



# **Garfield Charter Township**

Grand Traverse County

Assessing Department

Inspection Policy

2022

## A. Field Inspections

### 1. Pictures

- a. Label the date of inspection in the title when attaching photo in BS&A (ie Fieldwork Mo/Da/Year)
- b. Photos of the front, back and sides of the residence - photo can be taken from a corner to get the front and one side or the back and the other side (be sure the property address is visible, if possible)
- c. Photo of waterfront or view, if applicable
- d. Photos of all structures (sheds, garages, barns, etc)
- e. Photo of any special features that distinguish the property/residence

### 2. Sketches

- a. Dimensions from a corner to another structure should be noted (i.e. 10' from corner of house to wood deck - see Exhibit)
- b. Location of air conditioners, basement walk-outs and fireplaces should be noted - see Exhibit)
- c. Sketches should be drawn as if looking at house/building from the road
- d. Structures should be sketched in the approximate locations on the parcel, or at least in the general direction
- e. All "no value" structures are to be sketched and labelled as such

### 3. Record card information (entered in PivotPoint)

All applicable items on the property record card should be noted, paying particular attention to:

- a. Public improvements
- b. Site topography
- c. Class  
Take into account: roof overhangs, interior finish, trim, closets, quality of plumbing fixtures
- d. Exterior  
Include brick/stone veneer
- e. Windows – type/material
- f. Roof  
Style, eave trough, shingles, chimney & overhangs/material
- g. Basement finish - amount, if known, and type (living or recreation)  
Walkout doors/finished rooms (FR, RR, BR, Bath, etc)
- h. Air conditioning - yes or no/what type?
- i. Heating system – type/fuel
- j. If someone is there, note name otherwise indicate "no one home" (NOH)
- k. Year built, year remodelled (note what was remodelled in Comments)

#### 4. Interacting with property owners

- a. Explain the reason for your visit  
The State requires that 20% of each property class must be reviewed each year, as well as all new construction and sales
- b. Information to leave with property owner  
Business card - or door hanger
- c. Questions to ask the property owner:
  - i. Size of electric service - 100/200 AMP
  - ii. Basement finish
  - iii. Heat type and fuel/central air
  - iv. Bedroom count
  - v. Bathroom count
  - vi. Year built/age
  - vii. Floor plan (functional)
  - viii. Has property been updated?
- d. DO NOT LOOK INTO WINDOWS!

#### B. Office work

##### 1. Sketches MUST be updated AFTER field reviews!!!

- a. Note areas, in sf, that cannot be drawn (asphalt, draw concrete - unless a long drive would distort image); however, walks and patios should be drawn in their actual location with dimensions
- b. All information, that is ascertained with field work, should be copied onto sketch (i.e. air conditioners, basement walk-outs and fireplaces, "no value" structures, notes (i.e. price as))
- c. All dimensions should be placed inside the line they are referring to

##### Abbreviations:

AC = central air conditioning unit location  
W/O = walk out basement door(s) location  
NOH = No one home  
NV = Structure has no value  
PB = Pole Barn

##### 2. Eagleview - MUST be done PRIOR to field inspection

- a. Use the CONNECTAssessment version
  - i. Indicate date your review was completed

- ii. Indicate any changes you discovered
- iii. Indicate the value difference - before vs after review
- b. Be sure to look at all buildings from all sides
- c. Compare the measurements with the sketches already in the computer (or paper sketch, if none in computer), make any necessary corrections
- d. Sketch in any concrete walks and other items not already on sketch
- e. Use AREA tool to measure asphalt/concrete drives, etc and note on sketch
- f. Under Misc tab, Misc (Generic Fields), under People and Dates, ADD New Activity and include the date and Eagleview Review was completed

### **C. Pricing**

1. All "no value" structures are to be priced with necessary depreciation
2. Always check TAAR for current or previous listings of the structure/land – listings and photos should already be noted and attached to the property record in BS&A – REVIEW everything to be sure our information is correct
3. Print sketch after it has been updated, while pricing and put in folder
4. In Comments, be sure to indicate any changes made and how you obtained the information (i.e. Owner, MLS, etc.).
5. In current year Detail Screen, use Drop Down Box by “Reason for Change” and note what changed – makes things much easier when we are talking to taxpayers after assessment notices are mailed.

### **D. Completion**

1. When the parcel is completed (Eagleview reviewed, measurements verified by inspection, sketch updates completed, photos attached and pricing done), under Misc tab, Misc (Generic Fields), under People and Dates, ADD New Activity and include the date that Inspection was done (this is automatically done when using PivotPoint and iPad).