

Commercial ProValPlus®

1/04/05 – 1/5/05

Presented by

Alan Shipp of Manatron
&
Brett Hill ISTC Consulting Appraiser



ProValPlus®
Commercial Cost Data Entry Black Box Method

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ProValPlus Marshall & Swift Cost Rank (Quality)

The cost rank, or quality of construction, that determines the level of the calculated costs. You must enter a cost rank for each occupancy entered in the occupancy grid if the value needs to be adjusted for quality. In addition, you can change the rank for each component entered in the component grid, but if left blank it will price as Average or Rank 2.

The four basic cost ranks are:

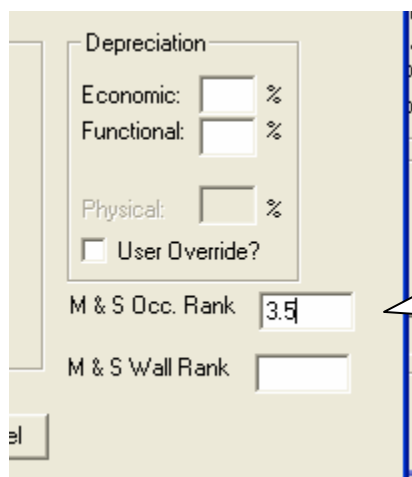
§ **Low (Rank 1)** - These tend to be very plain buildings that conform to minimum building code requirements. Interiors are plain with little attention given to detail or finish. Typically, there are minimum mechanical and low-cost finishes throughout.

§ **Average (Rank 2)** - These buildings are the most commonly found and meet building code requirements. There is some ornamentation on the exterior with interiors having some trim items. Lighting and plumbing are adequate to service the occupants of the building.

§ **Good (Rank 3)** - These are generally well-designed buildings. Exterior walls usually have a mix of ornamental finishes. Interior walls are nicely finished and there are good quality floor covers. Lighting and plumbing include better quality fixtures.

§ **Excellent (Rank 4)** - Usually, these buildings are specially designed, have high-cost materials and exhibit excellent workmanship. Both exteriors and interiors have custom and ornamental features. Lighting and plumbing include high-cost fixtures.

In addition to the four basic ranks, you can enter ranks down to 0.5 and up to 5. Also, you can enter a cost rank between two rank numbers (e.g., 2.5 for a quality between average and good).



Depreciation

Economic: %

Functional: %

Physical: %

User Override?

M & S Occ. Rank

M & S Wall Rank

One potential problem with using Rank is that the results of the adjustment are not displayed anywhere outside of this screen. If you enter a Rank of 3.5, it will increase the value, but there is nothing that shows how much of an increase was applied.

PART 1. PREFERENCE AND NEIGHBORHOOD SETTINGS

PREFERENCES

MACHINE OPTIONS

We can set up our preferences to allow us to price different neighborhoods with different Marshall & Swift cost databases. **Keep in mind this is only for the commercial occupancies and NOT the yard items and special features. Their pricing comes from whatever the Residential model is entered for the respective residential neighborhoods.**

The screenshot shows the 'Machine Options' section of the software preferences. The 'Section' dropdown is set to 'Machine Options'. The 'Marshall and Swift Value Tables DB Part 1 (Path)' field contains the text 'J:\Manatron\CESTEngine\'. A callout box points to this field with the text: 'Make sure that the Part 1, (Path) has a backslash at the end, as: J:\Manatron\CESTEngine\'. The left sidebar shows a tree view with 'Files' expanded, and 'Marshall and Swift Value Tables DB Part 1 (Path)' is selected.

The screenshot shows the 'Marshall and Swift Value Tables DB Part 2 (Version)' field set to '2004'. A callout box points to this field with the text: 'In this case, we want the MS Black Box costs for the 2004 assessment year to be our preferred cost database. Enter 2004 as the version. (Part 2)'. Another callout box points to a directory tree on the right, showing the 'Manatron' folder containing 'CESTEngine', '2003', '2004', 'GeoMedia', and 'MVP' subfolders. The text in this callout box reads: 'This is what the directory on the server looks like. The M&S cost databases (msdata32.mdb) are stored inside the 2003 and 2004 folders. Note that the 2004 folder is the same as the "version" we are using.'

Make sure the name of the database (**Part 3**), which is currently msdata32.mdb, has a backslash in front as: \msdata32.mdb.

SYSTEM OPTIONS

Select System, go to Pricing Options and select Price Current Buildings using Marshall and Swift.

Price Commercial Buildings Using Marshall and Swift Black Box

This box needs to be checked in order to price with the "Black Box".

NEIGHBORHOOD SETTINGS

ProVal Appraisal Neighborhood Commercial Improvement Table Maintenance

Neighborhood: Number: 1 [Open] [Next] [Previous] [New]

Name: IDAHO CITY

Update Information
Last Updated: 10/07/2003
Updated By: MANATRON

Effective Date: 10/16/2003 [Change] [Today]

Record Valid Between (Inclusive):
Activation Date: 01/01/1900 Inactivation Date: 12/31/9999

Pricing Model References: Model Serial Number: 998

Neighborhood Factors: Other Local Modifier: 0 Commercial Local Modifier: 0 Industrial Local Modifier: 0

Marshall Swift Support: Zip / Postal Code: 83702 Climate Override: 0 Default MS DB Version Directory: 2004

[Create New Set Of Records] [Inactivate] [Cancel] [Save] [Quit] [Switch to Control] [Switch to Land] [Switch to Res Impr]

In the Commercial Neighborhood, enter the name of the version of the Marshall & Swift database you want to use. Our example is to use 2004.

If this box is left empty, it will use what is set in your preferences.

