ARKANSAS

COMMERCIAL PERSONAL PROPERTY

APPRAISAL MANUAL

ELEVENTH EDITION

Copyright 2014
Compiled and Published by

ASSESSMENT COORDINATION DEPARTMENT

By Authority of Act 153 of 1955, as Amended

Debra Asbury, Director
www.arkansas.gov/acd

TABLE OF CONTENTS

I. INTRODUCTION ……. 3

II. STATUTES …….……. 5

III. GENERAL INFORMATION…… 14

Assessments of Commercial Property …….. 15
Methods of Commercial Personal Property Assessments …..... 17
Suggested Guidelines and Procedures …… 20
Discovery of Personal Property……... 22
Desk Audits …… 23

IV. VALUATION GUIDELINES …… 24

Instructions on Use …….. 25
Business Classification Index of Square Foot Rates …….……. 27
Instructions on Use of Inventory turnover multiplier tables……. 97
Inventory Turnover Multiplier Tables ……. 98

V. DEPRECIATION SCHEDULES……. 110

Use of depreciation schedule……..… 111
Listing of basic personal property categories ……... 112
Listing of business classification …… 113
Listing of industrial classifications …….. 116
Alphabetical listing of fixed assets ……. 118
Depreciation schedule …… 142

INTRODUCTION

Commercial Personal Property Manual Introduction

This manual has been prepared by the Assessment Coordination Department to help achieve equity in the assessment of the commercial personal property of commercial and industrial establishments through uniform application of valuation guidelines. It is the mandate of the Constitution of Arkansas and the goal of this Department that equity be realized within and between all classes of property throughout all taxing jurisdictions in Arkansas.

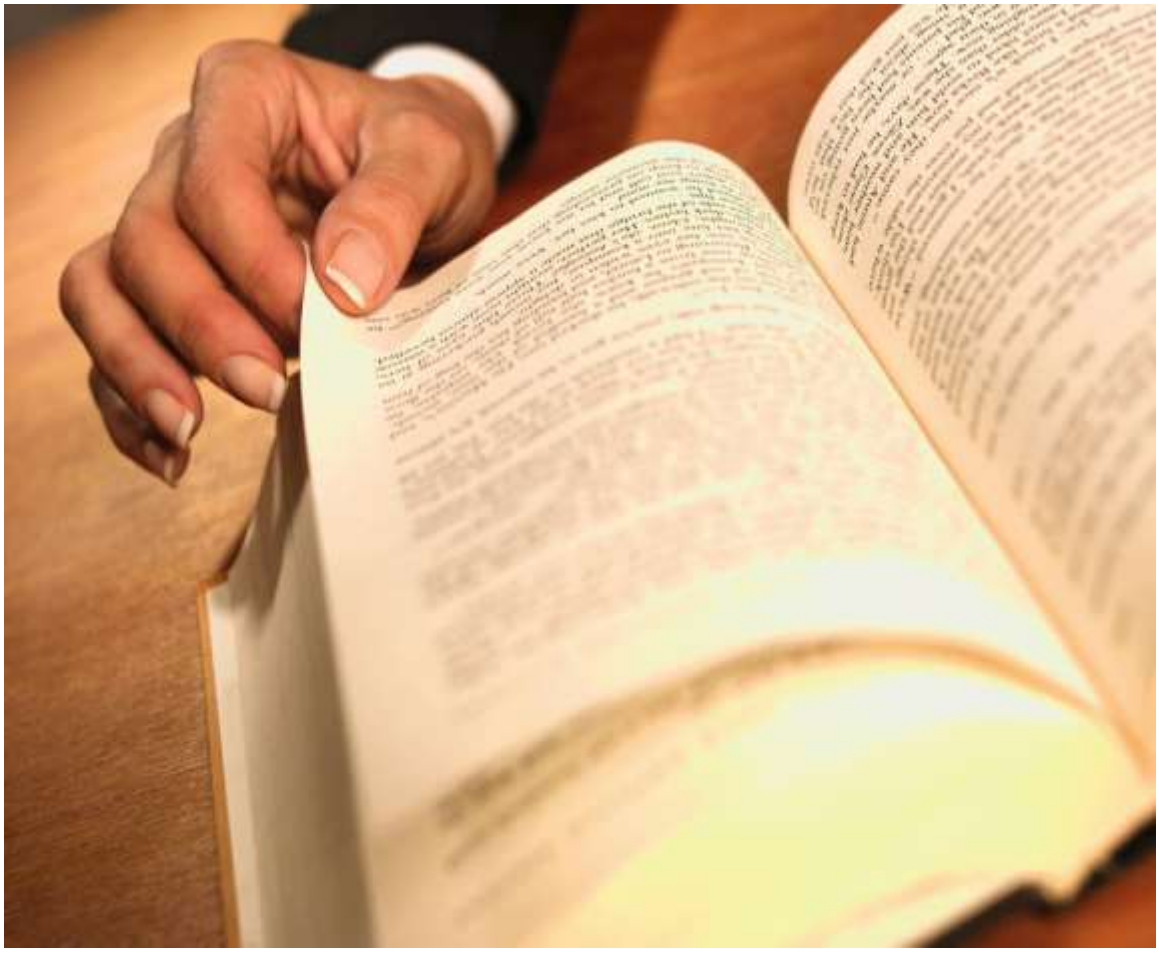
None of the content of this manual is intended, in any way, to relieve property owners or assessing officials of their obligation by law to report, value or assess personal property at its true and full market value. Application of the valuation guidelines, procedures and rates contained in this publication, together with sound judgment on the part of assessment officials, will help determine the validity of values received from a variety of commercial operations. Methodologies contained herein are intended only to provide the user with an approximation of value for the personal property of a business "typical" for that class. Others, for example, the indexed depreciation schedules, are provided to determine estimated market value based on adjustments to information obtained from property owners.

Accurate application of the several portions of this guide will be difficult without a thorough familiarity with its content. To this end, each section is accompanied by descriptive text to provide such information. Before using any section, **please read the instructions!** To facilitate use of the manual, this Department will conduct workshops, schools and other training sessions as needed.

This manual will be published in an updated form periodically, not only to maintain accuracy of existing rates and values, but also to include new classes of businesses, equipment values, valuation methods and any other information deemed to be useful to assessing officials as it becomes available. Questions regarding this edition, or suggestions for future editions, may be directed to:

Debra Asbury, Director
Assessment Coordination Department
1614 West 3rd Street
Little Rock, AR 72201
(501) 324-9240

STATUTES



SELECTED ARKANSAS STATUTES

This section contains legislation enacted in the state of Arkansas and pertinent to the assessment of personal property in general and commercial personal property in particular.

26-1-101. Definitions. As used in this act, unless the context otherwise requires:
"Oath" means oath or affirmation;
"Person" means firm, company, or corporation;
"Personal Property" means:

Every tangible thing being the subject of ownership,.. and not forming a part of any parcel of real property as defined;… (Note*: The portions of this statue referring to real property and intangible personal property are not quoted herein*.)

26-2-104. Violations in assessments or equalization generally. Whoever shall violate any provision of law intended to secure the assessment or equalization of property, for which a penalty has not otherwise been provided, or neglects or refuses to obey any lawful requirement or order made by the county equalization board, shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined not less than ten dollars ($10.00) nor more than one hundred dollars ($100).

26-2-107. Disposition of property to avoid assessment. If any person, for the purpose of avoiding listing for the payment of taxes any property subject to taxation, shall sell, give away, or otherwise dispose of the property, under or subject to any agreement expressed or implied or any understanding with the purchaser, donee, or recipient of the property that the property is to be reconveyed, restored, or redelivered to the person so disposing of the property, he or she shall be guilty of a violation and upon conviction be fined not less than five hundred dollars ($500) nor more than one thousand dollars ($1000).

26-3-201. Property subject to taxes generally. All property, whether real or personal, in this state… shall be subject to taxation. Such property …shall be entered on the list of taxable property for that purpose. (*The deleted portion of this Statue referred to intangible personal property, which has since been exempted under A.C.A. 26-3-302).*

26-3-302. Intangible personalty. All intangible personal property in this state shall be exempt from all ad valorem tax levies of counties, cities, and school districts in this state.

The exemption provided in this section shall be applicable with respect to the assessment and taxation of intangible personal property on and after January 1, 1976, and no ad valorem taxes shall be assessed or collected on such property for any period after January 1, 1976.

26-24-102. Power and authority generally. The Arkansas Public Service Commission shall have the full power and authority in the administration of the tax laws of this state to have and exercise general and complete supervision over:

The valuation, assessment, and equalization of all property, privileges, and franchises; and

The several county assessors, county boards equalization, and other officers charged with the assessment or equalization of property taxes throughout the state, to the end that all assessments on property, privileges and franchises in this state shall be made in relative proportion to the just and true value of the property privileges, and franchises, in substantial compliance with the law.

26-26-201. Delinquent assessments. There shall be a penalty of ten percent (10%) of all taxes due on all persons and property delinquent in assessment.

Where the penalty of ten percent (10%) of the amount of all taxes due shall amount to less that one dollar ($1.00), the penalty shall be arbitrarily fixed at one dollar ($1.00).

All persons and property not listed for assessment with the assessor on or before May 31 of the year in which the assessment is required, as provided by this chapter, shall be deemed delinquent in assessment, and the assessor shall so designate it on his records that the clerk may know each item of property and all persons so delinquent.

It shall be the duty of the clerk to affix and extend the penalty provided in this section against each item of property and all persons so delinquent.

The penalty shall be collected by the county tax collector and shall be by him paid into the county general fund.

Between January 1 and June 5 of each year, each county assessor shall file with the State Treasurer a sworn statement that he will comply with subsection (a) of this section. If a county assessor fails to file the statement by June 5, then the State Treasurer shall withhold county turnback to that county until the statement is received by the State Treasurer.

If the neglect is willful, the delinquent shall be deemed guilty of a misdemeanor and shall be fined in any sum not more that one thousand dollars ($1000).

In addition to the penalties for not assessing, delinquent persons shall be required to pay an additional fifty cents ($.50) for each list, which shall go to the assessor.

This additional sum shall be collected by the tax collector in the usual manner.

26-26-303. Percentage of value to be used in appraisal. The appraisal and assessment shall be according to value as required by Arkansas Constitution, Article 16, Section 5.

The percentage of true and full market or actual value to be used in the appraisal and assessment shall be fixed and certified by the Arkansas Public Service Commission as provided by 26-24-104.

Until and unless a budget system is adopted with provisions for eliminating excessive and illegal tax rates and expenditures, the commission shall not fix and certify a percentage of true and full market or actual value in excess of twenty percent (20%).

26-26-901. Furnishing of forms. Upon the application of the property owner or other person required to file an assessment list, the assessor shall furnish appropriate blanks upon which to list and report the property required to be listed.

26-26-903. Owner to list property. Every person of full age and sound mind shall list the real property of which he is the owner, situated in the county in which he resides, the personal property of which he is the owner.

26-26-910. Valuations in listings not conclusive. The valuations as set out in any assessment list required under the provisions of this subchapter to be delivered to the assessor by the property owner shall not be held to be conclusive as to the value of the property so listed, and the assessor may make such assessment of the property as he may deem just and equitable.

The assessor, in each instance where he raises the valuation of any property which has been listed with him as by law required, shall deliver to the property owner or his agent a duplicate copy of the adjusted assessment list, or he shall notify the property owner or his agent by first class mail, which notice shall state separately the total valuation of real and personal property as listed by the property owner and as fixed by the assessor, and shall advise that the owner may, by petition or letter, apply to the Equalization board for the adjustment of the assessment as fixed by the assessor.

All applications shall be made to the board on or before the third Monday in August.

For the purpose of enabling the assessor to determine just and equitable values of property, he is authorized, and it shall be his duty, to enter upon and make such personal inspection thereof as he shall deed necessary.

Any person shall, when called upon by the assessor, be required to answer upon oath and furnish proof demanded as to purchases, sales, transfers, improvements,… or any and all other information requested and pertaining to the location, amount, kind, and value of his own property or that of another person.

26-26-1102. Place of assessment. All real estate and tangible personal property shall be assessed for taxation in the taxing district in which the property is located and kept for use.

26-26-1102. Place of assessment (Continued). Tangible personal property in transit for a destination within this state shall be assessed only in the taxing district of its destination.

Tangible personal property in transit through this state including raw materials from within or outside this state used in the manufacturing process and tangible personal property manufactured, processed, or refined in this state and stored for shipment outside the state shall, for purposes of ad valorem taxation, acquire no situs in this state and shall not be assessed for taxation in this state.

The owner of tangible personal property in transit through this state and of tangible personal property in transit for a destination within this state may be required by the appropriate assessor, to submit documentary proof of the in-transit character and the destination of the property.

"**Tangible personal property in transit through this state**" means, for the purposes of this section, tangible personal property:

Which is moving in interstate commerce through or over the territory of this state; or

Which is consigned to or stored in or on a warehouse, dock, or wharf, public or private, within this state for storage in transit to a destination outside this state, whether the destinations specified when transportation begins or afterward, except where the consignment or storage is for purposes other than those incidental to transportation of the property; or

Which is manufactured, processed, or refined within this state and which is in transit and consigned to, or stored in or on, a warehouse, dock, or wharf, public or private, within this state for shipment to a destination outside this state.

26-26-1114. Assessment of personal property taxes by mail or telephone. For any assessment of personal property taxes after December 31, 1993, a taxpayer may assess the personal property taxes by mail, by telephone, or in person.

The assessor shall permit assessment of real and personal property of individuals by telephone without signature verification under oath.

The assessment by telephone shall not apply to business, commercial, and industrial real and personal property assessments.

The assessor shall mail to individuals assessing personal property by telephone within five (5) working days from the date of assessment by telephone, an assessment containing a certification, which shall be provided by the tax collector, indication whether all required personal property taxes have been paid.

The assessor shall provide, if requested, proof of assessment for each motor vehicle assessed and proof of said payment information appropriate for motor vehicle registration renewal by mail.

The director of the Assessment Coordination Division of the Public Service Commission shall promulgate regulations for the administration of this section. The forms and regulations promulgated by the director shall apply to all counties in the state.

26-26-1201. Date of valuation. All property in this state shall be assessed by the authorized authorities according to its value on January 1. However, stocks of merchants and manufacturers shall be assessed at the value of the average stock in possession or under control during the year immediately preceding January 1 of the year in which assessment is required.

26-26-1202. Valuation procedures. Personal property of any description shall be valued at the usual selling price of similar property at the time of listing.

If any personal property shall have no well-fixed or determined value in that locality at the time, then it shall be appraised at such price as in the opinion of the assessor could be obtained at that time and place.

(T*he beginning and ending portions of this Statute refer to real property and intangible personal property respectively, and are not quoted herein.*)

26-26-1203. Merchants. Any person owning or having in his possession or under his control, within this state, with authority to sell it, any personal property purchased with a view to its being sold at a profit, or which has been consigned to him from any place out of this state, to be sold within this state, shall be held to be a merchant for the purpose of this valuation.

The property shall be listed for taxation and in estimating the value the merchant shall take the average value of the property in his possession or under his control during the year immediately preceding January 1 of the year in which the assessment is made.

If the merchant has not been engaged in the business for one (1) year, then he shall take the average valuation during such time as he shall have been so engaged.

If the merchant is commencing business, he shall take the value of the property at the time of assessment.

26-26-1205. Manufacturers. Every person who shall purchase, receive, or hold personal property of any description for the purpose of adding to the value thereof by process of manufacturing, refining, rectifying, or by combination of different materials with a view of making a gain or profit by so doing, shall be held to be a manufacturer. He shall make out and deliver to the assessor a sworn statement of the amount of his other personal property subject to taxation, also including in his statement the average value, estimated as provided in 26-26-1203, of all articles purchased, received, or otherwise held for the purpose of being used, in whole or in part, in any process or operation of manufacturing, combining, rectifying, or refining which from time to time he shall have on hand during the year next previous to the time of making the statement, if so long he shall have been engaged in such manufacturing business, and, if not, then during the time he shall have been so engaged.

Every person owning a manufacturing establishment of any kind and every manufacturer shall list as a part of manufacturer's stock the value of all engines and machinery of every description, used or designed to be used for the indicated purpose.

26-26-1407. Procedure and forms. The Assessment Coordination Department shall prescribe the forms to be used for the assessment and collection of tangible personal property pursuant to the provisions of this subchapter. The Division of Legislative Audit shall assist and guide the various county officials in establishing an appropriate procedure to be followed in assessing and collecting tangible personal property taxes and other matters necessary to effectively carry out the purposes of this subchapter.

26-26-1408. Time for assessment and payment. A taxpayer shall annually assess his or her tangible personal property for ad valorem taxes during the period from January 1 through May 31.

Taxable tangible personal property of a new resident and a new business established between January 1 and May 31 and taxable tangible personal property acquired by a resident during the period from January 1 through May 31, except tangible personal property acquired during the period of May 2 through May 31, shall be assessable without delinquency within thirty (3) days following the date of its acquisition.

All taxable tangible personal property assessable during this period shall be assessed according to its market value as of: January 1 of the year of the assessment; or the date of acquisition if the tangible personal property was acquired during the period of January 2 through May 31 of the year of assessment.

The ten percent (10%) penalty for delinquent assessment shall not apply to tangible personal property becoming eligible for assessment through May 31, except that the tangible personal property acquired during the period of May 2 through May 31 shall be assessable without penalty within thirty (30) days following the date of its acquisition..

Taxable tangible personal property of a person moving his or her residence from Arkansas, and taxable tangible personal property disposed of by a resident and a business, during the period between January 1 and May 31, if assessed for that year, shall be removed from the assessment rolls, and if not assessed, shall not be deemed assessable for that year.

Before removal of the tangible personal property from the assessment rolls, it shall be the responsibility of the property owner to provide the county assessor with notification, and, upon request from the county assessor, proof of the disposal.

The tangible personal property referred to in subdivisions (a)(1)(4) of this section shall not include the inventory of commercial establishments because specific provisions for the assessment of the inventory of a commercial establishment is provided elsewhere in this Arkansas Code.

The county assessor may list, value, and assess tangible personal property for a period extending through July 31 of each year of assessment. Assessment of tangible personal property after July 31 shall be according to provision of existing law.

Personal property taxes are payable each year between the first business day in March and October 15 inclusive.

26-27-315. Equalization of assessments. (a) Immediately after the county assessor files his or her report of the assessment of real and personal property in the office of the clerk of the county court as required by law, the clerk of the county court shall present the report of the assessment to the county equalization board, and the county equalization board shall proceed to equalize the assessed valuation of the properties.

(b) For this purpose, the county equalization board shall observe the following rules:

(1)(A) It shall raise or lower the valuation of any property to bring about a complete equalization.

(B) It shall not raise or lower the valuation of any property without documenting the reason for raising or lowering the valuation of the property, and the documentation shall be attached to the appropriate property record card or cards.

(C) The reasons for lowering or raising the valuation of property shall be limited to:

(i) The assessment is unfair compared with other properties of the same kind similarly situated, evidenced by the fact that the property is assessed higher than neighborhood properties of the same use, size, materials, and conditions;

(ii) The assessment is clearly erroneous, evidenced by the fact that the appraisal relies on substantially inaccurate or insufficient information concerning the property; or

(iii) The assessment is manifestly excessive or greatly exceeds what willing and knowledgeable buyers will pay similarly motivated sellers for the property, evidenced by selling prices of similarly situated properties.

(D)(i) It shall not raise or lower the value of any property without reviewing values of similarly situated properties.

(ii) If the same reason for raising or lowering the value of the property exists for those similarly situated properties, the values for those properties shall also be raised or lowered, and the changes shall be documented.

(E) It shall not materially change the records of the county assessor's office, but may only direct that the assessed value of property be raised or lowered in keeping with its documented findings;

(2)(A) In each instance in which the county equalization board shall raise the valuation of any property, it shall immediately notify the owner or his or her agent by first class mail of the increase.

(B) However, all persons present before the county equalization board in person or by agent at the time the increase is ordered are there so notified and shall not be entitled to further notice.

(C) The notice shall state the valuation returned by the county assessor and the valuation fixed by the county equalization board and shall advise the owner or his or her agent that he or she may in person, by agent, petition, or equalization board if the application shall be made on or before the first Saturday

next preceding the third Monday in September if in regular session for equalization or before the first Saturday next preceding the third Monday of November if meeting in special sessions; and

(3) In each instance in which an assessment is raised and the owner or his or her agent has applied for consideration or hearing for an adjustment of his or her assessment, if the county equalization board has failed to take action on his or her application before adjourning its regular session or if it fails to convene in special session to consider the application, then the county equalization board shall reduce all such increases to the assessed levels of the previous year.

26-34-101. Preference of tax liens. Taxes assessed upon real and personal property shall bind them and be entitled to preference over all judgments, executions, encumbrances, or liens whatsoever created.

All taxes assessed shall be a lien upon and bind the property assessed from the first Monday of January of the year in which the assessment shall be made and shall continue until the taxes, with any penalty which may accrue thereon, shall be paid. However, as between grantor and grantee, the lien shall not attach until the last date fixed by law for the county clerk to deliver the tax books to the collector in each year after the tax lien attaches.

(c)(1) Failure to satisfy a personal property tax lien following a purchase of a business or a business's assets, goods, chattels, inventory, or equipment not in the ordinary course of business shall result in the assessment of an additional penalty under §26-36-201(c) except with respect to a purchase of the following:

(A) A vehicle subject to registration; or

(B) A manufactured home or a mobile home.

(2) A purchase of a business or a business's assets, goods, chattels, inventory, or equipment not in the ordinary course of business does not include the deed of property in lieu of foreclosure or the acquisition of title to property following a foreclosure sale.

GENERAL INFORMATION

THE ASSESSMENT OF COMMERCIAL PERSONAL PROPERTY

The business community of any area consists primarily of retail sales and service oriented businesses. A retail business, or merchant, buys products from a supplier and resells them for a profit. A service oriented business profits by performance of actions or duties for a fee. The same community may also contain manufacturers who process raw materials into finished goods and wholesalers who purchase products in bulk and resell them in smaller quantities to other businesses. The valuation guidelines contained in this manual apply primarily to retail and service businesses. Since no guidelines are available for wholesalers and manufacturers some alternate method, such as audited renditions utilizing the cost approach, must be used for these lower trade level businesses.

