Button is clicked on each Timber Tracking Form before leaving that Form, or else the information will not be saved.

A Timber Sale can be deleted by first selecting the Timber Sale in the list box on the Query Form (the Sale Item will turn blue). The Delete Button should then be clicked, and the user will receive the message "Do you want to delete this timber harvest/sale record?" If the user has selected the correct Timber Sale to be deleted, then Yes should be clicked to delete the record; otherwise, No should be clicked to return to the Timber Tracking Module Query Form.

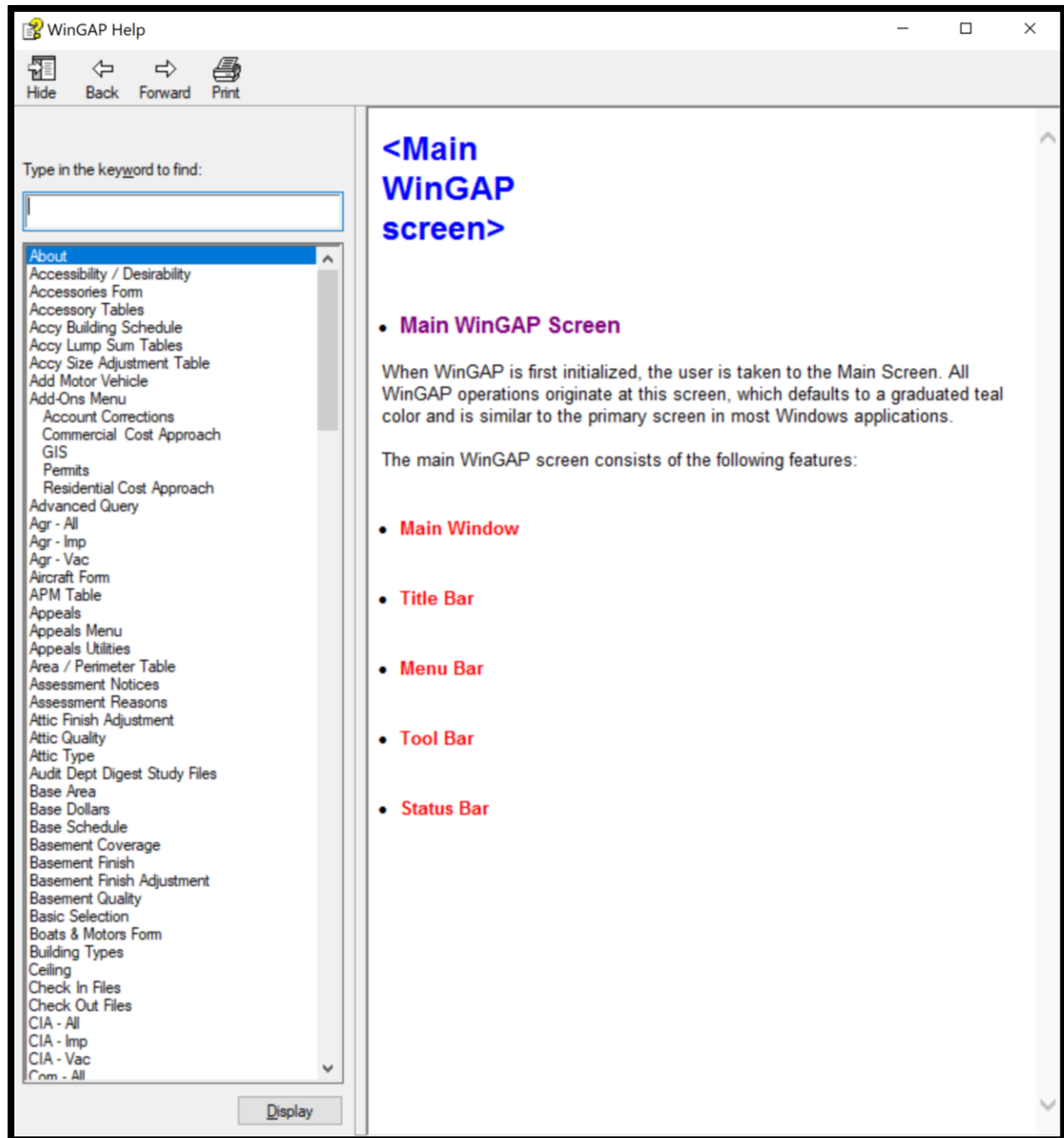
HELP MENU

The Help Menu on the WinGAP Tool Bar is designed to provide the user with various types of assistance in the proper operation of WinGAP. **NOTE:** several of the options on the Help Menu will connect the user directly to the Internet. For these options to be used, the user's computer must have a modem or network connection, Internet access, and where applicable, an email account.



CONTENTS

The Contents option on the Help Menu displays WinGAP Help Topics about the various modules in WinGAP.



On the left side of the Help module is a table of contents. Clicking a topic will display the WinGAP Manual entry for that topic. It is possible to search for a topic by clicking in the "Type in the keyword to find" text box. Clicking the Hide button at the top of the Help module will hide the table of contents.

WINGAP ON THE WEB

The WinGAP on the web option on the Help Menu will launch the user's default web browser and take the user directly to the Home page on the WinGAP website (www.wingap.com). Using the links on the left side of the page, the user can get updates, reach Online Support, contact Board Members and WinGAP Support Agents, and read about the latest developments with WinGAP, the GAP Group, and other items of interest.



WINGAP VERSION CHANGES

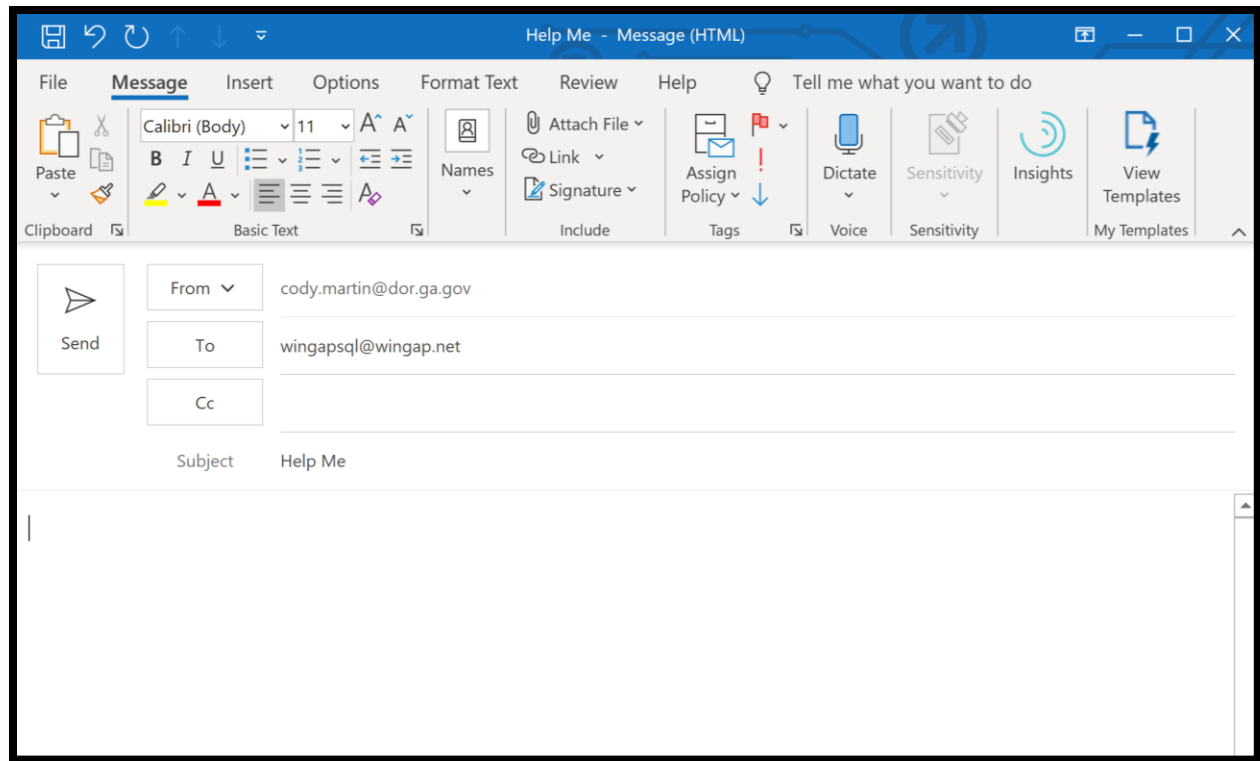
Clicking on the WinGAP Version Changes menu option will display a list of all changes that have been made recently to WinGAP.

Version 4.8.8.1 August 7, 2019

1. ACO / Income Models – corrected a bug where parcels with multiple income models was not correctly populating the ACO screen when clicking the new button and the pre-loading of property values, the bug resulted in only the “first” model’s value contribution to appear on the ACO screen. Also corrected, on the ACO screen, was the display of the incorrect land class and strata codes. (4.8.7.65)
2. Thomas County School Homestead Consolidations – custom code added to properly count County School exemption totals for tax type 3. (4.8.7.72)
3. Data Edits – new data edit to identify any appeals where the agent name on the appeal screen does not match the agent name(s) in the agent module. (4.8.7.74)
4. Cherokee Customization – customized Res Imp Ceiling description for Cherokee county. (4.8.7.82)
5. Tax Calculation Button – corrected a bug that impacted an internal table and consolidation sheet balancing. (4.8.7.92)
6. Personal Property General Information – added screen validation to detect bogus data entry into the Enterprise Zone Year (EZY) field that kills the digest submission reports. (4.8.7.104)
7. Twiggs Custom Permit Coding – expanded PERMITS.PERMCODE from Char(5) to Char(6) ~ STRUFIX REQUIRED ~; added new right-click reports for work order (4.8.8.1)

CONTACT TECH SUPPORT

The Contact Tech Support option launches the default email client program on the computer, producing a mail form populated with Tech Support’s email address. Here the user can type the question(s) they need answered and email directly to WinGAP Technical Support.



ONLINE SUPPORT

Online support from Agents of the Department of Revenue's Division of Local Government Services can be obtained by clicking on the Online Support option on the Help Menu. This takes the user to the Online Support page on the WinGAP website.

NOTE: If the user cannot access the Help > Online Support option because WinGAP will not operate, Online Support can also be reached by using either of these two options:

- Type www.wingap.com/online_support.htm into the URL field of the web browser.
- Go to www.wingap.com and click the Online Support link on the left of the page.

Gregg Verizon Mobile / SMS (706) 699-2286
 Tracy Verizon Mobile / SMS (404) 831-0158
 Email: info@wingap.com

| | |
|---|---|
| Home Online Support FAQ Wingap Conference About News Products Services Calendar Contact Updates Hardware Specs | <h2 style="margin: 0;">Online Support (OLS)</h2> <p>Powered by Citrix GoToAssist, with up to Five Agents capable of up to 8 simultaneous sessions each, Gap Group offers superior customer and technical support for it's software family. Teamviewer connections have recently been added to aide in afterhour support.</p> <h3 style="margin: 10px 0;">Information</h3> <ul style="list-style-type: none"> Please detail your questions or issues fully in the question box below ** Requires IE7 or higher ** OLS is provided by GGI for WINGAP Support. DOR informational questions should be directed to the DOR Agents by email, SMS Text, Skype / MSN Messenger, or phone calls to DOR phones - <i>please allow OLS to operate as intended and more efficiently</i> for those folks with legit WINGAP questions by directing pure DOR questions to the other identified channels <h3 style="margin: 10px 0;">Announcements</h3> <ul style="list-style-type: none"> <li style="color: red;">Please be patient when calling into WinGAP eServices. When busy, your wait may be several minutes, do not lose faith. Please wait patiently. Calling in over and over repeatedly doesn't get your question answered more quickly, it merely adds the same question to the call queue over and over and clogs the system, if anything, making the wait longer. Please click the "click here" button once and then just wait. We are working as hard and as fast as we possibly can. Thank you in advance for your patience and understanding <div style="border: 1px solid gray; padding: 10px; margin: 10px 0; text-align: center;"> <p>Live representatives are online and standing by!</p> <p>Meet your representative on-screen and get answers to your questions in real time.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p>Client Name (your name):</p> <p>Client County (your Georgia County name):</p> <p>Name of OLS support agent you wish to connect to (enter 'any' if you have no appointment or preference):</p> <p>Phone # (your direct phone number):</p> </div> <div style="width: 15%;"> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> </div> </div> <p style="font-size: small;">Type your question below and click the yellow button.</p> </div> |
|---|---|

Please write your questions and/or issues fully in the box provided on the User Login Form. Be patient when contacting Online Support as there may be an extended wait at times.

NOTE: While the primary purpose of Online Support is to solve problems with WinGAP, users can also use it to request customized reports or ask general operational questions about WinGAP.

At the middle of the Online Support page is the User Login Form where the user that is requesting assistance **MUST** key in some important information:

- The first name of the person contacting OLS in the Client Name field.
- The County name in the Client County field.
- If a specific OLS Agent is being contacted, their name goes in the "Name of OLS Agent" field. If no specific OLS Agent is being requested, "Any" goes in this box. **NOTE:** If requesting a specific Agent, contact them via email or phone prior to requesting them as they might not have an active connection to GoToAssist and may need to log on.
- The user's direct phone number should be entered in the Phone # field.
- A full description of the problem the user is having should be keyed into the memo field at the bottom of the User Login Form.

Once the user has filled in these fields, the Click Here Button should be clicked to begin the Online Support session.

Live representatives are online and standing by!
Meet your representative on-screen and get answers to your questions in real time.

Client Name (**your name**):

Client County (your Georgia County name):

Name of OLS support agent you wish to connect to (enter 'any' if you have no appointment or preference):

Phone # (your direct phone number):

Type your question below and click the yellow button.


Click Here!

POWERED BY GoToAssist™

After clicking the Click Here Button, the "Contacting Your Representative" screen will appear.

GoToAssist
CORPORATE

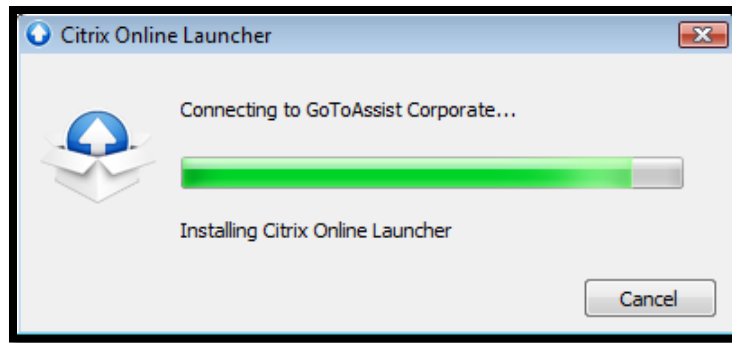
Contacting your representative

 Your representative will join you shortly.

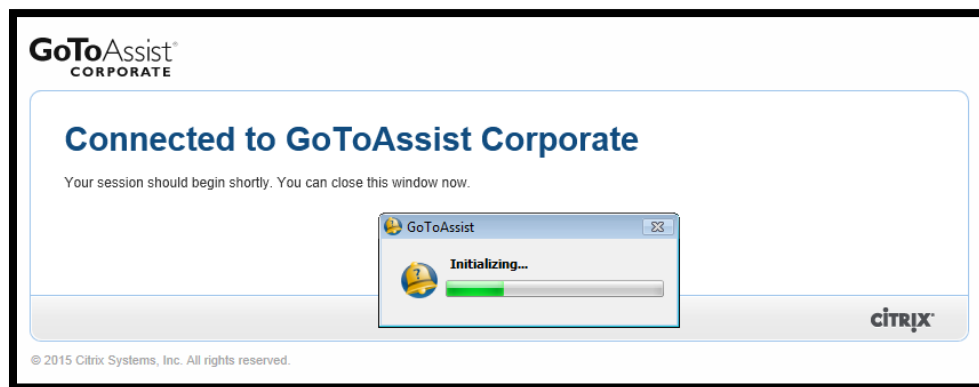
CITRIX

© 2015 Citrix Systems, Inc. All rights reserved.

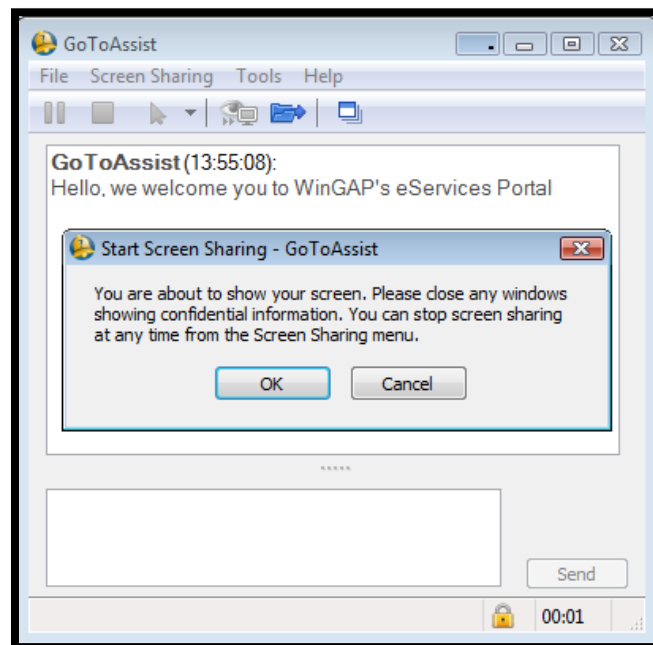
A message will appear over the "Contacting your representative" screen informing the user that a connection is being attempted with WinGAP Online Support.



An initializing message will appear.



Once the connection is accomplished, the screen sharing message will appear superimposed over the other windows on the user's computer. The "Yes" Button should be clicked to begin the session. The Gap Group, Inc. Chat Form will then appear.



The Online Support Agent and the user can exchange questions and answers by using this Chat Form. When the user wishes to talk to the Agent, the text is keyed into the small window at the bottom of the Chat Form. The Send Button should be clicked to send the message to the Agent. Both the Agent's and the user's messages will appear in the larger window on the Chat Form.

At the conclusion of the Online Support session, the Agent will terminate the session, and the Online Support Evaluation Form will appear. The user can rate the Online Support experience using this Form.

The screenshot shows a web form titled "GoToAssist CORPORATE". The main heading is "Please share your thoughts with us". Below this, it asks "How was your experience with DOR Support 2?:" with three radio button options: "Positive" (selected), "Neutral", and "Negative". A "Comment:" section follows, with a text box containing "Great job by Kenny Colson". Another question, "How was your experience overall?:", is followed by a text box containing "Nothing, works great".

After the user clicks the Submit button on the Evaluation Form, the sign off screen will appear. The user can close this screen to end the Online Support session.

The screenshot shows a web form titled "GoToAssist CORPORATE". The main heading is "Thank you for completing the survey.". Below this, it says "You can close this window now.". At the bottom right, there is a "CITRIX" logo. At the bottom left, there is a small copyright notice: "© 2015 Citrix Systems, Inc. All rights reserved."

ABOUT THIS APPLICATION

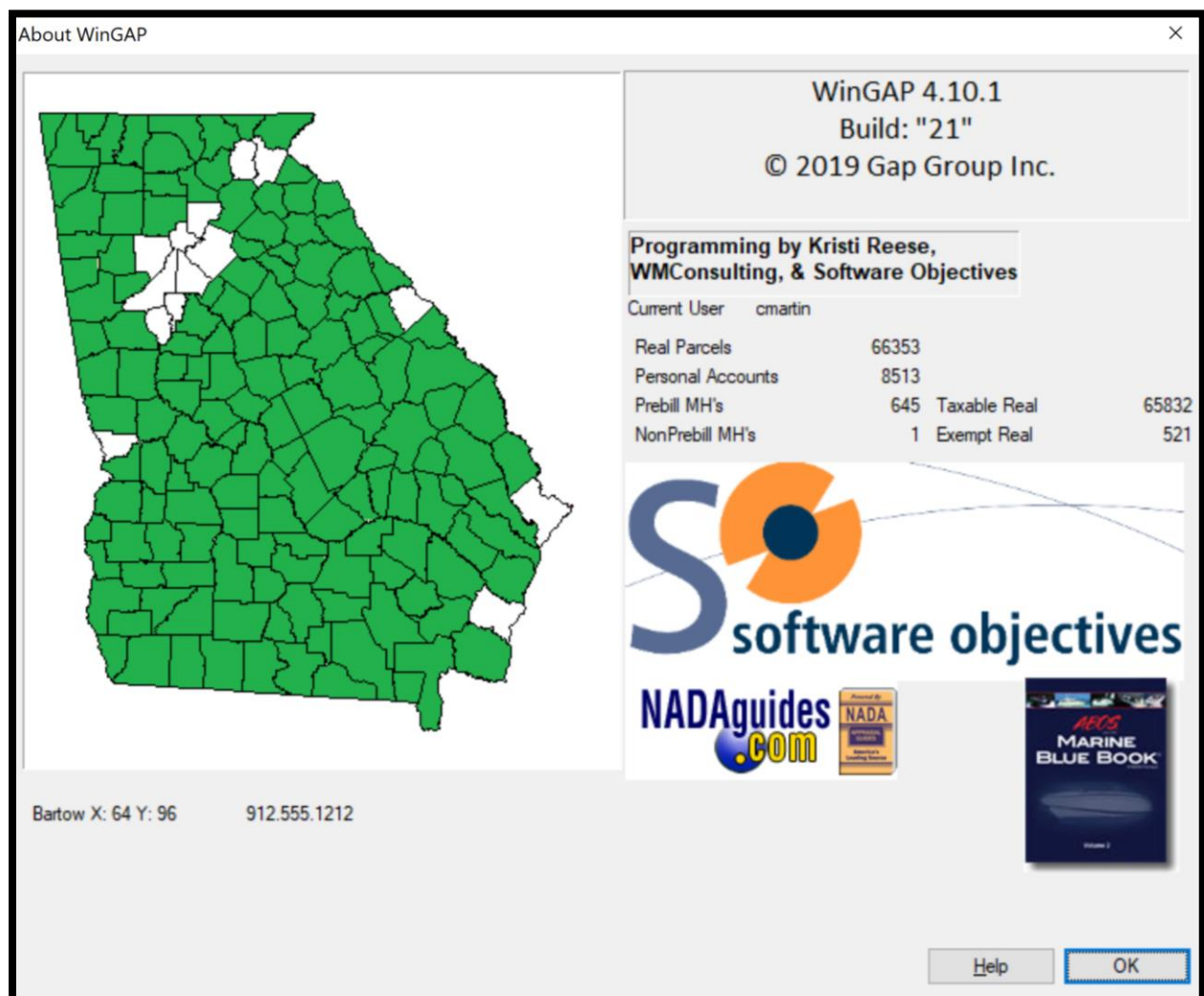
The About This Application option produces the About WinGAP Form, which displays general information about WinGAP. The most important information on this form is the Version Number of WinGAP currently in use, such as WinGAP 4.10.1, Build 21. The version number can be important to WinGAP Tech Support as various features are added and bug fixes implemented in each version of WinGAP. The About WinGAP form also displays a map of

Georgia counties using WinGAP, shaded in green. Displayed on the right side of the About Form are the developers of WinGAP and the Current User of WinGAP (Login ID).

Also displayed on the form is certain property information for the current appraisal year:

- The number of Real Property Parcels.
- The number of Personal Property Accounts.
- The number of Prebilled Manufactured Homes.
- The number of Non Prebilled Manufactured Homes.
- The number of Taxable Real Properties.
- The number of Exempt Real Properties.

Finally, acknowledgement is given to third party products that are used in conjunction with WinGAP, such as NADA and ABOS.



NOTE: The user can hover their mouse over any of the counties on the map and the County name and Assessors' Office phone number will be displayed on the left side of the gray area at the bottom of the form. This listing is still under development, however, and not all counties will display.

OWNER SEARCH FORM

The Owner Search Form is used to locate Owners of property. The Form can be reached by any one of several methods:

- By clicking on the Owner Button on the WinGAP Toolbar.
- By clicking on Property Maintenance on the WinGAP Menu Bar, then Owner, then Search.
- By keying the "hot-key" combination of Ctrl + O.

WinGAP - Owner Search - [User ID = cmartin] (DEVEL) Class2013

Search Lucky

| RECID | Ownkey | Lastname | Firstname | Middle | Address1 |
|--------------------------------|--------|----------|-----------|--------|----------|
| (There are no records to view) | | | | | |

Search Order

☒ Name
☐ Parcel #
☐ Street
☐ Account #
☐ CO ID #
☐ NAICS
☐ DBA
☐ Decal Num
☐ Serial Num

Number of Hits to Display

200

Help Cancel Open

The Owner Search Form is divided into several sections. At the top of the Form is the Search Field, where, depending upon the Search Order, the property owner's name, parcel number, or account # (ownkey) is keyed. Beneath the Search Field is the Owner Information box where Owner records whose names, parcel numbers, or account # that most closely match that keyed into the Search Field will be displayed. On the upper right of the Form is the Search Order section, where the default Search Order (Name) can be changed by clicking any of the other Radio Buttons that are available.

Beneath the Search Order section is the Number of Hits to Display field which contains the default number of Owner records that will be displayed in the Owner Information box. The default value of 200 records can be temporarily changed, if necessary (and if Logins are enabled, set as a default for that user).

The top blue panel beneath the Owner Information box is the Multiple Owners Memo field where the names of Multiple Owners of a parcel will be displayed.

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey |
|---------------------------|-----------|--------|-----------|------------|-----------|
| A & D ELECTRIC | | | R | 9,120 | 25222 |
| A & D ELECTRIC LLC | | | R | 100,399 | 29740 |
| A & D ELECTRIC, LLC | | | R | 124,247 | 26911 |
| A & D INSULATION INC | | | RP | 548,359 | 29636 |
| A CUTTING EDGE SERVICES | | | RP | 14,908,700 | 13845 |
| A TO Z SALES | | | RP | 153,285 | 10050 |
| A TO Z SALES INC | | | RP | 32,169 | 26013 |
| A-1 PALLET RECYCLING INC | | | RP | 1,001,533 | 19124 |
| AAMES CAPITAL CORP | | | RP | 88,421 | 17661 |
| AAMES CAPITAL CORPORATION | | | RPM | 3,669,673 | 17642 |
| AARON GRADY & MICHELLE | | | R M | 72,253 | 27886 |
| Aaron Hank 755 Home Runs | | | R | 332,356 | 268969391 |
| Aaron Hank 755 Home Runs | | | RPM | 212,917 | 268969392 |
| Aaron Hank 755 Home Runs | | | RPM | 314,625 | 268969393 |
| AARON HYACINTH | | | R M | 60,007 | 27696 |
| AARON INGRID C | | | RPM | 1,278,476 | 17789 |
| AARON INGRID C | | | RP | 1,024,714 | 268968772 |
| AARON KENNETH J | | | RP | 102,785 | 268968768 |
| AARON SHAREE | | | RP | 2,270,822 | 26416 |
| Aaronson Arnold | | | RPM | 204,530 | 268970892 |

Search Order

☒ Name
☐ Parcel #
☐ Street
☐ Account #
☐ CO ID #
☐ NAICS
☐ DBA
☐ Decal Num
☐ Serial Num

Number of Hits to Display: 500

Aaron, Ronald; Aaron, Roger

116 LEE RD | MACON, GA 31217
REAL: G03 00 095A {S0 } | R | 0 | 0.000000
PERS: 82586 C | 00634600

Beneath this panel is another memo field where the selected Owner's address and property items will display.

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey |
|---------------------------|-----------|--------|-----------|------------|-----------|
| A & D ELECTRIC | | | R | 9,120 | 25222 |
| A & D ELECTRIC LLC | | | R | 100,399 | 29740 |
| A & D ELECTRIC, LLC | | | R | 124,247 | 26911 |
| A & D INSULATION INC | | | RP | 548,359 | 29636 |
| A CUTTING EDGE SERVICES | | | RP | 14,908,700 | 13845 |
| A TO Z SALES | | | RP | 153,285 | 10050 |
| A TO Z SALES INC | | | RP | 32,169 | 26013 |
| A-1 PALLET RECYCLING INC | | | RP | 1,001,533 | 19124 |
| AAMES CAPITAL CORP | | | RP | 88,421 | 17661 |
| AAMES CAPITAL CORPORATION | | | RPM | 3,669,673 | 17642 |
| AARON GRADY & MICHELLE | | | R M | 72,253 | 27886 |
| Aaron Hank 755 Home Runs | | | R | 332,356 | 268969391 |
| Aaron Hank 755 Home Runs | | | RPM | 212,917 | 268969392 |
| Aaron Hank 755 Home Runs | | | RPM | 314,625 | 268969393 |
| AARON HYACINTH | | | R M | 60,007 | 27696 |
| AARON INGRID C | | | RPM | 1,278,476 | 17789 |
| AARON INGRID C | | | RP | 1,024,714 | 268968772 |
| AARON KENNETH J | | | RP | 102,785 | 268968768 |
| AARON SHAREE | | | RP | 2,270,822 | 26416 |
| Aaronson Arnold | | | RPM | 204,530 | 268970892 |

Aaron, Ronald; Aaron, Roger

116 LEE RD | MACON, GA 31217
 REAL: G03 00 095A {S0 } | R | 0 | 0.000000
 PERS: 82586 C | 00634600

The Help Button can be clicked to display Help Information about the Owner Search Form. The Open and Cancel Buttons allow the user to Open the desired Owner record or Cancel the search procedure.

NOTE: Before keying any search information in the Search Field, the user should be sure that the Cursor is at the far left of the field. Not doing this will in most cases produce incorrect information.

Name Search: What the user keys into the Search field is first determined by the Search Order. The default is Name Order. How the Name is keyed into the Search field will depend upon how the County manages the Name information in their database. Names in WinGAP can be keyed on the Owner Information Form in either the Last Name-First Name-Middle Initial fields, or in the Corporate Name field, but an Owner cannot have names in both places. One County may prefer to reserve the Corporate Name field for Businesses and Corporations and use the Last Name-First Name-Middle Initial fields for all other owners; another County may prefer to use the Corporate Name field for ALL owners; a third may prefer to use the Last Name-First Name-Middle Initial fields for ALL owners. It is entirely a local matter.

If the user is looking for an Owner's Name that is in the Last Name-First Name-Middle Initial fields, the name **MUST** be keyed as follows: "Smith, John". The comma is mandatory if the Last Name-First Name-Middle Initial fields are used.

WinGAP - Owner Search - [User ID = felix] AY2019

Search: smith, john Lucky

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey |
|----------------------------|-----------|--------|-----------|------------|-----------|
| Smith | John | | | | 268970910 |
| SMITH ALBERT M SECOND & M | | | R | 73,700 | 18218 |
| SMITH ALICE | | | R | 103,401 | 22159 |
| SMITH ARETTA | | | M | 51,056 | 29487 |
| SMITH AURIE A | | | M | 8,494 | 28627 |
| SMITH B BRIAN | | | R | 37,030 | 19637 |
| SMITH B BRIAN | | | R | 77,048 | 19638 |
| SMITH BENJAMIN | | | P | 6,620 | 7040 |
| SMITH BENJAMIN F IV & GAN | | | R | 160,524 | 23325 |
| SMITH BENJAMIN F IV | | | R | 24,444 | 23324 |
| SMITH BENJAMIN F IV & GAN | | | R | 33,264 | 23326 |
| SMITH BENJAMIN F IV AND | | | R | 21,000 | 23323 |
| SMITH BETTY | | | M | 40,823 | 29102 |
| SMITH BOB LEE | | | R | 159,668 | 25795 |
| SMITH BRIAN B | | | R | 17,518 | 26360 |
| SMITH C FERRIS & PAULINE | | | R | 148,889 | 25275 |
| SMITH CANDACE | | | R | 25,092 | 25728 |
| SMITH CAROL J & CLIFFORD L | | | R | 30,320 | 29772 |
| SMITH CATHIE | | | R | 49,549 | 26415 |
| SMITH CHARLEAN P & MARION | | | R | 1,311 | 23581 |

Search Order:

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 500

550 Macon Hwy | ATHENS, GA 30606

Help Cancel Open

If the Owner's Name is found in the Corporate Name field, the name is keyed as it was entered in that field: "Smith Betty". No comma is used in the Search field for a Corporate Name unless the comma was keyed as part of the name, and it is strongly recommended that commas NOT be keyed in the Corporate Name field.

WinGAP - Owner Search - [User ID = felix] AY2019

smith betty Search Lucky

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey |
|----------------------------|-----------|--------|-----------|------------|--------|
| SMITH BETTY | | | M | 40,823 | 29102 |
| SMITH BOB LEE | | | R | 159,668 | 25795 |
| SMITH BRIAN B | | | R | 17,518 | 26360 |
| SMITH C FERRIS & PAULINE | | | R | 148,889 | 25275 |
| SMITH CANDACE | | | R | 25,092 | 25728 |
| SMITH CAROL J & CLIFFORD L | | | R | 30,320 | 29772 |
| SMITH CATHIE | | | R | 49,549 | 26415 |
| SMITH CHARLEAN P & MARION | | | R | 1,311 | 23581 |
| SMITH CHARLEAN P & MARION | | | R | 69,216 | 23582 |
| SMITH CHARLEAN P & MARION | | | R | 25,358 | 23591 |
| SMITH CHARLES E & | | | R | 47,550 | 18152 |
| SMITH CHARLES E & | | | R | 42,575 | 18164 |
| SMITH CHARLES E & LAVON | | | R | 82,264 | 15306 |
| SMITH CHARLES W JR | | | M | 13,111 | 28508 |
| SMITH CHIPMAN J & ANA M | | | R | 112,822 | 16372 |
| SMITH CLETUS F JR | | | M | 11,917 | 28527 |
| SMITH CLEVELAND | | | R | 20,045 | 16885 |
| SMITH CONNIE W JR | | | P | 2,515 | 8155 |
| SMITH DANIEL L | | | R | 112,453 | 16584 |
| SMITH DARRELL W & | | | R | 87,810 | 26015 |

Search Order

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display

500

1126 KING ARTHUR DRIVE | MACON, GA 31220
MH: 2814 | 1998 28x52 DESTINY / UNKNOWN

Help Cancel Open

Information on the Owner Information Form can be entered in "proper" case, such as Smith Betty, or in all capital letters, such as SMITH BETTY. Or, the name smith betty can be keyed into the Search field in lower case. When searching for Owner Information, case does not matter for how the Owner's Name is keyed in the Search Field: proper, upper, or lower case will all yield the same result.

Once an Owner's Name is keyed in the Search Field, the user should click on the Search Button to the right of the field (the "hot-key" combination of Alt+S can also be used). If an entire name was keyed and found, the Owner record(s) associated with it will display at the top of the Owner Information box, along with other Owner records in descending alphabetical order. If the keyed name is not found, Owner records with the name nearest to the name keyed will display in descending alphabetical order. The number of records that display will depend upon the Number of Hits to Display value.

Various short-cuts with the names of Owners can be used to find Owners. For example, if the user wishes to see all Owners with the Last Name of Smith that own property, the name "Smith" can be keyed in the Search Field. Clicking the Search Button will display the Owner records with the Last Name or Corporate Name of Smith in the County.

WinGAP - Owner Search - [User ID = felix] AY2019

Search: Search Lucky

Search Order

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display:

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey |
|----------------------------|-----------|--------|-----------|------------|-----------|
| Smith | Allison | R | R | 40,000 | 268969383 |
| Smith | Candace | | R | 6,325 | 268969384 |
| Smith | John | | | | 268970910 |
| SMITH ALBERT M SECOND & M | | | R | 73,700 | 18218 |
| SMITH ALICE | | | R | 103,401 | 22159 |
| SMITH ARETTA | | | M | 51,056 | 29487 |
| SMITH AURIE A | | | M | 8,494 | 28627 |
| SMITH B BRIAN | | | R | 37,030 | 19637 |
| SMITH B BRIAN | | | R | 77,048 | 19638 |
| SMITH BENJAMIN | | | P | 6,620 | 7040 |
| SMITH BENJAMIN F 1V & GAN | | | R | 160,524 | 23325 |
| SMITH BENJAMIN F IV | | | R | 24,444 | 23324 |
| SMITH BENJAMIN F IV & GAN | | | R | 33,264 | 23326 |
| SMITH BENJAMIN F IV AND | | | R | 21,000 | 23323 |
| SMITH BETTY | | | M | 40,823 | 29102 |
| SMITH BOB LEE | | | R | 159,668 | 25795 |
| SMITH BRIAN B | | | R | 17,518 | 26360 |
| SMITH C FERRIS & PAULINE | | | R | 148,889 | 25275 |
| SMITH CANDACE | | | R | 25,092 | 25728 |
| SMITH CAROL J & CLIFFORD L | | | R | 30,320 | 29772 |

101 Gliding Path Road | ATHENS, GA 30605
 REAL: G05 00 099 {S0 } | R | 101 Gliding Path Rd | 5.000000

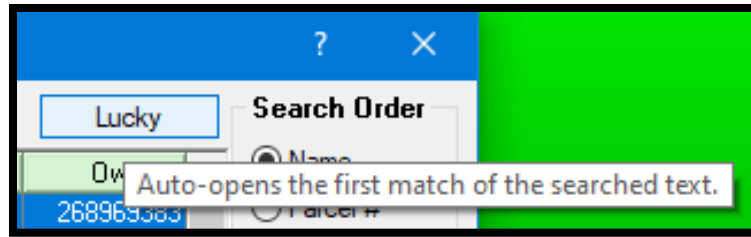
Help Cancel Open

Names keyed in the Last Name-First Name-Middle Initial fields will display ahead of names keyed in the Corporate Name field. If there are more Smiths than those displayed in the Owner Search box and the user wishes to view all of the Smiths, the default Number of Hits to Display value can be increased to a number suitable to display all of the Smiths (the Search Button must be clicked again after changing the value).

Another short-cut with Name Order searches is to key the beginning part of an Owner's Name in the Search Field to find matching Owner records. For example, the letters "Bar" can be keyed to display all Owner records whose Last Name or Corporate Name begins with those letters.

Finally, when in Name Search Order, the user can search from the beginning of the alphabet by clicking on the blank Search Field.

Lucky Button: The Lucky Button, located to the right of the Search Button, allows the user to perform both a search AND open the first record that meets the criteria keyed in the Search field. If the user places the mouse cursor on the Lucky Button, a "tool tip" will appear:



For example, the user wants to look at the Owner record for “**Ann Arnold**”. After keying the name in the Search field, the user can click the Lucky Button and be taken directly to the Owner record for that name.

WinGAP - Owner Search - [User ID = felix] AY2019

Search field: arnold ann Search Lucky

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey |
|----------------------------|-----------|--------|-----------|------------|-----------|
| Smith | Allison | R | R | 40,000 | 268969383 |
| Smith | Candace | | R | 6,325 | 268969384 |
| Smith | John | | | | 268970910 |
| SMITH ALBERT M SECOND & M | | | R | 73,700 | 18218 |
| SMITH ALICE | | | R | 103,401 | 22159 |
| SMITH ARETTA | | | M | 51,056 | 29487 |
| SMITH AURIE A | | | M | 8,494 | 28627 |
| SMITH B BRIAN | | | R | 37,030 | 19637 |
| SMITH B BRIAN | | | R | 77,048 | 19638 |
| SMITH BENJAMIN | | | P | 6,620 | 7040 |
| SMITH BENJAMIN F 1V & GAN | | | R | 160,524 | 23325 |
| SMITH BENJAMIN F IV | | | R | 24,444 | 23324 |
| SMITH BENJAMIN F IV & GAN | | | R | 33,264 | 23326 |
| SMITH BENJAMIN F IV AND | | | R | 21,000 | 23323 |
| SMITH BETTY | | | M | 40,823 | 29102 |
| SMITH BOB LEE | | | R | 159,668 | 25795 |
| SMITH BRIAN B | | | R | 17,518 | 26360 |
| SMITH C FERRIS & PAULINE | | | R | 148,889 | 25275 |
| SMITH CANDACE | | | R | 25,092 | 25728 |
| SMITH CAROL J & CLIFFORD L | | | R | 30,320 | 29772 |

Search Order:
☒ Name
☐ Parcel #
☐ Street
☐ Account #
☐ CO ID #
☐ NAICS
☐ DBA
☐ Decal Num
☐ Serial Num

Number of Hits to Display:

101 Gliding Path Road | ATHENS, GA 30605
 REAL: G05 00 099 {S0 } | R | 101 Gliding Path Rd | 5.000000

Help Cancel Open

WinGAP - Owner Search - [User ID = felix] AY2019

arnold ann

WinGAP - Owner Information - [User ID = felix] AY2019

Owner Key: 15507

Assessment Information

| | |
|----------------------|--------|
| Real Prop Parcels | 1 |
| Personal Prop Accts | 0 |
| Prebill Mobile Homes | 0 |
| Owner's Total Acres | 0.00 |
| Value | |
| Land | 9,200 |
| Improvement | 33,925 |
| Personal Property | 0 |
| Mobile Homes | 0 |
| Totals | 43,125 |

Owner BD: / /

Spouse BD: / /

☐ Non-Disclosure: 50-18-72(a)(21) & (b)

Multiple Owners List

Property Items List

Real PINs: G03 00 079;
Pers Accts:
MH Accts:

Comments

Help

☒ Push Tech Enabled

Cancel Delete New Apply OK

When using the Lucky Button, the criteria keyed into the search field must exactly match that of the desired record. Otherwise, the user will be taken to the record that is closest to matching the criteria keyed into the Search field.

Parcel Number Search: If Parcel Number is selected as the Search Order, the Search Field will not be blank. Instead, it will contain "dashes" near the beginning of the field that represent the "breaks" in the Parcel Number between the Map Number and other segments of the Parcel Number. The number of "dashes" will depend upon the structure of the County's Parcel Number, as set up in the Parcel Number Template Field in Tools > Preferences. The default WinGAP Parcel Number structure is XXXX-XXX-XXXX-XXX, with a "dash" between the Map, Block, Parcel, and Sub-Parcel numbers, for a total of three "dashes". These three "dashes" would appear toward the left end of the Search Field. The Parcel Number can be customized depending upon how a County wants to structure its Parcel Number.

To locate the Owner of a specific Parcel Number, for instance "G01 -00 -010 -", the entire Parcel Number can be keyed into the Search field. The user must be careful while keying the Parcel Number that the dashes and any spaces in the Search Field are the same as in the Parcel Number. If the Parcel Number has letters in it, the letter can be keyed in either upper or lower case; as in Name Search Order, the case does not matter. After clicking the

Search Button, the desired record should appear at the top of the Owner Search box followed by other Owner records in ascending Parcel Number order.

WinGAP - Owner Search - [User ID = felix] AY2019

Search: g01-00-010 Lucky

| parcel_no | Realkey | totalacres | Last... | Firstname | Middle | Legal_Desc |
|-------------|---------|------------|----------|-----------|--------|----------------|
| G01 00 010 | 6938 | 3.30 | GRIF... | | | LOT 13 BLK C S |
| G01 00 010A | 54780 | 2.00 | ALE... | | | LOT 13 BLK C S |
| G01 00 010B | 85840 | 2.00 | Burn... | | | LOT 13 BLK C S |
| G01 00 011 | 6939 | 3.21 | PHIL... | | | PB 10/168 DB 3 |
| G01 00 011A | 85818 | 3.21 | Arnol... | | | PB 10/168 DB 3 |
| G01 00 011B | 85839 | 3.21 | ALLA... | | | PB 10/168 DB 3 |
| G01 00 012 | 6940 | 2.42 | WEI... | | | LOT 15 BLK C S |
| G01 00 013 | 6941 | 2.04 | Aaro... | | | PB 10/168 DB 3 |
| G01 00 014 | 6942 | 2.86 | CHIL... | | | LOT 17 BLK C S |
| G01 00 015 | 6943 | 5.31 | PIER... | | | LOT 18 BLK C S |
| G01 00 016 | 6944 | 4.77 | FOL... | | | LOT 19 BLK C S |
| G01 00 017 | 6945 | 3.91 | MOO... | | | LOT 20 BLK C S |
| G01 00 019 | 6947 | 2.92 | RAM... | | | LOT 22 BLK C S |
| G01 00 019A | 85844 | 2.92 | AKIN... | | | LOT 22 BLK C S |
| G01 00 020 | 10267 | 2.80 | PIKE... | | | LOT 23 BLK C S |
| G01 00 021 | 10264 | 3.10 | ADA... | | | LOT 24 BLK C S |
| G01 00 022 | 10283 | 3.20 | PEA... | | | LOT 25 BLK C S |
| G01 00 023 | 10284 | 0.46 | Burn... | | | 379/318 12/189 |
| G01 00 024 | 10265 | 2.50 | CLA... | | | LOT 27 BLK C S |

Search Order:

- ☐ Name
- ☒ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 500

LOT 13 BLK C STONEGABLE SUB PB 10-168 367/179

Help Cancel Open

As with the name of an Owner, various short-cuts with Parcel Numbers can be used to find Owners. For example, if the user wishes to see all Owners on Map "J05", the number "j05" can be keyed in the proper place in the Search Field. Clicking the Search Button will display the Owner records with that Map Number in the County, up to the default Number of Hits to Display value.

WinGAP - Owner Search - [User ID = felix] AY2019

i05 - - - Search Lucky

| parcel_no | Realkey | totalacres | Last... | Firstname | Middle | Legal_Desc |
|-------------|---------|------------|---------|-----------|--------|-----------------|
| J05 00 001 | 2912 | 15.00 | TEA... | | | LD 12 LL 163 J0 |
| J06 00 001 | 12038 | 91.00 | HOL... | | | 243/644 10/275 |
| J07 00 001 | 6375 | 4.00 | MOB... | | | 194/127 LL 23 L |
| J07 00 002 | 6376 | 1.00 | AND... | | | LL 25 LD 12 ANC |
| J08 00 001 | 6377 | 133.00 | UNIT... | | | 139/265-68 LL 1 |
| J08 00 002 | 6378 | 202.00 | UNIT... | | | 102/391 LL 11 L |
| J08 00 003 | 7538 | 125.50 | UNIT... | | | 102/391 LL 22 L |
| J08 00 004 | 7539 | 40.85 | GOD... | | | 302/22 TR B & C |
| J08 00 004A | 13137 | 76.69 | GOD... | | | TRACT A-3 PB 1 |
| J08 00 004B | 13138 | 76.69 | GOD... | | | TRACT A-2 PB 1 |
| J08 00 005 | 6379 | 115.21 | UNIT... | | | DB 4P LL 12 LD |
| J08 00 006 | 7540 | 95.25 | SOU... | | | WILL H/172 LL |
| J08 00 007 | 6380 | 319.74 | HAN... | | | 384/707 HWY 1 |
| J08 00 007A | 12737 | 17.13 | GOD... | | | TR D PB 15/25 |
| J08 00 007B | 12996 | 17.31 | GOD... | | | TRACT E LL 20 |
| J08 00 008 | 6381 | 377.00 | UNIT... | | | 105/290 LL 12 1 |
| J08 00 009 | 6386 | 151.30 | UNIT... | | | 105/290 LL 14 L |
| J08 00 010 | 7549 | 1411.12 | GEO... | | | ROUND OAK LL |
| J08 00 011 | 7548 | 93.88 | WIL... | | | 134/65-66 LL 19 |

Search Order

☐ Name

☒ Parcel #

☐ Street

☐ Account #

☐ CO ID #

☐ NAICS

☐ DBA

☐ Decal Num

☐ Serial Num

Number of Hits to Display

500

LD 12 LL 163 JONES JASPER LINE SPLIT

0

Help Cancel Open

If there are more Owners with the desired Map number than those displayed in the Owner Search box and the user wishes to see all of them, the default Number of Hits to Display value can be increased to a number suitable to display all of the Owner records (the Search Button must be clicked again after changing the value).

Finally, when in Parcel Number Search Order, the user can search from the beginning of all Map/Parcel Numbers by clicking on the blank Search Field.

Account Number Search: The Search Order for Owner records can be changed to Account Number Order by clicking on the Account # radio button in the Search Order section of the Owner Search Form. The Account Number for Owner records is the same as the WinGAP assigned Owner Key (Ownkey) number. To locate an Owner record by a specific Account Number, for example "1015", the entire Account Number, "1015", should be keyed into the Search field. After clicking the Search Button, the desired record should appear at the top of the Owner Search box followed by other Owner records in ascending Account Number order.

WinGAP - Owner Search - [User ID = felix] AY2019

1015 Search Lucky

| Ownkey | LastName | FirstName | Middle | PropTypes | TotPropVal |
|--------|-----------------------------|-----------|--------|-----------|------------|
| 1015 | CLANTON JAMES H JR | | | P | 1,862 |
| 1040 | CLOWERS ANNIE LOIS | | | P | 1,800 |
| 1065 | COKE JOSEPH B JR | | | P | 6,595 |
| 1070 | COKER EARLY | | | P | 1,036 |
| 1075 | COKER RICHARD B | | | P | 4,322 |
| 1080 | COLEY HOMER L | | | P | 1,172 |
| 1085 | COLLINS FUNERAL HOME | | | P | 83,697 |
| 1090 | COLLINS ROBERT L & VIRGINIA | | | P | 2,750 |
| 1110 | COLTER JOHN D | | | P | 742 |
| 1115 | CEDAR CREEK CONST CO | | | P | 102,220 |
| 1120 | COLVIN JERRY | | | P | 1,584 |
| 1175 | COMER MILTON RAY | | | P | 1,500 |
| 1185 | CONN REALTY | | | P | 6,000 |
| 1190 | COPELAND RUFUS L | | | P | 7,326 |
| 1195 | COULTER TOMMY W | | | P | 3,077 |
| 1205 | COUNTRY CORNER BEAUTY SHOP | | | P | 2,417 |
| 1210 | COX CABLE MIDDLE GA | | | P | 3,028,158 |
| 1225 | CRANE JAMES M | | | P | 38,500 |
| 1245 | CRANE JOSEPH C SR | | | P | 1,387 |
| 1255 | CRENSHAW DAVID | | | P | 30,250 |

534 GRISWOLDVILLE RD | MACON, GA 31217
PERS: 1015 R | 00098800

Help Cancel Open

Search Order

- ☐ Name
- ☐ Parcel #
- ☐ Street
- ☒ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 500

Finally, when in Account Number Search Order, the user can search from the beginning of all Account Numbers by clicking on the blank Search Field.

Owner Search Box: The information that is displayed in the Owner Search box varies depending upon which Search Order is used.

If the default Name search order is used, the following displays, from left to right:

- Owner Name (lastname, firstname, middle).
- Type of property, identified by the letters R (Real Property), P (Personal Property), or M (Prebilled Manufactured Home).
- Total Property Value.
- Owner Account Number.

If Parcel Number search order is used, from left to right:

- Parcel Number.
- Realkey (real property account number).
- Total Acres.

- Owner Name (lastname, firstname, middle).
- Legal Description.
- Property Situs Address (house number, extension, street direction, street name, street type).
- Owner Account Number (ownkey).

If Account Number search order is used, from left to right:

- Owner Account Number.
- Owner Name.
- Type of Property.
- Total Property Value.

Additional information about any Owner can be displayed by clicking on the record. The additional information will be displayed in the memo field located on the bottom of the Owner Search Form. The information that is displayed will depend upon the Search Order used and the type of property selected.

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey |
|---------------------------|-----------|--------|-----------|------------|-----------|
| 20 CAP FUND I LLC | | | R | 11,415 | 268970948 |
| 251 SARA DRIVE LLC | | | R | 102,360 | 268970941 |
| 818 DEVELOPMENT | | | RPM | 26173 | |
| 818 DEVELOPMENT | | | R M | 17,444 | 26174 |
| A & D ELECTRIC LLP | | | R | 122,960 | 26912 |
| A & D ELECTIRC | | | RPM | 539,946 | 25223 |
| A & D ELECTRIC | | | R | 9,120 | 25222 |
| A & D ELECTRIC LLC | | | R | 100,399 | 29740 |
| A & D ELECTRIC, LLC | | | R | 124,247 | 26911 |
| A & D INSULATION INC | | | RP | 548,359 | 29636 |
| A CUTTING EDGE SERVICES | | | RP | 14,908,700 | 13845 |
| A TO Z SALES | | | RP | 153,285 | 10050 |
| A TO Z SALES INC | | | RP | 32,169 | 26013 |
| A-1 PALLET RECYCLING INC | | | RP | 1,001,533 | 19124 |
| AAMES CAPITAL CORP | | | RP | 88,421 | 17661 |
| AAMES CAPITAL CORPORATION | | | RPM | 3,669,673 | 17642 |
| AARON GRADY & MICHELLE | | | R M | 72,253 | 27886 |
| Aaron Hank 755 Home Runs | | | R | 332,356 | 268969391 |
| Aaron Hank 755 Home Runs | | | RPM | 212,917 | 268969392 |

4636 PARK BLVD | SAN DIEGO, CA 92116
REAL: J45 00 144 {S1 } | R | 0 WOODLAND RD | 0.500000

The information that displays in the memo field at the bottom of the Owner Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Owner Search box.

WinGAP - Owner Search - [User ID = felix] AY2019

Search Lucky

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey |
|---------------------------|-----------|--------|-----------|------------|--------|
| ADAMS KENNETH E & MARY C | | | R | 88,340 | 19346 |
| ADAMS KENNETH E & MARY C | | | R | 11,500 | 19345 |
| ADAMS LAWRENCE | | | R | 7,500,000 | 11595 |
| ADAMS LAWRENCE W | | | R | 34,500 | 24719 |
| ADAMS LAWRENCE WAYNE & | | | R | 45,773 | 24720 |
| ADAMS LORENE | | | R | 208,790 | 29739 |
| ADAMS MARCIA R | | | R | 35,496 | 19752 |
| ADAMS MARY LAVERNE J | | | R | 65,220 | 21733 |
| ADAMS MATTHEW J | | | RP | 610,169 | 14865 |
| ADAMS MATTHEW JAMES & | | | R | 98,780 | 27452 |
| ADAMS MICHAEL | | | | | |
| ADAMS MICHAEL KEITH | | | | | |
| ADAMS MICHAEL KEITH | | | | | |
| ADAMS PAMELA A | | | | | |
| ADAMS SALLIE J | | | | | |
| ADAMS SALLIE J | | | | | |
| ADAMS SALLIE J LIFE ESTAT | | | | | |
| ADAMS TABERNACLE C M E CH | | | | | |
| ADAMS TERRY W SR | | | | | |
| ADAMS VENICE I & WILLIAM | | | | | |

279 GARRISON RD LOT 8 | MACON, GA 31211
 REAL: G03 00 016A {S0 } | V | 0 | 20.000000
 MH: 5047 | 1985 18x60 RAPIDES HOMES INC / INGLEWOOD (SGL/MULTI)
 MH: 1504 | 1983 14x70 HORTON / UNKNOWN

Search Order:
☒ Name
☐ Parcel #
☐ Street
☐ Account #
☐ CO ID #
☐ NAICS
☐ DBA
☐ Decal Num
☐ Serial Num

Number of Hits to Display: 500

279 GARRISON RD LOT 8 | MACON, GA 31211
 REAL: G03 00 016A {S0 } | V | 0 | 20.000000
 MH: 5047 | 1985 18x60 RAPIDES HOMES INC / INGLEWOOD (SGL/MULTI)
 MH: 1504 | 1983 14x70 HORTON / UNKNOWN

Help Cancel Open

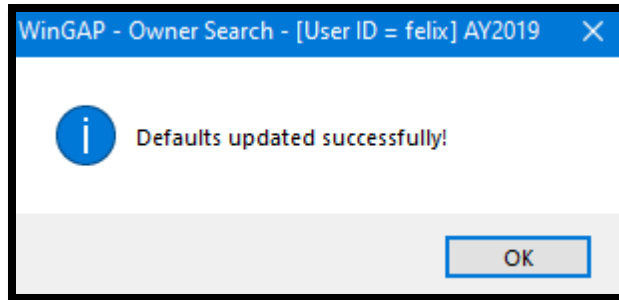
Number of Hits to Display: If Logins are enabled in Tools > Preferences, the Default Number of Hits to Display can be changed for each user in two different places. The first is located in Tools > Password Administration. The second location where the default Number of Hits to Display can be changed is on any of the Search Forms. When the user clicks Cancel to leave the one of these Search Forms, after changing the Default Number of Hits to Display value and performing a search using this new value, WinGAP will display the message asking the user if they want to replace their default number of search results to display.

WinGAP - Owner Search - [User ID = felix] AY2019

? Do you want to replace your defaults with 500?

Yes No

If the new number is to be the new default, the user should click the Yes Button and the Number of Hits to Display for this user will be set as the default for that user.



If logins are not enabled, the default Number of Hits to Display on any Search Form in WinGAP is 200. If Logins are not enabled, each user in WinGAP can temporarily change the number of Owner records that will be displayed when searching on that Form by clicking in the Number of Hits to Display field and keying the desired number. When the user leaves that Form, the default number will revert to 200.

Open and Cancel Buttons: Once an Owner record is located in the Owner Search box and highlighted, the user can open the Owner Information Form for that record by clicking the Open Button. The Owner record can also be opened by pressing Enter when the desired record is highlighted in the Search box, double-clicking on the record, or pressing the hot-key combination of Alt+O. The Cancel Button can be clicked (or Alt+C pressed) to abort any searches and return to the Main WinGAP screen.

MULTIPLE OWNER SEARCH FORM

The Multiple Owner Search Form is used to locate property records that have multiple owners. The Form can be reached by one of three methods:

- By clicking on the Multi-Owner Button on the WinGAP Toolbar.
- By clicking on Property Maintenance on the WinGAP Menu Bar, then Owner, then Multi-Owner Search.
- By pressing the "hot-key" combination of Ctrl + M.

WinGAP - Multiple Owner Search - [User ID = felix] AY2019

Search Text

Search

☒ Search All Owners

☐ Search Owner Comments

☐ Search Owner Address1

| Name | OwnerType | OwnKey |
|--------------------------------|-----------|--------|
| (There are no records to view) | | |

Searched: 0 Hits: 0

Help Cancel Open

Search Text: This field is where the desired Owner's name is keyed.

Search All Owners: This option is checked by default. When checked, WinGAP will search the Last Name, First Name, and Middle Initial fields for Owners whose names match the name that is keyed in the Search Text field including names in the Multiple Owners field. If the box is not checked, only the Multiple Owners field is searched.

Search Owner Comments: When checked, WinGAP will search the Comments field on the Owner Information form for text that matches the text keyed into the Search Text field. If the box is unchecked, the Comments field will not be searched.

Search Owner Address1: When checked, WinGAP will search the Address1 field on the Owner Information form for text that matches the text keyed into the Search Text field. If the box is not checked, the Address1 field will not be searched.

Beneath the Search Text Field is a box where Owner records with Multiple Owner names (and Owner names and / or Comments and the Address1 fields if the appropriate checkboxes are checked) that most closely match the name keyed into the Search Field will be displayed.

The Help Button can be clicked to display Help Information about the Real Property Search Form. Finally, the Open and Cancel Buttons allow the user to Open the desired Owner record or Cancel the search procedure.

NOTE: Before keying any search information in the Search Text Field, the user should be sure that the Cursor is at the far left of the field. Not doing this will in most cases produce incorrect information.

To locate the Owner record(s) for a specific Owner which is keyed into the Multiple Owner memo field on any Owner Information form, the name of the Multiple Owner is keyed into the Search Text Field on the Multiple Owner Search Form. The user should uncheck the Search All Owners box, then click the Search Button to the right of the field (the "hot-key" combination of Alt+S can also be used), and WinGAP will immediately display any Owner record that has that name in the Multiple Owner memo field.

The image shows a screenshot of the 'WinGAP - Multiple Owner Search' window. The title bar indicates the user is '[User ID = felix] AY2019'. The 'Search Text' field contains the name 'aaron'. To the right of the search field is a 'Search' button and three unchecked checkboxes: 'Search All Owners', 'Search Owner Comments', and 'Search Owner Address1'. Below these is a table with three columns: 'Name', 'OwnerType', and 'OwnKey'. The first row of the table is highlighted in blue and contains the text 'Aaron, Ronald; Aaron, Roger', 'M', and '26416'. At the bottom of the window, it shows 'Searched: 15906' and 'Hits: 1'. There are three buttons at the bottom: 'Help', 'Cancel', and 'Open'.

| Name | OwnerType | OwnKey |
|-----------------------------|-----------|--------|
| Aaron, Ronald; Aaron, Roger | M | 26416 |

Searched: 15906 Hits: 1

Help Cancel Open

The Open Button can be clicked on the highlighted record to produce the Owner Information Form for this Multiple Owner.

WinGAP - Owner Information - [User ID = felix] AY2019

Last First Mid Init Edit

Owner Key 26416

Assessment Information

| | |
|----------------------|-----------|
| Real Prop Parcels | 1 |
| Personal Prop Accts | 1 |
| Prebill Mobile Homes | 0 |
| Owner's Total Acres | 0.00 |
| Value | |
| Land | 12,880 |
| Improvement | 385,396 |
| Personal Property | 1,872,546 |
| Mobile Homes | 0 |
| Totals | 2,270,822 |

Corp Name AARON SHAREE

Address 116 LEE RD

City, ST Zip MACON GA 31217

Country

Email

Numbers

Home () - FEI -

Work () - SSN - -

Fax () - SSN 2 - -

Cell: () -

Entity Type

Owner BD / /

Spouse BD / /

☐ Non-Disclosure: 50-18-72(a)(21) & (b)

Multiple Owners List

Aaron, Ronald; Aaron, Roger

Property Items List

Real PINs: G03 00 095A;
Pers Accts: 82586;
MH Accts:

Comments

Help ☒ Push Tech Enabled Cancel Delete New Apply OK

If the user also wants the names of all Owners that meet the name criteria keyed for Multiple Owners, the Search All Owners checkbox should be checked. WinGAP will search the Last Name, First Name, Middle Initial, and Corporate Name fields for the name that is keyed in the Search Text field and display all Owner records as well as Multiple Owners that meet that criteria.

WinGAP - Multiple Owner Search - [User ID = felix] AY2019

Search Text
 ☒ Search All Owners
☐ Search Owner Comments
☐ Search Owner Address1

| Name | OwnerType | OwnKey |
|-----------------------------|-----------|-----------|
| AARON GRADY & MICHELLE | N | 27886 |
| Aaron Hank 755 Home Runs | N | 268969391 |
| Aaron Hank 755 Home Runs | N | 268969392 |
| Aaron Hank 755 Home Runs | N | 268969393 |
| AARON HYACINTH | N | 27696 |
| AARON INGRID C | N | 17789 |
| AARON INGRID C | N | 268968772 |
| AARON KENNETH J | N | 268968768 |
| AARON SHAREE | N | 26416 |
| Aaron, Ronald; Aaron, Roger | M | 26416 |
| Aaronson Arnold | N | 268970892 |
| Arnoldson Aaron | N | 268970890 |
| COLLINS AARON S & BEVERLY | N | 16696 |
| LAMAR AARON NORMAN | N | 20014 |

Searched: 15906 Hits: 21

Multiple Owners are highlighted in red and are listed below the Owner's record where they are found (there will be a duplicate Ownkey in the right column). The appropriate record can be highlighted in the Name box, and Open clicked (or Alt+O pressed) to proceed to the Owner Information Form.

WinGAP - Owner Information - [User ID = felix] AY2019

Last First Mid Init Edit

Owner Key 26416

Assessment Information

| | |
|----------------------|-----------|
| Real Prop Parcels | 1 |
| Personal Prop Accts | 1 |
| Prebill Mobile Homes | 0 |
| Owner's Total Acres | 0.00 |
| Value | |
| Land | 12,880 |
| Improvement | 385,396 |
| Personal Property | 1,872,546 |
| Mobile Homes | 0 |
| Totals | 2,270,822 |

Real
Personal
Prebill MH
Documents
Transfer
Appointment
Agent
Edit History
BAC

Corp Name AARON SHAREE

Address 116 LEE RD

City, ST Zip MACON GA 31217

Country

Email

Numbers

Home () - FEI -

Work () - SSN - -

Fax () - SSN 2 - -

Cell: () -

Entity Type

Owner BD / /

Spouse BD / /

☐ Non-Disclosure: 50-18-72(a)(21) & (b)

Multiple Owners List

Aaron, Ronald; Aaron, Roger

Property Items List

Real PINs: G03 00 095A;
Pers Accts: 82586;
MH Accts:

Comments

Help ☒ Push Tech Enabled Cancel Delete New Apply OK

To locate the Owner record(s) for specific Comments which have been keyed into the Comments memo field on any Owner Information form, part or all of the Comment text is keyed into the Search Text Field on the Multiple Owner Search Form. The user should uncheck the Search All Owners box, unless Owner records which have this Comment text in the Owner name are desired. Once the Comment is keyed, the user should click the Search Button to the right of the field, and WinGAP will immediately display any Owner record that has that Comment in the Comments memo field.

WinGAP - Multiple Owner Search - [User ID = felix] AY2019

Search Text

rental

Search

☒ Search All Owners

☒ Search Owner Comments

☐ Search Owner Address1

| Name | OwnerType | OwnKey |
|--------------------------|-----------|-----------|
| 20 CAP FUND I LLC | C | 268970948 |
| A CUTTING EDGE SERVICES | C | 13845 |
| C & F RENTALS INC | N | 16140 |
| FULFORD & WILLIS RENTALS | N | 16084 |
| FULFORD & WILLIS RENTALS | N | 16135 |

Searched: 15906 Hits: 5

Help Cancel Open

Owner Records that have the text that was keyed in the Search field and found in the Comments memo field on the Owner Information form are highlighted in yellow on the Search form, and have an Owner Type of C (for Comments). Owner records that have the Comments text in the Owner name are shown in white and have an Owner Type of N (for Name).

To locate the Owner record(s) for a specific Owner Address that exists in the Line1 address field on the Owner Information form, part or all of the Address1 text is keyed into the Search Text Field on the Multiple Owner Search Form. The user should uncheck the Search All Owners box, unless Owner records which have this Address1 text in the Owner name are desired. Once the Address1 is keyed, the user should click the Search Button to the right of the field, and WinGAP will immediately display any Owner record that has that text in the Address1 field.

WinGAP - Multiple Owner Search - [User ID = felix] AY2019

Search Text

☐ Search All Owners
☐ Search Owner Comments
☒ Search Owner Address1

| Name | OwnerType | OwnKey |
|-------------------------|-----------|--------|
| BASS ANGELA | A | 15844 |
| DOODLES AUTO SALVAGE | A | 8070 |
| HANSON JERRY L & SILENA | A | 25267 |
| HENCELY LORETTA P | A | 16049 |
| HUDSON DANA M | A | 15838 |
| THORNTON STEVEN C & | A | 26442 |
| TURNER DISTRIBUTORS | A | 6265 |

Searched: 15906 Hits: 7

Owner Records that have the text that was keyed in the Search field and found in the Address1 field on the Owner Information form are highlighted in purple on the Search form, and have an Owner Type of A (for Address). If the Search All Owners box was checked, any records that have the searched text in the Owner name are shown in white and have an Owner Type of N (for Name). If the Search Owner Comments box was checked above, any records that have the searched text in the Comments memo field are shown in yellow and have an Owner Type of C (for Comments).

The use of the multiple checkboxes on the Multiple Owners form can be useful in locating owners by using specific information that is keyed into the Search Text field.

REAL INDEX SEARCH FORM

The Real Index Search Form is used to locate Real Property. The Form can be reached by one of three methods:

- By clicking on the Real Index Button on the WinGAP Toolbar.
- By clicking on Property Maintenance on the WinGAP Menu Bar, then Real, then View Current Index.
- By keying the "hot-key" combination of Ctrl+V.

| Name | parcel_no | Hs | Situs |
|---------------------------|-------------|----|-------------------|
| 20 CAP FUND I LLC | J45 00 144 | S1 | 0 WOODLAND RD |
| 21ST MORTGAGE CORPORATION | J39 00 006 | S0 | 0 |
| 251 SARA DRIVE LLC | J59 00 131 | S0 | 0 |
| 818 DEVELOPMENT | 001 001G | S0 | 550 MACON |
| 818 DEVELOPMENT | J58 00 093 | S0 | 0 |
| A & D ELECTRIC LLP | J44B00 022 | S0 | 0 |
| A & D ELECTIRC | J51 00 083 | S0 | 0 |
| A & D ELECTRIC | J51 00 082 | S0 | 0 |
| A & D ELECTRIC LLC | J50B00 064 | S0 | 0 |
| A & D ELECTRIC, LLC | J44B00 021 | S0 | 0 |
| A & D INSULATION INC | 001 002 | S1 | 0 |
| A CUTTING EDGE SERVICES | 001 001A | S4 | 111 MACON |
| A TO Z SALES | J12 00 001A | S0 | 0 |
| A TO Z SALES INC | J38 00 082 | S0 | 0 |
| A-1 PALLET RECYCLING INC | G06 00 002 | S0 | 0 |
| A-1 PALLET RECYCLING INC | J65D00 203 | S0 | 0 |
| AAMES CAPITAL CORP | J64C00 156 | S0 | 3678 CHAPION DR |
| AAMES CAPITAL CORPORATION | J64C00 132 | S0 | 0 |
| AARON GRADY & MICHELLE | G06 00 031A | S1 | 0 |
| Aaron Hank 755 Home Runs | G01 00 013 | S1 | 344 STONEGABLE CT |

Parcel Order: When checked, the results of the Real Index search are sorted by the Parcel Number.

Name Order: This is the default search order. When checked, the results of the Real Index search are sorted by the Owner Name. A secondary search order of Parcel Number is applied so that the records for owners with more than one parcel will be in parcel number order.

Subdivisions: When checked, the results of the Real Index search are sorted by Subdivision Name. A secondary search order of Parcel Number is applied so that the records inside the same Subdivision will be in parcel number order.

The Real Index form displays the following parcel information when Parcel Order or Name Order are selected:

- Name: The Owner name.
- Parcel_No: The Parcel Number.
- Hs: The Homestead Exemption Code.

- Situs: The Situs or location address of the parcel.
- Acres: The Parcel Acreage.
- Cs: The Digest Classification and Stratification of the parcel.
- Covyr: If there is a covenant on the parcel, the year will display in the Covyr column.
- I_V: The Improved/Vacant column, where an "I" will display if the parcel has an improvement on it (it will also be highlighted in yellow), and a "V" will display if the parcel is vacant. The "V" is also highlighted in blue for Vacant parcels.
- Legal_desc: The Legal Description.
- Total_Val: The total Current Value of the parcel.
- Imps_Val: The total value of all improvements on the parcel.
- Land_Val: The total land value of the parcel.
- No_Release: A Y in this column indicates a Non-Disclosure Owner.
- Realkey: The Realkey (real property key or account number).
- Ownkey: The Ownkey (the owner key for the parcel).

These additional fields will display when Subdivision sort order is selected:

- Subd_Name: The Subdivision Name.
- Subd_Phase: The Subdivision Phase.
- Subd_Sec: The Subdivision Section.
- Subd_Blkc: The Subdivision Block.
- Subd_Lot: The Subdivision Lot.

The default search number can be temporarily changed to any number of records the user wants to display by keying a different number in the field then clicking the Search button. This change is temporary; when the user leaves the Real Index form and returns, the default 200 records will display in the field.

WinGAP - Real Index - [User ID = felix] AY2019

Search ☐ Parcel Order ☒ Name Order ☐ Subdivisions

| Name | parcel_no | Hs | Situs |
|---------------------------|-------------|----|-------------------|
| 20 CAP FUND I LLC | J45 00 144 | S1 | 0 WOODLAND RD |
| 21ST MORTGAGE CORPORATION | J39 00 006 | S0 | 0 |
| 251 SARA DRIVE LLC | J59 00 131 | S0 | 0 |
| 818 DEVELOPMENT | 001 001G | S0 | 550 MACON |
| 818 DEVELOPMENT | J58 00 093 | S0 | 0 |
| A & D ELECTRIC LLP | J44B00 022 | S0 | 0 |
| A & D ELECTIRC | J51 00 083 | S0 | 0 |
| A & D ELECTRIC | J51 00 082 | S0 | 0 |
| A & D ELECTRIC LLC | J50B00 064 | S0 | 0 |
| A & D ELECTRIC, LLC | J44B00 021 | S0 | 0 |
| A & D INSULATION INC | 001 002 | S1 | 0 |
| A CUTTING EDGE SERVICES | 001 001A | S4 | 111 MACON |
| A TO Z SALES | J12 00 001A | S0 | 0 |
| A TO Z SALES INC | J38 00 082 | S0 | 0 |
| A-1 PALLET RECYCLING INC | G06 00 002 | S0 | 0 |
| A-1 PALLET RECYCLING INC | J65D00 203 | S0 | 0 |
| AAMES CAPITAL CORP | J64C00 156 | S0 | 3678 CHAPION DR |
| AAMES CAPITAL CORPORATION | J64C00 132 | S0 | 0 |
| AARON GRADY & MICHELLE | G06 00 031A | S1 | 0 |
| Aaron Hank 755 Home Runs | G01 00 013 | S1 | 344 STONEGABLE CT |

Fixed Text << Prev Next >> Print PRC 1,000

Help ☒ Colour Homesteads Cancel Open

Colour Homesteads: All parcels that are not assigned a Homestead Exemption of S0 are highlighted in yellow on the Real Index Form when this is checked. Unchecking this box will turn off the yellow highlighting and instead, all parcels that are Vacant will be colored blue.

WinGAP - Real Index - [User ID = felix] AY2019

Search ☐ Parcel Order ☒ Name Order ☐ Subdivisions

| Name | parcel_no | Hs | Situs |
|---------------------------|-------------|----|-------------------|
| 20 CAP FUND I LLC | J45 00 144 | S1 | 0 WOODLAND RD |
| 21ST MORTGAGE CORPORATION | J39 00 006 | S0 | 0 |
| 251 SARA DRIVE LLC | J59 00 131 | S0 | 0 |
| 818 DEVELOPMENT | 001 001G | S0 | 550 MACON |
| 818 DEVELOPMENT | J58 00 093 | S0 | 0 |
| A & D ELECTRIC LLP | J44B00 022 | S0 | 0 |
| A & D ELECTIRC | J51 00 083 | S0 | 0 |
| A & D ELECTRIC | J51 00 082 | S0 | 0 |
| A & D ELECTRIC LLC | J50B00 064 | S0 | 0 |
| A & D ELECTRIC, LLC | J44B00 021 | S0 | 0 |
| A & D INSULATION INC | 001 002 | S1 | 0 |
| A CUTTING EDGE SERVICES | 001 001A | S4 | 111 MACON |
| A TO Z SALES | J12 00 001A | S0 | 0 |
| A TO Z SALES INC | J38 00 082 | S0 | 0 |
| A-1 PALLET RECYCLING INC | G06 00 002 | S0 | 0 |
| A-1 PALLET RECYCLING INC | J65D00 203 | S0 | 0 |
| AAMES CAPITAL CORP | J64C00 156 | S0 | 3678 CHAPION DR |
| AAMES CAPITAL CORPORATION | J64C00 132 | S0 | 0 |
| AARON GRADY & MICHELLE | G06 00 031A | S1 | 0 |
| Aaron Hank 755 Home Runs | G01 00 013 | S1 | 344 STONEGABLE CT |

Fixed Text << Prev Next >> Print PRC 200

Help ☐ Colour Homesteads Cancel Open

Prev Button: The Real Property parcels for the previous 200 owners, in ascending order, can be displayed by clicking this button.

Next Button: The Real Property parcels for the next 200 owners, in descending order, can be displayed by clicking this button.

Print PRC Button: A Property Record Card can be printed for any record in the View Current Index by selecting the desired record in the results box and clicking the Print PRC button. A Reporting Services print preview will display first and the PRC can be printed and/or exported from the preview window.

Open Button: A Real Property record is opened on the Real Index Form by clicking on the desired record and clicking the Open Button (or pressing Alt+O), double clicking on the desired record, or by selecting the desired record and hitting Enter on the keyboard.

REAL PROPERTY SEARCH FORM

The Real Property Search Form is used to locate Real Property records. The Form can be reached by any one of several methods:

- By clicking on the Real Button on the WinGAP Toolbar.
- By clicking on Property Maintenance on the WinGAP Menu Bar, then Real, then Parcel Information.
- By keying the "hot-key" combination of Ctrl+R.

The Real Property Search Form is divided into several sections. At the top of the Form is the Search Field, where, depending upon the Search Order, the Real Property owner's name, parcel number, or other criteria is keyed. Beneath the Search field is the Real Property Information box where Real Property records whose parcel numbers, owner's names, or other criteria that most closely match that keyed into the Search Field will be displayed. On the upper right of the Form is the Search Order section, where the default Search Order (Parcel Number) can be changed by clicking any of the other Radio Buttons.

Beneath the Search Order section is the Number of Hits to Display field which contains the default number of Real Property records that will be displayed in the Real Property Information box. This default value can be temporarily changed, if necessary (and if Logins are enabled, set as a default for that user).

The top blue panel beneath the Real Property Information box is the Multiple Owners memo field where the names of Multiple Owners of a parcel will be displayed if the Name Search Order is used.

WinGAP - Real Property Search - [User ID = srburnette] AY2015 - [User ID = srburnette]

Search Lucky

| LastName | FirstName | M.. | PropTypes | TotPropVal | HomeExempt | Ownkey | Realkey |
|---------------------------|------------|-----|-----------|------------|------------|-----------|---------|
| AAMES CAPITAL CORPORATION | | | R | 66,282 | S0 | 17642 | 2500 |
| AARON GRADY & MICHELLE | | | R M | 53,253 | S1 | 27886 | 12763 |
| AARON HYACINTH | | | R M | 18,892 | S0 | 27696 | 12571 |
| AARON INGRID C | | | RPM | 1,280,181 | S1 | 17789 | 2647 |
| AARON INGRID C | | | RP | 514,247 | S0 | 268968772 | 6937 |
| AARON KENNETH J | | | RP | 103,197 | S0 | 268968768 | 3618 |
| AARON SHAREE | | | RPM | 1,982,172 | S1 | 26416 | 11285 |
| Abbott | Ronald C & | | R | 158,826 | S0 | 268968771 | 4245 |
| ABIDRO RAFIU & DAMIANA | | | RP | 118,906 | S1 | 23121 | 7983 |
| ABLE PATTI | | | RP | 378,231 | S1 | 16281 | 1139 |
| ABNEY BRYANT E & JAN M | | | R | 101,052 | S1 | 19680 | 4539 |
| ABNEY KIMBERLY S & | | | R | 11,784 | S0 | 25305 | 10167 |
| ABNEY LUTHER D SR | | | R | 136,051 | S0 | 18161 | 3019 |
| ABNEY SUSAN C | | | R | 84,598 | S1 | 17970 | 2828 |
| ABNEY TERRI DIANE | | | R | 18,880 | S0 | 18322 | 3180 |
| ACE HARDWARE | | | RP | 1,365,591 | S0 | 6130 | 6953 |

Search Order

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 200

Aaron, Ronald; Aaron, Roger

116 LEE RD | MACON, GA 31217
J69 00 083A {S1 } | 0.660000 0

Help Print PRC Cancel Open

Beneath this panel is another memo field where information about the selected parcel will display.

| LastName | FirstName | M. | PropTypes | TotPropVal | HomeExempt | Ownkey | Realkey |
|---------------------------|------------|----|-----------|------------|------------|-----------|---------|
| AAMES CAPITAL CORPORATION | | | R | 66,282 | S0 | 17642 | 2500 |
| AARON GRADY & MICHELLE | | | R M | 53,253 | S1 | 27886 | 12763 |
| AARON HYACINTH | | | R M | 18,892 | S0 | 27696 | 12571 |
| AARON INGRID C | | | RPM | 1,280,181 | S1 | 17789 | 2647 |
| AARON INGRID C | | | RP | 514,247 | S0 | 268968772 | 6937 |
| AARON KENNETH J | | | RP | 103,197 | S0 | 268968768 | 3618 |
| AARON SHAREE | | | RPM | 1,982,172 | S1 | 26416 | 11285 |
| Abbott | Ronald C & | | R | 158,826 | S0 | 268968771 | 4245 |
| ABIORD RAFIU & DAMIANA | | | RP | 118,906 | S1 | 23121 | 7983 |
| ABLE PATTI | | | RP | 378,231 | S1 | 16281 | 1139 |
| ABNEY BRYANT E & JAN M | | | R | 101,052 | S1 | 19680 | 4539 |
| ABNEY KIMBERLY S & | | | R | 11,784 | S0 | 25305 | 10167 |
| ABNEY LUTHER D SR | | | R | 136,051 | S0 | 18161 | 3019 |
| ABNEY SUSAN C | | | R | 84,598 | S1 | 17970 | 2828 |
| ABNEY TERRI DIANE | | | R | 18,880 | S0 | 18322 | 3180 |
| ACE HARDWARE | | | RP | 1,365,591 | S0 | 6130 | 6953 |
| ACE HARDWARE OF GRAY INC | | | R | 2,094,571 | S0 | 15407 | 202 |

116 LEE RD
J69 00 083A {S1 } | 0.660000 0 MAON, GA 31217

A Property Record Card can be printed for any record in the Real Property Information box by selecting the desired record then clicking the Print PRC button. A Reporting Services print preview will display first and the PRC can be printed and/or exported from the preview window.

NOTE: The Print PRC button is not available when using the Name order on the Real Property Search form.

The Help Button can be clicked to display Help Information about the Owner Search Form. The Open and Cancel Buttons allow the user to Open the desired Owner record or Cancel the search procedure.

NOTE: Before keying any search information in the Search Field, the user should be sure that the Cursor is at the far left of the field. Not doing this will in most cases produce incorrect information.

Parcel Number Search: What the user keys into the Search field is first determined by the Search Order. The default is Parcel Number Order. If Parcel Number is selected as the Search Order, the Search Field will not be blank. Instead, it will contain "dashes" near the beginning of the field that represent the "breaks" in the Parcel Number between the Map Number and other segments of the Parcel Number. The number of "dashes" will depend upon the structure of the County's Parcel Number, as set up in the Parcel Number Template Field in Tools > Preferences. The default WinGAP Parcel Number structure is XXXX-XXX-XXXX-XXX, with a "dash" between the Map, Block, Parcel, and Sub-Parcel numbers, for a total of three "dashes". These three "dashes" would appear toward the left end of the Search Field. The Parcel Number can be customized depending upon how a County wants to structure its Parcel Number.

To locate a Real Property parcel by a specific Parcel Number, for instance “G01 -00 -010 –”, the entire Parcel Number can be keyed into the Search field. The user must be careful while keying the Parcel Number that the dashes and any spaces in the Search Field are the same as in the Parcel Number. If the Parcel Number has letters in it, the letter can be keyed in either upper or lower case; as in Name Search Order, the case does not matter. After clicking the Search Button, the desired record should appear at the top of the Real Property Search box followed by other Real Property records in ascending Parcel Number order.

WinGAP - Real Property Search - [User ID = srburnette] AY2015 - [User ID = srburnette]

g01 -00 -010 - Search Lucky

| Parcel Number | Total Acres | Last Name | First Name | Middle | Legal_D |
|---------------|-------------|---------------------------|------------|--------|---------|
| G01 00 010 | 3.30 | GRIFFIN RANDALL L & | | | LOT 13 |
| G01 00 010A | 2.00 | GRIFFIN RANDALL L & | | | LOT 13 |
| G01 00 011 | 3.21 | PHILLIPS JAYNE | | | PB 10/1 |
| G01 00 012 | 2.42 | WEIDNER CHRISTOPHER E & | | | LOT 15 |
| G01 00 013 | 2.04 | ADAMS CHARLES | | | PB 10/1 |
| G01 00 014 | 2.86 | CHILDS HOWARD P JR & BETH | | | LOT 17 |
| G01 00 015 | 5.31 | PIERCE JOSEPH OWEN & | | | LOT 18 |
| G01 00 016 | 4.77 | FOLTA DOLORES A Test Edit | | | LOT 19 |
| G01 00 017 | 3.91 | MOORE GEORGE PLEAS III | | | LOT 20 |
| G01 00 018 | 2.86 | ABLE PATTI | | | LOT 21 |
| G01 00 019 | 2.92 | RAMAGE DONALD E & MARY D | | | LOT 22 |
| G01 00 020 | 2.80 | PIKE ALVIN B & ONEIDA S | | | LOT 23 |
| G01 00 021 | 3.10 | ADAMS DEBBIE | | | LOT 24 |
| G01 00 022 | 3.20 | PEACOCK SAMMY J & PAULA S | | | LOT 25 |
| G01 00 023 | 2.70 | Burnette Beck | | | 379/318 |
| G01 00 024 | 2.50 | CLARK DANIEL A | | | LOT 27 |

Search Order: ☐ Name ☒ Parcel # ☐ Street ☐ Account # ☐ CO ID # ☐ NAICS ☐ DBA ☐ Decal Num ☐ Serial Num

Number of Hits to Display: 200

{S0 } | 0
LOT 13 BLK C STONEGABLE SUB PB 10-168 367/179

Help Print PRC Cancel Open

Various short-cuts with Parcel Numbers can be used to find Real Property records. For example, if the user wishes to see all records on Map “G05”, then “G05” can be keyed in the proper place in the Search Field. Clicking the Search Button will display all Real Property records with that Map Number in the County, up to the default Number of Hits to Display value. If there are more records on Map "G05" than those displayed in the Real Property Search box and the user wishes to see all of them, the default Number of Hits to Display value can be increased to a number suitable to display all of the Real Property records (the Search Button must be clicked again after changing the value).

WinGAP - Real Property Search - [User ID = srburnette] AY2015 - [User ID = srburnette]

g05 - - - Search Lucky

| Parcel Number | Total Acres | Last Name | First Name | Middle | Legal_D |
|---------------|-------------|----------------------------|------------|--------|----------|
| G05 00 001 | 0.79 | HUFF ALMA CHRISTINE BLAND | | | LOT 3 D |
| G05 00 002 | 1.09 | BLAND LESSIE MAE | | | 3Y/12 L |
| G05 00 003 | 0.37 | POUNDS ANN CAROLYN | | | 158/145 |
| G05 00 004 | 0.23 | POUNDS ANN CAROLYN | | | 282\600 |
| G05 00 005 | | JACKSON LARRY-JONES-JERRY | | | 184/434 |
| G05 00 006 | 0.49 | FITZPATRICK JERRY | | | 118/364 |
| G05 00 007 | 0.50 | GILBERT ROBERT | | | PB 3A-4 |
| G05 00 008 | 0.92 | AMBELLAS MARGARET J | | | LTS 7 & |
| G05 00 009 | 0.43 | ETHRIDGE CHARLES W & S V | | | LOT 6 B |
| G05 00 010 | 0.84 | WALL MAUDE K | | | LT 4 S & |
| G05 00 011 | 0.49 | MCDANIEL FLORINE B | | | LOT 11 |
| G05 00 012 | 0.18 | POWELL HOMER LEE | | | 100/320 |
| G05 00 013 | 0.23 | MCDANIEL FLORINE B | | | PRT OF |
| G05 00 014 | 0.21 | CRABINE JOSEPH C SR & LILL | | | LOT 7 C |
| G05 00 015 | 1.41 | BATCHELOR JOHN A | | | LOTS 18 |

Search Order

- ☐ Name
- ☒ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 200

Help Print PRC Cancel Open

{S1 } | 0
LOT 3 DB 126/450 CRABINE LAKE SUB

Finally, when in Parcel Number Search Order, the user can search from the beginning of all Map/Parcel Numbers by clicking Search with a blank Search Field.

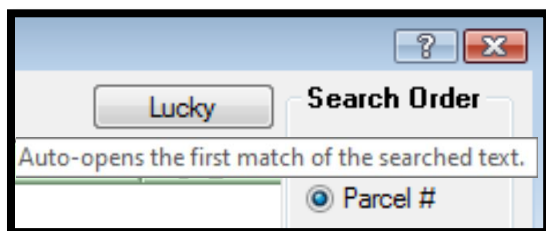
The information that is displayed in the Real Property Search box varies depending upon which Search Order is used. When the Parcel Number search order is used, the following displays:

- Parcel Number.
- Real Property Account Number (the Realkey).
- Total Acres.
- Owner's Name.
- Legal Description.
- Homestead Exemption Code.
- House Number, Extension, Street Direction, Street Name, and Street Type (the Situs Address of the Parcel).
- Owner Account Number (the Ownkey).

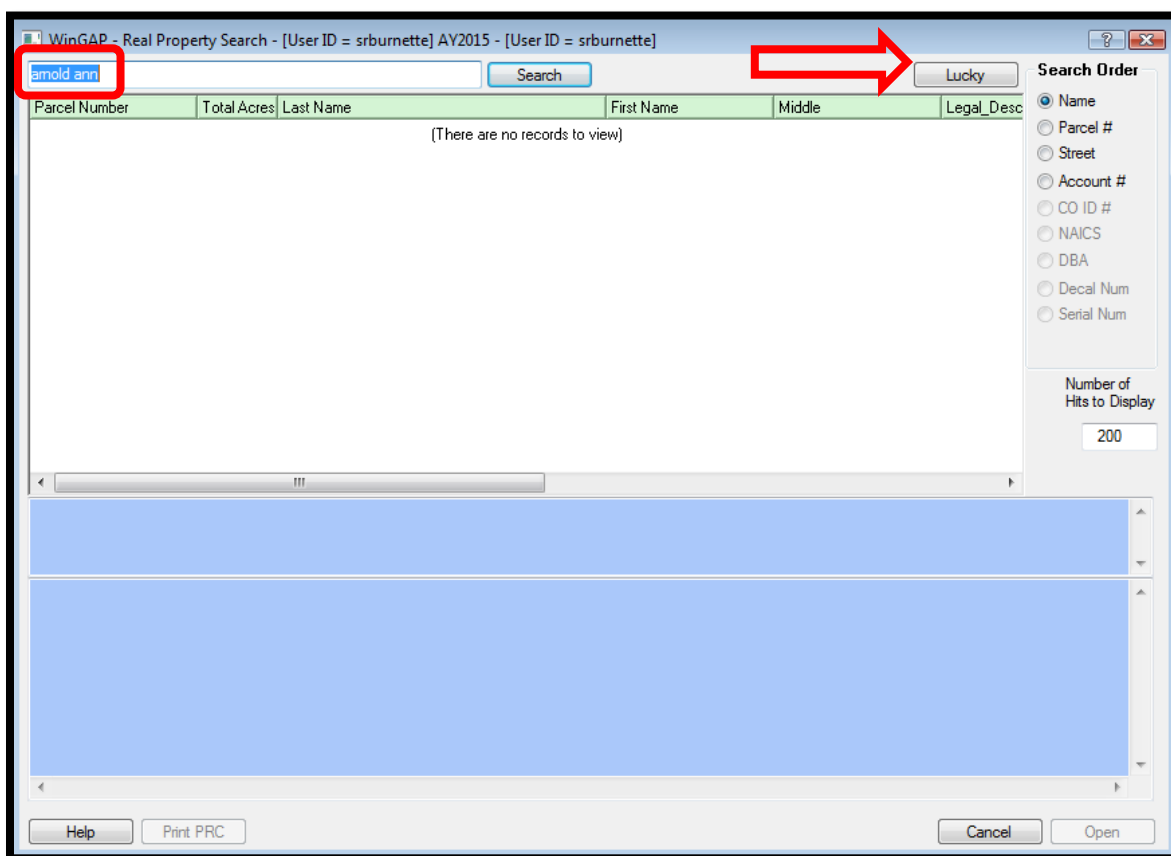
Additional information about a Real Property record can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Real Property Search form. The information that is displayed will depend upon the search order used. The information that displays in the blue box at the bottom of the Real

Property Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Search Results box.

Lucky Button: The Lucky Button, located to the right of the Search Button, allows the user to perform both a search and open the first record that meets the criteria keyed in the Search field. If the user places the mouse cursor on the Lucky Button, a "tool tip" will appear.



For example, the user wants to look at the Real Property record for Ann Arnold. After changing the Search Order to Name and keying the name in the Search field, the user can click the Lucky Button and be taken directly to the Real Property record for that property owner.



WinGAP - Real Property General Information - ARNOLD ANN : G03 00 079 - [User ID = srburnette] AY2015 - [User ID = srburnette]

amold ann
 LastName
 ARNOLD ANN

Account Number 363
 PIN (1) G03-00-079 - Tax District 02 - County
 Alt PIN Asmt Reason

Street Information

| House # | Ext | Dir | Street Name | Type | Quad |
|---------|-----|-----|-------------|------|------|
| 0 | | | | | |

Units U-Type Latitude Longitude Zip Code

Property Information

LL LD GMD Zoning
 Legal : 379/134 LOT 25
 Neighborhood Gray
 Lendor Total Acres 0.00
 Subdivision
 Lot Blk Sec Phse

Exemption Information

Homestead S0 HS App Date 08/26/1998
 Covenant
 Float Base1 0
 Float Curr1 0
 Float Base2 0
 Float Curr2 0
 State HS Val 0
 299(c) Value 0
 299(c) Year 0

Values

| | | |
|----------|--------|------|
| Previous | 36,388 | Edit |
| Current | 36,388 | |
| Return | 0 | |
| Curr-MAV | 0 | |
| Prev-MAV | 0 | Edit |

History

| | |
|------|--------|
| 2013 | 36,388 |
| 2012 | 36,388 |
| 2011 | 36,388 |

Est Tax PIN History

36,388 FMV MAV

| | | |
|-------------|--------|---|
| Land (1) | 7,360 | 0 |
| Res Imp (1) | 29,028 | 0 |
| Com Imp | 0 | 0 |
| Acc Imp | 0 | 0 |

Edit Information

Data Entry Edit History
 Review / / COA History
 Appraiser
 Alternate

Comments ☐ Comment Flag ☐ Returned Mail

WILSON STREET ALL IN THE CITY G05 00 019

Cancel Delete New Apply OK

When using the Lucky Button, the criteria keyed into the search field must exactly match that of the desired record. Otherwise, the user will be taken to the record that is closest to matching the criteria keyed into the Search field.

Name Search: The Search Order for Real Property records can be changed to Name Order by clicking on the Name Radio Button in the Search Order section of the Real Property Search Form. How the Name is keyed into the Search field will depend upon how the County manages the Name information in the Owner's database. Names in WinGAP can be keyed on the Owner Information Form in either the Last Name-First Name-Middle Initial fields, or in the Corporate Name field; an owner cannot have names in both places. One County may prefer to reserve the Corporate Name field for Businesses and Corporations and use the Last Name-First Name-Middle Initial fields for all other owners, another County may prefer to use the Corporate Name field for all owners, and a third may prefer to use the Last Name-First Name-Middle Initial fields for all owners. It is entirely a local matter. Most WinGAP counties use the Corporate Name field for all owners.

If the user is looking for a Real Property owner's name that is in the Last Name-First Name-Middle Initial fields, the name MUST be keyed as follows: "Abbott, Ronald". The comma is mandatory if the Last Name-First Name-Middle Initial fields are used.

WinGAP - Real Property Search - [User ID = srburnette] AY2015 - [User ID = srburnette]

Search: Lucky

| LastName | FirstName | M. | PropTypes | TotPropVal | HomeExempt | Ownkey | Realkey |
|----------------------------|------------|----|-----------|------------|------------|-----------|---------|
| Abbott | Ronald C & | | R | 158,826 | \$0 | 268968771 | 4245 |
| ABIDRO RAFIU & DAMIANA | | | RP | 118,906 | \$1 | 23121 | 7983 |
| ABLE PATTI | | | RP | 378,231 | \$1 | 16281 | 1139 |
| ABNEY BRYANT E & JAN M | | | R | 101,052 | \$1 | 19680 | 4539 |
| ABNEY KIMBERLY S & | | | R | 11,784 | \$0 | 25305 | 10167 |
| ABNEY LUTHER D SR | | | R | 136,051 | \$0 | 18161 | 3019 |
| ABNEY SUSAN C | | | R | 84,598 | \$1 | 17970 | 2828 |
| ABNEY TERRI DIANE | | | R | 18,880 | \$0 | 18322 | 3180 |
| ACE HARDWARE | | | RP | 1,365,591 | \$0 | 6130 | 6953 |
| ACE HARDWARE OF GRAY INC | | | R | 2,684,571 | \$0 | 15407 | 263 |
| ACHI, V WILLIAM CHARLES | | | R | 43,976 | \$0 | 29601 | 13080 |
| ACOCCELLA JULIE M | | | R | 43,107 | \$1 | 19431 | 4289 |
| ACOCCELLA TAMARA B & FRANK | | | R | 67,343 | \$1 | 19582 | 4440 |
| ADAMAR LESHIA | | | R | 46,905 | \$1 | 19248 | 4106 |
| ADAMS ALMA FAYE | | | RP | 109,510 | \$1 | 20019 | 4879 |
| ADAMS ARINE M | | | R | 103,533 | \$0 | 23310 | 8172 |
| ADAMS ARNE MAX | | | R | 105,150 | \$1 | 21004 | 5954 |

Number of Hits to Display:

Jacquelyn P | 208 S Whitehead St | Warrenton, GA 30828
 G01 00 025 {S0 } | 3.100000 260 STONEGABLES CT
 J65C00 072 {S0 } | 0.720000 0

Help Print PRC Cancel Open

If the Real Property owner's name is found in the Corporate Name field, the name is keyed as it was entered in that field: "able patti". No comma is used in the Search field for a Corporate Name.

WinGAP - Real Property Search - [User ID = srburnette] AY2015 - [User ID = srburnette]

able patti Search Lucky

| LastName | FirstName | M.. | PropTypes | TotPropVal | HomeExempt | Ownkey | Realkey |
|----------------------------|-----------|-----|-----------|------------|------------|--------|---------|
| ABLE PATTI | | | RP | 378,231 | S1 | 16281 | 1139 |
| ABNEY BRYANT E & JAN M | | | R | 101,052 | S1 | 19680 | 4539 |
| ABNEY KIMBERLY S & | | | R | 11,784 | S0 | 25305 | 10167 |
| ABNEY LUTHER D SR | | | R | 136,051 | S0 | 18161 | 3019 |
| ABNEY SUSAN C | | | R | 84,598 | S1 | 17970 | 2828 |
| ABNEY TERRI DIANE | | | R | 18,880 | S0 | 18322 | 3180 |
| ACE HARDWARE | | | RP | 1,365,591 | S0 | 6130 | 6953 |
| ACE HARDWARE OF GRAY INC | | | R | 2,684,571 | S0 | 15407 | 263 |
| ACHI, V WILLIAM CHARLES | | | R | 43,976 | S0 | 29601 | 13080 |
| ACOCCELLA JULIE M | | | R | 43,107 | S1 | 19431 | 4289 |
| ACOCCELLA TAMARA B & FRANK | | | R | 67,343 | S1 | 19582 | 4440 |
| ADAMAR LESHIA | | | R | 46,905 | S1 | 19248 | 4106 |
| ADAMS ALMA FAYE | | | RP | 109,510 | S1 | 20019 | 4879 |
| ADAMS ARINE M | | | R | 103,533 | S0 | 23310 | 8172 |
| ADAMS ARNIE MAY | | | R | 195,158 | S1 | 21094 | 5954 |
| ADAMS B C | | | R | 17,500 | S0 | 21438 | 6299 |
| ADAMS BARBARA C | | | R | 50,170 | S1 | 21114 | 6006 |

703 RIVER NORTH BLVD | MACON, GA 31211
 G01 00 018 {S0 } | 2.860000 0
 G01 00 030 {S0 } | 3.100000 367 STONEGABLES COURT
 J56B00 061 {S1 } | 9.700000 0

Help Print PRC Cancel Open

Search Order
☒ Name
☐ Parcel #
☐ Street
☐ Account #
☐ CO ID #
☐ NAICS
☐ DBA
☐ Decal Num
☐ Serial Num

Number of Hits to Display
 200

Case does not matter in WinGAP. Information on the Owner Information Form can be entered in "proper" case, such as "Abbott, Ronald", or in all capital letters, such as "ABBOTT, RONALD". It is entirely a local matter. When searching for Real Property owner information, case also does not matter as far as how the Real Property owner's name is keyed in the Search Field: proper, upper, or lower case will all yield the same result.

Once a Real Property owner's name is keyed in the Search Field, the user should click on the Search Button to the right of the field. If an entire name was keyed and found, the Real Property record(s) for that owner will display at the top of the Real Property Search box, along with other Real Property records in descending alphabetical name order. If the keyed name is not found, Real Property records with the owner's name nearest to the name keyed will display in descending alphabetical order. The number of records that display will depend upon the Number of Hits to Display value.

Various short-cuts with the names of Real Property owners can be used to find owners of Real Property. For example, if the user wishes to see all owners with the Last Name of Smith that own Real Property, the name "Smith" can be keyed in the Search Field. Clicking the Search Button will display the Real Property records with owners of the Last Name or Corporate Name of Smith in the County. Names keyed in the Last Name-First Name-Middle Initial fields will display ahead of names keyed in the Corporate Name field.

WinGAP - Real Property Search - [User ID = srburnette] AY2015 - [User ID = srburnette]

Search Field: smith Search Lucky

| LastName | FirstName | M.. | PropTypes | TotPropVal | HomeExempt | Ownkey | Realkey |
|----------------------------|-----------|-----|-----------|------------|------------|-----------|---------|
| Smith | Allison | | R R | 40,000 | S0 | 268969383 | 85797 |
| SMITH ALBERT M SECOND & M | | | R | 74,515 | S1 | 18218 | 3076 |
| SMITH ALICE | | | R | 117,051 | S1 | 22159 | 7020 |
| SMITH B BRIAN | | | R | 37,030 | S0 | 19637 | 4495 |
| SMITH B BRIAN | | | R | 77,048 | S1 | 19638 | 4496 |
| SMITH BENJAMIN F IV & GAN | | | R | 157,827 | S0 | 23325 | 8187 |
| SMITH BENJAMIN F IV | | | R | 24,444 | S0 | 23324 | 8186 |
| SMITH BENJAMIN F IV & GAN | | | R | 33,264 | S0 | 23326 | 8188 |
| SMITH BENJAMIN F IV AND | | | R | 21,000 | S0 | 23323 | 8185 |
| SMITH BOB LEE | | | R | 226,039 | S0 | 25795 | 10657 |
| SMITH BRIAN B | | | R | 17,518 | S0 | 26360 | 11228 |
| SMITH C FERRIS & PAULINE | | | R | 146,887 | S1 | 25275 | 10137 |
| SMITH CANDACE | | | R | 24,196 | S0 | 25728 | 10590 |
| SMITH CAROL J & CLIFFORD L | | | R | 29,164 | S1 | 29772 | 13194 |
| SMITH CATHIE | | | R | 47,037 | S1 | 26415 | 11284 |
| SMITH CHARLEAN P & MARION | | | R | 1,311 | S0 | 23581 | 8443 |
| SMITH CHARLEAN P & MARION | | | R | 67,556 | S0 | 22602 | 8444 |

Search Order:

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 200

101 Gliding Path Road | ATHENS, GA 30605
 G05 00 099 {S0 } | 5.000000 101 Gliding Path Rd

Help Print PRC Cancel Open

Another short-cut with Name Order searches is to key the beginning part of a Real Property owner's name in the Search Field to find matching owners of Real Property records. For example, the letters "Bar" can be keyed to display all Real Property records whose owner's Last Name or Corporate Name begins with those letters.

WinGAP - Real Property Search - [User ID = srburnette] AY2015 - [User ID = srburnette]

bar Search Lucky

| LastName | FirstName | M.. | PropTypes | TotPropVal | HomeExempt | Ownkey | Realkey |
|--------------------------------|-----------|-----|-----------|------------|------------|--------|---------|
| BARBEE EDGAR W & DOROTHY | | | R | 77,599 | S1 | 16119 | 975 |
| BARBER ANN M | | | R | 4,892 | S0 | 24697 | 9559 |
| BARBER ANN M | | | R | 4,916 | S0 | 24698 | 9560 |
| BARBER ANN M | | | R | 58,610 | S1 | 24699 | 9561 |
| BARBER FRANK C & MICHELE | | | R | 42,282 | S1 | 26023 | 10885 |
| BARBER FRANK C & MICHELE M | | | R | 33,214 | S0 | 26024 | 10886 |
| BARBER MARION | | | R | 111,478 | S0 | 26610 | 11479 |
| BARFOOT WENDELL C | | | R | 66,562 | S1 | 26107 | 10970 |
| BARFIELD CURTIS E & | | | R | 16,858 | S0 | 22236 | 7097 |
| BARFIELD CURTIS E & PATRI | | | R | 81,441 | S1 | 22240 | 7101 |
| BARFIELD JOHNNIE H | | | R | 70,390 | S1 | 20292 | 5152 |
| BARFIELD JOHNNY H JR | | | R | 50,364 | S0 | 26507 | 11376 |
| BARFIELD LAWRENCE | | | R | 5,330 | S0 | 17234 | 2092 |
| BARFIELD ROBERT B & CAROL | | | R | 80,232 | S1 | 15351 | 206 |
| BARGER KRISTI LYNN & DAVID ... | | | R | 99,666 | S0 | 27072 | 11943 |
| BARGER KRISTI LYNN & DAVIS ... | | | R | 15,160 | S0 | 27071 | 11942 |
| BARGER STEPHEN | | | R | 125,504 | S1 | 26131 | 12004 |

P O BOX 1285 GRAY, GA 31032
G04 00 156 {S1 } | 0.000000 0

Help Print PRC Cancel Open

Search Order

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 200

Finally, when in Name Search Order, the user can search from the beginning of the alphabet by clicking the Search button with a blank Search Field.

The information that is displayed in the Real Property Search box varies depending upon which Search Order is used. When the Name search order is used, the following displays:

- Owner's Name.
- Types of property for this owner, identified by the letters **R** (Real Property), **P** (Personal Property), or **M** (Prebilled Manufactured Home).
- Parcel Number.
- Total Property Value.
- Homestead Exemption Code.
- Owner Account Number (the Ownkey).
- Real Property Account Number (the Realkey).

Additional information about a Real Property record can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Real Property Search form. The information that is displayed will depend upon the search order used. The information that displays in the blue box at the bottom of the Real Property Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Search Results box.

Street Search: The Search Order for Real Property records can be changed to Street Name and Number Order by clicking on the Street radio button in the Search Order section of the Real Property Search Form. The House #, Street Name, and Street Number, also known as the Situs (or Parcel) Address, must be keyed in the appropriate fields on the Real Property General Information form for the Street search to be successful. The House Number, such as "258", should be keyed in the House # field; the Street Name, such as "LUKE", should be keyed in the Street Name field; and the Street Type, such as "RD" for "Road", keyed into the Type field on the Real Property General Information Form.

WinGAP - Real Property General Information - WOOD BLANCHE E & MARK EDWARD SIKES : 012 004C - [User ID = srburnette] Cl...

<< Top < Prev Next > End >> Account Number 7 Duplicate Notice Return Made

PIN (1) 01-2- -004-C Tax District 01 - County - General

Alt PIN Asmt Reason Market Study Analysis

Street Information

| House # | Ext | Dir | Street Name | Type | Quad |
|---------|-----|-----|-------------|------|------|
| 258 | | | LUKE | RD | |

Units 0 Type Latitude Longitude Zip Code

Property Information

LL LD GMD Zoning AR

Legal : LOT: TR 2; DEEDED ACS: 0.918

Neighborhood 3000R-WEST

Living Units Total Acres 0.91

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S1 HS App Date / /

Covenant

Float Base 1 0

Float Curr1 0

Float Base2 0

Float Curr2 0

State HS Val 0

299(c) Value 0

299(c) Year 0

Values

| Previous | Current | Return | Cur-MAV | Prev-MAV |
|----------|---------|--------|---------|----------|
| 85,426 | 84,571 | 0 | 0 | 0 |

History

| Year | Value |
|------|--------|
| 2013 | 86,281 |
| 2012 | 87,785 |
| 2011 | 91,293 |

Est Tax PIN History

Prebill Timber

Future New Owner Transfer Items Transfer Sales (3) Permits Appeals* Dup Items Bus Lic Income ACO Third Party Documents

84,571 FMV MAV

| Land (1) | Res Imp (1) | Com Imp | Acc Imp (1) |
|----------|-------------|---------|-------------|
| 22,000 | 62,432 | 0 | 139 |

Edit Information

Data Entry astephens Edit History

Review / / COA History

Appraiser GREG DYER

Alternate DEAN PAUL

Comments Comment Flag Returned Mail

2004 M/R
DB 2600 PG 327 ROW
WD JAMES ROY SIKES & BLANCHE E WOOD NATURAL LIFE REMAINDER
INTEREST TO MOLLY SIKES TRST BY TRUSTEE

Cancel Delete New Apply OK

Various types of searches can be performed in the Street Search field. The beginning part or all of the Street Name, without the Street Number if desired, can be keyed in the Search Field to locate Real Property records. For example, the letters "luke" can be keyed to display all Real Property records that have Street Names beginning with those letters.

WinGAP - Real Property Search - [User ID = srburnette] Clarke_AY2015 - [User ID = srburnette]

Search: luke Lucky

| Street_Nam | StType | StDirect | House_No | Extension | Quad | Unit | UnitType | Parcel_No | HomeExempt | TotalA |
|------------|--------|----------|----------|-----------|------|------|----------|------------|------------|--------|
| LUKE | RD | | | | | | | 012 003 | S0 | 103 |
| LUKE | RD | | 180 | | | | | 012 003C | S0 | |
| LUKE | RD | | 230 | | | | | 012 003A | S0 | |
| LUKE | RD | | 258 | | | | | 012 004C | S1 | |
| LUKE | RD | | 260 | | | | | 012 004A | SC | |
| LUKE | RD | | 268 | | | | | 012 002 | S0 | 48 |
| LULLWATER | DR | | 120 | | | | | 132B1 F001 | S1 | |
| LULLWATER | DR | | 220 | | | | | 124D4 G002 | S0 | |
| LULLWATER | RD | | 130 | | | | | 132B1 E005 | SC | |
| LULLWATER | RD | | 135 | | | | | 132B1 D011 | SC | |
| LULLWATER | RD | | 140 | | | | | 132B1 E004 | SC | |
| LULLWATER | RD | | 145 | | | | | 132B1 D012 | S0 | |
| LULLWATER | RD | | 150 | | | | | 132B1 E003 | S1 | |
| LULLWATER | RD | | 155 | | | | | 132B1 D013 | SC | |
| LULLWATER | RD | | 160 | | | | | 132B1 E002 | S1 | |
| LULLWATER | RD | | 165 | | | | | 132B1 D014 | SC | |

Search Order:

- ☐ Name
- ☐ Parcel #
- ☒ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 200

Name: LUKE BRENDA PIN: 012 003
Mailing Address:
P O BOX 721
STATHAM GA 30666-0015

Help Print PRC Cancel Open

If a specific Street Name and Number is desired, this is keyed into the Search field by keying the Street Name first, followed by a comma, then the Street Number.

WinGAP - Real Property Search - [User ID = srburnette] Clarke_AY2015 - [User ID = srburnette]

Search: luke,260 Lucky

| Street_Nam | StType | StDirect | House_No | Extension | Quad | Unit | UnitType | Parcel_No | HomeExempt | TotalA |
|------------|--------|----------|----------|-----------|------|------|----------|-------------|------------|--------|
| LUKE | RD | | 260 | | | | | 012 004A | SC | |
| LUKE | RD | | 268 | | | | | 012 002 | S0 | 46 |
| LULLWATER | RD | | 260 | | | | | 124D4 C011 | SC | |
| LULLWATER | RD | | 265 | | | | | 124D4 F003 | SC | |
| LULLWATER | RD | | 280 | | | | | 124D4 C010 | SC | |
| LULLWATER | RD | | 290 | | | | | 124D4 C009 | S1 | |
| LULLWATER | RD | | 295 | | | | | 124D4 F004 | SC | |
| LULLWATER | RD | | 504 | | | | | 132B1 F002 | SC | |
| LUMPKIN | ST | N | 264 | | | | | 171B5 A013 | S0 | |
| LUMPKIN | ST | N | 264 | | | 201 | | 171B5 A013D | S1 | |
| LUMPKIN | ST | N | 264 | | | 202 | | 171B5 A013E | S0 | |
| LUMPKIN | ST | N | 264 | | | 203 | | 171B5 A013F | S0 | |
| LUMPKIN | ST | N | 265 | | | | | 171A5 A001C | S0 | |
| LUMPKIN | ST | N | 288 | | | | | 171B5 A013B | S0 | |
| LUMPKIN | ST | N | 288 | A | | | | 171B5 A013C | S0 | |
| LUMPKIN | ST | N | 288 | | | | | 171 001F | S0 | |

Search Order:

- ☐ Name
- ☐ Parcel #
- ☒ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 200

Name: SIKES JAMES ROY & BETTY JEAN SIKES PIN: 012 004A
Mailing Address:
260 LUKE RD
BOGART GA 30622

Help Print PRC Cancel Open

Finally, when in Street Search Order, the user can also search from the beginning of the alphabet for Street Names by clicking Search with a blank Search Field.

The information that is displayed in the Real Property Search box varies depending upon which Search Order is used. When the Street Name Search Order is used, the following displays:

- Street Name, Street Type, Street Direction, House Number, Street Extension, Street Quad, Street Unit, and Unit Type (the Situs Address for this parcel).
- Parcel Number.
- Homestead Exemption Code.
- Total Acres.
- Owner's Name.
- Legal Description.
- Owner Account Number (the Ownkey).
- Real Property Account Number (the Realkey).

Additional information about a Real Property record can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Real Property Search form. The information that is displayed will depend upon the search order used. The information that displays in the blue box at the bottom of the Real

Property Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Search Results box.

Account Number Search: The Search Order for Real Property records can be changed to Account Number Order by clicking on the Account # radio button in the Search Order section of the Real Property Search Form. The Account Number for Real Property records is the same as the WinGAP assigned Realkey number. To locate Real Property by a specific Account Number, for example "1515", the entire Account Number should be keyed into the Search field. After clicking the Search Button, the desired record should appear at the top of the Real Property Search box followed by other Real Property records in ascending Account Number order.

WinGAP - Real Property Search - [User ID = srburnette] AY2015 - [User ID = srburnette]

1515 Search Lucky

| Realkey | Parcel Number | Digclass | Homeexempt | Total Acres | Legal_Desc | Last Name |
|---------|---------------|----------|------------|-------------|---|-----------------|
| 1515 | J50C00 032 | R | S1 | | LOT 21 EAGLE CREST SUBD. 402/541 PLAT 9/111 | PAVONI PHILIP J |
| 1516 | J50C00 033 | R | S0 | | LOT 22 EAGLE CREST SUB 395/366 PLAT 9/111 | JACKSON TERR |
| 1517 | J50C00 034 | R | S1 | | LOT 23 EAGLE CREST SUB PB9-111 234/558 | AMPORFUL SAM |
| 1518 | J50C00 035 | R | S0 | | LOT 24 EAGLE CREST DB 413/110 PB 9-111 | JACKSON EDWA |
| 1519 | J50C00 036 | R | S0 | | LOT 25 EAGLE CREST PB 9-66 415/141 | LEE WILLIAM J |
| 1520 | J50C00 037 | R | S1 | | LOT 26 EAGLE CREST 9-111 LL 46 LD 8 309/15 | DESSEM R LAW |
| 1521 | J50C00 038 | R | S1 | | LOT 27 EAGLE CREST SUB 400/40 PB 9/111 | SURVANT BRAD |
| 1522 | J50A00 010 | R | S1 | | LOT 4 BLK H R-NORTH PB9/66 DB 218/553 412/313 | CARMEAN HOW |
| 1523 | J50A00 009 | R | S1 | | LOT 17 BLK H R-NORTH PB 9-66 DB 338/391 | NESBIT DENNIS |
| 1524 | J50B00 056 | R | S1 | 6.90 | LL 143 LD 8 10-122 DB 231/493 | MCCLAIN KARY |
| 1525 | J50A00 008 | R | S1 | | LOT 18 BLK H R-NORTH PB 9/66 255/551 | FREEMAN CALV |
| 1526 | J50A00 007 | R | S1 | | LOT 19 BLK H R-NORTH PB 9/66 DB 230/549 | WRENN B E |
| 1527 | J50A00 006 | R | S0 | | LOT 20 BLK H R-NORTH 324/255 412/255 | WATKINS LARR |
| 1528 | J50A00 005 | R | S0 | | LOT 21 BLK H R-NORTH DB 9/66 | RIVERPART LTI |
| 1529 | J50A00 004 | R | S0 | | LOT 22 BLK H R-NORTH DB 9/66 | RIVERPART LTI |
| 1530 | J50A00 003 | R | S0 | | LOT 23 BLK H UNIT 1 655-1 RIVER NORTH 324/255 | JONES RYDOL |

Search Order:
☐ Name
☐ Parcel #
☐ Street
☒ Account #
☐ CO ID #
☐ NAICS
☐ DBA
☐ Decal Num
☐ Serial Num

Number of Hits to Display: 200

Name : PAVONI PHILIP J
 PIN : J50C00 032
 Class : R
 Acres : 0.000000
 Situs : 0
 MailAddr : 245 EAGLE DRIVE
 MACON , GA 31211

Help Print PRC Cancel Open

When in Account Number Search Order, the user can search from the beginning of all Account Numbers by clicking on the blank Search Field.

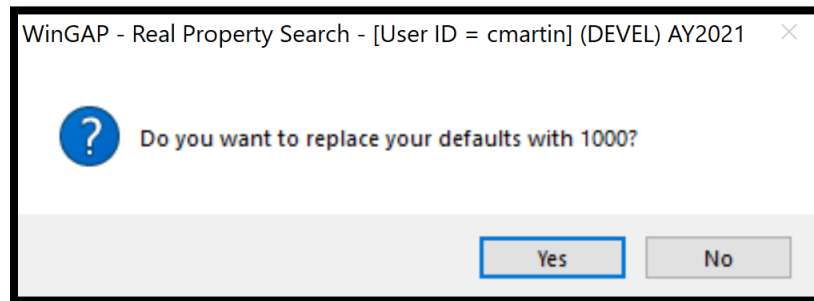
The information that is displayed in the Real Property Search box varies depending upon which Search Order is used. When the Account Number Search Order is used, the following displays:

- Real Property Account Number (the Realkey).
- Parcel Number.
- Digest Class.
- Homestead Exemption Code.
- Total Acres.

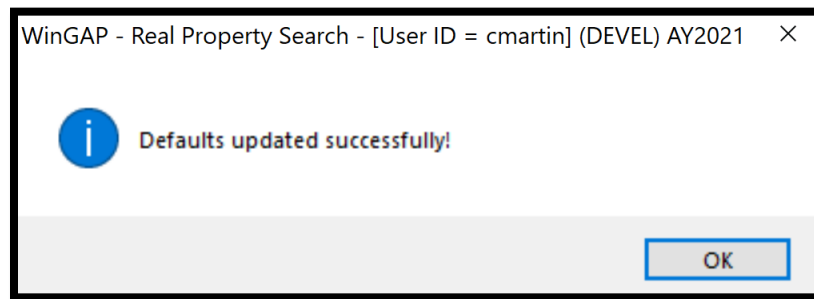
- Legal Description.
- Owner's Name.
- Owner Account Number (the Ownkey).

Additional information about a Real Property record can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Real Property Search form. The information that is displayed will depend upon the search order used. The information that displays in the blue box at the bottom of the Real Property Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Search Results box.

Number of Hits to Display: If Logins are enabled in Tools > Preferences, the Default Number of Hits to Display can be changed for each user in two different places. The first location where the default Number of Hits to Display can be changed for any user is in Tools > Password Administration, and the second is on any of the Search Forms. When the user clicks Cancel to leave one of the Search Forms after changing the Default Number of Hits to Display value and performing a search using this new value, WinGAP will display a message asking the user if they would like to replace their default Number of Hits to Display.



If the new number is to be the new default, the user should click the Yes Button and the Number of Hits to Display for this user will be set as the default for that user. Clicking No will leave the defaults to what it was set at previously.



If logins are not enabled, the default Number of Hits to Display on any Search Form in WinGAP is 200. If Logins are not enabled, each user in WinGAP can temporarily change the number of Owner records that will be displayed when searching on that Form, if desired, by clicking in the Number of Hits to Display field and keying the new number. When the user leaves that Form, the default number will revert to 200.

Multiple Owners: At the bottom of the Real Property Search Form is the Multiple Owners memo field. If a Real Property parcel has any Multiple Owners keyed on the Owner Information Form, they will be listed here.

WinGAP - Real Property Search - [User ID = felix] AY2015 - [User ID = felix]

Search Lucky

| LastName | FirstName | M.. | PropTypes | TotPropVal | HomeExempt | Ownkey | Realkey |
|---------------------------|------------|-----|-----------|------------|------------|-----------|---------|
| A-1 PALLET RECYCLING INC | | | R | 54,018 | S0 | 19124 | 4 |
| AAMES CAPITAL CORP | | | RP | 80,175 | S0 | 17661 | 2519 |
| AAMES CAPITAL CORPORATION | | | R | 66,282 | S0 | 17642 | 2500 |
| AARON GRADY & MICHELLE | | | R M | 53,253 | S1 | 27886 | 12763 |
| AARON HYACINTH | | | R M | 18,892 | S0 | 27696 | 12571 |
| AARON INGRID C | | | RP | 514,247 | S0 | 268968772 | 6937 |
| AARON INGRID C | | | RPM | 1,280,181 | S1 | 17789 | 2647 |
| AARON KENNETH J | | | RP | 103,197 | S0 | 268968768 | 3618 |
| AARON SHAREE | | | RPM | 1,982,172 | S1 | 26416 | 11285 |
| Abbott | Ronald C & | | R | 158,826 | S0 | 268968771 | 4245 |
| ABIORO RAFIU & DAMIANA | | | RP | 118,906 | S1 | 23121 | 7983 |
| ABLE PATTI | | | RP | 378,231 | S1 | 16281 | 1139 |
| ABNEY BRYANT E & JAN M | | | R | 101,052 | S1 | 19680 | 4539 |
| ABNEY KIMBERLY S & | | | R | 11,784 | S0 | 25305 | 10167 |
| ABNEY LUTHER D SR | | | R | 136,051 | S0 | 18161 | 3019 |
| ABNEY SUSAN C | | | R | 84,598 | S1 | 17970 | 2828 |
| ABNEY TERRY DANE | | | R | 10,000 | S0 | 10000 | 3100 |

Aaron, Ronald; Aaron, Roger

116 LEE RD
J69 00 083A {S1 } | 0.660000 0 | MACON, GA 31217

Help Print PRC Cancel Open

Search Order

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 500

PERSONAL PROPERTY SEARCH FORM

The Personal Property Search Form is used to locate Personal Property accounts. The Form can be reached by one of three methods:

- By clicking on the Personal Button on the WinGAP Toolbar.
- By clicking on Property Maintenance on the WinGAP Menu Bar, then Personal, then Search.
- By keying the "hot-key" combination of Ctrl + Shift + P.

The Personal Property Search Form is divided into several sections. At the top of the Form is the Search Field, where, depending upon the Search Order, the Personal Property account owner's name, parcel number, or other criteria is keyed. Beneath the Search field is the Personal Property Information box where Personal Property records whose owner's names, account numbers, or other criteria that most closely match that keyed into the Search Field will be displayed. On the upper right of the Form is the Search Order section, where the default Search Order (Name) can be changed by clicking any of the other Radio Buttons.

Beneath the Search Order section is the Number of Hits to Display field which contains the default number of Real Property records that will be displayed in the Real Property Information box. This default value can be temporarily changed, if necessary (and if Logins are enabled, set as a default for that user).

The blue panel beneath the Personal Property Information box is a memo field where information about the selected account will display. That same information will display in a tool tip if the user hovers their mouse over an account in the Search Results. The information displayed changes based on what Sort Order is selected.

WinGAP - Personal Property Search - [User ID = cmartin] (DEVEL) AY2021

40615 Search Lucky

| Perskey | Propclass | St_Num | St_Ext | St_Direct | St_Name | St_Type | Busi_Id | Taxdi |
|---------|-----------|--------|--------|-----------|---------------------|---------|--------------------------------------|-------|
| 40615 | C | 705 | | | VILLAGE WALK | | D & S DRAIN CLEANING | 02 |
| 40616 | C | 1165 | | | BONNIE LN | | DOWNWOOD MANUFACTURING LP | 02 |
| 40618 | C | 213 | | | MAIN ST | | | 02 |
| 40619 | C | 15 | | | OAK CREEK | | | 01 |
| 40620 | C | 287 | | | HARMONY DR | | | 01 |
| 40622 | C | 464 | | | AMSTERDAM | | | 01 |
| 40624 | C | 4889 | | | OLD CARTERSVILLE RD | | TEN POINT SERVICES LLC | 01 |
| 40626 | C | 160 | | | PEYTON LN | | SOUTHERN FABRICATION LLC | 01 |
| 40627 | C | 5115 | | | RIDGE RD | | BASHAM EMPLOYEE DEV & CONSULTING LLC | 01 |
| 40628 | C | 33 | | | CRESTVIEW CT | | JA FIVE BOOKKEEPING AND ACCOUNTING | 01 |
| 40629 | C | 322 | | | ROSE HALL LN | | NA CRAFT LLC | 01 |
| 40631 | C | 2954 | | | DABBS BRIDGE RD | | DOUGLAS S ROBERSON | 01 |
| 40633 | C | 110 | | | EVANS MILL DR | | ALONA JOSEPH | 01 |
| 40634 | C | 59 | | | ESSEX LN | | LEES GOOD FOOT TRAVELS LLC | 01 |
| 40635 | C | 848 | | | BERANDA CIR | | CHITAM TECHNOLOGY SOLUTIONS LLC | 01 |
| 40636 | C | 5 | | | BAINBRIDGE DR | | DTB TRUCKING LLC | 01 |
| 40637 | C | 61 | | | JOY DR | | RICHARD M THOMAS | 01 |
| 40639 | C | 63 | | | GROVE MEADOW DR | | GRAND IMPROVEMENTS LLC | 01 |
| 40640 | C | 170 | | | WILMINGTON CT | | FAIR OAKS GLASS & MIRROR COMPANY | 01 |

Name: PARKER DOUGLAS
PIN: 137320210000 TD: 02 Situs: 705 VILLAGE WALK STE
Mailing Address:
DALLAS GA 30132
Business ID: D & S DRAIN CLEANING

Search Order:
☐ Name
☐ Parcel #
☐ Street
☒ Account #
☐ CO ID #
☐ NAICS
☐ DBA
☐ Decal Num
☐ Serial Num

Number of Hits to Display: 200

Help Cancel Open

The Help Button can be clicked to display Help Information about the Personal Property Search Form. The Open and Cancel Buttons allow the user to Open the desired Owner record or Cancel the search procedure.

NOTE: Before keying any search information in the Search Field, the user should be sure that the Cursor is at the far left of the field. Not doing this will in most cases produce incorrect information.

Name Search: What the user keys into the Search field is first determined by the Search Order. The default Search Order for Personal Property records is Name Order. How the Name is keyed into the Search field will depend upon how the County manages the Name information in the Owner's database. Names in WinGAP can be keyed on the Owner Information Form in either the Last Name-First Name-Middle Initial fields, or in the Corporate Name field; an owner cannot have names in both places. One County may prefer to reserve the Corporate Name field for Businesses and Corporations and use the Last Name-First Name-Middle Initial fields for all other owners, another County may prefer to use the Corporate Name field for all owners, and a third may prefer to use the Last Name-First Name-Middle Initial fields for all owners. It is entirely a local matter. Most WinGAP counties use the Corporate Name field for all owners.

If the user is looking for a Personal Property owner's name that is in the Last Name-First Name-Middle Initial fields, the name MUST be keyed as follows: "Abernathy, Cole". The comma is mandatory if the Last Name-First Name-Middle Initial fields are used.

WinGAP - Personal Property Search - [User ID = cmartin] (DEVEL) AY2021

abernathy, cole Search Lucky

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey | Perskey |
|----------------------------------|-----------|--------|-----------|------------|--------|---------|
| ABERNATHY | COLE | | P | | 191732 | 39502 |
| ABLE ASPHALT PAVING CO INC | | | P | 165,639 | 162796 | 20953 |
| ABLE PATRICIA | | | P | 10,435 | 163944 | 24343 |
| ABOEBARENSI INC | | | P | 7,700 | 163936 | 24306 |
| ABOUT ALL THINGS INC | | | P | 412 | 192373 | 39703 |
| ABSOLUTE GREEN LLC | | | P | | 202955 | 41882 |
| ABSOLUTE HANDYMAN SERVICES LLC | | | P | | 204489 | 42077 |
| ABSOLUTE HOME CARE LLC | | | P | | 202825 | 41810 |
| ABSOLUTE SUNBLOCK LLC | | | P | 69 | 188701 | 38916 |
| ABSOLUTE TILE LLC | | | P | | 194690 | 40253 |
| ABUNDANT LIFE CHURCH OF GOD | | | P | | 164538 | 25754 |
| ACADEMY LTD 124 | | | P | 2,672,353 | 168082 | 32126 |
| ACCEL PHYSICAL THERAPY INC | | | P | 33,062 | 197175 | 40677 |
| ACCENT HEALTH LLC | | | P | 1,387 | 202770 | 41756 |
| ACCESS LOCK & KEY INC | | | P | 640 | 166207 | 29340 |
| ACCO BRANDS | | | P | 5,070 | 194625 | 40245 |
| ACE CONCRETE CORING & SAWING INC | | | P | 72,236 | 160344 | 8420 |
| ACE DRAPERY INSTALLATION INC | | | P | 3,044 | 160952 | 13031 |
| ACE FIRST RESPONSE LLC | | | P | 464 | 196287 | 40579 |
| ACEVEDO MARIA C | | | P | 735 | 170703 | 35206 |

Search Order

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 200

Mailing Address :

56 SUZETTE CT
DALLAS GA 30157
Acct: 39502 PIN: 191410130000 ID: 01 Business ID: Situs: 0

Help Cancel Open

If the Personal Property owner's name is found in the Corporate Name field, the name is keyed as it was entered in that field: "able patricia". No comma is used in the Search field for a Corporate Name.

WinGAP - Personal Property Search - [User ID = cmartin] (DEVEL) AY2021

able patricia

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey | Perskey |
|----------------------------------|-----------|--------|-----------|------------|--------|---------|
| ABLE PATRICIA | | | P | 10,435 | 163944 | 24343 |
| ABOEBARENSI INC | | | P | 7,700 | 163936 | 24306 |
| ABOUT ALL THINGS INC | | | P | 412 | 192373 | 39703 |
| ABSOLUTE GREEN LLC | | | P | | 202955 | 41882 |
| ABSOLUTE HANDYMAN SERVICES LLC | | | P | | 204489 | 42077 |
| ABSOLUTE HOME CARE LLC | | | P | | 202825 | 41810 |
| ABSOLUTE SUNBLOCK LLC | | | P | 69 | 188701 | 38916 |
| ABSOLUTE TILE LLC | | | P | | 194690 | 40253 |
| ABUNDANT LIFE CHURCH OF GOD | | | P | | 164538 | 25754 |
| ACADEMY LTD 124 | | | P | 2,672,353 | 168082 | 32126 |
| ACCEL PHYSICAL THERAPY INC | | | P | 33,062 | 197175 | 40677 |
| ACCENT HEALTH LLC | | | P | 1,387 | 202770 | 41756 |
| ACCESS LOCK & KEY INC | | | P | 640 | 166207 | 29340 |
| ACCO BRANDS | | | P | 5,070 | 194625 | 40245 |
| ACE CONCRETE CORING & SAWING INC | | | P | 72,236 | 160344 | 8420 |
| ACE DRAPERY INSTALLATION INC | | | P | 3,044 | 160952 | 13031 |
| ACE FIRST RESPONSE LLC | | | P | 464 | 196287 | 40579 |
| ACEVEDO MARIA C | | | P | 735 | 170703 | 35206 |
| ACG PIZZA PARTNERS OPERATING LP | | | P | 45,184 | 160447 | 9154 |
| ACORN WORKSHOP | | | P | 1,777 | 176926 | 36661 |

Search Order

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display:

Mailing Address :

206 EAST SKYLINE VIEW
DALLAS GA 30157
Acct: 24343 PIN: 145120920000 ID: 01 Business ID: ABLE HAIR STUDIO SALON Situs: 45 DARBYS CROSSING

Case does not matter in WinGAP. Information on the Owner Information Form can be entered in "proper" case, such as "Abernathy, Cole", or in all capital letters, such as "ABERNATHY, COLE". It is entirely a local matter. When searching for Personal Property owner information, case also does not matter as far as how the Personal Property owner's name is keyed in the Search Field: proper, upper, or lower case will all yield the same result.

