

# STANDARDS OF DOCUMENTATION

## EVIDENCE FOR INFORMAL/FORMAL HEARINGS

Informal hearings will be between an appraiser of the Waller County Appraisal District (WCAD) and the property owner. Please provide copies of all evidence to the Appraisal District's appraiser. An original copy of all evidence will be maintained for the official public record.

### RESIDENTIAL REAL ESTATE

1. Sale of Subject Property

A signed and dated closing statement is required. The closing statement should include a description of the property being transferred. A copy of the sales contract and the volume and page number of the deed filing are required in some cases. Photographs of your property are also good forms of evidence.

2. Sales of Comparable Properties

Sales of comparable properties with photographs should include the following information, if available: 1) property address 2) sales date/sales price; 3) grantor/grantee; 4) volume and page number; 5) financing terms/source/confirmed by; and 6) appraisal of subject property, date and reason for sale.

3. Proof of Physical, Functional or Economic Obsolescence

This type of information can be documented in a variety of ways. The best types of documents are usually estimates for repairs from contractors and photographs of physical problems. All documentation should be signed and attested. This means you must furnish "documented" evidence of your property's needs.

4. The following evidence should be provided concerning inequality of Appraisal issues:

The appraisal ratio of the property is equal to or less than the median level of appraisal of a reasonable and representative sample of other properties in the appraisal district; the appraisal ratio of the property is equal to or less than the median level of appraisal of a sample of properties in the appraisal district consisting of a reasonable number of other properties similarly situated to, or of the same general kind of character as, the subject property to the protest; or the appraised value of the property is equal to or less than the median appraised value of a reasonable number of comparable properties appropriately adjusted. This also applies to Commercial real estate.

### COMMERCIAL REAL ESTATE

1. Sale of Subject Property

Closing statement or sales contract, signed and dated, including a description of the property being transferred and volume and page, if sold during the last 3 years.

Basis of sale: Was sale based on actual income and expense data or Pro forma income and expense data, etc.?

Appraisal: If an appraisal was made for any purpose, submit a complete copy of the appraisal report.

2. Income Approach

Previous year rent roll, rent summary and income statement (typically 3 years of data). Documentation of lease offering rates, lease concessions, effective lease rates and current and historical occupancy, as of January 1 of the current year.

3. Cost Approach

Construction contract(s), signed and dated, including a detailed description of the work to be performed. Certified A.I.A. Document G702 or equivalent, with detail.

4. Market Approach

Independent Fee Appraisal: Complete copy of the appraisal report with confirmed sales and photographs of comparable properties. The detail should include: 1) property description; 2) location; 3) land area/building area; 4) year built; 5) grantor/grantee; 6) date of contract/volume and page; 7) sale price; 8) financing terms; 9) basis of sale; and 10) source/confirmed by.

### BUSINESS PERSONAL PROPERTY

The Appraisal District or the ARB must have evidence on which to make a ruling in all Business Personal Property cases appearing before them. Normally the form of relevant documents in order of importance are: 1) balance sheets; 2) inventory controls, accounting records, journals, ledgers showing acquisitions by year of purchase; 3) CPA statements of costs; 4) leases pertaining to the property in question; 5) a statement of general accounting policy and procedures, especially concerning the capitalization and expense policy; and 6) the basis of depreciation. The statement should also address inventory methods and whether physical inventory equals book inventory.

## **WALLER COUNTY APPRAISAL DISTRICT GENERAL HOMESTEAD EXEMPTION**

A homestead exemption reduces taxes by decreasing a home's taxable value. A property owner living in the home on January 1 and not already receiving the homestead exemption on another property is eligible for the homestead exemption. In order to qualify, a property must meet four tests:

- 1) The person(s) claiming the exemption must own the property on January 1.
- 2) The property must be designed or adapted for human residence,
- 3) The owner must use the property as a residence, and
- 4) The property must be the principal residence of the owner.

The Residential Homestead Exemption Application will provide more information about this exemption as well as the Over-65 and Disabled Person Exemption. A Disabled Veteran Exemption requires a different and separate application. **There is no filing fee for any of these exemptions.**

1. If the appraisal notice reflects your name as owner and you have not filed for an exemption please contact the Waller County Appraisal District at 979-921-0060 to request an application. If your name is not reflected on the notice, the ownership must be updated before an application can be generated. Again please contact the Appraisal District.
2. If the appraisal notice does not reflect an exemption for which you have already made application, please allow 30 days from the date mailed to process the application.
3. If the residence was purchased after January 1 of this year, you will not qualify for an exemption until the following year. Applications are mailed to new homeowners around the middle of January of each year. There is no fee required to file an application with the appraisal district.

For ownership or mailing address questions, please contact the Waller County Appraisal District at 979-921-0060. To request an ownership or mailing address change, send a written request to the Waller County Appraisal District, P O Box 887, Hempstead, Texas 77445. Include your name, property location address, account number, name change documentation, daytime phone number and a clear explanation of what needs to be changed.

## **CAPPED VALUE APPRAISED VALUE LIMITATION**

The Texas Property Tax Code, Section 23.23 states that a residential homestead is limited to a 10% increase.

Rules:

- 1) Limitations take affect one year after you receive your Homestead Exemption.
- 2) Limitations do not apply to new improvements added in that year (i.e., additions, pools, garages).
- 3) Limitations are removed when a property sells.
- 4) Limitations will be shown on the Notice as "Capped Value".
- 5) All granted exemptions are subtracted from the Capped Value instead of the Market Value.
- 6) Capped Value minus applicable exemptions equals Taxable Value.
- 7) The Capped Value is not a lifetime limitation.