- Documentation_Users
- Forms_ProVal Related
- Manatron
 - CESTEngine
 - 2003
 - 2004
 - GeoMedia
 - MVPAdmin

ProVal Appraisal Neighborhood Commercial Improvement Table Maintenance

Neighborhood: Number: 1 [Open] [Next] [Previous] [New]

Name: IDAHO CITY

Update Information
Last Updated: 10/07/2003
Updated By: MANATRON

Effective Date: 10/16/2003 [Change] [Today]

Record Valid Between (Inclusive):
Activation Date: 01/01/1900 Inactivation Date: 12/31/9999

Neighborhood Factors: Other Local Modifier: 0 Commercial Local Modifier: 0 Industrial Local Modifier: 0

Marshall Swift Support: Zip / Postal Code: 83702 Climate Override: 0 Default MS DB Version Directory: 2003

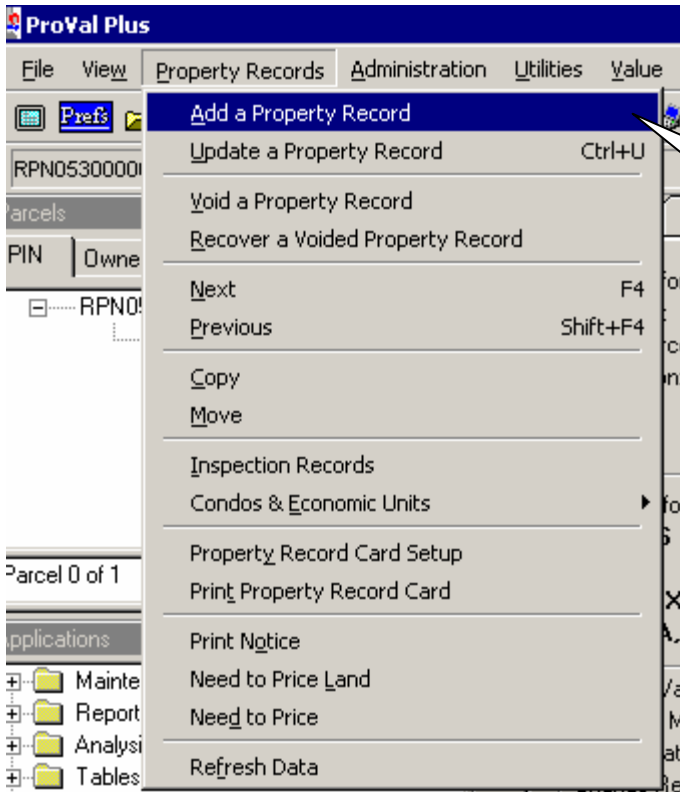
[Cancel] [Save] [Quit] [Switch to Control] [Switch to Land] [Switch to Res Impr]

If it is decided that you want to continue pricing this commercial neighborhood using another version of the Marshall & Swift database, then enter the name of the version you wish to use.

For this example we want to continue pricing this Neighborhood with the 2003 M&S cost tables

- Documentation_Users
- Forms_ProVal Related
- Manatron
 - CESTEngine
 - 2003
 - 2004
 - GeoMedia
 - MVPAdmin

PART II. DATA ENTRY



This example will take you through entering a new commercial property record. **Select Add A Property Record.**

The 'Property Record' dialog box is shown with the following fields and options:

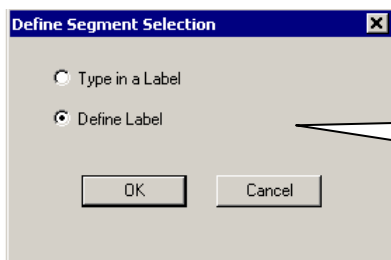
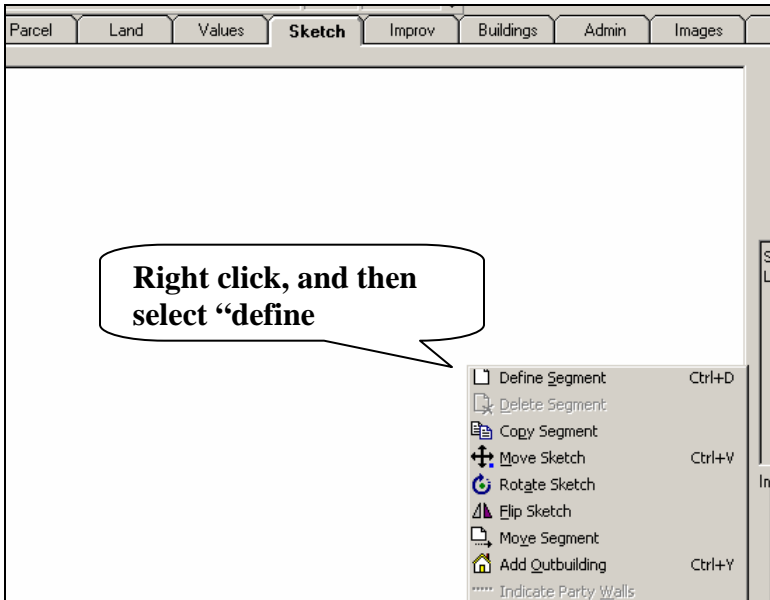
- Description: Chevy Car Lot
- Pricing Type: Residential/Agricultural, Commercial/Industrial
- Property Class: 421 (dropdown menu showing '421 - Commercial lot/ac in city')
- Buttons: Copy from..., OK, Cancel

- Enter a description defining the improvement.
- Make sure the property class is correct.
- Make sure the pricing type is Commercial/Industrial.

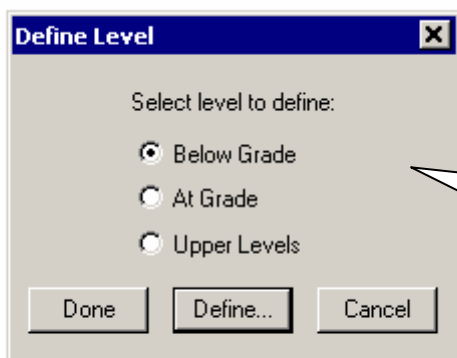
NOTE: If there is an existing property record on this parcel, you can copy the sketch/data from that property record by using the "Copy from...".

NOTE: This example will be drawn in four segments

Add Segment 1.