Once a Personal Property owner's name is keyed in the Search Field, the user should click on the Search Button to the right of the field. If an entire name was keyed and found, the Personal Property record(s) for that owner will display at the top of the Personal Property Search box, along with other Personal Property records in descending alphabetical name order. If the keyed name is not found, Personal Property records with the owner's name nearest to the name keyed will display in descending alphabetical order. The number of records that display will depend upon the Number of Hits to Display value.

Various short-cuts with the names of Personal Property owners can be used to find owners of Personal Property. For example, if the user wishes to see all owners with the Last Name of Smith that have Personal Property accounts, the name "Smith" can be keyed in the Search Field. Clicking the Search Button will display the Personal Property records with owners of the Last Name or Corporate Name of Smith in the County. Names keyed in the Last Name-First Name-Middle Initial fields will display ahead of names keyed in the Corporate Name field.

WinGAP - Personal Property Search - [User ID = cmartin] (DEVEL) AY2021

smith, brandy Search Lucky

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey | Perskey |
|------------------------------|-----------|--------|-----------|------------|--------|---------|
| SMITH | BRANDY | | P | 12,014 | 179533 | 37396 |
| SMITH ABIGAIL L | | | P | 5,012 | 206548 | 42558 |
| SMITH ALECIA A | | | RP | 248,990 | 118054 | 39465 |
| SMITH ALLEN R JR | | | P | | 162077 | 18824 |
| SMITH ALYSA R | | | P | 1,240 | 167807 | 31772 |
| SMITH ANDREW | | | P | | 205650 | 42248 |
| SMITH ANTHONY E | | | P | 6,869 | 179085 | 37041 |
| SMITH CALVIN SHANE | | | P | 2,190 | 179255 | 37220 |
| SMITH CARLA D | | | P | 6,584 | 99360 | 32752 |
| SMITH CHRIS C | | | P | 5,489 | 174088 | 35955 |
| SMITH COLLIN J | | | P | 100 | 206700 | 42715 |
| SMITH CONSTRUCTION GROUP LLC | | | P | | 195780 | 40361 |
| SMITH DARREL S | | | P | 3,500 | 168855 | 33004 |
| SMITH DARRYL W | | | P | 4,327 | 160299 | 7965 |
| SMITH DAVID H | | | P | | 168856 | 33005 |
| SMITH DEBRA M | | | P | 3,182 | 192703 | 40017 |
| SMITH DOUGLAS V | | | P | | 199864 | 41163 |
| SMITH ERIC | | | P | | 195815 | 40387 |
| SMITH FREDDIE E | | | P | 1,702 | 206380 | 42431 |
| SMITH GABRIEL L | | | P | 1,308 | 200157 | 41357 |

Search Order

☒ Name
☐ Parcel #
☐ Street
☐ Account #
☐ CO ID #
☐ NAICS
☐ DBA
☐ Decal Num
☐ Serial Num

Number of Hits to Display

Mailing Address :

13 BEECHWOOD LN
 ROCKMART GA 30153
 Acct: 37396 PIN: 129330060000 ID: 01 Business ID: Situs: 0

Help Cancel Open

Another short-cut with Name Order searches is to key the beginning part of a Personal Property owner's name in the Search Field to find matching owners of Personal Property records. For example, the letters "Bar" can be keyed to display all Personal Property records whose owner's Last Name or Corporate Name begins with those letters.

WinGAP - Personal Property Search - [User ID = cmartin] (DEVEL) AY2021

bar

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey | Perskey |
|----------------------------|-----------|--------|-----------|------------|--------|---------|
| BARBER HARBOR LLC | | | P | | 205668 | 42266 |
| BARBER KEVIN R | | | P | 6,377 | 199665 | 41014 |
| BARBER LINDA | | | P | | 168543 | 32667 |
| BARBER RICHARD | | | RP | 225,189 | 2564 | 23284 |
| BARBERS I TRUST LLC | | | P | | 184131 | 37999 |
| BARDAY & COMPANY INC | | | P | 201 | 203296 | 41941 |
| BARJJ INC | | | P | 38,206 | 175763 | 36385 |
| BARK AVENUE WESTSIDE | | | P | | 167155 | 30940 |
| BARKER CARL L JR | | | P | 4,619 | 160970 | 13184 |
| BARNES GARY L | | | P | 8,684 | 206608 | 42622 |
| BARNES THOMAS | | | P | 1,513 | 164484 | 25610 |
| BARNES WARREN O | | | RP | 197,914 | 175598 | 37015 |
| BARNETT DARRELL W & ROSE H | | | P | 3,244 | 162706 | 20684 |
| BARNETT DONALD M | | | P | 677 | 174412 | 36065 |
| BARNETT JAMES P | | | P | | 199595 | 40962 |
| BARNETT KENNETH M | | | P | 14,628 | 191186 | 39407 |
| BARNETTE DONALD W | | | P | 5,125 | 206644 | 42660 |
| BARNETTE WILLIAM | | | P | | 202951 | 41878 |
| BARNHART FRANKLIN M | | | P | | 200180 | 41389 |
| BARR MICHAEL G I | | | P | | 169416 | 33590 |

Mailing Address :

4455 WINN ST
ACWORTH GA 30101
Acct: 42266 PIN: 055440240000 ID: 01 Business ID: BARBER HARBOR LLC Situs: 8774 DALLAS ACWORI

Search Order

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CQ ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 200

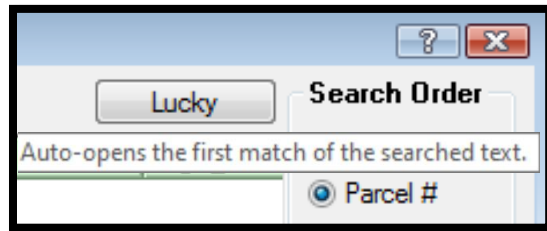
Finally, when in Name Search Order, the user can search from the beginning of the alphabet by clicking the Search button with a blank Search Field.

The information that is displayed in the Personal Property Search box varies depending upon which Search Order is used. When the Name search order is used, the following displays:

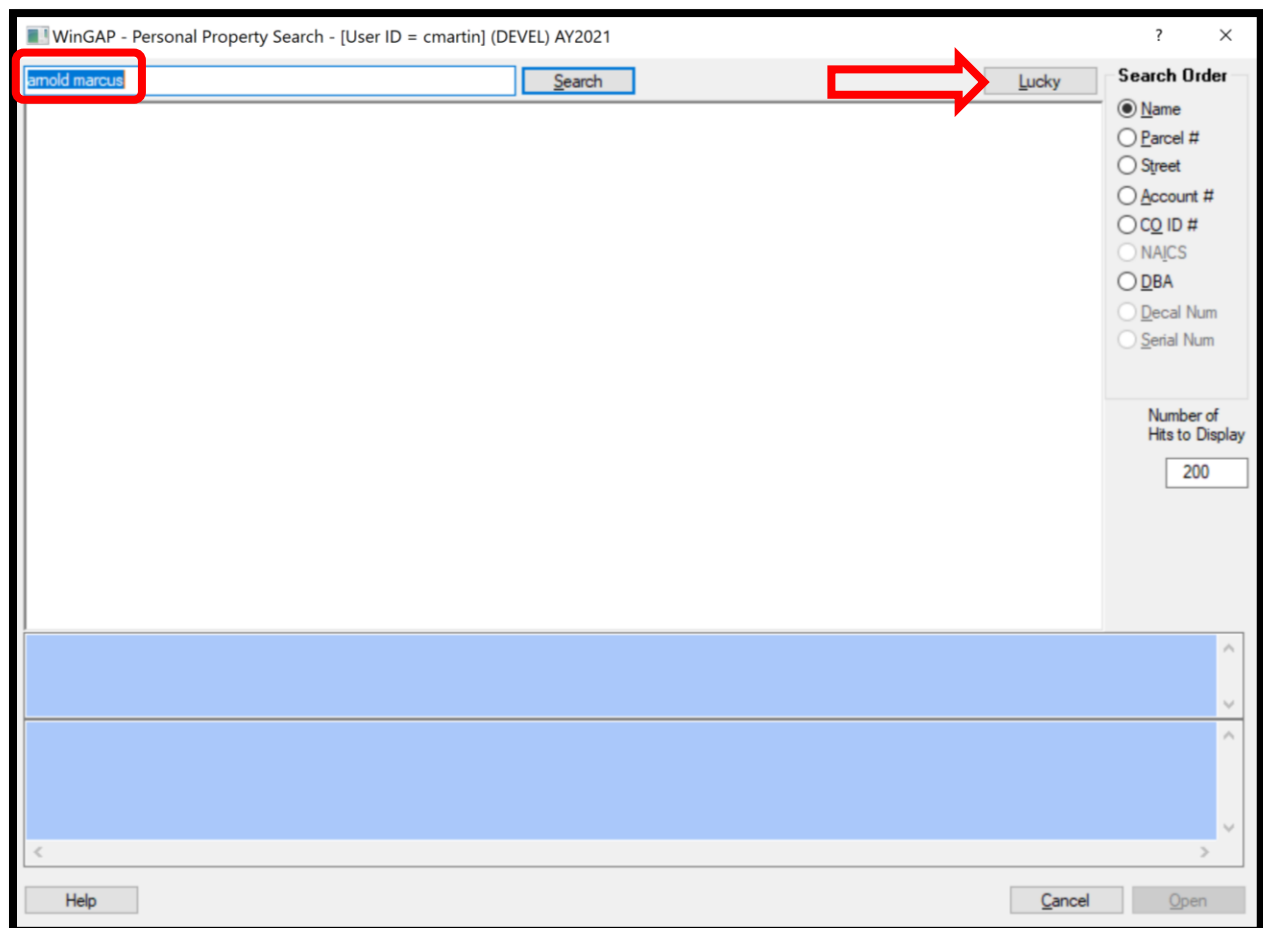
- Owner's Name.
- Types of property for this owner, identified by the letters **R** (Real Property), **P** (Personal Property), or **M** (Prebilled Manufactured Home).
- Total Property Value.
- Owner Account Number (the Ownkey).
- Personal Property Account Number (the Perskey).

Additional information about a Personal Property record can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Personal Property Search form. The information that is displayed will depend upon the search order used. The information that displays in the blue box at the bottom of the Personal Property Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Search Results box.

Lucky Button: The Lucky Button, located to the right of the Search Button, allows the user to perform both a search and open the first record that meets the criteria keyed in the Search field. If the user places the mouse cursor on the Lucky Button, a "tool tip" will appear.



For example, the user wants to look at the Personal Property record for Marcus Arnold. After changing the Search Order to Name and keying the name in the Search field, the user can click the Lucky Button and be taken directly to the Personal Property General Information form for that property owner.



When using the Lucky Button, the criteria keyed into the search field must exactly match that of the desired record. Otherwise, the user will be taken to the record that is closest to matching the criteria keyed into the Search field.

Parcel Number Search: What the user keys into the Search field is first determined by the Search Order. If Parcel Number is selected as the Search Order, the Search Field will not be blank. Instead, it will contain "dashes" near the beginning of the field that represent the "breaks" in the Parcel Number between the Map Number and other segments of the Parcel Number. The number of "dashes" will depend upon the structure of the County's Parcel Number, as set up in the Parcel Number Template Field in Tools > Preferences. The default WinGAP Parcel Number structure is XXXX-XXX-XXXX-XXX, with a "dash" between the Map, Block, Parcel, and Sub-Parcel numbers, for a total of three "dashes". These three "dashes" would appear toward the left end of the Search Field. The Parcel Number can be customized depending upon how a County wants to structure its Parcel Number.

To locate a Personal Property account by a specific Parcel Number, for instance "001-3-2-003-0000", the entire Parcel Number can be keyed into the Search field. The user must be careful while keying the Parcel Number that the dashes and any spaces in the Search Field are the same as in the Parcel Number. If the Parcel Number has letters in it, the letter can be keyed in either upper or lower case; as in Name Search Order, the case does not matter. After clicking the Search Button, the desired record should appear at the top of the Personal Property Search box followed by other Personal Property records in ascending Parcel Number order.

WinGAP - Personal Property Search - [User ID = cmartin] (DEVEL) AY2021

001-3-2-003-0000

| Parcel_No | Last Name | First Name | Middle |
|--------------|------------------------------------|------------|--------|
| 001320030000 | PRECISION LINE TECHNOLOGIES INC | | |
| 005240030000 | LEES CHRISTOPHER P | | |
| 005240050000 | PARSON DAVID A JR | | |
| 005340010000 | CATERPILLAR FINANCIAL SERVICES LLC | | |
| 005340010000 | PC CONSTRUCTION CO | | |
| 006310160000 | EDWARDS JASON R | | |
| 006330010000 | WULF RICHARD GARY | | |
| 006340010000 | DAVIS MICHAEL | | |
| 006340020000 | CANTRELL CHARLES K | | |
| 006420040000 | DAVIS JARRETT | | |
| 006430020000 | MILLER JOSHUA K | | |
| 006430310000 | GUARDIAN HEATING AND AIR INC | | |
| 006440010000 | PACE BOB | | |
| 007230020000 | UCCIFERRI FRANK | | |
| 007230030000 | PLUNKETT RICHARD T | | |
| 007230070000 | DAVIS JONATHAN R | | |
| 007320080000 | ELLIOTT MATTHEW K | | |
| 007320100000 | RICHARDSON JORDAN T | | |
| 007320160000 | JINKS JOSEPH A | | |

Search Order:
☐ Name
☒ Parcel #
☐ Street
☐ Account #
☐ CQ ID #
☐ NAICS
☐ DBA
☐ Decal Num
☐ Serial Num

Number of Hits to Display: 200

Acct: 35489 PIN: 001320030000 ID: 01 Business ID: PRECISION LINE TECHNOLOGIES INC
 Situs: 2370 FLOYD CREEK CHURCH RD
 Mailing Address:
 TAYLORSVILLE GA 30178

Various short-cuts with Parcel Numbers can be used to find Personal Property records. For example, if the user wishes to see all records on Map "007", then "007" can be keyed in the proper place in the Search Field. Clicking the Search Button will display all Personal Property records with that Map Number in the County, up to the default Number of Hits to Display value. If there are more records on Map "007" than those displayed in the Personal Property Search box and the user wishes to see all of them, the default Number of Hits to Display value can be increased to a number suitable to display all the Personal Property records (the Search Button must be clicked again after changing the value).

WinGAP - Personal Property Search - [User ID = cmartin] (DEVEL) AY2021

007-... Search Lucky

| Parcel_No | Last Name | First Name | Middle |
|--------------|-------------------------------|------------|--------|
| 007230020000 | UCCIFERRI FRANK | | |
| 007230030000 | PLUNKETT RICHARD T | | |
| 007230070000 | DAVIS JONATHAN R | | |
| 007320080000 | ELLIOTT MATTHEW K | | |
| 007320100000 | RICHARDSON JORDAN T | | |
| 007320160000 | JINKS JOSEPH A | | |
| 007320220000 | MARTINELLI JOSEPH | | |
| 007320220000 | HERON OUTDOORS LLC | | |
| 007320240000 | BITTING CHARLES W | | |
| 007440040000 | HORNBuckle KEVIN D | | |
| 008130010000 | ROGERS MICHAEL J | | |
| 008130070000 | BLANTON ANDREW T | | |
| 008130180000 | AYERS RICHARD | | |
| 008140050000 | CUMMINGS DANNY | | |
| 008140110000 | BUDNER DAVID J | | |
| 008230040000 | SHOTTON NATHANIEL D | | |
| 008240040000 | GILBERT WILLIAM | | |
| 008240070000 | RISEING DOUGH FUNDRAISING LLC | | |
| 008240080000 | RUSH JOHN T | | |

Search Order

☐ Name

☒ Parcel #

☐ Street

☐ Account #

☐ CQ ID #

☐ NAJCS

☐ DBA

☐ Decal Num

☐ Serial Num

Number of Hits to Display

200

Acct: 28347 PIN: 007230020000 TD: 01 Business ID:

Situs: 0

Mailing Address:

DALLAS GA 30132

Help Cancel Open

Finally, when in Parcel Number Search Order, the user can search from the beginning of all Map/Parcel Numbers by clicking Search with a blank Search Field.

The information that is displayed in the Personal Property Search box varies depending upon which Search Order is used. When the Parcel Number search order is used, the following displays:

- Parcel Number.
- Owner's Name.
- Personal Property Account Number (the Perskey).
- Owner Account Number (the Ownkey).

Additional information about a Personal Property record can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Personal Property Search form. The information that is displayed will depend upon the search order used. The information that displays in the blue box at the bottom of the Personal Property Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Search Results box.

Street Search: The Search Order for Personal Property records can be changed to Street Name and Number Order by clicking on the Street radio button in the Search Order section of the Personal Property Search Form. The Street #, Street Name, and Street Type, also known as the Situs (or Account) Address, must be keyed in the appropriate fields on the Personal Property General Information form for the Street search to be successful. The Street Number, such as "78", should be keyed in the House # field; the Street Name, such as "ANTHONY", should be selected using the Street Name combo box field; and the Street Type, such as "RD" for "Road", keyed into the Type field on the Personal Property General Information Form.

WinGAP - Personal Property General Information - [User ID = cmartin] (DEVEL) - READY STEAM - 1 of 1 Pike2019

Parcel_no: 060 - -065 - Acct History Map It

Acct # (1): 16118 Owner Value: EZ Yr/Val: 0

ID Number: 0 \$ 4,601 \$2500 Manual Labor Exemption

Business ID: READY STEAM

Street No: 78 Ext: Dir: Unit/Type:

Street Name: ANTHONY Type: RD Post:

Sp. Code: Bldg SF: Sales SF:

Tax District: 01 - Unincorporated Class: Commercial

Disc Source:

Special District: Acct Origin Yr: Business Year: SST:

NAICS: 532420 - Office Machinery and Equipment Rental and Leasing

Comments: CORRECTED NAME AS PER MR. MITC

Process Status:

Notice: Notice Date: / /

Return Filed: Filing Date: 03/25/2014

P.O. Retn'd NOA: Reason:

Estimated Value: Notice Value: 0

Audit: Audit Date: / /

Review: Review Date: 11/08/2016

No PT50: Onsite Review: Onsite Date: / /

Values (100%):

| | Current | Previous | MAV Curr | MAV Prev | Last Edited | Return | Penalty | Override Val | Meff (7) | Invn (1) | FpInvn | Boat | Plane | Other | Leased | Wireless Total |
|--|---------|----------|----------|----------|-------------|--------|---------|--------------|----------|----------|--------|------|-------|-------|--------|----------------|
| | 4,601 | 4,601 | 0 | 0 | 4,601 | 0 | 0 | 0 | 4,301 | 300 | 0 | 0 | 0 | 0 | 0 | 0 |

FP: / /

Edit History Cancel Delete New Apply OK

Various types of searches can be performed in the Street Search field. The beginning part or all of the Street Name, without the Street Number if desired, can be keyed in the Search Field to locate Personal Property records. For example, the letters "anthony" can be keyed to display all Personal Property records that have Street Names beginning with those letters.

WinGAP - Personal Property Search - [User ID = cmartin] (DEVEL) Pike2019

Search:

| St_Name | St_Type | St_Direct | St_Num | St_Ext | Quad | Unit | UnitType | Parcel_No |
|-------------|---------|-----------|--------|--------|------|------|----------|-----------|
| ANTHONY | | | 366 | | | | | |
| ANTHONY | RD | | 76 | | | | | |
| ANTHONY | RD | | 76 | | | | | |
| ANTHONY | RD | | 78 | | | | | 060 065 |
| ANTHONY | RD | | 96 | | | | | |
| ARBOR VIEW | DR | | 108 | | | | | |
| ARBOR VIEW | DR | | 262 | | | | | |
| ARBORVIEW | DR | | 108 | | | | | 065 115 |
| ARTHUR | RD | | 163 | | | | | |
| ARTHUR | RD | | 1187 | | | | | |
| AUSTIN | DR | | 136 | | | | | |
| BARNESVILLE | Hwy | | 15982 | | | | | 067C 001 |
| BARNESVILLE | ST | | | | | | | |
| BARNESVILLE | ST | | 230 | | | | | 067A 162 |
| BARNESVILLE | ST | | 15988 | | | | | 067C 002 |
| BARNESVILLE | ST | | 16000 | | | | | |
| BARNESVILLE | ST | | 16004 | | | | | |
| BARNESVILLE | ST | | 16008 | | | | | |
| BARNESVILLE | ST | | 16014 | | | | | 067A 110 |

Search Order:

- ☐ Name
- ☐ Parcel #
- ☒ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display:

Name: WOODALL WILLIAM PIN: TD: 01 Mailing Address: 366 ANTHONY RD
 MOLENA GA 302583303
 Business ID:

If a specific Street Name and Number is desired, this is keyed into the Search field by keying the Street Name first, followed by a comma, then the Street Number.

WinGAP - Personal Property Search - [User ID = cmartin] (DEVEL) Pike2019

Search Field: Search Lucky

Search Order:

- ☐ Name
- ☐ Parcel #
- ☒ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display:

| St_Name | St_Type | St_Direct | St_Num | St_Ext | Quad | Unit | UnitType | Parcel_No |
|--------------|---------|-----------|--------|--------|------|------|----------|-----------|
| ANTHONY | RD | | 78 | | | | | 060 065 |
| ANTHONY | RD | | 96 | | | | | |
| ANTHONY | | | 366 | | | | | |
| ARBOR VIEW | DR | | 108 | | | | | |
| ARBOR VIEW | DR | | 262 | | | | | |
| ARBORVIEW | DR | | 108 | | | | | 065 115 |
| ARTHUR | RD | | 163 | | | | | |
| ARTHUR | RD | | 1187 | | | | | |
| AUSTIN | DR | | 136 | | | | | |
| BARNESVILLE | ST | | 230 | | | | | 067A 162 |
| BARNESVILLE | HWY | | 15982 | | | | | 067C 001 |
| BARNESVILLE | ST | | 15988 | | | | | 067C 002 |
| BARNESVILLE | ST | | 16000 | | | | | |
| BARNESVILLE | ST | | 16004 | | | | | |
| BARNESVILLE | ST | | 16008 | | | | | |
| BARNESVILLE | ST | | 16014 | | | | | 067A 110 |
| BARNESVILLE | ST | | 16016 | | | | | |
| BARNESVILLE | ST | | 16416 | | | | | |
| BARNSTORMERS | | | 349 | | | | | |

Help Cancel Open

Information displayed in the blue box:

Name: READY STEAM PIN: 060 065 ID: 01 Mailing Address: DBA: READY STEAM
TIMOTHY MARK MITCHELL
78 ANTHONY ROAD
MOLENA GA 30258
Business ID: READY STEAM

Finally, when in Street Search Order, the user can also search from the beginning of the alphabet for Street Names by clicking Search with a blank Search Field.

The information that is displayed in the Personal Property Search box varies depending upon which Search Order is used. When the Street Name Search Order is used, the following displays:

- Street Name, Street Type, Street Direction, Street Number, Street Extension, Street Quad, Street Unit, and Unit Type (the Situs Address for this parcel).
- Parcel Number.
- Owner's Name.
- Doing Business As (Business ID).
- County ID Number.
- Owner Account Number (the Ownkey).
- Personal Property Account Number (the Perskey).

Additional information about a Personal Property record can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Personal Property Search form. The information that is displayed will depend upon the search order used. The information that displays in the blue box at the bottom of the

Personal Property Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Search Results box.

Account Number Search: The Search Order for Personal Property records can be changed to Account Number Order by clicking on the Account # radio button in the Search Order section of the Personal Property Search Form. The Account Number for Personal Property records is the same as the WinGAP assigned Perskey number. To locate Personal Property by a specific Account Number, for example "467", the entire Account Number should be keyed into the Search field. After clicking the Search Button, the desired record should appear at the top of the Personal Property Search box followed by other Personal Property records in ascending Account Number order.

WinGAP - Personal Property Search - [User ID = cmartin] (DEVEL) AY2021

467 Search Lucky

| Perskey | Propclass | St_Num | St_Ext | St_Direct | St_Name | St_Type | Busi_Id | Taxdi |
|---------|-----------|--------|--------|-----------|------------------------|---------|-------------------------------------|-------|
| 467 | C | 224 | | | MERCHANTS SQ | | THE CATO CORPORATION 583 | 02 |
| 471 | R | | | | | | | 01 |
| 510 | C | 4373 | | | ATLANTA HWY | | SAM CLARK FUNERAL HOME INC | 01 |
| 527 | R | | | | | | | 01 |
| 528 | C | | | | UNASSIGNED ADDRESS | | THE COCA COLA COMPANY | 01 |
| 539 | R | | | | | | | 01 |
| 562 | E | 600 | | | W MEMORIAL DR | | WELLSTAR PAULDING HOSPITAL | 02 |
| 577 | C | 711 | | | HIRAM DOUGLASVILLE HWY | | CONTRACT SERVICES & EQUIP CO INC | 03 |
| 615 | I | 1705 | | | ANGHAM RD | | WAYNE DAVIS CONCRETE CO | 01 |
| 654 | C | 838 | | | VILLA RICA HWY | | DALLAS AUTO REPAIR INC | 01 |
| 657 | C | 565 | | | HARDEE ST | | DALLAS CHIROPRACTIC LIFE CENTER INC | 02 |
| 662 | C | 318 | | | MAIN ST | | DALLAS FAMILY PRACTICE CENTER | 02 |
| 673 | C | 121 | | | W SPRING ST | | THE DALLAS NEW ERA INC | 02 |
| 685 | I | 351 | | | THOMAS B MURPHY DR | | ARMACELL LLC | 02 |
| 731 | C | 1293 | | | MERCHANTS DR | | DOLLAR GENERAL 00630 | 02 |
| 770 | C | 362 | | | W MEMORIAL DR | | TIBBITTS LAND SURVEYING INC | 02 |
| 773 | E | 3236 | | | ATLANTA HWY | | PAULDING CO BOARD OF EDUCATION | 01 |
| 785 | R | | | | | | | 01 |
| 787 | C | 123 | | | WATSON DR | | JEFF EBERHART FUNERAL HOME | 02 |

Search Order:
☐ Name
☐ Parcel #
☐ Street
☒ Account #
☐ CQ ID #
☐ NAICS
☐ DBA
☐ Decal Num
☐ Serial Num

Number of Hits to Display: 200

Name: CATOSOUTH LLC
 PIN: 139340230000 ID: 02 Situs: 224 MERCHANTS SQ
 Mailing Address:
 SMYRNA GA 30081
 Business ID: THE CATO CORPORATION 583

Help Cancel Open

When in Account Number Search Order, the user can search from the beginning of all Account Numbers by clicking on the blank Search Field.

The information that is displayed in the Personal Property Search box varies depending upon which Search Order is used. When the Account Number Search Order is used, the following displays:

- Personal Property Account Number (the Perskey).
- Digest Class.
- Street Name, Street Type, Street Direction, Street Number, Street Extension, Street Quad, Street Unit, and Unit Type (the Situs Address for this parcel).

- Doing Business As (Business ID).
- Tax District.
- Current Value.
- Owner Account Number (the Ownkey).

Additional information about a Personal Property record can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Personal Property Search form. The information that is displayed will depend upon the search order used. The information that displays in the blue box at the bottom of the Personal Property Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Search Results box.

Co ID Number: A quasi account number provided for legacy backward compatibility and/or for allowing counties to assign their own identification numbers rather than the WinGAP controlled and assigned Perskey.

DBA: The Search Order for Personal Property records can be changed to Business Name Order ("DBA, or Doing Business As", used to indicate the public trade name of a business) by clicking on the DBA radio button in the Search Order section of the Personal Property Search Form. To locate Personal Property by a specific Business Name, for example "Additech Inc", the entire Business Name should be keyed into the Search field. After clicking the Search Button, the desired record should appear at the top of the Personal Property Search box followed by other Personal Property records in alphabetical Business Name order.

WinGAP - Personal Property Search - [User ID = cmartin] (DEVEL) AY2021

Additech Inc

| Busi_Id | Perskey | Propclass | Co_Id_Num | Taxdistric | Curr_Val | Ownkey |
|-------------------------------------|---------|-----------|------------|------------|----------|--------|
| ADDITECH INC | 26923 | C | | 01 | 7700 | 165050 |
| ADDITECH INC | 28626 | C | | 02 | 7100 | 165050 |
| ADDY CONSULTING LLC | 33550 | C | HOME BASED | 01 | 241 | 169376 |
| ADP INC | 32032 | C | | 02 | 274 | 165932 |
| ADP INC | 28844 | C | | 03 | 392 | 165932 |
| ADP LLC | 36269 | C | | 01 | 6516 | 175015 |
| ADP LLC | 41568 | C | | 02 | 347 | 175015 |
| ADP LLC | 42979 | C | | 03 | 203 | 175015 |
| ADP MECHANICAL INC | 35181 | C | | 02 | 6434 | 170647 |
| ADP SOLUTIONS LLC | 40293 | C | | 01 | | 194959 |
| ADT LLC | 33209 | C | | 01 | 157905 | 169046 |
| ADVANCE AUTO PARTS 105397 | 10859 | C | | 01 | 302997 | 160646 |
| ADVANCE AUTO PARTS 106104 | 8097 | C | | 03 | 447894 | 160305 |
| ADVANCE AUTO PARTS 7709 | 36705 | C | | 01 | 471797 | 177856 |
| ADVANCE COLOR AND COATINGS | 40575 | C | HOME BASED | 01 | 285 | 196283 |
| ADVANCE CONCRETE CUTTING & REMOVAL | 21916 | C | HOME BASED | 01 | 29012 | 163090 |
| ADVANCE RESPIRATORY SYSTEM INC | 40239 | C | | 01 | 637 | 194621 |
| ADVANCED BUSINESS COMMUNICATIONS | 29818 | C | | 01 | | 166468 |
| ADVANCED CLEANING & RESTORATION INC | 18164 | C | | 02 | 36467 | 161932 |
| ADVANCED DATA SOLUTIONS INC | 40106 | C | | 01 | 3475 | 183762 |

Search Order:
☐ Name
☐ Parcel #
☐ Street
☐ Account #
☐ CO ID #
☐ NAJCS
☒ DBA
☐ Decal Num
☐ Serial Num

Number of Hits to Display:

Name: ADDITECH INC
PIN: ID: 01 Situs: 0 UNASSIGNED ADDRESS
Mailing Address:
SUGAR LAND TX 77478

Various short-cuts with Business Names can be used to find businesses. For example, if the user wishes to see all of the Taco Bells, then "Taco Bell" can be keyed in the Search Field. Clicking the Search Button will display the Personal Property records with Business Names of Taco Bell in the County.

WinGAP - Personal Property Search - [User ID = cmartin] (DEVEL) AY2021

taco bell Search Lucky

| Busi_Id | Perskey | Propclass | Co_Id_Num | Taxdistric | Curr_Val | Ownkey |
|----------------------------------|---------|-----------|------------|------------|----------|--------|
| TACO BELL | 35127 | C | | 01 | 244839 | 170375 |
| TACO BELL | 30874 | C | | 02 | 160761 | 122399 |
| TACO BELL 18166 | 6261 | C | | 03 | 177372 | 160169 |
| TACTICAL CIVILIAN SOLUTIONS LLC | 39749 | C | HOME BASED | 01 | | 192415 |
| TACTICAL COMMUNICATION GROUP LLC | 42945 | I | | 03 | 2004 | 208215 |
| TAIL LIGHT PROPERTIES LLC | 33107 | C | | 01 | | 168947 |
| TAILWATER ADVENTURES | 37907 | C | HOME BASED | 01 | | 179508 |
| TAKI JAPANESE STEAK HOUSE | 18085 | C | | 03 | 179760 | 161918 |
| TALLEY RICHARDSON & CABLE | 2497 | C | | 02 | 6576 | 159890 |
| TALTON COMMUNICATIONS INC | 33210 | C | | 01 | 2279 | 169047 |
| TAMARINIS | 36527 | C | | 01 | 460 | 176223 |
| TAMMY A RANGEL | 31552 | C | | 01 | 1687 | 167630 |
| TANKSLEY WELLNESS CONSULTING | 40484 | C | HOME BASED | 01 | | 196069 |
| TANNER MEDICAL CENTER INC | 29322 | E | | 01 | | 166199 |
| TAPOUT FITNESS | 38950 | C | | 01 | | 188808 |
| TARA FIELDS | 31911 | C | HOME BASED | 03 | | 167915 |
| TARAS SALON | 18950 | C | | 02 | 460 | 162118 |
| TARGET 16739 | 37635 | C | | 03 | 399717 | 162424 |
| TARGET OPTICAL 2059 | 16082 | C | | 03 | 64724 | 161459 |
| TARGET STORE 1400 | 16038 | C | | 03 | 3737630 | 161450 |

Search Order

☐ Name

☐ Parcel #

☐ Street

☐ Account #

☐ CO ID #

☐ NAICS

☒ DBA

☐ Decal Num

☐ Serial Num

Number of Hits to Display

200

Name: ACWORTH TACO LLC
PIN: 055440260000 ID: 01 Situs: 8876 DALLAS ACWORTH HWY STE
Mailing Address:
SANDY SPRINGS GA 30350

Help Cancel Open

Another short-cut with DBA searches is to key the beginning part of a business's name in the Search Field to find matching Personal Property records. For example, the letters "hom" can be keyed to display all Personal Property records where the Business Name begins with those letters.

WinGAP - Personal Property Search - [User ID = cmartin] (DEVEL) AY2021

Search field: hom Search Lucky

| Busi_Id | Perskey | Propclass | Co_Id_Num | Taxdistric | Curr_Val | Ownkey |
|-------------------------------------|---------|-----------|------------|------------|----------|--------|
| HOME CHOICE ADVANTAGE LLC | 42375 | C | HOME BASED | 01 | | 206293 |
| HOME DEPOT USA 151 | 9942 | C | | 01 | 6303487 | 160517 |
| HOME ENERGY EXPERTS PAULDING LLC | 40337 | C | HOME BASED | 01 | 2274 | 195655 |
| HOME FINDS GALLERY | 40057 | C | | 02 | 1625 | 192759 |
| HOME HEALTHCARE OF GA ASSOCIATES | 27568 | C | HOME BASED | 01 | | 165320 |
| HOME INSPECTION WORKS LLC | 40457 | C | HOME BASED | 01 | 334 | 196026 |
| HOME MD | 26330 | C | | 01 | 5741 | 164781 |
| HOME SOLUTIONS AND IMPROVEMENTS LLC | 36109 | C | HOME BASED | 03 | 1184 | 174509 |
| HOME TEAM SOLUTIONS | 37523 | C | HOME BASED | 01 | | 139671 |
| HOMEGOODS 825 | 40720 | C | | 03 | 464560 | 197338 |
| HOMEPLACE COMMUNITIES MANAGEMENT | 35471 | C | | 01 | | 172475 |
| HOMES AND HOPE LLC | 42033 | C | HOME BASED | 01 | | 204148 |
| HOMES BY ASHLEY MORRIS LLC | 38095 | C | | 01 | | 184383 |
| HOMES FOR HOPE CORPORATION | 41752 | C | HOME BASED | 01 | | 202760 |
| HOMESTAR FINANCIAL CORPORATION | 42972 | C | | 02 | 11326 | 168922 |
| HOMESTAR FINANCIAL CORPORATION | 33081 | C | | 03 | 3198 | 168922 |
| HOMESTAR FINANCIAL CORPORATION | 38715 | C | | 02 | 1955 | 168922 |
| HOMESTEAD MARKETPLACE LLC | 42120 | C | | 02 | | 204611 |
| HOMETOWN ELECTRIC LLC | 41831 | C | | 01 | | 202875 |
| HOMETOWN REALTY | 34078 | C | | 02 | | 169903 |

Search Order:

- ☐ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☒ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 200

Details for HOME CHOICE ADVANTAGE LLC:

Name: HOME CHOICE ADVANTAGE LLC
 PIN: 251240490000 ID: 01 Situs: 155 SILVERTHORNE PASS
 Mailing Address:
 DOUGLASVILLE GA 30134

Buttons: Help, Cancel, Open

Finally, when in DBA Search Order, the user can search from the beginning of the alphabet by clicking the Search button with a blank Search Field.

The information that is displayed in the Personal Property Search box varies depending upon which Search Order is used. When the DBA search order is used, the following displays:

- Doing Business As (Business ID).
- Personal Property Account Number (the Perskey).
- Property Class.
- County ID Number.
- Tax District.
- Total Property Value.
- Owner Account Number (the Ownkey).

Additional information about a Personal Property record can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Real Property Search form. The information that is displayed will depend upon the search order used. The information that displays in the blue box at the bottom of the Personal

Property Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Search Results box.

PREBILLED MANUFACTURED HOUSING SEARCH FORM

The Prebilled Manufactured Housing Search Form is used to locate prebilled manufactured housing records. The Search Form can be reached by either of two methods:

- By clicking on the Prebill MH Button on the WinGAP Toolbar.
- By clicking on Property Maintenance > Manufactured Housing > Prebill.

WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) AY2021

Search Lucky

| RECID | Ownkey | Lastname | Firstname | Middle | Address1 |
|--------------------------------|--------|----------|-----------|--------|----------|
| (There are no records to view) | | | | | |

Search Order

☒ Name
☐ Parcel #
☐ Street
☐ Account #
☐ CO ID #
☐ NAJCS
☐ Title Num
☐ Decal Num
☐ Serial Num

Number of Hits to Display

200

Help Cancel Open

The Prebilled Manufactured Housing Search Form is divided into several sections. At the top of the Form is the Search Field, where, depending upon the Search Order, the Prebilled Manufactured Housing owner's name, parcel number, or other criteria is keyed. Beneath the Search field is the Prebilled Manufactured Housing Information box where Prebilled Manufactured Housing records whose parcel numbers, owner's names, or other criteria that most closely match that keyed into the Search Field will be displayed. On the upper right of the Form is the Search Order section, where the default Search Order (Parcel Number) can be changed by clicking any of the other Radio Buttons.

Beneath the Search Order section is the Number of Hits to Display field which contains the default number of Prebilled Manufactured Housing records that will be displayed in the Prebilled Manufactured Housing Information box. This default value can be temporarily changed, if necessary (and if Logins are enabled, set as a default for that user).

The top blue panel beneath the Prebilled Manufactured Housing Information box is the Multiple Owners memo field where the names of Multiple Owners of a parcel will be displayed if the Name Search Order is used.

WinGAP - Prebilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) AY2021

Search Lucky

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey | Mobilekey |
|-----------------------|-----------|--------|-----------|------------|--------|-----------|
| ANDERSON LISA M | | | M | 2,110 | 110816 | 38207 |
| ANDERSON PAUL G | | | RPM | 401,074 | 1191 | 82540 |
| ARD PAMELA | | | M | 5,470 | 1404 | 36903 |
| AUSTIN MICHELLE | | | M | 3,960 | 191103 | 36924 |
| AVILA RUBEN | | | M | 2,880 | 64285 | 58356 |
| BAILEY JESSE ROGER | | | R M | 157,940 | 54114 | 80689 |
| BAKER BARBARA | | | M | 7,150 | 3618 | 36853 |
| BAKER MICHAEL P | | | M | 22,790 | 2274 | 37671 |
| BAKER MICHAEL P | | | M | 7,170 | 61875 | 37680 |
| BARBER JOYCE ANN | | | M | 3,230 | 40245 | 37518 |
| BARKER LARRY GENE | | | M | 3,760 | 90552 | 36904 |
| BARNETTE CHARLENE | | | M | 19,090 | 202298 | 47667 |
| BARNETTE DON | | | M | 15,730 | 191327 | 82530 |
| BARRON PAUL | | | M | 7,080 | 191100 | 37069 |
| BAULDING GWENDOLYN | | | M | 10,274 | 2994 | 37844 |
| BAXTER HARRISON G SR | | | M | 2,570 | 53362 | 81452 |
| BEARDEN JUNIOR | | | M | 22,320 | 3156 | 51330 |
| BECK JOHN R | | | M | 6,830 | 3249 | 41127 |
| BENSON EDDIE | | | M | 7,020 | 180176 | 82523 |
| BETTS JACK R HEIRS OF | | | M | 5,640 | 143919 | 61134 |

Search Order

☒ Name
☐ Parcel #
☐ Street
☐ Account #
☐ CQ ID #
☐ NAICS
☐ Title Num
☐ Decal Num
☐ Serial Num

Number of Hits to Display

BAKER SHERRY S

PK: 37680 UNKNOWN NEW HORIZON - 4 (14x68) 1983 Lot : 8 Park : COUNTRY VIEW MHP SN : 11224899 Decal Yr/
 PK: 81678 FLEETWOOD UNKNOWN - 4 (14x66) 1996 Lot : 7 Park : COUNTRY VIEW MHP SN : GAFLS39A04908VH11 Decal Yr/

Help Cancel Open

Beneath this panel is another memo field where information about the each of the Prebilled Manufactured Houses this Owner has will display.

WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) AY2021

Search Lucky

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey | Mobilekey |
|-----------------------|-----------|--------|-----------|------------|--------|-----------|
| ANDERSON LISA M | | | M | 2,110 | 110816 | 38207 |
| ANDERSON PAUL G | | | RPM | 401,074 | 1191 | 82540 |
| ARD PAMELA | | | M | 5,470 | 1404 | 36903 |
| AUSTIN MICHELLE | | | M | 3,960 | 191103 | 36924 |
| AVILA RUBEN | | | M | 2,880 | 64285 | 58356 |
| BAILEY JESSE ROGER | | | R M | 157,940 | 54114 | 80689 |
| BAKER BARBARA | | | M | 7,150 | 3618 | 36853 |
| BAKER MICHAEL P | | | M | 22,790 | 2274 | 37671 |
| BAKER MICHAEL P | | | M | 7,170 | 61875 | 37680 |
| BARBER JOYCE ANN | | | M | 3,230 | 40245 | 37518 |
| BARKER LARRY GENE | | | M | 3,760 | 90552 | 36904 |
| BARNETTE CHARLENE | | | M | 19,090 | 202298 | 47667 |
| BARNETTE DON | | | M | 15,730 | 191327 | 82530 |
| BARRON PAUL | | | M | 7,080 | 191100 | 37069 |
| BAULDING GWENDOLYN | | | M | 10,274 | 2994 | 37844 |
| BAXTER HARRISON G SR | | | M | 2,570 | 53362 | 81452 |
| BEARDEN JUNIOR | | | M | 22,320 | 3156 | 51330 |
| BECK JOHN R | | | M | 6,830 | 3249 | 41127 |
| BENSON EDDIE | | | M | 7,020 | 180176 | 82523 |
| BETTS JACK R HEIRS OF | | | M | 5,640 | 143919 | 61134 |
| BAKER SHERRY S | | | | | | |

Search Order

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CQ ID #
- ☐ NAICS
- ☐ Title Num
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display

200

PK: 37680 UNKNOWN NEW HORIZON - 4 (14x68) 1983 Lot : 8 Park : COUNTRY VIEW MHP SN : 11224899 Decal Yr/Mo :
 PK: 81678 FLEETWOOD UNKNOWN - 4 (14x66) 1996 Lot : 7 Park : COUNTRY VIEW MHP SN : GAFLS39A04908VH11 Decal Yr/Mo :

Help Cancel Open

The Help Button can be clicked to display Help Information about the Prebilled Manufactured Housing Search Form. The Open and Cancel Buttons allow the user to Open the desired Prebilled Manufactured Housing record or Cancel the search procedure.

NOTE: Before keying any search information in the Search Field, the user should be sure that the Cursor is at the far left of the field. Not doing this will in most cases produce incorrect information.

Name Search: What the user keys into the Search field is first determined by the Search Order. The default for the Prebilled Manufactured Housing Search Form is Name Order. How the Name is keyed into the Search field will depend upon how the County manages the Name information in the Owner's database. Names in WinGAP can be keyed on the Owner Information Form in either the Last Name-First Name-Middle Initial fields, or in the Corporate Name field. An owner of a Prebilled Manufactured Home cannot have names in both places. One County may prefer to reserve the Corporate Name field for Businesses and Corporations and use the Last Name-First Name-Middle Initial fields for all other owners. Another County may prefer to use the Corporate Name field for all owners. A third County may prefer to use the Last Name-First Name-Middle Initial fields for all owners. It is entirely a local matter.

If the user is looking for a Prebilled Manufactured Home owner's name that is located in the Last Name-First Name-Middle Initial fields, the name **MUST** be keyed as follows in this example: "addison, john". The comma is mandatory if the Last Name-First Name-Middle Initial fields are used.

WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) AY2021

addison, john Search Lucky

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey | Mobilekey |
|--------------------|-----------|--------|-----------|------------|--------|-----------|
| ADDISON | JOHN | | M | 8,680 | 203979 | 57032 |
| ADDISON JOHN E | | | M | 8,000 | 203980 | 45789 |
| AIKEN VINCE | | | M | 5,370 | 515 | 40045 |
| ALLEN TONYA | | | M | 2,520 | 179003 | 40025 |
| ALMASIE JERRY | | | PM | 3,110 | 920 | 81261 |
| ANDERSON HENRY | | | M | 5,470 | 129058 | 76792 |
| ANDERSON JOE | | | R M | 224,880 | 96596 | 40774 |
| ANDERSON LISA M | | | M | 2,110 | 110816 | 38207 |
| ANDERSON PAUL G | | | RPM | 401,074 | 1191 | 82540 |
| ARD PAMELA | | | M | 5,470 | 1404 | 36903 |
| AUSTIN MICHELLE | | | M | 3,960 | 191103 | 36924 |
| AVILA RUBEN | | | M | 2,880 | 64285 | 58356 |
| BAILEY JESSE ROGER | | | R M | 157,940 | 54114 | 80689 |
| BAKER BARBARA | | | M | 7,150 | 3618 | 36853 |
| BAKER MICHAEL P | | | M | 22,790 | 2274 | 37671 |
| BAKER MICHAEL P | | | M | 7,170 | 61875 | 37680 |
| BARBER JOYCE ANN | | | M | 3,230 | 40245 | 37518 |
| BARKER LARRY GENE | | | M | 3,760 | 90552 | 36904 |
| BARNETTE CHARLENE | | | M | 19,090 | 202298 | 47667 |
| BARNETTE DON | | | M | 15,730 | 191327 | 82530 |

Search Order

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ Title Num
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display

200

PK: 57032 UNKNOWN WHEEL HOUSE - 4 (27x56) 1995 Lot : Park : SN : WHAL12153 Decal Yr/Num : /02263

Help Cancel Open

If the Prebilled Manufactured Home owner's name is found in the Corporate Name field, the name is keyed as it was entered in that field, such as "anderson joe". No comma is used in the Search field for a Corporate Name, unless the comma was keyed as part of the name, and it is strongly recommended that commas are not used in the Corporate Name field.

WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) AY2021

Search Field: anderson joe Search Lucky

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey | Mobilekey |
|----------------------|-----------|--------|-----------|------------|--------|-----------|
| ANDERSON JOE | | | R M | 224,880 | 96596 | 40774 |
| ANDERSON LISA M | | | M | 2,110 | 110816 | 38207 |
| ANDERSON PAUL G | | | RPM | 401,074 | 1191 | 82540 |
| ARD PAMELA | | | M | 5,470 | 1404 | 36903 |
| AUSTIN MICHELLE | | | M | 3,960 | 191103 | 36924 |
| AVILA RUBEN | | | M | 2,880 | 64285 | 58356 |
| BAILEY JESSE ROGER | | | R M | 157,940 | 54114 | 80689 |
| BAKER BARBARA | | | M | 7,150 | 3618 | 36853 |
| BAKER MICHAEL P | | | M | 22,790 | 2274 | 37671 |
| BAKER MICHAEL P | | | M | 7,170 | 61875 | 37680 |
| BARBER JOYCE ANN | | | M | 3,230 | 40245 | 37518 |
| BARKER LARRY GENE | | | M | 3,760 | 90552 | 36904 |
| BARNETTE CHARLENE | | | M | 19,090 | 202298 | 47667 |
| BARNETTE DON | | | M | 15,730 | 191327 | 82530 |
| BARRON PAUL | | | M | 7,080 | 191100 | 37069 |
| BAULDING GWENDOLYN | | | M | 10,274 | 2994 | 37844 |
| BAXTER HARRISON G SR | | | M | 2,570 | 53362 | 81452 |
| BEARDEN JUNIOR | | | M | 22,320 | 3156 | 51330 |
| BECK JOHN R | | | M | 6,830 | 3249 | 41127 |
| BENSON EDDIE | | | M | 7,020 | 180176 | 82523 |

ANDERSON SHARON

PK: 40774 UNKNOWN UNKNOWN - 4 (27x60) 1987 Lot : Park : SN : Decal Yr/Num : /01901

Search Order:
☒ Name
☐ Parcel #
☐ Street
☐ Account #
☐ CO ID #
☐ NAICS
☐ Title Num
☐ Decal Num
☐ Serial Num

Number of Hits to Display: 200

Help Cancel Open

Case does not matter in WinGAP. Information on the Owner Information Form can be entered in "proper" case, such as "Abernathy, Cole", or in all capital letters, such as "ABERNATHY, COLE". It is entirely a local matter. When searching for Prebilled Manufactured Housing owner information, case also does not matter as far as how the Prebilled Manufactured Housing owner's name is keyed in the Search Field: proper, upper, or lower case will all yield the same result.

Once an owner's name is keyed in the Search Field, the user should click on the Search Button to the right of the field (or use the "hot-key" combination of Alt-S). If an entire name was keyed and found, the Prebilled Manufactured Home record(s) for that owner will display at the top of the Prebilled Manufactured Housing Search box, along with other Prebilled Manufactured Housing records in descending alphabetical name order.

If the keyed name is not found, Prebilled Manufactured Housing records with the owner's name nearest to the name keyed will display in descending alphabetical order. The number of records that display will depend upon the Number of Hits to Display value.

Various short-cuts with the names of Prebilled Manufactured Home owners can be used to find owners of Prebilled Manufactured Homes. For example, if the user wishes to see all owners with the Last Name of "Smith" that own Prebilled Manufactured Homes, the name "smith" can be keyed in the Search Field. Clicking the Search

Button will display the Prebilled Manufactured Home records with owners of the Last Name or Corporate Name of “Smith” in the County.

WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) AY2021

Search: smith Lucky

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey | Mobilekey |
|------------------------|-----------|--------|-----------|------------|--------|-----------|
| SMITH DIANE GAIL | | | M | 3,520 | 147580 | 80406 |
| SMITH DONALD | | | M | 2,900 | 42195 | 37328 |
| SMITH JULIA HAGANS | | | M | 3,950 | 54832 | 37459 |
| SMITH JULIA HAGANS | | | M | 3,200 | 47038 | 37450 |
| SMITH MARGARET | | | M | 4,250 | 42445 | 29311 |
| SMITH MARK G | | | M | 5,540 | 42112 | 76593 |
| SMITH RICKY SCOTT | | | M | 4,000 | 122675 | 36887 |
| SMITH SARA | | | M | 7,500 | 42586 | 37392 |
| SONPON SHANELLE | | | M | 5,830 | 148004 | 61338 |
| SOSBEE FRANK | | | M | 1,540 | 42840 | 37335 |
| SOTO YURIRIA | | | M | 3,850 | 65112 | 45852 |
| SOUTHERLAND N C | | | M | 1,970 | 42888 | 40179 |
| SPINKS ALEXIS R | | | R M | 325,950 | 53303 | 81438 |
| SPURLOCK GARY D | | | R M | 281,500 | 88016 | 27911 |
| STAKELY SARA B | | | M | 7,320 | 86616 | 42584 |
| STAMPER JOSEPH MICHAEL | | | R M | 139,750 | 127867 | 82538 |
| STANLEY JIM JR | | | R M | 328,550 | 131380 | 82514 |
| STANLEY MARGIE | | | M | 8,490 | 43260 | 37644 |
| STAPLER ALICE M | | | R M | 98,540 | 57493 | 82525 |
| STELL KAREN M | | | M | 14,900 | 191113 | 52268 |

Search Order:

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAJCS
- ☐ Title Num
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 200

PK: 80406 UNKNOWN HORTON HOMES - 4 (14x66) 1991 Lot : 67 Park : LOGANS CROSSING MHP SN : H93552 6 Decal

Help Cancel Open

Names keyed in the Last Name-First Name-Middle Initial fields will display ahead of names keyed in the Corporate Name field. The number of records that display will depend upon the Number of Hits to Display value. If there are more Smiths than those displayed in the Prebilled Manufactured Housing Search box and the user wishes to view all of the Smiths, the default Number of Hits to Display value can be increased to a number suitable to display all of the Smiths (the Search Button must be clicked again after changing the value).

Another short-cut with Name Order searches is to key the beginning part of a Prebilled Manufactured Home owner's name in the Search Field to find matching owners of Prebilled Manufactured Home records. For example, the letters “Bar” can be keyed to display all Prebilled Manufactured Home records whose owner's Last Name or Corporate Name begins with the letters "Bar".

WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) AY2021

bar

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey | Mobilekey |
|-------------------------------|-----------|--------|-----------|------------|--------|-----------|
| BARBER JOYCE ANN | | | M | 3,230 | 40245 | 37518 |
| BARKER LARRY GENE | | | M | 3,760 | 90552 | 36904 |
| BARNETTE CHARLENE | | | M | 19,090 | 202298 | 47667 |
| BARNETTE DON | | | M | 15,730 | 191327 | 82530 |
| BARRON PAUL | | | M | 7,080 | 191100 | 37069 |
| BAULDING GWENDOLYN | | | M | 10,274 | 2994 | 37844 |
| BAXTER HARRISON G SR | | | M | 2,570 | 53362 | 81452 |
| BEARDEN JUNIOR | | | M | 22,320 | 3156 | 51330 |
| BECK JOHN R | | | M | 6,830 | 3249 | 41127 |
| BENSON EDDIE | | | M | 7,020 | 180176 | 82523 |
| BETTS JACK R HEIRS OF | | | M | 5,640 | 143919 | 61134 |
| BISHOP TONY | | | M | 3,470 | 4046 | 37653 |
| BLANTON JOHNNY R | | | M | 8,024 | 4289 | 80714 |
| BLAYLOCK JOANNIE | | | M | 3,380 | 4302 | 61133 |
| BOND SHIRLEY ANN | | | M | 4,540 | 85691 | 77049 |
| BOWMAN JESSE EARL | | | M | 5,630 | 203505 | 58874 |
| BRADLEY ROBERT ISIAH HEIRS OF | | | M | 3,200 | 147621 | 37795 |
| BREWER BRANDY | | | M | 3,770 | 66979 | 37713 |
| BREWER JUDITH ELAINE | | | M | 38,250 | 201077 | 82550 |
| BRIMMER JOHN F | | | M | 9,460 | 97780 | 80767 |

Search Order

☒ Name

☐ Parcel #

☐ Street

☐ Account #

☐ CQ ID #

☐ NAICS

☐ Title Num

☐ Decal Num

☐ Serial Num

Number of Hits to Display

200

PK: 37518 UNKNOWN CAVALIER - 4 (12x62) 1971 Lot : 58 Park : COUNTY LINE MHP SN : G4912 Decal Yr/Num

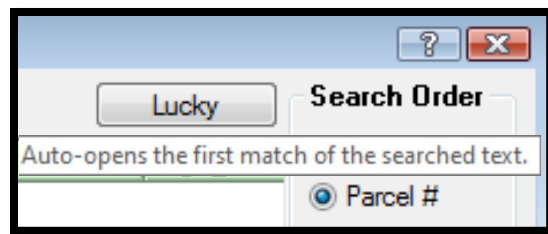
Finally, when in Name Search Order, the user can search from the beginning of the alphabet by clicking Search with a blank Search Field.

The information that is displayed in the Prebilled Manufactured Housing Search box varies depending upon which Search Order is used. When the Name search order is used, the following displays:

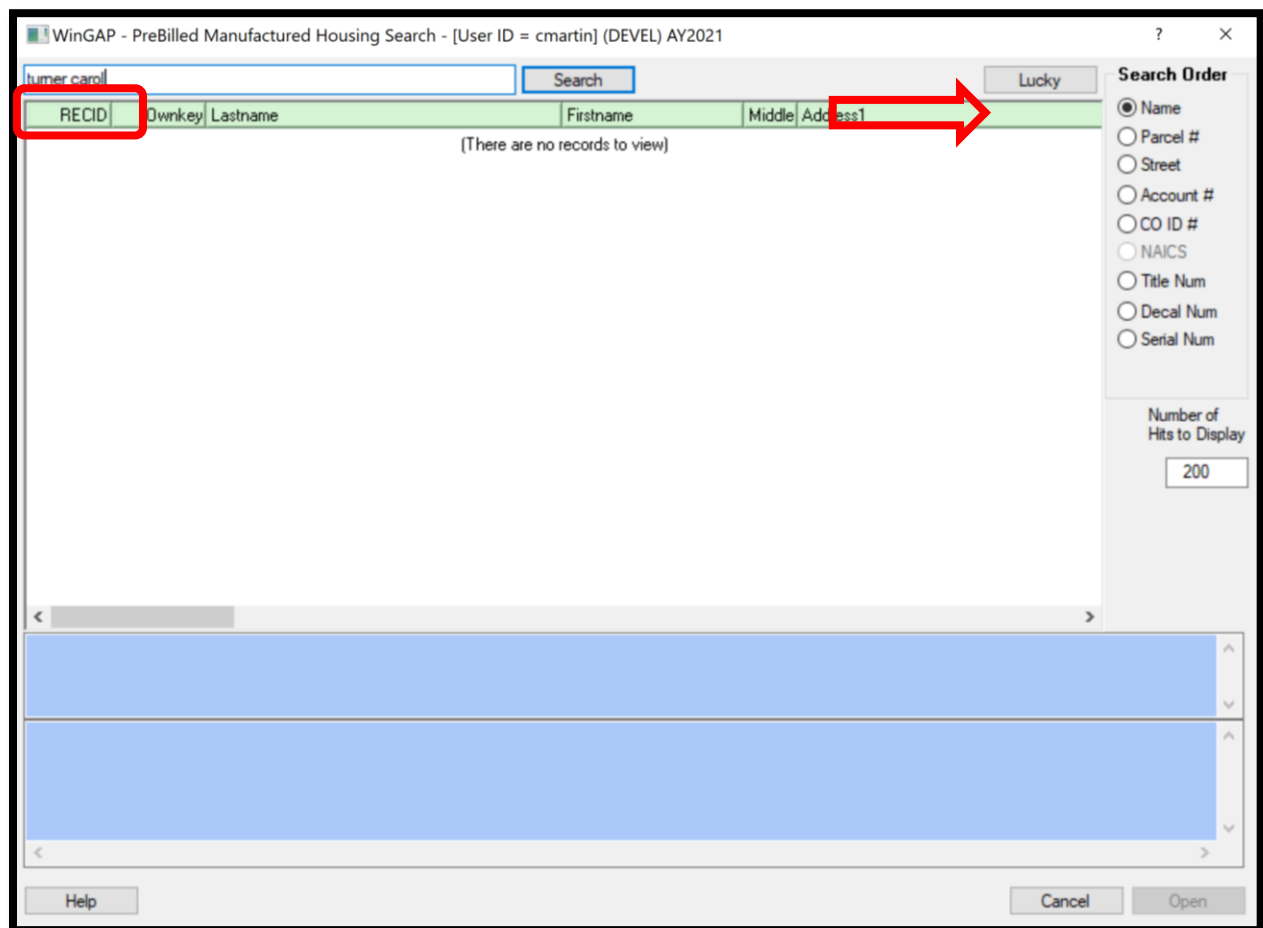
- Owner's Name.
- Types of property for this owner, identified by the letters **R** (Real Property), **P** (Prebilled Manufactured Home), or **M** (Prebilled Manufactured Home).
- Total Property Value.
- Owner Account Number (the Ownkey).
- Prebilled Account Number (the Mobilekey).

Additional information about a Prebilled Manufactured Housing record can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Prebilled Manufactured Housing Search form. The information that is displayed will depend upon the search order used. The information that displays in the blue box at the bottom of the Prebilled Manufactured Home Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Search Results box.

Lucky Button: The Lucky Button, located to the right of the Search Button, allows the user to perform both a search and open the first record that meets the criteria keyed in the Search field. If the user places the mouse cursor on the Lucky Button, a "tool tip" will appear.



For example, the user wants to look at the Prebilled Manufactured Housing record for Carol Turner. After changing the Search Order to Name and keying the name in the Search field, the user can click the Lucky Button and be taken directly to the Prebilled Manufactured Housing property record for that property owner.



WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) AY2021

WinGAP - Manufactured Housing - [User ID = cmartin] (DEVEL) - TURNER CAROL : 1 of 1 AY2021

Key: 47623 - 1985 16 x 70 Unknown Riv: PIN: 204-2-3-028-0000 Key: 47623

Appraiser: EDDIE HOLLAND Location: 20423028005M

Review Date: 10/07/2019

Improvement Information

Mfg: UNKNOWN Story Height: 1 Story

Model: RIVERSIDE - 4 Decal Yr: Decal No: 02037

Class: Low Cost Sch Cls: LC Serial No:

Year Model: 1985 Title:

Eff Yr Blt: Title Name:

Size: 16 x 70 Purchase Price: 0

Yr Purchased: Transfer

☐ Tip Out Tip Size: 0 x 0 = 0 Adj: 0.00

☐ Tag-a-long Tag Size: 0 x 0 = 0 Adj: 0.00 Transfer to Homestead

Characteristics

Ext Wall: Aluminum Siding Heat/Air: No Heat Full Baths: 0

Roofing: Metal Fireplace: Half Baths: 0

Foundation: Conc. Blk Piers Bedrooms: 0 Single Fixt: 0

Previous Values

Prev Box: 3,200 Prev Addon: 580 Total Previous: 3,780

Location Info

House No: 89 Ext: Direction:

Street: CAROL PATH

St Type: Post Unit:

Unit Type:

Park: LAWRENCE JUNCTION Lot No: 5

Tax District: 01 - County

☒ PRC Bin Created //

Depreciation

Condition: Average

Calc Dep: 0.20

Ovr Dep: 0.00

Func Obs: 1.00

Econ Obs: 1.00

RCN: 16,430 MAV: ☐ Ovr:

NADA: 0

MH Calc: 3,200 ☒ 0

MH Ovr: 0

Add-Ons: 580 0

Total: 3,780 0

Last Calc: 3,200

Ovr Date: / /

Ovr Ran:

Comments

☐ Comment Flag

11/23/2013 - ID: JP - ST REVD - RES: FLD -

12/3/2012 - ID: DC - ST REVD - RES: FLD -

12/13/2011 - ID: BW - ST REVD - RES: FLD -

10/29/2010 - ID: BW - ST REVD - RES: FLD -

9/29/2009 - ID: BW - ST - RES: FLD -

10/27/2008 - ID: BWAR - ST Updt - RES: - Changed by BWARNER

Cancel New Delete Apply OK

When using the Lucky Button, the criteria keyed into the search field must exactly match that of the desired record. Otherwise, the user will be taken to the record that is closest to matching the criteria keyed into the Search field.

Parcel Number Search: The Search Order for Prebilled Manufactured Home records can be changed to Parcel Number Order by clicking on the Parcel # radio button in the Search Order section of the Prebilled Manufactured Housing Search Form. If Parcel Number is selected as the Search Order, the Search field will contain "dashes" near the beginning of the field that represent the "breaks" in the Parcel Number between the Map Number and other segments of the Parcel Number. The number of "dashes" will depend upon the structure of the County's Parcel Number, as set up in the Parcel Number Template Field in Tools > Preferences.

To locate Prebilled Manufactured Housing records by a specific Parcel Number, for instance "034-1-2-006-0000", the entire Parcel Number can be keyed into the Search field. The user must be careful while keying the Parcel Number that the dashes and any spaces in the Search Field are the same as in the Parcel Number. If the Parcel Number has letters in it, the letter can be keyed in either upper or lower case, as case does not matter in WinGAP.

After clicking the Search button, the desired record should appear at the top of the Prebilled Manufactured Housing Search box, followed by other Prebilled Manufactured Home records in ascending Parcel Number order.

WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) AY2021

034-1-2-006-0000

| Prebmapid | Lotnumber | Last ... | Decalnum | Decaljr | Mobilekey | Width | Length | Mfg |
|--------------|-----------|----------|----------|---------|-----------|-------|--------|---------|
| 034120060000 | | W/Hi... | 02480 | | 80775 | 26 | 48 | UNKNOWN |
| 036110020000 | | HICK... | 02498 | | 81431 | 24 | 79 | UNKNOWN |
| 037130010000 | | TIM... | 02500 | | 81429 | 24 | 48 | UNKNOWN |
| 048210040000 | | TIBB... | 02394 | | 71490 | 24 | 44 | UNKNOWN |
| 049230040000 | | ROP... | 01949 | | 43300 | 27 | 44 | UNKNOWN |
| 050210030000 | | CAG... | 02546 | 2017 | 82528 | 24 | 60 | UNKNOWN |
| 054240250000 | | QWE... | 02518 | | 81786 | 27 | 53 | UNKNOWN |
| 055110080000 | | STE... | 02197 | | 52268 | 27 | 62 | UNKNOWN |
| 055310020000 | | WAL... | 02329 | | 61364 | 27 | 52 | UNKNOWN |
| 057140050000 | | WIG... | 01812 | | 38561 | 14 | 66 | UNKNOWN |
| 057220110000 | 2 | STA... | 02279 | | 37644 | 27 | 60 | UNKNOWN |
| 057220110000 | 4 | MCE... | 01463 | | 37646 | 14 | 66 | UNKNOWN |
| 057220110000 | 5 | FRE... | 00558 | | 37647 | 14 | 50 | UNKNOWN |
| 057220110000 | 8 | BISH... | 01073 | | 37653 | 12 | 66 | UNKNOWN |
| 057220110000 | 10 | TRA... | 01780 | MS5 | 37655 | 14 | 66 | UNKNOWN |
| 057220110000 | 13 | STA... | 02532 | | 82514 | 14 | 46 | UNKNOWN |
| 057220110000 | 18 | WEL... | 00519 | | 37643 | 14 | 48 | UNKNOWN |
| 057240080000 | | FER... | 01829 | | 38864 | 12 | 43 | UNKNOWN |
| 057430100000 | | PAD... | 02027 | | 46427 | 24 | 52 | UNKNOWN |

Search Order

☐ Name

☒ Parcel #

☐ Street

☐ Account #

☐ CO ID #

☐ NAICS

☐ Title Num

☐ Decal Num

☐ Serial Num

Number of Hits to Display

200

PK: 80775 1964 Lot : Park : SN :

Various short-cuts with Parcel Numbers can be used to find Prebilled Manufactured Housing records. For example, if the user wishes to see all records on Map "149", the number "149" can be entered in the Search Field. Clicking the Search button will display all Prebilled Manufactured Housing records with that Map Number in the County, up to the default Number of Hits to Display value.

WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) AY2021

149- - - Search Lucky

| Prebmapid | Lotnumber | Last ... | Decalnum | Decalyr | Mobilekey | Width | Length | Mfg |
|--------------|-----------|----------|----------|---------|-----------|-------|--------|-----------|
| 149110100000 | 0 | BAK... | 00839 | | 36853 | 27 | 60 | UNKNOWN |
| 149110100000 | 1 | WRI... | 00836 | | 36854 | 27 | 56 | UNKNOWN |
| 149110100000 | 2 | HAR... | 01169 | | 36855 | 14 | 72 | UNKNOWN |
| 149110100000 | 3 | WEB... | 01692 | | 36856 | 24 | 56 | UNKNOWN |
| 149110100000 | 4 | DANI... | 00829 | | 36857 | 12 | 65 | UNKNOWN |
| 149110100000 | 5 | WAL... | 01288 | | 36858 | 27 | 66 | UNKNOWN |
| 149110100000 | 6 | LOG... | 01980 | | 36860 | 27 | 76 | UNKNOWN |
| 149110100000 | 7 | HEN... | 01568 | | 36861 | 24 | 60 | UNKNOWN |
| 149110100000 | 8 | CON... | 01736 | | 36862 | 27 | 56 | UNKNOWN |
| 149110100000 | 9 | COL... | 02226 | | 55714 | 16 | 66 | UNKNOWN |
| 149110100000 | 10 | DICK... | 01446 | | 36864 | 24 | 52 | UNKNOWN |
| 149110100000 | 11 | LOF... | 01407 | | 36865 | 27 | 64 | UNKNOWN |
| 149110100000 | 12 | STU... | 02482 | | 36867 | 24 | 52 | UNKNOWN |
| 149110100000 | 13 | KOH... | 00772 | | 36868 | 28 | 56 | UNKNOWN |
| 149110100000 | 14 | VAU... | 01171 | | 36869 | 27 | 50 | UNKNOWN |
| 149110100000 | 15 | YOU... | 00624 | | 36870 | 14 | 60 | UNKNOWN |
| 149110100000 | 16 | TUR... | 01878 | | 36871 | 27 | 52 | UNKNOWN |
| 149110100000 | 17 | LOG... | 02458 | | 80724 | 16 | 76 | UNKNOWN |
| 149110100000 | 18 | LOG... | 2563 | 2019 | 82542 | 14 | 66 | FLEETWOOD |

Search Order

☐ Name

☒ Parcel #

☐ Street

☐ Account #

☐ CO ID #

☐ NAICS

☐ Title Num

☐ Decal Num

☐ Serial Num

Number of Hits to Display

200

PK: 36853 1988 Lot : 0 Park : LOGANS CROSSING MHP SN :

Help Cancel Open

If there are more records on Map "149" than those displayed in the Prebilled Manufactured Housing Search box and the user wishes to see all of them, the default Number of Hits to Display value can be increased to a number suitable to display all of the Prebilled Manufactured Housing records (the Search Button must be clicked again after changing the value).

Finally, when in Parcel Number Search Order, the user can search from the beginning of Map/Parcel Numbers by clicking on the blank Search Field.

The information that is displayed in the Prebilled Manufactured Housing Search box varies depending upon which Search Order is used. When the Parcel Number search order is used, the following displays:

- Parcel Number (prebill map id).
- Lot number.
- Owner name.
- Decal number and year issued.
- Prebilled Account Number (the Mobilekey).
- Manufactured Home physical information including length, width, manufacturer, model, and year built.
- Tax district.

- Serial number of the Manufactured Home.
- Owner Account Number (the Ownkey).

Additional information about a Prebilled Manufactured Housing record can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Prebilled Manufactured Housing Search form. The information that is displayed will depend upon the search order used. The information that displays in the blue box at the bottom of the Prebilled Manufactured Home Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Search Results box.

Street Search: The Search Order for Prebilled Manufactured Housing records can be changed to Street Name and Number Order by clicking on the Street radio button in the Search Order section of the Prebilled Manufactured Housing Search Form. The beginning part or all of the Street Name, without the Street Number if desired, can be keyed in the Search Field to locate Prebilled Manufactured Housing records. For example, the letters "sunny" can be keyed to display all of the Prebilled Manufactured Housing records that have Street Names beginning with the letters "sunny".

WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) AY2021

Search: sunny

Search Order:

- ☐ Name
- ☐ Parcel #
- ☒ Street
- ☐ Account #
- ☐ CQ ID #
- ☐ NAJCS
- ☐ Title Num
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 200

| Street_Nam | StType | StDirect | House_No | Extension | Quad | Unit | UnitType | LotNumber | Width | Length | Mfg |
|----------------------|--------|----------|----------|-----------|------|------|----------|-----------|-------|--------|---------|
| SUNNYSIDE PATH | | | 15 | | | | | 1B | 14 | 48 | UNKNOWN |
| SUNNYSIDE PATH | | | 29 | | | | | 13 | 14 | 46 | UNKNOWN |
| SUNNYSIDE PATH | | | 45 | | | | | 2 | 27 | 60 | UNKNOWN |
| SUNNYSIDE PATH | | | 50 | | | | | 4 | 14 | 66 | UNKNOWN |
| SUNNYSIDE PATH | | | 80 | | | | | 5 | 14 | 50 | UNKNOWN |
| SUPPER CLUB RD | | | 174 | | | | | | 27 | 56 | UNKNOWN |
| SWEETWATER BND | | | 1203 | | | | | | 27 | 76 | UNKNOWN |
| SWEETWATER BND | | | 1321 | | | | | | 24 | 56 | UNKNOWN |
| SWEETWATER BND | | | 1335 | | | | | | 27 | 48 | UNKNOWN |
| SWEETWATER BND | | | 1441 | | | | | | 24 | 46 | UNKNOWN |
| SWEETWATER BND | | | 1443 | | | | | | 24 | 60 | UNKNOWN |
| SWEETWATER CHURCH RD | | | 1598 | | | | | | 12 | 62 | UNKNOWN |
| THREE CEDARS PATH | | | 16 | | | | | 23 | 12 | 60 | UNKNOWN |
| THREE CEDARS PATH | | | 24 | | | | | 22 | 12 | 60 | UNKNOWN |
| THREE CEDARS PATH | | | 30 | | | | | 21 | 12 | 60 | UNKNOWN |
| THREE CEDARS PATH | | | 37 | | | | | 2 | 14 | 66 | UNKNOWN |
| THREE CEDARS PATH | | | 42 | | | | | 20 | 14 | 66 | UNKNOWN |
| THREE CEDARS PATH | | | 47 | | | | | 3 | 12 | 56 | UNKNOWN |
| THREE CEDARS PATH | | | 48 | | | | | 19 | 12 | 60 | UNKNOWN |

WELCH SARDIE
UNKNOWN LIBERTY - 4 (14x48) 1987
SN : Decal Yr/Num : /00519
15 SUNNYSIDE PATH
Lot : 1B Park : DOGWOOD MHP

Help Cancel Open

If a specific Street Name and Number is desired, for example "80 Sunnyside Path", this is keyed into the Search field by keying the Street Name first, followed by a comma, then the Street Number.

WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) AY2021

Search Field: sunnyside,80 Search Lucky

| Street_Nam | StType | StDirect | House_No | Extension | Quad | Unit | UnitType | LotNumber | Width | Length | Mfg |
|----------------------|--------|----------|----------|-----------|------|------|----------|-----------|-------|--------|---------|
| SUNNYSIDE PATH | | | 80 | | | | | 5 | 14 | 50 | UNKNOWN |
| SUPPER CLUB RD | | | 174 | | | | | | 27 | 56 | UNKNOWN |
| SWEETWATER BND | | | 1203 | | | | | | 27 | 76 | UNKNOWN |
| SWEETWATER BND | | | 1321 | | | | | | 24 | 56 | UNKNOWN |
| SWEETWATER BND | | | 1335 | | | | | | 27 | 48 | UNKNOWN |
| SWEETWATER BND | | | 1441 | | | | | | 24 | 46 | UNKNOWN |
| SWEETWATER BND | | | 1443 | | | | | | 24 | 60 | UNKNOWN |
| SWEETWATER CHURCH RD | | | 1598 | | | | | | 12 | 62 | UNKNOWN |
| THREE CEDARS PATH | | | 80 | | | | | 15 | 12 | 62 | UNKNOWN |
| THREE CEDARS PATH | | | 81 | | | | | 7 | 14 | 56 | UNKNOWN |
| THREE CEDARS PATH | | | 87 | | | | | 8 | 10 | 51 | UNKNOWN |
| THREE CEDARS PATH | | | 88 | | | | | 14 | 12 | 56 | UNKNOWN |
| THREE CEDARS PATH | | | 97 | | | | | 9 | 12 | 60 | UNKNOWN |
| THREE CEDARS PATH | | | 105 | | | | | 10 | 12 | 56 | UNKNOWN |
| THREE CEDARS PATH | | | 115 | | | | | 11 | 12 | 56 | UNKNOWN |
| THREE OAKS PATH | | | 89 | | | | | 8 | 14 | 66 | UNKNOWN |
| THREE OAKS PATH | | | 94 | | | | | 11 | 12 | 56 | UNKNOWN |
| THREE OAKS PATH | | | 112 | | | | | 18 | 12 | 56 | UNKNOWN |
| THREE OAKS PATH | | | 116 | | | | | 9 | 12 | 56 | UNKNOWN |

Number of Hits to Display: 200

Search Order:
☐ Name
☐ Parcel #
☒ Street
☐ Account #
☐ CQ ID #
☐ NAICS
☐ Title Num
☐ Decal Num
☐ Serial Num

Help Cancel Open

PREVIEW:

FREY RICKY
 UNKNOWN LIBERTY - 4 (14x50) 1987
 SN : GE0446135 Decal Yr/Num : /00558
 80 SUNNYSIDE PATH
 Lot : 5 Park : DOGWOOD MHP

Finally, when in Street Name Search, the user can also search from the beginning of the alphabet for Street Names by clicking on the blank Search Field.

The information that is displayed in the Prebilled Manufactured Housing Search box varies depending upon which Search Order is used. When the Street search order is used, the following displays:

- Street Name, Street Type, Street Direction, Street Number, Street Extension, Street Quad, Street Unit, and Unit Type (the Situs Address for this parcel).
- Lot number.
- Manufactured Home physical information including length, width, manufacturer, model, and year built.
- Parcel Number (prebill map id).
- Owner's Name.
- Owner Account Number (the Ownkey).
- Prebilled Account Number (the Mobilekey).

Additional information about a Prebilled Manufactured Housing record can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Prebilled Manufactured Housing Search form. The information that is displayed will depend upon the search order used. The information that displays in the blue

box at the bottom of the Prebilled Manufactured Home Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Search Results box.

Account Number Search: The Search Order for Prebilled Manufactured Housing records can be changed to Account Number Order by clicking on the Account # radio button in the Search Order section of the Prebilled Manufactured Housing Search Form. The Account Number for Prebilled Manufactured Homes is the same as the WinGAP Mobilekey Number for Manufactured Homes. To locate Prebilled Manufactured Homes by a specific Account Number, for instance "21080", the entire Account Number should be keyed into the Search field. After clicking the Search button, the desired record should appear at the top of the Prebilled Manufactured Housing Search box followed by other Prebilled Manufactured Housing records in ascending Account Number order.

WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) AY2021

21080 Search Lucky

| Mobilekey | Width | Length | Mfg | Model | Yearbuilt | Decalyr | Decalnum | Prebmapid |
|-----------|-------|--------|---------|--------------------------|-----------|---------|----------|--------------|
| 21080 | 24 | 56 | UNKNOWN | SUMMIT - 4 | 1985 | | 01484 | 225420030000 |
| 27036 | 24 | 58 | UNKNOWN | FLEETWOOD - 4 | 1973 | | 00794 | 182420020000 |
| 27911 | 28 | 52 | UNKNOWN | UNKNOWN - 4 | 1989 | | 02423 | 009230050000 |
| 28201 | 27 | 40 | UNKNOWN | PHOENIX - 4 | 1990 | | 01537 | 185210270000 |
| 28222 | 24 | 52 | UNKNOWN | KEMBERLY - 4 | 1990 | | 01565 | 175210570000 |
| 29269 | 22 | 44 | UNKNOWN | UNKNOWN - 4 | 1988 | | 01622 | 181230280000 |
| 29311 | 24 | 56 | UNKNOWN | UNKNOWN - 4 | 1982 | | 01534 | 119130060000 |
| 29312 | 26 | 48 | UNKNOWN | UNKNOWN - 4 | 1992 | | 01617 | 224230040000 |
| 30860 | 24 | 54 | UNKNOWN | UNKNOWN - 4 | 1992 | | 01595 | 253330010000 |
| 30874 | 24 | 48 | UNKNOWN | FLEETWOOD - 6 | 1992 | | 01606 | 224240020000 |
| 32402 | 24 | 48 | UNKNOWN | FLEETWOOD - 4 | 1992 | | 01490 | 146240140000 |
| 32408 | 24 | 46 | UNKNOWN | UNKNOWN - 4 | 1983 | | 01592 | 104220020000 |
| 32420 | 24 | 62 | UNKNOWN | UNKNOWN - 4 | 1986 | | 01661 | 121420110000 |
| 32421 | 24 | 66 | UNKNOWN | UNKNOWN - 4 | 1986 | | 01608 | 121420110000 |
| 36130 | 27 | 57 | UNKNOWN | UNKNOWN - 4 | 1996 | | 01631 | 135240010000 |
| 36133 | 24 | 46 | UNKNOWN | UNKNOWN - 4 | 1984 | | 02053 | 266140190000 |
| 36729 | 14 | 66 | UNKNOWN | COLONY HOMES GREENLI - 4 | 1988 | | 00812 | 259110020000 |
| 36732 | 27 | 62 | UNKNOWN | PALM HARBOR - 4 | 1988 | | 01193 | 216320010000 |
| 36853 | 27 | 60 | UNKNOWN | PALM HARBOR - 4 | 1988 | | 00839 | 149110100000 |

Search Order:
☐ Name
☐ Parcel #
☐ Street
☒ Account #
☐ CO ID #
☐ NAICS
☐ Title Num
☐ Decal Num
☐ Serial Num

Number of Hits to Display: 200

MCGUIRE WILLIAM JIMMY
 SN : H41548GL/R Decal Yr/Num : /01484
 369 HONEYSUCKLE LN

Help Cancel Open

Finally, when in Account Number Search Order, the user can search from the beginning of all Account Numbers by clicking on the blank Search Field.

The information that is displayed in the Prebilled Manufactured Housing Search box varies depending upon which Search Order is used. When the Street search order is used, the following displays:

- Prebilled Account Number (the Mobilekey).
- Manufactured Home physical information including length, width, manufacturer, model, and year built.
- Decal number and year issued.

- Parcel Number (prebill map id).
- Tax district.
- Serial number of the Manufactured Home.
- Owner Account Number (the Ownkey).

Additional information about a Prebilled Manufactured Housing record can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Prebilled Manufactured Housing Search form. The information that is displayed will depend upon the search order used. The information that displays in the blue box at the bottom of the Prebilled Manufactured Home Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Search Results box.

Co ID # Search: The Search Order for Prebilled Manufactured Housing records can be changed to Location Order by clicking on the Co ID # radio button in the Search Order section of the Prebilled Manufactured Housing Search form. The Co ID # for Prebilled Manufactured Homes is the Location field on the Manufactured Housing form, located just below the PIN field.

Title Number Search: The Search Order for Prebilled Manufactured Housing records can be changed to Mobile Home Title Number search order by clicking on the Title Num radio button in the Search Order section of the Prebilled Manufactured Housing Search form.

Decal Number Search: The Search Order for Prebilled Manufactured Housing records can be changed to Decal Number Order by clicking on the Decal Num radio button in the Search Order section of the Prebilled Manufactured Housing Search Form. To locate Prebilled Manufactured Homes by a specific Decal Number, for instance "000020", the entire Decal Number should be keyed into the Search field. After clicking the Search Button, the desired record should appear at the top of the Prebilled Manufactured Housing Search box, followed by other Prebilled Manufactured Housing records in ascending Decal Number order.

WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) Hall2020

000020 Search Lucky

| Decalnum | Decalyr | Mobilekey | Width | Length | Mfg | Model | Yearbuilt | Prebmapid |
|----------|---------|-----------|-------|--------|-------------------|-------------|-----------|--------------|
| 000020 | 2013 | 20616956 | 16 | 76 | CLAYTON HOMES INC | CLINCHVIEW | 2013 | 08157 000005 |
| 000020 | 2014 | 20617071 | 28 | 52 | CLAYTON HOMES INC | ADMIRAL | 2014 | 08157 000005 |
| 000021 | 2013 | 20616933 | 14 | 72 | HORTON HOMES INC | ECHO | 2013 | 09119 000051 |
| 000021 | 2014 | 20617076 | 16 | 76 | CLAYTON HOMES INC | 1000 SERIES | 2014 | 08157 000005 |
| 000022 | 2014 | 20617077 | 28 | 52 | CLAYTON HOMES INC | CLASSIC | 2014 | 08157 000005 |
| 000024 | 2013 | 20616934 | 28 | 52 | CLAYTON HOMES INC | CLAYTON MOD | 2013 | 08157 000005 |
| 000025 | 2013 | 20616937 | 28 | 52 | CLAYTON HOMES INC | CLAYTON MOD | 2013 | 08157 000005 |
| 000025 | 2014 | 20617066 | 16 | 76 | CLAYTON HOMES INC | 1000 SERIES | 2014 | 08157 000005 |
| 000026 | 2013 | 20616938 | 28 | 52 | CLAYTON HOMES INC | CLAYTON MOD | 2013 | 08157 000005 |
| 000026 | 2014 | 20617067 | 16 | 76 | CLAYTON HOMES INC | 1000 SERIES | 2014 | 08157 000005 |
| 000027 | 2013 | 20616940 | 28 | 52 | CLAYTON HOMES INC | CLAYTON MOD | 2013 | 08157 000005 |
| 000028 | 2013 | 20616964 | 16 | 76 | CLAYTON HOMES INC | CLINCHVIEW | 2013 | 08157 000005 |
| 000029 | 2014 | 20617141 | 14 | 50 | FLEETWOOD | "C" SERIES | 1995 | 08024 005001 |
| 00003 | 2014 | 20617109 | 16 | 56 | CLAYTON HOMES INC | CLAYTON | 2014 | 10139 000097 |
| 00003 | 2017 | 20617364 | 28 | 56 | CLAYTON HOMES INC | CLAYTON MOD | 2017 | 08157 000005 |
| 000030 | 2013 | 20616962 | 16 | 76 | CLAYTON HOMES INC | CLINCHVIEW | 2013 | 08157 000005 |
| 000030 | 2014 | 20617092 | 28 | 52 | CLAYTON HOMES INC | ADMIRAL | 2014 | 08157 000005 |
| 000031 | 2013 | 20616963 | 16 | 76 | CLAYTON HOMES INC | CLAYTON | 2013 | 08157 000005 |
| 000033 | 2014 | 20617106 | 28 | 52 | CLAYTON HOMES INC | ADMIRAL | 2014 | 08157 000005 |

Search Order

- ☐ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CQ ID #
- ☐ NAJCS
- ☐ Title Num
- ☒ Decal Num
- ☐ Serial Num

Number of Hits to Display

200

Under Construction

Help Cancel Open

The beginning part of the Decal Number, if desired, can be keyed in the Search Field to locate Prebilled Manufactured Housing records. For example, the number "10" can be keyed to display all Prebilled Manufactured Housing records that have Decal Numbers beginning with "10".

WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) Hall2020

10 Search Lucky

| Decalnum | Decalyr | Mobilekey | Width | Length | Mfg | Model | Yearbuilt | Prebmapid |
|----------|---------|-----------|-------|--------|-------------------|--------------|-----------|--------------|
| 10 | 2014 | 20617062 | 16 | 76 | CLAYTON HOMES INC | 1000 SERIES | 2014 | 08157 000005 |
| 100 | 2013 | 20616932 | 14 | 72 | HORTON HMS | HORTON HMS | 2013 | 09119 000051 |
| 1000 | 2007 | 19511916 | 14 | 48 | FLEETWOOD | WESTON | 1987 | 15032 000042 |
| 1003 | 2011 | 19502465 | 14 | 48 | HORTON | SUMMIT | 1985 | 00110A004004 |
| 1004 | 2008 | 19509073 | 14 | 66 | LIBERTY | GLEN OAKS | 1988 | 10082 000028 |
| 101 | 2011 | 19512402 | 16 | 76 | CHANDELEUR | 623 | 1996 | 15031 000022 |
| 101 | 2018 | 20617394 | 24 | 40 | FLEETWOOD | BERKSHIRE | 2018 | 10082 000097 |
| 1019 | 2010 | 20615947 | 27 | 66 | REDMAN | VILLA LIMI | 1997 | 12034 000004 |
| 102 | 2018 | 20617395 | 24 | 40 | FLEETWOOD | BERKSHIRE | 2018 | 10082 000098 |
| 1020 | 2008 | 20114269 | 14 | 48 | FLEETWOOD | FLEETWOOD | 1996 | 10144 000005 |
| 1024 | 2008 | 19504150 | 14 | 60 | BAKER | XXXX | 1982 | 10144 000031 |
| 1028 | | 19502305 | 14 | 64 | SCHULT | CITATION | 1984 | 15019 000073 |
| 1029 | 2008 | 20414732 | 16 | 66 | CLAYTON HOMES INC | CLAYTON | 1999 | 10144 000005 |
| 1033 | | 19504406 | 12 | 60 | COLONIAL | XXXX | 1977 | 09119 000051 |
| 1038 | | 20013771 | 16 | 76 | FLEETWOOD | WESTON ELITE | 2000 | 08157 000005 |
| 1038 | 2011 | 19506034 | 14 | 66 | HORTON | SUMMIT | 1987 | 10001 000036 |
| 1039 | 2011 | 20114183 | 24 | 48 | DYNASTY | SMH68 | 1999 | 08157 000005 |
| 104 | 2011 | 19505207 | 10 | 47 | CHAMPION | XXXX | 1955 | 08012 003010 |
| 105 | 2011 | 19513017 | 14 | 60 | HORTON HMS | HORTON HMS | 1997 | 08157 000005 |

Search Order

☐ Name

☐ Parcel #

☐ Street

☐ Account #

☐ CO ID #

☐ NAICS

☐ Title Num

☒ Decal Num

☐ Serial Num

Number of Hits to Display

200

Under Construction

Help Cancel Open

Finally, when in Decal Number Search Order, the user can search from the beginning of all Decal Numbers by clicking Search with a blank Search Field.

The information that is displayed in the Prebilled Manufactured Housing Search box varies depending upon which Search Order is used. When the Decal Number search order is used, the following displays:

- Decal number and year issued.
- Manufactured Home physical information including length, width, manufacturer, model, and year built.
- Parcel Number (prebill map id).
- Tax district.
- Serial number of the Manufactured Home.
- Owner Account Number (the Ownkey).

Additional information about a Prebilled Manufactured Housing record can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Prebilled Manufactured Housing Search form. The information that is displayed will depend upon the search order used. The information that displays in the blue

box at the bottom of the Prebilled Manufactured Home Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Search Results box.

Serial Number Search: The Search Order for Prebilled Manufactured Housing records can be changed to Serial Number Order by clicking on the Serial Num radio button in the Search Order section of the Prebilled Manufactured Housing Search Form. To locate Prebilled Manufactured Homes by a specific Serial Number, for instance "011878", the entire Serial Number should be keyed into the Search field. After clicking the Search Button, the desired record should appear at the top of the Prebilled Manufactured Housing Search box followed by other Prebilled Manufactured Home records in ascending Serial Number order.

WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) Hall2020

011878 Search Lucky

| Serialnum | Mobilekey | Width | Length | Mfg | Model | Yearbuilt | Decalyr |
|-----------|-----------|-------|--------|-------------|---------------------|-----------|---------|
| 011878 | 19508533 | 24 | 40 | CLAYTON | SOMERSET | 1988 | 2017 |
| 012050A&B | 19510261 | 26 | 54 | DESTINY | OMNI (SGL/MULTI) | 1987 | 2018 |
| 01340168P | 19505464 | 14 | 66 | SKYLINE | XXXX | 1981 | 2011 |
| 01340416N | 19509345 | 14 | 56 | SKYLINE | 2FKB | 1980 | |
| 01340544N | 19510964 | 14 | 66 | SKYLINE | 3200 SERIES | 1980 | |
| 013634A&B | 20616543 | 24 | 48 | DESTINY | DESTINY (SGL/MULTI) | 1988 | |
| 0140 | 19512260 | 14 | 48 | FLEETWOOD | VALU LIMITED | 1994 | 2007 |
| 014668 | 19509033 | 14 | 70 | OMNI | XXXX | 1987 | |
| 014937 | 19509116 | 14 | 66 | DESTINY | OMNI (SGL/MULTI) | 1989 | 2011 |
| 015174 | 19509115 | 14 | 52 | DESTINY | OMNI (SGL/MULTI) | 1988 | |
| 015367 | 19509117 | 14 | 52 | DESTINY | OMNI (SGL/MULTI) | 1988 | 2011 |
| 01611610N | 19501578 | 14 | 56 | SKYLINE | XXXX | 1980 | 2012 |
| 016163 | 19509278 | 14 | 60 | DESTINY | OMNI (SGL/MULTI) | 1988 | 2011 |
| 016192 | 19509277 | 14 | 66 | DESTINY | OMNI (SGL/MULTI) | 1988 | 2011 |
| 016309 | 19509286 | 14 | 66 | DESTINY | OMNI (SGL/MULTI) | 1988 | 2011 |
| 01651 | 19504647 | 14 | 57 | COUNTRYSIDE | CJ50 | 1986 | 2008 |
| 017441 | 19509558 | 14 | 66 | DESTINY | OMNI (SGL/MULTI) | 1989 | 2011 |
| 017723A&B | 20616156 | 24 | 56 | DESTINY | OMNI (SGL/MULTI) | 1989 | 2017 |
| 017766 | 19510303 | 14 | 60 | DESTINY | OMNI | 1989 | 2011 |

Search Order

- ☐ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAJCS
- ☐ Title Num
- ☐ Decal Num
- ☒ Serial Num

Number of Hits to Display: 200

LANCE CHARLES P
Year : 1988 Decal Yr/Num : 2017/000944
Lot : 462 Park : COUNTRYSIDE MHP

Help Cancel Open

The beginning part of the Serial Number can be keyed in the Search Field to locate Prebilled Manufactured Housing records. For example, the letter "B" can be keyed to display all Prebilled Manufactured Home records that have Serial Numbers beginning with that letter.

WinGAP - PreBilled Manufactured Housing Search - [User ID = cmartin] (DEVEL) Hall2020

Search Lucky

| Serialnum | Mobilekey | Width | Length | Mfg | Model | Yearbuilt | Decalyr |
|-------------------|-----------|-------|--------|---------------|------------------------------|-----------|---------|
| B1178466ALS102199 | 19913745 | 14 | 66 | JAMAICA HMS | ALL MODELS FOR A MANUFACT... | 1979 | |
| B121476A | 19510646 | 14 | 66 | COMMODORE | XXXX | 1985 | |
| B15GA0136507MOD | 20414739 | 28 | 48 | CAVALIER | 5104 | 2004 | |
| B173605986 | 19504317 | 12 | 56 | MARION HOMES | RIVERA | 1973 | 2012 |
| B24121696 | 19505214 | 12 | 36 | BARLANE | XXXX | 1970 | |
| B241229 | 19503903 | 12 | 52 | COLUMBIAN | XXXX | 1968 | |
| B24825 | 19507811 | 12 | 47 | VICTORY | XXXX | 1970 | |
| B30354 | 19511338 | 14 | 70 | BRIGADIER IND | BRIGADIER (SGL/MULTI) | 1987 | 2017 |
| B42069 | 19513303 | 14 | 80 | BRIGADIER | B42069 | 1996 | |
| B439516872 | 19508716 | 12 | 61 | CHAMPION | XXXX | 1973 | |
| B4762 | 19506192 | 12 | 61 | BRIARWOOD | XXXX | 1971 | |
| B601252FK1016 | 19500759 | 12 | 57 | BLAZE | XXXX | 1967 | |
| B601252FK1025 | 19500776 | 12 | 56 | SAXONY | XXXX | 1969 | 2009 |
| B8420302R | 20614915 | 14 | 52 | SKYLINE | ACADEMY | 2003 | 2017 |
| BC02AL0130980 | 20214311 | 16 | 76 | RIVERCHASE | RIVERDALE | 2002 | 2010 |
| BC05AL0135522 | 20514818 | 16 | 76 | CAVALIER HMS | DORAL | 2005 | 2017 |
| BC02AL013098 | 20616862 | 16 | 76 | RIVER CREST | RIVER MIST | 2010 | 2017 |
| BG10595 | 19505292 | 12 | 57 | BRIARWOOD | XXXX | 1976 | |
| BG11849 | 19505422 | 12 | 56 | BRIARWOOD | XXXX | 1977 | |

Search Order

☐ Name
☐ Parcel #
☐ Street
☐ Account #
☐ CQ ID #
☐ NAICS
☐ Title Num
☐ Decal Num
☒ Serial Num

Number of Hits to Display

200

RODRIGUEZ ABIGAIL
 Year : 1979 Decal Yr/Num : /
 Lot : Park :

Help Cancel Open

Finally, when in Serial Number Search Order, the user can search from the beginning of all Serial Numbers by clicking on the blank Search Field.

The information that is displayed in the Prebilled Manufactured Housing Search box varies depending upon which Search Order is used. When the Serial Number search order is used, the following displays:

- Serial number of the Manufactured Home.
- Prebilled Account Number (the Mobilekey).
- Manufactured Home physical information including length, width, manufacturer, model, and year built.
- Decal number and year issued.
- Parcel Number (prebill map id).
- Tax district.
- Owner Account Number (the Ownkey).

Additional information about a Prebilled Manufactured Housing record can be viewed by clicking on the record. This information is displayed in the text box on the bottom of the Prebilled Manufactured Housing Search form. The information that is displayed will depend upon the search order used. The information that displays in the blue

box at the bottom of the Prebilled Manufactured Home Search Form will also display in a "tool tip", which can be seen by clicking on any record in the Search Results box.

PROPERTY TRANSFER FORM

The Property Transfer Form is used to transfer property from one owner to another. The Form can be reached by any one of several methods:

- By clicking on the Transfer Button on the WinGAP Toolbar.
- On the Menu Bar, clicking Property Maintenance > Owner > Property Transfer.
- By keying the "hot-key" combination of Ctrl-T.
- By going to any Owner Information form and clicking the Transfer Button.
- By going to any Real or Personal Property Information forms and clicking the Transfer Button.
- By going to any Prebilled Manufactured Housing Information form and clicking the Transfer Button.

The Property Transfer Buttons that are located on the Owner Information and Real and Personal Property General Information Forms eliminate the need to select the Current Owner when transferring property.

The screenshot shows a software window titled "WinGAP - Property Transfer - [User ID = ace] AY2015 - [User ID = ace]". The window has a standard Windows-style title bar with a question mark icon and a close button. The main area is divided into two sections: "Current Owner" and "New Owner". Each section has a text input field and a "Select" button. Below the "Current Owner" section, there are four buttons: "Include All", "Include", "Remove", and "Remove All". Below the "New Owner" section, there is an "Add New Owner" button. At the bottom of the window, there are four buttons: "Help", "Cancel", "Apply", and "OK". The "Current Owner" and "New Owner" sections each have a large, empty rectangular area with a scroll bar, likely for displaying a list of owners.

The Property Transfer Form is divided into several sections. At the top of the Form is the Current Owner field and Select Button. The Select Button is clicked to produce the Owner Search Form and begin the transfer process. After the Current Owner is selected and the user returns to the Property Transfer Form, the Current Owner's name will display in the Current Owner Field. Beneath this field and button is the Current Owner Property List Box, where all property belonging to the Current Owner will display.

Beneath the Current Owner Property List Box is the New Owner field and Select Button. The Select Button is clicked here to again produce the Owner Search Form and select the owner to which the property is to be transferred. If the property is to be transferred to an owner not in the system, the Add New Owner Button is clicked to add the new owner. After the New Owner is selected (or added) and the user returns to the Property Transfer Form, the New Owner's name will display in the New Owner Field. Beneath the New Owner field is the New Owner Property List Box, where all property that will be transferred to the New Owner will display after it has been received by the New Owner. Finally, the Cancel, Apply and OK Buttons allow the user to cancel the Property Transfer, apply the changes and stay on the Form, or save the changes and leave the Form.

Current Owner Field/Select Button: The first step in the Property Transfer process when opening the Property Transfer form from a menu item rather than a record is to click the Select Button to the right of the Current Owner Field (the user cannot key a name into this field), which will produce the Owner Search Form.

The Owner of the property which is to be transferred is located by keying the Owner's name and clicking the Search button (or pressing Alt+S).

NOTE: when using Property Transfer from an owner property record the current owner's property is already listed in this part of the Transfer form.

WinGAP - Owner Search - [User ID = ace] AY2015 - [User ID = ace]

abney Search Lucky

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey |
|----------------------------|-----------|--------|-----------|------------|--------|
| ABNEY BRYANT E & JAN M | | | R | 101,052 | 19680 |
| ABNEY KIMBERLY S & | | | R | 11,784 | 25305 |
| ABNEY LUTHER D SR | | | R | 136,051 | 18161 |
| ABNEY SUSAN C | | | R | 84,598 | 17970 |
| ABNEY TERRI DIANE | | | R | 18,880 | 18322 |
| ACE HARDWARE | | | RP | 1,365,591 | 6130 |
| ACE HARDWARE OF GRAY INC | | | R | 2,684,571 | 15407 |
| ACHI, V WILLIAM CHARLES | | | R | 43,976 | 29601 |
| ACOCCELLA JULIE M | | | R | 43,107 | 19431 |
| ACOCCELLA TAMARA B & FRANK | | | R | 67,343 | 19582 |
| ADAMAR LESHIA | | | R | 46,905 | 19248 |
| ADAMS ALMA FAYE | | | RP | 109,510 | 20019 |
| ADAMS ARINE M | | | R | 103,533 | 23310 |
| ADAMS ARNIE MAY | | | R | 195,158 | 21094 |
| ADAMS B C | | | R | 17,500 | 21438 |
| ADAMS BARBARA G | | | R | 58,178 | 24144 |
| ADAMS BARBARA G | | | R | 14,000 | 24145 |

Search Order

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 500

648 MCKAY ROAD | GRAY, GA 31032
 REAL: J43A00 149 {S0 } | R | 0 | 1.500000

Help Cancel Open

To place the selected Owner's name on the Property Transfer Form, the user should click the Open Button on the Owner Search Form (or press Enter after the desired owner record is selected, double-click on the record, or press Alt+O). When the user returns to the Property Transfer Form, the Current Owner's name will display in the Current Owner field, and all the Real Property Parcels, Personal Property Accounts, or Prebilled Manufactured Homes that belong to that owner will be listed in the Property List Box for the Current Owner.

Current Owner Property List Box: The information that is displayed in the Current Owner Property List Box will vary depending on the type of property (Real, Personal, or Prebilled Manufactured Home). Real Property will display the description "REAL", followed by the Parcel Number, Legal Description, Total Acres, and Street Address.

WinGAP - Property Transfer - [User ID = ace] AY2015 - [User ID = ace]

Current Owner: ABNEY TERRI DIANE | Select

| | | | | | | | | |
|------|--------|-----|-----------------|--------|-------|------|---|---|
| REAL | J43A00 | 149 | PT OF TR 1 LD 8 | 318-80 | 13-18 | 1.50 | 1 | 0 |
|------|--------|-----|-----------------|--------|-------|------|---|---|

Include All Include Remove Remove All

New Owner: | Select Add New Owner

Help Cancel Apply OK

Personal Property will display the description "PERS", followed by the Account Number, Digest Classification, Street Address, and Business ID.

The image shows a software window titled "WinGAP - Property Transfer - [User ID = ace] AY2015 - [User ID = ace]". The window is divided into two main sections: "Current Owner" and "New Owner".

Current Owner Section:

- A text field contains "ABBOTT LABORATORIES INC".
- A "Select" button is to the right of the text field.
- Below this is a large, empty rectangular area with a vertical scrollbar on the right and a horizontal scrollbar at the bottom.

Buttons:

- Below the "Current Owner" section are four buttons: "Include All", "Include", "Remove", and "Remove All".

New Owner Section:

- A text field is empty.
- A "Select" button is to the right of the text field.
- An "Add New Owner" button is to the right of the "Select" button.
- Below this is another large, empty rectangular area with a vertical scrollbar on the right and a horizontal scrollbar at the bottom.

Footer:

- At the bottom of the window are three buttons: "Help", "Cancel", and "Apply".
- On the far right of the bottom row is an "OK" button.

A Prebilled Manufactured Home will display the Mobilekey, followed by the Decal Year, Decal Number, Year Built, Size, Manufacturer, and Model.

The image shows a software window titled "WinCAP - Property Transfer - [User ID = ace] AY2015 - [User ID = ace]". The window is divided into several sections. At the top, there is a "Current Owner" section with a text field containing "ADDISON TWILA" and a "Select" button. Below this is a large text area displaying "MH Key: 2412 Decal 97 /001336 1985 24 x 50 FLEETWOOD / WINGATE". Underneath the text area are four buttons: "Include All", "Include", "Remove", and "Remove All". Below these buttons is a "New Owner" section with an empty text field, a "Select" button, and an "Add New Owner" button. At the bottom of the window are three buttons: "Help", "Cancel", and "Apply", followed by an "OK" button.

WinCAP - Property Transfer - [User ID = ace] AY2015 - [User ID = ace]

Current Owner: ADDISON TWILA | Select

MH Key: 2412 Decal 97 /001336 1985 24 x 50 FLEETWOOD / WINGATE

Include All Include Remove Remove All

New Owner: | Select Add New Owner

Help Cancel Apply OK

If an owner has multiple types of property, all of these will display in the Current Owner Property List Box.

WinGAP - Property Transfer - [User ID = ace] AY2015 - [User ID = ace]

Current Owner:

MH Key: 5039 Decal 2006/RD1236 2002 16 x 65 REDMAN / MILLBROOK
 PERS 82586 C 987 | N Windsor Rd |
 REAL J69 00 083A 354/442 LOT 2 14/100 BERRY HLL 0.66 | 0

New Owner:

New Owner Field/Select Button: Once the Current Owner's property is found and displayed, the next step in the Property Transfer process is to select the Owner to which this property is to be transferred. This is done by clicking the Select Button to the right of the New Owner field (as with the Current Owner field, the user cannot key a name into the New Owner field). This will produce the Owner Search Form, where the same rules and procedures used to select the Current Owner can be used to select the New Owner. Once a New Owner record is located in the Owner Information List Box and highlighted, the user can return to the Property Transfer Form by clicking the Open Button on the Owner Search Form, pressing Enter after the desired owner record is selected, double-clicking on the record, or pressing Alt+O. When the user returns to the Property Transfer Form, the New Owner's name will display in the Current Owner field.

WinGAP - Property Transfer - [User ID = ace] AY2015 - [User ID = ace]

Current Owner: **ADAMS BARBARA G** [Select]

REAL J64A00 049 LOT 11 & 23 JOYCLIFF RD 237/17 0.00 | 0

[Include All] [Include] [Remove] [Remove All]

New Owner: **ABLER JOSHUA A** [Select] [Add New Owner]

[Help] [Cancel] [Apply] [OK]

New Owner Property List Box: The New Owner Property List Box will remain blank until the property is selected in the Current Owner Property List Box and sent to the New Owner Property List box by clicking either the Include Button or the Include All Button.

Add New Owner Button: If the property is to be transferred to an Owner that is at present not in the County's Owner database, the user should click the Add New Owner Button. This will produce the Owner Information Form where the New Owner can be added.

WinGAP - Owner Information - [User ID = ace] AY2015 - [User ID = ace]

Last First Mid Init

Owner Key

Corp Name

Address

City, ST Zip

Country

Email

Numbers

Home () - FEI -

Work () - SSN - -

Fax () - SSN 2 - -

Cell: () -

Entity Type

Assessment Information

Real Prop Parcels 0

Personal Prop Accts 0

Prebill Mobile Homes 0

Owner's Total Acres . .

Value

Land . . .

Improvement . . .

Personal Property . . .

Mobile Homes . . .

Totals . . .

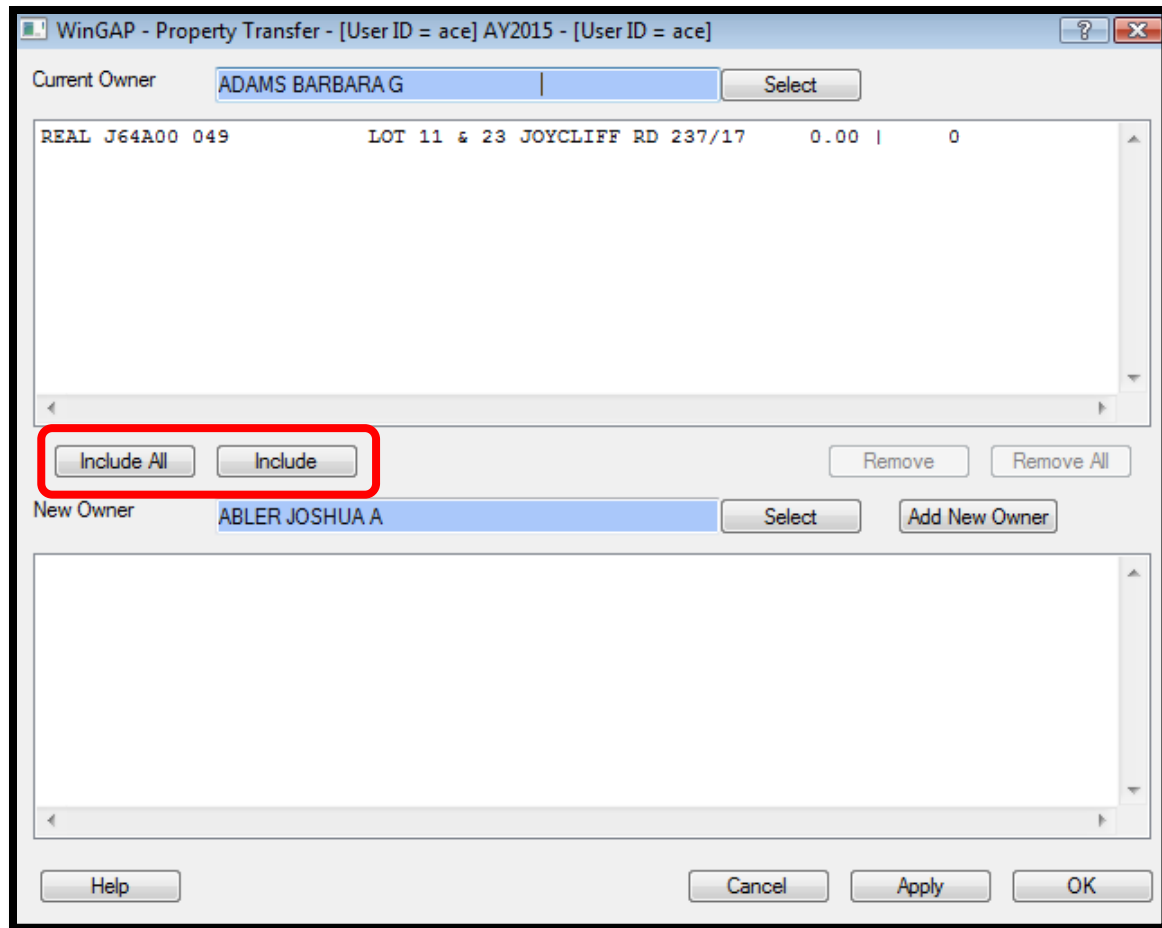
☐ Non-Disclosure: 50-18-72(a)(21) & (b)

Owner BD Spouse BD

Multiple Owners List

After adding the New Owner and clicking the OK Button on the Owner Information Form, the user will be returned to the Property Transfer Form and the New Owner's name will display in the New Owner field. The New Owner Property List Box will be blank.

Include and Include All Buttons: Once an existing owner is selected or a new owner is added and the user returns to the Property Transfer Form, the Include and Include All buttons will be enabled.



The image shows a software window titled "WinGAP - Property Transfer - [User ID = ace] AY2015 - [User ID = ace]". It contains two main sections: "Current Owner" and "New Owner".

Current Owner Section:

- Text field: ADAMS BARBARA G
- Button: Select
- Property List Box (containing one record):

| REAL | J64A00 049 | LOT 11 & 23 JOYCLIFF RD 237/17 | 0.00 | | 0 |
|------|------------|--------------------------------|------|--|---|
| | | | | | |
- Buttons: Include All, Include (highlighted with a red rectangle), Remove, Remove All

New Owner Section:

- Text field: ABLER JOSHUA A
- Buttons: Select, Add New Owner
- Empty Property List Box

Footer:

- Buttons: Help, Cancel, Apply, OK

To transfer the property, the user should click on the desired property record in the Current Owner Property List Box, which will highlight that record. **NOTE:** If for some reason the Include and Include All buttons are not selected (enabled) at this point, all the user has to do is select the property item to be transferred in the Current Owner's list box and the buttons will become enabled.

WinGAP - Property Transfer - [User ID = ace] AY2015 - [User ID = ace]

Current Owner: ADAMS BARBARA G Select

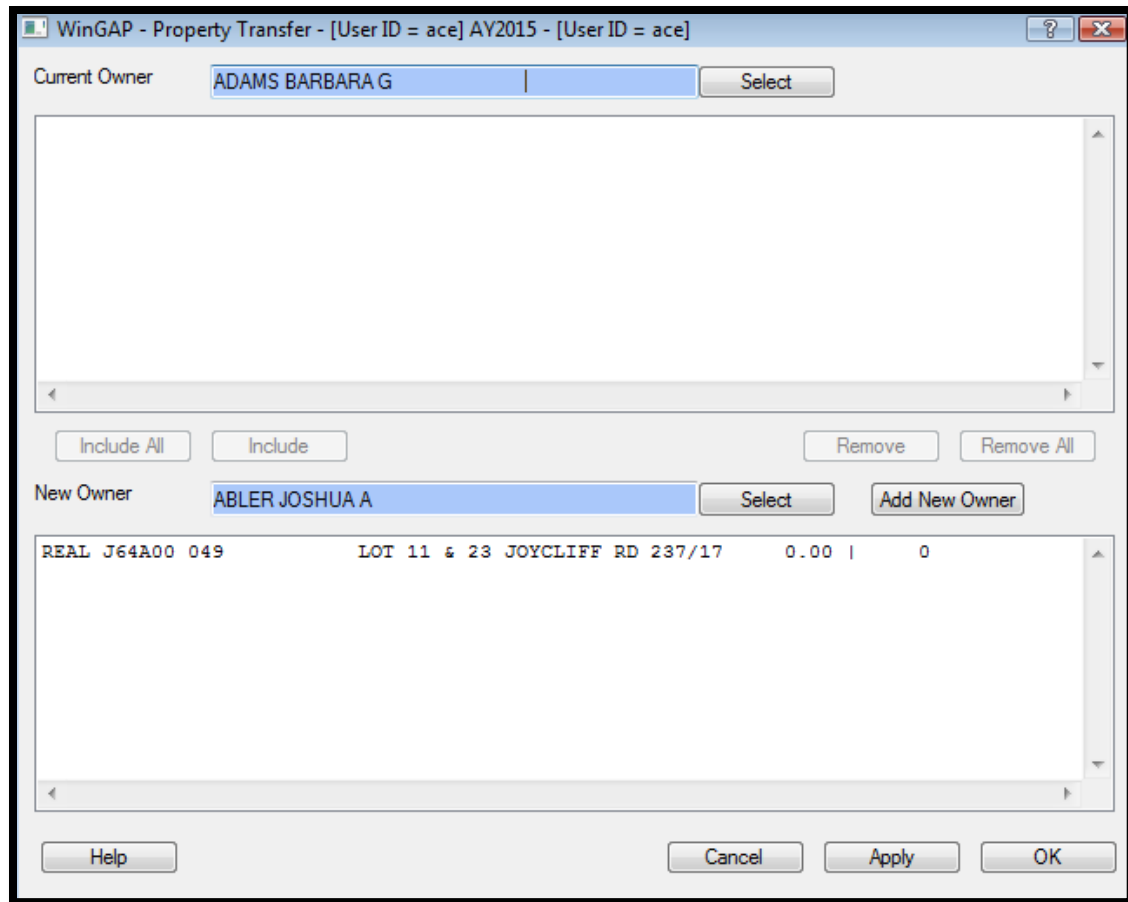
| | | | | |
|-----------------|--------------------------------|------|---|---|
| REAL J64A00 049 | LOT 11 & 23 JOYCLIFF RD 237/17 | 0.00 | 1 | 0 |
|-----------------|--------------------------------|------|---|---|

Include All
Include
Remove
Remove All

New Owner: ABLER JOSHUA A Select Add New Owner

Help
Cancel
Apply
OK

The Include All or Include Buttons are used to perform the actual transfer of property from one owner to the other. If only one property record is to be transferred, the user should click the Include Button; if all property records belonging to the Current Owner are to be transferred to the New Owner, the user should click the Include All Button. The property record(s) will move from the Current Property Owner List Box to the New Property Owner List Box.



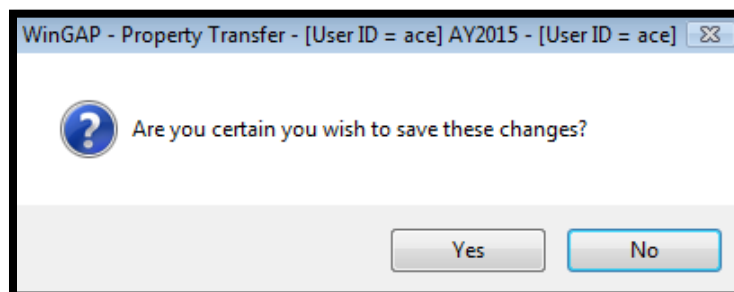
WinGAP - Property Transfer - [User ID = ace] AY2015 - [User ID = ace]

Current Owner:

New Owner:

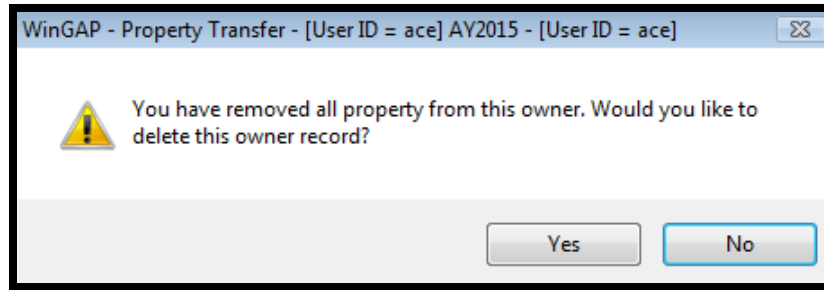
REAL J64A00 049 LOT 11 & 23 JOYCLIFF RD 237/17 0.00 | 0

Either the **Apply** or **OK** Button should now be clicked to save the Property Transfer, which will prompt the message "Are you certain you wish to save these changes?".



WinGAP - Property Transfer - [User ID = ace] AY2015 - [User ID = ace]

Clicking "Yes" will transfer the property, "No" will cancel the transfer process. If the user clicks "Yes", other messages may appear depending on the characteristics of the property, such as whether certain types of Homestead Exemptions should be retained under the New Owner. Also, if all the property from the Current Owner was transferred to the New Owner, the user will receive the message "You have removed all property from this owner. Would you like to delete this owner record?".



If this is the case, "Yes" should be selected to delete the owner from which the property was transferred; "No" will preserve the owner record.

NOTE: In most cases, the owner should be deleted if all property has been removed. However, it is the county's preference as far as how owners without property are maintained.

NOTE: All of the deleted primary and child records for owner, real, personal, and manufactured housing in WinGAP are sent to a deleted records table in case the County wishes to recover any records that have been deleted by mistake. Deleted schedule records are not preserved, however.

If the Apply Button was clicked to save the changes, the user will remain on the Property Transfer Form and other Property Transfers for these two selected owners can be performed if needed. If the OK Button was clicked, the user will return to the main WinGAP window. If the user clicked the Cancel Button before clicking Apply or OK, the Property Transfer process was aborted, and the user will be returned to the main WinGAP window.

The steps for transferring property from the Owner, Real Property, Personal Property, and Prebilled Manufactured Home Forms are similar to the steps described above, with the exception that the current owner is already selected and that owner's property is already listed in the current property owner's list box.

OWNER INFORMATION FORM

The WinGAP Owner Information Form contains relevant information about each owner of property. The Form can be reached for existing property owners from several places:

- The Owner Search Button on the WinGAP Tool Bar.
- The Multiple Owners Search Button.
- The WinGAP Menu Bar by clicking Property Maintenance > Owner > Search.
- The Real and Personal Property General Information Forms by clicking the Owner Button on those Forms.
- The Prebilled Manufactured Housing Form by clicking the Owner Button on that Form.
- The Wild Search form when the Owners checkbox is selected. Changes to the Owner information cannot be made in View mode when using Wild Search; if in Edit mode, changes can be made.

WinGAP - Owner Information - [User ID = cmartin] (DEVEL) AY2021

Last First Mid Init Edit

Corp Name ADAMS DIANE ELAINE

Address 740 RUTLEDGE RD

City, ST Zip ACWORTH GA 30101-

Country

Email

Numbers

Home () - FEI -

Work () - SSN - -

Fax () - SSN 2 - -

Cell: () -

Entity Type

Owner Key 171249

Assessment Information

| | |
|----------------------|---------|
| Real Prop Parcels | 2 |
| Personal Prop Accts | 0 |
| Prebill Mobile Homes | 1 |
| Owner's Total Acres | 7.96 |
| Value | |
| Land | 157,900 |
| Improvement | 247,140 |
| Personal Property | 0 |
| Mobile Homes | 3,610 |
| Totals | 408,650 |

Owner BD 06/07/1953

Spouse BD / /

☐ Non-Disclosure: 50-18-72(a)(21) & (b)

Multiple Owners List

Property Items List

Real PINs: 010320400000; 010330050000;
Pers Accts:
MH Accts: 40817;

Comments

☐ Comment Flag

Help Cancel Delete New Apply OK

NOTE: Owner Names in WinGAP can be keyed on the Owner Information Form in either the Last Name-First Name-Middle Initial fields, or in the Corporate Name field. The way Owner Names are keyed into these two types of Name fields depends upon how the County desires to manage the Name information in the database. An Owner cannot have names in both places. One County may prefer to reserve the Corporate Name field for Businesses and Corporations and use the Last Name-First Name-Middle Initial fields for all other owners while another County may prefer to use the Corporate Name field for ALL owners. It is entirely a local matter.

Last Name: This field is 40 characters wide and, if used, should contain the Last Name of the Owner. A comma should not be placed after the name in this field.

First Name: This field is also 20 characters wide and should contain the First Name of the Owner, but only if there is a Last name entered.

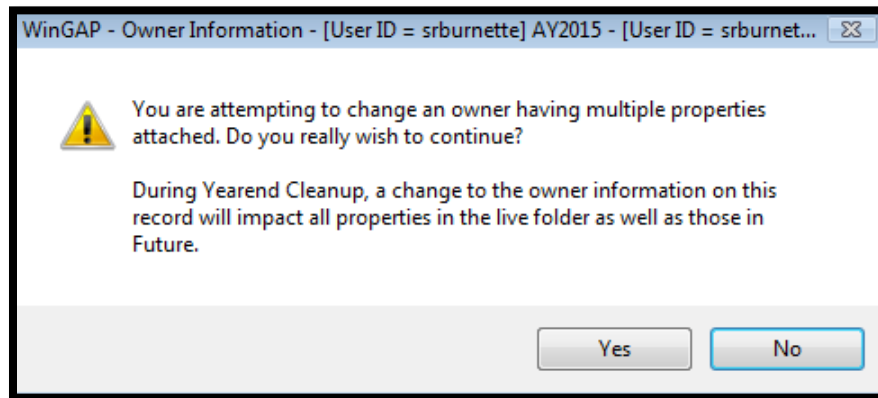
Mid Init: The Owner's middle initial, if any, is keyed here.

Corporate Name: The Corporate Name field, which is 40 characters wide, can be used if a Corporation owns the property, or for the names of all Owners, if desired by the County.

NOTE: To prevent the unexpected loss of desired ownership data, one of the two available "Name" field sets (Last-First-Mid Init or Corporate Name) will be disabled when data entry takes place. If the user enters information into the Last field on the Owner Information form and tabs/clicks out of the field, the Corporate Name field will be disabled. If data entry takes place in the Corporate Name field and a field exit is performed, the Last, First and Mid Init fields are disabled. If data entry needs to be made in the disabled name field set, the user must remove all information from the other name field set.

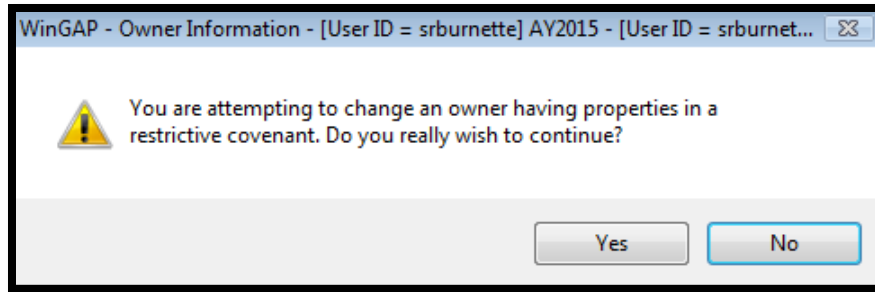
Edit Button: This button to the right of the Name fields is used to edit the Owner's Name after the record has been saved. Until the record is saved, the Edit button is disabled. The editing of the Name fields can be done with certain restrictions: if the Last, First, and Middle Initial Name fields are used for this Owner, access will be allowed to these fields by clicking the Edit button, but access to the Corporate Name field will not be allowed. If the Corporate Name field is used for this Owner, access will be allowed to this field by clicking the Edit button, but access to the Last, First, and Middle Initial name fields will not be allowed.

In addition, if the user attempts to edit the name fields of an Owner who has multiple types of property, the user will receive a warning.



The user must make sure when changing an Owner's name that the change applies to all the properties of that Owner. If this is the case, the user should select the "Yes" option and continue with the change of the Owner Name. Selecting the "No" option will return the user to the Owner Information Form. If the Owner's name for only one type of property is to be changed, then the user should answer "No" to the above question and instead, the property in question that is changing ownership must be transferred to that Owner by clicking the Transfer button at the lower right of the Owner Information form (or the Transfer button on the Real, Personal, or Prebilled Manufactured Home that is to be transferred).

If any of the parcels of an Owner are under a Preferential, Conservation Use, Historical, Enterprise Zone, or Forest Land Protection Act Covenant, clicking the Edit button will produce a warning message.



The user should make sure that changing the Owner's name does not violate the provisions of the Covenant.

Address: There are three fields where address information can be entered. Each field is 40 characters wide. The first line of the address or additional Owners may be keyed in the first address field, although it is recommended that the Multiple Owners field at the bottom of the Owner Information Form be used for additional owners unless they are a critical element in the mailing address. Any mailing addresses that were not keyed on the first address line can be entered in the second and third Address field.

City/State: The Property Owner's City and State can be keyed here; however, data entry is faster if the user will Tab to the Zip field, where the Zip code, if known, can be used to insert the proper City and State information in these fields.

Zip: The Zip Code of the Property Owner, if known, can be keyed in this field. The Tab key can be pressed to exit the field. The system will identify the City and State and ask the user if it is to be inserted in the City and State fields. If the City and State match the Zip Code, "Yes" should be clicked; otherwise "No" can be clicked to leave the City and State as entered by the user.

Country: The Owner's country, if other than the US, is keyed in this field.

Email: The Owner's email address, if provided, is keyed in this field. This information is not visible to the Guest login and is not printed on PRCs.

Home/Work/Fax/Cell Numbers: Various methods of contacting the Owner can be keyed in these fields, if provided. These fields are pre-formatted for the phone number, and only numbers, beginning with the Area Code. This information is not visible to the Guest login and is not printed on PRCs.

Entity Type: If the Owner is a legal entity, this field can be used to select the entity type.

FEI: The Owner's Federal Employer Identification number, if provided, can be keyed here. This information is not visible to the Guest login and is not printed on PRCs.

SSN: The Social Security Number of the Owner, if provided, can be keyed here. This information is not visible to the Guest login and is not printed on PRCs.

SSN 2: The Social Security Number of the Owner's Spouse, if provided, can be keyed here. This information is not visible to the Guest login and is not printed on PRC's.

Owner Key: This is a unique, primary key assigned by WinGAP to this Owner record. Until a new Owner record is saved, the number will show 0. After the record is saved, the new Owner Key will display.

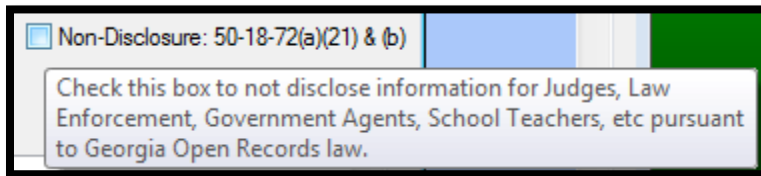
Assessment Information: This section displays the total number of Real, Personal, and Prebill accounts that belong to this Owner, as well as the Total Acreage of those accounts.

Value: This section displays the total value of the Land, Improvements, Personal Property, and Mobile Homes that belong to this Owner.

Owner BD: The Birthday of the Owner, if provided, can be keyed here. This information is not visible to the Guest login and is not printed on PRCs.

Spouse BD: The Birthday of the Owner's Spouse, if provided, can be keyed here. This information is not visible to the Guest login and is not printed on PRCs.

Non-Disclosure: The purpose of the Non-Disclosure checkbox is to prevent the viewing and release of Ownership information for qualifying individuals. If the user places the mouse pointer in the Non-Disclosure checkbox, a "tool tip" will appear informing the user of the purpose of the checkbox.



According to the Georgia Open Records Act, these individuals include Judges, Law Enforcement Officials, etc. If the box is checked, Ownership information will be masked as follows:

- The address and phone numbers for this Owner will not be visible to guest logins.
- The address and phone numbers for this owner will not print on a property record card that is initiated under a guest login.
- Guest logins will not be able to see the tool tips for any parcel under the ownership of the owner record with a Non-Disclosure flag.
- Any parcels owned by the individual will not appear in the search box on the Real Property Search Form.

The address and phone numbers for Non-Disclosure Owners will be included with the digest export and sent to the digest vendor. It will be the responsibility of the County to coordinate with the digest vendor and define how this will be handled on the digest.

Multiple Owners List: The first memo field near the bottom of the Owner Information Form is where Multiple Property Owners are keyed. It is recommended to key the Multiple Owners the same way the county would search for the owner in the Real Property Search Form: last name then first name if the County uses Corp Name for everyone, or last name-comma-first name if the County uses the Last/First/Middle fields. There is no limit to the number of Multiple Owners that can be entered.

Property Items List: The memo field at the bottom of the Owner Information Form will list the Property Items belonging to this owner. When an Owner is first added, the field will be blank, but once the Owner has Property, the field will populate with account numbers. If the Owner has Real Property, the Parcel Number(s) will display; if the Owner has Personal Property, the Account Number(s) will display; if the Owner has Prebilled Manufactured Housing, the Manufactured Home Account Number(s) will display.

Comments: This field is used to add any comments to the Owner record.

