



CITY COUNCIL

CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII 96813-3077

NOV 19 PM 1:53 CITY CLERK

OAHU REAL PROPERTY TAX ADVISORY COMMISSION

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DATE: NOVEMBER 15, 2021

TO: ADMINISTRATOR STEVEN TAKARA, Real Property Assessment Division
Department of Budget & Fiscal Services

FROM: OAHU REAL PROPERTY TAX ADVISORY COMMISSION ("ORPTAC")
Council of the City and County of Honolulu

SUBJECT: Requests & Query Related to Valuation

Aloha Administrator Takara –

Please find below, two requests and one query from the ORPTAC Subcommittee on Valuation:

- 1) Please provide two complete sample property valuations for residential properties including, but not limited to:
 - cards or work papers showing appraisals of buildings and improvements;
 - comparable land sales analysis reports (MK127); and
 - any other information or materials that would typically be provided to a taxpayer attempting to understand their appraisal and assessment.
- 2) Please provide a copy of the Marshall and Swift manual, as well as a summary explanation of how the model is implemented in the Real Property Assessment Division's appraisals.
- 3) What is the Real Property Assessment Division's official position on its use and consideration of the income valuation method for commercial, industrial, and hotel appraisals and appeals?

RPTAC

COUNCIL COM. 414

Thank you in advance for your time, attention and effort in responding to these requests. Please don't hesitate to contact Commission Aide, George White, at Ext. 83861 or via email at george.white@honolulu.gov, should you have questions or need for further follow-up.