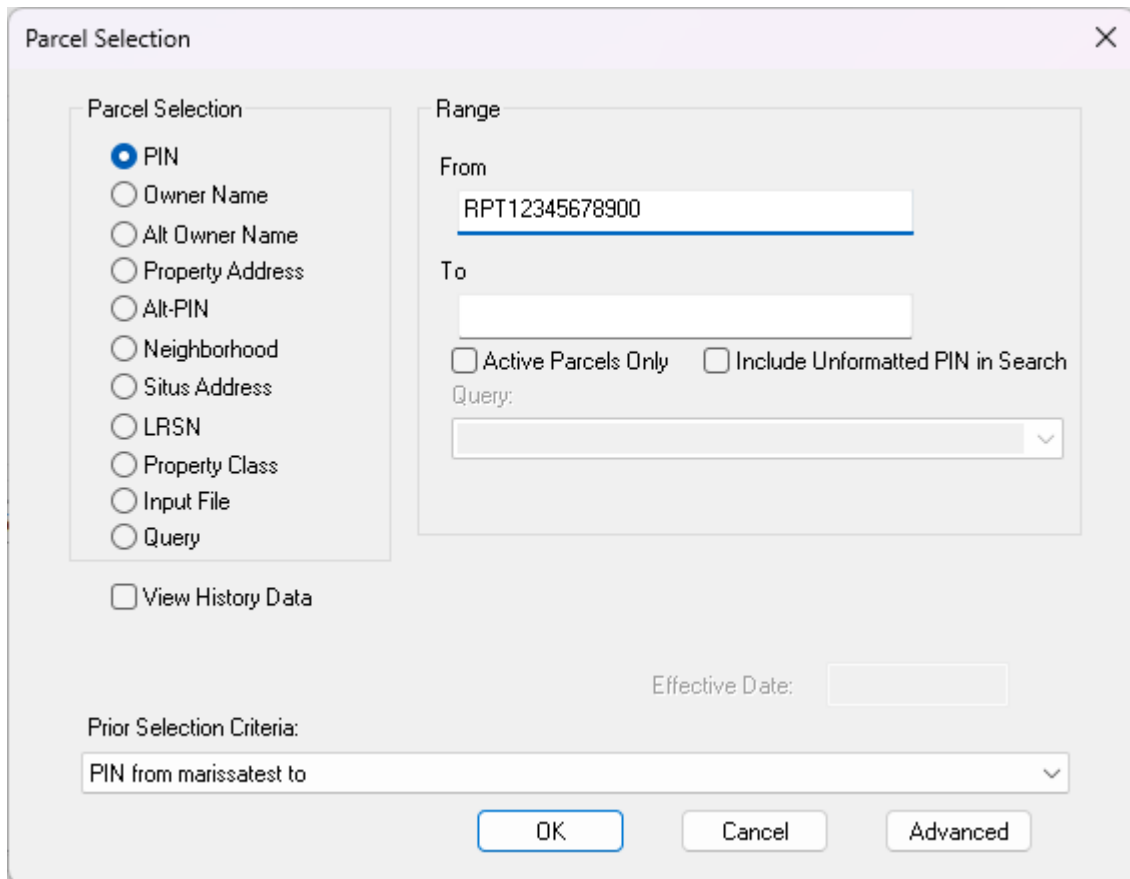


Opening Parcel

- Open Proval
- Select this icon: 
- This screen allows you to search for a parcel(or parcels)



The image shows a 'Parcel Selection' dialog box with a light purple title bar and a close button (X) in the top right corner. The dialog is divided into two main sections: 'Parcel Selection' on the left and 'Range' on the right. In the 'Parcel Selection' section, there is a list of radio buttons: 'PIN' (selected), 'Owner Name', 'Alt Owner Name', 'Property Address', 'Alt-PIN', 'Neighborhood', 'Situs Address', 'LRSN', 'Property Class', 'Input File', and 'Query'. Below this list is a checkbox labeled 'View History Data'. In the 'Range' section, there are two text input fields: 'From' (containing 'RPT12345678900') and 'To' (empty). Below these fields are two checkboxes: 'Active Parcels Only' and 'Include Unformatted PIN in Search'. Below the checkboxes is a label 'Query:' followed by a dropdown menu. At the bottom of the dialog, there is a label 'Effective Date:' followed by a text input field. Below that is a label 'Prior Selection Criteria:' followed by a dropdown menu showing 'PIN from marissatest to'. At the very bottom are three buttons: 'OK', 'Cancel', and 'Advanced'.

- Select OK

Ending Wildcard (%):

Place % at the **end** of your search term to find all results that *start with* that value.