Comment Flag: The Comment Flag checkbox provides a means whereby users can create a visual flag to capture the user's attention. Turning the Comment Flag on turns the background color of the Comments field red. It only serves to catch the user's attention when opening the Owner form. Counties can make their own policies for what this visual alert represents.

Real Button: This button will open any Real Property accounts this Owner has to view or edit and allows the user to add new Real Property accounts.

Personal Button: This button will open any Personal Property accounts this Owner has to view or edit and allows the user to add new Personal Property accounts.

Prebill MH Button: This button will open any Prebill Manufactured Housing Property accounts for this Owner to view or edit and allows the user to add new Prebill MH accounts.

Documents: Right clicking this button opens a contextual menu that allows you to “Load Digital Documents”. Clicking the “Load Digital Documents” option will open a window where the user can navigate to any file, such as a PDF of a sales record, and load it to the WinGAPSQL folder on the server. A new folder will be created in the WinGAP documents folder on the server with the prefix “o” for Owner followed by the Ownkey assigned by Wingap.

Transfer: This button is used to Transfer one or all the parcels, personal property accounts, or Prebilled Manufactured Homes of this property Owner to another Owner. Clicking the Transfer Button will take the user to the Property Transfer Form.

Appointment: This button will open a new blank calendar appointment in Outlook.

Agent: This button opens the Agent Bridge Form. If the Owner uses a Tax Agent for correspondence on any of their properties, they can be viewed with this button. Adding or removing an Agent from an account must be done through that property rather than the Owner form.

WinGAP - Agent Bridge - [User ID = cmartin] (DEVEL) AY2020

List of All Available Agents Edit Agent Total Properties Assigned to Select Agent: 1

| key | Lastname | Address1 |
|-----|----------------------------|--------------------------------------|
| 00 | 92 HPW LLC | 712 KIRKWOOD AVE SE |
| 64 | ALLIANCE TAX ADVISORS | 6175 HICKORY FLAT HWY |
| 76 | ALTUS GROUP, GREG BANDEMER | 3414 PEACHTREE RD NE STE 1125 |
| 75 | ALTUS GROUP, VICTOR GRANT | 640 W SOUTHLAKE BLVD |
| 97 | AMBER SCARBOROUGH | 3111 W DR MARTIN LUTHER KING JR BLVD |
| 48 | ANDREW LAWRENCE | 446 RABBIT HUNT ROAD |
| 52 | ATLANTA APPRAISAL LLC | 1275 DILLON RD SW |

| Pkey | Proptype | Description |
|-------|----------|--------------|
| 20020 | REAL | 219410230000 |

| Proptype | Description | Pkey |
|----------|--------------|-------|
| REAL | 219410230000 | 20020 |

<default>

| Agentkey | Multiyear | Lastname |
|----------|-----------|-----------------------|
| 64 | M | ALLIANCE TAX ADVISORS |

Close

Edit History: This button is used to view the Edit History of this Owner. The Edit Log keeps a record of virtually every user-initiated operation that changes a record in WinGAP. Any time a user accesses WinGAP and adds a record or makes a change to an existing record it is recorded in the Edit Log database. Each record on the Edit Log Form lists the File Name, PKey, ChgAppr ID (if no logins are used, it will say "Nologin"), Edit Date, Edit Time, After

Edit (value after edit), Value Time (the time the value was changed), Before Edit (value before edit), and the Owner key for the record that was edited. Items in the Edit Log are listed in Date and Time order.

WinGAP - Edit History - [User ID = cmartin] (DEVEL) AY2020

| RECID | Filename | Pkey | Chgappr | Editdate | Edittime | After Edit | Valuetime | Before Edit |
|---------|----------|--------|---------|------------|----------|------------|-----------|-------------|
| 3198943 | owner | 109260 | cmartin | 02/02/2021 | 15:21:12 | | 15:21:12 | |
| 3198942 | owner | 109260 | cmartin | 02/02/2021 | 15:20:04 | | 15:20:04 | |
| 3198941 | owner | 109260 | cmartin | 02/02/2021 | 15:01:36 | | 15:01:36 | |
| 3198939 | owner | 109260 | cmartin | 02/02/2021 | 15:00:42 | | 15:00:42 | |
| 3198938 | owner | 109260 | cmartin | 02/02/2021 | 14:37:23 | | 14:37:23 | |
| 3198937 | owner | 109260 | cmartin | 02/02/2021 | 14:16:59 | | 14:16:59 | |
| 3198936 | owner | 109260 | cmartin | 02/02/2021 | 14:15:30 | | 14:15:30 | |
| 3198935 | owner | 109260 | cmartin | 02/02/2021 | 14:15:29 | | 14:15:29 | |
| 3198934 | owner | 109260 | cmartin | 02/02/2021 | 14:14:56 | | 14:14:56 | |
| 3198933 | owner | 109260 | cmartin | 02/02/2021 | 14:14:49 | | 14:14:49 | |
| 3198932 | owner | 109260 | cmartin | 02/02/2021 | 14:14:45 | | 14:14:45 | |
| 3198931 | owner | 109260 | cmartin | 02/02/2021 | 14:14:18 | | 14:14:18 | |
| 3198930 | owner | 109260 | cmartin | 02/02/2021 | 14:13:57 | | 14:13:57 | |
| 3198929 | owner | 109260 | cmartin | 02/02/2021 | 10:55:08 | | 10:55:08 | |
| 3198928 | owner | 109260 | cmartin | 02/02/2021 | 10:55:06 | | 10:55:06 | |
| 3198927 | owner | 109260 | cmartin | 02/02/2021 | 10:54:30 | | 10:54:30 | |
| 3198926 | owner | 109260 | cmartin | 02/02/2021 | 08:47:11 | | 08:47:11 | |
| 3198925 | owner | 109260 | cmartin | 02/02/2021 | 08:46:34 | | 08:46:34 | |
| 3198924 | owner | 109260 | cmartin | 02/02/2021 | 08:46:33 | | 08:46:33 | |
| 3198923 | owner | 109260 | cmartin | 02/02/2021 | 08:45:16 | | 08:45:16 | |
| 3198922 | owner | 109260 | cmartin | 02/02/2021 | 08:45:15 | | 08:45:15 | |
| 1978870 | owner | 109260 | chulgan | 10/23/2017 | 14:31:28 | | 14:31:28 | |

Field Edits Done

Clicking the Field Edits button will reveal the specific changes that were made to the record.

WinGAP - Field Edits - [User ID = cmartin] (DEVEL) AY2020

| 3... | Filename | Pkey | Chgappr | Editdate | Edittime | Beforevalue | Control | Aftervalue |
|------|----------|--------|---------|----------|----------|-------------|---------------|-----------------|
| 3... | OWNER | 109260 | cmartin | 02/02... | 15:00:42 | | MLASTNAME | |
| 3... | OWNER | 109260 | cmartin | 02/02... | 14:15:29 | TRUE | CK_COMMENTFLG | FALSE |
| 3... | OWNER | 109260 | cmartin | 02/02... | 14:14:56 | FALSE | CK_PUSHTECH | TRUE |
| 3... | OWNER | 109260 | cmartin | 02/02... | 14:14:49 | FALSE | CK_PUSHTECH | TRUE |
| 3... | OWNER | 109260 | cmartin | 02/02... | 14:14:45 | FALSE | CK_PUSHTECH | TRUE |
| 3... | OWNER | 109260 | cmartin | 02/02... | 14:14:18 | FALSE | CK_PUSHTECH | TRUE |
| 3... | OWNER | 109260 | cmartin | 02/02... | 14:14:18 | FALSE | CK_COMMENTFLG | TRUE |
| 3... | OWNER | 109260 | cmartin | 02/02... | 14:13:56 | | MCOMMENTS | Test |
| 3... | OWNER | 109260 | cmartin | 02/02... | 14:13:56 | FALSE | CK_PUSHTECH | TRUE |
| 3... | OWNER | 109260 | cmartin | 02/02... | 10:55:05 | | MCOUNTRY | USA |
| 3... | OWNER | 109260 | cmartin | 02/02... | 10:55:05 | | MEMAIL | email@email.com |
| 3... | OWNER | 109260 | cmartin | 02/02... | 10:55:05 | FALSE | CK_PUSHTECH | TRUE |
| 3... | OWNER | 109260 | cmartin | 02/02... | 10:54:30 | FALSE | CK_PUSHTECH | TRUE |
| 3... | OWNER | 109260 | cmartin | 02/02... | 08:47:11 | FALSE | CK_PUSHTECH | TRUE |
| 3... | OWNER | 109260 | cmartin | 02/02... | 08:46:33 | | MHOMEPHONE | 1234567890 |
| 3... | OWNER | 109260 | cmartin | 02/02... | 08:46:33 | | MWORKPHONE | 1234567890 |
| 3... | OWNER | 109260 | cmartin | 02/02... | 08:46:33 | | MFAXNUMBER | 1234567890 |
| 3... | OWNER | 109260 | cmartin | 02/02... | 08:46:33 | | MCELLPHONE | 1234567890 |
| 3... | OWNER | 109260 | cmartin | 02/02... | 08:46:33 | | CBENTITY | L |
| 3... | OWNER | 109260 | cmartin | 02/02... | 08:46:33 | | MOwNER_DATE | 19000101 |
| 3... | OWNER | 109260 | cmartin | 02/02... | 08:46:33 | | MSPOUSE_DATE | 19000101 |
| 3... | OWNER | 109260 | cmartin | 02/02... | 08:46:33 | FALSE | CK_PUSHTECH | TRUE |
| 3... | OWNER | 109260 | cmartin | 02/02... | 08:45:15 | | MFEI | 1234567890 |
| 3... | OWNER | 109260 | cmartin | 02/02... | 08:45:15 | | MSSN | 123456789 |
| 3... | OWNER | 109260 | cmartin | 02/02... | 08:45:15 | | MSSN1 | 123456789 |
| 3... | OWNER | 109260 | cmartin | 02/02... | 08:45:15 | FALSE | CK_PUSHTECH | TRUE |

Done

BAC: The Bulk Owner Address Changer finds all owners who match exactly across all address lines and allow a bulk change to all matches. This tool is accessible from both the Tools > File Maintenance > Bulk Owner Address Changer menu option as well as the BAC button on the Owner Information screen.

When opened from an Owner record, the BAC automatically searches for all Owners that have the identical information as that owner but that have different ownkeys. The Owner records will display on the form along with the current Owner mailing address.

WinGAP - Bulk Address Change - [User ID = cmartin] (DEVEL) AY2020

OWNKEY 763 2 matching owner addresses found Search for Owner

Last Name ALLEN DAVID A ☐ Include ALLEN DAVID A

First Name

Middle

Address 1

Address 2 1172 FLAGSTONE RD 1172 FLAGSTONE RD

Address 3

City ACWORTH ACWORTH

State GA GA

Zip 30101- 30101-

Home Phone () - () -

Work Phone () - () -

Fax Number () - () -

Cell Phone () - () -

Email

| Lastname | Firstname | Middle | Address1 | Address2 |
|---------------|-----------|--------|----------|-------------------|
| ALLEN DAVID A | | | | 1172 FLAGSTONE RD |
| ALLEN DAVID A | | | | 1172 FLAGSTONE RD |

Bulk Address Changes are not included in PUSH-TECH

Cancel OK

All the listed Owner records will have their information updated simultaneously when the new mailing address information is keyed on the right side of the screen. Checking the Include checkbox will also allow keying a new Owner name in the Last Name, First Name, and Middle fields.

WinGAP - Bulk Address Change - [User ID = cmartin] (DEVEL) AY2020

OWNKEY: 763 2 matching owner addresses found

Search for Owner

☐ Include

Last Name: ALLEN DAVID A
 First Name:
 Middle:
 Address 1:
 Address 2: 1172 FLAGSTONE RD
 Address 3:
 City: ACWORTH
 State: GA
 Zip: 30101-
 Home Phone: () -
 Work Phone: () -
 Fax Number: () -
 Cell Phone: () -
 Email:

ALLEN DAVID A
 C/O JOHN DOE
 123 ANYWHERE LN
 DALLAS
 GA
 30132-
 () -
 () -
 () -
 () -

| Lastname | Firstname | Middle | Address1 | Address2 |
|---------------|-----------|--------|----------|-------------------|
| ALLEN DAVID A | | | | 1172 FLAGSTONE RD |
| ALLEN DAVID A | | | | 1172 FLAGSTONE RD |

Bulk Address Changes are not included in PUSH-TECH

Cancel OK

Adding a New Owner: A new Property Owner in WinGAP can be added in a variety of ways:

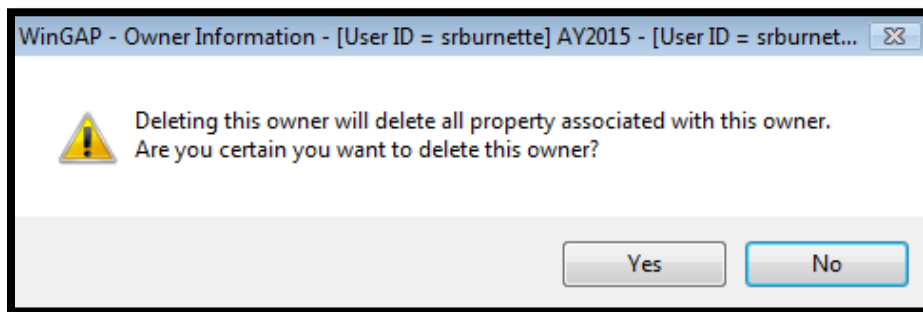
- By keying the hot key combination of Ctrl+N when on the Main WinGAP screen.
- By selecting the File Menu on the WinGAP Menu Bar, then New Owner.
- From the WinGAP Menu Bar by selecting Property Maintenance > Owner > New.
- By clicking the New Owner button on the Property Transfer Form.
- By adding a New Owner during the Duplicate Parcel process.
- By clicking the New Owner button on the Real Property General Information Form.
- After adding a New Owner on the Owner Information Form and clicking Apply, another New Owner can be added at the same time.

When adding a New Owner, the Owner Information Form will always appear with all data entry fields "grayed out". The New Button must be clicked at this point to place the fields "in focus", and the user will be taken to the Last Name field where data entry can begin.

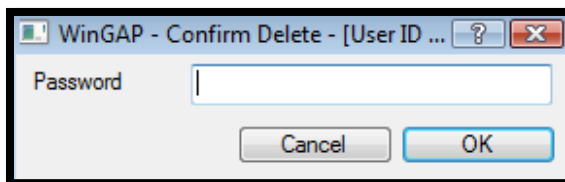
Clicking the Apply button after adding the new Owner information places the Edit Names, Transfer Property, and Edit History buttons "in focus". Clicking Apply also places the Real, Prebill MH, and Personal Buttons "in focus". The appropriate button can be clicked to begin adding property information for this Owner.

Deleting an Owner: Before deleting an owner, the user should confirm that the proper owner is being deleted. One step in this process is to check the number of properties that are associated with the owner. Property count information is available on the right side of the Owner screen in the Assessment Information section. Deleting an owner will remove all properties associated with the owner from the current WinGAP year. The records will be saved to tables where they can be recovered if necessary.

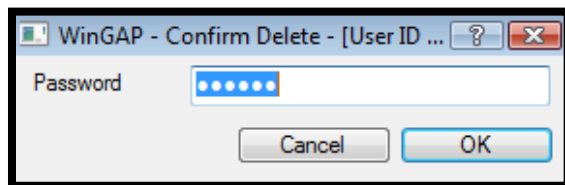
An Owner is deleted by clicking the Delete Button at the bottom of the Owner Information Form. This will produce the "Deleting this owner..." message.



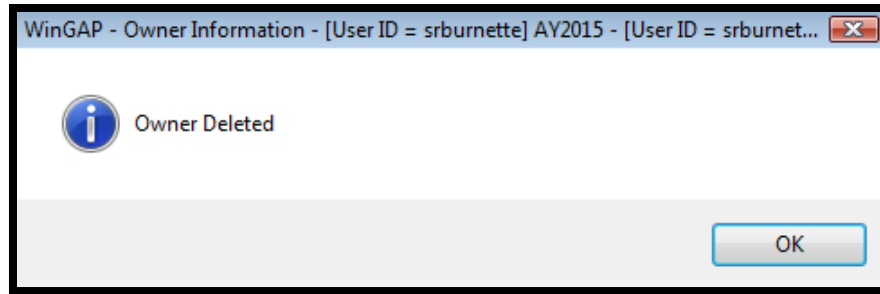
Clicking No will return the user to the Owner Information Form. If the user is certain that this Owner is to be deleted, the Yes Button should be clicked, which will produce the Password Entry Form.



The WinGAP Password to delete an Owner is the word **delete** in lower case letters. As the user keys each of the letters in the word delete, an asterisk for each letter will appear in the single line edit field.



After keying the password, and the user is certain that this Owner should be deleted, the OK Button should be clicked to delete this Owner. ALL property belonging to this Owner, including any Real Property Parcels, Personal Property Accounts, and Prebilled Manufactured Homes, will be deleted as well. The user will be informed that the Owner has been deleted, as seen below. Clicking the OK Button on this message will return the user to the Owner Search Form. The Owner that was deleted will no longer be listed in the Owner Search results.



NOTE: An Owner can be deleted only when the Owner Information Form is accessed from the Owner Search Form. The user cannot delete an Owner when reaching the Owner Information Form from the Real Property, Personal Property, or Prebilled Manufactured Homes General Information Forms.

NOTE: If the user deletes an Owner by mistake, the user can go to the Recall Deleted Property Module (located in Tools > File Maintenance > Recall Deleted Property) to restore the deleted records, or get on Online Support and one of the DOR Support Agents can restore the records that have been deleted.

REAL PROPERTY GENERAL INFORMATION FORM

The WinGAP Real Property General Information Form contains general information about each Real Property parcel for an Owner. This Form can be reached in one of four ways:

- From the Owner Information Form by clicking on the Real Property Button.
- From the Real Property Search Form.
- From the View Current Index Search Form.
- From the Wild Search Form.

WinGAP - Real Property General Information - ROBINSON MELANIE : 112320540000 : AY2021 - [User ID = cmartin] (DEVEL)

<< Top < Prev Next > End >> Account Number 5 Duplicate Notice Special District

PIN (1) 112-3-2-054-0000 Tax District 01 - County

Alt PIN 4240-02-72.00-000 Asmt Reason Market Value Update

Parent PIN X-REF C052M-075- Web Url

Street Information

| House # | Ext | Dir | Street Name | Type | Post |
|---------|-----|-----|-------------|------|------|
| 944 | | | HARDY CIR | | |

Units U-Type Latitude Longitude Zip Code

30157-

Property Information

LL 184 LD 2 GMD 3 Zoning

Legal : REAL PROPERTY

Neighborhood SOUTHFORK

Lendor Total Acres 0.46

Subdivision SOUTH FORK

Lot 75 Blk Sec Phse

Exemption Information

Homestead S1 - Standard Exemption

Covenant HS App Date 01/01/1900

| | |
|--------------|---|
| Float Base1 | 0 |
| Float Curr1 | 0 |
| Float Base2 | 0 |
| Float Curr2 | 0 |
| State HS Val | 0 |
| 299(c) Value | 0 |
| 299(c) Year | 0 |

Values

| | | |
|----------|---------|------|
| Previous | 159,250 | Edit |
| Current | 168,150 | |
| Return | 0 | |
| Curr-MAV | 0 | |
| Prev-MAV | 0 | Edit |

History

| | |
|------|---------|
| 2019 | 159,260 |
| 2018 | 131,580 |
| 2017 | 126,190 |

Est Tax PIN History

Prebill Future Personal Transfer Items Transfer Sales (3) Permits Appeals Dup Items Bus Lic Income ACO (1) Third Party Documents Schedules

Timber Agent Appointment Growth Custom Flags Stats BPC

Edit Information

Data Entry pkellum Edit History

Review 11/07/2013 COA History

Appraiser 2

Alternate

Comments Comment Flag Mask Photo Export

HS APPLICANT: MELANIE ROBINSON

Cancel Delete New Apply OK

When the user is on a Real Property Parcel, the Owner's Name is shown in the Title Bar at the top center of the form. The data for this parcel will be displayed in the fields for editing purposes. If adding a New Real Property parcel, many of the fields on the Form will be "grayed out". The New Button must be clicked at this point to begin keying the data.

WinGAP - Real Property General Information - 1195 HIBACHI EXPRESS INC : AY2021 - [User ID = cmartin] (DEVEL)

<< Top < Prev Next > End >> Account Number 0 Duplicate Notice Check Box Field Check

Parcel No --- - Tax District Returned Mail

Alt PIN Asmt Reason Abatement

Parent PIN Web Url

Street Information

| House # | Ext | Dir | Street Name | Type | Post |
|---------|-----|-----|-------------|------|------|
| 0 | | | | | |

| Units | U-Type | Latitude | Longitude | Zip Code |
|-------|--------|----------|-----------|----------|
| | | | | |

Property Information

LL LD GMD Zoning

Legal :

Neighborhood

Lendor Total Acres 0.00

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead

Covenant

| | |
|--------------|-----|
| HS App Date | / / |
| Float Base1 | 0 |
| Float Curr1 | 0 |
| Float Base2 | 0 |
| Float Curr2 | 0 |
| State HS Val | 0 |
| 299(c) Value | 0 |
| 299(c) Year | 0 |

Values

| | | |
|----------|---|------|
| Previous | 0 | Edit |
| Current | 0 | |
| Return | 0 | |
| Curr-MAV | 0 | |
| Prev-MAV | 0 | Edit |

History

| | |
|------|---|
| Year | 0 |
| Year | 0 |
| Year | 0 |

Est Tax

| | 0 | FMV | MAV |
|---------|---|-----|-----|
| Land | 0 | 0 | 0 |
| Res Imp | 0 | 0 | 0 |
| Com Imp | 0 | 0 | 0 |
| Acc Imp | 0 | 0 | 0 |

Edit Information

Data Entry Edit History

Review / / COA History

Appraiser

Alternate

Comments Comment Flag Mask Photo Export

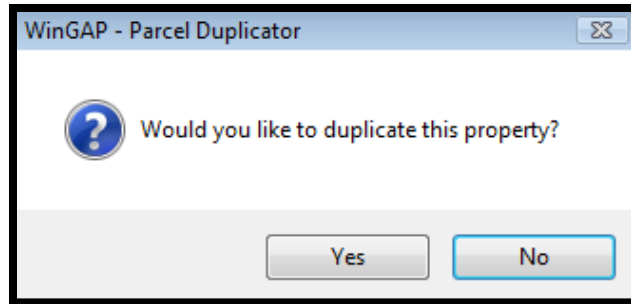
Cancel Delete New Apply OK

GENERAL INFORMATION

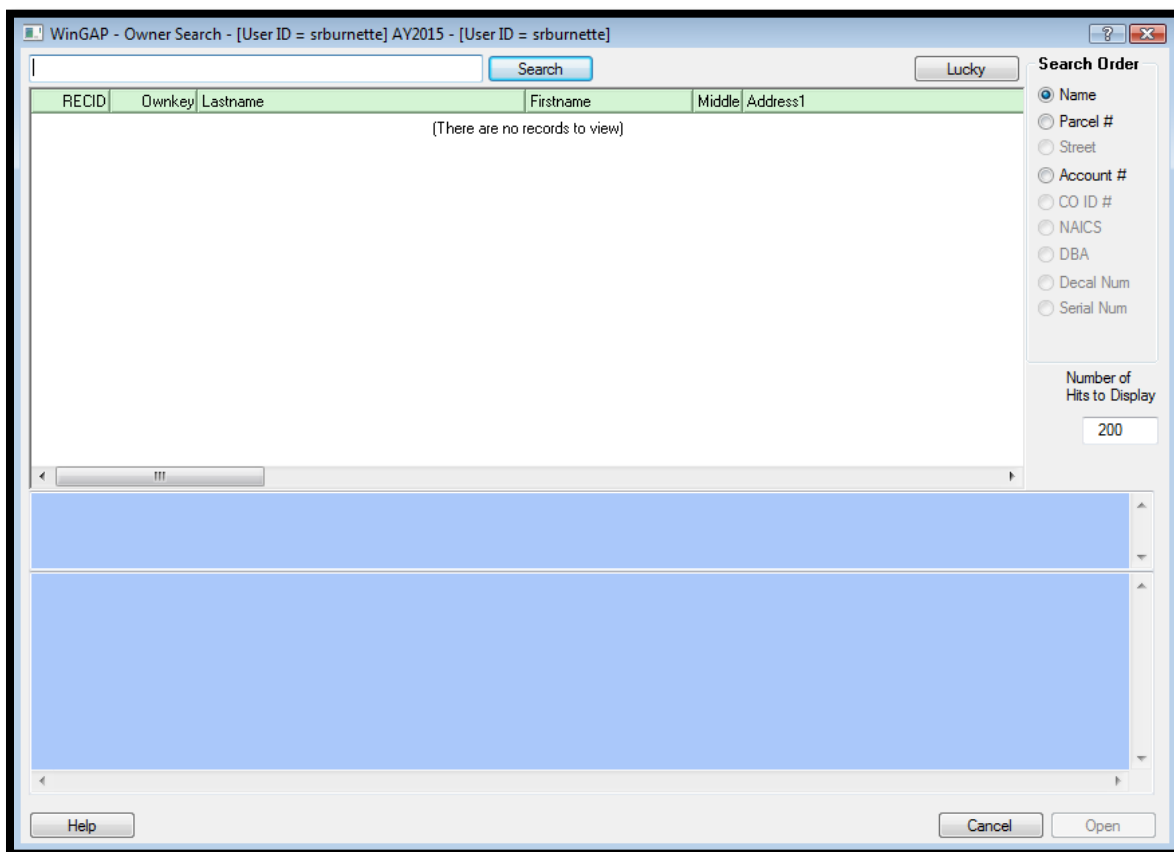
Top/Prev/Next/End Buttons: These four buttons allow the user to navigate through parcels without leaving the Real Property General Information Form. The movement is in Parcel Number order beginning from the parcel that the user is currently sitting on. The Prev and Next Buttons take the user to the Real Property record immediately preceding and following, respectively, the parcel the user is sitting on. The Top Button takes the user to the first parcel record in the database while the End Button takes the user to the last parcel record in the database.

Account Number: The WinGAP assigned Account Number (also known as the Realkey) for the Real Property record is displayed in this field. When adding a New Real Property record, the Account Number is displayed after the user clicks the Apply Button. When editing the parcel record, the Account Number is disabled. It cannot be edited by the user.

Duplicate Button: The Duplicate Button is used to make a copy, or duplicate, of this Parcel without having to re-key all the data. This is particularly useful when adding Parcels in a Subdivision where many of the Parcels are similar. A different Parcel Number is assigned to the Duplicate Parcel and any editing of the Duplicate Parcel's property information can be performed at this time. Clicking the Duplicate Button will produce the message "Would you like to duplicate this property?".



Clicking the default "No" or pressing Enter will return the user to the Real Property General Information Form. A "Yes" selection will take the user to the Owner Search Form.



If the owner of the Duplicate Parcel already exists, the Owner can be located by keying the Owner's name in the Search field and clicking the Search Button. When the desired owner is located in the search box, the name can be selected on this Form and the Open Button clicked to select this owner.

WinGAP - Owner Search - [User ID = srburnette] AY2015 - [User ID = srburnette]

Search: roberts Lucky

| LastName | FirstName | Middle | PropTypes | TotPropVal | Ownkey |
|-------------------------------|-----------|--------|-----------|------------|--------|
| ROBERTS ANNA B | | | R | 88,878 | 16377 |
| ROBERTS BOBBY & MARTHA AN | | | M | 4,318 | 28392 |
| ROBERTS BRYAN S & | | | R | 125,938 | 26917 |
| ROBERTS CARLTON T & | | | R | 59,147 | 15474 |
| ROBERTS CECIL T | | | R | 12,058 | 15853 |
| ROBERTS CECIL T MRS | | | R | 57,424 | 22301 |
| ROBERTS CHARLES W | | | R | 10,000 | 17074 |
| ROBERTS CLARA B | | | R | 289,366 | 17073 |
| ROBERTS CLARENCE A & | | | R | 163,180 | 26383 |
| ROBERTS CLEARING & EXCAVATING | | | P | 40,020 | 29757 |
| ROBERTS CORBIN C | | | R | 95,615 | 15835 |
| ROBERTS DAIRY INC | | | M | 8,551 | 28502 |
| ROBERTS ETHEL | | | R | 167,997 | 22032 |
| ROBERTS ETHEL M | | | R | 139,980 | 22019 |
| ROBERTS FRANCES V | | | R | 9,219 | 15413 |
| ROBERTS FRANCES V | | | R | 124,804 | 15414 |
| ROBERTS FRANCES V | | | R | 10,000 | 15415 |

Search Order:

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display: 200

2621 GRAHAM RD | GRAY, GA 31032
 MH: 1979 | 197312x60 ADDITIONUNKNOWN
 MH: 1980 | 196712x46 UNKNOWNUNKNOWN

Help Cancel Open

Clicking the Open Button will take the user back to the Real Property General Information Form for the originating parcel and produce, superimposed over the Real Property Form, the New Parcel Number Form where the Parcel Number of the Duplicate Parcel is keyed. (The Cancel Button can be clicked at this point to abort the Duplicate Parcel process if desired).

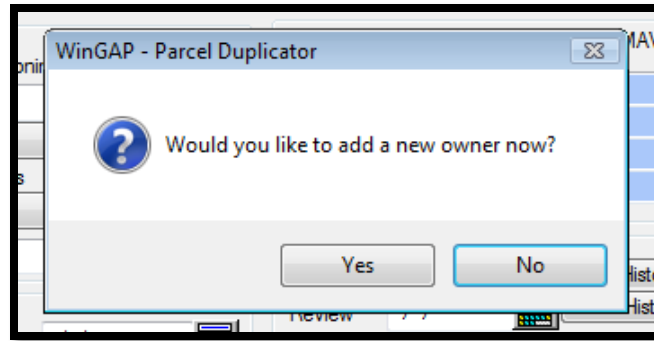
WinGAP - New Parcel Number - [User I...]

Parcel Number: []

Cancel OK

Edit Information

If the user is adding a Duplicate Parcel for an Owner that does not currently exist, an additional step is added to the Duplicate Parcel process. Once on the Owner Search Form, the user should click the Cancel Button. This will take the user back to the originating parcel, with a message asking the user if they would like to add a new Owner superimposed over the Form.



If a new owner is to be added, the user should select the "Yes" option which will produce the Owner Information Form where the New Button should be clicked to add the New Owner.

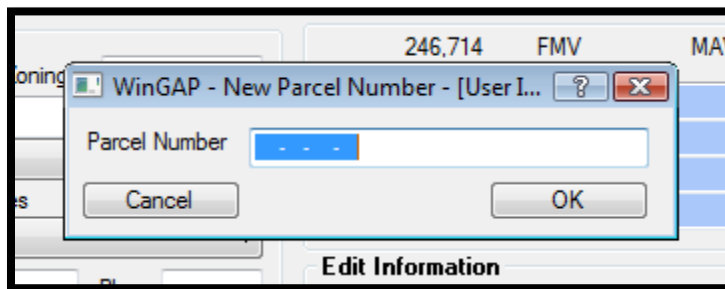
 A screenshot of the "WinGAP - Owner Information" form. The title bar indicates the user is [User ID = cmartin] (DEVEL) AY2021. The form is divided into several sections:

- Owner Key:** A dropdown menu showing "0".
- Assessment Information:** A table with columns for category and value.

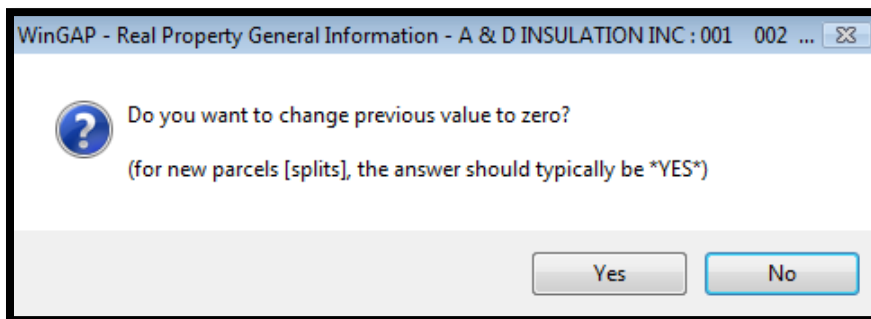
| Category | Value |
|----------------------|-------|
| Real Prop Parcels | 0 |
| Personal Prop Accts | 0 |
| Prebill Mobile Homes | 0 |
| Owner's Total Acres | . . |
| Value | |
| Land | . . . |
| Improvement | . . . |
| Personal Property | . . . |
| Mobile Homes | . . . |
| Totals | . . . |
- Owner Details:** Fields for Last, First, Mid Init, Corp Name, Address, City, ST, Zip, Country, Email, Home, Work, Fax, Cell, and Entity Type. There are also fields for FEI, SSN, and SSN 2.
- Owner BD and Spouse BD:** Date fields with calendar icons.
- Non-Disclosure:** A checkbox labeled "Non-Disclosure: 50-18-72(a)(21) & (b)".
- Multiple Owners List:** A list box for multiple owners.
- Property Items List:** A list box for property items.
- Comments:** A text area for comments.
- Comment Flag:** A checkbox labeled "Comment Flag".
- Buttons:** At the bottom, there are buttons for Help, Cancel, Delete, New, Apply, and OK.

After adding the New Owner, the OK Button should be clicked to take the user back to the Real Property General Information Form for the originating parcel and again produce the New Parcel Number Form, superimposed over

the Real Property Form. The Cancel Button can be clicked at this point to abort the Duplicate Parcel process if desired. The New Owner record that was added, however, will remain in the system unless manually deleted.

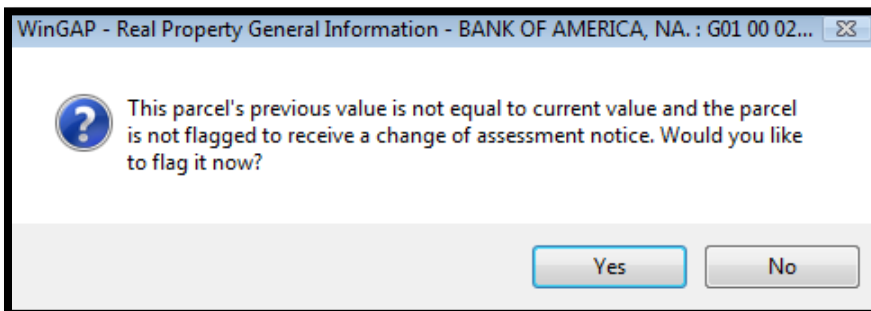


After keying the new parcel number, the user should click the OK Button, which will produce a message asking the user if they would like to change the previous value of the new account to zero.



If the previous value on the duplicated parcel (the new parcel) is to be set to zero, the "Yes" option should be selected; selecting the "No" option will keep the previous value of the parcel that was duplicated on the new parcel. The user will be taken to the new Real Property General Information Form for the Duplicate Parcel. The new Parcel Number is displayed in the Parcel Number field and the appropriate edits to the Duplicate Parcel can be made at this point, such as changing the Street, Property, and Exemption Information, or adding an Assessment Reason. The appropriate edits, additions, and deletions should also be made to the Land and/or Improvements that are on the originating Parcel. Clicking the Apply or OK Button will save the Duplicate Parcel Information.

Notice Checkbox: This is checked if an Assessment Notice is to be printed for this Parcel. If the Parcel Value changes due to an addition or deletion, and the user attempts to leave the Real Property General Information Form, the user will receive the following message.



If the Parcel should receive an Assessment Notice, the "Yes" option should be selected and a checkmark will be placed in the Notice checkbox. If Auto-Reasons are enabled in Tools > Preferences, the appropriate Assessment Notice for the change(s) to the Parcel will be added to the list of Assessment Reasons for the Parcel as well.

NOTE: All real property parcels should receive a notice during the 45-day printing period. The above checkbox can be used if the 45-day notices are to be printed in batches. The Notice checkbox has significant use for the printing of second notices and the notices printed for the 30-day appeals.

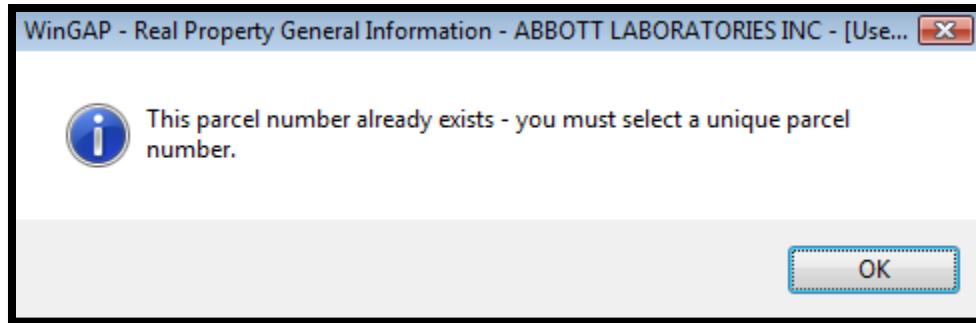
Special District Checkbox: This description defaults to the Special District Description as defined in Tools > Preferences. Placing a "check mark" in this checkbox will group this record with similarly designated Real Property records for a specific purpose, such as Garbage Collection, Street Improvements, Property Review, etc.

PIN Button: The PIN Button allows the user to view all of the parcels for an Owner without leaving the Real Property General Information Form. The number of parcels in this Owner's name will be displayed within the parentheses. Clicking the PIN Button will produce the Select Parcel to View Form.

| Parcel_No | Street_Nam | Homeexempt | Legal_Desc | Totalacres | C |
|------------|----------------------------------|------------|---|------------|---|
| G01 00 013 | STONEGABLE CT | S0 | PB 10/168 DB 376/119 LOT 16 BLK C STONEGABLES | 2.04 | 2 |
| J64A00 009 | ADAMS LOUNGE OLD MAC HWY 142/444 | S0 | ADAMS LOUNGE OLD MAC HWY 142/444 | 4.00 | 1 |

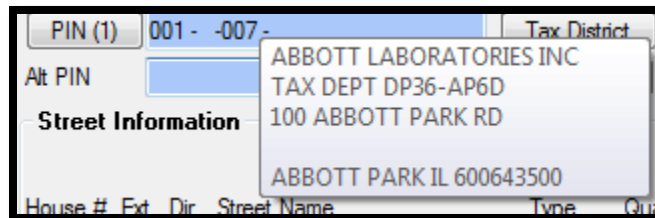
If more than one parcel exists for the Owner, they will display in Parcel Number order in the list box on the Form. A different parcel for this Owner can be selected for viewing/editing by selecting an item in the list box and clicking OK, which will take the user to the Real Property General Information Form for that parcel.

Parcel Number: The County Parcel Number assigned to this Parcel is keyed in this field. The "dashes" in the field default to the Parcel Number Template as set up in Tools > Preferences. Extreme caution should be used in entering the Parcel Number since it is one of the primary property identifiers. If the user enters a parcel number that already exists in the County's database, the user will be informed that they need to select a different parcel number:



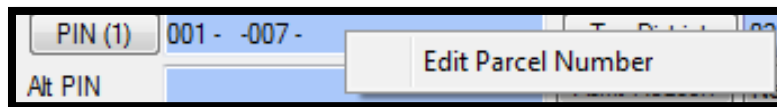
Clicking OK on the message will return the user to the Parcel Number field where another, unique parcel number can be entered.

If the user places the mouse pointer in the Parcel Number field, a "Tool Tip" will display showing the Owner's Name and the Owner's Address information.



NOTE: If the Non-Disclosure field on the Owner Information form for the Owner of this parcel is checked, the tool tip containing the Owner Name and Address information will not display.

If a Parcel Number is entered incorrectly, the Parcel Number can be changed by right-clicking on either the PIN button or on the Parcel Number field itself. This will produce the Edit Parcel Number menu option.

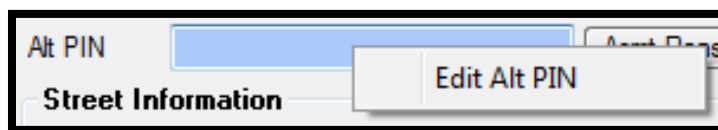


When the Edit Parcel Number option is clicked, the Parcel Number field becomes editable.



Alt PIN: The Alt PIN field is used to display the parcel number value that is found in the field parcel_no2 in the Realprop.dbf table. This will usually be an "old" PIN Number. The field will not be assigned a template for the PIN display since this data may not be formatted in the same manner as a WinGAP PIN Number.

The Alt Pin data can be edited by right clicking in the field and selecting the Edit Alt PIN option.



When the Edit Alt PIN option is clicked, the Alt PIN field becomes editable.



Parent Pin: When a split is performed, the Parent Parcel's PIN can be entered here.

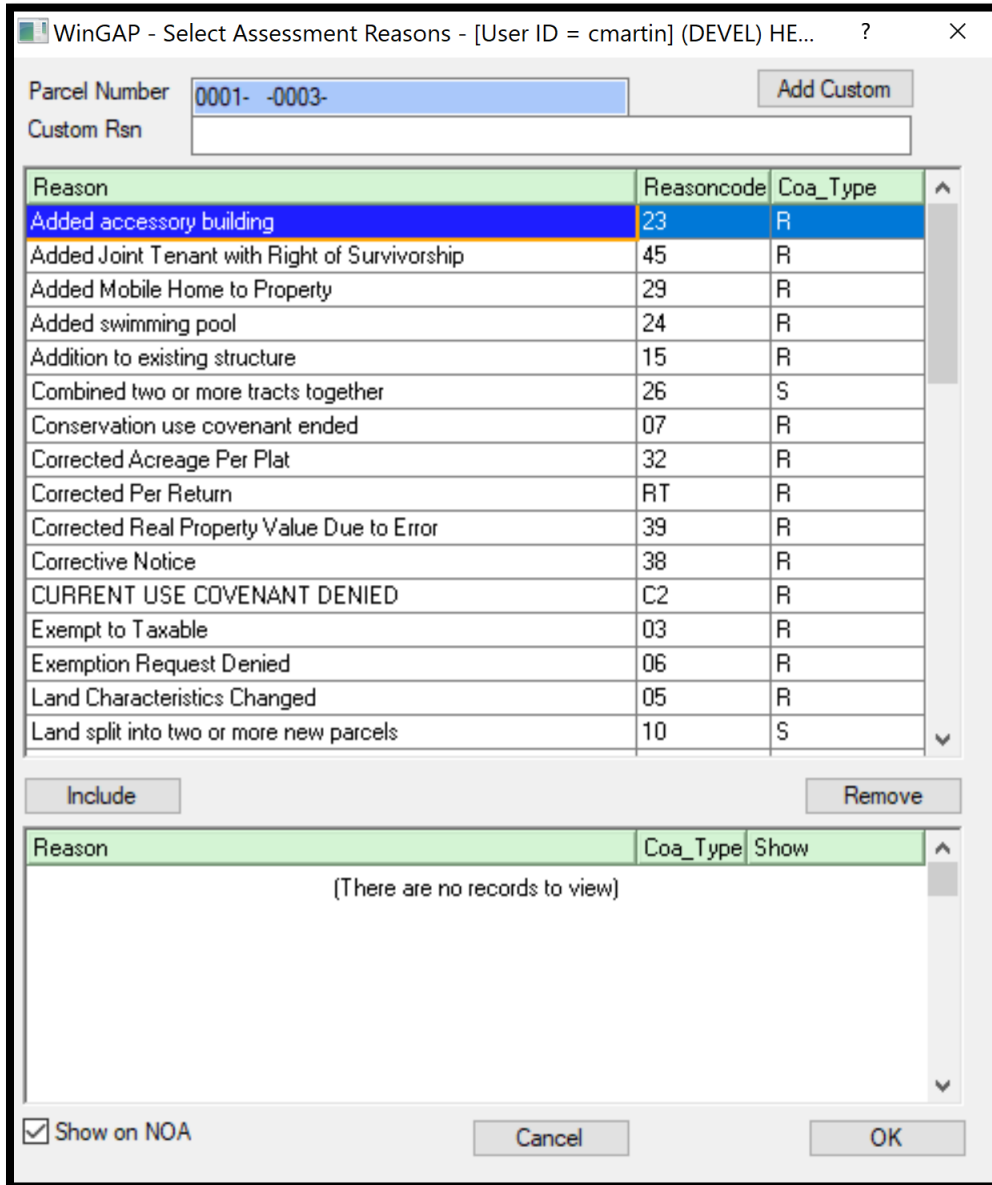
Tax District: The County Tax District in which this Parcel is located is selected using this combo box. The combo box arrow can be clicked to display a list of all County Tax Districts as set up in Tools > Schedules/Tables > Tax Calculation Tables > Tax Districts.

Assessment Reason: Assessment Reasons can be assigned to a Parcel in one of two ways. WinGAP will automatically assign Assessment Reasons to a Parcel if a checkmark has been placed in the Auto-Reasons (Real) checkbox in Tools > Preferences.

With Auto-Reasons enabled, there are several events that trigger specific Assessment Reasons to be added.

- Change of Ownership: Ownership Changed (**New Owner**)
- New Parcel Added: New Parcel and **New Property (real parcel) added**
- Land added or Modified: Parcel Acreage Changed and Land Split Into Two or More Parcels (**Parcel Acreage Changed**)
- New Residential Improvement Added: **New Residential Improvement Added**
- Residential Improvement Changed: **Residential Improvement Characteristics Modified**
- Residential Improvement Deleted: **Residential Improvement Deleted**
- New Commercial Improvement Added: **New Commercial Improvement Added**
- Commercial Improvement Changed: **Commercial Improvement Characteristics Modified**
- Commercial Improvement Deleted: **Commercial Improvement Deleted**
- Accessory Improvement Added: **New Accessory Improvement Added**
- Accessory Improvement Changed: **Accessory Improvement Characteristics Modified**
- Accessory Improvement Deleted: **New Accessory Improvement Deleted**
- Manufactured Housing Improvement Added: **New Manufactured Housing Improvement Added**
- Manufactured Housing Improvement Changed: **Manufactured Housing Improvement Characteristics Modified**
- Manufactured Housing Improvement Deleted: **Manufactured Housing Improvement Deleted**
- SB346 Sale added to Parcel: **Value Adj for 1-Year Arm's Length Transaction Cap**

The second method of assigning Assessment Reasons is manually. This can be done even if Auto-Reasons is turned on, and the user wishes to assign a different Assessment Reason or a Custom Assessment Reason to the Parcel. To assign a new Assessment Reason, remove an existing Reason, or create a Custom Reason, the user should click the Asmt Reason button next to the Assessment Reason field.



WinGAP - Select Assessment Reasons - [User ID = cmartin] (DEVEL) HE... ? X

Parcel Number: 0001- -0003- Add Custom

Custom Rsn:

| Reason | Reasoncode | Coa_Type |
|---|------------|----------|
| Added accessory building | 23 | R |
| Added Joint Tenant with Right of Survivorship | 45 | R |
| Added Mobile Home to Property | 29 | R |
| Added swimming pool | 24 | R |
| Addition to existing structure | 15 | R |
| Combined two or more tracts together | 26 | S |
| Conservation use covenant ended | 07 | R |
| Corrected Acreage Per Plat | 32 | R |
| Corrected Per Return | RT | R |
| Corrected Real Property Value Due to Error | 39 | R |
| Corrective Notice | 38 | R |
| CURRENT USE COVENANT DENIED | C2 | R |
| Exempt to Taxable | 03 | R |
| Exemption Request Denied | 06 | R |
| Land Characteristics Changed | 05 | R |
| Land split into two or more new parcels | 10 | S |

Include Remove

| Reason | Coa_Type | Show |
|--------------------------------|----------|------|
| (There are no records to view) | | |

☒ Show on NOA Cancel OK

The list of all Assessment Reasons as set up in Tools > Schedules/Tables > Assessment Reasons is displayed in the list box on the top half of the Form. If one of these reasons is the correct Assessment Reason for this Parcel, that Reason should be selected by clicking on the Reason to highlight it and then clicking the Include Button, which will place the Reason in the bottom list box on the Form. The user can also double click the desired reason (s) to move it to the bottom list box. More Assessment Reasons, if necessary, can be selected by clicking on another Reason to highlight it and then clicking the Include Button again.

By default, all Reasons added to the Assessment Reason list are shown on the Notice of Assessment when printed. If a reason is to be excluded from the NOA, the user can highlight a Reason in the lower list box and uncheck the Show on NOA checkbox. In the lower list box, Reasons that are to be shown on the NOA will display a Y under the Show column while excluded reasons will show an N.

WinGAP - Select Assessment Reasons - [User ID = cmartin] (DEVEL) HE... ? X

Parcel Number: 0001- -0003- Add Custom

Custom Rsn:

| Reason | Reasoncode | Coa_Type |
|---|------------|----------|
| Added accessory building | 23 | R |
| Added Joint Tenant with Right of Survivorship | 45 | R |
| Added Mobile Home to Property | 29 | R |
| Added swimming pool | 24 | R |
| Addition to existing structure | 15 | R |
| Combined two or more tracts together | 26 | S |
| Conservation use covenant ended | 07 | R |
| Corrected Acreage Per Plat | 32 | R |
| Corrected Per Return | RT | R |
| Corrected Real Property Value Due to Error | 39 | R |
| Corrective Notice | 38 | R |
| CURRENT USE COVENANT DENIED | C2 | R |
| Exempt to Taxable | 03 | R |
| Exemption Request Denied | 06 | R |
| Land Characteristics Changed | 05 | R |
| Land split into two or more new parcels | 10 | S |

Include Remove

| Reason | Coa_Type | Show |
|--|----------|------|
| Residential Improvement deleted. | R | N |
| Value adj for 1-year Arms Length Transaction cap | I | N |

☐ Show on NOA Cancel OK

If this Parcel needs an Assessment Reason that does not currently exist in the Assessment reason schedule, a Custom Reason can be created by keying the reason in the Custom Rsn single line edit field. The Add Custom Button should then be clicked, which will produce the COA Type form, where one of the 3 available options, depending upon the circumstances, must be selected by clicking in the appropriate box.

WinGAP - Select Assessment Reasons - [User ID = cmartin] (DEVEL) HE...

Parcel Number: 0001- -0003- Add Custom

Custom Rsn: Parcel split by zoning change

| Reason | Reasoncode | Coa_Type |
|---|------------|----------|
| Added accessory building | 23 | R |
| Added Joint Tenant with Right of Survivorship | 45 | R |
| Added Mobile Home to Property | 29 | R |
| Added swimming pool | 24 | R |
| Addition to existing structure | 15 | R |
| Combined two or more tracts together | 26 | S |
| Conservation use covenant ended | 07 | R |
| Corrected Acreage Per Parcel | 132 | R |
| Corrected Per Return | | R |
| Corrected Real Property | | R |
| Corrective Notice | | R |
| CURRENT USE COVE | | R |
| Exempt to Taxable | | R |
| Exemption Request De | | R |
| Land Characteristics C | | R |
| Land split into two or more new parcels | 10 | S |

WinGAP - COA Type - [User ID = cmartin] (DEV...)

☐ Inflationary

☐ Real Growth

☐ Parcel Split / Combination

Help OK

Include Remove

| Reason | Coa_Type | Show |
|--------------------------------|----------|------|
| (There are no records to view) | | |

☒ Show on NOA Cancel OK

Clicking OK on the COA Type form will place the Custom Reason in the panel at the bottom list box of the Select Assessment Reasons Form. There is no limit to the number of Reasons and Custom Reasons that may be added to a parcel. The OK Button can be clicked to return to the Real Property General Information Form.

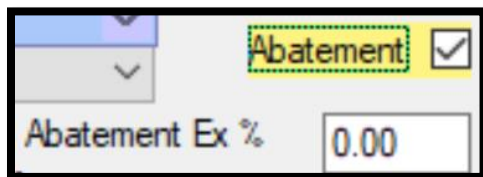
Web URL: Allows users to capture a website that might be associated with the property

Field Check: This checkbox flags the parcel for a field check and is useful in reporting or locating parcels that someone flagged as needing a field review.

Returned Mail: The Returned Mail checkbox is used to note when the USPS has returned correspondence as undeliverable for the parcel.

Abatement: If "Enable Abatement Calcs" is enabled on the Preferences menu, this checkbox will appear on the Real Property General Information form and provide the County with the capability of entering an exemption percentage, and WinGAP will calculate the taxable value based on this exemption percentage. When checked, the Abatement Ex % field will appear beneath this checkbox. Any Overrides are excluded from the exemption percentage process and will remain exactly as they were before any abatement percentage is applied. When first applying an abatement percentage to a parcel or account and then saving it (by the Apply or OK button), that

percentage will be applied to all child items, and those items will be repriced (if not on Override) and the parcel's Current Value will reflect the % added.

A screenshot of a software interface. At the top, there is a dropdown menu with a downward arrow. To its right is a yellow box labeled 'Abatement' with a checked checkbox. Below these, there is a label 'Abatement Ex %' followed by a text input field containing the value '0.00'.

STREET INFORMATION

House No: This field is where the House Number that has been assigned to the property for location and address purposes is keyed.

Ext: If the street address contains an extension such as A, 1/2, etc., it should be keyed here.

Dir: The direction (North, Southeast, etc.) of the street.

Street Name: The name of the Street or Road where the Parcel is located is selected from the streets listed in this combo box. The field defaults to a "blank" when adding a new Parcel. The combo box arrow can be clicked to display a list of all Street Name as set up in Tools > Schedules/Tables > Street Directory.

Type: The Type of Street, such as Road, Drive, Hwy, Lane, etc., is keyed here.

Post: The post-direction used in addressing, such as 4888 Peachtree St. NW. The NW is the post-direction.

Units: The Unit Number of the property, sometimes used by Apartments and Condominiums. Examples would be Unit 5, Apartment A, etc.

U-Type: The type of Unit for this property, such as Apartment, Condominium, etc. is keyed in this 10-character wide field.

Latitude: The GPS (Global Positioning System) Latitude of this Parcel, if available, can be keyed into this field. The field is 13 characters wide.

Longitude: The GPS Longitude of this Parcel, if available, can be keyed into this field. The field is 13 characters wide.

Zip Code: The Zip Code where this Parcel is located. The Zip Code will assist in location efforts and with the use of the Map It button (discussed later). The Zip Code field will adhere to all rules regarding non-disclosure owners for exporting and guest viewing. Keying a Zip Code and pressing the Tab Key takes the user to the Property Information Fields section on the Real Property General Information Form.

PROPERTY INFORMATION

LL: This is where the primary Land Lot that the Parcel is located in is keyed. At this time, only one Land Lot may be entered. Additional Land Lots may be keyed in Comments.

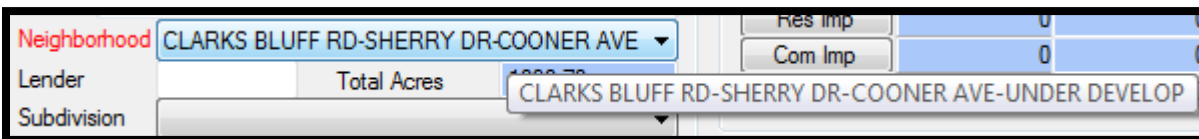
LD: The Land District where the Parcel is located is keyed in this field. Only one Land District may be entered. Additional Land Districts may be keyed in Comments.

GMD: The Georgia Militia District where the Parcel is located is keyed in this field. Only one GMD may be entered. Additional GMD's may be keyed in Comments.

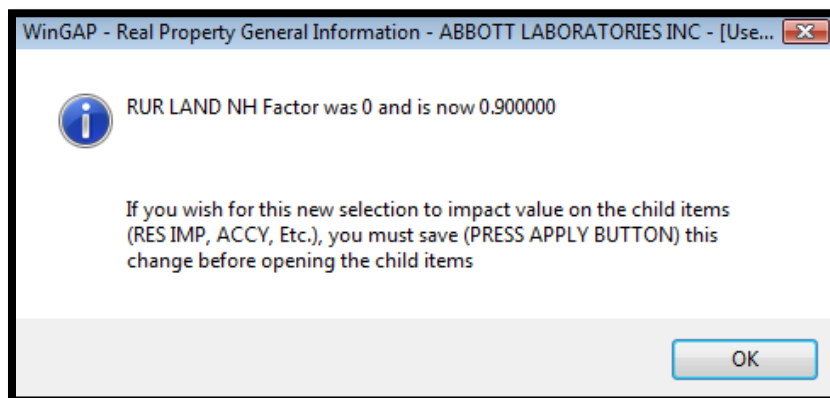
Zoning: The County Zoning designation for the Parcel.

Legal: The Parcel's Legal Description is entered in this 45-character wide field. This information is printed on the Assessment Notice.

Neighborhood: Parcels can be assigned to Neighborhoods for the purposes of adjusting property values in a similar manner. The specific Neighborhood where this Parcel is located is selected here using the combo box. The field defaults to a "blank" and can be left blank if no Neighborhood is to be assigned. The combo box arrow can be clicked to display a list of all Neighborhoods as set up in Tools > Schedules/Tables > Neighborhoods. The entire Neighborhood Description can be displayed by placing the mouse pointer over the Neighborhood Field. A "tool tip" will display the entire Description.



NOTE: when first assigning a Neighborhood to a parcel, or changing a Neighborhood, the user may receive a message notifying the user if any of the factors for the new Neighborhood will cause a change in value for the parcel.



Lender: The Lender field is used to enter a unique identifier for grouping tax bills that are escrowed to a particular lending institution. The label can be customized in Tools > Preferences to suit the needs of the county. If the label is changed, the new text will be displayed instead of "Lender".

Total Acres: Not accessible to the user, the Total Acres field is used to display the Total Acres of the Parcel as calculated or entered on the Land Information Form.

Subdivision: The Subdivision, if applicable, where this Parcel is located is selected here. The field defaults to a "blank" and can be left blank if no Subdivision is to be assigned. The combo box arrow can be clicked to display a list of all Subdivisions as set up in Tools > Schedules/Tables > Subdivisions List.

Lot: Used with Subdivisions, the Lot of the Subdivision where the Parcel is located is keyed in this field.

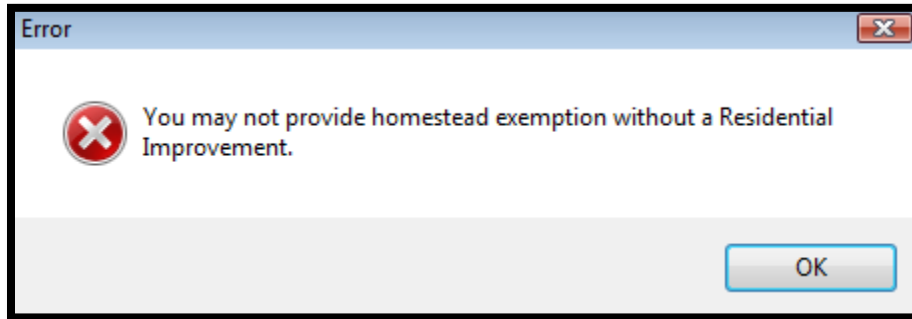
Blk: Used with Subdivisions, the Block of the Subdivision where the Parcel is located is keyed in this field.

Sec: Used with Subdivisions, the Section of the Subdivision where the Parcel is located is keyed in this field.

Phse: Used with Subdivisions, the Phase of the Subdivision where the Parcel is located is keyed in this field.

EXEMPTION INFORMATION

Homestead: This is where the Homestead Exemption Code for the Parcel is selected. The default Exemption Code is S0. The combo box arrow can be clicked to display a list of all Exemption Codes as set up in Tools > Schedules/Tables > Tax Calculation Tables > Exemption Codes. If the property owner has applied for homestead exemption on this parcel, the user may select a Homestead Exemption code from the list. WinGAP will not allow the user to save any Exemption Code other than S0 until an applicable improvement has been added to the parcel. If the user changes the Homestead Exemption from the default of S0 and clicks Apply on the Real Property General Information Form before adding the Improvement, a message will display.



HS App Date: The Application Date for the Homestead Exemption. The field should be left blank if there is no Homestead Exemption.

The four Float fields below are intended to be used with county LOCAL exemptions that require tracking base values and current values

Float Base1: The first of two **Floating Homestead Exemption** Base Value fields is where the total 100% Parcel value for the year preceding application for Floating Homestead Exemption is keyed.

Float Curr1: The first of two **Current** value fields is where 100% of the value of the Parcel in the current digest year is keyed.

Float Base2: The second of two **Floating Homestead Exemption** Base Value fields is where the total 100% Parcel value for the year preceding application for Floating Homestead Exemption is keyed.

Float Curr2: The second of two **Current** value fields is where 100% of the value of the Parcel in the previous digest year is keyed.

State HS Val: The Total Value of land (up to 10 acres) and improvements that are flagged for the State Homestead exemption. WinGAP will place the value in this field; it is not accessible to the user.

299(c) Value: The 299(c) Value field will contain the value assigned to the Parcel through any appeal decision made under the 299(c) statute such as a Board of Equalization decision, Arbitration, County Hearing Officer, etc.

299(c) Year: The 299(c) Year field will contain the year in which the decision was made. The 299(c) Value and Year fields will NOT be passed to the digest but will provide information regarding appeal decisions.

Covenant Button: The Covenant Button, located in the Exemption Information section of the Real Property General Information Form, is used to add all Real Property covenants in WinGAP. Complete procedures for adding all types of Covenants are discussed in the Covenant Information Form section.

VALUES

Previous: This is the Parcel's Previous Year 100% value. During Year End Cleanup, WinGAP will place the parcel's current year value in this field. This field can be manually keyed by clicking on the Edit Button.

Current: The Parcel's Current Year 100% value is displayed in the Current field. The value in this field is calculated by WinGAP and cannot be directly accessed by the user.

Return: The value returned by the Owner on the Property Tax Return is keyed in this field. When Assessment Notices are run, Parcels with a Return Value can be flagged and Assessment Notices for these Parcels printed, regardless of the Assessment Reason for the Parcel. The Return Value is printed on the Assessment Notice.

Curr-MAV: The Parcel's Current Year Moratorium Appraised Value (MAV).

Prev-MAV: The Parcel's Previous Year Moratorium Appraised Value (MAV). The value can be entered or edited by clicking on the Edit Button.

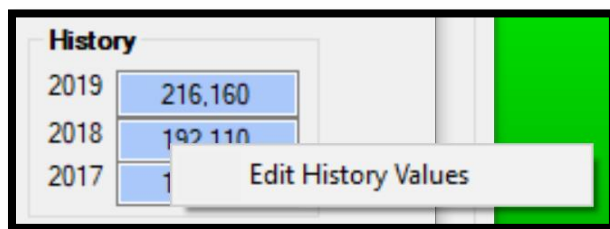
HISTORY

There are three History Year Value Fields for the display of Parcel values for prior years. When a NEW Real Property parcel record is added, the dates and value fields are blank.

When a parcel has previous year values, the dates to the left of the field correspond to the three prior years of Parcel value history, if available. For instance, if the Current Digest Year is 2021, the Previous Year (2020) value is shown in the Previous Year field under the Values section of the Form, and the prior 2019, 2018, and 2017 Parcel values are displayed in these 3 History Year fields if that History is available in the Realprop.dbf database for this parcel.

If the Current Digest Year is 2021 and Year End Clean Up is run, the years and values will roll forward one year: the Current Digest Year would become 2022, Previous Year would be 2021, and Parcel values for 2020, 2019, and 2018 would display in the History Fields.

Should the Parcel value in any of the History Year fields on a Parcel's Real Property General Information Form need to be changed, that can be accomplished by right-clicking on any of the History Year value fields. The Menu item "Edit History Values" will appear and the user can click on this item to gain access to the fields, where any of the History Values can be changed.



Estimated Tax Button: The Estimated Tax Button is used to gain access to the Estimated Tax Details Form. Estimated Taxes for the parcel being added will not be available until the Real Property Parcel is added and property components (Land, etc) are added to the Parcel. The Estimated Taxes schedules in Tools >

Schedules/Tables > Tax Calculation Tables must also be built before Estimated Taxes can be viewed on this form. See the Estimated Taxes section for a discussion of the Estimated Tax Details form.

WinGAP - Estimate Tax Details - [User ID = cmartin] (DEVEL) [001230020000]] AY2021

| Realkey | Perskey | Taxtype | Tt_Desc | Asmtpct | CovExempt | HSExempt | Millage | EstTax | Acckey |
|---------|---------|---------|-------------|---------|-----------|----------|-----------|----------|--------|
| 19659 | | 1 | School M&O | 0.40 | | 10,000 | 18.750000 | 1,592.03 | |
| 19659 | | 3 | County M&O | 0.40 | | 4,000 | 6.079000 | 552.63 | |
| 19659 | | 4 | County Bond | 0.40 | | 4,000 | 2.200000 | 200.00 | |
| 19659 | | 5 | County Fire | 0.40 | | 4,000 | 3.100000 | 281.81 | |

Gross Asmt : 94,908 **Total Est Tax :** 2,626.47

Buttons: Tables, Close

PIN History Button: The PIN History button provides access to a parcel's data in previous years. If a Parcel has history for more than the Current Year, the user can click the Pin History button which will produce the Select Appraisal Year form.

Select Appraisal Year: - [User ... ? X]

AY2020
AY2021

Buttons: Help, Cancel, Open

The user can select one of the prior appraisal years by selecting that item then clicking the Open button to produce the Real Property General Information form for that year for this parcel. The historical record displays a dull yellow color.

WinGAP - Real Property General Information - SHEPHERD LEE ROY : 001230020000 : AY2020 - [User ID = cmartin] (DEVEL): [AY20...

<< Top < Prev Next > End >> Account Number 19659 Duplicate ☒ Notice ☐ Special District Field Check ☐

PIN (1) 001-2-3-002-0000 Tax District 01 - County Returned Mail ☐

Alt PIN 0600-00-01.00-000 Asmt Reason Market Value Update Abatement ☐

Parent PIN X-REF C016A-011- Web Url

Street Information

| House # | Ext | Dir | Street Name | Type | Post |
|---------|-----|-----|----------------------|------|------|
| 2327 | | | FLOYD CREEK CHURCH F | | |

| Units | U-Type | Latitude | Longitude | Zip Code |
|-------|--------|----------|-----------|----------|
| | | | | 30178- |

Property Information

LL 32 LD 18 GMD 3 Zoning test

Legal : REAL PROPERTY

Neighborhood RURAL WEST

Lendor Total Acres 10.00

Subdivision

Lot Blk Sec Phse test

Exemption Information

Homestead S4 - 65 Net Inc. App+Spouse<10k

Covenant HS App Date 01/01/2020

| | |
|--------------|---------|
| Float Base1 | 0 |
| Float Cur1 | 0 |
| Float Base2 | 0 |
| Float Cur2 | 0 |
| State HS Val | 233,100 |
| 299(c) Value | 0 |
| 299(c) Year | 0 |

Values

| | | |
|----------|---------|------|
| Previous | 216,160 | Edit |
| Current | 234,950 | |
| Return | 0 | |
| Curr-MAV | 0 | |
| Prev-MAV | 0 | Edit |

History

| | |
|------|---------|
| 2018 | 192,110 |
| 2017 | 185,040 |
| 2016 | 153,570 |

Est Tax

PIN History

| Prebill (1) | Timber |
|----------------|--------------|
| Future | Agent |
| Personal | Appointment |
| Transfer Items | Growth |
| Transfer | Custom Flags |
| Sales (3) | Stats |
| Permits | BPC |
| Appeals | |
| Dup Items | |
| Bus Lic | |
| Income | |
| ACO | |
| Third Party | |
| Documents | Schedules |

Edit Information

Data Entry cmartin Edit History

Review 07/11/2016 COA History

Appraiser 1

Alternate PCOCHRAN

Comments ☐ Comment Flag ☐ Mask Photo Export

HS APPLICANT: JAN R SHEPHERD

☒ Push Tech Enabled

Cancel Delete New Apply OK

Whether or not changes can be made to a parcel in previous years depends on the rights assigned to the user in Tools > Password Administration. A user may have full Edit rights, meaning changes can be made to a prior year, or the prior year Real Property General Information form may be in read-only mode, meaning that the user has no Edit rights to a parcel and no changes can be made to this data.

The Appraisal Year for the prior year is displayed in the caption bar. PRCs and other reports, except for Assessment Notices, can be printed by right-clicking on the printer button. The Cancel button can be clicked to return to the Current Year Real Property General Information Form.

PROPERTY TYPE FIELDS

The second section of Value fields will display the Fair Market Values (FMV) and Moratorium Appraised Values (MAV, which are no longer used in WinGAP) for the various types of property that are found on the Parcel.

Land FMV: The Parcel's Current Year Fair Market Value (FMV) of Land is displayed in this field. The Land Button is clicked to Add, Edit or Delete the Land Information for this Parcel. The user cannot directly key a value into this field.

Res Imp FMV: The Parcel's Current Year FMV of all Residential Improvements is displayed in this field. The Res Imp Button is clicked to Add, Edit or Delete Residential Improvement records for this Parcel. The user cannot directly key a value into this field.

Com Imp FMV: The Parcel's Current Year FMV of all Commercial Improvements is displayed in this field. The Com Imp Button is clicked to Add, Edit or Delete Commercial Improvement records for this Parcel. The user cannot directly key a value into this field.

Acc Imp FMV: The Parcel's Current Year FMV of all Accessory Buildings is displayed in this field. The Acc Imp Button is clicked to Add, Edit or Delete Accessory records for this Parcel. The user cannot directly key a value into this field.

In addition to each of the Property Type values displaying in their respective fields, the total current year parcel value will display to the left of the FMV column heading.

| | | |
|---------------|---------|-----|
| 237,270 | FMV | MAV |
| Land (1) | 91,100 | 0 |
| * Res Imp (1) | 144,400 | 0 |
| Com Imp | 0 | 0 |
| Acc Imp (5) | 1,770 | 0 |


Once any type of property item has been added to the parcel, numbers in parentheses indicating the count of each property type will display to the right of the item text on the Property Type Button.

| | | |
|---------------|---------|-----|
| 237,270 | FMV | MAV |
| Land (1) | 91,100 | 0 |
| * Res Imp (1) | 144,400 | 0 |
| Com Imp | 0 | 0 |
| Acc Imp (5) | 1,770 | 0 |

A star (or asterisk) will appear on a Property Type button when at least one picture has been added to the property type form.

| | | |
|---------------|---------|-----|
| 237,270 | FMV | MAV |
| Land (1) | 91,100 | 0 |
| * Res Imp (1) | 144,400 | 0 |
| Com Imp | 0 | 0 |
| Acc Imp (5) | 1,770 | 0 |

If Land or any Improvements have an Override Value, a red block will appear to the left of the Property Item button. If there are multiple items of a particular property type, for example Accessory Improvements, and only one of them has an Override Value, the red block will display indicating that at least one of that particular property type has an Override Value.

| | | | |
|---|-------------|---------|-----|
| | 226,170 | FMV | MAV |
|  | Land (1) | 80,000 | 0 |
| | Res Imp (1) | 144,400 | 0 |
| | Com Imp | 0 | 0 |
| | Acc Imp (5) | 1,770 | 0 |

EDIT INFORMATION

Data Entry: The Login ID of the person that adds or edits this Real Property Record is displayed in this field. If Logins are not used with WinGAP, "NoLogin" will display in this field. If Logins are used, WinGAP will insert the Login ID in this field. While the field is accessible to the user, anything the user keys in this field will not be saved; it will be replaced by either the Login ID or "NoLogin". The field is 10 characters wide.

Review: The last date that this Parcel was reviewed or the date the Parcel is scheduled to be reviewed is keyed in the Review field. The date can either be keyed or the Calendar Button to the right of the field can be clicked to select and insert the date. The user can also right click in the Review field and select Today from the menu to insert the current date or press the Space Bar on the keyboard to insert today's date.

Appraiser: The Appraiser combo box is where the Parcel's primary review appraiser's name can be selected if WinGAP users are set up in Tools > Password Administration. The user can also key the Appraiser's name, initials, or code if desired. The field is 30 characters wide. The name that appears in the Appraiser field will be printed on the Change of Assessment Notice as the primary contact.

Alternate: The Alternate combo box is where the Parcel's Alternate Appraiser's name can be selected if WinGAP users are set up in Tools > Password Administration. The user can also key the Alternate Appraiser's name, initials, or code if desired. The field is 30 characters wide. The name that appears in the Alternate field will be printed on the Change of Assessment Notice as the alternate contact.

Edit History Button: This button is used to view the Edit History of this parcel. The Edit Log keeps a record of virtually every user-initiated operation that changes a record in WinGAP. Any time a user accesses WinGAP and adds a record or makes a change to an existing record it is recorded in the Edit Log database. Each record on the Edit Log Form lists the File Name, PKey, ChgAppr ID (if no logins are used, it will say "Nologin"), Edit Date, Edit Time, After Edit (value after edit), Value Time (the time the value was changed), Before Edit (value before edit), and the Owner key for the record that was edited. Items in the Edit Log are listed in Date and Time order.

WinGAP - Edit History - [User ID = cmartin] (DEVEL) AY2021

?

×

| RECID | Filename | Pkey | Chgappr | Editdate | Edittime | After Edit | Valuetime | Before Edit |
|---------|----------|-------|---------|------------|----------|------------|-----------|-------------|
| 3199016 | realprop | 19659 | cmartin | 02/03/2021 | 16:15:20 | 226170 | 16:15:20 | 237270 |
| 3199017 | realprop | 19659 | cmartin | 02/03/2021 | 16:15:20 | 226170 | 16:15:20 | 226170 |
| 3199015 | realprop | 19659 | cmartin | 02/03/2021 | 16:15:17 | | DEL-PRF | |
| 3199014 | realprop | 19659 | cmartin | 02/03/2021 | 16:15:12 | 226170 | 16:15:12 | 237270 |
| 3199013 | realprop | 19659 | cmartin | 02/03/2021 | 16:14:53 | 226170 | 16:14:53 | 237270 |

Field Edits

Done

Clicking the Field Edits button will reveal the specific changes that were made to the record.

WinGAP - Field Edits - [User ID = cmartin] (DEVEL) AY2021

| ? | Filename | Pkey | Chgappr | Editdate | Edittime | Beforevalue | Control | Aftervalue |
|------|----------|-------|---------|----------|----------|-------------|-------------|------------|
| 1... | REALPROP | 19659 | cmartin | 02/03... | 16:15:20 | 2021 | MPCY | |
| 1... | REALPROP | 19659 | cmartin | 02/03... | 16:15:20 | 237270 | MCURR_VAL | 226170 |
| 1... | REALPROP | 19659 | cmartin | 02/03... | 16:15:20 | 91100 | MLAND_VALUE | 80000 |
| 1... | REALPROP | 19659 | cmartin | 02/03... | 16:15:20 | FALSE | MVAL_CHG | TRUE |
| 1... | REALPROP | 19659 | cmartin | 02/03... | 16:15:20 | 91100 | MSTATEHSVAL | 224400 |
| 1... | REALPROP | 19659 | cmartin | 02/03... | 16:15:20 | 91100 | MA_VALUE | 80000 |

Done

COA History: The Change of Assessment Notice History for this Parcel can be viewed by clicking the COA History Button. This will produce the COA Viewer Form. The Form shows information on all Assessment Notices that have been printed for this parcel for the Current Year, assuming that the Notices were appended to the Notices table at the conclusion of Assessment Notice Printing.

| RECID | Ownkey | Realkey | Perskey | Mobilekey | Lastname | Firstname | Mid |
|-------|--------|---------|---------|-----------|----------------------|-----------|-----|
| 1387 | 22073 | 6934 | | | HALE KENNETH WAYNE & | | |

COMMENTS

Comments: Any comments about the Parcel can be entered in this field.

Comment Flag: The Comment Flag checkbox provides a means whereby users can create a visual flag to capture the user's attention. Turning the Comment Flag on turns the background color of the Comments field red. It only serves to catch the user's attention when opening the Real Property General Information form. Counties can make their own policies for what this visual alert represents.

Mask Photo Export: A flag the users can place on a parcel to allow their website vendors to read and know the county wishes to suppress the display of photos on the public-facing website.

PROPERTY ACTIVITIES BUTTONS

On the right side of the Real Property General Information Form are several parcel-specific buttons where additional information about this parcel can be added, edited, deleted, or viewed.

| | |
|----------------|--------------|
| Prebill (1) | Timber |
| Future ** | Agent |
| Personal | Appointment |
| Transfer Items | Growth |
| Transfer | Custom Flags |
| Sales (3) | Stats |
| Permits | BPC |
| Appeals | |
| Dup Items | |
| Bus Lic | |
| Income | |
| ACO (1) | |
| Third Party | |
| Documents | Schedules |

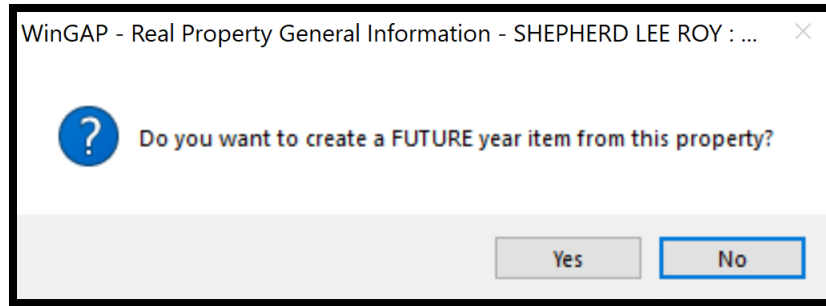
Prebill: This button is enabled if this parcel has a Prebilled Manufactured Home on it, AND the Parcel Number for this parcel has been keyed in the PIN Number field on the Prebilled Manufactured Home Form. Otherwise, the button is greyed out. If the above criteria are met, a number in parenthesis will show how many Prebilled Manufactured Homes are associated with this parcel. Clicking the button will open a menu that shows the associated Manufactured Homes. Selecting one from the list and clicking the OK button will open the Prebill record for viewing or editing.

Select Prebill MH to view - [User ID = felix] (DEVEL) AY2021

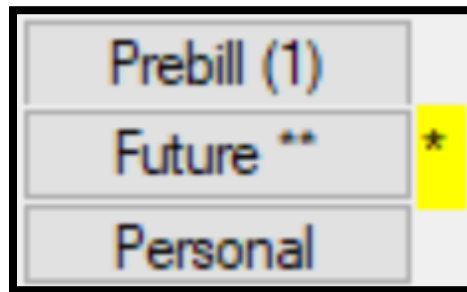
| Mobilekey | Ownkey | Prebmapid | Ownname |
|-----------|--------|--------------|----------------|
| 37884 | 13116 | 001230020000 | DUDLEY PLEDGER |

Cancel OK

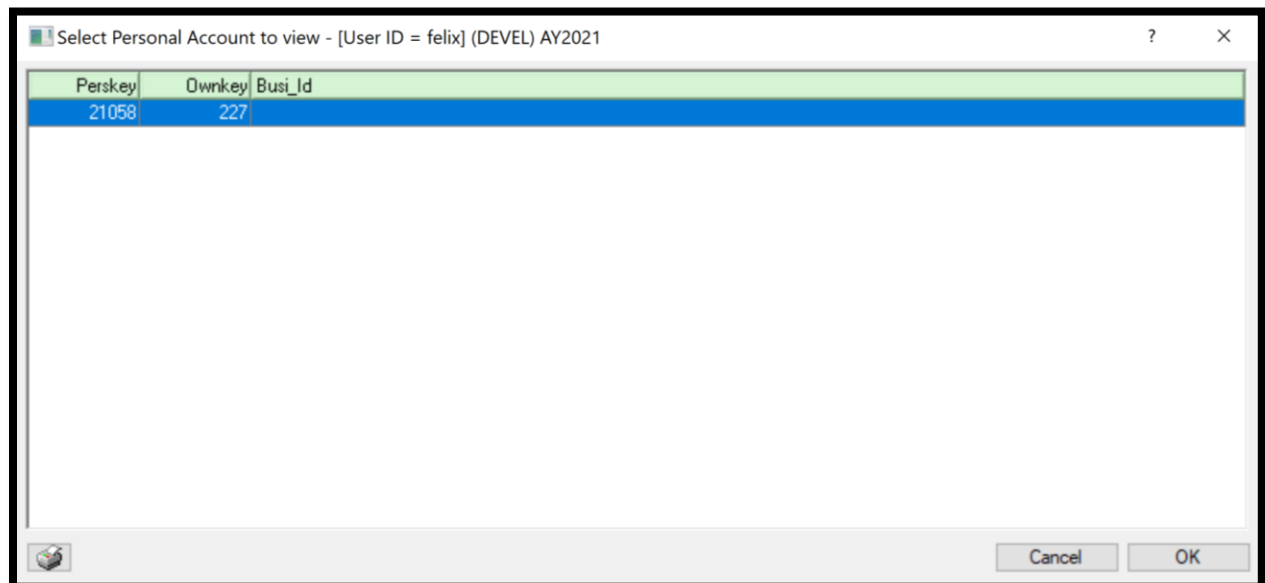
Future: This button takes the user to the Future Year Module for this parcel, where information that will apply to next year's tax digest can be entered. If there is no Future year record for this parcel, clicking the Future button will open a message asking the user if they would like to create a future year record for the parcel.



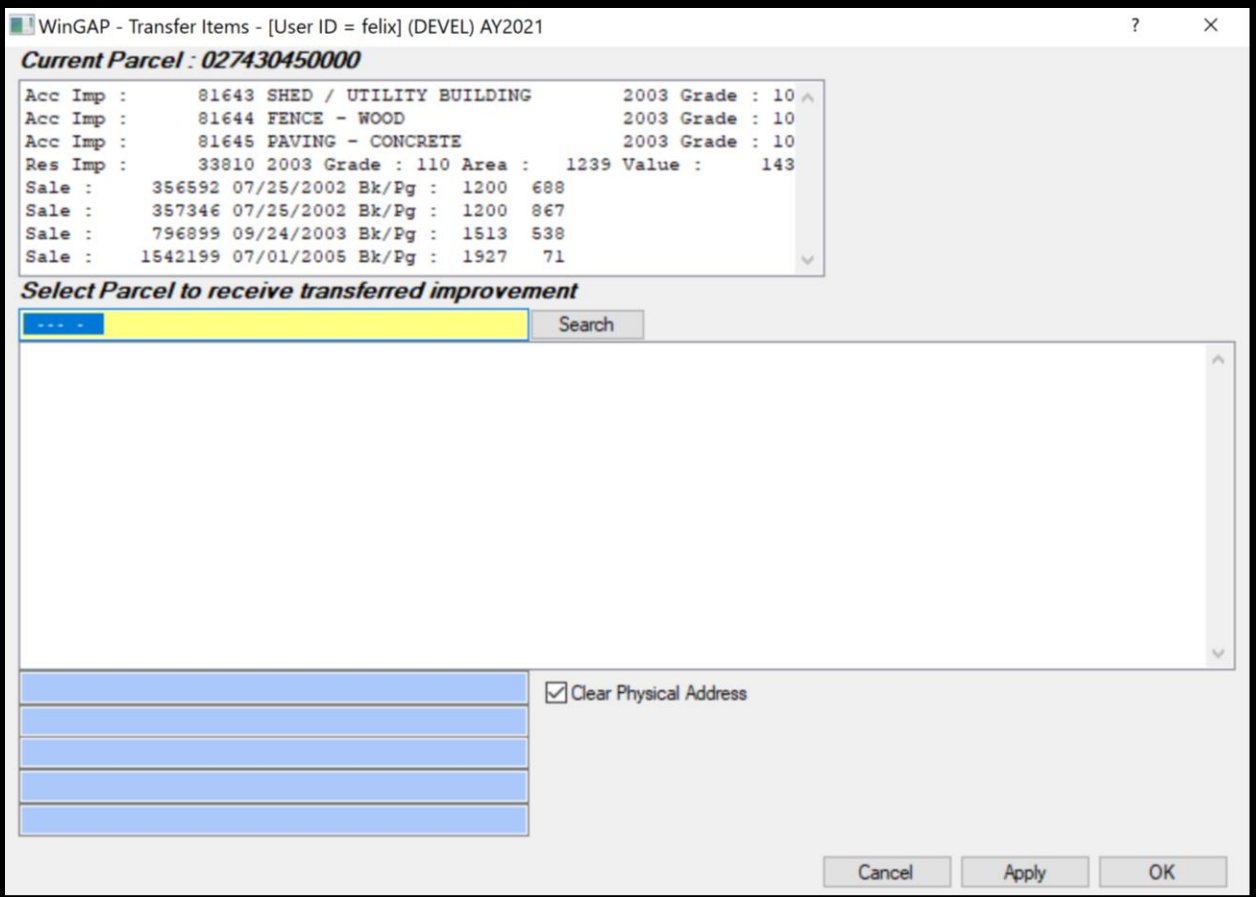
If a future year record already exists for the parcel, there will be asterisks beside the word future and a yellow marker with a flashing asterisk beside this button. Clicking on the Future button will take the user to the existing Future year record for this parcel.



Personal: This button is enabled if this parcel has a Personal Property account where the parcel number has been keyed in the Parcel_no field on the Personal Property Form. Otherwise, the button is greyed out. If the above criteria are met, a number in parenthesis will show how many Personal Property accounts are associated with this parcel. Clicking the button will open a menu that shows the associated Personal Property accounts. Selecting one from the list and clicking the OK button will open the record for viewing or editing.



Transfer Items: This button takes the user to the Transfer Items Form where any Improvements, Sales, or Permits on the parcel can be transferred to another parcel. This button will be "grayed out" (not in use) if there are no improvements, sales, or permits on the parcel.



WinGAP - Transfer Items - [User ID = felix] (DEVEL) AY2021

Current Parcel : 027430450000

| | | |
|-----------|--|-----------------|
| Acc Imp : | 81643 SHED / UTILITY BUILDING | 2003 Grade : 10 |
| Acc Imp : | 81644 FENCE - WOOD | 2003 Grade : 10 |
| Acc Imp : | 81645 PAVING - CONCRETE | 2003 Grade : 10 |
| Res Imp : | 33810 2003 Grade : 110 Area : 1239 Value : 143 | |
| Sale : | 356592 07/25/2002 Bk/Pg : 1200 688 | |
| Sale : | 357346 07/25/2002 Bk/Pg : 1200 867 | |
| Sale : | 796899 09/24/2003 Bk/Pg : 1513 538 | |
| Sale : | 1542199 07/01/2006 Bk/Pg : 1927 71 | |

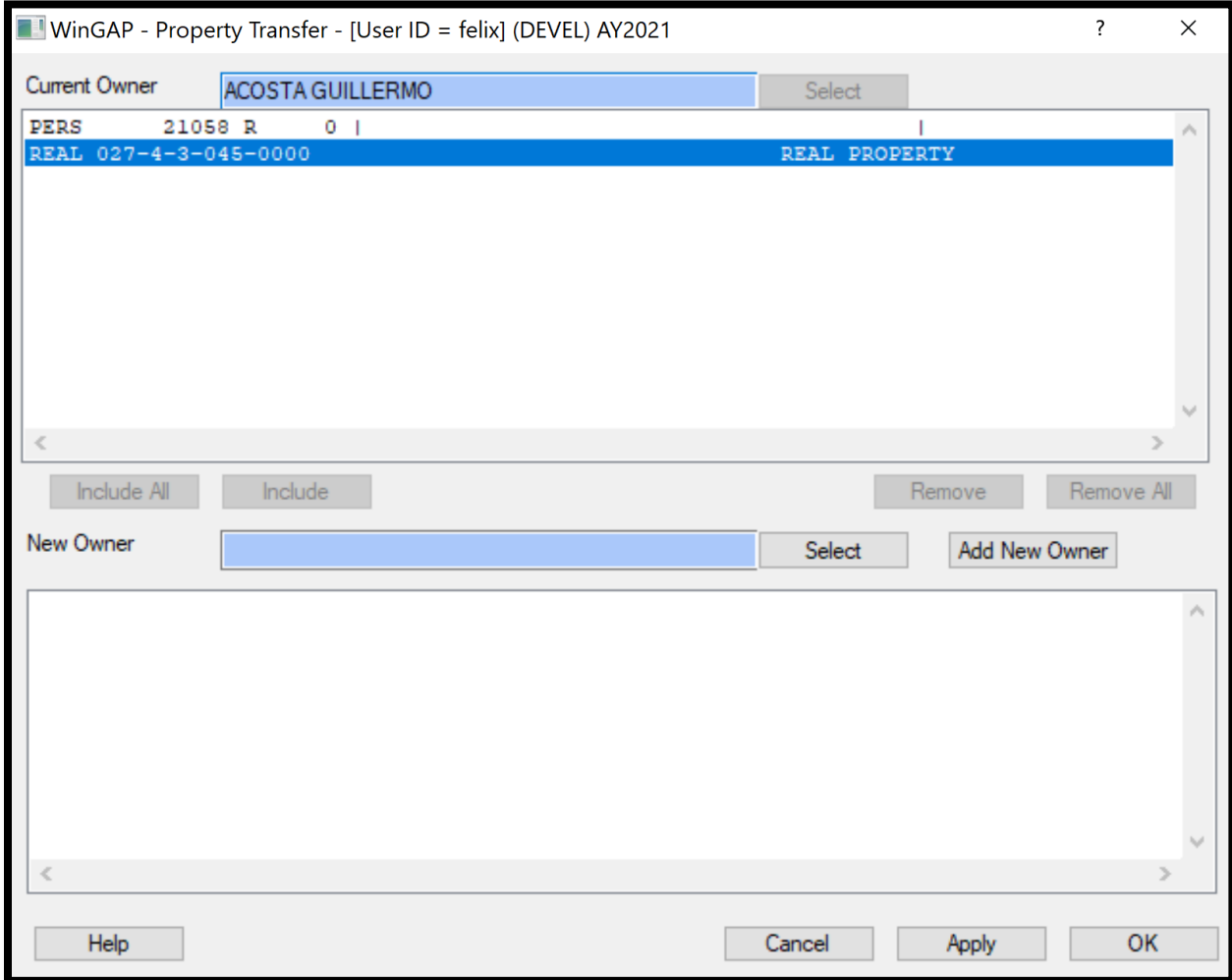
Select Parcel to receive transferred improvement

... Search

☒ Clear Physical Address

Cancel Apply OK

Transfer: This button takes the user to the Property Transfer Form, where the entire parcel can be transferred to another Owner.



The image shows a software window titled "WinGAP - Property Transfer - [User ID = felix] (DEVEL) AY2021". The window is divided into several sections. At the top, there is a "Current Owner" section with a text box containing "ACOSTA GUILLERMO" and a "Select" button. Below this is a list box containing two items: "PERS 21058 R 0 |" and "REAL 027-4-3-045-0000 REAL PROPERTY", with the second item selected. Below the list box are four buttons: "Include All", "Include", "Remove", and "Remove All". At the bottom of the window, there is a "New Owner" section with an empty text box, a "Select" button, and an "Add New Owner" button. The bottom of the window features a standard set of control buttons: "Help", "Cancel", "Apply", and "OK".

WinGAP - Property Transfer - [User ID = felix] (DEVEL) AY2021

Current Owner: ACOSTA GUILLERMO [Select]

| | | |
|------|------------------|---------------|
| PERS | 21058 R | 0 |
| REAL | 027-4-3-045-0000 | REAL PROPERTY |

[Include All] [Include] [Remove] [Remove All]

New Owner: [Select] [Add New Owner]

[Help] [Cancel] [Apply] [OK]

Sales: This button takes the user to the Sales Information Form where Sales for this parcel can be entered.

WinGAP - Sales Information - [User ID = felix] (DEVEL) - 027430450000 AY2021

Owner: ACOSTA GUILLERMO Parcel #: 027-4-3-045-0000 Key: 1542199 Load Image

| Grantee | Grantor | Date | Deedpage | Rsn | Saleprice | Cs | Sq | Aud | digest |
|------------------------|------------------------|------------|-----------|-----|-----------|-----|----|-----|--------|
| ACOSTA GUILLERMO | MARTINEZ JAMIE A | 07/01/2005 | 1927- 71 | K | 131900 | R.. | N | N | N |
| MARTINEZ JAIME A | TUGGLE HOMES INC | 09/24/2003 | 1513- 538 | Z | 133150 | R.. | N | N | N |
| TUGGLE HOMES INC | AVALON DEVELOPMENT INC | 07/25/2002 | 1200- 867 | Z | 32000 | R.. | N | N | N |
| AVALON DEVELOPMENT INC | TERRY DOBBINS INC | 07/25/2002 | 1200- 688 | M | 27000 | R.. | N | N | N |

< >

Sales Information

Buyer: ACOSTA GUILLERMO

Seller: MARTINEZ JAMIE A

PT-61 #: 0 Book: 1927 Page: 71

Sale Date: 07/01/2005 Deed: 38 Plat: 30

RETT: 0.00

Print Survey ☐ Survey Sent ☐ Survey Received ☐

Sale Price: 131,900 State (Y/N): N

Adjustment: 0 FMV: 0

Timber Adj: 0 MAVVAL: 0

Multi Pin Adj: 0 Qualifier:

Pers Adj: 0 Instrument: Q

Other Adj: 0 Acres: 0.00

Net Saleprice: 131900

Class: Residential

Strat: Improved

Land Class / Strat : R3

☐ Vacant Land Sale

☐ Real Estate Listing

RSN: K-KINSHIP OR ESTATE

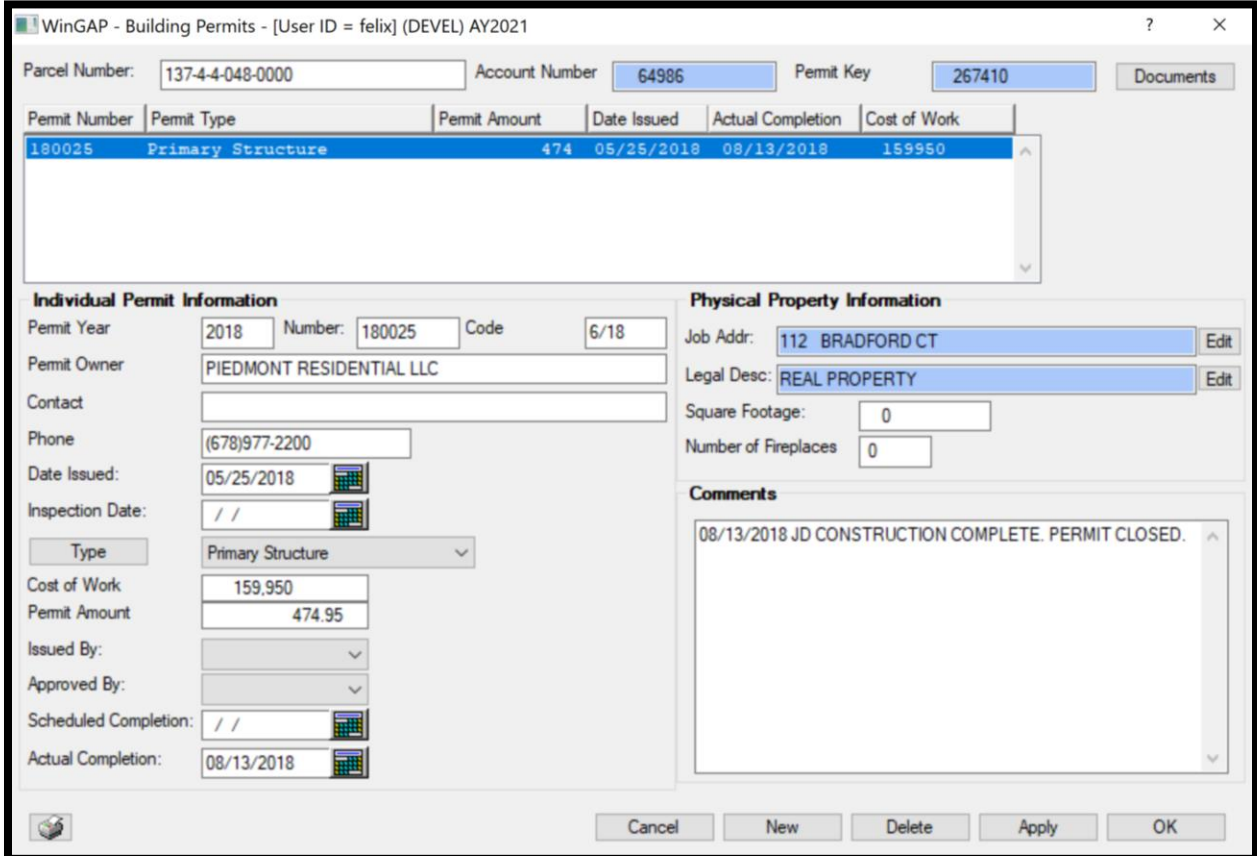
Asmt Reason: MARKET VALUE UPDATE

Comments

4/18/2018 - PRO

Edit History Cancel New Delete Apply OK

Permits: The Permits button takes the user to the Building Permits Form where building permits for this parcel can be entered.



WinGAP - Building Permits - [User ID = felix] (DEVEL) AY2021

Parcel Number: 137-4-4-048-0000 Account Number: 64986 Permit Key: 267410 Documents

| Permit Number | Permit Type | Permit Amount | Date Issued | Actual Completion | Cost of Work |
|---------------|-------------------|---------------|-------------|-------------------|--------------|
| 180025 | Primary Structure | 474 | 05/25/2018 | 08/13/2018 | 159950 |

Individual Permit Information

Permit Year: 2018 Number: 180025 Code: 6/18

Permit Owner: PIEDMONT RESIDENTIAL LLC

Contact:

Phone: (678)977-2200

Date Issued: 05/25/2018

Inspection Date: / /

Type: Primary Structure

Cost of Work: 159,950

Permit Amount: 474.95

Issued By:

Approved By:

Scheduled Completion: / /

Actual Completion: 08/13/2018

Physical Property Information

Job Addr: 112 BRADFORD CT Edit

Legal Desc: REAL PROPERTY Edit

Square Footage: 0

Number of Fireplaces: 0

Comments

08/13/2018 JD CONSTRUCTION COMPLETE. PERMIT CLOSED.

Cancel New Delete Apply OK

Appeals: The Appeals button takes the user to the Appeals Form where Appeals for this parcel can be entered.

WinGAP - Appeals - [User ID = felix] (DEVEL) AY2021

Appeal Key: 455975 Status: Resolved PIN: 137-4-4-048-0000 Acct #: 64986 Acres: 0.24 COID#:
 Appeal Year: 2014 Type: Real Appraiser: 2 Batch:
☐ BOE ☐ ARB ☐ CHO ☐ SUP

Search for other Appeals for this Parcel/Account

Owner Information

Last, First, MI:
 Corpname: RES GA SCC LLC
 Agent: COLD RIVER ASSET MGMNT
 Address1:
 Address2: PO BOX 2249
 Address3:
 City / State / Zip: CUMMING GA 30028-
 Legal Desc: REAL PROPERTY
 Homephone: () - Workphone: (770)844-0782
 Comments: BOA NO CHANGE - FORWARD TO BOE

Values

| | |
|-----------------|-------|
| BOA FMV | 3,200 |
| 30-Day | 0 |
| BOE | 3,200 |
| Arbitration | 0 |
| Hearing Officer | 0 |
| Superior Court | 0 |
| Resolved | 0 |
| Current | 0 |
| Return | 1,000 |
| Asserted | 0 |
| Appraisal | 0 |
| VID | 1,000 |

Grounds for Appeal

☐ Value
☐ Uniformity
☐ Taxability
☐ Exemption Denied
☐ Breach of Covenant
☐ Covenant Denied

☐ No SC Conf Agreement
☐ Evidence Presented
☐ Interview Requested
☐ 299C Event
☐ NOA Info Requested
☐ BOE Info Requested

Dates

| | |
|-------------------|------------|
| Notice | // |
| Appealed | 07/14/2014 |
| 30 Day Notice | // |
| BOE | 01/20/2015 |
| Arbitration | // |
| Hearing Officer | // |
| Sup Court | // |
| Resolved | 01/29/2015 |
| Decision | // |
| Fwd/Cert Date | // |
| Postmark | // |
| NOA Info Provided | // |
| BOE Info Provided | // |

Appr Recd: //
 Apr Decide: //
☐ Accept ☐ Reject

No Chg Ltr: //
 No Chg Ltr: //
 No Chg Ltr: //
 Conference: //
 Conf Time: 12:00:00 AM

Temp Bill Amt: 0

Manufactured Housing

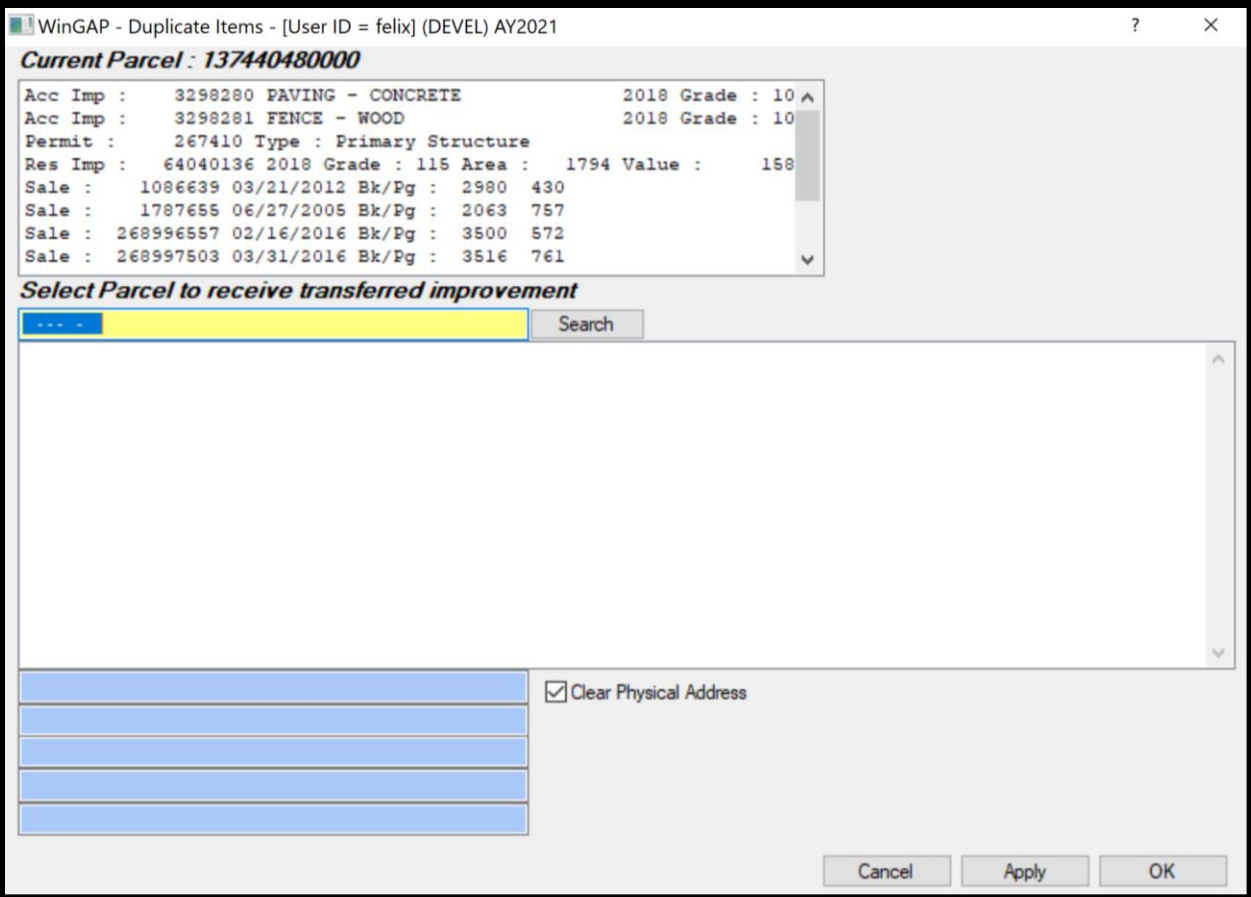
Mfg:
 Model:
 Year Built:
 Account #: 0
 Width: 0
 Length: 0
 Decal Yr:
 Decal No:

Motor Vehicles

Mfg:
 Model:
 VIN:
 Decal:
 Year Built:
 Tag No:
 Mileage: 0
 Decal Yr:
 Condition:

Help Cancel New Delete Apply OK

Dup Items: The Dup Items (Duplicate Items) Button takes the user to the Duplicate Items Form, where any Improvements, sales, or permits on the parcel can be duplicated. This button will be "grayed out" (not in use) if there are no improvements, sales, or permits on the parcel.



WinGAP - Duplicate Items - [User ID = felix] (DEVEL) AY2021

Current Parcel : 137440480000

| | | | | |
|-----------|---------------------------------|--------------|-----|-------------------------|
| Acc Imp : | 3298280 PAVING - CONCRETE | 2018 Grade : | 10 | ▲ |
| Acc Imp : | 3298281 FENCE - WOOD | 2018 Grade : | 10 | |
| Permit : | 267410 Type : Primary Structure | | | |
| Res Imp : | 64040136 | 2018 Grade : | 115 | Area : 1794 Value : 158 |
| Sale : | 1086639 03/21/2012 Bk/Pg : | 2980 | 430 | |
| Sale : | 1787655 06/27/2005 Bk/Pg : | 2063 | 757 | |
| Sale : | 268996557 02/16/2016 Bk/Pg : | 3500 | 572 | |
| Sale : | 268997503 03/31/2016 Bk/Pg : | 3516 | 761 | |

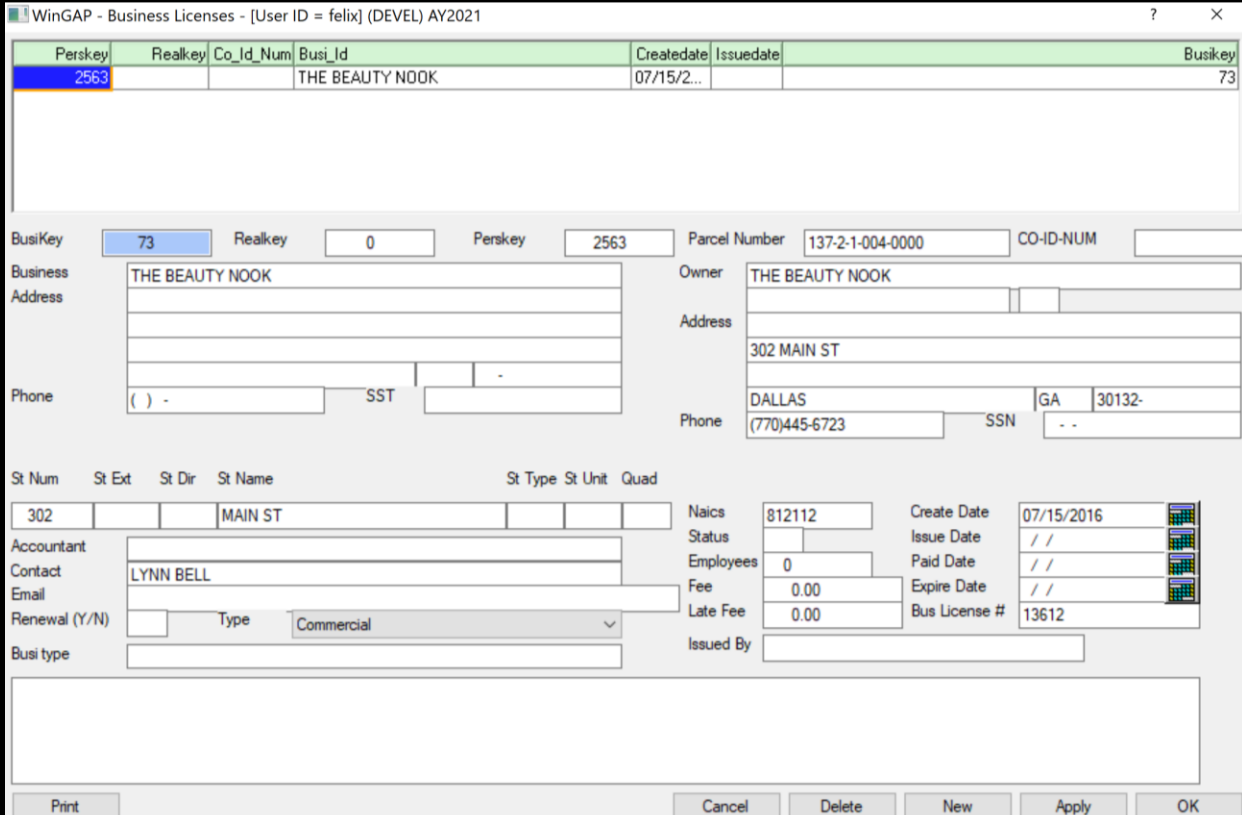
Select Parcel to receive transferred improvement

... Search

☒ Clear Physical Address

Cancel Apply OK

Bus Lic: The Bus Lic (Business License) Button takes the user to the Business License Form, where Business Licenses for this parcel can be entered.



WinGAP - Business Licenses - [User ID = felix] (DEVEL) AY2021

| Perskey | Realkey | Co_Id_Num | Busi_Id | Createdate | Issuedate | Busikey |
|---------|---------|-----------|-----------------|------------|-----------|---------|
| 2563 | | | THE BEAUTY NOOK | 07/15/2... | | 73 |

BusiKey: 73 Realkey: 0 Perskey: 2563 Parcel Number: 137-2-1-004-0000 CO-ID-NUM:

Business Address: THE BEAUTY NOOK
 Owner: THE BEAUTY NOOK
 Address: 302 MAIN ST
 Phone: () - SST: DALLAS, GA 30132- (770)445-6723 SSN: - -

St Num: 302 St Ext: St Dir: St Name: MAIN ST St Type: St Unit: Quad:

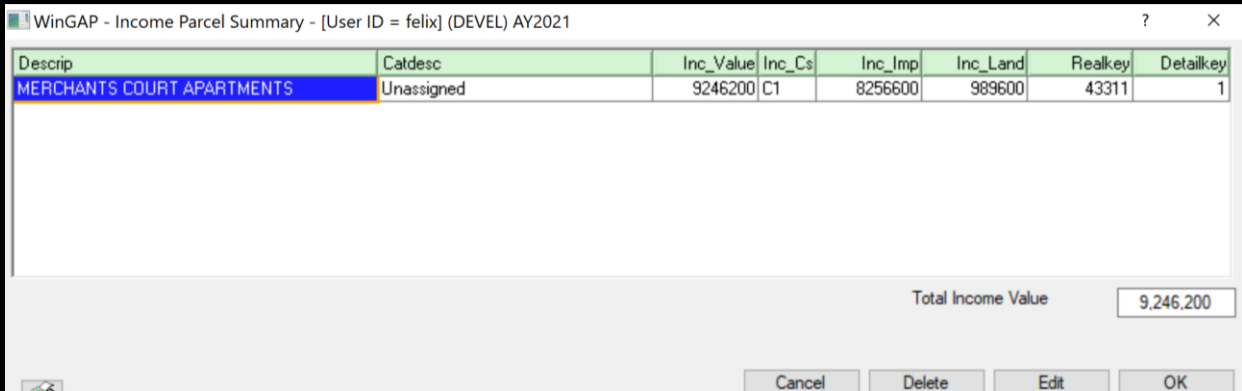
Accountant: Contact: LYNN BELL Email: Renewal (Y/N): Type: Commercial Busi type:

Naics: 812112 Status: Employees: 0 Fee: 0.00 Late Fee: 0.00 Issued By:

Create Date: 07/15/2016 Issue Date: / / Paid Date: / / Expire Date: / / Bus License #: 13612

Print Cancel Delete New Apply OK

Income: This button takes the user to the Income Details Form where income valuation information for the parcel may be entered.



WinGAP - Income Parcel Summary - [User ID = felix] (DEVEL) AY2021

| Descrip | Catdesc | Inc_Value | Inc_Cs | Inc_Imp | Inc_Land | Realkey | Detailkey |
|----------------------------|------------|-----------|--------|---------|----------|---------|-----------|
| MERCHANTS COURT APARTMENTS | Unassigned | 9246200 | C1 | 8256600 | 989600 | 43311 | 1 |

Total Income Value: 9,246,200

Cancel Delete Edit OK

ACO: The ACO (Account Corrections) Button takes the user to the Account Corrections Form, where Account Corrections, Errors & Releases, and Not on Digest situations for this parcel can be entered.

WinGAP - Account Corrections / E & R - [User ID = cmartin] (DEVEL) Class2013

| Digyr | Reason |
|-------|--------------------------|
| 2009 | SQUARE FOOTAGE INCORRECT |
| 2008 | SQUARE FOOTAGE INCORRECT |
| 2007 | SQUARE FOOTAGE INCORRECT |

Date Change Made In Computer: // Initial:

Date Notice Mailed: // Initial:

Account Number: 7034 Digest Year: 2009

Parcel Number: 109B- -019A- Tax District: 03

Legal Description:

Property Owner Name: JACKSON BONNIE SCARBORO

Address: 114 THE PENINSULA

City / State / Zip: SANDERSVILLE GA 31082-

Property Address: 114 THE PENINSULA

Reason for Correction: SQUARE FOOTAGE INCORRECT

Other Comments:

Board of Assessors: ☒ Agrees ☐ Disagrees Date: 09/07/2010

| Class / Strata | Original FMV | Increase / Decrease | Revised FMV |
|----------------|--------------|---------------------|-------------|
| R3 | 20,169 | 0 | 20,169 |
| | 0 | 0 | 0 |
| R1 | 156,688 | -30,630 | 126,058 |
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| Totals | 176,857 | -30,630 | 146,227 |

Exemptions:

| | | | |
|----------------------|---|---|---|
| <input type="text"/> | 0 | 0 | 0 |
| <input type="text"/> | 0 | 0 | 0 |

Control No: 100 ACONumber: 12

OwnKey: 22173 CO ID NUM:

Buttons: Cancel Delete New Apply OK

Third Party: This button takes the user to the Third Party Menu, where a variety of task-specific buttons will access such tools as Google Maps, Bing Maps, and selected County websites, depending on what the Assessors' Office uses. Depending upon what is used, the user can view an aerial photo and other information about the property.

WinGAP - Third Party

Buttons: Google Maps Bing Maps Comps Website Alternate Website Imagery County Report 1 County Report 2 County Report 3 Close

Documents: Right clicking this button opens a contextual menu that allows you to "Load Digital Documents". Clicking the "Load Digital Documents" option will open a window where the user can navigate to any file, such as a PDF of a sales record, and load it to the WinGAPSQL folder on the server. A new folder will be created in the WinGAP documents folder on the server with the prefix "r" for Realprop followed by the Realkey assigned by Wingap.

Timber: The Timber button accesses the Timber Harvest module.

WinGAP - Timber - [User ID = cmartin] (DEVEL) AY2021

Tax District: [Dropdown] Realkey: [0] [Dropdown]

Sale Type: ☐ Lump Sum ☐ Unit Price ☐ Owner Harvest Quarter: ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th

Sale Year: [0] Form Number: [] Tracking Number: [] Sale Date: [/ /] Received Date: [/ /] Paid Date: [/ /]

LAND OWNER **PURCHASER** ☐ Buyer Names only (no addr info) Double Click to Load Purchaser Name

Name: [] Address: [] City, State Zip: []

Location: [] Acres: [0.00] County: [] Parcel Number: [- - -] City: [] Digest Name: []

Board of Assessors: [0.00] Tax Commissioner: [0.00]

Total Dollar Value or Price Paid: [0.00] Applicable Millage Rate: [0.000000] Tax Due: [0.00]

Calculated Value Using State Timber Table: [0.00] ☐ Use State Calculated Value

Timber Type: Pulpwood, Chip-N-Saw, Saw Timber, Poles, Posts, Fuelwood - Chips, Fuelwood - Firewood

Volume in Tons: Softwood, Hardwood

Comments: [Text Area]

A new Timber Sale can be added by clicking the New Button. This will produce a Form with the Land Owner information, Tax District, and Realkey already filled in. The user can select the Sale Type and Quarter by clicking on the appropriate Radio Button, then key the Sale Year, Form Number, Tracking Number, and dates of sale information. Once that is keyed, the Purchaser information can be entered. Clicking the Buyer List button will show purchasers that have already been entered on a prior Timber Sale / Harvest form 283T, and clicking their name from the Buyer List will automatically populate the Purchaser information. The rest of the form can be filled out with the appropriate location, price, and volume information, and when completed, the Apply button should be clicked.

At the lower left of the Timber form is the 283T button. This button can be clicked to produce the Report of Timber Sale of Harvest. The report lists all the information about the Timber Sale / Harvest.

Pt283Key 380

1 of 1 100% Find | Next

REPORT OF TIMBER SALE OR HARVEST

Form Number 295491

| SECTION A - Landowner Name SMITH EDDIE R Address 17401 NW 20TH AVE City State Zip MIAMI FL 33055 | | SECTION D - Timber Volumes OPTIONAL WHEN LUMP SUM REPORTING All volumes reported in tons (2,000lb.). Conversions: Softwood based on Scribner 7,500 tons/MBF, 2,675 tons/cord; hardwood based on Doyle 8,750 tons/MBF, 2,900 tons/cord. Posts based on 37 posts per ton. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">TIMBER TYPE</th> <th style="width: 35%;">SOFTWOOD VOLUME IN TONS</th> <th style="width: 35%;">HARDWOOD VOLUME IN TONS</th> </tr> </thead> <tbody> <tr> <td>PULPWOOD</td> <td style="text-align: right;">368.00</td> <td style="text-align: right;">180.00</td> </tr> <tr> <td>CHIP-N-SAW</td> <td style="text-align: right;">291.00</td> <td></td> </tr> <tr> <td>SAW TIMBER</td> <td style="text-align: right;">406.00</td> <td style="text-align: right;">38.00</td> </tr> <tr> <td>POLES</td> <td style="text-align: right;">511.00</td> <td></td> </tr> <tr> <td>POSTS</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>FUELWOOD -CHIPS</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>FUELWOOD - FIREWOOD</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table> | | TIMBER TYPE | SOFTWOOD VOLUME IN TONS | HARDWOOD VOLUME IN TONS | PULPWOOD | 368.00 | 180.00 | CHIP-N-SAW | 291.00 | | SAW TIMBER | 406.00 | 38.00 | POLES | 511.00 | | POSTS | 0.00 | 0.00 | FUELWOOD -CHIPS | 0.00 | 0.00 | FUELWOOD - FIREWOOD | 0.00 | 0.00 |
|--|---------------------------------|---|--|--------------|---------------------------------|---------------------------|-------------------------------------|-----------|--------|----------------------------|----------|----------|------------------------------|----------|-------|-------|--------|--|-------|------|------|-----------------|------|------|---------------------|------|------|
| TIMBER TYPE | SOFTWOOD VOLUME IN TONS | HARDWOOD VOLUME IN TONS | | | | | | | | | | | | | | | | | | | | | | | | | |
| PULPWOOD | 368.00 | 180.00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| CHIP-N-SAW | 291.00 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SAW TIMBER | 406.00 | 38.00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| POLES | 511.00 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| POSTS | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| FUELWOOD -CHIPS | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| FUELWOOD - FIREWOOD | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| SECTION B - Purchaser of Timber (if applicable) Name JOHNNY TRIBBLE Address P O BOX 395 City State Zip HELENA GA 31037 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SECTION C - Location of land underneath timber 1. Location (Street, Route, Hwy, District, Land Lot, etc.) LL 271 LD 8TH 2. County TELFAIR 3. If within City Limits, give city name 4. Acres 20.00 5. Map and Parcel Number 053 00 038 6. Last listed on ad valorem tax digest under the name of | | SECTION E - Tax Computation <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">TAXPAYER VALUE</th> <th style="width: 25%;">TAX ASSESSOR VALUE</th> </tr> </thead> <tbody> <tr> <td>1. TOTAL DOLLAR VALUE OR PRICE PAID</td> <td style="text-align: right;">51,000.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>2. APPLICABLE MILLAGE RATE</td> <td style="text-align: right;">0.025212</td> <td style="text-align: right;">0.000000</td> </tr> <tr> <td>3. TAX DUE (Line 1 X Line 2)</td> <td style="text-align: right;">1,285.81</td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table> | | | TAXPAYER VALUE | TAX ASSESSOR VALUE | 1. TOTAL DOLLAR VALUE OR PRICE PAID | 51,000.00 | 0.00 | 2. APPLICABLE MILLAGE RATE | 0.025212 | 0.000000 | 3. TAX DUE (Line 1 X Line 2) | 1,285.81 | 0.00 | | | | | | | | | | | | |
| | TAXPAYER VALUE | TAX ASSESSOR VALUE | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. TOTAL DOLLAR VALUE OR PRICE PAID | 51,000.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. APPLICABLE MILLAGE RATE | 0.025212 | 0.000000 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. TAX DUE (Line 1 X Line 2) | 1,285.81 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOTE: (1) LUMP SUM SALES: This report must be completed by purchaser. the seller must remit to the purchaser, at the time of sale, a negotiable instrument for the taxes due. The purchaser must remit the taxes and this form to the Tax Commissioner with 5 business days of purchase. The purchaser must also give a copy of this form to the Board of Tax Assessors at the time of remittance. The purchaser is personally liable for the tax if it is not paid by the seller. Seller and Purchaser must sign Form PT-283T. | | Applicable millage may be obtained from the Tax Commissioner. Do not complete lines 2 and 3 unless reporting a lump sum sale. SECTION F - Tax Payment on Lump Sum Sale <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Date of Sale</th> <th style="width: 33%;">Date Payment Received by Seller</th> <th style="width: 33%;">Date Taxes Paid by Seller</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">11/01/2005</td> <td style="text-align: center;">11/2/2005</td> <td></td> </tr> </tbody> </table> | | Date of Sale | Date Payment Received by Seller | Date Taxes Paid by Seller | 11/01/2005 | 11/2/2005 | | | | | | | | | | | | | | | | | | | |
| Date of Sale | Date Payment Received by Seller | Date Taxes Paid by Seller | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11/01/2005 | 11/2/2005 | | | | | | | | | | | | | | | | | | | | | | | | | | |

Once entered, the timber sale can be viewed and modified both from the Realprop parcel as well as the Timber Tracking module, accessible from the WinGAP Toolbar.

Agent: The Agent button opens the Agent Bridge Form. Here, a Tax Agent can be assigned to a parcel. Tax Agents will receive any Notice of Assessments in addition to the Owner receiving a copy. Agents are also listed on any Appeal filed.

WinGAP - Agent Bridge - [User ID = cmartin] (DEVEL) AY2021

List of All Available Agents Edit Agent Total Properties Assigned to Select Agent: 0

| Agentkey | Lastname | Address1 |
|----------|----------------------------|---------------------------------|
| 100 | 92 HPW LLC | 712 KIRKWOOD AVE SE |
| 64 | ALLIANCE TAX ADVISORS | 6175 HICKORY FLAT HWY |
| 76 | ALTUS GROUP, GREG BANDEMER | 3414 PEACHTREE RD NE STE 1125 |
| 75 | ALTUS GROUP, VICTOR GRANT | 640 W SOUTHLAKE BLVD |
| 97 | AMBER SCARBOROUGH | 3111 W DR MARTIN LUTHER KING JR |
| 48 | ANDREW LAWRENCE | 446 RABBIT HUNT ROAD |
| 52 | ATLANTA APPRAISAL LLC | 1275 DILLON RD SW |

| Pkey | Proptype | Description |
|--------------------------------|----------|-------------|
| (There are no records to view) | | |

| Proptype | Description | Pkey |
|----------|--------------|-------|
| REAL | 001230020000 | 19659 |

Include PICK ONE (Required) >>>> ☒ Multi-Year ☐ Single-Year Remove

<default>

| Agentkey | Multiyear | Lastname |
|--------------------------------|-----------|----------|
| (There are no records to view) | | |

Close

The top left box on the Agent Bridge form lists all currently entered Agents. If the property is to be represented by an Agent that is already in the database, selecting that agent from this list will complete the first step in assigning the Agent to the parcel. If the Agent is not on the list or if the Agent has new contact information, clicking the Edit Agent button will open the Agents form. It will initially populate with the information of whichever Agent was highlighted in the list box, but clicking New will clear the form and allow the user to enter a new Agent's information. Clicking OK will save the data entry and return the user to the Agent Bridge form.

WinGAP - Agents - [User ID = cmartin] (DEVEL) AY2021

Name Agent Key


Address

City, ST Zip

Country

Email

Phone



Once the Agent has been selected or a new one entered and highlighted in the Available Agent list, the property to be represented by that Agent should be selected in the first (top) green box. Beneath that, selecting Multi-Year will keep this Agent linked to the property until manually removed, while selecting Single-Year will disassociate this Agent from the property when Year End Cleanup is performed.

WinGAP - Agent Bridge - [User ID = cmartin] (DEVEL) AY2021

List of All Available Agents Total Properties Assigned to Select Agent: 1

| Agentkey | Lastname | Address1 |
|----------|----------------------------|---------------------------------|
| 105 | 101 APPRAISAL GROUP | C/O JOHN DOE |
| 100 | 92 HPW LLC | 712 KIRKWOOD AVE SE |
| 64 | ALLIANCE TAX ADVISORS | 6175 HICKORY FLAT HWY |
| 76 | ALTUS GROUP, GREG BANDEMER | 3414 PEACHTREE RD NE STE 1125 |
| 75 | ALTUS GROUP, VICTOR GRANT | 640 W SOUTHLAKE BLVD |
| 97 | AMBER SCARBOROUGH | 3111 W DR MARTIN LUTHER KING JR |
| 48 | ANDREW LAWRENCE | 446 RABBIT HUNT ROAD |

| Pkey | Proptype | Description |
|-------|----------|--------------|
| 19659 | REAL | 001230020000 |

| Proptype | Description | Pkey |
|----------|--------------|-------|
| REAL | 001230020000 | 19659 |

PICK ONE (Required) >>>> ☒ Multi-Year ☐ Single-Year

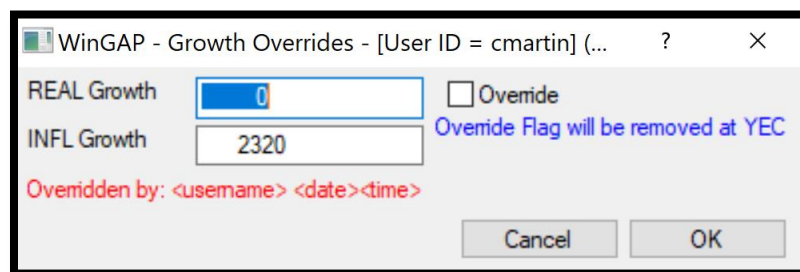
<default>

| Agentkey | Multiyear | Lastname |
|----------|-----------|---------------------|
| 105 | M | 101 APPRAISAL GROUP |

Once the Agent and Property are both selected and either Multi-Year or Single-Year is checked, clicking the Include button beneath the property list will link the Agent and the Property, and the property will be listed in the blue Properties Assigned to Agent box on the top right of the form, along with any other properties that Agent is representing, and the Agent will be listed in the green Assigned Agent box beneath the property list. To disassociate an Agent and a property, highlight the property in the list and click the Remove button.

Appointment: This button will open a new blank calendar appointment in Outlook.

Growth: This button opens the Growth Overrides form. The Form displays the calculated Real and Inflationary Growth for the parcel based on the Assessment Reason codes entered as changes are made to the parcel's value. If the Override checkbox is checked, the user can manually key the Real and Inflationary Growth numbers and any value changes to the parcel will not affect the Growth numbers for the parcel. If the Override button is checked, WinGAP will display the username that checked the Override box as well as the date and time the box was checked. As noted on the Form, all Override Flags are removed when Year End Cleanup is performed.



Custom Flags: This button opens the Custom Flags Form, which is a list of Flags that can be queried, but that have no impact on value or report results. The list of all Custom Flags as set up in Tools > Schedules/Tables > Custom Flags is displayed in the list box on the top half of the Form. If one of these reasons is the correct Custom Flag for this Parcel, that Flag should be selected by clicking on the Flag to highlight it and then clicking the Include Button, which will place the Flag in the bottom list box on the Form. The user can also double click the desired Flag(s) to move them to the bottom list box. More Custom Flags, if necessary, can be selected by clicking on another Flag to highlight it and then clicking the Include Button again.

WinGAP - Custom Flags - [User ID = cmartin] (DEVEL) AY2021

Parcel Number: 001-2-3-002-0000 Add Custom

Custom Rsn:

| Reason | Reasoncode | Coa_Type |
|-----------------------------------|------------|----------|
| PCD 02 | 02 | |
| PROPERTY DIVIDED BY DISTRICT LINE | 01 | |

Include Remove

| Reason | Coa_Type |
|--------------------------------|----------|
| (There are no records to view) | |

Cancel OK

If this Parcel needs a Custom Flag that does not currently exist in the Custom Flag schedule, a Custom Reason can be created by keying the reason in the Custom Rsn single line edit field. The Add Custom Button should then be clicked, and the Flag will be included in the bottom list.

Stats: This button opens the Ratio Analysis Criteria Form. This is the same form that opens when navigating to Statistics > Basic Selection on the WinGAP Menu Bar. Please see that section for more information on how to conduct a Ratio Study.

WinGAP - Ratio Analysis Criteria - [User ID = felix] AY2021

Sales Criteria

Starting Date: / / Ending Date: / /

State Study: ☐

Class: ☐ R ☐ A ☐ C ☐ I

Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5

Reason: ☐ ALT - All Ams Length Reasons ☐ FM - Fair Market Value ☐ LM - Land Market Value ☐ Time: Annual % (enter as decimal: 7% as 0.07)

Reasons Selected: 0

0.00

Real Property Criteria

Starting Map: Ending Map:

Property Class: Property Strat:

Starting Acres: 0.00 Ending Acres: 0.00

Neighborhood: Tax Dist: Urban Land Schedule: Land Type: ☐ Urban ☐ Rural

Residential Improvement Criteria

Starting: Ending:

Grade: YR Built: EFYR Built: Heated Area:

Exterior Wall: Occupancy: Observed Condition:

Commercial Improvement Criteria

Starting: Ending:

Grade: YR Built: EFYR Built:

Used As: Built As:

Records Processed: ☒ Clip Samples ☐ Use MKTVAL ☐ Use MAV ☐ Use MAV-VAL ☐ True Study ☐ DOAA ☐ Use Future SP v Future CV ☐ Use Future SP v Live CV

Print Screen Help

Cancel Run Exit

Adjoining Lot

[ALT]: Bank Sale

[ALT]: Bank Sale Multiple Properties

[ALT]: Bank Sale Vacant Lot/Land

Business Value/Lease Fee Included

Characteristics Changed After Sale

Combined Properties

Condominium Declaration

Condominium Termination

Court Order

Deed in Lieu of Foreclosure

Developers Discount

Easement

[ALT]: Fair Market - Improved

[ALT]: Fair Market - Multiple Transaction

[ALT]: Fair Market - Vacant

Family/corporate/unusable

Financial Institution to Financial Institut

Foreclosure

[ALT]: Foreclosure Auction

Government Sale

Improvement Only

Land Only

Lease Assignment

Multiple Transaction

Outdated Sale

Part Interest

Personal Property Included

Public Utility

Quit-Claim

Right of Way Deed

Tax Sale

Trust

Unconfirmed

BPC: This button opens the Bulk Parcel Creator, which was designed as a fast and efficient tool to produce a large number of parcels with a basic framework of information. This tool is also accessible from the Tools > File Maintenance > Bulk Parcel/Subdivision Creator menu option. Please see that section for more information on how to use the Bulk Parcel Creator.

