



Assessor's Office
Cheryl Ross, Carbon County
Assessor
(307) 328-2637

Field Appraiser Protocol for Carbon County

The County Assessor is required to list all properties annually. Field visits are essential to discover, list, classify and value all taxable real and personal property within the county in a fair and equitable manner. Field Appraisers must be certified and abide by USPAP (Uniform Standards of Professional Appraisal Practice,) published by the National Appraisal Standards Board of the Appraisal Foundation, under the authority of the United States Congress. Standard

6 of the USPAP speaks specifically to the need for physical inspection of property to produce credible "mass" appraisals.

Field Appraisers perform the following tasks when inspecting:

- Visually survey the property site.
- Make careful inspection of structures on the property, noting characteristics, condition, amenities, etc.
- Measure all structures and create a sketch of the footprint of each level of buildings.
- Photograph the major structures and land as needed for correct valuation and identification.

The Assessor's Office strives to maintain efficiency in its inspection of the thousands of county properties and will attempt to contact owners/occupants prior to inspection when specifically

requested and current contact information is provided in advance.

The Assessor's Office has Field Appraiser Policies

designed to ensure that the appraisers perform their functions in the most expeditious, accurate and efficient manner possible while respecting the owner/occupant's privacy:

1. When visiting a property, please attempt to contact the owner or occupant of the property, identify yourself as an employee of the County Assessor's Office, show your official identification, offer a business card when appropriate. Indicate the purpose of your visit and secure permission to photograph, measure, and document the property characteristics. Be professional, courteous, and willing to listen. When contact information is provided, attempt to schedule the visit in advance.

2. If the owner/occupant objects to your presence on the property, it is the policy of this office that you should leave the property at once without objection. Contact should then be made by telephone or mail to secure permission to visit the property. Remain professional and do not argue or make comments to the owner/occupant. We do not have the right to remain on the property when told to leave. Refer the incident to your supervisor. If it does not seem reasonable and prudent to enter a property and inspect because of dogs, signs, locks, etc., refer the situation to your supervisor. It is the policy of this office to not enter when there is a locked gate and clearly posted "No Trespassing" sign.
3. After introducing yourself and receiving permission, (or after placing a door hanger when no one is home), gather all data as necessary and practical to value the property. Please do this in an efficient, courteous manner with a minimum of

intrusion or inconvenience to the owner. Be efficient with your time and information to avoid having to make a return trip. Enter homes only when necessary with the permission and invitation of the owner/occupant. When only a minor is present, do not enter the home but leave a business card if reasonably possible so that parents/guardians will know who has visited their home when only a minor was present.

4. While measuring and inspecting the property, please always avoid damaging, soiling, or defacing any property, both real and personal, and always respect the owner's privacy. Be aware of open doors and curtains as you pass by windows and in taking pictures of the property. Avoid including any individuals or anything that may be harmful or embarrassing to the owner(s) in your pictures. Use photo-editing tools as needed and to cover over any license plates on vehicles.

5. Appraisers should always attempt to accurately answer appraisal questions posed by the owner during or subsequent to an inspection. Follow through on any information you receive from the owner and return any phone call to answer questions promptly. Keep notes of your visits to refer to at a later date.
6. Work to maintain professional relationships with contractors and crews during construction visits and be respectful of their work space. If inspecting a property will interfere with workers' ability to perform their duties, return at a later time or date. Only enter buildings that are open and vacant during the construction phase.

The State of Wyoming has statutes that direct its counties to assess all taxable properties. Below are some

relevant excerpts from these statutes.

W.S. 39-13-103 (b)(i)

(A) All taxable property shall be annually listed, valued and assessed for taxation in the county in which located and in the name of the owner of the property on January 1;

W.S. 39-13-103 (b)(v)

(This statute deals, primarily, with personal property and also states the following.) The county assessor or his deputies or any representative of the department may examine any property.

W.S. 18-3-205. Interfering with assessor; failure to return property; penalties. (a)

Any person interfering with the county assessor or deputy county assessor in the discharge of his duties, or any person refusing to allow the county assessor, deputy county assessor or representative of the department of revenue to examine any property pursuant to W.S. 39-13-103(b)(v), is guilty of a misdemeanor, and upon conviction shall be fined not more than seven hundred fifty dollars (\$750.00), or imprisoned for not more than six (6) months in jail, or both.

(b) Any person who fails to return any taxable property owned by

him or under his control is guilty of a misdemeanor and upon conviction shall be fined not exceeding five hundred dollars (\$500.00), imprisoned in the county jail not exceeding ninety (90) days, or both.

Although statutes appear to give the Assessor obligations and rights to enter and examine property, it is the policy of this office to be respectful of property owner's privacy and to abide by stated protocols .