

**DATA INVENTORY**

**Section E**

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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, 2017.

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.

David B. Francis, 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**

**Water and Sewer**

**Trash Pickup**

Lawn Maintenance: \_\_\_\_\_

Well and Septic \_\_\_\_\_

Included: \_\_\_\_\_

Street Maintenance: \_\_\_\_\_

City Water & Sewer \_\_\_\_\_

Not Included: \_\_\_\_\_

Private Water & Sewer: \_\_\_\_\_

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, 2017? \_\_\_\_\_

2) How many grave sites were sold during 2017? \_\_\_\_\_

3) Total gross income received from the sale of grave sites during 2016. \_\_\_\_\_

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

5) How many crypt sites remained unsold as of January 1, 2017? \_\_\_\_\_

6) How many crypt sites were sold during 2016? \_\_\_\_\_

7) Total gross income received from the sale of crypt sites during 2016. \_\_\_\_\_

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

9) How many niche sites remained unsold as of January 1, 2017? \_\_\_\_\_

10) How many niche sites were sold during 2016? \_\_\_\_\_

11) Total gross income received from the sale of niche sites during 2016. \_\_\_\_\_

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 2016? yes \_\_\_ no \_\_\_

14) Have you purchased or sold any cemetery land or made any other improvements during 2016? yes \_\_\_ no \_\_\_ if yes list type, amount and cost.

15) Has the property been appraised for any reason; sale, bankruptcy, merger, etc. since 2011? yes \_\_\_ no \_\_\_ if yes please provide copy of appraisal, etc.

Submitted by \_\_\_\_\_

Owner Name(s) \_\_\_\_\_

Telephone \_\_\_\_\_

Parcel Number \_\_\_\_\_

Date \_\_\_\_\_

HAYWOOD COUNTY, NORTH CAROLINA NEIGHBORHOOD ID 05R002  
NEIGHBORHOOD DATA FORM 2017

Area Name SMATHERS ST

Predominant Use RES\_X\_\_ AGR\_\_ COM\_\_ IND\_\_ OTHER\_\_ MIXED\_\_

Typical CDU EX\_\_ VG\_\_ GD\_\_ AV\_X\_\_ FR\_\_ PR\_\_ VP\_\_

Typical Grade AAA\_\_ AA\_\_ B\_\_ C\_X\_\_ D\_\_ E\_\_ (+ -)\_\_

Utilities All Public\_X\_\_ Public Water\_\_ Public Sewer\_\_ Well\_\_ Septic\_\_

Street/Road Paved\_X\_\_ Semi Improved\_\_ State Maintained Gravel\_\_ Private\_\_





Valuation Methods	Commercial Features	Basements	Exterior Walls	Occupancy	Construction Style	Section Types
C Commercial	BAL Balcony	Uses basement area,	Asbestos	GF Garage, Finished	Laboratory	R AA Attached Addition
I Industrial	DL Dock Levelers	Bsmrt % fin and	Rec Room % fields	GU Garage, Unfinished	Laundromat	ACP Addition/Carport
O Outbuilding	EF Elevator Freight	Asbestos	Asbestos	LDC Loading Dock Covered (C/I)	Library	AEP Addition/Enc Porch
P Priced	EP Elevator Passenger	Board & Batten	Brick & Frame	LDE Loading Dock Enclosed	Motel/Hotel	AGF Addition Over Gar Fin
R Residential	ES Escalators	Brick-Solid	Brick-Veneer	MHA Manufactured H. Add (R)	Office General	AOP Addition/Open Porch
	GEN Generator	Concrete Block	Compositon	MEP Open Porch/Enc Porch	Office Medical	APT Apartment
	MZF Mezzanine Finished	Exterior Plywood	Concrete Block	OH Overhang	Office Surgical Center	ASP Addition/Screened Porch
	MZU Mezzanine Unfinished	Frame or Lath & Glass	Fire Resistant	OP Open Porch	Office Veterinary	BGF Bonus Room Over Gar Fin
	OA Office Area	Hardboard Panel	Log	OPT Open Porch/Patio	Parking Garage	BGU Bonus Room Over Gar Unfin
	PEN Penthouse	Lap Siding/Hardy Plank	Aluminum/Metal	PT Patio	Post Office	BZ Brezeway
	RA Retail Area	Poplar Siding	Reinforced Conc	SP Screened Porch	Pro Shop	CAB Canopy, Bank
	ULA Upper Level Apt	Rigid Steel	Stucco	SR Sunroom	Radio/Television Station	CAM Canopy, Metal
	OHD Overhead Doors	Stone	Vinyl	ST Stoop	Restaurant/Walk In	CAW Canopy, Wood
	VLT Vault, Not Bank	WS Wood Shingle	Heating	TR Terrace	Restaurant/Fast Food	CD Covered Deck
	Fireplaces	Electric BB/Ceiling	Forced Hot Air	UR Utility Room	Radio/Television Station	CP Carport
	price by fireplace opens,	F Geothermal	Steam/Hot Water	WCL Walk-in Cooler (C/I)	Restaurant/Walk In	CPT Covered Patio
	stack & fireplace type	H None	Monitor	WD Wood Deck	Store/Convenience/Cafe	EP Enclosed Porch
	Sprinkler System	M None	None	WDP Wood Deck/Patio	School	
	prices % of sprinkler	N None	Heat Pump	Occupancy	Store/Convenience	
	Condition	None	Unit Heat	AP Apartment	Store/Department	
	A Average	None	Wall/Floor Furnace	CTT Condo/TownHse/Time Share	Store/Discount	
	E Excellent	None	Residential Features	CM Commercial Use	Store/Retail	
	F Fair	None	EP Elevator Passenger	CT Cottage	Store/Retain	
	G Good	None	GEN Generator	D Duplex	Store/Supermarket	
	P Poor	None		E Exempt	Store/Service Station	
	U Unsound	None		IN Industrial Use	Store/Warehouse Type	
	VG Very Good	None		MH Manufactured Housing	Telephone Exchange	
	VP Very Poor	None		NL Not Lived In	Theatre	
	Functional/Economic Dep.	None		SF Single Family	Warehouse/Distribution	
	C Common Wall Adjust	None		Construction Style	Warehouse/Mini	
	CL Commercial Location	None		A A-Frame	Warehouse	
	D Design	None		C Conventional		
	DC Declining Area	None		D Double Wide		
	EC Economic Factor	None		F Split Foyer		
	EN Environmental	None		I Triple Wide MH		
	FC Functional Curable	None		L Log		
	FD Flood Damage	None		M Single Wide		
	FI Functional Incurable	None		O Other		
	I Incomplete Section	None		P Park Model		
	IP Divided Interest	None		R Ranch		
	L Location	None		S Split Level		
	LI Low Income Housing	None		T Contemporary		
	O Obsolescence	None		U Modular Home		
	S Size	None				
	SO Seasonal Occupancy	None				
	U Utility	None				