WinGAP - Subdivision Create - [User ID = cmartin] (DEVEL) AY2020

Realkey (Auto fill: Base Map, Legal, Most recent sale, Owner)

Base Map Number to Create

Space bet Base & Inc# Pad Length ☐ Pad with spaces ☒ Pad with zeros Parcel Suffix

Legal Desc Prefix (Ex: Lot #)

Legal Desc Increment ☐ Same as Parcel Increment # (Ex: 1) ☐ Include Parent Comments ☐ Duplicate Parent Land

Legal Desc Suffix (Ex: at Piedmont Heights) Street

Acres Subdivcode Neighborhood

Land Strata Asmt Reason

| Salekey | Realkey | Grantor | Grantee | Saledate |
|---------|---------|--------------|----------------------|------------|
| 4513075 | 40732 | COBB STEWART | MOON INVESTMENTS LLC | 08/23/2000 |

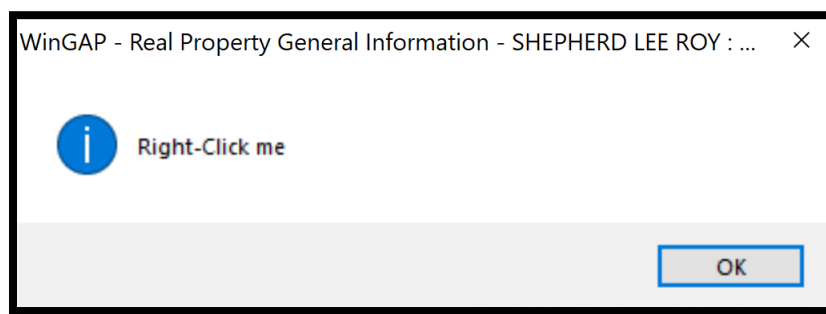
| Ownkey | Lastname | Firstname | Middle | Address1 |
|--------|----------------------|-----------|--------|----------|
| 31820 | MOON INVESTMENTS LLC | | | |

Edited Acres:

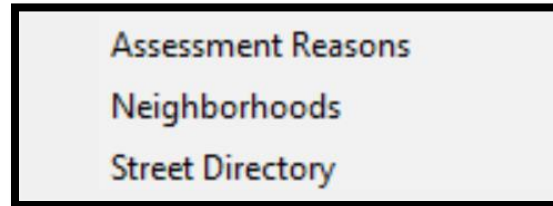
Bulk Parcel Creation is not included in PUSH-TECH

Preview Create Parcels! Close / Quit

Schedules: This menu must be right clicked to produce a sub-menu. If using a standard left click, the user is asked to right click the button.

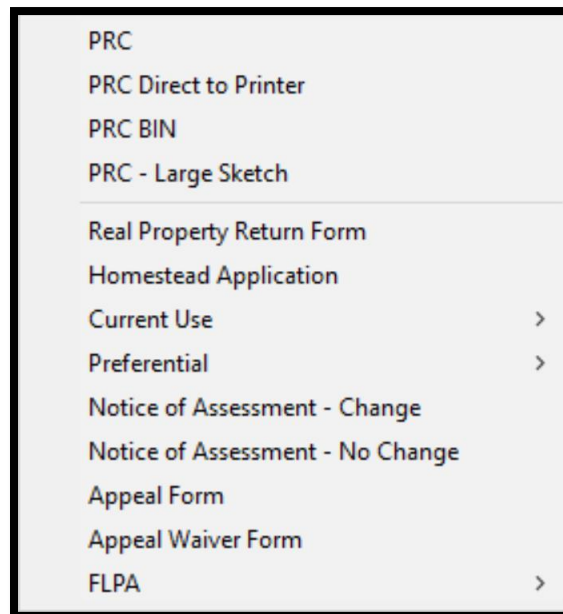


Right clicking the button produces a sub-menu with three options. These options act as shortcuts to open certain relevant schedules for Real Property, which are Assessment Reasons (Tools > Schedules/Tables > Assessment Reasons), Neighborhoods (Tools > Schedules/Tables > Neighborhoods), and Street Directory (Tools > Schedules/Tables > Street Directory). Please see those sections for more information on those schedules.



REAL PROPERTY PRINTER BUTTON

At the lower left of the Real Property General Information Form is the Printer Button. As on other forms in WinGAP, this Printer button can be left clicked to print an image of the entire Real Property General Information form. However, the Printer Button on the Real Property Form can also be right-clicked and doing so will produce a Print Options Menu.



PRC: This option previews a Property Record Card with photo and sketch, which can be printed or exported.

| 022 006A | | 2015 Test County Board of Assessors | | | | 5/12/2015 2:42:11 PM Acct # 85807 SteveAdmin-PC\SteveAdmin | | | | | |
|--|--------------------------------|---|-----------|-----------|------------|--|------------------|------------|----------|------|--------|
| Owner Information | | General Property Information | | | | Values | | | | | |
| Kilcreas Wallace 105 Clipper Lane STARKVILLE, MS 39759 | | SITUS 1188 NITROGEN RD LEGAL Tax District COUNTY GMD Total Acres 10.00 LL Zoning LD Return Value 0 | | | | ALT-Imp 55,918 ALT-Land 69,082 ALT-Total 125,000 2014 : 0 2013 : 0 2012 : 0 2011 : 0 | | | | | |
| - .00 | | - .00 | | - .00 | | - .00 | | | | | |
| - .00 | | - .00 | | - .00 | | - 1.00 | | | | | |
| - .00 | | - .00 | | - .00 | | - 1.00 | | | | | |
| SALES INFORMATION | | | | | | | | | | | |
| Grantee | Grantor | Date | Deed Book | Plat Book | Saleprice | CS | Mkt Value Reason | | | | |
| Test MH allocation SB346 | DEVELOPMENT AUTHORITY OF WILKI | 2014-10-10 | | | 125,000 | R1 | 0 FM | | | | |
| DEVELOPMENT AUTHORITY OF | Kina Sean | 2013-03-04 | 850 171 | | 210,000 | R3 | 0 LM | | | | |
| A & D INSULATION INC | Test | 2010-07-15 | | | 65,000 | R3 | 0 LM | | | | |
| LAND INFORMATION | | | | | | | | | | | |
| CS | Code / Description | Method | Units | Depth | From Front | Depth Table | Depth Factor | Unit Value | Adj Unit | Adj | Value |
| R3 | 2076 TOWN CREEK | Acre | 10.00 | 0 | 0 | | | 8,000.00 | 8,000.00 | 1.00 | 80,000 |

PRC Direct to Printer: Instead of creating a preview of the PRC, this option directly prints the PRC without the need to generate the preview or click the printer icon.

PRC Bin: This option sends the Property Record Card to the PRC Holding Bin where it can be printed. See Reports > PRC Bin – Real for more information on the PRC Bin.

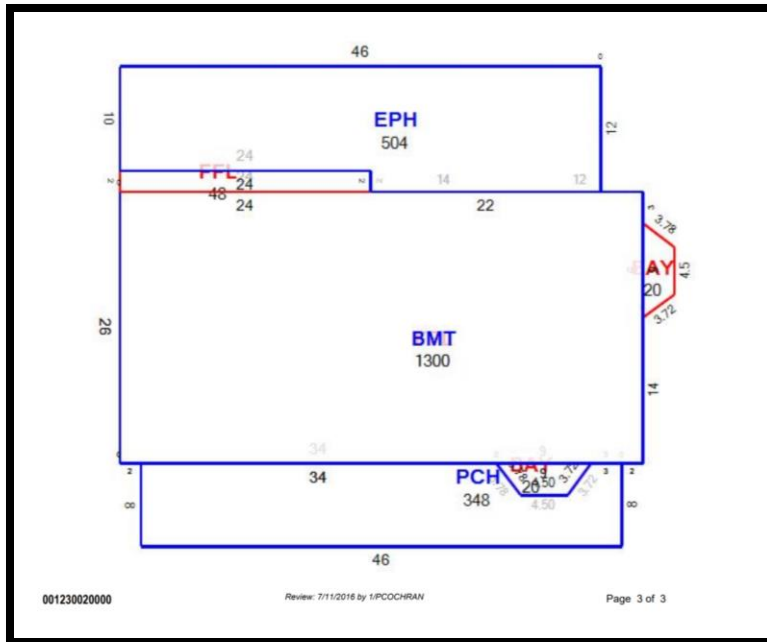
WinGAP - PRC Holding Bin - [User ID = felix] AY2020

Total Items Listed **704** Order Sent to PRC Bin

| Realkey | Parcel_No | Name |
|-----------|-------------|------------------------|
| 85824 | 009 002 | Abrams Carlie |
| 1065 | J49 00 006 | BROWN JAMES KEVIN & |
| 1066 | J49 00 008 | BROWN JAMES KEVIN & |
| 85845 | J61 00 089C | BONNER STEPHEN M & E |
| 1678 | J35 00 040 | HG-CV-TA-ERD LLP & HG- |
| 1679 | J35 00 044 | JACKSON HOWARD BRIA |
| 1681 | J35 00 047 | JONES DELMA E & M KAY |
| 1683 | J42 00 050 | MAY BOBBY |
| 268949544 | 001 004 2 | ADAMS MATTHEW J |
| 1714 | J42 00 056 | PERSONS EVA TURPIN |
| 1715 | J42 00 001 | MORENO NEVA B |
| 1717 | J42 00 053 | BROWN SARA E |
| 1721 | J42 00 048 | STEPHENS FRANKLIN E I |
| 1725 | J42 00 013 | GEORGIA PACIFIC CORP |
| 1729 | J42 00 009 | HARRIS NELLIE D |
| 1731 | J42 00 007 | PAUL JAMES T & HELEN |
| 1732 | J42 00 004 | MORENO NEVA B |
| 1733 | J42 00 002 | SOUTHERN LAND & LUM |
| 1734 | J49 00 001 | SOUTHERN PINE PLANT, |
| 1736 | J49 00 003 | GEORGIA PACIFIC CORP |
| 1737 | J42 00 034 | WALSH EDWARD A |
| 1738 | J42 00 032 | HAMRICK MARY ANN |
| 1739 | J42 00 014 | RIDLEY CLARENCE F |

☐ Show Mine Only
 ☐ PDF

PRC Large Sketch: This previews a Property Record Card with photo and a large sketch, which can be printed or exported. This is the same as the standard PRC except that instead of a sketch thumbnail, the sketch fills an entire third page on a PRC.



Real Property Return Form: This option will preview the Taxpayer's Return of Real Property, prepopulated with the parcel and owner information. The preview can be printed or exported.

1 of 1 100% Find | Next

PT-50R (12/09)

TAXPAYER'S RETURN OF REAL PROPERTY TEST COUNTY TAX YEAR 2015

O.C.G.A. Section 48-5-15(a): 'All improved and unimproved real property in this state which is subject to taxation shall be returned in person or by mail by the person owning the real property or by his agent or attorney to the tax receiver or tax commissioner of the county where the real property is located.' Taxpayer or taxpayer's agent must complete Sections A, B, and C and sign in Section D. To avoid a 10% penalty, file not later than the due date of April 1st 2015

| SECTION A: PROPERTY INFORMATION | | | |
|---|--------------------|----------------------|---|
| MAP & PARCEL IDENTIFICATION 022 006A | TAX DISTRICT 02 | ACCOUNT NO. 85807 | if property is in a covenant, list year covenant first began: |
| DESCRIPTION OF PROPERTY | | | |

| SECTION B: OWNER INFORMATION | | | |
|--------------------------------|---------------------|---|--|
| PREVIOUS YEAR INFORMATION | | CURRENT YEAR INFORMATION (IF DIFFERENT FROM PREVIOUS YEAR) | |
| NAME | Killcreas Wallace | NAME | |
| ADDRESS 1 | 105 Clipper Lane | ADDRESS 1 | |
| ADDRESS 2 | | ADDRESS 2 | |
| ADDRESS 3 | | ADDRESS 3 | |
| CITY STATE ZIP | STARKVILLE MS 39759 | CITY STATE ZIP | |
| DAYTIME PHONE NO (OPTIONAL) | | DAYTIME PHONE NO (OPTIONAL) | |

Homestead Application: This option previews the Application for Homestead Tax Exemption, which can be printed or exported.

1 of 2 ? 100% Find | Next

LGS-Homestead Rev 10-08 **APPLICATION FOR HOMESTEAD EXEMPTION** Homestead Year: 2015

The homestead exemptions provided for in this Application form are those authorized by Georgia law. Counties are authorized to provide for local homestead exemptions that may vary from the ones shown on this application. Applicants seeking a homestead exemption should contact the local Tax Commissioner or Tax Receiver for additional information. If this application is denied, an appeal may be filed in accordance with O.C.G.A. Section 48-5-311.

SECTION A **APPLICANT INFORMATION**

List below the address of any other property where you or your spouse have applied for and been granted a homestead exemption of the current year:

Are you and your spouse a Georgia resident, US citizen or alien with legal authorization from the US Immigration and Naturalization Service? ☐ YES ☐ NO

If you are a non-citizen with legal authorization from the US Immigration and Naturalization Service, please provide your Legal Alien Registration # _____

| | | | | | |
|-----------|----------------------------------|---|--|---------|----------------------------------|
| Applicant | Name | Killoreas Wallace | | Spouse: | Name |
| | Street Address | 105 Clipper Lane | | | Street Address |
| | City State Zip | STARKVILLE, MS 39759 | | | City State Zip |
| | Social Security No | GA DL # | | | Social Security No |
| | Year of Birth | Phone Number | | | Year of Birth |
| | County where registered to vote: | | | | County where registered to vote: |
| | County where car is registered: | If you or your spouse are in the military service, list state shown as your home of record: | | | |

If you answer Yes to Question #1, please follow the instructions to determine if you qualify for an increased homestead amount. Please see Tax Commissioner or Receiver for additional information and qualifications requirements.

| | | |
|------------------------------|----|--|
| <input type="checkbox"/> YES | 1. | Were you or your spouse age 62 or older as of Jan 1 of the year of this application? Go to Sections C1 and/or C2 on the back of this application to determine whether you meet certain gross and/or net income requirements. |
| <input type="checkbox"/> YES | 2. | Is the applicant or spouse a 100% disabled veteran or is the applicant the unmarried surviving spouse of a 100% disabled veteran? |

Current Use: This menu item produces the Current Use Menu where nine different Conservation Use Forms can be previewed / printed by clicking on the desired option.

Conservation Use Application

Conservation Use Application - Blank

CU Approval Letter

Environmentally Sensitive - Blank

Residential Transitional - Blank

Storm Water - Blank

History

Notice of Intent to Breach

Breach Calculations

Conservation Use Application: This option previews a Conservation Use Application form that is pre-filled with the parcel and owner information, which can be printed or exported.

| | | | |
|---|--|---|--|
| <div style="display: flex; justify-content: space-between; align-items: center;"> 1 of 2 ? 100% Find Next </div> | | | |
| APPLICATION AND QUESTIONNAIRE FOR CURRENT USE ASSESSMENT OF BONA FIDE AGRICULTURAL PROPERTY | | | |
| <small>PT283A Rev. 2/15</small> To the Board of Tax Assessors of Department of Revenue County: In accordance with the provisions of O.C.G.A. § 48-5-7.4, I submit this application and the completed questionnaire on the back of this application for consideration of current use assessment on the property described herein. Along with this application, I am submitting the fee of the Clerk of Superior Court for recording such application if approved. | | | |
| Name of owner (individual(s), family owned farm entity, trust, estate, non-profit conservation organization or club) – The name of each individual and the percentage interest of each must be listed on the back of this application. For special rules concerning Family Farm Entities and the maximum amount of property that may be entered into a covenant, please consult the County Board of Tax Assessors ABNEY AUSTIN INVESTMENTS LP | | | |
| Owner's mailing address PO BOX 1094 | | City, State, Zip DALLAS, GA 30132 | Number of acres included in this application. Agricultural Land: _____ Timber Land: _____ Covenant Acres 46.82 Total Acres 46.82 |
| Property location (Street, Route, Hwy, etc.) 0 UNASSIGNED ADDRESS | | City, State, Zip of Property: - | |
| District 3 | Land Lot 85 | Sublot & Block 0 0 | Recorded Deed Book/Page 0 0 List types of storage and processing buildings: |
| AUTHORIZED SIGNATURE | | | |
| I, the undersigned, do hereby solemnly swear, covenant and agree that all the information contained above, as well as the information provided on the questionnaire, is true and correct to the best of my knowledge and that the above described property qualifies under the ownership and land use provisions of O.C.G.A. § 48-5-7.4. I further swear that I am authorized to sign this application on behalf of the owner(s) making application and that I have shown the percentage interest for each of the individuals having an ownership right to this property on the back of this application form. I am also aware that certain penalty provisions are applicable if this covenant is breached. | | | |
| Signature of Taxpayer or Taxpayer's Authorized Representative _____ | | Date Application Filed _____ Sworn to and subscribed before me this _____ day of _____, _____ Signature of Taxpayer or Taxpayer's Authorized Representative _____ (Please have additional taxpayers sign on reverse side of application) _____ Notary Public If denied, Georgia law O.C.G.A. § 48-5-7.4 provides that the applicant may appeal in the same manner as other property appeals are made pursuant to O.C.G.A. § 48-5-311. | |
| FOR TAX ASSESSORS USE ONLY | | | |
| MAP & PARCEL NUMBER 059230140000 | TAX DISTRICT 01 | TAXPAYER ACCOUNT NUMBER 27 | YEAR COVENANT: Begin: Jan 1, 2021 Ends: Dec 31, 2030 |
| If transferred from Preferential Agricultural Assessment, provide date of transfer: _____ | If applicable, covenant is a renewal for tax year: Begin: Jan 1, _____ Ends: Dec 31, _____ | | If applicable, covenant is a continuation for tax year: Begin: Jan 1, 2012 Ends: Dec 31, 2021 |
| | Pursuant to O.C.G.A. § 48-5-7.4(d) a taxpayer may enter into a renewal contract in the 9th year of a covenant period so that the contract is continued without a lapse for an additional 10 years. | | If continuing a covenant where part of the property has been transferred, list Original Covenant Map and Parcel Number: _____ |
| Approved: _____ Date: _____ <div style="text-align: center;">Board of Tax Assessors</div> Denied: _____ Date: _____ If denied, the County Board of Tax Assessors shall issue a notice to the taxpayer in the same manner as all other notices are issued pursuant to O.C.G.A. Section 48-5-306. | | | |

Conservation Use Application – Blank: This option previews a blank Conservation Use Application form which can be printed and filled out by the Property Owner.

| PT283A Rev. 3/15 | | | | | APPLICATION AND QUESTIONNAIRE FOR CURRENT USE ASSESSMENT OF BONA FIDE AGRICULTURAL PROPERTY | |
|---|----------|--|-------------------------------|--|--|---|
| To the Board of Tax Assessors of _____: In accordance with the provisions of O.C.G.A. § 48-5-7.4, I submit this application and the completed questionnaire on the back of this application for consideration of current use assessment on the property described herein. Along with this application, I am submitting the fee of the Clerk of Superior Court for recording such application if approved. | | | | | | |
| Name of owner (individual(s), family owned farm entity, trust, estate, non-profit conservation organization or club) – The name of each individual and the percentage interest of each must be listed on the back of this application. For special rules concerning Family Farm Entities and the maximum amount of property that may be entered into a covenant, please consult the County Board of Tax Assessors | | | | | | |
| Owner's mailing address | | | City, State, Zip | | Number of acres included in this application. | |
| Property location (Street, Route, Hwy, etc.) | | | City, State, Zip of Property: | | Agricultural Land: _____ | |
| | | | | | Timber Land: _____ | |
| | | | | | Covenant Acres _____ | |
| | | | | | Total Acres _____ | |
| District | Land Lot | Sublot & Block | Recorded Deed Book/Page | List types of storage and processing buildings: | | |
| | | | | | | |
| AUTHORIZED SIGNATURE | | | | | | |
| I, the undersigned, do hereby solemnly swear, covenant and agree that all the information contained above, as well as the information provided on the questionnaire, is true and correct to the best of my knowledge and that the above described property qualifies under the ownership and land use provisions of O.C.G.A. § 48-5-7.4. I further swear that I am authorized to sign this application on behalf of the owner(s) making application and that I have shown the percentage interest for each of the individuals having an ownership right to this property on the back of this application form. I am also aware that certain penalty provisions are applicable if this covenant is breached. | | | | | | |
| Signature of Taxpayer or Taxpayer's Authorized Representative _____ | | | | Date Application Filed _____ | | |
| | | | | Sworn to and subscribed before me this _____ day of _____, _____ | | |
| Signature of Taxpayer or Taxpayer's Authorized Representative _____ (Please have additional taxpayers sign on reverse side of application) | | | | Notary Public _____ | | |
| If denied, Georgia law O.C.G.A. § 48-5-7.4 provides that the applicant may appeal in the same manner as other property appeals are made pursuant to O.C.G.A. § 48-5-311. | | | | | | |
| FOR TAX ASSESSORS USE ONLY | | | | | | |
| MAP & PARCEL NUMBER | | TAX DISTRICT | | TAXPAYER ACCOUNT NUMBER | | YEAR COVENANT: |
| | | | | | | Begin: Jan 1, _____ Ends: Dec 31, _____ |
| If transferred from Preferential Agricultural Assessment, provide date of transfer: _____ | | If applicable, covenant is a renewal for tax year: Begin: Jan 1, _____ Ends: Dec 31, _____ | | | | If applicable, covenant is a continuation for tax year: Begin: Jan 1, _____ Ends: Dec 31, _____ |
| | | Pursuant to O.C.G.A. § 48-5-7.4(d) a taxpayer may enter into a renewal contract in the 9th year of a covenant period so that the contract is continued without a lapse for an additional 10 years. | | | | If continuing a covenant where part of the property has been transferred, list Original Covenant Map and Parcel Number: _____ |
| Approved: _____ Date: _____ | | Board of Tax Assessors _____ Date: _____ | | | | |
| Denied: _____ Date: _____ If denied, the County Board of Tax Assessors shall issue a notice to the taxpayer in the same manner as all other notices are issued pursuant to O.C.G.A. Section 48-5-306. | | | | | | |

CU Approval Letter: This option previews a notice informing the taxpayer of Current Use covenant approval which can be printed or exported.

5/12/2015

Test County Tax Assessors Office
Jones County Government Center, P O Box 1359
Gray, GA 31032
Digest Yr: 2015 **Phone: (478) 986-6300**

| | |
|------------------------------------|---|
| NOTICE: THIS IS NOT A BILL. | Conservation Use Assessment Approved |
|------------------------------------|---|

MEADOWS STANLEY EDWARD
4446 GEORGIA HWY 111
HARTSFIELD, GA 31756

(Regulation 560-11-6-.09) You have the right to file an appeal contesting the Board of Assessor's initial determination or subsequent change of the qualifying use of the property, the soil classification of any part or all of the qualified property, the valuation of any qualified improvements, the assessment ratio utilized with regard to the qualified property; as well as with regard to any alleged errors that may have been made by the assessors in the application of the tables and standards of value prescribed by the Commissioner. An appeal, however, may not be made concerning the tables or standards of value prescribed by the Commissioner pursuant to Regulation 560-11-6-.09 to the county Board of Assessors followed by an appeal either to the county Board of Equalization or to Arbitration and in either case, to appeal to Superior Court.

| | | | | | |
|----------------------|------------|------------------------|------|------------------|-------|
| Mailing Date: | 5/12/2015 | Account Number: | 8950 | Homestead | \$0 |
| Tax District: | CARROLLTON | | | Acres | 51.00 |

Environmentally Sensitive – Blank: This option previews a blank Current Use Assessment Application for Environmentally Sensitive property form which can be printed and filled out by the taxpayer.

| | |
|--------------|--------------|
| PRINT | CLEAR |
|--------------|--------------|

PT-283E Rev. 3/07

APPLICATION AND QUESTIONNAIRE FOR CURRENT USE ASSESSMENT OF ENVIRONMENTALLY SENSITIVE PROPERTY

To the Board of Tax Assessors of _____ County: In accordance with the provisions of O.C.G.A. § 48-5-74, I submit this application and the completed questionnaire on the back of this application for consideration of current use assessment on the property described herein. Along with this application, I am submitting the fee of the Clerk of Superior Court for recording such application if approved.

| | | | | |
|--|----------|----------------|-------------------------|---|
| Name of owner (individual(s), family owned farm entity, trust, estate, non-profit conservation organization or club) | | | | |
| Owner's mailing address | | | City, State, Zip | Number of acres included in this application |
| Property location (Street, Route, Hwy, etc.) | | | City, State, Zip | |
| District | Land Lot | Sublot & Block | Recorded Deed Book/Page | Has property been certified by the Department of Natural Resources as environmentally sensitive? <input type="checkbox"/> No <input type="checkbox"/> Yes, attach certification |

AUTHORIZED SIGNATURE

I, the undersigned, do hereby solemnly swear, covenant and agree that all the information contained above, as well as the information provided on the questionnaire, is true and correct to the best of my knowledge and that the above described property qualifies under the ownership and land use provisions of O.C.G.A. § 48-5-74. I further swear that I am authorized to sign this application on behalf of the owner(s) making application that that no individual associated with the ownership of this property has any beneficial interest in more than 2,000 acres in this or any other conservation use property in Georgia, and that certain penalty provisions are applicable if this covenant is breached.

Signature of Taxpayer or Taxpayer's Authorized Representative _____ Date Filed _____ Sworn to and subscribed before me this ____ day of _____, _____ Notary Public

If denied, Georgia law O.C.G.A. § 48-5-74 provides that the applicant may appeal in the same manner as other property appeals are made pursuant to O.C.G.A. § 48-5-311.

| TAX ASSESSOR USE ONLY | | | |
|---|--------------|--|--|
| Map and Parcel Number | Tax District | Taxpayer Account Number | Yr Covenant: Begins: Jan 1 _____ Ends: Dec 31 _____ |
| If initial application, date transferred from Preferential Agricultural Assessment: _____ | | If applicable, covenant is a renewal for tax year : Beginning Jan 1, _____ Ending: Dec 31, _____ | |
| | | If applicable, covenant is a continuation for tax year : Beginning Jan 1, _____ Ending: Dec 31, _____ | |

Residential Transitional – Blank: This option previews a blank Current Use Assessment Application for Residential Transitional property form which can be printed and filled out by the taxpayer.

| | |
|--|--|
| <div style="background-color: red; color: white; padding: 5px; display: inline-block;">PRINT</div> | <div style="background-color: red; color: white; padding: 5px; display: inline-block;">CLEAR</div> |
|--|--|

PT-263R - Rev. 8/07

APPLICATION FOR CURRENT USE ASSESSMENT OF RESIDENTIAL TRANSITIONAL PROPERTY

To the Board of Tax Assessors of _____ County: In accordance with the provisions of O.C.G.A. § 48-5-7.4, I submit this application for consideration of current use assessment on the property described herein. Along with this application, I am submitting the fee of the Clerk of Superior Court for recording such application if approved.

| | | | | |
|--|----------|----------------|-------------------------|---|
| Name of owner (individual(s)) | | | | |
| Owner's mailing address | | | City, State, Zip | If within city limits, provide city name |
| Property location (Street, Route, Hwy, etc.) | | | City, State, Zip | Total number of acres - but no more than 5 |
| District | Land Lot | Sublot & Block | Recorded Deed Book/Page | Enter name under which a homestead exemption has been approved on this property |

AUTHORIZED SIGNATURE

I, the undersigned, do hereby solemnly swear, covenant and agree that all the information contained above is true and correct to the best of my knowledge and that the above described property qualifies under the ownership and land use provisions of O.C.G.A. § 48-5-7.4. I further swear that I am authorized to sign this application on behalf of the owner(s) making application that no individual associated with the ownership of this property has any beneficial interest in more than 2,000 acres in this or any other conservation use property in Georgia, and that certain penalty provisions are applicable if this covenant is breached.

Signature of Taxpayer or Taxpayer's Authorized Representative _____ Date Filed _____ Sworn to and subscribed before me this ____ day of _____, _____ Notary Public

If denied, Georgia law O.C.G.A. § 48-5-7.4 provides that the applicant may appeal in the same manner as other property appeals are made pursuant to O.C.G.A. § 48-5-311.

FOR TAX ASSESSOR USE ONLY

| | | | |
|--|--|-------------------------|---|
| Map and Parcel Number | Tax District | Taxpayer Account Number | Yr Covenant: Begins: Jan 1 _____ Ends: Dec 31 _____ |
| Date property split from a conservation use covenant of bona fide agricultural property: _____ | If applicable, covenant is a renewal for tax year: Beginning Jan 1, _____ Ending: Dec 31, _____ | | If applicable, covenant is a continuation for tax year: Beginning Jan 1, _____ Ending: Dec 31, _____ |

Storm Water – Blank: This option previews a blank Current Use Assessment Application for Storm-Water Wetlands property form which can be printed and filled out by the taxpayer.

| | |
|--|--|
| <div style="background-color: red; color: white; padding: 5px; display: inline-block;">PRINT</div> | <div style="background-color: red; color: white; padding: 5px; display: inline-block;">CLEAR</div> |
|--|--|

PT-263S Rev. 8/07

APPLICATION AND QUESTIONNAIRE FOR CURRENT USE ASSESSMENT OF CONSTRUCTED STORM-WATER WETLANDS PROPERTY

To the Governing Authority of _____ County: In accordance with the provisions of O.C.G.A. § 48-5-7.4, I submit this application and the completed questionnaire on the back of this application for consideration of current use assessment on the property described herein. Along with this application, I am submitting the fee of the Clerk of Superior Court for recording such application if approved.

| | | | | |
|--|----------------|----------------------|-------------------------------|---|
| Name of Owner _____ | | | | |
| Owner's mailing address _____ | | | City, State, Zip _____ | Number of acres included in this application. _____ |
| Property location (Street, Route, Hwy, etc.) _____ | | | City, State, Zip _____ | |
| District _____ | Land Lot _____ | Sublot & Block _____ | Recorded Deed Book/Page _____ | List other counties where similar applications have been approved _____ |

AUTHORIZED OWNERS SIGNATURE

I, the undersigned, do hereby solemnly swear, covenant and agree that all the information contained above, as well as the information provided on the questionnaire, is true and correct to the best of my knowledge and that the above described property qualifies under the land use provisions of O.C.G.A. § 48-5-7.4. I further swear that I have submitted the necessary certification from the Department of Natural Resources, and am aware that an annual certification from a licensed professional engineer must be submitted annually. I am authorized to sign this application on behalf of the owner making application and that no individual associated with the ownership of this property has any beneficial interest in more than 2,000 acres in this or any other conservation use property in Georgia, and that certain penalty provisions are applicable if this covenant is breached.

Signature of Taxpayer or Taxpayer's Authorized Representative _____ Date Filed _____ Sworn to and subscribed before me this _____ day of _____, _____ Notary Public _____

FOR COUNTY GOVERNING AUTHORITIES USE ONLY

Based on the information submitted above, the information provided on the questionnaire, and the inspection of the site before, during and after construction in accordance with O.C.G.A. § 48-5-7.4(k)(2)(B), the _____ County Governing Authority has made the following final determination of this application:

Approved: ☐ Date: _____ Chairman, County Governing Authority _____ Date _____

Denied: ☐ Date: _____

The County Governing Authority shall forward the application to the Board of Tax Assessors. If denied, the Board of Tax Assessors shall issue a notice to the taxpayer in the same manner as all other notices are issued pursuant to O.C.G.A. § 48-5-306. Georgia law O.C.G.A. § 48-5-7.4 provides that the applicant may appeal the denial in the same manner as other property appeals are made pursuant to O.C.G.A. § 48-5-311.

FOR TAX ASSESSORS USE ONLY

History: This option previews the Conservation Use History for the CUV covenant on this parcel which can be printed or exported.

Conservation Use History Information

| Map Identification | | Years | | Values (100%) | |
|--------------------|----------|----------|------|---------------|-------|
| PIN | 262 030C | Con Cov | 2006 | Orig | 9,168 |
| Parent | 262 030C | Original | 2006 | Unadj | 9,168 |
| | | Base | 2006 | Current | 8,632 |

| Acres | |
|---------|-------|
| FMV | 10.02 |
| Con Use | 10.02 |

| Conservation Use History | | | |
|--------------------------|---------------|---------------|------------|
| Year | Value (100%) | Exempt (100%) | Pct Change |
| 2006 | 7,231 | 126,753 | |
| 2007 | 7,447 | 108,284 | 2.99 |
| 2008 | 7,670 | 119,083 | 2.99 |
| 2009 | 7,900 | 118,853 | 3.00 |
| 2010 | 7,900 | 118,853 | 0.00 |
| 2011 | 7,900 | 107,330 | 0.00 |
| 2012 | 8,137 | 95,570 | 3.00 |
| 2013 | 8,381 | 84,955 | 3.00 |

Notice of Intent to Breach: This option previews the Notice of Intent to Assess Penalty for Breach of a Conservation Use Covenant form which is sent to a property owner who has breached the terms of the covenant. The penalty amount and the reason for the breach are keyed on the report menu bar, then the View Report button can be clicked to view the report which can be printed or exported.

n Realkey

Penalty Amount

Breach Reason / Cause:

< 1 of 1 >
100%
Find | Next

Department of Revenue County Tax Assessor's Office
 4125 Welcome All Rd SW,
 Atlanta, GA 30349
 Phone: 4047247000

Digest Yr: 2021
Mailing Date: 2/5/2021
Tax District: COUNTY
Parcel Number 171420320000
Property COUNTY

Account Number: 41
Parcel Number: 171420320000
Estimated Penalty
Beginning Covenant Year 2017

Homestead L8
Acres 21.00
Estimated Penalty \$10,000.00

**Notice of Intent to Assess Penalty for Breach
of a Conservation Use Covenant**

Transferred parcel to non-qualified owner.

ADAIR WALLACE LEE
 ADAIR PERRY W SR
 140 WIX DR
 DALLAS, GA 30157
 February 05, 2021
 Dear Property Owner:
 According to Title 48-5-7.4 (k.1) This notice is being sent advising the property owner to cease and desist any activity or to remediate any action that may not be a qualifying use or a transfer that has occurred to a potential non-qualified owner. Due to recent activity regarding your property currently under the conservation use tax covenant, the Tax Assessors office has reason to believe a potential breach of covenant may have occurred. Please contact or visit our office as soon as possible in order to allow the Tax Assessors' office to make all possible effort to avoid any incorrect determinations of potential breaches to your tax covenant. This is your official notice that 30 days from the date of this letter, the Board of Tax Assessors will issue the Tax Commissioner an assessment of a breach on this account. If you have any questions or if we can be of further help, please call us at Phone: (404)724-7000.

Breach Calculation: The Breach Calculation button opens a form where the historic millage rates for the County can be entered. The View Report button is then clicked to estimate a Breach of Conservation Use penalty.

| | | | |
|--------------------------|--------|----------------|-------------------|
| Realkey (Account Number) | 41 | Penalty Factor | Twice Tax Savings |
| Mill Rate 1 | 0.0325 | Mill Rate 2 | 0.032 |
| Mill Rate 3 | 0.0335 | Mill Rate 4 | 0.035 |
| Mill Rate 5 | 0.0355 | Mill Rate 6 | 0 |
| Mill Rate 7 | 0 | Mill Rate 8 | 0 |
| Mill Rate 9 | 0 | Mill Rate 10 | 0 |
| Interest on Penalty \$ | 0 | | |

1 of 1
100%
Find | Next

DEPARTMENT OF REVENUE COUNTY, Atlanta GA

ESTIMATE CALCULATION OF BREACH OF CONSERVATION USE COVENANT PENALTY

***** This is not a bill. If the covenant is actually breached, you must contact the Tax Assessors' Office for the bill to be generated. *****

Name **ADAIR WALLACE LEE**

Parcel Number ** **171420320000**

| Covenant/Tax Year | Savings | | Millage Rate | | Tax Savings | Penalty Factor | Penalty Amount |
|-------------------|---------|---|--------------|---|-------------|----------------|----------------|
| 2017 | 37,798 | x | 0.0325 | = | 1,228.44 | x2 | 2,456.87 |
| 2018 | 37,675 | x | 0.032 | = | 1,205.60 | x2 | 2,411.20 |
| 2019 | 28,544 | x | 0.0335 | = | 956.22 | x2 | 1,912.45 |
| 2020 | 27,612 | x | 0.035 | = | 966.42 | x2 | 1,932.84 |
| 2021 | 27,612 | x | 0.0355 | = | 980.23 | x2 | 1,960.45 |
| 2022 | 0 | x | 0 | = | 0.00 | x2 | 0.00 |
| 2023 | 0 | x | 0 | = | 0.00 | x2 | 0.00 |
| 2024 | 0 | x | 0 | = | 0.00 | x2 | 0.00 |
| 2025 | 0 | x | 0 | = | 0.00 | x2 | 0.00 |
| 2026 | 0 | x | 0 | = | 0.00 | x2 | 0.00 |

| | |
|--------------------------------|-------------|
| Penalty Amount Subtotal | \$10,673.81 |
|--------------------------------|-------------|

10,674

+

0

=

\$10,673.81

Preferential: This printer icon menu item produces the Preferential Menu where Preferential Assessment Forms can be printed by clicking on the desired option.

Preferential Application
Preferential Application - Blank

Preferential Application: This option previews the Preferential Use Application that is pre-filled with the parcel and owner information, which can be printed or exported.

| APPLICATION FOR PREFERENTIAL AGRICULTURAL ASSESSMENT | | | | | |
|---|-----------------|----------------------|---|--------------------------------------|--|
| To the Board of Tax Assessors of Department of Revenue County: 'In Accordance with the provisions of the State Constitution and laws authorizing preferential assessment of bona fide agricultural property at 75% of the value which other tangible real property is assessed, I hereby make application for preferential assessment on the following described property.' | | | | | |
| Name of Owner (individual(s) or family owned farm corporation) ADAIR WALLACE LEE | | | | | |
| Owner's mailing address ADAIR PERRY W SR | | | | City, State, Zip DALLAS, GA 30157 | |
| Property location (Street, Route, Hwy, etc.) 140 WIX DR | | | City, State, Zip of Property: DALLAS, GA 30157 | | Number of acres included in this application. 21.00 |
| District 2 | Land Lot 661 | Sublot & Block | | Recorded Deed Book/Page 2375 231 | |
| Types of storage and processing buildings located on the property: | | | | | |
| List other counties where preferential assessment applications have been made: | | | | | |
| PLEASE STATE THE NUMBER OF ACRES USED FOR THE FOLLOWING PURPOSES: | | | | | |
| AGRICULTURAL PURPOSE | ACRES | AGRICULTURAL PURPOSE | ACRES | AGRICULTURAL PURPOSE | ACRES |
| HORTICULTURAL | | DAIRY | | APIARIAN PRODUCTS | |
| FLORICULTURAL | | LIVESTOCK | | AGRICULTURAL PRODUCTS | |
| FORESTRY | | POULTRY | | OTHER FARM PRODUCTS | |
| Additional information required on page of this document | | | | | |
| FOR TAX ASSESSORS USE ONLY | | | | | |
| MAP & PARCEL NUMBER: | | 171420320000 | | DATE APPROVED: | |
| | | | | DATE NOTIFIED: | |

Preferential Application – Blank: This option previews a blank Preferential Use Application which can be printed and filled out by the taxpayer.

PRINT
CLEAR

| APPLICATION FOR PREFERENTIAL AGRICULTURAL ASSESSMENT | | | | | |
|---|----------|------------------------------|---------------------|-----------------------------|---|
| To the Board of Tax Assessors of _____ County: In accordance with the provisions of the State Constitution and laws authorizing preferential assessment of bona fide agricultural property at 75% of the value which other tangible real property is assessed, I hereby make application for preferential assessment on the following described property. Along with this application, I am submitting the fee of the clerk of superior court for recording such application if approved. | | | | | |
| Name of owner (individual(s) or family owned corporation) | | | | | |
| Owner's mailing address | | | | City, State and Zip | |
| Property location (Street, Route, HWY, etc.) | | | City, State and Zip | | No. of acres included in this application |
| District | Land Lot | Sublot and Block | | Recorded Deed Book and Page | |
| | | | | | |
| Types of storage and processing buildings located on the property: | | | | | |
| List of other counties where preferential assessment applications have been made: | | | | | |
| Please state the number of acres used for the following purposes: | | | | | |
| AGRICULTURAL PURPOSE | ACRES | AGRICULTURAL PURPOSE | ACRES | AGRICULTURAL PURPOSE | ACRES |
| HORTICULTURAL | | DAIRY | | APIARIAN PRODUCTS | |
| FLORICULTURAL | | LIVESTOCK | | AGRICULTURAL PRODUCTS | |
| FORESTRY | | POULTRY | | LIVESTOCK | |
| FOR TAX ASSESSORS USE ONLY | | | | | |
| Map and Parcel Number: | | Date Approved: | | Date Notified: | |
| Tax District: | | Date Denied: | | Date Appealed: | |
| Taxpayer Account Number: | | Yr. Covenant Begins: Jan. 1, | | Yr. Covenant Ends: Dec. 31, | |
| PREFERENTIAL AGRICULTURAL ASSESSMENT COVENANT AGREEMENT | | | | | |
| In consideration of my receiving preferential assessment of agricultural or timberland provided for in O.C.G.A. Section 48-5-7.1, I, the undersigned, do hereby solemnly swear, covenant and agree that: (EACH POINT BELOW MUST BE INITIALED BY APPLICANT) | | | | | |
| 1. I am a natural or naturalized citizen and the lawful owner of the property described on this document or if said property is owned by a family farm corporation, I am authorized to execute this document on behalf of said corporation. | | | | | |
| 2. I have personal knowledge of the property described and the primary use of said property is good faith commercial production of agricultural products with a sincere intention to produce products for profit. | | | | | |
| 3. I have not received or made a pending application for preferential assessment in this county or any other county with respect to any property, which taken together with this property, would exceed 2,000 acres. | | | | | |
| 4. No person who has a beneficial interest in this property, including any interest in the nature of stock ownership, will receive any benefit of preferential assessment as to more | | | | | |

Notice of Assessment – Change: This menu item produces the Change of Assessment form, which can be used to send NOA's to individual properties that have had assessment value changes due to appeal.

WinGAP - Change of Assessment - [User ID = cmartin] (DEVEL) AY2021

Mailing Date 02/08/2021
Last Day for Appeal / /

Property Type
☐ Real ☐ Personal

Appeal Term
☐ 30 Days
☐ 45 Days

Primary Contact Jack Johnson
Alternate Contact Ricky Bobby

☐ Use this contact information regardless of the contact information present on the property.

Sort Order
☐ Zip Code
☐ Parcel Number
☐ Name
☐ Account

Print Range
 Starting []
 Ending []

Count Notices

| Count | 0 | Flagged Accts | Total Accts | 0 |
|-------|---|-------------------|----------------|---|
| | 0 | Flags Incl Agents | Tot Acct+Agent | 0 |

Processed: Selected Percent 0%

☒ Print Preview ☐ PDF ☐ XML
☐ Create Scripts (Used for printing ALL REAL notices)

The following properties will always be suppressed.

- Properties with Digest CLASS OF "Q"
- Properties with Digest CLASS OF "E"
- Properties with Digest CLASS OF "U"
- Properties containing an assessment reason code of "NN"

The form will fill in today's date as the Mailing Date by default and will also fill in the Primary and Alternate contact as the Appraiser and Alternate from the Realprop screen. The mailing date should be set to the date the NOA will be mailed if it will be mailed on a day besides today. Then, the appraiser should select if this is a 30- or 45-day appeal window, at which point the Last Day for Appeal field will automatically populate.

If the contacts to be placed on the NOA are other than the ones listed on the form, their names can be entered and the "Use this contact information" checkbox should be checked. From here, the appraiser can select from the Print Preview, which is the default and loads the report where it can be printed or exported. Clicking in the PDF checkbox will also load the report where a PDF can be selected from the drop down option in the report tool bar. The XML and Create Scripts checkbox options are not used for printing individual NOA's. For either the Print Preview or PDF options, clicking Print Notices will open the NOA.

PT-306C (revised Jan 2016)

Jones County Board of Assessors
Jones County Government Center
P O Box 1359
Gray GA 31032
(478)986-6300

20 CAP FUND I LLC
4636 PARK BLVD

SAN DIEGO CA 92116

Official Tax Matter - 2020 Tax Year
This correspondence constitutes an official notice of ad valorem assessment for the tax year shown above.
Assessment Notice Date: 5/5/2020
Last date to file a written continuation of appeal: 06/04/2020
*** This is not a tax bill - Do not send payment ***
County property records are available online at: Jones_Qpublic.qpublic.net

The Board of Assessors has reviewed your appeal of the valuation or denial in question and has made adjustments in the current year assessment. **The adjusted current year assessment is indicated in 'BOX B' of this notice.** You have the right to continue your appeal to the previously selected appellant entity by filing a written request for appeal continuation, to the County Board of Assessors at the address shown above, no later than the date shown above as the 'Last date to file written continuation of appeal'.

All documents and records used to determine the current value are available upon request. For further information regarding this assessment and filing a continuation of the appeal, you may contact the county Board of Tax Assessors which is located at Jones County Government Center P O Box 1359 Gray, GA 31032 and which may be contacted by telephone at: (478) 986-6300.

Your appraisal staff contacts are Joe James and Mandy Rice.

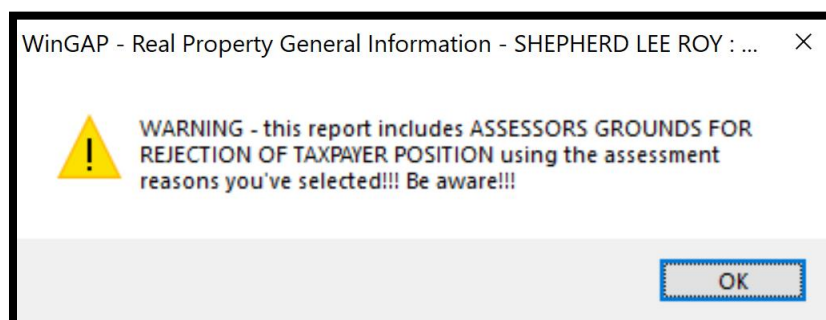
If you are satisfied with the adjusted value on this notice, no action is required. The amount of your final ad valorem tax bill for the tax year shown will be based on the adjusted values specified in this notice.

Additional information on the appeal process may be obtained at <http://dor.georgia.gov/property-tax-real-and-personal-property>

| Account Number | Property ID Number | Acreage | Tax Dist | Covenant Year | Homestead |
|-----------------------------|--|---------|----------|---------------|-----------|
| 7132 | J45 00 144 | 1.00 | 01 | | None |
| Property Description | 314/310 LL 56 LD 9 TURNERWOOD RD PB 2/27 | | | | |

The taxpayer's name, address, and property information print at the top of the Assessment Notice, with the required legal information in the middle of the Notice. A list of Assessment Reasons prints below the value section of the notices. This is followed by the Estimated Tax section which is printed at the bottom of the Notice.

Notice of Assessment – No Change: This menu item produces a Notice of Assessment that is used to notify Appellants that their value has not been changed due to the appeal and that their appeal is being forwarded to the Board of Equalization or that they have 30 days to appeal to the BOE if they had initially appealed to a Hearing Officer.



The form will fill in today's date as the Mailing Date by default and will also fill in the Primary and Alternate contact as the Appraiser and Alternate from the Realprop screen. The taxpayer's name, address, and property information print at the top of the Assessment Notice, with the required legal information in the middle of the Notice. A list of Assessment Reasons prints below the value section of the notices. **Note:** The parcel's Assessment Reasons are used as the "Assessor's Grounds for Rejection of Taxpayer Position", and appropriate Assessment Reasons should be used accordingly.

Department of Revenue County Board of Assessors
4125 Welcome All Rd SW
Atlanta GA 30349
(404)724-7000

SHEPHERD LEE ROY
SHEPHERD JAN R
2327 FLOYD CREEK CHURCH RD
TAYLORSVILLE GA 30178

PT-311NC (revised Jan 2016)

Official Tax Matter - 2021 Tax Year

This correspondence constitutes an official notice of ad valorem assessment for the tax year shown above.

Assessment Notice Date: 2/8/2021

No Change by Board of Assessors

*** This is not a tax bill - Do not send payment ***

County property records are available online at: dor.ga.gov

The Board of Assessors has reviewed your appeal of the valuation or denial in question and has made NO adjustments or changes. **The Board of Assessors 100% fair market value and 40% assessment for the tax year indicated above are shown in 'BOX B' of this notice.**

Board of Equalization Appeals:
Your appeal and this notice will be forwarded to the appellant entity initially selected. The county Appeal Administrator will provide administrative assistance and facilities to the Board of Equalization for the purpose of conducting appeal hearings.

Hearing Officer Appeals:
You have 30 days from the date of this notice to change your appeal to the Board of Equalization, otherwise, after 30 days from the date of this notice, your appeal and this notice will be forwarded to the Appeal Administrator, who will provide administrative assistance and facilities to the Hearing Officer for the purpose of conducting appeal hearings.

All documents and records used to determine the current value are available upon request. For further information regarding this assessment and the appeal process, you may contact the county Board of Tax Assessors which is located at 4125 Welcome All Rd SW Atlanta, GA 30349 and which may be contacted by telephone at: (404) 724-7000.

Your staff contacts are JACK JOHNSON and RICKY BOBBY.

Additional information on the appeal process may be obtained at <http://dor.georgia.gov/property-tax-real-and-personal-property>

| Account Number | Property ID Number | Acreage | Tax Dist | Covenant Year | Homestead |
|-----------------------------|----------------------------|---------|----------|---------------|-----------|
| 19659 | 001230020000 | 10.00 | 01 | CUV:2020 | Yes-S4 |
| Property Description | REAL PROPERTY | | | | |
| Property Address | 2327 FLOYD CREEK CHURCH RD | | | | |

Appeal Form: This menu item produces a preview of the Appeal of Assessment form that is pre-filled with the parcel and owner information, which can be printed or exported.

PT-311-A

1 of 1 100% Find | Next

APPEAL OF ASSESSMENT FOR DIGEST YEAR : 2015

Appeal No: _____

| | | | |
|----------------|-----------------|----------------------|-------|
| Name | HADAWAY J H MRS | Home Phone | |
| Address | | Work Phone | |
| Address | 3138 DUMAS RD | Email Address | |
| City | HILLSBORO | State | GA |
| | | Zip | 31038 |

Property / Appeal Type (Check One)

☒ Real
 ☐ Personal
 ☐ Motor Vehicle
 ☐ Manufactured Home

| | | | |
|-----------------------------|---|-----------------------|------|
| Property ID Number | J09 00 011 | Account Number | 8008 |
| Property Description | 3M/408 3V/30 4G/540 LL 80 LD 13 178/363 | | |

Specify Grounds for Appeal:

| Check all that apply | |
|----------------------|--|
| Value | |
| Uniformity | |
| Taxability | |
| Exemption Denied | |

You must select only one of the following options:

☐ BOE: appeal to the county board of equalization with appeal to the superior court (any / all grounds)

☒ * ARBITRATION: to arbitration without an appeal to the superior court (valuation is only grounds that may be appealed to arbitration)

☒ * HEARING OFFICER: for a parcel of nonhomestead property with a FMV in excess of \$1 million, to a hearing officer with appeal to superior court (value and uniformity only)

Appeal Waiver and Release Form: This menu item produces the Appeal Waiver and Release form, which can be printed and filled out by the taxpayer.

PT311W. Rev 2010

APPEAL WAIVER AND RELEASE

Date: _____ PIN: _____

Owner: _____ Address: _____

I the undersigned after consulting with all parties do hereby cease and waive any appeal filed with the _____ County Board of Tax Assessors for tax year _____ and do not wish to pursue any further action for this year.

Signed: _____ Date: _____
(Taxpayer or Taxpayer's Agent)

Both parties (County and taxpayer) agree that:

| | | | |
|---|----------|---------------------------------------|---|
| • the fair market value to be | \$ _____ | <input type="checkbox"/> taxable | <input type="checkbox"/> not taxable |
| • the property to be: | | <input type="checkbox"/> uniform | <input type="checkbox"/> not uniform |
| • the property to be assessed: | | <input type="checkbox"/> qualifies | <input type="checkbox"/> does not qualify |
| • the property for homestead exemption sought: | | <input type="checkbox"/> qualifies | <input type="checkbox"/> does not qualify |
| • the property for the special assessment sought: | | <input type="checkbox"/> has occurred | <input type="checkbox"/> has not occurred |
| • a breach of covenant: | | | |

Approved by board of tax assessors:

Signed: _____ Date: _____
(Chairman)

FLPA: This menu item produces the FLPA Menu where seven different Forest Land Protection Act forms can be produced.

Application - Pre-Loaded
Application - BLANK
Approval Letter
Release
Notice of Intent to Breach
Notice of Assessment
Breach Calculations

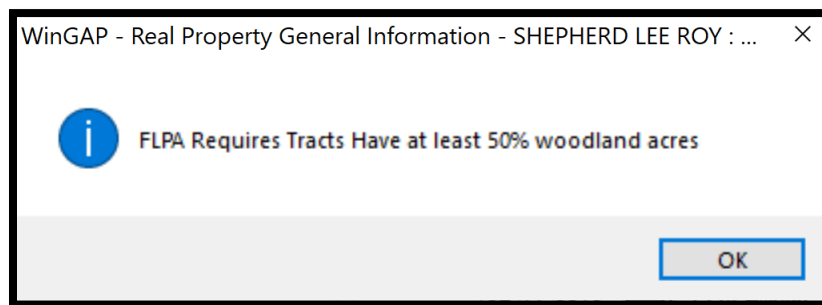
Application – Pre-Loaded: This menu item previews the Pre-Loaded FLPA Application form that is pre-filled with the parcel and owner information, which can be printed or exported.

| | | | |
|----------------------|------------------------------------|------------------------|-----------------------------------|
| n Realkey | <input type="text" value="13784"/> | Starting Covenant Year | <input type="text" value="2021"/> |
| Ending Covenant Year | <input type="text" value="2030"/> | Application Number | <input type="text" value="- -"/> |
| Included Acres | <input type="text" value="43.83"/> | | |

⏪ < 1 of 1 > ⏩
🔄
100% ▾
💾 ▾
🖨
 Find | Next

| FOREST LAND CONSERVATION USE ASSESSMENT COVENANT | | | | | |
|--|-------------------|----------|----------------|--|-------|
| Section A: Application | | | | | |
| To the Board of Tax Assessors of Department of Revenue County. In accordance with the provisions of O.C.G.A. § 48-5-7.7, I submit this application and the completed questionnaire on the back of this application for consideration of Forest Land Conservation Use value assessment on the property described herein. | | | | | |
| OWNERSHIP INFORMATION | | | | | |
| Name of owner(s) THOMPSON ALFRED E JR | | | | | |
| Owner's mailing address THOMPSON ALFRED E III PO BOX 4148 MAIL CODE G0128-021 ATTN JIM WIGLE | | | | City, State, Zip ATLANTA GA 30302 | |
| PROPERTY IDENTIFICATION | | | | | |
| Property Physical Location 0 UNASSIGNED ADDRESS | | | | Total number of acres included in this application | |
| County Parcel ID # | District | Land Lot | Deed Book/Page | Plat Book/Page | Acres |
| 003240010000 | 3 | 4 | 3623 352 | | 43.83 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| AUTHORIZED SIGNATURE | | | | | |
| I, the undersigned, do hereby solemnly swear, covenant, and agree that all the information contained above, as well as the information provided on the questionnaire, is true and correct to the best of my knowledge and that the above described property qualifies under the ownership and land use provisions of O.C.G.A § 48-5-7.7. I further swear that I am authorized to sign this application on behalf of the owner(s) making application. I am aware that certain penalty provisions are applicable if this covenant is breached pursuant to O.C.G.A. § 16-10-20. | | | | | |
| Signature of Owner or Owner's Authorized Representative | | | | Date Application Filed | |
| Signature of Owner or Owner's Authorized Representative | | | | * Additional owners may sign on back of form | |
| Sworn to and subscribed before me this _____ day of _____ | | | | Notary Public | |
| FOR TAX ASSESSORS USE ONLY | | | | | |
| Covenant Begins : Jan 1 2021 | Ends: Dec 31 2030 | | Covenant # - - | | |
| (Year) (County Code) (Covenant #) | | | | | |
| Based on the information submitted and provided on the questionnaire, the Department of Revenue County Board of Tax Assessors has considered such information and has made the following final determination of this application: | | | | | |
| Approved: _____ Date _____ | | | | | |

When opening this menu item, WinGAP will remind the user that FLPA requires tracts have at least 50% of the parcel coded as woodland acres to qualify.



Application – BLANK: This menu item produces a blank FLPA Application form which can be printed and filled out by the taxpayer.

**APPLICATION AND QUESTIONNAIRE FOR
FOREST LAND CONSERVATION USE PROPERTY**

To the Board of Tax Assessors of _____ County: In accordance with the provisions of O.C.G.A. § 48-5-7.7, I submit this application and the completed questionnaire on the back of this application for consideration of Forest Land Conservation Use value assessment on the property described herein.

OWNERSHIP INFORMATION

Name of owner: _____

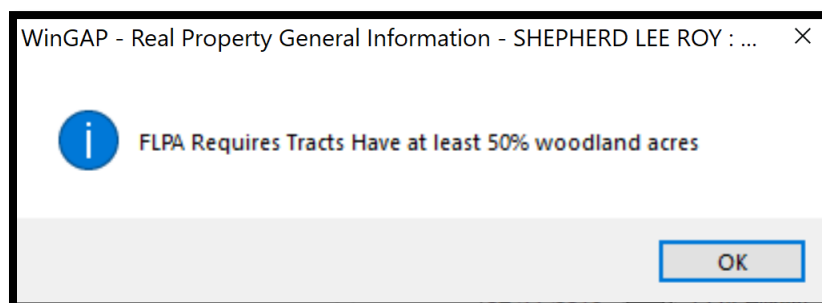
Owner's mailing address: _____ City, State, Zip: _____

PROPERTY IDENTIFICATION

| Property physical location | Total number of acres included in this application: | | | | |
|----------------------------|---|----------|----------------|----------------|-------|
| County Parcel ID # | District | Land Lot | Deed Book/Page | Plat Book/Page | Acres |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

AUTHORIZED SIGNATURE

When opening this menu item, WinGAP will remind the user that FLPA requires tracts have at least 50% of the parcel coded as woodland acres to qualify.



Approval Letter: This menu item previews a FLPA Approval Letter that is pre-filled with the parcel and owner information, which can be printed or exported.

| | | | | | |
|--|---|------------------------|---|------------------|--------|
| <p>5/13/2015</p> <p>Test County Board of Tax Assessors Jones County Government Center P O Box 1359 Gray GA 31032</p> | | | | | |
| Digest Yr: | | 2015 | | | |
| NOTICE: THIS IS NOT A BILL. | | | Forest Land Protection Act Assessment Approved | | |
| HADAWAY J H MRS 3138 DUMAS RD HILLSBORO, GA 31038 | | | | | |
| Mailing Date: | 5/13/2015 12:00:00 AM | Account Number: | 8008 | Homestead | S4 |
| Tax District: | CARROLLTON | | | Acres | 360.00 |
| Parcel Number | J09 00 011 | | Beginning Covenant Year | | |
| Property | 3M/408 3V/30 4G/540 LL 80 LD 13 178/363 | | | | |
| LETTER TO TAXPAYER | | | | | |
| Dear Property Owner, | | | | | |

Release: This menu item previews the FLPA Application For Release Of Covenant Form, pre-filled with the parcel and owner information which can be printed or exported.

| | | | | |
|---|-----------------|---|------------------------------------|---|
| | | | | |
| APPLICATION FOR RELEASE OF COVENANT FOREST LAND CONSERVATION USE PROPERTY | | | | |
| To the Board of Tax Assessors of Department of Revenue County: I, the owner, or authorized representative, of the below described property, having satisfied all applicable taxes and penalties associated with the covenant filed in this County, do hereby file this application for release of current use assessment. Pursuant to O.C.G.A. 48-5-7.7, no fee is required for the clerk of superior court to file and index this release in the real property records of the clerk's office. | | | | |
| Name of Owner (if more than one individual, or entity, enter names and addresses on a separate sheet and attach to this application): HOWELL FAMILY LANDS LLC | | | | |
| Owner's mailing address PO BOX 44 | | City, State, Zip CARTERSVILLE, GA 30120 | | Number of acres included in this application. 1036.00 |
| Property location (Street, Route, Hwy, etc.) 400 TAFF RD | | City, State, Zip of Property: TAYLORSVILLE, GA 30178 | | |
| District 18 | Land Lot 38 | Sublot & Block | Recorded Deed Book/Page 3126 2 | What is the primary reason for seeking release of the property? |
| AUTHORIZED SIGNATURE | | | | |
| I, the undersigned, do hereby solemnly swear, covenant and agree that all the information contained above, is true and correct to the best of my knowledge and that the above described property qualifies for release under the ownership and land use provisions of O.C.G.A. § 48-5-7.7. I further swear that I am authorized to sign this application for release on behalf of the owner(s) making application. | | | | |
| Signature of Owner or Owner's Authorized Representative | | | Date Application for Release Filed | |
| Signature of Owner or Owner's Authorized Representative (Please have additional owners sign on the reverse side of application) | | | | |
| FOR TAX ASSESSOR USE ONLY | | | | |
| Map(s) and Parcel ID Numbers: | Tax District(s) | Taxpayer Account Number | Total Number of Acres | Covenant # |
| 019120010000 | 01 | 7255 | 1036.00 | 2011110000001 |
| Based on the information submitted above, as well as the information provided on the questionnaire, the Department of Revenue County Board of Tax Assessors has considered such information and has made the following final determination of this application for release. | | | | |

Notice of Intent to Breach: This menu item previews the Notice of Intent to Assess Penalty for Breach of a FLPA Covenant form, which is sent to a property owner who has breached the terms of the covenant. The penalty amount and the reason for the breach are keyed on the report menu bar, then the View Report button can be clicked to view the report which can be printed or exported.

| | | | |
|--|-----------------------------------|----------------|------------------------------------|
| Realkey | <input type="text" value="7255"/> | Penalty Amount | <input type="text" value="10000"/> |
| Breach Reason / Cause: <input type="text" value="Transferred a parcel under a FLPA cove"/> | | | |

1 of 1
100%
Find | Next

Department of Revenue County Tax Assessor's Office

4125 Welcome All Rd SW,
Atlanta, GA 30349
Phone: 4047247000

| | | | |
|---------------|--------------|-------------------------|--------------|
| Digest Yr: | 2021 | Account Number: | 7255 |
| Mailing Date: | 2/9/2021 | Homestead | 50 |
| Tax District: | COUNTY | Parcel Number: | 019120010000 |
| Parcel Number | 019120010000 | Estimated Penalty | \$10,000.00 |
| Property | COUNTY | Beginning Covenant Year | 2011 |

**Notice of Intent to Assess Penalty for Breach
of a Forest Land Protection Act Covenant**

Transferred a parcel under a FLPA covenant to a non-qualified owner

HOWELL FAMILY LANDS LLC
PO BOX 44
CARTERSVILLE, GA 30120
February 09, 2021

Dear Property Owner:

According to Title 48-5-7.7 (l) This notice is being sent advising the property owner to cease and desist any activity or to remediate or correct any condition or conditions that may not be a qualifying use or a transfer that has occurred to a potential non-qualifying owner. Due to recent activity regarding your property currently under the Forest land conservation use tax covenant, the Tax Assessors office has reason to believe a potential breach of covenant may have occurred. Please contact or visit our office as soon as possible in order to allow the Tax Assessors' office to make all possible effort to avoid any incorrect determinations of potential breaches to your tax covenant. This is your official notice that 30 days from the date of this letter, the Board of Tax Assessors will issue the Tax Commissioner an assessment of a breach on this parcel phone 4047247000.

Notice of Assessment: This menu item produces the FLPA Assessment Notice screen, from which the FLPA Change of Assessment Notice for this parcel can be printed or exported.

| | | | |
|-------------|------------|------------------|--------------------------|
| cNoticeDate | 05/13/2015 | cLastDaytoAppeal | 06/27/2015 |
| nRealkey | 12791 | ReportSvr | steveadmin-pc/sqlexpress |
| ReportDB | AY2015 | cTerm | 45 |
| Contact #1 | Ray Smith | Contact #2 | John Cray |

| | | |
|--|--|---|
| Test County Board of Assessors Jones County Government Center P O Box 1359 Gray GA 31032 (478)986-6300 | | Notice Date: 05/13/2015 This is not a tax bill Do not send payment Last Date To File Appeal: 06/27/2015 County property records are available online at: Official Tax Matter - 2015 Forest Land Protection Act Fair Market / Conservation Use Value Annual Notice |
| WEYERHAEUSER COMPANY KAY MOONEY PO BOX 238 OGLETHORPE GA 31068 | | |

NOTE: the above FLPA Change of Assessment notice is one of two Assessment Notices that must be sent to Owners of FLPA parcels. This Assessment Notice informs the taxpayer of the FLPA FMV, which is the 2008 Base Value that has been indexed. The other Change of Assessment Notice is printed using either the batch printing of Assessment Notices (**Reports > Assessment Notices Reports > FLPA Assessment Notices**) or by right clicking on the Printer Menu on any parcel and selecting Change of Assessment Notice. A portion of this second Assessment Notice for a FLPA parcel is shown below. This notice will be printed along with all other real property notices. You should print this notice for re-prints or a 30-day notice

Breach Calculations: The Breach Calculations menu item opens a form where the historic millage rate can be entered, then the View Report button clicked to estimate the penalty for a Breach of Forest Land Protection Act Covenant property.

| | | | |
|--------------------------|--------|------------------------|-------------------|
| Realkey (Account Number) | 7255 | Penalty Factor | Twice Tax Savings |
| Mill Rate 2 | 0.0325 | Mill Rate 3 | 0.032 |
| Mill Rate 4 | 0.0335 | Mill Rate 5 | 0.035 |
| Mill Rate 6 | 0.0345 | Mill Rate 7 | 0.035 |
| Mill Rate 8 | 0.035 | Mill Rate 9 | 0.0345 |
| Mill Rate 10 | 0.0345 | Mill Rate 10 | 0.035 |
| Mill Rate 11 | 0.0355 | Mill Rate 12 | 0 |
| Mill Rate 13 | 0 | Mill Rate 14 | 0 |
| Mill Rate 15 | 0 | Interest on Penalty \$ | 0 |

1 of 1

 100%

 Find | Next

DEPARTMENT OF REVENUE COUNTY, Atlanta GA
ESTIMATE CALCULATION OF BREACH OF FLPA COVENANT PENALTY
 *** *This is not a bill. If the covenant is actually breached, you must contact the Tax Assessors' Office for the bill to be generated.* ***

Name HOWELL FAMILY LANDS LLC
 Parcel Number ** 019120010000

| Covenant/Tax Year | Savings | | Millage Rate | | Tax Savings | Penalty Factor | Penalty Amount |
|-------------------|---------|---|--------------|---|-------------|----------------|----------------|
| 2011 | 977,892 | x | 0.0325 | = | 31,781.49 | x2 | 63,562.98 |
| 2012 | 968,108 | x | 0.032 | = | 30,979.46 | x2 | 61,958.91 |
| 2013 | 502,833 | x | 0.0335 | = | 16,844.91 | x2 | 33,689.81 |
| 2014 | 331,797 | x | 0.035 | = | 11,612.90 | x2 | 23,225.79 |
| 2015 | 326,410 | x | 0.0345 | = | 11,261.15 | x2 | 22,522.29 |
| 2016 | 321,022 | x | 0.035 | = | 11,235.77 | x2 | 22,471.54 |
| 2017 | 250,301 | x | 0.035 | = | 8,760.54 | x2 | 17,521.07 |
| 2018 | 244,499 | x | 0.0345 | = | 8,435.22 | x2 | 16,870.43 |
| 2019 | 180,483 | x | 0.0345 | = | 6,226.66 | x2 | 12,453.33 |
| 2020 | 237,747 | x | 0.035 | = | 8,321.15 | x2 | 16,642.29 |
| 2021 | 237,747 | x | 0.0355 | = | 8,440.02 | x2 | 16,880.04 |

OWNER INFORMATION BUTTON



The Owner Information Button (also called the "People" Button) is located on the lower left of the Real Property General Information Form and can be clicked to go to the Owner Information Form for that Parcel to view and/or modify the owner information. When the Owner Information Form is reached from the Real Property General Information Form, changes can be made to the owner information, but a New Owner cannot be added at this point, nor can the Owner be deleted, nor can any of the Owner's other Real or Personal Property, or Prebilled Manufactured Homes, if applicable to this Owner, be accessed at this point.

WinGAP - Owner Information - [User ID = cmartin] (DEVEL) AY2021

Last: [] First: [] Mid Init: [] Edit

Owner Key: 138386

Corp Name: HOGAN HULK

Address: SAVAGE RANDY
365 HUSTLE TOWN RD

City, ST Zip: DALLAS GA 30132-

Country: []

Email: []

Numbers

Home: () - FEI: -

Work: () - SSN: - -

Fax: () - SSN 2: - -

Cell: () -

Entity Type: [v]

Assessment Information

| | |
|----------------------|---------|
| Real Prop Parcels | 1 |
| Personal Prop Accts | 0 |
| Prebill Mobile Homes | 0 |
| Owner's Total Acres | 10.00 |
| Value | |
| Land | 36,600 |
| Improvement | 152,370 |
| Personal Property | 0 |
| Mobile Homes | 0 |
| Totals | 188,970 |

Owner BD: / /

Spouse BD: / /

☐ Non-Disclosure: 50-18-72(a)(21) & (b)

Multiple Owners List

SAVAGE RANDY

Property Items List

Real PINs: 001230020000;
Pers Accts:
MH Accts:

Comments

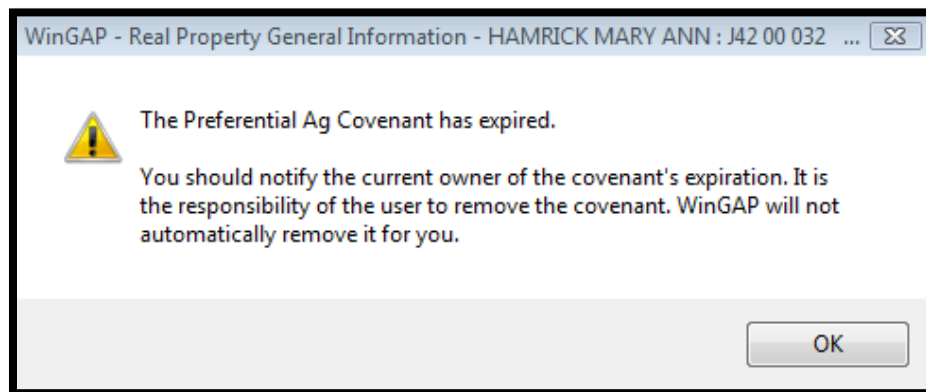
☐ Comment Flag

Help Cancel Delete New Apply OK

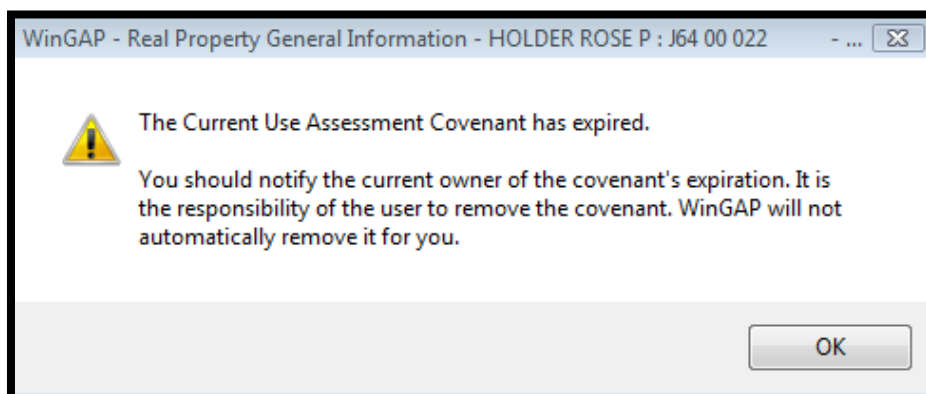
REAL PROPERTY GENERAL INFORMATION FORM MESSAGES

Various messages may appear as the user enters and exits the Real Property General Information Form. The messages provide the user with basic information concerning covenants and other situations that may need to be monitored.

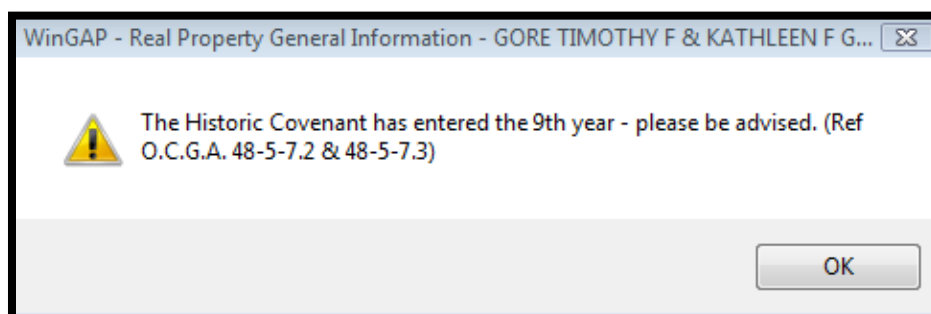
Expired Preferential Agricultural Covenant:



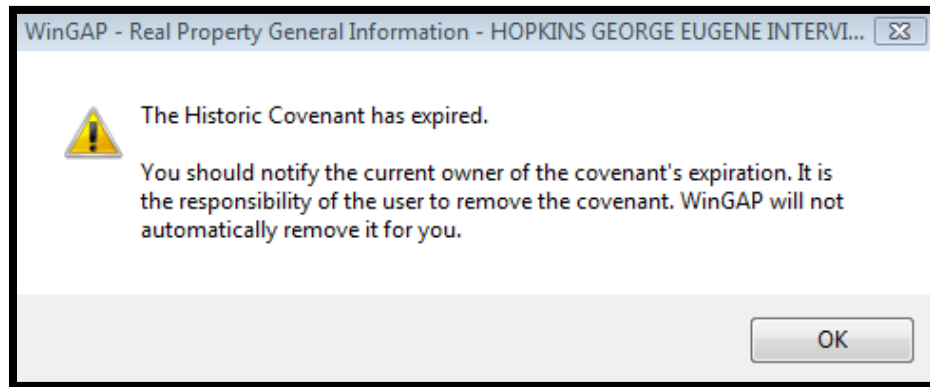
Expired Current Use Assessment Covenant:



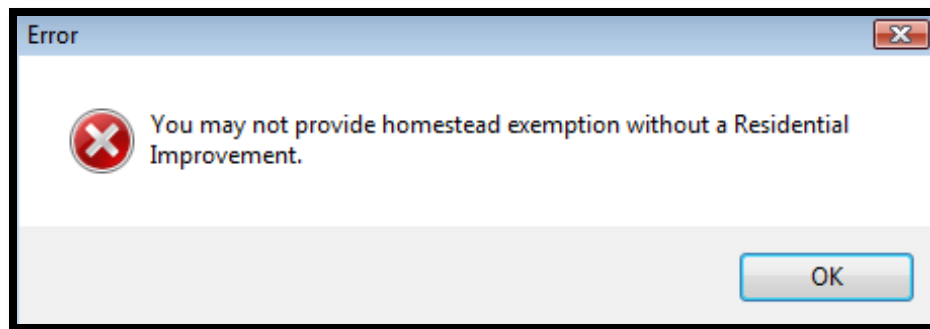
Historical Assessment Covenant That Is Entering Its 9th Year:



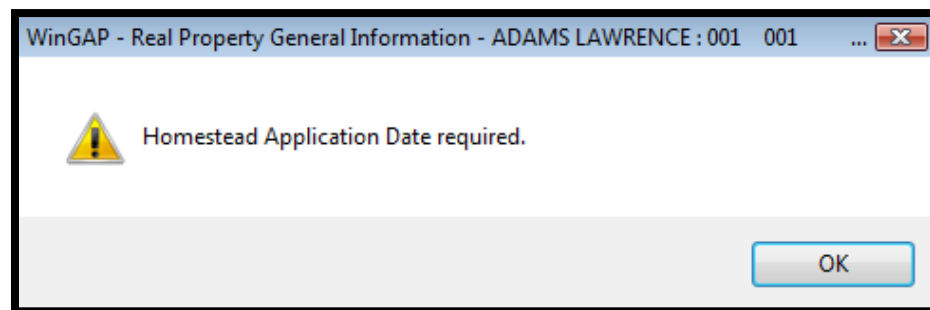
Historical Assessment Covenant That Has Expired:



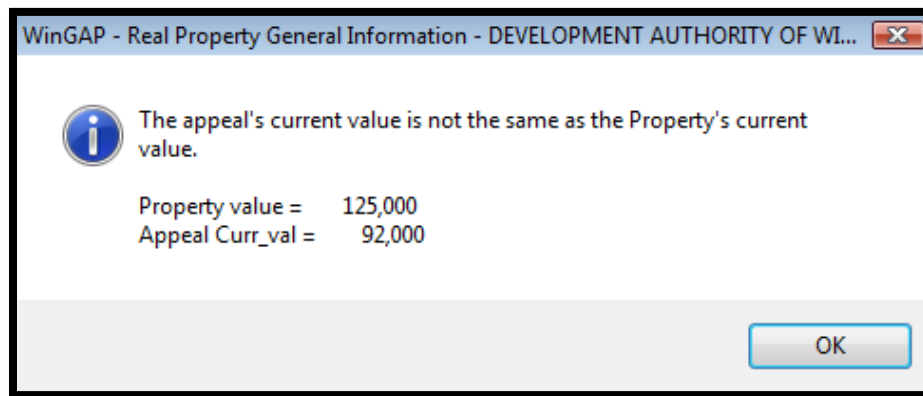
Homestead Exemption applied with No Residential (or Commercial) Improvement:



Homestead Exemption applied without a Homestead Application Date:



Appeal Current Value not the same as Parcel Current Value:

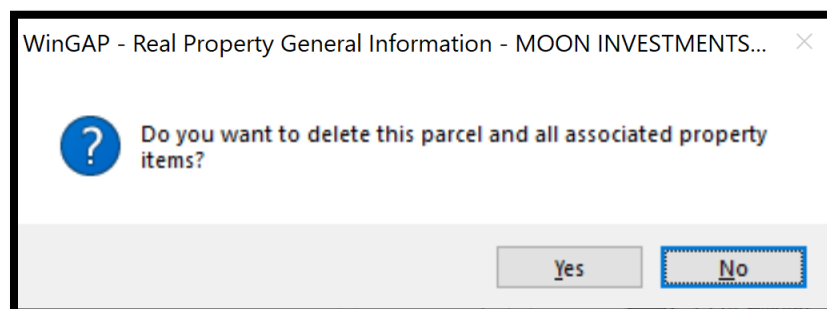


DELETING A PARCEL

A Parcel is deleted by clicking the Delete Button on the Real Property General Information Form. ALL Land Information, Improvements, Sales, Permits, etc. that are attached to this Parcel are deleted as well.

Note: If Documents and Photos are attached to the Parcel, the user will be asked if these items are to be deleted as well. If the answer is "Yes", an attempt will be made to delete the document and picture file(s) and folder(s). If this attempt fails, the user will be provided with a dialog box where the documents and photos can be located and deleted manually.

When the Delete button is clicked, the user will be asked to confirm they intend to delete the parcel.



If the user clicks Yes, the Confirm Delete dialogue will pop up and ask for the confirmation password. If the user is absolutely certain this parcel and all associated property items are to be deleted, entering "delete" (without the quotation marks) in the password box, then clicking OK. Clicking Cancel will return the user to the Realprop screen without deleting any parcel data.

WinGAP - Confirm Delete - [U... ? X

Password

Cancel OK

LAND INFORMATION FORM

Land characteristics and subrecord information in WinGAP is added to a Parcel by clicking on the Land Button to the left of the Land value field on the Real Property General Information Form. This takes the user to the Land Information Form. Both Urban and Rural Land subrecords are added, edited, or deleted on this Form.

WinGAP - Real Property General Information - HOGAN HULK : 001230020000 : AY2021 - [User ID = cmartin] (DEVEL) ? X

<< Top < Prev Next > End >> Account Number 19659 Duplicate ☒ Notice ☐ Special District Field Check ☐
 PIN (1) 001-2-3-002-0000 Tax District 01 - County Returned Mail ☐
 Alt PIN 0600-00-01.00-000 Asmt Reason Market Value Update Abatement ☐
 Parent PIN X-REF C016A-011- Web Url

Street Information

| House # | Ext | Dir | Street Name | Type | Post |
|---------|-----|-----|----------------|------|------|
| 365 | | | HUSTLE TOWN RD | | |

Units U-Type Latitude Longitude Zip Code
 30178-

Property Information

LL 32 LD 18 GMD 3 Zoning
 Legal : REAL PROPERTY
 Neighborhood RURAL WEST
 Lendor Total Acres 10.00
 Subdivision
 Lot Blk Sec Phse

Exemption Information

Homestead S1 - Standard Exemption
 Covenant HS App Date 01/01/2020
 CUV YR 2020
 CUV Val 14,735
 CUV Exmpt 17,365
 Res Trans Val 0
 Float Base1 0
 Float Curr1 0
 Float Base2 0
 Float Curr2 0
 State HS Val 0
 299(c) Value 0
 299(c) Year 0

Values

| | Previous | Current | Return | Curr-MAV | Prev-MAV |
|--|----------|---------|--------|----------|----------|
| | 234,950 | 188,970 | 0 | 0 | 0 |

History

| Year | Value |
|------|---------|
| 2019 | 216,160 |
| 2018 | 192,110 |
| 2017 | 185,040 |

EstTax **PIN History**

| Prebill (1) | Timber (1) |
|----------------|-----------------|
| Future | Agent |
| Personal | Appointment |
| Transfer Items | Growth |
| Transfer | CustomFlags (1) |
| Sales (3) | Stats |
| Permits | BPC |
| Appeals | |
| Dup Items | |
| Bus Lic | |
| Income | |
| ACO (1) | |
| Third Party | |
| Documents * | Schedules |

Edit Information

Data Entry cmartin Edit History
 Review 07/11/2016 COA History
 Appraiser JACK JOHNSON
 Alternate RICKY BOBBY

Comments ☐ Comment Flag ☐ Mask Photo Export

HS APPLICANT: JAN R SHEPHERD

Cancel Delete New Apply OK

NOTE: Conservation Use land is added, edited, or deleted by clicking the Covenant Button on the Real Property General Information Form, or the Goto CUV Button on the Land Information Form (if the Covenant already exists).

Conservation Use land procedures are discussed in the Covenant Information Form section. Forest Land Protection Act (FLPA) land is added, edited, or deleted by clicking the Covenants Button on the Real Property General Information Form, or the Goto FLPA Button on the Land Information Form (if the Covenant already exists). FLPA land procedures are discussed in this manual in the FLPA part of the Covenant Information Form section.

Urban Land:

The screenshot displays the WinGAP - Land Information form for parcel 083-3-2-009-0000. The form is titled "WinGAP - Land Information - [User ID = cmartin] (DEVEL) : 083320090000 AY2021". The appraiser is set to "EHOLLAND". The land use is set to "Urban". The "Land Influences" section shows various percentages, including "Neighborhood" at 1.00. The "Land Characteristics" section lists various features like Topography, Water, Sewer, Gas, Electricity, Road or Street, Road Class, District Drainage, Neighborhood Status, and Zoning. The "Urban Subrecords" section is highlighted with a red box and contains the following data:

| Sub # | FF | SF | Acres | Depth | Subdivision Name |
|-------|----|----|-------|-------|------------------|
| 001 | 0 | 0 | 0.74 | 0 | B |

The "Urban Subrecords" section also includes the following data:

| Frontage | Depth | Feet from St | Acres - Calc | Acres - Actual | Lots / Units |
|----------|-------|--------------|--------------|----------------|--------------|
| 0 | 0 | 0 | 0.74 | 0.74 | 1 |

The "Rural Subrecords" section is also visible and contains the following data:

| Land Type | Productivity | Acres | \$ / Acre Ovr |
|-----------|--------------|-------|---------------|
| | | 0.00 | 0 |

The form also includes buttons for "Add subrec", "Del subrec", "Delete All", "Apply Subs", "Edit Subs", "Complete Edits", "Comments", "Goto CUV", "Goto FLPA", "Photo", "Edit History", "Cancel", "Apply", and "OK".

WinGAP - Land Information - [User ID = cmartin] (DEVEL) : 001230020000 AY2021

?

✕

Parcel No:

001-2-3-002-0000

Class

Agricultural

Land Use

☐ Urban
☒ Rural

Total Acres

250.00

Calculated Acres

250.00

Override Acres

0.00

Ovr Date

/ /

Non-COV OVR

0

☐ Ovr

COV OVR

0

☒ QTP

Total OVR Value

0

Land Value

775,100

Last Calc

775,100

3100 / acre

Appraiser

JACK JOHNSON

Land Influences

| | % | % |
|--|------|------|
| | 0.00 | 0.00 |
| | 0.00 | 0.00 |
| | 0.00 | 1.00 |
| | 0.00 | 0.58 |

Land Characteristics

| | |
|---------------------|--|
| Topography | |
| Water | |
| Sewer | |
| Gas | |
| Electricity | |
| Road or Street | |
| Road Class | |
| District Drainage | |
| Neighborhood Status | |
| Zoning | |

| Landuse | Productivity | Acres | Ag/Pref |
|---------------|--------------|--------|---------|
| A5 - OPEN | 3 | 25.00 | Ag |
| A5 - OPEN | 4 | 2.00 | Ag |
| A5 - WOODLAND | 1 | 25.00 | Ag |
| A5 - WOODLAND | 3 | 148.00 | Ag |
| R5 - WOODLAND | 2 | 50.00 | Ag |

Add subrec

Del subrec

Delete All

Apply Subs

Urban Subrecords

S/D

Front Lot

Back Lot

Frontage

0

Eff Frontage

0

Depth

0

Depth Table

Feet from St

0

Sq Feet

0

Acres - Calc

0.00

Subrec Infl

0.00

Acres - Actual

0.00

Subrec Value

0

Lots / Units

0

Depth Factor

0.0000

☐ PREF

Unit Value

0.0000

Excessive Units

0.0000

Excessive Factor

0.0000

Rural Subrecords

Land Type

A5 - OPEN (1)

Productivity

3

Unit Value

9200

Acres

25.00

Subrec Value

230,000

\$ / Acre Ovr

0

☐ PREF

Goto CUV

Goto FLPA

Photo

Edit History

Cancel

Apply

OK

Parcel No: The property's Parcel Number is displayed in this field. It cannot be edited by the user on this Form.

Strat: The Digest Stratification for the Land, such as Lots, Large Tracts, etc. The user can key the first letter of the Strat, such as "L" in "Lots", click on the combo box, or press the Down Arrow to select the Strat. **NOTE:** If a Digest Strat of "No Land" is selected all fields and controls except the Cancel, Apply, OK, Edit Subs, Comments, Help,

Photo, and Edit History Buttons on the Land Information Form will be disabled. An Accessibility/Desirability Code of OA will be automatically assigned to the Parcel.

Urban/Rural Land Use: This selection controls access to the Urban or Rural Land subrecord fields. The Land Use for the Parcel is defined by clicking on either the Urban or Rural radio button. The default selection is Rural.

Ovr Checkbox: If the entire Land Value of the parcel is to have either a Non-Covenant or Covenant Override Value, the user should click in this checkbox. This will open the Override Value fields for data entry.

QTP Checkbox: A flag to designate the parcel is part of the DOR Qualified Timberland Program for the current tax year.

Non-COV OVR: If the parcel does not have a Covenant but is to have an Override Value, that value should be keyed in this field. If an override value is entered, the user should also key an Override Date and select an appropriate Override Reason in those fields. **NOTE:** Per Acre Override Values for individual subrecords for Rural Land are entered in the appropriate field in the Rural Subrecords section of this Form.

COV OVR: If the parcel has a Covenant but is to have an Override Value, that value should be keyed in this field. If an override value is entered, the user should also key an Override Date and select an appropriate Override Reason in those fields. **NOTE:** If a COV OVR is entered, the user will receive a message that the Covenant Exemption Screen will need to be opened and the Exemption information updated to reflect the Override.

Total OVR Value: This field combines the values keyed in the Non-COV OVR and the COV OVR fields, and is the total override value for the parcel. The user does not have access to this field.

Land Value: The calculated Land Value will display in this field. The user does not have access to this field.

Last Calc: If a change is made to any of the Land Information that affects Land Value, the Last Calc field will display the previous calculated Land Value, and the Land Value field will display the new calculated value when the Apply Button is clicked. Once the OK Button is clicked, the new Land Value will display on both the Last Calc and Land Value fields on the Land Information Form.

Total Acres: The Total Acres for the Parcel should be keyed here. The value in this field must be greater than zero and agree with the total calculated acres for the Parcel before the user can save the Land Information data and leave the Form. Otherwise, the user will receive a message that the Total Acres do not match the Calculated Acres and adjustments will have to be made to either the land subrecord acres or to the user keyed Total Acres.

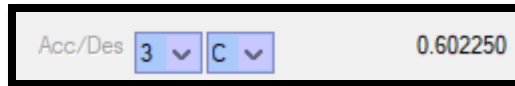
Calculated Acres: The Total Acres as Calculated by WinGAP based upon subrecord entry is displayed in this field. Calculated Acres must agree with the user-keyed Total Acres.

Override Acres: The Override Acres field provides the appraiser with a means of capturing the total acreage that was used to calculate an Accessibility/Desirability factor when a rural land tract is divided into multiple parcels. The field would only be used in situations where a rural land tract is divided by city limits, county lines, or some other division that requires the tract to be segregated into multiple parcels. The Accessibility/Desirability factor will be determined based on the acreage keyed in this field and the Accessibility/Desirability code that is assigned to the parcel.

Ovr Date: If an Override Value is keyed in the Override Value field, the date the override is entered should be keyed in the Ovr Date field.

Ovr Reason: If an Override Value is keyed in the Override Value field, a Reason for this Override Value should be selected from one of the Reasons in this combo box. The list of Override Reasons is based upon those entered in Tools > Schedules/Tables > Override Reasons.

Acc/Des: If Rural Land is the Land Use and the County utilizes an Accessibility and Desirability table to adjust the value of Rural Land for location and size, the Acc/Des classification selection is made in these two fields. One Acc/Des classification can be used per parcel. If not used, the Acc/Des class fields button should be left at the defaults of 0 and A. The factor that is calculated based upon the Accessibility/Desirability selection will display to the right of the Acc/Des combo boxes. **NOTE:** The Acc/Des combo boxes are not available for adding/editing until the Edit Subs and Add subrec buttons has been clicked, and then only if Rural Land is the Land Use.



Appraiser: The Appraiser combo box on the upper right of the Land Information Form is where the Land Appraiser's name can be selected if WinGAP users are set up in Tools > Password Administration. The user can also key the Appraiser's name if desired. The field is 45 characters wide.

Land Influences: Land Influences affect the land value of the entire Parcel and can be either additive or multiplicative (also called Compound) depending upon the choice made in the Land Influences field found in Tools > Preferences. All values represent percent good. The influences that display are based upon those set up in Tools > Schedules/Tables > Land Influences. After selecting the Influence Type, the adjustment factor can be keyed. The adjustment factor can range from .01 to 9.99.

Neighborhood: The Neighborhood Factor that displays in this field is determined by the Land Use (Urban or Rural) for the Parcel, the Neighborhood for the Parcel as selected on the Real Property General Information Form, and the factor for that type of Land Use as defined in the Neighborhood Schedule, as set up in Tools > Schedules/Tables > Neighborhoods. The factor value represents percent good and is multiplicative. The Neighborhood Factor can range from .01 to 9.99. If no Neighborhood is defined for the parcel, a 1.00 will display as the Factor.

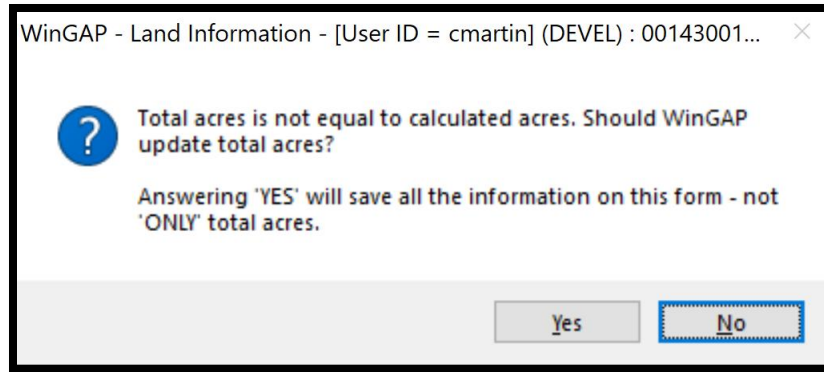
Land Characteristics: The Land Characteristics section of the Land Information Form allows the user to select the Land Characteristics of the Parcel. Land Characteristics are descriptive only and do not affect the value of the Parcel. The Land Characteristics that display are based upon those set up in Tools > Schedules/Tables > Land Characteristics.

LAND USE

Edit Subs: This button must be clicked to enable adding, deleting, and editing subrecords. To edit an existing subrecord, the user may select that subrecord from the list after clicking this button and making any adjustments to it as necessary. After completing any edits to the subrecord, the user must click the Apply Subs button.

Add Subrec: Clicking this button will add a new subrecord to the property. The Apply Subs button must be clicked after each new subrecord is added or a subrecord is edited. Adding a new subrecord or editing another subrecord without clicking Apply Subs will result in a loss of data. If Urban Land has been selected in the Land Use radio button section, the fields in the Urban Subrecords section of the Form will open up for data entry. If Rural Land is selected, the fields in the Rural Subrecords section of the Form will open up.

Delete Subrec: To remove a subrecord, the user must select the subrecord to be deleted in the Subrecord box and click the Delete Subrec button. Clicking Complete Edits will notify the user that total acres no longer match calculated acres and ask if WinGAP should update the total acres field. Clicking Yes will automatically match the two fields while No will leave it to the user to correct.



Delete All: If the user wishes to delete all the subrecords on a parcel, this button will perform that task quickly. Once this button is clicked, the Land Use radio button is available for toggling between Urban and Rural, and new subrecords can be added and applied to the parcel. **NOTE:** If all Land Subrecords on a Parcel are deleted, the user will have to add other Land Subrecords, enter an Override Value, or change the Digest Strat to "No Land" in order to continue with saving the Land Information by clicking the Complete Edits Button and/or the OK Button.

Apply Subs: This button must be clicked after any subrecord is added or edited to save the data.

Complete Edits: This button will close the Subrecord list for editing and allow the user to edit the general land information or click Apply or OK to save the land data and exit the land screen.

ADDING URBAN LAND

Urban Subrecords

S/D Front Lot Back Lot

| | | | |
|-------------------------------|--------|------------------|----------------------|
| Frontage | 0 | Eff Frontage | 0 |
| Depth | 0 | Depth Table | <input type="text"/> |
| Feet from St | 0 | Sq Feet | 0 |
| Acres - Calc | 0.00 | Subrec Infl | 0.00 |
| Acres - Actual | 0.00 | Subrec Value | 0 |
| Lots / Units | 0 | Depth Factor | 0.0000 |
| <input type="checkbox"/> PREF | | Unit Value | 0.0000 |
| Excessive Units | 0.0000 | Excessive Factor | 0.0000 |

Subdivision: The first field the user is taken to when adding Urban Land is the Subdivision field. At times, the selection in this field will be not a true subdivision but an entry in the Urban Land valuation schedules that represents an area of homogeneous pricing. A Subdivision must be selected to add Urban Land subrecords. The Subdivisions that display in the list are based upon those set up in the Urban Land Schedule found in Tools > Schedules/Tables > Urban Land.

Front Lot/Back Lot: A Back Lot is a lot or segment of a lot that has no road frontage. The default selection is Front Lot. One of these types should be selected, usually Front Lot, regardless of the type of calculation method (Front Foot, Acre, Lot, or Square Foot) used for that Subdivision. If adding a Back Lot subrecord, that radio button should be selected.

NOTE: depending upon the calculation method used by the Subdivision, at least one of the data entry fields in the Urban Subrecords section of the Form will be highlighted in yellow. An entry **MUST** be made in that highlighted field for the subrecord; data entry is optional in fields that are not highlighted.

Frontage: The road frontage in feet for the subrecord is keyed here. This field will be highlighted in yellow for a subdivision valued by the Front Foot.

Eff Frontage: The actual road frontage adjusted for a non-uniform subrecord as determined by the appraiser. Data entry in this field is optional. However, if an entry is made in this field and the subrecord is valued by the Front Foot Method, the Effective Frontage will be used instead of the Frontage to value the subrecord.

Depth: The lot depth in feet for the subrecord is keyed here. This field will be highlighted in yellow for a subdivision valued by the Front Foot.

Depth Table: The Depth Table field will be visible only when the subrecord uses the Front Foot calculation method. The field is used to assign the Depth Table, as determined by the appraiser for that Subdivision. The field will be highlighted in yellow and will default to the assigned Depth Table for that Subdivision.

Feet from St: Used in calculating a Back Lot subrecord, the distance from the street to the front of the Back Lot in feet is keyed here.

Acres - Calc: The acres as calculated by WinGAP for the subrecord. This field cannot be accessed by the user.

Acres - Actual: Any value entered by the user and greater than zero in the Acres – Actual field will be placed in the Calculated Acres field at the top of the Land Information Form and will be used to update Total Acres. The field will be highlighted in yellow if the subdivision is valued by the Acres calculation method and an entry will be required.

NOTE: If the user wishes to use the Acres – Calc field value to update the Calculated Acres at the top of the Land Information Form, the Acres – Actual field should be “zeroed out”.

Lots/Units: The number of Lots occupied by this Subrecord. This field will be highlighted in yellow for a Subdivision valued by the Lot calculation method, and data entry will be required for WinGAP to calculate a subrecord value. Otherwise, data entry is optional.

Preferential Subrecord: If the subrecord is under Preferential Assessment, this box should be checked.

Sq Feet: The field will be highlighted in yellow if the subdivision is valued by the Square Feet calculation method and an entry is required. If the subrecord Frontage and Depth are keyed in those respective fields, or the number of Acres is keyed in the Acres – Actual field, WinGAP will calculate the square footage. Otherwise, the square footage for a Square Footage type subrecord must be keyed in the field to calculate a subrecord value. The Calculator to the right of the field can also be used to calculate the square footage and insert the value in the field.

Subrec Infl: This field is used to enter a percentage adjustment for the subrecord, usually for shape. The default for this field is 1.00. Values are always expressed as percent good. **Example:** a triangular shaped lot with the base of the triangle on the street would have a .65 value, while the appraiser would use a .35 if the tip of the triangle is towards the street.

Subrec Value: Not accessible to the user, the value of the subrecord, as calculated by WinGAP, displays in this field.

Depth Factor: The calculated Depth Factor for the subrecord based on the parcel depth and the depth table assigned to the subrecord if the Subdivision used by this subrecord uses the Front Foot calculation method.

Unit Value: Displays the Unit Value for this subrecord based on the calculation method for this Subdivision.

Excessive Units: Displays the Excessive Units Value for this subrecord if used by this Subdivision.

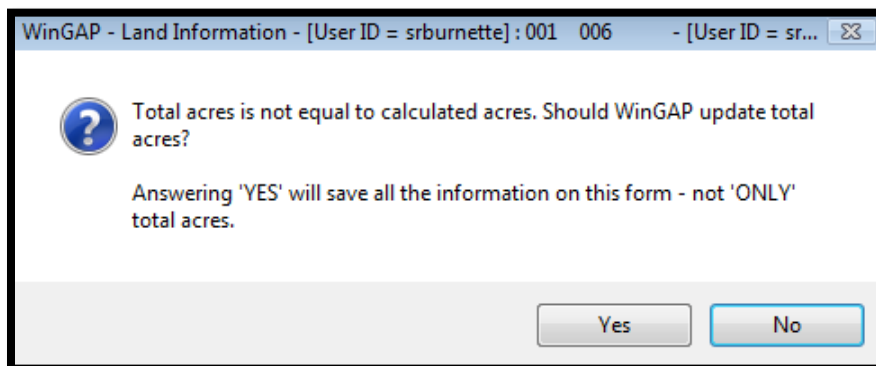
Excessive Factor: Displays the Excessive Units Factor adjustment for this subrecord if used by this Subdivision.

Apply Subs: Once the user has finished adding or editing the Urban Land subrecord data, the Apply Subs button should be clicked. The Subrecord list box in the left center of the Form will display the Urban Land subrecord that was added. The Apply Subs button must be clicked after each new subrecord is added or a subrecord is edited. Adding a new subrecord or editing another subrecord without clicking Apply Subs will result in a loss of data.

| Sub # | FF | SF | Acres | Depth | Subdivision Name |
|-------|----|-------|-------|-------|------------------|
| 001 | 0 | 87120 | 2.00 | 0 | TOWN CREEK |

The column headings refer to the Subrecord # (controlled by WinGAP), FF (frontage), SF (square footage), Acres, Depth, and Subdivision Name. More Urban Land subrecords can be added at this point, if needed, by again clicking the Add subrec button and keying the appropriate data for the new Subrecord.

Complete Edits: When all Subrecord data entry has been completed, the Complete Edits button should be clicked to save the information. If the user did not key the Total Acres for the entire parcel near the top of the Land Information Form or keyed a number that does not match the Calculated Acres, an alert will display.



If Yes is clicked, WinGAP will modify the value in the Total Acres field to match the value in the Calculated Acres field. The Apply and OK buttons on the Land Information Form will now be in focus. If the user clicks No on the message, WinGAP will not update the Total Acres, the user will have to change the value in the Total Acres field manually, and then click the Complete Edits button again.

If the user is not sure that the Calculated Acres is correct, No should be clicked on the message and adjustments can be made to the land subrecords if necessary. Once the edits to the subrecords are complete and the Total Acres match Calculated Acres, the user should click the Complete Edits button. No message should be received at this point, and the Apply and OK buttons on the Land Information form will now be in focus.

ADDING RURAL LAND

Rural Subrecords

Land Type ▼

Productivity ▼ Unit Value 0.0000

Acres 0.00 Subrec Value 0

\$ / Acre Ovr 0 ☐ PREF

Acc/Des: If the County utilizes an Accessibility and Desirability table to adjust the value of Rural Land for location and size, the Acc/Des classification selection is made in these two fields. One Acc/Des classification can be used per parcel. If not used, the Acc/Des class fields should be left at the defaults of 0 and A. Also, the Acc/Des should be set to 0 and A if the Override Acres field is used.

Land Type: The first field the user is taken to when adding Rural Land is the Land Type field. The Land Types that display are based upon those set up in the Rural Land Schedules found in **Tools > Schedules/Tables > Rural Land**.

Productivity: The Productivity Class for the subrecord is selected in this field. A numerical entry of 1 through 9 is required for all Land Types.

Acres: The Acres field requires a number ranging from .01 to 99999.99.

\$/Acre Ovr: If desired, a per acre override value for this subrecord can be entered in this field. If no override value is needed, the field should be left at zero.

Unit Value: This field shows the Base Land Value associated with the Land Type and Productivity Class for this Rural Land subrecord as pulled from the Rural Land Schedule. This value does not include any adjustments.

Preferential Subrecord: If the subrecord is under Preferential Assessment, this box should be checked.

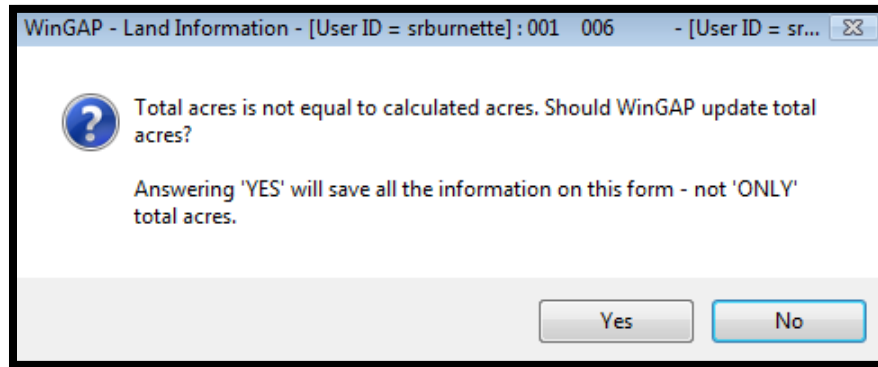
Subrec Value: Not accessible to the user, the value of the subrecord, as calculated by WinGAP, displays in this field.

Apply Subs: Once the user has finished adding the Rural Land subrecord data, the Apply Subs Button should be clicked. The Subrecord list box in the left center of the Form will display the Rural Land subrecord that was added. The Apply Subs button must be clicked after each new subrecord is added or a subrecord is edited. Adding a new subrecord or editing another subrecord without clicking Apply Subs will result in a loss of data.

| Landuse | Productivity | Acres | Ag/Pref |
|-----------|--------------|--------|---------|
| A5 - OPEN | 2 | 100.00 | Ag 00 |

The column headings in the Subrecord list box refer to the Land Use, Productivity Class, Acres, and Assessment type (Ag or Pref). If an Accessibility/Desirability combination for this parcel has been previously selected, that factor (or whole tract value) will now display to the right of the Acc/Des selection. More Rural Land subrecords can be added at this point, if needed, by again clicking the Add subrec button and keying the appropriate data for the new subrecord.

Complete Edits: When all Subrecord data entry has been completed, the Complete Edits button should be clicked to save the information. If the user did not key the Total Acres for the entire parcel near the top of the Land Information Form or keyed a number that does not match the Calculated Acres, an alert will display.



If Yes is clicked, WinGAP will modify the value in the Total Acres field to match the value in the Calculated Acres field. The Apply and OK buttons on the Land Information Form will now be in focus. If the user clicks No on the message, WinGAP will not update the Total Acres, the user will have to change the value in the Total Acres field manually, and then click the Complete Edits button again.

If the user is not sure that the Calculated Acres is correct, No should be clicked on the message and adjustments can be made to the land subrecords if necessary. Once the edits to the subrecords are complete and the Total Acres match Calculated Acres, the user should click the Complete Edits button. No message should be received at this point, and the Apply and OK buttons on the Land Information form will now be in focus.

OTHER LAND SCREEN BUTTONS

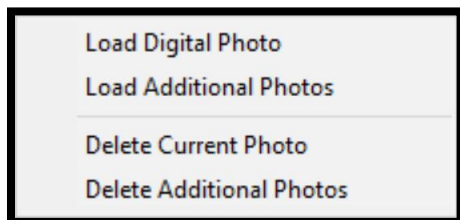
Comments: Comments about any of the Land information can be entered by clicking the Comments Button, which will produce the Land Comments Form. Unlimited Comments about the Land information can be entered here. These Comments do not print on the Property Record Card. The Comments can be saved by clicking the OK Button; the Cancel Button will not save the Comments. If Comments are entered, an asterisk (*), in parentheses, will show on the Comments Button when the user returns to the Land Information Form.

Goto CUV: The Go to Conservation Use Valuation Land button at the bottom of the Land Information Form is "grayed out" unless the user has entered a beginning Conservation Use Year in the Start Year field of the Conservation Use section on the Real Property Covenant Information Form. Clicking on the Go to CUV Button takes the user to the Conservation Use Form where Conservation Use information can be entered or edited. Conservation Use information can also be entered and edited from the Covenant Information Form. The Digest Class of Conservation Use will automatically be selected on the Land Information Form when a beginning Covenant Year is entered in the Start Year field of the Conservation Use section on the Real Property Covenant Information Form. Procedures for adding and editing Conservation Use Land are discussed under the Conservation Use section of the Covenant Information Form.

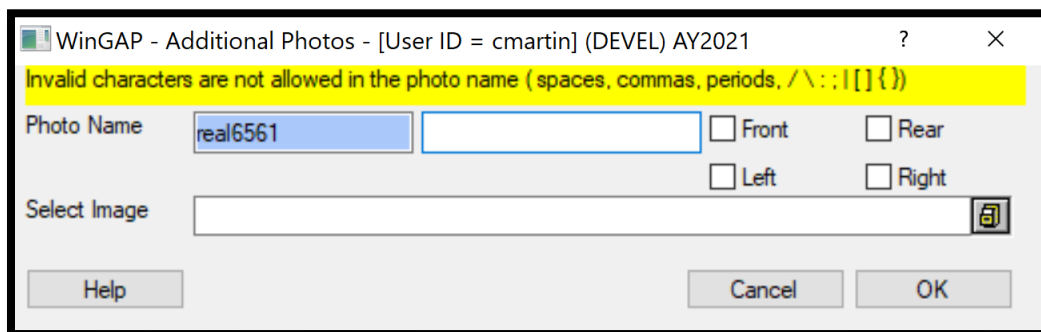
Goto FLPA: The Go to Forest Land Protection Act Land button is "grayed out" unless the user has entered a beginning FLPA Year in the Start Year field of the FLPA section on the Real Property Covenant Information Form. Clicking on the Go to FLPA Button takes the user to the FLPA Main Form where FLPA information can be entered or edited. FLPA information can also be entered and edited from the Covenant Information Form. The Digest Class of

Forest Land Protection will automatically be selected on the Land Information Form when a beginning Covenant Year is entered in the Start Year field of the FLPA section on the Real Property Covenant Information Form. Procedures for adding and editing FLPA land are discussed under the FLPA section of the Covenant Information Form.

Photo: Right clicking this button opens a contextual menu that allows you to select from several options.



Clicking the "Load Digital Photo" option will open a dialog box where the user can navigate to a picture and load it to the WinGAPSQL folder on the server. A new folder will be created in the WinGAP photo folder on the server with the prefix "real" for real property followed by the realkey assigned by Wingap, and the photo will be named the same. This is the primary photo for the property.



Selecting the Load Additional Photos option will open a new form, above, that will append more information to the photo. Typing in the field to the right of the Photo Name will add that information to the picture name, for instance "timber" would name the photo for a property with the realkey 6561 "real6561_timber". Selecting one of the checkboxes will quickly append that information to the photo so the user does not have to type it themselves. The user will then navigate to where the picture is on their computer and WinGAP will copy it to the server and name it according to the above naming convention.

Selecting "Delete Current Photo" on the Photo button right-click menu will delete the primary photo, while selecting "Delete Additional Photos" will open the pictures folder for this record where the user can manually select which photos to delete.

Edit History: This button is used to view the Edit History of this land record. The Edit Log keeps a record of virtually every user-initiated operation that changes a record in WinGAP. Any time a user accesses WinGAP and adds a record or makes a change to an existing record it is recorded in the Edit Log database. Each record on the Edit Log Form lists the File Name, PKey, ChgAppr ID (if no logins are used, it will say "Nologin"), Edit Date, Edit Time, After Edit (value after edit), Value Time (the time the value was changed), and Before Edit (value before edit) for the record that was edited. Items in the Edit Log are listed in Date and Time order.

land_gi 6561 - [User ID = cmartin] (DEVEL) AY2021

| RECID | Filename | Pkey | Chgappr | Editdate | Edittime | After Edit | Valuetime | Before Edit |
|---------|----------|------|---------|------------|----------|------------|-----------|-------------|
| 3199110 | land_gi | 6561 | cmartin | 02/10/2021 | 13:49:59 | 551000 | 13:49:59 | |

Field Edits

Done

Clicking the Field Edits button will reveal the specific changes that were made to the record.

WinGAP - Field Edits - [User ID = cmartin] (DEVEL) AY2021

| Filename | Pkey | Chgappr | Editdate | Edittime | Beforevalue | Control | Aftervalue |
|-----------|-----------|---------|----------|----------|-------------|-------------|------------|
| 1... LAND | 268953781 | cmartin | 02/10... | 14:14:11 | 100.00 | TOTALACRES1 | 0.00 |
| 1... LAND | 268953781 | cmartin | 02/10... | 14:14:11 | 551000 | MLANDVALUE | 0 |
| 1... LAND | 268953781 | cmartin | 02/10... | 14:14:11 | 78684 | LBITEMS | 0 |
| 1... LAND | 268953781 | cmartin | 02/10... | 14:14:11 | 268953779 | MLANDKEY | 268953781 |
| 1... LAND | 268953781 | cmartin | 02/10... | 14:14:11 | 2 | CBPROD | 3 |
| 1... LAND | 268953781 | cmartin | 02/10... | 14:14:11 | 950000 | MRURVALUE | 920000 |

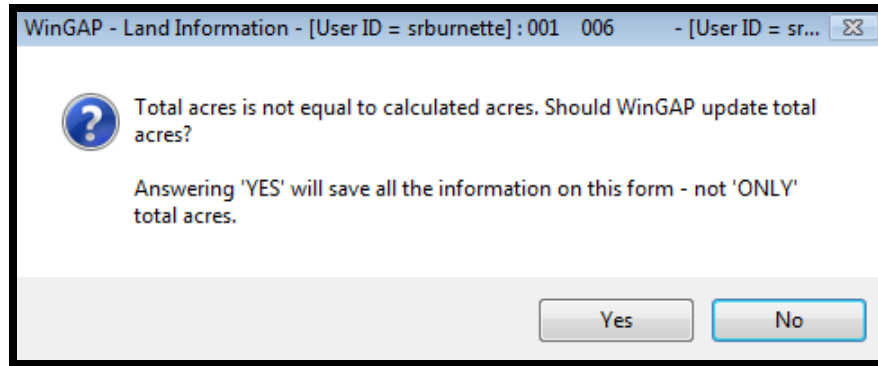
Done

When Land Information data entry is completed, the user leaves the Form by clicking the OK Button, returning to the Real Property General Information Form. The current Fair Market Value (FMV) for Land will now display in the field underneath the column headed FMV. The Land Button to the left of the value field can be clicked to return to the Land Information Form if further changes are needed.

LAND INFORMATION MESSAGES

Various messages may appear as the user enters and exits the Land Information Form. The messages provide the user with basic information concerning various situations that may need to be monitored.

Total Acres/Calculated Acres Mismatch: When entering or editing land information and the total acres as entered by the user in the Total Acres field do not match the Calculated Acres from subrecord entry, the user will be prompted that the acres are not equal.



The user can click the "Yes" button to update the Total Acres field with the Calculated Acres and exit the Land Information Form. If the user clicks the "No" button, the acres value in the Total Acres field or the land subrecord acres will have to be manually adjusted so the Calculated Acres and the Total Acres will match, or edits will have to be made to the land subrecords to match Total Acres. The user will not be allowed to exit the Land Information Form via the OK button until these two acres fields match.

Calculation Suspended Message

WinGAP - Land Information - [User ID = cmartin] (DEVEL): 001430010000 AY2021

Parcel No: 001-4-3-001-0000 Class: Agricultural Strat: Large Tracts Land Use: Urban Rural

Total Acres: 120.00 Calculated Acres: 15.00

Non-COV OVR: 0 COV OVR: 0 Total OVR Value: 0 Land Value: 0 Last Calc: 40,800 0 / acre

Appraiser: PCOCHRAN

Land Influences: % 0.00 % 0.00 % 0.00 % 0.00 % 0.00 Neighborhood: 0.58

Land Characteristics: Topography Water Sewer Gas Electricity Road or Street Road Class District Drainage Neighborhood Status Zoning

Urban Subrecords: S/D Front Lot Back Lot Frontage: 0 Eff Frontage: 0 Depth: 0 Depth Table: 0 Feet from St: 0 Sq Feet: 0 Acres - Calc: 0.00 Subrec Infl: 0.00 Acres - Actual: 0.00 Subrec Value: 0 Lots / Units: 0 Depth Factor: 0.0000 Unit Value: 0.0000 PREF: 0.0000 Excessive Units: 0.0000 Excessive Factor: 0.0000

Rural Subrecords: Land Type: A5 - OPEN (1) Productivity: 3 Unit Value: 9200 Acres: 5.00 Subrec Value: 46,000 \$ / Acre Ovr: 0 PREF: 0

Calcs Suspend: Acres Mismatch

Buttons: Help, Goto CUV, Goto FLPA, Photo 1, Edit History, Cancel, Apply, OK

A Calculation Suspended message will display when the following occurs:

- The keyed Total Acres is less than the Acre Break and the sum of the land subrecord acres is greater than the Acre Break.
- The keyed Total Acres is greater than the Acre Break and the sum of the land subrecord acres is less than the Acre Break.

If the Acre Break in Preferences is set to 0.00, this mismatch will never happen. The Calculation Suspended message is necessary since transitioning from a parcel acreage that is greater than or equal to the acre break can result in some extraordinarily large values which should not be calculated until the total acres and the sum of the subrecord acres are equal. A calculation will take place when the OK button is clicked.

NOTE: The Calculation Suspended message will not appear when an override value is entered on the Land Information Form.

COVENANT INFORMATION FORM

All Real Property Covenants are added on the Covenant Information Form, which is reached by clicking the Covenants Button on the Real Property Information Form.

WinGAP - Real Property Covenant Information - [User ID = cmartin] (DEVEL) AY2021

Preferential

Start Year End Year Land Val Exemption Remove
Accy Val

Conservation Use

Start Year End Year Value Exemption Remove
☐ Res Trans ☐ CUV Res Trans Val Renewal Edit

Historical

Start Year End Year Value Remove

Brownfield

Start Year End Year Value Remove

Enterprise Zone

Start Year End Year Value % Remove

Forest Land Protection Act (FLPA)

Start Year End Year CU Value Exemption Remove
Edit

Cancel OK

ADDING A PREFERENTIAL USE COVENANT

NOTE: Before adding a Preferential Use Covenant to a Parcel, the user must make sure that there are no other Covenants on the Parcel. If another one exists, it must be removed.

The process of adding Preferential land to a Parcel begins with the user keying a value in the Start Year field of the Preferential section of the Covenant Information Form. WinGAP will calculate the End Year of the Covenant; this field is not accessible to the user. WinGAP will also fill in the Land Val, Exemption, and Accy Val fields once data entry on the Preferential Land and Accessory Improvements (if any) is completed.

The screenshot shows a form titled "Preferential" with a yellow header. It contains the following fields: "Start Year" with a value of 2021, "End Year" with a value of 2030, "Land Val" with a value of 0, "Exemption" with a value of 0, and "Accy Val" with a value of 0. A "Remove" button is located to the right of the Exemption field.

The user should now click the OK Button at the bottom of the Covenant Information Form. The Beginning Preferential Year will now display in the Pref YR field directly below the Covenant Button in the Exemption Information section on the Real Property Information Form. If Land Subrecords already exist for this Parcel, the appraised (market) value of the land will appear in the Ag Land field below the Pref YR field as well. If Land has not yet been added, the Ag Land Value will be 0 (zero).

The screenshot shows a form titled "Covenant" with a yellow header. It contains the following fields: "Pref YR" with a value of 2021, "Ag Land" with a value of 145,600, "Pref Land" with a value of 0, "Pref Acc" with a value of 0, and "Pref Acres" with a value of 0.00.

The user should now proceed to the Land Information Form and either add the Land Information OR edit each Land Subrecord that is under the Preferential Covenant and place a checkmark in the PREF checkbox. Procedures for adding and editing Land Subrecords are covered in the Land Information Form section.

The screenshot shows a form titled "Rural Subrecords" with a yellow header. It contains the following fields: "Land Type" with a value of A5 - WOODLAND (14), "Productivity" with a value of 1, "Unit Value" with a value of 5000, "Acres" with a value of 25.00, "Subrec Value" with a value of 125,000, and "\$ / Acre Ovr" with a value of 0. A checkbox labeled "PREF" is checked and highlighted with a red box.

If any Accessories are under the Covenant, their digest class should be updated as well.

A screenshot of a software interface showing a dropdown menu for the 'Class' field. The menu is open, displaying a list of land use categories: Agricultural, Residential, Agricultural, Preferential, Commercial, Industrial, Utility, Residential Transitional, Exempt, Conservation Use, Environmentally Sensitive, Historical, and Brownfield. A red arrow points to the 'Agricultural' option, which is currently selected. The 'Class' label is in red text.

Once this is done and the user returns to the Real Property General Information Form, the value of land and the total acres under the Preferential Covenant will appear in the Pref Land field in the Covenant section of the Form.

A screenshot of the 'Covenant' section of a form. The section is titled 'Covenant' in a grey box. Below the title, there are five fields with yellow highlights: 'Pref YR' with a value of 2021, 'Ag Land' with a value of 96,700, 'Pref Land' with a value of 678,400, 'Pref Acc' with a value of 670, and 'Pref Acres' with a value of 223.00. The values are displayed in blue boxes.

If the user clicks on the Covenant Button, the Land Value, Exemption Value, and any Preferential Accessory Improvement Values will now display in the Preferential section of the Covenant Information Form.

A screenshot of the 'Preferential' section of a form. The section is titled 'Preferential' in a yellow box. Below the title, there are five fields: 'Start Year' with a value of 2021, 'End Year' with a value of 2030, 'Land Val' with a value of 678,400, 'Accy Val' with a value of 670, and 'Exemption' with a value of 67,907. A 'Remove' button is located to the right of the 'Exemption' field. The values are displayed in blue boxes.

The appraised (A Value) and Preferential (P Value) land values can also be displayed by placing the mouse pointer in the Land value field on the Real Property General Information Form, where a "tool tip" will appear displaying those values.

| | | | |
|---------------|------------------|-----|-----|
| | 927,470 | FMV | MAV |
| Land (1) | 775,100 | | 0 |
| * Res Imp (1) | A_Value = 145600 | | 0 |
| Com Imp | P_Value = 0 | | 0 |
| Acc Imp (5) | 1,770 | | 0 |

REMOVING A PREFERENTIAL USE COVENANT PRIOR TO CHANGING TO A CONSERVATION USE COVENANT OR A FOREST LAND PROTECTION ACT COVENANT

If a property owner wishes to change a parcel's covenant from Preferential to either a Conservation Use Covenant or a Forest Land Protection Act Covenant, the user should open the Real Property General Information Form for the parcel, click on the Covenant button, then click on the Remove Button in the Preferential section of the Covenant Information Form.

| Preferential | | | | | |
|--------------|------|----------|------|-----------|---------------|
| Start Year | 2021 | End Year | 2030 | Land Val | 678,400 |
| | | | | Exemption | 67,907 |
| | | | | Accy Val | 670 |
| | | | | | Remove |

The user will receive a message about the removal process.

WinGAP - Real Property General Information - HOGAN HULK : 00123...

? You are about to remove this parcel from the Preferential Assessment Covenant. Do you want to continue?

Removal process includes:

- removal of Pref Covenant Year field from parcel record
- removal of Pref flag from all land segments
- changing of land digest class to 'Ag'.

Yes
No

Clicking the Yes button will remove all information from Covenant form, the Preferential Flags on all land subrecords, and the land and accessory Digest Class will be changed from Preferential to Agricultural.

ADDING A CONSERVATION USE COVENANT

NOTE: Before adding a Conservation Use Covenant to a Parcel, the user must make sure that there are no other Covenants on the Parcel. If another one exists, it must be removed. Also, the Conservation Use land schedule values must be entered prior to adding the Conservation Use Covenant. The Conservation Use schedule values are located at Tools > Schedules/Tables > Conservation Use Schedules.

The process of adding a Conservation Use Covenant to a Parcel begins with the user keying a value in the Start Year field of the Conservation Use section of the Form. WinGAP will calculate the End Year of the Covenant; this field is not accessible to the user. WinGAP will also fill in the Value and Exemption fields once data entry on the Conservation Use land is completed.

The screenshot shows a form titled "Conservation Use". It contains the following fields and controls:

- Start Year: 2021
- End Year: 2030
- Value: 0
- Exemption: 0
- Remove button
- ☐ Res Trans
- ☐ CUV
- Res Trans Val: 0
- Renewal button
- Edit button

Before leaving the Covenant Information Form, the user must categorize the Conservation Use land as either a Residential Transitional Covenant (Res Trans) or a Conservation Use Covenant (CUV) by clicking in one of the two checkboxes in this section of the Form. If the Res Trans box is checked, the Edit Button will be disabled and the Res Trans Val field will open for data entry, where the Residential Transitional value is entered. If the Res Trans box is checked, the user should check the Digest Class on the Land and Improvements to ensure accuracy. If the CUV box is checked, the Edit Button will be placed in focus for the entry of Conservation Use Land.

NOTE: Conservation Use Land can be added and/or edited from either the Covenant Information Form or the Land Information Form. If the land information has not yet been added on the Parcel, this must be done on the Land Information Form before the Conservation Use land is added. Market land subrecord(s) for the land must exist prior to adding the Conservation Use Land; these subrecords calculate the market value of the land and will have "matching" subrecords on the Conservation Use Form to calculate the Conservation Use value for the Parcel. WinGAP will automatically choose Conservation Use as the Digest Class on the Land Information Form after the Start Year of the Conservation Use Covenant has been entered and saved, but the user must key the other data on the Land Information Form, if the land has not yet been added. The user should consult the Land Information Form section for those procedures.

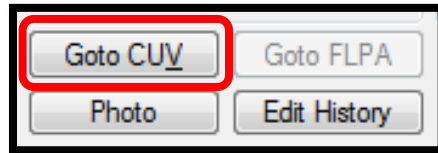
ADDING CONSERVATION USE SUBRECORDS

Conservation Use land can be added from either of two places in WinGAP:

- From the Covenant Information Form by clicking the Edit button in the Conservation Use section. This method assumes the market Land Information and Subrecords already exist.

This screenshot is identical to the one above, but the "Edit" button is highlighted with a red rectangular box.

- From the Land Information Form by clicking the Goto CUV Button. The Goto CUV Button will not be available unless the Start Year of the CUV Covenant has been entered and saved.



Either method will take the user to the Conservation Use Form.

WinGAP - Conservation Use - [User ID = cmartin] (DEVEL) AY2021

Parent Parcel: [Dropdown]

Deed Bk/Pg: [Field]

Information

Original CU Value: [0]

Original CU Year: [0]

Base CU Year: [0] [Edit]

Total CU Acres: [0.00]

Total Included FMV Acres: [0.00]

Total FMV Acres (Actual): [0.00]

Accessories Included in Covenant

Renewal: [Button] ☐ Show Percent Change Prompt

Historical Data

| Year | Value | Exemption Amt |
|------|-------|---------------|
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 0 | 0 |

Apply History: [Button]

Land Subrecords

[Large Empty Box for Subrecords]

Calc All: [Button] New Subs: [Button] Apply Subs: [Button] Del Subs: [Button]

Land Use: [Dropdown] Acres: [0.00]

Productivity: [Dropdown] Subrecord Value: [0]

Force Required to Update: [Button]

Cancel: [Button] New: [Button] Apply: [Button] OK: [Button]

The Conservation Use Form is divided into three sections: Information, Historical Data, and Land Subrecords. Most of the fields on the Form will be "grayed out" when adding subrecords for the first time. The New Button at the bottom of the Form should be clicked with the mouse to open the fields on the Form, and the user will be taken to the Parent Parcel field to begin data entry.

Parent Parcel: The Parcel Number that displays in this field is the current Parcel Number for the Conservation Use land that is about to be added. If this Parcel was split from another Parcel that is currently under the Conservation Use covenant, then the Parcel Number of the Parent Parcel (where the split came from) should be keyed here.

Original CU Value: The Conservation Use value in the Original (beginning) year of the Conservation Use covenant. WinGAP will calculate this value based upon subrecord entry. The user has access to this field should the Original Conservation Use Value ever need to be changed.

Original CU Year: The Beginning Year of the Conservation Use covenant, as entered on the Real Property General Information Form.

Base CU Year: The Base Year of the Conservation Use is usually the same as the Original CU Year. There are instances, however, where the Base Year will be different. Such instances would be splits, changes in use, etc.

Total CU Acres: The Total Acres under Conservation Use, which WinGAP will calculate based upon the total acres of the Conservation Use subrecords. The user cannot key any data into this field. The number of acres displayed here must match the FMV acres.

Total FMV Acres: The Total Acres of the market value subrecords on the Land Information Form. These acres should match the total acres under Conservation Use. WinGAP will place this value in the field, and the user cannot key any data into this field.

After reviewing/changing any of the information in the Parent Parcel field or the Information Section of the Form, the user should click the Apply Button at the bottom of the Form. This will apply any changes made so far, begin filling in the Historical Data in that section of the Form, and place the New Subs Button "in focus" so that the Conservation Use subrecords can be added in the Land Subrecords part of the Form.

WinGAP - Conservation Use - [User ID = cmartin] (DEVEL) AY2021

Parent Parcel: 001-2-3-002-0000 Deed Bk/Pg:

Information

Original CU Value: 0

Original CU Year: 2021

Base CU Year: 2021 Edit

Total CU Acres: 0.00

Total Included FMV Acres: 250.00

Total FMV Acres (Actual): 250.00

Renewal ☐ Show Percent Change Prompt

CUV Subs Raw Value Total : 0

Historical Data

| Year | Value | Exemption Amt |
|------|-------|---------------|
| 2021 | 0 | 775,100 |
| 2022 | 0 | 0 |
| 2023 | 0 | 0 |
| 2024 | 0 | 0 |
| 2025 | 0 | 0 |
| 2026 | 0 | 0 |
| 2027 | 0 | 0 |
| 2028 | 0 | 0 |
| 2029 | 0 | 0 |
| 2030 | 0 | 0 |

Apply History

Land Subrecords

Calc All New Subs Apply Subs Del Subs

Land Use: Acres: 0.00

Productivity: Subrecord Value: 0

Force Required to Update

Help Cancel New Apply OK

The New Subs Button MUST Be clicked to begin adding a Conservation Use subrecord. There are four fields for each Conservation Use Land subrecord.

Land Use: Current Conservation Use law provides two Land Use choices: Agland and Timberland. The proper selection is made by clicking on the combo box.

Productivity: The Productivity Class for the subrecord is selected in this field by clicking on the arrow to the right of the combo box and selecting the correct Productivity Class. A numerical entry of 1 through 9 is required for all Land Types.

Acres: The Acres field for this subrecord requires a number ranging from .01 to 99999.99 and is entered by keying the value.

Subrec Value: After keying a value in the Acres field and pressing Tab, the value of the subrecord displays in this field. This field is not accessible to the user.

After keying the data for the first Conservation Use subrecord, the user must click the Apply Subs Button to add the subrecord, as subrecords can only be added one at a time. The acres of the first subrecord will now display in the Total CU Acres field (in the Information section). Other subrecords can now be added in the same manner.

NOTE: The user MUST remember to click the New Subs Button prior to beginning data entry for each subrecord. After all subrecords have been added, the Total CU Acres should agree with the Total FMV acres. At this point the Apply Button at the bottom of the Conservation Use Form should be clicked to place the total Conservation Use Value of the subrecords in the Original CU Value field. The Conservation Use Years and Values fields in the Historical Data section of the Form are filled in as well at this time.

