# **IAAO** Guide to Assessment Standards

Prepared by the Technical Standards Committee

June 2016

#### **International Association of Assessing Officers**

IAAO assessment standards represent a consensus in the assessing profession and have been adopted by the Board of Directors of IAAO. The objective of IAAO standards is to provide a systematic means for assessing officers to improve and standardize the operation of their offices. IAAO standards are advisory in nature and the use of, or compliance with, such standards is voluntary. If any portion of these standards is found to be in conflict with national, state, or provincial laws, such laws shall govern. Ethical and/or professional requirements within the jurisdiction may also take precedence over technical standards. – February 2022

#### **Acknowledgments**

At the time of the the 2016 revision update to the *Guide to Assessment Standards* the Technical Standards Subcommittee was composed of Alan Dornfest, AAS, Subcommittee Chair, Josh Myers, Carol Neihardt, associate member Wayne Forde, August Dettbarn, Bill Marchand, and Chris Bennett, staff liaison. The chair of the Research and Standards Committee was Doug Warr.

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### **IAAO Guide to Assessment Standards**

#### 1. Scope

This document is intended to serve as a subject index to IAAO standards that provide guidelines with respect to assessment administration. In addition to referencing standards, many of the items are discussed in detail in IAAO textbooks.

For additional guidance refer to state, provincial, and national statutes, constitutional provisions, regulations and case law.

#### 2. Legal Framework

#### 2.1 Legal Basis for Assessment

Standard on Property Tax Policy

#### 2.1.1 Statutory Authority

Standard on Oversight Agency Responsibilities Standard on Property Tax Policy

#### 2.1.2 Regulations in Support of Legislation

Standard on Oversight Agency Responsibilities Standard on Property Tax Policy

### 2.1.3 Legal Level of Value and Assessment

Standard on Property Tax Policy

#### 2.2 Reassessment and Reappraisal Cycle

Standard on Mass Appraisal of Real Property Standard on Property Tax Policy Standard on Ratio Studies Standard on Verification and Adjustment of Sales

#### 2.3 Property Tax Base

#### 2.3.1 Role of the Property Tax

Standard on Property Tax Policy

#### 2.3.2 State and Provincial Responsibilities

Standard on Oversight Agency Responsibilities Standard on Property Tax Policy

#### 2.3.3 Local Government Responsibilities

Standard on Property Tax Policy

#### 2.3.4 National Government Involvement

Standard on Property Tax Policy

Standard on the Valuation of Properties Affected by Environmental Contamination

#### 2.3.5 Classification

Standard on Property Tax Policy

#### 2.3.6 Exemptions

Standard on Property Tax Policy

#### 2.3.7 Circuit Breakers

Standard on Property Tax Policy

#### 2.3.8 Limits on Changes in Assessments

Standard on Property Tax Policy

#### 2.3.9 Abatements and Tax Increment Financing

Standard on Property Tax Policy

#### 2.3.10 Assessment Roll Approval

Standard on Oversight Agency Responsibilities Standard on Property Tax Policy

#### 2.4 Taxation

#### 2.4.1 Tax Levies and Rates

Standard on Property Tax Policy

#### **2.4.2 Limits**

Standard on Property Tax Policy

#### 2.4.3 Rollbacks

Standard on Property Tax Policy

#### 2.4.4 Truth in Taxation

Standard on Property Tax Policy

#### 2.4.5 Assessment Roll—Legal Issues

Standard on Assessment Appeal Standard on Property Tax Policy

#### 2.4.5.1 Appeals on Total Value

Standard on Assessment Appeal

#### 2.4.5.2 Public Access

Standard on Assessment Appeal Standard on Public Relations

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#### 3.1 Organizational Framework

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#### 3.2 Resources

Standard on Digital Cadastral Maps and Parcel Identifiers

Standard on Manual Cadastral Maps and Parcel Identifiers

Standard on Mass Appraisal of Real Property

Standard on Oversight Agency Responsibilities

Standard on Property Tax Policy

Standard on Ratio Studies

Standard on Valuation of Personal Property

#### 3.2.1 Funding

Standard on Mass Appraisal of Real Property Standard on Oversight Agency Responsibilities

