



VINCENT
VALUATIONS

PROPOSAL FOR CHATHAM COUNTY

**RESPONSE TO REQUEST FOR
PROPOSAL**

MEASURE & LIST REAPPRAISAL

CHATHAM COUNTY

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INTRODUCTION
APRIL 13, 2021

VINCENT VALUATIONS



VINCENT
VALUATIONS

Vincent Valuations delivers accuracy in appraisal, ensuring fairness and equity.

Chatham County Tax Office
Attn: Jenny Williams - Tax Administrator
12 East Street
Pittsboro, NC 27312

Dear Ms. Williams,

It was a pleasure meeting with you and your staff. Thank you for the opportunity to provide a proposal to Chatham County for 2025 Revaluation Project.

Vincent Valuations has a respectable understanding of the requirements and needs of the County. Our expertise, services and review processes align and match the goals and expectations discussed.

Our staff has completed and assisted multiple counties with their revaluations. We have developed time tested methods to accurately and efficiently complete full measure and list revaluations ensuring quality, and property attributes are accurately recorded and identified. It is our goal to will work with the county throughout the project, learning your processes and offering any input for improvement practices that will save the county both time and money.

Vincent Valuations understands the sensitive nature of appraisal for the county and its citizens. Accuracy remains at the forefront of Vincent Valuations. We are committed to fair, equitable and accurate appraisal practicum.

Vincent Valuations stands out as a firm in the industry that is well respect, educated, moral and of good standing and character as educators and implementers of accepted reappraisal applications. We are hopeful to work with Chatham County, delivering on your expectations and forming a long standing relationship and partnership for success.

RYAN VINCENT

MANAGER

COMPANY PROFILE

APPRAISAL EXPERTISE

REAPPRAISAL DONE RIGHT

Vincent Valuations is a North Carolina based firm that focuses specifically on North Carolina local property assessing and reappraisal. With 11+ years of experience in property valuation across the state, our staff is knowledgeable in the market conditions and variables for residential, commercial and industrial valuation.

Vincent Valuations and its experienced appraisers have worked on reappraisal projects in seven states and in over twenty counties. Vincent Valuations brings a unique approach to appraisal practices and standards, having served both the private and public sectors in support of government appraisal.

OUR AREAS OF EXPERTISE

#1 — APPRAISAL EXPERTISE

Vincent Valuations staff offers a combined over 100 years of experience, reappraising hundreds of thousands of residential and commercial properties. Our certified staff are not only up to date with current market trends and conditions - they are educators and respected experts in the industry.

#2 — NORTH CAROLINA EXPERTISE

Vincent Valuations has provided reappraisal focused on North Carolina Appraisal and Taxation practices for over 11 years. Although we have experience in states throughout the US - North Carolina is our focus.

#3 — MARKET EXPERTISE

Vincent Valuations remains educated and in the know on current market conditions for each jurisdiction we work in. Our staff continue to participate in on-going education and seminars to remain affluent in all appraisal standards and principles.

#4 — SOFTWARE SYSTEM EXPERTISE

Vincent Valuations staff have worked with a variety of software appraisal systems such as Cox & Company and Tyler Technologies.

#5 — PROVEN APPEALS

Vincent Valuations offers proven appeals processes, bringing clarity, transparency and the data to back up the reappraisal practices implemented and in use in each county we work in.

#6 — EDUCATORS

Vincent Valuations staff are known educators within the Appraisal industry. They participate in on-going education and continue to teach their skills and knowledge within IAAO and NC.

#7 — EXCELLENT STANDARDS

Vincent Valuations is a ethical and moral company that adheres to the highest quality and standards. Our team follows USPAP principles, IAAO standards, NC Law and NC Reappraisal Standards.



REAPPRAISAL SERVICES DONE RIGHT

QUALITY

MARKET APPRAISAL

Vincent Valuations provides turnkey reappraisal that is fair, accurate and equitable. Our revaluation planning and management and complete reappraisal services are meticulous and fact based.

DETAILED

DATA COLLECTION

Quality data and control over the data is a must. Vincent Valuations provides complete measure and list field assistance, real property assistance, land pricing, neighborhood delineation, data cleansing and preparation.

EXPERTISE

DATA REVIEW

Our experienced staff understands the data and the sensitivity of getting it right. We pay close attention to detail in the review and qualification of the data reading it for the schedule of values preparation and value review.

EQUITY & FAIRNESS

HEARING APPEALS

Vincent Valuations provides expert appeal assistance ensuring the final values are reviewed and prepared in order to be defensible and accurate so your jurisdiction provides equity and fairness based on the market.