Example: RPT1234% → returns all parcels that begin with RPT1234.

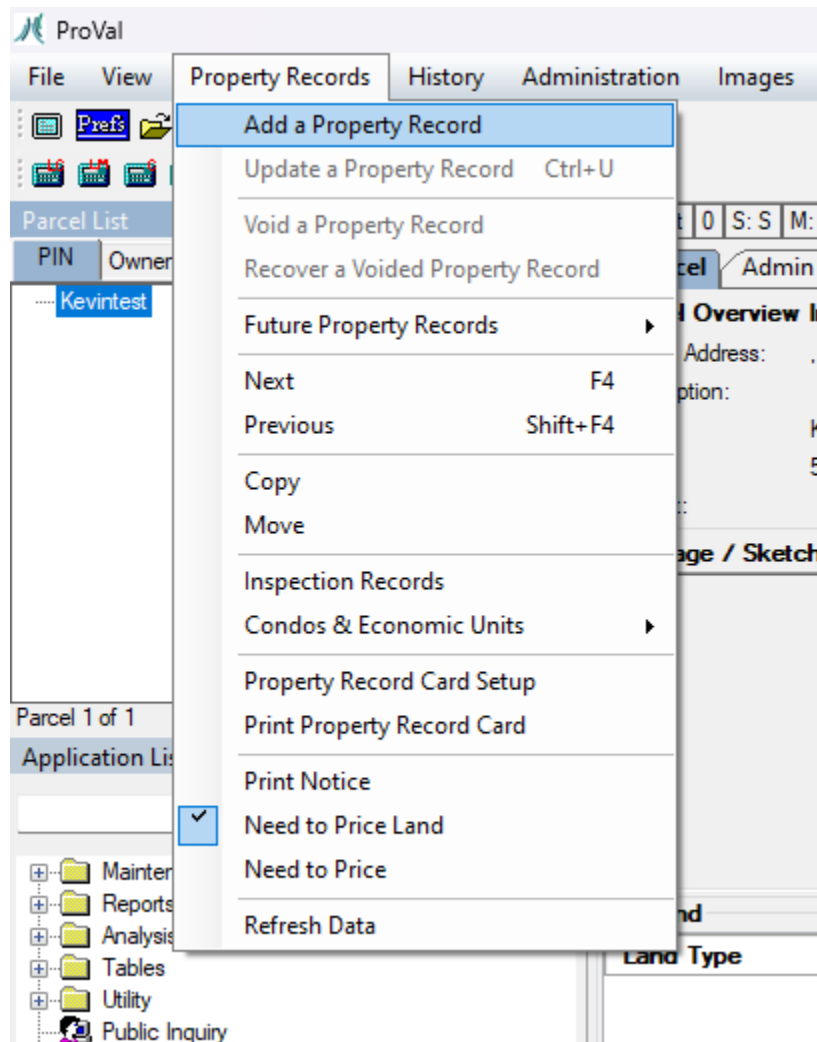
Beginning Wildcard (%):

Place % at the **beginning** (or both beginning and end) of your search term to find results that *contain* that value anywhere in the string.

Example: %T1234% → returns all parcels that contain T1234, such as MHT1234 or RPT1234.

Adding Property Record

- After opening the parcel, select *Property Records*, then *Add a Property Record*



- Next this screen will pop up:

A screenshot of the 'Property Record' dialog box. It has a title bar with a close button. Inside, there is a 'Description:' text field. Below it is a 'Pricing Type' section with two radio buttons: 'Residential/Agricultural' and 'Commercial/Industrial'. The 'Commercial/Industrial' radio button is selected. To the right of the radio buttons is a 'Property Class:' label and a dropdown menu showing '421' and '421- Commercial lot/ac in city'. At the bottom are 'Copy from...', 'OK', and 'Cancel' buttons. There are three purple arrows pointing to the 'Description' field, the 'Commercial/Industrial' radio button, and the 'Property Class' dropdown.