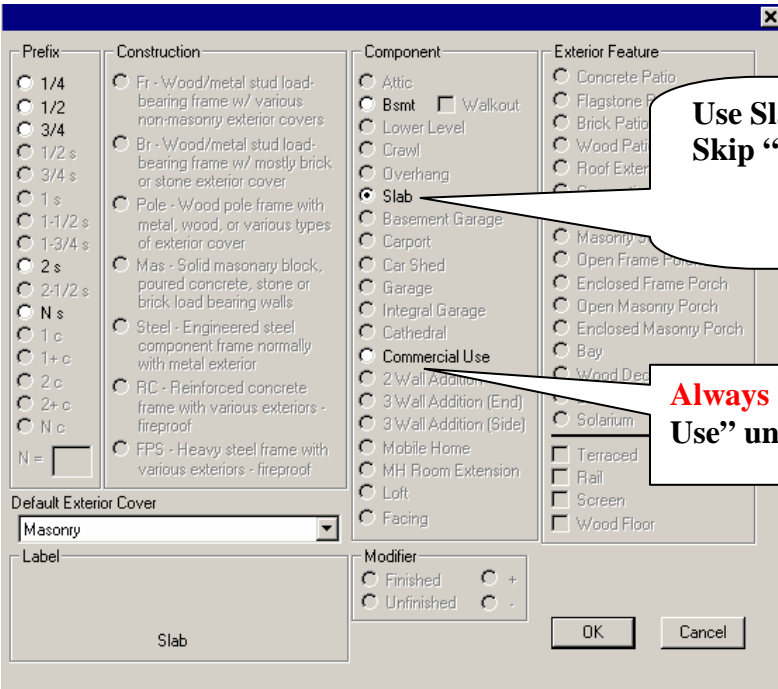
Leave this screen "as is", with "Define Label" clicked on. Select OK



At this point we are starting to define the improvement. This is done in up to 3 stages which are:

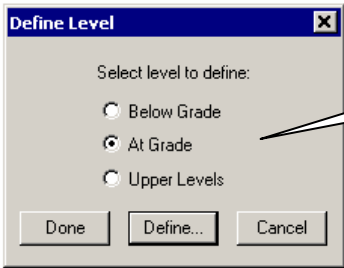
- 1) Below grade
- 2) At Grade
- 3) Upper Levels (if any)

After clicking the correct button, select "Define".



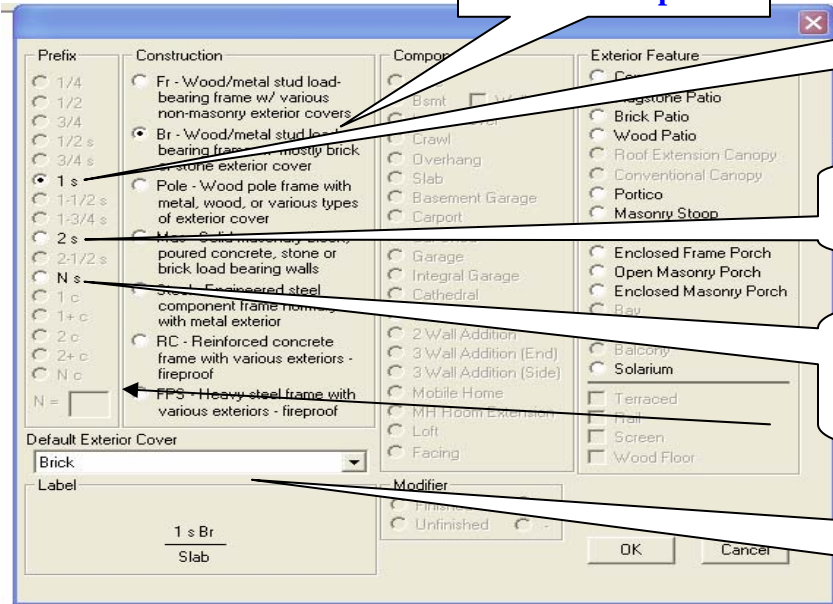
Use Slab when floor is concrete.
Skip "Below Grade" if the floor is wood.

Always Ignore "Commercial Use" until further notice.



Select "At Grade" then Define.

Select Br (Brick) for this example

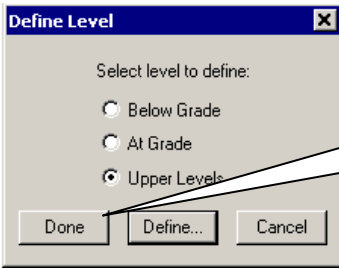


In this example, we are choosing 1s (1 story).

