

You now have a report that has trended sales over a three year period to make them current based upon your trends. Close out of this program. Go back to main menu and Click on Reports/Letters. (You may now refer to instructions from PDC 1-2-3 Level of Assessment.)

- Click Sales Analysis
- Click Standard Reports
- Click your assessing unit
- Click Roll Year 2009
- Add dates 07/01/2006 thru 07/01/2009
- Click Select time adjusted sales price

You now have the information to estimate your residential level of assessment. If there are other significant types of property on your roll such as vacant land or farms that impact your level of assessment based upon sufficient sales, you may run this same report by running a separate report for those properties. It is hoped that this tool will assist you not only for your PDC meeting but for other related matters. Your association will continue to develop materials to assist you with your duties as assessor in the future.

**P D C**  
**7-8-9**

## **Small Assessing Units**

*New York State  
Assessors' Association*



PDC  
7-8-9  
Market Analysis Committee  
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The NYSAA has created tools to help the assessor prepare for the annual pre-decisional collaboration meeting with your ORPS customer relationship manager (CRM) . Both PDC 1-2-3 (level of assessment) and PDC 4-5-6 (trending) guide the assessor in a step-by-step routine to determine the level of assessment over a specific time period.

In recognizing that there are many small communities across New York that have few sales on an annual basis, it becomes necessary to utilize sales for multiple years to have enough sales information to allow for a statistically valid ratio study.

Let's assume your community has 15 valid residential sales annually over the past three year's and 45 sales are needed to complete your analysis. It is important to know the trends of your market area for the past two years so those sales are brought current and match your current year sales.

For purposes of demonstrating this procedure, it is assumed that the trend for your sales in year three is a positive 3% and for year two a positive 1% with current year being a negative 1%. The trends for years two and three have previously been calculated by ORPS and were utilized on past calculations for the level of assessment and equalization rate previously for your community.

Depending on the market in your area, trends may be negative over three years or both positive in one year and negative in another or any combination. In either case sales should reflect the actual trend for a given time period. Should you have information that would indicate a different trend than that ORPS has calculated for those time periods, it is up to you to make that decision or run both numbers to make your point at the PDC meeting. (It is important to note that the more years of sales that go into the study the more unreliable it may become as trends are not always exact snapshots of your market but are averages of those sales that were observed over a specific time period.)

This exercise is being demonstrated utilizing RPS-V4. If you have another system there will be different keystrokes or methods to arrive at the same conclusions. In either case, most systems currently utilized can develop a reasonable conclusion.

Please note the following steps to create your report:

Assuming VALUATION DATE is July 1, 2009

### **STEP 1**

- Determine trends for each of the past three years using instructions from PDC 4-5-6 (trending pamphlet) For demonstration purposes assume the trends for each year is determined as listed below:

July 1, 2006- June 30, 2007	+3%
July 1, 2007- June 30, 2008	+1%
July 1, 2008- June 30, 2009	-1%

### **STEP 2**

- Create Time Adjustment File and Adjust Sales Prices.

-Click on Mass Appraisal Module from Main Menu.

-Click on Miscellaneous Module and then Time Adjust Sales Prices.

-Click on create, and enter a name for the file and click OK.

#### **Click Option 1**

-Enter Valuation Date of 07/2009.

-Select your assessing unit.

-Enter sale date range of 07/01/2006 thru 06/30/2009

-Place sales in one group.

#### **Click Option 2**

-Click add row and enter from 07/2006 to 06/2007 and enter 3

-Tab to next row and enter from 07/2007 to 06/2008 enter 1

-Tab to next row and enter from 07/2008 to 06/2009 enter -1

-Click on Save Icon

-Click on Running Man. (your report is being created)