The personal property of most commercial enterprises consists of three basic groups: automobiles, inventory and such fixed assets as furniture, fixtures, machinery and equipment. The first, automobiles, is not addressed in this manual as it may be considered to be separate from the other equipment owned by a business. Vehicles must be assessed in order to be licensed, thus presenting little problem for assessors. Values for automobiles are furnished through the Assessment Coordination Department from Price Digest.

Inventory, the second type of business personal property, is the merchant's stock-in-trade of any retail business consisting of goods held for sale. The same characteristics of retail inventory will generally be true for wholesalers and distributors. The inventory of manufacturers, however, is quite different, consisting of raw materials, work-in-process and finished goods. Some or the entire inventory of a manufacturer may not be assessable if it qualifies as transient property under provisions of A.C.A. 26-26-1102.

Inventory should be assessed according to the business' prior year average. Inventory is to be valued at its "usual selling price", and should be construed to include the concept of sale at the proper level of trade, *i.e.*, the inventory of a retailer should be valued as it would sell to another retailer. The most practical measure of value of inventory is generally the owner's total cost.

The third type of business personal property consists of furniture, fixtures, machinery and equipment, generally referred to in this manual as fixed assets or FF&E. FF&E constitutes the principle source of taxable personal property in a service oriented business, though some FF&E will be found in any business, regardless of its nature. Manufacturers, for example, will possess greater amounts of machinery and equipment than, say, retailers, who in turn will own more furniture and fixtures.

With the exception of automobiles, as previously discussed, fixed assets should be valued by subtracting the proper amount of depreciation from the owner's total acquisition cost. This may be accomplished by application of the appropriate Remaining Economic Life Percent factor, as described later in this manual.

METHODS OF COMMERCIAL PERSONAL PROPERTY ASSESSMENT

There are several approaches to determining what property a business owns and the value of that property. Some are practical in use, others are not. As indicated in a previous section, the valuation of inventory and fixed assets will be the concern of this manual. Some methods apply only to the valuation of inventories while others lend themselves to both inventory and FF&E.

Perhaps the most accurate method for valuation of both inventory and fixed assets is an audit involving on-site inspection of property and the owner's records. Study of a purchases journal, for instance, together with inspection, listing and depreciated valuation of furniture, fixtures and equipment, obviously would provide detailed and accurate information. This method is often impractical for use in mass market appraisal because of the time and expense involved. However, it is quite appropriate for use in valuation of single businesses, either in the instance of sample audits or determination of value of a problem property. Ideally, this methodology will be used in conjunction with the least expensive method of business personal property assessment, the rendition, whereby the owner of the property voluntarily lists and values his property with an assessing official (as required by law). Again there is a tradeoff. In this case little expenditure is required but the data obtained may be inaccurate or incomplete. The rendition method can achieve satisfactory results with effort by the assessor. When the owner of business property assesses, the assessor or deputy needs to ask the proper questions to obtain all possible information. If the assessment is made by mail and is incomplete, it must be followed by inquiries regarding any missing data. Assessment personnel are duly authorized to require information such as sales volumes and breakdowns of inventory and FF&E. Property owners should be expected to provide an explanation as to how inventory figures were determined. Furniture, fixtures and equipment should be listed at cost new and depreciated at the proper rate, which will likely not be the same rate as that used for income tax purposes. Appropriate depreciation schedules are included later in this manual.

Another method of business personal property valuation, one that is limited in its scope to the valuation of inventories, is known as the inventory turnover method, applied by multiplying the gross annual sales of a business by the proper inventory multiplier for that business class, resulting in an average inventory for that business. These multipliers were modified from national standards by comparing the actual inventory levels and gross annual sales figures of Arkansas businesses. These multipliers may be found in the inventory turnover multiplier section of this manual. This method is equitable, relatively accurate, and very easy to use. However, its major drawback is that the gross sales figure might prove difficult to obtain and then may not be accurate. Also, as stated above, this is an inventory valuation method which limits its usefulness in retail businesses

and virtually eliminates it as a tool for the valuation of service businesses, as it does not provide valuation for fixed assets.

The final method of valuation this manual encompasses is the square foot rate. The method involves application of a selected rate to some standard of comparison within a given business class. The square foot rate is so-called because the normal standard of comparison is the area, expressed in square feet, of building space occupied by the business in question. Some types of businesses are best compared using standards other than square footage. Barber and beauty shops, for instance are valued at a rate per chair; motels and hotels per room, hospitals and nursing homes per bed for which they are licensed.

The tables of square foot rates in most cases contain nine rates, three levels of quality (Fair, Average, Good) compared to three levels of density (Low, Average, High). This range of rates, given for both inventory and fixed assets, allows the assessor to account for value differences of businesses within the same classification. The square foot rate tables in this manual are based on those used in neighboring states and were adjusted accordingly. As valuation of building calls for judgment regarding the quality and type of construction, condition, and age, use of the square foot tables requires similar estimations.

Judgments of quality and density are not especially difficult, and are made somewhat easier by the information contained in the descriptive portion of each property class. This information gives descriptions or examples of each quality rating along with any other information pertinent to that business class. If a business being assessed is unfamiliar to the assessor, as most often might be the case in metropolitan areas, a visit to the business site for a quick walkthrough will be necessary.

The value of a business' inventory may be determined by simply selecting the proper rate from the Inventory Table and multiplying it times the area in square feet of the store.

This same procedure may be used for valuation of furniture, fixtures and equipment, but with one major difference – the rates given for FF&E must be adjusted to allow for depreciation. This is done by obtaining, from the businessman or by inspection, an estimate of a single overall effective age of the FF&E throughout the store. Immediately below the rate section of the FF&E table is a depreciation schedule headed "Remaining Economic Life". The age of a store's FF&E is located on the scale and its corresponding REL percentage is noted. This percentage is then multiplied against the FF&E rate/square ft. previously selected, resulting in an adjusted FF&E rate. The adjusted rate can then be multiplied by the square footage of the business to get a depreciated value for furniture, fixtures, and equipment. Any FF&E still in use should have a

minimum value of twenty-five percent (25%) under the square foot method. If the business has assets that are idle and not in use at the time of assessment, but still on the property, they should have a minimum value of ten percent (10%) of cost. Overall, the square foot rate should prove effective in its ease of use, accuracy and low cost to apply. The method allows the assessor to make an equitable assessment from the information either already on hand or easily obtained, relying on little or no information from the property owner.

SUGGESTED GUIDELINES AND PROCEDURES

While equitable assessments should be the goal of any assessor, efforts to achieve this goal may be hampered by poor quality information, lack of cooperation from property owners, limited staff and funds, plus a variety of other reasons. It is the purpose of this section, indeed of this manual in general, to allow the assessor to more efficiently and more effectively determine the proper value of business assessments. Uniform assessments not only promote equity, but over time they also will increase the local tax base, in turn increasing revenues.

The assessor should consider taxpayer education as a tool to improve his operations. Through local newspaper articles, posted notices or letters accompanying mail-out assessment forms, the assessor should remind the business community of its obligation to assess all personal property used in a business, including furniture, fixtures, equipment and especially inventory. Many businesses may under assess through ignorance rather than intention. The same need for education also applies to the assessor's staff. A knowledgeable employee is certainly more prone to perform efficiently.

A simple in-office audit procedure can be used involving comparison of the assessments of like businesses. If, for example, the assessments of the five similar businesses are compared, and allowance made for differences in size, quality and other factors, it should become apparent to the assessor whether each business is properly assessed in relation to the others. One might safely assume that no property owner is going to purposely overstate the value of his personal property, at least for the purpose of property taxation.

Application of the valuation methods contained in this manual can prove to be valuable tools for auditing because the basis of their methodology is comparison. The process of pricing the five stores mentioned above should indicate whether there was any appreciable difference in size, age or quality. If so, the rate-calculated assessments should support those already taken by rendition. However, if one assessment was noticeably lower by owner's rendition, then it would appear to be under assessed.

Another audit procedure of sorts involves examining the telephone book yellow pages (or white pages for business listings if separated) and preparing a master list to be compared with the assessments on file. As simple as it sounds, there might well be businesses listed in the directory that did not assess. These businesses should be contacted and, if they were in operation prior to May 31, assessments prepared.

An audit procedure is the field audit or inspection. Though somewhat expensive and time consuming, inspections can be quite revealing. A random sampling of businesses might be selected and visits paid them to see whether their assessments properly represent the personal property found. This method could prove practical to apply during “slack” times of the year when other activities in the assessor’s office would not be greatly affected. The businesses to be visited for an in-depth audit might be selected randomly or might simply be those whose assessments appear to be inconsistent with other properties of similar class.

DISCOVERY OF PERSONAL PROPERTY

1. Yellow and white pages of telephone books
2. Sending personal property personnel to drive county and search for businesses not assessed:
3. Newspapers
4. TV Ads
5. Liens in circuit clerk's office
6. Filing privilege license-for sales tax
7. DF&A active sales tax list
8. Building permits
9. Shopping mall lists
10. Airport lists
11. Marina Lists
12. US INFO-LIST PER COUNTY
13. Check Commercial Real Estate
14. Asset List (for major accounts)
15. Get your commercial Real Estate Appraisers to report new businesses
16. Ads on vehicles

Get other county and city offices to help you in notifying business owners of their responsibilities to assess their Commercial Personal Property. Provide Information. Example: the city licensing or building permits office.

INTERNET SITES

www.arkansas.gov/acd – Arkansas Assessment Coordination Department
www.ask.com – if you have specific questions
www.usps.com – helpful with zip codes, addresses and county locations
www.superpages.com – better than the yellow pages
www.nada.com – to locate and verify vehicle values
www.carfax.com – description of vehicle for any further info there is a charge
www.fcc.gov – cell towers
www.americantower.com - cell towers
www.sbasite.com – cell towers
www.arkansasboats.com/manufacturer – identifies boat manufacturers
www.mapquest.com – locations, directions

DESK AUDITS

The first step in doing a desk audit is to check the assessment for all relevant information, such as:

Check List		**Check List**		**Check List**	
PPAN Number		Business Name		Local Address	
Mailing Address		Business Phone		School District	
Contact Person		Corresponding Real Estate Parcel			

Make sure there are no "zero values". Check to see that the purchase price was used, and not the depreciated value used by the business. Example: $300 for front end alignment equipment in a tire store. Check the rendition to see if the list of equipment matches the type of business, for example: A restaurant conceivably should have a stove, freezer, booths, tables and chairs, display counter, cash register, oven and grill, dishes, cutlery, etc, along with inventory. A doctor's office should have medical equipment, along with its office furniture and equipment. A good common sense approach to reviewing assessments is an assessor's best tool.

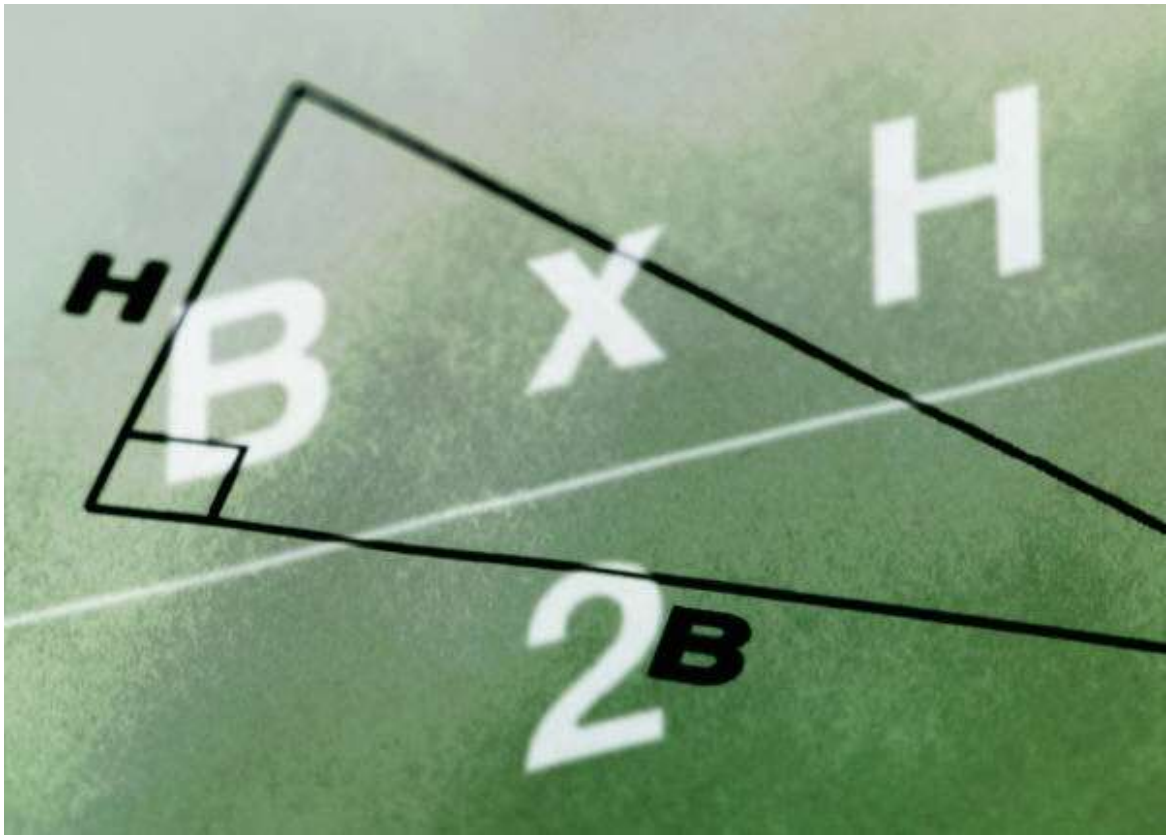
The second step is to review the assessment for any discrepancies, compare the previous year assessment for any major changes in value, high or low and determine cause. Did the business purchase new equipment or dispose of equipment to account for the difference in value. If a business disposed of a large amount of equipment and did not compensate with new purchases, contact business and ask for information that would account for the change. Check to see if some of the equipment is leased, this could account for the differences. Did they render an inventory amount? Is there an itemized list of FF&E. Check manufacturer's rendition to see if the Freeport exemption applies?

Do not hesitate to ask the owner, manger or CPA for information. You also have statutory authority to walk in the business and do an on-site inspection.

Finally, compare like business assessments for equality in value. **Use the square foot method for actual values only as a last resort if all attempts to obtain the required information fail.** Do not forget leased equipment when comparing values. And remember, an assessor's best tool can sometimes be their common sense. For example: A convenience store turns in $7000 inventory and another comparable turns in $50,000.

Tip: In case you can't get an itemized list from a business, you may be able to obtain a personal property list from a bank or loan company the business may have previously used.

VALUATION GUIDELINES



Instructions on Use of Square Foot Rate Tables

The appropriate square foot rate tables for each business classification, together with descriptive information for the business, may be located using the Business Classification Index. Inventory and furniture, fixtures, and equipment rates are delineated in three-by-three column/row tables. Quality of either property type is rated by column representing Fair, Average and Good Quality. Density is indicated by row to represent Low, Average and High. If the quality or density of a subject business' property is estimated to differ from the figures in the table, those indicated may be used as a range to select an appropriate rate.

While the tables for both inventory and fixed assets are similar in format, it should be remembered that fixed assets depreciate. To account for this, a schedule of remaining economic life percentages appears immediately below the rate table for fixed assets. Once a rate is selected to represent the proper quality and density of fixed assets, an overall effective age for those assets should be estimated. The age is then located on the remaining economic life schedule and the appropriate REL% noted. The previously selected fixed asset rate is then multiplied by the REL% to determine an adjusted rate for fixed assets. Both the inventory rate and the adjusted fixed rate are then multiplied times the square footage (or other appropriate unit of measure) for the business and an estimate of value results.

Any special instruction or information for a business class will APPEAR IN CAPITAL LETTERS in the information section accompanying the rate tables. For example, in the Commercial Office category appears "COMPUTERS ARE NOT INCLUDED IN THESE RATES AND AN APPROPRIATE VALUE SHOULD BE ADDED".

As an example, assuming that department stores A and B are to be assessed. Store A is judged to be of Fair quality and Store B of Average quality. Both stores appear to be of Average density. Further, both stores exhibit an effective age of 5 years and each is 20,000 square feet in area. Using the rate table for Department Stores, an inventory value of $6.90 and a fixed asset rate of $3.25 per square

foot is assigned to Store A. The inventory and FF&E rates for Store B, of average quality and density, are $13.65 and $9.75 respectively. Calculation of an indicated value for each store is as follows:

Inventory:	Store A	Store B
Rate:	$ 6.90	$ 13.65
Area (sq ft):	X 20,000	X 20,000
Indicated Value:	$138,000	$273,000
Fixed Assets:		
Rate:	$ 3.25	$ 9.75
REL%:	X .67	X .67
Adjusted Rate:	$ 2.18	$ 6.53
Area (sq ft):	X20,000	X 20,000
Indicated Value:	$ 43,600	$130,600

The total indicated values of Store A and B are thus:

	Store A	Store B
Inventory:	$138,000	$273,000
Fixed Assets:	43,600	130,600
Total:	$181,600	$403,600

This example serves to indicate how two department stores of the same size and age may have considerably different values because of the quality of their personal property.

It should always be remembered that square foot rates are intended only to determine a value typical of a particular business class, based on certain characteristics. Any given business may simply not fit the characteristics of a typical business for that class. They are useful as a supplement to, and a measure of accuracy of, owner renditions. They should be used as the actual basis for assessment only when satisfactory information cannot be obtained from the owner. Before rejecting an owner rendition because of a lack of comparability, determine through use of these guidelines, that every effort was made to insure that the guideline-calculated value was determined correctly.

Just as square foot rate tables are useful to compare a rendition to that “typical” for a business class, so too are comparisons to the rendered assessments of similar businesses. If, for example, there are three hardware stores assessed in the same jurisdiction, their assessments may be compared so long as the businesses exhibit similar characteristics, such as quality and density of merchandise, age of fixed assets, overall store size, etc. When the rendition of a business fails to compare to the value of similar businesses and/or the value determined through guidelines and every attempt has been made to account for this difference, then and only then should an adjustment be made to the rendered value.

BUSINESS CLASSIFICATION INDEX OF SQUARE FOOT RATES

CLASS	PAGE	CLASS	PAGE
Apartment Furnishings	29	Hardware and Building Material	63
Appliance Dealers	30	Hobby and Craft Shops	65
Auto Dealerships	31	Hospitals	66
Auto Parts	36	Jewelry Stores	67
Auto Repair	37	Laundromats	68
Bar and Nightclubs	38	Liquor Stores	69
Barber and Beauty Shops	39	Mobile Home Dealerships	70
Book and Music Stores	40	Motels and Hotels	71
Bowling Alley	41	Motorcycle Dealerships	72
Cafeterias	42	Newspapers and Print Shops	74
Clothing, Children's	43	Nursing and Convalescent Homes	75
Clothing, Family	44	Office Supply Stores	76
Clothing, Men's	45	Offices, Commercial	77
Clothing, Women's	46	Offices, Medical	78
Convenience Stores	47	Pizza Parlors	79
Day Care Center	48	Recreation Establishments	80
Department Stores	49	Recreational Vehicle Dealerships	81
Discount Stores	50	Rental Stores	84
Drugstores	51	Restaurants, Family, Single-Owned	85
Dry cleaners and Laundries	52	Restaurants, Family, Chain/Fran	86
Electronics and Computer Stores	53	Service Stations	87
Fabric and Drapery Stores	54	Shoe Stores	88
Farm Implement Dealership	55	Sporting Goods Stores	89
Farm Supply and Feed Stores	56	Supermarkets	90
Fast Food Restaurants	57	Tire Stores	92
Financial Institutions	58	Truck Dealerships	93
Floor Covering Stores	59	Toy and Game Stores	95
Florists and Gift Shops	60	Variety Stores	96
Funeral Homes and Mortuaries	61	Video Rental Stores	97
Furniture Stores	62		

Updated 6/27/2013

APARTMENT FURNISHINGS

Definition: Apartments are multi-residential properties constructed to provide living space for more than one household in a common structure or group of buildings. While the term “apartment” is commonly used, the same definition applies to duplexes, triplexes, etc.

Valuation: The personal property included in apartments and assessable to the building owner generally consists of appliances. While it is possible for property to be rented with no appliances, generally there will exist a minimum amount of property to be assessed, or the apartment may be rented fully furnished. Descriptions of various properties are included below.

Square Foot Rate Method: The following tables contain rates to be applied PER APARTMENT. Quality should be judged by the brand name as well as the size of the appliance. Density relates best to the number of appliances. For example:

Fair Quality: compact, off brand refrigerator and range
Average Quality: typical brand and size
Good Quality: large capacity, top name brand

Low Density refrigerator and range
Average Density: refrigerator/freezer, range/oven with a vent-a-hood, disposal, dishwasher
High Density: all the above plus washer and dryer

These descriptions are typical, as with most property types, there will be exceptions. In the event an apartment is rented fully furnished, select the proper quality rating and add an appropriate amount to the high density figure.

Rates per Apartment

Fixed Asset Density	Fair	**AVERAGE**	Good
Low	910.00	**1565.00**	2090.00
Average	1300.00	**1955.00**	2610.00
High	1560.00	**2345.00**	3120.00

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

Note: If the real estate is valued by the income approach, then personal property is included with the real estate.

APPLIANCE DEALERS

Definition: Establishments engaged in the retail sale of household appliances, stereo, television and electronics. These stores may also carry other products and may be valued in this class if appliance sales exceed other sales.

Valuation: The personal property included in appliance stores primarily include inventory with some FF&E.

Square Foot Rate Method: Quality should be judged by the variety of merchandise carried. Fair quality stores carry only used merchandise or lower quality new merchandise at discount prices. Average quality stores carry a typical line of new appliances. Good quality stores will be better quality local or chain stores carrying top brand names.

Fair Quality	local, used or discount merchandise
Average Quality:	better quality local or discount merchandise, larger line of merchandise
Good Quality:	best quality merchandise or antiques

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	N/A	**N/A**	N/A
Average	18.50	**31.00**	45.95
High	N/A	**N/A**	N/A

Fixed Assets Density	Fair	**Average**	Good
Low	N/A	**N/A**	N/A
Average	2.20	**6.55**	12.35
High	N/A	**N/A**	N/A

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

AUTO DEALERSHIPS

Definition: Auto dealerships are businesses primarily engaged in the sale of new and/or used automobiles. Franchised dealers of various makes of new automobiles generally maintain repair departments, stocks of parts, accessories, etc. Non-franchised and used automobile dealers generally do not maintain repair departments, parts, etc. unless engaged in rather sizeable operations.

