

Coding: A three (3) character acronym coding system is used to classify areas and story heights of buildings. The following is the coding system and descriptions which must be used in identifying areas of the sketch:

- ATF:** ATTIC FINISHED - Access is through permanent stairs, normally no more than 25% of the total floor area and has 6 foot ceiling height.
- ATU:** ATTIC UNFINISHED - No interior finish. (Same as above)
- BMF:** BASEMENT FINISHED - Below grade and meets at least three of these four criteria: finished floors, finished walls, finished ceilings and heat.
- BMG:** BASEMENT GARAGE - Generally sectioned off from the rest of the basement.
- BMU:** BASEMENT UNFINISHED - Known as cellar and is below grade.
- COF:** COMMERCIAL OFFICE - Refers to office area in commercial buildings not built for offices, such as factories and warehouses.
- CRL:** CRAWL - Basement having 4' or less headroom.
- CPT:** CARPORT - A roofed structure generally with 1 or 2 walls and attached to the main structure.
- CTH:** Cathedral ceiling area, this is where the ceiling height is greater than 12 feet.
- DEK:** DECK - An open deck or entrance landing with no roof.
- ENT:** ENTRANCE - Entrance Landing with no roof, 2x3 and larger, normally unable to place a chair and sit.
- EPF:** ENCLOSED PORCH FINISHED - Typically unheated & uninsulated area. May have small heater, but is of seasonal use. Finished walls, floors and ceilings.
- EPU:** ENCLOSED PORCH UNFINISHED - All four sides are tight to weather, but has no interior finish (open studs, etc.). Includes entrance to BMU, other than metal door (bulkheads).
- FFF:** FIRST FLOOR FINISH - Living space with full ceiling height and finished interior.
- FFU:** FIRST FLOOR UNFINISHED - Similar to FFF, but unfinished interior.
- GAR:** GARAGE - A structure large enough to hold and store automobiles at grade level.
- HSF:** HALF STORY FINISHED - Usually an upper level story with approximately 40% to 60% of floor area available and used for living. (6 foot ceiling height).
- HSU:** HALF STORY UNFINISHED - Same as HSF, but interior is unfinished.
- LDK:** Loading Dock area. Raised platform of cement.
- OFF:** OFFICE AREA - Finished area within home used primarily for business.
- OPF:** OPEN PORCH FINISHED - Roof structure with floor, but at least one (1) side is exposed to the weather. Screened porches are considered OPF's.
- OPU:** OPEN PORCH UNFINISHED - Same as OPF, however, there is little to no finish.
- PAT:** Patio area of stone, cement, brick etc.
- PRS:** Piling driven into the ground or other material used to support a building off the ground. Normally found with camps or seasonal construction.
- RBF:** RAISED BASEMENT FINISHED - Used on raised ranch (split level) and Tri-Level homes or any building where 3 of the 4 walls or all 4 walls are 3' to 4' above ground, creating greater utility than a normal basement, or 1.5 or more walls with large windows providing good natural lighting in the basement, and walkout access.
- RBU:** RAISED BASEMENT UNFINISHED - Same as RBF, but unfinished.
- STO:** STORAGE - Unfinished area used for storage. Not easily converted to living space.
- SFA:** SEMI-FINISHED-AREA - Enclosed areas finished like living space, but not living space, like indoor pool enclosures.

- SLB:** SLAB - Foundation description where no basement or crawl space exist. Poured cement slab.
- TQF:** 3/4 STORY FINISHED - A finished area with approximately 75% of floor area usable as living space.
- TQU:** 3/4 STORY UNFINISHED - Same as TQF, except unfinished.
- UFF:** UPPER FLOOR FINISHED - Upper floor living space with full ceiling height and finished interior.
- UFU:** UPPER FLOOR UNFINISHED - Same as UFF, except there is no finished interior.
- VLT:** VAULTED CEILING - Ceilings which are slanted or extended above the normal 8 feet, but less than 12 feet. Normally found in manufactured housing.

Notes:

- 1.) Attics - Attics are only classified if they are accessed by a permanent stairway. Attics which are accessed by pull down stairs or ladder are not assessed, but should be noted in the notes.
- 2.) Basements - Below grade areas with at least 5' or more headroom are considered basements. Areas with less than 5' of headroom are considered crawl space. A note should be made when access to the basement is from the outside of the home only. Usable basement areas should be measured, drawn and coded on the sketch. If basement areas are estimated, a note should be made of this estimate in the remark section.
- 3.) Office Areas - Office areas should be measured and drawn on the sketch for all commercial buildings, not designed specifically for offices, ie. garages, warehouses, factories, etc.
- 4.) Cathedral Ceilings - Cathedral ceiling areas must be measured when entry into the home is obtained. The area of the cathedral ceiling (length and width) must be drawn and depicted in the sketch area.
- 5.) Vaulted Ceilings - Are areas where the ceiling is pitched upward, not flat by about 2 to 5 feet, but less than one-story which is the typical height of a cathedral ceiling.

QUALITY ADJUSTMENT

Quality adjustment refers to the overall quality of construction, marketability and desirability of the property.

Defined as:	B3 = Minimum	A4 = Excellent
	B2 = Average - 20%	A5 = Excellent + 10%
	B1 = Average - 10%	A6 = Excellent + 20%
	A0 = Average	A7 = Excellent + 40%
	A1 = Average + 10%	A8 = Excellent + 60%
	A2 = Average + 20%	A9 = Luxurious
	A3 = Average + 30%	AA = Special Use

CONDITION

Condition relates to the primary structures condition relative to the year built listed as:

Excellent, Very Good, Good, Average, Fair, Poor or Very Poor.

This is also where depreciation is accounted for. Depreciation is defined as a decrease or loss in value because of wear, age, location or other causes.

Defined as:

Functional - Based on problems with design, layout and/or use of building, i.e. bathroom between 2 adjacent bedrooms with no hallway access to bathroom. Bedroom through bedrooms access, very low ceiling, chimney through middle of the room.

Economic - Based on factors influencing value that are external to the building and beyond the owners control, i.e. house is situated close to a nightclub, airport, dump, sand & gravel pit or any unsightly property.

Physical - Poor physical condition above and beyond the normal wear and tear, i.e. severe water damage, fire damage, rotted window sills, bouncing, cupping or crowning floorboards, sagging ceiling or floor.

The percentage applied to depreciation is calculated based on the severity of the issues as noted by the data collector. The Supervisor makes this determination based on the notes of the data collector. The reason for the depreciation, i.e. next to gravel pit should be listed in the notes section with the appropriate adjustment in the depreciation section. Typically, physical depreciation relates to the cost to cure the problem.

