

# **Olean Reassessment Project**

## **Commercial Property Owners**

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Emminger, Hyatt, Newton & Pigeon**

# The Assessment Department – Goals and Objectives

1. To create and maintain fair and equitable property assessments at 100% of full market value.
2. To promote an open environment with property owners to ensure accurate information is exchanged.
3. To encourage communication amongst all stakeholders; government, property owners and private sector.
4. To work together as a community.

# Understanding Reassessment

- ✓ The systematic process of reviewing and analyzing market data within specific neighborhoods or property types to determine economic patterns and factors.
- ✓ Computerized valuation of all properties utilizing current sales and rental information.
- ✓ The Contractor reviewing (from street) each property, taking into consideration use, class, condition, location factors, etc.
- ✓ Consistency amongst property types and neighborhoods.

# The Six Step Process

1. Subject Inventory verification and integrity
2. Sale Inventory verification
3. Sales verification to determine validity and usability - town wide and regionally
4. Statistical Analysis by Property Type for inequities and establishment of base factors and adjustments
5. Modeling/valuation documents
6. Field review by the Contractor

# Critical Valuation Items

- Property Class/Use
- Location
- Size
- Utility/Desirability
- Condition/Age
- Units (apartments, pumps, storage units, etc.)

# Factors Influencing Assessment of Commercial Property

- ✓ Highest and best use versus current use
- ✓ Market rent versus contract rent
- ✓ Current occupancy versus stable occupancy
- ✓ Market value versus speculation or assemblage

# Factors Influencing Commercial Real Estate

- Rents
- Occupancy
- Investment Criteria
- Infrastructure
- Costs of rehab
- Growth/Decline
- Public funding sources

# Public Relations

- Workshops for Property Owners
- Available Information
- Sales/Assessment Books
- Assessment Notice to All Property Owners
- Web Page
- Informal Hearings – March-April 2009
- Grievance Day – 4<sup>th</sup> Tuesday in May



# Schedule of Events

- Mailing of Assessment Disclosure Notices – early to mid March 2009.
- Informal Hearings – mid March – mid April 2009
- Tentative Assessment Roll – May 1, 2009
- Formal Grievance Day – 4th Tues. in May 2009
- Final Assessment Roll – July 1, 2009

# City of Olean Reassessment

- Thank you for attending this workshop. Your participation in this process is appreciated.
- Please remember that all information will be held in strict confidence, and furthermore it is not subject to FOIL.
- Discussion

<b>OWNER NAME &amp; PROPERTY ADDRESS</b>	<b>Commercial Building #</b>			
Label				

IDENTIFY FLOOR #	TENANT NAME/ TYPE OF BUSINESS	# OF UNITS	TERM OF LEASE	LEASE BEGINS	MONTHLY OR ANNUAL CONTRACT RENT*	ANNUAL ACTUAL RENT	% OF VACANCY FOR YEAR	AREA LEASED IN SQ FT

\* IS AN OVERAGE CLAUSE PART OF THE AGREEMENT? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, what are the terms of this clause?

\*\*If more space is needed please attach additional pages. For apartments and Expense Detail see other side.

RECORD ANNUAL EXPENSES		EXPENSES		APARTMENTS		
IN DOLLAR AMOUNTS		\$ OWNER	\$ OTHER	# UNITS	PER MONTH	TOTAL
				EFFICIENCY		
	INSURANCE (1 YR)					
<b>FIXED EXPENSES:</b>	REAL EST TAXES					
	OTHER			1 BEDROOM		
<b>BUILDING</b>	CLEANING					
	SECURITY					
<b>SERVICES:</b>	ELEVATOR			2 BEDROOM		
	RUBBISH REMOVAL					
	OTHER					
				3 BEDROOM		
<b>UTILITIES:</b>	HEAT					
	ELECTRIC					
	WATER & SEWER			JANITOR/MGR		
	OTHER			GARAGE/CARPORT		
				OTHER INCOME*		
	REPAIRS			*vending machines, etc.		
<b>MAINTENANCE:</b>	PAINTING & DEC					
	OTHER					
				ANNUAL INCOME AT 100% OCCUPANCY		
<b>RESERVE/</b>						
<b>REPLACEMENT:</b>				ANNUAL VACANCY & CREDIT LOSS -		
	COMMISSIONS			TOTAL OTHER INCOME +		
<b>MANAGEMENT:</b>	LEGAL & ACCTNG					
	ADVERTISING			<b>TOTAL ANNUAL INCOME</b>		
	OTHER					
<b>MISCELLANEOUS:</b>				OFFICE USE ONLY		
				VALUATION DISTRICT		
<b>TOTAL EXPENSES:</b>						
				2008 YEAR		