Valuation: The valuation of automobile dealerships must be approached with care. As retail businesses, they are engaged in the sale of inventory as well as the providing repair service. There is difficulty in valuing new and used parts due to the different types of inventories and the variance in values. Several methods are used in arriving at these values. Many dealers also provide repair service which causes the equipment to be of a somewhat different nature than many retail businesses.

Square Foot Rate Method: A partial value may be obtained by applying a square foot rate to the amount of area in the agency used for each of several purposes (Inventory rate for parts area, FF&E rate for shop, etc.). This procedure will provide an indication of value for all the personal property of the agency other than automobiles. THE VALUE OF AUTOMOBILES IS NOT INCLUDED IN THE SQUARE FOOT RATES! The value of automobiles as inventory must be added to the inventory figure otherwise obtained and may be determined by taking the average number of vehicles sold on a monthly basis times a typical value per vehicle for the brand or brands held for sale by that agency. A list of suggested values for new cars follows. For used cars, an appropriate rate may be selected from the following page, or the cars may be listed and their values located from the *Price Digest* values furnished by the Assessment Coordination Division, reduced by 15% to equate the manual values to dealer cost.

Separate counts of new and used vehicles sold should be obtained from dealers and pertinent values applied. This total value for a typical number of vehicles sold may then be added to that obtained for parts and FF&E through the Square Foot Rate Method, resulting in the total value of personal property for the agency.

AUTO DEALERSHIPS
(Continued)

Below is a listing of the various automobile manufacturers together with a typical value for each brand. This value represents a weighted average for that manufacturer's various models of automobiles, vans, light trucks and utility vehicles.

An auto agency may hold a franchise for more than one manufacturer's line of automobiles. When this is the situation, one should weigh the various manufacturers' values together to determine a typical value for that particular dealer. If, for example, an agency sells both Ford and Lincoln automobiles, and it is observed that there are 4 times as many Fords sold as Lincolns, the overall value per auto for that agency would be:

Ford:	23,000 x 4 =	92,000
Lincoln:	38,000 x 1 =	38,000
Total:	5	130,000
Average:	130,000 / 5 =	26,000

Thus a typical value of $26,000 per vehicle could be applied to the total number of new vehicles on the lot, regardless of whether they are Fords or Lincolns, so long as approximately 4 times as many Fords as Lincolns are sold by that dealer.

Typical New Car Values by Manufacturer

MANUFACTURER	CAR	TRUCK	SUV	VAN
ACURA	33500		35500	
AUDI	42500		41000	
BENTLEY	205000			
BMW	45000		52000	
BUICK	31500		33500	
CADILLAC	41000		55000	
CHEVROLET	32000	27500	31500	26000
CHRYSLER	25500		15500	25000
DODGE	23500	28000	20500	20000
FERRARI	163000			
FORD	23000	23500	29500	21000
GMC		28000	33000	26500
HONDA	18000		25000	28500
HUMMER		28000	32000	
HYUNDAI	19000		24000	
INFINITI	42500		38000	
JAGUAR	72500			
JEEP			24000	
KIA	13500		15500	21000
LAMBORGHINI	268000			
LAND ROVER			53500	
LEXUS	46000		42000	
LINCOLN	38000		41000	
MAYBACH	369000			
MAZDA	19500		23500	
MERCEDES	112000		46000	
MERCURY	23000		26000	
MINI COOPER	23500			
MITSUBISHI	22500		22000	
NISSAN	23500	25500	25000	
PONTIAC	16000			
PORSCHE	73500			
ROLLS ROYCE	361000			
SCION	13500		14000	
SUBARU	22000		30500	
SUZUKI	22000			
TOYOTA	18500	24000	28000	26000
VOLKSWAGON	20500		28000	29000
VOLVO	29500		32000	

AUTO DEALERSHIP
(Continued)

Typical Used Car Values

FRANCHISE DEALERS

Used cars taken in trade by franchised dealers of new cars, are typically newer and of higher value than vehicles found on the lots of used car dealerships. It is not equitable to use the same average value for vehicles for each quality of dealership. These dealerships will generally give you the number of used vehicles sold that you will multiply by the value you have chosen below.

> **Note:** Remember, when determining an average value to use that this value is for all models of automobiles, vans, light trucks and utility vehicles.
>
> Franchised (New) Dealerships: 9,000 to 20,000 per car
>
> Multiply the average value chosen by the average number of cars sold. Divide the number of cars sold given by the dealership by 12 (or the number of months open for business that year) for the average.
>
> **Example**: Total used vehicles sold 150, Average value chosen 15,000
>
> 150 / 12= 13 13 x 15,000 = 195,000
>
> Average inventory value $195,000

USED CAR DEALERS

Dealerships that deal solely in used vehicles do not sell the same quality of vehicles. One may deal in highly maintained and more expensive vehicles, while another may deal in very poor and low cost vehicles.

The most accurate average used car value for Used Dealerships is obtained by the dealership rending the total amount of sales; divide that number by 12 (or the number of months open for the business that year) for the average. (the list should ideally include the year, make and sales price of the vehicle)

If the dealership will not give you their total sales, you can multiply the number of sales by the value below:

Used Car Dealers: 2,000 to 15,000 per car

Used dealerships generally do not have service or parts departments and rarely have more than a small general office.

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	N/A	**10.75**	23.05
Average	N/A	**14.30**	25.70
High	N/A	**17.75**	28.85

Fixed Asset Density	Fair	**Average**	Good
Low	2.60	**8.05**	14.30
Average	3.80	**10.75**	17.90
High	4.75	**13.45**	23.90

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

AUTO PARTS

Definition: Establishments primarily engaged in the retail sale of automobile tires, batteries, parts and accessories. These stores sometimes carry lines of unrelated merchandise such as sporting goods, furniture, appliances, etc.

Valuation: The personal property found in auto parts stores includes both inventory and fixed assets. These stores may provide installation or repair service. If so, ADD $5.00 PER SQUARE FOOT OF SHOP AREA ONLY to account for tools and equipment.

Square Foot Rate Method: Quality may be judged by the variety of name brands carried and by the ownership of the business itself. For example:

Fair Quality: locally owned and operated
Average Quality: better quality local, discount franchised, or name brand stores
Good Quality: better quality franchised or chain stores carrying wide variety of brands

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	6.95	**17.40**	46.80
Average	10.75	**26.10**	54.00
High	12.70	**41.35**	82.80

Fixed Asset Density	Fair	**Average**	Good
Low	2.10	**5.70**	11.05
Average	2.90	**8.30**	15.00
High	3.40	**12.45**	21.05

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

AUTO REPAIR

Definition: Establishments primarily engaged in the installation and repair of automobile parts and accessories, these stores range from locally owned welding shops and garages to chain-owned and operated muffler and transmission shops.

Valuation: The personal property in auto repair shops includes both inventory and fixed assets. The inventory value of locally owned operations may be slight compared to FF&E. In this situation, the primary value will lie in specialized tools and equipment.

Square Foot Rate Method: Quality should be judged by the variety of name brands carried and by the ownership of the business itself. For Example:

Fair Quality: locally owned and operated
Average Quality: better quality local or discount franchised or name brand stores
Good Quality: better quality franchised or chain stores providing specialty services.

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	0.75	**2.30**	6.40
Average	1.50	**3.45**	8.00
High	2.25	**4.55**	9.60

Fixed Asset Density	Fair	**Average**	Good
Low	3.00	**6.80**	12.20
Average	4.75	**10.25**	18.20
High	8.13	**13.60**	24.40

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

BAR AND NIGHTCLUBS

Definition: Establishments primarily engaged in the retail sales of beer wine, liquor and other beverages along with limited food service and entertainment. Bars differ from liquor stores in that consumption is required on premises, inventory value is lower and FF&E higher.

Valuation: The personal property included in bars and nightclubs will include both inventory and FF&E. These stores may provide extensive food service, but the sale of alcoholic beverages is the main product line. Businesses with greater food than beverage sales should be valued as restaurants.

Square Foot Rate Method: Quality should be judged by the variety of products carried. Quality will be compatible with interior finish or design.

Fair Quality:	locally owned and operated with a limited line of beer and other beverages.
Average Quality:	better quality bars with a larger selection of food and drinks
Good Quality:	full line of beverages, greater food selection, entertainment, lighting and sound systems, etc.

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	1.40	**2.75**	4.20
Average	2.15	**3.45**	5.60
High	2.90	**4.15**	7.00

Fixed Asset Density	Fair	**Average**	Good
Low	4.10	**13.75**	22.00
Average	6.20	**16.50**	27.45
High	8.30	**19.25**	32.95

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

BARBER AND BEAUTY SHOPS

Definition: Establishments primarily engaged in the cutting, styling, or other treatment of hair. These vary from small, one person shops to large salons with several stylists, beauticians, etc.

Valuation: The personal property included in barber and beauty shops consist primarily of fixed assets. Though some inventory of hair care products may be carried, their value is slight enough that any inventory value can be accounted for as part of FF&E.

Square Foot Rate Method: RATES ARE PER CHAIR FOR OPERATOR **not per square foot**. Quality should be judged by the variety of services offered.

Fair Quality:	locally owned and operated with a limited line of services
Average Quality:	better quality furnishings with a larger selection of services
Good Quality:	full line of hair and beauty treatments, best quality furnishings, equipment, etc.

Based on per Operator Chair

Fixed Asset Density	Fair	**Average**	Good
Low	1270.00	**2050.00**	3285.00
Average	1590.00	**2620.00**	4105.00
High	1990.00	**3275.00**	4925.00

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

BOOK AND MUSIC STORES

Definition: Establishments primarily engaged in the sale of books, periodicals, records, tapes, compact discs, etc. Most stores of this type carry either new or used merchandise, but few carry both. Some will also carry stationery, gifts, etc.

Valuation: The value of personal property included in these stores will consist primarily of inventory. FF&E will generally consist only of shelving and office equipment.

Square Foot Rate Method: Quality should be judged by the variety of merchandise and by the ownership of the business itself.

Fair Quality:	locally owned and operated, used books (swap shops) containing large quantities of low value merchandise
Average Quality:	better quality local or average quality chain-operated book or record stores
Good Quality:	better quality franchised or national chain stores carrying a wide variety of titles

NOTE: When estimating density, be sure to compare only stores with the same merchandise line. For example, a bookstore may have a greater density but less value than a music store.

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	8.50	**16.60**	46.50
Average	12.70	**24.95**	55.80
High	17.00	**36.05**	80.60

Fixed Asset Density	Fair	**Average**	Good
Low	1.10	**3.20**	6.45
Average	1.65	**5.35**	10.75
High	2.20	**6.42**	16.10

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

BOWLING ALLEY

Definition: Establishments primarily engaged in recreational bowling, but often featuring pool tables, video games and other amusements.

Valuation: The personal property included in bowling alleys will consist of bowling balls, shoes, equipment, and may include limited food service equipment, tables, etc., as well as other recreational equipment. While some inventory may be maintained, it is not standard. If a reasonable amount of merchandise is available (i.e. pro shop, etc) it should be accounted for by selecting the appropriate category, such as sporting goods stores, in this manual.

Square Foot Rate Method: RATES ARE PER LANE in addition to the value already applied to real estate.

Fair Quality: basic equipment, balls, shoes, etc.
Average Quality: as above but with addition of game room, pool tables, snack bar, etc.
Good Quality: full line amusements, better quality food service facilities, pro shop etc.

Per Lane Rates

Fixed Asset Density	Fair	**Average**	Good
Low	N/A	**N/A**	N/A
Average	9785.00	**19535.00**	26060.00
High	N/A	**N/A**	N/A

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

CAFETERIAS

Definition: Establishments engaged in serving prepared food and beverages selected by the patron from a service line or buffet, generally with little or no at-table service by a waiter or waitress. Note: **Local restaurants that offer a buffet line are not to be considered cafeterias if they also offer menu-ordered meals!**

Valuation: The personal property included in cafeterias will include both inventory and fixed assets. Inventory values will be small compared to FF&E, as inventory consists of perishable goods. Fixed assets will be somewhat more costly because cafeterias rely heavily on steam tables for food presentation and serving.

Square Foot Rate Method: Quality should be judged by the variety of foods offered and by the degree of finish in exterior and interior design. Fair quality cafeterias will primarily be locally owned. Average quality should be applied to better local establishments and franchises. Good quality cafeterias are those larger chains which have higher quality furnishings and extensive selection of food choices.

Fair Quality: most local
Average Quality: better quality local, most franchised or small chain operated.
Good Quality: best quality local, franchised or chain

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	1.10	**1.80**	2.85
Average	1.50	**2.50**	3.70
High	2.25	**3.20**	4.90

Fixed Asset Density	Fair	**Average**	Good
Low	6.60	**23.50**	36.10
Average	9.90	**39.75**	45.15
High	13.15	**49.70**	54.20

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

CLOTHING, CHILDREN'S

Definition: Establishments primarily engaged in the retail sale of clothes and accessories for boys, girls, infants or a combination of these groups.

Valuation: The personal property included in children's clothing stores will include both inventory and FF&E. Inventory will consist of not only clothing but also such accessories as shoes. FF&E will be represented by shelving, display counters, office equipment, etc.

Square Foot Rate Method: Quality should be carefully judged by the variety of name brands carried. Due to the lack of franchised stores in this line, most ownership will be of a local nature. If substantial store area is devoted to the sale of shoes, select the appropriate rate of value from the Shoe Store section of this manual.

Note: If several stores are available for comparison, the differences between ranges of selling prices may be a good indicator of the respective quality ratings.

Fair Quality:	locally owned and operated, small selection
Average Quality:	better quality brands, larger selection
Good Quality:	best quality and selection, more likely to specialize in one group such as boys', girls' or infants' clothing

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	6.15	**13.50**	24.25
Average	8.20	**18.00**	32.30
High	10.25	**22.50**	40.40

Fixed Asset Density	Fair	**Average**	Good
Low	3.30	**8.70**	12.85
Average	4.35	**9.75**	16.05
High	5.45	**10.85**	21.40

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

CLOTHING, FAMILY

Definition: Establishments engaged in the retail sale of clothing, shoes, and other accessories for men, women and children without specializing in any one line.

Valuation: The value of personal property included in these stores will consist primarily of inventory including a wide line of clothing types, accessories, etc. FF&E will generally consist of shelving, display counters, clothing racks and office equipment.

Square Foot Rate Method: Quality should be judged by the variety of merchandise. Due to the diversity of individual stores and a lack of franchised or chain stores in this classification, careful judgment as to the quality of merchandise should be exercised. Any store area devoted to shoe sales should be evaluated using the appropriate rate of values for the Shoe Store section of this manual.

NOTE: If several stores are available for comparison, the differences between ranges of selling prices may be a good indicator of the respective quality ratings.

Fair Quality: locally owned and operated, small selection
Average Quality: better quality brands, larger selection
Good Quality: best quality and selection

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	12.75	**23.85**	41.00
Average	18.00	**29.80**	44.70
High	24.75	**37.25**	52.15

Fixed Asset Density	Fair	**Average**	Good
Low	3.25	**8.70**	12.90
Average	4.30	**9.75**	16.15
High	5.40	**10.80**	21.50

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

CLOTHING, MEN'S

Definition: Establishments primarily selling men's and ready-to-wear clothing and accessories.

Valuation: The value of personal property included in these stores will consist primarily of inventory, including a wide line of clothing styles, accessories, etc. FF&E will generally consist of shelving, display counters, clothing racks and office equipment.

Square Foot Rate Method: Quality should be judged by the variety of merchandise. Due to the diversity of individual stores and a lack of franchised stores in this classification, careful judgment as to the quality of merchandise should be exercised. Any store area devoted to shoe sales should be evaluated using the Shoe Store section of this manual. Good quality stores should offer alterations and custom tailoring.

NOTE: If several stores are available for comparison, the differences between ranges of selling prices may be a good indicator of the respective quality ratings.

Fair Quality: locally owned and operated, small selection
Average Quality: better quality brands, larger selection
Good Quality: best quality and selection

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	7.10	**17.15**	35.70
Average	11.40	**21.45**	64.20
High	14.25	**28.60**	85.60

Fixed Asset Density	Fair	**Average**	Good
Low	3.25	**8.70**	13.40
Average	4.30	**9.75**	16.70
High	5.40	**10.80**	22.30

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

CLOTHING, WOMEN'S

Definition: Establishments engaged in retail sales of women's ready-to-wear apparel and accessories.

Valuation: The personal property included in these stores will consist primarily of inventory including a wide line of clothing styles, accessories, etc. Fixed assets will generally consist of shelving, display counters, clothing racks, and office equipment.

Square Foot Rate Method: Due to the diversity in local shops, careful attention to the quality of merchandise should be exercised. Store area devoted to the sale of shoes and accessories should be evaluated from the Shoe Store section of this manual or at a higher rate than other inventory using the square foot rate table provided. Good quality stores should offer alterations and/or custom tailoring.

NOTE: If several stores are available for comparison, the differences between ranges of selling prices may be a good indicator of the respective quality ratings.

Fair Quality: locally owned and operated, small selection
Average Quality: better quality brands, larger selection
Good Quality: best quality and selection

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	8.30	**19.20**	54.30
Average	12.40	**28.80**	62.05
High	16.60	**38.35**	77.55

Fixed Asset Density	Fair	**Average**	Good
Low	3.25	**8.70**	12.90
Average	4.30	**9.75**	16.15
High	6.45	**11.90**	21.50

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

CONVENIENCE STORES

Definition: Food stores selling a fairly wide range of food products in canned, packaged and frozen types but with little stock of fresh food such as fruits, vegetables or store-prepared meat. A major portion of sales will also result from gasoline. Due to confinement of space, convenience stores are far more restricted in variety of brands than are supermarkets. These stores often feature limited lines of in-house prepared fast foods.

Valuation: Convenience store inventories consist of items as described above. The FF&E of a convenience store is similar to that of a supermarket, on a smaller scale. **Determination should be made whether the gas pumps, tanks and electronic metering equipment are owned or leased.** If leased, assessment should be made to the proper owner either as personal property or real estate. If needed, values for gasoline equipment may be found in the real estate manual published by the Assessment Coordination Department.

Square Foot Rate Method: Quality should be judged by the variety of name brands carried and by the ownership of the business. Rates for inventory include an average amount of gasoline inventory applicable to each class. Video tapes should be valued separately (see Video Rental Stores). For stores selling primarily gasoline with a limited line of grocery items, use Fair to Average quality ratings at High density.

Fair Quality: locally owned and operated
Average Quality: better quality local, franchised or chain-operated stores
Good Quality: best quality franchised or chain stores carrying a wider variety of brands, more extensive food service and possibly some fast food type seating.

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	3.70	**8.90**	17.10
Average	5.85	**13.75**	27.30
High	10.30	**19.25**	40.95

Fixed Asset Density	Fair	**Average**	Good
Low	3.10	**12.10**	25.15
Average	7.80	**19.30**	37.35
High	11.70	**24.15**	59.75

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

DAY CARE CENTERS

Definition: Day care centers provide supervision and sometimes educational services for children. They may be local proprietorships, franchised or chain-operated.

Valuation: The personal property included in day care centers consists almost entirely of FF&E. Quality will generally be consistent with the degree of services offered.

Square Foot Rate Method: Square foot rates include kitchen, living and office furnishings, sleeping equipment and food inventories. The small inventory of food and supplies is not held for sale and is thus included in the FF&E rates. **Additional consideration must be made for playground equipment, if not valued as real estate**.

Fair Quality:	locally owned and operated
Average Quality:	better quality locally owned and operated, lower quality franchised
Good Quality:	better quality franchised or chain centers offering a variety of services

Square Foot Rates

Fixed Asset Density	Fair	**Average**	Good
Low	3.75	**7.60**	12.60
Average	5.00	**10.10**	15.15
High	7.50	**12.60**	18.90

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

DEPARTMENT STORES

Definition: Establishments engaged in the retail sale of furniture, home furnishings, appliances, radio and television sets, a general line of apparel for the family and household linens and dry goods. Sales in any one of these areas should not exceed 80% of total sales. Better quality stores will also offer such services as delivery and/or installation and will have non-store property.

Valuation: The personal property included in department stores will include both inventory and fixed assets. A department store tends to offer extensive services in support of the merchandise carried. Such services may include delivery, installation, repair and financing.

Square Foot Rate Method: Quality should be judged according to diversity of merchandise and variety of brands as well as the nature of store ownership. Fair quality department stores often have high density rates. These rates may also be used for catalog stores which have little display area but retail an inventory not kept on the premises. Average to good quality stores tend to be larger in size featuring attractive floor and window displays and a wider range of merchandise in each department. Good quality stores feature more exclusive name brands and better quality FF&E such as glass display cases etc.

Fair Quality: most locally owned and operated, some low-cost chain stores
Average Quality: better quality local or chain
Good Quality: best quality franchised or chain stores carrying a wide variety of brands. Usually serve as "anchors" for malls or shopping centers.

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	4.85	**9.55**	23.90
Average	6.90	**13.65**	24.15
High	8.30	**20.50**	41.00

Fixed Asset Density	Fair	**Average**	Good
Low	2.15	**6.50**	14.10
Average	3.25	**9.75**	17.60
High	5.40	**13.00**	21.67

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

DISCOUNT STORES

Definition: Establishments engaged in the retail sale of a general merchandise line similar to that of department stores but somewhat limited in the areas of clothing and furniture and offering a more extensive line of other consumer products.

Valuation: The personal property included in discount stores will include both inventory and FF&E. Inventory tends to be cash-and-carry although some in-store installation of some automotive products may be available. Since discount stores do not offer the line of services provided by department store, product prices usually average somewhat less than those in department stores.

Square Foot Rate Method: Quality should be judged by the variety of name brands carried. The fair category should be used to value stores with limited lines of merchandise. Average rates can be applied to typical discount stores carrying most name brands as well as non-name brand products with a store label. Good category stores carry a larger volume and greater variety of merchandise.

Fair Quality:	local owned with limited merchandise lines
Average Quality:	chain or franchised with more name brands as well as in-store labels
Good Quality:	larger national chains, 40,000 to 1,000,000 square foot stores. Wide variety of merchandise, numerous departments.