Optional: enter building info (Ex. Walmart)

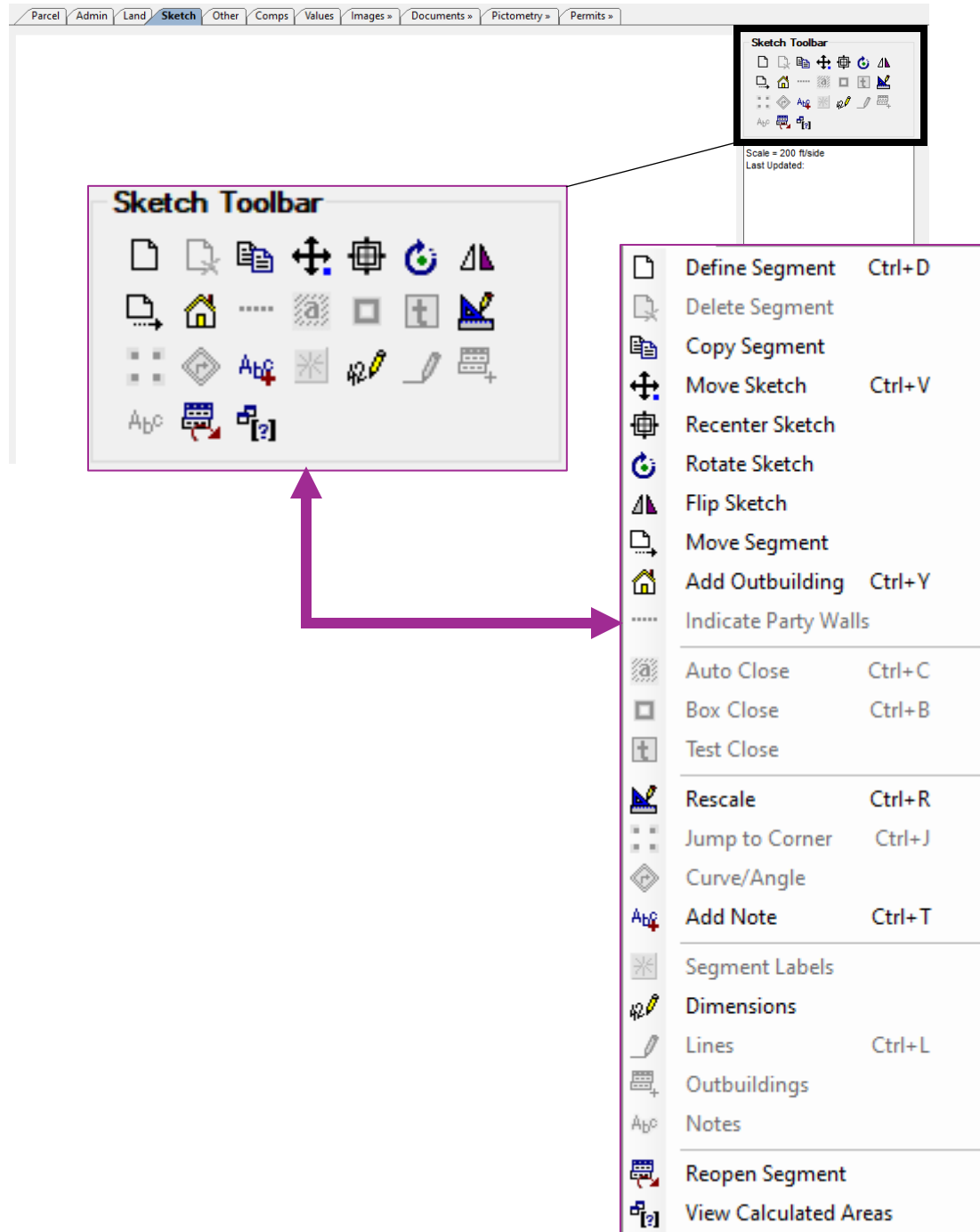
Select the correct property class.

Select which type of improvement.
Reminder: commercial buildings are not available on residential records.

Sketching

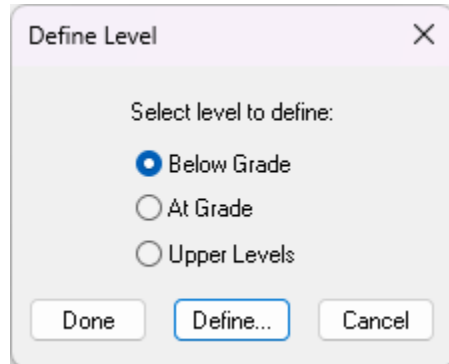
Once you have created a property record, you can begin sketching.

- The sketch toolbar can be found on the upper right-hand side of the sketch.



