Set the “Zoom Level”, on the bottom right of the screen to 125%

To open the Excel sections (Sections with boarders) – double click on the box (THERE MAY BE A HESITATION). To close the Excel sections – click on an area out of the box. If you wish to read a comment that is not totally visible (obstructed on right side or bottom of screen), move the slider until it is readable.

Remember to move sliders back to their original position before exiting the particular Excel section.

Cells filled with yellow: -- If “Not Applicable” and the cell has a drop-down, then select N/A; if there is no drop-down, then fill with N/A

**!!! There are comment areas below each of the Excel sections (Sections with boarders). These comment areas are to be filled out by *Field Advisors only.* !!!**



**COMMUNITY INFORMATION** - (Advisors Comments):

Assessor’s Office Data - (Advisors Comments):

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Top Five Taxpayers - (Advisors Comments):



Tax Mapping System - (Advisors Comments):



**CERTIFICATION TRACKING**

Directives - (Advisors Comments):

*Previous* - (Advisors Comments):

Interim Year Reassessment Program - (Advisors Comments):



**DATA QUALITY** - (Advisors Comments):



**SALES ANALYSIS** - (Advisors Comments):

Sales Data - (Advisors Comments):

Neighborhood Data - (Advisors Comments):



Condo Data - (Advisors Comments):



**RESIDENTIAL VALUATION** - (Advisors Comments):

Residential Land - (Advisors Comments):

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Residential Market Models - (Advisors Comments):

**CAMA SYSTEMS** - (Advisors Comments):



Apartments - (Advisors Comments):



**MIXED-USE VALUATION** - (Advisors Comments):



**COMMERCIAL and INDUSTRIAL VALUATION** - (Advisors Comments):



**PERSONAL PROPERTY VALUATION** - (Advisors Comments):

Business Accounts - (Advisors Comments):

Residential Accounts - (Advisors Comments):



**ELECTRIC GENERATION PLANTS VALUATION** - (Advisors Comments):



**CHAPTER LAND VALUATION** - (Advisors Comments):



**EXEMPT PROPERTY VALUATION** - (Advisors Comments):

Exempt Properties - (Advisors Comments):

State Owned Land - (Advisors Comments):