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	5.05	**12.20**	31.70
Average	6.35	**17.05**	44.40
High	9.60	**23.85**	50.75

Fixed Asset Density	Fair	**Average**	Good
Low	1.40	**7.30**	15.90
Average	2.25	**9.75**	18.25
High	4.50	**14.70**	22.80

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

DRUG STORES

Definition: Establishments engaged in only retail sales of prescription drugs and patent medicines are considered pharmacies. Drug stores may also carry other lines of merchandise such as health products, cosmetics, toiletries, novelties, tobacco products and limited lines of food service.

Valuation: The personal property included in drug stores will include both inventory and FF&E. Modern stores may carry a wide variety of merchandise in addition to drugs and medical supplies. Stores offering an extensive inventory of non-drug items will also have a greater variety of fixed assets.

Square Foot Rate Method: Quality should be judged by the variety of name brands carried. The range of this merchandise is a key to the proper quality selection. Fair quality stores will carry a limited line of non-pharmaceutical products. Average or good quality drug stores stock many personal, home, garden and food products. Some locally owned stores may be of similar quality. **Pharmacies should be graded as good quality**.

Fair Quality:	locally owned and operated
Average Quality:	better quality local, discount franchised, or name brand stores
Good Quality:	pharmacies, and best quality franchised or chain stores carrying a wide variety of brands and an extensive line of non-drug items

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	8.70	**21.45**	43.20
Average	12.40	**35.75**	64.80
High	18.60	**42.90**	93.60

Fixed Asset Density	Fair	**Average**	Good
Low	2.20	**15.35**	21.40
Average	5.45	**19.20**	26.05
High	8.70	**25.60**	31.80

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

DRY CLEANERS AND LAUNDRIES

Definition: Dry cleaners are facilities providing chemical (non-laundering) cleaning of clothing and other fabric articles. Laundries provide the same basic cleaning service, but through the more conventional method of laundering. A single establishment may offer both services.

Valuation: The personal property included in dry cleaners and/or laundries will include only FF&E consisting primarily of equipment.

Square Foot rate Method: Quality should be judged by the variety of services offered. Fair quality rates apply to shops limited to drop-off and pick-up of clothing. Average cleaners will provide in-house dry chemical cleaning, pressing or laundry services. Good Quality refers to a full service operation which includes the most modern equipment, alterations or tailoring, etc. Motorized clothing racks are indicative of average to high density rates for FF&E. In the instance of name brand companies having several locations in the same city, actual cleaning may be done at a central location. Due to range of services offered, such companies are usually good in quality.

Fair Quality: small laundries or cleaners
Average Quality: better quality cleaners and laundries
Good Quality: full service which includes cleaning, mending, pick-up, etc.

Square Foot Rates

Fixed Asset Density	Fair	**Average**	Good
Low	9.00	**30.00**	64.90
Average	15.90	**40.00**	74.85
High	21.90	**49.90**	89.80

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

ELECTRONICS AND COMPUTER SALES

Definition: Establishments engaged in the retail sale of computer hardware and software programs, electronic parts and accessories for telephones, stereos, televisions, etc. These stores may offer lines of service such as repair, installation and consultation.

Valuation: The personal property included in electronics and computer stores will include both inventory and FF&E.

Square Foot Rate Method: Quality should be judged by the variety of name brands carried and by ownership of the business. The fair category will apply to most local stores carrying a line of electronics and small computers. Average quality may be used to value chain-type electronics or computer stores carrying a variety of brands. The good classification should be used to value stores devoted to a line of more advanced capability computers and are usually limited to one or two brands. These stores often provide custom computing services and a higher priced line of merchandise.

Fair Quality:	locally owned and operated
Average Quality:	better quality local electronics and franchised or name brand computer services
Good Quality:	best quality franchised or national chain electronics store and limited brand computer stores

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	18.60	**62.10**	124.20
Average	31.00	**80.75**	155.25
High	49.60	**99.40**	186.30

Fixed Asset Density	Fair	**Average**	Good
Low	2.20	**6.45**	12.90
Average	4.40	**10.75**	16.10
High	6.60	**16.10**	21.50

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

FABRIC AND DRAPERY STORES

Definition: Establishments primarily engaged in the retail sale of sewing supplies, fabric, patterns and other needlework accessories. These stores may also offer a line of sewing machines and may do custom tailoring or alterations.

Valuation: The personal property included in fabric and drapery stores will consist primarily of inventory. There will be some FF&E. Stores offering more extensive services such as mending, custom tailoring, home decoration or cleaning, etc. will usually have larger FF&E amounts.

Square Foot Rate Method: Quality should be judged by the variety of merchandise carried and by the ownership of the business itself. Fair quality applies to stores carrying fabric and sewing accessories only. Average stores will stock a larger variety of fabrics, patterns, buttons etc. and may offer custom tailoring. Good quality fabric shops will offer sewing machine sales and service. While there are no large chain operations in this class, some may have several stores within the state.

Fair Quality:	locally owned and operated usually offering basic fabrics only
Average Quality:	better quality local or name brand stores, larger selection of merchandise
Good Quality:	best quality selection and service

Square foot Rates

Inventory Density	Fair	**Average**	Good
Low	5.55	9.10	21.00
Average	8.40	12.60	35.05
High	11.20	16.80	42.05

Fixed Asset Density	Fair	**Average**	Good
Low	1.45	4.30	8.05
Average	2.20	5.35	10.75
High	2.90	6.40	13.40

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

FARM IMPLEMENT DEALERS

Definition: Establishments primarily engaged in the retail sale of farm tractors, combines and other harvesting equipment. Included in this class are dealers of industrial and forestry models of tractors as well as loaders, backhoes, forklifts, crawlers, skidders, etc. Dealers may also offer a line of replacement parts and accessories and repair service.

Valuation: The personal property of implement dealers will include new and used equipment, parts, and accessories, as well as FF&E.

Square Foot Rate Method: The fair category refers to local sales of used equipment. The average rates are for franchised dealers with limited service facilities. Good includes farm centers with a full line of equipment and accessories, service and repair facilities and may include a full line of farm supplies, feeds, etc. Use FF&E rates for the amount of shop area, inventory rates for parts and other merchandise display or storage areas. VALUES FOR TRACTORS OR EQUIPMENT HELD FOR SALE ARE NOT INCLUDED IN THESE RATES. The number and type of tractors and equipment must be obtained by inspection or from the dealer, and appropriate values applied using the Price Digest values. Manual values should be reduced by approximately 20% to account for the proper level of trade.

Fair Quality: locally owned, typically used equipment
Average Quality: better quality local or franchised, limited service facilities
Good Quality: best quality franchised, full line of equipment and services

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	2.40	**4.30**	11.70
Average	3.10	**5.70**	17.45
High	3.80	**7.10**	23.30

Fixed Asset Density	Fair	**Average**	Good
Low	1.45	**4.30**	6.05
Average	2.20	**5.10**	9.15
High	2.90	**6.80**	12.15

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

FARM SUPPLY AND FEED STORES

Definition: Establishments primarily engaged in the sale of farm products such as feeds, fertilizer, seed, pesticides and herbicides, etc. Such establishments may also sell garden supplies, tires, tools, and other miscellaneous farm related products. Larger stores may carry a limited line of tractors and other equipment which should constitute a minority of total sales.

Valuation: The personal property included in farm supply or feed stores will include a wide variety of both inventory and FF&E. Farm centers' carrying inventory which includes the sale of tractors or equipment should be given additional consideration since it is not standard merchandise for this business class.

Square Foot Rate Method: Quality should be judged by the variety of merchandise carried and by services offered. A fair quality store will primarily carry animal feeds and supplies. The average quality operation, often a CO-OP type store, will carry a larger line of non-feed merchandise such as veterinary supplies, farm chemicals, bulk seed, etc. Good quality applies to all-purpose centers with a complete line of products. These products may include hardware, clothing, hunting supplies, farm equipment, etc. It may prove feasible to consider each portion of such businesses using the respective square foot rate tables.

Fair Quality: limited line of feed and supplies
Average Quality: larger line of feed, seed, chemicals, veterinary supplies, etc.
Good Quality: full line of feeds, supplies, other farm products and services; may also carry a limited line of tractors, and equipment which should be valued separately from other inventory

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	5.70	**8.45**	16.10
Average	7.10	**11.70**	20.15
High	8.50	**15.60**	24.15

Fixed Asset Density	Fair	**Average**	Good
Low	1.30	**3.30**	5.15
Average	2.65	**4.00**	6.45
High	3.30	**5.30**	7.70

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

FAST FOOD RESTAURANTS

Definition: Establishments primarily engaged in the preparation and sale of food items such as hamburgers, pizza, chicken, ice cream, or yogurt, etc. for on-premises but primarily take-out consumption. Drive-up windows are generally provided.

Valuation: The personal property included in fast food restaurants will include some inventory with a majority of value represented by fixed assets.

Square Foot Rate Method: Quality should be judged by the variety of foods offered. Fair quality applies to most local drive-ins with little or no inside seating. Average quality establishments offer mainly in-house seating with a drive-up window and franchised/chain drive-ins. Good quality establishments offer in-house seating, drive-up windows, a wider menu selection and some may also include playgrounds. Rates for playground equipment may be found in the Real Estate Manual.

Fair Quality: locally owned and most drive-ins
Average Quality: better quality local, most franchised with inside seating or franchised/chain drive-ins
Good Quality: best quality franchised or national chain stores carrying a wide variety of foods

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	1.25	**2.30**	6.05
Average	1.95	**3.10**	7.45
High	2.39	**3.41**	13.00

Fixed Asset Density	Fair	**Average**	Good
Low	9.15	**31.70**	62.80
Average	15.25	**47.20**	85.95
High	24.35	**69.20**	103.35

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

FINANCIAL INSTITUTIONS

Definition: Financial institutions handle money and securities either through savings, loans, or the processing of money as through checking accounts. Other services provided are collection, financial management and advisement.

Valuation: The personal property included in financial institutions will only include furniture, fixtures, and equipment. Most modern institutions of this type will require computerization of records which will be a primary source of the personal property value.

Square Foot Rate Method: Since no inventory is held for sale, square foot rates for this business class apply to FF&E only. Fair and average quality financial institutions are primarily offices lacking the equipment and security systems of full service banks. Depending on quality, production credit associations, federal land banks, mortgage companies and most saving-and-loans will be in the fair or average quality categories. Most savings and loans offering full banking services are priced as average to good. These rates do not include vaults, etc. which should be considered real estate. **Basic computer equipment is included in these rates.**

Fair Quality: non-bank financial offices
Average Quality: better quality savings-and-loans, average banks with limited services
Good Quality: full service banks with basic computers and specialized equipment

Square Foot Rates

Fixed Asset Density	Fair	**Average**	Good
Low	11.35	**24.00**	57.80
Average	14.20	**38.45**	86.70
High	23.70	**48.05**	120.40

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

Note: Watch for double assessment on vault doors and safety deposit boxes. Typically they are assessed on the real estate. However, some safety deposit boxes are mobile in nature and may not be included in the real estate: those should be picked up on personal.

FLOOR COVERING STORES

Definition: Establishments primarily engaged in the sale and installation of such floor coverings as rugs and carpets, vinyl, tile, etc... Sales of related products such as wallpaper or draperies are common.

Valuation: The personal property included in floor covering stores will include primarily inventory with little FF&E.

Square Foot Rate Method: Quality should be judged by the variety of merchandise carried. Fair quality should be used to value the stock in stores with limited merchandise lines. Average quality stores will carry a better line of carpets and vinyl floor coverings. Good quality floor covering stores will offer a complete selection of carpets, floor coverings, and high quality area rugs and may stock vacuums and shampooers. Deliver and installation services are typical in average to good quality stores but may also be offered in fair quality stores.

Fair Quality:	small local stores, limited line
Average Quality:	better quality merchandise, larger selection, installation service
Good Quality:	wide selection of carpet, floor coverings, accessories, etc. and services such as installation and cleaning.

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	5.00	**12.40**	22.50
Average	7.45	**14.90**	25.00
High	9.90	**18.00**	30.00

Fixed Asset Density	Fair	**Average**	Good
Low	1.05	**2.70**	8.10
Average	1.35	**4.35**	10.80
High	1.90	**5.40**	13.50

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

FLORIST AND GIFT SHOPS

Definition: Establishments engaged in the retail sale of cut flowers and growing plants. Greenhouses and nurseries are included if sales consist primarily of products not grown on the premises. Also included in this category are stores selling greeting cards and small gifts either in conjunction with or separate from the sale of floral products.

Valuation: The personal property included in flower and gift shops will include both inventory and FF&E. Due to the high perishability of products carried, a certain amount of wastage is allowed as a reduction in inventory value. Nearly all florists offer delivery service, so vehicles should be accounted for separately.

Square Foot Rate Method: Quality should be judged by the variety of merchandise carried and by ownership of the business itself. Fair quality refers to shops with primarily flower and plant sales. Average to good quality florist are generally franchised operations and a part of a network allowing nationwide delivery. Good quality shops may also offer a wide line of gift items. Good quality shops may or may not carry florals but will offer more exclusive gift items such as glassware, statuary, etc. and will exhibit a higher density rate than those carrying florals. FF&E should be commensurate with inventory quality.

Fair Quality: locally owned and operated
Average Quality: better quality local or franchise, larger selection of flowers and gifts
Good Quality: best quality local or franchised, wide variety of merchandise

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	2.90	**10.00**	21.30
Average	4.65	**11.20**	33.60
High	7.85	**15.70**	58.70

Fixed Asset Density	Fair	**Average**	Good
Low	1.65	**6.60**	12.30
Average	3.30	**9.85**	18.45
High	5.00	**13.10**	24.60

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

FUNERAL HOMES AND MORTUARIES

Definition: Funeral homes and mortuaries provide burial services as well as related services and products.

Valuation: The personal property included in funeral homes or mortuaries will include some inventory but will consist primarily of FF&E. Nearly all business in this class will own automobiles such as hearses or limousines which should be valued separately. In some small towns, this type of business may also provide limited ambulance service.

Square Foot Rate Method: Quality should be judged by the variety of services provided. The fair quality classification may be used for small funeral homes lacking the amenities of larger operations. Average rates may be used for larger funeral homes or mortuaries offering one or more viewing rooms, chapel, embalming facilities, etc., with a selection of caskets. The good quality mortuary will offer a larger line of merchandise, one or more viewing rooms, one or more chapels and may additionally offer a crematorium, flowers, etc.

Fair Quality: locally owned and operated
Average Quality: better quality local, larger line of services
Good Quality: best selection of services, larger line of inventory

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	1.35	**3.10**	9.35
Average	2.65	**5.60**	12.45
High	3.30	**10.00**	18.70

Fixed Asset Density	Fair	**Average**	Good
Low	3.85	**6.90**	11.85
Average	5.00	**9.40**	14.80
High	6.10	**12.50**	17.80

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

FURNITURE STORES

Definition: Establishments engaged in the retail sale of household furniture, beds, mattresses, box springs and other sleep equipment as well as lines of larger household appliances, stereo and television sets, etc. These stores may also carry a line of floor coverings or other products and may be valued in this class if sales from these products do not exceed furniture sales.

Valuation: The personal property included in furniture and appliance stores primarily include inventory with some FF&E.

Square Foot Rate Method: Quality should be judged by the variety of merchandise carried. Fair quality stores carry only used merchandise or lower quality new merchandise at discount prices. Average quality stores carry a typical line of new appliances and furniture. Good quality stores will be better quality local or chain stores carrying top brand names or stores exclusively featuring antiques.

Fair Quality: local, used or discount merchandise
Average Quality: better quality local or discount merchandise, larger line of inventory
Good Quality: best quality merchandise or antiques

Square Foot Rates

Inventory Density	Fair	**Average**	**Good**
Low	5.00	**11.30**	21.35
Average	10.00	**14.25**	26.70
High	12.40	**19.00**	29.70

Fixed Asset Density	Fair	**Average**	Good
Low	.70	**2.15**	4.15
Average	1.10	**2.85**	6.95
High	1.50	**3.20**	10.40

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

HARDWARE AND BUILDING MATERIALS

Definition: Establishments engaged in the sale of basic hardware products such as tools, builders' hardware, paint, glass, housewares and household appliances, cutlery, roofing materials, lumber and other building products. None of these products should account for more than 50% of total sales for the establishment.

Valuation: The personal property included in hardware stores will primarily include inventory and some FF&E.

Square Foot Rate Method: Quality should be judged by the variety of merchandise carried. Fair quality should be used to value small, local hardware stores with a limited merchandise line. Average stores may be franchised and carry a larger line of products, that may include appliances. Stores carrying building materials should also be considered average, applying the rates to any area of lumber sheds as well as to the store area. Better chain operations should be priced as good, as well as locally owned home centers featuring a complete line of hardware, building materials and probably floor coverings, appliances and furnishings. If sales of one of these related products accounts for more than 50% of total sales, price that portion of the store area from the appropriate section of this manual.

> **NOTE:** Large national chain stores may require addition to the Good quality, High density rate if height of merchandise and shelving exceeds norms for this type category.

Fair Quality:	locally owned and operated with limited merchandise line
Average Quality:	better quality local or franchised, wide variety of merchandise
Good Quality:	best quality local or national chain, wide variety of brands

HARDWARE AND BUILDING MATERIALS
(Continued)

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	3.75	**11.90**	24.90
Average	6.20	**17.85**	37.30
High	8.70	**23.10**	62.15

Fixed Asset Density	Fair	**Average**	Good
Low	1.10	**4.90**	8.15
Average	2.20	**7.00**	9.80
High	3.30	**9.15**	13.10

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

HOBBY AND CRAFT SHOPS

Definition: Establishments engaged in the sale of hobby items, craft kits and supplies, or finished products which may or may not be produced on the premises.

Valuation: The personal property will include both inventory and FF&E. Retail hobby shops will generally have more inventory than FF&E, while on-premises craft production shops will have more FF&E than inventory.

Square Foot Rate Method: The extent of merchandise offered for sale determines the proper quality rating for this classification. A craft shop specializing in a limited craft line would use a lower inventory rate but a higher FF&E rate. Do-it-yourself craft and hobby shops would be considered average quality. Good rates should be applied to shops offering a full hobby and craft merchandise line.

Fair Quality:	limited line, on-premises production
Average Quality:	larger line of merchandise, generally offering products for crafts or home use
Good Quality:	full merchandise line, may offer classes or other instruction

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	2.80	**10.40**	21.30
Average	5.65	**13.05**	25.60
High	8.45	**15.60**	28.40

Fixed Asset Density	Fair	**Average**	Good
Low	3.25	**5.40**	8.10
Average	4.35	**6.45**	10.80
High	5.40	**8.05**	13.00

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

HOSPITALS

Definition: Hospitals are institutions providing high degree health care including treatment, surgery and highly specialized forms of medical care depending on the quality of the institution. Hospitals provide longer term care than medical offices and clinics which are generally out-patient oriented. Some may specialize in treatment of certain disorders.

Valuation: The personal property values primarily in fixed assets and will include some inventory. Inventory consists of medical supplies and drugs which, while not sold as in drugstores, are billed separately as part of treatment received. FF&E includes a wide variety of furnishings, equipment, specialized treatment equipment, X-ray machinery, etc.

Square Foot Rate Method: Rates for inventory and FF&E are per bed capacity. Quality should be judged by the variety of treatment and services offered and by ownership of the business. Hospitals are licensed by patient capacity.

Fair Quality: small local hospitals, limited services
Average Quality: larger local or regional institutions, higher degree of care and specialized services such as physical therapy, alcohol treatment programs, etc.
Good Quality: larger regional medical centers

Rates are per Patient for which the Facility is licensed

Fixed Asset Density	Fair	**Average**	Good
Low	N/A	**N/A**	N/A
Average	1955.00	**3260.00**	5215.00
High	N/A	**N/A**	N/A

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

JEWELRY STORES

Definition: Establishments primarily engaged in the retail sale of any combination of lines of jewelry such as diamonds and precious stones, rings, bracelets, necklaces, pendants, chains, sterling and plated silverware, watches and clocks. Stores may also offer cleaning and repair of any of the above.

Valuation: The personal property included in jewelry stores will primarily be inventory with some fixed assets, including display counters and security systems, and should be commensurate with inventory quality

Square Foot Rate Method: Quality ratings should be judged by the variety of merchandise offered. Quality of merchandise should be examined to select the proper rate. Most brand name stores should be priced as average. Good quality stores will carry expensive watch brands, custom-made jewelry with larger stones, etc. **Some inventories may be held on consignment.**

Fair Quality: locally owned and operated
Average Quality: better quality local, discount, franchised, or name brand stores
Good Quality: best quality franchised or national chain stores, more expensive merchandise

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	11.30	**48.00**	127.20
Average	22.65	**58.25**	198.75
High	34.00	**82.20**	238.50

Fixed Asset Density	Fair	**Average**	Good
Low	5.80	**11.30**	22.60
Average	8.75	**15.05**	29.20
High	11.60	**18.80**	43.80

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

LAUNDROMATS

Definition: Laundromats are self-service, coin-operated laundering facilities offering a limited line of services to the customer.

Valuation: The personal property included in laundromats will be limited to furniture, fixtures, and equipment. Some cleaning supplies may be vended on the premises, but the value is relatively insignificant in proportion to the business as a whole.

Square Foot Rate Method: Since no inventory is held for sale, square foot rates are applicable to FF&E only. Fair rates apply to the small "washateria" which is basically coin-operated, self-service washers and dryers. Average quality laundromats generally include a few extra large capacity washers and/or dryers, more folding tables, coin-vended laundry aids, and a better waiting area. Good quality laundromats are similar to those deemed to be average with the addition of coin-operated dry chemical machines (such as those used to clean rugs or drapes) along with amusements such as television or video games, a larger variety of vending machines, and frequently offer a drop-off service similar to conventional laundries.

Fair Quality: basic washers and dryers
Average Quality: better quality, better equipment variety
Good Quality: best selection of dry cleaning and laundry services

Square Foot Rates

Fixed Asset Density	Fair	**Average**	Good
Low	15.90	**30.60**	57.15
Average	19.10	**40.90**	71.45
High	26.50	**51.10**	95.30

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

LIQUOR STORES

Definition: Establishments primarily selling packaged alcoholic beverages such as beer, wine, ale, liquor and related products such as mixers. These goods are for off-premises consumption only, as required by law.

Valuation: The personal property included in liquor stores includes both inventory and fixed assets.