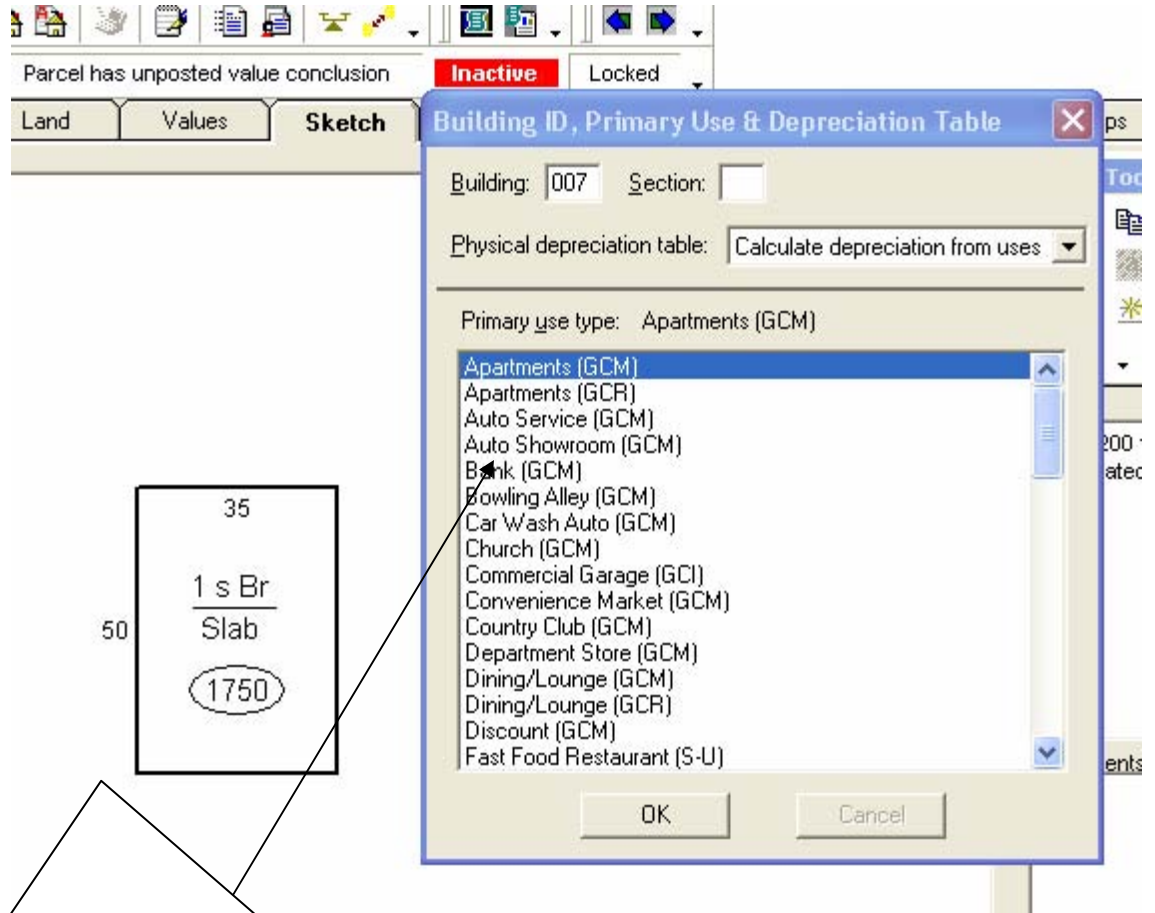
If the entire building is 2 stories, choose 2s

If taller than 2 stories, choose Ns, then fill in the number of floors.

At this time do not define the exterior cover on this screen.



Click "Done" at this point because there are not any "Upper Levels".



Draw the sketch, and then the above screen will pop up when it is complete. Select the **Primary Use** for this building. (This can be edited later in the Building section information screen but you must define something at this point in the process).

For this example select Auto Showroom and then OK.

Improvement Information

Improvement ID: C Type: AUTOSHOW

Quality class/Grade: Avg Year Built: 2000
 Condition: AV Effective Year: 2000
 % complete: 100 Year Remodeled: 0

Determine Effective Year Built

Depreciation:
 Physical: 0
 Obsolescence:
 Functional: 0
 Economic: 0
 Location Adj Factor: 100
 Composite: 0

Sound Value:
 Field: (None)
 Value:

Stories or Height: Size: 0 Square feet
 Width or Diameter: Count: 1
 Length:
 Capacity:
 Attached:
 Framing:
 Exterior cover:
 Feature:

OK Cancel

The following are required fields:

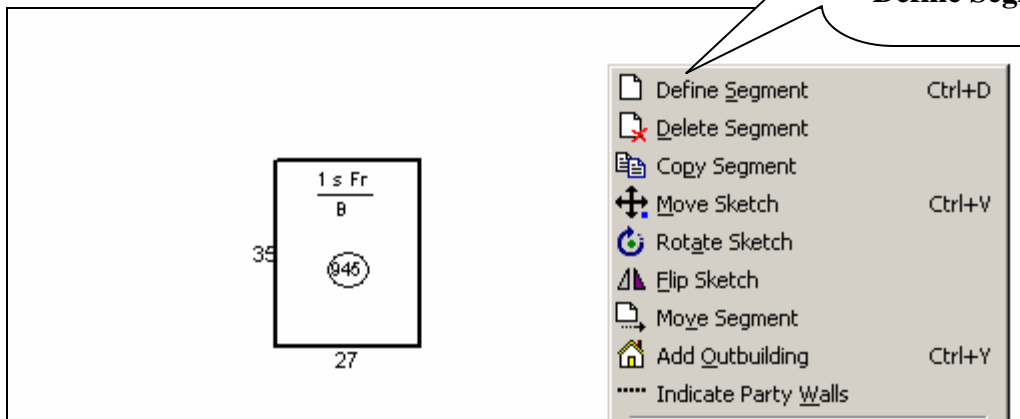
1. Quality Class/Grade
2. Condition
3. Year Built **if known*
4. Effective Year

Note: Depreciation is calculated from effective year.

Select OK when you have finished entering information.

Add Segment 2:

From the sketch screen, right click & select "Define Segment".

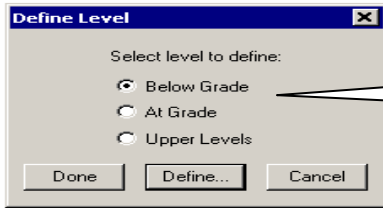


Define Segment Selection

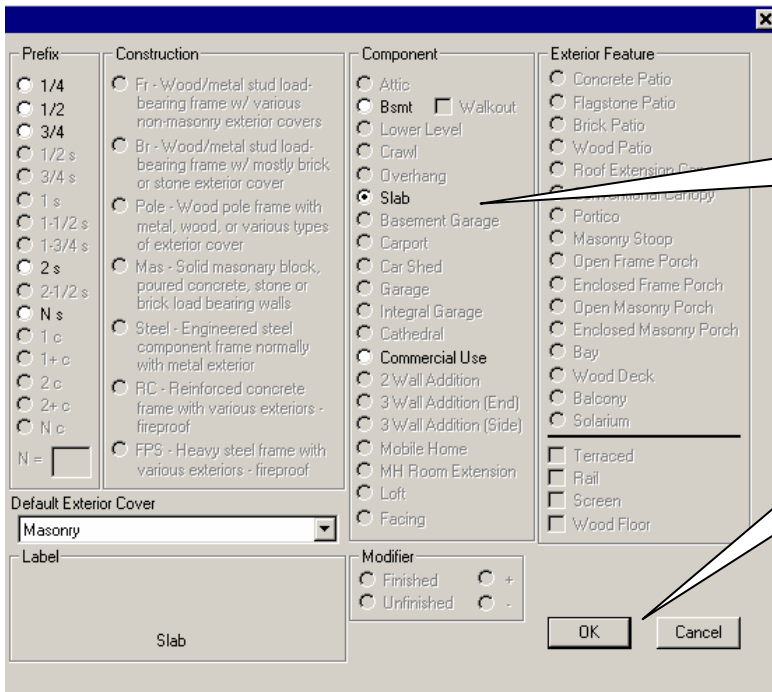
Type in a Label
 Define Label

OK Cancel

Select "Define Label" then OK.