Proval Commercial Instructions

- The main functions will be:
 - Define Segment: this is how we enter buildings on the parcel. Always start below grade(foundation), then at grade(1 story, 2 story, concrete, etc), then if applicable define the upper levels. (3rd + stories)



Define Level

Select level to define:

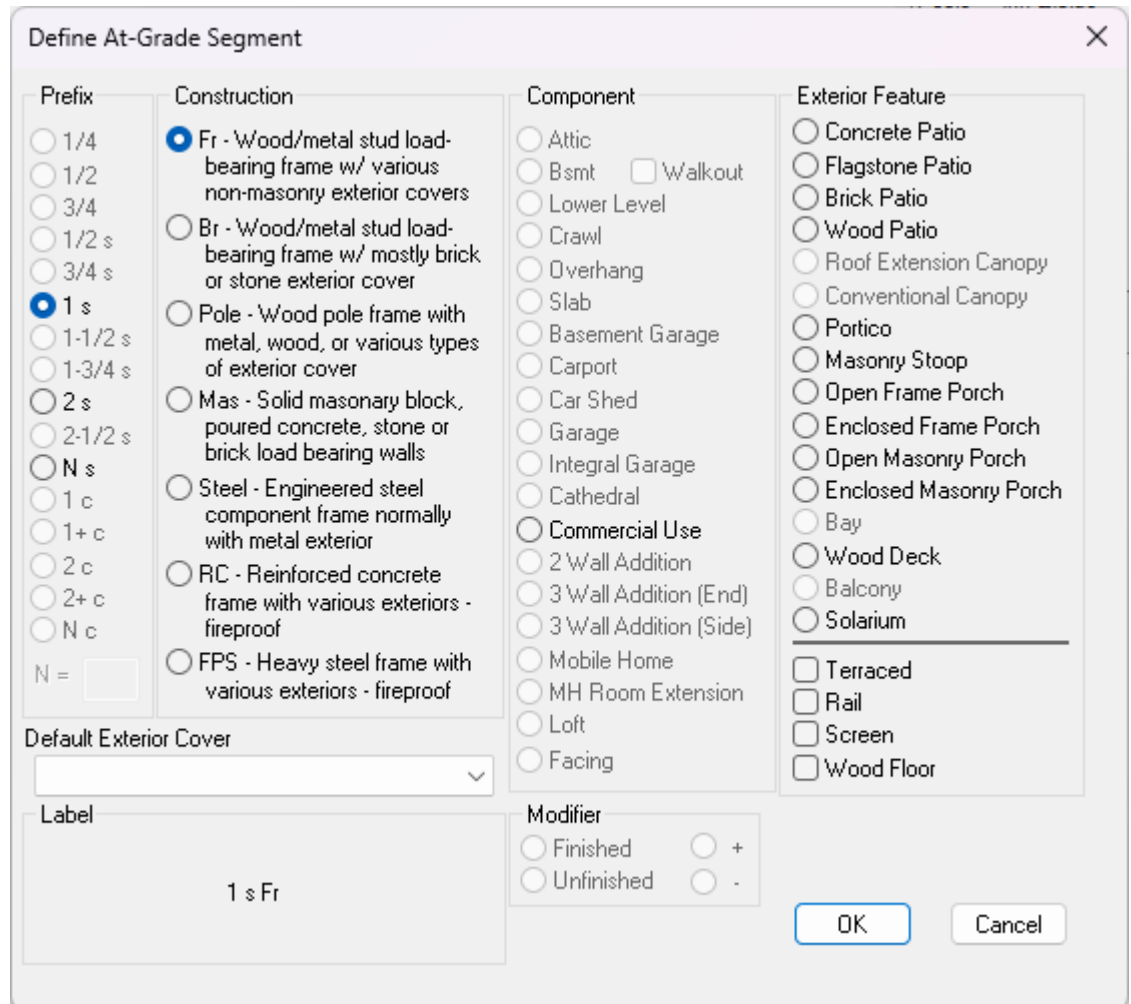
☒ Below Grade

☐ At Grade

☐ Upper Levels

Done Define... Cancel

Each section will pop up this menu. You'll need to select characteristics for each level.