Square Foot Rate Method: Quality should be judged by the variety of name brands carried. Fair quality stores will carry a limited selection. Average stores will feature a selection of the most popular brands and will contain a walk-in cooler for higher volume sales. Good rates should be applied to stores offering a large brand selection, rare or expensive wines, etc. This type will normally be located in or near a relatively affluent neighborhood.

Fair Quality: primarily beer and wine, some liquor
Average Quality: most popular brands of various beverages
Good Quality: best quality stores, large selection including exclusive liquors and wines

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	3.10	**7.80**	23.60
Average	4.30	**11.80**	29.00
High	7.40	**18.20**	38.60

Fixed Asset Density	Fair	**Average**	Good
Low	1.10	**5.35**	8.05
Average	2.20	**7.50**	16.10
High	3.30	**8.60**	21.45

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

MOBILE HOME DEALERSHIPS

Dealers in pre-manufactured housing, the personal property of mobile home or manufactured housing dealers will consist primarily of inventory, that is, homes held for sale. Application of a square foot rate for this type of inventory is virtually impossible. Therefore, the most appropriate check of inventory value is a period inventory count of the number of units held for sale, as is recommended for auto and farm equipment dealers.

A periodic count should be made, together with application of values for units counted. Values per unit may be obtained from the ACD Mobile Home Manual. Manual values should be reduced by 20% to account for the proper level of trade.

> **Note:** You may find that some dealerships have “floor planned” inventory like car dealerships. In this case be sure the average inventory reflects that value. You may want to use the average inventory sold rather than inventory held for sale.

MOTELS AND HOTELS

Definition: Motels and hotels are businesses providing the service of temporary lodging for the traveler and, in some cases, longer term boarding. Related services, such as dining, recreation, etc., are often provided by the same establishment.

Valuation: The personal property included in motels and hotels will include furniture, fixtures, linens and equipment. Inventory of related services, such as restaurants and gift shops, should be valued separately.

Square Foot Rate Method: Since no inventory is held for sale, the square foot rates for this business class are applicable to FF&E only. Most local motels are fair quality. The average quality category includes better quality local and typical chain or franchise operated motels and hotels. Good quality rates should be used to determine value for newer large, modern motels featuring recreational activities or resort type attractions. The same characteristics apply to hotels with most chain operations ranging from average to good in quality. RATES GIVEN ARE PER ROOM AND DO NOT INCLUDE RESTAURANT, LOUNGE, GIFT OR SPORTS SHOPS, ETC. Extra features should be valued with rates from the appropriate section of this manual according to the amount of area occupied.

Fair Quality: local owned and operated
Average Quality: better quality local or chain/franchised
Good Quality: best quality franchised or chain operations

Rates are per Room and do not include Restaurant, Lounge, Gift or Sport Shops, etc.

Fixed Asset Density	Fair	**Average**	Good
Low	1205.00	**2305.00**	4365.00
Average	1930.00	**3075.00**	5175.00
High	2415.00	**3690.00**	6070.00

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

MOTORCYCLE DEALERSHIPS

Definition: Motorcycle dealerships are businesses primarily engaged in the sale of new and/or used motorcycles and all-terrain vehicles. Franchised dealers of various makes of motorcycles may maintain repair departments, stocks of parts, accessories, etc. Non-franchised, used dealers, except those engaged in rather sizable operations, generally do not.

Valuation: The valuation of motorcycle dealerships must be approached with care. As retail businesses, they are engaged in the sale of an inventory as well as the provision of a repair service. Consequently, the problem exists of valuing new and used motorcycles and parts –different type of inventory which may vary a great deal in value and must be appraised in different ways. Also, since many dealers provide a repair service, their equipment will be of a somewhat different nature than that of many types of retail businesses.

Square Foot Rate Method: A partial value may be obtained by applying a square foot rate to the amount of area in the agency used for each of several various purposes (inventory rate for parts area, FF&E rate for shop, etc.). This procedure will provide an indication of value for all the personal property of the agency other than motorcycle stock. **THE VALUE OF MOTORCYCLES IS NOT INCLUDED IN THE SQUARE FOOT RATES!** This value must be added to the inventory figure otherwise obtained, and may be determined by taking the average number of units sold on a monthly basis times a typical value per motorcycle for the brand or brands held for sale by that agency. A list of suggested values for new motorcycles follows. For used bikes, the average monthly number of units sold may be listed and their values located from the *Price Digest* values, reduced by 15% to equate dealer cost.

Separate counts of new and used motorcycles sold should be obtained from dealers and pertinent values applied. This total value for a typical number of units sold may then be added to that obtained for parts and FF&E through the Square Foot Rate Method, resulting in the total value of personal property for the agency.

Below is a listing of the various motorcycles manufacturers, together with a typical value for each brand. This value represents a weighted average for that manufacturer's various models of both motorcycles and all-terrain vehicles.

MOTORCYLE DEALERSHIPS
(Continued)

Typical New Motorcycle Values by Manufacturer

MANUFACTURER	ATV	MOTORCYCLE
ARCTIC CAT	7300	
BENELLI-AMERICAN		14000
BMW		12000
BUELL		9000
CAN-AM	7700	18000
DUCATI		14000
HARLEY-DAVIDSON		14500
HONDA	6500	7500
HUSQVARNA		6000
KAWASAKI	7000	5000
POLARIS	7500	
SUZUKI	7800	9000
TRIUMPH		11500
URAL		10500
YAMAHA	6000	8000

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	N/A	**10.75**	23.15
Average	N/A	**14.30**	26.10
High	N/A	**17.90**	29.00

Fixed Asset Density	Fair	**Average**	Good
Low	2.60	**8.10**	14.15
Average	3.80	**10.80**	17.50
High	5.10	**13.50**	23.60

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

Updated 6/27/2013

NEWSPAPER AND PRINT SHOPS

Definition: Newspapers are publications providing news and information. The printed product is generally sold at the lowest price possible. The bulk of revenue derived through the publication is from the sale of advertising. Print shops are businesses providing custom printing services and often carrying lines of related products such as office supplies. These two aspects of business are often combined

Valuation: The personal property included in newspapers will consist almost entirely of FF&E. Print shops and those newspapers providing print shop services will carry a limited line of inventory.

Square Foot Rate Method: Fair quality rates should be applied to small circulation newspapers which serve primarily as offices and do no printing on the premises. Average quality applies to the typical newspaper office which includes a larger area for presses, paper storage and distribution. Newspapers offering custom printing services should be valued with higher density rates as should print shops which are not in the newspaper business. Good quality rates should be applied to either newspapers or print shops using more sophisticated electronic printers, automatic darkroom equipment, etc. Quality should be judged by the variety of name brands carried.

Fair Quality:	small papers or printers, little or no inventory
Average Quality:	better quality papers, printers, or a combination of both
Good Quality:	large circulation newspapers, print shops providing a wide variety of services with an extensive inventory of office supplies and equipment

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	1.20	**6.20**	15.75
Average	2.40	**9.35**	18.90
High	4.20	**12.50**	25.20

Fixed Asset Density	Fair	**Average**	Good
Low	12.80	**24.40**	65.10
Average	16.05	**32.50**	86.80
High	19.30	**43.40**	108.50

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

NURSING AND CONVALESCENT HOMES

Definition: Nursing homes are medical facilities which provide a lesser degree of medical care than hospitals, but do so over a longer period of time. They are licensed in Arkansas according to the degree of care offered, including Skilled Care, with round-the-clock professional medical personnel on duty, and Intermediate Care, which requires fewer professional medical personnel on staff. Convalescent homes also referred to as Residential Care Facilities, have generally replaced facilities that once were rated as Minimum Care nursing homes. These provide only slight medical care and are more boarding-oriented facilities.

Valuation: The personal property included in long-term health care facilities will include only furniture, fixtures, and equipment. While they maintain stocks of foods and ancillary medical supplies, these are not retailed in the manner of true inventory items.

Square Foot Rate Method: The square foot rates for this business class are applicable to fixed assets only, as no inventory is held for sale. Nursing homes licensed as either Intermediate or Skilled Care should be priced as average quality or good quality, respectively. Convalescent nursing homes, boarding, or rest homes for the elderly do not meet the medical requirements of higher rated nursing homes and should be priced as fair quality. Licensing procedures are per patient and are referred to as "per bed**". RATES GIVEN ARE PER BED ACCORDING TO THE NUMBER OF BEDS FOR WHICH THE FACILITY IS LICENSED.**

Fair Quality: boarding or rest homes
Average Quality: Intermediate Care nursing homes
Good Quality: Skilled Care nursing homes

Rates are per Patient for which the Facility is licensed

Fixed Asset Density	Fair	**Average**	Good
Low	N/A	**N/A**	N/A
Average	1170.00	**2605.00**	3390.00
High	N/A	**N/A**	N/A

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

OFFICE SUPPLY STORES

Definition: Establishments engaged in the retail sale of paper and related products, artist supplies, secretarial and general office supplies and equipment including calculators and typewriters. Limited office furniture sales or services such as custom printing may also be included as long as they do not exceed 30% of total sales.

Valuation: The personal property included in office supply stores will consist primarily of inventory with some FF&E. Better quality stores may offer limited custom printing services and may be valued as office supply stores if at least 70% of total revenue is generated through the sale of office equipment and supplies.

Square Foot Rate Method: Fair quality rates apply to stores carrying basic office supplies. Average stores will offer a line of equipment such as calculators, etc. In addition to basic office supplies, good quality stores will carry more expensive equipment such as typewriters, copiers and may include office furnishings.

Fair Quality:	limited line of office supplies
Average Quality:	better line of merchandise, some equipment carried as inventory
Good Quality:	best quality, franchised, national chain, full line of office products, equipment, may also carry office furnishings

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	9.65	**12.80**	31.95
Average	11.60	**19.25**	44.70
High	15.45	**23.10**	51.10

Fixed Asset Density	Fair	**Average**	Good
Low	1.30	**2.60**	4.05
Average	1.95	**3.20**	5.40
High	2.60	**3.85**	6.75

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

OFFICES, COMMERCIAL

Definitions: A variety of service businesses are classified as commercial offices. These may serve many purposes as long as a great degree of specialized equipment is not required, as is the case with financial institutions or medical offices.

Valuation: The personal property included in commercial offices will include furniture, fixtures and equipment only.

Square Foot Rate Method: The square foot rates for this business class are applicable to FF&E only as no inventory is held for sale. Due to the diversity of businesses occupying facilities in this class, consideration should be given to the quality of furnishings and equipment owned by a particular business. Most small real estate or tax services will be located in fair to average quality offices. Most insurance sales or certified public accountants' offices should be average to good quality. Attorney's offices generally will be of good quality due to the added expense of law libraries and other reference materials. These rates include only standard equipment and furnishings. **Computers are not included in these rates. Appropriate value should be added based on cost less depreciation using ACD schedule 5.**

Fair Quality: general offices, bookkeeping offices, real estate sales, etc.

Average Quality: specialized offices such as CPA, insurance agencies, etc.

Good Quality: most attorney and other highly equipped or well-furnished offices

Square Foot Rates

Fixed Asset Density	Fair	**Average**	Good
Low	3.80	**8.90**	25.60
Average	6.35	**15.30**	38.40
High	9.50	**20.40**	51.20

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

OFFICES, MEDICAL

Definition: Since medical office occupants generally require a greater amount of equipment and space for examination rooms, waiting rooms, records, etc., medical office rates differ from those used for commercial offices.

Valuation: The personal property included in medical offices will include furniture, fixtures and equipment only. This may vary a great deal according to the type of practice involved. The expense of equipment and supplies needed by a doctor will increase from psychologists, chiropractors, veterinarians, optometrists, dentists, general practitioners and specialists.

Square Foot Rate Method: The square foot rates for this business class are applicable to FF&E only, as no inventory is held for sale. Fair quality rates normally apply to a single doctor's practice. The average quality rate may be applied to one or more doctors sharing a practice as Professional Associates. The combined practice usually allows the partners to own better quality and more complete equipment. **Specialists may require even more specialized equipment which should be valued accordingly.** Veterinarians, chiropractors, optometrists, etc., will have offices varying in quality the same as other doctors, though generally their equipment value will not exceed the average quality value level. It will be necessary, therefore, to give close attention to the quality and type of equipment found in any medical office. **Computers are not included in these rates. Appropriate value should be added based on cost less depreciation using ACD schedule 5.**

Fair Quality: single practice
Average Quality: two or more doctors (Professional Associates)
Good Quality: most specialists, including dentists, whose practice requires special equipment

Square Foot Rates

Fixed Asset Density	Fair	**Average**	Good
Low	17.50	**25.20**	50.40
Average	23.10	**35.00**	70.00
High	28.00	**44.80**	84.00

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

PIZZA PARLORS

Definition: Establishments engaged in serving pizza and other prepared food and beverages selected by the patron from a full menu. Service is generally at-table by a waiter or waitress, though the diner may select foods from a line array in the case of a buffet service. Receipts from sale of alcoholic beverages should not exceed those from the sale of prepared foods. Pizza parlors exhibit limited characteristics of both fast food and family restaurants, providing less carry out service than fast food but considerable more than most other restaurants.

Valuation: The personal property included in pizza parlors will include both inventory and fixed assets. Inventory will be small compared to FF&E, as inventory consists of perishable goods.

Square Foot Rate Method: Quality should be judged by the variety of foods offered and by the degree of finish in exterior and interior design, together with the type of ownership. Fair quality restaurants include most locally owned. Average quality should be applied to better local establishments and some franchises. Good quality pizza restaurants are those which are better quality franchises or company owned. **NOTE: Pizza parlors that lack restaurant seating should be valued as Good quality and High density, since a greater portion of area is devoted to kitchen equipment. If a pizza parlor contains a bar or mixed drinks are available, add $0.50 per square foot to inventory rates.**

Fair Quality: most local and some franchise
Average Quality: better quality local, most franchised
Good Quality: best quality franchised or chain, including those with bars

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	1.40	**1.60**	3.95
Average	1.90	**3.10**	5.00
High	2.85	**3.64**	5.60

Fixed Asset Density	Fair	**Average**	Good
Low	3.55	**18.75**	28.10
Average	5.90	**32.45**	49.20
High	8.90	**42.20**	63.25

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

RECREATION ESTABLISHMENTS

Definition: Recreation facilities of today may also be referred to as pool halls and video arcades. These establishments may have pool tables, dominoes, pinball, video games and other forms of entertainment.

Valuation: The personal property included in recreation facilities will include primarily furniture, fixtures and equipment. A small amount of food inventory may be kept on hand, but not in significant amounts compared to FF&E.

Square Foot Rate Method: The square foot rates for this business class are applicable to fixed assets only, as little or no inventory is held for sale. **Rates are given per table** and include inventory and FF&E for snack bar, pool and domino tables, equipment, etc. For fair and average quality only, add for video games at $250.00 to $1,000.00 each unless leased.

Fair Quality: pool and domino tables only
Average Quality: pool and domino tables, snack bar facilities
Good Quality: fully equipped recreation center

Rate per Table

Fixed Asset Density	Fair	**Average**	Good
Low	N/A	**N/A**	N/A
Average	1940.00	**3240.00**	3885.00
High	N/A	**N/A**	N/A

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

RECREATIONAL VEHICLE DEALERSHIPS

Definition: Businesses engaged in the sale and/or service of recreational vehicles, including truck campers, camping trailers, travel trailers and motor homes.

Valuation: Motor homes are considered motor vehicles under Arkansas Law and thus the inventory of recreational vehicle dealerships should be assessed according to the average number of units sold on a monthly basis. The average number of units sold should be obtained from the dealer or by periodic count. Average values per manufacturer are included below and should be applied to the appropriate number of units for each category of recreational vehicle sold at a given dealership.

Other Personal Property: If other non-vehicle personal property is owned by a recreational vehicle dealer, it should be assessed in the appropriate manner. Accessories and other inventory items should be assessed according to the prior year average under Arkansas Law. If the dealership has a repair or other shop type service, the application of an appropriate square foot rate from the Auto Repair section of this manual will result in an acceptable value.

Typical Values Per Manufacturer: Below are listings of the various manufacturers, together with a typical value for each brand, for the four types of recreational vehicle. This value represents a weighted average for each manufacturer's various models.

RECREATIONAL VEHICLE DEALERSHIPS
Typical New Truck Camper Values by Manufacturer

MANUFACTURER	MOTOR HOME	CAMER TRAILER	TRAVEL TRAILER	TRUCK CAMPER
ADVENTURER				14000
ALLEN CAMPER			19500	
ARTIC FOX				25000
BORN FREE	81000			
CASITA			14000	
CHALET		13500	14000	
COACH HOUSE	120000			
COLUMBIA NW		9000	12500	
CROSSEOADS			31500	
CRUISER			21000	
DUTCH			14000	
DYNAMAX	228000		83500	
EAGLE CAP				23000
ECLIPSE			12000	
ENDURA MAX			44000	
EVERGREEN			27000	
FLEETWOOD	71000			
FOREST RIVER			31000	
FOUR WHEEL				8300
GLACIER BAY			54000	
GLENDALE			61000	
GREAT WEST VN	76500			
GULF STREAM			21000	
HI-LO TRAILER			25000	
JAYCO	121000	10500	29500	
KEYS			18000	
LANCE				18000
LEISURE TRV VN	92000			
MITY-LITE			15000	
NORTHERN LITE				22000
NORTHLAND IND				13700
NORTHSTAR				9900
NORTHWOOD			29000	
OPEN RANGE			46000	
PALOMINO		9300	22500	12000
PETERSON			60000	
PLAY-MOR			27000	
PLEASURE-WAY	75500			
QUICKSILVER				2800
RIVERSIDE			13500	
S & S				23000

Typical Used Recreational Vehicle Values

Used vehicles maintained for sale by franchised dealers, generally taken in trade on the sale of other recreational vehicles, are typically newer and of greater value than those found on the lots of used dealers. Estimation of values for used units should be based on the values found in the *Price Digest* listings, with those values converted from assessed to market values by multiplying times five. The resulting values should be reduced by 15% to approximate dealer cost.

RENTAL STORES

Definition: Stores in the business of providing short or long term rental of a variety of property, including formal wear, furniture, televisions and appliances, and miscellaneous or general rentals, should all be valued in the same manner. Miscellaneous rentals may include anything from party supplies to power equipment. The personal property of these stores does not qualify as inventory. Rather, the property in these stores produces income over a period of time and, as such, should be valued as fixed assets.

Valuation: Personal property held for rent should be valued by depreciating the owner's acquisition cost using the appropriate schedules. The following schedules are recommended:

Clothing Rental:	Schedule 3
Furniture Rental:	Schedule 3
Television & Appliance:	Schedule 3
Heavy Equipment:	Schedule 10
Miscellaneous Rentals:	Schedule 8

Assessable property will include all that owned by the store, including property out on rental.

> **Note**: The property out on rental should be assessed in the school district where it is located. Request an itemized list of FF&E out on rental that contains the location of each asset so that the property can be assessed appropriately

RESTAURANTS, FAMILY, SINGLE OWNED

Definition: Family restaurants are establishments engaged in serving prepared food and beverages selected by the patron from a full menu. Single-owned restaurants are those owned and operated as a single restaurant and are often family owned and operated. Service is generally at-table by a waiter or waitress, though the diner may select foods from a buffet line. Receipts from sale of alcoholic beverages should not exceed those from the sales of prepared foods.

Valuation: The personal property included in restaurants will include both inventory and fixed assets. Inventory values will be small compared to FF&E, as inventory consists of perishable goods.

Square Foot Rate Method: Quality should be judged by the variety of foods offered and by the degree of finish in exterior and interior design. Fair quality restaurants include most cafes, "luncheonettes", and coffee shops. Average quality should be applied to better quality cafes and typical restaurants. Good quality restaurants are those which have higher quality furnishings and interior design to add "atmosphere" and may offer such services as valet parking, reserved seating, etc. Most country clubs and other exclusive restaurants are typical of the good quality rating. **If the restaurant contains a bar or mixed drinks are available, add $0.50 per square foot to inventory rates.**

Fair Quality:	cafes, coffee shops and lunch counters
Average Quality:	better quality cafes, most restaurants
Good Quality:	best quality restaurants, including country clubs and those with bars

Square Foot rates

Inventory Density	Fair	**Average**	Good
Low	1.10	**1.85**	2.80
Average	1.50	**2.50**	3.60
High	2.25	**3.00**	4.20

Fixed Asset Density	Fair	**Average**	Good
Low	4.70	**17.05**	39.90
Average	7.75	**27.30**	62.00
High	11.70	**40.95**	82.70

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

RESTAURANTS, FAMILY, CHAIN OR FRANCHISE

Definition: Family restaurants are establishments engaged in serving prepared food and beverages selected by the patron from a full menu. Chain or franchised restaurants are those with multiple locations, owned and operated by a company or franchised to an individual who operates the restaurant in a manner required by the franchising company. Service is generally at-table by a waiter or waitress, though the diner may select foods from a "line" array in the case of a cafeteria or buffet. Receipts from sale of alcoholic beverages should not exceed those from the sale of prepared goods.

Valuation: The personal property included in restaurants will include both inventory and fixed assets. Inventory values will be small compared to FF&E, as inventory consists of perishable goods.

Square Foot Rate Method: Quality should be judged by the variety of foods offered and by the degree of finish in exterior and interior design. Fair quality restaurants include those with limited selection and seating, although fair quality chain/franchised restaurants are quite rare. Average quality should be applied to most chain/franchised restaurants, as these are "typical" for this category. Good quality restaurants are those which have higher quality furnishings and interior design to add "atmosphere", and may offer such services as valet parking, reserved seating, etc. **If the restaurant contains a bar or mixed drinks are available, add $0.50 per square foot to inventory rates.**

Fair Quality:	"low-end" franchises
Average Quality:	most franchised or chain operated, "typical" restaurants
Good Quality:	better quality franchised or chain, including those with bars

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	1.10	**1.80**	2.80
Average	1.50	**2.50**	3.60
High	2.25	**3.20**	4.50

Fixed Asset Density	Fair	**Average**	Good
Low	3.90	**19.80**	44.00
Average	7.75	**36.30**	66.00
High	10.40	**46.20**	84.85

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

SERVICE STATIONS

Definition: Establishments primarily engaged in sales of gasoline and auto lubricants. Service stations usually sell batteries, tires, wipers, hoses, etc., and perform minor repair work and maintenance. Establishments called garages with more than half of total receipts derived from the sale of gasoline and lubricants are included in this class.

