



# TEXAS ASSOCIATION *of* COUNTIES RISK MANAGEMENT POOL

## PRE-APPRAISAL QUESTIONNAIRE

The following questions will ensure that the unique qualities of your county property are documented and accurately represented on the property and contents schedule. Please take a moment to review these questions and be prepared to provide the information during your **Pre-appraisal Interview**.

1. Identify county owned buildings/structures that are not listed on your current property schedule including building that are leased to others. Please provide the building name, address, date of purchase/build and estimated building value.
2. Identify the locations of county owned contents that are not housed in county owned buildings/structures. Please provide the building name, address, building owner, and estimated content values.
3. Identify buildings/structures that are listed on your current property schedule that no longer exist or are no longer owned by the county. Please provide the building name, address, and reason the building no longer exists, i.e., demolished, sold, etc.
4. Identify vacant buildings and their vacancy percentage. Please provide the building name, address, date of vacancy, estimated length of vacancy, and estimated percentage of building vacancy. **Is the building secure and monitored?**
5. Identify construction/remodel in progress for any new or existing building/structure. Please provide the building name, address, estimated date of construction completion, and estimated cost of the construction/remodel.
6. Identify any buildings that are designated historical and require reproduction cost value. Please provide the building name, address and historical nature.
7. Identify all buildings/structures that contain high value contents including **Voting Equipment and server rooms**. Please provide the building name, address, description of contents and estimated values.
8. Identify major renovations completed on existing buildings/structures. Major renovation includes added square footage or significant upgrade/repurpose of building. Please provide the building name, address, scope of renovation, cost of renovation and date completed.
9. Identify all Fine Arts that exceed \$250,000 in value. Please provide an inventory of the Fine Arts including the building name and address where Fine Arts are housed and the value of each the Fine Art. Example: Veteran Memorials, exhibits, museums, memorial sites. **Note: Fine Arts are not appraised.**
10. Identify all buildings with basements and indicate if Basement Flood Protection is in place. Please identify the building name, address and details regarding basements and any Basement Flood Protection in effect.



January 26, 2015

Honorable Debra Alexander  
Treasurer  
Clay County  
100 N Bridge St  
Henrietta, TX 76365-2800

Re: Clay County - Property Appraisal Program

Dear Treasurer Alexander:

As you know from our recent communication, the TAC Risk Management Pool (TAC RMP) has partnered with American Appraisal to provide building and content appraisals to members in our property program. American Appraisal is a global leader in the building and content valuation field and offers industry expertise, extensive experience serving large public entities and advanced online technology. Your appraisal is part of the TAC RMP's commitment to service delivery and is provided to all property program members *at no additional cost*.

Accurate and current building values are an extremely important component of your property program and ensure that all members are contributing based on the same valuation method. Inflated insurable values can result in excessive contributions, while having inadequate coverage can be disastrous if a loss occurs. Accurate building values facilitate appropriate allocation of contributions and can serve as a basis of proof-of-loss, if required.

Today's economic realities require reinsurers to request increasing information about the risks they are insuring. The more details collected, the more certainty reinsurers have, which leads to better pricing for our members.

Prior to your scheduled appraisal inspection, We would like to visit with you by phone to discuss the attached questionnaire. This **Pre-appraisal Interview** will allow us to better understand your unique property details and ensure the inspection itself is efficient and the appraiser is well-informed. I've attached your current property schedule for your reference; we can discuss it during our phone call.

Here is what you can expect during the inspection process:

- An American Appraisal representative will contact your designated Pool Coordinator to schedule a date and approximate arrival time for an on-site property inspection. Given the nature of the work, it can become difficult to provide *specific arrival times* at each location due to unforeseen circumstances beyond the consultant's control. **We ask that you assist American Appraisal by sharing this information with the appropriate staff at each location and making sure access is available at all locations.**

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**Gene Terry, Executive Director**

- Upon arrival, the American Appraisal representative will check into the main office with a photo ID and request access to all or specific areas identified on the property schedule. The American Appraisal representative will meet with you or your designee upon arrival to provide a brief overview of the inspection process and again at the conclusion of the appointment for a brief exit review.
- Inspections will include a complete tour of each facility, requiring access to all areas including roofs and mechanical rooms. Typically, Facilities or Maintenance Department staff can assist during the inspection. **We ask that knowledgeable staff is available to accompany the appraiser and provide access to each building/structure.**
- Please note: Voting Equipment and EDP will be included as contents at its building location. Towers will be appraised and listed as a line item on the schedule of values.
- American Appraisal will measure buildings, take photographs, and ask questions about the building's history in order to complete the physical inspection. Depending upon the number of buildings, the physical inspection may take from one day to one week.
- Blueprints or architect drawings of buildings are very helpful in conducting a physical appraisal. If you have those, please have them available for the American Appraisal consultant.
- Approximately 6-8 weeks after the physical inspection is completed, your comprehensive appraisal with building and content values, drawings and photos will be delivered to you.

We thank you for your membership in the TAC Risk Management Pool. We are excited about this new service and hope you will find it valuable. If you have any questions, please contact your Risk Management Consultant or at 800.456.5974.

Sincerely,



Risk Management Services Operations Manager  
Texas Association of Counties

cc: Judge Kenneth Liggett  
Mike Strawn, Risk Management Consultant