WinGAP - Conservation Use - [User ID = cmartin] (DEVEL) AY2021

Parent Parcel: 001-2-3-002-0000 Deed Bk/Pg:

Information

Original CU Value: 210,564

Original CU Year: 2021

Base CU Year: 2021 Edit

Total CU Acres: 250.00

Total Included FMV Acres: 250.00

Total FMV Acres (Actual): 250.00

Renewal ☐ Show Percent Change Prompt

CUV Subs Raw Value Total : 210,564

Historical Data

| Year | Value | Exemption Amt |
|------|---------|---------------|
| 2021 | 210,564 | 564,536 |
| 2022 | 0 | 0 |
| 2023 | 0 | 0 |
| 2024 | 0 | 0 |
| 2025 | 0 | 0 |
| 2026 | 0 | 0 |
| 2027 | 0 | 0 |
| 2028 | 0 | 0 |
| 2029 | 0 | 0 |
| 2030 | 0 | 0 |

Apply History

Land Subrecords

| | | | |
|---------------|---|--------|--------|
| Agland 93 | 3 | 25.00 | 35925 |
| Agland 93 | 4 | 2.00 | 2636 |
| Timberland 93 | 1 | 25.00 | 22575 |
| Timberland 93 | 2 | 50.00 | 40500 |
| Timberland 93 | 3 | 148.00 | 108928 |

Calc All New Subs Apply Subs Del Subs

Land Use: Acres: 0.00

Productivity: Subrecord Value: 0

Force Required to Update

Help Cancel New Apply OK

This Historical Data section of the Conservation Use Form displays the Conservation Use Years, Conservation Use Values, and Exemption Amounts associated with the years that the Parcel was under Conservation Use. WinGAP will fill in these fields with the appropriate data as subrecord (s) are added, edited, or deleted and track the data across the 10-year covenant period.

Year: The beginning year that the Parcel was under Conservation Use will appear in the first (top left) Year field, with subsequent years displayed in the rest of the Year fields in ascending year order.

Value: The final regulated value of land and accessories under Conservation Use will appear in this field for each of the years that the Parcel was under Conservation Use.

Exemption Amt: The Exemption Amt field displays the SV exemption for the parcel for each year of the Covenant. Only the current year is calculated. Previous year exemptions can be keyed and saved with the Apply History button.

Show Percent Change Prompt: In previous versions of WinGAP, users would be prompted when opening the Conservation Use Form when CUV values had exceeded the allowable percent change. That is no longer the case. The only time the prompt will appear now is when the maximum allowable percentage of change has been exceeded and the unadjusted value of the Covenant is not equal to the unadjusted value before the Conservation Use Form was opened. This will prevent the continuous prompting for the overwriting of the value once the decision has been made about the overwrite. To facilitate the correction of an error in this process, a checkbox, "Show Percent Change Overwrite", as shown above, has been added to the Conservation Use Form. If the box is checked, the "Overwrite" prompt will appear, allowing the user to change his/her decision and generate the desired results.

Should the Historical Data for a covenant require modification, the user may make such changes by clicking in the appropriate field, updating the data, and clicking the Apply History button.

When the user exits the Conservation Use Form by clicking OK and returns to the Covenant Information Form, the CUV Value and CUV Exemption amounts will now display in the Conservation Use section of the Covenant Information Form.

WinGAP - Real Property Covenant Information - [User ID = cmartin] (DEVEL) AY2021

Preferential

Start Year End Year Land Val Exemption
 Accy Val

Conservation Use

Start Year End Year Value Exemption
☐ Res Trans ☒ CUV Res Trans Val

Historical

Start Year End Year Value

Brownfield

Start Year End Year Value

Enterprise Zone

Start Year End Year Value %

Forest Land Protection Act (FLPA)

Start Year End Year CU Value Exemption

The user can click OK on this form and return to the Real Property General Information Form. The CUV Val and CUV Exempt fields will now display the appropriate Conservation Use Value and Exemption Amounts.

Covenant

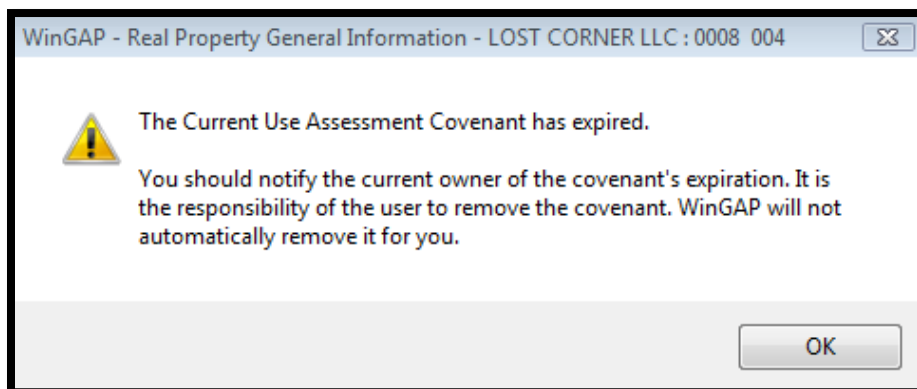
CUV YR
 CUV Val
 CUV Exmpt
 Res Trans Val

Subrecords on the Conservation Use Form can be edited by clicking on the appropriate subrecord in the Land Subrecords list box. The correction can then be made in the desired field for that subrecord. The Apply Subs Button should then be clicked to save the changes to the subrecord. The Apply Button on the bottom of the Form must be clicked to update the value in the Original CU Value field.

Subrecords on the Conservation Use Form are deleted, one at a time, by first clicking on the subrecord in the Land Subrecords list box and then clicking the Del Subs Button. The message "Do you want to delete this subrecord?" will appear. Pressing Enter or clicking on the default "No" will cancel the deletion of the subrecord and return the user to the Land Information Form. If the subrecord is to be deleted, the "Yes" Button can be clicked to delete the subrecord and return the user to the Conservation Use Form. If the subrecord was deleted, the Apply Button on the bottom of the Form must be clicked to update the value in the Original CU Value field.

RENEWING A CONSERVATION USE COVENANT

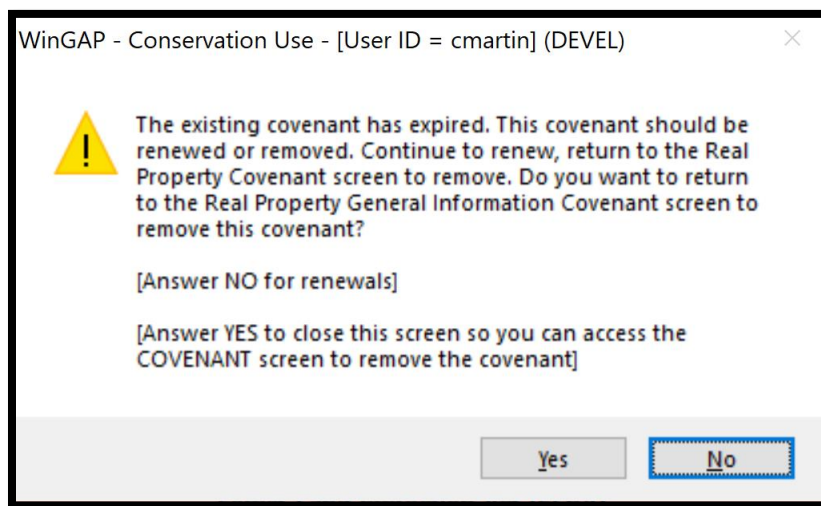
A Conservation Use covenant is normally renewed in the January 1 through April 1 period of the first year after the expiration of the 10-year covenant. In WinGAP, the user will be informed of the expiration of the Conservation Use Covenant when opening a Parcel on which the Covenant has expired.



The first step in renewing a Conservation Use Covenant is to click the Covenant Button on the lower left of the Real Property General Information Form, proceed to the Conservation Use section of the Covenant Information Form, and click the Edit button.

| Conservation Use | | | | | | | |
|------------------------------------|---|---------------|------|---------|-------|-----------|---------|
| Start Year | 2011 | End Year | 2020 | Value | 8,957 | Exemption | 154,643 |
| <input type="checkbox"/> Res Trans | <input checked="" type="checkbox"/> CUV | Res Trans Val | 0 | Renewal | | Remove | Edit |

WinGAP will produce a covenant expiration message.



This message reminds the user that the Conservation Use covenant has expired as determined by comparing the CUV Year to the Digest Year. In such cases, the owner may opt to renew the covenant. If the covenant is being renewed the user should click No as stated in the message associated with the prompt, and proceed to the Conservation Use Form.

WinGAP - Conservation Use - [User ID = cmartin] (DEVEL) AY2021

Parent Parcel: 241-3-4-001-0000 Deed Bk/Pg:

Information

| | |
|--------------------------|-----------|
| Original CU Value | 6,940 |
| Original CU Year | 2011 |
| Base CU Year | 2011 Edit |
| Total CU Acres | 16.68 |
| Total Included FMV Acres | 16.68 |
| Total FMV Acres (Actual) | 16.68 |

Historical Data

| Year | Value | Exemption Amt |
|------|-------|---------------|
| 2011 | 6,940 | 166,280 |
| 2012 | 7,140 | 180,690 |
| 2013 | 7,340 | 180,490 |
| 2014 | 7,556 | 163,744 |
| 2015 | 7,773 | 178,827 |
| 2016 | 7,990 | 181,910 |
| 2017 | 8,223 | 181,677 |
| 2018 | 8,457 | 189,943 |
| 2019 | 8,707 | 164,593 |
| 2020 | 8,957 | 154,643 |

Apply History

Land Subrecords

| Land Use | Acres | Subrecord Value |
|---------------|-------|-----------------|
| Timberland 93 | 7 | 16.68 |

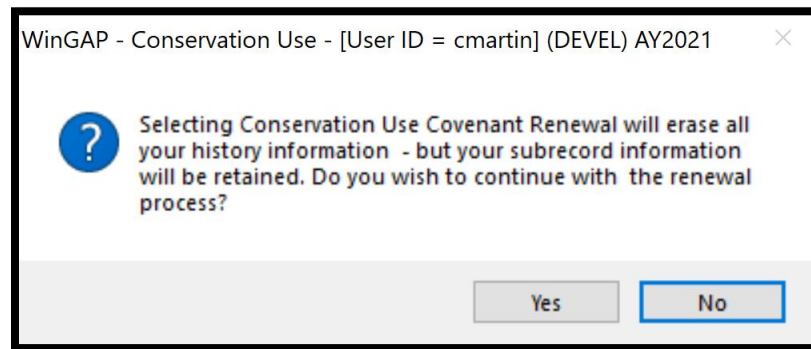
CUV Subs Raw Value Total : 8,957

Force Required to Update

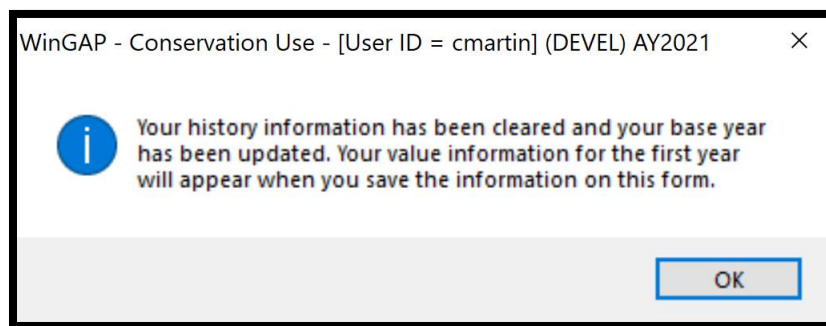
Cancel New Apply OK

The Renewal button is used when a Conservation Use covenant has expired and the owner's new Conservation Use application has been approved for another ten year period. The Renewal button will allow the user to retain the Conservation Use land subrecord information and begin a new set of Historical Data.

The Renewal button can be clicked to produce the CUV Renewal prompt. The user should click Yes to continue the Renewal or No to cancel it.



If Yes is selected, the user will be informed that the history information has been cleared and the base year updated.



The user should now edit each Conservation Use land subrecord to produce a current Conservation Use value. This assumes the Conservation Use Schedule in Tools > Schedules/Tables Conservation Use Land has been updated for the current year.

WinGAP - Conservation Use - [User ID = cmartin] (DEVEL) AY2021

Parent Parcel: 241-3-4-001-0000 Deed Bk/Pg:

Information

Original CU Value: 8,957
 Original CU Year: 2021
 Base CU Year: 2021
 Total CU Acres: 16.68
 Total Included FMV Acres: 16.68
 Total FMV Acres (Actual): 16.68

☐ Show Percent Change Prompt
 CUV Subs Raw Value Total : 8,957

Historical Data

| Year | Value | Exemption Amt |
|------|-------|---------------|
| 2021 | 8,957 | 154,643 |
| 2022 | 0 | 0 |
| 2023 | 0 | 0 |
| 2024 | 0 | 0 |
| 2025 | 0 | 0 |
| 2026 | 0 | 0 |
| 2027 | 0 | 0 |
| 2028 | 0 | 0 |
| 2029 | 0 | 0 |
| 2030 | 0 | 0 |

Land Subrecords

| | | | |
|---------------|---|-------|------|
| Timberland 93 | 7 | 16.68 | 8957 |
|---------------|---|-------|------|

Land Use: Acres: 0.00
 Productivity: Subrecord Value: 0

Clicking OK on the Conservation Use Form returns the user to the Covenant Information Form, where the Start and End Years of the Covenant are updated by WinGAP. When the user returns to the Real Property General Information Form, the CUV information in the Covenant section of the Form is also updated.

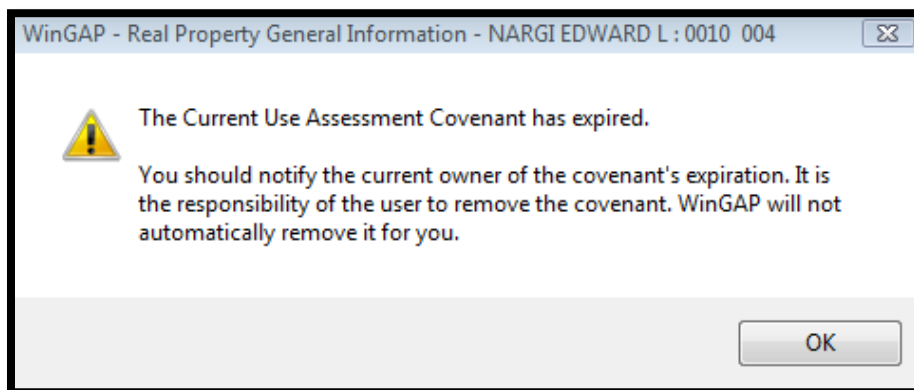
Conservation Use

Start Year: 2021 End Year: 2030 Value: 8,957 Exemption: 154,643

☐ Res Trans ☒ CUV Res Trans Val: 0

REMOVING A CONSERVATION USE COVENANT

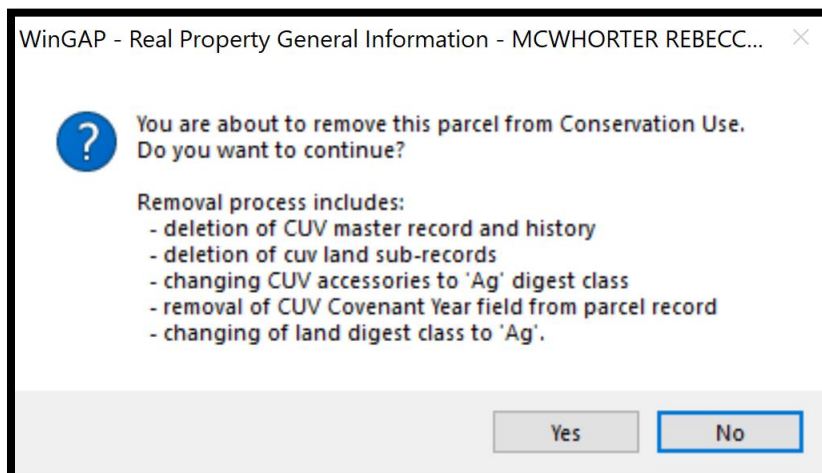
In WinGAP, the user will be informed of the expiration of the Conservation Use Covenant when opening a Parcel on which the Covenant has expired.



Conservation Use Land subrecords and all other references to Conservation Use, such as CUV Year and V digest class (changed to Ag), are removed by first clicking the Covenant Button on the Real Property General Information Form then clicking the Remove Button in the Conservation Use section of the Covenant Information Form. Conservation Use Land is removed when the covenant expires and is not renewed, or when a covenant is breached.

| Conservation Use | | | | | | | |
|------------------------------------|---|---------------|------|---------|-------|-----------|---------|
| Start Year | 2011 | End Year | 2020 | Value | 8,957 | Exemption | 154,643 |
| <input type="checkbox"/> Res Trans | <input checked="" type="checkbox"/> CUV | Res Trans Val | 0 | Renewal | | Remove | Edit |

WinGAP will produce a covenant removal message.



As the message indicates, the removal process performs the following:

- Deletes the Conservation Use master record and all Conservation Use history for this parcel.
- Deletes all Conservation Use land subrecords for this parcel.
- The Digest Class of any Conservation Use accessories are changed from Conservation Use to Agricultural.
- The Conservation Use Covenant year is removed on the Real Property General Information Form.
- The land digest class is changed from Conservation Use to Agricultural.

Clicking the Yes button will perform the above processes and leave the user on the Real Property Covenant Information Form, and the CUV Value will now be zero. A print preview of the Conservation Use History Information for this parcel will display.

1 of 1

100%

Find | Next

Conservation Use History Information

Map Identification

| | |
|--------|--------------|
| PIN | 213220150000 |
| Parent | 213220150000 |

Acres

| | |
|---------|-------|
| FMV | 36.52 |
| Con Use | 36.52 |

Years

| | |
|----------|------|
| Con Cov | 2011 |
| Original | 2011 |
| Base | 2011 |

Values (100%)

| | |
|---------|--------|
| Orig | 27,431 |
| Unadj | 27,431 |
| Current | 27,431 |

Conservation Use History

| Year | Value (100%) | Exempt (100%) | Pct Change |
|------|---------------|---------------|------------|
| 2011 | 21,160 | 183,850 | |
| 2012 | 21,790 | 183,220 | 2.98 |
| 2013 | 22,420 | 182,590 | 2.89 |
| 2014 | 23,078 | 159,922 | 2.93 |
| 2015 | 23,740 | 159,260 | 2.87 |
| 2016 | 24,429 | 158,571 | 2.90 |
| 2017 | 25,155 | 147,745 | 2.97 |
| 2018 | 25,880 | 147,020 | 2.88 |
| 2019 | 26,642 | 190,058 | 2.94 |
| 2020 | 27,431 | 177,169 | 2.96 |

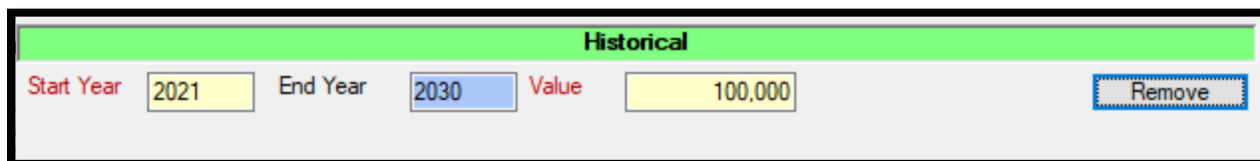
2/15/2021 11:49:47 AM

After printing this report, the user can click the OK Button on the Covenant Information Form to return to the Real Property General Information Form. There will no longer be any Covenant information displaying in the Exemption Information section of the form.

HISTORICAL COVENANTS

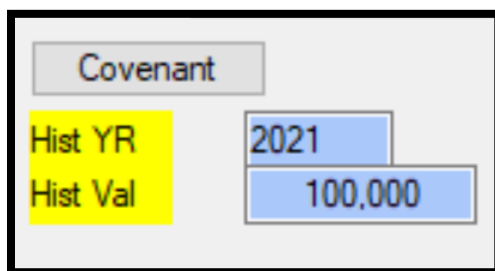
NOTE: Before adding a Historical Covenant to a Parcel, the user must make sure that there are no other Covenants on the Parcel. If another one exists, it must be removed.

The process of adding a Historical Covenant to a Parcel begins with the user keying a value in the Start Year field of the Historical section of the Covenant Information Form. WinGAP will calculate the End Year of the Covenant; this field is not accessible to the user. The user should also key the Historical Value of the property in the Value field in this section of the Form.



A screenshot of a software form titled "Historical" with a green header bar. Below the header, there are three input fields: "Start Year" with the value "2021", "End Year" with the value "2030", and "Value" with the value "100,000". To the right of these fields is a "Remove" button. The labels "Start Year", "End Year", and "Value" are in red text.

After keying the Value, the user should click the OK Button at the bottom of the Covenant Information Form. The Beginning Historical Year and the Historical Value will now display in their respective fields directly below the Covenant Button in the Exemption Information section on the Real Property Information Form.



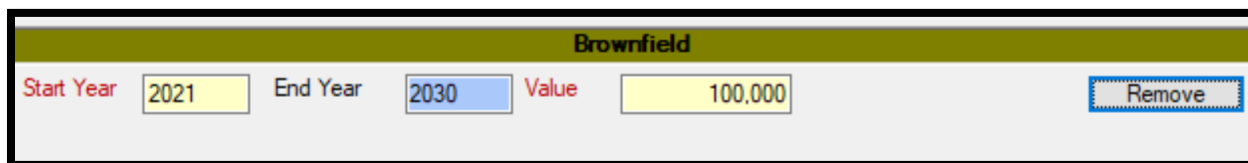
A screenshot of a software form titled "Covenant" with a grey header bar. Below the header, there are two input fields: "Hist YR" with the value "2021" and "Hist Val" with the value "100,000". The labels "Hist YR" and "Hist Val" are in yellow text.

WinGAP will also change the Digest Class of the parcel to Historical. The Apply or OK Button on the Real Property General Information Form should be clicked to ensure that the Historical Covenant is saved. Removing a Historical covenant only requires clicking the Remove button in the Historical section on the Covenant Information Form.

BROWNFIELD COVENANTS

NOTE: Before adding a Brownfield Covenant to a Parcel, the user must make sure that there are no other Covenants on the Parcel. If another one exists, it must be removed.

The process of adding a Brownfield Covenant to a Parcel begins with the user keying a value in the Start Year field of the Brownfield section of the Covenant Information Form. WinGAP will calculate the End Year of the Covenant; this field is not accessible to the user. The user should also key the Brownfield Value of the property in the Value field in this section of the Form.



A screenshot of a software form titled "Brownfield" with a green header bar. Below the header, there are three input fields: "Start Year" with the value "2021", "End Year" with the value "2030", and "Value" with the value "100,000". To the right of these fields is a "Remove" button. The labels "Start Year", "End Year", and "Value" are in red text.

After keying the Value, the user should click the OK Button at the bottom of the Covenant Information Form. The Beginning Covenant Year and the Covenant Value will now display in their respective fields directly below the Covenant Button in the Exemption Information section on the Real Property Information Form.

The screenshot shows a form titled 'Covenant' with a button labeled 'Covenant'. Below the button, there are two rows of fields. The first row has a yellow field labeled 'Brown YR' and a blue field containing the value '2021'. The second row has a yellow field labeled 'Brown VA' and a blue field containing the value '100,000'.

WinGAP will also change the Digest Class of the parcel to Brownfield. The Apply or OK Button on the Real Property General Information Form should be clicked to ensure that the Brownfield Covenant is saved. Removing a Brownfield covenant only requires clicking the Remove button in the Brownfield section on the Covenant Information Form.

ENTERPRISE ZONE COVENANTS

NOTE: Before adding an Enterprise Zone Covenant to a Parcel, the user must make sure that there are no other Covenants on the Parcel. If another one exists, it must be removed.

The process of adding an Enterprise Zone Covenant to a Parcel begins with the user keying a value in the Start Year field of the Enterprise Zone section of the Covenant Information Form. WinGAP will calculate the End Year of the Covenant and the Covenant Value; these fields are not accessible to the user.

The screenshot shows a form titled 'Enterprise Zone' with a pink header. Below the header, there are four fields: 'Start Year' with value '2021', 'End Year' with value '2030', 'Value' with value '6,668,900 (100%)', and a 'Remove' button.

The user should now click the OK Button at the bottom of the Covenant Information Form. The Beginning Enterprise Zone Year and the Enterprise Zone Value will now display in their respective fields directly below the Covenant Button in the Exemption Information section on the Real Property Information Form.

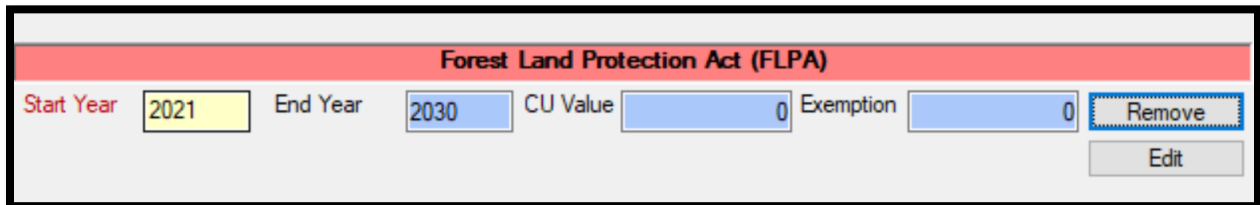
The screenshot shows a form titled 'Covenant' with a button labeled 'Covenant'. Below the button, there are two rows of fields. The first row has a yellow field labeled 'EZ Yr' and a blue field containing the value '2021'. The second row has a yellow field labeled 'EZ Val' and a blue field containing the value '6,668,900'.

The Apply or OK Button on the Real Property General Information Form should be clicked to ensure that the Enterprise Zone Covenant is saved. Removing an Enterprise Zone covenant only requires clicking the Remove button in the Enterprise Zone section on the Covenant Information Form.

ADDING A FOREST LAND PROTECTION ACT COVENANT

NOTE: Before adding a Forest Land Protection Act (hereafter called FLPA) Covenant to a Parcel, the user must make sure that there are no other Covenants on the Parcel. If another one exists, it must be removed. Also, the FLPA land schedule values must be entered prior to adding the FLPA Covenant, and the FLPA Index must also be set up. Both the schedule values and the index are located at Tools > Schedules/Tables > FLPA Schedules.

The process of adding a FLPA Covenant to a Parcel begins with the user keying a value in the Start Year field of the FLPA section of the Form, as seen below. WinGAP will calculate the End Year of the Covenant; this field is not accessible to the user. WinGAP will also fill in the Value and Exemption fields once data entry on the FLPA land is completed. The Start Year value must be 2009 or later for the program to calculate the FLPA values properly and track them throughout the fifteen years of the covenant.



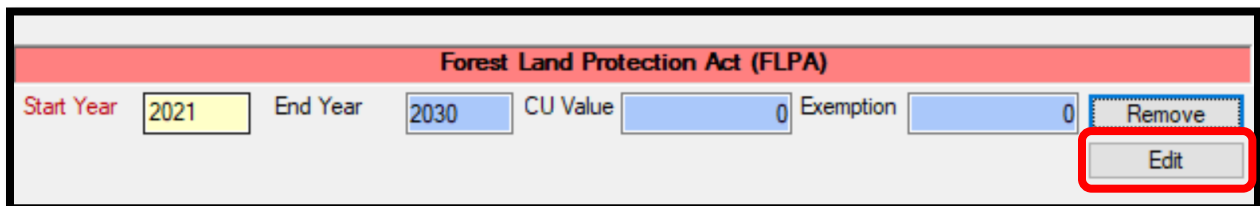
| Forest Land Protection Act (FLPA) | | | | | | | | | |
|-----------------------------------|------|----------|------|----------|---|-----------|---|--------|------|
| Start Year | 2021 | End Year | 2030 | CU Value | 0 | Exemption | 0 | Remove | Edit |

NOTE: FLPA Land can be added and/or edited from either the Covenant Information Form or the Land Information Form. If the land information has not yet been added on the Parcel, this must be done on the Land Information Form before the FLPA land is added. Market land subrecord(s) for the land must exist prior to adding the FLPA Land; these subrecords calculate the market value of the land and will have "matching" subrecords on the FLPA Main Form to calculate the FLPA value for the Parcel. WinGAP will automatically choose Forest Land Protection as the Digest Class on the Land Information Form after the Start Year of the FLPA Covenant has been entered and saved, but the user must key the other data on the Land Information Form, if the land has not yet been added. The user should consult the Land Information Form section for those procedures.

ADDING FLPA SUBRECORDS

FLPA land can be added from either of two places in WinGAP:

- From the Covenant Information Form by clicking the Edit button in the FLPA section, as seen below. This method assumes the market Land Information and Subrecords already exist.



| Forest Land Protection Act (FLPA) | | | | | | | | | |
|-----------------------------------|------|----------|------|----------|---|-----------|---|--------|------|
| Start Year | 2021 | End Year | 2030 | CU Value | 0 | Exemption | 0 | Remove | Edit |

- From the Land Information Form by clicking the Goto FLPA Button. The Goto FLPA Button will not be available unless the Start Year of the FLPA Covenant has been entered and saved.



Either method will take the user to the FLPA Main Form.

WinGAP - FLPA Main - [User ID = cmartin] (DEVEL)

FLPA App Num: Deed Bk/Pg: FLPA Schedules:

Cov Acres: Total Cov Acres:

Real Included Acres: Tot Actual Acres:

Original Year: Real True FMV:

Base Year: Base Value:

FL 2019 Value: 2019 Per Acre:

COV Val: Exemption: FL FMV:

Current Year:

| | Year | Value | Exemption | FL FMV | FL INDEX | No Index | Lclass | Acres | Rurvalue |
|----|------|-------|-----------|--------|----------|--------------------------|--------------------------------|-------|----------|
| 1 | 0 | 0 | 0 | 0 | 0.000000 | <input type="checkbox"/> | (There are no records to view) | | |
| 2 | 0 | 0 | 0 | 0 | 0.000000 | <input type="checkbox"/> | | | |
| 3 | 0 | 0 | 0 | 0 | 0.000000 | <input type="checkbox"/> | | | |
| 4 | 0 | 0 | 0 | 0 | 0.000000 | <input type="checkbox"/> | | | |
| 5 | 0 | 0 | 0 | 0 | 0.000000 | <input type="checkbox"/> | | | |
| 6 | 0 | 0 | 0 | 0 | 0.000000 | <input type="checkbox"/> | | | |
| 7 | 0 | 0 | 0 | 0 | 0.000000 | <input type="checkbox"/> | | | |
| 8 | 0 | 0 | 0 | 0 | 0.000000 | <input type="checkbox"/> | | | |
| 9 | 0 | 0 | 0 | 0 | 0.000000 | <input type="checkbox"/> | | | |
| 10 | 0 | 0 | 0 | 0 | 0.000000 | <input type="checkbox"/> | | | |
| 11 | 0 | 0 | 0 | 0 | 0.000000 | <input type="checkbox"/> | | | |
| 12 | 0 | 0 | 0 | 0 | 0.000000 | <input type="checkbox"/> | | | |
| 13 | 0 | 0 | 0 | 0 | 0.000000 | <input type="checkbox"/> | | | |
| 14 | 0 | 0 | 0 | 0 | 0.000000 | <input type="checkbox"/> | | | |
| 15 | 0 | 0 | 0 | 0 | 0.000000 | <input type="checkbox"/> | | | |

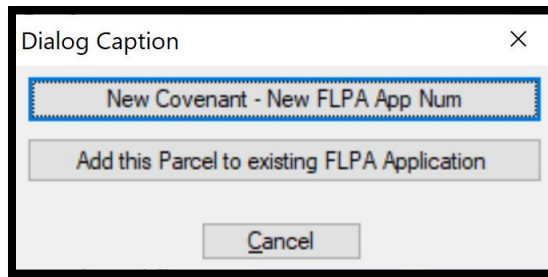
Productivity:

Acres: Value:

☐ Index ALL years

☐ Show Percent Change Prompt

The FLPA Main Form is divided into four sections: general information, parcels under the covenant, historical data, and land subrecords. All the fields on the Form will be "grayed out" and empty when adding the FLPA information for the first time. The New Button at the bottom of the Form must be clicked with the mouse to begin the process of adding the FLPA land. This will produce the FLPA Application Menu form.



This Menu has two options. If this is a new FLPA Covenant/Application, the user should select the New Covenant – New FLPA App Num menu item. If the Parcel is being adding to an existing Covenant, the user should select the Add this Parcel to existing FLPA Application item.

NEW FLPA COVENANT/APPLICATION

Selecting the New Covenant – New FLPA App Num menu option opens the fields in the General Information section of the FLPA Main Form and takes the user to the FLPA App Num (Application Number) field.

FLPA App Num: The FLPA Application Number for this Covenant. The first part of the FLPA App Num field, which contains the Application Year and the County Number, is not accessible to the user. The second part of the field is accessible to the user and contains the sequential number assigned to each Application.

Deed Bk/Pg: A data entry field used to track the book and page of the recorded covenant.

FLPA Schedules: Clicking this button opens a submenu with two options, which is identical to the one found at Tools > Schedules/Tables > FLPA Schedules. See that section for more information.

Cov Acres: This Parcel's Acres under this Covenant.

Total Cov Acres: Total Acres for all Parcels under this Covenant

Total Incl Acres: This acreage is calculated from the subrecords entered on the FLPA Form.

Tot Actual Acres: The Total Acres of this Parcel.

Original Year: The Beginning Year of the FLPA covenant, as entered on the Real Property General Information Form.

Base Year: The Base Year of the FLPA Covenant is usually the same as the Original FLPA Year. There are instances, however, where the Base Year will be different. Such instances would be splits, changes in use, etc.

True FMV: The Fair Market Value of the land for this Parcel.

Base Value: The Base Value field is automatically filled by WinGAP with the 2008 land fair market value. If the 2009 acres do not equal the 2008 acres, the Base Value will be the 2008 per acre value times 2009 acres.

FL 2019 Value: The FL (FLPA) 2019 Value field is automatically filled by WinGAP with the 2019 land fair market value. ***This value field will be updated every 3 years as required by law.***

2019 Per Acre: The 2019 Per Acre field is automatically filled by WinGAP with the 2019 land fair market value divided by the total acres of the land. ***This value field will be updated every 3 years as required by law.***

Current Year – COV Val: The current year's FLPA Covenant Value.

Current Year – Exemption: The current year's FLPA exemption (FMV – CUV).

Current Year – FL FMV: The current year's FLPA Fair Market Value.

After reviewing and changing any of the information in the General Information Section of the Form, the user should click the Apply Button at the bottom of the Form, which will save any changes made to the information, and the Land Subrecords part of the Form will be opened for editing.

WinGAP - FLPA Main - [User ID = cmartin] (DEVEL)

FLPA App Num: 2021-160, 000002, Deed Bk/Pg: [blank], FLPA Schedules: [blank]

Cov Acres: 0.00, Total Cov Acres: 0.00
 Total Incl Acres: 111.28, Tot Actual Acres: 111.28
 Original Year: 2021, True FMV: 303,200
 Base Year: 2021, Base Value: 0
 FL 2019 Value: 261,400, 2019 Per Acre: 2,349

COV Val: 0, Exemption: 0, FL FMV: 261,400

| Year | Value | Exemption | FL FMV |
|---------|-------|-----------|---------|
| 1 2021 | 0 | 0 | 261,400 |
| 2 2022 | 0 | 0 | 0 |
| 3 2023 | 0 | 0 | 0 |
| 4 2024 | 0 | 0 | 0 |
| 5 2025 | 0 | 0 | 0 |
| 6 2026 | 0 | 0 | 0 |
| 7 2027 | 0 | 0 | 0 |
| 8 2028 | 0 | 0 | 0 |
| 9 2029 | 0 | 0 | 0 |
| 10 2030 | 0 | 0 | 0 |

| Parcel_No | Acres | Legal_Desc |
|--------------|--------|---------------|
| 127420010000 | 111.28 | REAL PROPERTY |

| Lclass | Acres | Rurvalue |
|--------------------------------|-------|----------|
| (There are no records to view) | | |

Productivity: [dropdown], Acres: 0.00, Value: 0

Buttons: Edit History, Apply History, Renewal, Cancel, New, Apply, OK, Edit Subrecords, Complete Edits, Import Soils From FMV, Show Percent Change Prompt (checkbox)

Clicking the Import Soils From FMV button will add the Landsubs that are entered on the Land Information screen for real property to the FLPA Subrecords section automatically. Alternatively, the user can click the New Sub button to manually add records to the section.

NOTE: there is no Land Type field for FLPA subrecords. All land under the FLPA is Woodland.

Productivity: The Productivity Class for the subrecord is selected in this field by clicking on the arrow to the right of the combo box and selecting the correct Productivity Class. A numerical entry of 1 through 9 is required. This shows under the “Lclass” column heading in the subrecord list box.

Acres: The Acres field for this subrecord requires a number ranging from .01 to 99999.99, and is entered by keying the value.

Value: After entering the Productivity and Acres, the value of the subrecord will display in this field. This field is automatically calculated by WinGAP and is not accessible to the user.

If manually keying the subrecords, after keying the data for the first FLPA subrecord, the user must click the Save Sub Button to add the subrecord, as subrecords can only be added one at a time. The first subrecord will now appear in the Land Subrecords list box and the acres of the first subrecord will also display in the Cov Acres field in the general information section of the Form. The Current Year COV Val, Exemption, and FL FMV fields will be filled as well. After importing or entering all subrecords, the Complete Edits button should be clicked followed by the Apply button to save the record. **NOTE:** The Cov Acres must agree with the Total Actual Acres in the General Information section of the Form.

Should any subrecords need to be edited, the Edit Subrecords button should be clicked, the subrecord selected, and the data updated, after which the Save Sub button must be clicked. Deleting a subrecord follows the same steps except instead of updating the data, the Delete Sub button should be clicked. Once all edits are done, the Complete Edits button must be clicked followed by the Apply button.

WinGAP - FLPA Main - [User ID = cmartin] (DEVEL)

FLPA App Num: 2021-160 Deed Bk/Pg: 000004

FLPA Schedules

Cov Acres: 111.28 Total Cov Acres: 111.28

Total Incl Acres: 111.28 Tot Actual Acres: 111.28

Original Year: 2021 True FMV: 303,200

Base Year: 2021 Base Value: 0

FL 2019 Value: 261,400 2019 Per Acre: 2,349

COV Val: 85,182 Exemption: 218,018 FL FMV: 261,400

Current Year: 2021

| Year | Value | Exemption | FL FMV |
|---------|--------|-----------|---------|
| 1 2021 | 85,182 | 218,018 | 261,400 |
| 2 2022 | 0 | 0 | 0 |
| 3 2023 | 0 | 0 | 0 |
| 4 2024 | 0 | 0 | 0 |
| 5 2025 | 0 | 0 | 0 |
| 6 2026 | 0 | 0 | 0 |
| 7 2027 | 0 | 0 | 0 |
| 8 2028 | 0 | 0 | 0 |
| 9 2029 | 0 | 0 | 0 |
| 10 2030 | 0 | 0 | 0 |

Parcel No: 127420010000 Acres: 111.28 Legal Desc: REAL PROPERTY

| Descrp | Lclass | Acres |
|----------------|--------|-------|
| R5 - WOODLA... | 1 | 19.64 |
| R5 - WOODLA... | 3 | 91.64 |

| Lclass | Acres | Rurvalue |
|--------|-------|----------|
| 1 | 19.64 | 17735 |
| 3 | 91.64 | 67447 |

Productivity: [v] Acres: 0.00 Value: 0

Buttons: Edit History, Apply History, Renewal, Print, Help, Cancel, New, Apply, OK

Buttons: New Sub, Delete Sub, Save Sub, Edit Subrecords, Complete Edits, Import Soils From FMV, Show Percent Change Prompt

NOTE: The Landsubs section on the upper right side of the FLPA Main form will only display when the Import Soils button has been clicked and will not show again once the FLPA Main record has been saved and the form exited.

WinGAP will fill in the History fields with the appropriate data as subrecord(s) are added, edited, or deleted and track the data across the covenant period. This section of the FLPA Main Use Form displays the following information.

Year: The beginning year that the Parcel was under the FLPA Covenant will appear in the first (top left) Year field, with subsequent years displayed in the rest of the Year fields in ascending year order.

Value: The final regulated value of land under the FLPA Covenant will appear in this field for each of the years that the Parcel was under the Covenant.

Exemption: The Exemption Amt field displays the exemption for the parcel for each year of the Covenant. Only the current year is calculated. Previous year exemptions can be keyed and saved with the Apply History button.

FL FMV: The FLPA Fair Market Value for each of the covenant years.

Show Percent Change Prompt: In previous versions of WinGAP, users would be prompted when opening the FLPA Form when FLPA values had exceeded the allowable percent change. That is no longer the case. The only time the prompt will appear now is when the maximum allowable percentage of change has been exceeded and the unadjusted value of the Covenant is not equal to the unadjusted value before the FLPA Main form was opened. This will prevent the continuous prompting for the overwriting of the value once the decision has been made about the overwrite. To facilitate the correction of an error in this process, a checkbox, "Show Percent Change Prompt", as shown above, has been added to the FLPA Main form. If the box is checked, the "Change Prompt" will appear, allowing the user to change his/her decision and generate the desired results.

Should the Historical Data for a covenant require modification, the user may make such changes by clicking the Edit History button at the bottom of the Historical Data section on the FLPA Main form. After making any changes, the Apply History button must be clicked to save the changes. When the user exits the FLPA Main Form and returns to the Covenant Information Form, the CU Value and Exemption amount now appear on the FLPA part of the Form.

Forest Land Protection Act (FLPA)

Start Year: 2021 End Year: 2030 CU Value: 85,182 Exemption: 218,018

Buttons: Remove, Edit

When the user returns to the Real Property General Information Form, the FLPA YR, the FLPA CU Val, and the FLPA Exempt fields will now display the appropriate FLPA Value and Exemption Amounts.

Covenant (1)

FLPA Yr: 2021

FLPA CU Val: 85,182

FLPA Exempt: 218,018

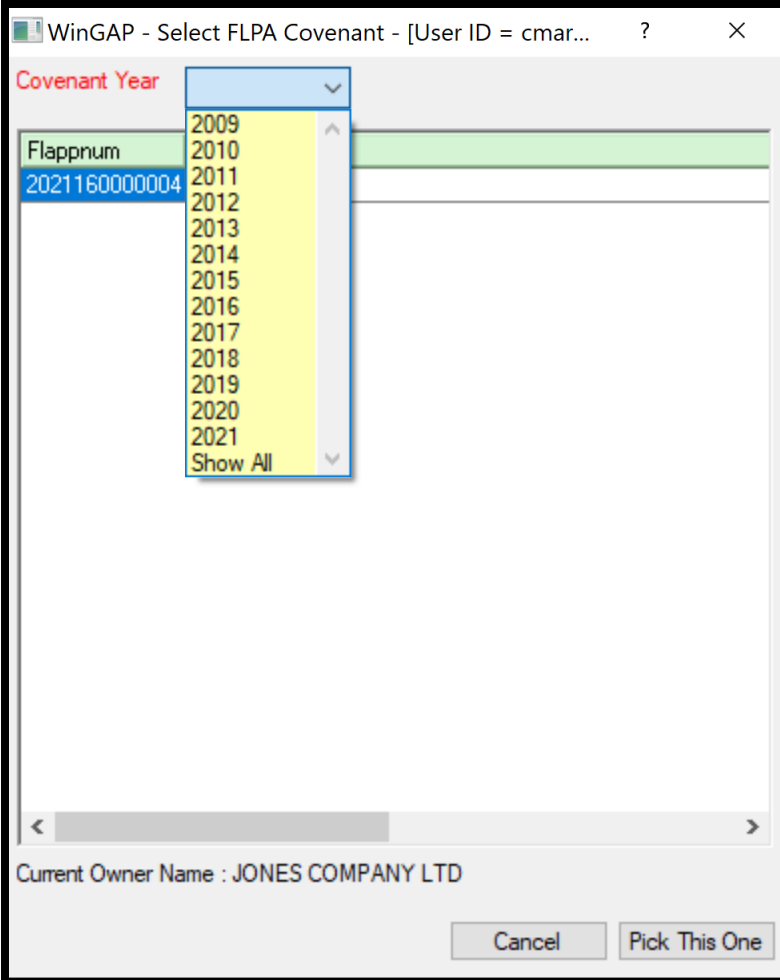
ADDING OTHER PARCELS TO A FLPA COVENANT

To add other contiguous Parcels to an existing FLPA Covenant, first the Parcel to be added is located by one of the Real Property Search Methods. Once the record is opened, the Covenant Button on this Parcel should be clicked. The Starting Year of the Covenant is keyed in the Start Year field on the Covenant Information Form and the Edit Button is clicked to reach the FLPA Main Form. The New Button is clicked to bring up the FLPA Covenant Menu where the user should select the “Add this Parcel to existing FLPA Application”.

Dialog Caption [X]

Buttons: New Covenant - New FLPA App Num, Add this Parcel to existing FLPA Application, Cancel

The list of Existing Covenants will appear, and the user should click on the Parcel/Covenant that the Parcel is to be added to. The Existing Covenants list will default to display covenants created in the current year digest, but older existing covenants may be selected by picking the Covenant Year from the combo box.



The image shows a software window titled "WinGAP - Select FLPA Covenant - [User ID = cmar... ? X]". Inside the window, there is a table with two columns: "Covenant Year" and "Flappnum". The "Covenant Year" column has a dropdown menu open, showing a list of years from 2009 to 2021, with "Show All" at the bottom. The "Flappnum" column contains the value "2021160000004". Below the table, there is a horizontal scrollbar. At the bottom of the window, it says "Current Owner Name : JONES COMPANY LTD" and has two buttons: "Cancel" and "Pick This One".

| Covenant Year | Flappnum |
|---------------|----------|
| 2009 | |
| 2010 | |
| 2011 | |
| 2012 | |
| 2013 | |
| 2014 | |
| 2015 | |
| 2016 | |
| 2017 | |
| 2018 | |
| 2019 | |
| 2020 | |
| 2021 | |
| Show All | |

Current Owner Name : JONES COMPANY LTD

Cancel Pick This One

After selecting the correct Parcel/Covenant, the user should click on the Pick This One Button, after which the FLPA Main Form will appear.

WinGAP - FLPA Main - [User ID = cmartin] (DEVEL) ? X

FLPA App Num Deed Bk/Pg

Cov Acres Total Cov Acres

Total Incl Acres : Tot Actual Acres

Original Year True FMV :

Base Year Base Value :

FL 2019 Value 2019 Per Acre

COV Val Exemption FL FMV

Current Year

| | Year | Value | Exemption | FL FMV |
|----|------|-------|-----------|--------|
| 1 | 2021 | 0 | 0 | 0 |
| 2 | 2022 | 0 | 0 | 0 |
| 3 | 2023 | 0 | 0 | 0 |
| 4 | 2024 | 0 | 0 | 0 |
| 5 | 2025 | 0 | 0 | 0 |
| 6 | 2026 | 0 | 0 | 0 |
| 7 | 2027 | 0 | 0 | 0 |
| 8 | 2028 | 0 | 0 | 0 |
| 9 | 2029 | 0 | 0 | 0 |
| 10 | 2030 | 0 | 0 | 0 |

| Parcel_No | Acres | Legal_Desc |
|--------------------------------|-------|------------|
| (There are no records to view) | | |

| Lclass | Acres | Rurvalue |
|--------------------------------|-------|----------|
| (There are no records to view) | | |

Productivity

Acres

Value

☐ Show Percent Change Prompt

The user should now click the Apply Button, and all Parcels assigned to the Covenant Application Number will appear in the Existing Covenant list box.

WinGAP - FLPA Main - [User ID = cmartin] (DEVEL)

FLPA App Num: 2021-160 000004 Deed Bk/Pg: FLPA Schedules

Cov Acres: 0.00 Total Cov Acres: 111.28
 Total Incl Acres: 64.00 Tot Actual Acres: 64.00

Original Year: 2021 True FMV: 193,200
 Base Year: 2021 Base Value: 0
 FL 2019 Value: 166,500 2019 Per Acre: 2,602

COV Val: Exemption: FL FMV

Current Year: 0 0 166,500

| | Year | Value | Exemption | FL FMV |
|----|------|-------|-----------|---------|
| 1 | 2021 | 0 | 0 | 166,500 |
| 2 | 2022 | 0 | 0 | 0 |
| 3 | 2023 | 0 | 0 | 0 |
| 4 | 2024 | 0 | 0 | 0 |
| 5 | 2025 | 0 | 0 | 0 |
| 6 | 2026 | 0 | 0 | 0 |
| 7 | 2027 | 0 | 0 | 0 |
| 8 | 2028 | 0 | 0 | 0 |
| 9 | 2029 | 0 | 0 | 0 |
| 10 | 2030 | 0 | 0 | 0 |

Edit History Apply History Renewal Print Help Cancel New Apply OK

| Parcel_No | Acres | Legal_Desc |
|--------------|--------|---------------|
| 127330010000 | 64.00 | REAL PROPERTY |
| 127420010000 | 111.28 | REAL PROPERTY |

| Lclass | Acres | Rurvalue |
|--------------------------------|-------|----------|
| (There are no records to view) | | |

Productivity: New Sub
 Acres: 0.00 Delete Sub
 Value: 0 Save Sub
 Edit Subrecords Complete Edits
 Import Soils From FMV
☐ Show Percent Change Prompt

The FLPA subrecords for this Parcel should now be added to this Covenant by either clicking the Import Soils From FMV or the New Sub button in the Subrecords section of the Form and following the steps as detailed in the Adding a FLPA Covenant section. Once subrecords are added and the Apply button is clicked, the Covenant Acres under the new parcel will be added to those of the existing Covenant and displayed in the Total Cov Acres field. The Current Year COV, Exemption, and FL FMV are displayed for the Parcel as well, and these values now display in the Historical Data section of the FLPA Main Form.

WinGAP - FLPA Main - [User ID = cmartin] (DEVEL)

FLPA App Num: 2021-160, Deed Bk/Pg: 000004

Cov Acres: 64.00, Total Cov Acres: 175.28, Total Incl Acres: 64.00, Tot Actual Acres: 64.00

Original Year: 2021, True FMV: 193,200, Base Year: 2021, Base Value: 0, FL 2019 Value: 166,500, 2019 Per Acre: 2,602

COV Val: 49,108, Exemption: 144,092, FL FMV: 166,500

| Year | Value | Exemption | FL FMV |
|---------|--------|-----------|---------|
| 1 2021 | 49,108 | 144,092 | 166,500 |
| 2 2022 | 0 | 0 | 0 |
| 3 2023 | 0 | 0 | 0 |
| 4 2024 | 0 | 0 | 0 |
| 5 2025 | 0 | 0 | 0 |
| 6 2026 | 0 | 0 | 0 |
| 7 2027 | 0 | 0 | 0 |
| 8 2028 | 0 | 0 | 0 |
| 9 2029 | 0 | 0 | 0 |
| 10 2030 | 0 | 0 | 0 |

Parcel No: 127330010000, Acres: 64.00, Legal Desc: REAL PROPERTY

Parcel No: 127420010000, Acres: 111.28, Legal Desc: REAL PROPERTY

| Lclass | Acres | Rurvalue |
|--------|-------|----------|
| 1 | 12.00 | 10836 |
| 3 | 52.00 | 38272 |

Productivity: 1, Acres: 12.00, Value: 10,836

Edit Subrecords, Complete Edits, Edit History, Apply History, Renewal, Show Percent Change Prompt, Print, Help, Cancel, New, Apply, OK

The user can now click the OK Button and return to the Covenant Information Form, where the CU Value and Exemption amount are displayed.

Forest Land Protection Act (FLPA)

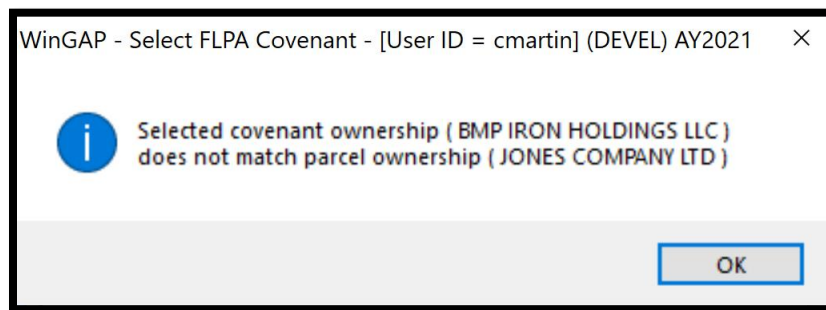
Start Year: 2021, End Year: 2030, CU Value: 49,108, Exemption: 144,092

Remove, Edit

The OK key can be clicked to return to the Real Property General Information Form, where the FLPA YR, CU VAL, and Exemption amount will also display. The number beside the Covenant button indicates how many parcels are under this Covenant.

| Covenant (2) | |
|--------------|---------|
| FLPA Yr | 2021 |
| FLPA CU Val | 49,108 |
| FLPA Exmpt | 144,092 |

If the ownership for a parcel being added to an existing FLPA Covenant does not match the Covenant ownership, WinGAP will notify the user there's a discrepancy.



After clicking OK on the notification, a "Do not validate Owner Name" checkbox will appear. Checking this will allow the parcel to be added to the Covenant even if the ownership does not match in WinGAP.

WinGAP - Select FLPA Covenant - [User ID = cmar... ? X

Covenant Year

| Flappnum | Parcel_No |
|---------------|--------------|
| 2021160000004 | 127420010000 |

Current Owner Name : JONES COMPANY LTD

☒ Do not validate Owner Name

Cancel Pick This One

REMOVING A FLPA COVENANT

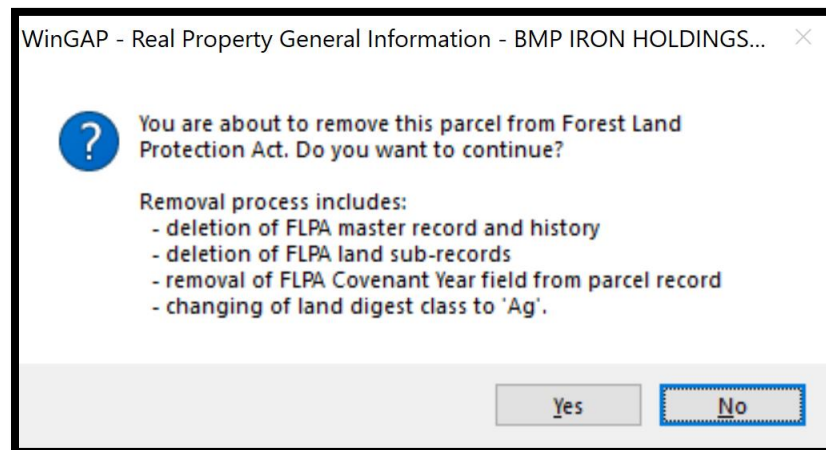
In WinGAP, the user will be informed of the expiration of the FLPA Covenant when opening a Parcel on which the Covenant has expired. FLPA Land subrecords and all other references to FLPA, such as FLPA Year and J digest class (changed to Ag), are removed by first clicking the Covenant Button on the Real Property General Information Form then clicking the Remove Button in the FLPA section of the Covenant Information Form. FLPA Land is removed when the covenant expires and is not renewed, or when a covenant is breached.

Forest Land Protection Act (FLPA)

Start Year End Year CU Value Exemption

Remove Edit

WinGAP will produce a covenant removal message.



As the message indicates, the removal process performs the following:

- Deletes the FLPA master record and all FLPA history for this parcel.
- Deletes all FLPA land subrecords for this parcel.
- The FLPA Covenant year is removed on the Real Property General Information Form.
- The land digest class is changed from FLPA to Agricultural.

Clicking the Yes button will perform the above processes and leave the user on the Real Property Covenant Information Form, and the FLPA Value will now be zero. A print preview of the FLPA History Information for this parcel will display.

After printing this report, the user can click the OK Button on the Covenant Information Form to return to the Real Property General Information Form. There will no longer be any Covenant information displaying in the Exemption Information section of the form.

RESIDENTIAL IMPROVEMENTS FORM

The Residential Improvements Form is used to add, edit, or delete any Residential Improvements on the Parcel. The Res Imp Button on the Real Property General Information Form is used to access this Form.

WinGAP - Real Property General Information - HOGAN HULK : 001230020000 : AY2021 - [User ID = cmartin] (DEVEL)

<< Top < Prev Next > End >> Account Number 19659 Duplicate ☒ Notice ☐ Special District Field Check ☐
 PIN (1) 001-2-3-002-0000 Tax District 01 - County Returned Mail ☐
 Alt PIN 0600-00-01.00-000 Asmt Reason Market Value Update Abatement ☐
 Parent PIN X-REF C016A-011- Web Url

Street Information

| House # | Ext | Dir | Street Name | Type | Post |
|---------|-----|-----|----------------|------|------|
| 365 | | | HUSTLE TOWN RD | | |

Units U-Type Latitude Longitude Zip Code
 30178-

Property Information

LL 32 LD 18 GMD 3 Zoning
 Legal : REAL PROPERTY
 Neighborhood RURAL WEST
 Lendor Total Acres 250.00
 Subdivision
 Lot Blk Sec Phse

Exemption Information

Homestead S1 - Standard Exemption

| Exemption | HS App Date | Float Base1 | Float Curr1 | Float Base2 | Float Curr2 | State HS Val | 299(c) Value | 299(c) Year |
|-----------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|-------------|
| Covenant | 01/01/2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Values

| Previous | Current | Return | Curr-MAV | Prev-MAV |
|----------|---------|--------|----------|----------|
| 234,950 | 927,470 | 0 | 0 | 0 |

History

| Year | Value |
|------|---------|
| 2019 | 216,160 |
| 2018 | 192,110 |
| 2017 | 185,040 |

EstTax **PIN History**

| Prebill (1) | Timber (1) |
|----------------|-----------------|
| Future | Agent |
| Personal | Appointment |
| Transfer Items | Growth |
| Transfer | CustomFlags (1) |
| Sales (3) | Stats |
| Permits | BPC |
| Appeals | |
| Dup Items | |
| Bus Lic | |
| Income | |
| ACO (1) | |
| Third Party | |
| Documents * | Schedules |

Edit Information

Data Entry cmartin Edit History
 Review 07/11/2016 COA History
 Appraiser JACK JOHNSON
 Alternate RICKY BOBBY

Comments ☐ Comment Flag ☐ Mask Photo Export

HS APPLICANT: JAN R SHEPHERD

Cancel Delete New Apply OK

If one or more Improvements exist on the Parcel, the Res Imp button on the Real Property General Information Form will have a number on it in parentheses, such as (1) in the example above, and clicking this button takes the user to the first Residential Improvement on the Parcel. There is no limit to the number of Residential Improvements that a Parcel can have.

WinGAP - Residential Improvements - [User ID = cmartin] (DEVEL) - 1 of 1 : 001230020000 AY2021

Improvement Key: 11885 1388 SF Vinyl Siding 19: Sketch Photo 1

Parcel Number 001-2-3-002-0000 Foundation Concrete Block Floor Fin Carpet / Hardwood

Class Residential Ext Walls Vinyl Siding Interior Wall Drywall

Strat Improvement Roofing Metal Interior Ceiling Null

Occupancy 1 Story Roof Shape Gable Heat Forced Air Gas/AC

Bedrooms 3 Rooms 5 Floor Cons Wood Joist Story Height 1 Story

Grade / Age Grade 100 Year Built 1991 Eff Year Built 0 Obsv Cond Average Neighborhood 1.05

Depr / Factors Functional 1.00 Economic 1.00 Physical Ovr 0.00 Complete 1.00 Physical 0.73 CD 1.00

Plumbing Full Baths 2 Half Baths 0 Standard Complements 1 Extra Fixtures 3

Fireplace / Misc Edit FP 1 One Story Prefabricated 2 Bath - Full 2 Garage Doors

Structure Areas Edit Areas BAY 20 BAY 20 BMT UNFINISHED 1300 ENCLOSED FRAME POR 504 FIRST FLOOR 48

Basement / Attic Option Descriptive Square Foot Heated Area 1,388

Bsmt Desc Bsmt Finish Bsmt Area Bsmt % Fin Bsmt Qual 1300 0.00

Attic Desc Attic Area Attic % Fin Attic Qual 0 0.00

Values Override 0 MAV 0 Ovr Improvement 150,600 Ovr Date / / Last Calc 150,600 Ovr Rsn WinGAP Conversion

Comments 7/27/2016 CAS CHG CLASS FROM AG TO RES 7/11/16 PC UPDTD FLOOR FIN PER PINK CARD

Appraiser JACK JOHNSON

State Homestead Local Homestead House No 365 Ext Dir Units Street Name HUSTLE TOWN RD Type Quad

Help Edit History Cancel New Delete Apply OK

If no Residential Improvements exist on the Parcel, no number will display in parentheses on the Res Imp button. Clicking on the Res Imp button takes the user to a "grayed out" Residential Improvements Form where the New button must be clicked to add the first Residential Improvement to the Parcel.

WinGAP - Residential Improvements - [User ID = cmartin] (DEVEL) : 083320090000 AY2021

Improvement Sketch Photo MH Info Pricing Schedules

Parcel Number Foundation Floor Fin

Class Ext Walls Interior Wall

Strat Roofing Interior Ceiling

Occupancy Roof Shape Heat

Bedrooms Rooms Floor Cons Story Height

Grade / Age **Depr / Factors** **Plumbing** **Fireplace / Misc**

Grade Functional Full Baths

Year Built Economic Half Baths

Eff Year Built Physical Ovr Standard Complements

Obsv Cond Complete Extra Fixtures

Neighborhood Physical CD

Basement / Attic Option ☐ Descriptive ☐ Square Foot

Bsmt Desc Bsmt Area Bsmt % Fin Bsmt Qual

Bsmt Finish Attic Area Attic % Fin Attic Qual

Attic Desc

Values

Override MAV Ovr

Improvement Ovr Date

Last Calc Ovr Rsn

Heated Area

Comments

Appraiser

State Homestead ☐ House No Ext Dir Units Street Name Type Quad

Local Homestead ☐

GENERAL RESIDENCE INFO

Improvement: When no Improvements exist on the Parcel, this field is blank. When editing Residential Improvements, the field will display important identifying information about the first Improvement on the Parcel. From left to right, these are the WinGAP assigned Residential Improvement Key (called the Reprop Key), the Improvement Square Footage, the Exterior Wall type, and the Year Built of the property.

If there is more than one Improvement on the Parcel, the user can click on the Improvement combo box to directly access any of the other Improvements without leaving this Form. This field cannot be directly edited by the user.

WinGAP - Residential Improvements - 1 of 3 : G07 00 228

Improvement

Parcel Number

Class

Parcel Number: The Parcel Number for the Parcel is displayed in this field. It cannot be edited by the user.

Class: The Digest Class for the improvement, such as Residential. The Class field for a new Residential Improvement will default to "A" if the Land Digest Class is "A", "V", "P" or "W"; it will default to "R" if the Land Digest Class is "R"; it will default to "C" if the Land Digest Class is "C"; it will default to "I" if the Land Digest Class is "I"; and it will default to "E" if the Land Digest Class is "E". The user can change from the default Class, if necessary, and select from the possible Class choices by clicking on the combo box and selecting the Class.

Strat: The Digest Stratification for the Improvement, such as Improvement. The Strat field for a new Residential Improvement will default to 1, unless the Land Digest Class is "E", in which case the Strat will default to the Land Digest Strat. As in Class, the user can change from the default Strat, if necessary, and select from the possible Strat choices by clicking on the combo box and selecting the Strat.

Occupancy: Occupancy refers to the use of the Improvement structure or the type of structure as it relates to the tenants as set up in Tools > Schedules/Tables > Residential Improvements > Occupancy. **NOTE:** A special Occupancy of Mobile Homes is included to assist in identifying this type of structure. If Mobile Homes is selected as the Occupancy type, the user MUST click on the MH Info Button on the upper right of the Form and add Mfg Housing data to generate the value of the improvement. As much of the data on the Residential Improvement form as desired may be added but the MH Info button can be clicked immediately after defining the Occupancy as Mobile Home. The MH Info Button will not be enabled unless Mobile Homes is selected as the Occupancy type.

Bedrooms: Data entry for Bedrooms is optional, but if used, the number of bedrooms in the structure is keyed here.

Rooms: Data entry for Rooms is optional, but if used, the number of Rooms in the structure is keyed here.

Foundation: The supporting Foundation of the structure, such as Masonry, as set up in Tools > Schedules/Tables > Residential Improvements > Foundation.

Ext Walls: Ext Walls refers to the type of Exterior Wall of the structure, such as Vinyl Siding, as set up in Tools > Schedules/Tables > Residential Improvements > Exterior Walls.

Roofing: The type of Roofing of the structure, such as Architectural Shingles, as set up in Tools > Schedules/Tables > Residential Improvements > Roofing.

Roof Shape: The type of Roof Shape, such as Gable, as set up in Tools > Schedules/Tables > Residential Improvements > Roof Shape.

Floor Cons: The type of Floor Construction, such as Wood Joist, as set up in Tools > Schedules/Tables > Residential Improvements > Floor Construction.

Floor Fin: The type of Floor Finish, such as Carpet, as set up in Tools > Schedules/Tables > Residential Improvements > Floor Finish. If a structure has several combinations of Floor Finish, and the combinations are not listed, they should either be added to the Floor Finish schedule or the Item chosen should be based on the predominant type of Floor Finish.

Interior Wall: The type of Interior Wall, such as Sheetrock, as set up in Tools > Schedules/Tables > Residential Improvements > Interior Walls.

Interior Ceiling: The type of Interior Ceiling, such as Sheetrock, as set up in Tools > Schedules/Tables > Residential Improvements > Interior Ceiling.

Heat: The type of Heat used in the Improvement, such as Heat Pump, as set up in Tools > Schedules/Tables > Residential Improvements > Heat.

Story Height: Refers to the Story Height of the Improvement, as set up in Tools > Schedules/Tables > Residential Improvements > Story Height. The Story Height items found in this combo box are for descriptive purposes only and are not used in calculating the value of the Improvement.

GRADE/AGE INFO

Grade: The Grade is a numerical assignment representing the quality of the Improvement. The appraiser is responsible for assigning the Grade, and the range can be from 1 to 999. No decimal is used in data entry. The Grade is used in calculating the Adjusted Points and Physical Depreciation Factor of the Improvement.

Year Built: The Year Built represents the actual year the Improvement was constructed. The Year Built is used in calculating the Physical Depreciation Factor and determining the Fair Market Value for the Improvement. The field will default to the Digest Year (Appraisal Year) minus one when adding a new Improvement record.

Eff Year Built: The Effective Year Built is used only when the condition of the Improvement reflects something different than should be present based on the original year of construction. The Eff Year Built field can be used to effectively increase or decrease the age of an Improvement. It is not the year the structure was remodeled. When present, the Effective Year Built is used in calculating the Physical Depreciation Factor and determining the Fair Market Value for the Improvement.

Obsv Cond: The Observed Condition represents the appraiser's judgment call in determining the condition of the Improvement. The Observed Condition is used in calculating the Physical Depreciation Factor for the Improvement.

Neighborhood: This is used in the calculation of the Fair Market Value of the Residential Improvement. The Neighborhood Factor that displays in this field is determined by two items: 1) the Neighborhood for the Parcel, as selected on the Real Property General Information Form; and 2) the Factor for the Residential Improvement for this Neighborhood as defined in the Neighborhood Schedule (Tools > Schedules/Tables > Neighborhoods). If no Neighborhood is defined, a 1.00 will display as the Factor. Factors can be applied against Residential Improvements, Urban Land, Rural Land, Commercial Improvements, and Accessory Buildings. The value represents percent good and is multiplicative.

DEPR/FACTORS INFO

Functional: The first of the fields in the Depr/Factors section of the Form is Functional Depreciation. Functional Depreciation is a numerical assignment representing the appraiser's judgment of the % good with regards to functional obsolescence. For example, an Improvement determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Functional Depreciation field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Depreciation field. An entry of 0.00 will result in an Improvement Value of zero.

Economic: Economic Depreciation is a numerical assignment representing the appraiser's judgment of how the economic area that the Improvement is located in has affected the value of the Improvement. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Economic Depreciation field. An entry of 0.00 will result in an Improvement Value of zero.

Physical Ovr: The Physical Ovr field is used to override the calculated Physical Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Physical Depreciation for the Improvement.

Complete: The Complete field represents the % completed status of the improvement. If construction on the Improvement is finished, it is 100% complete. If is not 100% completed, the value keyed in this field is the appraiser's determination of how complete the Improvement's structure is. An entry of 0.00 will result in an Improvement Value of zero, while an entry greater than 1.00 will be converted to 1.00.

Physical: The WinGAP calculated Physical Depreciation displays in this field. It is based upon the Grade, the Year Built (or Effective Year Built), and the Observed Condition of the Improvement. The Physical depreciation will display even if there is an entry in the Physical Ovr field. This field is not accessible to the user.

CD: The CD, or Cost and Design factor, is an appraiser determined factor appropriate for the Cost and Design of the Residential Improvement. An entry of 0.00 will result in an Improvement Value of zero.

PLUMBING INFO

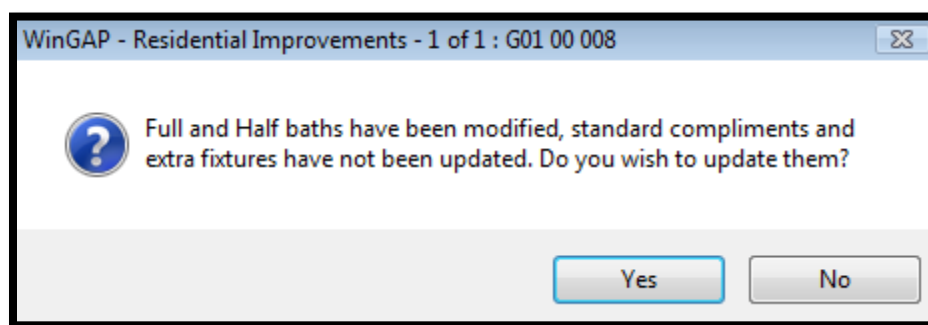
Full Baths: The number of Full Baths in the Improvement can either be keyed in this field, or WinGAP will calculate the value based upon data entry in the Standard Complement and Extra Fixtures fields. The user can override the WinGAP calculated values if desired. A Full Bath has a sink, toilet, and bathtub or shower. The value in this field is descriptive and is not used in calculating the value of the Improvement.

Half Baths: The number of Half Baths in the Improvement can either be keyed in this field, or WinGAP will calculate the value based upon data entry in the Standard Complement and Extra Fixtures fields. The user can override the WinGAP calculated values if desired. A Half Bath has a sink and toilet. The value in this field is descriptive and is not used in calculating the value of the Improvement.

Standard Complement: When plumbing is present in the Improvement, one or both of the Standard Complement and Extra Fixtures fields should have an entry. One Standard Complement consists of one 3-fixture bath and three kitchen fixtures (sink, hot water heater, and laundry hookup). Most Residential Improvements will have one Standard Complement. Duplexes may have two Standard Complements. Multi-family Residential Improvements may have several Standard Complements. The number of Standard Complements is used in calculating the Total Points for the Improvement. WinGAP will attempt to calculate the values of the Standard Complements and Extra Fixtures based on the entries in Full Baths and Half Baths. If the calculation produces errant results, the user can modify the numbers accordingly.

Extra Fixtures: All plumbing fixtures above a Standard Complement are counted individually and keyed in the Extra Fixtures field. For example, an Improvement with a second Full Bath would have three Extra Fixtures along with the one Standard Complement. The number of Extra Fixtures is used in calculating the Total Points for the Improvement.

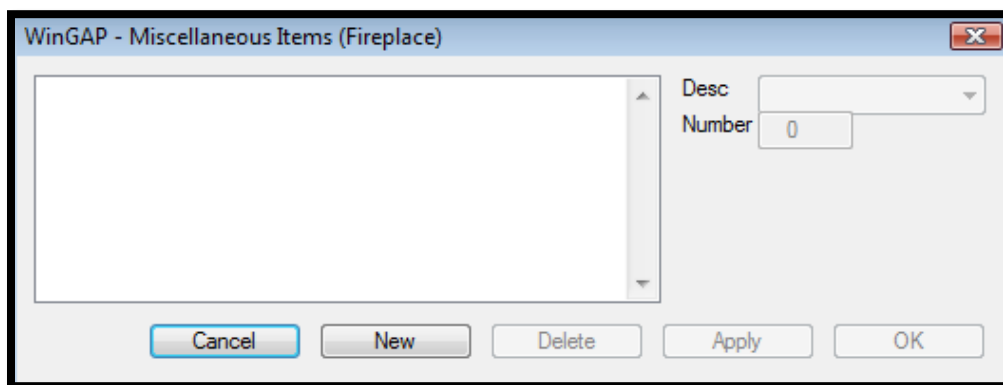
NOTE: If the user changes the number of full or half baths but does not change the number of Standard Complements or Extra Features to match this change, and then clicks Apply or OK, WinGAP will produce a message informing the user of this:



If the user responds with "Yes", WinGAP will update the number of Standard Complements or Extra Features, depending upon the change. If the updated numbers are not correct, the user may change them as needed.

FIREPLACE/MISC

From the Extra Fixtures field the tab key will take the user to the Edit FP button. This button provides access to the Fireplace/Misc section of the Form. Fireplaces and any other Miscellaneous items, such as Hot Tubs, Spas, etc., that are calculated by the Lump Sum method are entered here. The process begins with the user clicking the Edit FP Button, and the Fireplaces Form will appear. The user should click the New Button to add a Fireplace/Misc Item.

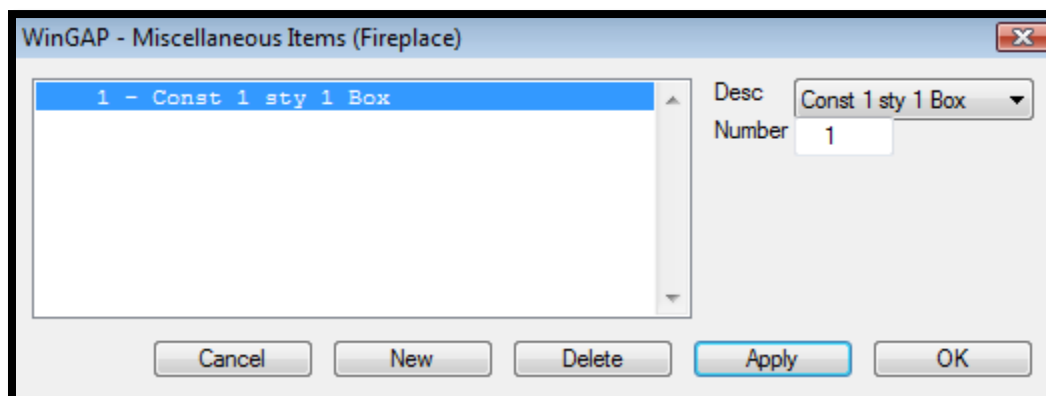


The image shows a software window titled "WinGAP - Miscellaneous Items (Fireplace)". It features a large empty list box on the left. To the right of the list box are two input fields: "Desc" with a dropdown arrow and "Number" with a text box containing the value "0". At the bottom of the window are five buttons: "Cancel", "New", "Delete", "Apply", and "OK".

Desc: The Description of the Item to be added as set up in Tools > Schedules/Tables > Residential Improvements > Fireplaces. The user should click on the combo box field to select an item from the list.

Number: The number of the selected Fireplace/Misc items.

After keying an entry in the Number field, the user should click the Apply Button at the bottom of the Fireplaces Form, and the Fireplace/ Misc item will appear in the Form list box.

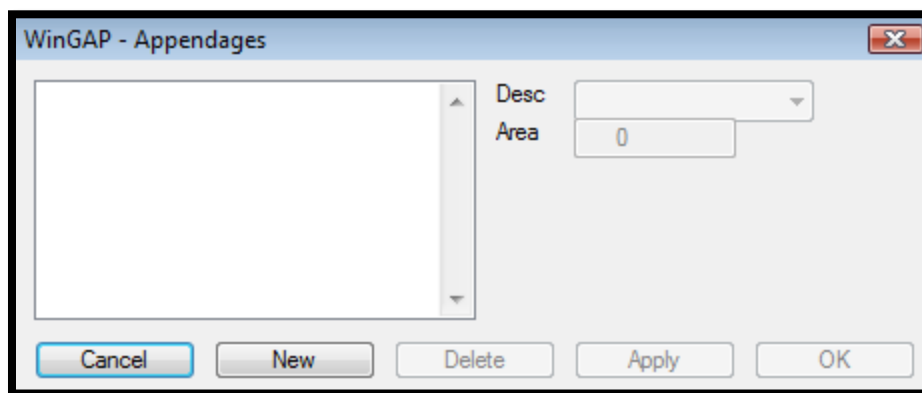


The image shows the same software window, but now the list box contains one item: "1 - Const 1 sty 1 Box". The "Desc" dropdown menu is also set to "Const 1 sty 1 Box", and the "Number" text box now contains the value "1". The "Apply" button at the bottom is highlighted with a blue border.

More Fireplace/Misc items can be added, or the user can click the OK Button to exit this Form and return to the Residential Improvements Form. The Fireplace/Misc item(s) will now display in the Fireplace/Misc section of the Residential Improvements Form.

STRUCTURE AREAS

If the structural areas of the Improvement are to be sketched, no entries are necessary in this part of the Form. However, if sketches are to be drawn at a later date or not at all, at least one structural area of the improvement that will produce heated square feet must be entered in this part of the form in order for WinGAP to perform the value calculations and save the data entered on the Residential Improvements Form. The manual process of adding Structure Areas begins with the user clicking the Edit Areas Button, and the Appendages Form will appear. The user should click the New Button to add an Area Item.

The image shows a software dialog box titled "WinGAP - Appendages". It features a large empty list box on the left. To the right of the list box are two input fields: "Desc" with a dropdown arrow and "Area" with a text box containing the number "0". At the bottom of the dialog are five buttons: "Cancel", "New", "Delete", "Apply", and "OK".

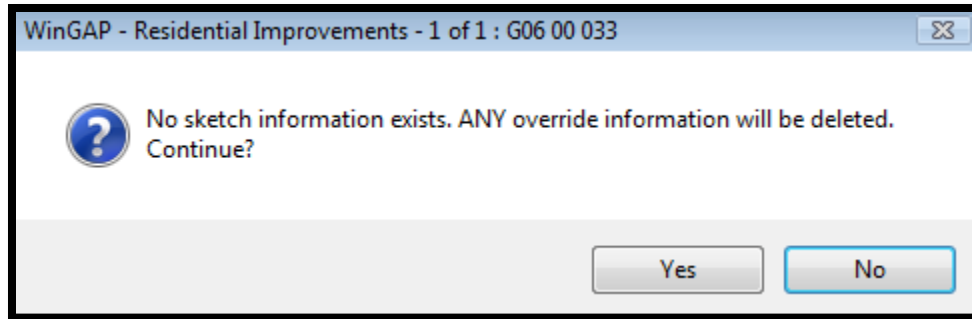
Desc: The Description of the Item to be added, as set up in Tools > Schedules/Tables > Residential Improvements > Improvement Labels.

Area: The square footage of the selected Structure Area item.

After keying an entry in the Area field, the user should click the Apply Button at the bottom of the form and the Structure Area item will appear in the Form list box. More Structure Area items can be added, or the user can click the OK Button to exit this form and return to the Residential Improvements Form. The Structure Area item(s) will now display in the Structure Areas section of the Form, and any Heated Area will display in the field directly to the left of the Structure Areas list box.

NOTE: The Edit Areas Button can also be used to change existing labels without entering the sketch. New Labels cannot be added if any portion of the improvement has been sketched, and areas of existing labels cannot be changed. Labels can be deleted, however.

NOTE: Any improvement areas manually entered in the Structure Areas section, in lieu of sketching, will be deleted if the user later clicks the No Sketch Button and proceeds to draw sketches for the improvement areas. The user will receive a message immediately after clicking the No Sketch button.



A "Yes" reply will take the user into the Sketching Module where the sketches can be drawn; a "No" reply will keep the user on the Residential Improvement Form and the manually entered Improvement Areas will not be deleted.

BASEMENT/ATTIC OPTION

There are two options for entering Basement and Attic information. The Square Foot option is the default. If a Residential Improvement does not have a basement or attic, the Bsmt/Attic Area and % Fin fields should remain at zero. If the Residential Improvement has a Basement and Attic, the choice of which method to use, Descriptive or Square Foot, is up to the appraiser, although it is recommended that the Square Foot option be used. The Square Foot method provides for more detailed entry for Basement and Attic area, finish, and quality. The type of method can be changed by clicking the appropriate Radio Button for either type. The fields under the Descriptive method will be discussed first, followed by the Square Foot method.

DESCRIPTIVE METHOD

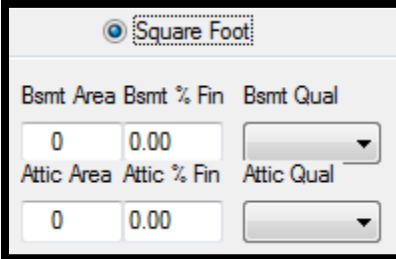
 A screenshot of a form titled "Basement / Attic Option". It features a radio button labeled "Descriptive" which is selected. Below this, there are three dropdown menus labeled "Bsmt Desc", "Bsmt Finish", and "Attic Desc".

Bsmt Desc: The Description of the coverage of the Basement, such as None, Full, etc., is selected in this field, as set up in Tools > Schedules/Tables > Residential Improvements > Basement Coverage.

Bsmt Finish: The amount of Finish for the Basement, such as None, Unfinished, etc., is selected in this field, as set up in Tools > Schedules/Tables > Residential Improvements > Basement Finish.

Attic: The Description of the type of Attic, such as No Attic, Finished, etc., is selected in this field, as set up in Tools > Schedules/Tables > Residential Improvements > Attic Type.

SQUARE FOOT METHOD



The screenshot shows a software window titled "Square Foot" with a radio button selected. It contains two rows of input fields. The first row is for the basement, with labels "Bsmt Area", "Bsmt % Fin", and "Bsmt Qual". The second row is for the attic, with labels "Attic Area", "Attic % Fin", and "Attic Qual". Each row has a text input field for area (both containing "0"), a text input field for percentage finish (both containing "0.00"), and a dropdown menu for quality.

Bsmt Area: The first of the Square Foot method fields is where the Basement Area is keyed. The range is from 1 to 99999 square feet, without decimals. If the "Sum Bmt to Screen" box is checked in the Other Options section of the Tools > Preferences screen, then this field will automatically populate with the square footage of any sketch polygons labeled as Basement, and this field will be inaccessible to the user.

Bsmt % Fin: The amount of Finish for the Basement is keyed here. The range is from 0.00 to 9.99. A Basement that is fully finished should have a value of 1.00 entered. If there is no finish, the value should be zero.

Bsmt Qual: The Quality or condition of the Basement, such as Poor, Average, etc., as set up in Tools > Schedules/Tables > Residential Improvements > Basement Quality, is selected in this field.

Attic Area: The square footage of the Attic is keyed in this field. The range is from 1 to 99999 square feet, without decimals.

Attic % Fin: The amount of Finish for the Attic is keyed here. The range is from 0.00 to 9.99. An Attic that is fully finished should have a value of 1.00 entered. If there is no finish, the value should be zero.

Attic Qual: The Quality or condition of the Attic, such as Poor, Average, etc., as set up in Tools > Schedules/Tables > Residential Improvements > Attic Quality, is selected in this field.

VALUES

Override: The Override Value represents an assigned value for the Residential Improvement. An entry in this field overrides all Residential Improvement calculations.

MAV: The MAV field holds the WinGAP generated Moratorium Appraised Value for the Residential Improvement. The MAV value will appear in the field after the Apply button is clicked. Should this value need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field: values keyed via the MAV Buttons are not monitored, keyed MAV values are permanent only for that screen session, any future changes to the property could modify MAV.

Ovr Checkbox: To the right of the MAV Button is the MAV Ovr Checkbox. When a check is placed in this box, the value in the MAV field will be treated as an override for the Residential Improvement Value. All calculations for this Improvement Value will be suspended until the check is removed.

Override Date: If an Override Value is entered, the Date of the Override entry is keyed in this field. The calendar to the right of the field can also be used to insert the date or the user can right click in the field and select Today to insert the current date.

Override Reason: If an Override Value is entered, a reason for the Override must also be selected from the reasons set up in Tools > Schedules/Tables > Override Reasons.

Improvement: The Improvement field in the Values section displays the calculated Fair Market Value of the improvement. This field is not accessible to the user.

Last Calc: If a change is made to any of the Residential Improvement information that affects the Improvement Value, the Last Calc field will display the previous calculated Improvement Value, and the Improvement field will display the new calculated value. However, once the Apply Button is clicked and the user remains on the Residential Improvements Form, or clicks the OK Button and leaves the Form, the new Improvement value will display in both the Last Calc and Improvement fields on the Residential Improvements Form.

HOMESTEAD

State Homestead: If the Residential Improvement qualifies for the State Homestead Exemption, a checkmark should be placed in this checkbox. The checkbox will not be enabled unless the Homestead Code assigned to this parcel has been designated as a State Homestead. The value of all Residential Improvements on the parcel designated for the State Homestead will be summed and placed in the field in Realprop called statehsva. If the parcel is less than or equal to 10 acres, the value of the land will be added to the homestead improvement total and placed in the statehsva field. If the parcel is greater than 10 acres, a per acre value will be obtained (land value divided by total acres) and multiplied by 10 to obtain the land value eligible for the new State Homestead. The flags and values will be passed to the digest vendors for processing the exemption. Procedures are in place to remove flags and value when the homestead is changed to a code that is not designated as a 65 and Older State Homestead Code.

Local Homestead: If the Residential Improvement qualifies for a Local Homestead Exemption, a checkmark should be placed in this checkbox. The checkbox will not be enabled unless the Homestead Code assigned to this parcel has been designated as a Local Homestead.

COMMENTS/APPRaiser

Comments: The Comments field can be used to enter any comments about the Residential Improvement.

Appraiser: The Appraiser field is used to select the Residential Improvement field appraiser from the Appraiser combo box, or the Appraiser's name can be keyed into the combo box field.

STREET INFO

House No: The House No field is where the House Number of the Residential Improvement is keyed.

Ext: If the street address contains an extension such as A, 1/2, etc., it should be keyed here.

Dir: The direction (North, Southeast, etc.) of the street.

Units: The Unit Number of the property, sometimes used by Apartments and Condominiums. Examples would be Unit 5, Apartment A, etc.

Street Name: The name of the Street or Road where the Residential Improvement is located. 25 characters of information can be keyed into the field.

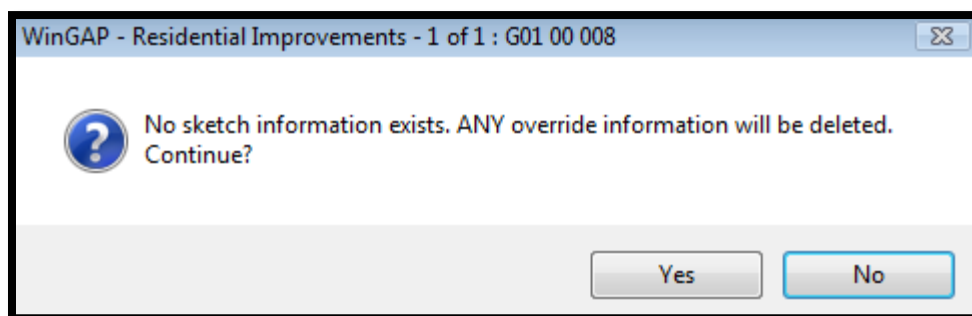
Type: The Type of Street, such as Road, Drive, Hwy, Lane, etc., is keyed here.

Quad: The post-direction used in addressing, such as 4888 Peachtree St. NW. The NW is the post-direction.

RESIDENTIAL IMPROVEMENTS FORM ACCESS BUTTONS

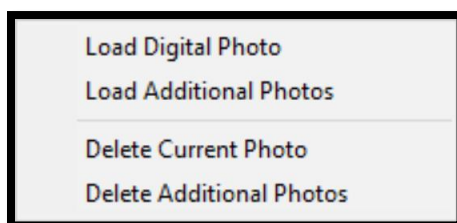
No Sketch/Sketch Button: The No Sketch/Sketch Button takes the user to the WinGAP Sketching Module, where heated areas, appendages, and site improvements can be sketched and labeled. Sketching and labeling procedures are covered in the Sketching Module section. If structure areas are keyed by using the Structure Areas button, the Sketch/No Sketch button will read No Sketch. Once the Sketching Module has been used to draw sketches, and sketch data exists for the Residential Improvement, the No Sketch/Sketch button will read Sketch.

NOTE: If structure areas are keyed by using the Structure Areas button, and the user clicks the No Sketch button to draw sketches, the user will be informed that the manually entered Structure Areas will be deleted.



If the user clicks "Yes" the manually entered areas will be deleted and the user will proceed to the Sketching Module. A "No" response will preserve the manually entered areas and keep the user on the Residential Improvements Form.

Photo Button: Right clicking this button opens a contextual menu that allows you to select from several options.



Clicking the "Load Digital Photo" option will open a window where the user can navigate to a picture and load it to the WinGAPSQL folder on the server. A new folder will be created in the WinGAP photo folder on the server with the prefix "r" for residence followed by the repropkey assigned by Wingap, and the photo will be named the same. This is the primary photo for the property.

Selecting the Load Additional Photos option will open a new form that will append more information to the photo. Typing in the field to the right of the Photo Name will add that information to the picture name, for instance “basement” would name the photo for a property with the repropkey 11885 “r11885_basement”. Selecting one of the checkboxes will quickly append that information to the photo so the user does not have to type it themselves. The user will then navigate to where the picture is on their computer and WinGAP will copy it to the server and name it according to the above naming convention.

Selecting “Delete Current Photo” will delete the primary digital photo, while selecting “Delete Additional Photos” will open the pictures folder for this record where the user can manually select which photos to delete.

MH Info Button: The MH Info Button takes the user to the Non-Prebilled Mobile Home Form, where detailed information about the Mobile Home, such as year built, manufacturer, model, size, etc. can be entered. The MH Info Button will be accessible only if Mobile Home is selected as the Occupancy of the Residential Improvement. The procedures for entering Non-Prebilled Mobile Home information are covered in the Non-Prebilled Mobile Homes section.

Pricing Button: Detailed information about points and value calculations for the Residential Improvement can be accessed by clicking on the Pricing Button. A detailed explanation of how these points and values were calculated is covered in the Residential Improvements Calculation Summary section.

Schedules Button: This opens the Residential Improvements schedule form. More information on these schedules is covered in the Tools > Schedules/Tables > Residential Improvements section.

If entering a new Residential Improvement, after the Apply Button is clicked WinGAP assigns a Residential Improvement Number to this record and displays the Square Footage, the type of Exterior Wall, and the Year Built of the improvement in the improvement drop down box.

RESIDENTIAL IMPROVEMENTS CALCULATION SUMMARY FORM

The Residential Improvements Calculation Summary Form (hereafter called the Points Form) is reached by clicking on the Points Button on the upper right of the Residential Improvements Form. The Points Form displays important summary Points and Value information for each Improvement on the Parcel. The Form is divided into two sections:

- Points/Values, the top half of the Form, where the Points and Values for each of the basic structural components of the Improvement are listed, producing the RCN (Replacement Cost New) for the Improvement.
- Depreciation/Factors, the bottom half of the Form, where the various Depreciation Factors that determine the FMV (Fair Market Value) of the Improvement are listed.

NOTE: If a Parcel has multiple Improvements, you must click the Apply Button after selecting each Improvement before you click the Points Button for the Points and Values information for that Improvement to display.

WinGAP - Improvement Calculation ... ? X

Total Base Area AM

Points / Values

| | | |
|------------------|------------------------------------|--------------------------------------|
| Total Base | <input type="text" value="2,010"/> | <input type="text" value="201,000"/> |
| Heat | <input type="text" value="70"/> | <input type="text" value="7,000"/> |
| Basement | <input type="text" value="162"/> | <input type="text" value="16,200"/> |
| Attic | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Structure Areas | <input type="text" value="250"/> | <input type="text" value="25,000"/> |
| Fireplace / Misc | <input type="text" value="10"/> | <input type="text" value="1,000"/> |
| Plumbing | <input type="text" value="80"/> | <input type="text" value="8,000"/> |
| Total | <input type="text" value="2,582"/> | <input type="text" value="258,200"/> |
| Adjusted | <input type="text" value="2,840"/> | <input type="text" value="284,000"/> |

RCN

Depreciation / Factors

| | |
|--------------|-----------------------------------|
| Functional | <input type="text" value="1.00"/> |
| Economic | <input type="text" value="1.00"/> |
| Override | <input type="text" value="0.00"/> |
| % Complete | <input type="text" value="1.00"/> |
| Calculated | <input type="text" value="0.81"/> |
| CD | <input type="text" value="1.00"/> |
| Neighborhood | <input type="text" value="1.05"/> |

FMV

Override

Schedules

WinGAP uses a variety of calculation formulas to arrive at the Points, Values, Replacement Cost New, and Fair Market Value of the Improvement. These formulas will be explained below. As an example, the following type of Residential Improvement will be used:

- 1 Story, 2056 Square Feet
- Hardboard Siding
- Poured Concrete Foundation
- Heat Pump
- 2 Full Baths, 1 Half Bath
- 1 One Story Prefabricated Fireplace
- 110 Grade

- 2002 Year Built
- Average Condition
- Carpet/Hardwood Flooring
- Basement, Full, Part Finished (Descriptive Method)
- Basement, 2030 Square Feet, .50 Finished, Average Quality (Square Foot Method)
- Garage, 396 Square Feet
- Wood Deck, 491 Square Feet
- Porch, 168 Square Feet

The example property will use the following WinGAP factors:

- Base Area of 1800
- Increment Base of 10
- Increment Factor over 1800 sqft of 0.0013
- Base Dollars/Square Feet at \$95
- Hardboard Siding at 1.05
- Flooring at \$1.06
- Heat Dollars/Square Feet at \$1.00
- Heat Multiplier at 3.50
- Basement Coverage Full at \$4.00
- Basement Finish Part Finished multiplier at 2.00
- Basement Quality multiplier of Average at 1.00
- Basement Finish Adjustment of \$16.00
- the Residential Point Cost is 100
- the Residential Depreciation Year is 2021
- the Appraisal Year is 2021

Certain other WinGAP factors from their respective schedules are also used and are mentioned during the discussion for that calculation. For an explanation of all of these factors, see their respective Help Forms located in Tools > Schedules/Tables and Tools > Preferences.

BASE AREA

Total Base Area: At the top of the Points Form the Total Base Area of the Improvement is listed. The Total Base Area is the ground floor area of the house. For this example, the Total Base Area is 2056 Square Feet. If a house has two stories, only the first story heated area is used. If a house is part one story and part two story, the sum of the ground floor heated areas from each part is used as the Total Base Area. Determining the Total Base Area, which WinGAP will calculate and place in the Total Base Area field if the house is either Sketched or the ground floor areas entered in the Edit Areas section of the Residential Improvement Form, is the first step in the process of calculating the value of a Residential Improvement.

AM: To the right of the Base Area is the Area Multiplier (AM) factor. The AM adjusts the base area according to the following formula:

$$\begin{aligned} & \text{Area Multiplier} \\ & ((([\text{Base Area}] - [\text{Total Base Area}]) / [\text{Increment Base}]) \times [\text{Increment Factor}]) + 1.00 \\ & \text{*Round to 3 decimals*} \end{aligned}$$

Example: $(((1800 - 2056) / 10) \times 0.0013) + 1.00 = 0.966720$

Rounded to two decimal places yields an Area Multiplier of 0.967. If the county desires, in Tools > Preferences, there is an option to leave the Area Multiplier rounded to the full 6 decimal places.

POINTS/VALUES SECTION

Total Base: The Total Base Points are the first item in the Points/Values Section that is displayed. The process of calculating Total Base Points contains several steps within itself.

The first step to calculate the Total Base Points is to calculate the Adjusted Points/Square Foot. The Area Multiplier is used to determine the Adjusted Points/Square Foot:

$$\begin{aligned} & \text{Adjusted Points/Square Foot}_1 \\ & ([\text{Area Multiplier}] \times [\text{Base Dollars/Square Foot}]) / 100 \\ & \text{*Round to 6 decimals*} \end{aligned}$$

Example: $(0.967 \times 95) / 100 = 0.918650$

This yields an Adjusted Points/Square Foot₁ of 0.918650.

The Adjusted Points/Square Foot are then used to calculate the Adjusted Points/Square Foot₂:

$$\begin{aligned} & \text{Adjusted Points/Square Foot}_2 \\ & [\text{Adjusted Points/Square Foot}_1] \times [\text{Exterior Walls Factor}] \times [\text{Occupancy Factor}] \\ & \text{*Round to 6 decimals*} \end{aligned}$$

Example: $0.918650 \times 1.05 \times 1.00 = 0.964583$

The next step is to calculate the sum of the Additions. In the schedules, these are all priced with a \$/SF value.

Sum of Additions

$$([Foundation] + [Roof] + [Roof Shape] + [Floor Construction] + [Floor Finish] + [Interior Wall] + [Ceiling]) / 100$$

Round to 6 decimals

Example: $(0 + 0 + 0 + 0 + 1.06 + 0 + 0) / 100 = 0.010600$

Now, add the Adjusted Points/Square Foot₂ to the Sum of Additions to get the Total Points.

Total Adjusted Points

$$[Adjusted Points/Square Foot_2] + [Sum of Additions]$$

Round to 6 decimals

Example: $0.964583 + 0.010600 = 0.975183$

Finally, the Total Base Points are found by multiplying the Total Adjusted Points by the Base Area.

Total Base Points

$$[Total Adjusted Points] \times [Base Area] \times [Story Adjustment]$$

Truncate to the whole number

Example: $0.975183 \times 2056 \times 1.00 = 2004.976248$

If the Improvement has more than one story, the Base Points for each story are calculated using the above formula, then the Base Points for each story are added together to determine the Total Base Points. For our example, truncating the calculated number leaves us with 2004 Total Base Points. Once the Total Base Points are calculated, multiplying that by the Point Cost as set up in Tools > Preferences will yield the Base Value. Using the standard 100.00 points, our example property's Base Value is \$200,400.

Heat: The calculation of Heat Points is a two-step process. The initial step in this process is to determine the Heat Points/Square Foot. The Area Multiplier calculated above is also used to determine Heat Points using the following calculation:

Heat Points

$$([Heat Dollars/Square Foot] \times [Area Multiplier] \times [Heating Adjustment] \times [Story Adjustment] \times [Base Area]) / 100$$

Round to the nearest whole number

Example: $(1.00 \times 0.967 \times 3.50 \times 1.00 \times 2056) / 100 = 69.58532$

If the Improvement has more than one story, the Heat Points for each story are calculated using the above formula, then the Base Points for each story are added together to determine the Total Base Points. For our example, rounding the calculated number leaves us with 70 Total Heat Points. Once the Total Heat Points are calculated, multiplying that by the Point Cost as set up in Tools > Preferences will yield the Base Value. Using the standard 100.00 points, our example property's Base Value is \$200,400.

Basement: The Basement points, if utilized, show what a finished basement is worth. It is possible to value finished basement on the sketch itself with appropriate Sketch Labels, but utilizing the Basement Options portion of the Residential Improvement form is more flexible, easier to manage, and allows for simpler auditing and valuation.

Basement Points are calculated by two different methods. One is by Descriptive terms, the other is by using Square Feet and Percent Finish information. The Descriptive method is less precise yet also simpler for the field appraiser to use when they are unable to acquire detailed information about a finished basement while the Square Foot method is more precise but requires the appraiser to have very accurate information about the basement and its finished area. The Descriptive method can be used to completely value basements without assigning any value to sketched basement polygons while the Square Foot method does still require any unfinished basement to be sketched and valued based on the polygon area.

Descriptive Method

The initial step in the Descriptive method is to select the Basement Description and Finish on the Descriptive section of the Basement Options on the Residential Improvements form. The options available for the user are established in the Tools > Schedules/Tables > Residential Improvements > Basement Coverage and Basement Finish menus. Typical options might include None, Part, Half, and Full for coverage (Bsmt Desc) and None, Unfinished, Part Finished, and Full Finished for Basement Finish (Bsmt Finish).

Once that data is filled in, the first calculation is to determine the Basement Points/Square Foot by multiplying the Area Multiplier by the Basement Dollars per Square Foot, then dividing that by the Residential Points. That figure is then multiplied by the Total Base Area and then the Basement Finish Adjustment to yield the Total Adjusted Basement Points.

Total Adjusted Basement Points

$$(((\text{Area Multiplier}) \times [\text{Basement Dollars/Square Foot}]) / 100) \times [\text{Total Base Area}] \times [\text{Basement Finish Adjustment}]$$

Round to whole number

Example: $((0.967 \times 8.0) / 100) \times 2056 \times 2.00 = 318.10432$

The Basement Dollars/Square Foot adjustment for Full Basement Coverage (in this example it is \$8.00/Square Foot) is found in Tools > Schedules/Tables > Residential Improvements > Basement Coverage, and the Basement Finish Adjustment (in this example it is 2.00) is found in Tools > Schedules/Tables > Residential Improvements > Basement Finish Adjustment.

In this example, using the Descriptive method, the Total Adjusted Basement Points are 318, which are then multiplied by the Point Cost, which is 100, to give a Total Basement Value of \$31,800.

Square Foot Method

The Square Foot method only values the finished basement on the Basement section of the Points form. The unfinished basement is valued as a Structure Area with the value being derived from the sketch. If a house has a basement with no finished area, the Basement section of the Points form will show \$0 despite the basement contributing value to the property under a different portion of the Points form.

The initial step in the Square Foot method is to fill in the total basement square footage in the Bsmt Area portion of the Square Foot options on the Residential Improvement form. There is an option in Tools > Preferences to "Sum Bsmt to Screen", which will automatically fill this box in from the sketch based on any Improvement Labels that have the "Basement Area" box checked. Once this is done, the next step is to fill in the Basement % Finish and Quality fields.

Once that data is filled in, the first calculation is to determine the Adjusted Basement Finish Points by multiplying the Basement Percent Finish by the Basement Finish Adjustment, then dividing that by the Residential Points.

Adjusted Basement Finish Points

$$([\text{Basement Percent Finish}] \times [\text{Basement Finish Adjustment}]) / 100$$

Round to 6 decimals

Example: $(0.50 \times 16.00) / 100 = 0.080000$

That figure is then multiplied by the Total Base Area and then the Basement Finish Adjustment to yield the Total Adjusted Basement Points.

Total Adjusted Basement Points

$$[\text{Adjusted Basement Finish Points}] \times [\text{Total Basement Area}] \times [\text{Basement Quality Factor}]$$

Round to whole number

Example: $0.080000 \times 2030 \times 1.00 = 162.400000$

In this example using the Square Foot method, the Total Adjusted Basement Points are 162, which are then multiplied by the Point Cost of 100 to give a Total Basement Value of \$16,200. With this method, this is just the value of the *finish* in the basement; the basement value for the entire square footage without a finish is calculated from the sketch as an appendage and shows in the Structure Areas of the Points form.

Attic: The attic calculations are identical to the Basement calculations. See that section for more information on how to calculate Attic Points and Values.

Structure Areas: The Points and Values for the Structure Areas of any Appendages to the Improvement, such as Garages, Decks, and Porches, display in these fields. The Improvement in this example has a 491 ft² Wood Deck, a 168 ft² Porch, and a 396 ft² Garage. Appendage Points are calculated with the following formula:

Total Appendage Points

$$([\text{Appendage Dollars/Square Foot}] \times [\text{Appendage Area}]) / 100$$

Round to whole number

Once the Points are calculated, multiplying that by the Point Cost will yield the Structure Area Value. The Wood Deck is valued at \$4.00 a Square Foot (see Tools > Schedules/Tables > Improvement Labels), which with a Point Cost of 100 gives it a Point total of 20 and a Value of \$2,000. The Open Porch is valued at \$8.00 a Square Foot, yielding a Point total of 13 and a Value of \$1,300. The Garage is valued at \$14.00 a Square Foot, yielding a Point total of 55 and a Value of \$5,500. Finally, if using the Square Foot method to value the finished basement and the unfinished basement carrying a value of \$8.00 a Square Foot, the Basement comes in at 162 Points and a value of \$16,200. Adding these items together produces Total Structure Area Points of 250 and a Total Structure Area Value of \$25,000.

The user can click the right-pointing Arrow to the right of the Structure Values field to see a list of all Areas and Values for all parts of the Improvement. No value is listed for the Heated Area (Primary Label Types) because that value is listed under the Total Base Value for the Improvement.

Using the finished basement examples from before, that would yield a total basement value of \$16,200 + \$16,200 = \$32,400 with the Square Foot method, which is extremely close to the \$31,800 from the Descriptive method. Since the option for the Descriptive method of Partial was developed with the same schedule as a 50% finish, that is the expected result. As the appraiser uses percentages for finished basement that are more granular than the Descriptive method allows for, there could be a several thousand-dollar difference in the two methods as the % finished gets further away from the ranges covered by the Descriptive method. For example, with Unfinished, Partial, and Full representing 0%, 50%, and 100% respectively, the Square Foot method using 25% and 75% finished would be between the respective options. Depending on the County needs, it could be prudent to add more Descriptive finishes than the stock options if there are many finished basements that are carrying substantial value and the county is using this method to value finished basements.

Fireplace/Misc: Fireplaces and other Miscellaneous Items, such as Spas, Hot Tubs, etc., are typically calculated by the Lump Sum Method. A One Story, One Box Constructed Fireplace is valued in this example at \$1000 and would have 10 points (\$1000 divided by the Point Cost of 100) entered in the schedule located in Tools > Schedules/Tables > Residential Improvements > Fireplace. The example has 1 One Story Prefabricated Fireplace, so that means the Total Fireplace/Misc Points is 10. 10 Points multiplied by the Point Cost, which is 100, gives a Total Fireplace Value of \$1,000.

The user can click the right-pointing Arrow to the right of the Fireplace/Misc Value field to see a list of all Fireplaces and Fireplace Values for the Improvement.

Plumbing: The calculation of Points for Plumbing is based upon two items: 1) the Number of Standard Complements; and 2) the number of Extra Fixtures beyond the Standard Complement. One Standard Complement consists of one three fixture bath and three kitchen fixtures (sink, hot water heater, and laundry hookup). The Improvement in the example has two full baths and one half bath, which means that it has one Standard Complement and five Extra Fixtures. A Standard Complement is valued in this example at 40 points and each extra fixture worth 8 points for a total of 80 Plumbing Points, multiplied by the Point Cost of 100 gives a Total Plumbing Value of \$8,000.

Total: All the Points under Total Base, Heat, Basement, Attic, Fireplace/Misc, and Plumbing are added together to give the Total Points. If the Descriptive method for calculating the Basement and Attic is used, the Total Points in this example are 2576. The Total Points multiplied by the Point Cost of 100 gives a Total Value of \$257,600. If the Square Foot Method for calculating the Basement and Attic is used, the Total Points in this example are 2582. The Total Points multiplied by the Point Cost of 100 gives a Total Value of \$258,200.

Adjusted: The Total Points are multiplied by the Grade of the Improvement to give the Adjusted Points. In this example the Grade is 110 (or 1.10). Using the Square Foot method for the rest of the example, the Total Points of 2582 are multiplied by the Grade to produce an Adjusted Points total of 2840. The Adjusted Points multiplied by the Point Cost of 100 gives a Total Value of \$284,000.

RCN: The Adjusted Value is also called the RCN, or Replacement Cost New.

DEPRECIATION/FACTORS SECTION

Functional: Functional Depreciation is a numerical assignment representing the appraiser's judgment of the % good with regards to functional obsolescence. For example, an Improvement determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would display in the Functional Depreciation field. The range can be from .01 to 9.99.

Economic: Economic Depreciation is a numerical assignment representing the appraiser's judgment of how the economic area that the Improvement is located in has affected the value of the Improvement. The range can be from .01 to 9.99.

Override: The Override field displays an appraiser determined Physical Depreciation Override factor that is used to override the calculated Physical Depreciation performed by WinGAP.

% Complete: The % Complete field displays the percent completed status of the improvement. If construction on the Improvement is finished, it is 100% complete. If is not 100% completed, the factor that displays in this field is the appraiser's determination of how complete the Improvement's structure is.

Calculated: The WinGAP Calculated Physical Depreciation factor displays in this field. It is based upon the Grade, the Frame, the Age, and the Observed Condition of the Improvement. The user can look up this factor in Tools > Depreciation > Residential Tables. See that section for more information on how depreciation tables are set up and how they function. For this example, the calculated Physical Depreciation is 0.81.

CD: CD is the Cost and Design factor, an appraiser determined numerical adjustment for the Improvement based upon its Cost and Design. The range can be from .01 to 9.99.

Neighborhood: The Neighborhood factor is a numerical assignment used to adjust the value of the Residential Improvement due to location in a County. In this example, the Neighborhood factor is 1.05.

FMV: The FMV, or Fair Market Value, field displays the RCN Value multiplied times the Functional, Economic, % Complete, Calculated Physical Depreciation, Cost Design, and Neighborhood Factors. These factors are multiplicative, and the formula looks like this:

Fair Market Value

[RCN] x [Economic] x [Functional] x [% Complete] x [Calculated or Override Depreciation] x [CD] x [Neighborhood]

Truncate to the nearest 100

Example: $284,000 \times 1.00 \times 1.00 \times 1.00 \times 0.81 \times 1.00 \times 1.05 = 241,542$

NOTE: In Tools > Preferences, there is an option to Truncate Values. If a checkmark is placed in the Truncate Values checkbox and the Replacement Cost New – (minus) Depreciation (or RCN – Dep) is greater than 1000, all values will be truncated to the nearest \$100. In this example, the value of \$241,542 will be truncated to \$241,500. If the Replacement Cost New – Depreciation is less than 1000, all values will be truncated to the nearest \$10, meaning \$98 truncates to \$90. Truncation is accomplished by dividing the RCN-Dep value by 100 and not rounding the result. The resulting quotient is then multiplied by 100.

Override: The Override Value represents an appraiser assigned value for the Residential Improvement, which overrides all Residential Improvement calculations.

NON-PREBILLED MOBILE HOMES FORM

The Non-Prebilled Mobile Homes Form is used to add, edit, or delete any Mobile Homes that are considered to be Residential Improvements on the Parcel. The Mobile Home must first be added as a Residential Improvement by clicking the New Button on the Residential Improvements Form. If the Mobile Home is to be priced using the information on the Mobile Homes Form, only the Class, Strat, and Occupancy fields on the Residential Improvement Form need to be selected. Mobile Home must be selected as the Occupancy type.

WinGAP - Residential Improvements - [User ID = cmartin] (DEVEL) - 1 of 1 : 001230020000 AY2021

Improvement Key: 11885 920 SF Vinyl Siding 1991 \$ 108500 No Sketch Photo 1

Parcel Number 001-2-3-002-0000 Foundation

Class Residential Ext Walls

Strat Improvement Roofing

Occupancy Mobile Homes Roof Shape

Basement Rooms Floor Cons

Grade / Age

Grade 0

Year Built 2020

Eff Year Built 0

Obsv Cond

Neighborhood 1.05

Depr / Factors

Functional 1.00

Economic 1.00

Physical Ovr 0.00

Complete 1.00

Physical 0.00

CD 1.00

Plumbing

Full Baths 0

Half Baths 0

Standard Complements 0

Extra Fixtures 0

Fireplace / Misc Edit EP

Structure Areas Edit Areas

Heated Area 0

Comments

Basement / Attic Option

☐ Descriptive ☒ Square Foot

Bsmt Desc

Bsmt Finish

Attic Desc

Bsmt Area Bsmt % Fin Bsmt Qual

0 0.00

Attic Area Attic % Fin Attic Qual

0 0.00

Values

Override 0 MAV 0 ☐ Ovr

Improvement 0 Ovr Date / /

Last Calc 0 Ovr Rsn

Appraiser JACK JOHNSON

Local Homestead ☐

House No Ext Dir Units Street Name Type Quad

365 HUSTLE TOWN RD

Help Edit History Cancel New Delete Apply OK

MH Info

Once Mobile Homes has been selected as the Occupancy for the Residential Improvement, it is not necessary to enter the rest of the Residential Improvement information. Also, do not click the Apply Button at this point. Instead, the user should click the MH Info Button on the upper right of the Residential Improvements Form to access the Mobile Homes Form. The MH Info Button will be "grayed out" and not accessible to the user until Mobile Home is selected in the Occupancy field on the Residential Improvement Form.

Clicking the MH Info button produces the Manufactured Housing form. The New button must be clicked at the bottom of the form to open up the fields for data entry.

GENERAL MH INFO

MH: When no Mobile Homes exist on the Improvement, this field is blank. When editing Mobile Homes, the field will display important identifying information about the first Mobile Home on the Improvement, including the Year Built, Size, Manufacturer, and Model. If there is more than one Mobile Home on the Improvement, the user can click on the field combo box to directly access any of the other Mobile Homes on the Improvement without leaving this Form. This field cannot be directly edited by the user.

PIN: The Parcel Number where the Non-Prebilled Mobile Home is located is displayed in this field. The Parcel Number can be changed by the user if necessary.

Location: The location of the Mobile Home.

Key: The Key field contains the WinGAP Account Number, called Mobilekey, for this Mobile Home. It cannot be changed by the user.

Review Date: The last date that this Mobile Home was reviewed or the date the Mobile Home is scheduled to be reviewed is keyed in the Review Date field. The date can either be keyed or the Calendar Button to the right of the field can be clicked to select and insert the date.

Returned Mail: The Returned Mail checkbox is used to note when the USPS has returned correspondence as undeliverable for the Mobile Home.

Future Field Check: This checkbox flags the Mobile Home for a field check sometime in the future and is useful in reporting or locating Mobile Homes that someone flagged as needing a field review.

House Pricing: A checkmark placed in this checkbox will instruct WinGAP to price the Mobile Home using the information on the Residential Improvement Form instead of using the information on the Mobile Home Form. If this is done, all the Residential Improvement information must be entered on the Residential Improvement form. The user must also either sketch the Mobile Home or enter the square footage using the Edit Areas button to attain a value for the Non-Prebilled Mobile Home. The House Pricing field is "grayed out" and not available to the user until the Mobile Home record is saved.

Exempt: This checkbox, if checked, will flag the Mobile Home as exempt from taxation.

COPL: A checkmark in this box will flag the Mobile Home as having a Certificate of Permanent Location (de-titled).

IMPROVEMENT INFORMATION

Mfg: The Manufacturer of the Mobile Home, such as Fleetwood or Redman. The user can produce a listing of all Mobile Home Manufacturers by clicking on the combo box, and quickly move through the list by keying the first letter of the name of the Manufacturer. WinGAP has a pre-built schedule of all Mobile Home manufacturers and the Mobile Home models associated with these Manufacturers located in Tools > Schedules/Tables > Manufactured Housing > Mfg/Model Listing. Items in this schedule can be added, edited, or deleted to suit the local County situation.

Model: The Model of the Mobile Home, based upon the Manufacturer that was selected. The user can produce a listing of all Mobile Home Manufacturers by clicking on the combo box, and quickly move through the list by keying the first letter of the name of the Model. As with the Manufacturer, Mobile Home models can be added, edited, or deleted to suit the local County situation by going to Tools > Schedules/Tables > Manufactured Housing > Mfg/Model Listing.

Class: The Class for the Mobile Home is assigned by WinGAP based upon how it is set up for that Manufacturer and Model in the schedule located in Tools > Schedules/Tables > Manufactured Housing > Mfg/Model Listing. The Class is used in calculating the Replacement Cost New for the Mobile Home. If needed, the user can select from other available Class choices from this combo box. **NOTE:** Changing the Class is not advised. The Class has been set in the schedules and should not be modified for an individual home. The Class is open to change so the appraiser may observe the effect of the varying classes on value to determine what Class is appropriate for the schedule entry. The Class should always be changed back to the Class that was brought forward from the schedule.

Year Model: The Year Model represents the actual year the Mobile Home was constructed. The Year Model is used in calculating the Physical Depreciation Factor and determining both the Mobile Home Calculated Value and the Total Value of the Mobile Home.

Eff Year Built: The Effective Year Built is used only when the condition of the Mobile Home reflects something different than should be present based on the original year of construction. The Eff Year Built field can be used to effectively increase or decrease the age of a Mobile Home. It is not the year the Mobile Home was remodeled. When present, the Effective Year Built is used in calculating the Physical Depreciation Factor and determining the Mobile Home Calculated Value and the Total Value of the Mobile Home.

Size: Size refers to the Width and Length of the Mobile Home, in feet. The Width of the home must be keyed in the first Size box.

Tip Out: Tip outs are room extension built at factory, shipped inside the home, and tipped or slid into place once the home was sited. If the Mobile Home has heated area that projects out from the basic rectangle of the Mobile Home, the user should click in the Tip Out checkbox to produce the Size and Adjustment fields where this additional area can be entered. WinGAP will calculate the additional "Tip Out" area. The Adj field is used to enter an adjusting factor for the Tip Out area. The default Adjustment value is 0.83 and can be changed by the user.

Tag-a-long: A checkmark in this box will allow the valuation of the tag section of the Mobile Home.

Story Height: The story height of the Mobile Home is selected in this field.

Decal Yr: The issue year, if known, of the Decal for the Mobile Home is keyed in this field.

Decal No: The Decal Number, if known, of the Mobile Home is keyed in this field. The letters DMVS can be entered in the Decal Number field to identify the Non-Prebilled Mobile Home as having a Certificate of Permanency as determined by the Georgia Department of Motor Vehicle Services.

Serial No: The Serial Number, if known, of the Mobile Home is keyed in this field.

Title: The Title Number of the Mobile Home.

Title Name: The Name listed on the Title for the Mobile Home.

Purch Price: The Purchase Price of the Mobile Home, if known, is keyed in this field.

Yr Purchased: The Year the Mobile Home was purchased, if known, is keyed in this field.

CHARACTERISTICS

Ext Wall: Ext Wall refers to the type of Exterior Wall of the Mobile Home, such as Vinyl, as set up in Tools > Schedules/Tables > Manufactured Housing > Exterior Walls.

Roofing: The type of Roofing on the Mobile Home, such as Asphalt Shingles, as set up in Tools > Schedules/Tables > Manufactured Housing > Roofing.

Foundation: Foundation refers to the supporting Foundation of the Mobile Home, such as Masonry, as set up in Tools > Schedules/Tables > Manufactured Housing > Foundation.

Heat/Air: Heat/Air refers to the type of Heating and/or Air Conditioning used in the Mobile Home, as set up in Tools > Schedules/Tables > Manufactured Housing > Heating/Air.

Fireplace: The type of Fireplace(s) in the Mobile Home, if any, as set up in Tools > Schedules/Tables > Manufactured Housing > Fireplace.

Bedrooms: Data entry for Bedrooms is optional, but if used, the number of Bedrooms in the Mobile Home is keyed here.

Full Baths: The number of Full Baths in the Mobile Home is keyed in this field. A Full Bath has a sink, toilet, and bathtub or shower. Lump Sum values can be applied to the value of Plumbing in the Mobile Home if desired by the appraiser.

Half Baths: The number of Half Baths in the Mobile Home is keyed in this field. A Half Bath has a sink and toilet. Lump Sum values can be applied to the value of Plumbing in the Mobile Home if desired by the appraiser.

Single Fixt: The number of Bathrooms with only one Fixture is keyed in this field. Lump Sum values can be applied to the value of Plumbing in the Mobile Home if desired by the appraiser.

PREVIOUS VALUES

When adding a new Mobile Home, the values in the Previous Values section will be zero. After the MH Yearend Cleanup process has been run, Previous Values will display in these fields and represent the respective values of the manufactured home on the last submitted digest. These fields are not accessible to the user.

LOCATION INFO

House No: The House Number that has been assigned to the Mobile Home for location and address purposes.

Ext: If the street address contains an extension such as A, 1/2, etc., it should be keyed here.

Direction: The direction (North, Southeast, etc.) of the street.

Street: The name of the Street or Road where the Mobile Home is located. 25 characters of street information can be keyed into this field.

St Type: The Type of Street, such as Road, Drive, Hwy, Lane, etc., is keyed here.

Post: The post-direction used in the Street Address, such as 123 Smith St NW. The NW is the Post.

Unit: The Unit Number of the property. Examples would be Unit 5, Apartment A, etc.

Park: If the Mobile Home is in a Mobile Home Park, the name of the Park is keyed into this field.

Lot: If the Mobile Home is in a Mobile Home Park, the Lot Number in the Park is keyed into this field.

Tax District: This field is not available for a Non-Prebilled Mobile Home.

DEPRECIATION

Condition: The Condition represents the appraiser's judgment call in determining the physical condition of the Mobile Home. The Condition is used in calculating the Physical Depreciation Factor for the Improvement. Condition types are set up in Tools > Schedules/Tables > Manufactured Housing > Condition.

Calc Dep: The WinGAP Calculated Depreciation displays in this field. It is based upon the Life Expectancy of the Mobile Home (as set up in the Manufacturer/Model Table), the Year Built (or Effective Year Built), and the Condition of the Mobile Home. The Calculated Depreciation will display even if there is an entry in the Override Depreciation field.

Ovr Dep: The Override Depreciation field is used to override the Calculated Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Override Depreciation for the Mobile Home.

Func Obs: Functional Obsolescence is a numerical assignment representing the appraiser's judgment of the % good with regards to functional obsolescence. For example, a Mobile Home determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Functional Obsolescence field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Obsolescence field. A value of 0.00 will result in a zero value for the structure.

Econ Obs: Economic Obsolescence is a numerical assignment representing the appraiser's judgment of how the economic area that the Mobile Home is located in has affected the value of the Mobile Home. For example, a Mobile Home located near a trash dump or chicken rendering plant and determined by the appraiser to have economically depreciated by 30% would be 70% good, and .70 would be keyed in the Economic Obsolescence field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Economic Obsolescence field. A value of 0.00 will result in a zero value for the structure.

VALUES

RCN: The RCN, or Replacement Cost New, field in the Values section displays the calculated Mobile Home Value before Depreciation is applied. This field is not accessible to the user.

NADA: The NADA button allows the user to set and use a NADA (market) value for the Mobile Home instead of the WinGAP calculated replacement cost value. Procedures for using the NADA Button are discussed in the NADA section.

MH Calc: The Calculated Mobile Home Value field displays the calculated Mobile Home Value after Depreciation is applied. This field is not accessible to the user. A checkmark will appear in the checkbox to the right of the MH Calc field, the default value, signifying that the MH Calc value will be used as the digest value for the Mobile Home unless the NADA value is selected instead.

MH Ovr: The Mobile Home Override Value represents a manually assigned value for the Mobile Home. This value does not include additions. Any value assigned to additions will be added to the MH Ovr value. An entry in this field overrides all Mobile Home calculations.

Add-Ons: The total value of any Add-Ons, or appendages, to the Mobile Home will display in this field. Add-Ons are added, edited, and deleted by clicking on the Add-Ons Button to the left of the Add-Ons value field.

Total: The Total value of the Mobile Home is the sum of the Mobile Home Calculated Value or the MH Ovr value, if present, plus the Add-Ons Value.

Last Calc: If a change is made to any of the Mobile Home information that affects the Value, the Last Calc field will display the previous calculated Mobile Home Value, and the Total field will display the new calculated value. However, once the Apply Button is clicked and the user remains on the Mobile Homes Form, or clicks the OK Button and leaves the Form, the new Mobile Home value will display in both the Last Calc and Total fields on the Mobile Homes Form.

Ovr Date: If an Override Value is keyed in the Override Value field, the date the override is entered should be keyed in the Ovr Date field.

Ovr Reason: If an Override Value is keyed in the Override Value field, a Reason for this Override Value should be selected from one of the Reasons in this combo box. The list of Override Reasons is based upon those entered in Tools > Schedules/Tables > Override Reasons.

MAV: Below the MAV button are three fields that hold the WinGAP generated Moratorium Appraised Value for the following:

- The MAV for the Mobile Home itself. A value will appear in the Mobile Home MAV field after the Apply button on the Mobile Homes Form is clicked.
- The Total MAV for Add-Ons to the Mobile Home. A value will appear in the Total Add-On MAV field after Add-Ons are added on the Add-On Form and the user returns to the Mobile Homes Form.
- The Total MAV for the Mobile Home and any Add-Ons. A value will appear in the Total MAV field after the Apply button on the Mobile Homes Form is clicked.

Should the MAV for the Mobile Home need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field: Values keyed via the MAV Buttons are not monitored, keyed MAV values are permanent only for that screen session, and any future changes to the property could modify MAV.

MAV Ovr Checkbox: To the right of the MAV Button is the MAV Ovr Checkbox. When a check is placed in this box, the value in the MAV field will be treated as an override for the Mobile Home “box” Value. All calculations for this Value will be suspended until the check is removed.

COMMENTS

Comments: The Comments field can be used to enter any comments about the property.

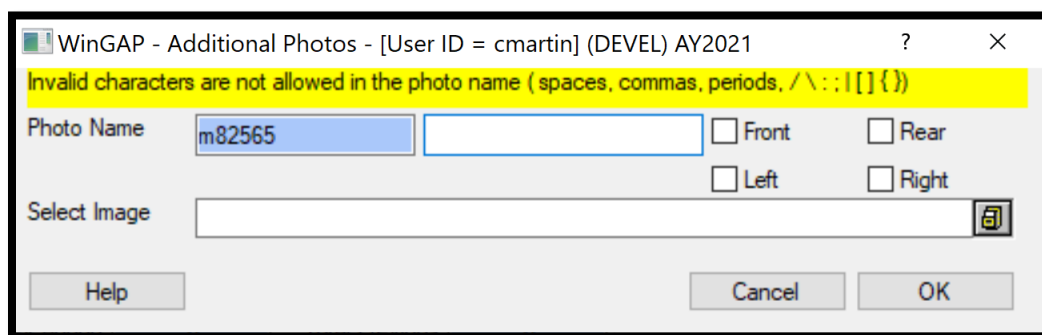
Comment Flag: The Comment Flag checkbox provides a means whereby users can create a visual flag to capture the user's attention. Turning the Comment Flag on turns the background color of the Comments field red. It only serves to catch the user's attention when opening the Non-Prebilled Mobile Home form. Counties can make their own policies for what this visual alert represents.

MANUFACTURED HOME FORM ACCESS BUTTONS

Photo Button: Right clicking this button opens a contextual menu that allows you to select from several options.



Clicking the “Load Digital Photo” option will open a window where the user can navigate to a picture and load it to the WinGAPSQL folder on the server. A new folder will be created in the WinGAP photo folder on the server with the prefix “m” for mobile followed by the mobilekey assigned by Wingap, and the photo will be named the same. This is the primary photo for the Manufacture Home.



Selecting the Load Additional Photos option will open a new form that will append more information to the photo. Typing in the field to the right of the Photo Name will add that information to the picture name, for instance “addition” would name the photo for a Manufactured Home with the mobilekey 82565 “m82565_addition”. Selecting one of the checkboxes will quickly append that information to the photo so the user does not have to type it themselves. The user will then navigate to where the picture is on their computer and WinGAP will copy it to the server and name it according to the above naming convention.

Selecting “Delete Current Photo” will delete the primary digital photo, while selecting “Delete Additional Photos” will open the pictures folder for this record where the user can manually select which photos to delete.

No Sketch/Sketch Button: The No Sketch/Sketch Button takes the user to the WinGAP Sketching Module, where heated areas, appendages, and site improvements can be sketched and labeled. Sketching and labeling procedures are covered in the Sketching Module section. If structure areas are keyed by using the Structure Areas button, the Sketch/No Sketch button will read No Sketch. Once the Sketching Module has been used to draw sketches, and sketch data exists for the Manufactured Home, the No Sketch/Sketch button will read Sketch.

Note: Sketches for a Manufactured Home are purely descriptive, and do not contribute any value to the Manufactured Home.

Documents: Right clicking this button opens a contextual menu that allows you to “Load Digital Documents”. Clicking the “Load Digital Documents” option will open a window where the user can navigate to any file, such as a PDF of a sales record, and load it to the WinGAPSQL folder on the server. A new folder will be created in the WinGAP documents folder on the server with the prefix “m” for mobile followed by the mobilekey assigned by Wingap.

Edit History: This button is used to view the Edit History of this manufactured home record. The Edit Log keeps a record of virtually every user-initiated operation that changes a record in WinGAP. Any time a user accesses WinGAP and adds a record or makes a change to an existing record it is recorded in the Edit Log database. Each record on the Edit Log Form lists the File Name, PKey, ChgAppr ID (if no logins are used, it will say "Nologin"), Edit Date, Edit Time, After Edit (value after edit), Value Time (the time the value was changed), and Before Edit (value before edit) for the record that was edited. Items in the Edit Log are listed in Date and Time order.

WinGAP - Edit History - [User ID = cmartin] (DEVEL) AY2021

| RECID | Filename | Pkey | Chgappr | Editdate | Edittime | After Edit | Valuetime | Before Edit |
|---------|----------|-------|---------|------------|----------|------------|-----------|-------------|
| 3199264 | mobile | 82565 | cmartin | 02/22/2021 | 15:02:23 | 6200 | 15:02:23 | 6200 |
| 3199263 | mobile | 82565 | cmartin | 02/22/2021 | 14:57:30 | 6200 | 14:57:30 | |

Field Edits

Done

Clicking the Field Edits button will reveal the specific changes that were made to the record.

| WinGAP - Field Edits - [User ID = cmartin] (DEVEL) AY2021 | | | | | | | | |
|---|----------|-------|---------|----------|----------|-------------|--------------|----------------|
| ? | Filename | Pkey | Chgappr | Editdate | Edittime | Beforevalue | Control | Aftervalue |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | | CBMFG | PARK AVE |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | CBMODEL | 7 |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | | CBCLASS | LC |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | | MYEARBUILT | 1990 |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MWIDTH | 24 |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MLENGTH | 72 |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 000 | CBEXTWALL | 029 |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 000 | CBROOFING | 009 |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 000 | CBFOUNDATION | 001 |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 000 | CBHEATAIR | 003 |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MBEDROOMS | 3 |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MFULLBATHS | 2 |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MHOUSE_NO | 123 |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | | CBSTREET_NAM | HUSTLE TOWN RD |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 1.00 | MDEPREC | 0.20 |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MREPLACOST | 31052 |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MVALUE | 6200 |
| 1... | MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MTOTVALUE | 6200 |

Agent: Allows tracking of tax agents authorized by the owner to be involved in tax matters. Agents that are added to a parcel, account, or prebilled mobile home will automatically be included on official tax notifications generated by WinGAP.

Appointment: This button will open a new blank calendar appointment in Outlook.

Schedules Button: This opens the Manufactured Housing Improvements schedule. More information on these schedules is covered in the Tools > Schedules/Tables > Manufactured Housing Improvements section.

WinGAP - MH Sc... ? X

MFG / MODEL Listing

- Base Rates
- Add-Ons
- Lump Sum Add-Ons
- Improvement Labels

- Condition
- Exterior Walls
- Fireplace
- Foundation
- Heating / Air
- Plumbing
- Roofing
- Story Height
- Quality Adjustments

Help Close

Permits: This button takes the user to the Building Permits Form where building permits for this Manufactured Home can be entered.