Valuation: The personal property included in service stations will include both inventory and fixed assets. The primary inventory value will be that of gasoline, and FF&E will consist mostly of equipment. Some equipment may be accounted for on real estate, such as gas pumps, compressors, hydraulic lifts, etc. (It is up to the assessor to determine in which category to place this type of equipment.**) It is possible that a portion of the fixed assets of a service station may be leased and if so should be accordingly assessed to the proper owner.**

Square Foot Rate Method: Quality should be judged by the degree of service provided. **Use the FF&E rate for shop area only. Inventory rates should be used for the remainder of the building.** Fair quality rates apply to self-service stations offering little more than gasoline sales and lacking the grocery line of convenience stores. Average rates apply to the typical service station, local or franchised, offering minor repairs, gas, oil and tire sales, etc. Good quality rates pertain to modern, super-service stations offering a full line of automotive services and parts, rest or waiting areas, etc.

Fair Quality:	self-service only
Average Quality:	local, franchised, or chain operated offering minor repairs, parts, etc.
Good Quality:	full-service offering repairs, parts and accessories

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	3.00	**7.40**	11.80
Average	4.45	**8.90**	14.80
High	5.95	**10.30**	22.20

Fixed Asset Density	Fair	**Average**	Good
Low	2.25	**4.60**	7.50
Average	3.00	**6.20**	11.30
High	3.75	**7.75**	15.05

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10+
REL%	.89	.82	.75	.68	.61	.53	.46	.39	.32	.25

SHOE STORES

Definition: Establishments engaged in the retail sale of any one line or combination of lines of men's, women's and children's footwear. In addition, leather products such as purses, belts and accessories including gloves and hosiery may be available. These establishments may also offer repair service.

Valuation: The personal property will include some fixed assets, though the primary value will consist of inventory.

Square Foot Rate Method: Quality should be judged by the variety of name brands carried. Fair quality rates apply to most local stores and discount outlet operations. Average quality rates include local or chain stores carrying better brands. Good quality rates may be used to value western stores and areas of any retail store devoted to boot sales. Regardless of overall store quality, areas containing shoes or boots made of exotic leather should be priced as good.

Note: If several stores are available for comparison, the difference between the ranges of selling prices may be a good indicator of the respective quality ratings.

Fair Quality:	local or discount outlets
Average Quality:	better quality, most chain, including discount stores
Good Quality:	best quality franchised or national chain stores carrying a wide variety of brands as well as most western stores

*** NOTE: Franchised or chain stores carrying athletic shoes and apparel only.**

Square Foot Rates

Inventory Density	Fair	**Average**	Good	*Note Good
Low	5.30	**10.70**	33.00	68.50
Average	8.60	**18.70**	36.65	77.90
High	10.50	**23.70**	51.30	87.25

Fixed Asset Density	Fair	**Average**	Good
Low	1.10	**3.20**	8.60
Average	2.20	**5.35**	10.75
High	3.30	**8.60**	12.90

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

SPORTING GOODS STORES

Definition: Establishments primarily selling a general or specialized line of sporting goods or equipment for hunting, fishing, camping, skiing, tennis, golf, riding and other sports. Such establishments also offer bicycles, parts and accessories as well as gymnasium and playground equipment.

Valuation: The personal property included in sporting goods establishments will include inventory and FF&E. Due to the diversity of businesses found in this class, values may vary greatly.

Square Foot Rate Method: Quality should be judged by the variety and expense of merchandise carried. An additional 20% should be added to the average quality to good quality rates when evaluating gun shops. Average quality to good quality rates should be applied to chain operations. Good quality rates apply to pro shops located at country clubs, golf courses and resorts.

Fair Quality: local sporting or bait shops
Average Quality: better quality local or chain
Good Quality: best chain stores, gun shops and golf or tennis pro shops

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	6.80	**16.35**	27.30
Average	10.25	**21.80**	34.15
High	16.70	**27.25**	44.40

Fixed Asset Density	Fair	**Average**	Good
Low	2.20	**6.50**	10.70
Average	4.35	**8.65**	12.85
High	6.50	**10.80**	16.05

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

SUPERMARKETS

Definition: Establishments primarily selling a wide variety of food (canned or fresh) such as vegetables, fruits, fish, meat, poultry and dairy products as well as packaged or bulk dry groceries such as tea, coffee, flour, cereals, breads, spices, etc. In many instances, a variety of prepared foods and non-food items are also available, but sales of these items should not exceed 50% of total sales. Supermarkets generally differ from convenience stores by having lower prices, greater volume and absence of gasoline sales.

Valuation: The personal property included in supermarkets consists of a wide variety of inventory and fixed assets.

Square Foot Rate Method: Quality should be judged by the variety and brands of merchandise, the extent of non-food items. Fair quality supermarkets include local stores and smaller franchises. Average quality stores may be franchised or company owned and will include older chain operations. Additionally, average quality stores will offer a large line of food items and some non-foods lines. Good quality rates apply to chain owned superstores offering grocery items and including a deli, bakery, pharmacy, florist shop and carrying an extensive line of non-food merchandise. This class includes most new, extremely large chain stores. Stores including a pharmacy will be either good quality and high density or may be graded ignoring the pharmacy, and an appropriate addition made using the pharmacy area and the appropriate square foot rate from the Drugstore section of this manual.

Note: For stores exhibiting some, but not all, characteristics of a good quality supermarket, use a rate that represents a value per square foot within the range between average and good quality and of appropriate density.

Fair Quality:	most local, some chain stores
Average Quality:	franchised or company owned, older chain stores with limited product lines
Good Quality:	better quality franchised or national chain superstores, wide variety of food and non-food items

SUPERMARKET
(Continued)

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	5.70	**10.20**	14.00
Average	8.10	**15.80**	22.25
High	12.75	**20.70**	28.50

Fixed Asset Density	Fair	**Average**	Good
Low	6.05	**12.50**	22.60
Average	7.90	**20.90**	30.10
High	9.70	**25.00**	47.00

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

TIRE STORES

Definition: Establishments engaged primarily in the sale of tires, belts, hoses, and other rubber products as well as tire mounting/installation services. Other automotive products or services may be offered but should not constitute over 25% of total receipts.

Valuation: The personal property included in tires stores includes inventory and fixed assets. Service trucks are sometimes found in better quality establishments and should be assessed separately.

Square Foot Rate Method: Quality should be judged by the variety of merchandise carried. Fair quality rates apply to dealers of used or recapped tires. Average quality rates apply to stores which primarily sell new tires and other rubber products, some affiliated with a particular name brand. Good quality rates apply to full service tire centers, often chain operations. These stores may additionally offer other tire related products and offer other goods and services for most automobiles.

Fair Quality: local, used and recapped tire dealers
Average Quality: local or franchised, tires only
Good Quality: full service and product line

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	4.15	**8.00**	21.00
Average	6.25	**13.40**	26.25
High	7.00	**20.10**	39.10

Fixed Asset Density	Fair	**Average**	Good
Low	2.10	**10.90**	13.70
Average	4.25	**18.00**	21.85
High	6.38	**21.80**	27.30

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

TRUCK DEALERSHIPS

Definition: Truck dealerships are businesses primarily engaged in the sale of medium and heavy duty trucks and tractors. Franchised dealers of various makes of trucks may maintain repair departments, stocks of parts, accessories, etc. Non-franchised, used dealers, except those engaged in rather sizable operations, generally do not. Truck dealerships should not be confused with automobile dealerships, although their assessment requirements are similar. **IF A DEALERSHIP SELLS BOTH AUTOMBILE AND MEDIUM/HEAVY TRUCK INVENTORY LINES VALUE THEM PROPORTIONATELY USING THE APPROPRIATE SECTIONS OF THIS MANUAL!**

Valuation: The valuation of truck dealerships must be approached with care. As retail businesses, they are engaged in the sale of an inventory as well as the possible provision of a repair service. Consequently, there exists the problem of valuing new and used trucks and parts – different types of inventory which vary a great deal in value and must be appraised in different ways. Also, since many dealers provide a repair service, their equipment will be of a somewhat different nature than that of many types of retail businesses.

Square Foot Rate Method: A value for parts inventories and furniture, fixtures and equipment may be obtained by applying a square foot rate to the amount of area in the agency used for each of these various purposes, using rates from the Automobile Dealership section of this manual (inventory rate for parts area, FF&E rate for shop, etc). This procedure will provide an indication of value for all the personal property of the agency other than trucks. **THE VALUE OF TRUCKS IS NOT INCLUDED IN THE SQUARE FOOT RATES!** This value must be added to the inventory figure otherwise obtained, and may be determined according to Arkansas Law by taking the average number of units sold on a monthly basis times a typical value per truck, according to the number of medium or heavy duty units sold, for the brand or brands held for sale by that agency. A list of suggested values for new medium and heavy duty trucks follows. For used trucks, an appropriate rate may be selected from the values rendered by *Price Digest* converted from assessed to market value and reduced by 15% to equate dealer cost.

Separate counts of new and used trucks sold should be obtained from dealers and pertinent values applied. This total value for a typical number of units sold may then be added to that obtained for parts and FF&E through the Square Foot Rate Method, resulting in the total value of personal property for the dealership.

TRUCK DEALERSHIPS
(Continued)

Below, is a listing of the various truck manufacturers, together with a typical value for each brand, and segregated by Medium or Heavy duty. This value represents a weighted average for that manufacturer's various models.

Typical New Truck Values by Manufacturer

MANUFACTURER	MEDIUM	HEAVY
AUTOCAR		54500
DODGE	18000	
FORD	18000	26000
FREIGHTLINER		46000
GMC(CHEV)	20000	35500
HINO		34000
INTERNATIONAL	40000	48500
ISUZU	32000	
KENWORTH	38500	54000
MACK		51000
MITSUBISHI FUSO		32500
PETERBILT	35000	45000
STERLING		52000
UD TRUCKS	30500	
UTILIMASTER	18500	
VOLVO	66500	
WESTERN STAR		54000
WORKHORSE		23000

Used Truck Values

Refer to the values rendered via *Price Digest* for values by individual model. These values should be reduced by 15% to convert to dealer cost.

TOY AND GAME STORES

Definition: Establishments primarily engaged in the sale of toys and games as well as a small variety of novelty items. Sales are usually cash-and-carry with the open selling method of display and customer selection of merchandise. These stores do not generally carry a complete line of goods nor do they offer delivery or their own charge service.

Valuation: The personal property included in toy and game stores will include primarily inventory with some fixed assets.

Square Foot Rate Method: Quality should be judged by the variety of name brands carried. Fair quality to average rates applies to most local as well as smaller chain stores. Good quality rates apply to larger and national brand toy stores.

Fair Quality:	local, limited merchandise line
Average Quality:	better local, most franchised or chain operated stores
Good Quality:	usually large national chain stores

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	N/A	**N/A**	N/A
Average	17.45	**28.85**	41.15
High	N/A	**N/A**	N/A

Fixed Asset Density	Fair	**Average**	High
Low	N/A	**N/A**	N/A
Average	6.35	**14.55**	30.50
High	N/A	**N/A**	N/A

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

VARIETY STORES

Definition: Establishments engaged in the retail sale of a general merchandise line similar to that of discount stores but somewhat limited in the areas of clothing and furniture and offering a more extensive line of other consumer products.

Valuation: The personal property included in variety stores will include both inventory and FF&E. Inventory tends to be cash-and-carry. Since variety stores do not offer the line of services provided by discount stores, product prices usually average less than those in discount stores.

Square Foot Rate Method: Quality should be judged by the variety of name brands carried. The fair category should be used to value stores with limited line of merchandise. Average rates can be applied to typical stores carrying most name brand as well as non-name brand products. Good quality can be applied to the higher end brand names with select lines of merchandise.

Fair Quality: limited merchandise lines
Average Quality: more name brands
Good Quality: better quality, more expensive merchandise of a smaller selection

Square Foot Rates

Inventory Density	Fair	**Average**	Good
Low	3.75	**8.14**	16.30
Average	6.25	**10.85**	19.60
High	8.75	**13.50**	26.10

Fixed Asset Density	Fair	**Average**	High
Low	1.40	**2.15**	4.30
Average	1.70	**2.70**	6.40
High	2.30	**3.25**	10.70

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

VIDEO RENTAL STORES

Definition: The square foot rate schedules below are applicable to the furniture and fixtures only. The inventory of video stores may consist of some video tapes, DVDs and games (though far fewer than held for rent), snacks, etc. There is insufficient consistency among stores to provide square foot rates for inventory.

Valuation: The best approach to valuation of videotapes, whether held for sale or for rent is to apply an average value per tape from the chart below, based on the overall quality of the store. The average value per tape should be applied to the number of videotapes owned by the store, including those out on rental, completely disregarding cost, age, etc. The average value per tape will include both current releases and older tapes. The number of video games in the store should also be included in the tape count.

Quality: Quality for valuation of tapes should be based on number and variety of tapes available to rent. Fair quality rates can be used for limited rentals in convenience stores. Average quality would be used for better local owned or small chains. National chain stores are good quality.

Square Foot Rates

Fixed Asset Density	Fair	**Average**	High
Low	1.15	**2.15**	3.20
Average	1.75	**2.70**	4.30
High	2.30	**3.25**	5.40

Fixed Asset Depreciation (Remaining Economic Life Percentages)

AGE	1	2	3	4	5	6	7	8	9	10	11	12+
REL%	.91	.85	.79	.73	.67	.61	.55	.49	.43	.37	.31	.25

Video Tapes:

Fair Quality: 4.00 to 8.00 per tape

Average Quality: 8.00 to 12.00 per tape

Good Quality: 12.00 to 16.00 per tape

VALUATION GUIDELINES

Instructions on Use of Inventory Turnover Multiplier Tables
The basis of an inventory turnover table is simply that the multiplier for a certain class of business is selected and applied to the gross annual sales of a particular business, to obtain an indication of the value of inventory maintained to generate that level of sales. In the following schedules, the level of gross sales is divided into several increments to provide for different inventory levels. To select a turnover multiplier, simply locate the level of sales for the subject property within the levels in the table for that class. The corresponding turnover multiplier, expressed as a decimal number, is then multiplied times the subject's gross sales and the result is an indicated inventory value.

For example, if a department store has gross annual sales of $1,250,000.00, a multiplier of .1801 is located for the $1,000,001 - $1,500,000 Sales Volume for that category. The .1801 is then multiplied time $1,250,000.00 resulting in an indicated inventory value of $225,125.00. This figure provides a "ballpark figure" representing the inventory necessary to generate that level of sales in a typical department store.

NOTE: Application of the appropriate multiplier to gross sales will result in an indicated inventory level. Addition must be made for FF&E.

It should always be remembered that inventory turnover ratios are intended only to determine a value typical of a particular business class, based on certain characteristics. Some businesses will not fit the characteristics of a typical business for that class. They are useful as a supplement to, and a measure of accuracy of, owner renditions. They should be used as the actual basis for assessment only when satisfactory information cannot be obtained from the owner. Before rejecting an owner rendition because of a lack of comparability to that determined through use of these guidelines, every effort should be made to insure that the guideline-calculated value was determined correctly.

Just as inventory turnover multiplier tables are useful to compare a rendition to that "typical" for a business class, so too are comparisons to the rendered assessments of similar businesses. If, for example, three hardware stores assessed in the same jurisdiction, their assessments may be compared so long as the businesses exhibit similar characteristics, such as quality and density of merchandise, age of fixed assets, overall store size, etc. When the rendition of a business fails to compare to the value of similar businesses and/or the value determined through guidelines, and every attempt has been made to account for this difference, then and only then should an adjustment be made to the rendered value.

AUTO DEALERSHIPS

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-250,000	.1774	1,250,001-1,500,000	.1609
250,001-500,000	.1737	1,500,001-1,750,000	.1578
500,001-750,000	.1699	1,750,001-2,000,000	.1532
750,001-1,000,000	.1665	2,000,001-2,500,000	.1503
1,000,001-1,250,000	.1628	2,500,001-3,000,000	.1475

For gross sales over 3,000,000 to the base value of 442,500 add .1125 times sales in excess of 3,000,000

AUTO PARTS

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.2552	500,001-600,000	.2288
100,001-200,000	.2497	600,001-700,000	.2220
200,001-300,000	.2439	700,001-800,000	.2159
300,001-400,000	.2374	800,001-900,000	.2120
400,001-500,000	.2323	900,001-1,000,000	.2060

For gross sales over 1,000,000 to the base value of 206,000 add .1536 times sales in excess of 1,000,000

BAR AND NIGHTCLUB

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.0270	500,001-600,000	.0252
100,001-200,000	.0266	600,001-700,000	.0248
200,001-300,000	.0262	700,001-800,000	.0246
300,001-400,000	.0258	800,001-900,000	.0241
400,001-500,000	.0245	900,001-1,000,000	.0238

For gross sales over 1,000,000 to the base value of 23,800 add .0197 times sales in excess of 1,000,000

BOOK AND RECORD STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.1956	500,001-600,000	.1780
100,001-200,000	.1915	600,001-700,000	.1747
200,001-300,000	.1876	700,001-800,000	.1695
300,001-400,000	.1839	800,001-900,000	.1662
400,001-500,000	.1800	900,001-1,000,000	.1633

For gross sales over 1,000,000 to the base value of 163,300 add .1263 times sales in excess of 1,000,000

CAFETERIAS

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.0292	500,001-600,000	.0274
100,001-200,000	.0288	600,001-700,000	.0269
200,001-300,000	.0285	700,001-800,000	.0267
300,001-400,000	.0281	800,001-900,000	.0262
400,001-500,000	.0277	900,001-1,000,000	.0259

For gross sales over 1,000,000 to the base value of 25,900 add .0214 times sales in excess of 1,000,000

CLOTHING, CHILDREN'S

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.3170	500,001-600,000	.2767
100,001-200,000	.3078	600,001-700,000	.2713
200,001-300,000	.3005	700,001-800,000	.2638
300,001-400,000	.2920	800,001-900,000	.2564
400,001-500,000	.2847	900,001-1,000,000	.2497

For gross sales over 1,000,000 to the base of 249,700 add .1794 times sales in excess if 1,000,000

CLOTHING, FAMILY

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.2699	500,001-600,000	.2383
100,001-200,000	.2625	600,001-700,000	.2338
200,001-300,000	.2560	700,001-800,000	.2270
300,001-400,000	.2503	800,001-900,000	.2229
400,001-500,000	.2427	900,001-1,000,000	.2167

For gross sales over 1,000,000 to the base value of 216,700 add .1594 times sales in excess of 1,000,000

CLOTHING, MEN'S

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.3132	500,001-600,000	.2733
100,001-200,000	.3040	600,001-700,000	.2680
200,001-300,000	.2968	700,001-800,000	.2606
300,001-400,000	.2885	800,001-900,000	.2533
400,001-500,000	.2813	900,001-1,000,000	.2467

For gross sales over 1,000,000 to the base value of 246,700 add .1772 times sales in excess of 1,000,000

CLOTHING, WOMEN'S

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.2287	500,001-600,000	.2058
100,001-200,000	.2237	600,001-700,000	.1999
200,001-300,000	.2186	700,001-800,000	.1961
300,001-400,000	.2133	800,001-900,000	.1924
400,001-500,000	.2087	900,001-1,000,000	.1872

For gross sales over 1,000,000 to the base value of 187,200 add .1410 times sales in excess of 1,000,000

CONVENIENCE STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.0773	500,001-600,000	.0710
100,001-200,000	.0758	600,001-700,000	.0696
200,001-300,000	.0744	700,001-800,000	.0683
300,001-400,000	.0732	800,001-900,000	.0670
400,001-500,000	.0717	900,001-1,000,000	.0658

For gross sales over 1,000,000 to the base value of 65,800 add .0519 times sales in excess of 1,000,000

DEPARTMENT STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.2139	500,001-600,000	.1927
100,001-200,000	.2092	600,001-700,000	.1871
200,001-300,000	.2044	700,001-800,000	.1835
300,001-400,000	.1998	800,001-900,000	.1801
400,001-500,000	.1954	900,001-1,000,000	.1752

For gross sales over 2,000,000 to the base value of 175,200 add .1320 times sales in excess of 2,000,000

DISCOUNT STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.1756	750,001-1,000,000	.1581
100,001-200,000	.1716	1,000,001-1,250,000	.1535
200,001-350,000	.1679	1,250,001-1,500,000	.1505
350,001-500,000	.1639	1,500,001-2,000,000	.1478
500,001-750,000	.1604	2,000,001-2,500,000	.1438

For gross sales over 2,500,000 to the base value of 359,500 add .1083 times the sales in excess of 2,500,000

DRUGSTORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-100,000	.2181	500,001-600,000	.1986
100,001-200,000	.2136	600,001-700,000	.1946
200,001-300,000	.2097	700,001-800,000	.1893
300,001-400,000	.2052	800,001-1,000,000	.1857
400,001-500,000	.2012	1,000,001-1,250,000	.1823

For gross sales over 1,250,000 to the base value of 227,875 add .1409 times sales in excess of 1,250,000

ELECTRONICS AND COMPUTER SALES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-100,000	.2436	500,001-600,000	.2191
100,001-200,000	.2380	600,001-700,000	.2127
200,001-300,000	.2327	700,001-800,000	.2089
300,001-400,000	.2271	800,001-1,000,000	.2030
400,001-500,000	.2219	1,001,001-1,250,000	.1991

For gross sales over 1,250,000 to the base value of 248,875 add .1481 times sales in excess of 1,250,000

FABRIC AND DRAPERY STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.2369	500,001-600,000	.2155
100,001-200,000	.2320	600,001-700,000	.2112
200,001-300,000	.2274	700,001-800,000	.2052
300,001-400,000	.2225	800,001-900,000	.2015
400,001-500,000	.2181	900,001-1,000,000	.1976

For gross sales over 1,000,000 the base value of 197,600 add .1529 times sales in excess of 1,000,000

FARM SUPPLY AND FEED STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 250,000	.1049	1,250,001-1,500,000	.0957
250,001-500,000	.1026	1,500,001-1,750,000	.0938
500,001-750,000	.1006	1,750,001-2,000,000	.0920
750,001-1,000,000	.0987	2,000,001-2,500,000	.0894
1,000,001-1,250,000	.0969	2,500,001-3,000,000	.0878

