

TIPS FOR A PRODUCTIVE REVIEW

To effectively serve all property value concerns, please use the following information to prepare for review with District staff and Appraisal Review Board. Our goal is to make the review process as expedient as possible.

- I. Bastrop Central Appraisal District is required by Texas Law to appraise all property at 100% market value as of January 1st of each year.
- II. The District staff and Appraisal Review Board can only discuss property value and cannot discuss tax rates or tax collection.
- III. Reviews will be kept to a 15-minute time frame. If more than one property is to be discussed, each property should be discussed in as timely a manner as possible.
- IV. Please silence all cell phones while in the building to avoid interruptions.
- V. Be prepared to provide evidence relevant to the **current year** to support your opinion of value for the following property types.

1. Real Property

- a. Settlement statements
- b. Fee appraisals
- c. Sales of similar properties
- d. Repair cost estimates for significant problems existing prior to January 1st. Please also include photo documentation illustrating problems
- e. Cost documents if constructed in prior year
- f. Survey plat
- g. Recorded warranty deed documentation
- h. Operating statement and rent roll for commercial properties

2. Ag, Special Valuation and/or Rollback Tax protest

- a. Contracts or receipts for land maintenance services including, but not limited to sprigging, cutting, baling, fertilizer, herbicide, fence installation and repair, pond construction. Documents should indicate number of acres serviced, date of service, and product types where applicable
- b. Sales receipts on livestock
- c. Production and breeding records
- d. Registration papers for breeding operations
- e. Current contract with government program
- f. Documentation of activities performed regarding wildlife management
- g. Notarized letters from leases indicating the usage of the property (i.e. type of crop, crop plant and harvest date, type and number of livestock, grazing timeframe, etc.)

3. Personal Property

- a. Sale of Business prior to January 1st. Sale contract or other documentation to show date of ownership change
- b. Closure of Business prior to January 1st. Final utility bill, cancelled insurance policy, cancelled lease, etc.

4. Personal Property – Inventory, Furniture, Fixtures, Machinery & Equipment

- a. Schedule 1120s (U.S. Income Tax Return for an S Corporation)
- b. Form 4562 (Depreciation and Amortization, includes Sections 179 and Vehicle data)
- c. Form 1065 (U.S. Return of Partnership Income) along with any other supporting documentation for the Balance Sheet and the Profit and Loss Statement from the most current IRS filing
- d. Schedule A Form 1040 (Itemized Deductions)
- e. Schedule C Form 1040 (Profit or Loss from Business)
- f. Completed asset list including description, original cost and year acquired. For equipment that has additional attachments/accessories, list items separately with the year, make, model number and description

5. Personal Property – Vehicles

- a. List of year, make, model and mileage as of January 1st. Separately list attached equipment (booms, lifts, toolboxes, etc.)