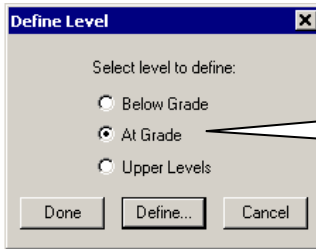


Select the Below Grade then Define.

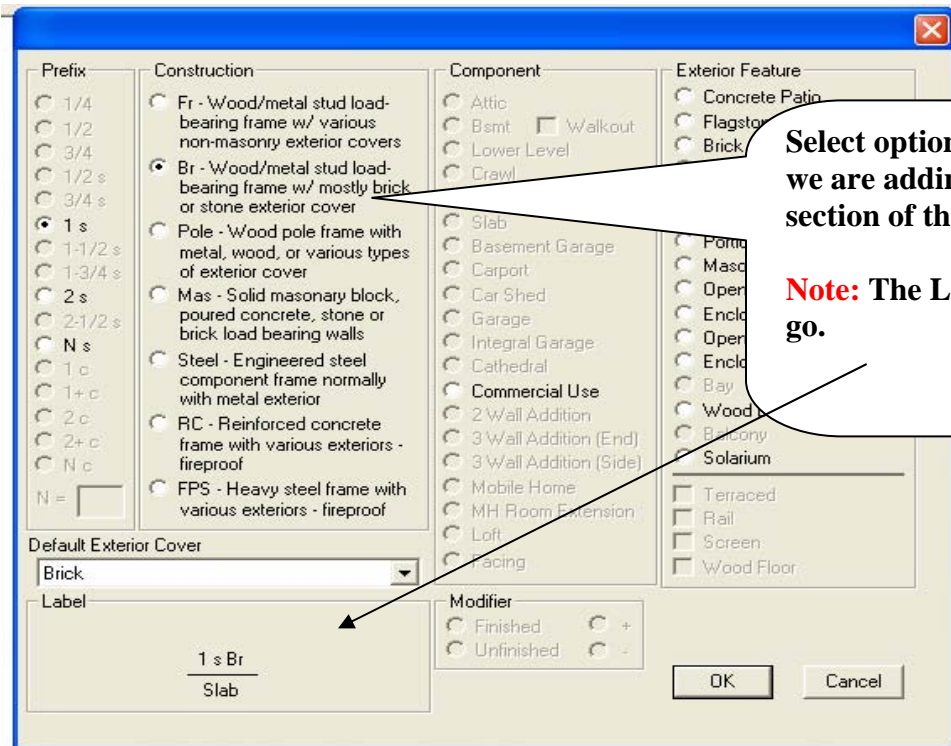


In this example we are selecting slab.

Select OK when ready to continue.

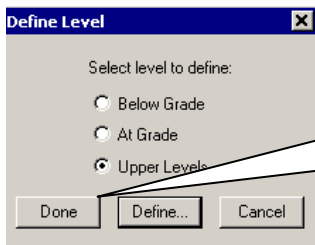


Select "At Grade" then Define.

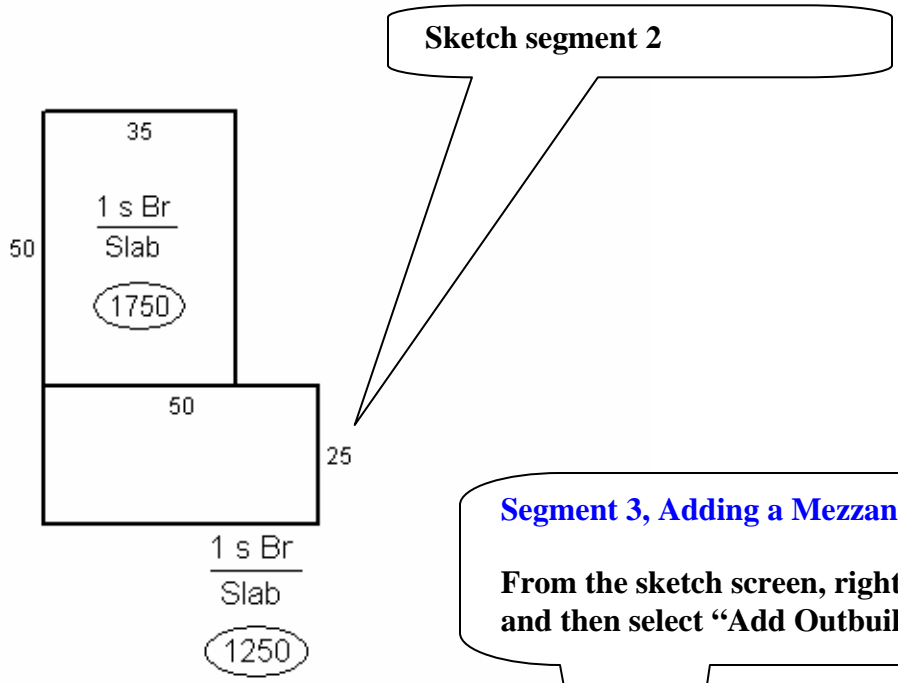


Select options needed (in this case, we are adding another 1 story brick section of the building)