Define At-Grade Segment

Prefix	Construction	Component	Exterior Feature
☐ 1/4	☒ Fr - Wood/metal stud load-bearing frame w/ various non-masonry exterior covers	☐ Attic	☐ Concrete Patio
☐ 1/2	☐ Br - Wood/metal stud load-bearing frame w/ mostly brick or stone exterior cover	☐ Bsmt ☐ Walkout	☐ Flagstone Patio
☐ 3/4	☐ Pole - Wood pole frame with metal, wood, or various types of exterior cover	☐ Lower Level	☐ Brick Patio
☐ 1/2 s	☐ Mas - Solid masonry block, poured concrete, stone or brick load bearing walls	☐ Crawl	☐ Wood Patio
☐ 3/4 s	☐ Steel - Engineered steel component frame normally with metal exterior	☐ Overhang	☐ Roof Extension Canopy
☒ 1 s	☐ RC - Reinforced concrete frame with various exteriors - fireproof	☐ Slab	☐ Conventional Canopy
☐ 1-1/2 s	☐ FPS - Heavy steel frame with various exteriors - fireproof	☐ Basement Garage	☐ Portico
☐ 1-3/4 s		☐ Carport	☐ Masonry Stoop
☐ 2 s		☐ Car Shed	☐ Open Frame Porch
☐ 2-1/2 s		☐ Garage	☐ Enclosed Frame Porch
☐ N s		☐ Integral Garage	☐ Open Masonry Porch
☐ 1 c		☐ Cathedral	☐ Enclosed Masonry Porch
☐ 1+ c		☐ Commercial Use	☐ Bay
☐ 2 c		☐ 2 Wall Addition	☐ Wood Deck
☐ 2+ c		☐ 3 Wall Addition (End)	☐ Balcony
☐ N c		☐ 3 Wall Addition (Side)	☐ Solarium
N =		☐ Mobile Home	☐ Terraced
		☐ MH Room Extension	☐ Rail
		☐ Loft	☐ Screen
		☐ Facing	☐ Wood Floor

Default Exterior Cover

Label

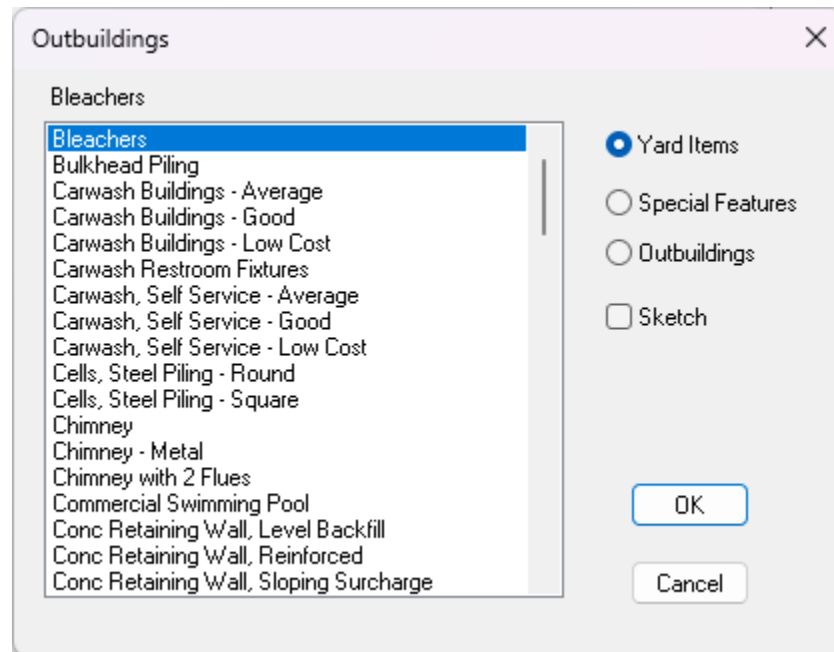
1 s Fr

Modifier ☐ Finished ☐ Unfinished ☐ + ☐ -

OK Cancel

Proval Commercial Instructions

- Outbuildings: this is where you will enter stand-alone features. Commercial property records have three different menus for these stand alone features.



- Scale: This is how you will “zoom” the sketch to get everything to fit.
- Recenter Sketch: This recenters (and optionally zooms) the sketch to center everything.
- Drawing – once you have defined the segment, you will need to begin sketching.
 - Select where on the sketch you want to begin. (ALWAYS DRAW CLOCKWISE)
 - Press *Enter*
 - Type the distance of wall (ex. 70)
 - Using the arrow keys, select which direction to draw (ex. Right arrow key)
 - Press *Enter*
 - Repeat this process until the building is complete.
 - If the building is not “closing” then you will need to determine which dimension is incorrect.
- Once you have completed a drawing, the label and square footage will pop up (by pressing *Enter*)
- You can resize any dimension or label by pressing the – or + keys

Building Tab

Once you have sketched an improvement, the buildings tab will show up

Parcel Admin Land Sketch **Buildings** Other Comps Values Images » Documents » Pictometry » Permits »

General Building Characteristics

Building: 001 Section:

Number of Floors: 1 % Complete: 100

Floor	Use	Area
1	Undefined	10910

Total Building Area: 10910

☐ Blend with Income

Commercial Building Type: <None>

Primary Occupancy: <None>

Grade / Rank:

Condition: AV

Year Built: 0

Effective Year: 0

Edit at Sub & Superstructure Level

Framing Class

☐ Class D - Wood Joist

☐ Class C - Fire Resistant

☐ Class B - Reinforced Concrete

☐ Class A - Fireproof Steel

☐ Class P - Pole Frame

☐ Class S - Pre-Eng. Steel

☐ Kit Building

Sub & Superstructure Characteristics

Superstructure

Area Above Grade: 10910

Building Use / Occ: <None>

Finish Type: <None>

Wall Height: 0

Default Wall Cover:

Superstructure Refinements

Sprinklers: <None> 0%

HVAC1: <None> 0%

HVAC2: <None> 0%

Functional: 0 Economic: 0 Physical: 0 ☐ Override Physical Depr

Apply **Cancel**

This has four main sections to fill out:

- A. Building Type, Grade, Condition, Year Built
 - a. This is basic information and will be verified in the building info menu
- B. Detail
 - a. Use code
 - b. Sprinklers
 - c. HVAC (up to two options)
 - d. Construction (separate button)
 - i. Wall height / ceiling height
 - ii. Wall type
 - iii. Framing
 - iv. Any additional depreciation

Proval Commercial Instructions

Commercial Use Information

Use Code:General Commercial (GCM)

Floor/Use1 - 353 General Commercial - 10910

Area:10910

% of Floor:100.00

Basement Type:<None>

☐ Kit Building

GC Adjustments

☒ Lighting

No Adjustment

Sprinkler:

Sprinklers

10910

HVAC1:

Complete HVAC

10910

HVAC2:

<None>

Hotels/Motels/Apartments/Strip Retail

Number of Units:

Average Unit Size:

Configuration Code:

N/A

Number of Kitchens:

Strip Retail Avg Depth:

☐ Individually Owned Units

Size of Individually Owned Unit:

☐ Unit Cost Adjustments

Other GC and Base Adjustments

Wall Fin Area (-):

SF

Floor Fin Area (-):

SF

Ceiling Fin Area (-):

SF

Partitioning (-):

SF

Roof Deck Parking:

SF

Balcony Area:

SF

Racquetball Courts:

Squash Courts:

Elevated Floor:

SF

☐ Roofing & framing adjustment

GCK Adjustments

Wall Insulation:

%

Roof Insulation:

%

☐ Exterior Sheathing

☐ Steel Girts & Purlins

☐ Aluminum Siding

☐ Interior Liner

☐ Heavy Gauge Siding

☐ Plastic Panel Siding

☐ Sandwiched Paneling

☐ Steel Post & Beam

☐ Rigid Steel Frame

☐ Low Profile Adjustment

☐ Base Interior Finish

☐ Deduct: No Concrete

Dock Floor Adjustment

Height:

Perimeter:

PAR:

Wall Type:

N/A

OK

Cancel

Construction...

Use Construction Information

Floor	Floor Per.	Floor PAR	Floor Area	Use	Use Area	M&S Perim / Shape
1	446	4	10910	Undefined	10910	

Wall Hght:18

Ceiling Height:18

Wall Types

Concrete Block, Textured Face

446

100.00 %

<None>

%

<None>

%

<None>

%

Framing Class

☐ Class D - Wood Joist

%

☒ Class C - Fire Resistant

10910

100.00 %

☐ Class B - Reinf Concrete

%

☐ Class A - Fireproof Steel

%

☐ Class P - Pole Frame

%

☐ Class S - Pre-Eng. Steel

%

Depreciation

Economic:

%

Functional:

%

Physical:

%

☐ User Override?

M & S Occ. Rank

M & S Wall Rank

OK

Cancel

Proval Commercial Instructions

C. Floor & Plumbing

- Verify that PAR is not blank (this is auto done by Proval, just make sure it's not blank)
- Fill out Baths (half bath combinations are common for commercial)
- Fill out additional plumbing on bottom right section

Floor & Plumbing Information

Information for Floor: 1

Area: 10910 Perimeter/Shape: 446 PAR: 4 [Restore Defaults](#)

Plumbing Information

Baths		
	Comm	Resid
Full Baths:	0	0
Half Baths:	2	0
Extra Fixtures:	1	0
Total Fixtures:	5	0
Motel/Hotel/Apt Fixtures:	0	

Wash Fountains			
	G/F	ES	SS
Circ 36":	0	0	0
Circ 54":	0	0	0
Semi 36":	0	0	0
Semi 54":	0	0	0

Gang Sinks			
	G/F	ES	SS
4":	0	0	0
8":	0	0	0

Column Showers		
	ES	SS
Circ 5 per:	0	0
Semi 3 per:	0	0
Corner 2 per:	0	0

Multi-Stall Showers		
	ES	SS
Circ 5 per:	0	0
Semi 3 per:	0	0
Corner 2 per:	0	0

Gang Showerheads: 0

Drinking Fountains: 1

Water Coolers (refrigerated): 0

Water Coolers (hot and cold): 0

Emergency Showers: 0

Emergency Eyewashes: 0

Emergency Showers/Eyewashes: 0

[OK](#) [Clear Plumbing](#) [Cancel](#)