WinGAP - Building Permits - [User ID = cmartin] (DEVEL) AY2021 ? X

Parcel Number: 001-2-3-002-0000 Account Number: 82566 Permit Key: 0 Documents

| Permit Number | Permit Type | Permit Amount | Date Issued | Actual Completion | Cost of Work |
|---------------|-------------|---------------|-------------|-------------------|--------------|
| | | | | | |

Individual Permit Information

Permit Year: 2021 Number: Code

Permit Owner:

Contact:

Phone: () -

Date Issued: / /

Inspection Date: / /

Type: ▼

Cost of Work: 0

Permit Amount: 0.00

Issued By: ▼

Approved By: ▼

Scheduled Completion: / /

Actual Completion: / /

Physical Property Information

Job Addr: 123 HUSTLE TOWN RD Edit

Legal Desc: Prebill MH Edit

Square Footage: 0

Number of Fireplaces: 0

Comments

Cancel New Delete Apply OK

NADA

If the County prefers to price a Mobile Home by the Market approach to value instead of the Cost approach to value, the nationally recognized NADA Pricing Guide market values can be used. This is done by clicking the NADA Button, located in the Values section of the Mobile Homes Form. Clicking the NADA Button takes the user to the NADA Mfg Housing Pricing Guide Form, which will default to the Manufacturer, Model, and Condition of the Mobile Home. If an exact match is not found, the user may scroll through the selections to make the proper choice.

WinGAP - NADA Pricing Guide - [User ID = cmartin] (DEVEL) AY2021

MFG **MODEL** Wild Search

| Mfg | Nada_Year | Mfgid | Modelid | Model | Width |
|-------------------------|-----------|-------|---------|---------------------------|-------|
| PACKER HOMES INC | 2019 | 1310 | 9859 | DELUXE SERIES (sgl/multi) | 14 |
| PAGEANT HOMES CORP | 2019 | 1311 | 9859 | DELUXE SERIES (sgl/multi) | 28 |
| PALEVSKY IND INC | 2019 | 1312 | 10405 | LS SERIES (sgl/multi) | 14 |
| PALM HARBOR | 2019 | 1313 | 10708 | PARK RIVER (sgl/multi) | 14 |
| PALMETTO HMS OF LAURENS | 2019 | 1314 | 10708 | PARK RIVER (sgl/multi) | 28 |
| PAN AMERICAN | 2019 | 1315 | | | |
| PANORAMA CITY | 2019 | 1316 | | | |
| PANORAMIC HMS INC | 2019 | 1317 | | | |
| PANTEK CORP | 2019 | 1318 | | | |
| PAR-EX HOMES INC | 2019 | 1321 | | | |
| PARAMOUNT HOMES INC | 2019 | 1319 | | | |
| PAREIL HOMES | 2019 | 1320 | | | |
| PARK RIVER HOMES | 2019 | 1322 | | | |
| PARKERSBURG HOMES | 2019 | 1323 | | | |
| PARKLAND HMS INC | 2019 | 1324 | | | |
| PARKLANE HMS INC | 2019 | 1325 | | | |
| PARKO BUILDING CORP | 2019 | 1326 | | | |
| PARKVIEW HOMES | 2019 | 1327 | | | |
| PARKWAY HOMES | 2019 | 1328 | | | |
| PARKWOOD HOMES | 2019 | 1329 | | | |
| PARTNERS PRIDE CORP | 2019 | 1330 | | | |
| PATRICIAN HMS INC | 2019 | 1331 | | | |
| PATRIOT HOMES | 2019 | 1332 | | | |
| PAUSEL LUMBER | 2019 | 1333 | | | |
| PAWNEE HOMES | 2019 | 1334 | | | |
| PBR INC | 2019 | 1335 | | | |
| PDG HOMES | 2019 | 1336 | | | |

Condition ☐ Excellent ☐ Good ☒ Average ☐ Fair ☐ Poor

Cancel OK

If these are the correct choices for this Mobile Home, the user should then select the proper Condition by clicking the box to the left of one of the five options. Average is the default selection. After the Condition is selected, the user can click the OK Button on the Pricing Guide Form, and the NADA Market Value will appear in the NADA Value field on the Mobile Homes Form. The number in parentheses on the NADA button that appears after the NADA button is clicked and the NADA choice made for the Mobile Home refers to the NADA Valid Width for that Mobile Home.

| | | | |
|-----------|--------|-------------------------------------|------------------------------|
| RCN | 31,052 | MAV | <input type="checkbox"/> Ovr |
| NADA (28) | 22,743 | <input type="checkbox"/> | |
| MH Calc | 19,800 | <input checked="" type="checkbox"/> | 0 |
| MH Ovr | 0 | | |
| Add-Ons | 0 | | 0 |
| Total | 19,800 | | 0 |
| Last Calc | 19,800 | | |
| Ovr Date | / / | | |
| Ovr Rsn | | | |

A choice can now be made as to whether the NADA market value or the WinGAP calculated value of the Mobile Home is to be used for the digest. If the NADA value is the choice, the user should click in the checkbox to the right of the NADA value field to make that selection. If the WinGAP calculated value is to be used, the checkmark should be retained in the field to the right of the MH Calc value.

NOTE: If the NADA market value is selected, a statewide adjustment as indicated by NADA will be applied to the NADA values. The values in the NADA schedule tables are not adjusted; instead, the adjustment is applied as the value for the Mobile Home is calculated.

ADD NADA MANUFACTURER/MODEL

Occasionally, when the NADA schedules are used to value a Mobile Home, WinGAP cannot find in the NADA schedules the Manufacturer/Model selected by the user on the Manufactured Housing Form. When the user clicks the NADA button to value the Mobile Home, WinGAP will display the closest NADA match to that Manufacturer/Model. If these are the correct choices for this Mobile Home, the user should then select the proper Condition by clicking the box to the left of one of the five options. Average is the default selection. After the Condition is selected, the user can click the OK Button on the NADA Pricing Guide Form, and the user is returned to the Manufactured Housing Form.

If the home is categorized as an SVS valuation home, a window will appear in the upper left of the Manufactured Housing Form, and the user should select the correct NADA SVS Quality Class for this Mobile Home by clicking in the appropriate Quality Class checkbox and then clicking the OK button.

WinGAP - NADA: Select SVS Quality - [User ID = cmartin] (DEVEL) AY2021

| | |
|---|--|
| <input type="checkbox"/> Deluxe <input type="checkbox"/> Economy <input type="checkbox"/> Luxury <input checked="" type="checkbox"/> Standard | <p>The standard quality manufactured home will typically meet or exceed all minimum construction requirements, state mobile home or Federal Title 6 HUD codes. This home contains few special features. The exterior siding is usually prefinished aluminum with the fasteners concealed; some exterior trim and detail may be found at the front. The interior contains standard grade cabinets, doors, hardware, and plumbing. Walls are typically 3" or 4" and some are 6" in thickness. This category is generally the most common found and is manufactured in the majority of states and would include upgraded or multi-wide Mobile Office units.</p> |
|---|--|

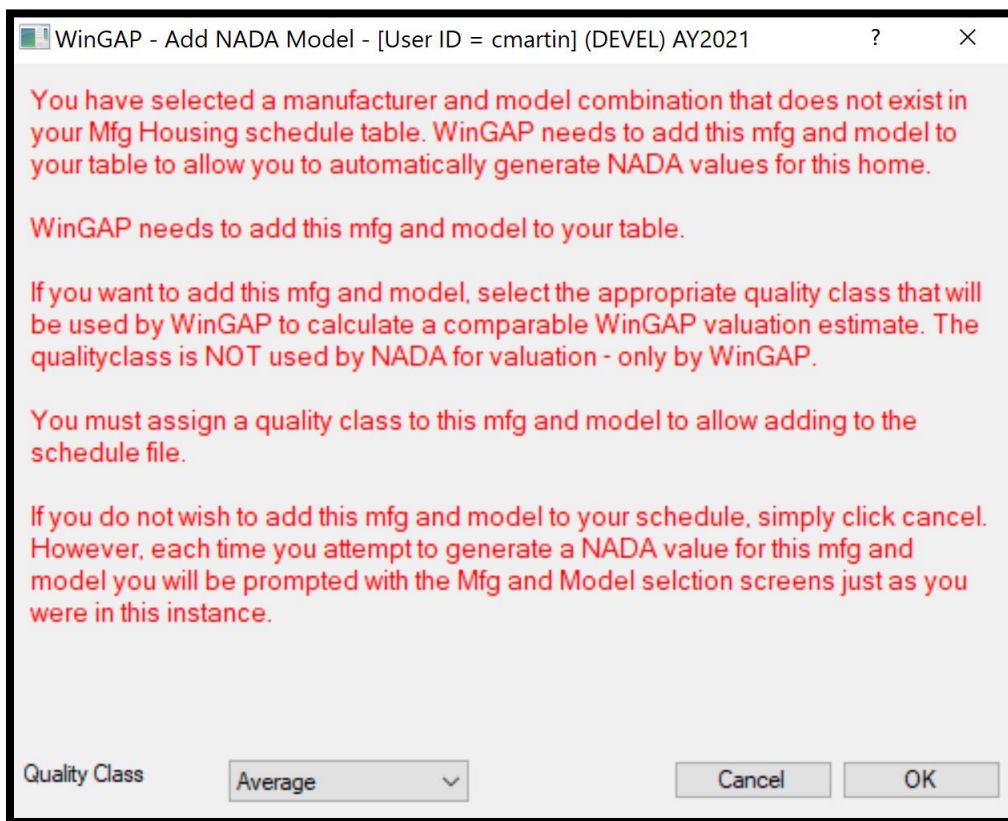
OK

Quality classes will display a summary of what qualifies for each class as you click on the check box.

- **Economy:** This is the lowest priced manufactured home in production. This home has no special features and few, if any, upgraded components. The quality of all interior and exterior finishes is plain and inexpensive with little or no attention given to detail. Walls are typically 2" to 4" thick with 7' to 7'6" ceiling height. Wide use of plastic for plumbing, trim, and fixtures. This class will include the cheapest construction standards (June 15, 1976).
- **Standard:** The standard quality manufactured home will typically meet or exceed all minimum construction requirements, state mobile home, or Federal Title 6 HUD codes. This home contains few special features. The exterior siding is usually prefinished aluminum with the fasteners concealed; some exterior trim and detail may be found at the front. The interior contains standard grade cabinets, doors, hardware, and plumbing. Walls are typically 3" or 4" and some are 6" in thickness. This category is generally the most common found and is manufactured in the majority of states and would include upgraded or multi-wide Mobile Office units.
- **Deluxe:** This above average manufactured home generally exceeds all HUD building standards and will include Modular (SFR)/Commercial Buildings. The exterior will include an attractive architectural design utilizing aluminum, plywood, hardwood, and/or a combination of the three. The interiors are well finished and will include many special features such as full picture windows, 1/4" plywood paneling, and above standard fixtures. The walls are 4" to 6" thick with 8' ceiling heights. This home is considered the highest priced manufactured home in mass production, excluding the luxury category or homes with individually designed floor plans.
- **Luxury:** This manufactured home always exceeds all construction standards and requirements of the minimum HUD construction codes. This home contains many special features. Interiors designed for the individual home include simulated brick or stone paneling, 1/4" top grade plywood, conventional home type doors, and picture or bay windows in many or all of the living areas. Exterior finishes emulate that of conventional housing. This home contains the best designs, workmanship, and construction materials available. Roof details, such as mansard or single hip, are often standard features. This category will also include individually designed commercial buildings and modular construction or HUD Code homes that are individually designed in total.

The user will be returned to the Manufactured Housing Form, and the Mobile Home Manufacturer/Model the user selected from the NADA Schedule will now appear in the Manufacturer/Model fields on the Form. When the user clicks the OK button on the Manufactured Housing Form and attempts to exit, another screen will appear

prompting the user to add the NADA Manufacturer/Model schedule item that was just selected to the WinGAP Mobile Home Manufacturer/Model schedule (mobmfgta.dbf).



The user should assign a Quality Class for this new Manufacturer/Model schedule item, click the OK button, and the schedule item will be added. If the user does not want to add the schedule item, the Cancel button should be clicked and the item will not be added.

ADD-ONS

Add-Ons are appendages to the Mobile Home such as Porches, Decks, and Patios. The Add-Ons Button is where Add-Ons are added, edited, or deleted. The New button on the Mobile Homes Add-On form should be clicked to begin adding a new Add-On.

Year Built: If known, the year the Add-On was built is entered in this field. The Year Built field defaults to the system year minus one year.

EFYR: The Effective Year Built is used only when the condition of the Add-On reflects something different than should be present based on the original year of construction. The Eff Year Built field can be used to effectively increase or decrease the age of an Add-On. When present, the Effective Year Built is used in calculating the Physical Depreciation Factor and determining the Add-On's Calculated Value.

Grade: The Grade is a numerical assignment representing the quality of materials and workmanship for the Add-On. The Grade field defaults to 100 (Average). The appraiser is responsible for assigning the Grade, and the range can be from 1 to 999. No decimal is used in data entry. The Grade is also used in calculating the Physical Depreciation Factor of the Add-On.

Phy Depr Ovr: The Physical Depreciation Override field is used to override the calculated Physical Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Physical Depreciation Override factor for this Add-On.

Func Obsl: The Functional Obsolescence is a numerical assignment representing the appraiser's judgment of the % good with regards to functional depreciation. For example, a Mobile Home determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Functional Depreciation field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Obsolescence field. A value of 0.00 will result in a zero value for the Add-On.

Other: Any other appraiser determined factor that should be applied to the Add-On can be keyed in this field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Other Factors field. A value of 0.00 will result in a zero value for the Improvement/Section.

Calc Depr: The WinGAP Calculated Physical Depreciation displays in this field. The Calculated Physical Depreciation will display even if there is an entry in the Phy Depr Ovr field. The Calc Depr field is not accessible to the user.

Perc Comp: The Percent Complete field represents the % completed status of the Add-On. If construction is finished, it is 100% complete. If it is not 100% completed, the value keyed in this field is the appraiser's determination of how complete the Add-On is. The range can be from .01 to 1.00. The default is 1.00. There must be an entry in the Percent Complete field.

Neighborhood: Neighborhood factors are not used to adjust the value of Add-Ons. The Neighborhood Factor will display as 1.00 for Add-Ons.

Calculated: The WinGAP calculated value of this Add-On will display in this field.

Override: The Override Value represents an assigned value for the Add-On. An entry in this field overrides all WinGAP calculations for this Add-On.

MAV: The MAV field holds the WinGAP generated Moratorium Appraised Value for the Add-On. The MAV value will appear in the field after the Apply button is clicked. Should this value need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field: values keyed via the MAV Buttons are not monitored, keyed MAV values are permanent only for that screen session, any future changes to the property could modify MAV.

MAV Ovr Checkbox: To the right of the MAV Button is the MAV Ovr Checkbox. When a check is placed in this box, the value in the MAV field will be treated as an override for the Add-On Value. All calculations for the Add-On Value will be suspended until the check is removed.

Last Calc: If a change is made to any of the Add-On information that affects the Value, the Last Calc field will display the previous calculated Add-On Value and the Calculated field will display the new calculated value. However, once the Apply Button is clicked and the user remains on the Add-Ons Form, or clicks the OK Button and leaves the Form, the new Add-On value will display in both the Last Calc and Total fields on the Add-Ons Form.

At the conclusion of entering information about each Add-On, the user should click the Apply Button at the bottom of the Mobile Home Add-Ons Form to make sure that all data entry for the new Add-On is saved, as seen on the next page. The Add-On that was added will appear in the window at the upper left of the Form. If the data entry for Add-Ons is completed, the user may click the Ok Button in lieu of clicking Apply and exit the screen with the data being saved.

WinGAP - Mobile Home Addons - [User ID = cmartin] (DEVEL) AY2021

Accessories AccKey: 3310186

| Description | C/S | Dim1 | Dim2 | Value |
|-------------|-----|------|------|-------|
| CPT | | 20 x | 20 | 4800 |

Comments:

Appraiser: [Dropdown]

Ovr Date: [Text] Ovr Rsn: [Text]

Photo [Button] Edit History [Button]

Abatement Ex %: [Text]

Cancel [Button] New [Button] Delete [Button] Apply [Button] OK [Button]

Description

CPT [Dropdown]

Width: 20
Length: 20
Calc Area: 400
OVR Area/Units: 0.00
Identical Units: 0
Year Built: 2020 EFYR [Text]
Grade: 100
Phy Depr Ovr: 0.00
Func Obsl: 1.00
Other: 1.00
Calc Depr: 0.98
Perc Comp: 1.20
Neighborhood: 1.00

Value

Calculated: 4,800
Override: 0
MAV: 0 [Text] [Ovr Checkbox]
Last Calc: 4,800

An Add-On can be edited by clicking on the desired item in the list box on the Add-Ons Form, clicking on the appropriate field and changing the data, then clicking the Apply Button. If the data entry for Add-Ons is completed, the user may click the Ok Button in lieu of clicking Apply and exit the screen with the data being saved.

An Add-On can be deleted by clicking on the desired item in the list box on the Add-Ons Form, then clicking the Delete Button at the bottom of the Form. The message "Are you sure you want to delete this record?" will appear. Clicking the Yes Button will delete the record; clicking on the No Button will cancel the deletion of the record.

TRANSFER TO PREBILL

A Non-Prebilled Mobile Home can be transferred to a Prebilled Mobile Home by clicking on the Transfer to Prebill Button on the Mobile Homes Form.

The screenshot shows the 'WinGAP - Manufactured Housing' form. The 'Key' is 82566 - 2010 24 x 72 Park Ave. The 'PIN' is 001-2-3-002-0000. The 'Location' is 0600-00-01-00-000. The 'Review Date' is /. The 'Improvement Information' section includes fields for Mfg (PARK AVE), Model (MBHME - 4), Class (Average), Year Model (2010), Eff Yr Blt (24), and Size (24 x 72). The 'Characteristics' section includes Ext Wall (Vinyl Siding), Roofing (Metal), Foundation (Concrete Block), Heat/Air (Heat Pump), Full Baths (2), Half Baths (0), and Single Fixt (0). The 'Previous Values' section shows Prev Box (0), Prev Addon (0), and Total Previous (0). The 'Location Info' section includes House No (123), Street (HUSTLE TOWN RD), St Type, Unit Type, Park, and Tax District. The 'Depreciation' section shows Condition (Average), Calc Dep (0.64), Ovr Dep (0.00), Func Obs (1.00), and Econ Obs (1.00). The 'RCN' section shows NADA (28) (31,052), MH Calc (22,743), MH Ovr (19,800), Add-Ons (4,800), Total (24,600), Last Calc (19,800), Ovr Date, and Ovr Rsn. The 'Transfer to Prebill' button is highlighted with a red box. The 'Comments' section has a text area and a 'Comment Flag' checkbox. The bottom of the form has buttons for Cancel, New, Delete, Apply, and OK.

The first step in the Transfer process is to select a Tax District for the Prebilled Mobile Home.

The 'Select Tax District' dialog box shows a list of tax districts. The first row is highlighted in blue.

| RECID | Taxdistric | Descrip |
|-------|------------|----------|
| 1 | 01 | COUNTY |
| 3 | 02 | DALLAS |
| 2 | 03 | HIRAM |
| 4 | 04 | BRASWELL |

The dialog box has a 'Cancel' button and an 'OK' button.

After selecting the Tax District, clicking OK on the Select Tax District Form will produce the Owner Search Form where the owner of the Prebilled Mobile Home can be located.

WinGAP - Owner Search - [User ID = cmartin] (DEVEL) AY2021

Search Lucky

| RECID | Ownkey | Lastname | Firstname | Middle | Address1 |
|--------------------------------|--------|----------|-----------|--------|----------|
| (There are no records to view) | | | | | |

Search Order

- ☒ Name
- ☐ Parcel #
- ☐ Street
- ☐ Account #
- ☐ CO ID #
- ☐ NAICS
- ☐ DBA
- ☐ Decal Num
- ☐ Serial Num

Number of Hits to Display

200

Help Cancel Open

After selecting the owner, the Open Button should be clicked, and the Non-Prebilled Mobile Home will be transferred to the new owner. The user will be returned to the Real Property General Information Form of the owner that used to own the Non-Prebilled Mobile Home.

DELETING A NON-PREBILLED MOBILE HOME

If necessary, a Non-Prebilled Mobile Home can be deleted, but it must be deleted on the Residential Improvement Form that the Mobile Home is attached to, not on the Manufactured Housing Information Form. If the Delete Button on the Manufactured Housing Information Form record is clicked, the user will receive a message:

WinGAP - Manufactured Housing - [User ID = cmartin] (DEVEL) : 1 of 1 AY2021

MH Key : 82566 - 2010 24 x 72 Park Ave Mbh PIN 001-2-3-002-0000 Key 82566 Location 0600-00-01.00-000

Review Date / /

Improvement Information

Mfg PARK AVE Story Height 1 Story
 Model MBHME - 4 Decal Yr Decal No
 Class Average Sch Cls: LC
 Year Model 2010
 Eff Yr Bilt
 Size 24 x 72

Depreciation

Condition Average
 Calc Dep 0.64
 Ovr Dep 0.00
 Func Obs 1.00
 Econ Obs 1.00

Characteristics

Ext Wall Vinyl Siding Heat/Air
 Roofing Metal Fireplace
 Foundation Concrete Block Bedrooms

Previous Values

Prev Box 0 Prev Addition 0 Total Previous 0

Location Info

House No 123 Ext Direction
 Street HUSTLE TOWN RD
 St Type Post Unit
 Unit Type
 Park Lot No
 Tax District

☐ PRC Bin

Comments

☐ Comment Flag

Buttons: Cancel New Delete Apply OK

Message Box:

WinGAP - Manufactured Housing - [User ID = cmartin] (DEVEL) : 1 of ...

Information icon: Deletion of Non-Prebill Mfg Housing must occur on the Res Imp (reprop) screen - not this Mfg Housing screen

OK

The user should click OK on this message and then OK on the Manufactured Housing Information Form to return to the Residential Improvement Information Form, where the Delete Button can be clicked to delete both the Residential Improvement record and the Mobile Home record. The message "Are you sure you want to delete this improvement?" will appear. Clicking the Yes Button will delete both the Residential Improvement record and the Mobile Home record; clicking on the No Button will cancel the deletion of the two records.

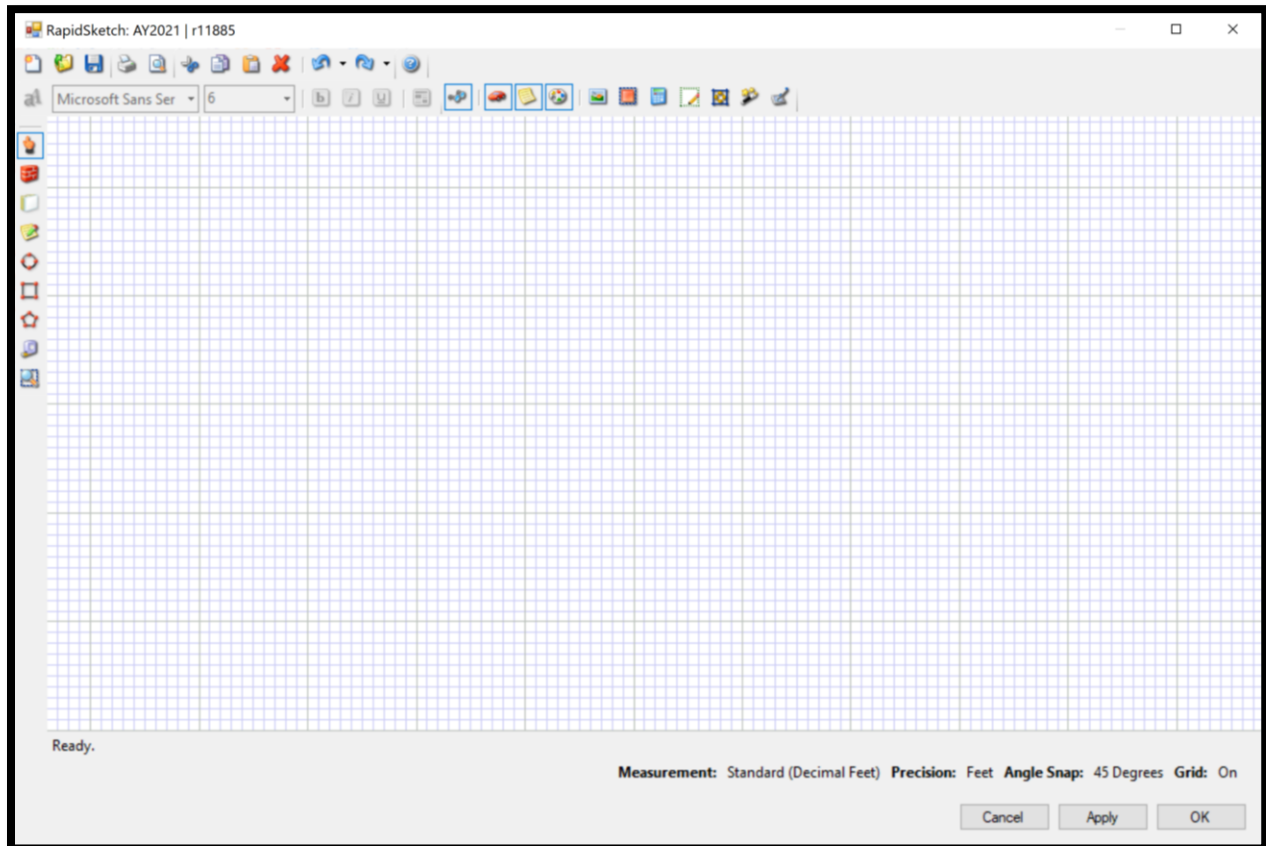
WinGAP - Residential Improvements - [User ID = cmartin] (DEVEL) - ...

Question icon: Do you want to delete this improvement?

Buttons: Yes No

SKETCHING MODULE

The WinGAP Sketching Module is a separate program called Rapid Sketch that allows the County to add, edit, or delete drawings, or Sketches, of Residential and Commercial Improvements, and Manufactured Housing. The user can also create Labels with which to Label Sketches or other areas on the screen, such as Site Improvements (wells or outbuildings), and place them on the Sketch screen. The Sketching Module is reached from the Residential Improvements, Commercial Improvements, or Prebilled or Non-Prebilled Mobile Homes Form by clicking on the Sketch/No Sketch Button on any of these Forms.



The Sketch screen is divided into three sections:

- The Sidebar, on the left side of the Sketch screen, where tools that are used to create and interact with the sketches, also called polygons (and sometimes objects) are selected.
- The Toolbar, at the top of the Sketch screen, where various buttons that control features are located.
- The Grid, which is the large white area of the Sketch screen, where the actual sketching is performed.



- The Wall Tool draws walls with mouse or keyboard input.



- The Pointer Tool will move any object at any time.



- The Undo Command can usually fix most drawing mistakes.

A typical drawing is usually started by selecting the Wall Tool, clicking your cursor down on the grid, then using keyboard or mouse input to draw connected walls, the ends of each wall are called vertices, until an area is completed, which is called a polygon, and given a label (such as First Floor). Before drawing, the user might want to consider adjusting some of the grid options to ensure speed and accuracy. These settings are found at the bottom of the screen.

Measurement: Standard (Decimal Feet) **Precision:** Feet **Angle Snap:** 45 Degrees **Grid:** On

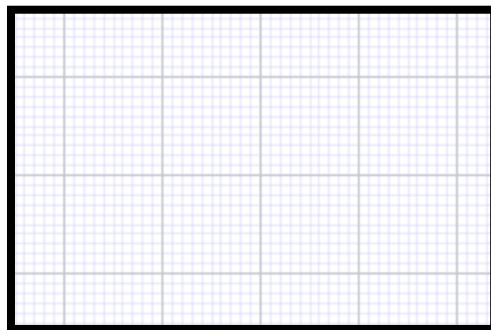
Measurement: This option is fixed and is not changeable by the user.

Precision: This function lets the user decide exactly what increments the lines will be drawn in. The precision options are whole feet, $\frac{1}{2}$ feet, $\frac{1}{4}$ feet, and $\frac{1}{10}$ feet, and inches. If walls will only be drawn in increments of whole feet, the user would select whole feet. However, if walls will be drawn as precise as $\frac{1}{10}$ th of a foot, then selecting $\frac{1}{10}$ feet would cause all lines to be drawn in increments of $\frac{1}{10}$ th of a foot (ex. 12.3 ft.).

Angle Snap: This function is designed to help the user keep walls at proper angles. The default angle snap is set to 5 degrees, as most houses will not have walls at an angle other than a multiple of 5. This feature can be adjusted between 45, 15, 5 and 1 degrees, or shut off completely.

Grid: This option will hide or show the grid lines from the sketch pad.

Zooming: In RapidSketch the scale of the grid is always 1:1. Each little square at this default scale is one square foot. If zoomed out far enough, the Grid will show a heavier grid line that is 10x10. You never have to scale the grid to make your drawing fit; instead, you zoom in and out as necessary to draw your sketch on an “infinite” sketch pad.




Zooming can be accomplished with the scroll wheel when you do not have an active line attached to the cursor by scrolling in/out to zoom in and out of your drawing. To zoom in on a particular area simply place your cursor in the center of that area and scroll forward. RapidSketch will automatically center your screen on your cursor and enlarge the area as you scroll. To zoom out, simply scroll backwards. As you zoom out RapidSketch automatically centers the sketch around the cursor, allowing you to zoom out over a particular area or the whole drawing.



RapidSketch also has a Zoom Tool on the Sidebar. When selected, it allows you to zoom in by dragging a box over the area you would like to zoom in on or by single-clicking. To zoom out with the zoom tool, simply right-click. Just like the scroll wheel, RapidSketch centers your sketch about the cursor when you zoom.

Center and Fit: After zooming in and out repeatedly on different areas of your sketch you may want to quickly view your entire sketch in the center of the screen, at an appropriate zoom level. This can be done by:

- Hitting “C” on your keyboard
- Using the Center and Fit  button on the toolbar.

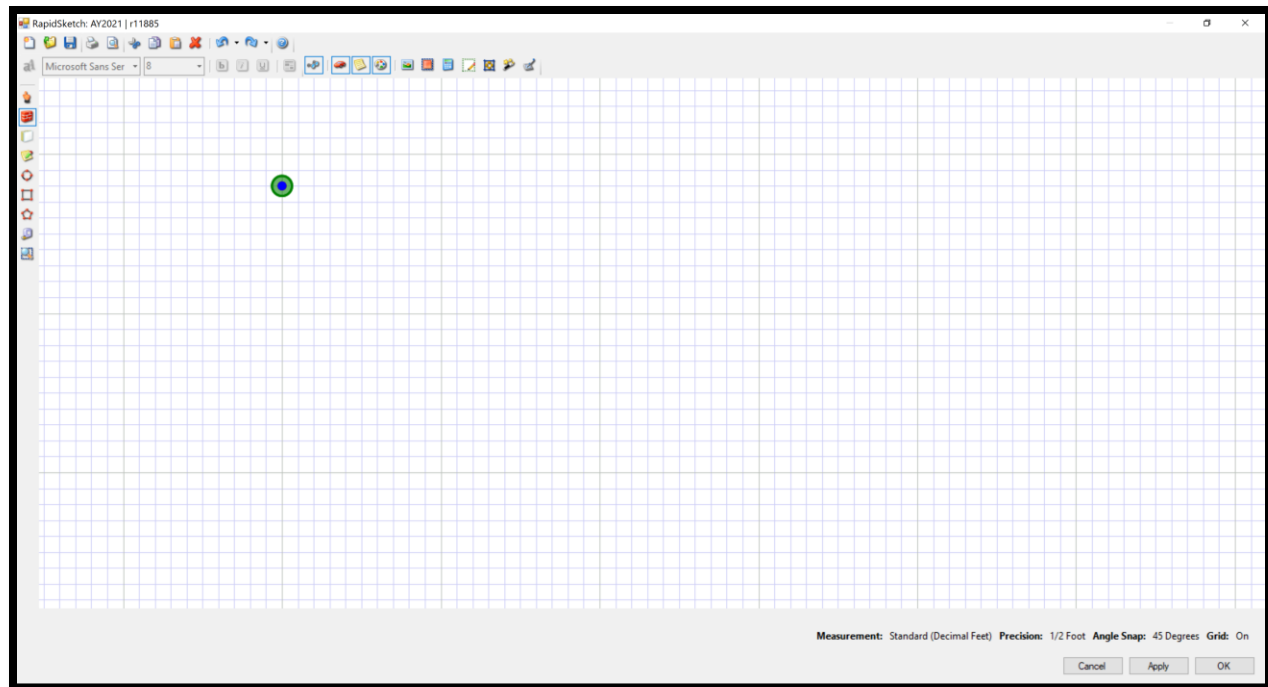
DRAWING WITH THE KEYBOARD

To begin drawing your first polygon, click the brick wall icon on the Sidebar to activate the Wall Tool. Place the cursor in the desired start location on the sketch pad and hit enter to start the first wall. A green circle will illuminate under the starting point. Type in a length with the number pad, then key a direction with the arrows. An active line will launch the length and direction you have entered. Repeat this until you are satisfied with your wall's placement and hit the Enter key once to anchor this wall. You are now ready to begin drawing your next line. The wall's dimension label will be automatically centered on the line. When drawing with the keyboard, you can hold down Shift and use the arrow keys to draw lines in 1-foot increments.

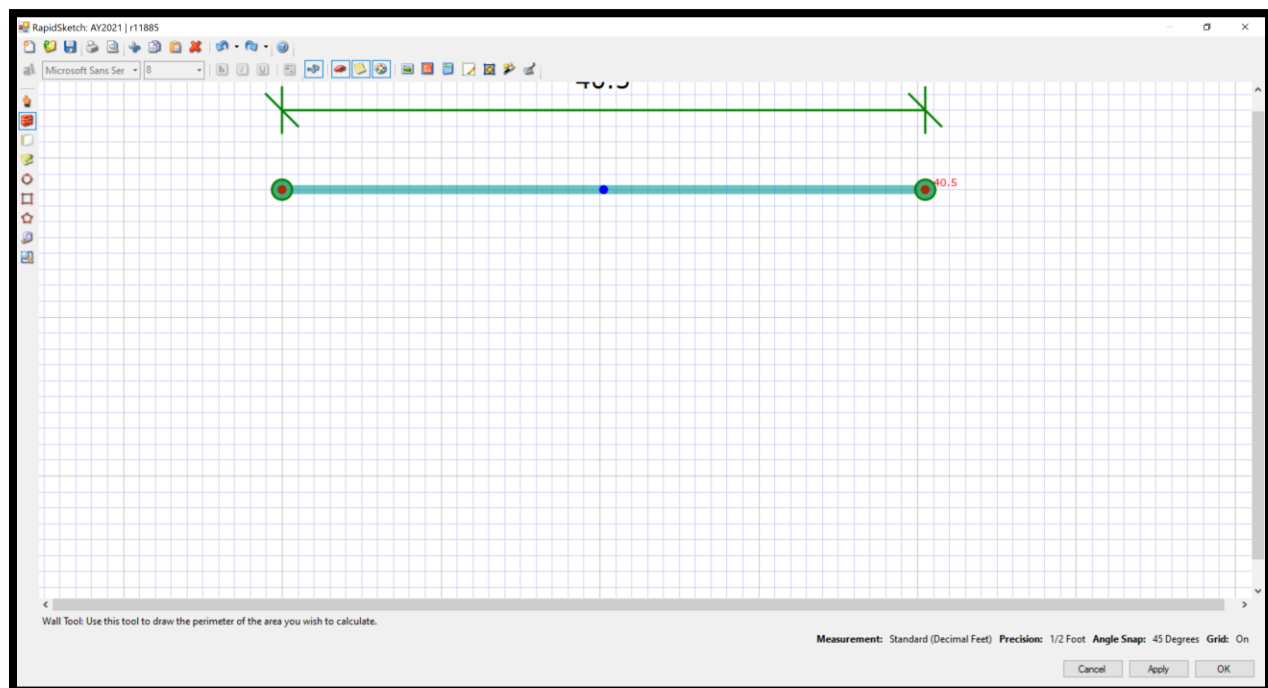
After you have drawn a few walls of your Area, you can often use the arrow keys to continue and even close the Area. In RapidSketch the arrow keys don't move you 1 space at a time while drawing; instead they snap you into alignment with the next point in the direction you pressed. Using the arrow keys to draw extends an active wall until its end point lines up with existing horizontal or vertical points or other or the same area you are on. This is noted by flashing red lineup dots (visual cues) at each common point.

When you are ready to complete your area by drawing your final wall, you can hit and RapidSketch will automatically draw a wall to close your area. Upon closing your area, you will be prompted to “Select an Area Type”.

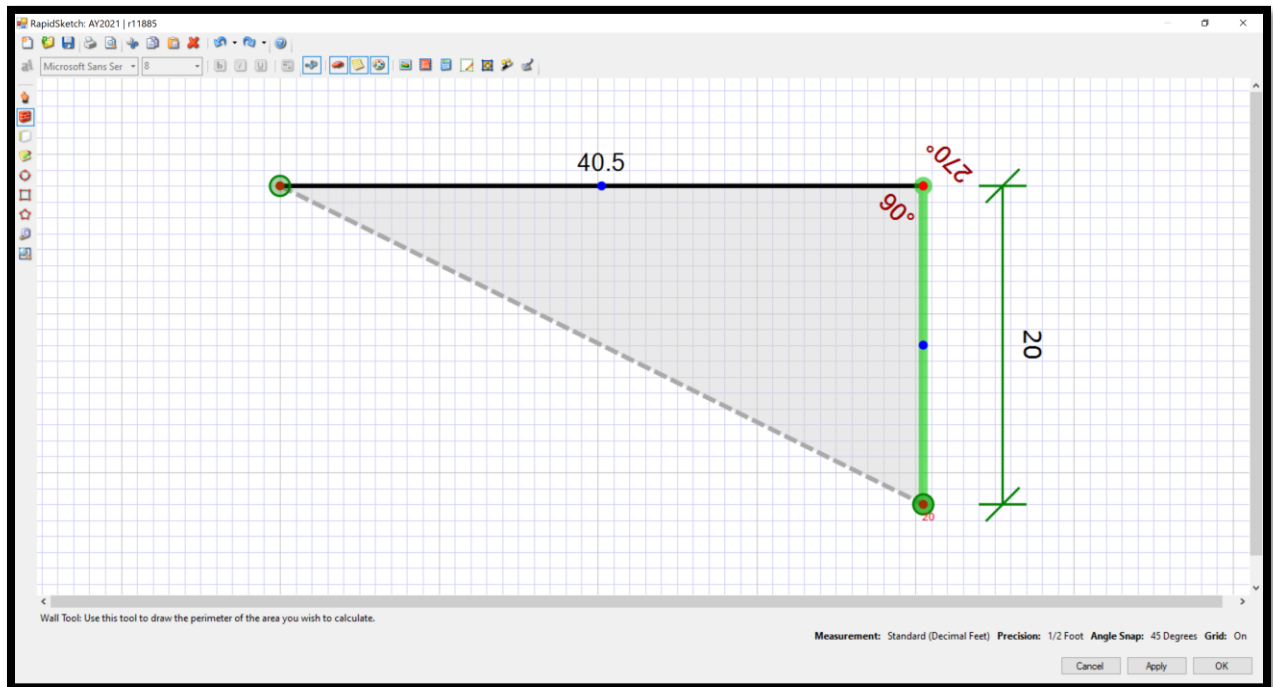
Example: Start a new sketch, choose the wall tool, place your mouse cursor over the sketch pad where you would like to start your diagram, press enter to anchor your cursor.



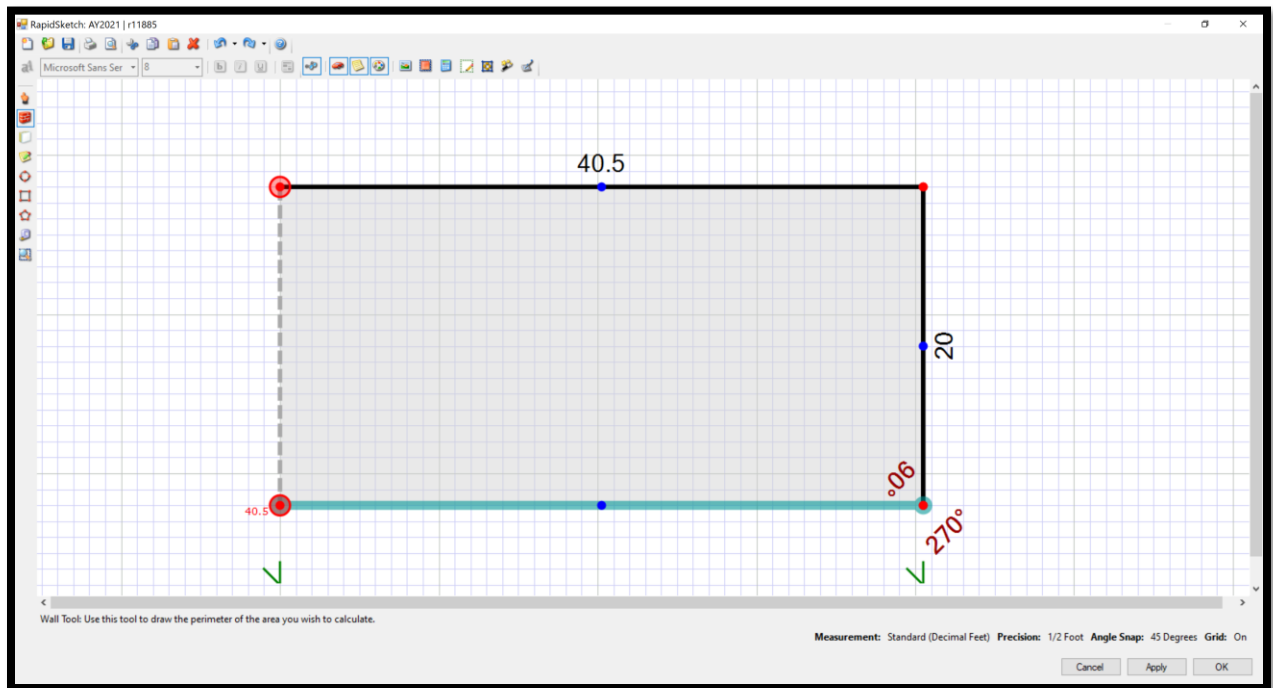
To draw a 40.5 x 20 rectangle type in 40.5, hit the right arrow, hit enter.



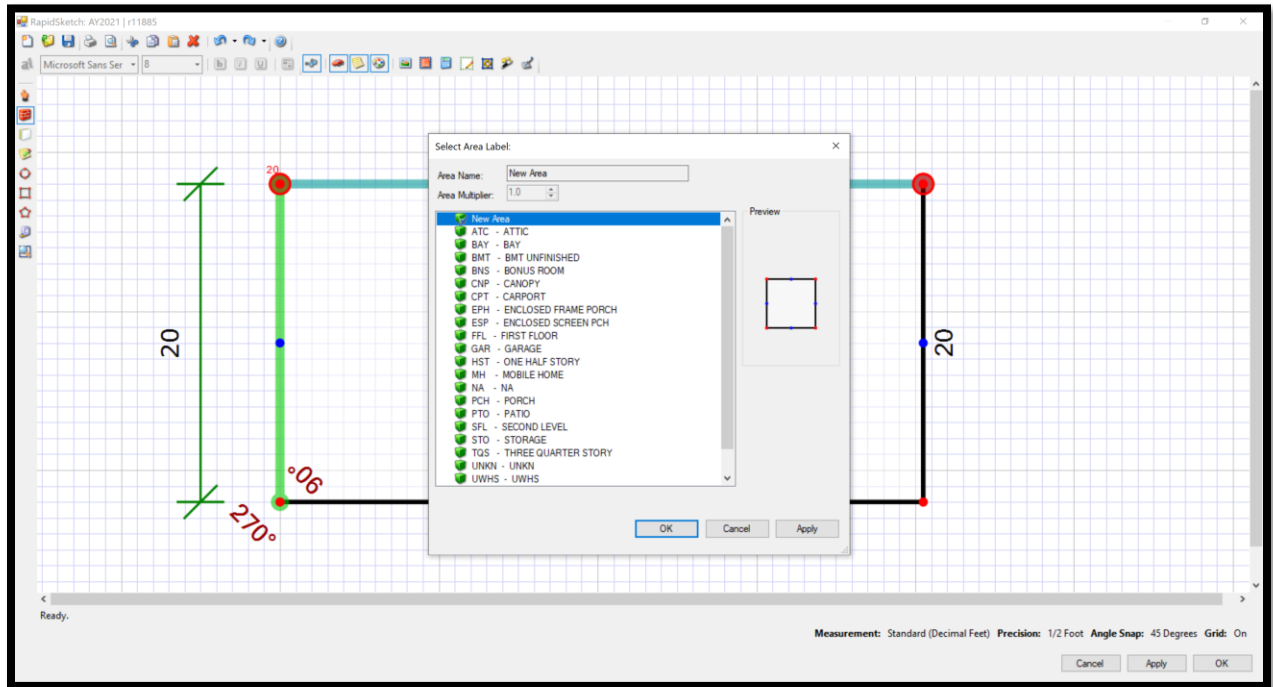
Type in 20, hit the down arrow, hit enter.



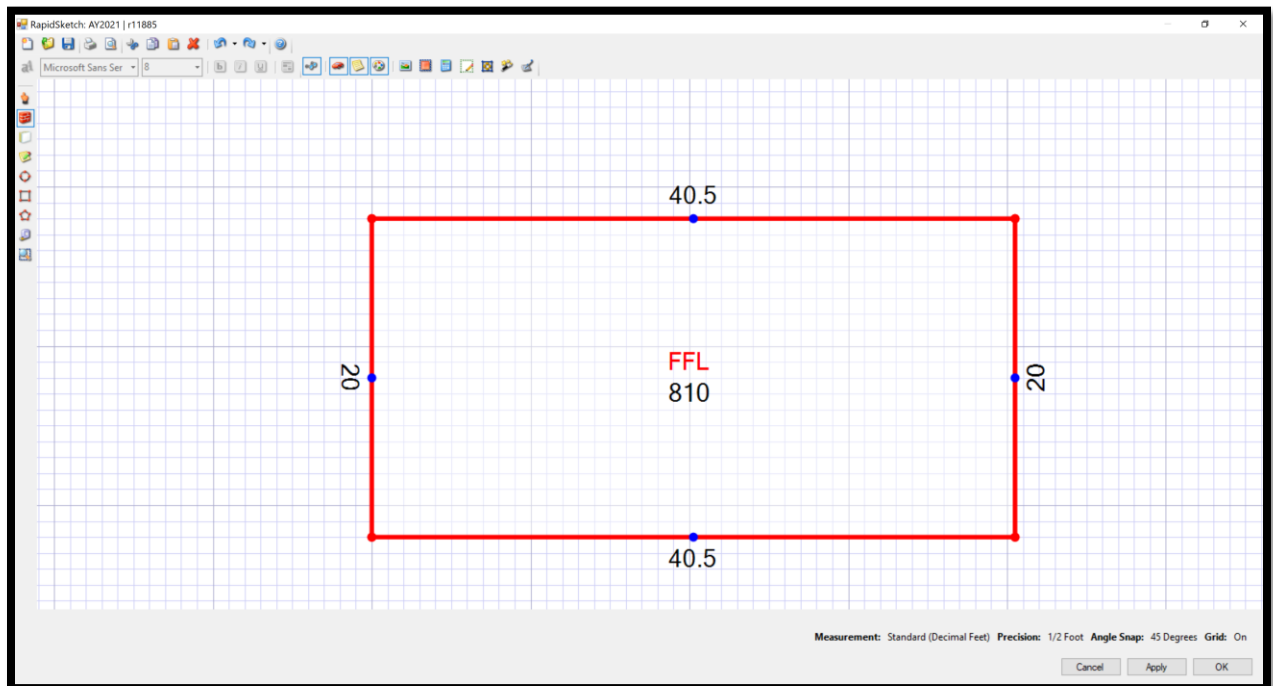
To finish the rectangle hit your left arrow key (which will jump the wall in-line with the nearest vertex in that direction), then enter.



And finally, hitting the A key to close the polygon which will cause a prompt will appear for you to select the label for the area just sketched.



After selecting the label, the polygon will appear in its completed form with wall colors that match the label type. Primary labels are solid red, Upper labels are dashed violet, Appendage labels are solid blue, Addition labels are dashed double black, and Interior labels are dashed green.

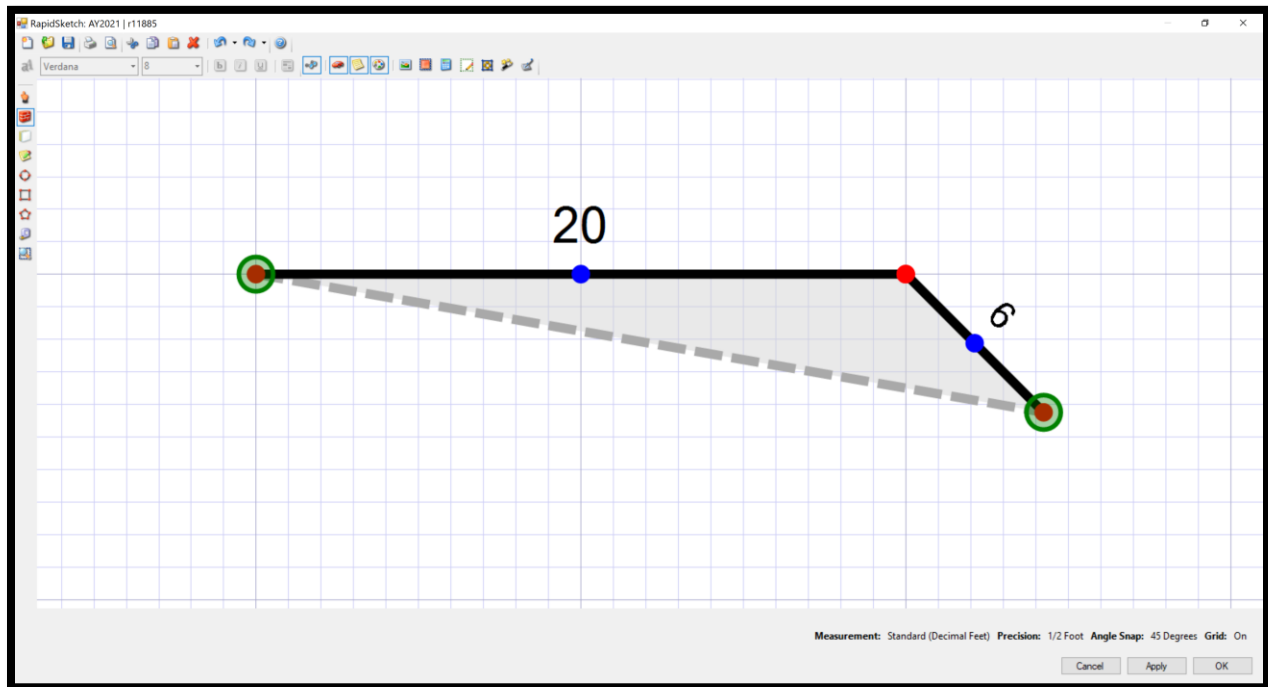


INPUTTING ANGLES

There are two methods for inputting angles with your keyboard.

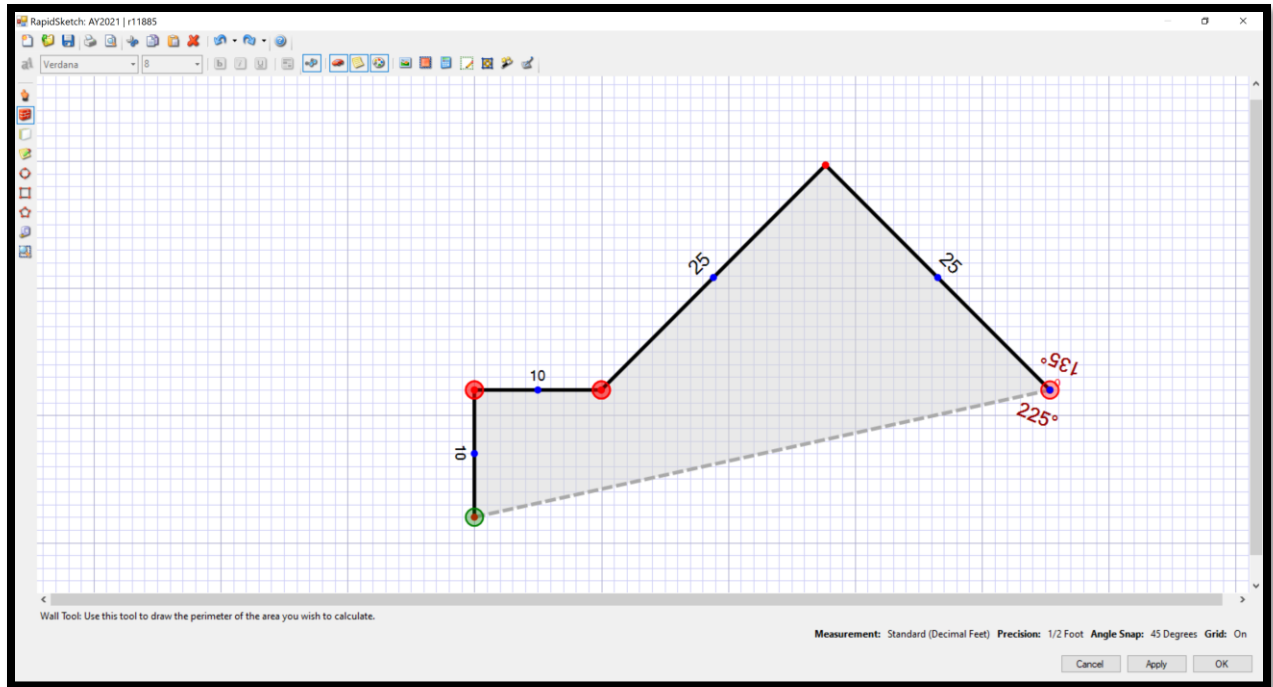
Direct Length and Angle input: When a precise angle and length for a polygon are needed, and the keyboard is being used, RapidSketch supports using the “R” and “L” keys to draw specific angles. The way a user chooses whether to use the “R” or “L” key is based on the angle relative to the last line that was drawn – it is not determined by the direction on the screen (up/down/left/right) that you would like the wall to be drawn.

Example: “6, R, 4, 5, Enter” = 6 ft line to the right at 45*.



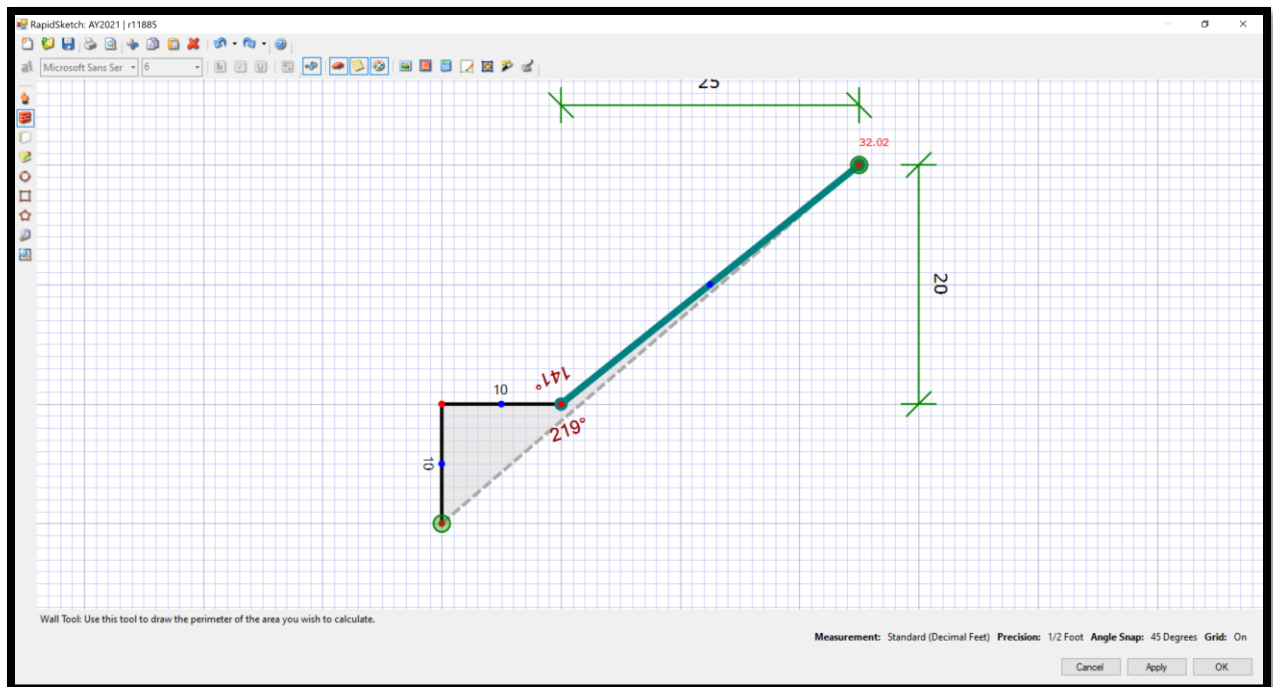
If you do not put in an angle, the program will default to 90 degrees. You can draw walls at a 90 degree angle off of other walls simply by typing in the length and hitting the “R” or “L” key.

Example: “25, R, Enter” = 25ft line to the right at 90*.

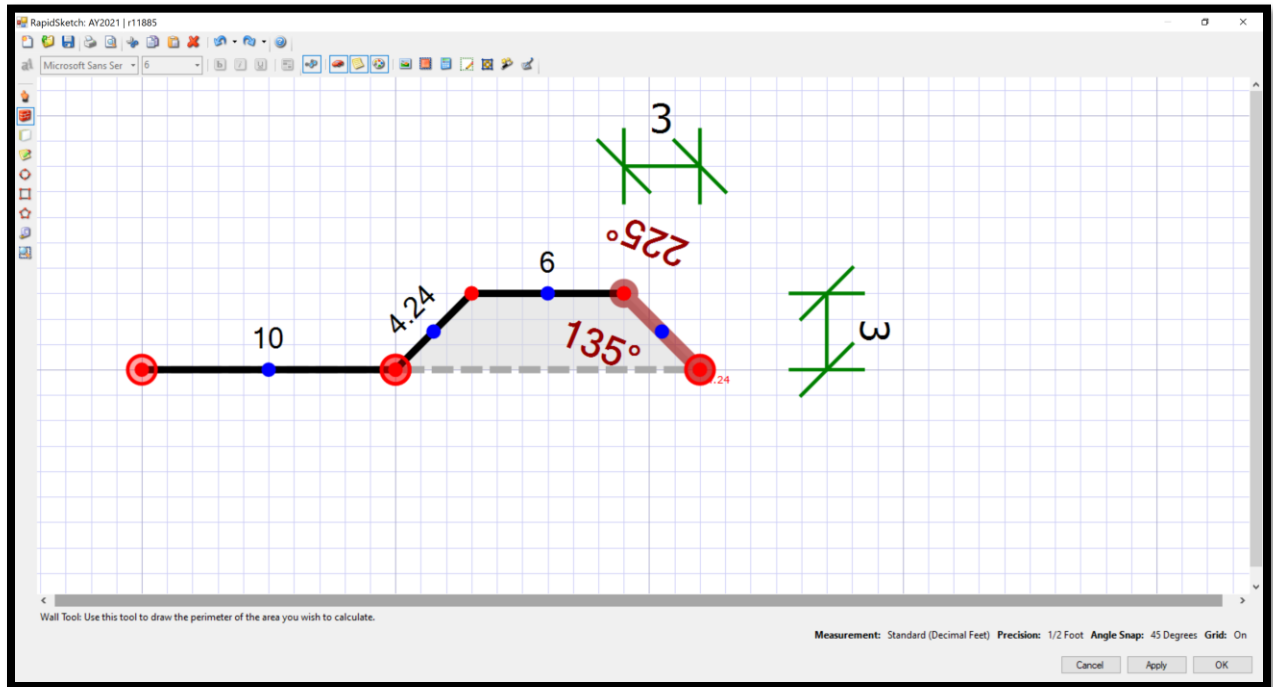


Rise over Run input: Some users prefer to measure the rise and run of an angled wall instead of measuring the degree of angle and exact length. RapidSketch supports this kind of input by allowing the user to move an active line “up and over”, then anchoring the line with the Enter key.

Example: “20, ↑, 25, →, Enter” = Angled line with 20ft. / 25ft. rise over run.



Bay Windows: This feature automatically draws a wall that is the same length and opposite angle as the 2nd last wall drawn when you hit the “B” button on your keyboard. To use this feature, draw the first angled wall, then the center section, then hit “B” on your keyboard. This will draw the 3rd section of the bay window opposite to the first. Hit your enter key to anchor this line and continue sketching.

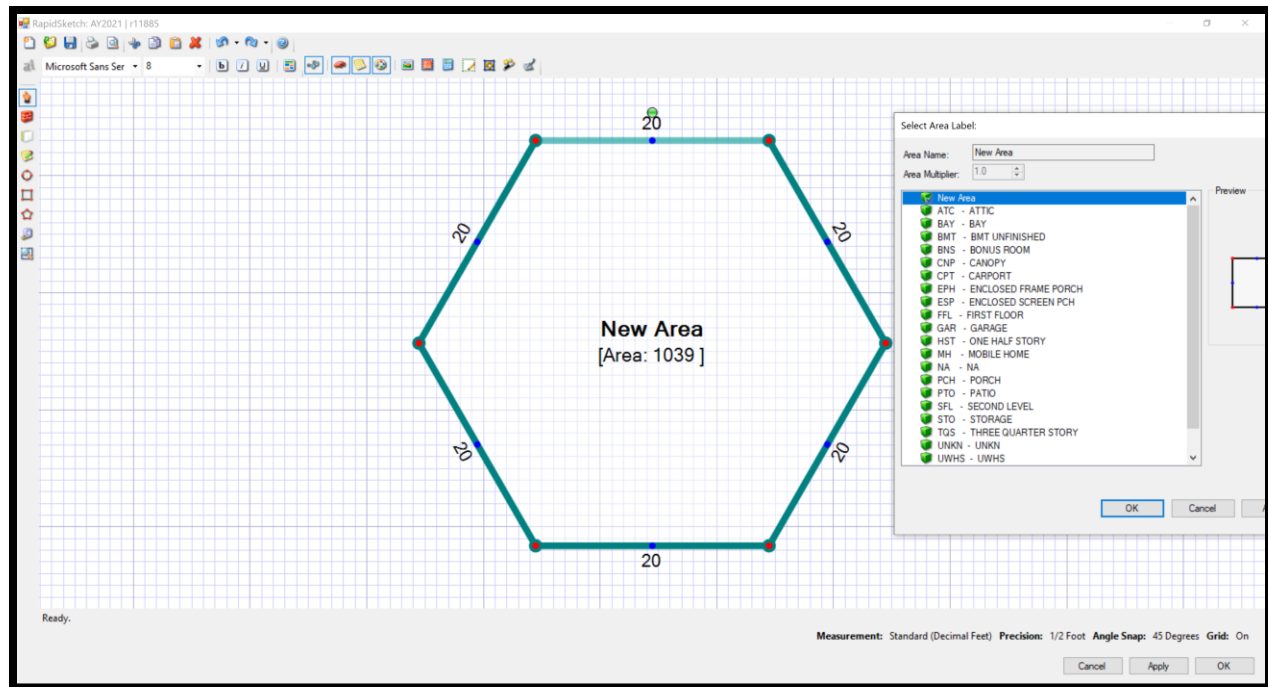


SIMPLE SHAPES

There are two methods for inputting simple shapes with your keyboard.

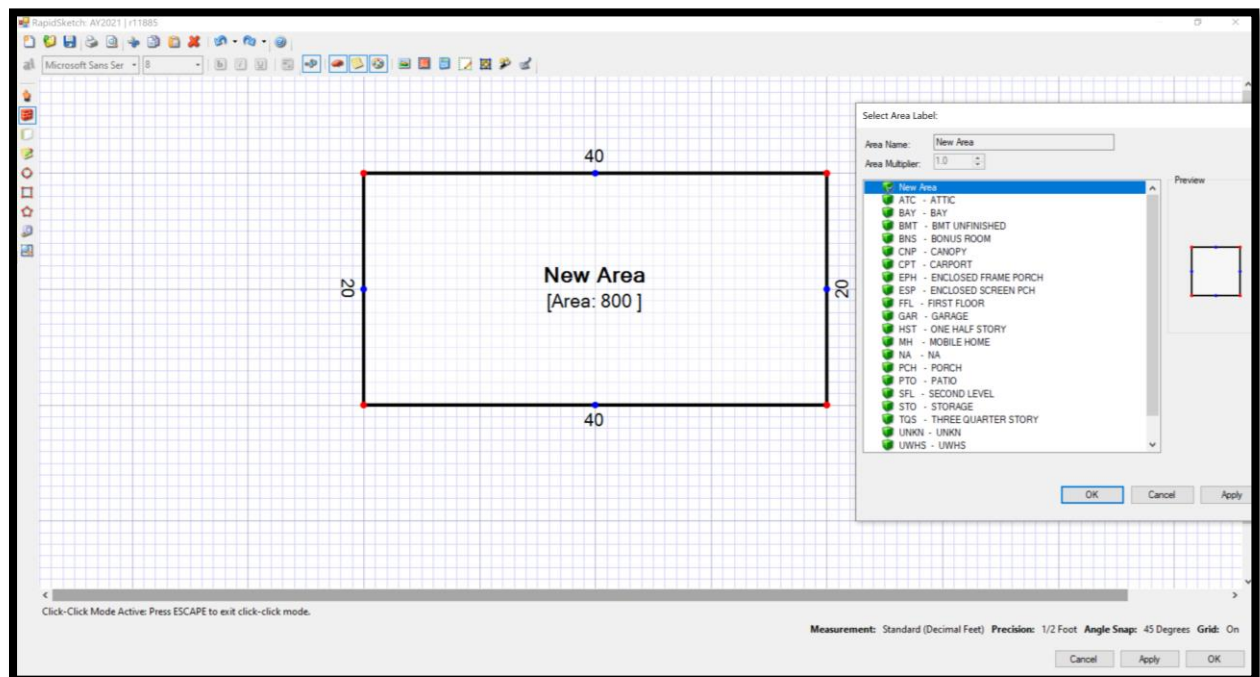
Sides @ Length: To quickly draw a shape that has the same length for every wall, type in the number of sides, hit “@” on the keyboard, type in the length of the sides, then hit Enter.

Example: “6, @, 20, Enter” = 6-sided shape with 20ft walls.



Width X Length: To quickly draw a square or rectangular shape with the keyboard, type in the width, hit “X” on the keyboard, type in the length of the sides, then hit Enter.

Example: “40, X, 20, Enter” = 40ft by 20ft rectangle.



DRAWING WITH THE MOUSE




There are two basic techniques to sketching with a mouse. Both start by selecting the brick wall icon on the Sidebar to activate the Wall Tool.

Click-Click: The first method is the “Click-Click” technique. Place the cursor in the area you would like to start your sketch and click once to start your first wall. Move the cursor to the desired end location and click to anchor the active wall. An active wall will automatically connect from the last point anchored to your cursor. To deactivate click-click mode, hit escape on the keyboard or click on the same point you last anchored a wall.

Click and Hold: The second method is the “Click and Hold” technique. Place the cursor in the area you would like to start your sketch and click and hold the mouse button down as you drag cursor to the desired length. Release the button to anchor the active wall. There will not be another active wall until the next time you hold down the mouse button.

With either method, a polygon will close when you click on or drag a wall to the first vertex of the shape.




Shape Tools: The Sidebar has Circle , Rectangle , and Pentagon  tools. Clicking on these tools will allow you to click a point and drag the selected shape to the appropriate dimensions. Of note, when selecting the Pentagon tool, a secondary menu will appear on the Sidebar allowing the user to select a multi-sided shape from 5 to 12 sides.

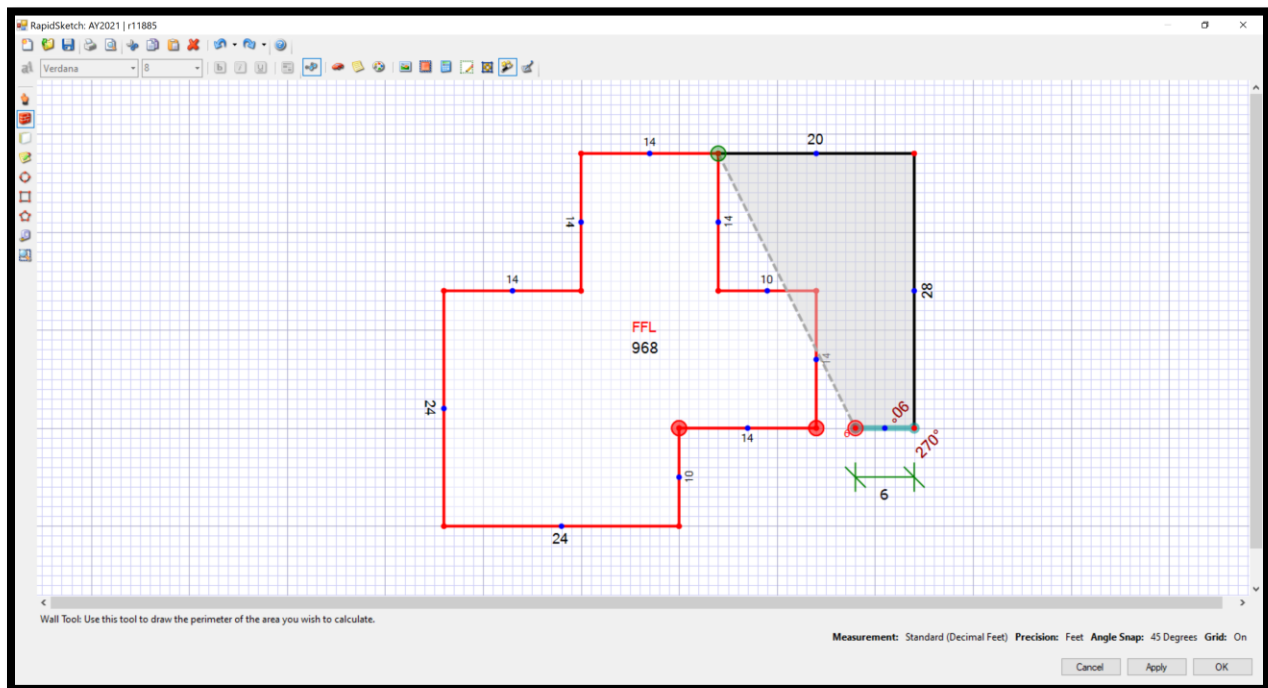
DRAWING A SECOND AREA

To begin a second area, select a point anywhere on the drawing area and begin drawing as usual. Having drawn the first area, there are many reference points available to help draw another area without having to type in as many dimensions. With the wall tool selected and your cursor on the sketch pad, use the Tab key to jump your cursor to different points on your first area. Another tool is the Arrow keys, which also take advantage of the reference points plotted by the first area. When drawing a line parallel to the first area, hitting an Arrow key draws an active line with an endpoint parallel to the first corner or intersection of lines on your first area. Hitting the same Arrow again extends that line to the distance of the next corner until you reach the end of the original area. Upon anchoring such a line, you can hit another arrow in the direction of the original area to draw an active line perpendicular to the first. This line will follow the original area line and have the same characteristic, extending closer until it reaches the first area.

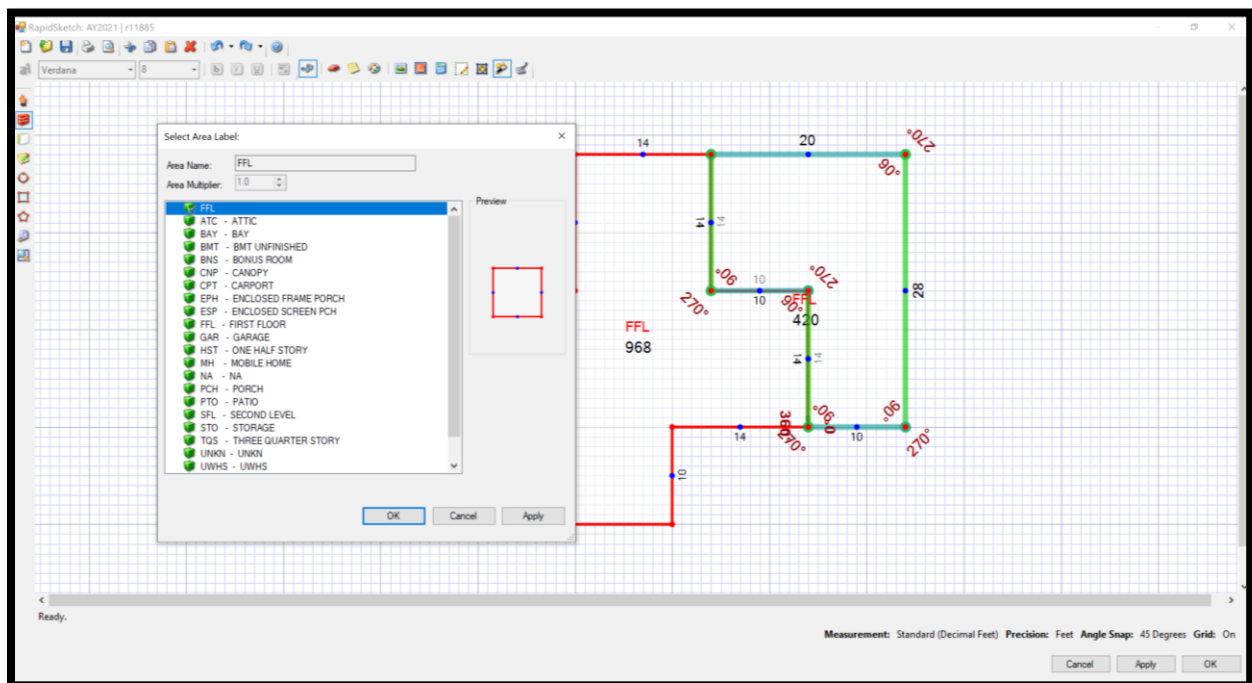


Auto Complete: Auto Complete  is a feature that can be turned on/off from the tool bar which will automatically trace shared walls and automatically split an area without having to retrace walls. Using the exterior wall tool and auto-complete turned on, when you draw lines that attach to common walls, the program will automatically trace over the remaining lines to form an area. Similarly, if you split an existing area in 2 using exterior walls, it will automatically segment that area into 2 sections.

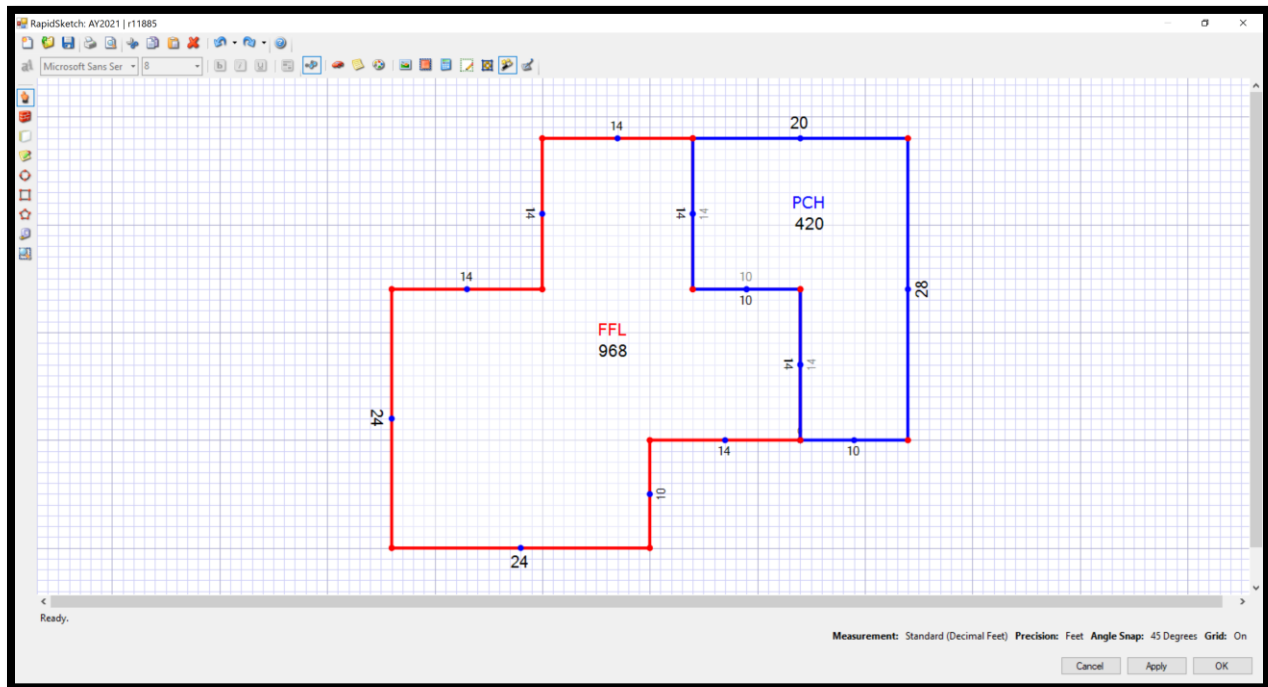
Example: With auto-complete turned on, to add this porch only 3 lines need to be drawn, the fourth and fifth lines will automatically be drawn in. Draw the First 3 Lines as You Normally Would:



Upon connecting the third line back to the first floor, auto-complete will automatically draw in the remaining lines.

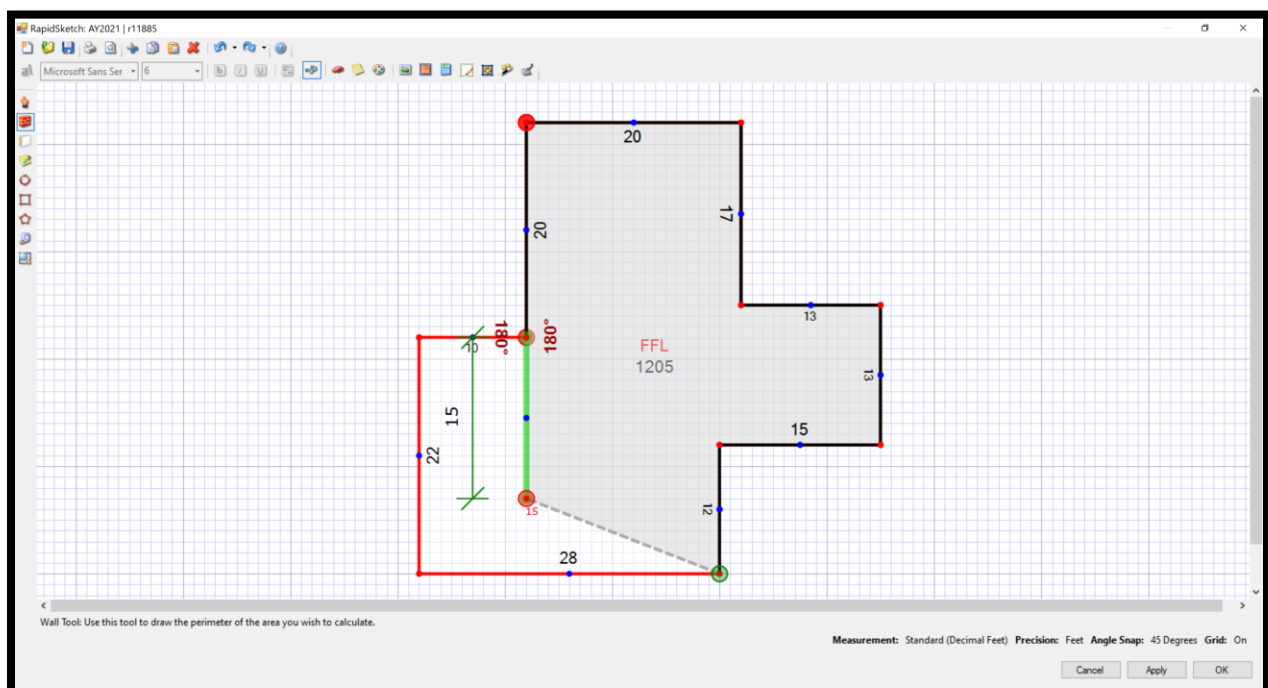


Showing the completed area after area label was selected.

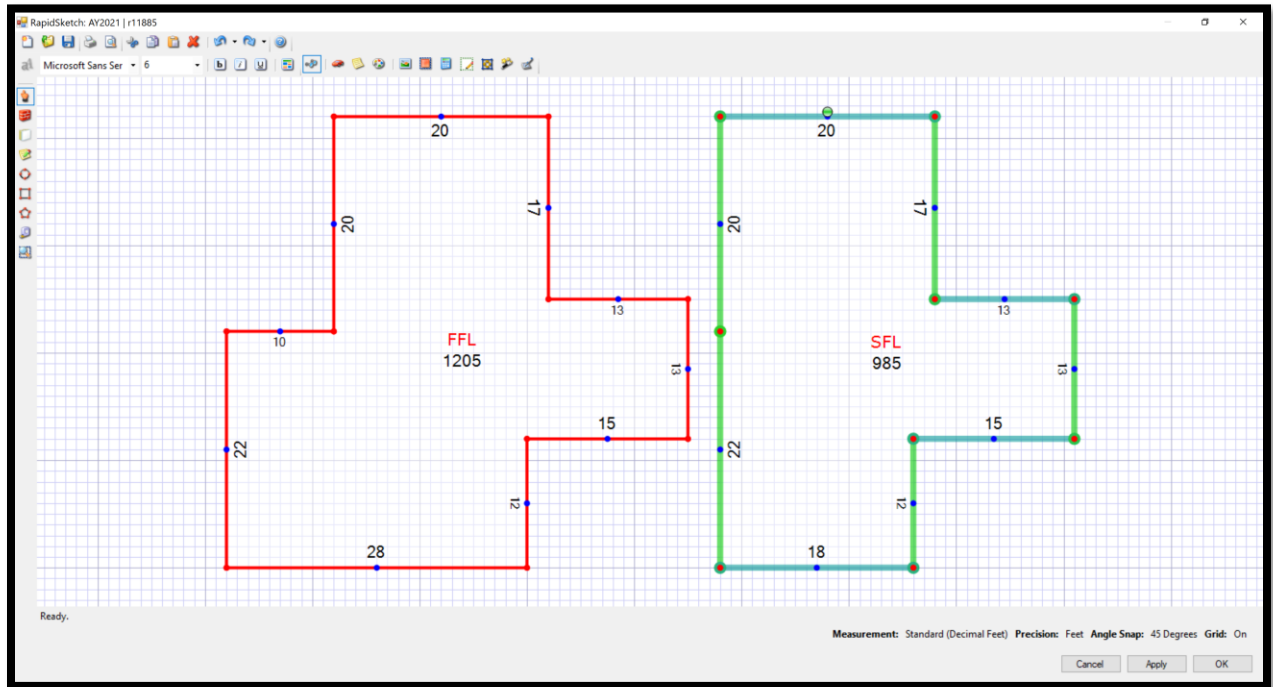


There are times when it will be helpful to trace over an area to create a similar duplicate area, such as a second floor that is much like the first floor but is not identical. To do this, first toggle off the Auto Complete/Auto Split feature, then trace over the original area to create a similar copy.

Example: Begin by selecting the Wall tool, then using the mouse or keyboard input to trace over the sections of the original area that are similar to the second.

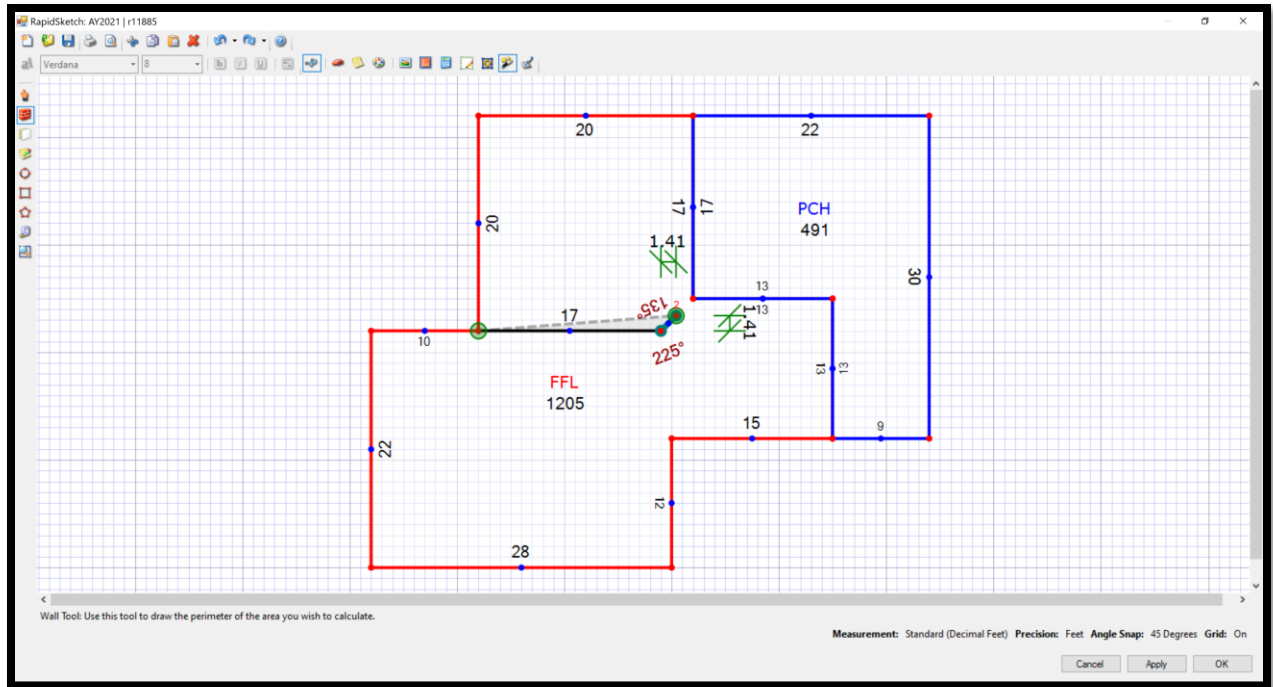


Once the second area has been completed, you will be prompted to select a label. Select a label, such as Second Floor, then use the Pointer tool to drag the second area next to the original if needed.

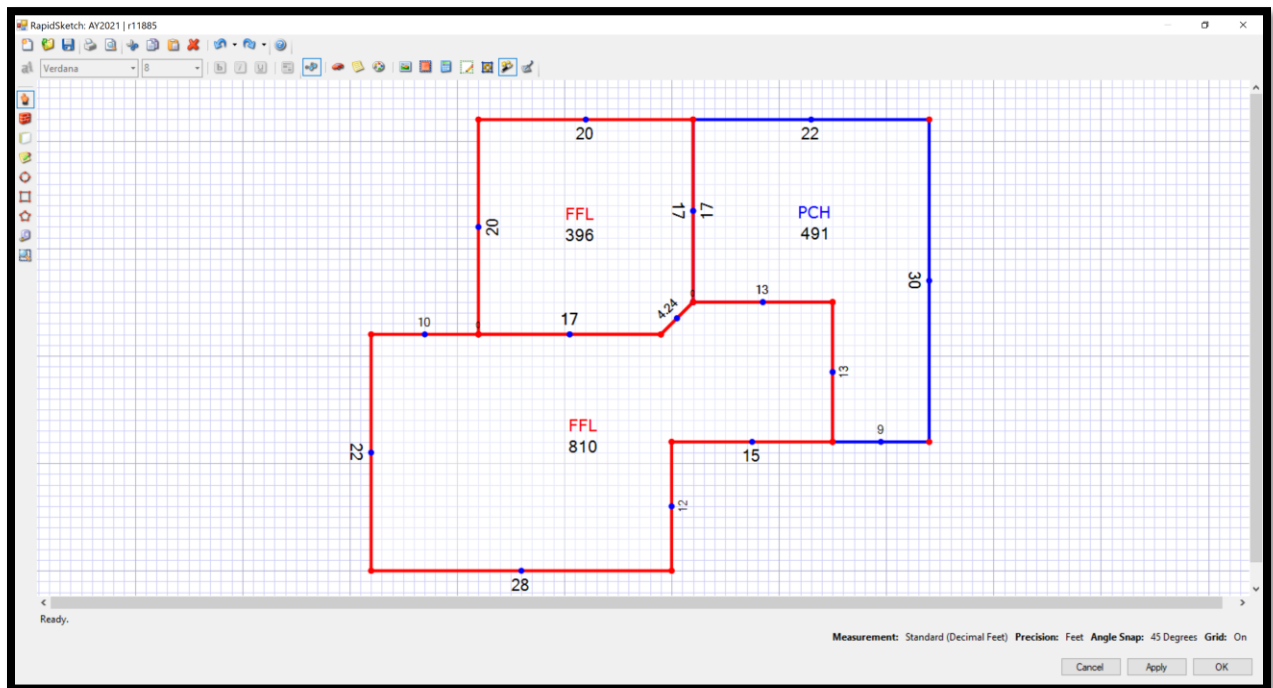


To “cut out” part of a polygon, for instance turning part of a first floor that was measured as a perimeter into a garage, turn the Auto Complete/Auto Split feature on and connect wall lines to the first area.

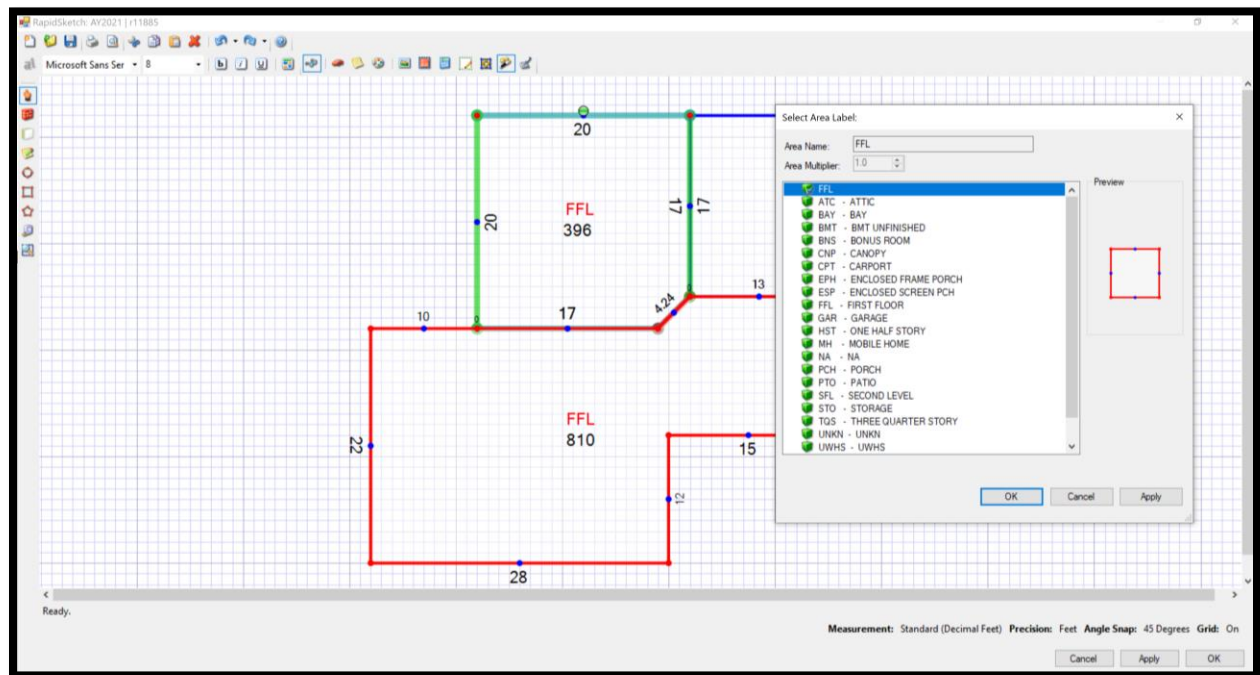
Example: To draw in the attached garage that is already part of the perimeter that was already drawn, just connect lines inside the first area.



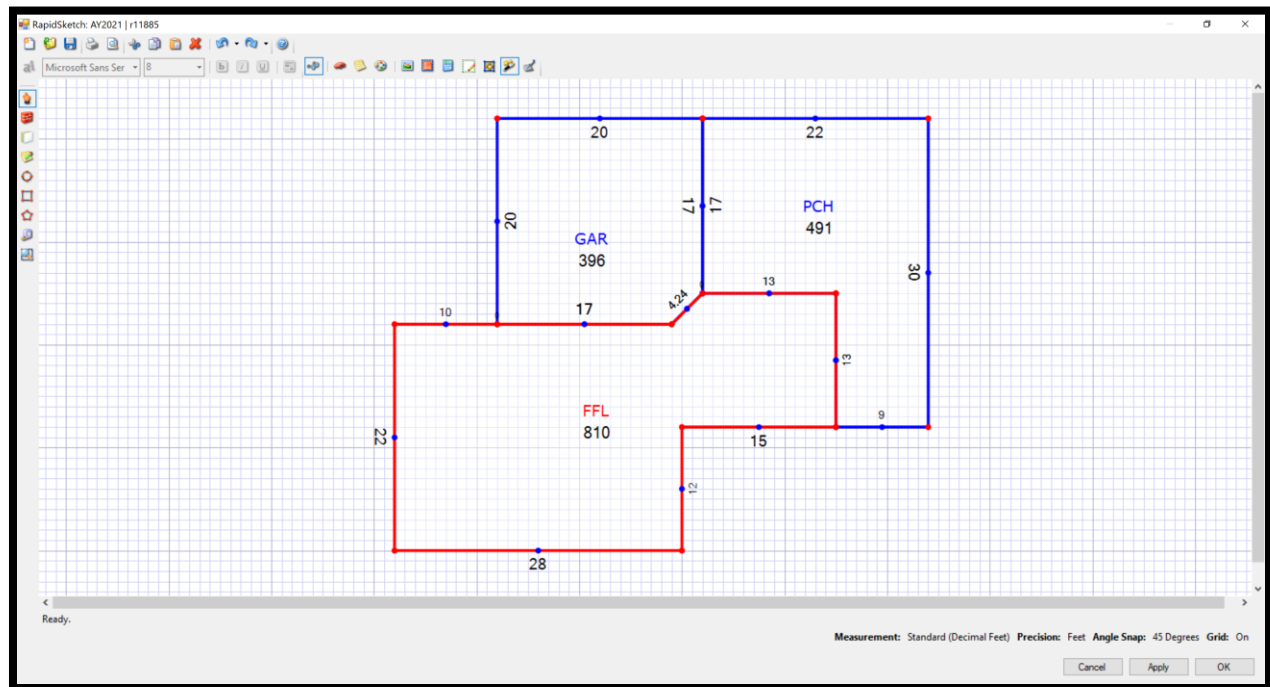
Once the wall line clearly marks where the polygons are to be split, the initial area will be split automatically.



To change the new area's label, use the pointer tool to double click inside the polygon, which will open the select area label menu.



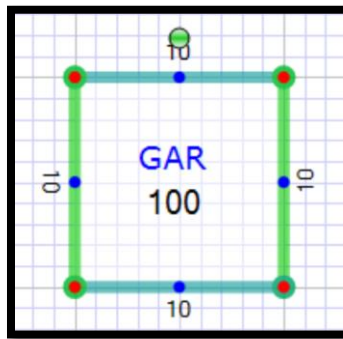
Once selected, the sketch will update to show the new label, and your polygon split is complete.



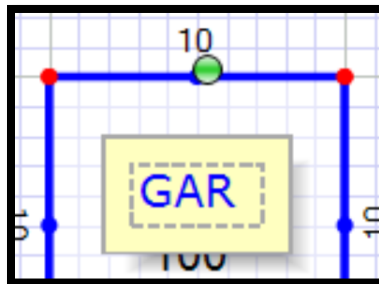
USING THE POINTER TOOL

Once you have drawn a wall, polygon, or any other object, you can select the pointer tool to begin modifying the object's properties. To select an object, select the pointer tool from the Sidebar, then click on the object you wish to interact with. You will know the object is selected by the "handles" that appear on it. When selected, objects appear with a slightly different look, generally signified by highlighted lines or handles.

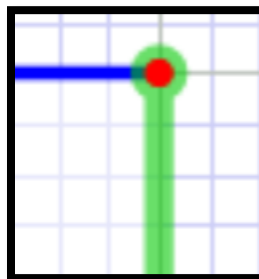
Areas:



Labels:

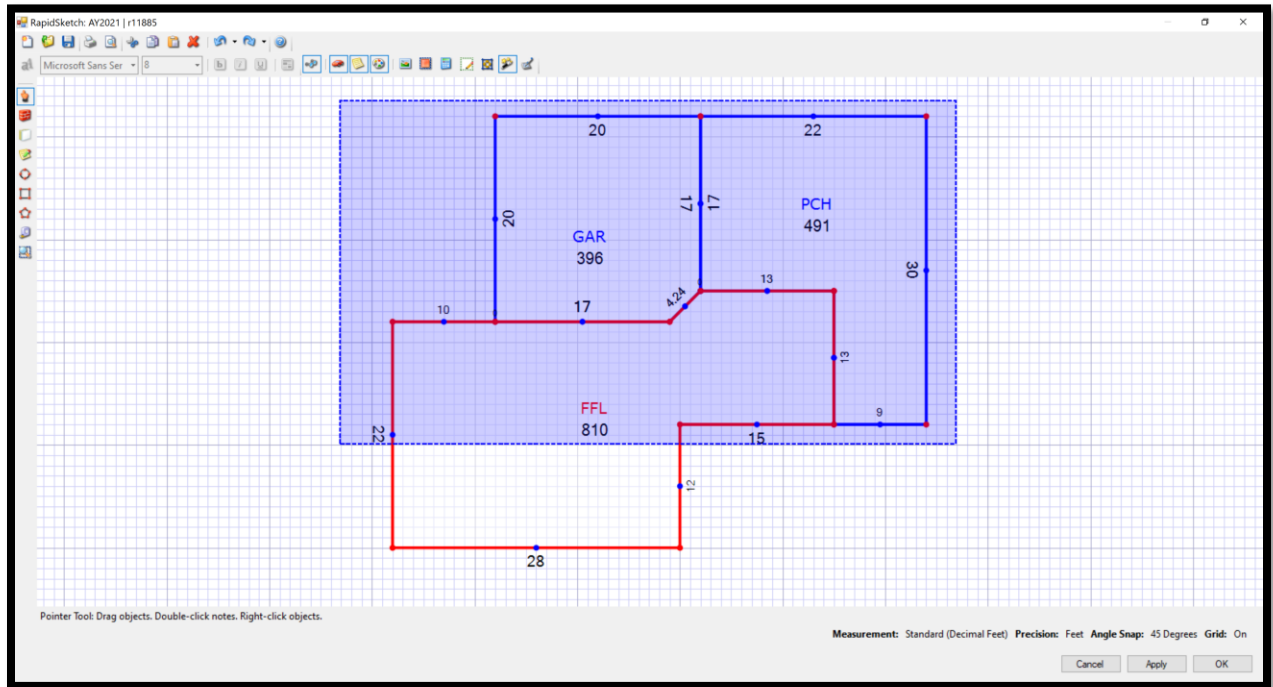


Walls:

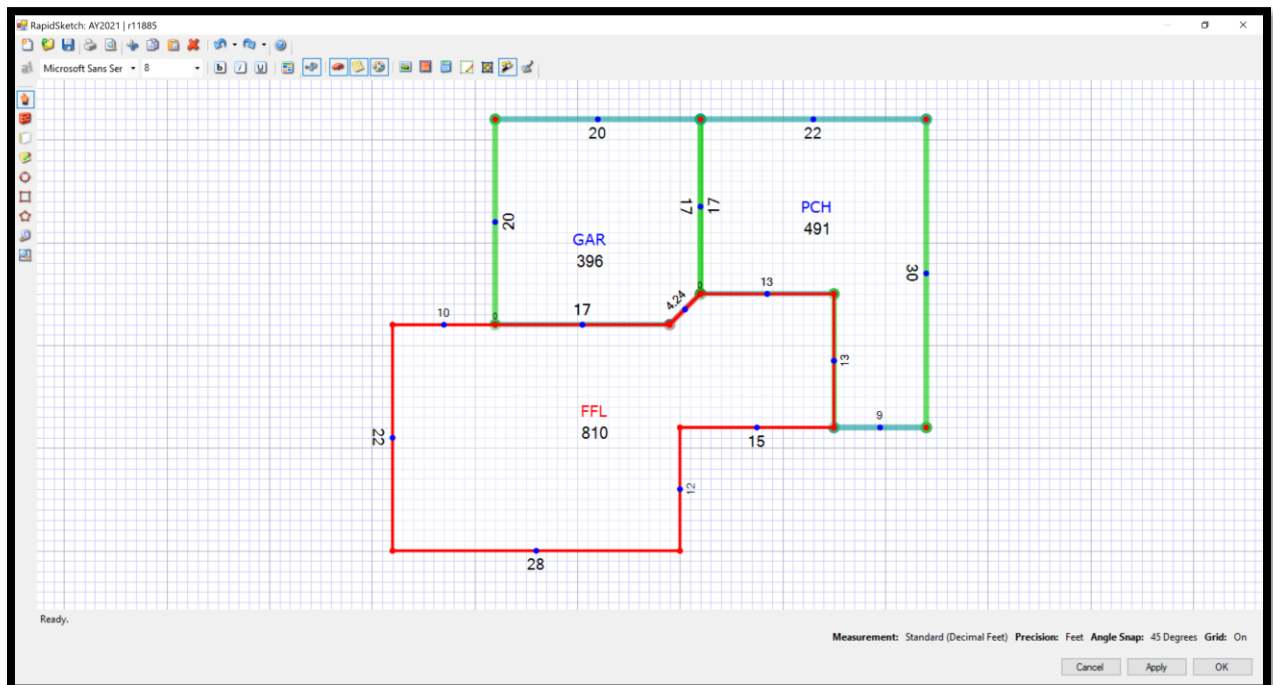


To select a polygon, click the pointer tool inside any open part of it (open meaning not a line, label, or symbol, instead click inside the area where it is blank). Now you can click and hold to move it around the sketch, or choose to rotate it by clicking, holding, and dragging the green rotator handle. You can delete any selected object by pressing the "delete" key on your keyboard or using the red "X" button on the toolbar.

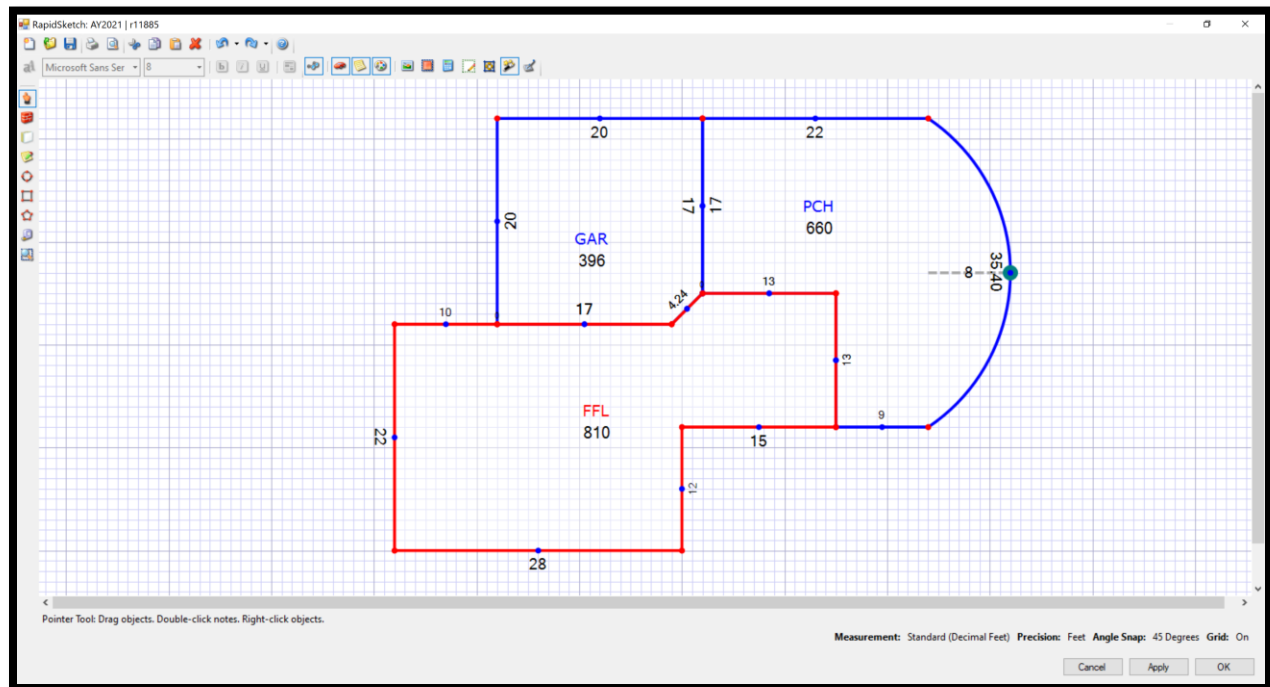
To select multiple objects, you can “drag a box” around them. If you have not selected the correct objects and would like to try again, click outside of your currently selected objects and they will be deselected.



To select specific objects that are not necessarily grouped together, hold down the “Ctrl” key while you click on each object. Each object you click on will be selected.



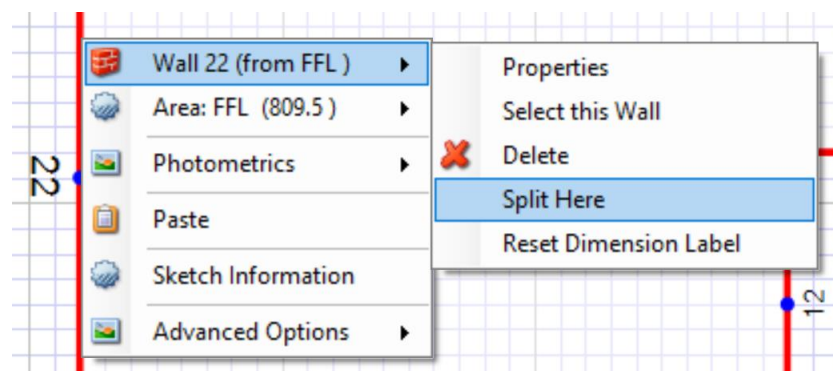
Arcing a Line: You can draw an arc by moving your scroll wheel on your mouse forward or backward while the line is still active. Another method is to draw a straight line and use the pointer tool to arc it. Start by drawing a straight line with the mouse or keyboard commands. Once that line is anchored use the pointer tool to click on the center point of the line and drag it out to the appropriate height, or use the arrow keys to move it out.



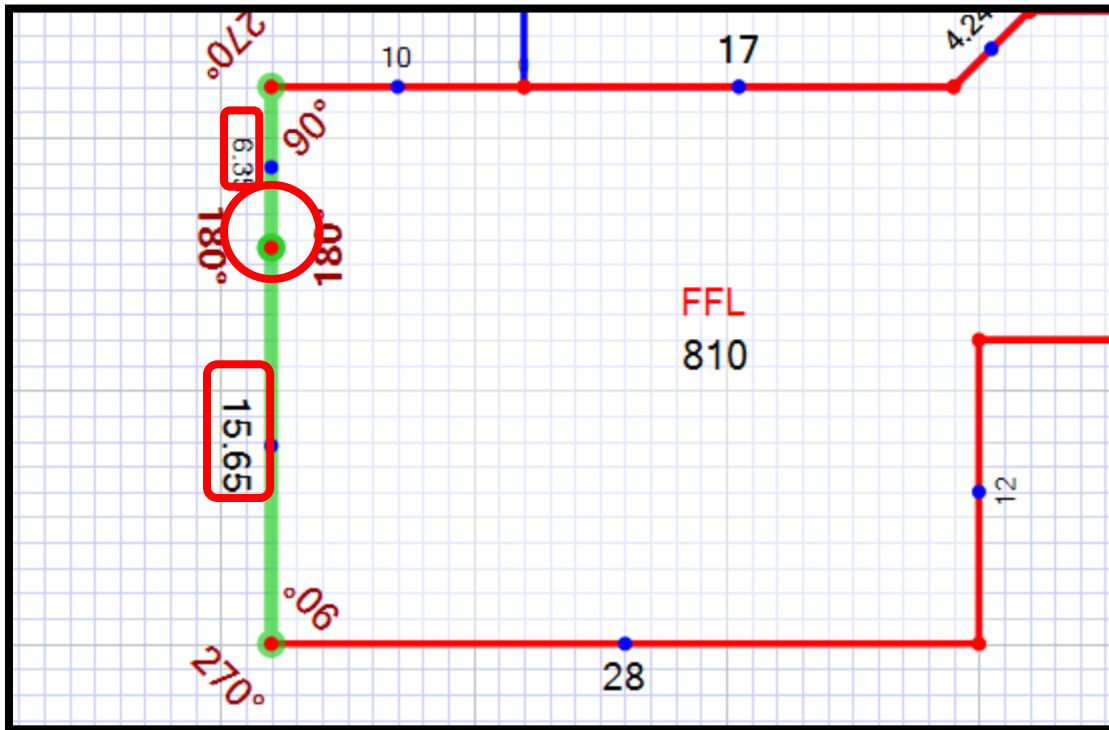
EDITING AN EXISTING POLYGON

Sometimes a house will have an addition built to it where re-sketching the entire polygon is unnecessary, but the existing one needs to be modified. The basic method to accomplish this is to “split” the existing wall by adding vertices, then moving them into the shape and location you want them.

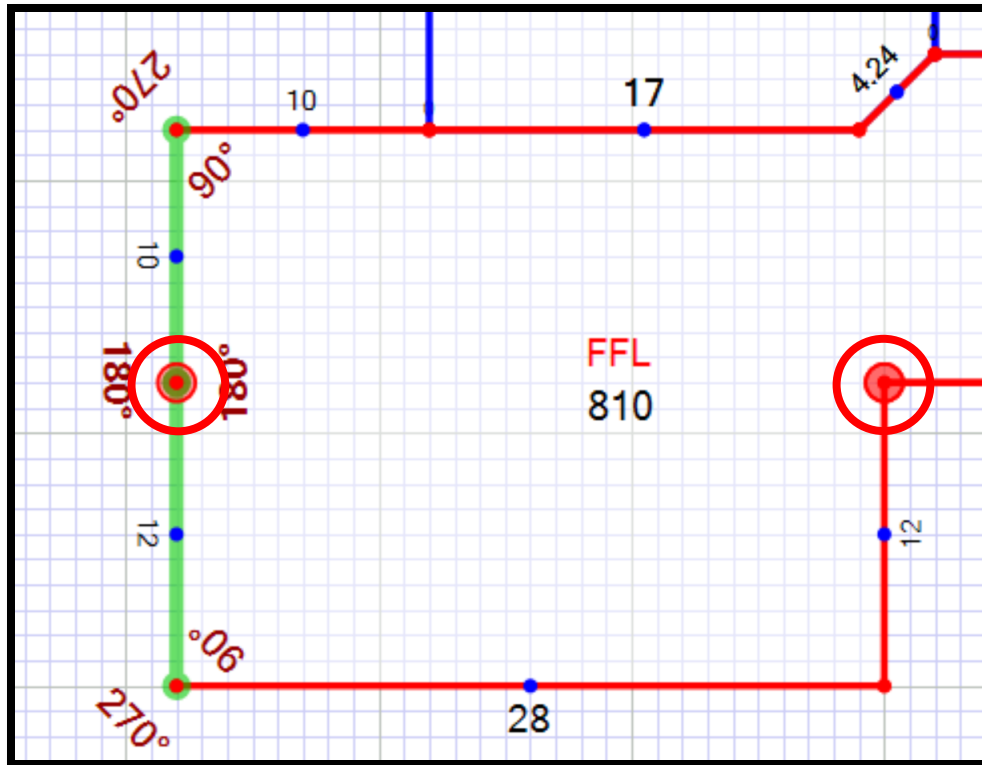
The first step is to split the existing wall. Right clicking the line to be modified will produce a contextual menu with a few options. Hovering over the wall you are looking to edit will produce a submenu that has a “split here” option. Selecting this will add a vertex where you right-clicked the wall at.



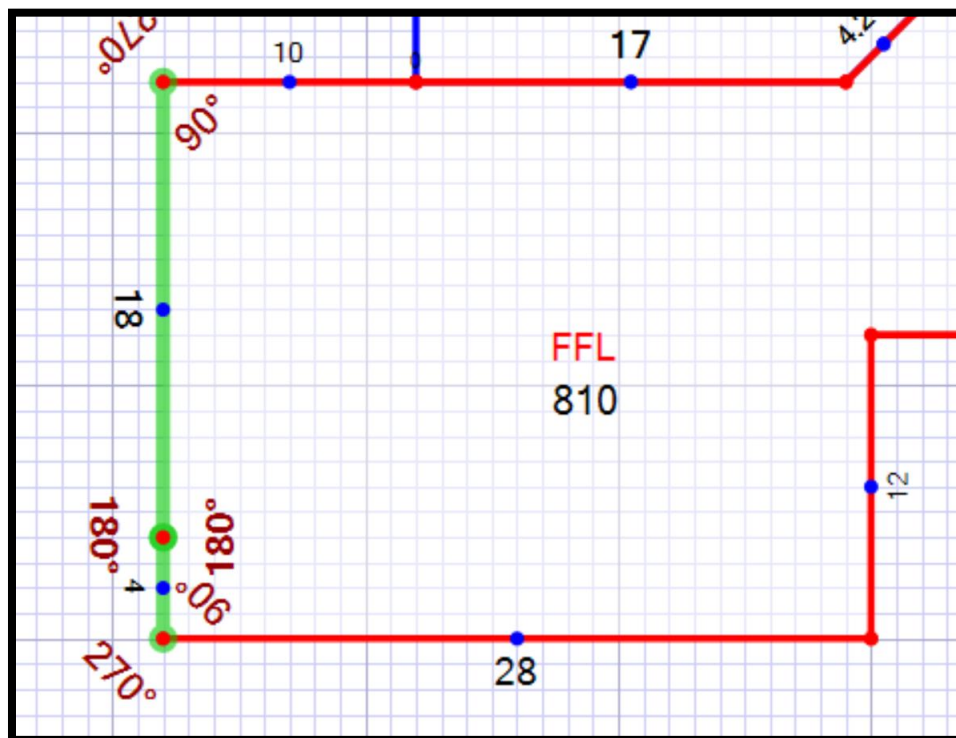
Oddly, RapidSketch does not follow the precision measurements defined on the bottom of the screen and will place the new vertex literally where you clicked, down to the 1/100th precision, so it is necessary to massage the vertices in place. In the following example, it split the wall at 6.35 ft and 15.65 ft instead of an even 6 and 16 as would be indicated by the precision. To correct this, select the newly created vertex by clicking on it.



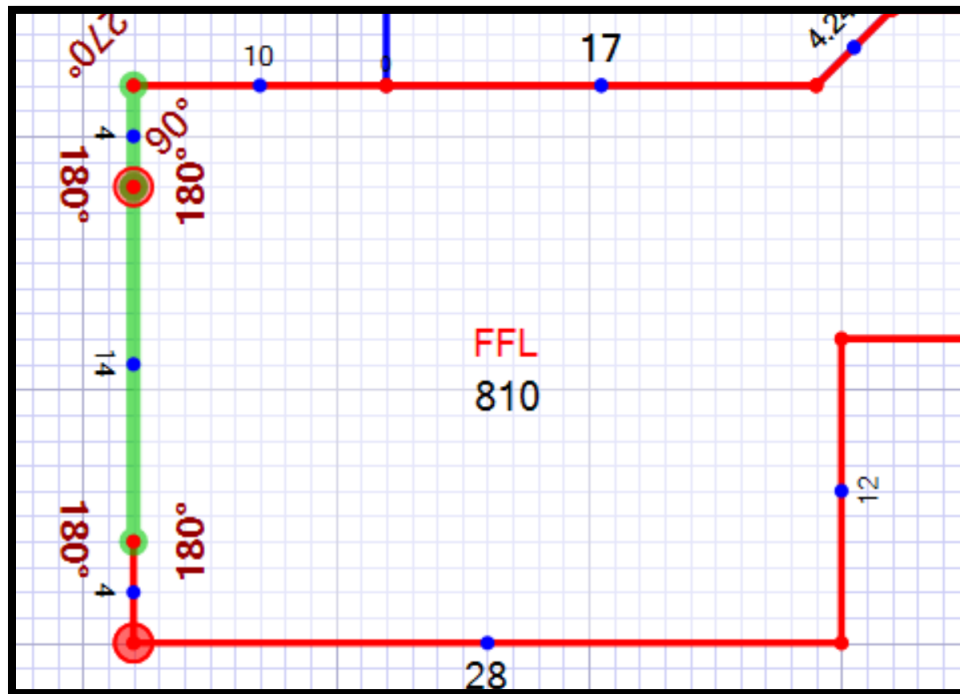
Then use your arrow keys to move it. It will “jump” to be in-line with the next vertex on the sketch in the direction of the arrow you select. In the above example, clicking ↓ will line up the selected vertex with the vertex at the end of the 12 ft long wall running parallel to it on the right. The vertex it has lined up with will glow red.



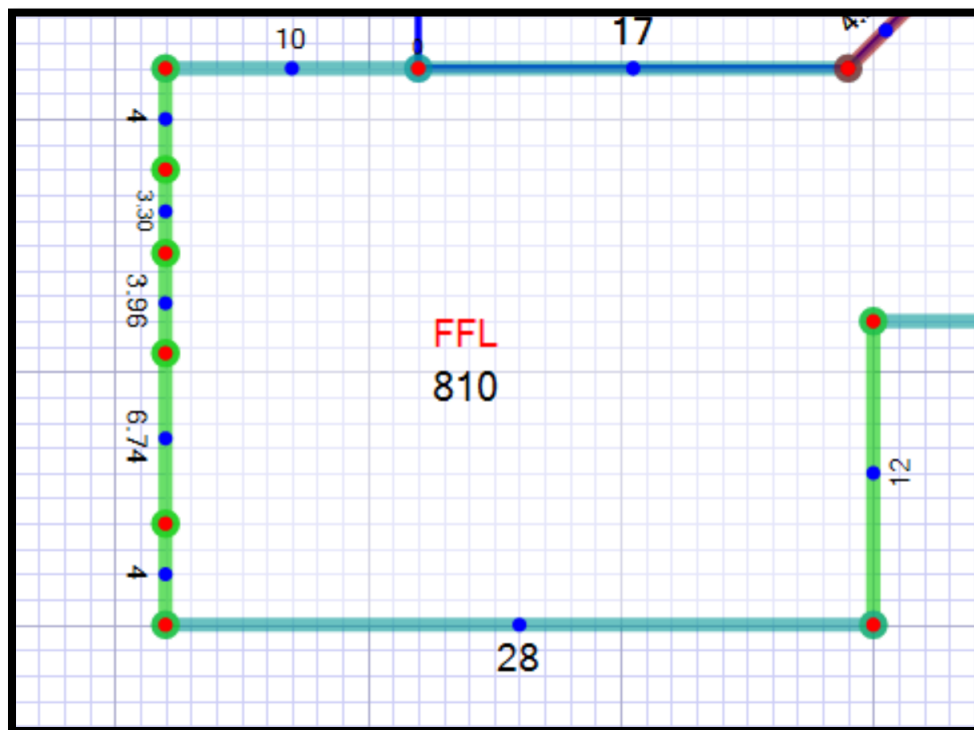
The vertex is now spaced on the whole number increment of 10 ft and 12 ft. To move the vertex and retain that precision, hold the Shift key while using the arrow keys to move it 1 foot at a time until it is where it needs to be.



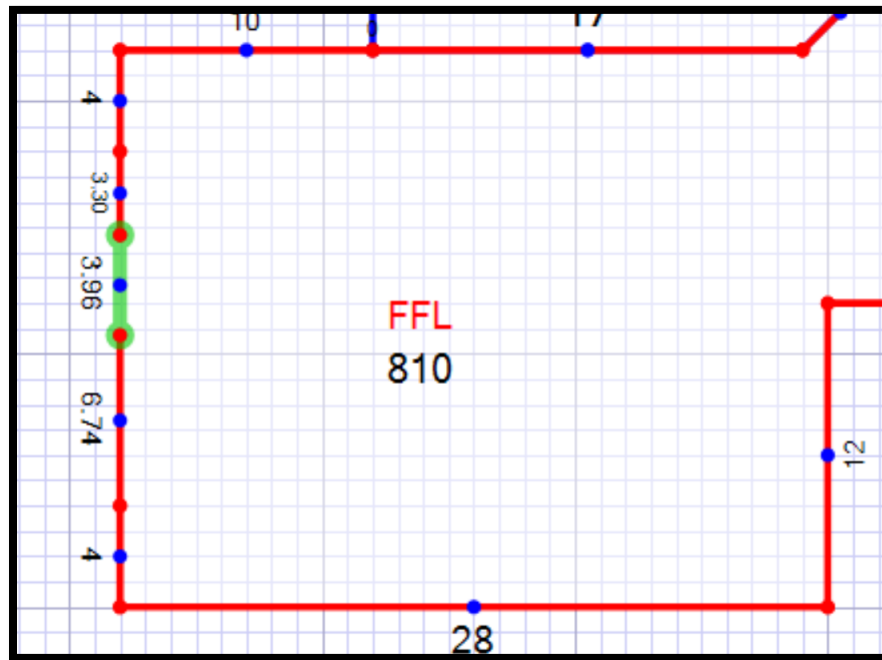
Once this is done, split the wall again and place the next vertex where it belongs using the same method.



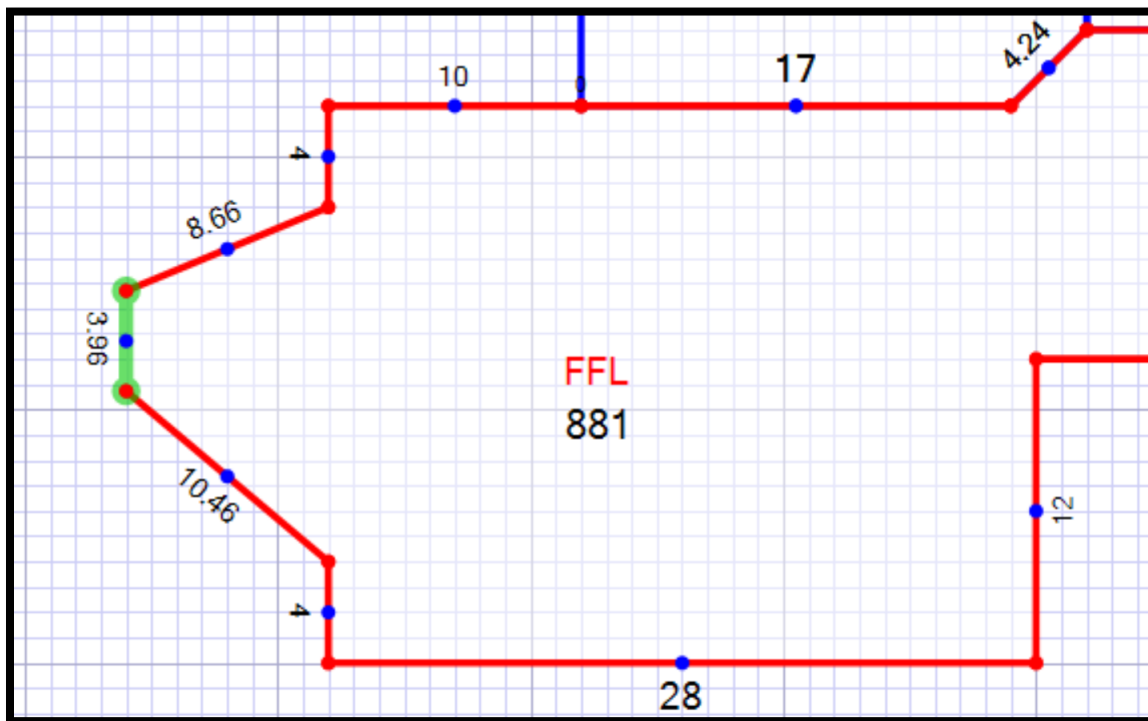
To add the addition to the house, we will now place two vertices in between the ones we've just added. Don't worry about the precision at this moment.



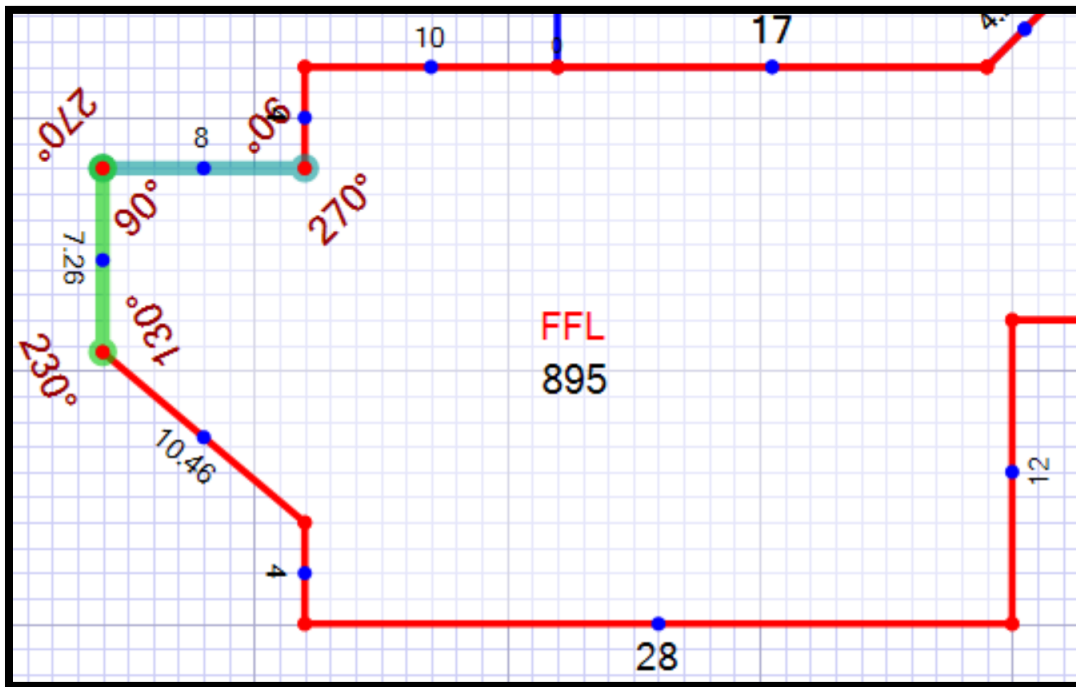
Select the very centermost wall that formed between the last two vertices that were added.



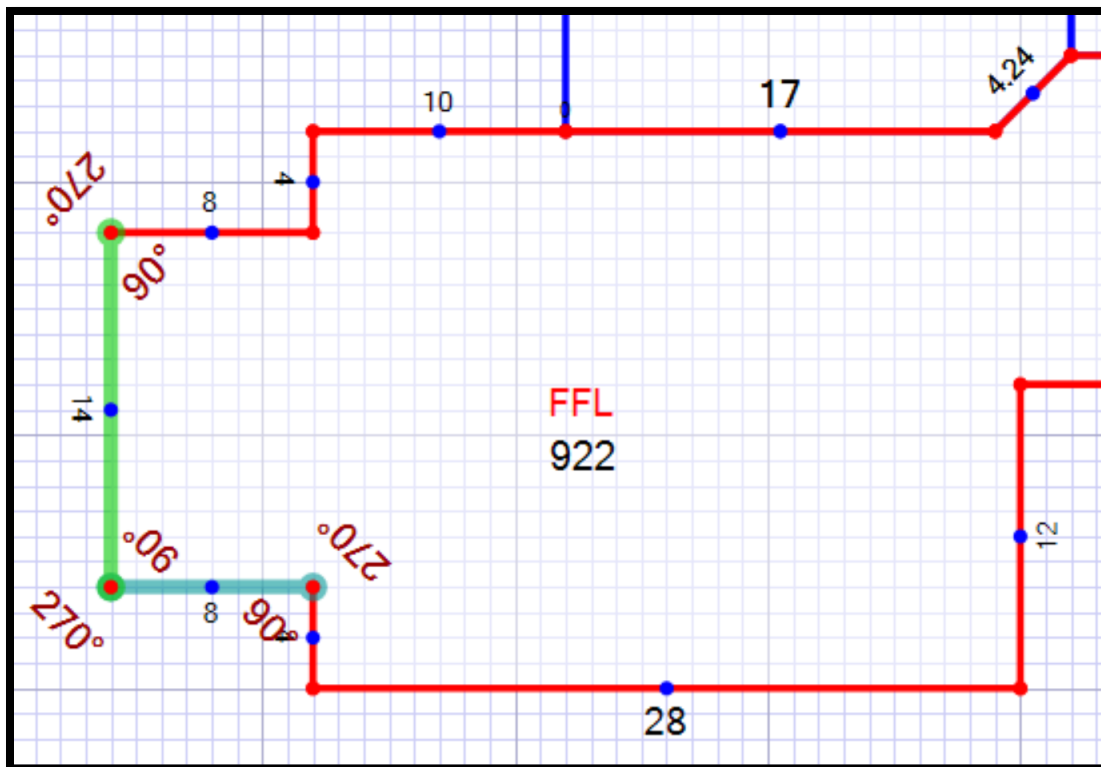
Using your Shift and arrow keys, move the wall out however many feet the addition is. We will move it 8 feet in this example by holding Shift and pressing ← 8 times.



Now pick the top vertex and press \uparrow to line it up.

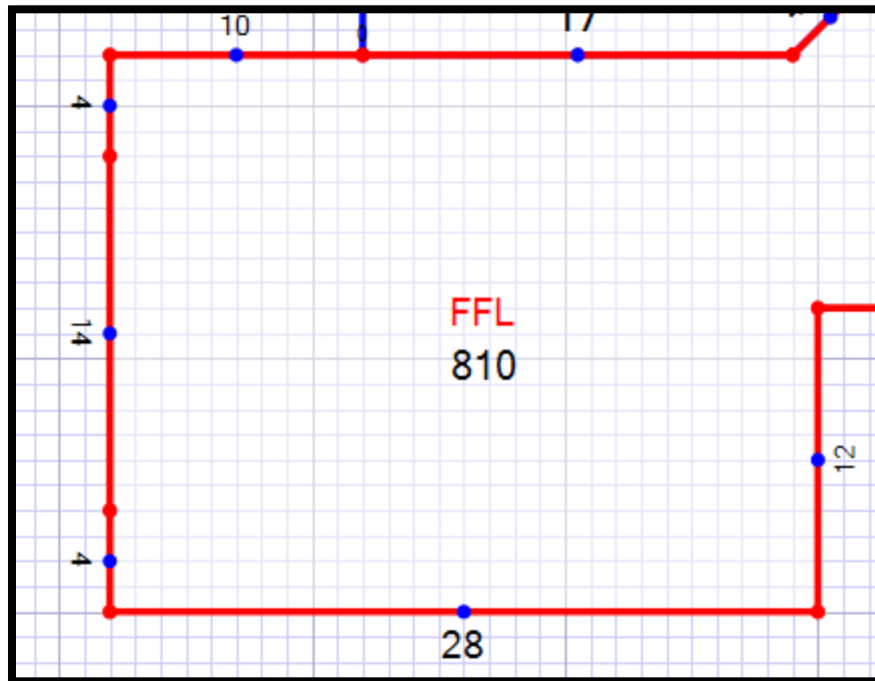


Then select the bottom vertex and press \downarrow to line it up.

