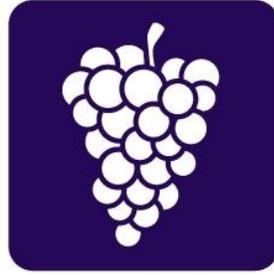


New Kent

C O U N T Y



V I R G I N I A

UNDERSTANDING YOUR PROPERTY RECORD CARD

OBJECTIVE: At first glance, the real estate property assessment record card can be intimidating. There is a wealth of information that can be difficult to read and understand for someone who does not work in real estate. However, this guide was designed to educate those who wish to understand the layout and content of the New Kent County property record card. In the following pages, each component of the record card is explained in detail.

BACKGROUND: New Kent County utilizes the Vision Appraisal Computer-Assisted-Mass-Appraisal, or CAMA, system for maintaining property information and for developing the real estate market model. A property record card is typically a two sided sheet of paper that is printed from this CAMA system. The front of the card contains property identification, construction details, and other elements that are used to describe and value the property. The back of the card contains basic definitions as well as a factual error report that can be returned to the Commissioner of Revenue for correction.

CONTACT: A copy of your property record card comes with every reassessment notice or value change. However, you may request a property record card to be sent to you at any point during the year. To request a copy of your property record card, the following contact options are available:

PHONE (804) 966 – 9611

FAX (804) 966 – 5562

EMAIL Reassessment@newkent-va.us

MAIL PO Box 99, New Kent, VA 23124

ADDITIONAL INFORMATION: A current copy of the New Kent County Assessment Manual is a great source of information for anyone seeking additional information on the reassessment process. Information can also be found online at <https://www.co.new-kent.va.us/525/Real-Estate>.

PARCEL ID INFORMATION

At the top of each card is a grey block that contains all the property identification information. For reference, this section has been highlighted below.

PID #: 999999 MAP ID: 54A-7-13Z Area: N State Use: 2000 Class: 2 Bldg #: 1 Card: 1 of 1		BAI ID: 999999 GPIN: Z99-9999-9999 Property Location: 1234 ANYWHERE DRIVE Sec #: 1 of 1 Print Date: 1/7/2016 11:02:56 AM																																																																								
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New Kent County currently uses two systems for real estate assessments. Vision Mass Appraisal software is used for the assessing and Bright software is used for billing. Each parcel is given a unique identifying number in each system that is displayed on each property record card as the **VISION ID** and the **BAI ID**.

Every parcel has a unique ID assigned to it according to its location on the Tax Map. This is used as part of the legal description of the property and is located on the property record card as the **MAP ID**.

The New Kent County Geographic Information Systems (GIS) Department gives each parcel a unique parcel identifier that is based on coordinate location of a parcel's center. This is called the Geographic Parcel Identification Number (**GPIN**).

New Kent County currently employs two full time assessors, each covering a specific area of the county. This is designated by **AREA** on the property record card. An "N" stands for the area north of I-64 and "S" is for south of I-64.

The **PROPERTY LOCATION** displays the physical parcel address for the property that the assessment card has been printed for.

The land use code is listed as **STATE USE** on the record card. While this code may not mean much to the average reader, it assists the assessors when reviewing the property records. A full list of all land use codes can be found in the New Kent County Assessment Manual.

The **CLASS** field is a numbered category required by the state to identify a property. A full list of class codes can be found in the New Kent County Assessment Manual.

In the event of a parcel having more than one building located on the property, the Vision software numbers each building and prints each as a separate card. The number of the building you are currently viewing is located on the card with the **Blding #** description.

In the event of a building on a parcel having one or more additions on it, the Vision software numbers each additional section and prints each as a separate card. The section number you are currently viewing is located on the card with the **Sec #** description.

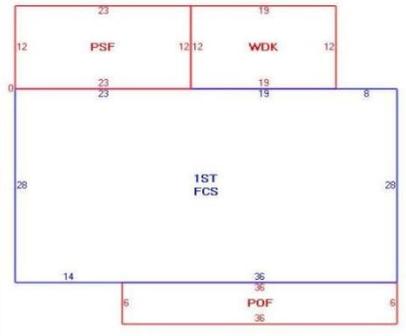
There is a potential for a parcel to print multiple cards depending upon additional buildings, sections, etc. The number of the card you are currently viewing can be found with the **Card** description.

When each property record card is printed, the **Print Date** lists the time and date. Please note that this reflects the time and date of the printing of the card and NOT the effective date of the assessment.