Outbuilding Codes	Land Segment	Land Use Segment
ATM ATM Booth	RRS Railroad Spur	CPA Commercial Primary Agricultural
BBC Basketball Court	RSV Reservoir	CRA Commercial Residual Agricultural
BHS Bath House	RVS RV Site	CSA Commercial Secondary Agricultural
BLC Bleachers	SEQ Shed, Equipment	CUA Commercial Undeveloped Agricultural
BRN Barn	SHP Shop	CPF Commercial Primary Forestry
CAB Canopy, Bank	SLB Silo, Bunker	CRF Commercial Residual Forestry
CAC Canopy, Commercial	SLC Silo, Concrete	CSF Commercial Secondary Forestry
CAM Canopy, Metal	SP Screened Porch	CUF Commercial Undeveloped Forestry
CAS Canopy, Service	SPA Spa	CPH Commercial Primary Horticultural
CAW Canopy, Wood	SPL Shed, Pole	CRH Commercial Residual Horticultural
CBN Cabin	STB Stable	CSH Commercial Secondary Horticultural
CBH Clubhouse	STG Storage	CUH Commercial Undeveloped Horticultural
CLF Chain Link Fence	STGP Storage, Pre-Engineered	HPA Homesite Primary Agricultural
CLH Chain Link High	STL Storage, Lumber	HRA Homesite Residual Agricultural
WIF Wrought Iron Fence	SWP Swimming Pool	HPF Homesite Primary Forestry
CP Carport	TCT Tennis Court	HRF Homesite Residual Forestry
CPM Carport, Metal	TNK Tank	HPH Homesite Horticultural
EP Enclosed Porch	WD Wood Deck	HRH Homesite Residual Horticultural
GCM Golf Course Mini	CAP Conc Apron	
GDH Guard House		
GF Garage, Finished	<b>Source of Information</b>	
GHS Guest House	E Estimate	
GLQ Garage, W/LQ	O Owner	
GNS Greenhouse	R Relative	
GOL Golf Course	T Tenant	
GPE Garage, Pre-Eng Mtl	<b>Topography</b>	
GRB Grain Bin Metal	F Flat	
GU Garage Unfinished	H High	
HOG Hog Parlor	L Low	
LMT Lighting, Multi	P Precipitous	
LSG Lighting, Single	R Rolling	
MBL Misc Building	S Swampy	
MHA Mobile Home Addition	<b>Road Type</b>	
MKS Mobile Home Site	G Gravel (adjustment 90%)	
MKP Milk Parlor	P, PC, P Paved	
OFM Office, Comm	N No Road (adjustment 75%)	
OFM Office, Modular	R Private	
OP Open Porch	W No Right of Way (adj 50%)	
PER Pier	<b>Land Valuation Method</b>	
PHS Poultry House	A Acreage	
PIC Picnic Shelter	P Priced Entry	
PT Patio	S Square Feet	
PVA Paving, Asphalt		
PVC Paving, Concrete		
QUO Quonset		

Land Segment	Land Adjustment Codes
AP Apartment	A Access
BB Billboard	AP Associate Parcel
CP Commercial Primary	C Conservation
CR Commercial Residual	CI Corner Influenç
CS Commercial Secondary	CR Current Use
CT Cell Tower Site	D Drainage
CU Commercial Undeveloped	DC Development cost
EX Exempt	E Excess
HC Horticultural	EC Economic
HP Homesite Primary	EN Environmental
HR Homesite Residual	F Flood Plain
HS Homesite Secondary	FD Flood Damage
IP Industrial Primary	FW Floodway
IR Industrial Residual	L Location
IS Industrial Secondary	LI Low Income Housing
IU Industrial Undeveloped	MI Mis-improvement
OP Openland	P Perk Test
W Water	R Right-of-Way/Easement
WD Woodland	S Size/Shape
	T Topography
	U Underdeveloped
	V View
	W Low