D. Building Info

- Verify Comm. Building Type
- Verify primary occupancy
- Verify Grade, Condition, % Complete, Year Built/Eff. Year Built, and Remodel Year
- Enter Roofing details
- Enter Insulation details

Proval Commercial Instructions

Building Information

General Building Characteristics

Property Record

C01 - Undefined

Comm. Building Type

Retail, Other

Building

001

Section

Primary Occupancy

General Commercial (GCM)

Physical Depr. Table

Calculate depreciation from uses

Grade / Rank

Avg

Year Built:

1993

☐ Determine Effective Year Built

Condition:

AV

Effective Year:

2005

Count:

1

% complete:

100

Year Remodeled:

2022

☐ Blend With Income

Depreciation

Physical:

0

☐ Override

Obsolescence

Functional:

Economic:

Location Adj Factor:

0

Composite:

0

Floor	Use	Use Area
1	353 - General Commercial	10910

Total Building Area:

10910

Sound Value

Field:

(None)

Value:

Reason:

Roofing

Built-up

100

<None>

0

<None>

0

<None>

0

Wall Insulation

100

%

Roof Insulation

100

%

Number of Units

Average Unit Size

OK

Cancel

Other Tab

You may have sketched improvements that are not a main building, such as paving, general purpose buildings, etc. These can be found in the other tab.

Parcel	Admin	Land	Sketch	Buildings	Other	Comps	Values	Images »	Documents »	Pictometry »	Permits »
ID	Type	Year Built	Grade	Condition	Width	Length	Size				
01	Paving	2004	Avg	AV	0	0	12345				
02	General Purpose Bldg Wood Pole Frame	2015	Avg	AV	25	50	1250				

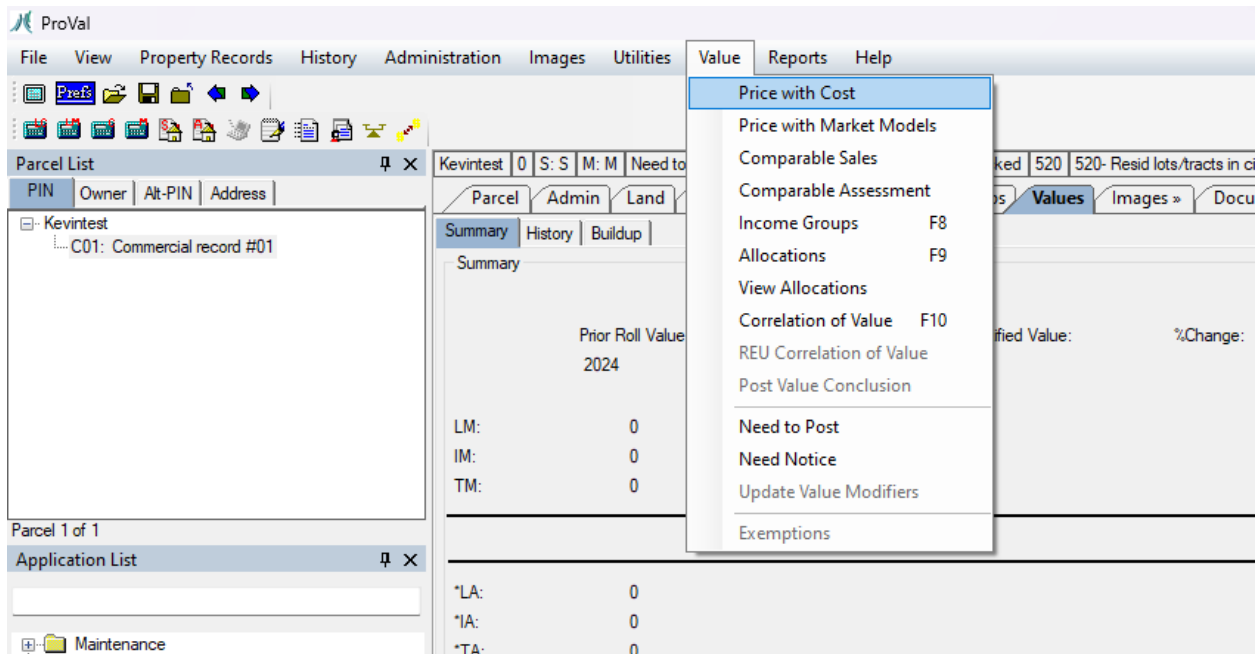
Structure:	Paving			Attached Items		Remove	Detail						
Year Built:	2004			<table border="1"><thead><tr><th>Item</th><th>Size</th><th>Grade</th></tr></thead><tbody><tr><td colspan="3"></td></tr></tbody></table>		Item	Size	Grade					
Item	Size	Grade											
Quality Class/Grade:	Avg												
Condition:	AV												
Width:	0	Length:	0	Size:	12,345	Square feet							
Height:	0	Capacity:	0	Count:	1								
Blend with Income													

