

### Scope of services over a three (3) year period:

- Updated cost schedules and inventoried real property on commercial and industrial properties.
  - Physical field review of commercial and industrial parcels.
  - Field reviews will consist of grading, observed condition and depreciation
  - A front and back photo of all improvements will be taken
  - Non returned items will be measured and recorded for taxation
- Developing neighborhood adjustments for commercial and industrial property types.
  - Schedules will be based on cost values that when adjusted to local market conditions will produce fair market values.
- Neighborhood and location adjustments and tables will be developed and applied where market conditions dictate.
- Reviewing Commercial and Industrial Urban land schedules to properly value land.
  - These schedules will be developed using methods of lot, front foot, square foot or acreage as deemed appropriate by company and county.
- Documenting work
- Reviewing commercial and industrial sales.
- Data transfer of all collected field data into county's CAMA (WinGAP).
- Review and edit all commercial and industrial data, information and values prior to mailing of assessment notices.
- Generating sales ratio studies for commercial and industrial property types that meet the requirements of the Georgia Department of Revenue and the Lowndes County Board of Assessors.
- Providing an appraiser registered with the Georgia Real Estate Appraiser Board for hearings and appeals review. *5 days included for year one (1) and two (2). 15 days included for year three (3). Any days above a per diem rate applies.*

### Scope of Service (County)

- Provide GMASS with adequate office workspace (table & chairs)
- Provide a computer for remote access using LogMeIn or VPN
- Provide GMASS with one local network connection for laptops to be used when personnel are present in the office
- Provide qualified sales for all property types
- Provide aerial photography or GIS layers for property valuation work