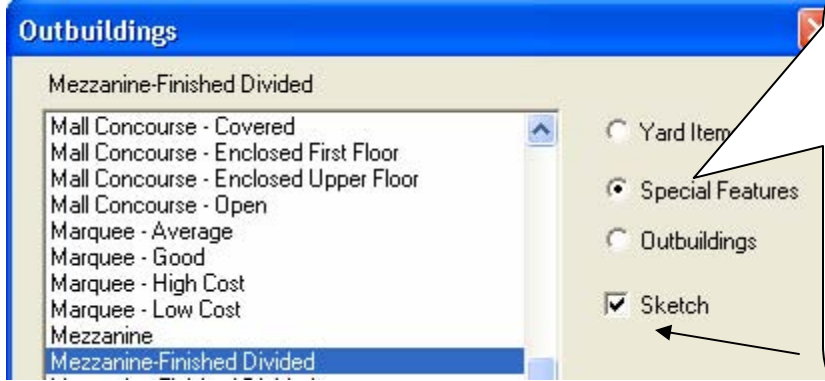
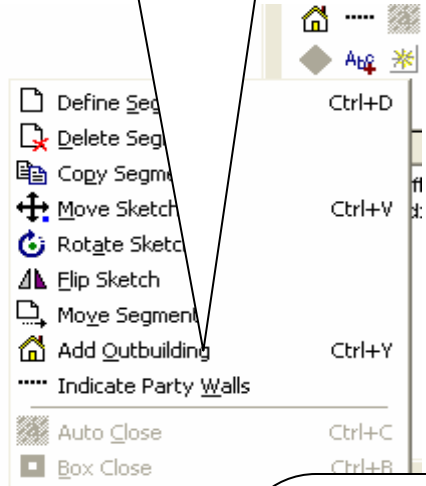
Note: The Label is being built as we go.



Since there are no upper floors at this time, click "Done".



Segment 3, Adding a Mezzanine:
 From the sketch screen, right click, and then select “Add Outbuilding”.



In this case, Mezzanine is a “Special Feature”, so select that option, then locate *mezzanine open divided* and highlight it.
Before leaving this screen, be sure to click on “Sketch”, BUT, you do not have to sketch an outbuilding if you do not want to.

Sketch in the Mezzanine.

Improvement Information

Improvement ID: 01 Type: MEZZ

Quality class/Grade: Avg Year Built: 2003

Condition: AV Effective Year: 2003

% complete: 100 Year Remodeled: 0

Determine Effective Year Built

Depreciation

Physical: 0

Obsolescence

Function: 0

Economic: 0

Local Factor: 100

Count: 0

Stories or Height: 1 Size: 675 Square feet

Width or Diameter: 25.00 Count: 1

Length: 27.00

Capacity: 0

Attached: Not attached

Framing:

Exterior cover:

Feature

OK Cancel

Fill in all pertinent information, then select OK.

SPECIAL NOTE: There needs to be a 1 in the “Stories or Height” field when entering Mezzanines.

Segment 4: Upper Floor

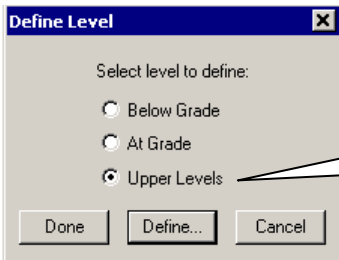
In this case, we are creating an upper floor for this improvement. Therefore; right click & select “Define Segment”.

Define Segment Selection

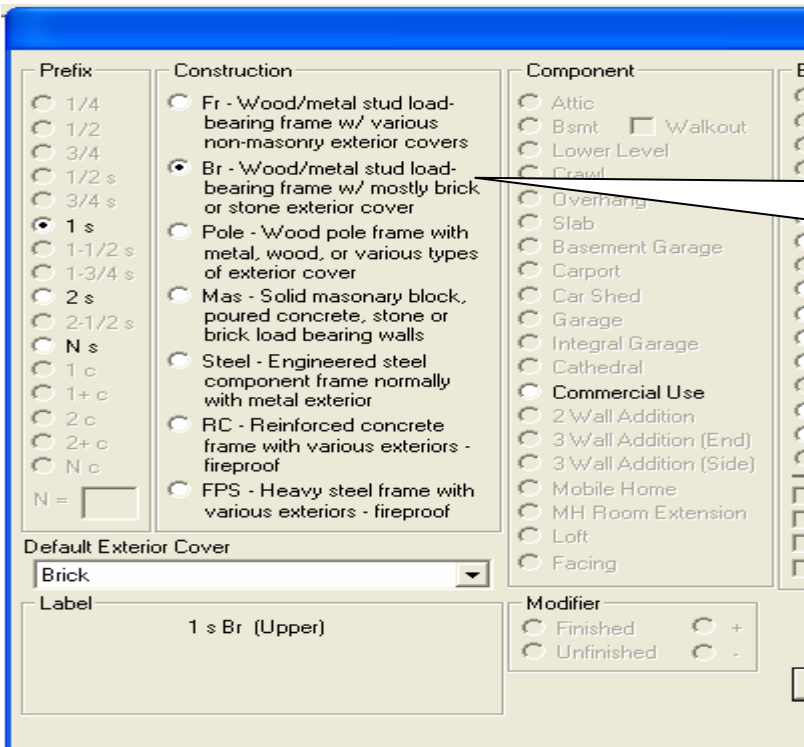
Type in a Label

Define Label

OK Cancel



This time select Upper Levels and **DEFINE**.



Select options as needed. In this example choose 1 story brick.

TIP: Consider sketching upper levels to the side of the basement and first floor. This will keep your sketch from getting too cluttered.

Starting Floor

Please enter the starting floor number:

OK

Enter the sketch. Once you hit enter after the square footage, a screen will pop up asking for the starting floor number (which in our case is 2).