To view these improvements, select the improvement then click *Detail*

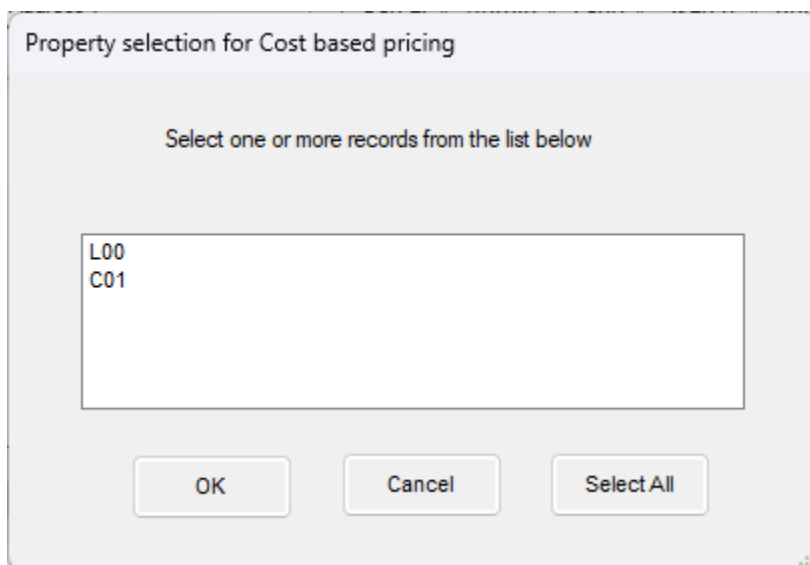
Pricing

After all information has been entered, you can now price.

Value → Price with Cost



You then have the option to select which record you would like to price. Typically you will press *Select All* then click OK



This will then take you to the cost build up screen. Values for each improvement can be seen here.

Memos

After pricing, you can now add memos. Each parcel will need an updated RY memo (and the old one removed) as well as any other memos need for the parcel.

Inspection Record

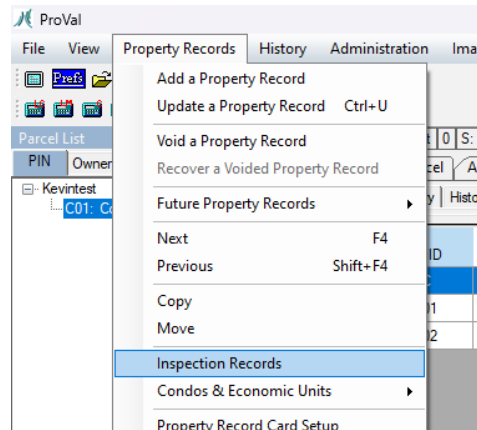
The inspection record is needed to “sign your name” onto the appraisal.

Property Records → Inspection Records

This will bring up this screen. Fill out:

- Inspection date (when you were there)
- Inspected by (usually you)
- Appraisal date (when you entered data)
- Appraiser (usually you)

Press *Apply* then *OK*

A screenshot of the 'Inspection Record Maintenance' dialog box. It contains a table of property records, input fields for inspection and appraisal details, and a list of detail records. An arrow points from the text 'This will bring up this screen. Fill out:' to the 'Inspected By' field.

Property Records	Insp. Date	Insp. By	Appr. Date	Appr. By	Data Source
Land data record (Active)	09/22/2025	MM	09/23/2025	MM	C
C01: Commercial record #01 (Active)	09/22/2025	MM	09/23/2025	MM	C

Inspection Date: 09/22/25 Data Source: Complete Refusal Clear All

Inspected By: MM Apply Inspection Date to: ☒ All Detail Records ☐ Selected Detail Records Select All

Appraisal Date: 09/23/2025

Appraiser: MM

L/I	Description	Inspection Date
I 1	C01(A) GENCOMM	09/22/2025
I 2	C01(A) PAVING	09/22/2025
I 3	C01(A) POLEBLDG	09/22/2025

Buttons: Apply, OK, Cancel

DON'T FORGET TO SAVE!!!!!!!