For gross sales over 1,000,000 to the base value of 263,400 add .0684 times sales in excess of 1,000,000

FARM IMPLEMENT DEALERSHIPS

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-100,000	.2425	1,000,001-1,250,000	.1945
100,001-250,000	.2321	1,250,001-1,500,000	.1853
250,001-500,000	.2213	1,500,001-1,750,000	.1770
500,001-750,000	.2114	1,750,001-2,000,000	.1693
750,001-1,000,000	.2025	2,000,001-2,500,000	.1622

For gross sales over 2,500,000 to the base value of 327,250 add .1121 times sales in excess of 2,500,000

FAST FOOD RESTAURANTS

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-100,000	.0222	1,000,001-1,250,000	.0208
100,001-250,000	.0219	1,250,001-1,500,000	.0205
250,001-500,000	.0216	1,500,001-1,750,000	.0203
500,001-750,000	.0213	1,750,001-2,000,000	.0198
750,001-1,000,000	.0210	2,000,001-2,500,000	.0196

For gross sales over 1,500,000 to the base value of 49,000 add .0162 times sales in excess of 1,500,000

FLOOR COVERING STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.2420	500,001-600,000	.2174
100,001-200,000	.2365	600,001-700,000	.2112
200,001-300,000	.2312	700,001-800,000	.2069
300,001-400,000	.2257	800,001-900,000	.2012
400,001-500,000	.2201	900,001-1,000,000	.1977

For gross sales over 1,000,000 to the base value of 197,700 add .1469 times sales in excess of 1,000,000

FLORISTS AND GIFT SHOPS

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.2108	500,001-600,000	.1951
100,001-200,000	.2073	600,001-700,000	.1912
200,001-300,000	.2039	700,001-800,000	.1876
300,001-400,000	.2004	800,001-900,000	.1839
400,001-500,000	.1969	900,001-1,000,000	.1823

For gross sales over 1,000,000 to the base value of 182,300 add .1477 times sales in excess of 1,000,000

FURNITURE AND APPLIANCE STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.2680	500,001-750,000	.2410
100,001-200,000	.2618	750,001-1,000,000	.2341
200,001-300,000	.2559	1,000,001-1,250,000	.2294
300,001-400,000	.2502	1,250,001-1,500,000	.2232
400,001-500,000	.2443	1,500,001-2,000,000	.2190

For gross sales over 2,000,000 to the base value of 438,000 add .1628 times sales in excess of 2,000,000

HARDWARE AND BUILDING MATERIALS

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.2634	500,001-750,000	.2282
100,001-200,000	.2557	750,001-1,000,000	.2216
200,001-300,000	.2480	1,000,001-1,250,000	.2153
300,001-400,000	.2417	1,250,001-1,500,000	.2094
400,001-500,000	.2347	1,500,001-2,000,000	.2039

For gross sales over 2,000,000 to the base value of 407,800 add .1422 times sales in excess of 2,000,000

HOBBY AND CRAFT STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.1424	500,001-600,000	.1295
100,001-200,000	.1394	600,001-700,000	.1269
200,001-300,000	.1367	700,001-800,000	.1234
300,001-400,000	.1339	800,001-900,000	.1210
400,001-500,000	.1311	900,001-1,000,000	.1189

For gross sales over 1,000,000 to the base value of 118,900 add .0919 times sales in excess of 1,000,000

JEWELRY STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 100,000	.4798	500,001-600,000	.4044
100,001-200,000	.4640	600,001-750,000	.3932
200,001-300,000	.4493	750,001-1,000,000	.3787
300,001-400,000	.4338	1,000,001-1,250,000	.3653
400,001-500,000	.4178	1,250,001-1,500,000	.3527

For gross sales over 1,500,000 to the base value of 529,050 add .2260 times sales in excess of 1,500,000

LIQUOR STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-100,000	.1204	500,001-600,000	.1100
100,001-200,000	.1180	600,001-700,000	.1078
200,001-300,000	.1157	700,001-800,000	.1058
300,001-400,000	.1031	800,001-900,000	.1028
400,001-500,000	.1134	900,001-1,000,000	.1008

For gross sales over 1,000,000 to the base value of 100,800 add .0785 times sales in excess of 1,000,000

MOTORCYCLE DEALERSHIPS

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-125,000	.4680	750,000-1,000,000	.4244
125,001-250,000	.4582	1,000,001-1,250,000	.4162
250,001-375,000	.4480	1,250,001-1,500,000	.4040
375,001-500,000	.4391	1,500,001-1,750,000	.3965
500,001-750,000	.4293	1,750,001-2,000,000	.3890

For gross sales over 2,000,000 to the base value of 778,000 add .0296 times sales in excess of 2,000,000

OFFICE SUPPLY STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-100,000	.1172	500,001-600,000	.1067
100,001-200,000	.1149	600,001-700,000	.1046
200,001-300,000	.1125	700,001-800,000	.1016
300,001-400,000	.1103	800,001-900,000	.0997
400,001-500,000	.1080	900,001-1,000,000	.0979

For gross sales over 1,000,000 to the base value of 97,900 add .0757 times sales in excess of 1,000,000

PIZZA PALORS

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-100,000	.0393	500,001-600,000	.0369
100,001-200,000	.0388	600,001-700,000	.0362
200,001-300,000	.0383	700,001-800,000	.0359
300,001-400,000	.0378	800,001-900,000	.0352
400,001-500,000	.0373	900,001-1,000,000	.0348

For gross sales over 1,000,000 to the base value of 34,800 add .0288 times sales in excess of 1,000,000

RESTAURANTS, FAMILY, SINGLE OWNED

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-100,000	.0285	500,001-600,000	.0267
100,001-200,000	.0281	600,001-700,000	.0262
200,001-300,000	.0277	700,001-800,000	.0260
300,001-400,000	.0273	800,001-900,000	.0255
400,001-500,000	.0270	900,001-1,000,000	.0252

For gross sales over 1,000,000 to the base value of 25,200 add .0208 times sales in excess of 1,000,000

RESTAURANTS, FAMILY, CHAIN OR FRANCHISE

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-100,000	.0285	500,001-600,000	.0267
100,001-200,000	.0281	600,001-700,000	.0262
200,001-300,000	.0277	700,001-800,000	.0260
300,001-400,000	.0273	800,001-900,000	.0255
400,001-500,000	.0270	900,001-1,000,000	.0252

For gross sales over 1,000,000 to the base of 25,200 add .0208 times sales in excess of 1,000,000

SERVICE STATIONS

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-100,000	.0344	500,001-600,000	.0323
100,001-200,000	.0339	600,001-700,000	.0317
200,001-300,000	.0334	700,001-800,000	.0313
300,001-400,000	.0330	800,001-900,000	.0307
400,001-500,000	.0325	900,001-1,000,000	.0304

For gross sales over 1,000,000 to the base of 30,400 add .0251 times sales in excess of 1,000,000

SHOE STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-100,000	.3190	500,001-600,000	.2792
100,001-200,000	.3102	600,001-700,000	.2736
200,001-300,000	.3025	700,001-800,000	.2659
300,001-400,000	.2938	800,001-900,000	.2586
400,001-500,000	.2869	900,001-1,000,000	.2517

For gross sales over 1,000,000 to the base value of 251,700 add .1807 times sales in excess of 1,000,000

SPORTING GOODS STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-100,000	.2226	500,001-600,000	.2026
100,001-200,000	.2182	600,001-700,000	.1987
200,001-300,000	.2138	700,001-800,000	.1929
300,001-400,000	.2094	800,001-900,000	.1893
400,001-500,000	.2050	900,001-1,000,000	.1859

For gross sales over 1,000,000 to the base value of 185,900 add .1437 times sales in excess of 1,000,000

SUPERMARKET

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0- 200,000	.0954	1,000,001-1,250,000	.0876
200,001-400,000	.0935	1,250,001-1,500,000	.0859
400,001-600,000	.0919	1,500,001-2,000,000	.0842
600,001-800,000	.0913	2,000,001-2,500,000	.0827
800,001-1,000,000	.0885	2,500,001-3,000,000	.0811

For gross sales over 3,000,000 to the base value of 243,300 add .0639 times sales in excess of 3,000,000

TIRE STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-100,000	.2635	500,001-600,000	.2363
100,001-200,000	.2578	600,001-700,000	.2292
200,001-300,000	.2518	700,001-800,000	.2229
300,001-400,000	.2451	800,001-900,000	.2188
400,001-500,000	.2398	900,001-1,000,000	.2127

For gross sales over 1,000,000 to the base value of 212,700 add .1585 times sales in excess of 1,000,000

VARIETY STORES

Inventory Turnover Multipliers

Sales Volume	Multiplier	Sales Volume	Multiplier
0-100,000	.3125	500,001-600,000	.2728
100,001-200,000	.3041	600,001-700,000	.2676
200,001-300,000	.2962	700,001-800,000	.2603
300,001-400,000	.2880	800,001-900,000	.2530
400,001-500,000	.2808	900,001-1,000,000	.2465

For gross sales over 1,000,000 to the base value of 246,500 add .1841 times sales in excess of 1,000,000

DEPRECIATION SCHEDULES

Use of Commercial Personal Property Depreciation Schedule

The depreciation schedules found herein are recommended for use by the Assessment Coordination Department in conjunction with the Commercial Personal Property Assessment forms approved by this department.

Selection of a schedule may be based on assessment by overall category, business or industry type, or on a per-item basis. Once a particular schedule is selected, a remaining economic life percentage (REL% or percent good) is determined by moving downward in the appropriate column to the line representing the age of the asset or group of assets. This REL% should then be multiplied against the asset cost (historic, acquisition or original) that reflects all expenses necessary to bring the asset to productive capacity. Such costs and expenses should include purchase price, freight, installation, etc. This multiplication process will result in the value of the subject asset.

Note: Any specific item not listed in the indices accompanying these schedules should be depreciated according to its actual productive life (Total Economic Life), also referred to as engineering life, using the appropriate life, using the appropriate life schedule. If no schedule is found for a particular life, a REL% may be determined by interpolating between the two nearest schedules.

Listing of Recommended Depreciable Fixed Asset Lives
Basic Personal Property Categories

The following general categories of personal property may be depreciated according to the schedule listed.

Property Category	**Use Schedule**
Vehicles	8
Furniture & Fixtures	
Industrial-See Specific Schedule	
Office	10
Retail	12
Machinery & Equipment	
Industrial-See Specific Schedule	
Office &Retail	
Electronic	6
Electronic/Mechanical	8
Non-Electronic, Office	10
Non-Electronic, Retail	12

Listing of Recommended Depreciable Fixed Asset Lives
Retail, Wholesale and Service Businesses Classification

Business	**Use Schedule**
Class or Type	
Air Conditioning & Heating, Sales & Repair	10
Apparel, Sales	12
Appliance Sales & Repair	10
Automobile Dealership	12
Auto Parts, Sales	12
Auto Repair & Body Shop	10
Bakery	10
Bar/Nightclub	10
Barber/Beauty Shop	10
Boat/Recreational Vehicle Sales	12
Bookstore, New & Used	12
Catalog Showroom & Sales	12
Cement, Ready Mix Plant	16
Portable Plant	10
Truck Mounted	12
Convenience Store	12
Day Care Center/Preschool	10
Department Store	12
Discount Store	12
Drug Store	12
Dry Cleaner	10
Electronics, Sales & Repair	12
Fabric/Drapery Sales	12
Farm Equipment/Implement Dealership	12
Farm Supply & Feed	12
Fast Food Restaurant	10
Financial Institution	10
Floor Covering, Sales	12
Florist & Gift	12
Funeral Home/Mortuary	12
Furniture Sales	12
Garden Supply/Nursery	12
Gift Sales	12

Retail, Wholesale and Service Businesses Classification Cont.

Business Class or Type	Use Schedule
Hardware/Building Material Sales	12
Health & Specialty Food Sales	12
Health Club	10
Hobby & Craft Sales	12
Hospital Furnishings & Equipment, General Specialized Equipment	6
Hotel Furnishings & Equipment	10
Janitorial Service Equipment	10
Jewelry Sales	12
Laundry Equipment	10
Liquor/Package Store	12
Meat Market/Butcher Shop	10
Mobile Home Dealership	12
Motel	10
Motorcycle/Recreation Vehicle Dealership	12
Newspaper (Printing & Publishing)	12
Computerized Equipment	6
Nursing Home/Convalescent Center	10
Office Furniture & Equipment Sales	12
Office Supply Sales	12
Office, Commercial, Furniture & Fixtures	10
Electronic\Special Equipment	6
Office, Medical, Furniture & Fixtures	10
Electronic\Special Equipment	6
Pawn Shop	12
Pet shop	10
Petroleum, Wholesale/Bulk Distribution	16
Petroleum Products, Retail Sales	12
Photographic Equipment, Retail Sales	12
Photographic Processing Service Equip	10
Poultry Production Equipment	8
Propane/Butane/Liquid Gas Distribution	16

Retail, Wholesale and Service Businesses Cont.

Business Class or Type	Use Schedule
Radio/Television, Repair	10
Radio/Television, Sales	12
Record/Tape/Compact Disc Sales	12
Rental Store, General	8
Repair Shop, Miscellaneous	12
Restaurant Furniture, Fixtures & Equip	12
Retail Trade, General, Fixtures & Equip	12
Service Businesses, General	
Furniture, Fixtures & Equipment	10
Service Station/Garage	10
Shoe Store	12
Sporting & Athletic Good Sales	12
Supermarket/Grocery, General	12
Tire/Rubber Sales	12
Tobacco Sales	12
Toys, Retail	12
Variety Sales	12
Wholesale Trade Fixtures & Equipment	12

List of Recommended Depreciable Fixed Asset Lives
Industrial Group

Industry	**Use Schedule**
Class or Type	
Apparel & Textile Manufacture	10
Asphalt Plants & Equipment	
Portable	10
Stationary	12
Bakery & Confectionery Production	12
Boat Manufacture	12
Molds	6
Bottling, Soft Drink & Other	12
Cannery/Frozen Food Production	12
Cement Manufacture	20
Chemical Production	12
Clay Products Manufacture	16
Concrete/Masonry Products Manufacture	16
Cotton Gin	16
Dairy Products Process & Manufacture	12
Electrical Equipment Manufacture	12
Electronic Equipment Manufacture	10
Fabricated Metal Products	12
Special Equipment	6
Food & Beverage Production	12
Special Equipment	6
Furniture Manufacture	12
Glass & Glass Products Manufacture	16
Special Equipment	6
Grain & Feed Mill Products Manufacture	20
Gypsum Products Manufacture	16
Hatchery Equipment	10
Ice Plant	10

Industrial Group Cont.

Industry	Use Schedule
Class or Type	
Leather, Shoe & Leather Products Manufacture	10
Lighting Products Manufacture	12
Logging & Timber Equipment	6
Logging & Timber Mill –See Sawmill	
Machinery Manufacture, General	12
Meat Packing & Processing	12
Metal Products Manufacture, Misc	12
Metals Production	
Non-Steel Products	16
Primary Steel Products	20
Steel Products	16
Special Equipment	6
Metalworking Machinery Manufacture	12
Computer Controlled	6
Mining & Quarrying	12
Misc Consumer Products Manufacture	12
Optical Products Manufacture	10
Paint & Varnish Manufacture	12
Paper & Pulp Manufacture	16
Paper Products Manufacture	12
Plastics Manufacture	12
Plastic Products Manufacture	12
Special Equipment	6
Poultry Processing & Products Manufacture	12
Rubber Products Manufacture	12
Special Equipment	6
Sawmill & Wood Processing	
Permanent	12
Portable	10
Stone Products Manufacture	16
Textile Products Manufacture	12
Vegetable Oil & Products Manufacture	16
Winery	12
Wire Products Manufacture	16
Wood Products Manufacture	12

Alphabetical Listing of Fixed Assets

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Acetylene Bottle		12
Adding Machine		6
Addressograph		8
Aerator		12
Agitator		12
Agricultural M&E		10
Air Bags		12
Air Compressor		12
Air Conditioner		12
Air Conditioner Repair		12
Air Drill		16
Air Filter		12
Air Freshener & Vacuum		10
Air Hammer		12
Air Hoses		12
Air Purifier		12
Alarm Systems		6
Align & Balance Equipment		5
Alternator Tester		12
Ambulance Conversion		12
Ambulance Equipment		12
Amplifier		8
Amusement Devices		8
Amusement Park	Other Equipment	12
Amusement Park	Rides	10
Animal Cages		12
Answering Machine		12
Antenna Systems		6
Apartment Furniture & Appliance		10
Apartment Units		10
Apparel Rack		12
Applicator		12
Aquarium		12
Art		10
Art	Antiques	12
Art	Paintings	12
Art	Pictures	12
Art	Prints	12
Art	Sculpture	12
Asphalt Machine		12
ATM Computer Equipment		16
ATM Equipment		5
ATM Machine		8
Audio Medical Equipment		8
Audio-Visual Equipment		8

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Auger		12
Auto Electronic Test Equipment	Other Service Equipment	8
Auto Refractor		8
Auto Repair		12
Auto Service Rack		12
Autoclave		12
Automobile Service		10
Automotive Tools		8
Aviation Guidance System		8
Awning		12
Baby Swing		10
Back Bar		10
Background-Photographic		12
Backhoe		16
Bag Machine		12
Bagging Systems		12
Bait Boxes		12
Bakery Equipment		12
Bale Maker		12
Baler		12
Ball Picker		10
Balloon Wrap Machine		12
Bar		10
Bar Code Imprinter/Reader		8
Bar Sink		10
Bar Stool		10
Barges, Heavy Construction		16
Barricade/Warning Device		3
Barriers, Heavy Const		16
Battery		12
Battery Backup		12
Battery Charger		12
Battery Rack		12
Battery Tester		12
Beauty & Barber Equipment		12
Bed/Mattress		10
Bedding Tables		12
Bench		10
Bender		12
Beveller		12
Bike Rack		12
Billboards		16
Billboards/Signs		16
Binding Machine		12
Bins		10

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Bins W/Augers		10
Blast Furnace		12
Bleach & Detergent Disp		8
Blender		8
Blinds, Shades and ,Draperies		10
Blocker		12
Blood Pressure Units		12
Blow Dryer		12
Blowers		12
Blue Print Machine		12
Boat		12
Boat Dock		10
Boiler	Commercial	12
Boiler	Industrial	20
Bolster Seat		10
Bookcase, Shelving		16
Boom		12
Boom Box		8
Booster Seats		10
Booths		10
Boring Equipment		12
Bottling Equipment		12
Bottomer		12
Bowling Alley M&E		10
Brackets, Hvy Const		16
Brad Gun		12
Brake		12
Brake Cleaner		12
Brake Drum Equipment		12
Brake Lathe		12
Branding Iron		12
Breaker,Paving-Hvy Const		16
Bridges, Hvy Const		16
Broaster		12
Broiler, Charcoal, Gas		12
Bronchofiberscope		8
Brooder Lamps		10
Brooders		10
Broom		10
Broom, Hvy Construction		16
Bubble Gum Machine		12
Bucket/Pail		12
Buffer, Car		12
Buffer, Floor		8
Buffet		10

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Buggy Coral		12
Buildings, Portable		10
Bulletin Board		12
Bun Rack		10
Bun Warmer		12
Bush Hog		16
Butane & Propane Tanks		12
Butcher Block or Table		10
Cabinets & Shelves		12
Caddy Rack		12
Calculator		6
Cameras & Lenses		10
Can Opener		12
Canopy		16
Cappuccino Machine		10
Car Buffer		12
Car Vacuum		10
Car Wash Equipment	Automatic	8
Car Wash Equipment	Coin Operated	10
Car Wash Equipment	Non-coin	12
Carburetor Cleaner		12
Carpet Cleaning Equip		10
Carpet Installation		12
Carpet Shampooer		10
Carts		10
Cash Box		10
Cash Dispensing Machine		12
Cash Drawer		5
Cash Register		8
Cassette Player		8
Cassette Tape		5
Caulk Gun		12
CD Player		8
CD's & Tapes		3
Cellular Antenna		10
Cellular Communication		10
Cellular Phone		5
Cellular Tower		20
Cement Mixer		16
Cemetery Equipment		12
Centrifuge		8
Chain Hoist		12
Chain Saw		8
Chains		12
Chair		10

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Chalk Board		12
Chalk Line		12
Change Dispenser		8
Changing Tables		10
Chart Rack		10
Charts		12
Check Encoders/Writers		12
Check Punch		12
Checkout Counter		12
Chest/Hutch		10
Chipper		12
Chiropractic F&E		12
Chiropractic Table		12
Chisel		6
Circle Cutter		12
Clamps		6
Cleaning Equip-Poultry		10
Cleaning Systems		12
Cleaning Tools		12
Cleaning/Polishing		10
Clearing Machine		12
Clipboard		12
Clippers		12
Clock		12
Closed Circuit Television		10
Clothes Dryer		8
Coat Rack		10
Coffee Maker or Urn		10
Coin Changer		6
Coin Meter		6
Coin Sorter		12
Coin Wrapper		12
Cold Drink Machine		8
Cold Drink Merchandiser		12
Cold Food Bar		12
Cold Storage, Ice Making		12
Colorant Machine		12
Collator		12
Combine		12
Communications	Other	6
Compactor		10
Compressor	Petroleum	20
Compressor		12
Computer		5
Computer Backup Systems		5
Computer Equipment		5
Computer Furniture		10
Computer Hard Drive/CD Rom		5

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Computerized Checkout		5
Concession Equipment		12
Concrete Bucket		16
Concrete Mixer		16
Condiment Bar		10
Conference Room Furniture		10
Conference Table		10
Console		8
Container		12
Conveyor		10
Cooker		12
Coolers		12
Cooling Rack or Tower		20
Copier		6
Copier	Computerized	5
Cots		10
Cotton Candy Machine		12
Cotton Gin		16
Cotton Gin	Cotton Trailer	12
Cotton Gin	Cyclones and Frames	10
Cotton Gin	Fans/Press	10
Cotton Gin	Ginning Equipment	16
Cotton Gin	Lint Feeder	16
Cotton Gin	Module Builder	12
Cotton Gin	Moisture System/Sprinklers	10
Cotton Gin	Scales	10
Cotton Gin	Stand/Lint Cleaners	10
Cotton Gin	Trash Trailer	12
Couch		10
Counter		10
Counter & Stools		10
Counter/Money		12
Crane		12
Crane, Used		8
Credenza		10
Credit Card Imprinter		8
Crematory		20
Crimping Machine		12
Crowbar		12
Crusher		16
Cruster		10
Cue Rack & Sticks		6
Curling Iron		12
Currency Counter		12
Cutters		12
Cutting Torch		12
Cutting Torch Equip		12
Cylinder		12