CURRENT OWNER

In the upper left hand corner of each card is a block with the **CURRENT OWNER** heading. This box lists the current owner of record and mailing address. For reference, this section has been highlighted below.

PID #: 999999 MAP ID: 54A-7-13Z Area: N State Use: 2000 Class: 2 Bldg #: 1 Card: 1 of 1		RAI ID: 000000 RDIN: 700-9999-9999 Property Location: 1234 ANYWHERE DRIVE Sec #: 1 of 1 Print Date: 1/7/2016 11:02:56 AM	
CURRENT OWNER		ASSESSED VALUE SUMMARY	
SMITH JOHN A 1234 ANYWHERE DRIVE QUINTON VA 23141		Bldg. Value (Card) 127,400 KF Value (Card) 0 DB Value (Card) 0 Land Value (Card) 42,400	NEW KENT VIRGINIA
		Total Parcel Value 169,800	
TRANSFER HISTORY		DEED	SALE PRICE
SMITH JOHN A		610 1	06-26-2012 U I 28,000
DOE JANE B		597 25	10-28-2011 U I 159,211
JOHNSON ANDREW C		259 1	04-13-1998 Q I 96,812
DAWSON JERRY D		1 1	
MARKET VALUATION		NOTES	
Adj. Base Rate 61.00		SUBDIVISION FARMS	
Market Replace 134,137		DB 610/1 PB 4/5	
AYB 1998			
Dep Code A			
EYB 2004			
Year Remodel 5			
Market Dep % 0			
Functional Obsl 0			
External Obslnc 0			
Condition % Complete 95			
Overall % Cond 95			
Dep % Ovr			
Misc Imp Ovr			
Cost to Cure Ovr			
OUTBUILDINGS & EXTRA FEATURES		BUILDING SUB-AREA SUMMARY	
Description Units Unit Price Year Assessed Val.		Code Description Living Area Gross Area	
		1ST 1 Story 1,400 1,400	
		FCS FOUNDATION, CRAWL 0 1,400	
		POF PORCH, OPEN FRAME 0 216	
		PSF PORCH, SCREEN FRAME 0 276	
		WVK DECK, WOOD, RAILS 0 228	
		Total Area 1,400 3,520	
PROPERTY FACTORS		LAND LINE VALUATION SECTION	
ROAD UTILITIES		B # Use Description Zone D Land Units L. Ac Acre Disc. C. Factor NBHD Code NBHD Adj. Site Index Special Calcs Notes Adj. Unit Price Land Value	
Paved Well		1 HSITE VMD MDL- R1 01 1.000 AC 1.0000 1.000 1.00 190 0.950 1 7 GIS AC 41,705.00 41,700	
Septic		1 OPEN MDL-00 R1 01 0.180 AC 1.1489 1.000 1.00 190 0.950 1 7 GIS AC 3,693.64 700	
Electric			
TOPO LOCATION			
Slopes down			
		Total Card Land Units 1.180 AC Parcel Total Land Area: 1.1800 Total Land Value 42,400	



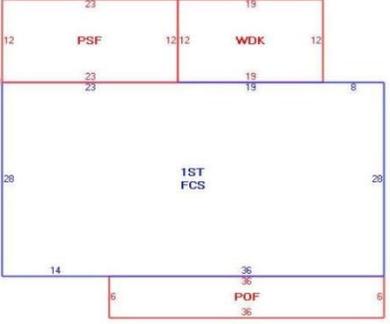
ASSESSED VALUE SUMMARY

Adjacent to the **CURRENT OWNER** block is the **ASSESSED VALUE SUMMARY** section. The building, extra feature, outbuilding, and land value are printed for the current card only. If there are multiple cards, the **Total Assessed Parcel Value** reflects the total value of the parcel. For reference, this section has been highlighted below.

