DATA INVENTORY

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OPERATING STATEMENT (I&E)

The Operating Statement (I&E) is designed to collect and analyze income and expense information on income producing properties. With this information, the appraiser is able to estimate value through capitalization of income. The Operating Statement is divided into four major categories: Market Data, Cost Data, Remodeling Data, and Income and Expense Data. The Income and Expense area of the statement is divided into three specialized areas: Apartments, General Commercial (retail, warehousing, industry), and Office Buildings. The purpose of the specific income and expense areas is to allow the property owner/manager space to enter applicable income, expense, and amenity data.

MARKET DATA

Space is provided to enter any sales information for both vacant and improved parcels. In addition, space is provided to enter the value of any personal property, inventories, or licenses that may have been included in the purchase price. Also, space is provided to enter the percent of mortgage, mortgage term, and interest rate.

COST DATA

Space is provided to enter any construction cost information that is available concerning the subject property. When possible, sizes of additions, paving, etc., should be entered under the comments area.

REMODELING DATA

Space is provided to enter the cost and a description of significant remodeling that has been associated with the building, the year of the remodeling, and whether the cost was attributable to the owner or a tenant.

APARTMENTS - OPERATING STATEMENT

Space is provided to enter a detailed current quoted rent per month by unit type. In instances where rents are computed on a square foot basis, space is provided to note the total apartment complex rentable area.

Project amenities and unit built-ins should be noted as to what is included OR available in the apartment complex. The owner expense statement includes areas to enter what is paid by the owner and the costs associated for a two-year period. The occupancy percentage should be entered in the space provided. Space is also provided to enter the number of garage/carport spaces available and the monthly rental charge, if applicable.
GENERAL RETAIL, WAREHOUSING, INDUSTRIAL, OTHER- OPERATING STATEMENT

This area is designed to enter income and expense amounts on general retail (retail sales), small industrial, and warehouse type facilities. Space is provided to enter the tenants, floor level, lease term, and floor area of the lease. Expenses are broken down into the general areas of insurance, taxes, maintenance, and utilities. Actual expense should be entered when available.

OFFICE BUILDING - OPERATING STATEMENT

This area of the operating statement is to enter the applicable income and expense information for office buildings. Space is provided to enter the building total gross area, net rentable area, and lease terms, i.e., on a total gross or net rentable area. The amount of retail area should be entered together with the current occupancy rate. The income statement is designed to quote rent per square foot, based on floor level and whether escalation of rental clause is included. The expense area is broken down into three major categories: insurance and taxes, building maintenance, and utilities. Actual expense should be entered by category if available.
Dear Property Owner:

As required by General Statute 105-286, Haywood County is conducting a Countywide Revaluation to become effective on January 1, 2021.

Revaluations are mandated in order to establish current and equitable values for assessment purposes. This is achieved through using the three approaches to value: cost, market and income. As an owner or manager of Commercial or Industrial property, you are aware that economic factors as well as physical aspects of the property have an effect upon its value. In order for our appraisers to establish a fair market appraisal of your property, we are asking you to please complete all information on the enclosed CONFIDENTIAL PROPERTY INFORMATION FORM that pertains to your property.

The information you supply will be kept strictly confidential. Only the Revaluation staff will have access to this information.
This is not a public records document.

If this request does not fall under your jurisdiction, please forward this to the proper agent.

*** Please indicate by checking: ___ Owner occupied or ___ Tenant occupied. If leased, please indicate terms of lease agreement.

Please complete this form and return within 30 days. The form can be faxed to 828-456-7953 or mailed to Haywood County Assessors Office 215 N Main St Suite 220, Waynesville NC 28786. If you have any questions, please contact 828-452-6654.

Thank you for your assistance.

Judy Hickman, Assessor
Haywood County, North Carolina
HAYWOOD COUNTY REAPPRaisal GOLF COURSE QUESTIONNAIRE

Course Name_______________________ Architect_______________________

Number of Holes____________________ Par/Course Rating________________

USGA Slope Rating:

Championship__________ Intermediate__________ Senior/Ladies__________

Number of Acres Utilized by Golf Course: _______________________________

Irrigation System: Greens___________ Fairways___________ Both___________

Actual Year Built____________________ Cost Per Hole____________________

Year of Major Renovations____________________________________________
__________________________________________________________________
__________________________________________________________________

Number of Anticipated Annual Rounds__________________________________

Number of Actual Annual Rounds______________________________________

Public/Guest Rates:

18 Holes Weekday – Seasonal___________________________________
18 Holes Weekend/Holidays – Seasonal__________________________