Improvements

C	AUTOSHOW	
01	Mezz	25 x 35

Entering the Building Section Information:

Go to the Buildings Tab

Building: **007** Section: Primary Use: **Auto Showroom (GCM)**

Number of Floors: 2

Floors:	Base Area	Perimeter	PAR
1	3000	320	11
2	1750	170	10
Mezz	875	0	0

Roofing: Built-up 100%
<None> 0%
<None> 0%
<None> 0%

Wall Insulation: 0%
Roof Insulation: 0%
Number of Units: 0
Average Unit Size: 0

Use Types for Floor #

Use	Pricing Key	Area	Wall Hgt	Ceil Hgt	Wall Type	LF	Frame	Finish

If anything on this screen needs to be changed or added, do so at this time. Then, taking one "floor" at a time, double click that floor & follow through on the following screens.

Commercial Use Information

Use Code: Auto Showroom (GCM) Pricing Key: GCM05 Floor 1

Area: 2250 % of Floor: 75 Basement Type: <None> Kit Building

GC Adjustments

Lighting No Adjustment

Sprinkler: <None>

HVAC1: <None> 2250

HVAC2: <None> 2250

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

Tennis Courts:

Squash Courts:

Ele. Floor: SF

Room Framing adjustment

Dock Floor

Height:

Perimeter:

PAR:

Wall Type: N/A

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

OK Cancel Construction...

You can have multiple uses per floor. In this example, we are splitting floor 1 into 75%Auto Showroom and 25%Storage. We will do the Auto Showroom first.

Click "*Construction*" when ready to continue.

Use Construction Information

Floor 1 Use Description

Area: Floor Use M & S Wall Height: 20
 Perimeter/Shape: 3000 2250 Perim/Shape Ceiling Height: 20
 Perimeter/Area Ratio: 11

Wall Types

Wall Type	Linear Feet	% of Floor Perimeter
Brick, Solid	320	100.00 %

Class/Framing

Class/Framing	Area	% of Use Area
<input type="checkbox"/> Wood Joist		
<input checked="" type="checkbox"/> Fire Resistant	2250	100.00 %
<input type="checkbox"/> Reinforced Concrete		
<input type="checkbox"/> Fireproof Steel		
<input type="checkbox"/> Pole		
<input type="checkbox"/> Steel		

Depreciation

Economic: %
 Functional: %
 Physical: %
 User Override?

M & S Occ. Rank:
 M & S Wall Rank:

OK Cancel

This screen is very important. The required fields are:

- Wall Height
- Ceiling Height
- Class/Framing.

Pay special attention to the Class/Framing you choose because your choice will have an effect on depreciation and in some cases cause a pricing error.

You can apply user overrides for economic or functional depreciation at this point

Now define the Storage Portion of this floor. Double Click on Floor 1.

Building: 007 Section: Primary Use: Auto Showroo

Floors:

Floor	Base Area	Perimeter	PAR
1	3000	320	11
2	1750	170	10
M1	875	0	0

Roofing

Roof In: %
 Number: %
 Average: %

Floor Info Copy Uses

Use Types for Floor #

Use	Pricing Key	Area	Wall Hgt	Ceil Hgt	Wall Type	LF	Frame	SF	Finish
AUTOSHOW	GCM05	2250	20	20	1	320	2	2250	

Commercial Use Information

Use Code: **Utility/Storage (GCM)**

Area: **750** % of Floor: **25.00** Basement Type:

GC Adjustments

Lighting: **No Adjustment**

Sprinkler: **<None>**

HVAC1: **<None>** **750**

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

OK Cancel Construction...

Balcony Area: SF

Racquetball Courts:

Squash Courts:

Elevated Floor: SF

Roofing & framing adjustment

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:

PAB:

Wall Type: **N/A**

Select the Utility/Storage use code from the drop down list.

Notice that the area and % of floor are pre-filled with the projected amounts.

Select Construction when ready to continue.

Use Construction Information

Floor: **1**

Use Description

Area:	3000	Use:	750	M & S Perim/Shape:		Wall Height:	20
Perimeter/Shape:	320					Ceiling Height:	20
Perimeter/Area Ratio:	11						

Wall Types

	Linear Feet	% of Floor Perimeter
Brick, Solid	320	100.00 %
		%
		%
		%

Class/Framing

	Area	% of Use Area
<input type="checkbox"/> Wood Joist		%
<input checked="" type="checkbox"/> Fire Resistant	750	100.00 %
<input type="checkbox"/> Reinforced Concrete		%
<input type="checkbox"/> Fireproof Steel		%
<input type="checkbox"/> Pole		%
<input type="checkbox"/> Steel		%

Depreciation

Economic: %

Functional: %

Physical: %

User Override?

M & S Occ. Rank:

M & S Wall Rank:

OK Cancel

You will have to enter all of this information again as it may be different.

!TIP You can use ranking to "tweak" the value

Parcel Land Values Sketch Improv **Buildings** Admin Images Comps

Building: **007** Section: Primary Use: **Auto Showroom (GCM)**

Number of Floors: 2

Floors:

Floor	Base Area	Perimeter	PAR
1	3000	320	11
2	1750	170	10
M1	875	0	0

Roofing

Built-up 100 %

<None> 0 %

<None> 0 %

<None> 0 %

Wall Insulation: 0 %

Roof Insulation: 0 %

Number of Units: 0

Average Unit Size: 0

Floor Info Copy Uses

Use Types for Floor #

Use	Pricing Key	Area	Wall Hgt	Ceil Hgt	Wall Type	LF	Frame	SF	Finish
AUTOSHOW	GCM05	2250	20	20	1	320	2	2250	
UTLSTOR	GCM46	750	20	20	1	320	2	750	

The floor layout will look something like the above image when you get done. Notice that the different uses per floor are broken out in the bottom pane.

At this point, you will need to go back & do each floor just as we did the 1st Floor.

Special Note: 100% of each floor's area must have been assigned a use code before you can price this property record.