#### 3.2.2 Staffing and Personnel Qualifications

Standard on Contracting for Assessment Services Standard on Digital Cadastral Maps and Parcel Identifiers

Standard on Manual Cadastral Maps and Parcel Identifiers

Standard on Mass Appraisal of Real Property Standard on Oversight Agency Responsibilities Standard on Professional Development

#### 3.2.3 Computer Support

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#### 3.2.4 Office Facilities and Equipment

Standard on Digital Cadastral Maps and Parcel Identifiers

Standard on Manual Cadastral Maps and Parcel Identifiers

#### 3.2.5 Office Supplies and Forms

Standard on Oversight Agency Responsibilities

#### 3.3 Training, Education, and Certification

#### 3.3.1 Training and Education

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Standard on Oversight Agency Responsibilities Standard on Professional Development Standard on Ratio Studies

#### 3.3.2 Certification of Assessment Personnel

Standard on Contracting for Assessment Service Standard on Oversight Agency Responsibilities Standard on Professional Development

#### 3.4 Legislation and Regulations

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#### 3.5 Progress and Production Reporting

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#### 3.6 Security

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#### 4. Property Data Requirements

#### 4.1 Deeds and Ownership Transfers

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Standard on Verification and Adjustment of Sales

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#### 6.4 Evaluating Performance

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#### 7. Assessment Tools

#### 7.1 Standard Forms

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#### 7.2 Manuals, Handbooks, and Guidelines

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#### 7.3 Software and Hardware for Computer-Assisted **Mass Appraisal and Assessment Systems**

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#### 7.4 Office Supplies and Equipment

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Standard on Mass Appraisal of Real Property

#### 8. Management Procedures and Internal Controls

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Standard on Digital Cadastral Maps and Parcel Identifiers

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Standard on Mass Appraisal of Real Property Standard on Oversight Agency Responsibilities Standard on Professional Development

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#### 8.1.2 Job Specifications

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#### 8.2.1 Determining Training Needs

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#### 8.2.3 Evaluation of Training

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#### 8.2.5 Career Planning

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# 8.2.6 Professional Membership, Certification, and

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#### 8.5.1 Direct Equalization

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#### 9. Valuation Review and Appeal Process

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#### 9.1.1 Ratio Studies

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#### 9.1.2 Procedural/Performance Audits-Reviews

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#### 9.3 Structure of the Recommended Appeal System

#### 9.3.1 Locally Assessed Property

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#### 9.3.2 Centrally Assessed Property

Standard on Assessment Appeal

#### 9.4 Qualifications/Training of Appeal Board and **Tribunal Officials**

Standard on Assessment Appeal

#### 9.5 Notification of Appeals Process

Standard on Assessment Appeal Standard on Public Relations

#### 9.6 Notice of Assessment

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#### 9.7 The Appeal Hearing

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#### 10. Public Information, Communications, Relations

#### 10.1 Developing a Public Relations Program

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#### **10.4 Communication Channels**

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#### 10.4.2 Media Contacts

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#### 10.4.3 Speaking Engagements

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#### 10.4.4 Internet Web Sites

Standard on Public Relations

#### 10.5 Contacts with other Public Officials

Standard on Oversight Agency Responsibilities Standard on Public Relations

#### **10.6 Appeals Process**

Standard on Assessment Appeals Standard on Public Relations

#### 10.7 Public Education

Standard on Environmental Contamination Standard on Public Relations

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# Assessment Standards of the International Association of Assessing Officers

Guide to Assessment Standards

Standard on Assessment Appeal

Standard on Automated Valuation Models

Standard on Contracting for Assessment Services

Standard on Digital Cadastral Maps and Parcel Identifiers

Standard on Manual Cadastral Maps and Parcel Identifiers

Standard on Mass Appraisal of Real Property

Standard on Oversight Agency Responsibilities

Standard on Professional Development

Standard on Property Tax Policy

Standard on Public Relations

Standard on Ratio Studies

Standard on Valuation of Personal Property

Standard on Valuation of Property Affected by Environmental Contamination

Standard on Verification and Adjustment of Sales

To download the current approved version of any of the standards listed above, go to: IAAO Technical Standards