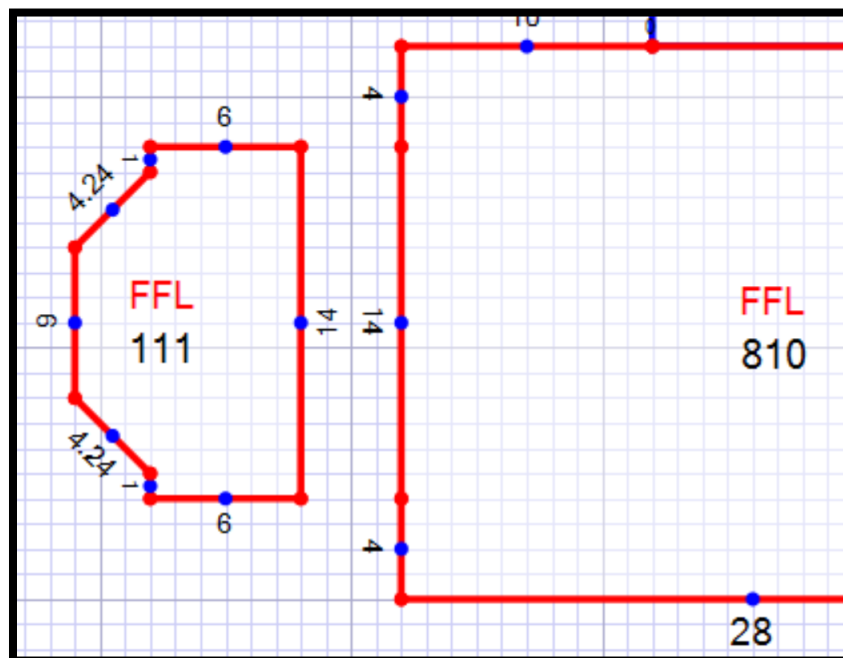


And now the addition is complete without the need to re-sketch the entire polygon.

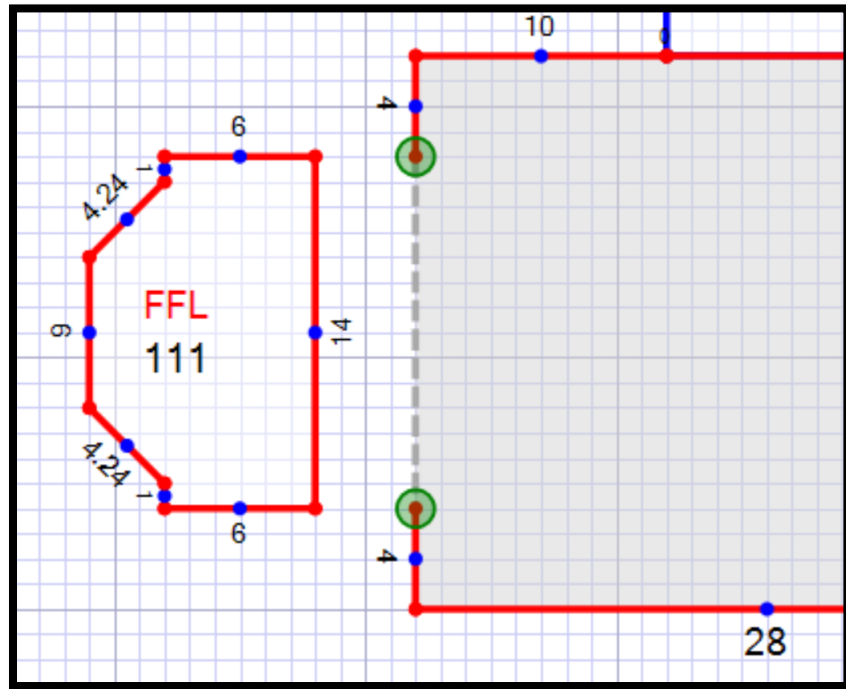
A similar method can be used to join two separate polygons. This is useful if the addition is a more complicated shape that is easier to draw separately, but without having to re-sketch the entire first polygon as well. On the wall where the two polygons are to be joined, follow the first steps outlined above to place vertices where the new polygon will join the existing one.



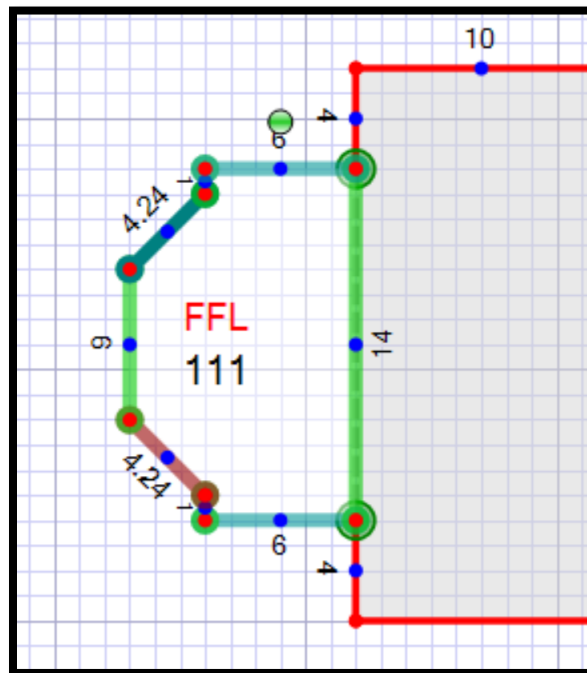
Sketch the new addition out to the side.



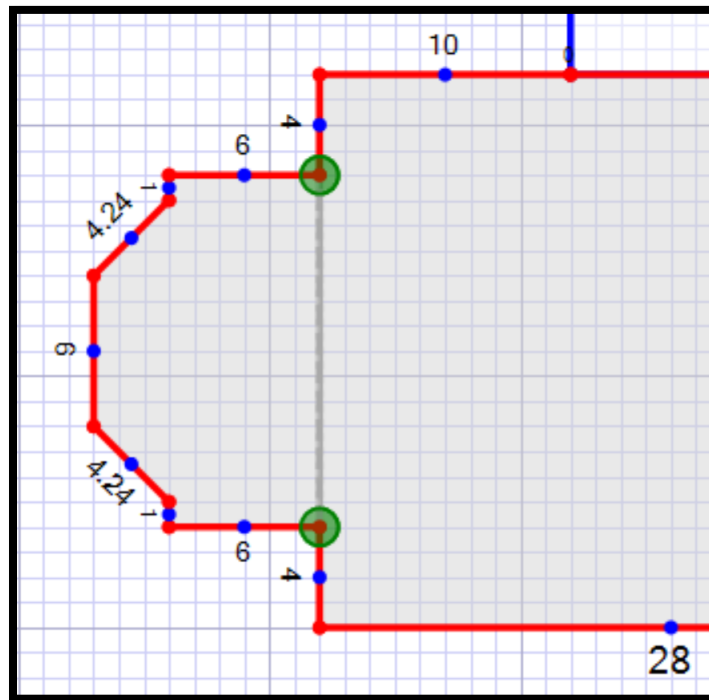
Then delete the wall on the original polygon where the two will join. This will turn the polygon grey and the area label will disappear.



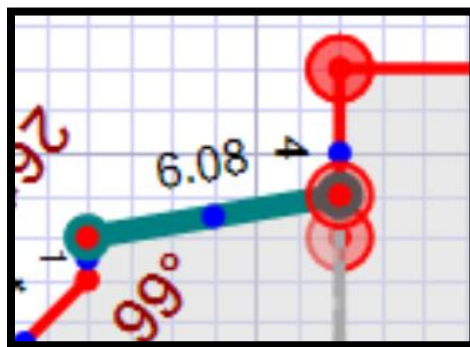
Move the new polygon to the existing polygon.



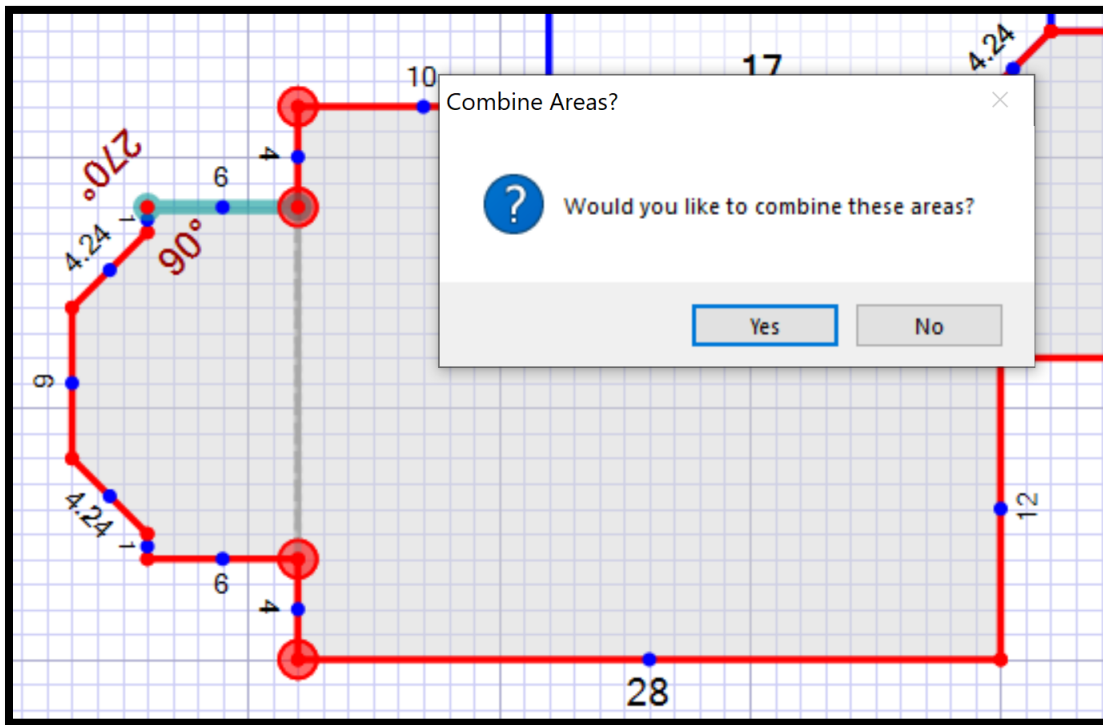
Then delete the wall where the polygons joined on it as well.



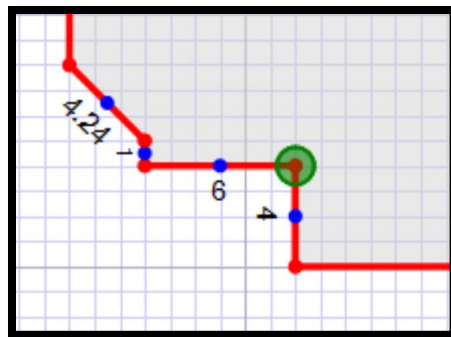
To get the two polygons to join, grab the corner of one of the polygons and move it up/down to get the program to recognize the vertices as overlapping.



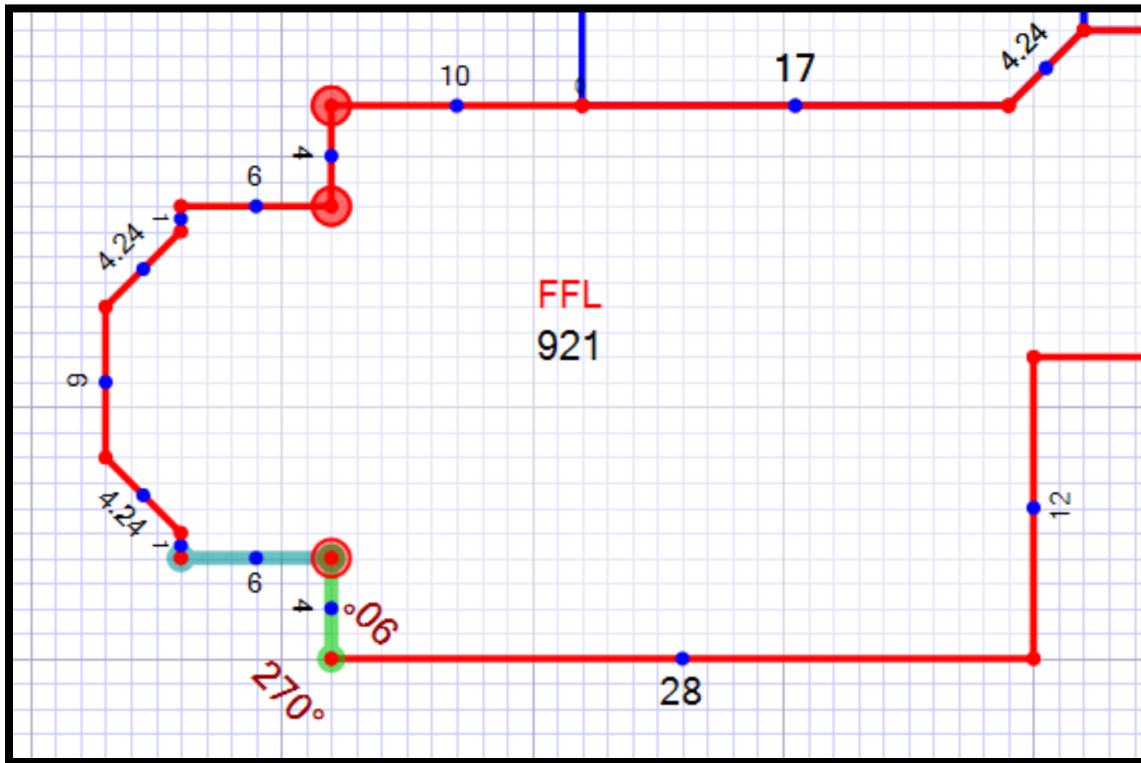
When done correctly, the program will ask if you would like to combine these areas. Answer Yes to do so.



Repeat again at the other vertex.




When both vertices have been joined, the sketch label will reappear, the area will turn white, and the new combined square footage will display along with the sketch label.



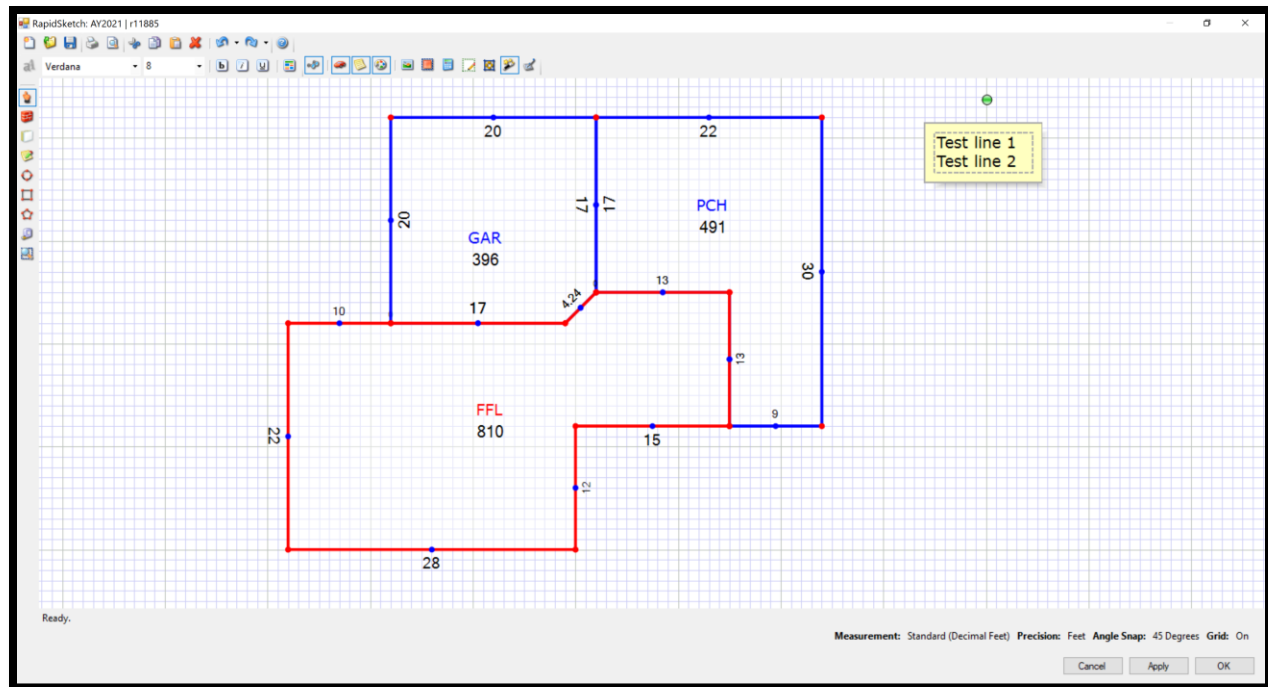
OTHER TOOLS

CUSTOM LABELS

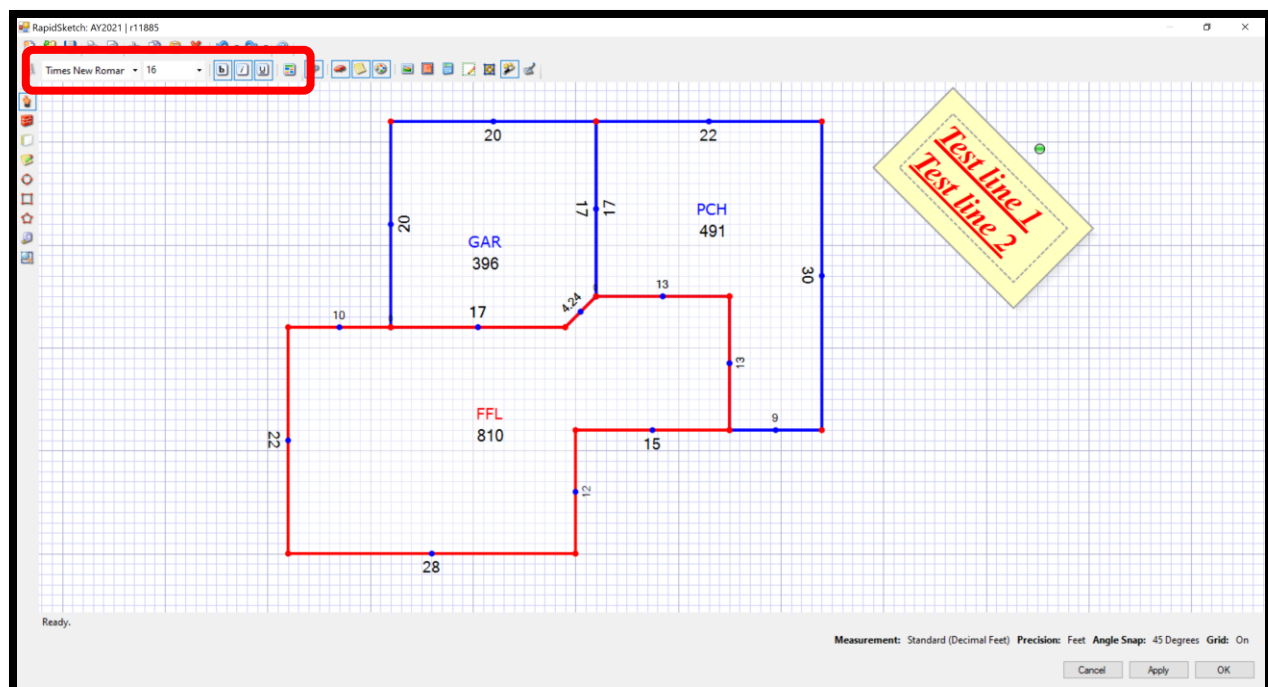


Click on the note tool  at the top of the screen and your cursor is ready to be placed anywhere you would like to start typing a custom label or note. Another way to execute the note command is to hit “T” on your keyboard. Wherever your cursor happens to be it will be ready for you to type in a new label. When editing or placing a label, you can hold the key down and press “Ctrl + Enter” to add additional lines to the label.

Example: Click on the add label button in the tool bar, place your cursor over the sketch where you would like the label to be placed, left click to start adding the label, type in “test line 1” then hold “Ctrl” and press “Enter” to add a new line and type “test line 2”. Pressing enter by itself or clicking anywhere else will finalize the label.



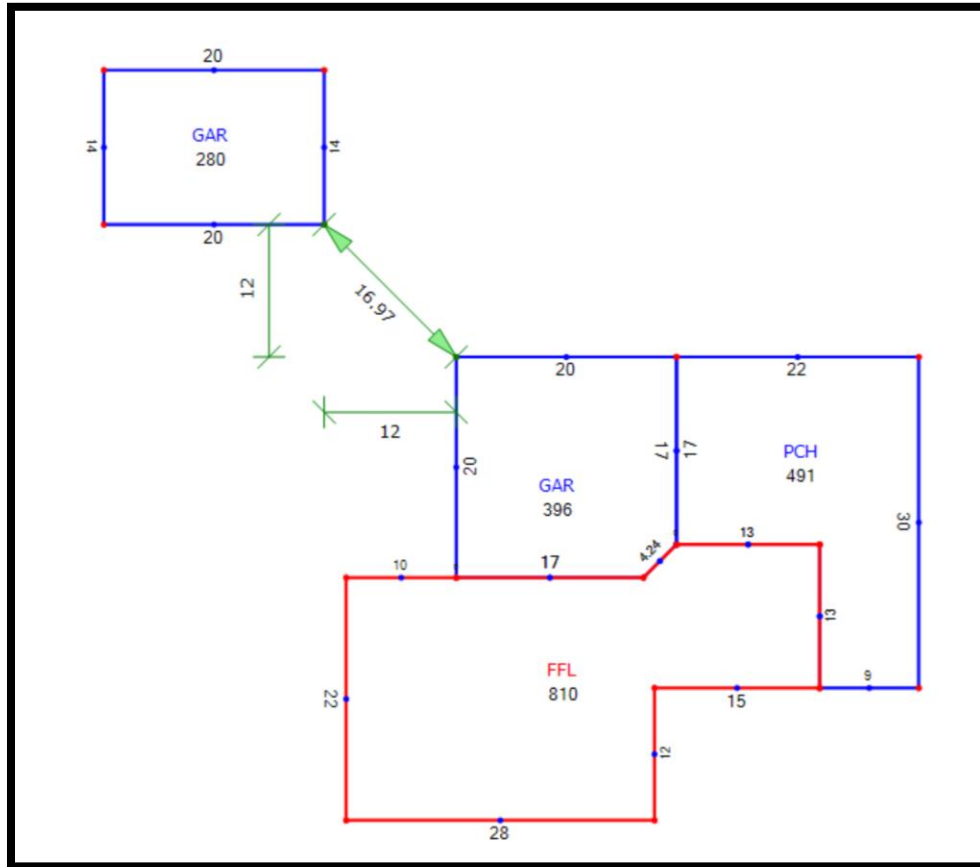
You can edit labels by double clicking on them with the pointer tool. You can also change the font, color, and size of labels by selecting them with the pointer tool and using the formatting drop downs on the toolbar for font, size, and color. Also note that selected labels can be sized up or down by using the “+” and “-” keys on the keyboard. Labels can also be rotated using the green rotator handle that appears once they have been selected.



TAPE MEASURE TOOL



The Tape Measure Tool allows you to show a “dimension only” line with arrow heads and rise / run measurements on the sketch that can be used for showing distances to outbuildings, roads, etc. To use the tape measure tool, select it from the Sidebar, then use the same techniques as drawing a line (with either the mouse or keyboard) to draw the tape measure line on your sketch.



COPYING, PASTING, AND DELETING AN OBJECT



Any object on the sketch can be selected with the pointer tool then copied to your clipboard using the icon on the toolbar or using the “Ctrl + C” command on the keyboard.



The object that was copied can be pasted using the icon on the toolbar or using the “Ctrl + V” command on the keyboard.

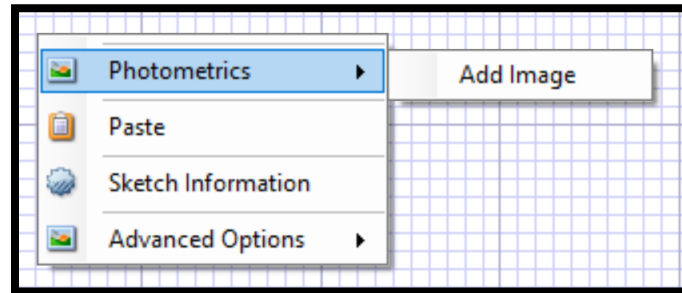


Any object can be deleted by selecting it with the pointer tool then using the icon on the toolbar or using the “Delete” button on the keyboard.

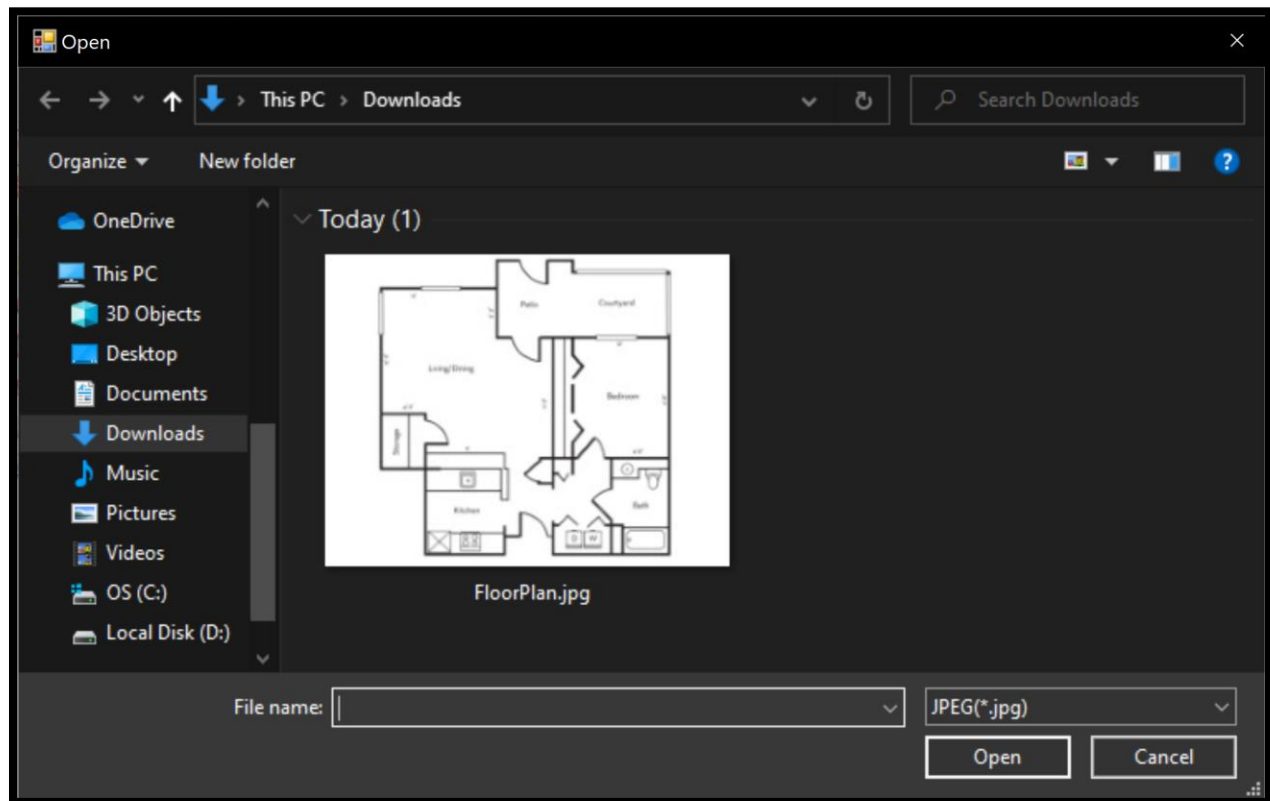
PHOTOMETRICS

Photometrics is an advanced feature that allows the user to import a floor plan image, then trace over it to produce a diagram that is of the same scale as the original. This is a useful for tracing over a complex blueprint to get a simpler diagram with area and perimeter automatically calculated. To use this feature, all you need is a floor plan image with at least one line that you know the length of.

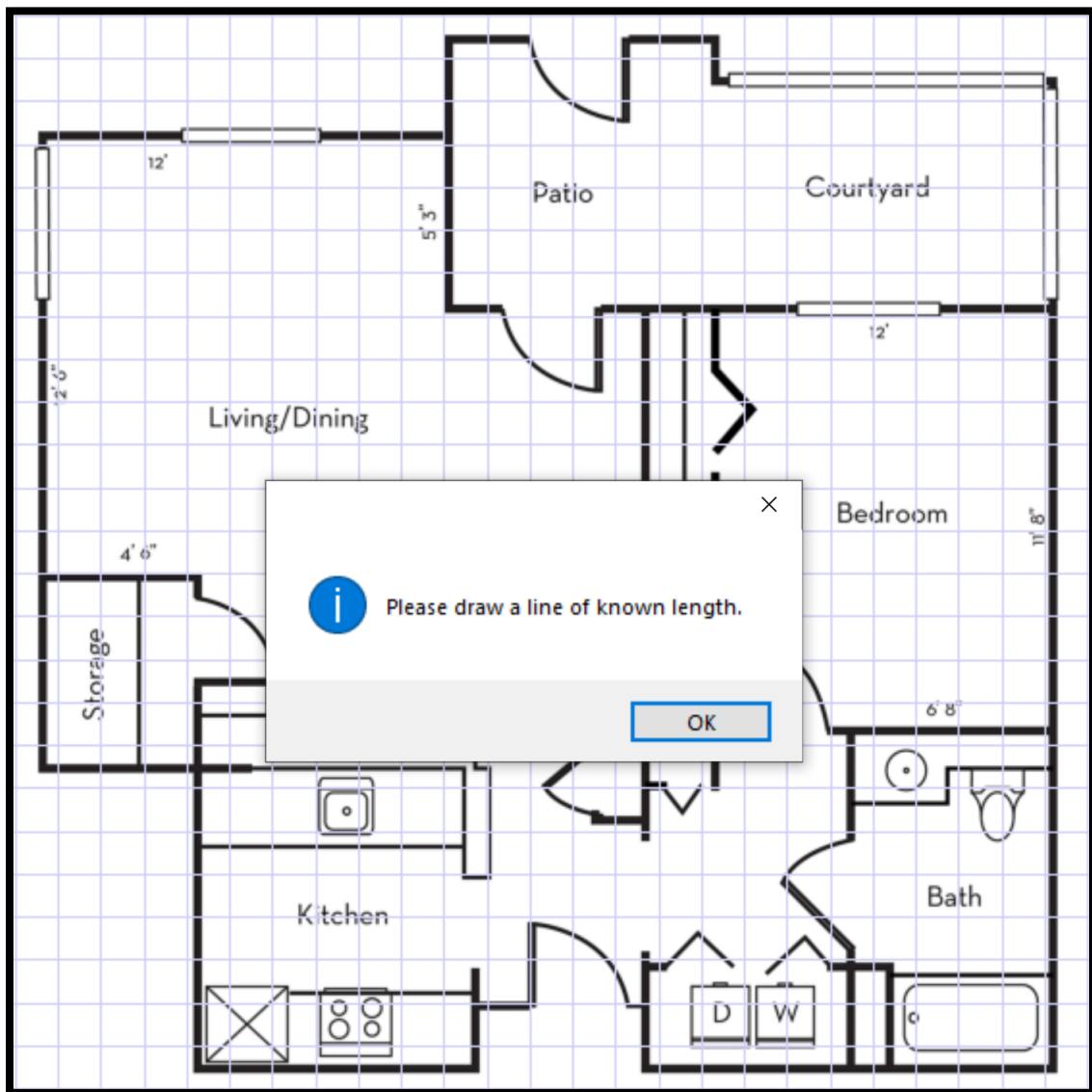
To begin you will either hit the Photometrics icon  from the Toolbar or right click on the sketch pad and choose Photometrics > Add Image.



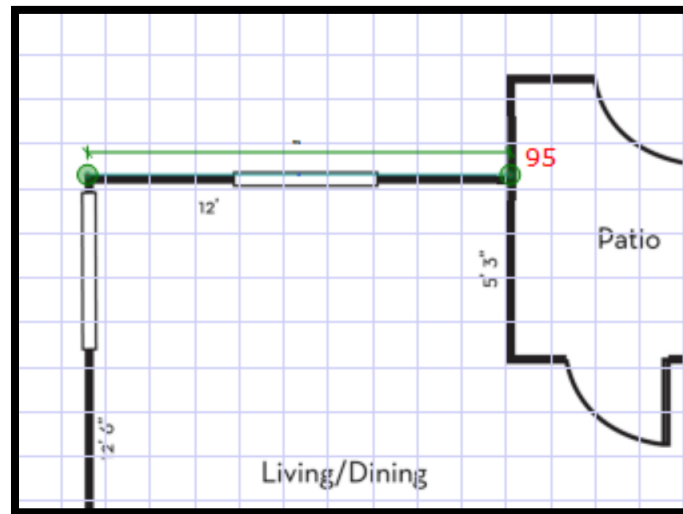
This will prompt you to locate the image you would like to trace over.



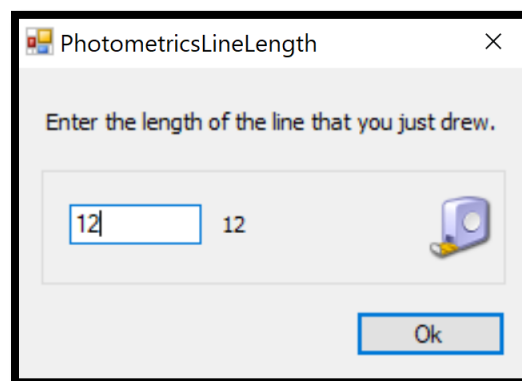
Once the image to be traced is selected, RapidSketch will prompt you to trace over a line in the image that you know the length of.



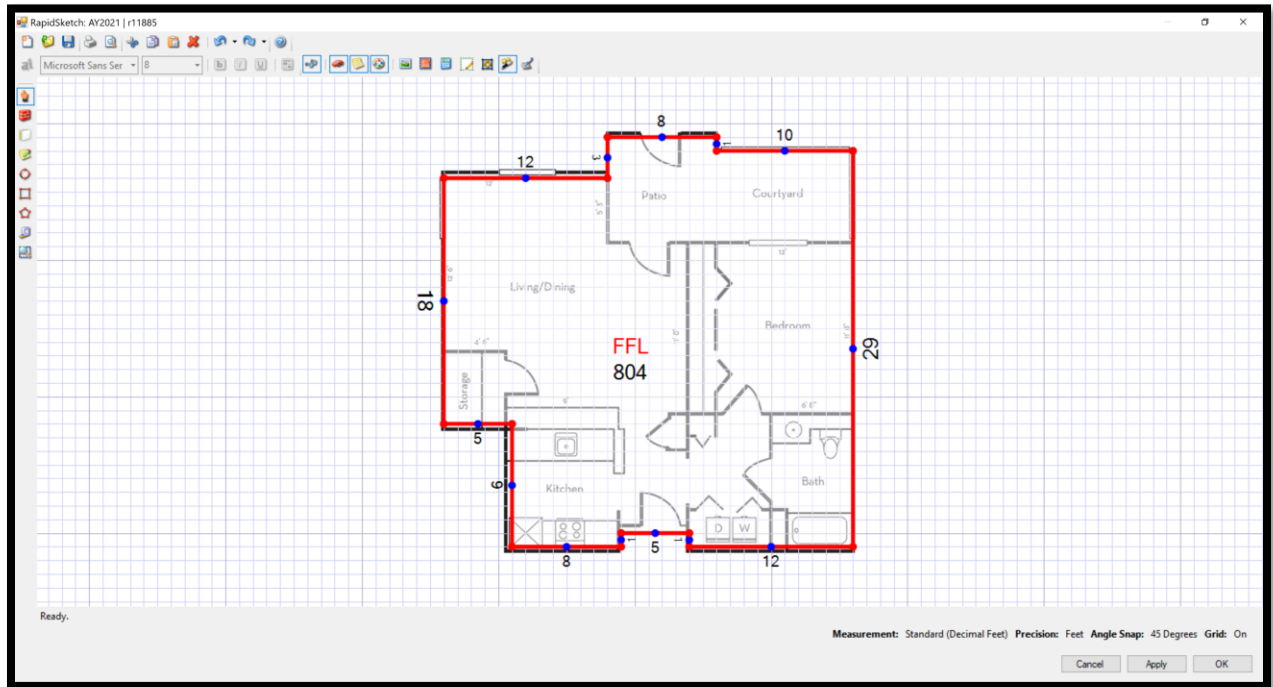
Draw a line using the wall tool over a line on the floor plan that you know the length of.



Enter the length of the line when prompted.



The image will automatically rescale so that it matches the scale of the grid, and you can trace over the floorplan to recreate the sketch inside WinGAP.



COMMERCIAL IMPROVEMENTS FORM

The Commercial Improvements Form is used to add, edit, or delete any Commercial Improvements on the Parcel. The Com Imp Button on the Real Property General Information Form is used to access this Form.

WinGAP - Real Property General Information - VINCE MCMAHON INDUSTRIAL SUPPLIES INC : 082430240000 : AY2021 - [User ID... ? X

<< Top < Prev Next > End >> Account Number 54 Duplicate ☒ Notice ☐ Special District Field Check ☐
 PIN (1) 082-4-3-024-0000 Tax District 01 - County Returned Mail ☐
 Alt PIN 2840-12-10.00-000 Asmt Reason Market Value Update Abatement ☐
 Parent PIN X-REF C043D-110- Web Url

Street Information

House # Ext Dir Street Name Type Post
 369 HUSTLE TOWN RD
 Units U-Type Latitude Longitude Zip Code
 30132-

Property Information

LL 1250 LD 3 GMD 3 Zoning B2-100
 Legal : REAL PROPERTY
 Neighborhood COMMERCIAL NH COUNTY WIDE
 Lendor Total Acres 10.30
 Subdivision
 Lot Blk Sec Phse

Exemption Information

Homestead S0 - No Homestead
 Covenant HS App Date / /
 Float Base1 0
 Float Curr1 0
 Float Base2 0
 Float Curr2 0
 State HS Val 0
 299(c) Value 0
 299(c) Year 0

Values

Previous 6,700,000 Edit
 Current 6,668,900
 Return 0
 Cur-MAV 0
 Prev-MAV 0 Edit

History

2019 6,700,000
 2018 6,700,000
 2017 6,230,300

EstTax PIN History

6,668,900 FMV MAV

| | | |
|---------------|-----------|---|
| Land (1) | 1,030,000 | 0 |
| Res Imp | 0 | 0 |
| * Com Imp (4) | 5,402,300 | 0 |
| Acc Imp (2) | 0 | 0 |

Edit Information

Data Entry cmartin Edit History
 Review 01/24/2018 COA History
 Appraiser NR
 Alternate

Comments ☐ Comment Flag ☐ Mask Photo Export

HS APPLICANT:
 BK 188 PG 483

Cancel Delete New Apply OK

If one or more Improvements exist on the Parcel, the Com Imp button on the Real Property General Information Form will have a number on it in parentheses, such as (4) in the example above, and clicking this button takes the user to the first Commercial Improvement on the Parcel. There is no limit to the number of Commercial Improvements that a Parcel can have.

WinGAP - Commercial Improvements - [User ID = cmartin] (DEVEL) - 1 of 4 : 082430240000 AY2021

Improv No: 1 Section No: 1 Imp : 1 Sec : 1 Key: 3 0412 : RETAIL - NEIGHBORHOOD SHOPPI

Parcel No.: 082-4-3-024-0000 Const Type: Masonry Load Bez Area: 50,338

Class: Commercial Life Exp: 40 Sch LE: 40 Perimeter: 928

Strat: Improvement Wall Hght: 22 Story Height: FFL

Used As: RETAIL - NEIGHBORHOOD SHOF Year Built: 2004 Common Wall: 0

Built As: RETAIL - NEIGHBORHOOD SHOF Eff YR Built: Section Area: 50,338

Total Bldg Area: 52,638

Value Adjustments

Grade: 100

Phy Dep: 0.76

Phy Dep Ovr: 0.00

Econ Obsl: 1.00

Func Obsl: 1.00

Other Fact: 1.00

Pct Comp: 1.00

Neighborhood: 1.00

of Units: 0

State Homestead: ☐

Local Homestead: ☐

Value Information

Structure: 3,410,601

Extra Features: 9,830

Identical Units: 1

Section: 3,420,400

Override: 0

Imp Value: 3,671,200

Ovr Rsn: / /

Ovr Date: / /

Last Calc: 3,420,400

Plumbing (Descriptive Only)

One Fixture: 0 Bath/Kitchen: 0

Two Fixture: 0 1.5 Bath/Kitchen: 0

Three Fixture: 0 2 Bath/Kitchen: 0

Comments

House No: 369 Ext: Dir: Unit: Street Name: HUSTLE TOWN RD Type: Quad: Appraiser:

Edit History Cancel New Delete Apply OK

If no Commercial Improvements exist on the Parcel, no number will display in parentheses on the Com Imp button. Clicking on the Com Imp button takes the user to a "grayed out" Commercial Improvements Form where the New button must be clicked to add the first Commercial Improvement to the Parcel.

WinGAP - Commercial Improvements - [User ID = cmartin] (DEVEL) : 139310150000 AY2021

Improv No: 0 Section No: 0

Parcel No.: 139-3-1-015-0000 Const Type: Life Exp: 0 LE Area: 0

Class: Commercial Wall Hgt: 0 Perimeter: 0

Strat: Improvement Year Built: 2020 Story Height: 0

Used As: Eff YR Built: Common Wall: 0

Built As: Section Area: 0

Total Bldg Area: 0

Value Adjustments

Grade: 0

Phy Dep: 0.00

Phy Dep Ovr: 0.00

Econ Obsl: 1.00

Func Obsl: 1.00

Other Fact: 1.00

Pct Comp: 1.00

Neighborhood: 1.00

of Units: 0

State Homestead: ☐

Local Homestead: ☐

Value Information

Structure: 0

Extra Features: 0

Identical Units: 1

Section: 0

Override: 0

Imp Value: 0

Ovr Rsn:

Ovr Date:

Last Calc: 0

Plumbing (Descriptive Only)

One Fixture: 0 Bath/Kitchen: 0

Two Fixture: 0 1.5 Bath/Kitchen: 0

Three Fixture: 0 2 Bath/Kitchen: 0

Comments

House No Ext Dir Unit Street Name Type Quad Appraiser

220 MACLAND RD NR

Edit History Cancel New Delete Apply OK

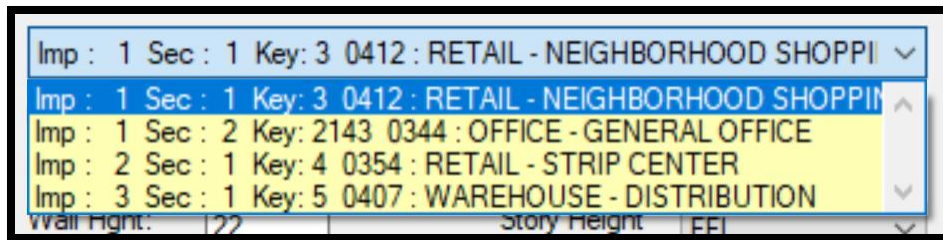
GENERAL IMPROVEMENT INFO

Improv No: Each Commercial Improvement is assigned an Improvement Number by WinGAP. When adding the first Commercial Improvement, the number will be 1. Subsequent Commercial Improvements, if any, on this Parcel will be assigned the numbers 2, 3, etc. There is a limit of 999 Commercial Improvements per parcel. After clicking Apply, the Improvement Number can be edited, if necessary, by clicking on the Improv No button.

Section No: Each Commercial Improvement is assigned a Section Number by WinGAP. A Commercial Improvement must have at least one Section that is associated with a certain use. Another part of the Improvement which has a different use which would require a different pricing schedule would be assigned to a separate Section. For example, a building that is primarily a warehouse may have some office space that would dictate using a different pricing schedule. In this case, the warehouse might be Section Number 1 of Improvement 1 and the office might be Section Number 2 of Improvement 1. When adding the first Section to the Commercial Improvement, the number will be 1. Subsequent Sections of the Commercial Improvement would be assigned 2, 3 etc. There is a limit of 99 Sections that can be added to the Commercial Improvement. After clicking Apply, the Section Number field can be edited, if necessary, by clicking on the Section No button.

Improvement: Directly to the right of the Section Number field is a field, not labeled, where important identifying information about the first Improvement on the Parcel will display. This combo box field is blank when adding the first Commercial Improvement/Section. When editing Commercial Improvements/Sections, the field will display the WinGAP assigned Commercial Improvement Key number, the Improvement and Section Numbers, and the Used As Code and Description.

If there is more than one Commercial Improvement/Section or multiple Sections on one Improvement, the user can click on the field combo box to directly access any of the other Improvements or Sections without leaving this Form. This field cannot be directly edited by the user.



Parcel No: The Parcel Number of the parcel that the Commercial Improvement is located on, pulled from the Real Property General Information Form. This field cannot be directly edited by the user.

Class: The Digest Classification for the Improvement, such as Commercial. The Class field for a new improvement will default to "A" if the Land Digest Class is "A", "V", "P", or "W"; it will default to "R" if the Land Digest Class is "R"; it will default to "C" if the Land Digest Class is "C"; it will default to "I" if the Land Digest Class is "I"; and it will default to the Land Digest Class if the Land Digest Class is "E". The user can change from the default Class, if necessary, by selecting the appropriate digest class from the combo box.

Strat: The Digest Stratification for the Improvement, such as Improvement. The Strat field for a new improvement will default to 1, unless the Land Class is "E", in which case the Strat will default to the Land Digest Strat. The user can change from the default Strat, if necessary, by selecting the appropriate digest class from the combo box.

Used As: Used As refers to the current use of the Commercial Improvement structure or the type of structure as it relates to its use. Used As types are set up in Tools > Schedules/Tables > Commercial Improvements > Base Schedule.

Built As: Built As refers to the original use of the Commercial Improvement structure and is used for determining an Improvement's life expectancy and in calculating the depreciation of the Improvement. Built As types use the same schedule as the Used As types and are set up in Tools > Schedules/Tables > Commercial Improvements > Base Schedule.

Const Type: Construction Type refers to the general method of construction for Commercial Improvements. There are five Construction Types:

- Heavy Structural Steel
- Reinforced Concrete
- Masonry Load Bearing
- Wood/Steel Combination
- Prefab Structural Steel

All Commercial Improvements can be applied to one of these Construction Types. The Construction Type schedule is hard-coded and not accessible to the user in WinGAP.

Life Exp: The Life Expectancy of the improvement in years, based upon the Built As and Construction Type. This field is not directly accessible to the user. The Life Expectancy value is pulled from the Commercial Base Schedule and will be displayed on the LE button to the right of the field.

Sch LE: The Sch LE button can be clicked to change the value in the Life Exp field. The Life Expectancy as pulled from the Commercial Base Schedule should normally NOT be changed by the user.

Wall Hght: The average Wall Height of the Improvement/Section is keyed in this field. If the Improvement/Section is more than one story, the total height of the building is divided by the number of stories to determine the Wall Height. A Wall Height MUST be keyed in this field for the Commercial Improvement value to calculate.

Year Built: The Year Built represents the actual year the Improvement/Section was constructed. The Year Built is used in calculating the Physical Depreciation Factor and determining the Structure Value for the Improvement. The Year Built field defaults to the current Digest Year (Appraisal Year) minus one.

Eff YR Built: The Effective Year Built is used only when the condition of the Improvement/ Section reflects something different than should be present based on the original year of construction. The Effective Year Built field can be used to effectively increase or decrease the age of an Improvement/Section. It is not the year it was remodeled. When present, the Effective Year Built is used in calculating the Physical Depreciation Factor and determining the Structure Value for the Improvement. The field should be left blank if no Effective Year Built is to be used.

Area: The square foot heated area of the Improvement/Section is entered in this field. The field can be left at zero and WinGAP will calculate the Area if the Sketch Module is used to draw the Improvement/Section.

Perimeter: The distance around the sides of the heated area of the Improvement/Section is entered in this field. The field can be left at zero and WinGAP will calculate the Perimeter distance if the Sketch Module is used to draw the Improvement/ Section.

Story Height: The story height of the Improvement/Section is selected in this field. If the Commercial Improvement is to be sketched, it is not necessary to select the Story Height. The Story Height field will be filled in by WinGAP based on the Commercial Improvement Label that was selected for the sketch. If the Area and Perimeter are entered manually and the Commercial Improvement/Section is not sketched, the user should select from the possible Story Height choices from this combo box.

Common Wall: The total length of any Common/Party Wall(s) between two separate Commercial Improvements/Sections is entered in this field. If a length is entered, the following adjustment will be made by WinGAP to the Perimeter of the Commercial Improvement:

$$([Perimeter] - [Common Wall]) + ([Common Wall] \times .50)$$

Essentially, half the keyed distance of the Common Wall is removed from the Total Perimeter.

Section Area: The value in this field will represent the total square footage of this Section of the Commercial Improvement, adjusted by the Identical Units and the sketch label's area factor. This field is not accessible to the user.

Total Bldg Area: The value in this field will represent the sum of the Section Areas, with their adjustments, of this Commercial Improvement. This field is not accessible to the user.

VALUE ADJUSTMENTS

Grade: The Grade is a numerical assignment representing the quality of materials and workmanship for the Improvement/Section. The appraiser is responsible for assigning the Grade, and the range can be from 1 to 999. No decimal is used in data entry. The Grade is used in calculating the Physical Depreciation Factor of the Improvement/Section.

Phy Dep: The WinGAP calculated Physical Depreciation displays in this field. It is based upon the Grade and the Year Built (or Effective Year Built). The Physical Depreciation will display even if there is an entry in the Phy Dep Ovr field. The value in it cannot be changed by the user.

Phy Dep Ovr: The Physical Depreciation Override field is used to override the calculated Physical Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Physical Depreciation for the Improvement/Section.

Econ Obsl: Economic Obsolescence is a numerical assignment representing the appraiser's judgment of how the economic area that the Improvement/Section is in has affected the value of the Improvement/Section. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Economic Obsolescence field. A value of 0.00 will result in a zero value for the Improvement/Section.

Func Obsl: Functional Obsolescence is a numerical assignment representing the appraiser's judgment of the % good with regards to functional obsolescence. For example, an Improvement/Section determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Functional Obsolescence field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Obsolescence field. A value of 0.00 will result in a zero value for the Improvement/Section.

Other Fact: Any other appraiser determined factor that should be applied to the Improvement/ Section can be keyed in this field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Other Factors field. A value of 0.00 will result in a zero value for the Improvement/Section.

Pct Comp: The Percent Complete field represents the % completed status of the Improvement/Section. If construction on the Improvement/Section is finished, it is 100% complete. If it is not 100% completed, the value keyed in this field is the appraiser's determination of how complete the Improvement/Section's structure is. The range can be from .01 to 1.00. The default is 1.00. There must be an entry in the Percent Complete field. A value of 0.00 will result in a zero value for the Improvement/Section; a value greater than 1.00 will be converted to 1.00.

Neighborhood: The Neighborhood Factor is used to calculate the Structure Value of the Commercial Improvement. The Neighborhood Factor that displays in this field is determined by the Neighborhood for the Parcel as selected on the Real Property General Information Form and the Factor for the Commercial Improvement for this Neighborhood as defined in the Neighborhood Schedule (Tools > Schedules/Tables > Neighborhoods). If no Neighborhood is defined, a 1.00 will display as the Factor. Neighborhood Factors can be applied against Commercial Improvements, Urban Land, Rural Land, Commercial Improvements, and Accessory Buildings. The value represents percent good and is multiplicative. Example: if the Neighborhood Factor for Commercial Improvements for this Parcel's Neighborhood is 1.10, the Section Value will be $((1.10 \times [\text{Structure Value}]) + [\text{Extra Features Value}]) \times [\text{Identical Units}]$. The Neighborhood Factor can range from .01 to 9.99.

VALUE INFORMATION

The Values section is divided into two columns: the Fair Market Values column, and the MAV Button/Fields column.

Fair Market Values

The screenshot shows a software window titled "Value Information". It contains a table with two columns: "Fair Market Values" and "MAV Button/Fields". The table has five rows: "Structure", "Extra Features", "Identical Units", "Section", and "Override". The values in the "Fair Market Values" column are 3,410,601, 9,830, 1, 3,420,400, and 0 respectively. The values in the "MAV Button/Fields" column are 0, 0, 1, 0, and 0 respectively. Below the table, there are fields for "Imp Value" (3,670,100), "Ovr Rsn:" (a dropdown menu), "Ovr Date:" (a date field with slashes), and "Last Calc" (3,420,400). There are also buttons for "MAV", "Ovr", and "Pricing".

| | Fair Market Values | MAV Button/Fields |
|-----------------|--------------------|-------------------|
| Structure | 3,410,601 | 0 |
| Extra Features | 9,830 | 0 |
| Identical Units | 1 | 1 |
| Section | 3,420,400 | 0 |
| Override | 0 | 0 |

Imp Value: 3,670,100 Pricing

Ovr Rsn: [dropdown]
Ovr Date: / / [calendar icon]
Last Calc: 3,420,400

Structure: The WinGAP calculated value of this Improvement/Section will display in this field. The Structure value may be different from the Section value, and it may also be different from the Improvement Value.

Extra Features: The WinGAP calculated value of any Extra Features, or appendages, for the Improvement/Section will display in this field. Extra Features are added by clicking on the Extra Features Button on the upper right of the Form.

Identical Units: The number of Identical Units of this Improvement/Section. If other Sections of the Improvement are identical to this one, than the total number of Identical Units is keyed here, rather than adding another Improvement/Section. The default is 1, and the field only accepts values of 1 or greater.

Section: The WinGAP calculated value of the Section, based upon the Structure Value, the Extra Features value, and the number of Identical Units.

Override: The Override Value represents an assigned value for both the Commercial Improvement/Section and any Extra Features attached to the Improvement/Section. An entry in this field overrides all Commercial Improvement calculations for this Improvement/Section.

Imp Value: The WinGAP calculated total Improvement Value of this Commercial Improvement, which includes all Sections, Extra Features, and Identical Units of the Improvement.

MAV Button/Fields

The screenshot shows a form titled "Value Information". At the top right, there are two buttons: "MAV" and "Ovr". Below these buttons is a table with five rows: "Structure", "Extra Features", "Identical Units", "Section", and "Override". Each row has a text input field and a numeric input field. The "Structure" row has values 3,410,601 and 0. The "Extra Features" row has values 9,830 and 0. The "Identical Units" row is empty. The "Section" row has values 3,420,400 and 0. The "Override" row has values 0 and 0. Below the table is a "Pricing" button. At the bottom of the form, there are fields for "Ovr Rsn:", "Ovr Date:", and "Last Calc:". The "Last Calc:" field has the value 3,420,400.

| Field | Value | MAV | Ovr |
|-----------------|-----------|-----|-----|
| Structure | 3,410,601 | 0 | 0 |
| Extra Features | 9,830 | 0 | 0 |
| Identical Units | | | |
| Section | 3,420,400 | 0 | 0 |
| Override | 0 | 0 | 0 |

Imp Value: 3,670,100

Ovr Rsn:

Ovr Date:

Last Calc: 3,420,400

MAV Button and Fields: Below the MAV button are three fields that hold the WinGAP generated Moratorium Appraised Value for the following:

- The MAV for the Commercial Improvement/Section. A value will display in the Commercial Improvement MAV field after the Apply button on the Commercial Improvements Form is clicked. The Structure MAV may be different from the Section MAV (discussed below).
- The Extra Features MAV. A value will appear in this field after the Extra Features are added on the Extra Features Form and the user returns to the Commercial Improvements Form.
- The Section MAV for this Section of the Commercial Improvement. A value will appear in the Section MAV field after the Apply button on the Commercial Improvements Form is clicked.

Should the MAV for the Commercial Improvement need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field: values keyed

via the MAV Buttons are not monitored, keyed MAV values are permanent only for that screen session, and any future changes to the property could modify MAV.

MAV Ovr Checkbox: To the right of the MAV Button is the MAV Ovr Checkbox. When a check is placed in this box, the value in the MAV Structure field will be treated as an override for the Commercial Improvement Structure Value. All calculations for the Structure Value will be suspended until the check is removed.

Other Value Fields/Pricing Button

Pricing Button: To the right of the Improvement Value field is the Pricing Button. This Button can be clicked to display the Commercial Improvements calculations summary for this Improvement/Section. This information is discussed in the Commercial Improvements Calculations Summary section.

Ovr Rsn: If an Override Value is entered, a reason for the Override must also be selected. Override Reasons are set up in Tools > Schedules/Tables > Override Reasons.

Ovr Date: If an Override Value is assigned to this Improvement/Section, the date the override was applied should be keyed in this field.

Last Calc: If a change is made to any of the Improvement/Section information that affects the value, the Last Calc field will display the previous calculated Improvement/Section value, and the Imp Value field will display the new calculated value. However, once the Apply Button is clicked and the user remains on the Commercial Improvements Form, or clicks the OK Button and leaves the Form, the new Improvement/Section value will display in both the Last Calc and Imp Value fields on the Commercial Improvements Form.

PLUMBING (DESCRIPTIVE ONLY)

Plumbing entries in these six fields have no effect on value. Plumbing must be entered as an Extra Feature to have an impact on value.

One Fixture: The number of Bathrooms with one Plumbing Fixture is keyed in this field. The range is 0 to 999.

Two Fixture: The number of Bathrooms with two Plumbing Fixtures is keyed in this field. The range is 0 to 999.

Three Fixture: The number of Bathrooms with three Plumbing Fixtures is keyed in this field. The range is 0 to 999.

Bath/Kitchen: The number of Bathroom/Kitchen combinations is keyed in this field. The range is 0 to 999.

1.5 Bath/Kitchen: The number of 1.5 Bathroom/Kitchen combinations is keyed in this field. The range is 0 to 999.

2.0 Bath/Kitchen: The number of 2.0 Bathroom/Kitchen combinations is keyed in this field. The range is 0 to 999.

HOMESTEAD

State Homestead: If the Commercial Improvement qualifies for the State Homestead Exemption, a checkmark should be placed in this checkbox. The checkbox will not be enabled unless the Homestead Code assigned to this parcel has been designated as a State Homestead. The value of all Commercial Improvements on the parcel designated for the State Homestead will be summed and placed in the field in Realprop called statehsval. If the parcel is less than or equal to 10 acres, the value of the land will be added to the homestead improvement total and placed in the statehsval field. If the parcel is greater than 10 acres, a per acre value will be obtained (land

value divided by total acres) and multiplied by 10 to obtain the land value eligible for the new State Homestead. The flags and values will be passed to the digest vendors for processing the exemption. Procedures are in place to remove flags and value when the homestead is changed to a code that is not designated as 65 and Older State Homestead Code.

Local Homestead: If the Commercial Improvement qualifies for the Local Homestead Exemption, a checkmark should be placed in this checkbox. The checkbox will not be enabled unless the Homestead Code assigned to this parcel has been designated as a Local Homestead.

COMMENTS/APPRaiser

In the Comments section, unlimited comments about the Commercial Improvement can be entered. The Appraiser field is where the Commercial Improvement field appraiser can be selected from the Appraiser combo box, or the Appraiser's name can be keyed into the combo box field.

STREET INFO

House No: The House No field is where the street number of the Commercial Improvement is keyed.

Ext: If the street address contains an extension such as A, 1/2, etc., it should be keyed here.

Dir: The direction (North, Southeast, etc.) of the street.

Units: The Unit Number of the property, sometimes used by Apartments and Condominiums. Examples would be Unit 5, Apartment A, etc.

Street Name: The name of the Street or Road where the improvement is located. 25 characters of information can be keyed into the field.

Type: The Type of Street, such as Road, Drive, Hwy, Lane, etc., is keyed here.

Quad: The post-direction used in addressing, such as 4888 Peachtree St. NW. The NW is the post-direction.

COMMERCIAL IMPROVEMENTS FORM ACCESS BUTTONS

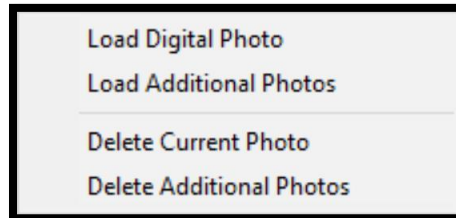
Structure Details: The Structure Details Button takes the user to the Commercial Improvement Details Form, where detailed information about the construction of the Improvement/Section, such as foundation, roof cover, and wiring can be entered. The procedures for entering Structural Detail information are discussed in the Commercial Improvement Details Form section of this manual.

Extra Features Button: The Extra features Button takes the user to the Commercial Extra Features Form, where detailed information about the Extra Features of the Improvement/Section, such as loading docks, canopies, and sprinklers can be entered. The procedures for entering Extra Features information are covered in the Commercial Extra Features Form section.

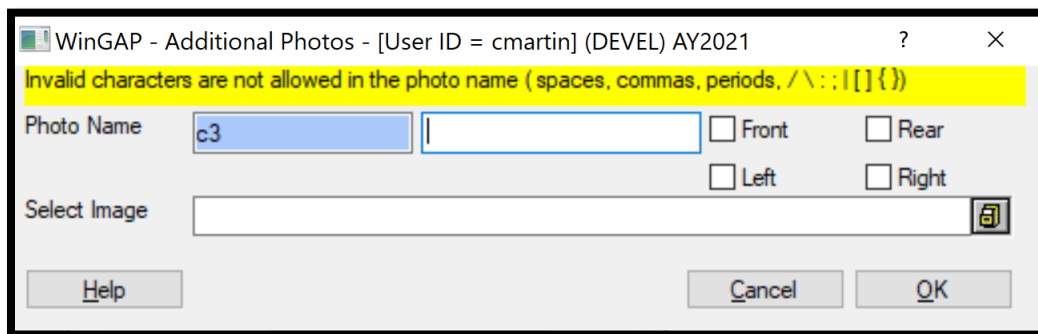
No Sketch/Sketch Button: The No Sketch/Sketch Button takes the user to the WinGAP Sketching Module, where heated areas, appendages, and site improvements can be sketched and labeled. Sketching and labeling procedures are covered in the Sketching Module section. If the Area and Perimeter are keyed, and the Story Height selected using its combo box, and the Commercial Improvement/Section saved by clicking Apply, the Sketch/No Sketch button will read No Sketch. Once the Sketching Module has been used to draw sketches, and sketch data exists for the Commercial Improvement, the No Sketch/Sketch button will read Sketch.

If the Improvement/Section Area and Perimeter values were not entered in their respective fields on the Commercial Improvements Form, the No Sketch Button MUST be clicked to access the Sketching Module and draw the Improvement/Section. Otherwise, the Improvement/Section will not have any Structure or Section Values because the necessary square footage and perimeter values needed to perform value calculations are non-existent. Sketching Procedures are covered in the Sketching Module section of this manual.

Photo Button: Right clicking this button opens a contextual menu that allows you to select from several options.



Clicking the "Load Digital Photo" option will open a window where the user can navigate to a picture and load it to the WinGAPSQL folder on the server. A new folder will be created in the WinGAP photo folder on the server with the prefix "c" for commercial followed by the commkey assigned by Wingap, and the photo will be named the same. This is the primary photo for the property.



Selecting the Load Additional Photos option will open a new menu that will append more information to the photo. Typing in the Data box will add that information to the picture name, for instance "loadingdock" would name the photo for a property with the commkey 3 "c3_loadingdock". Selecting one of the checkboxes will quickly append that information to the photo so the user does not have to type it themselves. The user will then navigate to where the picture is on their computer and WinGAP will copy it to the server and name it according to the above naming convention.

Selecting "Delete Current Photo" will delete the main appeal photo, while selecting "Delete Additional Photos" will open the pictures folder for this record where the user can manually select which photos to delete.

New Section: The New Section Button will produce another Commercial Improvements Form where a new Section can be added to this Improvement. WinGAP will sequence the Section numbers and display the new number in the Section field at the top of the Form. The Improvement Number will remain the same (additional Commercial Improvements on the same Parcel are added by clicking the New Button at the bottom of the Commercial Improvements Form). The Construction Type and Life Expectancy fields will default to those of the last Section added to the Improvement. All other data entry fields will require new information about the new Section that is being added. At the conclusion of entering information about the new Section, the user should click the Apply

Button at the bottom of the Commercial Improvements Form to make sure that all data entry for the new Section is saved before proceeding to other tasks, such as sketching or adding structural information for this Section. If no other tasks are to be performed on this Section, the OK Button may be clicked in lieu of the Apply Button to save the information and close the screen.

Schedules Button: This opens the Commercial Improvements Schedule form. More information on these schedules is covered in the Tools > Schedules/Tables > Commercial Improvements section.

COMMERCIAL IMPROVEMENT DETAILS FORM

The Commercial Improvement Details Form is used to add, edit, or remove the structural details of any Commercial Improvements on the Parcel. The Structure Details Button on the top right of the Commercial Improvements Form is used to access this Form. Depending on the setup of the Commercial Schedules, the Commercial Improvements Details Form can be used to add just descriptive information about the Commercial Improvement, or to add or deduct value for the Details.

| Structural Info 1 | | | Structural Info 2 | | | Structural Info 3 | | |
|-------------------|---|----|-------------------|---|----|-------------------|---|----|
| Description | % | QC | Description | % | QC | Description | % | QC |
| Foundation | 0 | | | 0 | | | 0 | |
| Wall Frame | 0 | | | 0 | | | 0 | |
| Ext Wall | 0 | | | 0 | | | 0 | |
| Roof Frame | 0 | | | 0 | | | 0 | |
| Roof Cover | 0 | | | 0 | | | 0 | |
| Floor Const | 0 | | | 0 | | | 0 | |
| Floor Finish | 0 | | | 0 | | | 0 | |
| Int Finish | 0 | | | 0 | | | 0 | |
| Ceiling Fin | 0 | | | 0 | | | 0 | |
| Wiring | 0 | | | 0 | | | 0 | |
| Heat / Air | 0 | | | 0 | | | 0 | |
| Lighting | 0 | | | 0 | | | 0 | |

Up to twelve different Structural Details, such as Foundation, Wall Frame, and Exterior Walls, etc. can be identified for each Improvement/Section. Each Detail has a certain number of default Descriptions: Foundation, for example, has Descriptions such as Concrete Column Footing, Concrete Wall, Piers, and Slab Perimeter Footing.

By using the combo boxes and fields in the three sections of the Form, called Structural Info 1, Structural Info 2, and Structural Info 3, a Structural Detail can be assigned up to three different Descriptions with an accompanying percent of the Improvement/Section covered by that Description, as well as the Quality Class of that Description. Regardless of whether a Detail has one, two, or three Descriptions, the total for all must equal 100%.

The Descriptions for each Commercial Improvement Detail are setup in Tools > Schedules/Tables > Commercial Improvements > Structural Elements. Additions, changes, or deletions can be made to these Descriptions in this schedule.

Description: Every Structural Detail has a set of Descriptions unique to that Detail. At least one Description for every Detail must be selected unless the Structural Detail does not exist in the Improvement/Section, in which case the default blank Description can be selected.

%: The percent of the Improvement/Section covered by the Detail and associated Description is keyed in this field. For example, an Improvement/Section has an area of 2000 square feet. If the entire area is supported by Concrete Wall, the user should key 100 for 100 percent coverage. However, if only 1000 square feet of the Improvement/Section is supported by Concrete Wall, the percent should be entered as 50 ($1000/2000 = .50$) with no decimal point. If the percent entered in the % field in the Structural Info 1 is less than 100, the user will be forced to select a second Description for the Detail and accompanying percent and Quality Class in the Structural Info 2 section of the Form. The % field in the Structural Info 2 section will display the difference between 100 and the percent entered in the Structural Info 1 section of the Form. If the total percent of the Improvement/Section covered by the Detail is still not 100 percent after the Structural Info 2 section of the form is completed, WinGAP will calculate the remaining percentage, place it in the % field in Structural Info 3 section of the Form, and take the user to the Structural Info 3 Description field, where the correct Description can be selected along with its Quality Class. The total of all Descriptions for a Detail must equal 100%. The % field in the Structural Info 3 section of the Form cannot be accessed by the user.

QC: QC refers to the Quality Class of the Detail/Description. Quality Classes can be used to add or subtract value for a particular Commercial Structural Component and are set up in Tools > Schedules/Tables > Commercial Improvements > Structural Elements.

Once the Description, %, and Quality Class for all applicable Structural Details have been selected, the user can click the Apply Button at the bottom of the Commercial Improvement Details Form to make sure that all data entry for the Improvement/Section is saved. Clicking OK will return the user to the Commercial Improvements form.

WinGAP - Commercial Improvement Details : G01 00 016A

| | Structural Info 1 | | | Structural Info 2 | | | Structural Info 3 | | |
|--------------|------------------------|-----|----|-------------------|----|----|-------------------|---|----|
| | Description | % | QC | Description | % | QC | Description | % | QC |
| Foundation | Slab Perimeter Footing | 100 | AV | | 0 | | | 0 | |
| Wall Frame | Bearing Wall | 100 | AV | | 0 | | | 0 | |
| Ext Wall | Brick | 100 | AV | | 0 | | | 0 | |
| Roof Frame | Steel Frame W/Decking | 100 | AV | | 0 | | | 0 | |
| Roof Cover | Tar & Gravel | 100 | AV | | 0 | | | 0 | |
| Floor Const | Reinforced Concrete | 100 | AV | | 0 | | | 0 | |
| Floor Finish | Concrete | 100 | AV | | 0 | | | 0 | |
| Int Finish | Sheetrock | 50 | AV | Painted Masonry | 50 | | | 0 | |
| Ceiling Fin | Fiberglass Panels | 100 | AV | | 0 | | | 0 | |
| Wiring | Bx Cable | 100 | AV | | 0 | | | 0 | |
| Heat / Air | Cent. Htg. & A.C. | 100 | AV | | 0 | | | 0 | |
| Lighting | Recessed F.F. | 50 | AV | Standard F.F. | 50 | | | 0 | |

Cancel Apply OK

COMMERCIAL EXTRA FEATURES FORM

The Commercial Extra Features Form is used to add, edit, or delete any Commercial Extra Features. Extra Features are items that are attached to or are part of a Commercial Improvement but are not considered in the Base Cost of the Improvement. For example, a Canopy, Sprinkler System, Overhead Door, or Loading Dock would all be

considered Extra Features. The Extra Features Button on the upper right of the Commercial Improvements Form is used to access the Extra Features Form. The Commercial Improvement must first be added before the Extra Features Button will be enabled.

WinGAP - Commercial Extra Features - [User ID = cmartin] (DEVEL) : 082430240000 AY2021

Accessories AccKey: 105999

| Description | C/S | Dim1 | Dim2 | Value |
|---------------|-----|------|------|-------|
| OVERHEAD DOOR | 0 x | 0 | 0 | 530 |
| PATIO | 0 x | 0 | 0 | 5100 |
| PORCH | 0 x | 0 | 0 | 1400 |
| PORCH | 0 x | 0 | 0 | 1400 |
| PORCH | 0 x | 0 | 0 | 1400 |

Comments:

Appraiser: [Dropdown]

Ovr Date: [Dropdown] Ovr Rsn: [Dropdown]

Photo [Button] Edit History [Button]

Abatement Ex %: [Field]

Cancel [Button] New [Button] Delete [Button] Apply [Button] OK [Button]

Description

OVERHEAD DOOR [Dropdown]

Width: [0] Length: [0] Calc Area: [0] OVR Area/Units: [1.00] Identical Units: [0] Year Built: [2004] EFYR: [] Rank: [Average] Phy Depr Ovr: [0.00] Func Obsl: [1.00] Other: [1.00] Calc Depr: [0.76] Econ Obsl: [1.00] Perc Comp: [1.00] Neighborhood: [1.00]

Value

Calculated: [530] Override: [0] MAV: [0] Last Calc: [530] [] Ovr

NOTE: The Commercial Improvement should either be sketched, or an Area, Perimeter, and Story Height entered manually, before Commercial Extra Features are added to the Improvement. If this is not done, and the Commercial Improvement does not have a Calculated Physical Depreciation, the user will receive a message when clicking the Extra Features button that the "Parent Section does not have a Calculated Depreciation. Extra Features will not calculate".

Description: Clicking on the combo box in the Description field produces a listing of Commercial Extra Features. An item from this list MUST be selected to add an Extra Feature. The Extra Feature items that display in the list are based upon those set up in the Commercial Extra Features Schedule found in Tools > Schedules/Tables > Commercial Improvements > Extra Features.

Width: In most cases, particularly when the Extra Feature is valued by the square foot, the width of the Extra Feature in feet is entered in this field. When the Extra Feature is valued by the unit method, the number entered in the Width field will depend on how the Extra Feature is set up in the Extra Features Schedule. For example, the number could represent the fire rating, in hours, of a Bank Vault Door.

Length: As in the Width field, particularly when the Extra Feature is valued by the square foot, the length of the Extra Feature in feet is entered in this field. When the Extra Feature is valued by the unit method, the number entered in the Width field will again depend on how the Extra Feature is set up in the Extra Features Schedule. For the example of the Bank Vault Door, the number would be 0.

Calc Area: If the length and width of the Extra Feature are entered and the user Tabs to the Ovr Area/Units field, WinGAP will calculate the area and place the value in this field. The Calculated Area field is not accessible to the user.

OVR Area/Units: If the Extra Feature is valued by the square foot but is not square or rectangular, the appraiser calculated square footage can be entered here. When the Extra Feature is valued by the unit method, the number entered in the OVR Area/Units field will depend on how the Extra Feature is set up in the Extra Features Schedule. For the example of the Bank Vault Door, the number would be 1 (one) for the Number of Units, in this case one Bank Vault Door.

Identical Units: The number of Identical Units of this Extra Feature is keyed here. If other Extra Features attached to this Commercial Improvement are identical to the one being added, than the total number of Identical Units is keyed here rather than adding another Extra Feature. For example, if there are 2 Loading Docks of identical size, year built, and rank, then 2 would be keyed in the Identical Units field. The default is 0 and should remain that for only 1 Extra Feature.

Year Built: If known, the year the Extra Feature was built is entered in this field. The Year Built field defaults to the system year minus one year.

Rank: Rank represents the quality of the Extra Feature when compared to the primary structure, or Commercial Improvement. Ranks for Extra Features are set up in Tools > Schedules/Tables > Commercial Improvements > Rank. The range is normally from Poor to Excellent. A Rank must be selected to calculate the Value of the Extra Feature. If desired, a Rank of "No Value" can be added to the Commercial Rank schedule, and that item selected from the Rank list.

Phy Depr Ovr: The Physical Depreciation Override field is used to override the calculated Physical Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Physical Depreciation for the Extra Feature.

Func Obsl: Functional Obsolescence is a numerical assignment representing the appraiser's judgment of the % good with regards to Functional Obsolescence. For example, an Extra Feature determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Func Obsl field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Obsolescence field. A value of 0.00 will result in a zero value for the Extra Feature.

Other: The Other Factor that is assigned to the Commercial Improvement/Section that this Extra Feature is attached to is brought forward and placed in this field. This field is not accessible to the user.

Calc Depr: The WinGAP calculated Physical Depreciation displays in this field. The Physical Depreciation will display even if there is an entry in the Phy Depr Ovr field. The Calc Depr field is not accessible to the user.

Econ Obsl: Economic Obsolescence is a numerical assignment representing the appraiser's judgment of how the economic area that the Commercial Improvement/Extra Feature is in has affected the value of the Extra Feature. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Economic Obsolescence field. A value of 0.00 will result in a zero value for the Extra Feature. If the Improvement/Section has been assigned an Econ Obsl factor, the Extra Feature will inherit the same factor.

Perc Comp: The Percent Complete field represents the % completed status of the Extra Feature. If construction on the Extra Feature is finished, it is 100% complete. If it is not 100% completed, the value keyed in this field is the appraiser's determination of how complete the Extra Feature's structure is. The range can be from .01 to 1.00. The default is 1.00. There must be an entry in the Percent Complete field.

Neighborhood: The Neighborhood factor is used to produce the Calculated value of the Extra Feature. The Neighborhood factor that displays in this field is determined by the Neighborhood for the Parcel as selected on the Real Property General Information Form and the factor for the Commercial Improvement for this Neighborhood as defined in the Neighborhood Schedule (Tools > Schedules/Tables > Neighborhoods). If no Neighborhood is defined, a 1.00 will display as the factor. Neighborhood factors can be applied against Residential Improvements, Urban Land, Rural Land, Commercial Improvements, and Accessory Improvements. The value represents percent good and is multiplicative. Example: if the Neighborhood factor for Commercial Improvements for this Parcel's

Neighborhood is 1.10, the calculated value of any Extra Features will be 110% of the WinGAP calculated value prior to applying the Neighborhood factor. The Neighborhood factor can range from .01 to 9.99.

Calculated: The WinGAP calculated value of this Extra Feature will display in this field.

Override: The Override Value represents an assigned value for the Extra Feature. An entry in this field overrides all WinGAP calculations for this Extra Feature.

MAV: The MAV field holds the WinGAP generated Moratorium Appraised Value for the Extra Feature. The MAV value will appear in the field after the Apply button is clicked. Should this value need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field: values keyed via the MAV Buttons are not monitored, keyed MAV values are permanent only for that screen session, and any future changes to the property could modify MAV.

MAV Ovr Checkbox: To the right of the MAV Button is the MAV Ovr Checkbox. When a check is placed in this box, the value in the MAV field will be treated as an override for the Extra Feature Value. All calculations for the Extra Feature Value will be suspended until the check is removed.

Last Calc: If a change is made to any of the Extra Feature information that affects the value, the Last Calc field will display the previous calculated Extra Feature value, and the Calculated value field will display the new calculated value. However, once the Apply Button is clicked and the user remains on the Extra Features Form, or clicks the OK Button and leaves the Form, the new Extra Feature value will display in both the Last Calc and Calculated value fields on the Extra Features Form.

Photo Button: Digital photos of this Extra Feature can be attached by right-clicking on the Photo Button. These procedures are discussed in the Commercial Improvement section.

Edit History: This button is used to view the Edit History of this Extra Feature record. The Edit Log keeps a record of virtually every user-initiated operation that changes a record in WinGAP. Information about this feature is discussed in the Real Property General Information form section.

Comments: In the Comments section, unlimited comments about the Commercial Improvement can be entered.

Appraiser: The Appraiser field is where the Commercial Extra Feature field appraiser can be selected from the Appraiser combo box, or the Appraiser's name can be keyed into the combo box field.

An Extra Feature can be edited by clicking on the desired item in the list box on the Extra Features Form, clicking on the appropriate field and changing the data, then clicking the Apply Button. An Extra Feature can be deleted by clicking on the desired item in the list box on the Extra Feature Form, then clicking the Delete Button at the bottom of the Form. The message "Are you sure you want to delete this record?" will appear. Clicking the Yes Button will delete the record; clicking on the No Button will cancel the deletion of the record.

COMMERCIAL IMPROVEMENTS CALCULATION SUMMARY FORM

The Commercial Improvements Calculation Summary Form, also called the Commercial Pricing Form, is reached by clicking on the Pricing Button located in the center of the Commercial Improvements Form, in the Values section next to the Improvement Value field. The Pricing Form displays important summary Points and Value information for each Improvement/Section on the Parcel. If a Parcel has multiple Improvements/Sections, you must click the Apply Button after selecting each Improvement/Section before you click the Points Button for the Points and Values information for that Improvement/Section to display.

WinGAP - Commercial Pricing - [User ID = cmartin] (DEVEL) Bryan2020

| | | | | | |
|---------------------|------------|--------------------|------|------------------------|--------|
| Used As Code: | 11 | Foundation | 0.00 | Grade | 110 |
| Built As Code | 11 | Wall Framing | 0.00 | Phy | 0.80 |
| Building Type | 011 | Exterior Walls | 0.00 | Ovr Phy | 0.00 |
| Depr Year | 2020 | Roof Framing | 0.00 | Econ | 1.00 |
| Base Cost | 1.000000 | Roof Cover | 0.00 | Func | 1.00 |
| Point Cost | 90.000000 | Floor Construction | 0.00 | Other | 1.00 |
| Area | 4600 | Floor Finish | 2.50 | % Complete | 1.00 |
| Perimeter | 292 | Interior Walls | 0.00 | Neighborhood | 1.00 |
| Story Height Factor | 1.000000 | Ceiling Finish | 0.00 | Total Structure Points | 110.24 |
| Wall Height | 1.060000 | Wiring | 0.00 | Structure RCN | 587415 |
| Area / Perimeter | 1.000000 | Lighting | 0.00 | Structure Value | 469932 |
| Construction Cost | 1.000000 | Heat / AC | 3.35 | Extra Feature Value | 0 |
| Used As Modifier | 104.000000 | Total Adds | 5.85 | FMV | 469900 |

Done

ACCESSORIES FORM

The Accessories Form is used to add, edit, or delete any Accessory Improvements on the Parcel. The Acc Imp Button to the left of the Acc Imp FMV and MAV fields on the Real Property General Information Form is used to access this Form.

WinGAP - Real Property General Information - HOGAN HULK : 001230020000 : AY2021 - [User ID = cmartin] (DEVEL)

<< Top < Prev Next > End >> Account Number 19659 Duplicate ☒ Notice ☐ Special District Field Check ☐
 PIN (1) 001-2-3-002-0000 Tax District 01 - County Returned Mail ☐
 Alt PIN 0600-00-01.00-000 Asmt Reason Market Value Update Abatement ☐
 Parent PIN X-REF C016A-011- Web Url

Street Information

House # Ext Dir Street Name Type Post
 365 HUSTLE TOWN RD
 Units U-Type Latitude Longitude Zip Code 30178-

Property Information

LL 32 LD 18 GMD 3 Zoning
 Legal : REAL PROPERTY
 Neighborhood RURAL WEST
 Lendor Total Acres 250.00
 Subdivision
 Lot Blk Sec Phse

Exemption Information

Homestead S1 - Standard Exemption
 Covenant HS App Date 01/01/2020
 Float Base1 0
 Float Curr1 0
 Float Base2 0
 Float Curr2 0
 State HS Val 0
 299(c) Value 0
 299(c) Year 0

Values

| | | |
|----------|---------|------|
| Previous | 234,950 | Edit |
| Current | 927,470 | |
| Return | 0 | |
| Curr-MAV | 0 | |
| Prev-MAV | 0 | Edit |

History

| | |
|------|---------|
| 2019 | 216,160 |
| 2018 | 192,110 |
| 2017 | 185,040 |

EstTax **PIN History**

| | |
|----------------|-----------------|
| Prebill (1) | Timber (1) |
| Future | Agent |
| Personal | Appointment |
| Transfer Items | Growth |
| Transfer | CustomFlags (1) |
| Sales (3) | Stats |
| Permits | BPC |
| Appeals | |
| Dup Items | |
| Bus Lic | |
| Income | |
| ACO (1) | |
| Third Party | |
| Documents * | Schedules |

Edit Information

Data Entry cmartin Edit History
 Review 07/11/2016 COA History
 Appraiser JACK JOHNSON
 Alternate RICKY BOBBY

Comments ☐ Comment Flag ☐ Mask Photo Export

HS APPLICANT: JAN R SHEPHERD

Cancel Delete New Apply OK

If one or more Accessory Improvements exist on the Parcel, the Acc Imp button on the Real Property General Information Form will have a number on it in parentheses, such as (5) in the example above, and clicking this button takes the user to the first Accessory Improvement on the Parcel. If no Accessory Improvements exist on the Parcel, no number will display in parentheses on the Acc Imp button. Clicking on the Acc Imp button takes the user to a "grayed out" Accessory Improvements Form where the New button must be clicked to add the first Accessory Improvement to the Parcel. There is no limit to the number of Accessory Improvements that a Parcel can have.

WinGAP - Accessories - [User ID = cmartin] (DEVEL) : 001230020000 AY2021

AccKey: 34638

Class: Agricultural
Strat: Production / Storage / Aux

| Description | C/S | Dim1 | Dim2 | Value |
|-------------------------------|-----|------|------|-------|
| CARPORT-ALUMINUM ROOF & POST | A1 | 18 x | 20 | 570 |
| SHED - FRAME AVERAGE | A1 | 12 x | 12 | 230 |
| SHED / UTILITY BUILDING | A6 | 10 x | 20 | 300 |
| SHED / UTILITY-SALVAGE | A1 | 0 x | 0 | 0 |
| SHELTER(NO SIDES) - FRAME AVG | A6 | 22 x | 22 | 670 |

Comments:

Appraiser: JACK JOHNSON

State Homestead: ☐ Ovr Date:
Local Homestead: ☒ Ovr Rsn:

Photo Edit History

Cancel New Delete Apply OK

Description
SHED / UTILITY BUILDING

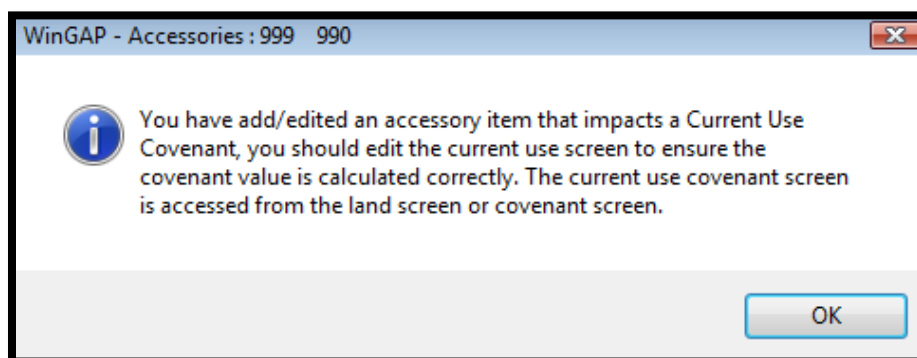
Width: 10
Length: 20
Calc Area: 200
OVR Area/Units: 0.00
Identical Units: 1
Year Built: 1991 EFYR
Grade: 100
Phy Depr Ovr: 0.00
Func Obsl: 1.00
Other: 1.00
Calc Depr: 0.20
Econ Obsl: 1.00
Perc Comp: 1.00
Neighborhood: 1.05

Value
Calculated: 300
Override: 0
MAV: 0
Last Calc: 300

☐ Ovr

AccKey: The AccKey, or Accessory Key, is created by WinGAP for each new Accessory Improvement that is added. This field is not accessible to the user.

Class: The Digest Classification for the Accessory Improvement, such as Agricultural. The Class field for a new Accessory Improvement will default to Agricultural ("A") if the Land Digest Class is "A", "V", "P" or "W"; it will default to Residential ("R") if the Land Digest Class is "R"; it will default to Commercial ("C") if the Land Digest Class is "C"; it will default to "I" if the Land Digest Class is "I"; and it will default to the Land Digest Class if the Land Digest Class is "E". The user can change from the default Class if necessary. **NOTE:** If an Accessory Improvement is added or edited and assigned a Digest Class of Conservation Use a message will appear reminding the user to proceed to the Conservation Use form where the new accessory value can be included in the total Land value and all value change limits can be monitored.



Strat: The Digest Stratification for the Accessory Improvement, such as Production/Storage. The Strat field for a new Accessory Improvement will default to 6, unless the Land Class is "R", "C". or "I", in which case the Strat will default to "1", or unless the Land Digest Class is "E", in which case the Strat will default to the Land Digest Strat. As in Class, the user can change from the default Strat, if necessary.

Description: Clicking on the combo box in the Description field produces a list of items from the Accessory Building Schedule. An item from this schedule must be selected to add an Accessory Improvement. The Accessory items that display in the list are based upon those set up in the Accessory Building Schedule found in Tools > Schedules/Tables > Accessories > Building Schedule.

Width: In most cases, especially when the Accessory Improvement is valued by the square foot, the width of the Accessory Improvement in feet is entered in this field. When the Accessory is valued by the unit or lump sum method, the number entered in the Width field will depend on how the Accessory Schedules are set up. For example, the number can represent the height, such as a Grain Storage Bin.

Length: As in the Width field, especially when the Accessory Improvement is valued by the square foot, the length of the Accessory Improvement in feet is entered in this field. When the Accessory is valued by the unit method, the number entered in the Width field will depend on how the Accessory Schedules are set up. For example, the number can represent the diameter, the height, or the thickness of an accessory.

Calc Area: If the length and width of the Accessory Improvement are entered, WinGAP will calculate the area and place the value in this field. The Calculated Area field is not accessible to the user.

OVR Area/Units: If the Accessory Improvement is an odd-shaped structure, not square or rectangular, the appraiser calculated area can be keyed in this field. When the Accessory Improvement is valued by the lump sum method, the number entered in this field will depend on the way the Accessory Lump Sum Schedules are set up. The field will accept two decimal places.

Identical Units: The number of Identical Units of this Accessory Improvement. If other Accessory Improvements on the Parcel are identical to the one being added, the total number of Identical Units is keyed here rather than adding another Improvement. For example, if there are 3 Barns of identical size, year built, and grade on the Parcel, then 3 would be keyed in the Identical Units field. The default is 0, and should remain that for a single Accessory Improvement.

Year Built: If known, the year the Accessory Improvement was built is entered in this field. The Year Built field defaults to the system year minus one year.

EFYR: The Effective Year Built is used only when the condition of the Accessory Improvement reflects something different than should be present based on the original year of construction. The Eff Year Built field can be used to effectively increase or decrease the age of the Accessory. When present, the Effective Year Built is used in calculating the Physical Depreciation Factor and determining the Accessory's Calculated Value.

Grade: The Grade is a numerical assignment representing the quality of materials and workmanship for the Accessory Improvement. The appraiser is responsible for assigning the Grade, and the range can be from 1 to 999. No decimal is used in data entry. The Grade is used in calculating the Physical Depreciation Factor of the Improvement.

Phy Depr Ovr: The Physical Depreciation Override field is used to override the calculated Physical Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Physical Depreciation for the Accessory Improvement.

Func Obsl: Functional Obsolescence is a numerical assignment representing the appraiser's judgment of the % good with regards to Functional Obsolescence. For example, an Accessory Improvement determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Func Obsl field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Obsolescence field. A value of 0.00 will result in a \$0 improvement value.

Calc Depr: The WinGAP calculated Physical Depreciation for the Accessory Improvement displays in this field. It is based upon the Grade and the Year Built. The Physical Depreciation will display even if there is an entry in the Phy Depr Ovr field. The Calc Depr field is not accessible to the user.

Perc Comp: The Percent Complete field represents the % completed status of the Accessory Improvement. If construction on the Accessory Improvement is finished, it is 100% complete. If it is not 100% completed, the value keyed in this field is the appraiser's determination of how complete the structure of the Accessory Improvement is. The range can be from .01 to 1.00. The default is 1.00. There must be an entry in the Percent Complete field. A value of 0.00 will result in a \$0 improvement value.

Neighborhood: The Neighborhood factor is used to produce the Calculated Value of the Accessory Improvement. The Neighborhood factor that displays in this field is determined by the Neighborhood for the Parcel as selected on the Real Property General Information Form and the factor for the Accessory Improvement for the Neighborhood, as defined in the Neighborhood Schedule (Tools > Schedules/Tables > Neighborhoods). If no Neighborhood is defined, a 1.00 will display as the factor. Neighborhood factors can be applied against Commercial Improvements, Urban Land, Rural Land, Commercial Improvements, and Accessory Improvements. The value represents percent good and is multiplicative. Example: if the Neighborhood factor for Accessory Improvements for this Parcel's Neighborhood is 1.10, the Calculated Value of any Accessory Improvements will be 110% of the WinGAP calculated value prior to applying the Neighborhood factor. The Neighborhood factor can range from .01 to 9.99.

Calculated: The WinGAP calculated value of this Accessory Improvement will display in this field.

Override: The Override Value represents an assigned value for the Accessory Improvement. An entry in this field overrides all WinGAP calculations for this Accessory.

MAV: The MAV field holds the WinGAP generated Moratorium Appraised Value for the Accessory Improvement. The MAV value will appear in the field after the Apply button is clicked. Should this value need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field: values keyed via the MAV Buttons are not monitored, keyed MAV values are permanent only for that screen session, any future changes to the property could modify MAV.

MAV Ovr Checkbox: To the right of the MAV Button is the MAV Ovr Checkbox. When a check is placed in this box, the value in the MAV field will be treated as an override for the Accessory Improvement Value. All calculations for this Accessory Improvement Value will be suspended until the check is removed.

Last Calc: If a change is made to any of the Accessory Improvement information that affects the value, the Last Calc field will display the previous calculated Accessory value, and the Calculated value field will display the new calculated value. However, once the Apply Button is clicked and the user remains on the Accessories Form, or clicks the OK Button and leaves the Form, the new Accessory Improvement value will display in both the Last Calc and Calculated value fields on the Accessories Form.

Comments: Unlimited comments about the Accessory Improvement can be entered in this field.

Appraiser: The Accessory Improvement field appraiser can be selected from the Appraiser combo box, or the Appraiser's name can be keyed into the combo box field.

State Homestead: If the Accessory Improvement qualifies for the State Homestead Exemption, a checkmark should be placed in this checkbox, located on the lower left of the Accessory Improvements form. The checkbox will not be enabled unless the Homestead Code assigned to this parcel has been designated as a State Homestead. The value of all Accessory Improvements on the parcel designated for the State Homestead will be summed and placed in the field in Realprop called statehsval. If the parcel is less than or equal to 10 acres, the value of the land will be added to the homestead improvement total and placed in the statehsval field. If the parcel is greater than 10 acres, a per acre value will be obtained (land value divided by total acres) and multiplied by 10 to obtain the land value eligible for the new State Homestead. The flags and values will be passed to the digest vendors for processing the exemption. Procedures are in place to remove flags and value when the homestead is changed to a code that is not designated as a 65 and Older State Homestead Code.

Local Homestead: If the Accessory Improvement qualifies for the Local Homestead Exemption, a checkmark should be placed in this checkbox, located on the lower left of the Accessory Improvements form. The checkbox will not be enabled unless the Homestead Code assigned to this parcel has been designated as a Local Homestead. The flags and values will be passed to the digest vendors for processing the exemption.

Photo Button: Digital photos of this Accessory Improvement can be attached by right-clicking on the Photo Button. These procedures are discussed in the Real Property General Information form section.

Edit History: This button is used to view the Edit History of this Accessory Improvement record. The Edit Log keeps a record of virtually every user-initiated operation that changes a record in WinGAP. Information about this feature is discussed in the Real Property General Information form section.

An Accessory Improvement can be edited by clicking on the desired item in the list box on the Accessories Form, clicking on the appropriate field and changing the data, then clicking the Apply Button. An Accessory Improvement can be deleted by clicking on the desired item in the list box on the Accessories Form, then clicking the Delete Button at the bottom of the Form. The message "Are you sure you want to delete this record?" will appear. Clicking the Yes Button will delete the record; clicking on the No Button will cancel the deletion of the record.

SALES INFORMATION FORM

The WinGAP Sales Information Form is used to add, edit, or delete any Sales for the Parcel. The Form is accessed by clicking the Sales Button located on the right side of the Real Property General Information Form. Clicking on the Sales button will produce the Sales Information form, which will be "grayed out" if this is the first Sale on the Parcel. If Sales exist on the Parcel, the Sales Button will display the number of Sales to the right of the word "Sales". Clicking on the Sales button will display the existing Sales, with the most recent Sale at the top of the list box.

WinGAP - Sales Information - [User ID = cmartin] (DEVEL) - 001230020000 AY2021

Owner: HOGAN HULK Parcel #: 001-2-3-002-0000 Key: 1820831 Load Image

| Grantee | Grantor | Date | Deedpage | Rsn | Saleprice | Cs | Sq | Aud | digest |
|--------------------------------|--------------------------------|------------|----------|-----|-----------|----|----|-----|--------|
| HOGAN HULK & SAVAGE RANDY | WORTHY TONY | 09/14/1990 | 208- 356 | Z | 88400 | V1 | | N | N |
| WORTHY TONY | SHEPHERD LEE ROY & JAN REBECCA | 07/11/1990 | 201- 730 | Z | 22519 | V1 | | N | N |
| SHEPHERD LEE ROY & JAN REBECCA | WORTHY JACK & MARTIN CLIFF | 05/24/1988 | 137- 443 | Z | 25000 | V1 | | N | N |

Sales Information

Buyer: HOGAN HULK & SAVAGE RANDY
Seller: WORTHY TONY
PT-61 #: 0 Book: 208 Page: 356
Sale Date: 09/14/1990 Deed: 18 Plat: 43
RETT: 0.00
☐ Print Survey ☐ Survey Sent ☐ Survey Received

Sale Price: 88,400 State (Y/N): N Net Saleprice: 88400
Adjustment: 0 FMV: 0
Timber Adj: 0 MAVVAL: 0
Multi Pin Adj: 0 Qualifier: 0
Pers Adj: 0 Instrument: WD
Other Adj: 0 Acres: 0.00
Class: Conservation Use
Strat: Improved
Land Class / Strat : A5
☐ Vacant Land Sale
☐ Real Estate Listing

RSN (ALT): Z-VALID SALE
Asmt Reason: MARKET VALUE UPDATE

Comments

Edit History Cancel New Delete Apply OK

The Title Bar at the top of the Form displays the Parcel Number. The Parcel Owner's Name, Parcel #, and Sales Key are also displayed in fields below the Title Bar. These fields are not accessible to the user. The Load Image Button to the right of the Sales Key field allows the user to load and view an image of the deed associated with this sale. The list box in the top center of the Form will display any Sales already entered for this Parcel.

Sales Information is usually entered directly from a copy of the property deed associated with the sale obtained from the office of the Clerk of Superior Court. As Sales are added, they will be displayed in the list box in descending date order (most recent sale at the top). There is no limit to the number of Sales that can be added to a Parcel, and all sales are eligible to be used in any Ratio Studies that may be run.

Buyer: The Buyer, also known as the Grantee, is the individual that purchased the property. The current Owner's name will appear in this field.

Seller: The Seller, also known as the Grantor, is the party that sells the property. If this is the first sale added to this property, the field will be blank. If prior sales exist on this Parcel, the Buyer's name from the prior sale will appear in this field. If the name is to be changed, or keyed into the blank field, it should be entered in the following format: Lastname Firstname.

PT -61 #: The PT-61 # is a unique identifier that will be assigned to each PT61 that is recorded. The last 6 digits of the number can be entered by the user, but it will also be passed into the field when processing an e-filed PT61. The format of the PT61 number is as follows:

|PT-61 |000-|2021-|000001

The first 6 positions will always be PT-61 followed by a space. Following the space within the next 4 positions will be the county number and a dash. The next 5 positions will contain the year in which the PT61 was filed and a dash. The final 6 positions hold a sequential number that is assigned to each PT61 filed within the year within the county.

NOTE: The year portion of the PT-61 number can be changed by right clicking on the “grayed out” portion of the PT-61 number (first 11 positions) and selecting the option “Edit PT-61 Control Number”. If errors have been made and the user wishes to reset the PT-61 number back to the default settings, the user should select the option “Reset PT-61 Control Number to Default Template Value” from the right-click menu.

Sale Date: The Sale Date is the date that the property was sold to the Buyer. The date can be keyed directly into the field, or the calendar to the right of the field can be used to insert the date.

RETT: The amount listed on the PT-61 as the Real Estate Transfer Tax for this Sale.

Deed Book/Page: The Deed Book and Page number that contains the deed for the Parcel, located in the office of the Clerk of Superior Court.

Plat Book/Page: The plat book and page number that contains the original plat for the Parcel, located in the office of the Clerk of Superior Court.

Sale Price: The price that the Buyer paid to the Seller for the property. The Sale Price is entered in dollars (no cents, commas, or decimals). WinGAP will insert the comma if the amount is \$1,000 or more. The maximum sales price allowed is \$99,999,999,999.

Adjustment: This is the total value of items to be subtracted from the sales price to yield the Net Sales Price. It is the sum of the four adjustment fields below it and is not directly editable by the user.

Timber Adj: An appraiser-assigned Adjustment value for a timber value associated with the Sale.

Multi Pin Adj: An appraiser-assigned Adjustment value for the value of all other parcels associated with a multi-parcel Sale.

Pers Adj: An appraiser-assigned Adjustment value for any personal property associated with the Sale.

Other Adj: An appraiser-assigned Adjustment value for anything besides timber, personal property, or multi-parcel adjustments associated with the Sale. The user should place a note in the Comments field for this Sale, referencing what the Adjustment is for.

State (Y/N): The State field is used to designate if a Sale will be included in the State Audit Department ratio study. An entry of "Y" (Yes) indicates that the sale will be included; an entry of "N" excludes the sale.

FMV: The Fair Market Value of the Parcel at the time of the Sale, or as determined by the appraiser. The FMV is entered in dollars (no cents, commas, or decimals). WinGAP will insert the comma if the amount is \$1,000 or more. An amount would be entered here if the property was modified after the sale and the user desired to maintain the sale as a "good" sale. If a value is placed in Fair Market Value, it may be used in a Sales Ratio Analysis at the discretion of the user.

MAVVAL: The Moratorium Appraised Value at the time of the Sale, or as determined by the appraiser. The MAV is entered in dollars (no cents, commas, or decimals). WinGAP will insert the comma if the amount is \$1,000 or more. An amount would be entered here if the property was modified after the sale and the user desired to maintain the sale in the bank of "good" sales. If a value is placed in the MAV field, it may be used in a Sales Ratio Analysis at the discretion of the user.

Qualifier: The Sales Qualifier, usually the initials of the appraiser who has qualified the sale.

Instrument: The type of Instrument, usually the Deed, certifying the sale. Common Instruments would be WD (Warranty Deed), LWD (Limited Warranty Deed), QC (Quit Claim Deed), SWD (Special Warranty Deed), COR (Corrective Deed), etc.

Acres: The Deeded acreage recorded for the sale.

Net Sale Price: The Sale Price minus all Adjustments.

Class: The Sales Classification (the Digest Class) of the property at the time of Sale. The field will default to the Digest Class of the Land of the Parcel.

Strat: The Sales Stratification of the property at the time of Sale. The field will default to Improved if a Residential or Commercial Improvement is present on the Parcel. The field will default to a blank Strat if no Improvements or only Accessory Improvements are present on the Parcel.

- 1 = Improved
- 2 = Public Utility
- 3 = Vacant Lot
- 4 = Vacant Small Tract
- 5 = Large Parcel

Vacant Land Sale: This box should be checked if the sale was for vacant land only.

Real Estate Listing: Allows entry of real estate listings for additional analysis and insight while tracking and predicting the market. Real estate listings will be ignored when entering new sales and when WinGAP attempts to preload Grantor information.

Reason: The Sales Reason that classifies the Sale as either qualified or non-qualified. The field defaults to a blank Reason. Two Reasons, Fair Market (qualified and improved) and Land Market (qualified and vacant) are used to indicate a good Sale. Any Reason other than Fair Market or Land Market may result in the Sale being excluded from a ratio study that is being run. The Reason combo box field can be clicked to display a list of all Sales Reasons

as set up in Tools > Schedules/Tables > Sales Reasons. **NOTE:** A valid Sales Reason must be selected before a Sales record can be saved.

Assessment Reason: This box can be used to add Assessment Reasons to the parcel. See the Reap Property General Information Form for more information about Assessment Reasons.

Comments: Unlimited comments or notes about the Sale can be entered here.

Edit History: This button is used to view the Edit History of this sale record. The Edit Log keeps a record of virtually every user-initiated operation that changes a record in WinGAP. Information about this feature is discussed in the Real Property form section.

Existing Sales are edited by clicking on the appropriate Sale in the list box and changing the desired information in the field(s) below the window. The user should click the Apply or OK Button to be sure that any changes are saved before editing another Sale or leaving the Sales Information Form.

The Delete Button at the bottom of the Sales Information Form is used to delete a Sale. The Sale to be deleted should first be selected in the list box by clicking on that item. After clicking the Delete Button the message "Are you sure you want to delete this sale?" will appear, where the Yes Button can be clicked to delete the Sale; clicking on the No Button will cancel the deletion and return the user to the Sales Information Form.

PROCESSING SB 346 SALES

With the passage of Senate Bill 346 in 2010, when certain conditions are met, the value of a parcel cannot exceed the net sales price of the property. To comply with the law, WinGAP provides a means of handling the valuation process when a parcel's condition matched the details of SB346. For a parcel to fall under the rules of SB 346, all of the following rules must be satisfied:

- The sale must be an Arm's Length Transaction.
- The sale must occur one year prior to the digest/appraisal year.
- The sale's net sales price must be less than the appraised value of the property.

When the sale of a parcel meets the above criteria, the value of the property can be no more than the net sales price for the year immediately following the sale. The full value of any new improvements will be added to the net sales price. When adding a sale that meets these criteria, WinGAP will notify the user that the parcel's value will reflect the Net Sale Price.

WinGAP - Sales Information - [User ID = cmartin] (DEVEL) - 001230020000 AY2021

Owner: HOGAN HULK Parcel #: 001-2-3-002-0000 Key: 1820831 Load Image (1)

| Grantee | Grantor | Date | Deedpage | Rsn | Saleprice | Cs | Sq | Aud | digest |
|--------------------------------|--------------------------------|------------|----------|-----|-----------|----|----|-----|--------|
| HOGAN HULK & SAVAGE RANDY | WORTHY TONY | 03/02/2020 | 208- 356 | Z | 700000 | V1 | N | Y | |
| WORTHY TONY | SHEPHERD LEE ROY & JAN REBECCA | 07/11/1990 | 201- 730 | Z | 22519 | V1 | N | N | |
| SHEPHERD LEE ROY & JAN REBECCA | WORTHY JACK & MARTIN CLIFF | 05/24/1988 | 137- 443 | Z | 25000 | V1 | N | N | |

Sales Information

Buyer: HOGAN HULK & SAVAGE RANDY
 Seller: WORTHY TONY
 PT-61 #: 0
 Sale Date: 03/02/2020
 RETT: 0.00
 Deed Plat

Print Survey ☐ Survey Sent ☐ Survey Received ☐

Net Saleprice: 700000
 Class: Conservation Use
 Strat: Improved
 Land Class / Strat : A5
☐ Vacant Land Sale
☐ Real Estate Listing

RSN (ALT): Z-VALID SALE
 Asmt Reason: MARKET VALUE UPDATE

Comments:

WinGAP - Sales Information - [User ID = cmartin] (DEVEL) - 001230020000 X

The parcel's value will now reflect the Net Sales Price due to SB346.

OK

Edit History Cancel New Delete Apply OK

Clicking OK on this message will return the user to the Real Property General Information form where the Sale Price will now be the value of the parcel. The Sale Price will appear in the Current Value field and a green "Sale" label will appear to the right of the field, showing that a SB346 sale exists on this parcel.

WinGAP - Real Property General Information - HOGAN HULK : 001230020000 : AY2021 - [User ID = cmartin] (DEVEL)

<< Top < Prev Next > End >> Account Number 19659 Duplicate ☒ Notice ☐ Special District Field Check ☐
 PIN (1) 001-2-3-002-0000 Tax District 01 - County Returned Mail ☐
 Alt PIN 0600-00-01.00-000 Asmt Reason Market Value Update Abatement ☐
 Parent PIN X-REF C016A-011- Web Url

Street Information

House # Ext Dir Street Name Type Post
 365 HUSTLE TOWN RD
 Units U-Type Latitude Longitude Zip Code 30178

Property Information

LL 32 LD 18 GMD 3 Zoning
 Legal : REAL PROPERTY
 Neighborhood RURAL WEST
 Lendor Total Acres 250.00
 Subdivision
 Lot Blk Sec Phse

Exemption Information

Homestead S1 - Standard Exemption
 Covenant HS App Date 01/01/2020
 Float Base1 0
 Float Curr1 0
 Float Base2 0
 Float Curr2 0
 State HS Val 0
 299(c) Value 0
 299(c) Year 0

Values

Previous 254,358
 Current 700,000 Sale
 Return 0
 Curr-MAV 0
 Prev-MAV 0

History

2019 216,160
 2018 192,110
 2017 185,040

Est Tax

1,018,370 FMV MAV

| | | |
|---------------|---------|---|
| Land (1) | 775,100 | 0 |
| * Res Imp (1) | 241,500 | 0 |
| Com Imp | 0 | 0 |
| Acc Imp (5) | 1,770 | 0 |

Edit Information

Data Entry cmartin Edit History
 Review 07/11/2016 COA History
 Appraiser JACK JOHNSON
 Alternate RICKY BOBBY

Comments ☐ Comment Flag ☐ Mask Photo Export

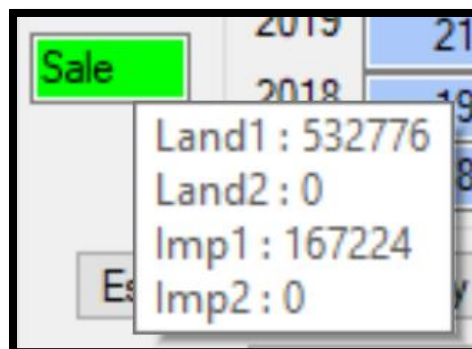
HS APPLICANT: JAN R SHEPHERD

Cancel Delete New Apply OK

If the user places the mouse point over the green Sale label, a “tool tip” will appear that reflects the allocation of the Sales Price to the property components found on the parcel. The allocation percentage is based upon the following formulas:

$$([Net\ Sales\ Price] / [Total\ Value]) \times [Land]$$

$$([Net\ Sales\ Price] / [Total\ Value]) \times [Total\ Improvement]$$



When an improvement or a change in the land value occurs on a parcel, the display of the current parcel value and the Tool Tip values will change. In the example below, an Accessory Improvement valued at \$23,900 is added to the parcel after the sale. The value of the new Accessory Improvement is added to the Sale Price value in the Current Value field, and the additional improvement value is allocated to the Imp2 portion of the Tool Tip.

| Values | | History | |
|----------|---------|-------------------------------------|------|
| Previous | 234,950 | <input type="button" value="Edit"/> | 2019 |
| Current | 723,900 | <input type="button" value="Edit"/> | 2019 |
| Return | 0 | | |
| Curr-MAV | 0 | | |
| Prev-MAV | 0 | <input type="button" value="Edit"/> | |

Sale

Land1 : 532776


Land2 : 0

Imp1 : 167224

Imp2 : 23900

If the user returns to the Sales Information form on any parcel that has a SB 346 sale, views the SB 346 sale, and then tries to leave by clicking OK, a new message appears asking if the appraiser would like to reallocate the SB346 sales price.

WinGAP - SB346 Sales - 001230020000

 SB346 Salesprice allocation has already occurred once on this parcel. Do you wish to delete the existing value allocation and re-allocate?

NO = Keep my existing SB346 allocation as it currently exists

YES = I know what I'm doing - throw away the old info and reallocate

The message is informing the user and giving them a choice: a No response keeps the existing SB 346 allocation as they were while a Yes response will change the SB 346 allocation when corrections to property characteristics which have resulted in value changes on property items that existed prior to the sale.

Any time that a SB 346 sale is processed on a parcel, WinGAP will automatically add an Assessment Reason to the list of Assessment Reasons on the parcel. The new Assessment Reason will appear in the list as "Value adj for 1-year Arms Length Transaction cap". The list can be viewed by clicking the Asmt Reason button on the Real Property General Information form. This Assessment Reason is hard coded into WinGAP and will only be applied to a parcel when a SB 346 eligible sale is added to the parcel. The user does not have to set up this Assessment Reason in the Assessment Reasons schedule.

WinGAP - Select Assessment Reasons - [User ID = cmartin] (DEVEL) AY... ? X

Parcel Number: Add Custom

Custom Rsn:

| Reason | Reasoncode | Coa_Type |
|---|------------|----------|
| ANNEXED INTO CITY OF BRASWELL | AB | R |
| ANNEXED INTO CITY OF DALLAS | AD | R |
| ANNEXED INTO CITY OF HIRAM | AH | R |
| APPEAL VALUE UPDATED DUE TO AN ERROR DISCOVE... | AE | I |
| APPEAL VALUE UPDATED DUE TO PHYSICAL CHANGE | AC | R |
| APPEAL VALUE UPDATED DUE TO RETURN FILED | AT | I |
| BUILDING ADDED PER PERMIT | B | R |
| CONSERVATION USE COVENANT APPLICATION DENIED | 24 | R |
| CONSERVATION USE COVENANT ENDED DUE TO BREA... | 15 | R |
| CONSERVATION USE ENDED BY TERM EXPIRING | 14 | R |
| CONSTRUCTION COMMERCIAL / INDUSTRIAL | IC | R |
| CONSTRUCTION IN PROGRESS | 3 | R |
| CORRECTION OF LAND DIMENSIONS | 12 | R |
| CURRENT USE COVENANT DENIED | C2 | R |
| HOMESTEAD EXEMPTION DENIED | HD | R |
| HOMESTEAD EXEMPTION GRANTED | 22 | I |

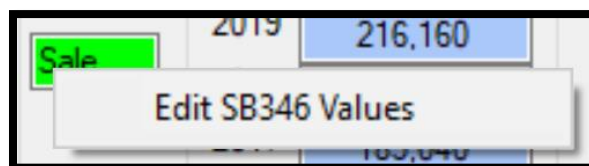
Include Remove

| Reason | Coa_Type | Show |
|--|----------|------|
| New Accessory Improvement added. | R | N |
| Value adj for 1-year Arms Length Transaction cap | I | N |

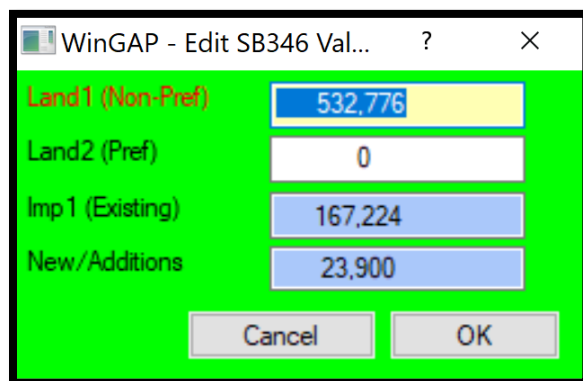
☐ Show on NOA

Cancel OK

Editing SB346 Land Values: SB 346 Sale Values can be edited on the Real Property General Information form if necessary. The user should right click on the green Sale label to produce a context menu with a single item, Edit SB346 Values.



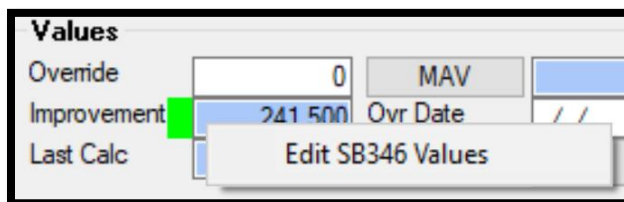
Clicking on this item will produce the Edit SB346 Values form.



A screenshot of a Windows dialog box titled "WinGAP - Edit SB346 Val...". The dialog has a green background and contains four input fields with blue borders. The first field is labeled "Land1 (Non-Pref)" and contains the value "532,776". The second field is labeled "Land2 (Pref)" and contains the value "0". The third field is labeled "Imp1 (Existing)" and contains the value "167,224". The fourth field is labeled "New/Additions" and contains the value "23,900". At the bottom of the dialog are two buttons: "Cancel" and "OK".

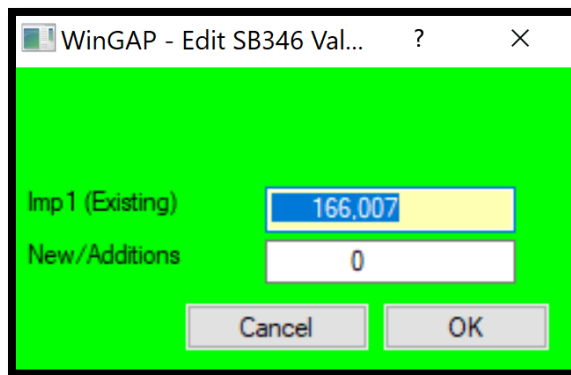
Only the SB346 Values for the Land on this parcel can be edited from this form.

Editing SB346 Improvement Values: SB 346 Sale Values can be edited on the Residential Improvements form if necessary. The user should right click on the Improvement value field to produce a context menu with a single item, Edit SB346 Values.



A screenshot of a context menu that appears when right-clicking on the "Improvement" value field in a form. The menu has a title "Values" and contains three items: "Override" with a value of "0", "MAV" with a value of "241,500", and "Ovr Date" with a value of "/ /". A fourth item, "Edit SB346 Values", is highlighted in blue.

Clicking on this item will produce the Edit SB346 Values form.



A screenshot of a Windows dialog box titled "WinGAP - Edit SB346 Val...". The dialog has a green background and contains two input fields with blue borders. The first field is labeled "Imp1 (Existing)" and contains the value "166,007". The second field is labeled "New/Additions" and contains the value "0". At the bottom of the dialog are two buttons: "Cancel" and "OK".

Only the SB346 Values for this Residential Improvement can be edited on this form.

Editing SB 346 Sales Values on Commercial Improvements, Accessory Improvements, and Non-Prebilled Manufactured Housing Forms: The same capability for editing SB346 values exists on these forms, and the procedures are the same as described for the Residential Improvement form.

MULTI-PARCEL ADJUSTMENT

Sales involving more than one parcel are used by the Department of Audits for their sales studies. Questions concerning these types of transactions and how to administer the sales price over the involved parcels are asked quite frequently, so the following is a recommendation on how to distribute the sales price in an Arm's Length Transaction where multiple parcels are involved.

- 1) Contact the buyer for information concerning his/her idea of what the sales price distribution should be. If that does not produce reliable information, proceed with Step #2.
- 2) Sum the value of all parcels involved in the sale. It is recommended that the FMV be used.
- 3) Determine the pro rata share of value for each parcel by dividing the parcel's value by the sum of the values.
- 4) Apply the pro rata percentage to the sales price to determine the per-parcel sales price.
- 5) When entering the sale on each parcel, key the total sales price and enter an adjustment that would produce the pro rata sales amount. Any other adjustments for timber, personal property, etc., must also be made.
- 6) Also, adequate notes should be made in the sales comments field explaining what has taken place.

The following is an example of the process described above. An arm's length transaction is recorded which involves 2 sales. The total sales price was 500,000. The Assessors' value of parcel A is 600,000 and the value of parcel B is 100,000 for a sum of 700,000. The pro rata share of the value for each parcel would be calculated as:

Parcel A: $600,000 / 700,000 = .86$

Parcel B: $100,000 / 700,000 = .14$

The pro rata sales price for each parcel would be:

Parcel A: $500,000 * .86 = 430,000$

Parcel B: $500,000 * .14 = 70,000$

The data entry of the sale for parcel A would show 500,000 as the sales price with an adjustment of 70,000. Parcel B's data entry would have 500,000 entered as the sales price with the adjustment being 430,000. The user would receive the SB346 prompt after each sale is entered if the sales reason has been properly set to denote an arm's length transaction. The value for each parcel will then reflect their respective net sales price.

BUILDING PERMITS FORM

Building Permits allow the Assessors Office to keep track of new construction in the County and make sure that this new property is added to the tax digest. Building Permit Information is usually entered directly from a copy of the Building Permit application issued by the appropriate County or City office. As Building Permits are added to the Parcel, they will be displayed in the list box in ascending Permit Number order (lowest Permit Number at the top). There is no limit to the number of Building Permits that can be added to a Parcel.

The Building Permits Form is used to add, edit, or delete any building permits for construction occurring on the Parcel. The Form is accessed by clicking the Permits Button located on the right side of the Real Property General Information Form. When the Building Permits Form is first accessed, and no permits have yet been added for the Parcel, the data entry fields on the Building Permits Form are "grayed out". To add a new Building Permit, the user must click the New Button on the Building Permits Form to gain access to these fields. If permits exist on the parcel, the list box in the top left of the Building Permits Form will display any existing Building Permits.

| Permit Number | Permit Type | Permit Amount | Date Issued | Actual Completion | Cost of Work |
|---------------|-------------|---------------|-------------|-------------------|--------------|
| 1324574890 | Pool | 125 | 01/05/2021 | 03/02/2021 | 10000 |

Individual Permit Information

Permit Year: 2021 Number: 1324574890 Code: SP2

Permit Owner: HOGAN HULK

Contact: JIMMYS POOLS N SPAS

Phone: (555)123-4567

Date Issued: 01/05/2021

Inspection Date: 03/02/2021

Type: Pool

Cost of Work: 10,000

Permit Amount: 125.00

Issued By: felix

Approved By: felix

Scheduled Completion: 03/01/2021

Actual Completion: 03/02/2021

Physical Property Information

Job Addr: 365 HUSTLE TOWN RD

Legal Desc: REAL PROPERTY

Square Footage: 512

Number of Fireplaces: 0

Comments

16X32 FIBERGLASS SWIMMING POOL

Parcel Number: The Map and Parcel number field for this parcel is automatically pulled from the Real Property record for this permit. This field is editable by the user.

Account Number: The Account Number is the realkey for this parcel and is automatically pulled from the Real Property record for this permit. This field is not accessible by the user.

Permit Key: This is a WinGAP assigned number for the building permit and is not accessible by the user.

Permit Year: The year the Building Permit was issued.

Permit Number: The Building Permit Number. A Permit Number of up to 10 numbers/characters can be keyed in the field.

Code: A county-define code for this type of Building Permit.

Permit Owner: The owner of the property for which the Building Permit has been issued.

Contact: A person that can be contacted about the work on the property.

Phone: A phone number where the Contact or Permit Owner can be reached.

Date Issued: The Date the Building Permit was issued. The date can be keyed directly into the field, or the calendar button to the right of the field can be used to insert the date.

Inspection Date: The Date the new construction was first inspected. The date can be keyed directly into the field, or the calendar button to the right of the field can be used to insert the date.

Type: The Type of Construction as authorized by the Building Permit. The user can click on the combo box to view a list of available Construction Types. This list can be added to, or Permit Types can be edited or deleted, by clicking on the Type button to the left of the combo box. This will produce the Permit Type Schedule.

WinGAP - Permit Type Schedule - [User ID = cmartin] (DEVEL) AY2021

Code: []

Descrip: Addition

☒ Update 442 permits using this PERM_TYPE

Help Cancel New Delete Apply OK

Permit Amount: The cost for the Building Permit.

Issued By: The individual that issued the Building Permit. The user can click on the combo box to view the list of names, based upon the WinGAP users that are set up in Tools > Password Administration. This list can be added to, or users can be edited or deleted, by going to the User Administration Form located in Tools > Password Administration.

Approved By: The individual that approved the Building Permit. The user can click on the combo box to view the list of names, based upon the WinGAP users that are set up in Tools > Password Administration. This list can be added to, or users can be edited or deleted, by going to the User Administration Form located in Tools > Password Administration.

Scheduled Completion: The Scheduled Completion Date of the construction for which the Building Permit was issued. The date can be keyed directly into the field, or the calendar button to the right of the field can be used to insert the date.

Actual Completion: The Actual Completion Date of the construction for which the Building Permit was issued. The date can be keyed directly into the field, or the calendar button to the right of the field can be used to insert the date.

Job Address: The street, or Job Address, of the property where the construction is taking place. The Job Address information is pulled from the Street Information fields on the Real Property General Information Form. Information in this field can be changed by clicking the Edit Button to the right of the Job Address field.

Legal Description: The Legal Description of the property where the construction is taking place. The Legal Description information is pulled from the Legal Description field on the Real Property General Information Form. Information in this field can be changed by clicking on the Edit Button to the right of the Legal Description field.

Square Footage: The Square Footage of the construction authorized by the Building Permit is keyed in this field.

Number of Fireplaces: The number of Fireplaces, if any, in the construction authorized by the Building Permit is keyed in this field.

Comments: Unlimited comments about the Building Permit can be entered in this field.

Existing Building Permits are edited by clicking on the appropriate Building Permit in the list box and changing the desired information in the field(s) below the window. The user should click the Apply Button to be sure that any changes are saved before editing another Building Permit or leaving the Form. The Delete Button at the bottom of the Building Permits Form is used to delete a Building Permit. The Building Permit to be deleted should first be selected in the list box by clicking on that item. After clicking the Delete Button the message "Do you Want to delete this permit?" will appear, where the Yes Button can be clicked to delete the Building Permit; clicking on the No Button will cancel the deletion and return the user to the Building Permits Form.

APPEALS FORM

The Appeals Form is used to add, edit, or delete Real Property, Personal Property, and Manufactured Housing Appeals. It can also be used to Search for Appeals. The Form is accessed by clicking the Appeals button located on the right of the Real Property General Information Form, on the right of the Personal Property General Information Form, or on the right of the Prebill Manufactured Housing Form.

WinGAP - Appeals - [User ID = cmartin] (DEVEL) AY2021

Appeal Key: 0 Status: PIN: Acct #: 0 Acres: 0.00 COID#: BOE: ARB: CHO: SUP: []

Appeal Year: Type: Appraiser: Batch: []

Search for other Appeals for this Parcel/Account

Owner Information

Last, First, MI: Corpname: Agent: Address1: Address2: Address3: City / State / Zip: Legal Desc: Homephone: () - Workphone: () - Comments:

Manufactured Housing

Mfg: Width: 0 Decal Yr: Model: Length: 0 Decal No: Year Built: Account #: 0

Motor Vehicles

Mfg: Year Built: Model: Tag No: Photo: VIN: Mileage: 0 Documents: Decal: Decal Yr: Condition:

Values

| | |
|-----------------|---|
| BOA FMV | 0 |
| 30-Day | 0 |
| BOE | 0 |
| Arbitration | 0 |
| Hearing Officer | 0 |
| Superior Court | 0 |
| Resolved | 0 |
| Current | 0 |
| Return | 0 |
| Asserted | 0 |
| Appraisal | 0 |
| VID | 0 |

Dates

| | |
|-------------------|----|
| Notice | // |
| Appealed | // |
| 30 Day Notice | // |
| BOE | // |
| Arbitration | // |
| Hearing Officer | // |
| Sup Court | // |
| Resolved | // |
| Decision | // |
| Fwd/Cert Date | // |
| Postmark | // |
| NOA Info Provided | // |
| BOE Info Provided | // |

Grounds for Appeal

No Show: [] Value: [] Uniformity: [] Taxability: [] Exemption Denied: [] Breach of Covenant: [] Covenant Denied: []

10 Day ARB Receipt: 10 Day ARB Appr'l Reject: Appraisal Acceptance Ltr: Appraisal Rejection Letter: SC Settlement Letter: SC No Settlement:

Appr Recd: Apr Decide: [] Accept: [] Reject: []

No Chg Ltr: No Chg Ltr: No Chg Ltr: Conference: Conf Time: 12:00:00 AM

Temp Bill Options: Temp Bill Amt: 0

Buttons: Cancel New Delete Apply OK

When the Appeals form is first accessed, and no Appeals have yet been added for the Parcel, the data entry fields on the Appeals form are "grayed out". To add a new Appeal, the user must click the New Button on the bottom of the Appeals form to gain access to these fields. If Appeals exist on the parcel, the most recent Appeal will display, and other Appeals, if any, can be looked at by clicking the Search for Other Appeals button in the top left of the Appeals form.

GENERAL INFORMATION

The screenshot shows the top section of the Appeals form. It includes several input fields and dropdown menus. The 'Appeal Key' field contains the value '466367'. The 'Status' dropdown is set to 'Active'. The 'PIN' field contains '001-2-3-002-0000'. The 'Acct #' field contains '19659'. The 'Acres' field contains '250.00'. The 'COID#' field is empty. The 'Appeal Year' field contains '2021'. The 'Type' dropdown is set to 'Real'. The 'Appraiser' field contains 'JACK JOHNSON'. The 'Batch' field is empty. There are checkboxes for 'BOE', 'ARB', 'CHO', and 'SUP', with 'BOE' checked. At the bottom of this section, there is a button labeled 'Search for other Appeals for this Parcel/Account' and a 'Values' label.

Appeal Key: The Appeal Key is a unique number assigned by WinGAP when each appeal is added. This field is not accessible to the user.

Appeal Year: The digest (appraisal) year the Appeal was filed for. The field defaults to the current appraisal year, which can be changed by the user.

Status: The current Status of the Appeal, such as Active. When first adding an appeal, the combo box selection defaults to Active; if it is necessary to change the Status at this point, the user can click on the combo box to display a list of the valid Status types, as seen below, or key the first letter of the Status description to select the Status. **A Status must be selected initially and then maintained as the appeal progresses through the appeals process.**

The screenshot shows a dropdown menu for the 'Status' field. The menu is open, displaying a list of status options. The 'Active' option is currently selected and highlighted in blue. Other options in the list include '30 Day', 'ARB No Change', 'Arbitration', 'BOE', 'BOE Expired', 'BOE Final', 'BOE No Change', 'CHO', 'CHO No Change', 'Inactive', 'Late Filed - Denie', 'Resolved', 'Superior Court', 'Waived', and 'Withdrawn'. The dropdown has up and down arrow buttons at the top and bottom.

Listed below are the current Appeal Status options and the WinGAP codes associated with them:

- 30 Day - 2
- Active - A
- Arb No Change - O
- Arbitration - T
- BOE - B
- BOE Expired - E
- BOE Final - F
- BOE No Change - N
- CHO - H
- CHO No Change - P
- Inactive - I
- Late Filed – Denied - L
- Resolved - R
- Superior Court - S
- Waived - D
- Withdrawn - W

Type: The Type of Appeal, which defaults to the type of property based on the form from which the Appeals form was opened: Real, Personal, or Manufactured Housing. This field can be changed by the user.

P.I.N.: The Map and Parcel number field of the account the appeal is for. This field is not accessible by the user.

Appraiser: The Appraiser responsible for handling the Appeal. The user can click on the combo box to display a list of the Appraisers that have Appeal edit rights.

Acct #: The account number of the property being appealed, either realkey (Real Property), perskey (Personal Property), or mobilekey (Manufactured Housing).

Acres: Total parcel acres for a Real Property appeal.

COID#: The COID# field is disabled for Appeals and is not used.

Batch: If desired, a County defined number can be keyed in the Batch field that will allow the County to print Appeals for a specific grouping of Appeals.

NOTE: The BOE, ARB, CHO, SUP checkboxes shown in the above image are discussed below.

OWNER INFORMATION

This information will automatically populate with data from the corresponding fields on the property's Owner record. It can be edited by the user if necessary.

| Owner Information | | | |
|--------------------|----------------------|----------------------|----------------------|
| Last, First, MI | <input type="text"/> | | |
| Corpname | <input type="text"/> | | |
| Agent | <input type="text"/> | | |
| Address1 | <input type="text"/> | | |
| Address2 | <input type="text"/> | | |
| Address3 | <input type="text"/> | | |
| City / State / Zip | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Legal Desc | <input type="text"/> | | |
| Homephone | <input type="text"/> | Workphone | <input type="text"/> |
| Comments | <input type="text"/> | | |

Last: The Last name field is the first of the Owner Information fields on the Appeal Form. This field is 20 characters wide and should contain the Last name of the Owner of the property under Appeal, unless the County chooses to place its Owner names in the Corporate name field, in which case the Owner's name should be keyed in the Corporate name field and the Last name field left blank. If the Last name field is used, a comma should NOT be placed after the name.

First: This field is also 20 characters wide and should contain the First name of the Owner, but only if there is a Last name entered.

MI: The Owner's middle initial, if any, is keyed here if the Last and First name fields are used.

CorpName: If the County uses the Corporate Name field for Owner's names, then the name of the Owner of the property under Appeal should be keyed here in the following format: Last Name followed by a space then the First Name followed by a space then the Middle Initial.

Agent: The individual or company designated by the property Owner to handle the Appeal.