PID #: 999999		MAP ID: 54A-7-13Z		Area: N:		State Use: 2000		Class: 2		Bldg #: 1		Card: 1 of 1			
BAI ID: 999999		GPIN: Z99-900000000000000000		Address: 1234 ANYWHERE DRIVE		City: NEW KENT		State: VIRGINIA		Sec #: 1 of 1		Print Date: 1/7/2016 11:02:56 AM			
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TRANSFER HISTORY				CONSTRUCTION DETAIL											
SMITH JOHN A 610 1 06-26-2012 U I 28,000				Style Ranch				Description							
DOE JANE B 597 25 10-28-2011 U I 159,211				Model Residential				C							
JOHNSON ANDREW C 259 1 04-13-1998 Q I 96,812				Grade Vinyl Sliding				Exterior Wall A							
DAWSON JERRY D 1 1				Roof Structure Comp Shingle				Exterior Wall B							
				Roof Cover Sheet Rock				Gable							
				Interior Wall A Hardwood				Interior Wall B							
				Interior Flr A				Interior Flr B							
				Heat Fuel Electric				Heat Type Heat Pump							
				AC Type Heat Pump				Total Bedrooms 3 Bedrooms							
				Total Bthrms 2				Total Half Baths 0							
				# of Fireplaces 0				Fireplace Type							
				Extra Kitchens 0				Extra Heat Pump							
MARKET VALUATION				NOTES											
Adj. Base Rate 61.00				SUBDIVISION FARMS											
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TRANSFER HISTORY

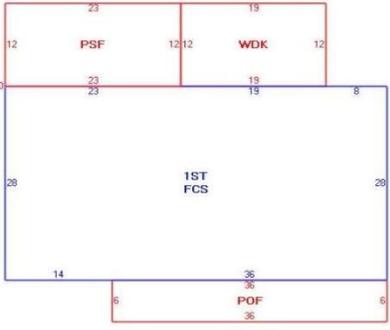
Beneath the **CURRENT OWNER** block is the **TRANSFER HISTORY** section. This block is for displaying the prior owner's of a property. The first name on top of the list will be the current owner. The deed book and page number and be found under the **DEED** column. This is followed by the **SALE DATE** column which indicates the date on which the property was purchased. The **q/u** column indicates if a sale was qualified or unqualified. The **v/i** column indicates if a property was vacant or improved at the time of sale. The purchase price can be found under the **SALE PRICE** column. For reference, this section has been highlighted below.

PID #: 999999		MAP ID: 54A-7-13Z		Area: N		State Use: 2000		Class: 2		Bldg #: 1		Card: 1 of 1																																																																						
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CONSTRUCTION DETAIL

Adjacent to the **TRANSFER HISTORY** and **NOTES** blocks is the **CONSTRUCTION DETAIL** section. This block provides a detailed breakdown of the characteristics of the home. For reference, this section has been highlighted below.

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Style refers to the type of house. This includes, but is not limited to, Ranch, Cape Cod, Two Story, Split Level, etc.

Model refers to the type and use of structure. This includes, but is not limited to, Residential, Condo, Commercial, Industrial, etc.

Grade refers to a classification system used to determine the quality of a structure based upon materials used, workmanship, architectural attractiveness, functional design, etc.

Exterior Wall A and **Exterior Wall B** refer to the two most prominent types of exterior walls on the structure. A common misconception is that this refers to the first and second floors but this is inaccurate. This includes, but is not limited to, Vinyl Siding, Brick, Stone, Hardboard, Wood Siding, etc.

Roof Structure refers to the shape of roofline. This includes, but is not limited to, Hip, Gable, Gambrel, etc.

Roof Cover refers to the materials used on the roof. This includes, but is not limited to, Composite Shingle, Dimensional Shingle, Metal, etc.

Interior Wall A and **Interior Wall B** refer to the two most prominent types of interior walls within the home. A common misconception is that this refers to the first and second floors but this is inaccurate. This includes, but is not limited to, Sheet Rock, Plaster, Cinder Block, etc.

Interior Floor A and **Interior Floor B** refer to the two most prominent types of interior walls within the home. A common misconception is that this refers to the first and second floors but this is inaccurate. This includes, but is not limited to, Carpet, Vinyl, Hardwood, Tile, etc.

Heat Fuel refers to the source of energy for the heating system. This includes, but is not limited to, Oil, Gas, Electric, etc.

Heat Type refers to the type of heating system. This includes, but is not limited to, Heat Pump, Electric Baseboard, Forced Air, Geo Thermal, etc.

AC Type refers to the type of cooling system. This includes, but is not limited to, Heat Pump, Window Unit, etc.

Total Bedrooms refers to the total count of bedrooms in the home. A bedroom is qualified by having a closet and a window that can open and close.

Total Bthrms refers to the total count of bathrooms in the home. This number includes only full baths, which are bathrooms with a toilet, sink, and a bath/shower.

Total Half Baths refers to the total count of half baths in the home. These bathrooms include only a toilet and sink.

of Fireplaces refers to the number of the fireplaces, if present in the home.

Fireplace Type refers to the type of fireplaces, if present in the home. Types include Masonry, Pre-Fabricated, etc.