Special Rates:

18 Holes Senior/Junior_________________________________________
18 Holes Twilight_____________________________________________
18 Holes Off Season___________________________________________

Comments: ___________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

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HAYWOOD COUNTY REAPPRAISAL GOLF COURSE RATING FORM

Course Name_______________________________________________________

Number of Holes_____________Acres_____________Length___________(yds)

Par/Course Rating____________Zoning____________Age______________

Annual Rounds Played This Year (anticipated)__________Last Year________

USGA Slope Rating__________________________________(Attach Scorecard)

Irrigation:  Fairways___________Greens___________Both___________

List of Amenities:  (please check)
Practice Green  _____________  Driving Range  _____________
Lockers  _____________  Practice Sand Trap(s)  _____________
Restaurant  _____________  Bag Storage  _____________
Bar/Lounge  _____________  Snack Bar  _____________
Rain Shelters  _____________  Golf Carts  _____________
Restrooms (on course)___________  Snack Bar (on course)___________
Swimming Pool  _____________  Tennis Courts  _____________
Other (list items)____________________________________________________

Course Rating:  Excellent = 5; Good = 4; Average = 3; Fair = 2; Poor = 1

Greens/Fairways  _____________  Clubhouse/Pro Shop  _____________
Tees/Range/Hazards  _____________  Trees/Scenic Beauty  _____________
Layout Design  _____________  Practice Facilities  _____________
Food/Bev. Facilities  _____________  Other Amenities  _____________
Social Atmosphere  _____________  Course Image  _____________
Architect  _____________  Total Points  _____________

Note:  A score over 50 is excellent; 40-49 points is good; 30-39 points is average; 15-29 points is fair; and 14 points & under is poor.

Course Prices:

9-Hole Weekday $_______ 9-Hole Weekend $_______ 18-Hole Weekday $_______
18-Hole Weekend $_______ Golf Cart/9-Hole $_______ 18-Hole _____________
Special Rates-Senior $_________ Junior $_________ Twilight $_________

Date of Rating: _____________________________________________________
Name of Analyst: ___________________________________________________
HAYWOOD COUNTY GENERAL REAPPRAISAL

MOBILE HOME/RV PARK QUESTIONNAIRE

Park Name: ____________________________________________________________

Physical Location: ______________________________

Park Owner: ___________________________ Address: __________________________

Phone Number (Home) ______________ (Business/Cell) _______________

Total Number of Rentable Mobile Home Spaces: __________

Total Number of Rentable R/V or Camper Spaces: __________

Average Number of Vacant Spaces: Monthly: __________ Annually: __________

Rent per Mobile Home Space: ______ Month ______ Week ______ Annual

Rent per R/V or Camper Space: ______ Month ______ Week ______ Annual

Does Rent Include Any of the Following? (Check if Applicable)

Maintenance

Lawn Maintenance: ___
Street Maintenance: ___

Water and Sewer

Well and Septic ___
City Water & Sewer ___
Private Water & Sewer: ___

Trash Pickup

Included: ___
Not Included: ___

Other Considerations (Please Explain)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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HAYWOOD COUNTY CEMETERY QUESTIONNAIRE

Cemetery Name ________________________________________________

Cemetery Address ______________________________________________

1) How many grave sites remained unsold as of January 1, 2021? __________

2) How many grave sites were sold during 2021? __________

3) Total gross income received from the sale of grave sites during 2020. __________

4) What is the average price of the remaining unsold grave sites? __________

5) How many crypt sites remained unsold as of January 1, 2021? __________

6) How many crypt sites were sold during 2020? __________

7) Total gross income received from the sale of crypt sites during 2020. __________

8) What is the average price of the remaining unsold crypt sites? __________

9) How many niche sites remained unsold as of January 1, 2021? __________

10) How many niche sites were sold during 2020? __________

11) Total gross income received from the sale of niche sites during 2020. __________

12) What is the average price of the remaining unsold niche sites? __________

13) Were any grave sites, crypt sites, niche sites or mausoleums added during 2020? yes ___ no ___

14) Have you purchased or sold any cemetery land or made any other improvements during 2020? yes ___ no ___ if yes list type, amount and cost.

15) Has the property been appraised for any reason; sale, bankruptcy, merger, etc. since 2017? yes __ no __ if yes please provide copy of appraisal, etc.

Submitted by __________________________ Owner Name(s) __________________________

Telephone __________________________ Parcel Number __________________________

Date __________________________
**Area Name**  **SMATHERS ST**

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