Address Fields: There are three fields where address information can be entered. Each field is 40 characters wide. The property location address is usually keyed in the first Address field. Additional Owners can also be keyed in this field.

City: The property Owner's City is keyed here.

State: The Owner's State is keyed here.

Zip: The Zip Code of the Owner is keyed in this field.

Legal Description: The Legal Description of the property is keyed in this field.

Home Phone: The Home Phone number of the property Owner is keyed in this field.

Work Phone: The Work Phone of the Owner is keyed in this field.

Comments: Any Comments about the Appeal are keyed in this field.

MANUFACTURED HOUSING INFORMATION

If the appeal is for a Manufactured Home, this section of the form will be available to edit. This information will automatically populate with data from the corresponding fields on the Manufactured Housing record. If it is for Real or Personal property, this portion of the form will be “grayed out”.

| Manufactured Housing | | | |
|----------------------|------------------|-----------|--------|
| Mfg | FLEETWOOD | Width | 28 |
| Model | AMERICAN MANSION | Length | 72 |
| Decal Yr | 2020 | Decal No | 123456 |
| Year Built | 2018 | Account # | 82567 |

Mfg: The Manufacturer of the Manufactured Home.

Model: The Model of the Manufactured Home.

Width: The width of the Manufactured Home is keyed in this field.

Length: The length of the Manufactured Home is keyed in this field.

Decal Yr: The Decal Year for the Manufactured Home for the Appeal Year in question is keyed in this field.

Decal: The Decal Number that was on the Manufactured Home for the Appeal Year in question is keyed in this field.

Year Built: The Year the Manufactured Home was manufactured.

Account #: This is the mobilekey for the property.

VALUES INFORMATION

| Values | |
|-----------------|---|
| BOA FMV | 0 |
| 30-Day | 0 |
| BOE | 0 |
| Arbitration | 0 |
| Hearing Officer | 0 |
| Superior Court | 0 |
| Resolved | 0 |
| Current | 0 |
| Return | 0 |
| Asserted | 0 |
| Appraisal | 0 |
| VID | 0 |

BOA FMV: The Board of Assessors Fair Market Value for the Property.

30-Day: The value of the Property that the Board of Assessors sets after a review of the property when the appeal is initially filed.

BOE: The value of the Property as determined by the Board of Equalization after they hear the Appeal.

Arbitration: The Property Owner may opt to appeal to an arbitration board instead of the Board of Equalization. If that is true, the value resulting from the Arbitrator's decision would be entered in the Arbitration field. **NOTE:** You cannot have both a BOE Value on the Appeals Form AND an Arbitration Value; it must be one or the other.

Hearing Officer: The value assigned by the Hearing Officer assigned to hear the Appeal. The property must be over \$1,000,000 in value.

Superior Court: The value of the Property as determined by the Superior Court after the Appeal is heard in Court.

Resolved: The value of the Property that is signed off on by the Owner. "Signed off on" also could be when the Owner no longer appeals. An example might be if the 21-day notice is mailed and the Owner does not appeal to the BOE, then the 21-day value should then be moved to resolved and the appeal status changed to resolved.

Current: The Current Value of the Property based upon whatever stage the Appeal is in. For example, if the BOE decision has been made, the value handed down from the BOE should appear in Current and also in the BOE Value field.

Return: The Return Value of the Property, as entered on the Appeal Form by the Owner of the Property.

Asserted: The value of the Property as asserted by the Appellant.

Appraised: The value of the Property as declared on a Certified Appraisal.

VID: The Value In Dispute, which is the difference between the Current Value and the Return Value.

CHECKBOXES AND LETTERS

BOE, ARB, CHO, and SUP checkboxes: These checkboxes are used to designate if the Appellant requests Board of Equalization, Arbitration, County Hearing Office review, or wants to appeal directly to the Superior Court.

☐ BOE ☐ ARB ☐ CHO ☐ SUP

☐ No Show

☐ Value

☐ Uniformity

☐ Taxability

☐ Exemption Denied

☐ Breach of Covenant

☐ Covenant Denied

10 Day ARB Receipt

10 Day ARB Appr'l Reject

Appraisal Acceptance Ltr

Appraisal Rejection Letter

SC Settlement Letter

SC No Settlement

No Show Checkboxes: Indicates if the Appellant failed to show for either the BOE, ARB, CHO, or Superior Court hearings of the Appeal. Each checkbox is to the right of the Value field for that applicable Appeal Status.

Grounds for Appeal: These six checkboxes are used to select the reason(s) for the Appeal.

10 Day ARB Receipt: Prints a letter showing that the request for Arbitration Appeal was received.

10 Day ARB Appr'l Reject: Prints a letter showing the Certified Appraisal submitted for the Arbitration Appeal was rejected.

Appraisal Acceptance Ltr: Prints a letter showing that the Appellant's Appraisal Value was accepted.

Appraisal Rejection Letter: Prints a letter showing that the Appellant's Appraisal Value was rejected.

SC Settlement Letter: Prints a letter notifying the Appellant of the date and time of the upcoming Superior Court Settlement conference.

SC No Settlement: Prints a letter indicating that No Settlement could be reached during the Superior Court conference.

DATES INFORMATION

| Dates | |
|-------------------|-------------|
| Notice | // |
| Appealed | // |
| 30 Day Notice | // |
| BOE | // |
| Arbitration | // |
| Hearing Officer | // |
| Sup Court | // |
| Resolved | // |
| Decision | // |
| Fwd/Cert Date | // |
| Postmark | // |
| NOA Info Provided | // |
| BOE Info Provided | // |
| Apr Recd | // |
| Apr Decide | // |
| No Chg Ltr | // |
| No Chg Ltr | // |
| Conference | // |
| Conf Time | 12:00:00 AM |
| Temp Bill Amt | 0 |

Notice: The date of the Assessment Notice for the Property.

Appealed: The date the Owner of the Property appealed the Property value.

30 Day Notice: The date the 30 Day Notice was mailed.

BOE: The date of the BOE hearing.

Arbitration: The date of the Arbitration hearing.

Hearing Officer: The date of the Hearing Officer hearing.

Sup Court: The date of the Superior Court hearing.

Resolved: The date the appeal was resolved.

Decision: The decision date is a tracking mechanism that allows the County to track any 'decision' they see fit. There are no validation rules here. For example, the County might enter a court date in the Sup Court date field,

and then enter the date they receive the judge's decision in the Decision date field. This allows the tracking of more details in the Appeal process.

Fwd/Cert Date: The date the county appeal administrator forwarded the appeal to the BOE for scheduling.

Postmark: The date an appeal received by mail was postmarked. The law allows for mailed appeals to be received after the deadline so long as they were postmarked inside of that deadline.

NOA Info Provided: The date the county provided information requested by the taxpayer under 45-5-306, such as a description of the methodology used by the board of tax assessors in setting the property's fair market value, all documents reviewed in making the assessment, the address and parcel identification number of all real property utilized as qualified comparable properties, and all factors considered in establishing the new assessment.

BOE Info Provided: The date the county provided information requested by the taxpayer under 48-5-311, such as a list of witnesses, documents, or other written evidence to be presented at the hearing.

Apr Recd: The Appraisal received date. The law stipulates that the Assessor's Office only has a certain amount of time to respond once an appraisal is submitted by the appellant.

Apr Decide: The date that the Assessor's Office decided to either accept or reject the appellant's submitted appraisal.

No Chg Ltr: The No Change Letter date fields to the right of the BOE, Arbitration, and Hearing Officer date fields allows the Assessor's Office to track the dates they send the Appellant a notice that they are not changing the value from the originally appealed value.

Conference: The date of the Superior Court Settlement conference.

Conf Time: The time of the Superior Court Settlement conference.

Temp Bill Amt: The Temporary Billing Amt field and Temp Bill Options button are used to create a Temporary Bill and Amount for an Appeal under certain circumstances such as Value, Improvements on the property, and Homestead status. Clicking the Temp Bill Options button produces the form below.

WinGAP - Temporary Billing Selections - [User ID = felix] (DEVEL) AY2022

Select Property Characteristics on the Left

Current Value: 80,000

☐ Non-Homestead Less Than 2M - No Substantial Imps (DOR Type 1)
☐ Non-Homestead Less Than 2M - With Substantial Imps (DOR Type 2)
☐ Homestead - No Permits or Structural Imps (DOR Type 5)
☐ Homestead - With Permits or Structural Imps (DOR Type 6)
☐ Non-Homestead Greater Than 2M - No Substantial Imps (DOR Type 3)
☐ Non-Homestead Greater Than 2M - With Substantial Imps (DOR Type 4)

☐ Option 1 (Lesser of A or B) ☐ Option 2 (85% of Current) ☐ Option 3 (Escrow) ☐ Option 4 (100% Current FMV)

| Option A | Option B | Option C | Option D |
|---|---|---|----------------------------|
| Select Property Characteristics on the Left | Select Property Characteristics on the Left | Select Property Characteristics on the Left | 100% of Current Year Value |

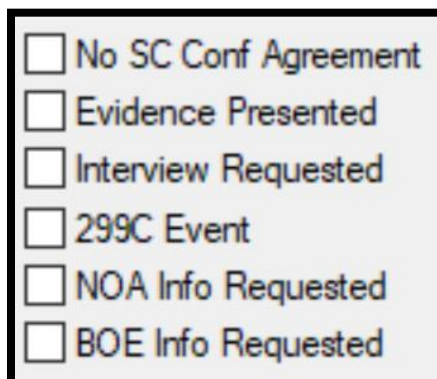
Value used to calculate tax bill = 0

DOR Billing Code =

Cancel OK

The property owner has an option to elect how they want their tax bill to calculate while it is under appeal. The options available to the property owner are determined by the physical characteristics of the parcel as shown on the form above. The form changes and helps lead the WinGAP user and the property owner into selecting the correct options. These options were established by Georgia Law. The WinGAP form and interactivity merely do what the law defines.

OTHER CHECKBOXES



- ☐ No SC Conf Agreement
- ☐ Evidence Presented
- ☐ Interview Requested
- ☐ 299C Event
- ☐ NOA Info Requested
- ☐ BOE Info Requested

No SC Conf Agreement: A check in this box indicates that no agreement was reached at the Settlement Conference prior to a Superior Court appeal hearing.

Evidence Presented: This checkbox allows the tracking of when Evidence was presented during the Appeal process, as it triggers events and rights regarding the Appeal.

Interview Requested: This checkbox allows the tracking of when the Appellant requests an interview with the Assessor's Office and the date of the request. There are time requirements for the Assessor's Office in granting this interview.

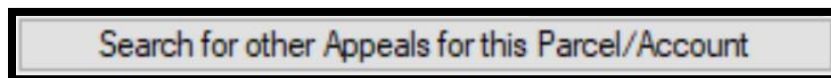
299C Event: This box should be checked if the final Decision locks the property's value in accordance with O.C.G.A 48-5-299(c).

NOA Info Requested: A check in this box indicates that additional information about the Notice of Assessment has been requested from the taxpayer.

BOE Info Requested: A check in this box indicates whether the Board of Equalization has requested additional information from the taxpayer.

SEARCH FOR OTHER APPEALS FOR THIS PARCEL/ACCOUNT

This button, located at the top left of the appeal form, will open a historical record of all appeals for a parcel.



Clicking this button will transform the Owner Information box into a complete historical record of the appeals for this parcel.

Owner Information

Close List

| Recid | Appealkey | Realkey | Perskey | Mobilekey | Appeal_No | Appealty |
|-------|-----------|---------|---------|-----------|-----------|----------|
| 39923 | 463534 | 54 | | | | R |
| 33386 | 456991 | 54 | | | | R |
| 31468 | 455073 | 54 | | | | R |
| 28822 | 429238 | 54 | | | | R |
| 22990 | 340092 | 54 | | | | R |
| 17133 | 252396 | 54 | | | | R |
| 1657 | 26080 | 54 | | | | R |

<

>

The records can be viewed inside the list by scrolling left-to-right inside the box, while any of the appeals can be opened to view on the appeal form by clicking on that item, and the complete appeal form will display including decision values and dates.

DUPLICATE ITEMS FORM

Real Property Items such as Improvements, Sales, and Permits can be duplicated, or copied from one parcel to another, by clicking the Dup Items (Duplicate Items) Button on the Real Property General Information Form. This is useful when a Subdivision is being built and many of the houses are similar in structure and other construction characteristics.

WinGAP - Duplicate Items - [User ID = cmartin] (DEVEL) AY2021

Current Parcel : 001230020000

| | | |
|------------|--------------------------------------|-----------------|
| Acc Imp : | 34636 SHED - FRAME AVERAGE | 1990 Grade : 10 |
| Acc Imp : | 34637 SHELTER(NO SIDES) - FRAME AVG | 2004 Grade : 10 |
| Acc Imp : | 34638 SHED / UTILITY BUILDING | 1991 Grade : 10 |
| Acc Imp : | 34639 SHED / UTILITY-SALVAGE | 1990 Grade : 10 |
| Acc Imp : | 3287216 CARPORT-ALUMINUM ROOF & POST | 2013 Grade : 10 |
| Acc Imp : | 3310187 BARN - FRAME EXCELLENT | 2020 Grade : 10 |
| Documents: | pt61.log | |
| Permit : | 272209 Type : Pool | |

Select Parcel to receive transferred improvement

... Search

☒ Clear Physical Address

Cancel Apply OK

A list of the Property Items currently on this parcel will appear in the list box at the top of the form. The user should first key in the parcel number of the property that will receive the duplicated item in the yellow parcel number field and click the Search Button. A list of parcels beginning with the keyed parcel number will display in the list box beneath the parcel number field.

WinGAP - Duplicate Items - [User ID = cmartin] (DEVEL) AY2021

Current Parcel : 001230020000

| | | |
|-----------|--------------------------------------|-----------------|
| Acc Imp : | 34636 SHED - FRAME AVERAGE | 1990 Grade : 10 |
| Acc Imp : | 34637 SHELTER(NO SIDES) - FRAME AVG | 2004 Grade : 10 |
| Acc Imp : | 34638 SHED / UTILITY BUILDING | 1991 Grade : 10 |
| Acc Imp : | 34639 SHED / UTILITY-SALVAGE | 1990 Grade : 10 |
| Acc Imp : | 3287216 CARPORT-ALUMINUM ROOF & POST | 2013 Grade : 10 |
| Acc Imp : | 3310187 BARN - FRAME EXCELLENT | 2020 Grade : 10 |

Documents: pt61.log
Permit : 272209 Type : Pool

Select Parcel to receive transferred improvement

083-3-2-009-0000 Search

| | | | |
|--------------|---------|----------------------|-------------------------------------|
| 083320090000 | 0.74 S0 | JOHNSON DWAYNE | 247 HUSTLE TOWN RD DALLAS, GA 30 |
| 083320100000 | 0.99 S1 | MCCUTCHEN STEPHEN K | MCCUTCHEN JACKIE M 323 JOHN |
| 083320110000 | 0.48 S1 | MARCUS JASON | MARCUS AMANDA 339 JOHNSTONS |
| 083320120000 | 0.46 S0 | THOMAS JEREMY B | THOMAS NANCY OWEN 371 JOHNSTONS WAY |
| 083320130000 | 1.10 S0 | MEGGITT CHRISTY | MCGILL ALEX 421 JOHNSTONS WAY DALI |
| 083320140000 | 1.48 L8 | MOFFITT SHELLEY A | MOFFITT HOWARD 147 SIGNAL I |
| 083320150000 | 1.00 S0 | DAVIS AMANDA | DAVIS STEPHEN 96 SIGNAL PT |
| 083320160000 | 1.74 S0 | JONES JOHN M | JONES JUNE E 77 STEWART DR |
| 083320170000 | 0.79 S1 | MARSH JONATHAN JR | MARSH ROSA M 110 STEVENSON |
| 083320180000 | 0.46 S0 | CANUP FRANK H | CANUP BETTY J 402 MONA PL DALLAS, |
| 083320190000 | 0.66 S1 | RICHARDSON KAREN D | 380 MONA PL DALLAS, GA 30132 |
| 083320200000 | 0.46 S0 | CHAMBERS CHARLES F | CHAMBERS JOYCE M 2 CLEMONS DR ROC |
| 083320210000 | 0.60 S1 | MORRIS WILLIAM W III | MORRIS PATTI D 436 MONA PL DALLAS, |
| 083320220000 | 0.47 S1 | RIKER EDITH L | 327 MARTY LN DALLAS, GA 3 |

JOHNSON DWAYNE
247 HUSTLE TOWN RD
Legal : REAL PROPERTY
Acres : 0.74
Account [realkey] : 4

☒ Clear Physical Address

Cancel Apply OK

The user can click in the list box on the parcel that is to receive the duplicated item to verify that this is the correct parcel. The next step in the Duplicate Items process is to select the item to be transferred. This is done by clicking on the appropriate item in the list box at the top of the Form.

WinGAP - Duplicate Items - [User ID = cmartin] (DEVEL) AY2021

Current Parcel : 001230020000

Acc Imp : 3310187 BARN - FRAME EXCELLENT 2020 Grade : 10
 Documents: pt61.log
 Permit : 272209 Type : Pool
 Res Imp : 11885 2002 Grade : 110 Area : 2056 Value : 241
 Sale : 612749 05/24/1988 Bk/Pg : 137 443
 Sale : 1689113 07/11/1990 Bk/Pg : 201 730
 Sale : 1820831 03/02/2020 Bk/Pg : 208 356
 Timber : 55337202 2021 Form : 123

Select Parcel to receive transferred improvement

083-3-2-009-0000 Search

| | | | |
|--------------|---------|----------------------|-------------------------------------|
| 083320090000 | 0.74 S0 | JOHNSON DWAYNE | 247 HUSTLE TOWN RD DALLAS, GA 301 |
| 083320100000 | 0.99 S1 | MCCUTCHEN STEPHEN K | MCCUTCHEN JACKIE M 323 JOHN |
| 083320110000 | 0.48 S1 | MARCUS JASON | MARCUS AMANDA 339 JOHNSTONS |
| 083320120000 | 0.46 S0 | THOMAS JEREMY B | THOMAS NANCY OWEN 371 JOHNSTONS WAY |
| 083320130000 | 1.10 S0 | MEGGITT CHRISTY | MCGILL ALEX 421 JOHNSTONS WAY DALI |
| 083320140000 | 1.48 L8 | MOFFITT SHELLEY A | MOFFITT HOWARD 147 SIGNAL I |
| 083320150000 | 1.00 S0 | DAVIS AMANDA | DAVIS STEPHEN 95 SIGNAL PT |
| 083320160000 | 1.74 S0 | JONES JOHN M | JONES JUNE E 77 STEWART DR |
| 083320170000 | 0.79 S1 | MARSH JONATHAN JR | MARSH ROSA M 110 STEVENSON |
| 083320180000 | 0.46 S0 | CANUP FRANK H | CANUP BETTY J 402 MONA PL DALLAS, |
| 083320190000 | 0.66 S1 | RICHARDSON KAREN D | 380 MONA PL DALLAS, GA 30132 |
| 083320200000 | 0.46 S0 | CHAMBERS CHARLES F | CHAMBERS JOYCE M 2 CLEMONS DR ROCE |
| 083320210000 | 0.60 S1 | MORRIS WILLIAM W III | MORRIS PATTI D 436 MONA PL DALLAS, |
| 083320220000 | 0.47 S1 | RIKER EDITH L | 327 MARTY LN DALLAS, GA 3 |

JOHNSON DWAYNE
 247 HUSTLE TOWN RD
 Legal : REAL PROPERTY
 Acres : 0.74
 Account [realkey] : 4

☒ Clear Physical Address

Cancel Apply OK

The Apply Button can be clicked to duplicate the item on the selected parcel and remain on the Duplicate Items Form, or the OK Button can be clicked to duplicate the item and return to the Real Property General Information Form. Only one Property Item at a time can be duplicated using the Duplicate Items Form.

BUSINESS LICENSE FORM

The Business License Form is used to add, edit, or delete Business Licenses for Real and Personal Property. Business Licenses allow the Assessor's Office to keep track of new and existing businesses in the County and make sure that all Real and Personal property is placed on the tax digest. Business License Information is usually entered directly from a copy of the Business License application issued by the appropriate County or City office.

The Form is accessed by clicking the Bus Lic Button located on the right side of the Real and Personal Property General Information forms. When the Business License Form is first accessed and no licenses have yet been added for the Parcel, the data entry fields on the Business Licenses Form are "grayed out". To add a new Business License, the user must click the New Button on the Business Licenses Form to gain access to these fields. If any Business Licenses exist on the Parcel, the Bus Lic Button will display the number of Licenses to the right of the word "Bus Lic", and clicking on the Bus Lic button will display the existing Business Licenses.

WinGAP - Business Licenses - [User ID = cmartin] (DEVEL) AY2021

| Perskey | Realkey | Co_Id_Num | Busi_Id | Createdate | Issuedate | Busikey |
|---------|---------|-----------|---------------------------------------|------------|-----------|---------|
| 43051 | | 879456 | VINCE MCMAHON INDUSTRIAL SUPPLIES INC | 03/04/2... | 03/04/... | 7992 |

BusiKey: Realkey: Perskey: Parcel Number: CO-ID-NUM:

Business Address:

 Phone: SST:

Owner:
 Address:

 Phone: SSN:

St Num: St Ext: St Dir: St Name: St Type: St Unit: Quad:

Accountant:
 Contact:
 Email:
 Renewal (Y/N): Type:

Busi type:

Naics: Create Date:
 Status: Issue Date:
 Employees: Paid Date:
 Fee: Expire Date:
 Late Fee: Bus License #:
 Issued By:

Busikey: The Business Key, which is assigned by WinGAP to this Business License record. The user does not have access to this field.

Realkey: The Real Property Key, which is pulled from the Parcel record this Business License is attached to. The user does not have access to this field.

Perskey: The Personal Property Key, which is pulled from the Personal Property Account record this Business License is attached to. The user does not have access to this field.

Parcel Number: The Parcel Number, which is pulled from the Parcel record this Business License is attached to. The user does have access to this field.

CO-ID-NUM: The County Identification Number, which can be entered by the user when a Business License is added to a Real Property parcel. When a Business License is added to a Personal Property Account, the County Identification Number is pulled from the Account record this Business License is being added to. The user has access to this field.

Business: The Business Name for this Business License.

Address: There are three address fields where the Business address information can be entered. Each field is 40 characters wide. The first line of the address may be keyed in the first address field. Any mailing addresses that were not keyed on the first address line can be entered in the second and third Address fields. The fourth address line contains fields where the City, State, and Zip Code are keyed.

Phone: The Business phone number, if known, is keyed in this field. If a Business or Corporation, the main phone number of the business. The field is pre-formatted for the phone number, and only numbers, beginning with the Area Code, can be keyed in the field.

SST: The State Sales Tax Number of the Business, if known, is keyed here.

Owner: The Owner of the Business. The Owner's name is pulled from the Owner Information record for the parcel the Business License is attached to. If the Business has a different owner name, that name can be keyed here. The two fields below the Owner name are for first name and middle initial.

Address: There are four lines for the address information for the Business Owner. Like the Owner's name, the address information is also pulled from the Owner Information record for the parcel the Business License is attached to. If the Owner's address is different, that change can be made here.

Phone: The Owner's phone number is also pulled from the Owner Information record for the parcel the Business License is attached to. If the Owner has a different phone number, the number can be keyed here. The field is pre-formatted for the phone number, and only numbers, beginning with the Area Code, can be keyed in the field.

SSN: The Owner's Social Security Number is also pulled from the Owner Information record for the parcel the Business License is attached to. If the Owner has a different SSN, the number can be keyed here. The field is pre-formatted for the number, and only numbers can be keyed in the field.

St Num: All the Street Information is pulled from the Parcel or Account record for the Business. If any of this information is missing, such as the Street Number, it can be keyed in the respective fields.

St Ext: The Street Extension, such as A, 1/2, etc.

St Dir: The Street Direction (North, Southeast, etc.) of the street.

St Name: The name of the Street or Road where the Parcel is located. Up to 25 characters of information can be placed in this field.

St Type: The Type of Street, such as Road, Drive, Hwy, Lane, etc.

St Unit: The Unit Number of the property, sometimes used by Apartments and Condominiums. Examples would be Unit 5, Apartment A, etc.

Quad: The post-direction used in addressing, such as 4888 Peachtree St. NW. The NW is the post-direction.

Accountant: The Name of the Accountant for the Business, if known is keyed in this field.

Contact: The name of the Contact person for this Business.

Address: There are four lines for the address information for the Business Owner. Like the Owner's name, the address information is also pulled from the Owner Information record for the parcel the Business License is attached to. If the Owner's address is different, that change can be made here.

Email: The Email address for the Business, if known.

Renewal Y/N: If this is a new Business License for an existing or new Business, a N should be keyed in this field. If an existing Business License is being renewed, a Y should be keyed in the field.

Type: The Type of Business. Business Types are set up in Tools > Schedules/Tables > Business License Types. The user can click on the Type combo box to select a Business Type. Pressing the Tab key will take the user to the next field.

Busi Type: Additional information about the Type of Business can be keyed in this field.

Naics: The Naics (North American Industry Classification System) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. The 5-digit code, if known for this type of business, is keyed here.

Status: The county can use this field to specify if the business is Active/Inactive or for other purposes, if needed.

Employees: The number of Employees, if known, is keyed in this field. Many Business License systems use the number of employees as the basis for the Business License Fee.

Fee: The Business License Fee is keyed in this field.

Late Fee: The Late Fee that is assessed to the Business if the Business License application or renewal is filed after the expiration date.

Issued By: The name or initials of the person that issued the Business License Types.

Create Date: The date that the Business License is added to WinGAP. This date is system generated and placed in the field, but it can be changed by the user.

Issue Date: The date that the Business License was issued.

Paid Date: The date that the Business License fee was paid.

Expire Date: The date that the Business License expires.

Bus License #: The License number that is on the Business License that is issued to the business.

Comments: The large field at the bottom of the Business License form is where an unlimited amount of Comments about the Business License can be entered.

Existing Business Licenses are edited by clicking on the appropriate Business License in the list box and changing the desired information in the field(s) below the window. The user should click the Apply Button to be sure that any changes are saved before editing another Business License or clicking OK to leave the Form.

The Delete Button at the bottom of the Business License Form is used to delete a Business License. The Business License to be deleted should first be selected in the list box by clicking on that item. After clicking the Delete Button the message "Do you wish to delete this item?" will appear, where the Yes Button can be clicked to delete the Business License; clicking on the No Button will cancel the deletion and return the user to the Business License Form.

INCOME FORM

The Income Form is used to add, edit, or delete information used to value property by the Income Approach. The Form is accessed by clicking the Income Button located on the bottom right of the Real Property General Information Form. If the parcel has an existing Income Detail record, an asterisk will appear on the Income Button. Clicking this button opens the Income Parcel Summary form, which displays a summary of the Income Details records for this parcel. If there are no Income Details records for this parcel, this form will say "there are no records to view".

| Descrip | Catdesc | Inc_Value | Inc-Cs | Inc_Imp | Inc_Land | Realkey | Detailkey |
|--------------------------------|---------|-----------|--------|---------|----------|---------|-----------|
| (There are no records to view) | | | | | | | |

Total Income Value: 0

Cancel Delete Edit OK

To update an existing Income Details record, select it from the list and click Edit. The Edit button is also used to add a new Income Details record to a parcel. Clicking this button will take the user to the Income Details Form. The existing Income Models display in the list box at the top of the Form. If no Income information has been added for the Parcel, the data entry fields on the Income Details Form are "grayed out". To add new Income information, the user must click the New Button on the Income Form to gain access to these fields.

WinGAP - Income Details - [User ID = cmartin] (DEVEL) [082430240000]] AY2021 ? X

| RECID | Modelkey | Modeltype | Descrip | Bed1_Desc |
|----------------------------|----------|-----------|----------------------------|----------------|
| Category | | | | |
| 4 | 4 | 3 | APARTMENTS - MARKET | 1 BEDRM/1 BATH |
| 5 | 5 | 1 | OFFICE - GENERAL | |
| Category Unassigned | | | | |
| 1 | 1 | 3 | MERCHANTS COURT APARTMENTS | 2BR/2BA |
| 2 | 2 | 3 | CREEKSTONE PHS I | 1BR/1BA |
| 3 | 3 | 3 | CREEKSTONE PHS II | 1BDRM/1BTH |

Valuation Details

APARTMENTS - MARKET

| | Base | Adj | Final | Units | Income |
|--------------|-------|----------|--------|-------|--------|
| One Bed | 0 | 0.0000 % | 0 | 0 | 0 |
| Two Bed | 0 | 0.0000 % | 0 | 0 | 0 |
| Three Bed | 0 | 0.0000 % | 0 | 0 | 0 |
| Four Bed | 0 | 0.0000 % | 0 | 0 | 0 |
| Five Bed | 0 | 0.0000 % | 0 | 0 | 0 |
| Six Bed | 0 | 0.0000 % | 0 | 0 | 0 |
| \$ / SF | 0.00 | 0.0000 % | 0.00 | 0 | 0 |
| \$ / Room | 0 | 0.0000 % | 0 | 0 | 0 |
| GRM | 0.00 | 0.0000 % | 0.00 | 0 | 0 |
| Misc. Income | 0 | | | | |
| Vacancy % | 0 | 0.0000 % | 0.0000 | | |
| Expenses % | 0 | 0.0000 % | 0.0000 | | |
| Cap Rate | 0.000 | 0.0000 % | 0.000 | | |

Comments

Reset

Model Term *Annual*

Cancel Delete New Apply OK

Dig Class

☐ RES
☐ AGR
☐ COM
☐ IND
☐ EX

PGI

☐ EGI
☐ NOI
☐ Total Value
☐ Personal Value
☐ Real Value
☐ Land Value
☐ Imp Value

☐ Income as Parcel Current Value

After clicking the New Button, the user must first select the correct Model Type in the list box at the top of the Income Details Form. Selecting the Model Type will fill in the appropriate fields on the Income Details Form for that Model Type. Only fields that are required for the selected Income Model are enabled and available for data entry. The user then adds the remaining data and/or adjustments required to generate an Income Value for the property.

WinGAP - Income Details - [User ID = cmartin] (DEVEL) [082430240000]] AY2021 ? X

| RECID | Modelkey | Modeltype | Descrip | Bed1_Desc |
|----------------------------|----------|-----------|----------------------------|----------------|
| Category | | | | |
| 4 | 4 | 3 | APARTMENTS - MARKET | 1 BEDRM/1 BATH |
| 5 | 5 | 1 | OFFICE - GENERAL | |
| Category Unassigned | | | | |
| 1 | 1 | 3 | MERCHANTS COURT APARTMENTS | 2BR/2BA |
| 2 | 2 | 3 | CREEKSTONE PHS I | 1BR/1BA |
| 3 | 3 | 3 | CREEKSTONE PHS II | 1BDRM/1BTH |

Valuation Details

APARTMENTS - MARKET

| | Base | Adj | Final | Units | Income |
|----------------|-------|----------|--------|-------|--------|
| 1 BEDRM/1 BATH | 955 | 0.0000 % | 0 | 0 | 0 |
| 2 BEDRM/1 BATH | 1,075 | 0.0000 % | 0 | 0 | 0 |
| 2 BEDRM/2 BATH | 1,045 | 0.0000 % | 0 | 0 | 0 |
| 3 BEDRM/2 BATH | 1,280 | 0.0000 % | 0 | 0 | 0 |
| | 0 | 0.0000 % | 0 | 0 | 0 |
| | 0 | 0.0000 % | 0 | 0 | 0 |
| \$ / SF | 0.00 | 0.0000 % | 0.00 | 0 | 0 |
| \$ / Room | 0 | 0.0000 % | 0 | 0 | 0 |
| GRM | 0.00 | 0.0000 % | 0.00 | 0 | 0 |
| Misc. Income | 0 | | | | |
| Vacancy % | 5 | 0.0000 % | 0.0000 | | |
| Expenses % | 50 | 0.0000 % | 0.0000 | | |
| Cap Rate | 7.500 | 0.0000 % | 0.000 | | |

Comments Reset

Dig Class

☐ RES
☐ AGR
☒ COM
☐ IND
☐ EX

PGI

☐ EGI
☐ NOI
☐ Total Value

☐ Personal Value
☐ Real Value
☐ Land Value
☐ Imp Value

☐ Income as Parcel Current Value

Model Term *Monthly*

Cancel Delete New Apply OK

Unit Description/Base Rate: Directly beneath the Valuation Details heading on the Income Details Form are the Unit Descriptions and Base rates. This information is taken from the Income Schedule for that Income Model Type and includes all room descriptions, \$/SF rates, \$/Room rates, GRM rates, Vacancy %, Expenses %, and the Cap Rate. These items are not accessible on the Income Details Form. Depending on the Model Type, the appropriate field(s) will be completed from schedule information.

\$/Bedroom

| Valuation Details | | | |
|---------------------|-------|----------|---------|
| APARTMENTS - MARKET | | | |
| | Base | Adj | Final |
| 1 BEDRM/1 BATH | 955 | 0.0000 % | 11,460 |
| 2 BEDRM/1 BATH | 1,075 | 0.0000 % | 12,900 |
| 2 BEDRM/2 BATH | 1,145 | 0.0000 % | 13,740 |
| 3 BEDRM/2 BATH | 1,280 | 0.0000 % | 15,360 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| \$ / SF | 0.00 | 0.0000 % | 0.00 |
| \$ / Room | 0 | 0.0000 % | 0 |
| GRM | 0.00 | 0.0000 % | 0.00 |
| Misc. Income | 0 | | |
| Vacancy % | 5 | 0.0000 % | 5.0000 |
| Expenses % | 50 | 0.0000 % | 50.0000 |
| Cap Rate | 7.500 | 0.0000 % | 7.500 |

\$/SF

| Valuation Details | | | |
|-------------------|-------|----------|---------|
| OFFICE - GENERAL | | | |
| | Base | Adj | Final |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| \$ / SF | 10.00 | 0.0000 % | 10.00 |
| \$ / Room | 0 | 0.0000 % | 0 |
| GRM | 0.00 | 0.0000 % | 0.00 |
| Misc. Income | 0 | | |
| Vacancy % | 15 | 0.0000 % | 15.0000 |
| Expenses % | 60 | 0.0000 % | 60.0000 |
| Cap Rate | 9.750 | 0.0000 % | 9.750 |

\$/Room

| Valuation Details | | | |
|--------------------------|--------|----------|---------|
| SALON - BOOTH LEASES | Base | Adj | Final |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | | | |
| \$ / SF | 0.00 | 0.0000 % | 0.00 |
| \$ / Room | 1,500 | 0.0000 % | 18,000 |
| GRM | 0.00 | 0.0000 % | 0.00 |
| | | | |
| Misc. Income | 0 | | |
| | | | |
| Vacancy % | 20 | 0.0000 % | 20.0000 |
| Expenses % | 30 | 0.0000 % | 30.0000 |
| Cap Rate | 10.000 | 0.0000 % | 10.000 |

Gross Rent Multiplier

| Valuation Details | | | |
|--------------------------|-------|----------|--------|
| EXTENDED STAY MOTEL | Base | Adj | Final |
| | 7,800 | 0.0000 % | 7,800 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | 0 | 0.0000 % | 0 |
| | | | |
| \$ / SF | 0.00 | 0.0000 % | 0.00 |
| \$ / Room | 0 | 0.0000 % | 0 |
| GRM | 12.50 | 0.0000 % | 12.50 |
| | | | |
| Misc. Income | 5,000 | | |
| | | | |
| Vacancy % | 0 | 0.0000 % | 0.0000 |
| Expenses % | 0 | 0.0000 % | 0.0000 |
| Cap Rate | 0.000 | 0.0000 % | 0.000 |

Adj: An appraiser determined adjustment for this property can be keyed here. The expression should be expressed as a percentage with no decimal places.

Final: The Base Rate multiplied times any adjustment will produce the Final value for that individual type.

Units: The number of Units in the property that are of that type.

Income: The total Income from that type. The Income is generated by WinGAP using the following formula: Base x Adj x Units.

Misc. Income: Any miscellaneous income derived from the property.

PGI: The Potential Gross Income is calculated by WinGAP based on the Model Type and data provided.

EGI: The Effective Gross Income, which is the PGI (Potential Gross Income) less (Vacancy and Collection Loss + Miscellaneous Income).

NOI: The Net Operating Income is calculated by WinGAP based on the Model Type and data provided.

Total Value: The Total Value represents the value of land and improvements based on the Model Type and data provided.

Personal Value: Any personal property value that should be deducted from the Total Value should be entered in this field.

Real Value: The Real Value is calculated by subtracting Personal Value from Total Value.

Land Value: The value of the land that the Income property resides on. The Land Value is taken from the Fair Market Value of the land which is generated from the land schedules and land characteristics.

Imp Value: The Real Value minus the Land Value. The Land Value and Imp Value are separated to conform with Georgia Code which requires that land and improvement values be separated for digest purposes.

Income as Parcel Current Value: This box should be checked if the Income Value is to be placed on the digest. If the box is checked, the user will see the text Income highlighted in red to the right of the Current Value field on the Real Property General Information Form.

| Values | |
|----------|-----------|
| Previous | 6,700,000 |
| Current | 6,016,700 |

Edit

Income

Reset Buttons: The Reset Buttons beneath the Adj and Units fields can be clicked to reset the values in those fields to zero and quickly restart the Income valuation process.

Dig Class Checkboxes: The appropriate Digest Class for the Income property can be selected by clicking in one of the Dig Class checkboxes.

Comments: Any comments about this Income property can be entered in this field.

Model Term (Annual/Monthly): The Income Model Term displays on the lower left of the Income Details Form. If the Monthly Rate option is checked on the Income Model Form for that Model, the Model Term will be Monthly; otherwise, it will display as Annual.

\$/SF Income Model Type

After all the information is added and the user clicks apply, the Income Details Form for the \$/SF Income Model Type, Model Type 1, appears as shown below.

WinGAP - Income Details - [User ID = cmartin] (DEVEL) [082430240000]] AY2021 ? X

| RECID | Modelkey | Modeltype | Descrip | Bed1_Desc |
|----------------------------|----------|-----------|----------------------------|----------------|
| Category | | | | |
| 4 | 4 | 3 | APARTMENTS - MARKET | 1 BEDRM/1 BATH |
| 5 | 5 | 1 | OFFICE - GENERAL | |
| 6 | 6 | 4 | EXTENDED STAY MOTEL | |
| 7 | 7 | 2 | SALON - BOOTH LEASES | |
| Category Unassigned | | | | |
| 1 | 1 | 3 | MERCHANTS COURT APARTMENTS | 2BR/2BA |
| 2 | 2 | 3 | CREEKSTONE PHS I | 1BR/1BA |
| 3 | 3 | 3 | CREEKSTONE PHS II | 1BDRM/1BTH |

Valuation Details
OFFICE - GENERAL

| | Base | Adj | % | Final | Units | Income |
|--------------|-------|--------|---|---------|--------|--|
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| \$ / SF | 10.00 | 0.0000 | % | 10.00 | 30,000 | 300,000 |
| \$ / Room | 0 | 0.0000 | % | 0 | 0 | 0 |
| GRM | 0.00 | 0.0000 | % | 0.00 | 0 | 300,000 |
| Misc. Income | 0 | | | | Reset | 255,000 |
| Vacancy % | 15 | 0.0000 | % | 15.0000 | | 102,000 |
| Expenses % | 60 | 0.0000 | % | 60.0000 | | 1,046,100 |
| Cap Rate | 9.750 | 0.0000 | % | 9.750 | | |
| Comments | Reset | | | | | |
| | | | | | | PGI |
| | | | | | | EGI |
| | | | | | | NOI |
| | | | | | | Total Value |
| | | | | | | Personal Value |
| | | | | | | Real Value |
| | | | | | | Land Value |
| | | | | | | Imp Value |
| | | | | | | <input checked="" type="checkbox"/> Income as Parcel Current Value |

Model Term *Annual*

Cancel Delete New Apply OK

\$/Room Income Model Type

The Income Details Form for a \$/Room Income Model Type, Model Type 2, would appear similar to the one below.

WinGAP - Income Details - [User ID = cmartin] (DEVEL) [082430240000]] AY2021 ? X

| RECID | Modelkey | Modeltype | Descrip | Bed1_Desc |
|----------------------------|----------|-----------|----------------------------|----------------|
| Category | | | | |
| 4 | 4 | 3 | APARTMENTS - MARKET | 1 BEDRM/1 BATH |
| 5 | 5 | 1 | OFFICE - GENERAL | |
| 6 | 6 | 4 | EXTENDED STAY MOTEL | |
| 7 | 7 | 2 | SALON - BOOTH LEASES | |
| Category Unassigned | | | | |
| 1 | 1 | 3 | MERCHANTS COURT APARTMENTS | 2BR/2BA |
| 2 | 2 | 3 | CREEKSTONE PHS I | 1BR/1BA |
| 3 | 3 | 3 | CREEKSTONE PHS II | 1BDRM/1BTH |

Valuation Details
SALON - BOOTH LEASES

| | Base | Adj | % | Final | Units | Income |
|--------------|--------|--------|---|---------|-------|-----------|
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| \$ / SF | 0.00 | 0.0000 | % | 0.00 | 0 | 0 |
| \$ / Room | 1.500 | 0.0000 | % | 18.000 | 10 | 180,000 |
| GRM | 0.00 | 0.0000 | % | 0.00 | 0 | 180,000 |
| Misc. Income | 2,000 | | | | Reset | 146,000 |
| Vacancy % | 20 | 0.0000 | % | 20.0000 | | 102,200 |
| Expenses % | 30 | 0.0000 | % | 30.0000 | | 1,022,000 |
| Cap Rate | 10.000 | 0.0000 | % | 10.000 | | |
| Comments | Reset | | | | | |

Dig Class

- ☐ RES
- ☐ AGR
- ☒ COM
- ☐ IND
- ☐ EX

PGI: 146,000
EGI: 102,200
NOI: 1,022,000
Total Value: 1,022,000
Personal Value: 0
Real Value: 1,022,000
Land Value: 1,022,000
Imp Value: 0

☒ Income as Parcel Current Value

Model Term: Monthly

Cancel Delete New Apply OK

\$/Bedroom Income Model Type

The Income Details Form for a \$/Bedroom Income Model Type, Model Type 3, would appear similar to the one below.

WinGAP - Income Details - [User ID = cmartin] (DEVEL) [082430240000]] AY2021 ? X

| RECID | Modelkey | Modeltype | Descrip | Bed1_Desc |
|----------------------------|----------|-----------|----------------------------|----------------|
| Category | | | | |
| 4 | 4 | 3 | APARTMENTS - MARKET | 1 BEDRM/1 BATH |
| 5 | 5 | 1 | OFFICE - GENERAL | |
| 6 | 6 | 4 | EXTENDED STAY MOTEL | |
| 7 | 7 | 2 | SALON - BOOTH LEASES | |
| Category Unassigned | | | | |
| 1 | 1 | 3 | MERCHANTS COURT APARTMENTS | 2BR/2BA |
| 2 | 2 | 3 | CREEKSTONE PHS I | 1BR/1BA |
| 3 | 3 | 3 | CREEKSTONE PHS II | 1BDRM/1BTH |

< >

Valuation Details
APARTMENTS - MARKET

| | Base | Adj | | Final | Units | Income |
|----------------|-------|--------|---|---------|-------|-----------|
| 1 BEDRM/1 BATH | 955 | 0.0000 | % | 11,460 | 4 | 45,840 |
| 2 BEDRM/1 BATH | 1,075 | 0.0000 | % | 12,900 | 4 | 51,600 |
| 2 BEDRM/2 BATH | 1,145 | 0.0000 | % | 13,740 | 2 | 27,480 |
| 3 BEDRM/2 BATH | 1,280 | 0.0000 | % | 15,360 | 2 | 30,720 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| \$ / SF | 0.00 | 0.0000 | % | 0.00 | 0 | 0 |
| \$ / Room | 0 | 0.0000 | % | 0 | 0 | 0 |
| GRM | 0.00 | 0.0000 | % | 0.00 | 0 | 155,640 |
| Misc. Income | 5,000 | | | | | 152,858 |
| Vacancy % | 5 | 0.0000 | % | 5.0000 | | 76,429 |
| Expenses % | 50 | 0.0000 | % | 50.0000 | | 1,019,000 |
| Cap Rate | 7.500 | 0.0000 | % | 7.500 | | |
| Comments | | | | | | |

Dig Class
☐ RES
☐ AGR
☒ COM
☐ IND
☐ EX

PGI
 152,858
EGI
 76,429
NOI
 1,019,000
Total Value
 0
Personal Value
 1,019,000
Real Value
 1,019,000
Land Value
 0
Imp Value
☒ Income as Parcel Current Value

Model Term *Monthly*

Cancel Delete New Apply OK

GRM Income Model Type

Finally, the Income Details Form for a GRM Income Model Type, Model Type 4, would appear similar to the one shown below.

WinGAP - Income Details - [User ID = cmartin] (DEVEL) [082430240000]] AY2021 ? X

| RECID | Modelkey | Modeltype | Descrip | Bed1_Desc |
|----------------------------|----------|-----------|----------------------------|----------------|
| Category | | | | |
| 4 | 4 | 3 | APARTMENTS - MARKET | 1 BEDRM/1 BATH |
| 5 | 5 | 1 | OFFICE - GENERAL | |
| 6 | 6 | 4 | EXTENDED STAY MOTEL | 1 BED / 1 BATH |
| 7 | 7 | 2 | SALON - BOOTH LEASES | |
| Category Unassigned | | | | |
| 1 | 1 | 3 | MERCHANTS COURT APARTMENTS | 2BR/2BA |
| 2 | 2 | 3 | CREEKSTONE PHS I | 1BR/1BA |
| 3 | 3 | 3 | CREEKSTONE PHS II | 1BDRM/1BTH |

Valuation Details
EXTENDED STAY MOTEL
1 BED / 1 BATH

| | Base | Adj | | Final | Units | Income |
|--------------|-------|--------|---|--------|-------|-----------|
| | 7,800 | 0.0000 | % | 7,800 | 10 | 78,000 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| | 0 | 0.0000 | % | 0 | 0 | 0 |
| \$ / SF | 0.00 | 0.0000 | % | 0.00 | 0 | 0 |
| \$ / Room | 0 | 0.0000 | % | 0 | 0 | 0 |
| GRM | 12.50 | 0.0000 | % | 12.50 | 0 | 0 |
| Misc. Income | 5,000 | | | | Reset | 83,000 |
| Vacancy % | 0 | 0.0000 | % | 0.0000 | | 83,000 |
| Expenses % | 0 | 0.0000 | % | 0.0000 | | 1,037,500 |
| Cap Rate | 0.000 | 0.0000 | % | 0.000 | | |
| Comments | Reset | | | | | |

Dig Class

- ☐ RES
- ☐ AGR
- ☒ COM
- ☐ IND
- ☐ EX

PGI

83,000 EGI

83,000 NOI

1,037,500 Total Value

0 Personal Value

1,037,500 Real Value

1,037,500 Land Value

0 Imp Value

☒ Income as Parcel Current Value

Model Term Annual

Cancel Delete New Apply OK

ACO FORM

The ACO Form is used to add, edit, or delete Account Corrections, Errors and Releases, and Not on Digest information for Real Property, Personal Property, and Prebilled Manufactured Housing. The ACO Form is accessed by clicking the ACO Button located on the right of the respective forms.

When the ACO Form is first accessed, and no Account Corrections have been added for the Parcel, the data entry fields on the ACO Form are "grayed out". To add a new ACO, the user must click the New Button on the ACO Form to gain access to these fields. If any ACOs exist on the Parcel, the ACO Button will display the number of ACOs to the right of the word "ACO". When opening the ACO Form for an account, the list box at the top left of the ACO Form will display any existing ACOs for the parcel.

WinGAP - Account Corrections / E & R - [User ID = cmartin] (DEVEL) AY2021

| Digyr | Reason |
|-------|---|
| 2021 | VENDING MACHINES REMOVED FROM BULIDING, NO MISC INCOME T... |

Date Change Made in Computer: 03/08/2021 Initial: FC
 Date Notice Mailed: 03/08/2021 Initial: FC

Account Number: 54 Digest Year: 2021
 Parcel Number: 082-4-3-024-0000 Tax District: 01
 Legal Description: REAL PROPERTY
 Property Owner Name: VINCE MCMAHON INDUSTRIAL SUPPLIES INC
 Address: PO BOX 9273
 City / State / Zip: OAK BROOK IL 60522-
 Property Address: 369 HUSTLE TOWN RD
 Reason for Correction: VENDING MACHINES REMOVED FROM BULIDING, NO MISC INCOME TO REPORT
 Other Comments:

| Class / Strata | Original FMV | Increase / Decrease | Revised FMV |
|----------------|--------------|---------------------|-------------|
| C4 | 6,016,700 | -15,000 | 6,001,700 |
| C1 | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| Totals | 6,016,700 | -15,000 | 6,001,700 |

Exemptions:

| | | | |
|--|---|---|---|
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |

Board of Assessors: ☒ Agrees ☐ Disagrees Date: 03/08/2021
 Control No: 100 ACONumber: 1370
 OwnKey: 88878 CO ID NUM:
 Cancel Delete New Apply OK

Account Number: The Realkey, Mobilekey, or Perskey for the account, which is assigned by WinGAP to the account when it is created and is automatically filled in for this ACO item.

Digest Year: The Digest Year this ACO is to be applied to. When creating a new ACO, this defaults to the current appraisal year. The year in this field can be changed by the user if necessary.

Parcel Number: The Parcel Number that this ACO item is associated with. The Parcel Number is pulled from the parcel information but can be changed by the user.

Tax District: The Tax District for the account that this ACO item is associated with. The Tax District is pulled from the account information but can be changed by the user.

Legal Description: The Legal Description for the account that is ACO is associated with. The Legal Description is pulled from the parcel information but can be changed by the user.

Property Owner Name: The Owner of the Property, which is pulled from the Owner record for the account this ACO record is attached to. This information can be changed by the user.

Address: Three fields of Address information are pulled from the Owner record for the account this ACO record is attached to. This information can be changed by the user.

City, State, Zip: The City, State, and Zip information is pulled from the Owner record for the account this ACO record is attached to. This information can be changed by the user.

Property Address: The Property Address information is pulled from the account record that this ACO record is attached to. This information can be changed by the user.

Reason for Correction: The Reasons for why the Account Value or Homestead information is being corrected. An unlimited amount of information can be keyed in this field.

Other Comments: Other comments about this ACO can be keyed into this field. An unlimited amount of information can be keyed in this field.

Agrees: A checkmark is placed in this box if the Board of Assessors agrees with the appraiser's decision to make changes to the values or exemption amounts for this property.

Disagrees: A checkmark is placed in this box if the Board of Assessors disagrees with the appraiser's decision to make changes to the values or exemption amounts for this property.

Date: The Date of the Board of Assessors decision on the ACO is entered into this field.

Date Change Made in Computer: The date the ACO was first entered or later edited is placed in this field.

Initial: The initials of the person entering the data or approving the entry of the ACO.

Date Notice Mailed: The date the Assessment Notice was mailed to the property owner reflecting the change made by the ACO is placed in this field.

Initial: The initials of the person mailing the notice or on the notice as a contact person.

Class/Strata: The first column contains the Digest Class and Stratification for the property on this parcel. For example, a residential lot (R3), a commercial improvement (C1), accessory improvement (R1), etc.

Original FMV: The FMV for each type of property is shown in this column. A Total Original FMV for all types of property on this parcel will automatically calculate and display at the bottom of this column.

Increase/Decrease: The values in this column will be calculated by WinGAP based upon what is keyed in the fourth column as a revision. The fields in the Increase/Decrease column are not accessible to the user. Both positive and negative values are allowed in this field. A Total Increase/Decrease value for all types of property on this parcel will display at the bottom of this column.

Revised FMV: The new value for any or all of the types of property is keyed in the appropriate fields in this column. WinGAP will calculate the difference between the Revised FMV and the Original FMV and place it in the Increase/Decrease field for each of the types of property. A Total Revised FMV for all types of property will display at the bottom of this column.

Exemptions: Any Exemptions that are revised are keyed into these two rows and four columns. The first field on each row is for the Exemption Code, the second field for the original Exemption amount, and the fourth field for the revised Exemption Amount. WinGAP will calculate the difference and place the value(s) in the third column. The values in the third column are not accessible to the user.

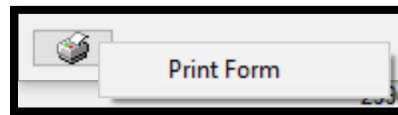
Control No: The Control Number is a county-defined code, six characters in length, for this ACO. Both letters and numbers can be keyed in the field.

ACONumber: The ACONumber is generated by WinGAP for each ACO. This field is not accessible to the user.

Ownkey: A WinGAP assigned number for the account Owner.

CO ID NUM: The CO ID NUM is disabled on the ACO form and not used.

Printing an ACO: Right clicking the printer on the ACO Form will open a contextual menu with a single option.



Clicking the Print Form menu item will produce a print preview of the ACO form. The print preview gives the user the option to toggle between showing Estimated Taxes for this account change by clicking one of the options in the True / False radio button section, then clicking the View Report button on the upper right of the form. A true selection will display the Estimated Taxes at the bottom of the form; a False selection will not.

| | | | |
|--------------------|---|-----------|------|
| ReportDB_Esttax | AY2021 | n Acokey | 1370 |
| Show Tax Estimates | <input type="radio"/> True <input checked="" type="radio"/> False | n Realkey | 54 |
| n Perskey | 0 | | |

<

1

of 1

>

⏮

🔄

100%

▼

💾

✓

🖨

Find | Next

3/8/2021 3:07:52 PM

ACO (E&R / NOD)

DEPARTMENT OF REVENUE COUNTY

| | |
|-----------|------|
| Account # | 54 |
| Digest | 2021 |

VINCE MCMAHON INDUSTRIAL SUPPLIES INC
PO BOX 9273
OAK BROOK, IL 60522

| | |
|--------|--------------|
| Map ID | 082430240000 |
|--------|--------------|

| | |
|---------------|------|
| ACO # | 1370 |
| Real Property | |
| Tax District | 01 |

CO_ID_NUM

Owner # 88878
Situs: 369 HUSTLE TOWN RD

Legal Desc REAL PROPERTY
Control No 100
MH Serial #

| Original | | | Final | | Adjustment | |
|----------|-----------|-----------|-----------|-----------|------------|---------|
| Code | 100% | 40% | 100% | 40% | 100% | 40% |
| C4 | 6,016,700 | 2,406,680 | 6,001,700 | 2,400,680 | (15,000) | (6,000) |
| C1 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| GROSS | 6,016,700 | 2,406,680 | 6,001,700 | 2,400,680 | (15,000) | (6,000) |

Reason VENDING MACHINES REMOVED FROM BULIDING, NO MISC INCOME TO REPORT

Other

BOA Date 03/08/2021 BOA Acceptance Yes Appraiser FC

Signed: _____ Signed: _____

Chief Appraiser Chairman, BOA

Tax Commissioner, Clerk Date Bill Number

Existing ACOs are edited by clicking on the appropriate ACO in the list box in the upper left of the ACO form and changing the desired information in the field(s) below the window. The user should click the Apply Button to be sure that any changes are saved before editing another ACO or clicking OK to leave the Form.

The Delete Button at the bottom of the ACO Form is used to delete an ACO. The ACO to be deleted should first be selected in the list box by clicking on that item. After clicking the Delete Button the message "Are you sure you want to deleted this record?" will appear, where the Yes Button can be clicked to delete the ACO; clicking on the No Button will cancel the deletion and return the user to the ACO Form.

ESTIMATED TAXES FORM

With the passage of Senate Bill 346 in 2010, all property in the County must receive an Assessment Notice each year, and every Assessment Notice must include the Estimated Taxes for each of the Tax Types for that property.

Note: for WinGAP to calculated Estimated Taxes. The Tax Calculation schedules, located at Tools > Schedules/Tables > Tax Calculation Tables, MUST be set up first. Once the schedules are set up, clicking the Estimated Tax button produces the Estimated Tax Details form.

| REALKEY | PERSKEY | TAXTYPE | TT_DESC | ASMT PCT | COVEXMPT | HSEXEMPT | MILLAGE | ESTTAX | ACCKEY |
|---------|---------|---------|----------------------|----------|----------|----------|----------|---------|--------|
| 6934 | 0 | 1 | State | 0.40 | 0 | 0 | 0.000250 | 14.75 | 0 |
| 6934 | 0 | 2 | County M & O | 0.40 | 0 | 0 | 0.021250 | 1253.33 | 0 |
| 6934 | 0 | 3 | Jail Bond - Existing | 0.40 | 0 | 0 | 0.002000 | 117.96 | 0 |
| 6934 | 0 | 4 | Jail Bond - Addition | 0.40 | 0 | 0 | 0.001000 | 58.98 | 0 |
| 6934 | 0 | 8 | County School M & O | 0.40 | 0 | 0 | 0.015350 | 905.34 | 0 |

Gross Asmt: 58,980 **Total Est Tax: 2,350.36**

Buttons: Tables Close

The Estimated Tax information is displayed in a series of columns on the form. The information is for viewing purposes only, and no changes can be made on this form. Each row represents one Tax Type item that will appear on the Tax Bill for this property.

The columns, from left to right, display the following:

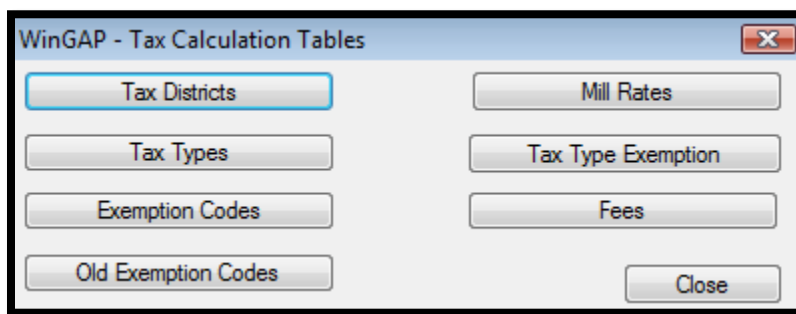
- The Realkey, or Real Property key for this parcel.
- The Perskey, or Personal Property key for an account.
- The Tax Type Code.
- The Tax Type Description.
- The Assessment Percentage.
- Covenant Exemptions, such as Preferential, Conservation Use, FLPA, Historic, and Enterprise Zone.
- Homestead Exemptions, both State and Local.
- The Millage Rate for this Tax Type.
- The Estimated Taxes for this Tax Type.
- The Acckey, or Accessory Key for Fees.

At the lower left of the Estimated Tax Details form is the Gross Assessment value, in this example, \$58,980. The Current value for the parcel represented by the Estimated Taxes shown above is \$147,450. The 147,450 is multiplied by the Assessment Percentage, as shown in the AsmtPct column, to produce the Gross Asmt value, \$58,980.

The Total Estimated Tax is displayed in red in the lower middle of form, in the example above, \$2,350.36. This amount is the sum of the Estimated Tax amounts for each of the Tax Type items on the form.

At the lower right of the form are three buttons. The Printer Button can be clicked to produce a printout of the Estimated Tax Details form.

The Tables Button can be clicked to gain immediate access to the Tax Calculation Tables if a mistake is noticed on the form. The user can make changes to the schedules without leaving the Real Property General Information form. Once the change is made to a schedule, the Close Button on the Tables form should be clicked to return to the Estimated Tax Details form. **NOTE:** Only users that have been assigned rights to Tables/Schedule will have access to the Tables button. **NOTE:** If any changes are made to the Tax Calculation Tables by using the Tables Button, the user must close the Estimated Taxes form and again click the Estimated Tax button so that the Estimated Taxes are re-calculated using the change to the schedules.



To exit the Estimated Tax Details form, the user should click the Close button to return to the Real Property General Information form.

Below are some examples of Estimated Taxes for parcels with different type of Tax Districts, Exemptions, and Covenants.

Unincorporated Parcel with an S0 Homestead Exemption

| REALKEY | PERSKEY | TAXTYPE | TT_DESC | ASMT PCT | COVE XMPT | HSEXEMPT | MILLAGE | ESTTAX | ACCKEY |
|---------|---------|---------|---------------|----------|-----------|----------|----------|---------|--------|
| 20 | 0 | 1 | STATE | 0.40 | 0 | 0 | 0.000250 | 32.59 | 0 |
| 20 | 0 | 2 | COUNTY M&O | 0.40 | 0 | 0 | 0.007230 | 942.47 | 0 |
| 20 | 0 | 4 | CW SCHOOL M&O | 0.40 | 0 | 0 | 0.018100 | 2359.44 | 0 |

Gross Asmt : 130,356 Total Est Tax : 3,334.50

Buttons: Tables Close

Unincorporated Parcel with an S1 Homestead Exemption

| REALKEY | PERSKEY | TAXTYPE | TT_DESC | ASMT PCT | COVEXMPT | HSEXEMPT | MILLAGE | ESTTAX | ACCKEY |
|---------|---------|---------|---------------|----------|----------|----------|----------|--------|--------|
| 19 | 0 | 1 | STATE | 0.40 | 0 | 2000 | 0.000250 | 8.95 | 0 |
| 19 | 0 | 2 | COUNTY M&O | 0.40 | 0 | 2000 | 0.007230 | 258.77 | 0 |
| 19 | 0 | 4 | CW SCHOOL M&O | 0.40 | 0 | 2000 | 0.018100 | 647.82 | 0 |

Gross Asmt : 37,791 **Total Est Tax :** 915.54

Unincorporated Parcel with an S4 Homestead Exemption

| REALKEY | PERSKEY | TAXTYPE | TT_DESC | ASMT PCT | COVEXMPT | HSEXEMPT | MILLAGE | ESTTAX | ACCKEY |
|---------|---------|---------|---------------|----------|----------|----------|----------|--------|--------|
| 15 | 0 | 1 | STATE | 0.40 | 0 | 20081 | 0.000250 | 0.00 | 0 |
| 15 | 0 | 2 | COUNTY M&O | 0.40 | 0 | 4000 | 0.007230 | 116.27 | 0 |
| 15 | 0 | 4 | CW SCHOOL M&O | 0.40 | 0 | 20081 | 0.018100 | 0.00 | 0 |

Gross Asmt : 20,081 **Total Est Tax :** 116.27

Unincorporated Parcel with an SC Homestead Exemption

| REALKEY | PERSKEY | TAXTYPE | TT_DESC | ASMT PCT | COVEXMPT | HSEXEMPT | MILLAGE | ESTTAX | ACCKEY |
|---------|---------|---------|---------------|----------|----------|----------|----------|--------|--------|
| 17 | 0 | 1 | STATE | 0.40 | 0 | 48706 | 0.000250 | 0.00 | 0 |
| 17 | 0 | 2 | COUNTY M&O | 0.40 | 0 | 2000 | 0.007230 | 337.68 | 0 |
| 17 | 0 | 4 | CW SCHOOL M&O | 0.40 | 0 | 48706 | 0.018100 | 0.00 | 0 |

Gross Asmt : 48,706 **Total Est Tax :** 337.68

Unincorporated Parcel with a Conservation Use Covenant

| REALKEY | PERSKEY | TAXTYPE | TT_DESC | ASMT PCT | COVEXMPT | HSEXEMPT | MILLAGE | ESTTAX | ACCKEY |
|---------|---------|---------|---------------|----------|----------|----------|----------|---------|--------|
| 3 | 0 | 1 | STATE | 0.40 | 127229 | 0 | 0.000250 | 31.77 | 0 |
| 3 | 0 | 2 | COUNTY M&O | 0.40 | 127229 | 0 | 0.007230 | 918.80 | 0 |
| 3 | 0 | 4 | CW SCHOOL M&O | 0.40 | 127229 | 0 | 0.018100 | 2300.17 | 0 |

Gross Asmt : 254,310 **Total Est Tax :** 3,250.74

Unincorporated Parcel with a Conservation Use Covenant and an S1 Homestead Exemption

| REALKEY | PERSKEY | TAXTYPE | TT_DESC | ASMT PCT | COVEXMPT | HSEXEMPT | MILLAGE | ESTTAX | ACCKEY |
|---------|---------|---------|---------------|----------|----------|----------|----------|--------|--------|
| 32 | 0 | 1 | STATE | 0.40 | 15829 | 2000 | 0.000250 | 11.80 | 0 |
| 32 | 0 | 2 | COUNTY M&O | 0.40 | 15829 | 2000 | 0.007230 | 341.15 | 0 |
| 32 | 0 | 4 | CW SCHOOL M&O | 0.40 | 15829 | 2000 | 0.018100 | 854.07 | 0 |

Gross Asmt : 65,015 **Total Est Tax :** 1,207.02

Unincorporated Parcel with a Conservation Use Covenant and an S4 Homestead Exemption


| REALKEY | PERSKEY | TAXTYPE | TT_DESC | ASMT PCT | COVEXMPT | HSEXEMPT | MILLAGE | ESTTAX | ACCKEY |
|---------|---------|---------|---------------|----------|----------|----------|----------|--------|--------|
| 34 | 0 | 1 | STATE | 0.40 | 9050 | 62469 | 0.000250 | 1.12 | 0 |
| 34 | 0 | 2 | COUNTY M&O | 0.40 | 9050 | 4000 | 0.007230 | 455.00 | 0 |
| 34 | 0 | 4 | CW SCHOOL M&O | 0.40 | 9050 | 66932 | 0.018100 | 0.00 | 0 |

Gross Asmt : 75,982 **Total Est Tax :** 456.12

Incorporated Parcel with an S0 Homestead Exemption

| REALKEY | PERSKEY | TAXTYPE | TT_DESC | ASMT PCT | COVEXMPT | HSEXEMPT | MILLAGE | ESTTAX | ACCKEY |
|---------|---------|---------|------------------|----------|----------|----------|----------|---------|--------|
| 31633 | 0 | 1 | STATE | 0.40 | 0 | 0 | 0.000250 | 30.47 | 0 |
| 31633 | 0 | 2 | COUNTY M&O | 0.40 | 0 | 0 | 0.008500 | 1035.90 | 0 |
| 31633 | 0 | 7 | C'TON SCHOOL M&O | 0.40 | 0 | 0 | 0.017190 | 2094.96 | 0 |
| 31633 | 0 | 11 | CARROLLTON | 0.40 | 0 | 0 | 0.004690 | 571.57 | 0 |

Gross Asmt : 121,871 **Total Est Tax :** 3,732.90



PREBILLED MOBILE HOMES FORM

The Prebilled Mobile Homes Form is used to add, edit, or delete Prebilled Mobile Homes. The Form can be reached by any one of several methods:

- Clicking on the Prebill MH button on the WinGAP Toolbar, which will produce the Prebill Mobile Home Search Form. A Prebilled Owner can then be located, which will produce the Prebilled Mobile Homes form.
- Selecting a Prebilled Mobile Home Owner through the Owner Search screen and clicking on the Prebill MH button in the upper right hand corner of the screen, which will produce the Prebilled Mobile Homes form.
- Clicking on the Property Maintenance option on the WinGAP Menu Bar, then on Manufactured Housing, then Prebill, which will also produce the Prebilled Mobile Home Search Form, where a Prebilled Owner can then be located, which will produce the Prebilled Mobile Homes form.

Once on the Prebilled Mobile Homes Form, the Owner's Name is shown in the Title Bar at the top of the form. The data for an Existing Real Property parcel will be displayed in the fields for editing purposes. The fields on the Form will be "grayed out" if adding a New Prebilled Mobile Home, and New Button must be clicked at this point to begin keying the data.

MH: When no Mobile Homes exist on the Improvement, this field is blank. When editing Mobile Homes, the field will display important identifying information about the first Mobile Home on the Improvement, including the Year Built, Size, Manufacturer, and Model. If there is more than one Mobile Home on the Improvement, the user can click on the field combo box to directly access any of the other Mobile Homes on the Improvement without leaving this Form. This field cannot be directly edited by the user.

PIN: The Parcel Number where the Non-Prebilled Mobile Home is located is displayed in this field. The Parcel Number can be changed by the user if necessary.

Location: The location of the Prebilled Mobile Home.

Key: The Key field contains the WinGAP Account Number, called Mobilekey, for this Mobile Home. It cannot be changed by the user.

Review Date: The last date that this Mobile Home was reviewed or the date the Mobile Home is scheduled to be reviewed is keyed in the Review Date field. The date can either be keyed or the Calendar Button to the right of the field can be clicked to select and insert the date.

Returned Mail: The Returned Mail checkbox is used to note when the USPS has returned correspondence as undeliverable for the Mobile Home.

Future Field Check:

House Pricing: A checkmark placed in this checkbox will instruct WinGAP to price the Mobile Home using the information on the Residential Improvement Form instead of using the information on the Mobile Home Form. If this is done, all the Residential Improvement information must be entered on the Residential Improvement form. The user must also either sketch the Mobile Home or enter the square footage using the Edit Areas button to attain a value for the Non-Prebilled Mobile Home. The House Pricing field is "grayed out" and not available to the user until the Mobile Home record is saved.

Exempt: This checkbox, if checked, will flag the Prebilled Mobile Home as exempt from taxation.

COPL: A checkmark in this box will flag the Prebilled Mobile Home as having a Certificate of Permanent Location (de-titled).

IMPROVEMENT INFORMATION

Mfg: The Manufacturer of the Mobile Home, such as Fleetwood or Redman. The user can produce a listing of all Mobile Home Manufacturers by clicking on the combo box, and quickly move through the list by keying the first letter of the name of the Manufacturer. WinGAP has a pre-built schedule of all Mobile Home manufacturers and the Mobile Home models associated with these Manufacturers located in Tools > Schedules/Tables > Manufactured Housing > Mfg/Model Listing. Items in this schedule can be added, edited, or deleted to suit the local County situation.

Model: The Model of the Mobile Home, based upon the Manufacturer that was selected. The user can produce a listing of all Mobile Home Manufacturers by clicking on the combo box, and quickly move through the list by keying the first letter of the name of the Model. As with the Manufacturer, Mobile Home models can be added, edited, or deleted to suit the local County situation by going to Tools > Schedules/Tables > Manufactured Housing > Mfg/Model Listing.

Class: The Class for the Mobile Home is assigned by WinGAP based upon how it is set up for that Manufacturer and Model in the schedule located in Tools > Schedules/Tables > Manufactured Housing > Mfg/Model Listing. The Class is used in calculating the Replacement Cost New for the Mobile Home. If needed, the user can select from other available Class choices from this combo box. **NOTE:** Changing the Class is not advised. The Class has been set in the schedules and should not be modified for an individual home. The Class is open to change so the appraiser may observe the effect of the varying classes on value to determine what Class is appropriate for the schedule entry. The Class should always be changed back to the Class that was brought forward from the schedule.

Year Model: The Year Model represents the actual year the Mobile Home was constructed. The Year Model is used in calculating the Physical Depreciation Factor and determining both the Mobile Home Calculated Value and the Total Value of the Mobile Home.

Eff Year Built: The Effective Year Built is used only when the condition of the Mobile Home reflects something different than should be present based on the original year of construction. The Eff Year Built field can be used to effectively increase or decrease the age of a Mobile Home. It is not the year the Mobile Home was remodeled. When present, the Effective Year Built is used in calculating the Physical Depreciation Factor and determining the Mobile Home Calculated Value and the Total Value of the Mobile Home.

Size: Size refers to the Width and Length of the Mobile Home, in feet. The Width of the home must be keyed in the first Size box.

Tip Out: A Tip Out is a room extension built at the factory, shipped inside the home, and tipped or slid into place once the home is sited. If the Mobile Home has heated area that projects out from the basic rectangle of the Mobile Home, the user should click in the Tip Out checkbox to produce the Size and Adjustment fields where this additional area can be entered. WinGAP will calculate the additional "Tip Out" area. The Adj field is used to enter an adjusting factor for the Tip Out area. The default Adjustment value is 0.83 and can be changed by the user.

Tag-a-long: A checkmark in this box will allow the valuation of the tag section of the Mobile Home.

Story Height: The story height of the Prebilled Mobile Home is selected in this field.

Decal Yr: The issue year, if known, of the Decal for the Prebilled Mobile Home is keyed in this field.

Decal No: The Decal Number, if known, of the Prebilled Mobile Home is keyed in this field.

Serial No: The Serial Number, if known, of the Prebilled Mobile Home is keyed in this field.

Title: The Title Number of the Prebilled Mobile Home.

Title Name: The Name listed on the Title for the Prebilled Mobile Home.

Purch Price: The Purchase Price of the Prebilled Mobile Home, if known, is keyed in this field.

Yr Purchased: The Year the Prebilled Mobile Home was purchased, if known, is keyed in this field.

CHARACTERISTICS

Ext Wall: Ext Wall refers to the type of Exterior Wall of the Mobile Home, such as Vinyl, as set up in Tools > Schedules/Tables > Manufactured Housing > Exterior Walls.

Roofing: The type of Roofing on the Mobile Home, such as Asphalt Shingles, as set up in Tools > Schedules/Tables > Manufactured Housing > Roofing.

Foundation: Foundation refers to the supporting Foundation of the Mobile Home, such as Masonry, as set up in Tools > Schedules/Tables > Manufactured Housing > Foundation.

Heat/Air: Heat/Air refers to the type of Heating and/or Air Conditioning used in the Mobile Home, as set up in Tools > Schedules/Tables > Manufactured Housing > Heating/Air.

Fireplace: The type of Fireplace(s) in the Mobile Home, if any, as set up in Tools > Schedules/Tables > Manufactured Housing > Fireplace.

Bedrooms: Data entry for Bedrooms is optional, but if used, the number of Bedrooms in the Mobile Home is keyed here.

Full Baths: The number of Full Baths in the Mobile Home is keyed in this field. A Full Bath has a sink, toilet, and bathtub or shower. Lump Sum values can be applied to the value of Plumbing in the Mobile Home if desired by the appraiser.

Half Baths: The number of Half Baths in the Mobile Home is keyed in this field. A Half Bath has a sink and toilet. Lump Sum values can be applied to the value of Plumbing in the Mobile Home if desired by the appraiser.

Single Fixt: The number of Bathrooms with only one Fixture is keyed in this field. Lump Sum values can be applied to the value of Plumbing in the Mobile Home if desired by the appraiser.

PREVIOUS VALUES

When adding a new Mobile Home, the values in the Previous Values section will be zero. After the MH Yearend Cleanup process has been run, Previous Values will display in these fields and represent the respective values of the manufactured home on the last submitted digest. These fields are not accessible to the user.

LOCATION INFO

House No: The House Number that has been assigned to the Mobile Home for location and address purposes.

Ext: If the street address contains an extension such as A, 1/2, etc., it should be keyed here.

Direction: The direction (North, Southeast, etc.) of the street.

Street: The name of the Street or Road where the Mobile Home is located is chosen from the list of County Streets using this combo box. The list is set up in Tools > Schedules/Tables > Street Directory.

St Type: The Type of Street, such as Road, Drive, Hwy, Lane, etc., is keyed here.

Post: The post-direction used in the Street Address, such as 123 Smith St NW. The NW is the Post.

Unit: The Unit Number of the property. Examples would be Unit 5, Apartment A, etc.

Park: If the Mobile Home is located in a Mobile Home Park, the name of the Park is keyed into this field.

Lot: If the Mobile Home is located in a Mobile Home Park, the Lot Number in the Park is keyed into this field.

Tax District: This field is not available for a Non-Prebilled Mobile Home.

DEPRECIATION

Condition: The Condition represents the appraiser's judgment call in determining the physical condition of the Mobile Home. The Condition is used in calculating the Physical Depreciation Factor for the Improvement. Condition types that are set up in Tools > Schedules/Tables > Manufactured Housing > Condition.

Calc Dep: The WinGAP Calculated Depreciation displays in this field. It is based upon the Life Expectancy of the Mobile Home (as set up in the Manufacturer/Model Table), the Year Built (or Effective Year Built), and the Condition of the Mobile Home. The Calculated Depreciation will display even if there is an entry in the Override Depreciation field.

Ovr Dep: The Override Depreciation field is used to override the Calculated Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Override Depreciation for the Mobile Home.

Func Obs: Functional Obsolescence is a numerical assignment representing the appraiser's judgment of the % good with regards to functional obsolescence. For example, a Mobile Home determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Functional Obsolescence field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Obsolescence field. A value of 0.00 will result in a zero value for the structure.

Econ Obs: Economic Obsolescence is a numerical assignment representing the appraiser's judgment of how the economic area that the Mobile Home is located in has affected the value of the Mobile Home. For example, a Mobile Home located near a trash dump or chicken rendering plant and determined by the appraiser to have economically depreciated by 30% would be 70% good, and .70 would be keyed in the Economic Obsolescence field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Economic Obsolescence field. A value of 0.00 will result in a zero value for the structure.

VALUES

RCN: The RCN, or Replacement Cost New, field in the Values section displays the calculated Mobile Home Value before Depreciation is applied. This field is not accessible to the user.

NADA: The NADA button allows the user to set and use a NADA (market) value for the Mobile Home instead of the WinGAP calculated replacement cost value. Procedures for using the NADA Button are discussed in the NADA section.

MH Calc: The Calculated Mobile Home Value field displays the calculated Mobile Home Value after Depreciation is applied. This field is not accessible to the user. A checkmark will appear in the checkbox to the right of the MH Calc field, the default value, signifying that the MH Calc value will be used as the digest value for the Mobile Home unless the NADA value is selected instead.

MH Ovr: The Mobile Home Override Value represents a manually assigned value for the Mobile Home. This value does not include additions. Any value assigned to additions will be added to the MH Ovr value. An entry in this field overrides all Mobile Home calculations.

Add-Ons: The total value of any Add-Ons, or appendages, to the Mobile Home will display in this field. Add-Ons are added, edited, and deleted by clicking on the Add-Ons Button on the top right of the Mobile Homes Form.

Total: The Total value of the Mobile Home is the sum of the Mobile Home Calculated Value or the MH Ovr value, if present, plus the Add-Ons Value.

Last Calc: If a change is made to any of the Mobile Home information that affects the Value, the Last Calc field will display the previous calculated Mobile Home Value, and the Total field will display the new calculated value. However, once the Apply Button is clicked and the user remains on the Mobile Homes Form, or clicks the OK Button and leaves the Form, the new Mobile Home value will display in both the Last Calc and Total fields on the Mobile Homes Form.

Ovr Date: If an Override Value is keyed in the Override Value field, the date the override is entered should be keyed in the Ovr Date field.

Ovr Reason: If an Override Value is keyed in the Override Value field, a Reason for this Override Value should be selected from one of the Reasons in this combo box. The list of Override Reasons is based upon those entered in Tools > Schedules/Tables > Override Reasons.

MAV: Below the MAV button are three fields that hold the WinGAP generated Moratorium Appraised Value for the following:

- The MAV for the Mobile Home itself. A value will appear in the Mobile Home MAV field after the Apply button on the Mobile Homes Form is clicked.
- The Total MAV for Add-Ons to the Mobile Home. A value will appear in the Total Add-On MAV field after Add-Ons are added on the Add-On Form and the user returns to the Mobile Homes Form.
- The Total MAV for the Mobile Home and any Add-Ons. A value will appear in the Total MAV field after the Apply button on the Mobile Homes Form is clicked.

Should the MAV for the Mobile Home need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field: Values keyed via the MAV Buttons are not monitored, keyed MAV values are permanent only for that screen session, and any future changes to the property could modify MAV.

MAV Ovr Checkbox: To the right of the MAV Button is the MAV Ovr Checkbox. When a check is placed in this box, the value in the MAV field will be treated as an override for the Mobile Home “box” Value. All calculations for this Value will be suspended until the check is removed.

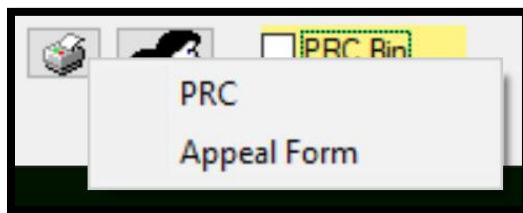
COMMENTS AND OTHER BUTTONS

Comments: The Comments field can be used to enter any comments about the property.

Comment Flag: The Comment Flag checkbox provides a means whereby users can create a visual flag to capture the user’s attention. Turning the Comment Flag on turns the background color of the Comments field red. It only

serves to catch the user's attention when opening the Prebilled Mobile Home form. Counties can make their own policies for what this visual alert represents.

Printer Button: At the bottom left of the Prebilled Mobile Homes Form is the Printer Button. Right clicking this button will produce a sub menu with two options.



The PRC option will create a print preview of the Prebill Manufactured Housing Property Record Card, where it can then be printed.

| Account # | | 2021 Department of Revenue Co Prebill Mfg Housing PRC | | 3/9/2021 11:03:18 AM | | | | | | | | | | | | | | | | | |
|--|---------------------|---|---------------------|----------------------|---------|------|-------|------|------|-------|---------|-----|-------|--|--|--|--|--|--|--|--|
| Parcel # | | 083694200000 | | | | | | | | | | | | | | | | | | | |
| Owner Info | | General Info | | Calculations | | | | | | | | | | | | | | | | | |
| Owner | ANGLE KURT | Location | 1996 HUSTLE TOWN RD | RCN | 32,397 | | | | | | | | | | | | | | | | |
| Addr 1 | 1996 HUSTLE TOWN RD | Tax Dist | 01 | Calc Depr | 0.90 | | | | | | | | | | | | | | | | |
| Addr 2 | | Park Name | | Ovr Depr | 0.00 | | | | | | | | | | | | | | | | |
| Addr 3 | | Lot # | | Func Obs | 1.00 | | | | | | | | | | | | | | | | |
| City, ST Zip | DALLAS, GA 30132 | Decal # | 123456 Year 2020 | Econ Obs | 1.00 | | | | | | | | | | | | | | | | |
| Pricing Info | | | | MH Calc | 29,100 | | | | | | | | | | | | | | | | |
| Make | FLEETWOOD | Ext Wall | Aluminum Siding | Add Ons | 0 | | | | | | | | | | | | | | | | |
| Model | AMERICAN MANSION | Roofing | Composition Shng | Total FMV | 29,100 | | | | | | | | | | | | | | | | |
| Class | AV | Foundation | Concrete Block | | | | | | | | | | | | | | | | | | |
| Serial # | | Heat/Air | Heat Pump | | | | | | | | | | | | | | | | | | |
| Yr Built | 2018 | Fireplace | | | | | | | | | | | | | | | | | | | |
| Eff Yr Built | | # Bedrooms | 3 | | | | | | | | | | | | | | | | | | |
| Size | 28x72 | # Full Baths | 2 | | | | | | | | | | | | | | | | | | |
| Story Hgt | 1 | # Half Baths | 0 | | | | | | | | | | | | | | | | | | |
| Purchase \$ | 0 | Extra Fixt | 0 | | | | | | | | | | | | | | | | | | |
| Purch Date | | Condition | Average | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Item</th> <th>Size</th> <th>Area</th> <th>Year</th> <th>Grade</th> <th>Ovr Dep</th> <th>Dep</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td colspan="8"> </td> </tr> </tbody> </table> | | | | | | Item | Size | Area | Year | Grade | Ovr Dep | Dep | Value | | | | | | | | |
| Item | Size | Area | Year | Grade | Ovr Dep | Dep | Value | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |

The Appeal Form option will create a print preview of an Appeal Form for this Prebilled Mobile Home with much of the form pre-filled.

PT-311-A (Revised May 2018)

Department of Revenue County Board of Assessors
(404)724-7000 / FAX: () -

APPEAL OF ASSESSMENT FOR DIGEST YEAR : 2021

Appeal No: _____

Name: ANGLE KURT Home Phone: _____
Address: 1996 HUSTLE TOWN RD Work Phone: _____
Address: _____ Email Address: _____
City: DALLAS State: GA Zip: 30132

Property / Appeal Type (Check One)
☐ Real ☐ Personal ☐ Motor Vehicle ☒ Manufactured Home

Property ID Number: 083694200000 Account Number: 82567
Property Description: 2018 28 x 72 FLEETWOOD/AMERICAN MANSION / 1996 HUSTLE TOWN RD

Specify Grounds for Appeal:

| Check all that apply | | You must select only one of the following options: | |
|----------------------|--------------------------|--|--|
| Value | <input type="checkbox"/> | <input type="checkbox"/> BOE: appeal to the county board of equalization with appeal to the superior court (any / all grounds) | |
| Uniformity | <input type="checkbox"/> | <input checked="" type="checkbox"/> * ARBITRATION: to arbitration with an appeal to the superior court (valuation only) | |
| Taxability | <input type="checkbox"/> | <input type="checkbox"/> HEARING OFFICER: for (1) nonhomestead real property (and contiguous real property) or (2) | |
| Exemption Denied | <input type="checkbox"/> | wireless personal property account(s) with a FMV in excess of \$500,000, to a hearing officer with | |
| Breach of Covenant | <input type="checkbox"/> | appeal to superior court (value and uniformity only) | |
| Denial of Covenant | <input type="checkbox"/> | <input checked="" type="checkbox"/> * SC: Directly to Superior Court (requires consent of BOA) (any / all grounds) | |

* Additional Cost / Fees May apply

Owner's value assertion (required) _____

Property Owner Comments _____

Property Class: ☐ Residential ☐ Commercial ☐ Industrial ☐ Agricultural ☐ Other _____

Signature of Property Owner or Agent _____ Date _____
NOTE: If the appeal form is signed by an agent, a letter of authorization must accompany the filing of the appeal.

Agent's Address: _____ Agent's Phone # _____

Agent's Email Address: _____

Owner Information Button: The Owner Information Button (also called the "People" Button) is located on the lower left of the Prebilled Mobile Homes Form and can be clicked to view the Owner Information Form for the Prebilled Mobile Home that was just added/edited/viewed.

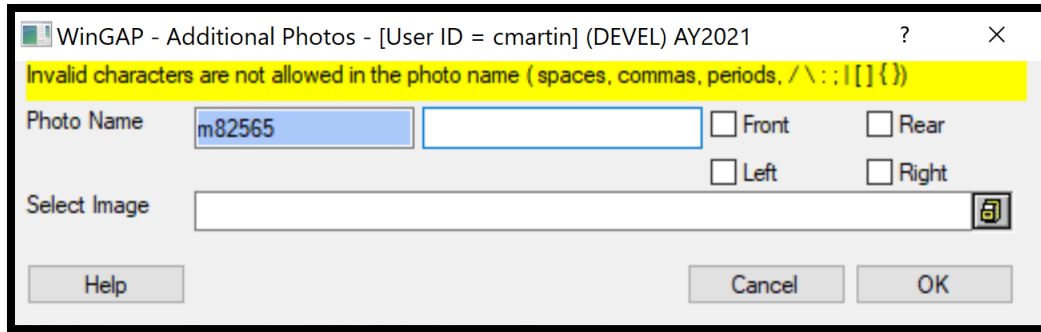
PRC Bin Checkbox: Checking this box will send the PRC for this Prebilled Mobile Home to the PRC Bin – MH for bulk printing later.

MANUFACTURED HOME FORM ACCESS BUTTONS

Appeals: This button takes the user to the Appeals Form where Appeals for this parcel can be entered.

Photo Button: Right clicking this button opens a contextual menu that allows you to select from several options.

Clicking the "Load Digital Photo" option will open a dialog box window where the user can navigate to a picture and load it to the WinGAPSQL folder on the server. A new folder will be created in the WinGAP photo folder on the server with the prefix "m" for mobile followed by the mobilekey assigned by Wingap, and the photo will be named the same. This is the primary digital photo for the Prebilled Mobile Home.



Selecting the Load Additional Photos option will open a new form that will append more information to other photos. Typing in the field to the right of the Photo Name will add that information to the picture name, for instance “addition” would name the photo for a property with the mobilekey 82565 “m82565_addition”. Selecting one of the checkboxes will quickly append that information to the photo so the user does not have to type it themselves. The user will then navigate to where the picture is on their computer and WinGAP will copy it to the server and name it according to the above naming convention.

Selecting “Delete Current Photo” will delete the primary digital photo, while selecting “Delete Additional Photos” will open the pictures folder for this record where the user can manually select which additional photos to delete.

No Sketch/Sketch Button: The No Sketch/Sketch Button takes the user to the WinGAP Sketching Module, where heated areas, appendages, and site improvements can be sketched and labeled. Sketching and labeling procedures are covered in the Sketching Module section. If structure areas are keyed by using the Structure Areas button, the Sketch/No Sketch button will read No Sketch. Once the Sketching Module has been used to draw sketches, and sketch data exists for the Manufactured Home, the No Sketch/Sketch button will read Sketch.

Note: Sketches for Prebilled Mobile Homes are descriptive only, and do not add value to the Mobile Home.

Documents: Right clicking this button opens a contextual menu that allows you to “Load Digital Documents”. Clicking the “Load Digital Documents” option will open a window where the user can navigate to any file, such as a PDF of a sales record, and load it to the WinGAPSQL folder on the server. A new folder will be created in the WinGAP documents folder on the server with the prefix “m” for mobile followed by the mobilekey assigned by Wingap.

Edit History: This button is used to view the Edit History of this manufactured home record. The Edit Log keeps a record of virtually every user-initiated operation that changes a record in WinGAP. Any time a user accesses WinGAP and adds a record or makes a change to an existing record it is recorded in the Edit Log database. Each record on the Edit Log Form lists the File Name, PKey, ChgAppr ID (if no logins are used, it will say "Nologin"), Edit Date, Edit Time, After Edit (value after edit), Value Time (the time the value was changed), and Before Edit (value before edit) for the record that was edited. Items in the Edit Log are listed in Date and Time order.

WinGAP - Edit History - [User ID = cmartin] (DEVEL) AY2021

| RECID | Filename | Pkey | Chgappr | Editdate | Edittime | After Edit | Valuetime | Before Edit |
|---------|----------|-------|---------|------------|----------|------------|-----------|-------------|
| 3199264 | mobile | 82565 | cmartin | 02/22/2021 | 15:02:23 | 6200 | 15:02:23 | 6200 |
| 3199263 | mobile | 82565 | cmartin | 02/22/2021 | 14:57:30 | 6200 | 14:57:30 | |

Field Edits

Done

Clicking the Field Edits button will reveal the specific changes that were made to the record.

WinGAP - Field Edits - [User ID = cmartin] (DEVEL) AY2021

| Filename | Pkey | Chgappr | Editdate | Edittime | Beforevalue | Control | Aftervalue |
|----------|-------|---------|----------|----------|-------------|--------------|----------------|
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | | CBMFG | PARK AVE |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | CBMODEL | 7 |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | | CBCLASS | LC |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | | MYEARBUILT | 1990 |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MWIDTH | 24 |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MLENGTH | 72 |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 000 | CBEXTWALL | 029 |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 000 | CBROOFING | 009 |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 000 | CBFOUNDATION | 001 |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 000 | CBHEATAIR | 003 |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MBEDROOMS | 3 |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MFULLBATHS | 2 |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MHOUSE_NO | 123 |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | | CBSTREET_NAM | HUSTLE TOWN RD |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 1.00 | MDEPREC | 0.20 |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MREPLACOST | 31052 |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MVALUE | 6200 |
| MOBILE | 82565 | cmartin | 02/22... | 14:57:30 | 0 | MTOTVALUE | 6200 |

Done

ACO: (Account Corrections) Button takes the user to the Account Corrections Form, where Account Corrections, Errors & Releases, and Not on Digest situations for this Prebilled Mobile Home can be entered.

WinGAP - Account Corrections / E & R - [User ID = cmartin] (DEVEL) Class2013

| Digyr | Reason |
|-------|--------------------------|
| 2009 | SQUARE FOOTAGE INCORRECT |
| 2008 | SQUARE FOOTAGE INCORRECT |
| 2007 | SQUARE FOOTAGE INCORRECT |

Account Number: 7034 Digest Year: 2009
 Parcel Number: 109B- -019A- Tax District: 03
 Legal Description:
 Property Owner Name: JACKSON BONNIE SCARBORO
 Address: 114 THE PENINSULA
 City / State / Zip: SANDERSVILLE GA 31082-
 Property Address: 114 THE PENINSULA
 Reason for Correction: SQUARE FOOTAGE INCORRECT
 Other Comments:

Date Change Made In Computer: / / Initial:
 Date Notice Mailed: / / Initial:

| Class / Strata | Original FMV | Increase / Decrease | Revised FMV |
|----------------|----------------|---------------------|----------------|
| R3 | 20,169 | 0 | 20,169 |
| | 0 | 0 | 0 |
| R1 | 156,688 | -30,630 | 126,058 |
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| Totals | 176,857 | -30,630 | 146,227 |

Exemptions:
 Control No: 100 ACONumber: 12
 OwnKey: 22173 CO ID NUM:

Board of Assessors: ☒ Agrees ☐ Disagrees Date: 09/07/2010

Cancel Delete New Apply OK

Agent: The Agent button opens the Agent Bridge Form. Here, a Tax Agent can be assigned to this Prebilled Mobile Home. Tax Agents will receive any Notice of Assessments in addition to the Owner receiving a copy. Agents are also listed on any Appeal filed.

WinGAP - Agent Bridge - [User ID = cmartin] (DEVEL) AY2021

List of All Available Agents Edit Agent Total Properties Assigned to Select Agent: 0

| Agentkey | Lastname | Address1 |
|----------|------------------------------|---------------------------------|
| 100 | 92 HPW LLC | 712 KIRKWOOD AVE SE |
| 64 | ALLIANCE TAX ADVISORS | 6175 HICKORY FLAT HWY |
| 76 | ALTUS GROUP, GREG BANDEMER | 3414 PEACHTREE RD NE STE 1125 |
| 75 | ALTUS GROUP, VICTOR GRANT | 640 W SOUTHLAKE BLVD |
| 97 | AMBER SCARBOROUGH | 3111 W DR MARTIN LUTHER KING JR |
| 48 | ANDREW LAWRENCE | 446 RABBIT HUNT ROAD |
| 52 | ATLANTA APPRAISAL LLC | 1275 DILLON RD SW |
| 62 | CAJUN PROPERTY SOLUTIONS LLC | 2000 N. 10TH ST |

< >

| Proptype | Description | Pkey |
|----------|--------------|-------|
| REAL | 001230020000 | 19659 |

PICK ONE (Required) >>>> ☒ Multi-Year ☐ Single-Year <default> Remove

Include Remove

| Agentkey | Multiyear | Lastname |
|--------------------------------|-----------|----------|
| (There are no records to view) | | |

Close

The first box in the Agent Bridge lists all currently entered Agents. If the property is to be represented by an Agent that is already in the database, selecting that agent from the list will complete the first step for assigning the Agent to the Prebilled Mobile Home. If the Agent is not on the list or if the Agent has new contact information, clicking the Edit Agent button will open the Agents form. It will initially populate with the information of whichever Agent was highlighted in the list box, but clicking New will clear the form and allow the user to enter a new Agent's information. Clicking OK will save the data entry and return the user to the Agent Bridge.

WinGAP - Agents - [User ID = cmartin] (DEVEL) AY2021

Name Agent Key


Address

City, ST Zip

Country

Email

Phone



Once the Agent has been selected or a new one entered and highlighted in the Available Agent list, the Prebilled Mobile Home to be represented by that Agent should be selected in the first green box. Beneath that, selecting Multi-Year will keep this Agent linked to the property until manually removed, while selecting Single-Year will disassociate this Agent from the property when Year End Cleanup is performed.

WinGAP - Agent Bridge - [User ID = cmartin] (DEVEL) AY2021

List of All Available Agents Total Properties Assigned to Select Agent: 1

| Agentkey | Lastname | Address1 |
|----------|----------------------------|---------------------------------|
| 105 | 101 APPRAISAL GROUP | C/O JOHN DOE |
| 100 | 92 HPW LLC | 712 KIRKWOOD AVE SE |
| 64 | ALLIANCE TAX ADVISORS | 6175 HICKORY FLAT HWY |
| 76 | ALTUS GROUP, GREG BANDEMER | 3414 PEACHTREE RD NE STE 1125 |
| 75 | ALTUS GROUP, VICTOR GRANT | 640 W SOUTHLAKE BLVD |
| 97 | AMBER SCARBOROUGH | 3111 W DR MARTIN LUTHER KING JR |
| 48 | ANDREW LAWRENCE | 446 RABBIT HUNT ROAD |

| Pkey | Proptype | Description |
|-------|----------|--------------|
| 19659 | REAL | 001230020000 |

| Proptype | Description | Pkey |
|----------|--------------|-------|
| REAL | 001230020000 | 19659 |

PICK ONE (Required) >>>> ☒ Multi-Year ☐ Single-Year

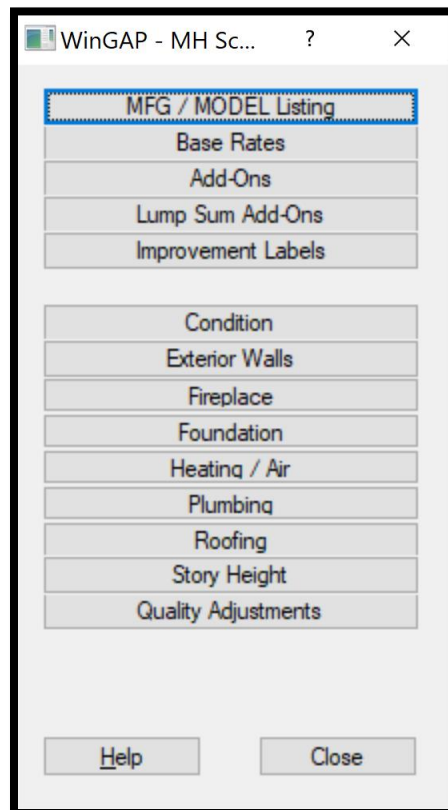
<default>

| Agentkey | Multiyear | Lastname |
|----------|-----------|---------------------|
| 105 | M | 101 APPRAISAL GROUP |

Once the Agent and Property are both selected and either Multi-Year or Single-Year is checked, clicking the Include button beneath the property list will link the Agent and the Property. From here, the property will be listed in the blue Properties Assigned to Agent box along with any other properties that Agent is representing, and the Agent will be listed in the green Assigned Agent box beneath the property list. To disassociate an Agent and a property, highlight the property in the list and click the Remove button.

Appointment: This button will open a new blank calendar appointment in Outlook.

Schedules Button: This opens the Manufactured Housing Improvements schedule. More information on these schedules is covered in the Tools > Schedules/Tables > Manufactured Housing Improvements section.



Permits: This button takes the user to the Building Permits Form where building permits for this Prebilled Mobile Home can be entered.

WinGAP - Building Permits - [User ID = cmartin] (DEVEL) AY2021

Parcel Number: 001-2-3-002-0000 Account Number 82566 Permit Key 0 Documents

| Permit Number | Permit Type | Permit Amount | Date Issued | Actual Completion | Cost of Work |
|---------------|-------------|---------------|-------------|-------------------|--------------|
| | | | | | |

Individual Permit Information

Permit Year 2021 Number: Code

Permit Owner

Contact

Phone () -

Date Issued: / /

Inspection Date: / /

Type

Cost of Work 0

Permit Amount 0.00

Issued By:

Approved By:

Scheduled Completion: / /

Actual Completion: / /

Physical Property Information

Job Addr: 123 HUSTLE TOWN RD Edit

Legal Desc: Prebill MH Edit

Square Footage: 0

Number of Fireplaces 0

Comments

Cancel New Delete Apply OK

TRANSFER

This button, located in the middle of the Prebilled Mobile Home form, takes the user to the Property Transfer Form, where the Mobile Home can be transferred to another Owner.

WinGAP - Manufactured Housing - [User ID = cmartin] (DEVEL) - ANGLE KURT : 1 of 1 AY2021

MH Key : 82567 - 2018 28 x 72 Fleetwood Ame PIN 083-6-9-420-0000 Key 82567

Appraiser Location

Review Date / /

Improvement Information

Mfg FLEETWOOD Story Height 1 Story
Model AMERICAN MANSION Decal Yr 2020 Decal No 123456
Class Average Sch Cls: AV
Year Model 2018
Eff Yr Blt
Size 28 x 72
Title Name
Purch Price
Yr Purchased
Transfer

☐ Tip Out Tip Size 0 x 0 = 0 Adj 0.00
☐ Tag-a-long Tag Size 0 x 0 = 0 Adj 0.00 Transfer to Homestead

Characteristics

Ext Wall Aluminum Siding Heat/Air Heat Pump Full Baths 2
Roofing Composition Shr Fireplace Half Baths 0
Foundation Concrete Block Bedrooms 3 Single Fxt 0

Previous Values

Prev Box 0 Prev Addon 0 Total Previous 0

Location Info

House No 1996 Ext Direction
Street HUSTLE TOWN RD
St Type Post Unit
Unit Type
Park Lot No
Tax District 01 - County

Depreciation

Condition Average
Calc Dep 0.90
Ovr Dep 0.00
Func Obs 1.00
Econ Obs 1.00

RCN 32,397 MAV ☐ Ovr
NADA (28) 52,760
MH Calc 29,100 ☒ 0
MH Ovr 0
Add-Ons 0 0
Total 29,100 0
Last Calc 29,100
Ovr Date / /
Ovr Rsn

Comments ☐ Comment Flag

☐ Returned Mail
☐ Future Field Check
☐ Exempt
☐ COPL

Appraisals
Photo
No Sketch
Documents
Edit History
ACO
Agent
Appointment
Schedules
Permits

☐ PRC Bin Created 03/04/2021

Cancel New Delete Apply OK

The image shows a software window titled "WinGAP - Property Transfer - [User ID = cmartin] (DEVEL) AY2021". The window is divided into several sections. At the top, there is a "Current Owner" section with a text box containing "ANGLE KURT" and a "Select" button. Below this is a large text area labeled "MH Key:" containing the text "82567 Decal 2020/123456 2018 28 x 72 FLEETWOOD / AMERICAN MANSION". Below the text area are four buttons: "Include All", "Include", "Remove", and "Remove All". At the bottom of the window, there is a "New Owner" section with an empty text box, a "Select" button, and an "Add New Owner" button. The bottom of the window features a standard Windows-style button bar with "Help", "Cancel", "Apply", and "OK" buttons.

WinGAP - Property Transfer - [User ID = cmartin] (DEVEL) AY2021

Current Owner: ANGLE KURT Select

MH Key: 82567 Decal 2020/123456 2018 28 x 72 FLEETWOOD / AMERICAN MANSION

Include All Include Remove Remove All

New Owner: Select Add New Owner

Help Cancel Apply OK

The process of transferring a Prebilled Mobile Home to another owner is the same as that covered earlier in this manual with the Transfer of Real or Personal property.

TRANSFER TO HOMESTEAD

A Prebilled Mobile Home can be transferred to a Homesteaded Mobile Home by clicking on the Transfer to Homestead Button on the Mobile Homes Form.

WinGAP - Manufactured Housing - [User ID = cmartin] (DEVEL) - ANGLE KURT : 1 of 1 AY2021

MH Key : 82567 - 2018 28 x 72 Fleetwood Ame PIN 083-6-9-420-0000 Key 82567

Appraiser Location

Review Date / /

Improvement Information

Mfg FLEETWOOD Story Height 1 Story

Model AMERICAN MANSION Decal Yr 2020 Decal No 123456

Class Average Sch Cls: AV Serial No

Year Model 2018 Title

Eff Yr Blt Title Name

Size 28 x 72 Purch Price 0

Yr Purchased

☐ Tip Out Tip Size 0 x 0 = 0 Adj 0.00

☐ Tag-a-long Tag Size 0 x 0 = 0 Adj 0.00

Characteristics

Ext Wall Aluminum Siding Heat/Air Heat Pump Full Baths 2

Roofing Composition Shr Fireplace Half Baths 0

Foundation Concrete Block Bedrooms 3 Single Fxt 0

Previous Values

Prev Box 0 Prev Addon 0 Total Previous 0

Location Info

House No 1996 Ext Direction

Street HUSTLE TOWN RD

St Type Post Unit

Unit Type

Park Lot No

Tax District 01 - County

Depreciation

Condition Average

Calc Dep 0.90

Ovr Dep 0.00

Func Obs 1.00

Econ Obs 1.00

RCN 32,397 MAV ☐ Ovr

NADA (28) 52,760

MH Calc 29,100 ☒ 0

MH Ovr 0

Add-Ons 0 0

Total 29,100 0

Last Calc 29,100

Ovr Date / /

Ovr Rsn

Comments ☐ Comment Flag

☐ Returned Mail

☐ Future Field Check

☐ Exempt

☐ COPL

Appraisals

Photo

No Sketch

Documents

Edit History

ACO

Agent

Appointment

Schedules

Permits

☐ PRC Bin Created 03/04/2021

Cancel New Delete Apply OK

The Transfer Improvements Form will appear.

WinGAP - Transfer Items - [User ID = cmartin] (DEVEL) AY2021

MFG Housing Key #: 82567

FLEETWOOD AMERICAN MANSION 28 x 72

Select Parcel to receive transferred improvement

Search

☒ Clear Physical Address

Cancel Apply OK

The Prebilled Mobile Home that is about to be transferred to Homestead will appear in the list box at the top of the Form. The user should select the parcel to which the Mobile Home is to be transferred by keying in the parcel number in the yellow parcel number field and clicking the Search Button. A list of parcels beginning with the keyed parcel number will display and the user can click on the parcel that is to receive the Mobile Home to verify that this is the correct parcel.

WinGAP - Transfer Items - [User ID = cmartin] (DEVEL) AY2021

MFG Housing Key #: 82567

FLEETWOOD AMERICAN MANSION 28 x 72

Select Parcel to receive transferred improvement

001--- - Search

| | | | |
|---------------------|-----------|----------------------|--------------------------------------|
| 001230020000 | 250.00 S1 | HOGAN HULK | SAVAGE RANDY 365 HUSTLE TOWN RD D |
| 001240010000 | 37.43 S4 | STOVER JANICE M | 2024 FLOYD CREEK CHURCH RD TAYLO |
| 001310010000 | 10.08 S5 | JACKSON JERAMIA | 2218 HILLS CREEK RD TAYLORSVILLE, |
| 001310020000 | 5.91 S0 | WAITS HARRY M | WAITS JANE K 198 FLOYD CREEK CHURCH |
| 001320010000 | 15.00 S0 | STOVER DALE GUY | PO BOX 205 TAYLORSVILLE, GA 30178 |
| 001320020000 | 5.84 S0 | LOY MICHAEL D | LOY PAMELA J 2370 FLOYD CREEK CHURCH |
| 001340020000 | 6.50 L8 | HOLMES HENRY H | HOLMES JUNE 2172 HILLS CREEK RD T2 |
| 001430010000 | 15.00 S0 | JORDAN JOSHUA TERRY | 2144 HILLS CREEK RD TAYLORSVILLE, |
| 003240010000 | 43.83 S0 | THOMPSON ALFRED E JR | THOMPSON ALFRED E III PO BOX 4148 N |
| 003330010000 | 102.91 S0 | MOON INVESTMENTS LLC | 3650 MCKAY RD POWDER SPRINGS, GA |
| 0033300100000030000 | 102.91 S0 | MOON INVESTMENTS LLC | 3650 MCKAY RD POWDER SPRINGS, GA |
| 0033300100000040000 | 102.91 S0 | MOON INVESTMENTS LLC | 3650 MCKAY RD POWDER SPRINGS, GA |
| 0033300100000050000 | 102.91 S0 | MOON INVESTMENTS LLC | 3650 MCKAY RD POWDER SPRINGS, GA |
| 0033300100000060000 | 102.91 S0 | MOON INVESTMENTS LLC | 3650 MCKAY RD POWDER SPRINGS, GA |

HOGAN HULK

365 HUSTLE TOWN RD

Legal : REAL PROPERTY

Acres : 250.00


Account [realkey] : 19659

☒ Clear Physical Address

Cancel Apply OK

If this is the correct parcel, the next step in the Transfer to Homestead process is to select the Mobile Home to be transferred. This is done by clicking on the Mobile Home item in the list box at the top of the Form. The Apply Button can be clicked to transfer the Mobile Home to the new parcel and remain on the Transfer Improvements Form or the OK Button can be clicked to transfer the Mobile Home and return to either the Prebill Mobile Homes Search Form or the Owner Form, whichever was used to reach the original Prebilled Mobile Homes Form. Before leaving the Transfer Improvements Form, the user will receive a message that appropriate edits should be made to effect the change in status of the Prebilled Mobile Home.

WinGAP - Transfer Improvements

 You should edit the real property parcels and adjust each with appropriate change of assessment reasons.

OK

NADA

If the County prefers to price a Mobile Home by the Market approach to value instead of the Cost approach to value, the nationally recognized NADA Pricing Guide market values can be used. This is done by clicking the NADA Button, located in the Values section of the Mobile Homes Form. Clicking the NADA Button takes the user to the NADA Mfg Housing Pricing Guide Form, which will default to the Manufacturer, Model, and Condition of the Mobile Home. If an exact match is not found, the user may scroll through the selections to make the proper choice.

WinGAP - NADA Pricing Guide - [User ID = cmartin] (DEVEL) AY2021

MFG

| Mfg | Nada_Year | Mfgid |
|-------------------------|-------------|-------------|
| PACKER HOMES INC | 2019 | 1310 |
| PAGEANT HOMES CORP | 2019 | 1311 |
| PALEVSKY IND INC | 2019 | 1312 |
| PALM HARBOR | 2019 | 1313 |
| PALMETTO HMS OF LAURENS | 2019 | 1314 |
| PAN AMERICAN | 2019 | 1315 |
| PANORAMA CITY | 2019 | 1316 |
| PANORAMIC HMS INC | 2019 | 1317 |
| PANTEK CORP | 2019 | 1318 |
| PAR-EX HOMES INC | 2019 | 1321 |
| PARAMOUNT HOMES INC | 2019 | 1319 |
| PAREIL HOMES | 2019 | 1320 |
| PARK RIVER HOMES | 2019 | 1322 |
| PARKERSBURG HOMES | 2019 | 1323 |
| PARKLAND HMS INC | 2019 | 1324 |
| PARKLANE HMS INC | 2019 | 1325 |
| PARKO BUILDING CORP | 2019 | 1326 |
| PARKVIEW HOMES | 2019 | 1327 |
| PARKWAY HOMES | 2019 | 1328 |
| PARKWOOD HOMES | 2019 | 1329 |
| PARTNERS PRIDE CORP | 2019 | 1330 |
| PATRICIAN HMS INC | 2019 | 1331 |
| PATRIOT HOMES | 2019 | 1332 |
| PAUSEL LUMBER | 2019 | 1333 |
| PAWNEE HOMES | 2019 | 1334 |
| PBR INC | 2019 | 1335 |
| PDG HOMES | 2019 | 1336 |

MODEL

| Modelid | Model | Width |
|--------------|-------------------------------|-----------|
| 9859 | DELUXE SERIES (sgl/multi) | 14 |
| 9859 | DELUXE SERIES (sgl/multi) | 28 |
| 10405 | LS SERIES (sgl/multi) | 14 |
| 10708 | PARK RIVER (sgl/multi) | 14 |
| 10708 | PARK RIVER (sgl/multi) | 28 |

Wild Search

Condition ☐ Excellent ☐ Good ☒ Average ☐ Fair ☐ Poor

Cancel OK

If these are the correct choices for this Mobile Home, the user should then select the proper Condition by clicking the box to the left of one of the five options. Average is the default selection. After the Condition is selected, the user can click the OK Button on the Pricing Guide Form, and the NADA Market Value will appear in the NADA Value field on the Mobile Homes Form. The number in parentheses on the NADA button that appears after the NADA button is clicked and the NADA choice made for the Mobile Home refers to the NADA Valid Width for that Mobile Home.

| | | | |
|-----------|--------|-------------------------------------|------------------------------|
| RCN | 31,052 | MAV | <input type="checkbox"/> Ovr |
| NADA (28) | 22,743 | <input type="checkbox"/> | |
| MH Calc | 19,800 | <input checked="" type="checkbox"/> | 0 |
| MH Ovr | 0 | | |
| Add-Ons | 0 | | 0 |
| Total | 19,800 | | 0 |
| Last Calc | 19,800 | | |
| Ovr Date | / / | | |
| Ovr Rsn | | | |

A choice can now be made as to whether the NADA market value or the WinGAP calculated value of the Mobile Home is to be used for the digest. If the NADA value is the choice, the user should click in the checkbox to the right of the NADA value field to make that selection. If the WinGAP calculated value is to be used, the checkmark should be retained in the field to the right of the MH Calc value.

NOTE: If the NADA market value is selected, a statewide adjustment as indicated by NADA will be applied to the NADA values. The values in the NADA schedule tables are not adjusted; instead, the adjustment is applied as the value for the Mobile Home is calculated.

ADD NADA MANUFACTURER/MODEL

Occasionally, when the NADA schedules are used to value a Mobile Home, WinGAP cannot find in the NADA schedules the Manufacturer/Model selected by the user on the Manufactured Housing Form. When the user clicks the NADA button to value the Mobile Home, WinGAP will display the closest NADA match to that Manufacturer/Model. If these are the correct choices for this Mobile Home, the user should then select the proper Condition by clicking the box to the left of one of the five options. Average is the default selection. After the Condition is selected, the user can click the OK Button on the NADA Pricing Guide Form, and the user is returned to the Manufactured Housing Form.

If the home is categorized as an SVS valuation home, a window will appear in the upper left of the Manufactured Housing Form, and the user should select the correct NADA SVS Quality Class for this Mobile Home by clicking in the appropriate Quality Class checkbox and then clicking the OK button.

WinGAP - NADA: Select SVS Quality - [User ID = cmartin] (DEVEL) AY2021

☐ Deluxe
☐ Economy
☐ Luxury
☒ **Standard**

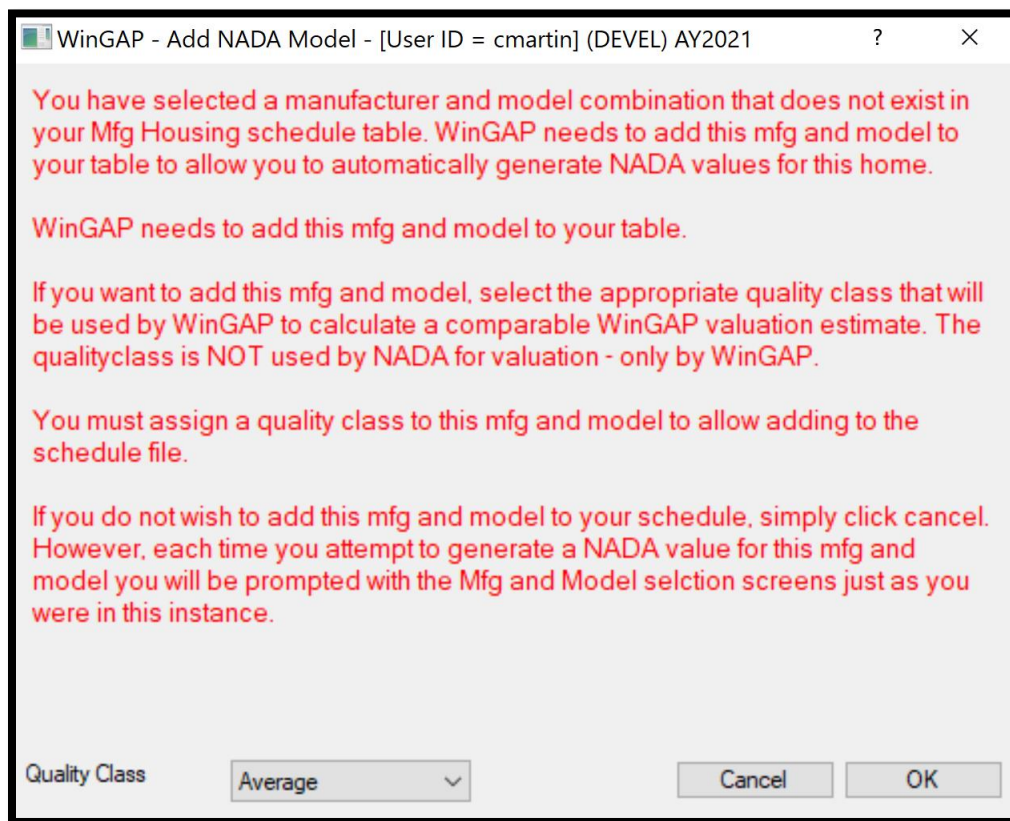
The standard quality manufactured home will typically meet or exceed all minimum construction requirements, state mobile home or Federal Title 6 HUD codes. This home contains few special features. The exterior siding is usually prefinished aluminum with the fasteners concealed; some exterior trim and detail may be found at the front. The interior contains standard grade cabinets, doors, hardware, and plumbing. Walls are typically 3" or 4" and some are 6" in thickness. This category is generally the most common found and is manufactured in the majority of states and would include upgraded or multi-wide Mobile Office units.

Quality classes will display a summary of what qualifies for each class as you click on the check box.

- **Economy:** This is the lowest priced manufactured home in production. This home has no special features and few, if any, upgraded components. The quality of all interior and exterior finishes is plain and inexpensive with little or no attention given to detail. Walls are typically 2" to 4" thick with 7' to 7'6" ceiling height. Wide use of plastic for plumbing, trim, and fixtures. This class will include the cheapest construction standards (June 15, 1976).
- **Standard:** The standard quality manufactured home will typically meet or exceed all minimum construction requirements, state mobile home or Federal Title 6 HUD codes. This home contains few special features. The exterior siding is usually prefinished aluminum with the fasteners concealed; some exterior trim and detail may be found at the front. The interior contains standard grade cabinets, doors, hardware, and plumbing. Walls are typically 3" or 4" and some are 6" in thickness. This category is generally the most common found and is manufactured in the majority of states and would include upgraded or multi-wide Mobile Office units.
- **Deluxe:** This above average manufactured home generally exceeds all HUD building standards and will include Modular (SFR)/Commercial Buildings. The exterior will include an attractive architectural design utilizing aluminum, plywood, hardwood, and/or a combination of the three. The interiors are well finished and will include many special features such as full picture windows, ¼" plywood paneling, and above standard fixtures. The walls are 4" to 6" thick with 8' ceiling heights. This home is considered the highest priced manufactured home in mass production, excluding the luxury category or homes with individually designed floor plans.
- **Luxury:** This manufactured home always exceeds all construction standards and requirements of the minimum HUD construction codes. This home contains many special features. Interiors designed for the individual home include simulated brick or stone paneling, ¼" top grade plywood, conventional home type doors, and picture or bay windows in many or all of the living areas. Exterior finishes emulate that of conventional housing. This home contains the best designs, workmanship, and construction materials available. Roof details, such as mansard or single hip, are often standard features. This category will also include individually designed commercial buildings and modular construction or HUD Code homes that are individually designed in total.

The user will be returned to the Manufactured Housing Form, and the Mobile Home Manufacturer/Model the user selected from the NADA Schedule will now appear in the Manufacturer/Model fields on the Form. When the user clicks the OK button on the Manufactured Housing Form and attempts to exit, another screen will appear

prompting the user to add the NADA Manufacturer/Model schedule item that was just selected to the WinGAP Mobile Home Manufacturer/Model schedule (mobmfgta.dbf).



The user should assign a Quality Class for this new Manufacturer/Model schedule item, click the OK button, and the schedule item will be added. If the user does not want to add the schedule item, the Cancel button should be clicked and the item will not be added.

ADD-ONS

Add-Ons are appendages to the Mobile Home such as Porches, Decks, and Patios. The Add-Ons Button is where Add-Ons are added, edited, or deleted.

WinGAP - Mobile Home Addons - [User ID = cmartin] (DEVEL) AY2021

Accessories AccKey: 0

| Description | C/S | Dim1 | Dim2 | Value |
|-------------|-----|------|------|-------|
|-------------|-----|------|------|-------|

Comments:

Appraiser: [Dropdown]

Ovr Date: [Field]
Ovr Rsn: [Field]

Photo Edit History

Abatement Ex %

Description [Dropdown]

Width: 0
Length: 0
Calc Area: 0
OVR Area/Units: 0.00
Identical Units: 0
Year Built: 2020 EFYR [Field]
Grade: 100
Phy Depr Ovr: 0.00
Func Obsl: 1.00
Other: 1.00
Calc Depr: 1.00
Perc Comp: 1.00
Neighborhood: 1.00

Value
Calculated: 0
Override: 0
MAV: 0
Last Calc: 0

Ovr [Checkbox]

Cancel New Delete Apply OK

Description: Clicking on the combo box in the Description field produces the list of available Add-Ons. An item from this list must be selected to add an Add-On. The Add-On items that display in the list are based upon those set up in the Add-Ons Schedule found in Tools > Schedules/Tables > Manufactured Housing > Add-Ons or Tools > Schedules/Tables > Manufactured Housing > Lump Sum Add-Ons.

Width: In most cases, the width of the Add-On in feet is entered in this field. When the Add-On is valued by the lump sum or unit method, the number entered in the Width field will depend on the way the Lump Sum Add-On Schedule is set up. For example, the number can represent the height of skirting around the base of the Mobile Home.

Length: The length of the Add-On in feet is entered in this field. When the Add-On is valued by the lump sum or unit method, the number entered in the Length field will again depend on the way the Add-On Schedule is set up.

Calc Area: If the length and width of the Add-On are entered and the user Tabs to the OVR Area/Units field, WinGAP will calculate the area and place the value in this field. The Calculated Area field is not accessible to the user.

OVR Area/Units: If the Add-On is valued by the square foot but is not square or rectangular, the appraiser-calculated area would be keyed here. When the Add-On is valued by the lump sum or unit method, the number entered in this field will again depend on how the Lump Sum Add-On Schedule is set up.

Identical Units: The number of Identical Units of an Add-On is keyed here. If other Add-Ons to this Mobile Home are identical to the one now being added, then the total number of Identical Units can be keyed here instead of adding another Add-On of the same exact type. For example, if there are 2 Open Porches of identical size, year built, and grade attached to the Mobile Home, then 2 would be keyed in the Identical Units field.

Year Built: If known, the year the Add-On was built is entered in this field. The Year Built field defaults to the system year minus one year.

EFYR: The Effective Year Built is used only when the condition of the Add-On reflects something different than should be present based on the original year of construction. The Eff Year Built field can be used to effectively increase or decrease the age of an Add-On. When present, the Effective Year Built is used in calculating the Physical Depreciation Factor and determining the Add-On's Calculated Value.

Grade: The Grade is a numerical assignment representing the quality of materials and workmanship for the Add-On. The Grade field defaults to 100 (Average). The appraiser is responsible for assigning the Grade, and the range can be from 1 to 999. No decimal is used in data entry. The Grade is also used in calculating the Physical Depreciation Factor of the Add-On.

Phy Depr Ovr: The Physical Depreciation Override field is used to override the calculated Physical Depreciation performed by WinGAP. The field defaults to 0.00 (zero) and should remain at this value unless the appraiser wishes to apply a set Physical Depreciation Override factor for this Add-On.

Func Obsl: The Functional Obsolescence is a numerical assignment representing the appraiser's judgment of the % good with regards to functional depreciation. For example, a Mobile Home determined by the appraiser to have functionally depreciated by 20% would be 80% good, and .80 would be keyed in the Functional Depreciation field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Functional Obsolescence field. A value of 0.00 will result in a zero value for the Add-On.

Other: Any other appraiser determined factor that should be applied to the Add-On can be keyed in this field. The range can be from .01 to 9.99. The default is 1.00. There must be an entry in the Other Factors field. A value of 0.00 will result in a zero value for the Add-On.

Calc Depr: The WinGAP Calculated Physical Depreciation displays in this field. The Calculated Physical Depreciation will display even if there is an entry in the Phy Depr Ovr field. The Calc Depr field is not accessible to the user.

Perc Comp: The Percent Complete field represents the % completed status of the Add-On. If construction is finished, it is 100% complete. If it is not 100% completed, the value keyed in this field is the appraiser's determination of how complete the Add-On is. The range can be from .01 to 1.00. The default is 1.00. There must be an entry in the Percent Complete field.

Neighborhood: Neighborhood Factors are not used in calculating the value of a Prebilled Mobile Home or its Add-Ons. A value of 1.00 will always show in the Neighborhood Factor field. This field is not accessible to the user.

Calculated: The WinGAP calculated value of this Add-On will display in this field.

Override: The Override Value represents an assigned value for the Add-On. An entry in this field overrides all WinGAP calculations for this Add-On.

MAV: The MAV field holds the WinGAP generated Moratorium Appraised Value for the Add-On. The MAV value will appear in the field after the Apply button is clicked. Should this value need to be changed by the user, the MAV Button should be clicked to manually edit this value. The following should be noted when entering a value in this field: values keyed via the MAV Buttons are not monitored, keyed MAV values are permanent only for that screen session, any future changes to the property could modify MAV.

MAV Ovr Checkbox: To the right of the MAV Button is the MAV Ovr Checkbox. When a check is placed in this box, the value in the MAV field will be treated as an override for the Add-On Value. All calculations for the Add-On Value will be suspended until the check is removed.

Last Calc: If a change is made to any of the Add-On information that affects the Value, the Last Calc field will display the previous calculated Add-On Value and the Calculated field will display the new calculated value.

However, once the Apply Button is clicked and the user remains on the Add-Ons Form, or clicks the OK Button and leaves the Form, the new Add-On value will display in both the Last Calc and Total fields on the Add-Ons Form.

At the conclusion of entering information about each Add-On, the user should click the Apply Button at the bottom of the Mobile Home Add-Ons Form to make sure that all data entry for the new Add-On is saved, as seen on the next page. The Add-On that was added will appear in the window at the upper left of the Form. If the data entry for Add-Ons is completed, the user may click the Ok Button in lieu of clicking Apply and exit the screen with the data being saved.

WinGAP - Mobile Home Addons - [User ID = cmartin] (DEVEL) AY2021

Accessories AccKey: 3310186

| Description | C/S | Dim1 | Dim2 | Value |
|-------------|-----|------|------|-------|
| CPT | | 20 x | 20 | 4800 |

Comments:

Appraiser

Ovr Date

Ovr Rsn

Photo Edit History

Abatement Ex %

Cancel New Delete Apply OK

Description

CPT

Width 20

Length 20

Calc Area 400

OVR Area/Units 0.00

Identical Units 0

Year Built: 2020 EFYR

Grade: 100

Phy Depr Ovr 0.00

Func Obsl 1.00

Other 1.00

Calc Depr 0.98

Perc Comp 1.20

Neighborhood: 1.00

Value

Calculated 4,800

Override 0

MAV 0

Last Calc 4,800

☐ Ovr

An Add-On can be edited by clicking on the desired item in the list box on the Add-Ons Form, clicking on the appropriate field and changing the data, then clicking the Apply Button. Once the editing of Add-Ons is completed, the user may click the OK Button in lieu of clicking Apply and exit the screen with the data being saved.

An Add-On can be deleted by clicking on the desired item in the list box on the Add-Ons Form, then clicking the Delete Button at the bottom of the Form. The message "Are you sure you want to delete this record?" will appear. Clicking the Yes Button will delete the record; clicking on the No Button will cancel the deletion of the record.

GLOSSARY OF SHORT CUTS

Main WinGAP Windows Screen

Ctrl + N – Add New Owner
Ctrl + Y – Select Appraisal Year
Ctrl + L – Login as Different User
Ctrl + F – Future Year
Ctrl + O – Owner Search
Ctrl + M – Multi Owner Search
Ctrl + V – Real Index Search
Ctrl + R – Real Property Search
Ctrl + Shift + P – Personal Property Search
Ctrl + T – Property Transfer

Alt + F – File Menu
Alt + P – Property Maintenance Menu
Alt + A – Appeals Menu
Alt + R – Reports Menu
Alt + S – Statistics Menu
Alt + T – Tools Menu
Alt + O – Add-Ons Menu
Alt + H – Help Menu

Owner Search Form

Alt + S – Search Button
Alt + C – Cancel Button
Alt + O – Open Button
Alt + N – Selects Name Search Order
Alt + P – Selects Parcel # Search Order
Alt + A – Selects Owner Account # Search Order

Multiple Owner Search Form

Alt + S – Search Button

Alt + C – Cancel Button

Alt + O – Open Button

Real Index Search Form

Alt + S – Search Button

Alt + C – Cancel Button

Alt + O – Open Button

Real Property Search Form

Alt + S – Search Button

Alt + C – Cancel Button

Alt + O – Open Button

Alt + N – Selects Name Search Order

Alt + P – Selects Parcel # Search Order

Alt + T – Selects Street Name/Number Search Order

Alt + A – Selects Real Property Account # Search Order

Personal Property Search Form

Alt + S – Search Button

Alt + C – Cancel Button

Alt + O – Open Button

Alt + N – Selects Name Search Order

Alt + P – Selects Parcel # Search Order

Alt + T – Selects Street Name/Number Search Order

Alt + A – Selects Personal Property Account # Search Order

Alt + O – Selects County ID # Search Order

Alt + D – Selects DBA (Doing Business As) Search Order

Prebilled Mobile Homes Property Search Form

Alt + S – Search Button

Alt + C – Cancel Button

Alt + O – Open Button

Alt + N – Selects Name Search Order

Alt + P – Selects Parcel # Search Order

Alt + T – Selects Street Name/Number Search Order

Alt + A – Selects Mobile Home Account # Search Order

Alt + D – Selects Decal # Search Order

Property Transfer Form

Alt + C – Cancel Button

Alt + A – Apply Button

Alt + O – OK Button

All Data Entry Forms

Alt + H – Help Button

Alt + C – Cancel Button

Alt + D – Delete Button

Alt + N – New Button

Alt + A – Apply Button

Alt + O – OK Button

Alt + E – Edit History Button

Various Data Entry Forms

Alt + S – Add/Edit Sales Button on Real Property General Information Screen, Sketch Button on Residential Improvement/Commercial Improvement Screen

Alt + L – Add/Edit Land Button on Real Property General Information Screen, Add/Edit Leased Equipment on Personal Property General Information Screen

Alt + R – Add/Edit Real Property on Owner Screen, Add/Edit Residential Improvement Button on Real Property General Information Screen, Add/Edit Other Button on Personal Property General Information Screen

Alt + I – Add/Edit Commercial Imp Button on Real Property General Information Screen, Add/Edit Inventory on Personal Property General Information Screen

Alt +M – Add/Edit Accessory Imp Button on Real Property General Information Screen

Alt + P – Add/Edit Personal Property on Owner Screen, Add/Edit Permits Button on Real Property General Information Screen

Alt + E– Add/Edit Appeals Button on Real Property General Information Screen

Alt +M – Add/Edit Prebilled Mobile Homes on Owner Screen, Add/Edit Accessory Improvement Button on Real Property General Information Screen, Add/Edit MEFF on Personal Prop General Information Screen

Alt + F – Add/Edit Freeport Inventory Button on Personal Property General Information Screen

Alt + B – Add/Edit B oats Button on Personal Property General Information Screen

Alt + T– Add/Edit Aircraft Button on Personal Property General Information Screen, Transfer Prebilled Mobile Home on Manufactured Housing Screen

Miscellaneous Windows shortcuts

Windows logo key - Open or close the Start Menu

Windows logo key + Break - Display the System Properties dialog box

Windows logo key + D - Display the Desktop

Windows logo key + M - Minimize all windows

Windows logo key + Shift + M - Restore minimized windows to the Desktop

Windows logo key + E - Open Windows Explorer to "My Computer"

Windows logo key + F - Search for a file or folder

Ctrl + Windows logo key + F - Search for computers (if you are on a network)

Windows logo key + L - Lock your computer (if you are connected to a network domain), or switch users (if you are not connected to a network domain)

Windows logo key + R - Open the Run dialog box