Extra Kitchens refers to the number of kitchens beyond 1, if present in the home.

Extra Heat Pump refers to the number of heat pumps beyond 2, if present in the home.

MARKET VALUATION

Beneath the **TRANSFER HISTORY** block is the **MARKET VALUATION** section. This block displays factors that influence the overall value of the improvements to the property. For reference, both sections have been highlighted below.

PID #: 999999 MAP ID: 54A-7-13Z Area: N State Use: 2000 Class: 2 Bldg #: 1 Card: 1 of 1		BAI ID: 999999 GPIN: 299-9999-9999 Property Location: 1234 ANYWHERE DRIVE Sec #: 1 of 1 Print Date: 1/7/2016 11:02:56 AM																																																																																																																															
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For an in-depth explanation of the **Adj. Base Rate**, please review the New Kent County Assessment Manual. However, in short, the **Adj. Base Rate** is one of several factors used in determining the assessed value of the improvements on a property.

Taxpayers interested in the Replacement Cost New before subtracting depreciation will find the figure listed as **Market Replace**.

Actual Year Built, **AYB**, displays the year in which the house was built. This should not be confused with the Effective Year Built, **EYB**.

The Depreciation Code, **Dep Code**, indicates the condition of the home.

The Effective Year Built, **EYB**, is the typical age of a structure with respect to condition and utility; acknowledging the difference between a rehabilitated structure and a building with substantial deferred maintenance.

Year Remodeled is just that, the year in which a property was remodeled, if applicable.

The **Market Dep %** reflects the overall amount of depreciation on a property. This percentage typically increases as a house ages. However, a rehabilitated property or a substantial amount of deferred maintenance can affect the percentage of depreciation.

Functional Obsolescence is defined as the loss in value of a property resulting from changes in tastes, preferences, technological innovations, or construction standards. If a particular property is affected by functional obsolescence, the property card will list the percentage of influence as **Functional ObsInc**.

External (Economic) Obsolescence is defined as the loss in value stemming from factors external to the property. If a particular property is affected by external (economic) obsolescence, the property card will list the percentage of influence as **External ObsInc**.

Condition gives a two-letter code indicating any abnormal condition of a property has. This can include, but is not limited to, abnormal physical depreciation, fire damage, rehabilitation, etc. This field is a label and does not directly tie into any adjustment factors.

A building that has been put in the software system before the construction is completed is adjusted based upon the **% Complete** field.

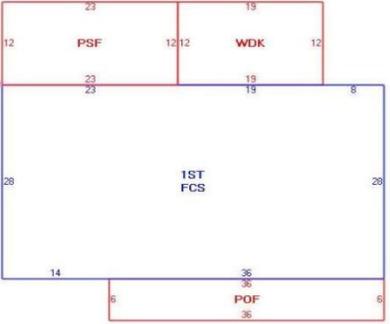
An overall condition of the property is reflected by the **Overall % Cond** field.

Assessments are based upon computer models that are generated from a market analysis. However, not all properties are going to fit the model. For properties whose depreciation does not fit the model, the **Dep % Ovr** provides the assessor with a way to override the depreciation factor.

Misc Imp Ovr and **Cost to Cure Ovr** are two additional override fields used by assessors to adjust building depreciation.

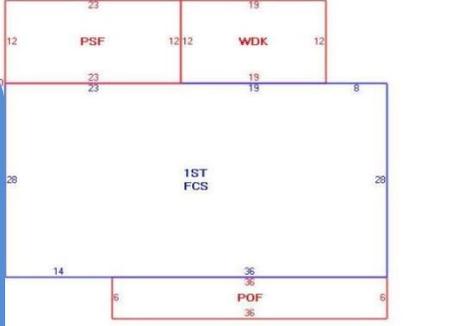
NOTES

Adjacent to the **MARKET VALUATION** block is the **NOTES** section. This block typically displays legal information (subdivision, acreage, deed book reference, and plat book reference). For reference, this section has been highlighted below.