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Cystoscope		8
Dairy		10
Dairy Case		10
Dance Studio Furniture and Equipment		10
Darkroom Equipment		12
Data Processing		5
Day Care Center		10
Debit Card System		8
Deblocker		12
Decertified Postage Mete		3
Deck Units, Heavy Construction		16
Decorations		10
Deep Freezer		12
Deep Frying Equipment		12
Defibrillator		8
Dehumidifier		12
Deli Equipment		12
Delimber		12
Dental Equipment		12
Dental Lab Equipment		12
Desk		10
Desk & Chair		10
Diagnostic Equip		10
Dialysis Chair		10
Dialysis Equipment		8
Dialysis Equipment	Computerized	6
Dictation		6
Dies, Jigs and Tooling		3
Dishes		3
Dishwasher		10
Display & Sales Equipment General		12
Display Case		10
Display Counter		12
Display Floor, Rack and Wall		10
Ditcher		16
Dividers, Room		12
Diving Equipment		12
Dock Equipment		12
Dolly		12
Dozier		16
Drafting Equipment		12
Drafting Table		10
Drag Line		20
Drain Board		12
Dressers & Mirrors		10
Drill		8
Drill Flute		12
Drill Hammer		8

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Drill Press		12
Drilling		12
Drink Dispenser		10
Drink Machine		8
Drop Cloth		3
Dry Cleaning Machine, Coin		8
Dry Cleaning Machine,Man		12
Dryer	Manufacturing	12
Dryer/Chair		12
Duck Blind		12
Duct Board Machine		12
Duplicators		6
Dust Collector		12
DVD		5
DVD Player		5
Easel		10
ECG Machine		8
Edger		12
Edger, Lawn		3
EKG Machine		8
Electrical, Lighting		10
Electronic Testing		8
Embalming Equipment		12
Embroidery Machine		12
EMG Machine		8
Energy Control System		12
Engraving Machine		12
Enlargers		10
Environmental		10
Etching Machine		12
Exam Chair		12
Exam Table		12
Examination Room F&E		12
Excavator		16
Exhaust Fans		12
Exhaust System		12
Extension Cord		12
Extractor		16
Eye Wash Station		12
Facial Chair		12
Fans & Ventilation		10
Fax Machine		6
Feed Mill	Machinery	20
Feeders - Animal		10
Feeders-Poultry		10
Feller Buncher		12
File & Storage Cabinets		12
Files		12

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Film Processing		8
Financial Institution		12
Finisher		12
Fire Extinguishers		12
Fire Protection Equip		12
First Aid Kits		12
Fish Tank		12
Fixtures		10
Fixtures-Retail Trade		10
Flags		12
Flashlight		3
Floor Edger		12
Floor Mat		12
Floor Polisher		12
Floor Sander		10
Flume		12
Flush Machine		12
Fluter		12
Fogging Machine		12
Folder		12
Fonts		6
Food Case- Refrigerated		12
Food Chopper		12
Food Guard		12
Food Merchandiser		12
Food Preparation Equip		12
Food Warmer		12
Fork Lift, Material		12
Former		12
Forms, Heavy Construction		16
Fountain/Equipment		12
Frame Machine		10
Frame Warmer		12
Framing Gun		12
Free Standing Sink		10
Freeze or Slush Machine		10
Freight	Computer Equipment	5
Freight	Furniture	10
Freight	General Equipment	12
Freight	Office Equipment	8
Front End Machine		8
Frozen Food Case		10
Funeral Equipment		12
Furnace		12
Furniture		10
Furniture & Fixtures	Fully Depreciated	10
Furniture & Fixtures		10
Fusion Machine		12

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Game Machines	Coin-Operated	8
Garbage Disposal		10
Gas Can		12
Gas Tank Monitoring Equip		12
Gas Tank, Portable		8
Gasoline Dispensing Equip		8
Gasoline Pumps		8
Gasoline Pumps & Tanks		10
Gasoline Storage Tanks		12
Gauges		12
Generator		12
Glass Cutter		12
Glass Froster		12
Glass Rack		10
Glasses		3
Glass Washer		10
Glue Gun		12
Glue Pot		12
Glue Sprayer		12
Golf Cart		12
Golf Equipment		10
Gondola		16
Grader		16
Grain Dryer		20
Grain Elevator	Machinery	12
Grain Elevator	Other Milling	20
Grain Elevator	Tanks	20
Grapple Skidder		16
Grates		12
Grease Gun		12
Greens Cover		12
Griddle, Electric or gas		12
Grill		12
Grinder		12
Gun		12
Gymnasium Equipment		12
Hammer		12
Hand Cart		12
Hand Dryer		12
Hand Notcher		12
Hand Tools		6
Hand Truck		12
Hanger Rack		10
Hangers		3
Hanging Rack		10
Hard Hat		5
Hardware		6
Harness		12

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Hat Rack		10
Hatcher		10
Head Sets		8
Hearing-Aid Test Equip		8
Heart Monitor		8
Heat Lamp		12
Heat Treatment Equip		8
Heat/Cool Systems		12
Heater		12
Heater, Portable		8
Heavy Equipment		16
Hemmer		12
High Chair		10
Hoists		12
Holding Tank		12
Hole Punch		12
Hone		12
Hopper Bottoms		12
Hose		12
Hose Crimper		12
Hot Dog Machine		12
Hot Water Tank		12
Housekeeping Equipment		12
Humidifier		12
Hydraulic Broom		16
Hydraulic Chair		12
Hydraulic Lift Table		12
Hydraulic System		8
Ice Cream Machine		12
Ice Machine		12
Ice Merchandiser		12
Ice Shaver		12
Imaging Equipment		10
Impact Wrench		12
Incinerator		12
Incubator		10
Industrial	CNC	8
Instruments	Other Instruments	10
Instruments	Remote Equipment	10
Insulation Blowing Mach		12
Intercom System		8
Iron Press		12
Iron/Press		10
Ironworker		16
Jack Hammer		16
Jack, Manual/Hydraulic		12
Jam Box		8
Janitorial Equipment		10

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Jaws of Life		12
Jewelry		10
Jewelry Equipment		12
Jointer		12
Juke Box		8
Keratometer Refractor		8
Kerosene Tank & Pump		10
Key Cabinet		10
Key Card System		8
Key Machine		12
Kilns		12
Kitchen Appliances		10
Kitchen Equipment		12
Kitchen Scales		8
Kneeler		10
Lab Equip-Electronic		8
Lab Equip-Non-Electronic		10
Lab Table		12
Label Machine		12
Ladder		12
Laminating Machine		12
Lamps		10
Laptop Computer		6
Laryngoscope		8
Laser		8
Laser Light		8
Lathe		12
Laundry/Dry Clean Equip		10
Lawn Equipment		5
Lawn Mowers		3
Layette		10
Leak Detector		12
Lectern		10
Lens		10
Lens Analyzer		12
Lensometer		12
Letters		10
Level		12
Lidder		12
Lift		12
Lift Chair		10
Lift Gate		12
Lift Truck		12
Light Tower		12
Linens		3
Lite Plant		16
Loader		16
Loading Dock, Portable		12

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Lobby Furniture		10
Lock Box w/Key		5
Lockers		10
Locks		5
Locomotive		12
Log Loader		16
Log Loader Trailer		12
Log Loader/Delimber/Trailer		12
Log Loader/Trailer		12
Lounger		10
Lube Rack		12
Lubrication System & Equip		8
Lumber		12
Machine Shop	CNC	8
Machinery & Equipment		12
Machinery & Equipment	Fully Depreciated Items	12
Machinery & Equipment	General (10 years)	10
Machinery & Equipment	General (12 years)	12
Machinery & Equipment	General (16 years)	16
Machinery & Equipment	General (6 years)	6
Machinery & Equipment	General (8 years)	8
Machinery & Equipment	Heavy Manufacturing	20
Magazine Rack		10
Magnetic Imaging Machine		8
Maintenance Equipment		12
Manicure Table		10
Mannequin		12
Manual Developing Equip		10
Manual/Catalog		6
Marinator		12
Marker Board		12
Marking System		12
Marking/Tagging Gun		12
Mat Cutter		12
Material Handling		12
Meal Elevator		12
Meat Case		10
Meat Grinder		12
Meat Locker		12
Meat Saw		12
Meat Tenderizer		12
Medical Electronic/Computer	6 Year Life	6
Medical Electronic/Computer	8 Year Life	8
Medical Equip-Miscellaneous		12
Medical Instruments-Miscellaneous		12
Megaphone		12
Menu Board		12
Metal Detector		12

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Metal Fabrication		12
Metal Working		12
Meter		8
Microfiche Equipment		8
Micrometer		12
Microphone/Headset		8
Microscope		8
Microwave Comm Equip		6
Microwave Oven		10
Milk Box		12
Milling Machine		12
Miniature Golf Course		10
Minnow Tank		12
Mirror, Security & Other		8
Mixer		12
Mixing Bowls		5
Mobile Storage Unit		12
Modem		5
Modular Office		12
Molds		3
Monitor		5
Mortar Tub		16
Motel/Hotel Equip		10
Motel/Hotel Furniture		10
Motor Grader		16
Motor Stand		12
Motors		8
Music System		8
Musical Instruments		12
Nacho Machine		12
Nail Gun		12
Nailing Machine		12
Newspaper Vendor Box		10
Notcher		12
Nursing Home Equip		12
Office Equipment		12
Office Equipment	General 6 Year	6
Office Equipment	General 8 Year	8
Office Furniture		10
Office Machines		6
Office Trailer		12
Oil Can		12
Oiler		12
Ophthalmoscope		12
Ophthalmology Instruments		12
Optical Equipment		12
Orthoscope		12
Oscilloscope		8

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Oven		12
Oven Bar		10
Overbed Table		10
Overhead Pulley Tracks &		12
Oximeter		8
Oxygen Tank or Drum		12
PA System		8
Packaging Machinery		12
Pagers/Beepers		6
Paint Gun		8
Paint Gun Cleaner		12
Paint Machine		12
Painting Equipment		8
Pallet Jack		12
Pallet Racks		12
Pallet Stackers		12
Pallet Truck		12
Pallet, Metal		8
Pallet, Plastic		8
Pallet, Wood		3
Pan Brush		12
Pan Rack		10
Paper Cutter		12
Paper Punch		12
Paper Shredder		12
Paramedic Equipment		12
Partitions		12
Parts Bins		12
Parts Cleaner		10
Parts Washer		12
Patient Lift		12
Patio Furniture		10
Pattern Maker		12
Patterns		3
Paver		16
Pecan Cleaner		12
Pecan Harvester		12
Pedestals		10
Pedicure Equip/Cart		12
Peeler		12
Pet Grooming Equip		12
Phone		6
Photographic Equip, Miscellaneous		10
Physical Fitness Equip		12
Piano		12
Pick Axe		12
Pie Cooler		12
Pie Roller		12

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Pile Cap		16
Pile Driver		16
Pile Extractor		16
Pinball Machine		8
Pipe Bender		12
Pipe Locator		12
Pipe Stand		12
Pipe Threader		12
Piping		12
Pizza Oven		12
Pizza Roller		12
Plane/Planer		12
Planter		10
Plants, Artificial or Live		3
Plasma Cutter		12
Plate Maker		12
Platform Bucket		12
Play Pens		10
Playground Equipment		12
Pliers		6
Plumbing-Miscellaneous Tools		12
Podium/Stands		10
Pool Table, Coin Operate		8
Pool Table, Non-coin		10
Popcorn Maker		12
Portable Stage		10
Portable Toilets		12
Post Driver		16
Post Hole Digger		12
Post Mix Machine		8
Postage Equipment		8
Pots & Pans		5
Poultry House Equipment		5
Poultry Production-Equip		10
Power Supply		12
Power Surge Protector		5
Power Sweeper		8
Power Tools		8
Preparation Table		10
Press	Electronic	12
Press	Heat	12
Press	Manufacturing	20
Press	Non-Electronic	12
Press	Printing	12
Press Block		12
Pressure Washer		12
Pricing Gun		12
Printer		5

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Produce Case		12
Professional Library		6
Projection Equipment		12
Proof Boxes		12
Propane Bottle		12
Propane Storage Cages		12
Propane Storage Tanks		12
Protractor		12
PSC Rendition of PP		0
Public Address System		10
Pufftonometer		8
Pumps-Air,Fuel,Water		8
Punch		12
Punch Machine		12
Pupillometers		12
Rack, Bread or Display		10
Radio		6
Radio & TV Equip, Miscellaneous		12
Radio & TV Transmission		10
Radio & TV Transmission	Other	6
Radio Equipment		6
Radio Towers		16
Rake		10
Ratchet		12
Reach-in Cooler		10
Reamer		12
Reception Room F&F		10
Reclaimer		12
Recorder		6
Recording Studio		8
Recovery Equipment		12
Reel Stands		12
Reel, Measuring		12
Refining		16
Reflectors		12
Refractor		12
Refrigeration Equipment	Commercial	12
Refrigerator		12
Regulator		12
Rental Equipment		8
Rental Lockers		12
Rental Movies		5
Research Equipment		6
Resort Equipment		10
Respiration System		8
Restaurant Equipment		12
Restaurant Seating		10
Resurfacer		12

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Retail Trade F & E		10
Retinoscope		12
Revolving Roaster		12
Riding Mowers		5
Riveting Machine		12
Robotics		10
Roller		16
Roller Rink		10
Roller Tray/Styling Cart		12
Roofing Equipment		12
Room Furniture-Hotel		10
Rotary Press		12
Router	Computer	5
Router	Power Tool	8
Ruffler		12
Rug Beater		12
Sack Machine		12
Safe		16
Safe Deposit Box		16
Safety Equipment		12
Salad Bar		12
Salad Bar/Equip		12
Sand Blaster		12
Sander		8
Sandwich Maker		12
Satellite Disk/Systems		5
Satellite Noise Filter		5
Satellite TV Receiver		5
Saw		8
Scaffolding		12
Scales	Bed	8
Scales	Fabric	10
Scales	Food	8
Scales	Industrial	10
Scales	Jewelry	8
Scales	Meat	8
Scales	Medical	8
Scales	Platform	10
Scales	Postage	8
Scales	Produce	8
Scanner		5
Scientific Instruments		6
Scissors		12
Scoreboard		12
Scoring Equipment		10
Scrapers		16
Screed, Heavy Construction		16
Screen Printer		12

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Screens		16
Screw Press		12
Screwdriver		6
Screwdriver, Power		12
Scrubber		12
Sculpture		12
Seating, Auditorium		10
Security Equipment		6
Security Monitor/Camera		10
Security Shells		5
Serger		12
Server		5
Serving Tables		10
Sewer Machine		12
Sewing Machine		12
Shampoo Bowls/Chairs		12
Shampooer		12
Sharpener		12
Shear		12
Sheers		12
Sheeter & Molder		12
Shelving	Office	10
Shelving	Industrial	16
Shipping & Warehouse		12
Shuttle Cars		10
Shoe Repair M&E		12
Shop Equipment		12
Shop Maintenance		12
Shop Tools		12
Shop Vac		10
Shopping Cart		6
Shovel		12
Showcase		10
Shredder		8
Shrink Wrap Machine		12
Sifter		12
Sign Equipment		12
Sign, Flashing Const		5
Sign, Portable		12
Signature Pad		8
Signs		16
Silverware		3
Sink		10
Skating Rink Equip		12
Skid w/bucket		16
Slicer		10
Smelter Equipment		12
Smoker		12

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Smudge Pots		12
Snack Bar Equipment		10
Sod Cutter		12
Soda fountain with Sink		10
Software		5
Sorter		8
Sound System		8
Speakers		8
Specialized Process, Heavy		16
Specialized Process, High		10
Specialized Process, Medium		12
Spectometer		12
Sports & Recreation		12
Spotting Board		12
Spray Gun		8
Spray Rig		12
Spray Washer		12
Sprayer		12
Spreader		10
Square		12
Stacker		12
Stamp Machine		12
Stand Alone Sink		10
Stands		10
Staple Gun		12
Stapler		12
Station		12
Steam Cleaning System		12
Steam Kettle		12
Steam Lines & boilers		12
Steam Table & Pans		10
Steamer		8
Steel Production Equip		20
Stencils & Equip		12
Stenograph		6
Stereo System		8
Sterilizer		12
Stethoscope		12
Stitcher		12
Stools		10
Storage Rack		12
Storage System		12
Storage Trailer		12
Store Fixtures		10
Stove Hood, Vent & Fan		12
Stove, Electric or Gas		12
Stretcher		12
Striper		12

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Strobe Light		12
Stump Grinder		12
Supercage, Hvy Constr		16
Supermarket/Grocery		12
Supply Cabinet		10
Surface Saver Applicator		12
Surgical Equipment		12
Surgical Instruments		12
Surgical Table		12
Survey Equipment		12
Swimming Pool Equipment		10
Switchboard/Telephone Sys		6
Table		10
Table Tennis/Ping Pong		10
Tables & Chairs		10
Tack		12
Tag Attacher/Detatcher		12
Tamper		16
Tanks		12
Tanks	Steel Storage	20
Tanning Bed		10
Tanning Salon		10
Tape Measure		12
Tape Player/CD Player		8
Tape Recorder		8
Tarpaulin		12
Telecomm Equipment		6
Telephone		6
Telephone Equipment		6
Telephone Systems		6
Telephone/Answering Mach		6
Telescan unit		8
Teller Machine		5
Teller Stools		10
Templates		3
Tender		12
Tennis Equipment		10
Tennis Net		10
Tent		8
Theater & Seating		10
Therapy Equipment		12
Threading Machine		12
Ticket Dispenser		6
Tiller		12
Time Clock		12
Timer		12
Tire Changer		12
Tire Rack, Portable		10

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Tire Spinner		12
Toaster		10
Tonometer		12
Tool Box		12
Tool Box & Tools		12
Tool Kit		6
Toolbar		12
Tools, Miscellaneous		6
Torches		12
Towers	Lattice, Guyed, Monopole	20
Toys		6
Trackhoe		16
Tractor		12
Tractor Attachments		12
Trailer		12
Transcriber		6
Transformers	Industrial	20
Transmission	Equipment	10
Trash Compactor		8
Trash Containers		8
Trash Spreader		16
Trays		8
Tread Knife		12
Treadmill		12
Treatment Table		12
Trencher		16
Trim Gunn		12
Trimmers		3
Tripod		12
Trowel Machine		16
Truck Mounted Equipment		12
Truck Spreader		12
Tub		12
Tube Rack		10
Tube Systems		12
Tuber		12
Turbines		12
Turntable		8
TV		12
TV/VCR		10
Typewriter		6
Ultrasound Equip		8
Umbrella		10
Utensils		3
Utility		
Utility/Putty Knife		6
Vacuum Cleaner		10
Vacuum Pump		12

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Vacuum System		12
Vacuum Tumbler		12
Valve Grinder		12
Vaporizer		12
Vat		12
VCR		5
Vehicles		8
Vending Equipment		8
Vending Machines	Coin Changer	6
Vending Machines	Coin-Operated	8
Vending Machines	Non-Coin Operated	10
Vertometer		12
Veterinary Equipment		10
Vibrator		12
Vice		12
Video Camera		5
Video Equipment		5
Video Game		5
Video Rental		5
Vise		12
Visual Fields Machine		8
Waffle Iron		12
Waiting Chairs		10
Walk-in Cooler		12
Walker		12
Wall Rack		10
Warmer		12
Wash Rack		12
Wash Vats		12
Washer & Dryer		8
Washer Extractor		12
Washer, Coin Operated		8
Washer, Manual Operated		10
Waste System		12
Water Cans		12
Water Cooler/Chiller		12
Water Filter		12
Water Softener		12
Water Tower		20
Water Treatment Equip		12
Waterers/Sprinklers		10
Weeders		3
Welder		12
Welding Equipment		12
Wench		12
Wet Vac		10
Wheel Balancer		12
Wheel Barrow		12

Alphabetical Listing of Fixed Assets cont.

BUSINESS ITEM	IDENTIFIER	SCHEDULE
Wheel Bearing Packer		8
Wheel Chair		12
Wheel Loader		16
Wheelbarrow		12
Whirlpool		12
Winch		12
Wire Feeder		12
Wire Puller		12
Woodworking		12
Word Processors		6
Work Station		10
Work Table		12
Workbench		10
Wrapper		12
Wrecking & Towing Equip		12
Wrench		12
X-Ray Equipment		10
Yard Mule		12

COMMERCIAL PERSONAL PROPERTY
Depreciation Schedule

Remaining Life Percent

Schedule Age	3	5	6	8	10	12	16	20	25	30	Schedule Age
1	.55	.73	.78	.87	.89	.91	.93	.94	.96	.96	**1**
2	.30	.53	.60	.71	.82	.85	.88	.88	.91	.93	**2**
3	.10	.39	.48	.59	.75	.79	.84	.85	.87	.89	**3**
4		.24	.35	.50	.68	.73	.79	.81	.84	.87	**4**
5		.10	.23	.42	.61	.67	.75	.78	.81	.84	**5**
6			.10	.33	.53	.61	.70	.74	.79	.82	**6**
7				.24	.46	.55	.66	.71	.76	.80	**7**
8				.15	.39	.49	.61	.67	.73	.77	**8**
9					.32	.43	.57	.64	.70	.75	**9**
10					.25	.37	.52	.60	.67	.73	**10**
11						.31	.48	.57	.64	.70	**11**
12						.25	.43	.53	.62	.68	**12**
13							.39	.50	.59	.65	**13**
14							.34	.46	.56	.63	**14**
15							.30	.43	.53	.61	**15**
16							.25	.39	.50	.58	**16**
17								.36	.48	.56	**17**
18								.32	.45	.53	**18**
19								.29	.42	.51	**19**
20								.25	.39	.49	**20**
21									.36	.46	**21**
22									.33	.44	**22**
23									.31	.42	**23**
24									.28	.39	**24**
25									.25	.37	**25**
26										.34	**26**
27										.32	**27**
28										.30	**28**
29										.27	**29**
30										.25	**30**