OUR SERVICES QUALIFICATIONS

Vincent Valuations is a respected and experienced firm that has the following qualifications:

- NC DOR Certified and Registered
- Experienced Field Appraisal Experts
- Member of the International Association of Assessing Officers
- Local North Carolina focused Appraisal Firm
- Extremely proficient in multiple CAMA Software and various property appraisal and taxation solutions used in the industry.
- Staff assigned to Chatham County are certified in mass appraisal by the NC DOR.
- Fifteen plus years of property valuation management and appeals experience.

OUR VISION

Vincent Valuations is becoming a widely respected and known appraisal firm throughout North Carolina and the United States. Our vision is one of longevity, partnering with counties and jurisdictions - providing respected and trusted appraisal and revaluation methods that are accurate, equitable and defensible.

OUR MISSION

Our Mission is to continue to improve and that is why Vincent Valuations continues to pay for the education and on-going enhancement of their staff and subcontractors. We continue to grow and learn alongside of our counterparts and that has earned us the utmost respect in the mass appraisal realm.

OUR VALUES

Vincent Valuations protects sensitive data and information, collects information and rechecks to ensure that human error is minimized. We understand the sensitivity of the review and determinations we find. It is our commitment to provide the highest quality value and output that is unmatched in the industry.



“

Vincent Valuations was formed to assist local governing entities in mass appraisal, ensuring Fair, Accurate, Equitable Values - serving the public and its constituents. - Ryan Vincent, Founder

OUR SERVICES

SCOPE OF WORK

Measure & List Reappraisal

Project Scope

Vincent Valuations will provide Chatham County the following reassessment services discussed in this section.

Vincent Valuations will complete a comprehensive Reappraisal from start to finish. We will provide the physical review, data analysis, market research and its application with respect to our intimate understanding of Chatham County and North Carolina ad valorem appraisal - ensuring fairness, accuracy and equity as we move through each step of the process.

Process Defined

Our experienced certified field appraisers will visit each property - providing measure, list and site review services. In addition, we will complete a final value review of each property as part of our verification process. At the onset of the project, Vincent Valuations will conduct a project-planning calendar with milestones agreed upon by both Vincent Valuations and Chatham County.

Data Collection and Project Planning

At the onset of the project, Vincent Valuations will meet with the county to establish the project plan and create the schedule and data collection process. Each element of the project will be defined further to ensure that the scope of work is transparent and in line with the county's goals.

Physical Property Review

The physical property review will include measuring each main building verifying the data. Vincent Valuations staff will attempt to make contact onsite with an owner or occupant. If no one is available, Vincent Valuations staff will leave a door hanger and proceed to complete the exterior inspection of the property. The exterior inspection includes the measurements of at least 2 sides of each major improvement. During the inspection, Vincent Valuations staff will verify critical valuation data such as - square footage, foundation, basement areas, construction, heating systems, fireplaces, plumbing fixtures, rooms, bedrooms, year built, condition and quality.

Vincent Valuations staff will make notation of the date the property was visited along with the homeowners we have made contact with - if anyone was interviewed at the property. Vincent Valuations will not make interior inspections of any properties other than commercial structures where public access is readily available.

Vincent Valuations will use internal quality control processes to ensure data is collected accurately. A few of these processes include the flipping and review of each appraisers cards at the end of the day by a different appraiser and physical re-measure of a sample of properties by supervisory staff to verify complete accuracy.

Vincent Valuations staff will wear county issued identification badges at all times while conducting field visits and will represent the county in a professional manner.

Measure & List Reappraisal

Project Scope Continued

Photographs

Vincent Valuations will take a digital photo of all major improvements on the property. These photos and all field cards will become the property of the county. Images will be transferred to the county in a format agreeable to both parties.

Data Entry

Vincent Valuations will take all data collected from the field and will perform the data entry process, entering it into the county's CAMA system, One Tax Vincent Valuations field staff and clerical staff have a thorough understanding of the One Tax software. Should this software cease, Vincent Valuations will complete the reappraisal in the county's new software.

Vincent Valuations requests that the county allow the Vincent Valuations staff to complete data entry both onsite and remotely via VPN access. Vincent Valuations will use internal quality control processes to ensure data is accurately inputted and checked into the system. Identified supervisory staff will review and verify data entered for accuracy to ensure quality of the data.

Appraisal Manual

A Chatham County appraisal manual will be prepared and used throughout the reassessment.

Vincent Valuations will provide copies of the manual as required by the RFP. The cost of this manual is included in the pricing of the project. Copies of the manual that are issued will remain the property of the county. The manual will document and include the following information as part of the deliverable:

- Principles of Uniform Property Revaluation
- The Appraisal Process
- Characteristics of Value
- Residential Valuation
- Valuation of Outbuilding & other Features
- Commercial and Industrial Valuation
- Depreciation
- Valuation of Land
- Commercial and Industrial Use of Land
- Definition of Terms

Vincent Valuations will work closely with the county in the preparation of the appraisal manual - ensuring a mutual understanding of practices and procedures implemented throughout the reappraisal process.