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BUILDING SUB-AREA SUMMARY

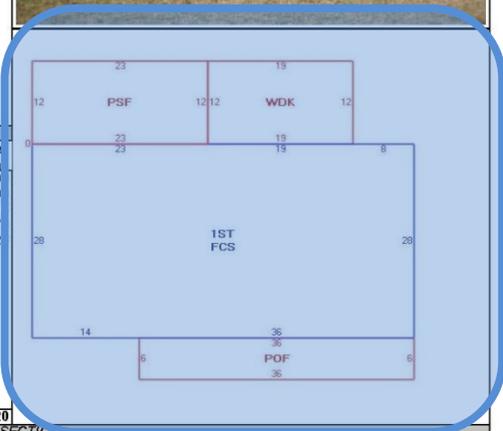
Adjacent to the **OUTBUILDINGS & EXTRA FEATURES** block is the **BUILDING SUB-AREA SUMMARY** section. This block correlates with the **SKETCH** box. Codes used in the sketch are found in the **Code** column. A description of each code is found in the **Description** column. Only the square footage of living area is counted in the **Living Area** column. This is typically the heated and cooled portions of the house, not including finished or unfinished basements. The square footage for all portions sketched on the house is calculated in the **Gross Area** column. For reference, this section has been highlighted below.

PID #: 999999		MAP ID: 54A-7-13Z		Area: N		State Use: 2000		Class: 2		Bldg #: 1		Card: 1 of 1			
BAI ID: 999999		GPIN: Z99-9999-9999		Property Location: 1234 ANYWHERE DRIVE											
CURRENT OWNER				ASSESSED VALUE SUMMARY				NEW KENT VIRGINIA							
SMITH JOHN A 1234 ANYWHERE DRIVE QUINTON VA 23141				Bidg. Value (Card) 127,400 XF Value (Card) 0 OB Value (Card) 0 Land Value (Card) 42,400 Total Parcel Value 169,800											
TRANSFER HISTORY				DEED				SALE DATE				SALE PRICE			
SMITH JOHN A DOE JANE B JOHNSON ANDREW C DAWSON JERRY D				610 1 597 25 259 1 1 1				06-26-2012 10-28-2011 04-13-1998				U I U I Q I I			
MARKET VALUATION				NOTES				CONSTRUCTION DETAIL				Element			
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				WDK DECK, WOOD, RAILS 0 228											
				Total Area 1,400 3,520											
PROPERTY FACTORS															
ROAD UTILITIES		B #		Use Description		Zone D		Land Units		L. Factor		C. Factor		Adj. Price	
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Septic Electric		1		OPEN MDL-00		R1 01		0.130 AC		1.1489		1.000		3,693.64	
TOPO LOCATION															
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				Total Card Land Units 1.180 AC				Parcel Total Land Area: 1.1800				Total Land Value 42,400			

SKETCH

Adjacent to the **BUILDING SUB-AREA SUMMARY** block is the **SKETCH**. On a vacant property, this section will be blank. The sketch displays the dimensions of a building as measured from the outside. It is important note this as the assessors do not go inside the homes. Each block is measured out and labeled with a three character code to indicate what the shape is. Details regarding the description of each code and the total square footage can be found in the **BUILDING SUB-AREA SUMMARY** below the **SKETCH**. Also of note is that the Vision software only calculates to whole feet, as such all measurements in inches are rounded to the nearest foot. For reference, the **SKETCH** area has been highlighted below.

PID #: 999999 MAP ID: 54A-7-13Z Area: N State Use: 2000 Class: 2 Bldg #: 1 Card: 1 of 1		BAI ID: 999999 GPIN: 799-9999-9999 Property Location: 1234 ANYWHERE DRIVE Sec #: 1 of 1 Print Date: 1/7/2016 11:02:56 AM																																																																																																																																																											
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The **I. Factor** is the influence factor on land value. This is determined by the Site Index, which is a calculation determined by the assessors opinion of location.

The **Acre Disc.** is the acreage discount factor on the land value. Land lines with more acreage can receive a discount factor. This is modeled after the Law of Diminishing Returns, a market trend in which.

Condition Factor is a manual override factor determined by the assessor. Since not all properties can fit the normal computer model, the condition factor enables the assessor to take additional influences on a property into account.

NBHD Adj. is the neighborhood adjustment factor. In neighborhoods where land typically sells less than the average, a factor less than one will be applied to the property. Neighborhood factors are uniform within a neighborhood and are determined through a market analysis once every two years.

Site Index displays the land quality/location identifier for the land line.

Special Calcs are additional codes added to a land line that affects the value. These codes can range from poor access roads, to failed perks, marsh front, steep topography, heavy traffic, etc.

Notes displays any notation that an assessor records describing any condition of the property.

The **Adj. Unit Price** is the total price after multiplying all factors as one acre or building lot.

The **Land Value** is determined by multiplying the **Adj. Unit Price** by the **Units** and rounding to the nearest hundred.