ProVal Plus

File View Property Records Administration Uses Utilities Value Reports Help

TEST Parcel has unposted value conclusion **Inactive** Locked

Parcels

PIN Owner Alt-PIN Address

TEST
C07: Sample Commercial

TEST 1
TEST AH
TEST CW
TEST KK
TEST TA

Parcel 1 of 8

Applications

- Characteristic Descripti
- Neighborhood Data
 - Print Summary Rep
 - Residential Pricing
 - Land Pricing
 - Commercial Pricing
 - General Control
 - House Type Factor
 - Land Influence Mo
 - Reconciliation Mnr

Building: 007 Section:

Floors:

Floor	Base Area	Perimeter	PAR
1	3000	320	11
2	1750	170	10
M1	875	0	0

When you are finished with all the floors, click the "Price Cost" icon to price this parcel & \or property record.

Use Types for Floor #

Use	Pricing Key	Area	Wall Hgt	Ceil Hgt	Wall Type	LF	Frame	SF	Finish
AUTOSHOW	GCM05	2250	20	20	1	320	2	2250	
UTLSTOR	GCM46	750	20	20	1	320	2	750	

1 Parcel has unposted value conclusion **Inactive** Locked

Parcel Land **Values** Sketch Improv

Summary History **Buildup**

Buildup

ID	Type	Year Built	Eff Year	Cond	Grade	Base Rate	Adj Rate	Amount	Phys Depr	Func Depr	Econ Depr	Mkt RDF	Loc Adj	% Com
C	AUTOSHOW	2000	2000	AV	Avg	0	0	0	0%	0%	0%	-	0	100
01	MEZZ	2000	2000	AV	Avg	0	0	0	0%	0%	0%	-	100	100

Marshall & Swift Value Results

Included in Section 1 Floor: 2 Use: LFTWRHSE MS OCC: 338 Loft

Included in Section 2 Floor: 1 Use: AUTOSHOW MS OCC: 303 Automobile Showroom

Included in Section 2 Floor: 1 Use: UTLSTOR MS OCC: 454 Shell, Industrial

Section	Item Description	Units	Cost	Total	Percent
M & S Cost Database Date: 07/2001					
1	Base Cost	1750	36.39	63683.00	
1	Exterior Walls	1750	13.95	24412.00	
1	Heating & Cooling	1750	9.97	17448.00	
1	Basic Structure Cost	1750	60.31	105543.00	

Last Message

Go to the Values tab, select sub-tab "Buildup" & you can review the cost valuation (example to the left).

NOTE: This valuation is based on the concept that you are using the Marshall & Swift Black Box system for valuation. If you are not, then this screen will be different.

Parcel has unposted value conclusion **Inactive** Loc

Parcel Land **Values** Sketch Improv Bu

Summary History Buildup

Buildup

ID	Type	Year Built	Eff Year	Cond	Grade	Base Rate	Rate	Amount	Depr	Depr	Depr	Value
C	AUTOSHOW	2000	2000	AV	Avg	0	0	0	0%	0%	0%	348690
01	MEZZ	2000	2000	AV	Avg	0	0	0	0%	0%	0%	0

Use this scroll bar to view the entire pricing detail for commercial improvements priced using the Marshall and Swift Black Box.

Marshall & Swift Value Results

Included in Section 1 Floor: 2 Use: LFTWRHSE MS OCC: 338 Loft
 Included in Section 2 Floor: 1 Use: AUTOSHOW MS OCC: 303 Automobile Showroom
 Included in Section 2 Floor: 1 Use: UTLSTOR MS OCC: 454 Shell, Industrial

Section	Item Description	Units	Cost	Total	Percent
M & S Cost Database Date: 07/2001					
1	Base Cost	1750	36.39	63683.00	
1	Exterior Walls	1750	13.95	24412.00	
1	Heating & Cooling	1750	9.97	17448.00	
1	Basic Structure Cost	1750	60.31	105543.00	

Last Message

Special Note: As with Residential, if you are including this in the revaluation process for the current assessment year, be sure the following is done:

- [Review Year Memo](#) is added (if changing review year)
- [Allocations](#) are edited (be sure to save first)
- [Inspection Records](#) are updated

PART III. TROUBLESHOOTING TIPS

Problem:

My improvement is not pricing.

Troubleshooting Ideas:

- Exit and log back onto Proval Plus. Changes to tables, neighborhoods etc. require the tables to “reload” before those changes will take affect.
- Check the [neighborhood](#). Make sure you have created a commercial neighborhood. Make sure the Parcel is in the correct neighborhood.
- Go back into the Floor(s) and make sure the required fields all have valid information in them. See top of [page 5](#), [Page 9.](#), and review [Entering the Building Section Information](#) starting on page 11.
- Go back and make sure 100% of each floor is assigned a use and the Construction information has been correctly entered.
- Go to the file Pricems.txt in the c:\program files\Manatron\ProvalPlus folder. Pricems.txt is a text file that will show you any pricing errors that occurred during pricing.
- Make sure the Marshall & Swift Data Base ([msdata32.mdb](#)) in the [CESTENGINE](#) folder in your c:\manatron\cestengine is **not** READ ONLY.
- Black Box users only should check your preferences and make sure the Valuation Method [Use Marshall & Swift Black Box](#) is checked in the System Preferences.
- Proval Commercial Model users should make sure the correct model number is entered in the system preferences and in the Commercial Neighborhood. They should also make sure the Use Marshall & Swift Black Box is NOT checked in the Valuation Methods in system preferences.
- Check the Wall Type. If there is not cost data in Marshall & Swift for a certain wall type then there will be a pricing error generated.

Problem:

I get a value for the main improvement but the yard items and special features are not pricing.

Troubleshooting Ideas:

- Make sure the correct *Residential Neighborhood* is set up for this parcel. Yard Items and Special Features costs are found in Residential Pricing.

Problem

I get a price but it seems way too high or way too low.

Troubleshooting Ideas:

- **Check the [Effective Age, Quality Class/Grade, and Condition](#)**
- **Check the [Class/Framing](#). The two you will probably normally use are Wood Joist and Fire Resistant. Brush up on your Marshall & Swift terminology to help you in classing your wall types correctly.**