Sales Review

Vincent Valuations understands the importance of quality sales data. With this understanding, the company will assist the county in the validation of recent sales dating back two years from the date of reappraisal. Vincent Valuations will categorize the sales by area and property classification. These sales will then be used in development of market value.

Where possible, we will put forth our best effort to interview the property and landowners - further verifying the accuracy of the physical and visual collection and review process.

Our process will be completely transparent to the county and staff that are designated to remain aware of the status throughout the reassessment project.

Sales Ratio Studies will be performed for each property class of house and land - ensuring that all building and land sales have been properly appraised and verified.

Building Sales Review

The Vincent Valuations qualified appraisers will analyze each property keeping in mind and collecting information on: construction quality, type, age, and location. Digital imagery will be captured and provided to the county, as county property.

Land Sales Review

The Vincent Valuations qualified appraisers will analyze each land parcel keeping in mind and collecting information on: location, zoning, classification and size. Digital imagery will be captured and provided to the county, as county property.

After building and land data has been identified, collected, documented and reviewed by Vincent Valuations, we will turn our findings over to the county - the information and imagery collected, sales analysis compilation and all documents associated.

Valuation

Vincent Valuations will be responsible for land valuation. We will use recent land sales to value land. Land will be valued based on best practice methodology for - acres, front foot, square foot and lot pricing. Vincent Valuations will not be responsible for present use valuation, but can assist the county with such.

Vincent Valuations will complete a value review of each parcel in the county. Appraisers will complete this review as a joint field and office effort. The appraiser will review all data characters, valuation methods and any other factors that may influence value. This final value review is essential in making sure consistent application of quality grade, depreciation factors and values are achieved.

Vincent Valuations will use all approaches to value as necessary. For residential the cost and market approaches will be primarily used. For commercial, Vincent Valuations will also consider the income approach to value for properties that are typically traded on an income basis. Income data will be obtained from the market as necessary. The market will also be researched for vacancy, expense rates and capitalization rates. Vincent Valuations will critically analyze the rates. Vincent Valuations appraisers ensure fair and accurate values on all properties.

Appeals

Vincent Valuations will assist the county with informal appeals, BER appeals and North Carolina Property Tax Commission appeals.

Vincent Valuations has included 100 person days of appeal work in the cost of this proposal. Each additional day of appeals will be billed at a rate of \$750.00 per day.

PROCESS	VV	COUNTY	EXPECTATIONS
CLERICAL	X	X	
DATA ENTRY	X		CHANGES WILL BE MADE IN ONE TAX
PROPERTY RECORD CARDS		X	
OFFICE SPACE		X	
TELEPHONE/INTERNET		X	
PRINTING EXPENSES		X	
CAMA SOFTWARE UPDATES		X	
PUBLIC RELATIONS	X	X	
PROPERTY FIELD VISITS	X		
DIGITAL PHOTOS	X		NEW PHOTOS OF MAJOR IMPROVEMENTS
MOBILE HOMES	X		VV WILL LIST, MEASURE AND APPRAISE MOBILE HOMES LISTED AS REAL PROPERTY
SALES RATIO STUDY	X		
CONSTRUCTION COST ANALYSIS	X		AS APPLICABLE BASED ON PROPERTY USE AND TYPE
INCOME APPROACH	X		
PRESENT USE/LAND USE VALUE		X	
REVIEW ZONING	X		
SCHEDULE OF VALUES	X		
INFORMAL APPEALS	X		100 TOTAL DAYS OF APPEAL WORK INCLUDED, \$750 PER DAY ADDITIONAL
IN-FIELD REVIEW OF INFORMAL APPEALS	X		100 TOTAL DAYS OF APPEAL WORK INCLUDED, \$750 PER DAY ADDITIONAL
GENERATE AND PREPARE NOTICES		X	
POSTAGE		X	
PRINTED MAPS		X	
PROGRESS REPORTS	X		

PROJECT TEAM

VINCENT VALUATIONS

Below we have provided an overview of the Vincent Valuations team of qualified residential, commercial, appraisal system and data collection experts. Their resumes follow providing experience, education and relevant certifications.

RYAN VINCENT

MANAGER/COMMERCIAL
APPRAISER

JOHN BOLTON

COMMERCIAL/ RESIDENTIAL
APPRAISER

ATTILA GYORI

COMMERCIAL/ RESIDENTIAL
APPRAISER

BENJAMIN KEATON

COMMERCIAL/ RESIDENTIAL
APPRAISER

MICAH CRUMPLER

COMMERCIAL/ RESIDENTIAL
APPRAISER

SAMUEL PSHYK

COMMERCIAL/RESIDENTIAL
APPRAISER

JAVIER GONZALEZ

RESIDENTIAL APPRAISER

JASON HUSSEY

RESIDENTIAL APPRAISER

HUNTER TILLEY

RESIDENTIAL APPRAISER

ZACH PERKINS

RESIDENTIAL APPRAISER

BRIAN BROWN

RESIDENTIAL APPRAISER

JOHN WILSON

RESIDENTIAL APPRAISER

ANDREW SCHLAFF

RESIDENTIAL APPRAISER

ALEX PERKINS

RESIDENTIAL APPRAISER

MARCUS LOCKLEAR

RESIDENTIAL APPRAISER

PROJECT TEAM CONT'D
VINCENT VALUATIONS

ASHLEY COWGELL

DATA ENTRY SUPERVISOR

ALEXIS WHITE

DATA ENTRY TECHNICIAN

DAVID CORNELL

OFFSITE CONSULTANT

SHANNON CLINGERMEN

DATA ENTRY TECHNICIAN

CURRENT CLIENT LIST & COMPLETED PROJECTS

VINCENT VALUATIONS CLIENTS

WAKE COUNTY, NC

WORK PERFORMED

New construction appraisal, reappraisal consulting.

MARCUS KINRADE - 919-856-7107

TAX ADMINISTRATOR

CHOWAN COUNTY, NC

WORK PERFORMED

Residential and commercial new construction appraisal, complete measure and list reappraisal.

MELISSA RADKE - 252-482-9837

TAX ADMINISTRATOR

HENDERSON COUNTY, NC

WORK PERFORMED

Appraisal Consulting, Data Analysis

DARLENE BURGESS - 828-697-4870

TAX ADMINISTRATOR

MECKLENBURG COUNTY, NC

WORK PERFORMED

Appraisal Consulting, Data Analysis

CHRISTY LANTIS - 704-336-7600

DIVISION DIRECTOR

ROBESON COUNTY, NC

WORK PERFORMED

Appraisal Review and Consulting

CINDY LOWERY - 910-671-3060

TAX ADMINISTRATOR

PAMLICO COUNTY, NC

WORK PERFORMED

Complete Measure and List Reappraisal (in-process). Commercial and Residential New Construction Appraisal.

LESLIE YOUNG - 252-745-3791

TAX ADMINISTRATOR

ALLEGHANY COUNTY, NC

WORK PERFORMED

Commercial property reappraisal.

RITA MILLER - 336-372-8291

TAX ADMINISTRATOR

DARE COUNTY, NC

WORK PERFORMED

Appraisal consulting.

GRETA SKEEN - 252-475-5940

TAX ADMINISTRATOR

FORSYTH COUNTY, NC

WORK PERFORMED

New construction appraisal.

NOLAN LAWSON - 336-703-2311

TAX ADMINISTRATOR

CHATHAM COUNTY, NC

WORK PERFORMED

Complete measure and list reappraisal..

JENNY WILLIAMS - 919-545-8404

TAX ADMINISTRATOR

HARNETT COUNTY, NC

WORK PERFORMED

Complete measure and list reappraisal.

WILLIAM TYSON - 910-814-3065

TAX ADMINISTRATOR

CARTERET COUNTY, NC

WORK PERFORMED

Commerical property reappraisal, appraisal consulting.

SARAH DAVIS - 252-728-8485

TAX ADMINISTRATOR

MONTGOMERY COUNTY, NC

WORK PERFORMED

New construction appraisal..

VICKIE MANESS 910-576-4311

TAX ADMINISTRATOR

GUILFORD COUNTY, NC

WORK PERFORMED

New construction appraisal

BEN CHAVIS - 336-641-4749

TAX ADMINISTRATOR

PROJECT COST
BREAKDOWN

Detailed Cost Quotation

Below is Vincent Valuations cost quote for Chatham County 2025 County Revaluation Project.

PROPERTY APPRAISAL PROPOSAL	PRICING
Full Measure and list reappraisal including exempts.	\$1,462,500 \$29.25 per parcel based on an estimated parcel count of 50,000 *Final parcel count will be adjusted at the completion of the contract.
Taxpayer Appeals	Vincent Valuations will assist the county with informal appeals, BER appeals and NC Property Tax Commission appeals. Vincent Valuations has included 100 days of appeal work in the cost of this proposal. Each additional day of appeals shall be billed at a rate of \$750.00 per day.

Proposal Submitted By:

Company: Vincent Valuations

Name: Ryan Vincent, Manager

Phone: 414-531-3711

Email: vincentvaluations@gmail.com